

About PCC

Welcome to Pueblo Community College

You've made the right choice!

For 72 years, Pueblo Community College (PCC) has provided the education and training that gives our students the skills they need to qualify for good jobs or to transfer to a four-year school. We are a two-year community college accredited by The Higher Learning Commission - a member of the North Central Association (www.ncacihe.org, 312-263-0456), and we are a member of the Colorado Community College System, the fastest-growing educational system in Colorado.

We offer more than more than 50 certificate and Associate Degree programs, and we are a state leader in health care education. The job-placement rate for graduates of our Health Professions programs is virtually 100%, and many are hired before they even graduate. In January 2006, we launched a new Diagnostic Medical Sonography program. We also have new academic programs in Education, Social Work, and Latino/Latina Studies.

We have experienced dramatic enrollment growth over the past 15 years, and we now have two branch campuses. The Fremont Campus, located in Cañon City, serves Fremont and Custer counties. The Southwest Campus, with sites in Durango and Cortez, serves Archuleta, Dolores, La Plata, Montezuma, and San Juan counties. The branch campuses serve approximately 1,700 students per year and provide transfer, career, and technical programs.

The average age of our students is 29 years old, and about one-third are first-time college students. Approximately 80% receive some kind of financial assistance in the form of grants, scholarships, work-study jobs, and/or student loans. 64% of our students are female, and 40% represent a minority. The U.S. Department of Education has designated PCC as a Hispanic-Serving Institution based on the college's commitment to serve Hispanic and low-income students, and two Title V grants are helping PCC meet this commitment.

We offer a variety of scheduling alternatives to meet your needs. You can choose among day or evening classes, weekend classes, hybrid and telecourses, and online classes and degree programs. To support your education, we offer professional counseling and advising services, as well as a wide range of academic support services such as individual tutors, learning labs, workshops, and adaptive services for those with disabilities. If you have children, you can use, for a fee, our Pueblo campus child-care center.

PCC is a technologically advanced school that aims to provide a skilled and educated workforce to industry through its Gorsich Advanced Technology Center and Health Program Facilities. Our partnerships with business and industry help provide the state-of-the-art equipment that enables students to acquire the highly technical skills needed to step right into the workforce upon graduating.

PCC is also the home of a Small Business Development Center, providing free business services to new and prospective small business owners in Pueblo, Fremont, and Custer counties. Through our Community Education and Training Division, we offer non-credit courses, workshops, and seminars to the community and small business owners. We also offer a GED program for those who do not have a high school diploma.

Our Vision

Pueblo Community College will develop and support learning that leads to positive change in the lives of individuals, families, and communities throughout the service areas of the Pueblo, Fremont, and Southwest campuses.

Our Values

At Pueblo Community College, we value students, employees, and the communities we serve. Pueblo Community College affirms these values:

- Learning
- Service
- Integrity
- Diversity
- Accountability
- Collaboration
- Accessibility
- Creativity

Our Mission

Pueblo Community College's mission is to create learning opportunities through excellence in teaching and service so that students may attain the knowledge and skills necessary for careers, transfer, and professional and personal growth.

Our Purposes

- Prepare students for entry into the workforce, career advancement, or career change through certificate and associate degree programs.
- Prepare students for transfer to baccalaureate institutions by providing transfer degrees, courses, and services.
- Provide opportunities to develop and continually update job skills to meet the demands of a technological and global economy.
- Provide programs and experiences that foster individual and professional development.
- Prepare students for entry-level college courses.
- Provide comprehensive services to support the educational experience of a diverse student population.
- Deliver instruction through traditional, alternative, and distance learning methods.
- Provide a quality learning environment supported by teaching excellence and freedom of inquiry.
- Support the economic development of the community through business initiatives and partnerships.
- Contribute to the community by participating in civic and professional activities.

Our General Education Philosophy

General education at Pueblo Community College is an integral and important part of the student's college experience. General education provides degree-seeking students with a core of basic knowledge, critical thinking skills, intellectual concepts, and attitudes that will enable them to function effectively in the community. General education also serves as a foundation to promote life-long learning.

Our General Education Learning Objectives

Upon successful completion of general education requirements, our students will be able to do the following:

- Read, write, and speak effectively.
- Interpret, evaluate, and synthesize information.
- Use technology to achieve educational objectives.
- Use interpersonal skills essential for their chosen fields.
- Apply global and cultural perspectives.

History of the College

Origins

Pueblo Community College traces its origin to 1933, when Southern Colorado Junior College (SCJC) was incorporated. SCJC classes were held on the top floor of the Pueblo County Courthouse and graduated the first class of 17 students in 1935. In 1936, the first building on the current Orman Avenue campus was built on land donated by the Colorado Fuel and Iron Corporation. One year later, local citizens made a commitment to support the institution with county taxes and organized the Pueblo County Junior College District, and the institution was renamed Pueblo Junior College.

Pueblo County voters approved \$210,000 for building facilities in 1938 and, over the next two years, work was completed on an Arts Building and a gymnasium. In 1946, the institution gained approval for vocational rehabilitation training and a new vocational-technical building opened four years later. The school was renamed simply as Pueblo College.

Establishment of Southern Colorado State College

The Pueblo Junior College District was dissolved in 1961 when Colorado's General Assembly enacted legislation to change the status of Pueblo Junior College to a four-year, degree-granting institution governed by the Board of Trustees for State Colleges. The college was named Southern Colorado State College (SCSC). It grew rapidly and offered educational programs both at the Orman Avenue campus and at a newly developing campus north of Pueblo's Belmont residential district.

Development of the College for Community Services and Career Education

The need for additional secondary, post secondary, and adult vocational training in southern Colorado was recognized not only by the college administration but also by the community and many state agencies. Most of the Orman campus buildings had a vocational orientation, and the decision to revitalize the campus as a vocational-technical training center was based on both past programs and functional accommodations. In 1974, Southern Colorado State College gave the name "College for Community Services and Career Education" to the vocational activities located on the Orman Campus. These vocational programs provided training to secondary, post secondary, adult, and special students.

In 1975, the Colorado General Assembly passed legislation that would allow Southern Colorado State College to operate the College for Community Services and Career Education as a technical community college. This change was made to enable the programs to be eligible for state and federal vocational funds within the state's Community College and Vocational System.

We Become Pueblo Community College

In 1978, the Colorado General Assembly passed a bill that changed the status of the College for Community Services and Career Education from a component of the University of Southern Colorado to a separate and free-standing educational entity. On July 1, 1979, Pueblo Vocational Community College became a State System Community College; and on July 1, 1982, the name was officially changed to Pueblo Community College (PCC).

By 1987, PCC had become a comprehensive community college, offering a broad range of general, personal, vocational, and technical education programs as well as providing two-year transfer programs to qualify students for admission to the junior year at other colleges and universities. Today, we place equal emphasis on both vocational and transfer degree programs.

PCC's history of offering courses in Cañon City blossomed into a more permanent presence in 1986, when we leased facilities on the grounds of the Holy Cross Abbey. A community fund drive that raised more than one million dollars allowed us to secure \$8.2 million in state funding for a stand-alone campus. Ground was broken on March 11, 2000 for a new 33,000 square foot multi-functional building. Classes were first held in the new Fremont Campus facility in fall of 2001.

Through a 1988 agreement with San Juan Basin Vocational Technical School (now San Juan Technical College), PCC established a presence in Cortez. Because of demand, the College also began to offer degree programs in Durango, thus forming the Southwest Campus.

Today, PCC is one of the most dynamic and progressive community colleges in Colorado. We continually strive to provide modern facilities, state-of-the-art equipment, and comprehensive technical and transfer programs that prepare students to enter the job market or transfer to a four-year school. Our faculty and staff are committed to student success, offering quality classroom instruction and academic support.

Branch Campuses

Fremont Campus

The Fremont Campus, located in Cañon City, Colorado, provides educational programs and services to the citizens of Fremont and Custer Counties. We offer modern facilities, up-to-date technology, a learning resource center, a full service bookstore, comprehensive nursing and science labs, and many student activities. We serve students who are preparing to transfer to four-year colleges as well as those preparing for careers in business and industry.

We offer the following degrees and programs:

- Associate of Arts and Associate of Science transfer programs
- Associate of Applied Science and Associate of General Studies in Accounting, Business Management, Computer Information Systems, Criminal Justice, and Early Childhood Education
- Associate of Applied Science in Visual Communications and Business Technology
- Associate Degree of Nursing - RN
- Licensed Practical Nurse Certificate

- Certified Nurses Assistant Program
- Emergency Medical Service Programs

Fremont Campus students can also enroll in general education courses and other courses that support PCC degrees and certificates to be completed at the Pueblo Campus.

Southwest Campus

The Southwest Campus provides educational programs and services to the citizens of Archuleta, Dolores, La Plata, Montezuma, and San Juan Counties in the Southwest corner of Colorado. Students are served by classroom and administrative facilities in Durango and Cortez. In addition, area high schools partner with the Southwest Campus sites to offer courses to students and community members at the high school facilities.

The Southwest Campus offers a wide range of courses in Durango and Cortez and offers courses on a limited basis in Pagosa Springs. We offer the following degrees:

- Associate of Arts
- Associate of Science
- Associate of General Studies (Generalist)
- Associate of General Studies in Accounting, Business Management, Criminal Justice, and Early Childhood Education
- Associate of Applied Science in Applied Technology, Early Childhood Education, Nursing (second year of the ADN program), and Respiratory Therapy

We offer the following certificates:

- Emergency Medical Services Advanced Paramedic Certificate
- Southwest Regional Law Enforcement Academy Certificate

We have developed several transfer articulation agreements with Fort Lewis College and can assist you with transferring there or to other four-year colleges.

Academic Quality Improvement Program

At PCC, we strive constantly to improve the quality of our services to students and the community. To foster this improvement, we have adopted the Academic Quality Improvement Program (AQIP), sponsored by The Higher Learning Commission of the North Central Association (www.hcacihe.org, 312-263-0456). Under this process, PCC is committed to continuous, systematic, and measurable quality improvement.

Improvement Initiatives

PCC has adopted the following initiatives, in the form of AQIP Action Projects, to guide our improvement processes over the next 2-3 years.

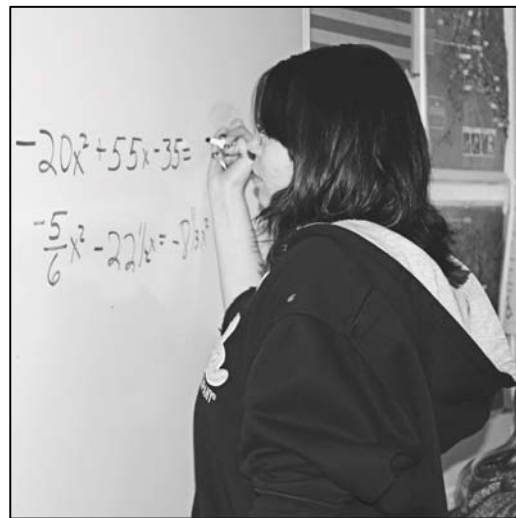
1. **Strategic Planning:** We are committed to developing an effective and repeatable strategic planning process and to crafting a new strategic plan for our institution by December 2007.
2. **Employing Student Assessment Results in Annual Planning:** To support improvements in instruction, we are focusing on ways to tie the results of our student assessment program to the annual planning and budgeting process.
3. **Developmental Skills:** We are undertaking a three-year study of problems and solutions related to developmental education. During the third year, we will fully implement tested improvements in this area.

4. Freshman Seminar: We are conducting a freshman seminar pilot project to determine the feasibility of requiring a freshman seminar to improve student retention.
5. Quality Assurance of Online Courses: We are developing peer review and assessment processes to assure the quality of PCC online courses.

Along with these formal initiatives, PCC is also engaged in ongoing improvement projects in the areas of advising, new student orientation, and diversity in the curriculum.

Assessment of Student Achievement

PCC believes that the systematic assessment of student learning provides the most meaningful basis for decisions about program improvement and institutional change, which should always be evaluated in light of their effects on student achievement. In addition to formally assessing learning outcomes in each discipline, the Assessment of Student Learning program uses our general education learning objectives as “core competencies” and assesses them across a broad range of courses for both degree and non-degree seeking students. We are now moving from course to program level assessment to broaden the impact of our assessment efforts. Each year, we publish an Annual Report on the Assessment of Student Learning to inform students and other PCC constituents of our results and recommended improvements.



2007-2008 *Academic Calendar*

Semester Length

PCC operates on the semester system and offers the following terms:

- Fall Session: Full Term (15 weeks), Fall I (7.5 weeks), and Fall II (7.5 weeks)
- Spring Session: Full Term (15 weeks), Spring I (7.5 weeks), and Spring II (7.5 weeks)
- Summer Session: Full Term (10 weeks), Summer I (5 weeks), Summer II (5 weeks), and an Intersession (2 weeks)
- Special-length courses offered during all regular semesters.

Curriculum and total instructional time are the same regardless of the length of the term.

College Closures

Scheduled Closures

The College is closed for Winter Break between the fall and spring semesters. The dates of the closure appear in the fall semester academic calendar and PCC Schedule of Classes.

Unscheduled Closures

When campuses are closed due to unforeseen circumstances such as inclement weather, PCC will post closure information on its website and notify local radio and television stations via FlashNews. The decision to cancel evening classes will be made by 3 p.m. of the same day in most cases. Fremont and Southwest Campus campuses may have different closure announcements than the Pueblo campus due to their locations. For Pueblo information, call 719-549-3200. For Fremont campus information, call 719-296-6100. For Southwest Campus information, call 970-247-2929.

During any campus closure, you still have access to telephone and online services, and you may call 800-314-9250 (toll free) or visit www.pueblocc.edu for application, registration, or grade access information.

Summer 2007

Interession

Registration Begins	Monday	April 9
Classes Begin	Monday	May 14
End of Add Period	Monday	May 14
End of Refund Period	Tuesday	May 15
Midterm	Friday	May 18
Last Day to Withdraw	Wednesday	May 23
Classes End	Friday	May 25
Grades Due	Wednesday	May 30

10 Week Session

Registration Begins	Monday	April 9
Classes Begin	Tuesday	May 29
End of Add Period	Thursday	May 31
End of Refund Period	Thursday	June 7
Midterm	Monday	July 2
Independence Day Holiday	Wednesday	July 4
Last Day to Withdraw	Tuesday	July 24
Classes End	Tuesday	August 7
Grades Due	Thursday	August 9

First 5 Week Session

Registration Begins	Monday	April 9
Classes Begin	Tuesday	May 29
End of Add Period	Wednesday	May 30
End of Refund Period	Friday	June 1
Midterm	Thursday	June 14
Last Day to Withdraw	Monday	June 25
Classes End	Monday	July 2
Independence Day Holiday	Wednesday	July 4
Grades Due	Thursday	July 5

Second 5 Week Session

Registration Begins	Monday	April 9
Classes Begin	Thursday	July 5
End of Add Period	Friday	July 6
End of Refund Period	Tuesday	July 10
Midterm	Monday	July 23
Last Day to Withdraw	Wednesday	August 1
Classes End	Wednesday	August 8
Grades Due	Friday	August 10

Fall 2007

Full-Term

Registration Begins	Monday	April 9
Faculty Return	Monday	August 20
Full-Term Classes Begin	Monday	August 27
End of Add Period/Late Registration	Friday	August 31
Labor Day Holiday	Monday	September 3
End of Refund Period/Census	Wednesday	September 12
Midterm	Thursday	October 18
Last Day to Withdraw	Tuesday	November 20
Thanksgiving Break	Wednesday-Sunday	November 21-25
Final Week of Classes	Monday-Saturday	December 10-15
Classes End	Saturday	December 15
Last Faculty Day	Saturday	December 15
Grades Due	Monday	December 17

Fall I

Session Begins	Monday	August 27
End of Add Period/Late Registration	Wednesday	August 29
Labor Day Holiday	Monday	September 3
End of Refund Period/Census	Tuesday	September 4
Midterm	Friday	September 21
Last Day to Withdraw	Wednesday	October 10
Classes End	Saturday	October 20
Grades Due	Monday	October 22

Fall II

Session Begins	Monday	October 22
End of Add Period/Late Registration	Wednesday	October 24
End of Refund Period/Census	Monday	October 29
Midterm	Thursday	November 15
Thanksgiving Break	Wednesday-Sunday	November 21-25
Last Day to Withdraw	Wednesday	December 5
Classes End	Saturday	December 15
Last Faculty Day	Saturday	December
Grades Due	Monday	December 17

Spring 2008

Full Term

Registration Begins	Monday	November 12
Faculty Return	Monday	January 7
Full-Term Classes Begin	Monday	January 14
End of Add Period/Late Registration	Friday	January 18
End of Refund Period/Census	Tuesday	January 29
Midterm	Wednesday	March 5
Spring Break	Monday-Sunday	March 24-30
Last Day to Withdraw	Friday	April 11
Final Week of Classes	Monday-Saturday	April 28-May 3
Commencement	Friday	May 2
Last Faculty Day	Friday	May 2
Classes End	Saturday	May 3
Grades Due	Monday	May 5

Spring I

Session Begins	Monday	January 14
End of Add Period/Late Registration	Wednesday	January 16
End of Refund Period/Census	Monday	January 21
Midterm	Thursday	February 7
Last Day to Withdraw	Friday	February 22
Classes End	Tuesday	March 4
Grades Due	Thursday	March 6

Spring II

Session Begins	Wednesday	March 5
End of Add Period/Late Registration	Friday	March 7
End of Refund Period/Census	Wednesday	March 12
Spring Break	Monday-Sunday	March 24-30
Midterm	Monday	April 7
Last Day to Withdraw	Wednesday	April 23
Last Faculty Day	Friday	May 2
Classes End	Saturday	May 3
Grades Due	Monday	May 5

Academic Regulations

Academic Integrity

For complete information about Student Standards of Conduct, please refer to the PCC Student Handbook. PCC assumes that you have read the handbook and that you will adhere to PCC regulations, comply with the laws of the local community, and take personal responsibility for your conduct.

PCC is committed to providing you a superior educational experience. Because academic integrity is a critical component of this experience, we expect you to maintain the highest standards of integrity while you are here. Please read and be aware of the following general information:

The following violations of academic integrity will result in disciplinary action (this is not an exhaustive list of all acts of academic dishonesty; rather, it is a guide to help you understand what constitutes academic dishonesty):

1. Any act of academic dishonesty, including
 - a. *Cheating* – intentionally using or trying to use unauthorized materials, information, or study aids in any work submitted for credit or hours.
 - b. *Fabrication* – deliberate falsification or invention of any information or citation in work submitted for credit or hours.
 - c. *Facilitating Academic Dishonesty* – helping another student violate a provision of the institutional code of academic integrity.
 - d. *Plagiarism* – the deliberate adoption or reproduction of ideas or words or statements of another person as one’s own without acknowledgment.
 - e. *Unauthorized Collaboration* – sharing information or working together in an academic exercise when such actions are not approved by the course instructor.
2. Unauthorized possession of examinations, answer keys, reserve library materials, computer software, computer codes, or laboratory materials.
3. Unauthorized changing of grades on an examination, or in an instructor’s grade book or grade report; or unauthorized access to academic computer records.
4. Nondisclosure or misrepresentation in filling out applications or other PCC records in, or for, academic departments or divisions.
5. Unauthorized selling or purchasing of examinations, papers, computer programs, and/or assignments.

Attendance Policy

You may attend classes at PCC only if you have officially enrolled for those classes on either a credit or audit basis. You are expected to attend all scheduled meetings of your classes. If you miss a class, you must make arrangements with your instructor to make up any missed work.

If you miss 20% of a lecture or laboratory class beginning with the first official date of enrollment, your instructor may withdraw you from the course. If this happens, your instructor will assign you a “W” grade, and you will be liable for all tuition and fees related to that course. If your instructor does not withdraw you from the course, you may receive a failing grade for the course.

It is your responsibility to drop a course if it becomes necessary. If you do not want to be held liable for tuition and fees or have a transcript record created, you must drop the course before the last day for refund, whether or not you have attended class.

Note: The attendance policy for certain programs, such as health programs, may differ from the general policy due to program requirements.

Grading System

At the end of each semester, the Admissions & Records Office makes your record of grades and credits available to you. Please make sure Admissions & Records has the correct address for mailing your grades. You may also access your grades online at www.pueblocc.edu.

Letter Grades

At PCC, grades are expressed in letters which are equated to points used in calculating the cumulative grade-point average. To calculate a grade point average (GPA), divide the total number of credit hours by the total number of quality points (the points associated with “A,” “B,” “C,” “D,” and “F” grades). Credit for an “S” grade is earned but not used in the GPA calculation.

Letter Grade	Quality Points
A (Excellent)	4
B (Good)	3
C (Average)	2
D (Deficient)	1
F (Failure)	0
S/A, or S/B, or S/C - Satisfactory Grade designation used only for Developmental Courses	
U/D, or U/F - Unsatisfactory Grade designation used only for Developmental Courses	
I (Incomplete) - designation used to show that the coursework is not complete	
AU - Grade designation used for courses that are audited	
W - Designation used when a student withdraws from a class	
Z - Designation used to show that the instructor did not assign a grade to the course	
SP - Satisfactory Progress designation used to show that although there was satisfactory progress, the grade is pending	

S/A, S/B, S/C

Satisfactory grades are assigned only in developmental courses. These will not be calculated in your grade point average, but the credits earned in developmental courses will count toward your earned and attempted credits. The grades received in developmental courses will not be used in calculating academic honors like the President's List, Vice President' List, and the Dean's list.

U/D, U/F

Unsatisfactory grades are assigned only in development courses. These will not be calculated in your grade point average, but the credits earned in developmental courses will count toward your earned and attempted credits. The grades received in developmental courses will not be used in calculating academic honors like the President' List, Vice President's List, and the Dean's list.

Incomplete Grades

A grade of Incomplete (“I”) is a temporary grade in a regular course; it indicates the following:

- Due to circumstances beyond your control, you have not completed all course requirements, but you have completed at least 75% of the coursework.
- You have a satisfactory record (C or better) in the work you have completed.
- You agree to complete all requirements for removing the incomplete grade, according to the description of requirements on the Incomplete Grade Agreement Form, within the next full-length semester after the class is offered (summer excluded).
- If you fail to complete the course work, a grade of “F” will be assigned.
- If you would have earned a letter grade higher than an F without completing the work, the instructor may submit that higher grade before the automatic conversion to F.

It is your responsibility to initiate the request for an “I” grade from your instructor. If circumstances beyond your control prevent you from completing any coursework by the end of the term, you must immediately inform your instructor of those circumstances. Your instructor will determine whether you should be awarded additional time beyond the end of the semester to complete your coursework. If you and your instructor cannot reach a mutual agreement concerning an “I,” contact your instructional Dean.

Before the instructor can assign an “I,” the following conditions must be met:

1. You must present to your instructor the documentation of circumstances justifying an “I.”
2. You and your instructor must complete and sign an “Incomplete Grade Contract” provided by your instructor. (The department chair will send you a copy of the Incomplete Grade Contract.)
3. Your instructor must record an “I” grade on the final grade roster at the end of the semester. If you receive an “I,” do not re-register for the course, and do not pay additional tuition and fees. Rather, make arrangements with your instructor to complete the requirements of the class.

If you are in the military or emergency management and are required to go on temporary duty status before you complete 75% of a course, contact your instructor to arrange special consideration for an “I” grade. For special consideration, you must provide documentation of your official temporary duty orders. Your instructional dean must approve the special consideration.

Audit Grade

Please see the “Part-time/Full-time/Auditor Status” section in the *Applying for Admissions* part of this catalog.

Satisfactory Progress Grades

A grade of Satisfactory Progress (“SP”) is a temporary grade in an open entry/open exit course; it indicates that you have not completed the course requirements but that you have a satisfactory record in the work you have completed. A grade of “SP” entails the following conditions:

1. To assign an “SP” grade, your instructor must designate an “SP” grade on the official grade roster.

2. You must complete all requirements for removing the “SP” grade as set forth by the instructor, and you must also meet the time and attendance requirements set forth by PCC, within a time frame that is agreed upon by you and the instructor at the time of entry into the class. If you fail to complete the course work, your grade will become an “F.”
3. If you receive a grade of “SP,” you do not have to re-register for the course, and you do not have to pay additional tuition and fees.

Z Grades

A grade of “Z” indicates that your instructor did not assign a grade at the time the transcript/grade report was printed. If you receive a grade of “Z,” please contact your instructor.

Grade Changes

Once a final grade is entered, it cannot be changed unless your instructor completes a Grade Change Form and has it signed by the department chair.

It is your responsibility to request a grade change from your instructor if you believe one is justified. Normally, we process grade changes during the following term. After one calendar year, we will not approve a change of grade. Grades of “S,” “U,” “W,” and “AU” may not be changed.

Final Examinations

Final examinations must be taken during a regularly scheduled class period in the last week of class unless approved by the appropriate dean.

Course Repeats

You may repeat courses, but we will count repeated courses only once towards graduation requirements. We will count the highest grade earned in your semester and cumulative GPA, but we will list all previously attempted grades on your permanent record. Your transcript will indicate that we have recomputed your GPA. Before you repeat a course, check with your academic advisor. All credit hours earned for initial and repeated courses will be deducted from your remaining COF stipend-eligible hours.

Academic Probation & Suspension

PCC wants you to succeed and encourages you to make responsible academic choices. Therefore, your course load will be appropriately limited as defined in the course load policy (see the *Advising and Registration* section of this catalog for the course load policy.) Also, you must maintain at least a cumulative 2.000 grade point average (GPA) to remain in good standing. If your GPA drops below a 2.000, PCC will place you in one of the following categories to encourage you to improve.

Academic Alert – *GPA less than 2.000 after attempting 12 credit hours or fewer (including W's).* You may continue to enroll in classes provided you meet with your academic advisor to discuss a plan for academic improvement.

Academic Probation

Initial Academic Probation - *Cumulative GPA less than 2.000 after completing 13 or more credits in residence at PCC.* You may continue to enroll in classes provided you meet with your academic advisor to discuss a plan for academic improvement, and provided you earn higher than a 2.000 GPA in the next full semester.

Continuing Academic Probation – *Cumulative GPA less than 2.000 for all courses completed in residence, and the last term GPA is 2.000 or higher.*

Academic Suspension

Initial Academic Suspension - *Cumulative GPA less than 2.000 for all completed courses, and the last term GPA is less than 2.000.* In this case, you may not register for the term following the term in which you are suspended. You may register after that only if you meet with an academic advisor.

Second Academic Suspension - *Cumulative GPA less than 2.000 for all completed courses, and the last term GPA is less than 2.000.* In this case, you may not register for two terms following the term in which you are suspended. You may register after that only if you meet with an academic advisor.

Third Academic Suspension - *Cumulative GPA less than 2.000 for all completed courses, and the last term GPA is less than 2.000.* In this case, you may not register for two calendar years following the term in which you are suspended.

If special circumstances result in academic suspension, you may appeal the suspension with the registrar. If your appeal is upheld, you will be allowed to register without a break in enrollment. We will explain any rights and procedures of appeal in the notification letter we send you. All students returning from a suspension are placed on continuing probation.

Note: Academic probation/suspension is different from Financial Aid probation/suspension. Please see the *Financial Aid* section of this catalog for information about Financial Aid probation/suspension.

Academic Appeal

You may appeal an academic decision only if you believe it was based on illegal discrimination or arbitrary and capricious actions. For more information about illegal discrimination, refer to the Grievance Process in the PCC Student Handbook, which you can find online at <http://www.pueblocc.edu/StudentServices/StudentHandbook> or in hardcopy from the PCC Dean of Student Services Office. For information about arbitrary and capricious actions, contact the PCC Dean of Student Services Office.

Academic Renewal

Academic Renewal is a program through which PCC can exclude previously earned “below average” grades from your cumulative GPA. Through this program, you have another chance to succeed without prior performance holding you back. To qualify for Academic Renewal, you must

- wait for at least two calendar years after the coursework was completed to apply for Academic Renewal, and
- complete at least six semester credits with a 2.000 minimum term GPA during the term in which you apply for Academic Renewal.

You may have up to 30 credits of “below average” grades excluded from your cumulative GPA. These credits will continue to appear on your transcript, but they may not be used to satisfy the requirements of a certificate or degree. Should your performance once again fall below a 2.000 cumulative GPA, you will be placed on Academic Probation and will be required to follow the procedure outlined in the Academic Probation section of this catalog. You may apply only once for Academic Renewal.

Advising and Registration

Academic Advising

Advising Requirement

If you are enrolling in more than six credit hours during a semester or term, you must meet with your academic advisor before registering for classes. If you are enrolling in six or fewer credit hours, we strongly encourage you to meet with your advisor before registering.

Assigning of Advisors

Once the Admissions & Records Office accepts your application, that office assigns you an academic advisor. In most cases, your advisor is a faculty member in your chosen academic division – Arts and Sciences, Health Professions, or Business and Technology.

Changing Advisors

You may change your academic advisor by completing a “Change of Advisor” form and submitting it to the Admissions & Records Office, provided your new advisor has agreed to work with you in that capacity. The “Change of Advisor” form is available in the Admissions & Records Office and in all of the academic division offices.

Your advisor will help you identify and clarify your career and college goals, plan your college program, and prepare you to either transfer or enter the workforce.

Registration

Registering for Courses

Once you are admitted to PCC and have met with your advisor (if required), you may register for classes on campus, by telephone, or over the Internet. See the PCC Schedule of Classes for registration dates and other information. You may not register if you owe money to the College or if you are on academic suspension.

Class Schedule Changes and Course Registration

You should secure your advisor’s approval for all schedule changes.

The responsibility for changing your schedule is yours alone; no instructor or staff member can assume this responsibility for you. To change your schedule, you must follow college regulations and obtain the appropriate signatures. You can change your schedule only during the Add and Refund periods each semester.

If you change your schedule after submitting your graduation paperwork, you must notify your advisor so that a modification form can be submitted. If you fail to notify your advisor of such changes, you may not be able to graduate on schedule.

Adding Courses

You may add regular courses only during the Add Period specified in the PCC Schedule of Classes. You may add mini-courses or special-length courses up to the day the class starts. Registration after the census date will not be permitted due to COF restrictions.

Dropping Courses

If you drop a regular course during the refund period listed in the PCC Schedule of Classes, you do not have to pay for the course. The dropped course will not appear on your permanent record. You may drop short courses, mini-courses, or special-length courses without penalty before 15 percent of the course duration has passed.

You may add and drop courses in one of three ways:

- Visit any campus registration station. To add or drop a class in person, you must submit a signed schedule adjustment form.
- Call the Voice Response System (toll-free number 800-314-9250).
- Log on to www.pueblocc.edu (click on the My Community Education icon and login).

For add and drop deadlines for special-length courses, contact any registration station or the Admissions & Records Office, or refer to the class schedule/bill you received at the time you registered.

For a statement about PCC's refund policy, see the *Tuition and Fees* section of the catalog or the current PCC Schedule of Classes. Not attending a class, or missing a payment deadline, does not constitute a drop.

Withdrawing from Courses

Following the end of the refund period, you may withdraw from any or all of your courses and receive a grade of "W" if you withdraw before 80 percent of the course duration has passed. You may not withdraw from a course during the last 20 percent of the course duration. When you withdraw from a course, you must still pay tuition and fees.

- To withdraw from an individual course, you must complete a course withdrawal form, which you can obtain from an advisor, an instructor, or the Admissions & Records Office.
- To withdraw from all courses, you must initiate the withdrawal in the Admissions & Records Office.
- Not attending a class does not constitute an automatic drop, refund, or withdrawal.

Military Withdrawal

If you are called to active military duty, or if your academic work is interrupted by other military obligations, we will make every effort to accommodate you. When you present valid military orders to the Admission & Records Office, you may choose one of the following options:

- Challenge a course by taking the final examination any time after midterm.
- Receive an incomplete grade for the term, and a tuition waiver upon return, provided that you received an honorable discharge, enroll in the same major, and register for the same number of credit hours as before the interruption.
- Receive a refund of tuition and fees (if you select this option, you must contact the Financial Aid Office prior to departure).

Course Cancellation for Low Enrollment

PCC may cancel or alter programs or course offerings when enrollments are too low. In such cases, we will make every effort to notify you as soon as possible to offer course alternatives.

Course Load

Normal course load is defined as follows:

- Full length semester: 16-18 credits
- Five-week term: 7 credits

You must get written permission from your dean to register for an overload (more than 18 credits). To be eligible to take an overload, you must have a 3.000 cumulative grade point average. You may take a one-credit course in physical activity without affecting your course load.

Course Prerequisites and Corequisites (*also known as Concurrent Prerequisites*)

PCC has two kinds of enforceable entry requirements for particular courses:

- *Prerequisites* – You must satisfy prerequisites, or their equivalent, before registering for a course.
- *Corequisites* – You must enroll in a corequisite course at the same time you register in the other course. In most cases, you can register for the other course if you have already successfully completed the corequisite.

Course Numbering

Courses are numbered to indicate level of instruction. Freshman level courses are designated in the 100 sequence, and sophomore level courses are designated in the 200 sequence. Courses numbered less than 100 are considered remedial and do not apply to certificate and degree requirements.

Alternative Methods of Instruction

Alternative Education

Alternative education courses involve either limited or no attendance at on-campus sessions, depending on the class. Instead, these courses allow you to use a computer (at a place and time convenient for you) to access course content, participate in threaded discussions, and respond to assignments posted on the web. In some cases, class meetings are conducted on the web as well. Your instructor may post examinations on the web or ask that you take them on site at the institution.

PCC's Alternative Education Office offers four kinds of alternative course delivery:

- Hybrid courses
- Interactive Television Courses (ITV)
- Two-way Interactive Classrooms to remote locations
- Online Courses (web-based)

Hybrid Courses

Hybrid courses are a combination of alternative education and classroom instruction. In a hybrid course, you spend part of the semester in a classroom setting and part of the semester in an alternative delivery setting. Thus, the amount of time you spend in class is reduced.

One type of hybrid course may allow you to listen at home to lectures that your instructors have recorded on computer CD, DVD, or VHS media. This type of course may require you to attend lab sessions on campus. Another type of hybrid course might combine online and classroom instruction. In this type of class, you participate in the class using the Internet.

Interactive Television (ITV) Courses

PCC offers live broadcasts of ITV courses via our education channel: Comcast Cable Channel 18 (Etv18). With ITV, you have the flexibility of watching the lectures at home while the class is in session, and you can call in with questions and receive immediate feedback from the instructor. You can also tape the programs for later review. In this type of class, you must participate in the class using the Internet. To take these courses, you must live in Pueblo and have access to Comcast Cable Channel 18.

Two-way Interactive Classrooms

Two-way interactive classes are taught by instructors at any campus location with students participating at other campus locations through video-conferencing. These courses may require you to participate in class using the Internet.

Online Courses

Internet courses are offered in two ways:

1. **PCC Online:** PCC Online courses are developed and taught by PCC instructors and administered through WebCT software. Refer to www.pueblocc.edu/Academics/OnlineOptions for more information.
2. **Colorado Community Colleges Online (CCCOonline):** CCCOonline is a collaborative effort by all Colorado Community Colleges to provide Internet courses and degree programs. CCCOonline currently offers AA, AS, AAS, and AGS degrees and certificates in various disciplines. You can find CCCOonline policies, procedures, and course offerings at www.cccoonline.org.

Registering for Alternative Education Courses

You must have a valid e-mail address to register for alternative education courses. For maximum convenience, you should have a computer with an Internet connection at home. However, all PCC campuses provide access to computers at various times (check your campus site for lab days and times). Please refer to this catalog for information on prerequisites. Contact the course instructor or refer to the course syllabus for required course procedures.

Independent Study, Cooperative Experience, Internship, and Occupational Experience

Some PCC programs offer independent study, cooperative experience (COOP), internship, or occupational experience courses. Internship and occupational experience courses are usually offered off campus; however, these courses maintain the same standards and provide the same quality of education as courses taken on campus.

Independent study, COOP, internship, and occupational experience courses must meet the following conditions:

1. The courses form a part of an approved curriculum which is required for graduation.
2. The assigned credit value and contact time in class are in compliance with state guidelines and are the same as on-campus courses.
3. The courses are graded with the same criteria used for on-campus courses.
4. The courses have appropriate assignments with an outlined course of study.
5. While student supervision may be conducted by job-site officials, the course of study is supervised and controlled by PCC and not by the job-site officials.
6. The course requires that there will be at least one weekly meeting between the student and instructor.

Honors Program

Degree-seeking and transfer students of exceptional academic potential may enter the Honors Program. The Honors Program offers an enhanced educational experience in the following ways:

- more challenging academic work
- greater opportunities for independent study
- research under the guidance of Honors instructors
- opportunities to present, in oral or written form, the results of Honors projects
- participation in Honors conferences with other honors students locally, regionally, and nationally.

If you complete the requirements of the Honors Program, you will graduate with Honors credit designated as such on your transcript.

You must meet the following requirements in order to receive honors credit:

1. Admission into the Honors Program

The program seeks to involve students who have high potential for future growth and success, not just those who have demonstrated exceptional abilities in the past. Therefore, we use a holistic determination of potential based on the following factors:

- High school or college grade point average
- Instructor recommendation
- Written essay
- Interview with instructor and Honors Advisor

2. Two semesters' participation in the Honors Seminar

The Honors Seminar allows you to discuss topics of general interest and/or public concern in an atmosphere of critical thinking and debate.

3. Completion of Honors Contracts in four courses

Honors contracts allow you to receive Honors credit in your courses by developing and completing a special project under the supervision of the course instructor and with the approval of the Honors Advisor. Honors contract work may be substituted for some portion of the regular curriculum. When you complete the course and the contract, you will receive Honors credit for the course. For more information, call 719-549-3120.

Adult Education Program

The Adult Education Program includes classes and assessment in adult basic skills, English as a Second Language (ESL), and GED preparation. Classes are open-enrollment, so you can register at any time. Call 719-549-3143 for more information.

Adult Basic Skills

We offer reading, math, and language instruction if you want to upgrade your skills for job advancement/qualification or prepare for higher education. Our instruction is individualized and enhanced with computer-assisted training. You must take the Adult Basic Skills Assessment Test before enrolling in this class.

English as a Second Language (ESL)

We offer instruction in reading, writing, and verbal communication skills to non-English speaking community members. Classes emphasize practical communication for everyday life. You must take an assessment test before enrolling in ESL classes.

GED Preparation

We offer individualized, computer-assisted instruction in reading, math, and language to prepare you for the General Education Development test. You must be at least 16 years old to enroll, and you must take a Pre-GED assessment test prior to enrolling.

Applying for Admission

Admissions & Records

You will interact with the Admissions & Records Office from the time you apply until you graduate. We provide the following services:

- Receive and process all admissions applications and supporting documents.
- Administer all admissions policies.
- Coordinate registration.
- Process course adds, drops, and withdrawals.
- Maintain all student academic records, process all requests for transcripts, verify enrollment, and mail end-of-semester grades to students when requested via the automated telephone system.
- Receive and process Graduation Planning sheets, and mail diplomas to graduates.
- Provide residency requirements and petitions, student Privacy Act information, PCC catalogs, and current class schedules.
- Provide information on general enrollment procedures.
- Administer Veterans Assistance (VA) services related to the Office of Veterans' Affairs.
- Evaluate credits for transfer students, including previous assessment test scores (ACT, SAT, etc.).

IMPORTANT NOTE: Your Student Records

You are responsible for verifying your records and ensuring that they are accurate and up-to-date. PCC cannot be held responsible for notifying you in a timely manner if your address and/or telephone number are incorrect. Contact the Admissions & Records Office or visit www.pueblocc.edu (go to Quick Links, then Forms; select "Address Change" or "Name Change") to verify and correct your information.

Admission Policy

PCC has an open-door admission policy. This means we impose no admission requirements on you if you are 16 years of age or older. However, admission to the college does not guarantee that you can enroll in certain courses or programs that may have prerequisites or program admission requirements.

You may apply online at www.pueblocc.edu (Find and click on the "My Community Education" icon), at any PCC registration station, or by filling out an application form and sending or taking it to the Admissions and Records office of the campus you attend. The address of the main campus is

Admissions & Records Office
Pueblo Community College
900 W. Orman Avenue
Pueblo, CO 81004

Demonstrating “Lawful Presence” (U.S. Citizenship or Legal Permanent Resident Status)

According to HB 06S-1023, you must demonstrate “lawful presence” in the United States if you

- are a new student, 18 or older,
- apply for admission to PCC after August 1, 2006, and
- apply for a public benefit such as in-state tuition or financial aid.

To demonstrate lawful presence, you must produce one of the following documents:

- Valid Colorado Driver’s License or Colorado Identification Card
- U.S. Military or Dependent ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American Tribal Document
- Affidavit stating that you are a United States citizen or Legal Permanent Resident. Affidavits are available in the Admissions and Records office.

Student Classification

PCC uses several means of classifying students, depending on the purpose of the classification.

1. Unclassified/Classified Status

When you apply for admission, we classify you in one of two ways:

Unclassified. Unclassified students are not eligible for financial aid (including some scholarships).

Classified. Classified students may be eligible for financial aid. Note: All Financial Aid recipients MUST be Classified.

To become Classified, you must

- be admitted to the College,
- satisfy the **Requirements for Classification** (listed below), and
- officially declare a major in an approved associate degree or certificate program. To declare a major, complete a Change of Major Form that is available from the Admissions and Records Office. Before doing so, please review the Change of Major information in the *Academic Regulations* section of this catalog.

Requirements for Classification

If you are younger than 18, you will be Classified only if you have

- received a high school diploma, or
- successfully completed the GED Examination.

If you are 18 or older and not enrolled in high school, you will be Classified only if you have

- received a high school diploma, or
- successfully completed the GED Examination, or
- successfully passed the ACCUPLACER Test.

Note: ACCUPLACER pass scores are determined by the U.S. Department of Education annually. You must take the computer version of ACCUPLACER administered by PCC or other authorized testing center.

Changing Your Classification

You may change from Unclassified to Classified status when you meet the Classified requirements.

2. Class Rank

Your class rank is based on the number of college-level semester credit hours you earn. PCC has two class ranks:

1. Freshman – fewer than 30 hours.
2. Sophomore – 30 or more hours.

3. Part-time/Full-time/Auditor Status

Part-time Student

You are a part-time student if you are carrying fewer than 12 credits.

Full-time Student

You are a full-time student if you are carrying 12 or more credits.

Auditor

When you audit a course, you enroll in a course for which you receive no formal transcript grade. As an auditor, you regulate your own course attendance, take no examinations, and receive no credit. The symbol “AU” is recorded on your transcript in place of a grade. If you wish to audit a course, you must indicate your intent to audit at registration or before the refund/census period ends. Audited courses are not eligible for the COF stipend or for financial aid; if you are a veteran, you will not receive veteran’s benefits for audited classes. *Therefore, you are responsible for the full in- or out-of-state tuition for any courses that you audit.*

You must tell your instructor that you are auditing a course.

Change of Major

You must complete the basic skills assessment before you can declare a major in any approved program. You may change your major by filing a Change of Major Form in the Admissions & Records Office. If you file the request after the term’s posted Add Period, it will become effective with your next term of enrollment. If you wish to change your major to a health program, you must obtain written authorization from the department chair. When your change of major becomes effective, we will assign you an appropriate advisor.

High School Junior and Senior Applicants

Post Secondary Education Options Act (PSEOA)

If you are a high school junior or senior, we may consider you for admission as a High School Junior and Senior Applicant. For this to occur, PCC must first have a Post Secondary Enrollment Options Act (PSEOA) agreement with your high school or school district. Under this agreement, you can earn college credit that will also count as high school credit. Your high school will award one-half of a high school credit for each three credit PCC course you complete with a “C” or better and will apply this credit to the appropriate subject area for high school graduation. Your high school district will pay your tuition for a maximum of two classes per semester, unless otherwise arranged in the agreement. Summer sessions are excluded from the PSEOA.

If you are interested in this option, begin the application process by talking to your high school counselor. If you are admitted as a High School Junior and Senior Applicant, you are Unclassified and remain in this status until high school graduation. *You are NOT eligible for financial aid and most scholarships. Foreign exchange students with an F1 Visa may not be included in these high school agreements.*

Advanced Vocational Education Program (AVEP)

PCC and Pueblo School Districts 60 and 70 have entered into a modified version of the PSEOA agreement called the **Advanced Vocational Education Program (AVEP)**. This program is available to high school junior and senior students who qualify to take PCC vocational classes as identified by School District 60 and School District 70. Your school districts will pay for your tuition, college fees, a maximum of \$40 in lab fees, and required books. You must provide your own transportation to the location where the PCC course is taught. Your high school will award one-half elective credit for each three credit hours of AVEP coursework you complete with a "C" or better. You may enroll in one or two courses, depending on the number of credit hours of the courses, unless otherwise arranged through the agreement. Summer sessions are excluded from this agreement.

Re-admission to PCC

If you are a former PCC student who has not attended PCC for one or more full semesters (fall or spring), you must complete an Application for Re-Admission. We will ask you to update your previous application and provide additional residency and/or transfer documentation.

Transfer Applicants

If you have attended another college or university and are seeking admission to PCC for the first time, you are considered a Transfer Applicant. If you are seeking Classified status and wish to transfer credit from your previous college, you must ask that college to mail your official transcripts to this address:

Admissions & Records Office
Pueblo Community College
900 W. Orman Avenue
Pueblo, Colorado 81004

For more information about transferring from another institution, see the *Transferring Credit* section of this catalogue.

International Student Applicants

An international student is one who attends PCC on a nonimmigrant student visa (usually an F, J, or M nonimmigrant visa). Legally admitted immigrants and refugees are not considered international students. Generally, the policies described in this catalogue apply to international students as well as domestic students. However, by federal law, some special policies apply only to international students.

Applying for Admission as an International Student

We will consider your application *only* if you submit all documents by the following deadline dates:

- First Monday in April for Summer and Fall terms
- First Monday in November for Spring semester

If you are a resident of another country, you must submit the following documents to apply for admission:

- *An application for admission.* You can get an application from this address:

Admissions & Records Office
Pueblo Community College
900 W. Orman Avenue
Pueblo, Colorado 81004

- *Two official transcripts of all work completed in high school, college, or their equivalent.* One transcript must be in your native language, and the other must be in English. The transcripts must contain these items:
 - Courses you took
 - Grades you earned
 - Length of your classes
 - Length of your school term.

Your former schools or colleges must send all transcripts directly to the Admissions Office at the above address. We do not accept hand-carried transcripts. All transcripts must bear the official seal of the issuing institution. Also, please make sure that the issuing institution includes an explanation of all terminology that appears in your transcript.

- *A financial statement* describing all resources provided for you while you are in the United States. You cannot register without this statement. PCC has no institutional funds to support international students. You must be able to meet all financial obligations while attending PCC.
- *Verification of health insurance coverage.* This insurance is mandatory. You may obtain it through PCC or from your home country. You are required to submit verification of current insurance coverage to the Admissions and Records Office prior to acceptance into PCC.

- *English Placement Exam Scores*: If you are a first time freshman international student, and if you are from a country where English is not the native language, you must meet one of these requirements:
 - *Test of English as a Foreign language (TOEFL)*: A total minimum score of 450 on the paper-based version or 133 on the computer-based version. To register for the TOEFL, write to the Publications Office, P.O. Box 6154, Princeton, NJ 08540, USA; or check with the U.S. Embassy or the U.S. Information Service Center for TOEFL information.

The TOEFL code number for PCC is 4634. To have TOEFL scores sent directly to PCC, please enter 4634 on your answer sheets when you take the TOEFL examination. If you have already taken the test, enter 4634 on the Score Report Request Forms.
 - *American Language Academy*: Successful completion of level four.
 - *ELS Language Center*: A score of 109.

If you are a **transfer international student**, you must meet one of the above English proficiency requirements, and you must have an overall cumulative grade-point average of 2.0 or above.

Note: When you submit a document to PCC, it becomes our property. We cannot return it to you. Therefore, please do not submit any document in its original form. Instead, submit an official or certified copy of the document. The official version is a copy of the original that has been notarized or certified by a recognized official source attesting that the document is a true copy of the original.

Other Requirements for International Students

- Complete PCC assessment tests, new student orientation, and advising before registering for classes. Your scores on the placement tests will determine which classes you take in English, mathematics, reading, and computer literacy.
- Pay tuition and fees in full at the time of registration. International students on F-1 visas pay the same tuition and fees as non-resident students.
- Comply with immigration requirements regarding the number of credit hours you take while attending PCC. U.S. Immigration and Naturalization Service regulations require that international students on F-1 visas carry and complete a minimum of 12 credit hours per semester and that they complete their educational objectives within a reasonable period of time. If you do not comply with INS Regulations, we will place you on probation or suspension.
- Comply with the minimum grade point average requirements found under Academic Probation and Suspension in the *Academic Regulations* section of this catalog.

Limited-Entry Programs

If you want to apply for a limited entry program, you must apply to the program itself (in addition to applying for admission to the college).

The following programs are limited-entry:

Dental Assisting	Pharmacy Technician
Dental Hygiene	Phlebotomy Technician
Emergency Medical Services	Physical Therapist Assistant
Massage Therapy	Psychiatric Technician
Medical Sonography	Pueblo Law Enforcement Academy
Nursing	Radiologic Technology
Occupational Therapy Assistant	Respiratory Care Practitioner

These programs have specific entrance requirements. You may not enroll in limited-entry program courses until you are formally accepted into the program.

Before you are admitted to a limited-entry program, you must complete a criminal background check. Certain felonies or misdemeanors will preclude you from entering a health professions program. For further information, contact a health advisor.

Upon admission to a limited-entry program, the following additional requirements must be completed:

- Drug screening
- Submission of a health certification form documenting immunizations, TB Skin Test, CPR training, and receipt of Essential Job Functions.

It is your responsibility to meet the medical requirements of the program you wish to enter. If you are allergic or sensitive to latex, be aware that in Health Professions programs, latex products are used extensively, both during training and in the workplace. If you have an allergy or sensitivity, we will ask you to sign a release, and you may have to observe special precautions.

Note: Some clinical courses may not be available when you want to take them because of changes occurring in the health care industry. This could extend the length of your program.

Residency Classification

When you are admitted or readmitted to PCC, we classify you as either a *resident* or a *non-resident* of Colorado for tuition purposes according to the provisions of Title 23, Article 7, Colorado Revised Statutes, as amended. You have the right to challenge your tuition classification. To do so, obtain a Petition for In-State Tuition Classification from the Admissions Office, and complete and return the Petition with the required documentation to the Admissions Office. We will use the documents supplied by you, along with the answers to the residency questions on the Petition, to make a final residency decision.

To be classified as a *resident*, you must meet two tests of domicile:

- 1) **Presence:** You must have been physically domiciled in Colorado for twelve (12) continuous months prior to the first day of classes.
- 2) **Intent:** You must document that Colorado is your permanent state of residence.

*It is not enough to document **presence** but not **intent**. Furthermore, you cannot rely on just one document to prove intent.* Examples of the kinds of documents you might submit are listed in the following table.

<i>Criterion for Residency</i>	<i>Example of Document</i>
Employment in Colorado	Pay stub
Payment of Colorado state income tax	Colorado state tax return
Ownership of residential real estate in Colorado	Real estate tax bill
Primary residence in Colorado	Colorado state tax return
Graduation from a Colorado high school	High school diploma or transcript
Registration of motor vehicle in Colorado	Car registration
Acceptance of future employment in Colorado	Letter from your future Colorado employer offering you a job
Voter registration	Mailing you received from the County Clerk's Office prior to the last election or verification from the County Clerk's Office
Possession of Colorado Driver's license	Copy of your Colorado Driver's license or ID card

Deadline: Submit your petition with all supporting documents by the deadline date published in the PCC Schedule of Classes for the intended term. We will not review late petitions, those missing documentation and information, or those without a notarized signature.

Selective Service Registration Requirements

Before enrolling at PCC, male students must truthfully declare their selective service registration status on the Application for Admission. You may not enroll if you provide no information or false information. If your status changes in any way, you must notify the Admissions & Records Office. You may register for Selective Service or obtain proof of registration by using the web site at www.sss.gov. Contact the Admissions & Records Office for further information concerning Selective Service requirements.

Student Health Insurance

A low-cost health insurance plan is available for you and your family. The Admissions & Records Office provides all students with a brochure and application form that explains benefits, the cost of premiums, and enrollment procedures. You must be enrolled in at least one credit hour to be eligible for membership.

Basic Skills Assessment

How We Place You in Courses

You must have strong skills in reading, writing, and/or math to succeed in college-level courses (courses at the 100 or 200 level). These skills are often listed as pre-requisites or co-requisites for college-level classes.

If you are seeking a certificate or degree, you must take the Basic Skills Assessment Test (CPT ACCUPLACER®) in Mathematics, Reading, Computer Literacy and English (Sentence Skills) before your first semester of enrollment unless you meet one of the exemptions listed below. We use this test to place you in appropriate college or developmental courses. You may take each basic skills test two times per semester; we will use the higher of your two scores to place you in courses. If you wish to take the test more than twice during a semester, you may seek written permission from the chair of the specific discipline or show proof of progress in an approved tutorial program.

After you take the ACCUPLACER® test, we will provide you a written summary of the results. This summary will include information about state institutions offering basic skills courses, the costs of such courses, and the availability of such courses.

Important information regarding your test scores:

If you test into any basic skills courses, you must complete those courses within your first 30 credit hours of enrollment, and you must meet with an academic advisor. If you do not register for basic skills courses within your first 30 hours, PCC will place a hold on further registration until you meet with an academic advisor.

- *If you test into a basic skills reading course, you must take that course within your first semester of enrollment.*
- *If you test into developmental courses in two or more areas, we will advise you to enroll in AAA 090, Academic Achievement Strategies. This is a study skills course that will help you be successful in college.*
- *If you do not successfully test out of CIS 110, you must take that course within the first 30 hours of coursework.*

Exemptions to Taking the ACCUPLACER® Basic Skills Assessment

You are exempt from taking the entire CPT ACCUPLACER® test if you

- graduated from high school more than one year ago and have not yet declared a college major (you must provide the college with the name of the high school from which you graduated and your graduation date.)
- have not yet declared a major and are not taking courses that have English, reading, and/or math pre- or co-requisites.
- have a Baccalaureate degree.
- have an Associate of Arts or an Associate of Science degree.

You are exempt from taking portions of the CPT ACCUPLACER® test if, in the past five (5) years, you

- have ACT scores as follows:
 - 17 or higher in the Reading section
 - 18 or higher in the English section
 - 19 or higher in the Math section
- have SAT scores as follows:
 - 430 or higher in the Verbal Skill Area (exempts Reading)
 - 440 or higher in the Verbal Skill Area (exempts Reading and English)
 - 460 or higher in the Mathematics Skill Area
- have taken the ACCUPLACER® and attained the following scores:
 - 80 or higher in Reading Comprehension
 - 95 or higher for the Sentence Skills assessment
 - 85 or higher on the Elementary Algebra section

You are also exempt from taking portions of the CPT ACCUPLACER® test if you

- are a high school student, unless testing is required as a course pre- or co-requisite, or unless there are existing agreements with your school district that require taking all or part of the CPT ACCUPLACER® assessments.
- have successfully completed *college-level* courses in reading, English, and/or math (in which case you do not have to take assessment test in those subjects).
- have successfully completed certain *developmental* courses in reading, English, and/or math (in which case you do not have to take assessment tests in those subjects).

Please speak with an advisor if you have any questions about basic skills assessment.

Refer to www.cccs.edu (click on the “Find a Program” link) for information about Colorado colleges that offer developmental course instruction and assessment. Refer to the PCC Schedule of Classes for information.

Cost of the Basic Skills Assessment Test

There is a charge to take the Basic Skills Assessment. Please refer to the current PCC Schedule of Classes for more information.

Course Placement Based on Assessment Test Scores

For information about ACCUPLACER® scores, refer to the *Course Descriptions* section of this catalog.

Business & Industry Workforce Training

We provide a broad range of workforce education opportunities and services in Pueblo, Fremont, Custer, Delores, Montezuma, La Plata, Archuleta, and San Juan counties. Our flexible delivery options allow us to meet the specific needs of employers and their employees. We offer training on a non-credit or continuing education basis.

Workforce Development

We can help you assess current workforce trends and identify skills needed as a result of changing technology and processes. We offer customized training in the following areas:

- Automation & Controls
- Business Basics
- Computer Training
- Construction Safety & Print Reading
- Customer Service
- Electrical Systems Training
- Engineering & Design
- Management & Supervision
- Manufacturing Systems Training
- Mechanical Systems Training
- Safety & OSHA

Our knowledgeable and experienced instructors can integrate your own company-specific documents, drawings, parts, or process data into their instruction. Many of our courses incorporate hands-on activities; some can be delivered at your company location.

Work Keys: Business & Industry Assessment

We perform a complete spectrum of job analysis, assessment, and instructional support using Work Keys, an integrated, competency based assessment system developed by the American College Testing (ACT) Program. Work Keys analysis identifies key job skills and skill levels required for successful job performance. It also compares employee skill levels to required skill levels. Following Work Keys analysis, PCC can develop training programs to address identified areas of need.

City & State Training Grant Funds

We help local employers apply for training funds that may be available through the City of Pueblo or the Governor's Office of Economic Development & International Trade. These funds can only be used for non-credit customized training; the process is competitive, and funding is awarded based on the impact on employers, employees, and the community at large.

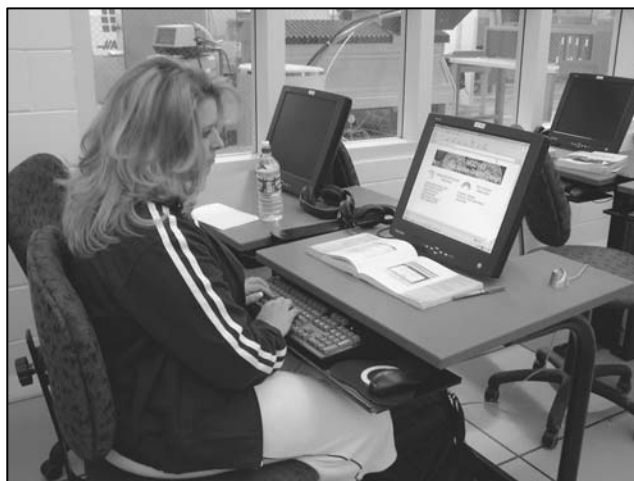
For more information about any of our services, call 719-549-3320.

Community Education & Training

To support community education and training needs, we offer many classes, workshops, and customized services on campus, on site, and on the Internet. Our non-credit, continuing education, and graduate credit offerings include the following:

- Alternative High School Diploma Program
- American Management Association – Online and Certificate classes
- Basic Skills Classes
- Business Classes
- Computer Classes
- Conversational Spanish
- Command Spanish®
- Customer Service Academy
- Ed2go (Self-paced Internet training)
- Kids College
- Pre-Employment Workshops and Classes
- Pre-Collegiate Programs
- Professional Development Workshops
- Personal Interest Classes
- Senior Classes
- Supervisory Classes
- Teacher Recertification
- Youth Programs

Visit our website at www.pueblocc.edu/communityoutreach/cetd for a detailed schedule and listing of classes. CETD is located in the Gorsich Advanced Technology Center, second floor, Room 201A. Contact us at 549-3252/3368.



Campus Locations

Pueblo Main Campus - *Serving Pueblo County*

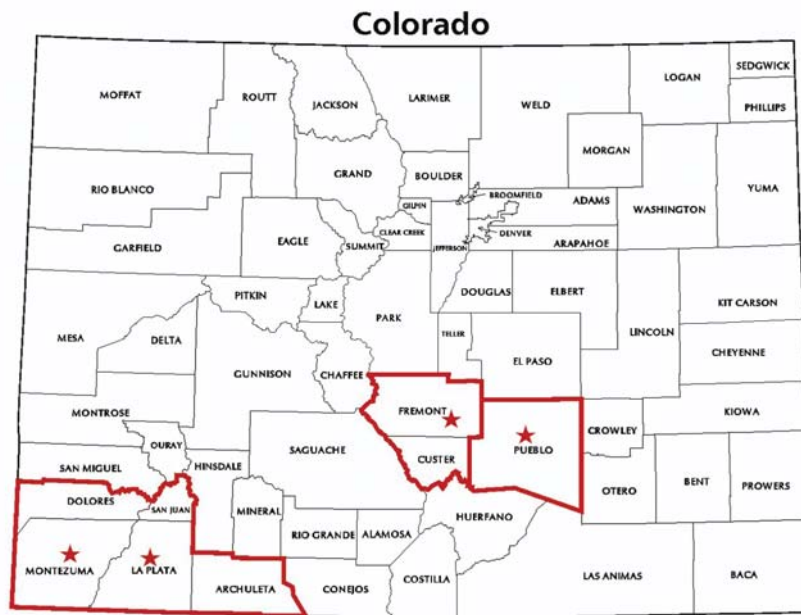
900 West Orman Avenue
Pueblo, CO 81004
719-549-3200
Toll-Free 888-642-6017
TTY/TDD 719-562-7078

Fremont Campus - *Serving Fremont and Custer Counties*

51320 West Highway 50
Canon City, CO 81212
719-296-6100

Southwest Campus - *Serving Archuleta, Dolores, La Plata, Montezuma, and San Juan Counties*

701 Camino del Rio, Suite 100 2208 East Main Street
Durango, CO 81301 Cortez, CO 81321
970-247-2929 970-565-7496



Map Compilation: Colorado Division of Local Government, 2001

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Colorado State Board for Community Colleges and Occupational Education

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B.A., Regis University

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Course Descriptions

Legend of the Course Descriptions

The credit courses offered by the College are listed in alphabetical order by discipline/program area. A general description of the content of each course is included. Special Topics are courses that are numbered 175-177 and 275-277 and provide students with a vehicle to pursue in depth exploration of special topics of interest. The credits and grade scheme will vary depending on course content. The description and outline is approved by the Dean and filed with the Registrar.

Common abbreviations used in the course descriptions are:

CLV	Voc/Tech Clinic	LBV	Vocational Lab
COP	Cooperative Education	OE	Occupational Experience
CORQ	Corequisite	PED	Physical Education and Recreation
CR	Credit	PRC	Practicum
FIT	Field Instruction	PRI	Private Instruction
LBA	Academic Lab	PRQ	Prerequisite
ILB	Instructional Lab	SEM	Seminar
IND	Independent Study	STA	Art Studio
INT	Internship	STM	Music Studio
L	Lecture	VAR	Variable Credits

The numbers that appear within the parenthesis next to the credit hours represent the total number of contact hours per week, by activity, that the student attends the class assuming a 15-week semester. For instance, a 4 credit hour course that is listed as 2L/3LBV means there are two hours of lecture per week plus three hours vocational lab per week for a total of (5) hours contact time per week for 15 weeks. In this example, the student attends a total of 75 contact hours. The 75 hours can be adjusted to any length term.

Basic Skills Assessment Test Score Key

Most courses in the following section have pre-requisites. Pre-requisites are requirements that you must complete before enrolling in the course. You can satisfy pre-requisites in one of two ways: 1) by completing the listed pre-requisite courses, or 2) by attaining assessment scores that place you ABOVE the listed pre-requisite course's skill level. (Pueblo Community College only accepts Accuplacer or ACT or SAT assessment scores.)

The chart below shows the required assessment scores for placement into reading, English, and math classes. For example, if you wanted to enroll in Dental Assisting (DEA) 120, the pre-requisites are Reading 090, English 090, and Math 060. To meet these pre-requisites through assessment scores, your scores must be in the following ranges:

Accuplacer Reading (ACCUR)	80 or above.
Accuplacer Sentence Skills (ACCUE)	95 or above.
Accuplacer Elementary Algebra (ACCUM-EA)	45 or above.

If your scores fall below these ranges, you must complete the prerequisite classes. ACT, SAT and Accuplacer results are good for five years from the date that the test was taken.

Reading

ACCUPLACER Reading Score

0 – 24

25 – 39

40 – 61

62 – 79

80 – 120

Required Courses

Guided Placement: See Testing Center for referral

REA 030 or refer to Special Programs

REA 060

REA 090

No basic skills placement required

ACT reading score of 17 or SAT verbal score of 430 places in college level

English

ACCUPLACER Sentence Skills Score

0 – 24

25 – 49

50 – 69

70 – 94

95 – 120

Required Courses

Guided Placement: See Testing Center for referral

ENG 030 or refer to Special Programs

ENG 060

ENG 090

ENG 121

ACT English score of 18 or SAT verbal score of 440 places into ENG 121

Math

ACCUPLACER Math Score

0 – 23 (AR)

24 – 56 (AR)

57 – above (AR) and (EA) < 45

45 – 60 (EA)

61 – 84 (EA)

85 – 120 (EA)

Required Course

Guided Placement: See Testing Center for referral

MAT 030

MAT 060

MAT 090

MAT 106

MAT 121

ACT math score of 19 or SAT score of 460 places into MAT 121

ACCUPLACER Math Key: AR = Arithmetic EA = Elementary Algebra

Accounting

ACC 101 FUNDAMENTALS OF ACCOUNTING

3 CR. (3L)
PRQ: CIS 110, MAT 030, or equivalent assessment test scores or department chair/advisor approval. CORQ: ACC 103, MAT 090, BTE 156 highly recommended. Presents the basic elements and concepts of accounting, with emphasis on the procedures used for maintaining journals, ledgers, and other related records, and for the completion of end-of-period reports for small service and merchandising businesses.

ACC 103 FUNDAMENTALS OF ACCOUNTING LAB

1 CR. (1.5 LBV)
PRQ: CIS 110, MAT 060, or equivalent assessment test scores, or Department Chair approval. CORQ: ACC 101. Designed as the practical lab portion of the Fundamentals of Accounting course. Emphasizes the demonstration of recording accounting information discussed in each chapter of ACC 101.

ACC 115 PAYROLL ACCOUNTING

3 CR. (3L)
PRQ: ACC 101, CIS 110, MAT 060, or equivalent assessment test scores or Department Chair approval. Studies federal and state employment laws and their effects on personnel and payroll records. The course is non-technical and is intended to give students a practical working knowledge of the current payroll laws and actual experience in applying regulations. Students are exposed to computerized payroll procedures.

ACC 121 ACCOUNTING PRINCIPLES I

4 CR. (4L)
PRQ: CIS 110, ENG 030, REA 030, MAT 060, or equivalent assessment test score or permission of Department Advisor or Chair. Introduces the study of accounting principles for understanding of the theory and logic that underlie procedures and practices. Major topics include the accounting cycle for service and merchandising companies, special journals and subsidiary ledgers, internal control principles and practices, notes and interest, inventory systems and costing, plant assets and intangible asset accounting, and depreciation methods and practices.

ACC 122 ACCOUNTING PRINCIPLES II

4 CR. (4L)
PRQ: ACC 121, CIS 110, MAT 060, or equivalent assessment test scores or permission of Department Advisor or Chair. 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.

ACC 131 INCOME TAX

3 CR. (3L)
PRQ: ACC 121, ENG 131, CIS 110, REA 090, MAT 090, or equivalent assessment test scores or permission of Department Advisor or Chair. This course is the study of basic concepts of federal income taxation, including gross income, deductions, accounting periods and methods, and property transactions, with emphasis on taxation of individuals and sole proprietorships.

ACC 121 INTERMEDIATE ACCOUNTING I

4 CR. (4L)
PRQ: MAT 121 or MAT 112, ENG 131, ACC 122, CIS 110, REA 090, or equivalent assessment test scores or permission of Department Advisor or Chair. Focuses on comprehensive analysis of generally accepted accounting principles (GAAP), accounting theory, concepts and financial reporting principles for public corporations. It is the first of a two-course sequence in financial accounting and is designed primarily for accounting and finance majors. Focuses on the preparation and analysis of business information relevant and useful to external users of financial reports. Explores the theories, principles and practices surveyed in Accounting Principles and critically examines 'real-world' financial analysis and reporting issues.

ACC 212 INTERMEDIATE ACCOUNTING II

4 CR. (4L)
PRQ: ACC 211, CIS 110, REA 090, or equivalent assessment test scores or permission of Department Advisor or Chair. Focuses on the theoretical and practical aspects of accounting for long-term liabilities, stockholders' equity, investments, pensions and leases. Includes income tax allocation, financial statement analysis, cash flow statements and accounting methods changes.

ACC 215 ACCOUNTING INFORMATION SYSTEMS AND E-BUSINESS

3 CR. (3L)
PRQ: ACC 122, CIS 110, ENG 090, REA 090, MAT 090, or equivalent assessment test scores or permission of Department Advisor or Chair. Studies the principles, concepts and tools used in the analysis, design, implementation and integration of accounting systems, internal controls systems and accounting procedures. Key elements of system analysis, business systems design, accounting software selection, and the acquisition and implementation of systems are studied. Techniques and systems for electronic control systems, electronic data interchange, electronic funds transfer and web commerce are explored.

ACC 216 GOVERNMENTAL AND NOT-FOR-PROFIT ACCOUNTING

3 CR. (3L)
PRQ: ENG 131, ACC 122, CIS 110, REA 090, MAT 090, or equivalent assessment test scores or permission of Department Advisor or Chair. Addresses concepts of budgetary control as a matter of law and public administration theory. Accounting principles and procedures necessary to implement budgetary controls for governmental units and other not-for-profit institutions and organizations are presented.

ACC 226 COST ACCOUNTING

3 CR. (3L)
PRQ: ACC 122, CIS 110, ENG 030, REA 060, MAT 060, or equivalent assessment test scores or permission of Department Advisor or Chair. Studies cost accumulation methods and reports. Focuses on the concepts and procedures of job order, process, standard, and direct cost systems, budgeting, planning, and control of costs.

ACC 235 COMPUTERIZED ACCOUNTING FOR SMALL BUSINESSES

3 CR. (3L)
PRQ: ACC 101 or ACC 121, CIS 110, ENG 030, REA 060, MAT 060, or equivalent assessment test scores or permission of Department Advisor or Chair. Introduces a microcomputer package, such as Quickbooks, One-write Plus or similar accounting application, for use in a small business. Focuses on installation, starting the application and converting a manual accounting system to an electronic system. Includes an easy to use bookkeeping system that incorporates all daily transactions and summarizes records in reports for a complete financial picture.

ACC 245

COMPUTERIZED ACCOUNTING WITH A PROFESSIONAL PACKAGE

3 CR. (3L)

PRQ: CIS 110, ENG 030, REA 060, MAT 060, or equivalent assessment test score, and ACC 101 or ACC 121 or permission of Department Advisor or Chair.

Integrates accounting principles and practices with a computerized accounting package such as Peachtree, DacEasy, or other professional package. Emphasizes computerized functions of the general ledger and integrated accounts payable, accounts receivable, invoicing and payroll systems.

ACC 275

SPECIAL TOPICS

1-6 CR. (1-6L)

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

ACC 275

SPECIAL TOPICS: CERTIFIED BOOKKEEPER EXAM

4 CR. (4L)

PRQ: CIS 110 or equivalent assessment test score, ACC 121, ACC 122, ACC 115 or permission of Department Advisor or Chair. This course is designed to prepare the student for the National Certified Bookkeeper Exam. The examination consists of three tests: (1) Adjustments and Error Corrections (2) Payroll and Depreciation and (3) Inventory. The certification will increase employment opportunities and compensation. The certification will enhance the student's professional image by earning the right to use CB as their professional title.

ACC 287

COOPERATIVE EDUCATION

3 CR. (9 INT)

PRQ: Permission of Department Advisor or Chair. Provides an opportunity to gain practical experience in applying occupational skills and/or to develop specific skills in a practical work setting. The instructor works with the student to select an appropriate work site, establish learning objectives, and coordinate learning activities with the employer or work site supervisor. For Accounting majors only.

Advancing Academic Achievement

AAA 075

SPECIAL TOPICS

.5-6 CR. (L)

Exploration of current topics, issues and activities related to one or more aspects of the named discipline.

AAA 090

ACADEMIC ACHIEVEMENT STRATEGIES

3 CR. (3L)

PRQ: REA 060 or equivalent assessment test score. Develops personalized approaches to learn and succeed for easier transition into college. Topics include goal-setting, time management, textbook reading strategies, note-taking, test-taking, listening techniques, concentration and memory devices, and critical thinking for student success.

AAA 101

COLLEGE 101: THE STUDENT EXPERIENCE

1 CR. (1L)

Introduces students to college culture and prepares them for challenges they will face in higher education. Through a series of interactive seminars, students discover learning in a multicultural environment and the use of college and community resources to attain education and career goals.

AAA 109

ADVANCED ACADEMIC ACHIEVEMENT

3 CR. (3L)

PRQ: 80+ ACCUR Reading Comprehension score. Examines theories and practices associated with successful learning to enhance college success. Areas of study include education and career planning, effective communication, personal management, critical and creative thinking, development of community and awareness of diversity, leadership, and techniques for successful academic performance. Recommended for new and returning students.

AAA 175-177

SPECIAL TOPICS

1-9 CR. (L)

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

American Sign Language

ASL 101

BASIC SIGN LANGUAGE I

3 CR. (3L)

Provides students with the basic knowledge of communicating with the deaf community or the vocally impaired. Students will be instructed in the basic techniques of this non-traditional form of communication.

ASL 102

BASIC SIGN LANGUAGE II

3 CR. (3L)

PRQ: ASL 101 or instructor permission. Provides students with expanded knowledge of communicating with the deaf community or the vocally impaired. Students will be instructed in the techniques of this non-traditional form of communication with emphasis on practical applications in social settings and in the workplace.

ASL 125

FINGERSPELLING

3 CR. (3L)

PRQ: ASL 101 or instructor permission. Provides the student an opportunity to develop expressive and receptive fingerspelling through various class activities.

ASL 135

CONVERSATIONAL ASL

2 CR. (2L)

PRQ: ASL 102 or instructor permission. Provides the student an extended opportunity to develop a strong grasp of American Sign language (ASL) as well as the cultural features of the language. It helps the student maintain sign language skill. This course is designed for students who have not met the minimum requirements to continue on with ASL 221.

Anthropology

ANT 101

CULTURAL ANTHROPOLOGY

3 CR. (3L)

PRQ: REA 090 or equivalent assessment test score. Studies human cultural patterns and learned behavior. Includes linguistics, social and political organization, religion, culture and personality, culture change, and applied anthropology. This course is one of the Statewide Guaranteed Transfer Courses, GT-SS3.

ANT 107
INTRODUCTION TO ARCHAEOLOGY
3 CR. (3L)
PRQ: REA 090 or equivalent assessment test score. Introduces the science of recovering the human prehistoric and historic past through excavation, analysis, and interpretation of material remains. Includes a survey of the archaeology of different areas of the Old and New Worlds. Also includes the works of selected archaeologists and discussions of major archaeological theories. This course is one of the Statewide Guaranteed Transfer Courses, GT-SS3.

ANT 111
PHYSICAL ANTHROPOLOGY
3 CR. (3L)
PRQ: REA 090 or equivalent assessment test score. Studies human biology and its effects on behavior. Includes principles of genetics and evolution, vertebrates and primates, human origins, human variation, and ecology. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

ANT 121
CULTURES OF THE SOUTHWEST
3 CR. (3L)
PRQ: REA 090 or equivalent assessment score. Includes the major prehistoric cultures (Paleoindian, Desert Culture, Anasazi, Hohokam, Mogollon) and ethnographic views of the historic cultures (Pueblos, Navajo, Apache, Pima, Papago, Spanish-American, and Anglo-American). The purpose of the study is to trace the stages through which these cultures have passed in order to evaluate environmental influences on human activities and to perceive human influences on the environment.

ANT 215
INDIANS OF NORTH AMERICA
3 CR. (3L)
PRQ: ANT 101. Studies the Indians of North America from the origins of native peoples in the New World, through the development of geographic culture areas, to European contact and subsequent contemporary Native American issues.

Architectural Technology

ARC 107
BLUEPRINT READING (RESIDENTIAL/COMMERCIAL)
3 CR. (3L)
PRQ: REA 060, MAT 060, or equivalent assessment score or Department Chair approval. Covers the interpretation and reading of blueprints and related documents as used in the building trades industry and architect's office.

Art

ART 110
ART APPRECIATION
3 CR. (3L)
PRQ: REA 090 or equivalent assessment test score. Introduces the cultural significance of the visual arts, including media, processes, techniques, traditions, and terminology. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

ART 111
ART HISTORY I
3 CR. (3L)
PRQ: REA 090 or equivalent assessment test scores. 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. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

ART 112
ART HISTORY II
3 CR. (3L)
PRQ: REA 090 or equivalent assessment test scores. Provides the knowledge base to understand the visual arts, especially as related to Western culture. Surveys the visual arts from the Renaissance through the Modern periods. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

ART118
ART SAMPLER
1 CR. (2 STA)
Introduces students to basic skills through various art media. This course may be repeated under a different subtitle for a maximum of six credit hours. Encompasses a multitude of one-credit art experiences that expose students to an art form that they may wish to explore further.

ART 121
DRAWING I
3 CR. (6 STA)
Investigates the various approaches and media that students need to develop drawing skills and visual perception.

ART 122
DRAWING II
3 CR. (6 STA)
Explores expressive drawing techniques with an emphasis on formal composition, color media and content or thematic development.

ART 123
WATERCOLOR I
3 CR. (6 STA)
Provides an introduction to the basic techniques and unique aspects of materials involved in the use of either transparent or opaque water media or both. Color theory is included.

ART 124
WATERCOLOR II
3 CR. (6 STA)
PRQ: ART 123 or equivalent. Continues the study of watercolor techniques, emphasizing original compositions and experimentation with materials. Color theory is included.

ART 131
2-D DESIGN
3 CR. (6 STA)
Examines the basic elements of design, visual perception, and artistic form and composition as they relate to two-dimensional media.

ART 132
3-D DESIGN
3 CR. (6 STA)
Focuses on learning to apply the elements and principles of design to three dimensional problems.

ART 138
PHOTOGRAPHY I
3 CR. (6 STA)
Introduces black and white photography as a fine art medium and develops skills necessary for basic camera and lab operations.

ART 139
PHOTOGRAPHY II
3 CR. (6 STA)
This course is a further exploration in camera and lab operations with an emphasis on individual creativity. It includes the development of a comprehensive portfolio.

ART 140
COLOR PHOTOGRAPHY I
3 CR. (6 STA)
Covers the fundamentals of color photography such as color theory and light, production, processing and printing color negatives.

ART 141
JEWELRY AND METAL WORK I
3 CR. (6 STA)
Introduces the construction of jewelry designs in metals and small casting techniques.

ART 142
JEWELRY AND METAL WORK II
3 CR. (6 STA)
Emphasizes conceptual design development, using casting and specialized techniques.

ART 143
DIGITAL PHOTOGRAPHY I
3 CR. (6 STA)
Introduces the basic concepts of digital imaging as applied to photography. Using applicable technology and hands on experience, modern developments are presented leading to the present applications of digital imaging which combine traditional photographic ideas with electronic media. Enables the student to learn how to operate image manipulation software using a variety of scanning equipment, software tools and output devices by executing new assignments and applying these technologies to their photographic process.

ART 154
SCULPTURE I
3 CR. (6 STA)
Introduces the fundamentals of sculpture such as modeling, casting, carving, and the processes of assemblage.

ART 155
SCULPTURE II
3 CR (6 STA)
Develops an understanding and focus on manipulation of three dimensional form, with greater concentration on individual creativity and style.

ART 161
CERAMICS I
3 CR. (6 STA)
Introduces traditional and contemporary ceramic forms and processes including handbuilding and throwing on the potter's wheel.

ART 162
CERAMICS II
3 CR. (6 STA)
A continuation of ART 161, this course emphasizes skill, technique and form.

ART 163
HANDBUILT CLAY I
3 CR. (6 STA)
Provides instruction in several methods of handbuilding and the study of functional and decorative design elements.

ART 207
ART HISTORY – 1900 TO PRESENT
3 CR. (3L)
PRQ: REA 090 or equivalent assessment test scores. 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.

ART 208
CULTURE STUDIES
3 CR. (3L)
PRQ: REA 090 or equivalent assessment test scores. Studies the arts and history of a particular culture at the location of that culture. Students view the arts and architecture of the culture in the historical and spatial contexts for which they were designed and in galleries and museums.

ART 209
STUDIO ART
3 CR. (6 STA)
Designed for advanced students interested in further exploring an art discipline to develop a more comprehensive portfolio.

ART 211
PAINTING I
3 CR. (6 STA)
Explores basic techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting to depict form and space on a two-dimensional surface.

ART 212
PAINTING II
3 CR. (6 STA)
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.

ART 213
PAINTING III
3 CR. (6 STA)
Provides continued exploration of techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development.

ART 221
DRAWING III
3 CR. (6 STA)
Offers a continued study of expressive drawing techniques and development of individual style, with an emphasis on composition and technique variation.

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

ART 239
COLOR PHOTOGRAPHY II
3 CR. (6 STA)
Designed for students who are approaching a personal style and aesthetic in the medium of color photography. It is an extension of Color Photography I. Personal expression is stressed through individual critiques.

ART 240
LARGE FORMAT PHOTOGRAPHY
3 CR. (6 STA)
Introduces the visual aesthetics and techniques of view camera photography. Students receive hands-on photographic experience with the 4x5 view camera, process film, and produce prints.

ART 241
JEWELRY AND METAL WORK III
3 CR. (6 STA)
Focuses upon advanced work and emphasizes experimentation with materials and techniques, individual designs, and superior craftsmanship.

ART 242
JEWELRY AND METAL WORK IV
3 CR. (6 STA)
Provides continued study of the properties of metal and stone in creating decorative work. Students employ advanced design and techniques to explore original, personal expression. A variety of materials and approaches are used in discovering new and independently creative finished pieces.

ART 243
DIGITAL PHOTOGRAPHY II
3 CR. (6 STA)
PRQ: ART 143 or permission of the instructor. Expands upon the beginning digital photography class. Focuses on digital photography in terms of design and communication factors including color, visual design, lighting, graphics, and aesthetics.

ART 244
DIGITAL PHOTO STUDIO
3 CR. (6 STA)
Introduces digital photography as a fine art medium, and develops skills necessary for basic operation of a digital camera and production of digital imagery.

ART 252
LANDSCAPE PHOTOGRAPHY
2 CR. (4 STA)
Focuses on traditional and contemporary approaches to landscape photography. Examines technical and aesthetic aspects of landscape photography through group discussions, a field study, lectures, and print and slide critiques.

ART 253
STUDIO PHOTOGRAPHY
3 CR. (6 STA)
Explores the creative uses of studio lighting from the perspective of fine art photography with an emphasis on portraiture, three dimensional object photography, and two dimensional collage photography.

ART 261
CERAMICS III
3 CR. (6 STA)
Encourages students to develop an individual style of wheel thrown and handbuilt ceramic forms with continuing involvement in surface treatment.

ART 264
MARKETING FOR THE VISUAL ARTISTS
3 CR. (3L)
PRQ: 12 credits of any combination of ART courses. Provides students with the framework, tools, and professional materials necessary for the practicing visual artist. Guidelines for writing proposals, artist's statements, and resumes are discussed and practiced. Explores theoretical and practical considerations related to portfolio presentation and exhibiting artwork through hands-on activities, readings, and discussion.

ART 265
THE BUSINESS OF VISUAL ART
3 CR. (3L)
Introduces students to the principles and practices involved in creating and operating arts organizations in the profit and not-for-profit art world.

ART 269
CERAMIC SCULPTURE
3 CR. (6 STA)
Explores a variety of processes to create three-dimensional images in clay. Focuses on hand-built sculptures, without using a potter's wheel and relying on very basic tools. Encourages creative experimentation and engaging in the process.

ART 277
SPECIAL TOPICS
.25-6 CR. (STA)
Provides the student with a vehicle to pursue in depth exploration of special topics of interest.

Astronomy

AST 101
ASTRONOMY I
4 CR. (3L/2 LBA)
PRQ: REA 090, MAT 060, ENG 060, CIS 110 or equivalent assessment test scores. Focuses on the history of astronomy, the tools of the astronomer and the contents of the solar system including the planets, moons, asteroids, comets, and meteoroids. Incorporates laboratory experience. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

AST 102
ASTRONOMY II
4 CR. (3L/2 LBA)
PRQ: REA 090, MAT 060, ENG 060, CIS 110 or equivalent assessment test scores. Emphasizes the structure and life cycle of the stars, the sun, galaxies, and the universe as a whole, including cosmology and relativity. Incorporates laboratory experience. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

Auto Service Technology

ASE 110
BRAKES I
3 CR. (2L/1.5 LBV)
Covers basic operation of automotive braking systems. Includes operation, diagnosis, and basic repair of disc brakes, drum brakes, and basic hydraulic systems.

ASE 120
BASIC AUTOMOTIVE ELECTRICITY
2 CR. (1.5L/.75 LBV)
Introduces automotive electricity and includes basic electrical theory, circuit designs, and wiring methods. Focuses on multi-meter usage and wiring diagrams.

ASE 123
AUTOMOTIVE BATTERY, STARTING, AND CHARGING SYSTEMS
2 CR. (1.5L/.75 LBV)
Covers the operation, testing, and servicing of automotive battery, starting, and charging systems. Includes voltage and amperage testing of starter and generator, load testing and maintenance of a battery, and starter and generator overhaul.

ASE 124
ADVANCED IGNITION SYSTEM DIAGNOSIS AND REPAIR
2 CR. (1L/1.5 LBV)
Focuses on lecture and related laboratory experiences in the diagnosis, service, adjustments and repair of various ignitions systems on customer vehicles.

ASE 130
GENERAL ENGINE DIAGNOSIS
2 CR. (1L/1.5 LBV)
Focuses on lecture and related laboratory experiences in the diagnosis and necessary corrective actions of automotive engine performance factors.

ASE 132
IGNITION SYSTEM DIAGNOSIS AND REPAIR
2 CR. (1.5L/1.75 LBV)
Focuses on lecture and related laboratory experiences in the diagnosis, service, adjustments and repair of various automotive ignition systems.

ASE 134
AUTOMOTIVE EMISSIONS
2 CR. (1.5L/.75 LBV)
Focuses on lecture and laboratory experiences in the diagnosis and repair of automotive emission control systems.

ASE 140
SUSPENSION AND STEERING I
3 CR. (2L/1.5 LBV)
Focuses on lecture and related experiences in the diagnosis and service of suspensions and steering systems and their components.

ASE 151
AUTOMOTIVE MANUAL TRANSMISSION/TRANSAXLES AND CLUTCHES
2 CR. (1L/1.5 LBV)
Focuses on lecture and related laboratory experiences in the diagnosis and repair of automotive manual transmissions, transaxles and clutches and related components.

ASE 152

DIFFERENTIALS AND 4WD/AWD SERVICE

2 CR. (1.5/.75 LBV)

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

ASE 160

AUTOMOTIVE ENGINE REMOVAL AND INSTALLATION

1 CR. (.5L/.75 LBV)

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

ASE 161

ENGINE, DISASSEMBLY DIAGNOSIS AND ASSEMBLY

5 CR. (1L/6 LBV)

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

ASE 163

AUTOMOTIVE COMPONENT REMOVAL AND REPLACEMENT

3 CR. (1L/3 LBV)

Practical methods of removal and installation of engines, transmissions, transfer cases, clutch assemblies, bolt, and thread repair.

ASE 165

AUTOMOTIVE MACHINING

2 CR. (1L/1.5 LBV)

Offers instruction in machining processes on the automotive engine using up-to-date machines to recondition connecting rods, bore engine blocks, machine heads for replaceable guides and seats. Brake drum and disc machining is also discussed.

ASE 170

LABORATORY EXPERIENCE I

1-6 CR. (1.5-9 LBV)

Continues to build upon the principles that are expected to be understood by students.

ASE 171

LABORATORY EXPERIENCE II

1-6 CR (1.5-9 LBV)

Continues to build upon the principles that are expected to be understood by students.

ASE 172

LABORATORY EXPERIENCE III

1-6 CR. (1.5-9 LBV)

Continues to build upon the principles that are expected to be understood by students.

ASE 210

BRAKES II

3 CR. (1L/3 LBV)

Covers the operation and theory of the modern automotive braking systems. Includes operation, diagnosis, service, and repair of the anti-lock braking systems, power assist units and machine operations of today's automobile.

ASE 220

SPECIALIZED ELECTRONICS TRAINING

2 CR. (1.5L/.75 LBV)

Provides a systematic approach to automotive electrical systems. Builds from the basic electrical principles and concepts through semiconductors and microprocessors. Features on-bench exercises. Students practice diagnostic procedures that have applications to present and future automotive electronics and electrical systems.

ASE 231

AUTOMOTIVE COMPUTERS

2 CR. (1L/1.5 LBV)

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

ASE 233

FUEL INJECTION AND EXHAUST SYSTEMS

4 CR. (3L/1.5 LBV)

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

ASE 234

ADVANCED AUTOMOTIVE EMISSIONS

2 CR. (1.5L/.75 LBV)

Provides laboratory experiences with a variety of customer work in the areas that the student received training during previous automotive classes.

ASE 235

DRIVABILITY DIAGNOSIS

1 CR. (.5L/.75 LBV)

Emphasizes lecture and related laboratory experience in diagnostic techniques and the use of diagnostic scan tools, oscilloscopes, lab scopes, multi-meters and gas analyzers. Students diagnose live vehicle drivability problems.

ASE 236

ADVANCED DRIVABILITY DIAGNOSIS/REPAIR

4 CR. (2L/3 LBV)

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

ASE 240

SUSPENSION AND STEERING II

3 CR. (1.5L/2.25 LBV)

Emphasizes lecture and related experiences in the diagnosis and service of electronic suspensions and steering systems and their components.

ASE 250

AUTOMATIC TRANSMISSION/TRANSAXLE SERVICE

1 CR. (1L)

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

ASE 251

AUTOMATIC TRANSMISSION/TRANSAXLE DIAGNOSIS AND ASSEMBLIES

5 CR. (3L/3 LBV)

Covers diagnosis, principles of hydraulics, principles of electronic components, power flow, theory of operation, removal of transmission/transaxle, tear down, replacement of components, measurement and subsequent adjustment of components and replacement of transmission/transaxle.

ASE 252

ADVANCED AUTOMATIC TRANSMISSIONS/TRANSAXLES

2 CR. (1L/1.5 LBV)

Provides laboratory experiences with a variety of customer work in the areas that the student received training during previous automotive transmission classes.

ASE 253

ADVANCED MANUAL TRANSMISSION/TRANSAXLES

2 CR. (1L/1.5 LBV)

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

ASE 260

ADVANCED ENGINE DIAGNOSIS

2 CR. (1L/1.5 LBV)

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

ASE 265

AUTOMOTIVE HEATING AND AIR CONDITIONING

5 CR. (4L/1.5 LBV)

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

ASE 275-277

SPECIAL TOPICS

1-9 CR. (L/LBV)

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

ASE 277

SPECIAL TOPICS: AUTOMOTIVE TRANSMISSIONS REBUILDING

2 CR. (3 LBV)

Provides laboratory experiences with a variety of work in the areas that the student received training during previous automotive classes.

ASE 277

SPECIAL TOPICS: AUTOMOTIVE MANUAL

TRANSMISSIONS/TRANSAXLES AND CLUTCHES

2 CR. (1L/1.5 LBV)

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

ASE 277

SPECIAL TOPICS: AUTOMOTIVE EMISSIONS AND EXHAUST II

2 CR. (1.5L/.75 LBV)

Provides laboratory experiences with a variety of work in the areas that the student received training during previous automotive classes.

ASE 277

SPECIAL TOPICS: TRANSMISSIONS DIAGNOSIS AND REBUILD

7 CR. (4L/4.5 LBV)

Provides laboratory experiences with a variety of work in the areas that the student received training during previous automotive classes.

ASE 277

SPECIAL TOPICS: DRIVEABILITY DIAGNOSIS II

4 CR. (6 LBV)

Provides laboratory experiences with a variety of work in the areas that the student received training during previous automotive classes.

ASE 277

SPECIAL TOPICS: BRAKES

6 CR. (3L/4.5 LBV)

Provides laboratory experiences with a variety of work in the areas that the student received training during previous automotive classes.

ASE 277

SPECIAL TOPICS: AUTOMOTIVE COMPONENT REMOVAL/REPLACE

1 CR. (.5L/.75 LBV)

Provides laboratory experiences with a variety of work in the areas that the student received training during previous automotive classes.

ASE 277

SPECIAL TOPICS: ENGINE ASSEMBLY

2 CR. (3 LBV)

Provides laboratory experiences with a variety of work in the areas that the student received training during previous automotive classes.

ASE 277

SPECIAL TOPICS: ENGINE DISASSEMBLY AND ASSEMBLY

9 CR. (1L/9 LBV)

Provides laboratory experiences with a variety of work in the areas that the student received training during previous automotive classes.

ASE 280

INTERNSHIP: BASIC ELECTRICAL AND ENGINE PERFORMANCE

1 CR. (3 INT)

Focuses on practical on-the-job, work-related experience that corresponds to the area of study. In this semester, the student takes all related sponsor requirements in (STS) Service Training Standards (General Motors) or ("F.A.S.T.") Fundamental Automotive Systems Training (Chrysler) or others as required by the program track.

ASE 281

INTERNSHIP: BASIC HEAVY DUTY AND POWER TRAIN

1 CR. (3 INT)

Focuses on practical on-the-job, work-related experience that corresponds to the area of study. In this semester, the student takes all related sponsor requirements in (STS) Service Training Standards (General Motors) or ("F.A.S.T.") Fundamental Automotive Systems Training (Chrysler) or others as required by the program track.

ASE 282

INTERNSHIP: GENERAL (SUMMER)

1 CR. (3 INT)

Emphasizes practical on-the-job, work-related experience that corresponds to the area of study. In this semester, the student takes all related sponsor requirements in (STS) Service Training Standards (General Motors) or ("F.A.S.T.") Fundamental Automotive Systems Training (Chrysler) or others as required by the program track.

ASE 283

INTERNSHIP: ADVANCED ELECTRICAL AND ENGINE PERFORMANCE

1 CR. (3 INT)

Emphasizes practical on-the-job, work-related experience that corresponds to the area of study. In this semester, the student takes all related sponsor requirements in (STS) Service Training Standards (General Motors) or ("F.A.S.T.") Fundamental Automotive Systems Training (Chrysler) or others as required by the program track. The student registers for and takes the (ASE) Automotive Service Excellence based tests for engine performance and electrical systems.

ASE 284

INTERNSHIP: ADVANCED HEAVY DUTY AND POWER TRAIN

1 CR. (3 INT)

Focuses on practical on-the-job, work-related experience that corresponds to the area of study. In this semester, the student takes all related sponsor requirements in (STS) Service Training Standards (General Motors) or ("F.A.S.T.") Fundamental Automotive Systems Training (Chrysler) or others as required by the program track they are enrolled in. The student registers for and takes the ASE-Automotive Service Excellence based test for brake systems and suspension and steering.

ASE 285

INDEPENDENT STUDY

1-6 (1.5-9 LBV)

Provides laboratory experiences with a variety of work in the areas that the student received training during previous automotive classes.

ASE 287

COOPERATIVE EDUCATION

1-9 CR. (3-27 INT)

Develops practical objectives assigned by an automotive employer providing an on-the-job learning experience at an approved automotive repair facility.

Automotive Collision Technology

ACT 110

SAFETY IN COLLISION REPAIR

2 CR. (1L/1.5 LBV)

Introduces the student to safety techniques and operation as it relates to shop safety and industry standards. The student is exposed to regulations and collision shop operations. In addition, the student becomes involved with VICA, developing writing and speaking skills.

ACT 111

METAL WELDING AND CUTTING I

3 CR. (1L/3 LBV)

Covers sheet metal oxygen-acetylene welding and MIG welding techniques including safety, materials, equipment and setups. Personal and vehicle protective measures prior to welding procedures is presented.

ACT 122

PANEL REPAIR AND REPLACEMENTS

3 CR. (1L/3 LBV)

Covers straightening techniques including tension pulls/stress relief, metal finishing, metal shrinking and use of fillers. Emphasizes the identification, handling and replacement of parts such as adjustment and alignment of bolt-on parts, fixed parts and accessories. Training covers the use of adhesives, sound deadeners and welding methods performed during repairs.

ACT 123

METAL FINISHING AND BODY FILLING

3 CR. (1L/3 LBV)

Covers metal finishing, metal shrinking and the use of cosmetic fillers. Emphasis is placed on the use of proper tools required to perform these tasks, including use, selection and safety procedures for tools and equipment selected.

ACT 131

STRUCTURAL DAMAGE DIAGNOSIS

3 CR. (1L/3 LBV)

Focuses on methods of frame measurement using dimension charts and service manuals. Includes the use of self-centering gauges and mechanical and electronic measuring. Appropriate terms and definitions of vehicle structures and vehicle diagnosis is covered including identification and analysis of damage. Includes the techniques for basic hook ups and safety procedures used in making corrective pulls.

ACT 132

STRUCTURAL DAMAGE REPAIR

3 CR. (1L/3 LBV)

Continues the study and application of frame measurement and repair. The student applies methods found in dimension charts and service manuals for vehicle diagnosis and straightening. Training includes the replacement of a structural panel with the identification of damaged suspension components replaced according to manufacturer's recommendations.

ACT 141

REFINISHING SAFETY

1 CR. (1L)

Covers correct use of safety procedures used in refinishing. Proper fit and use of various types of protective equipment is emphasized. The identification of tools and equipment, with use and maintenance is covered including national guidelines for proper disposal and handling of hazardous materials.

ACT 142

SURFACE PREPARATION I

2 CR. (1L/1.5 LBV)

Covers surface preparation for refinishing including cleaning, sanding, feather edging, chemical treatment of bare materials and priming. The application of primers, including rationale and use is covered. In addition the student learns skills for proper removal and storage of exterior trim and protection of adjacent panels.

ACT 143

SPRAY EQUIPMENT OPERATIONS

2 CR. (1L/1.5 LBV)

Covers the inspection, cleaning and determination of the condition of spray guns and related equipment. Students learn skills for adjusting spray guns by setting-up and testing spray gun operations.

ACT 144

REFINISHING I

2 CR. (1L/1.5 LBV)

Provides the knowledge needed for application and use of automotive paint systems. Course includes locating color codes, mixing formulas, matching and selections of materials. Proper paint gun use and adjustments is taught for the product being applied. In addition, the student practices correct masking and detailing techniques.

ACT 151

PLASTICS AND ADHESIVES I

1 CR. (.5L/.75 LBV)

Designed to teach the state-of-the-art repair for both rigid and flexible plastic components and choosing adhesives using the latest manufacturer's repair techniques.

ACT 160

CUSTOM PAINTING

3 CR. (1L/3 LBV)

This course provides instruction in basic custom paint application such as pearl paints, candy colors, metal flakes, etc.

ACT 161

AUTOMOTIVE GRAPHICS AND DESIGNS

3 CR. (1L/3 LBV)

This course provides instruction in the application of graphics and designs to an automotive finish. These designs include striping, flames, paint fades, and graphics, etc.

ACT 162

AUTOMOTIVE AIR BRUSHING AND MURALS

3 CR. (1L/3 LBV)

This course provides instruction in the use of airbrush equipment to produce murals. Instruction in mural layout background, foreground, and fine detail will be provided.

ACT 163

AUTOMOTIVE SPECIAL EFFECTS AND REFINISHING

3 CR. (1L/3 LBV)

This course provides instruction in the different types of design effects that can be achieved through special techniques.

ACT 165

AUTOMOTIVE BODY CUSTOMIZING I

3 CR. (1L/3 LBV)

Recommended CORQ: ACT 166 AND ACT 167. Covers tool identification welding (mig and resistance), plasma cutting, metal finishing, metal shrinking and the use of cosmetic fillers. Emphasis is placed on the use of proper tools required to perform body customizing tasks, including use, selection and safety procedures for tools and equipment selected.

ACT 166

AUTOMOTIVE BODY CUSTOMIZING II

3 CR. (1L/3 LBV)

Recommended PRQ: ACT 165. Covers modification of vehicle and vehicle parts such as Chopping, measuring, realigning, fabricating, recessing, shaping etc.

ACT 167

AUTOMOTIVE BODY CUSTOMIZING III

3 CR. (1L/3 LBV)

Recommended PRQ: ACT 165 and ACT 166. Covers the completion of modifications that were started in Automotive Body Customizing II along with the addition of body molding kits.

ACT 175-177

SPECIAL TOPICS

1-9 CR. (L/LBV)

Assists students who are interested in individual topics within the normal curriculum. The student identifies and selects objectives that he/she needs for industry upgrades or special training to enter the workforce. The student may explore current topics, issues or activities related to one or more aspects of the Automotive Collision industry.

ACT 175

SPECIAL TOPICS: AUTOMOTIVE COLLISION TECHNOLOGY LAB EXPERIENCES I

7 CR. (2L/7.5 LBV)

Designed to prepare the student to perform basic tasks for a specialized area of plastics and adhesives.

ACT 176

SPECIAL TOPICS: AUTOMOTIVE COLLISION TECHNOLOGY LAB EXPERIENCES II

6 CR. (4L/3 LBV)

Designed to prepare the student to perform basic tasks in the specialized area of non-structural damage repair.

ACT 177

SPECIAL TOPICS: AUTOMOTIVE COLLISION TECHNOLOGY LAB EXPERIENCES III

6 CR. (4L/3 LBV)

Designed to prepare the student to perform basic tasks in the specialty area of non-structural damage repair.

ACT 180

AUTOMOTIVE COLLISION REPAIR INTERNSHIP LEVEL I

1-9 CR (3-27 INT)

Designed to meet the needs of the student in selected specialized area in a work-based environment. Individualized instruction at the job site is coordinated based on student's interest and instructor approval.

ACT 181

AUTOMOTIVE COLLISION REPAIR LEVEL II INTERNSHIP

1-9 CR. (3-27 INT)

Course is a continuation of Level I Internship. Student uses the knowledge and skills acquired throughout the ACT program in a job site placement.

ACT 205

ESTIMATING AND SHOP MANAGEMENT

3 CR. (2L/1.5 LBV)

Initiates written estimates on damaged vehicles. Students learn shop management including work orders, ordering supplies, operating costs, time cards, shop liabilities, employee's safety and insurance management issues.

ACT 211

METAL WELDING AND CUTTING II

2 CR. (3 LBV)

Covers mig welding procedures of seam weld, stitch welds and destructive testing. Resistance spot welding, which includes two-sided spot weld, plasma cutting, safety, materials, and equipment and operating procedures, with emphasis on shop safety are also presented.

ACT 220

STRUCTURAL REPAIR II

4 CR. (2L/3 LBV)

Designed as a continuation of ACT 132. Students continue practice in structural damage analysis and measuring procedures on both, unitized and body-over-frame type vehicles. Proper methods for straightening, as well as replacing structural, mechanical, and electronic components are covered.

ACT 221

MOVEABLE GLASS AND HARDWARE

2 CR. (1L/1.5 LBV)

Covers door glass, vent windows and glass mechanisms (both electric and mechanical) with emphasis on removal and replacement. In addition, interior trim panels, seats and headliners are removed and replaced. Student learns proper care and treatment of vehicle seat protectors plus the proper use of tools required to perform these tasks.

ACT 231

ADVANCED STRUCTURAL DAMAGE DIAGNOSIS AND REPAIR

3 CR. (1L/3 LBV)

Covers major automotive body repair in vehicles with major damage on conventional structures and unibody structures. Student learns the operation of equipment and techniques used to straighten and align damaged frames. Identification and analysis of frames, hot and cold stress relieving, servicing and sectioning of structural frames is also included. Liability issues and the importance of making these corrections according to the manufacturer's recommendations and industry standards are emphasized.

ACT 232

FIXED GLASS REPAIR

2 CR. (3 LBV)

Covers the removal and replacement of fixed glass using manufacturer's specifications, proper tools and recommended materials. Application of skills are demonstrated and utilized for the removal and replacement of modular glass using manufacturer's specifications and procedures.

ACT 241

PAINT DEFECTS

3 CR. (1L/3 LBV)

Covers paint defects. Emphasizes the causes of paint defects with methods to cure problems during and after refinishing procedures. Students learn to identify the proper surface preparations to apply prior to refinishing. Training includes using paint equipment and determining paint film thickness with proper temperatures for refinishing.

ACT 242

SURFACE PREPARATION II

2 CR. (1L/1.5 LBV)

Emphasizes surface preparation for refinishing including cleaning, sanding, feather edging, chemical treatment of bare metals and priming. The application of primers, including why and where to use them is covered.

ACT 243

REFINISHING II

2 CR. (1L/1.5 LBV)

In this advanced course students learn the necessary skills used to tint and blend panels working with the latest finishes and paints. Special coatings and procedures are covered in this course.

ACT 244

FINAL DETAIL

2 CR. (1L/1.5 LBV)

Focuses on the detailing procedures in paint refinishing of vehicles. Methods and techniques are specialized to enhance painting skills. Transfers and tapes methods with decals etc. are demonstrated.

ACT 251

PLASTICS AND ADHESIVES II

1 CR. (.75L/.38 LBV)

Emphasizes advanced plastic and adhesives. The current state-of-the-art repair for both rigid and flexible plastic components using the latest manufacturer's repair techniques are presented. Sheet Molded Compound procedures and the use of proper adhesives is covered.

ACT 266

RESTRAINT SYSTEMS

1 CR. (.5L/.75 LBV)

Students learn to inspect, remove and replace active restraint systems, passive restraint systems and supplemental restraint systems. Procedures are demonstrated for disarming and diagnosing restraint systems using electronic equipment and trouble codes. Instruction for passive restraint replacement is also covered in this course.

ACT 275-277

SPECIAL TOPICS

1-9 CR. (L/LBV)

Assists students who are interested in individual topics within the normal curriculum. The student identifies and selects objectives that he/she needs for industry upgrades or special training to enter the workforce. The student may explore current topics, issues or activities related to one or more aspects of the Automotive Collision industry.

ACT 275

SPECIAL TOPICS: REFINISHING

1-9 CR. (1.5-13.5 LBV)

Designed to prepare the student to perform basic tasks in the specialty area of refinishing.

ACT 275

SPECIAL TOPICS: SUSPENSION AND DRIVE TRAIN

9 CR. (3L/9 LBV)

Designed to prepare the student to perform basic tasks in the specialty area of suspensions and drive trains.

ACT 275

SPECIAL TOPICS: MAJOR BODY REPAIR

1-9 CR. (1-9L/1.5-13.5 LBV)

Designed to prepare the student to perform basic tasks in the specialty area of major body repair.

ACT 275

SPECIAL TOPICS: MINOR BODY REPAIR

1-9 CR. (1-9L/1.5-13.5 LBV)

Designed to prepare the student to perform basic tasks in the specialty area of minor body repair.

ACT 275

SPECIAL TOPICS: GENERAL BODY REPAIR

4 CR. (6 LBV)

This course provides an introduction to basic automotive body repair techniques. The student will be able to learn objectives tailored to his/her vocational goals.

ACT 280

AUTOMOTIVE COLLISION REPAIR LEVEL III INTERNSHIP

1-9 CR. (3-27 INT)

Individualized instruction at job site continues in this final internship. The student is encouraged to develop skills needed to enter employment in the automotive collision repair field.

ACT 284

AUTOMOTIVE COLLISION REPAIR INTERNSHIP LEVEL IV

1-9 CR. (3-27 INT)

Individualized instruction at job site continues in this final internship. The student is encouraged to develop skills needed to enter employment in the automotive collision repair field.

Aviation Maintenance Technology

AMT 101

A & P PREPARATION

4 CR. (3L/1.5 LBV)

Covers basic subjects, such as mathematics, physics and aircraft drawings and provides a foundation for further studies in the A&P program.

AMT 102

BASIC ELECTRICS

4 CR. (3L/1.5 LBV)

Covers basic ac and dc electric theory as applied to aircraft systems.

AMT 103

WEIGHT & BALANCE AND GROUND HANDLING

2 CR. (1L/1.5 LBV)

Emphasizes aircraft weight and balance theory and the performance of weight and balance calculations. Also covers the requirements for ground handling, servicing, taxiing and towing aircraft.

AMT 104

REGULATIONS & PUBLICATIONS

3 CR. (3L)

Focuses on the Federal Aviation Administration and manufacturer's publications pertaining to aircraft operation and maintenance.

AMT 105

MATERIALS AND PROCESSES

6 CR. (4L/3 LBV)

Focuses on aircraft structures, materials, and hardware, the use of precision measuring tools, and methods of non-destructive testing.

AMT 106

CORROSION CONTROL AND FLUID LINES

2 CR. (1L/1.5 LBV)

Emphasizes the causes of corrosion and methods to prevent and treat corrosion in aircraft structures. Covers construction of rigid and flexible aircraft fluid lines.

AMT 140

AIRCRAFT SYSTEMS FOR PILOTS – AIRFRAME

3 CR. (1L/3 LBV)

Covers the study of the basic mechanical systems and structural components of aircraft to supplement instruction received in flight training.

AMT 141

AIRCRAFT SYSTEMS FOR PILOTS – POWERPLANT

3 CR. (1L/3 LBV)

Study of the basic operating systems of aircraft powerplants to supplement instruction received in flight training.

Aviation Technology

AVT 101

PRIVATE PILOT GROUND SCHOOL

4 CR. (3L/1.5 LBV)

Prepares student for the Private Pilot Airplane, Single Engine, Land FAA Knowledge Exam.

AVT 102

PRIVATE PILOT FLIGHT

4 CR. (6 LBV)

Focuses on flight training in preparation for the Private Pilot Airplane, Single-Engine, Land FAA Practical Test, and completing requirements for the Private Pilot Certificate.

AVT 105

AVIATION METEOROLOGY

4 CR. (3L/1.5 LBV)

Focuses on recognition, interpretation and evaluation of atmospheric weather as it relates to and affects aviation.

AVT 111

INSTRUMENT PILOT GROUND SCHOOL

4 CR. (3L/1.5 LBV)

Focuses on preparation for the FAA Instrument Rating Knowledge Exam.

AVT 112

INSTRUMENT PILOT FLIGHT

4 CR. (6 LBV)

Focuses on flight training in preparation for the Instrument Rating, Single Engine Airplane FAA Practical Test, and completing requirements for the Instrument Rating.

AVT 201

COMMERCIAL PILOT GROUND SCHOOL

2 CR. (2L)

Prepares the student for the Commercial Pilot Airplane, Single Engine, Land FAA Knowledge Exam.

AVT 202
COMMERCIAL FLIGHT I
3 CR. (4.5 LBV)
This course is the first of a two-part sequence of flight training in preparation for the Commercial Pilot Certificate, Airplane, Single Engine Land FAA Practical Test. Consists of the cross country aeronautical experience required for the Commercial Certificate.

AVT 203
COMMERCIAL FLIGHT II
4 CR. (6 LBV)
Continuation of flight training in preparation for the Commercial Pilot, Airplane Single Engine, Land FAA Practical Test, completing requirements for the Commercial Pilot Certificate.

AVT 205
MOUNTAIN FLYING GROUND SCHOOL
1 CR. (1L)
Acquaints the student with the unique aspects of flying in mountainous terrain and the additional knowledge and proficiency necessary for safe and efficient operation in mountain and high altitude terrain.

AVT 206
CREW RESOURCE MANAGEMENT
1 CR. (1L)
Focuses on classroom instruction coupled with Line Oriented Flight Training (LOFT) in a Flight Training Device. Covers the knowledge, skills, and attitudes necessary to enhance safety and operate effectively as a member of an airplane crew.

AVT 207
MULTI-ENGINE GROUND SCHOOL
1 CR. (1L)
Prepares the student for the FAA Practical Test for Private or Commercial Pilot, Airplane Multi-Engine Land.

AVT 208
MULTI-ENGINE FLIGHT
1 CR. (1.5 LBV)
Focuses on flight training in preparation for the Airplane, Multi-Engine Rating and completing requirements for this Rating.

AVT 211
FUNDAMENTALS OF INSTRUCTION
2 CR. (2L)
Focuses on preparation for the FAA Fundamentals of Instructing Knowledge Exam.

AVT 212
FLIGHT INSTRUCTOR GROUND SCHOOL
2 CR. (2L)
Focuses on preparation for the FAA Flight Instructor Airplane Knowledge Exam.

AVT 213
FLIGHT INSTRUCTOR FLIGHT
1 CR. (1.5 LBV)
Focuses on flight training in preparation for the Flight Instructor Airplane, Single-Engine Land FAA Practical Test, completing requirements for the Flight Instructor Certificate.

AVT 221
INSTRUMENT INSTRUCTOR GROUND SCHOOL
2 CR. (2L)
Focuses on preparation for the FAA Instrument Instructor Knowledge Exam.

Biology

BIO 105
SCIENCE OF BIOLOGY
4 CR. (3L/2 LBA)
PRQ: REA 090, MAT 060, ENG 060, CIS 110, or equivalent assessment test scores. 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. This course is one of the Statewide Guaranteed Transfer Courses, GT-SC1.

BIO 106
BASIC ANATOMY AND PHYSIOLOGY
4 CR. (3L/2 LBA)
PRQ: REA 090, MAT 060, ENG 060, CIS 110, or equivalent assessment test scores. 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.

BIO 111
GENERAL COLLEGE BIOLOGY I WITH LAB
5 CR. (4L/2 LBA)
PRQ: BIO 105 or the equivalent, REA 090, MAT 060, ENG 090, CIS 110, or equivalent assessment test scores. 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. This course is one of the Statewide Guaranteed Transfer Courses, GT-SC1.

BIO 112
GENERAL COLLEGE BIOLOGY II WITH LAB
5 CR. (4L/2 LBA)
PRQ: BIO 105 or the equivalent, MAT 060, ENG 121, CIS 110, or equivalent assessment test scores. A continuation of Biology I. Includes ecology, evolution, classification, structure, and function in plants and animals. This course includes laboratory experience. This course is one of the Statewide Guaranteed Transfer Courses, GT-SC1.

BIO 143
ECOLOGY OF COLORADO
3 CR. (3L)
PRQ: REA 060, MAT 090 or MAT 107, ENG 060, CIS 110, or equivalent assessment test scores. Studies the natural environments in Colorado. Explores the vast natural environments of Colorado and the plants and animals that inhabit the life zones of our majestic plains, mountains, and valleys. Discovers the interrelationships of man and his Colorado environment - past, present, and future. Through an inquiry approach, the student examines the changing needs and roles of our environments. Field trips include Roxborough State Park, Garden of the Gods, Mt. Evans, Pikes Peak, Deer Creek Canyon, Daniels Park, Barr Lake or others.

BIO 175-177
SPECIAL TOPICS
1-6 CR (L/LBA)
Covers a specific topic within Biology as determined by the instructor. Topics reflect the special expertise of faculty and/or the special needs of the students.

BIO 176

SPECIAL TOPICS: CLINICAL NUTRITION

4 CR. (1L)

PRQ: REA 060 and MAT 060 or equivalent assessment test score, BIO 105 or BIO 106 or equivalent. An understanding of basic nutrients, food requirements for various age groups, food economics, and consumer protection. The role of the nurse in nutritional care is addressed.

BIO 201

HUMAN ANATOMY AND PHYSIOLOGY I

4 CR. (3L/2 LBA)

PRQ: BIO 105 or BIO 106, REA 090, ENG 090, MAT 060, CIS 110, or equivalent assessment test scores. Focuses on an integrated study of the human body including the histology, anatomy, and physiology of each system. Examines molecular, cellular, and tissue levels of organization plus integuments, skeletal, articulations, muscular, nervous, and endocrine systems. Includes a mandatory hands-on laboratory experience covering experimentation, microscopy, observations, and dissection. This is the first semester of a two-semester sequence. This course is one of the Statewide Guaranteed Transfer Courses, GT-SC1.

BIO 202

HUMAN ANATOMY AND PHYSIOLOGY II

4 CR. (3L/2 LBA)

PRQ: BIO 201, CIS 110, MAT 060, and ENG 121, or equivalent assessment test scores. Recommend PRQ: CHE 101. Focuses on the integrated study of the human body and the histology, anatomy, and physiology of the following systems and topics: cardiovascular, hematology, lymphatic and immune, urinary, fluid and electrolyte control, digestive, nutrition, respiratory, reproductive, and development. Includes a mandatory hands-on laboratory experience involving experimentation, microscopy, observations, and dissection. This is the second semester of a two-semester sequence. This course is one of the Statewide Guaranteed Transfer Courses, GT-SC1.

BIO 204

MICROBIOLOGY

4 CR. (3L/2 LBA)

PRQ: BIO 105 or BIO 106, ENG 121, MAT 060, CIS 110 or equivalent assessment test scores. 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. This course is one of the Statewide Guaranteed Transfer Courses, GT-SC1.

BIO 216

PATHOPHYSIOLOGY

4 CR. (4L)

PRQ: BIOL 201, BIO 202, ENG 121, REA 090, MAT 060, CIS 110, or equivalent assessment test scores. Focuses on the functions of the human body systems with emphasis on their interrelationships and adaptation to stress and disease.

BIO 275-277

SPECIAL TOPICS

1-6 CR. (L/LBA)

Covers a specific topic within Biology, as determined by the instructor. Reflects the special expertise of the faculty and/or the special needs of the students.

BIO 275

SPECIAL TOPICS: HUMAN ANATOMY AND PHYSIOLOGY I SUPPLEMENT FOR MILITARY PERSONNEL

1 CR. (1L)

This module is a study of human body urinary and endocrine systems to supplement military human anatomy & physiology courses for the occupational therapy assistant program.

Business

BUS 115

INTRODUCTION TO BUSINESS

3 CR. (3L)

PRQ: CIS 110, ENG 060, REA 060, or equivalent assessment test score or permission of Department Advisor or Chair. Focuses on the operation of the American business system. Covers fundamentals of the economy, careers and opportunities, marketing, management, production, governmental regulations, tools of business and social responsibilities.

BUS 204

INTRODUCTION TO E-BUSINESS

3 CR. (3L)

PRQ: CIS 110, ENG 060, REA 060, or equivalent assessment test score or permission of Department Advisor or Chair. Introduces the use of technology in all aspects of a business. Explores the use of technology for customer relations management, accounting and financial applications, purchasing and production tools, sales and marketing functions, and human resources management. Examines use of the Internet, world-wide-web and sophisticated multi-function software tools. Students gain a heightened awareness of emerging technologies and trends in e-business.

BUS 216

LEGAL ENVIRONMENT OF BUSINESS

3 CR. (3L)

PRQ: CIS 110, ENG 060, REA 060, or equivalent assessment test score or permission of Department Advisor or Chair. Emphasizes public law, regulation of business, ethical considerations, and various relationships existing within society, government, and business. Specific attention is devoted to economic regulation, social regulation, regulation and laws impacting labor-management issues, and environmental concerns. Students develop an understanding of the role of law in social, political, and economic change.

BUS 217

BUSINESS COMMUNICATION AND REPORT WRITING

3 CR. (3L)

PRQ: CIS 110, ENG 121, or equivalent assessment test score or permission of Department Advisor or Chair. 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.

BUS 226

BUSINESS STATISTICS

3 CR. (3L)

PRQ: CIS 110, ENG 090, REA 090, MAT 090 or MAT 112, or equivalent assessment test score or permission of Department Advisor or Chair. 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.

BUS 260
BUSINESS PROCESS FOUNDATIONS FOR E-COMMERCE
3 CR. (3L)
PRQ: CIS 110 or equivalent assessment test score, CWB 221, BUS 204, or permission of Department Advisor or Chair. Focuses on business process foundations and a preliminary look at the opportunities and challenges that implementers of e-commerce tools encounter.

BUS 261
E-COMMERCE BUSINESS VALUE
3 CR. (3L)
PRQ: CIS 110 or equivalent assessment test score, BUS 260, or permission of Department Advisor or Chair. Focuses on how implementation of e-commerce solutions drive changes to the business process.

BUS 287
COOPERATIVE EDUCATION
0.5-6 CR. (1.5-18 INT)
PRQ: Permission of Department Advisor or Chair. Provides students with the opportunity to supplement course work with practical work experience related to their educational program and occupational objectives. Students are placed at approved work stations related to their program of study. They work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor/coordinator.

Business Technologies

BTE 100
COMPUTER KEYBOARDING
1 CR. (.5L/.75 LBV)
PRQ/CORQ: CIS 110 or equivalent assessment test score, or Department Chair approval. Designed for students who have minimal or no keyboarding skills. Introduces the touch method of keyboarding, as well as the basic operation and functions of the equipment. Emphasizes learning the alphanumeric keyboard, proper technique, and speed control. S/U

BTE 102
KEYBOARDING APPLICATIONS I
2 CR. (1L/1.5 LBV)
PRQ: CIS 110 or equivalent assessment test score, BTE 100 or instructor's permission, or Department Chair approval. Designed for students with minimal keyboarding skills. Introduces letters, tables, memos, and manuscripts. Emphasizes speed and accuracy.

BTE 103
KEYBOARDING APPLICATIONS II
3 CR. (2L/1.5 LBV)
PRQ/CORQ: BTE 102, CIS 135, CIS 110 or equivalent assessment test score, or Department Chair approval. Reinforces basic keyboarding formats and procedures. Productivity and decision-making skills are exercised. Emphasizes speed and accuracy.

BTE 108
TEN-KEY BY TOUCH
1 CR. (1L)
PRQ: CIS 110 or equivalent assessment test score, or Department Chair approval. Introduces touch control of the ten-key pad. Emphasizes the development of speed and accuracy using proper technique.

BTE 111
KEYBOARDING SPEEDBUILDING I
2 CR. (1.5 LBV)
PRQ: BTE 100 or instructor permission, CIS 110 or equivalent assessment test score, or Department Chair approval. Designed to increase speed and improve accuracy in keyboarding on the PC through the use of correct techniques and concentrated effort.

BTE 112
KEYBOARDING SPEEDBUILDING II
2 CR. (3 LBV)
PRQ: BTE 111. Continues the skill building sets from BTE 111. This course is designed to further increase speed and improve accuracy in keyboarding on the PC through the use of correct techniques and concentrated effort.

BTE 116
FILE MANAGEMENT
1 CR. (1L)
PRQ: REA 060 and ENG 060, or equivalent assessment test scores, or Department Chair approval. Provides instruction principles, organization, and procedures for alphabetic, numeric, subject, chronological and geographic systems of filing.

BTE 120
ELECTRONIC OFFICE PROCEDURES
3 CR. (3L)
PRQ: REA 060 and ENG 060, or equivalent assessment test scores, or Department Chair approval. Provides instruction in the latest electronic office procedures using business technologies which include: e-mail, FAX, Windows, presentation graphics, telephone techniques, internet, electronic calendaring and appointment scheduling.

BTE 125
RECORDS MANAGEMENT
3 CR. (4.5 LBV)
PRQ: CIS 110, ENG 060, REA 060, MAT 060, or equivalent assessment test score, or Department Chair, Advisor, or Instructor permission. Instructs on how records are created, stored, and retrieved. Covers the basic filing rules - classifying, indexing, coding, storing, and retrieving as applied to basic methods - alphabetic, chronological, subject, numeric, and geographic. Emphasizes 'hands-on' records management through the use of simulations, which includes manual and/or computer software.

BTE 128
LEGAL TERMINOLOGY
1 CR. (1L)
PRQ: CIS 110, MAT 060, or equivalent assessment test score, or Department Chair approval. Allows students to develop a basic legal terminology background. Students learn the state, federal, and local court structures.

BTE 156
BUSINESS MATHEMATICS WITH CALCULATORS
4 CR. (3L/1.5 LBV)
PRQ: CIS 110, MAT 060, or equivalent assessment test score, or Department Chair approval. Covers basic business mathematics using the touch system on electronic calculators to solve business problems.

BTE 157
BUSINESS LEADERSHIP ACTIVITIES
1 CR. (1L)
PRQ: Enrollment in a business program, CIS 110, ENG 060, REA 060, MAT 060, or equivalent assessment test score, or Department Chair approval. Prepares students to understand and utilize the free enterprise system, parliamentary procedures, and business reporting in relation to a student organization, Phi Beta Lambda, while developing leadership skills. S/U

BTE 166
BUSINESS EDITING SKILLS
3 CR. (3L)
PRQ: CIS 110 or equivalent assessment test score, ENG 113, or Department Chair approval. Provides proofreading techniques and reviews spelling, punctuation, grammar, and word processing formats on various types of business documents and worksheets.

BTE 175-177
SPECIAL TOPICS
1-6 CR. (L/LBV)
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

BTE 175

SPECIAL TOPICS: STUDENT LABORATORY FOR KEYBOARDING AND COMPUTER APPLICATIONS
2 CR. (3 LBV)

This lab provides teacher assistance, tutoring, and machine availability. It is recommended for students enrolled in BTE keyboarding courses and BTE courses which have computer/machine applications other than word processing; such as, BTE 100, BTE 102, BTE 103, BTE 125, BTE 204, and BTE 156.

BTE 176

SPECIAL TOPICS: APPLICATIONS LAB

1-3 CR. (1.5-4.5LBV)

PRQ: CIS 110 or equivalent assessment test score, or Department Chair approval. This lab provides student assistance, tutoring, and machine availability. It is recommended for any student enrolled in an applications class. S/U

BTE 201

BANK TRAINING I

3 CR. (3L)

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

BTE 204

KEYBOARDING APPLICATIONS III
3 CR. (2L/1.5 LBV)

PRQ: BTE 103, CIS 135, BTE 166 and 45 wpm, CIS 110 or equivalent assessment test score, or Department Chair approval. Produces mailable computer printouts from straight-copy, rough-draft, and simulated office projects and develops the ability to make decisions without direct supervision.

BTE 211

LEGAL FORMATTING

3 CR. (3L)

PRQ: REA 060 and ENG 060, or equivalent assessment test scores, or Department Chair approval. Introduces keyboarding and formatting legal correspondence, legal instruments, and court documents and provides an introduction to legal procedures.

BTE 213

INTRODUCTION TO LEGAL OFFICE PROCEDURES

3 CR. (3L)

PRQ: REA 060 and ENG 060, or equivalent assessment test scores; or Department Chair approval. Simulates a typical legal office and acquaints students with the tasks and responsibilities performed in a legal office environment and shows how these tasks relate to the court system.

BTE 225

OFFICE MANAGEMENT

3 CR. (3L)

PRQ: REA 060 and ENG 060, or equivalent assessment test scores, or Department Chair approval. Emphasis is placed on functions of the office. Includes office organization, work in the office, office layout, equipment and supplies, procurement and control, work flow, forms design, record storage and retrieval systems, personnel administration and problems, and government control.

BTE 229

LEGAL TRANSCRIPTION

3 CR. (1L/3 LBV)

PRQ: BTE 128, CIS 135, BTE 103, CIS 110, ENG 090, MAT 090 or MAT 107, or equivalent assessment test scores, or Department Chair approval. Prepares students to work as legal transcriptionists. Students transcribe a variety of legal documents and develop a legal vocabulary.

BTE 238

LEGAL OFFICE PROCEDURES

3 CR. (2L/1.5 LBV)

PRQ: 40 wpm, BTE 128, CIS 135. Designed for students who will be working in a legal office either in the private or the public sector. Covers fundamental office procedures found in both general and specialized law offices.

BTE 275-277

SPECIAL TOPICS

1-6 CR. (1-6L)

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

BTE 287

COOPERATIVE EDUCATION/INTERNSHIP

0.5-6 CR. (.75-9 COP)

PRQ: CIS 110 or equivalent assessment test score, or Department Chair approval. Provides students with the opportunity to supplement course work with practical work experience related to their educational program and occupational objectives. Students are placed at approved work sites that are related to their program of study. They work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor/coordinator.

Chemistry

CHE 101

INTRODUCTION TO CHEMISTRY I WITH LAB

5 CR. (4L/2 LBA)

PRQ: MAT 090, REA 090, ENG 060, CIS 110, or equivalent assessment test score. 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. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1.

CHE 102

INTRODUCTION TO CHEMISTRY II WITH LAB

5 CR. (4L/2 LBA)

PRQ: CHE 101, MAT 090, REA 090, ENG 060, CIS 110, or equivalent assessment test scores. Focuses on introductory organic and biochemistry (sequel to Introduction to Chemistry I). Includes the study of hybridization of atomic orbitals for carbon, nomenclature of both organic and biochemical compounds, physical and chemical properties of various functional groups of organic chemistry, and physical and chemical properties of biochemical compounds along with their biochemical pathways. Incorporates laboratory experiments. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1.

CHE 104

CONCEPTS OF CHEMISTRY I

4 CR. (3L/2 LBA)

PRQ: MAT 090, REA 090, ENG 060, CIS 110, or equivalent assessment test scores. Includes the study of measurements, atomic theory, chemical bonding, nomenclature, stoichiometry, solutions, acid and base, and gas laws. Designed for non-science majors, students in occupational and health programs, or students with no chemistry background. This course has no lab and may not be transferable. Equivalent of CHE 101 lecture.

CHE 105

CHEMISTRY IN CONTEXT

5 CR. (4L/2 LBA)

PRQ: CHE 101, MAT 090, REA 090, ENG 060, CIS 110, or equivalent assessment test scores. Covers the study of measurements, matter, molecules, atoms, chemical bonding, nomenclature, energy, acids, bases, and nutrition. Course work examines chemistry in the modern world and surveys the current knowledge as well as the conceptual framework of the discipline. Chemistry as a science is explored, as is the impact of chemistry on society. This course includes laboratory experience and is designed for non-science majors. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1.

CHE 109

GENERAL, ORGANIC, AND BIOCHEMISTRY

4 CR. (4L)

PRQ: CHE 101, MAT 090, REA 090, ENG 060, CIS 110, or equivalent assessment test scores. Focuses on fundamentals of inorganic, organic and biochemistry primarily for students in health science, non-science majors and/or students in the occupational and health related career areas. Includes the study of measurement, atomic theory, chemical bonding, nomenclature, stoichiometry, solutions, acid and base chemistry, gas laws, condensed states of matter and nuclear chemistry, nomenclature of organic compounds, properties of different functional groups, nomenclature of various biological compounds, their properties and biological pathways. This course has no lab and may not be transferable. Equivalent of CHE 102 lecture.

CHE 111

GENERAL COLLEGE CHEMISTRY I WITH LAB

5 CR. (4L/2 LBA)

PRQ: CHE 101, MAT 106, REA 090, ENG 090, CIS 110, or equivalent assessment test scores. Focuses on basic chemistry and measurement, matter, chemical formulas, reactions and equations, stoichiometry and thermochemistry. 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 and molecular orbital theory. The course includes gases, liquids, and solids and problem-solving skills are emphasized through laboratory experiments. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

CHE 112

GENERAL COLLEGE CHEMISTRY II WITH LAB

5 CR. (4L/2 LBA)

PRQ: CHE 111, MAT 121, ENG 121, CIS 110, or equivalent assessment test scores. Presents concepts in the areas of solution properties, chemical kinetics, chemical equilibrium, acid-base and ionic equilibrium, thermodynamics, electrochemistry, nuclear chemistry, and organic chemistry. This course emphasizes problem solving skills and descriptive contents for these topics. Laboratory experiments demonstrate qualitative and quantitative analytical techniques. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

CHE 175-177

SPECIAL TOPICS

1-6 CR. (L/LBA)

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

Communications

COM 262

COMMUNICATING WITH IMPOSSIBLE PEOPLE

1 CR. (1L)

PRQ: ENG 060 and REA 060, or equivalent assessment test scores, or Department Chair approval. Introduces participants to the concepts of 'impossible' communicators and the techniques used to deal with them more effectively. Emphasizes active participation in skill building exercises. It is a two day, one unit course.

COM 263

CONFLICT RESOLUTION

1 CR. (1L)

PRQ: REA 060 and ENG 060, or equivalent assessment test score, or Department Chair approval. Focuses on handling conflict productively. Enables the student to understand the roots of conflict and how to mediate interpersonal conflict in a variety of settings. Emphasizes conflict prevention techniques.

COM 268

PROBLEM SOLVING

1 CR. (1L)

PRQ: REA 060 and ENG 060, or equivalent assessment test score, or Department Chair approval. Focuses on solving problems in our personal and professional lives and developing the ability to think and act creatively in responding to a variety of situations. Introduces several different perspectives for group and individual problem solving and explores real situations and simulations.

Computer Aided Drafting

CAD 101

COMPUTER AIDED DRAFTING I

3 CR. (1L/3 LBV)

PRQ: ENT 131 or Department Chair approval. Focuses on basic computer aided drafting skills using the latest release of CAD software. Includes file management, Cartesian coordinate system, drawing set-ups, drawing aids, layer usage, drawing geometric shapes, editing objects, array, text applications, basic dimensioning, and Help access.

CAD 153

INTRODUCTION TO PRO ENGINEER/BASICS

3 CR. (1L/3 LBV)

PRQ: CAD operation experience. Introduces basic Pro/Engineer software operation including part creation, drawing creation, and assembly creation. Pro/Engineer is a 3D solid modeling software from parametric technologies.

CAD 155

PRO ENGINEER/ADVANCED

3 CR. (1L/3 LBV)

PRQ: CAD 153. Emphasizes advanced part creation, drawing manipulation, and assembly techniques using Pro/Engineer by parametric technologies.

CAD 202

COMPUTER AIDED DRAFTING/3D

3 CR. (1L/3 LBV)

PRQ: CAD 101 or instructor approval. Focuses on construction of three-dimensional objects using the latest release of CAD software. Includes wireframe construction, surface modeling, solid modeling, extrusions, Boolean operations, 3D editing, 3D views, rendering, and 3D to 2D construction.

CAD 219
3D STUDIO MAX
3 CR. (1L/3 LBV)
PRQ: CAD 101 or instructor permission. Introduces 3D rendering and animation using AUTODESK 3D Studio software. Emphasizes 3D geometry, texture mapping, lighting, camera placement, shading, photo-realistic rendering, animation techniques, and walk through animations.

CAD 220
3D STUDIO MAX/ADVANCED
3 CR. (1L/3 LBV)
PRQ: CAD 219. Focuses on advanced rendering and animation techniques using AUTODESK 3D studio software. Emphasizes 3D-geometry manipulation, external processing, and video postproduction of 3D studio animations.

CAD 231
LAND DESKTOP/AUTO DESK
3 CR. (1L/3 LBV)
PRQ: CAD 101, ENT 143. Focuses on the basic command structure and applications of civil mapping concepts utilizing a civil software, to include data collection files, symbols libraries, setting attributes, COGO, layer control, surface modules, road calculations, and site design. All course work is completed on a CAD system.

CAD 255
SOLIDWORKS/MECHANICAL
3 CR. (1L/3 LBV)
PRQ: Instructor permission. Introduces basic non-parametric 3D concepts to build confidence in 3D thinking and progresses to three-dimensional parameters. The student learns to construct, modify, and manage complex parts in 3D space as well as to produce 2D drawings from the 3D models.

Computer Information Systems

CIS 101
ALTERNATIVE INPUT/OUTPUT FOR COMPUTERS
1 CR. (1.5 LBV)
Focuses on teaching alternative methods for inputting data into a computer. Individualized for each student, the course covers such programs as Dragon NaturallySpeaking, Dragon Dictate, or Job Access with Speech (JAWS). It is designed for students who have little or no previous computer experience.

CIS 102
COMPUTER ASSISTIVE TECHNOLOGY
3 CR. (4.5 LBV)
Introduces assistive technology and alternative methods for utilization of computer systems. Depending upon student need or interest, the student selects the AT or method. Options include voice recognition, screen readers, screen enlargement, keyboard modification, word predication, reading enhancement programs and alternative data entry methods.

CIS 104
WORD PROCESSING WITH ASSISTIVE TECHNOLOGY
3 CR. (4.5 LBV)
Provides training in the functions, features, and uses of assistive technology and alternative methods. Covers the introduction of standard word processing features needed for proper presentation of college or business papers and the methodology to successfully use the assistive technology/alternative method in continuing educational or employment environments.

CIS 107
VOICE RECOGNITION: DRAGON
1 CR. (1.5 LBV)
Teaches the basics of voice recognition software for word processing and other related office applications. Benefits include the reduction of repetitive stress injuries, increasing accuracy, and saving report time preparation.

CIS 110
INTRODUCTION TO THE PC
1 CR. (1.5 LBV)
Provides the beginning computer user with hands-on experience in the elementary use of the personal computer. This course introduces the basic feature of and the terminology associated with personal computers, including topics such as database, spreadsheet, and word processing. S/U

CIS 115
INTRODUCTION TO COMPUTER INFORMATION SYSTEMS
3 CR. (3L)
Focuses on an overview of the needs for and roles of computer information systems. Emphasizes computer requirements in organizations, history, hardware functions, programming, systems development, and computer operations. Introduces computer applications.

CIS 118
INTRO PC APPLICATIONS
3 CR. (2L/1.5 LBV)
PRQ: CIS 110 or equivalent assessment test score. Introduces computer concepts and components, as well as application-suite software and the Internet. Includes descriptions of and hands-on experiences with word processing, spreadsheets, databases, operating environments and other common PC application packages.

CIS 124
INTRO TO OPERATING SYSTEMS
3 CR. (2L/1.5 LBV)
CORQ: CIS 110 or equivalent assessment test score. Introduces concepts, terminology and hands-on skills in the use of DOS and Windows. Emphasizes navigation, file manipulation, file creation and troubleshooting.

CIS 128
WINDOWS COMPLETE
3 CR. (2L/1.5 LBV)
PRQ: CIS 110 or equivalent assessment test score. Introduces the functions and capabilities of Microsoft Windows. Includes configuring and modifying the operating system environment.

CIS 130
INTRODUCTION TO INTERNET
1 CR. (1.5LBV)
Enhances the student's knowledge of the Internet and its resources. Individuals learn terminology in dealing with the Internet. Includes privacy and copyright issues with information retrieved from the Internet. Students experience the use of e-commerce, multimedia and e-mail. Explores searching the Internet and credibility of information obtained with searches. S/U

CIS 131
WORD PROCESSING I
1 CR. (1L)
Gives the student an introductory working knowledge of word processing. The student will create, edit, format, save, and print documents. The student will use spell check, grammar check, and thesaurus features. The student will format text, paragraphs, and pages, change margins and use the find and replace feature as well as create envelopes and labels.

CIS 135

COMPLETE PC WORD PROCESSING

3 CR. (2L/1.5 LBV)

PRQ: CIS 110 or equivalent assessment test score, 30 wpm. BTE 102 highly recommended. Explores a complete array of word processing skills. The skills needed to create, edit, format, and printing documents are covered. Other topics include character, spelling checkers and thesaurus, hyphenation, tables, mail merge, document design, and graphics.

CIS 140

MICROSOFT OUTLOOK

1 CR. (.5L/.75 LBV)

PRQ: CIS 110 or equivalent assessment test score, BTE 102, CIS 128. Introduces the functions used in Microsoft Outlook including e-mail messages, calendar, contacts, tasks, journals, and notes. S/U

CIS 141

PC DATABASE: EXCEL

1 CR. (1.5 LBV)

Introduces the student to the functions of a database using selected software. It includes skills such as file creation, searches, sorts, simple editing and indexes.

CIS 145

COMPLETE PC DATABASE

3 CR. (2L/1.5 LBV)

PRQ: CIS 128. Explores a complete array of database skills. Includes table, query, form, and report creation and modification. Other topics include application integration and automation of database tasks within the database.

CIS 146

DATABASE APPLICATION

DEVELOPMENT: ACCESS

3 CR. (2L/1.5 LBV)

PRQ: CIS 145. Covers the PC database concepts necessary to create database applications. Includes programming, shared files, resource locking, and database recovery.

CIS 149

MICROSOFT OFFICE SPECIALIST

CERTIFICATION PREP: ACCESS

1 CR. (1.5 LBV)

Prepares students for the Microsoft Office Specialist certification examination for Access. Students use software to determine strengths and weaknesses and elect to review and prepare for the Core level Certification exam.

CIS 151

PC SPREADSHEETS I: EXCEL

1 CR. (1.5 LBV)

Introduces the student to concepts and applications of an electronic spreadsheet. Topics include creating a worksheet, developing a professional looking worksheet and creating charts.

CIS 155

PC SPREADSHEET CONCEPTS:

EXCEL

3 CR. (2L/1.5 LBV)

PRQ: CIS 128. Exposes the student to a wide range of uses of the electronic spreadsheet with special emphasis on using it as a business tool. Includes fundamentals and terms, creating and saving workbooks, entering and using formulas, formatting, printing, multiple-page workbooks, creating charts, entering and using functions, managing lists, and simple macros.

CIS 156

PC SPREADSHEETS APPLICATION

DEVELOPMENT: EXCEL

3 CR. (2L/1.5 LBV)

PRQ: CIS 155. Builds on skills learned in CIS 155 and teaches advanced techniques for spreadsheet design and use. Topics include inserting objects from the form toolbar, recording macros and assigning macros to objects, and using visual basic commands to automate repetitive tasks.

CIS 159

MICROSOFT OFFICE SPECIALIST

CERTIFICATION PREP: EXCEL

1 CR. (1.5 LBV)

Prepares students for the Microsoft Office Specialist certification examination for Excel. Students use software to determine strengths and weaknesses and elect to review and prepare for either the Core or Expert level Certification exam. The MOS test is not included in this course.

CIS 161

PRESENTATION GRAPHICS I

1 CR. (.5L/.75 LBV)

PRQ: CIS 110 or equivalent assessment test score, CIS 128, BTE 102. Introduces the development of presentation graphics materials including graphs, charts, illustrations, and diagrams. Emphasizes effective communication.

CIS 167

DESKTOP PUBLISHING

3 CR. (2L/1.5 LBV)

Introduces the concepts and applications for desktop publishing using work processing software. Emphasizes page layout and design with techniques for incorporating text and graphics and final production of printed documents.

CIS 178

SEMINAR/WORKSHOP

1-6 CR. (1-6 SEM)

Provides students with an experiential learning experience.

CIS 218

ADVANCED PC APPLICATIONS

3 CR. (2L/1.5 LBV)

PRQ: CIS 118 or permission of instructor. Covers the advanced capabilities of a PC software applications suite. Emphasizes solving business problems by integrating data from all of the software applications that facilitate the production of useful information. Printed documents, reports, slides, and forms are produced to communicate information.

CIS 220

FUNDAMENTALS OF UNIX

3 CR. (2L/1.5 LBV)

Covers the structure and fundamentals of the UNIX operating system. Includes the files system and file processing, various utility programs, and shell, multi-user operation, text processing and communications.

CIS 222

UNIX SYSTEM ADMINISTRATION

3 CR. (2L/1.5 LBV)

Introduces the UNIX/Linux operating system and covers the skills required to install, configure and operate a UNIX/Linux system.

CIS 240

DATABASE DESIGN AND

DEVELOPMENT

3 CR. (3L)

Introduces the basic concepts of relational databases, data storage, and retrieval. Covers database design, data modeling, transaction processing, and introduces the Structured Query Language for databases.

CIS 241

ADVANCED DATABASE DESIGN AND DEVELOPMENT

3 CR. (3L)

PRQ: CIS 240. Continues work started in CIS 240 Database Design and Development. Surveys the two common types of databases - relational and object oriented. Covers transactions and concurrency, database administration and backup and database applications.

CIS 268

SYSTEMS ANALYSIS AND DESIGN I

3 CR. (3L)

PRQ: CIS 115 and one programming language course. Introduces the student to the materials, techniques, procedures, and human interrelations involved in developing computer information systems. Includes the systems approach, fact gathering techniques, forms design, input/output, file design, file organization, various charting techniques, system audits on controls, project management, implementation, and evaluation.

CIS 275-277
SPECIAL TOPICS
1-6 CR. (L/LBV)

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

CIS 276
SPECIAL TOPICS: INTRODUCTION TO THE PC II
1 CR. (1.5 LBV)

This class will enhance and augment the student's knowledge of personal computer application software by covering advanced techniques of word processing, spreadsheets, and database in an integrated application package. S/U

CIS 287
COOPERATIVE EDUCATION
1-6 CR. (1-6 INT)

Provides students an opportunity to gain practical experience in applying their occupational skills and/or to develop specific skills in a practical work setting. The instructor works with the student to select an appropriate work site, establish learning objectives and to coordinate learning activities with the employer work site supervisor.

CIS 289
CAPSTONE
1-6 CR. (3-18 INT)

Serves as the capstone course for CIS majors. Incorporates projects that allow students to develop advanced techniques and assemble information from different courses. Most projects will include the creation of interactive application programs for the non-computer user and require research beyond the classroom to prepare the student for entry level employment in a variety of situations.

Computer Networking

CNG 101
INTRO TO NETWORKING
3 CR. (3L)

Focuses on underlying concepts of data communications, telecommunications and networking. Emphasizes the terminology and technologies in current networking environments and provides a general overview of the field of networking as a basis for continued study in the field.

CNG 102
LOCAL AREA NETWORKS
3 CR. (3L)

Introduces Local Area Networking. Focuses on discussions and demonstrations of planning, installing, and supporting networks.

CNG 103
WIDE AREA NETWORKS
3 CR. (3L)

Provides the student with conceptual and working knowledge of how Local Area Networks communicate over a wide area. Introduces telephony - the technology of switched voice communications. Provides students with an understanding of how communication channels of the public switched telephone networks are used for data communications and how voice data communications have become integrated.

CNG 104
INTRO TO TCP/IP
3 CR. (3L)

Outlines four important networking architectures in corporate environments today - TCP/IP, SNA, AppleTalk, and DNA. Focuses on the major components and functions of each of these architectures as well as methods used to connect different architectures. Provides students with concepts that are important to the field of systems integration, as well as a conceptual basis for understanding network architectures.

CNG 105
INTERNET TECHNOLOGIES
3 CR. (3L)

Outlines the important Internet Technologies in use today. Focuses on the major components and functions of each of these technologies as well as methods used to connect different technologies. Provides the students with concepts that are important to the field of systems integration with the Internet as well as a conceptual basis for understanding Internet Technologies.

CNG 108
NETWORK ANALYSIS AND DESIGN
3 CR. (3L)

Provides advanced instruction for networking professionals and students who grasp the basic concepts of networking but would like to understand methods used to analyze, design and manage LAN's point-to-point networks. Exercises are geared toward learning techniques used to design and analyze networks.

CNG 123
NETWORK SERVER BASICS: SERVER+
3 CR. (2L/1.5 LBV)

Provides students who are preparing for roles as network support technicians with skills training in the support of multi-processor computers and high capacity data storage systems typical of servers used in medium to large-scale networks.

CNG 124
NETWORKING I: NETWORK +
3 CR. (2L/1.5 LBV)

PRQ: CNG 101. Provides students with the knowledge necessary to understand, identify and perform necessary tasks involved in supporting a network. Covers the vendor-independent networking skills and concepts that affect all aspects of networking, such as installing and configuring the TCP/IP. This course also prepares students for the Networking II: Network + course.

CNG 125
NETWORKING II: NETWORK +
3 CR. (2L/1.5 LBV)

Continues to provide students with the knowledge necessary to implement and support a network. Focuses on the vendor-independent networking skills and concepts that affect all aspects of networking. The Networking I and II: Network + courses prepare students for the Network + certification.

CNG 128
IT ESSENTIALS II: NETWORK OPERATING SYSTEMS
5 CR. (5L)

PRQ: CNG 101. Introduces multi-user, multi-tasking networking operating systems. Focuses on characteristics of the Linux, Unix, Windows 2000, NT, and XP networking operating systems. Explores a variety of topics including installation procedures, security issues, back up procedures and remote access. The course prepares the student for both the CompTIA Server + certification and the Linux + certification.

CNG 131
NETWORK SECURITY FUNDAMENTALS
3 CR. (2L/1.5 LBV)

PRQ: CNG 101. Delivers a comprehensive overview of network security, including general security concepts. Communication Security is studied, including remote access, e-mail, the Web, directory and file transfer, and wireless data. Common network attacks are introduced. Cryptography basics are incorporated, and operational/organizational security is discussed as it relates to physical security, disaster recovery, and business continuity. Computer forensics is introduced.

CNG 132
PRINCIPLES OF INFORMATION SECURITY
3 CR. (2L/1.5 LBV)
Examines the field of information security to prepare information systems students for their future roles as business decision-makers. The course presents a balance of the managerial and the technical aspects of information security. The concepts covered in this course should be helpful for students working towards the Certified Information Systems Security Professional (CISSP) certification.

CNG 133
NETWORK SECURITY: FIRE WALLS, INTRUSION DETECTION AND NETWORK SECURITY
3 CR. (2L/1.5 LBV)
Teaches students the basics of network firewall security. It covers basic installation techniques, discusses how to make an intelligent choice of firewall technology, and presents basic firewall troubleshooting.

CNG 136
GUIDE TO DISASTER RECOVERY
3 CR. (3L)
PRQ: REA 090, CIS 115, or department chair approval. Presents methods to identify vulnerabilities and take appropriate countermeasures to prevent and mitigate failure risks for an organization. It will take an enterprise-wide approach to developing a disaster recovery plan.

CNG 160
TELECOMMUNICATIONS I
3 CR. (3L)
PRQ: CIS 115 or CIS 124 or CIS 128. Introduces the background needed to understand telephony products and services in the telecommunications industry. Includes hardware and devices, transmission characteristics and codes, network configurations, software and protocols.

CNG 212
IMPLEMENTING WINDOWS 2000 PROFESSIONAL AND SERVER
4 CR. (3L/1.5 LBV)
Provides students with the knowledge and skills necessary to install and configure Microsoft Windows 2000 Professional on stand-alone and client computers that are part of a workgroup or domain. Focuses on the skills and knowledge necessary to install and configure Windows 2000 Server to create file, print, Web, and Terminal servers. Provides students with the prerequisite knowledge and skills required for course CNG 213 Implementing a Windows 2000 Network Infrastructure.

CNG 224
MICROSOFT WINDOWS WIRELESS NETWORK
3 CR. (2L/1.5 LBV)
PRQ: CNG 104 or instructor permission. Provides the student with the Microsoft official curriculum from the Microsoft Regional Academy. Offers detailed instruction on the foundation concepts and technologies of wireless data networking. Upon completion of this course, students are prepared to take the Certified Wireless Network Administrator (CWNP) Certification Exam.

CNG 251
ANTIVIRUS CONCEPTS
3 CR. (3L)
PRQ: REA 090 or department chair approval. Prepares the student for virus eradication. Focuses on how viruses work, how they are designed and how viruses are written. Emphasizes virus eradication and cleaning.

CNG 254
DATA ENCRYPTION
3 CR. (3L)
PRQ: REA 090 or department chair approval. Exposes the student to data encryption models. Examines the differences between data storage including Microsoft, Novell Netware and UNIX. Includes encryption and data transmission. Covers encryption over various networks including the Internet.

CNG 257
NETWORK DEFENSE AND COUNTER MEASURE
3 CR. (2L/1.5 LBV)
PRQ: CNG 104 or instructor permission. Examines the tools, techniques and technologies used in the technical securing of information assets. This course provides in-depth information of the software and hardware components of Information Security and Assurance. Topics include firewall configurations, hardening Unix and NT servers, Web and distributed systems security and specific implementation of security modes and architectures. The curriculum maps to the Security Certified Network Professional (SCP) Network Defense and Countermeasures exam.

CNG 258
COMPUTER FORENSICS
4 CR. (3L/1.5 LBV)
PRQ: CNG 104 or instructor permission. Exposes the student to the field of Computer Forensics and investigation. Provides the student with methods to properly conduct a computer forensics investigation beginning with a discussion of ethics. Topics covered include fundamental concepts, history of computer forensics, file structures, data recovery techniques, computer forensic tools and analysis. The curriculum and objectives map to the International Association of Computer Investigative Specialists (IACIS) certification.

CNG 260
CISCO NETWORK ASSOCIATE I
5 CR. (5L)
Introduces network fundamentals, the OSI model and industry standards, IP addressing (subnet masks) and basic network design.

CNG 261
CISCO NETWORK ASSOCIATE II
5 CR. (5L)
PRQ: CNG 260. Focuses on router theory and technologies, including router configurations, protocols, network management and introductory LAN switching.

CNG 262
CISCO NETWORK ASSOCIATE III
5 CR. (5 L)
PRQ: CNG 261. Focuses on advanced routing and switching configurations, LAN switching, network management and advanced network design.

CNG 263
CISCO NETWORK ASSOCIATE IV
5 CR. (5 L)
PRQ: CNG 262. Focuses on project-based learning, including advanced network design projects and advanced management projects. This course and CNG 260, 261 and 262 prepare students for the CISCO Certified Network Associate (CCNA) certification exam.

Computer Science

CSC 116
LOGIC AND PROGRAM DESIGN
3 CR. (3L)
Introduces computer program design using concepts of structured programming and logic. Includes pseudocode, flowcharts, and structure charts. Covers variables, data types, control structures, looping, program breaks, and arrays.

CSC 130
COBOL PROGRAMMING
3 CR. (2L/1.5 LBV)
PRQ: CSC 116. Involves computer programming in which elements of the COBOL language are taught. Focuses on design, code, debug, and document solutions to a variety of business-oriented problems.

CSC 131
ADVANCED COBOL PROGRAMMING
3 CR. (2L/1.5 LBV)
PRQ: CSC 130. Provides continued study of COBOL programming language. Enables the student to develop more sophisticated capabilities of COBOL.

CSC 150
VISUAL BASIC PROGRAMMING
3 CR. (2L/1.5 LBV)
PRQ: CSC 116 or permission of instructor. Introduces programming and applications development for the Microsoft Windows Programming environment using Visual Basic for Windows.

CSC 151
ADVANCED VISUAL BASIC PROGRAMMING
3 CR. (2L/1.5 LBV)
PRQ: CSC 150 or permission of instructor. Builds on the skills learned in CSC 150. Focuses on more involved applications, work with advanced controls, and deal with additional advanced topics.

CSC 160
COMPUTER SCIENCE I: (JAVA)
4 CR. (3L/1.5 LBV)
PRQ: CSC 116 or permission of instructor. Introduces students to the discipline of computer science. Covers algorithm development, data representation, logical expressions, sub-programs and input/output operations using a structured programming language. Requires intensive lab work outside of class time.

CSC 161
COMPUTER SCIENCE II: (JAVA)
4 CR. (3L/1.5 LBV)
PRQ: CSC 160 or permission of instructor. Continues the structured algorithm development and problem solving techniques begun in Computer Science I. Enables students to gain experience in the use of data structures and design of larger software projects. Requires intensive computer laboratory experience.

CSC 230
C PROGRAMMING
3 CR. (3L/1.5 LBV)
PRQ: CSC 116. Introduces C programming language - a 'mid level' language whose economy of expression and data manipulation features allow a programmer to deal with the computer at a 'low level.'

CSC 231
ADVANCED C PROGRAMMING
3 CR. (3L/1.5 LBV)
PRQ: CSC 230. Continues the study of C begun in CSC 230. Includes pointers, arrays, linked lists, stacks and queues, trees and advanced user interfaces such as menus, windows and cursor control.

CSC 233
OBJECT ORIENTED PROGRAMMING IN C++
3 CR. (2L/1.5 LBV)
Covers all syntactical components of the C++ language including arrays, structures, pointers, functions and classes. Emphasizes inheritance, overloading, and polymorphism. Focuses on writing clear, properly structured, and well documented programs using the C++ Language and Object-Oriented methodology. It is the advanced course in C++ Programming.

CSC 240
JAVA PROGRAMMING
3 CR. (2L/1.5 LBV)
PRQ: CSC 116 or permission of instructor. Introduces the Java programming language and covers basic graphics, events/procedures, user interface, and libraries. Enables the student to write and execute a variety of Java programs. Incorporates Java Applets into HTML.

CSC 241
ADVANCED JAVA PROGRAMMING
3 CR. (2L/1.5 LBV)
PRQ: CSC 240 or permission of instructor. Continues the study of the Java programming language. Covers advanced programming topics including multi-threading, network/Internet programming, database programming, and JavaBeans. Enables the student to write advanced, large, and complex programs.

CSC 269
PROGRAMMING IN PERL
2 CR. (2L)
Introduces the knowledge and skills necessary to be able to write programs in the Perl programming language. This course will offer a brief introduction of writing CGI programs using Perl.

Computer Web-Base

CWB 110
COMPLETE WEB AUTHORING
3 CR. (2L/1.5 LBV)
Explores the complete set of web authoring skills using HTML and/or other scripting languages. Includes links, backgrounds, controlling text and graphic placement, tables, image maps, frames and forms.

CWB 130
COMPLETE WEB EDITING TOOLS
3 CR. (2L/1.5 LBV)
Introduces advanced web editing techniques to control web page layout. Advanced HTML topics such as frames and web forms are introduced. In addition students learn to create and manage web sites using a Graphical Web Design program such as Front Page or DreamWeaver.

CWB 164
XML
3 CR. (2L/1.5 LBV)
Provides students with an introduction to the XML language's structure and syntax. Examines supporting tools such as XSL and CSS. This course is not designed to focus on a particular implementation of XML, but examine the possibilities of using XML with popular technologies such as Java SAX, SOAP, RDF, and the DOM.

CWB 175
SPECIAL TOPICS
1-6 CR. (L/LBV)
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

CWB 175
SPECIAL TOPICS: WEB GRAPHICS ILLUSTRATION
3 CR. (2L/1.5 LBV)
This course acquaints students with the basic tool and features of a computerized illustration software application (Macromedia Fireworks). Topics covered will include navigation, shapes, painting, drawing, layers, effects, appearance, styles, print processes, and web preparation of graphics.

CWB 175
SPECIAL TOPICS: INTERNET FUNDAMENTALS (CIW CERTIFICATION)
3 CR. (2L/1.5 LBV)
Internet Fundamentals is a course designed to guide the student through the Internet and its wide array of useful resources.

CWB 175
SPECIAL TOPICS: WEB PAGE AUTHORIZING FUNDAMENTALS (CIW CERTIFICATION)
3 CR. (2L/1.5 LBV)
Web Page Authoring Fundamentals is a course designed to teach the student how to create web pages from both a text editor and a Graphical User Interface (GUI) editor and learn the basic concepts and tools of HTML, XHTML, JavaScript, MHTML and the DOM.

CWB 175
SPECIAL TOPICS: NETWORKING FUNDAMENTALS (CIW CERTIFICATION)
3 CR. (2L/1.5 LBV)
Web Page Authoring Fundamentals is a course designed to teach the student how to create web pages from both a text editor and Graphical User Interface (GUI) editor and learn the basic concepts and tools of HTML, XHTML, JavaScript, MHTML and the DOM.

CWB 175
SPECIAL TOPICS: DIGITAL LITERACY IC3 - COMPUTING FUNDAMENTALS
1 CR. (.5L/.75 LBV)
Computing Fundamentals for Business and Education IC3 Certification Program, Module 1.

CWB 175
SPECIAL TOPICS: DIGITAL LITERACY IC3 - KEY APPLICATIONS
1 CR. (.5L/.75 LBV)
Computing Fundamentals for Business and Education IC3 Certification Program, Module 2.

CWB 175
SPECIAL TOPICS: DIGITAL LITERACY IC3 - LIVING ONLINE
1 CR. (.5L/.75 LBV)
Computing Fundamentals for Business and Education IC3 Certification Program, Module 3.

CWB 185
INDEPENDENT STUDY
1-6 CR. (2-12 IND)
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. S/U

CWB 205
COMPLETE WEB SCRIPTING
3 CR. (2L/1.5 LBV)
PRQ: CWB 110. Explores the complete set of web scripting skills needed to develop Web Applications. Includes variables, data types, arithmetic operations, logical operations, looping, creating and reading cookies, creating an array, displaying data based on a cookie value, setting flags, working with frames, creating objects in a hidden frame, using the History Object, writing HTML to another window, determining browser and detecting keystrokes.

CWB 206
WEB DATA BASE
3 CR. (2L/1.5 LBV)
Emphasizes scripting languages used to create and manage Web databases. Targets to multimedia authors who wish to add database management and search functionality to their web sites. Enables students to build an inexpensive, portable database solution.

CWB 221
TECHNOLOGY FOUNDATIONS FOR e-COMMERCE
3 CR. (2L/1.5 LBV)
PRQ: BUS 204. Provides the student with thorough knowledge of e-commerce architecture, relational database management systems, and HTML and Network fundamentals.

CWB 265
MACROMEDIA DREAMWEAVER ULTRADEV
3 CR. (2L/1.5 LBV)
Focuses on the basics of UltraDev, client/server concepts and objects. Enables the student to amend and search a database, work with user logins and registrations, as well as creating and adding functionality to a shopping cart. Covers server behaviors and stored procedures.

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

CWB 275
SPECIAL TOPICS: e-BUSINESS SEMINAR
1 CR. (1L)
PRQ: BUS 260, CWB 221, BUS 204.
This course provides an opportunity for students to explore current e-Business topics in depth and to synthesize and apply the knowledge gained in the eBusiness certificate program. Each student will complete an individual or group project and present the outcomes to the other students and instructors for discussion and analysis.

CWB 276
SPECIAL TOPICS: ADVANCE e-COMMERCE TECHNOLOGIES
3 CR. (2L/1.5 LBV)
This is a lecture/lab-based course designed to provide the student with an in-depth functional and technical overview of e-commerce architecture, practical skills and knowledge of networks and their technologies, and an overview of an Oracle database. This course specifies how network technologies and architecture integrate in the design of e-commerce applications, and how the database and its tools are utilized to support these applications.

CWB 277
SPECIAL TOPICS: WEB SCRIPTING I
3 CR. (2L/1.5 LBV)
This is an introductory course in using a Web programming language for developing Web applications. Topics include variables, data types, arithmetic operations, logical operations, and looping.

CWB 287
COOPERATIVE EDUCATION
1-6 CR. (3-18 INT)
Provides a college-to-work based experience that draws on combined efforts of educators and employers to produce outcomes related to student career objectives.

Criminal Justice

CRJ 101*
BASIC POLICE ACADEMY I
6 CR. (6L)
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.

CRJ 102*
BASIC POLICE ACADEMY II
12 CR. (12L)
Conforms to POST standards and state certification requirements as well as the basic skills and knowledge 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.

CRJ 103*
BASIC LAW ENFORCEMENT ACADEMY III
2 CR. (.5 L/2.25 LBV)
Enhances the standards established by the P.O.S.T. Board and state certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a Police Officer. Emphasis will be on expanding the P.O.S.T. curriculum to create a unique learning experience.

CRJ 105*
BASIC LAW
8 CR. (8L)
Conforms to POST standards and state certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a peace officer. Emphasis will be on United States Constitution, arrest, search and seizure, interrogation and confessions, rules of evidence, Colorado Criminal Code, Colorado Traffic Code, Colorado Children's Code, Liquor Code and controlled substances.

CRJ 106*
ARREST CONTROL TECHNIQUES
3 CR. (1L/3 LBV)
Covers the skills, knowledge and abilities necessary to effectively maintain control of a suspect when making an arrest. Emphasizes the continuum of force and de-escalation of force.

CRJ 107*
LAW ENFORCEMENT DRIVING
3 CR. (1L/3 LBV)
Covers the skills, knowledge and abilities required for operation of a law enforcement vehicle. Emphasizes defensive driving. Enables students to demonstrate skills by driving a vehicle under simulated conditions.

CRJ 108*
FIREARMS
3 CR. (1L/3 LBV)
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.

CRJ 110
INTRO TO CRIMINAL JUSTICE
3 CR. (3L)
Introduces a study of the agencies and processes involved in the criminal justice system: the legislature, the police, the prosecutor, the public defender, the courts, and corrections. Includes an analysis of the roles and problems of the criminal justice system in a democratic society, with an emphasis upon inter-component relations and checks and balances.

CRJ 111
SUBSTANTIVE CRIMINAL LAW
3 CR. (3L)
Teaches legal definitions of crime, purposes and functions of the law, historical foundations, and the limits of the criminal law.

CRJ 112
PROCEDURAL CRIMINAL LAW
3 CR. (3L)
Covers constitutional and procedural considerations affecting arrest, search and seizure, post-conviction treatment, origin, development, philosophy, and constitutional basis of evidence. Focuses on degrees of evidence and rules governing admissibility, judicial decisions interpreting individual rights, and an analysis of case studies from arrest through final appeal.

CRJ 118
REPORT WRITING
3 CR. (3L)
Identifies the areas of concern in regards to proper documentation of police related activities. Focuses on report writing skills, proper structuring of interviews and chronological documentation of events. Incorporates proper sentence structuring, the use of correct terminology and accuracy in written reports.

CRJ 119
LEGAL AND ETHICAL CONCEPTS
3 CR. (3L)
Explores the parameters of professional responsibility for Criminal Justice professionals and related occupations. Examines value systems and clarifications.

CRJ 125
LAW ENFORCEMENT OPERATIONS
3 CR. (3L)
Examines the complexity and multi-dimensional aspects of the law enforcement role and career; law enforcement discretion; law enforcement values and culture in modern America. Covers the role and functions of law enforcement in occupational, social, political and organizational context.

CRJ 135
JUDICIAL FUNCTION
3 CR. (3L)
Examines the criminal process with an analysis of the major judicial decision-makers, i.e., prosecutors, defense attorneys, judges, and the discretionary aspects of adjudication.

CRJ 145
CORRECTIONAL PROCESS
3 CR. (3L)
Focuses on the post-conviction corrections process, the development of a correctional philosophy, theory, and practice, a description of institutional operation, programming and management, and community-based corrections, probation, and parole.

CRJ 146
COMMUNITY-BASED CORRECTIONS
3 CR. (3L)
Introduces an analysis of community based correctional programs and procedures. Emphasizes the environment and the relationship to public safety, reintegration and punishment.

CRJ 178
SEMINAR
1-6 CR. (1-6 SEM)
Provides students with an experiential learning opportunity.

CRJ 210
CONSTITUTIONAL LAW
3 CR. (3L)
PRQ: REA 090, equivalent assessment test scores, or Department Chair approval. Focuses on the powers of government as they are allocated and defined by the United States Constitution. Includes intensive analysis of United States Supreme Court decisions.

CRJ 215
CONSTITUTIONAL RIGHTS OF INMATES
3 CR. (3L)
Covers an overview of the criminal justice system as it pertains to the constitutional rights of inmates including civil and criminal liabilities, legal services and disciplinary proceedings.

CRJ 216
JUVENILE LAW AND PROCEDURES
3 CR. (3L)
Focuses on an in-depth analysis of the socio-legal operation of the Juvenile Justice System emphasizing the substantive and due process rights of minors. Includes analysis of legal reasoning underlying the juvenile law as it operates all levels of government.

CRJ 220

HUMAN RELATIONS AND SOCIAL CONFLICT

3 CR. (3L)

PRQ: REA 090, equivalent assessment test score, or Department Chair approval. Highlights the environmental, organizational and socio-psychological dimensions of social control. Includes the study of individual attitudes, beliefs and behavior involved in role conflicts, community relations and conflict management in the social structure.

CRJ 225

CRISIS INTERVENTION

3 CR. (3L)

Provides information and application of crisis theories in working with diverse populations. Examines the interventionist role.

CRJ 230

CRIMINOLOGY

3 CR. (3L)

PRQ: REA 090, equivalent assessment test score, or Department Chair approval. Examines the question of crime causation from legal, social, political, psychological and theoretical perspectives. Covers the history and development of criminology.

CRJ 240

CRIMINAL INVESTIGATIONS

3 CR. (3L)

Introduces investigation methods and procedures from preliminary through the follow-up stages.

CRJ 249

PENOLOGY

3 CR. (3L)

PRQ: REA 090, equivalent assessment test score, or Department Chair approval. Focuses on an historical and theoretical study of incarceration as punishment, deterrence, and incapacitation.

CRJ 287

COOPERATIVE EDUCATION/INTERNSHIP

3 CR. (9 INT)

Provides work experience for students to gain practical work experience related to their educational program. *Individuals desiring this Peace Officers Standard and Training (P.O.S.T.) course of study must file an application with the Police Academy Coordinator before registering. Colorado State law requires that Police Academy students meet specific guidelines prior to admission.

Culinary Arts

CUA 101

FOOD SAFETY AND SANITATION

2 CR. (2L)

Covers the basic rules of sanitation, food-borne illnesses, safe food temperatures, safe food handling techniques, the HACCP Program, pest control procedures, and local/state health rules and regulations for food service operations. At the completion of the course students take a nationally recognized test from the National Restaurant Association Education Foundation. If passed with a score of 75% or more, students receive a Certificate of Completion from the Education Foundation.

CUA 121

INTRODUCTION TO FOOD PRODUCTION PRINCIPLES AND PRACTICES

1 CR. (1.5 LBV)

CORQ: CUA 101 or Department Chair approval. Provides students with the fundamental principles of commercial kitchen operations including safety and sanitation applications, use and care of equipment, tools, utensils and knives, recipe use and conversion, organization of work, and basic cooking methods. The class meets a minimum of 22.5 hours.

CUA 122

INTRODUCTION TO STOCKS, SOUPS, AND SAUCES

1 CR. (1.5 LBV)

PRQ/CORQ: CUA 101, CUA 121 or Department Chair approval. Focuses on the fundamental principles of stocks, soups, sauces, gravies and thickening agents. Enables students to produce a variety of these products in the commercial kitchen incorporating practice in the use of tools, utensils, equipment and application of safety and sanitation practices. Students apply pre-preparation skills and efficient organization of work techniques. Meets a minimum of 22.5 hours.

CUA 123

INTRODUCTION TO GARDE MANGER

1 CR. (1.5 LBV)

CORQ: CUA 101, CUA 121, or Department Chair approval. Provides fundamental principles of cold food and non-alcoholic beverage preparation and production. Enables students to produce a variety of cold food and non-alcoholic beverage products incorporating practice in the use of tools, utensils, equipment and application of safety and sanitation methods. Introduces basic cold food decorative work such as fruit and vegetable garnishes and carvings, terrines, and hors d'oeuvres. Focuses on pre-preparation procedures and efficient organization of work techniques. Meets for a minimum of 22.5 hours.

CUA 124

VEGETABLE PREPARATION AND BREAKFAST COOKERY

1 CR. (1.5 LBV)

CORQ: CUA 101, CUA 123, or Department Chair approval. Enables students to describe the characteristics of a variety of vegetable items including preparation procedures. Focuses on the significance of variety of breakfast items and the preparation of vegetable items using a variety of cooking methods. Emphasizes the affects of seasonings and cooking methods on vegetable products. Students prepare, plate and garnish breakfast orders similar to those ordered in restaurants with egg cookery and dairy products emphasized. Meets a minimum of 22.5 hours.

CUA 131

STARCHES, PASTAS, CASSEROLES AND GRAIN PRODUCTS

1 CR. (1.5 LBV)

PRQ: CUA 101, CUA 121, CUA 124, MAT 030 or equivalent assessment test score, or Department Chair approval. Provides the basics of preparing and/or cooking potatoes, starches, legumes and pastas. Enables students to prepare and cook a variety of casseroles and grain products using a commercial kitchen for their preparation area. Allows students to apply pre-preparation skills and efficient organization of work techniques. Class meets a minimum of 22.5 hours.

CUA 132

CENTER OF THE PLATE: MEAT

1 CR. (1.5 LBV)

PRQ: CUA 101, CUA 121, CUA 124, MAT 030 or equivalent assessment test score, or Department Chair approval. Provides the student with the basics of meat handling, including principles used for selecting meat products, their basic cuts and cooking methods. Focuses on a variety of meat products in the college kitchen. Meets for a minimum of 22.5 hours.

CUA 133
CENTER OF THE PLATE: POULTRY, FISH, AND SEAFOOD
1 CR. (1.5 LBV)
PRQ: CUA 101, CUA 121, CUA 124, MAT 030 or equivalent assessment test score, or Department Chair approval. Provides the basics of handling poultry, fish and seafood including principles used for selection and the basic forms these products have and the methods of cooking them. Focuses on preparation of poultry, fish and seafood products and incorporates practice in the use of these principles and methods. Covers pre-preparation skills and efficient organization of work techniques. Meets for a minimum of 22.5 hours.

CUA 134
APPLICATION OF FOOD PRODUCTION PRINCIPLES
1 CR. (1.5 LBV)
PRQ: CUA 122, CUA 123, CUA 124, CUA 131, CUA 132, CUA 133, or Department Chair approval. Serves as the practice vehicle for the student to apply food production principles for foods covered in CUA 121, CUA 122, CUA 123, CUA 124, CUA 131, CUA 132, and CUA 133. Enables the student to plan and prepare a variety of complete meals intended for a variety of settings. Meets a minimum of 22.5 hours.

CUA 136
BARTENDING
2 CR. (3 LBV)
Presents the preparation and service of alcoholic and non-alcoholic beverages. Focuses on mixology procedures, wine and champagne service, purchasing and storage procedures, cost controls, customer relations, responsible alcohol service, and legal responsibilities of lounge operations. Meets for a minimum of 45 hours per semester.

CUA 141
BAKING: PRINCIPLES AND INGREDIENTS
1 CR. (1.5 LBV)
PRQ/CORQ: CUA 101 or Department Chair approval. Provides the student with the fundamentals of baking terminology, principles of baking, and the characteristics and functions of the main ingredients used in bakery production. Meets for a minimum of 22.5 hours.

CUA 142
BASIC YEAST-RAISED PRODUCTS AND QUICK BREADS
1 CR. (1.5 LBV)
PRQ/CORQ: CUA 141 or Department Chair approval. Provides the student with the fundamentals of basic yeast-raised production and quick breads. Enables the student to produce white bread, rolls, variety grain breads, specialty breads, sweet yeast-raised products, and quickbreads in a commercial kitchen. Meets for a minimum of 22.5 hours.

CUA 143
BAKING: CAKES, PIES, PASTRIES, AND COOKIES
1 CR. (1.5 LBV)
PRQ/CORQ: CUA 141 or Department Chair Approval. Provides the student with the fundamentals of basic cake, pie, pastry, and cookie production. Enables the student to produce a variety of cakes, pies, pastries, cookies and assorted dessert items in a commercial kitchen. Meets for a minimum of 22.5 hours.

CUA 144
BAKING APPLICATIONS
1 CR. (1.5 LBV)
PRQ/CORQ: CUA 141, CUA 142, CUA 143 or Department Chair approval. Serves as the practical vehicle for the student to apply basic baking principles and practices to the production of yeast breads, quick breads, cakes, icings, pastries, pies, and cookies. Focuses on the preparation of a variety of baked goods in a commercial kitchen according to a baking production schedule. Enables the student to demonstrate comprehensive knowledge of products as well as speed and efficiency in the production of quality baked goods. Meets a minimum of 22.5 hours.

CUA 156
NUTRITION FOR THE HOSPITALITY PROFESSIONAL
3 CR. (3L)
PRQ: REA 030, equivalent assessment test score, or Department Chair approval. Provides students with the fundamentals of human nutrition. Focuses on the nutritional needs of humans throughout their life cycle as well as those with special dietary needs. Students may take a nationally recognized test from the Educational Foundation of the National Restaurant Association.

CUA 157
MENU PLANNING
3 CR. (3L)
Introduces the culinary arts student to planning menus and integrating them into foodservice operations. Equips the student with a working knowledge of the function, mechanics, and results achieved by the menu. Provides an overview of the existing and growing foodservice industry as seen through the menu.

CUA 175-177
SPECIAL TOPICS
.5-6 CR. (L/LBV)
Explores topics, issues and activities related to one or more aspects of culinary arts and safe food handling.

CUA 181
WORK EXPLORATION
2 CR. (6 INT)
PRQ: CUA 101, CUA 134 or HOS 123, ENG 060 or equivalent assessment test score, or Department Chair approval. Places students in actual work situations to observe the operation of foodservice establishments. Encompasses a variety of positions including customer contact, production, purchasing-inventory-planning, and maintenance. Enables the student to participate in a regularly scheduled weekly class session, complete weekly class assignments and maintain a journal of work-site activities, present a report on the work experience to the class at the end of the course, and turn in a written copy of the report to the class coordinator.

CUA 190
DINING ROOM MANAGEMENT
4 CR. (6 LBV)
PRQ/CORQ: CUA 101 or Department Chair approval. Focuses on service related skills and knowledge used in the foodservice industry. Enables the student, through a laboratory setting, to practice skills and acquire the knowledge of "front of the house" operations common to dining rooms in the industry. Includes table setting, side work, serving customers, operating a Point-of-Sale system, hosting and supervising dining room personnel. At the completion of the class, students are able to supervise the operation of a sit-down dining operation. Meets a minimum of 90 hours.

CUA 191

FRONT OF THE HOUSE PLANNING

1 CR. (1.5 LBV)

PRQ: CUA 190 or Department Chair approval. Teaches how to organize special meal functions, handle reservations and special requests, evaluate dining room personnel, create menu format for the GPA Dining Room and operate the POS manager's menu. Students will meet 22.5 hours during the semester in a scheduled class setting. Assignments and projects will be completed outside of class meetings.

CUA 210

ADVANCED CUISINE AND GARDE MANGER

4 CR. (6 LBV)

PRQ: CUA 134, REA 030 or equivalent assessment test score, or Department Chair approval. Focuses on the preparation of food display items for buffets and banquets such as fancy garnishes, fruit and vegetable carvings, canapés, party trays, etc. Includes pates, galantines, terrines, and choud froid items. Incorporates creation of food artistry show pieces meeting competition guidelines developed by the American Culinary Federation. Covers the preparation of a regional, ethnic or cultural culinary presentation based upon personal research.

CUA 233

ADVANCED LINE PREP AND COOKERY

4 CR. (6 LBV)

PRQ: CUA 134 or Department Chair approval. Focuses on preparation of complete meals to order. Emphasizes cooking center of the plate items such as meat, fish, seafood, and poultry as well as accompaniment foods such as starches and vegetables. Enables the student to prepare sauces, entrée salads, edible garnishes, and meals determined by the menu prepared for a dining room setting. Emphasizes line supervisor, sauté cook, pantry cook, cooks helper and runner responsibilities.

CUA 234

ADVANCED LINE PLANNING

2 CR. (3 LBV)

PRQ: CUA 233 or Department Chair approval. Teaches students to plan a variety of menus to be prepared in CUA 233, Advanced Line Prep and Cookery. They will also perform the duties of a supervisor in charge of line cookery. They will be responsible for thorough knowledge of menu items including all methods of cookery. Students will order, pre-prepare, store and organize food and supply items for students in the Advanced Line Prep class. They will also organize work (learning) stations for students in the Advanced Line Prep Class. They will learn how to substitute menu items if there are difficulties in equipment or shortages of food items or personnel. Examples of other areas of learning include inventory, ordering, storage and issuing. By the conclusion of this class, students will be able to supervise an entire line prep station.

CUA 236

ADVANCED BAKING

2 CR. (3 LBV)

PRQ: CUA 144. Provides students the opportunity to refine their baking skills in the areas of desserts, yeast breads, garnishing and presentation of baked products. Enables the student to bake, garnish and present a variety of baked goods. These products are prepared and displayed for the public in various locations in the college.

CUA 255

SUPERVISION IN THE HOSPITALITY INDUSTRY

3 CR. (3L)

PRQ: CUA 101, ENG 060, REA 060, or equivalent assessment test scores or Department Chair approval. Provides the current/future foodservice operator, manager, or supervisor with a solid foundation for developing communication skills, planning and decision-making skills, and skills for creating a goal-oriented environment utilizing management principles in the selection, training, evaluating, delegating, motivating, rewarding, and disciplining employees. Stresses skills for success through people development.

CUA 256

MARKETING IN THE HOSPITALITY INDUSTRY

3 CR. (3L)

PRQ: ENG 060, REA 060, or equivalent assessment test scores or Department Chair approval. Involves the student in a study of foodservice marketing including marketing planning, use of marketing information in the foodservice operation, marketing research, understanding foodservice customers, advertising and promotion, hospitality group sales, and menu design and pricing strategies. At the conclusion of this course, the student will take a nationally recognized test and receive a certificate from the Education Foundation of the National Restaurant Association.

CUA 261

COST CONTROLS

3 CR. (3L)

PRQ: CIS 110, ENG 060, MAT 060, or equivalent assessment test scores or Department Chair approval. Provides students with the opportunity to learn the types of costs usually found in the food service industry. Students will learn to apply control techniques to a variety of costs and sales. They will also learn to interpret a variety of financial reports which reflect the relationship between costs and income. Students may take the national Cost Controls test from the National Restaurant Association Education Foundation. If they pass the test with 75% or higher, they will receive a national certificate for the course.

CUA 262

PURCHASING FOR THE HOSPITALITY INDUSTRY

3 CR. (3L)

PRQ: REA 060, equivalent assessment test score, or Department Chair approval. Emphasizes controlling costs as applied to the selection and procurement of food and supply items. Covers selection and procurement of food and supplies, supplier selection, and distribution systems including the forces affecting them. Students will take a nationally recognized test and may receive a certificate from the Education Foundation, the educational arm of the National Restaurant Association.

CUA 263

LEGAL ASPECTS OF HOSPITALITY MANAGEMENT

3 CR. (3L)

PRQ: REA 060, equivalent assessment test score, or Department Chair approval. Provides the student with an overview of legal subjects relevant to foodservice. Covers Federal, State, and Local regulations, patron civil rights, liability and safety, laws relating to employment, security, contracts, property rights, franchising, bankruptcy and reorganization, court system and out-of-court settlements, and choosing and managing an attorney.

CUA 275-277

SPECIAL TOPICS

.5-6 CR. (L/LBV)

Explores topics, issues and activities related to one or more aspects of culinary arts and safe food handling.

CUA 281

INTERNSHIP

2-6 CR. (6-18 INT)

PRQ: CIS 110, ENG 090, and MAT 090 or MAT 107, or equivalent assessment test scores; CUA 233, CUA 190, CUA 233, CUA 261 or HOS 106, HOS 123, HOS 207, and CIS 118; or Department Chair approval. Places students in an actual work situation where they participate in the operation of a foodservice establishment. Hours of work are arranged by the site supervisor and the intern. The number of hours required are determined by the number of credits the course carries.

Dance

DAN 121

JAZZ I

1 CR. (2 STA)

Introduces the basic techniques and vocabulary of jazz dance and the basic elements of dance. Focuses on movement oriented dance, comprised of warm-up exercises, center combinations, traveling combinations and cool down. May be repeated for a maximum of three credits.

DAN 129

INTRODUCTION TO DANCE

1 CR. (2 STA)

Introduces the art of dance and movement expression from a variety of viewpoints: historical, cultural, aesthetic, critical and creative. Examines the art and craft of dance as an expression of culture and community while exploring personal expression, imagery, dance techniques and performance qualities.

DAN 131

BALLET I

1 CR. (2 STA)

Introduces the basic techniques of ballet, which are built upon knowledge of ballet terminology, fundamental exercises, and the basic elements of dance. Focuses on movement-oriented dance, comprised of stretching, barre warm-up exercises, simple terre à terre and jumping steps, and basic extended positions. May be repeated for a maximum of three credits.

DAN 132

BALLET II

1 CR. (2 STA)

Continues Ballet I and emphasizes ballet terminology, fundamental exercises and the basic elements of dance. Focuses on an intermediate level within the basic structure of the ballet class. May be repeated for a maximum of three credits.

Dental Assisting

DEA 102

PRINCIPLES OF CLINICAL PRACTICE

3 CR. (1L/3 LBV)

PRQ: REA 090, ENG 090, MAT 060, or equivalent assessment test scores. CORQ: DEA 120, DEA 121, DEA 122, DEA 123, DEA 125, and DEA 126. Includes techniques used in four handed dentistry, instrument identification, and armamentarium for tray set-ups. Covers sterilization and aseptic procedures.

DEA 104

SPECIALTIES IN DENTISTRY

2 CR. (1L/2 CLV)

PRQ: DEA 102, DEA 120, DEA 121, DEA 122, DEA 123, DEA 125, and DEA 126. CORQ: DEA 111, DEA 124, DEA 127, DEA 131, DEA 132, DEA 134, DEA 175, DEA 176, and DEA 181. Focuses on armamentarium of specific tray set-ups for periodontics, endodontics, and fixed and removable prosthodontics. Examines pediatric dentistry, oral surgery, and implants. Includes diagnosis, treatment, and the dental assistant's role in each specialty.

DEA 111

DENTAL OFFICE MANAGEMENT

2 CR. (1L/2 CLV)

PRQ: DEA 102, DEA 120, DEA 121, DEA 122, DEA 123, DEA 125, and DEA 126. CORQ: DEA 104, DEA 124, DEA 127, DEA 131, DEA 132, DEA 134, DEA 175, DEA 176, and DEA 181. Includes office management and clerical practices, scheduling appointments, completing daily records, insurance and tax forms, bookkeeping and recall systems, and ordering supplies.

DEA 120

INTRODUCTION TO DENTAL PRACTICES

1 CR. (1L)

PRQ: REA 090, ENG 090, MAT 060, or equivalent assessment test scores or Department Chair approval. Includes roles and responsibilities of the dental health team; educational background for the various specialties including general practitioner, hygienist, dental assistant; history, legal implications, ethical responsibilities and the role of professional organizations.

DEA 121

DENTAL SCIENCE I

3 CR. (3L)

PRQ: REA 090, ENG 090, MAT 060, or equivalent assessment test scores. CORQ: DEA 102, DEA 120, DEA 122, DEA 123, DEA 125, and DEA 126. Includes fundamentals of the oral structures as they apply oral histology, embryology, morphology, pathology, dental anatomy, and dental charting.

DEA 122

DENTAL SCIENCE II

3 CR. (3L)

PRQ: REA 090, ENG 090, MAT 060, or equivalent assessment test scores. CORQ: DEA 102, DEA 120, DEA 121, DEA 123, DEA 125, and DEA 126. Includes survey of human anatomy and physiology, the structure of the head and neck as applied to dental assisting, the function of the maxilla and mandible, processes, foramen, sutures, and major nerve and blood supply.

DEA 123

DENTAL MATERIALS I

3 CR. (4.5 LBV)

PRQ: REA 090, ENG 090, MAT 060, or equivalent assessment test scores. CORQ: DEA 102, DEA 120, DEA 121, DEA 122, DEA 125, and DEA 126. Includes fundamentals of dental materials as they apply to clinical and laboratory applications.

DEA 124

DENTAL MATERIALS II

3 CR. (1L/4 CLV)

PRQ: DEA 102, DEA 120, DEA 121, DEA 122, DEA 123, DEA 125, DEA 126, or consent of program department chair. CORQ: DEA 104, DEA 111, DEA 127, DEA 131, DEA 132, DEA 134, DEA 175, DEA 176, DEA 181. Includes type, compositions, and uses of elastomeric impression materials and the fabrication of custom impression trays and temporary crowns.

DEA 125

DENTAL RADIOGRAPHY

3 CR. (2L/2 CLV)

PRQ: REA 090, ENG 090, MAT 060, or equivalent assessment test scores.

CORQ: DEA 102, DEA 120, DEA 121, DEA 122, DEA 123, DEA 126, and students must be a minimum of 18 years of age to enroll. Focuses on the science of radiography, the application of radiographic techniques, and aseptic techniques.

DEA 126

INFECTION CONTROL

3 CR. (2L/2 CLV)

PRQ: REA 090, ENG 090, MAT 060, or equivalent assessment test scores.

CORQ: DEA 102, DEA 120, DEA 121, DEA 122, DEA 123, and DEA 125. Includes basic information concerning infection and disease transmission in the dental office. Emphasizes knowledge of microorganisms, with an emphasis on aseptic techniques, sterilization, and hazardous communication management.

DEA 127

DENTAL SCIENCE III

3 CR. (2L/1.5 LBV)

PRQ: Proof of current basic life support (BLS) knowledge and skills-CPR card, recommendation from employer for community dental assistants enrolled, DEA 102, DEA 120, DEA 121, DEA 122, DEA 123, DEA 125, DEA 126, or consent of the program department chair. CORQ: DEA 104, DEA 111, DEA 124, DEA 131, DEA 132, DEA 134, DEA 175, DEA 176, DEA 181, or consent of the program department chair. Includes in depth study of oral defects, microorganisms and their effects on the human body with recognition and identification of pathological condition that most frequently occur orally. Emphasizes pharmacology and the drugs used in the prevention and treatment of pain and conditions of the oral cavity. Focuses on laboratory experiences and the procedures involved with local anesthesia with emphasis on the knowledge and application of nitrous oxide administration in the dental office. Upon completion, the student is eligible to administer Nitrous Oxide and Oxygen having met the requirements of the Colorado State Practice Act Rule XVII. Certificate in Nitrous Oxide Administration is given.

DEA 131

ADVANCED DENTAL RADIOGRAPHY

3 CR. (1L/3 LBV)

PRQ: DEA 102, DEA 120, DEA 121, DEA 122, DEA 123, DEA 125, and DEA 126.

CORQ: DEA 104, DEA 111, DEA 124, DEA 127, DEA 132, DEA 134, DEA 175, DEA 176, DEA 181, or consent of program department chair. Includes theory and techniques of exposing intra-oral and extra-oral radiographs on adults, children, edentulous, and special needs patients. Covers dental anatomy radiographic interpretation and aseptic techniques. Enables the student to expose radiographs on the x-ray mannequin and patients. Students must be a minimum of eighteen years of age.

DEA 132

MEDICAL EMERGENCIES

2 CR. (1L/2 CLV)

PRQ: DEA 102, DEA 120, DEA 121, DEA 122, DEA 123, DEA 125, and DEA 126.

CORQ: DEA 104, DEA 111, DEA 124, DEA 127, DEA 131, DEA 134, DEA 175, DEA 176, and DEA 181. Includes techniques for taking and reading vital signs as well as Cardiopulmonary Resuscitation (CPR) for Health Care Providers. Emphasizes recognition, prevention, and management of medical emergency situations in the dental office. Covers completing and updating patient health history. Addresses pharmacology.

DEA 134

PREVENTION AND NUTRITION IN DENTISTRY

2 CR. (1L/2 CLV)

PRQ: DEA 102, DEA 120, DEA 121, DEA 122, DEA 123, DEA 125, and DEA 126.

CORQ: DEA 104, DEA 111, DEA 124, DEA 127, DEA 131, DEA 132, DEA 175, DEA 176, and DEA 181. Includes techniques in preventive dentistry with an emphasis on fluoride application and oral home care instruction. Includes nutrition as it applies to dental health and diet counseling. Covers techniques for coronal polishing.

DEA 140

DENTAL ASSISTING NATIONAL BOARD REVIEW (ELECTIVE)

1 CR. (1L)

PRQ: DEA 102, DEA 104, DEA 111, DEA 120, DEA 121, DEA 122, DEA 123, DEA 124, DEA 125, DEA 126, DEA 131, DEA 132, DEA 134, DEA 181, DEA 182, or two years experience and consent of program coordinator. Focuses on a review for the Dental Assisting National Board (DANB) Examination.

DEA 175-177

SPECIAL TOPICS

0.5-6 CR. (L/LBV)

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

DEA 175

SPECIAL TOPICS: PRACTICE OF CLINICAL CHAIRSIDE ASSISTING

2 CR. (3 LBV)

PRQ: DEA 102, DEA 120, DEA 121, DEA 122, DEA 123, DEA 125, and DEA 126.

CORQ: DEA 104, DEA 111, DEA 124, DEA 127, DEA 131, DEA 132, DEA 134, DEA 176, and DEA 181. This course covers the concept of dental practice clinical chairside assisting. Emphasis will be placed on chairside assisting in dental restorative procedures, coronal polishing skills, fluoride treatment application, and hands-on manipulation of dental materials in a clinical and laboratory situation. Student learning will center on enhancing student's procedure anticipation, dexterity and skills of chairside assisting, and dental laboratory procedures.

DEA 176

SPECIAL TOPICS: APPLIED DENTAL PSYCHOLOGY

1 CR. (1L)

PRQ: DEA 102, DEA 120, DEA 121, DEA 122, DEA 123, DEA 125, and DEA 126.

CORQ: DEA 104, DEA 111, DEA 124, DEA 127, DEA 131, DEA 132, DEA 134, DEA 176, and DEA 181. This course provides the student with direction in the study of human behavior and social adjustment as it is related to dentistry. Emphasis will be placed on patient care and psychological needs of the dental patient, as well as the needs of the special patient. Student learning will also focus to enhancing professional skills, goal setting and workforce development skills (interpersonal skills, job-seeking skills, application and interview process).

DEA 181

CLINICAL INTERNSHIP I

1 CR. (3 INT)

PRQ: DEA 102, DEA 120, DEA 121, DEA 122, DEA 123, DEA 125, and DEA 126.

CORQ: DEA 104, DEA 111, DEA 124, DEA 127, DEA 131, DEA 132, DEA 134, DEA 175, and DEA 176. Includes the opportunity for clinical application of dental assisting techniques in a dental office or clinical setting as part of the American Dental Association's requirement of 300 clinical internship hours.

DEA 182

CLINICAL INTERNSHIP II AND SEMINAR

1-6 CR. (3-18 INT)

PRQ: DEA 102, DEA 120, DEA 121, DEA 122, DEA 123, DEA 125, DEA 126, DEA 104, DEA 111, DEA 124, DEA 127, DEA 132, DEA 134, DEA 175, DEA 176, DEA 181. Focuses on clinical practice in private or public dental offices or clinics with clinical work experience in both general dentistry and specialty fields on a rotating basis.

DEA 200

INTRODUCTION TO EXPANDED FUNCTIONS

4 CR. (2L/3 LBV)

PRQ: Graduate of an ADA accredited program, certified dental assistant, or 2 years of full time documented chairside experience (3,500 hours). Emphasizes techniques and concepts of expanded functions in dental assisting, including team management, placement and finishing of dental restorative materials, and adjunct procedures necessary to restorative dentistry.

DEA 205

EXPANDED FUNCTIONS FOR THE DENTAL AUXILIARY

4 CR. (2L/4 CLV)

PRQ: DEA 200. Focuses on clinical application of expanded functions in dental assisting.

Dental Hygiene

DEH 101

PRECLINICAL DENTAL HYGIENE LECTURE

2 CR. (3 LBV)

PRQ: ENG 121; basic skills courses, if applicable; ACT 20 or higher in Reading; admission to Dental Hygiene program. Explores basic dental hygiene theory and development of basic skills. Focuses on the application of diagnostic, preventative and therapeutic procedures and includes an introduction to dentistry and dental hygiene, dental and medical terminology, infection control, the removal of tooth deposits, patient medical and dental histories, preventive instruction and treatment planning.

DEH 102

PRECLINICAL DENTAL HYGIENE CARE

2-3 CR. (6-9 CLV)

PRQ: ENG 121; basic skills courses, if applicable; ACT 20 or higher in Reading; admission to the Dental Hygiene program. Focuses on clinical experiences in basic dental hygiene procedures and techniques including basic instrumentation, infection control, and patient assessment skills. Students participate in a variety of clinical learning experiences.

DEH 103

DENTAL ANATOMY AND HISTOLOGY

3 CR. (2L/2 CLV)

PRQ: ENG 121; basic skills courses, if applicable; ACT 20 or higher in Reading; admission to the Dental Hygiene program. Focuses on a study of the anatomical and histological features of the teeth and other oral structures of the oral cavity. Includes terminology, anatomical landmarks, and tooth identification. Introduces histology, the embryology of the face and oral and nasal cavities, development of the teeth, and the histological features of the various components of the teeth and surrounding structures.

DEH 104

DENTAL RADIOLOGY

3 CR. (2L/2 CLV)

PRQ: ENG 121; basic skills courses, if applicable; ACT 20 or higher in Reading; admission to Dental Hygiene program. Introduces principles of x-radiation production and safety factors; application and theory of properly exposing, processing, mounting and evaluating radiographs; identification of normal anatomic landmarks and pathologic conditions. Focuses on utilization of the laboratory in performing procedures necessary to produce quality radiographs.

DEH 111

DENTAL AND MEDICAL EMERGENCIES

2 CR. (2L)

PRQ: Current enrollment in Dental Hygiene program. Introduces the management of emergency situations in the dental office setting. Emphasizes reduction of risk for emergencies, identification and management of anxiety, and stress recognition protocol. Provides practical skills applicable to dental hygienists and the scope of responsibility for medical emergency management as dictated by state dental practice law. Covers the basic categories of emergencies, causes and management. Includes content and use of emergency kits and oxygen support systems.

DEH 122

PERIODONTICS I

2 CR. (2L)

PRQ: Current enrollment in Dental Hygiene program. Introduces the principles of periodontics. Focuses on recognition of the tissues in health and disease, macro and microanatomy of the periodontium, and histopathology of periodontal diseases and other related gingival conditions. Provides the theory and discussion of periodontal assessment, etiology, epidemiology, inflammatory process/immune response, and the AAP classification system.

DEH 123

HEAD AND NECK ANATOMY

1 CR. (1.5 LBV)

PRQ: BIO 201, BIO 202, current enrollment in Dental Hygiene program. Focuses on the study of head and neck anatomy with emphasis on the muscles of mastication, the lymphatics, the TMJ, the nerve and vascular supply, and the oral cavity.

DEH 126

DENTAL MATERIALS

3 CR. (2L/2 CLV)

PRQ: Current enrollment in Dental Hygiene program. Provides the dental hygiene student with a sound knowledge of the science of dental materials. Covers didactic and laboratory experiences and the physical properties, basic chemistry, and the clinical applications of the materials used in the practice of dentistry.

DEH 132

APPLIED PHARMACOLOGY

2 CR. (2L)

PRQ: Current enrollment in Dental Hygiene program. Covers general pharmacology and reviews drugs that may influence the management of dental hygiene patients. Enables the student to develop sufficient knowledge of pharmacology to permit safe and effective medical evaluation of patients for dental hygiene treatment.

DEH 133

LOCAL ANESTHESIA

2 CR. (1 L/2 CLV)

PRQ: DEH 111, DEH 123, current enrollment in Dental Hygiene program. Provides a working knowledge of the theory and practice of local anesthesia as applied to the practice of dentistry/dental hygiene. Emphasizes mastery of the armamentarium and techniques of regional anesthesia. Covers the knowledge and skills necessary to administer local anesthetics proficiently and safely.

DEH 134
ADVANCED CLINICAL SKILLS
1 CR. (.7 L/.6 CLV)
PRQ: Current enrollment in Dental Hygiene program. Focuses on dental hygiene theory and laboratory experiences with major topics related to advanced clinical skills, including advanced instrumentation fulcrums, root morphology, periodontal files, periodontal file sharpening, mini curettes, after five curettes, nabors probe, universal focus spray ultrasonics, and scaling implants.

DEH 136
CLINICAL DENTAL ROENTGENOLOGY
.5 CR. (1 CLV)
PRQ: Current enrollment in Dental Hygiene program. Enhances clinical competence of basic radiographic principles including intra-oral, positioning techniques, exposure factors, bisecting technique, vertical bitewing survey, and management of anatomical deviations.
S/U

DEH 138
NITROUS OXIDE/OXYGEN SEDATION
1 CR. (.8 L/.4 CLV)
PRQ: BIO 201, BIO 202, current enrollment in Dental Hygiene program. Provides a working knowledge of the latest equipment and methods of nitrous oxide/oxygen sedation administration in the dental office.

DEH 153
CLINICAL THEORY OF DENTAL HYGIENE I
2 CR. (2L)
PRQ: Current enrollment in Dental Hygiene program. Builds on the broad theoretical basis provided in DEH 101 and DEH 102. Focuses on enhancing patient assessment skills, instrumentation and additional information on preventative and prophylactic clinical procedures.

DEH 170
CLINICAL PRACTICE OF DENTAL HYGIENE I
1-8 CR. (3-24 CLV)
PRQ: Current enrollment in Dental Hygiene program. Provides clinical experience in patient skills assessment, instrumentation and additional preventative and prophylactic clinical procedures.

DEH 171
CLINICAL PRACTICE OF DENTAL HYGIENE I-A
1-8 CR. (3-24 CLV)
PRQ: Current enrollment in Dental Hygiene program. Continues patient care sessions for the performance of traditional dental hygiene treatment. Enables the student to provide treatment to periodontally involved patients utilizing advanced instrumentation and power scaling.

DEH 175-177
SPECIAL TOPICS
.5-6 CR. (L/LBV)
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

DEH 202
APPLIED NUTRITION IN DENTISTRY
2 CR. (2L)
PRQ: ENG 121; basic skills courses, if applicable; ACT 20 or higher in Reading; CHE 102 or CHE 109. Gives students a fundamental understanding of general nutrition with an emphasis on the interrelationship between nutrition and dental health. Focuses on recognizing nutritional deficiencies and how to conduct and evaluate nutritional surveys on patients.

DEH 204
COMMUNITY DENTAL HEALTH I
2 CR. (2L)
PRQ: Current enrollment in Dental Hygiene program. Course provides instruction in the concepts, methods and issues of dental public health. Emphasis is placed on evidence-based criteria for effective promotion and prevention of dental disease in the public health setting. Concepts of dental health education and program planning in the community setting are reinforced through case based materials, including methods of assessment, planning, implementation and evaluation of effectiveness. Course activities will reinforce skills in speaking and writing effectively in preparation for the subsequent community dental health field experience course.

DEH 213
GENERAL AND ORAL PATHOLOGY
3 CR. (3L)
PRQ: Current enrollment in Dental Hygiene program. Focuses on the fundamentals of general pathology and the disease process. Covers oral pathology with emphasis on recognition and identification of pathologic conditions that most frequently occur around the oral cavity. Helps students identify appropriate referral mechanisms to render a definitive diagnosis.

DEH 221
ETHICS AND PRACTICE MANAGEMENT
2 CR. (2L)
PRQ: Current enrollment in Dental Hygiene program. Focuses on the transition from an educational environment to a working dental business. Enables the student to learn management skills of operating a dental office. Emphasizes opportunities for self-exploration in development of personal and professional goals. Examines professional ethics, legal issues, and the relationship to the licensed practice of dental hygiene.

DEH 225
COMMUNITY DENTAL HEALTH II: FIELD EXPERIENCE
1 CR. (2 CLV)
PRQ: DEH 204. Provides practical application of community dental health theory and opportunities to conduct needs assessments on a variety of populations. Emphasizes meeting the educational needs of specific populations through program planning, implementation and evaluation. Incorporates supervised field experiences in low-income, school and other public facilities as well as private health and education oriented organizations.

DEH 242
PERIODONTICS II
2 CR. (2L)
PRQ: DEH 122. Continues to explore theoretical/clinical preparations with emphasis on dental hygiene process of care, treatment planning, non-surgical treatment, evaluation of treatment, and maintenance needs of the periodontal patient. Develops research and decision making skills with use of library and Internet resources relating to risk factors, etiologic agents, and treatment modalities. Includes comprehensive periodontal assessment, supplemental diagnostics, periodontal pharmacology, and evidence based treatment planning.

DEH 259
ADVANCED DENTAL HYGIENE THEORY
2 CR. (2L)
PRQ: Current enrollment in Dental Hygiene program. Focuses on the care of patients with special needs (such as physical and mental disabilities and systemic conditions). Emphasizes patient management and treatment considerations.

DEH 266

NATIONAL BOARDS REVIEW

2 CR. (2L)

PRQ: Current enrollment in Dental Hygiene program. Provides formal review sessions for second year dental hygiene students preparing to sit for the National Board Examination. S/U

DEH 268

CLINICAL THEORY OF DENTAL HYGIENE II

2 CR. (3 LBV)

PRQ: Current enrollment in Dental Hygiene program. Provides the didactic theory for clinical practice of dental hygiene skills at the beginning of the second year of dental hygiene curriculum. Builds on clinic theory from first year curriculum to provide the knowledge base needed for treatment of patients with more advanced periodontal disease and medical/health factors. Focuses on: periodontal charting and documentation, interpretation of periodontal factors on radiographs, use of treatment planning in the dental hygiene process of care, legal parameters of record keeping and informed consent, use of oral photography, application of sealants, treatment of dental hypersensitivity, application of chemotherapeutics and professional oral irrigation, application of ergonomics in dentistry, clinical dental hygiene treatment considerations for patients with history of cardiac complications and diabetes.

DEH 270

CLINICAL PRACTICE OF DENTAL HYGIENE II

1-8 CR. (3-24 CLV)

PRQ: Current enrollment in Dental Hygiene program. Covers patient care sessions for the performance of traditional dental hygiene treatment. Continues and expands periodontal patient care and special patient care sessions. Focuses on clinical competence in margination and polishing of restorations, nutrition counseling, oral irrigation, chemotherapeutics and OSHA compliance.

DEH 271

CLINICAL PRACTICE OF DENTAL HYGIENE III

1-8 CR. (3-24 CLV)

PRQ: Current enrollment in Dental Hygiene program. Continues patient care session with emphasis on attaining a level of competency and efficiency for successful performance in clinical board exams and private practice. Focuses on clinical skill development in tobacco cessation, product selection, patient communications, curettage and special topics developed patient treatments. Provides elective extra-mural clinical sites for additional practice.

DEH 275-277

SPECIAL TOPICS

1-6 CR. (L/LBV)

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

DEH 282

PERIODONTICS III

1 CR. (1.5 LBV)

PRQ: DEH 122. Course provides comprehensive dental hygiene clinical management techniques for periodontal patients supported by application of basic clinical research sciences. Focus is on the "therapy" component of periodontics including instructional sessions covering the general principles of periodontal surgery, the surgical management of soft tissues and osseous defects, wound healing, implants, and the role of occlusion in periodontal therapy.

DEH 285

CLINICAL THEORY OF DENTAL HYGIENE III

2 CR. (3 LBV)

PRQ: Current enrollment in Dental Hygiene program. Serves as the capstone course of the final semester of a two-year curriculum. Prepares the student for two major goals: basic competence for transition to provision of dental hygiene services in private practice; and the ability to successfully pass both written National Boards examinations and regional dental hygiene clinical examinations. Emphasizes the application of case based learning. Major topics include: cosmetic bleaching, air powered polishing devices, application of the re-evaluation process in treatment planning for periodontally involved cases, preparation for the CRDTS regional clinical exam process, application of an effective tobacco cessation process, technique and process for gingival curettage, technique and process for amalgam polishing and margination, care of cosmetic dental restorations, and maintenance of implants.

DMS 206

VASCULAR ULTRASOUND

2 CR. (1L/2 CLV)

PRQ: DMS 221, DMS 231, DMS 241, DMS 281. CORQ: DMS 205, DMS 282. Covers basic positioning and scanning protocol of the vascular system. Review of the anatomy, hemodynamics and terminology unique to the vascular system with emphasis on the external carotid system, the upper and lower venous and arterial systems and the abdominal vasculature will be included.

DMS 221

OB/GYN ULTRASOUND I

2 CR. (1L/2 CLV)

PRQ: BIO 202, BIO 216, RTE 255. CORQ: DMS 231, DMS 241, DMS 281. Provides a systematic study of embryology to include development of the major organ systems, with correlation to sonographic imaging, at all stages of embryonic/fetal development and the surrounding environment and the ultimate mastery of the foundations of obstetric and gynecological sonography.

DMS 222

OB/GYN ULTRASOUND II

2 CR. (1L/2 CLV)

PRQ: DMS 221, DMS 231, DMS 241, DMS 281. CORQ: DMS 232, DMS 242, DMS 283. Provides a systematic study of embryology to include development of the major organ systems, with correlation to sonographic imaging, at all stages of embryonic/fetal development and the surrounding environment and the ultimate mastery of the foundations of obstetric and gynecological sonography.

DMS 231

ABDOMINAL ULTRASOUND I

2 CR. (1L/2CLV)

PRQ: BIO 202, BIO 216, RTE 255. CORQ: DMS 221, DMS 241, DMS 281. Offers a systematic study of the abdomen to include the function and development of the major organ systems with correlation to sonographic imaging and the surrounding environment. The student will master the foundations of sectional anatomy and abdominal sonography.

Diagnostic Medical Sonography

DMS 205

SMALL PARTS ULTRASOUND

2 CR. (1L/2 CLV)

PRQ: DMS 221, DMS 231, DMS 241, DMS 281. CORQ: DMS 206, DMS 282. Designed to teach specific knowledge of anatomy of the breast, thyroid, scrotum, prostate and the surrounding structures. The ability to identify pathology or to locate abnormalities is also an intricate part of the class.

DMS 232
ABDOMINAL ULTRASOUND II
2 CR. (1L/2 CLV)
PRQ: DMS 221, DMS 232, DMS 241, DMS 281. CORQ: DMS 222, DMS 242, DMS 283. Offers a systematic study of the gastrointestinal tract, pediatric abdomen, neonatal brain, and transplanted organs. The student will review the necessary sterile technique preceding invasive and intraoperative procedures and will learn the applications of contrast agents in ultrasound. Other imaging techniques will be discussed as well as the principles guiding the field of sonography. A mock registry examination will be administered to prepare the student for writing the national registry examination.

DMS 241
ULTRASOUND PHYSICS I
2 CR. (1L/2 CLV)
PRQ: BIO 202, BIO 216, RTE 255. CORQ: DMS 221, DMS 231, DMS 281. Presents the theoretical and practical approach to understanding the fundamentals of ultrasound physics, instrumentation, image characteristics, artifacts, and bio-effects. The ergonomics of proper scanning techniques (setting up the cart, chair, and room properly to avoid musculoskeletal injury) will also be presented.

DMS 242
ULTRASOUND PHYSICS II
2 CR. (1L/2 CLV)
PRQ: DMS 221, DMS 231, DMS 241, DMS 282. CORQ: DMS 222, DMS 232, DMS 283. Covers a detailed study of ultrasound physics and the application within the clinical setting. Manipulation of technique controls, basic mathematical concepts, various Doppler modalities, equipment artifacts, QC/QA procedures, 3D fundamentals, and bioeffects are covered. Note: The comprehensive final is in a registry review format.

DMS 281
CLINICAL INTERNSHIP I
10 CR. (30 INT)
PRQ: BIO 202, BIO 216, RTE 255. CORQ: DMS 221, DMS 231, DMS 241. Offers the initial clinical course wherein the fundamental principles of abdominal, OB/GYN, and ultrasound physics will be applied under the direct supervision of a registered sonographer. The mastery of the foundations of instrumentation, scanning techniques, and image evaluation in sectional planes in abdominal and OB/GYN sonography will be stressed.

DMS 282
CLINICAL INTERNSHIP II
10 CR. (30 INT)
PRQ: DMS 281. CORQ: DMS 205, DMS 206. Offers continued clinical experience for the ultrasound student. Application of the small parts didactic lectures will be applied and will include image evaluation and cross-sectional anatomy of the thyroid, breast and scrotum. The foundations of vascular anatomy, instrumentation, scanning techniques and image evaluation will be stressed. The student will spend 30 hours per week at the clinical site under the direct supervision of a registered sonographer.

DMS 283
CLINICAL INTERNSHIP III
10 CR. (30 INT)
PRQ: DMS 282. CORQ: DMS 222, DMS 232, DMS 242. Continues clinical experience for the ultrasound student. Application of the topics covered in advanced didactic lectures to include an introduction to invasive procedures using ultrasound guidance. Sterile technique and standard precautions will be reviewed. The student will spend 30 hours per week at the clinical site under the direct supervision of a registered sonographer.

Early Childhood Education

ECE 101
INTRODUCTION TO EARLY CHILDHOOD EDUCATION
3 CR. (3L)
CORQ: ECE 102. Provides an introduction to Early Childhood Education. Includes the eight key areas of professional knowledge: Child Growth and Development; Health, Nutrition and Safety; Developmentally Appropriate Practices; Guidance; Family and Community Relationships; Diversity; Professionalism; Administration and Supervision. Focuses on ages birth through age eight.

ECE 102
INTRODUCTION TO EARLY CHILDHOOD LAB TECHNIQUES
3 CR. (1L/4 LBA)
CORQ: ECE 101. Focuses on a classroom seminar and placement in a child care setting. The supervised placement provides the student with the opportunity to observe children, to practice appropriate interactions, and to develop effective guidance and management techniques. Addresses ages birth through age 8.

ECE 103
GUIDANCE STRATEGIES FOR CHILDREN
3 CR. (3L)
PRQ: ENG 060, REA 060, or equivalent assessment test score. Explores guidance theories, applications, goals, techniques and factors that influence expectations, classroom management issues, and prosocial skills. Addresses ages birth through age 8.

ECE 111
INFANT AND TODDLER THEORY AND PRACTICE
3 CR. (3L)
PRQ: ENG 060, REA 060, or equivalent assessment test scores. Presents an overview of theories, applications (including observations) and issues pertinent to infant and toddler development in group and/or family settings. Includes state requirements for licensing, health, safety and nutrition issues.

ECE 112
INTRO TO INFANT/TODDLERS LAB TECHNIQUES
3 CR. (1L/4 LBA)
CORQ: ECE 111. Includes a classroom seminar and placement in an infant and/or toddler setting. The supervised placement provides the student with the opportunity to observe, to practice appropriate interactions and to develop effective guidance and nurturing techniques with infants and/or toddlers. Addresses ages prenatal through age 2.

ECE 178
WORKSHOP
0.5-6 CR. (0.5-6L)
PRQ: REA 060 or equivalent assessment test score. Provides students with an experiential learning opportunity. (This course is only offered in the Spring semester.)

ECE 195
SCHOOL AGE CHILD IN CHILD CARE
2 CR. (2L)
Explores important issues of before and after school care (school holiday and summer day camp), emphasizing child development, health, safety, and appropriate activities for school-age children in the child care setting.

ECE 205

NUTRITION, HEALTH AND SAFETY

3 CR. (3L)

PRQ: ENG 060, REA 060, or equivalent assessment test scores. Focuses on nutrition, health and safety as a key factor for optimal growth and development of young children. Includes nutrient knowledge, menu planning, food program participation, health practices, management and safety, appropriate activities and communication with families. Addresses ages from prenatal through age 8. (This course is only offered in the Spring semester.)

ECE 220

CURRICULUM DEVELOPMENT: METHODS AND TECHNIQUES

3 CR. (3L)

PRQ: ECE 101, ECE 102, and CIS 110, ENG 090, REA 090, or equivalent assessment test scores. Provides an overview of early childhood curriculum development. Includes processes for planning and implementing developmentally appropriate environments, materials and experiences, and quality in early childhood programs. (This course is only offered in the Fall semester.)

ECE 225

LANGUAGE AND COGNITION FOR THE YOUNG CHILD

3 CR. (3L)

PRQ: ENG 060, REA 060, or equivalent assessment test scores. CORQ: CIS 110 or equivalent assessment test score. Examines theories of cognitive and language development as a framework for conceptualizing the way children acquire thinking skills. Includes observing, planning, facilitating, creative representation, and evaluating strategies within the context of play. Focuses on language, science, math, problem solving and logical thinking. Addresses ages birth through age 8. (This course is only offered in the Spring semester.)

ECE 226

CREATIVITY AND THE YOUNG CHILD

3 CR. (3L)

PRQ: ENG 060, REA 060, or equivalent assessment test scores. Provides an emphasis on encouraging and supporting creative self expression and problem solving skills in children. Explores creative learning theories and research. Focuses on developmentally appropriate curriculum strategies in all developmental domains. Addresses ages birth through age 8. (This course is only offered in the Fall semester.)

ECE 228

LANGUAGE AND LITERACY

3 CR. (3L)

Presents strategies for optimum language development, literacy, social and emotional development. Supports children's language and literacy in home, classroom, and community settings. Provides appropriate teacher/child verbal interactions, classroom environments, and activities. Addresses ages birth through age 8.

ECE 238

CHILD GROWTH AND DEVELOPMENT

4 CR. (4L)

PRQ: CIS 110, ENG 090, REA 090, or equivalent assessment test scores. Covers the growth and development of the child from conception through the elementary school years. Emphasizes physical, cognitive, language, social and emotional domains and the concept of the whole child and how adults can provide a supportive environment. Ages addressed: prenatal through age 12. This course has an early childhood laboratory component.

ECE 240

ADMINISTRATION OF EARLY CHILDHOOD CARE AND EDUCATION PROGRAMS

3 CR. (3L)

PRQ: CIS 110 or equivalent assessment test score. ECE 101, ECE 102, ECE 103, ECE 220, ECE 238. CORQ: ENG 121 or equivalent assessment test score, ECE 241. Examines Colorado's minimal licensing requirements, as well as optimal standards pertaining to the operation of programs for young children. Focuses on the director's administrative skills and role as a community advocate for young children. Addresses ages birth through age 12. (This course is only offered in the Spring semester.)

ECE 241

ADMINISTRATION: HUMAN RELATIONS FOR EARLY CHILDHOOD EDUCATION

3 CR. (3L)

PRQ: CIS 110 or equivalent assessment test score. CORQ: ENG 121 or equivalent assessment test score. Focuses on the human relations component of an early childhood professional's responsibilities. Includes director-staff relationships, staff development, leadership strategies, parent-professional partnerships, and community interaction. (This course is only offered in the Fall semester.)

ECE 256

WORKING WITH PARENTS, FAMILIES, AND COMMUNITY SYSTEMS

3 CR. (3L)

PRQ: REA 090, ENG 090, or equivalent assessment test scores. CORQ: CIS 110 or equivalent assessment test score. Examines attitudes and family values systems and how they affect parent-professional partnerships. Addresses communication, problem-solving and conflict resolution strategies. Plans effective activities and programs for parent involvement. Addresses ages birth through 8. (This course is only offered in the Spring semester.)

ECE 260

EXCEPTIONAL CHILD

3 CR. (3L)

PRQ: CIS 110, ENG 090, REA 090, or equivalent assessment test scores. Presents an overview of typical and atypical developmental progression. Includes planning techniques, learning strategies, legal requirements and accommodations and adaptations that are necessary in order to create an integrated classroom environment for a child with a wide range of exceptionalities. Focuses on ages birth through age 8. (This course is only offered in the Spring semester.)

ECE 288

PRACTICUM: EARLY CHILDHOOD EDUCATION

3 CR. (1L/4 PRC)

PRQ: CIS 110, ENG 090, REA 090, or equivalent assessment test score. Provides students with advanced field experience opportunities in early childhood education programs. (This course is only offered in the Fall semester.)

Economics

ECO 105

INTRODUCTION TO ECONOMICS

3 CR. (3L)

This course is a survey of economics. It is designed as a beginning economics class. The course covers economics theories, supply and demand, national income accounting, money and banking, market structures and contemporary economic issues.

ECO 201
PRINCIPLES OF MACROECONOMICS
3 CR. (3L)
PRQ: CIS 110, ENG 090, REA 090, MAT 060, or equivalent assessment test scores or Department Chair approval. Focuses on the study of the American economy, stressing the interrelationships among household, business, and government sectors. Explores saving and investment decisions, unemployment, inflation, national income accounting, taxing and spending policies, the limits of the market and government, public choice theory, the Federal Reserve System, money and banking, and international trade. This course is one of the Statewide Guaranteed Transfer courses. GT-SS1

ECO 202
PRINCIPLES OF MICROECONOMICS
3 CR. (3L)
PRQ: CIS 110, ENG 090, REA 090, MAT 060, or equivalent assessment test scores or Department Chair approval. Focuses on the consumer, the firm, the nature of cost, and how these relate to the economy as a whole. Analyzes economic models of the consumer, perfect competition, monopoly, oligopoly and monopolistic competition. Explores economic issues including market power, population growth, positive and negative externalities, income distribution, international economic interdependence.

ECO 245
ENVIRONMENTAL ECONOMICS
3 CR. (3L)
PRQ: CIS 110, ENG 090, REA 090, and MAT 090. Introduces students to contemporary environmental issues and policies meant to reduce environmental degradation. Includes market failures, analytical tools, government pollution reduction policies for air, water, and natural environments and their effectiveness.

Education

EDU 110
OVERVIEW OF SPECIAL POPULATIONS FOR PARAEducATORS
3 CR. (3L)
Provides students with knowledge in the areas of: laws and history of special education; roles and responsibilities of paraeducators; planning for students with disabilities; typical and non-typical developmental stages of children and youth; basic learning concepts; cognitive, communicative, physical and affective needs of students with disabilities; understanding people with disabilities; transition, job coaching; and how to teach students self-advocacy skills.

EDU 111
COMMUNICATION SKILLS WITH SPECIAL POPULATIONS FOR PARAEducATORS
3 CR. (3L)
Provides knowledge in areas of effective communication skills; problem solving techniques; and analyzing self as communicator.

EDU 112
HEALTH & SAFETY ISSUES IN SCHOOLS FOR PARAEducATORS
3 CR. (3L)
Provides students with the knowledge in the areas of health and safety issues in schools; basic first aid and CPR procedures; and the feeding and positioning of physically challenged students.

EDU 114
STUDENT BEHAVIOR MANAGEMENT FOR PARAEducATORS
3 CR. (3L)
Provides students knowledge in the areas of behavior modification; teaching appropriate behaviors; contingency contracts; observing and recording behavior; lunchroom supervision; and playground supervision.

EDU 131
INTRODUCTION TO ADULT EDUCATION
3 CR. (3L)
PRQ: REA 090 or instructor approval. Introduces the student to the basic concepts in the instruction of adults. Emphases will be placed on understanding the adult learner and how their individual backgrounds and experiences can affect the learning process. Additionally, the course will cover applicable federal and state legislation which affects adult learning programs and will offer information on additional resources and associations in the field of Adult Education.

EDU 132
PLANNING, ORGANIZING, AND DELIVERING ADULT EDUCATION INSTRUCTION
3 CR. (3L)
PRQ: EDU 131. Covers the basics of planning an adult education program, organizing instruction within the various content areas and delivering the material in a variety of ways, both in groups and individualized instruction. A wide variety of learning principles and theories will be addressed in ways that show their applicability to the adult learner and his/her education.

EDU 133
ADULT BASIC EDUCATION (ABE)/ADULT SECONDARY EDUCATION (ASE)
3 CR. (3L)
PRQ: EDU 131. Specifically addresses the different levels within an Adult Education program. Each level will be addressed in terms of appropriate Assessment tools and instructional techniques. Emphasis will be placed on teaching ways that the adult education instructor can encourage the development of cognitive skills at each level, as a springboard to the next higher level.

EDU 134
TEACHING ENGLISH AS A SECOND LANGUAGE TO ADULT LEARNERS
3 CR. (3L)
PRQ: EDU 131. Introduces the development and implementation of a program to teach English to adults whose first language is not English. Topics will range widely from assessment and placement to the theories behind language acquisition. Students will also cover a wide variety of methodologies, both group and individualized, that are aimed at teaching the non-English speaker the written and verbal skills, necessary to successfully function in the United States.

EDU 135
FAMILY LITERACY IN ADULT EDUCATION
3 CR. (3L)
PRQ: EDU 131. Introduces the students to the philosophy and theory behind family literacy, as well as give practical advice on the development and implementation of a family literacy program. The four-component model of adult education, early childhood education, parent and child together time (PACT), and parenting will be covered, both in theory and practical application.

EDU 141
BASIC INSTRUCTIONAL TECHNIQUES FOR PARAEducATORS
3 CR. (3L)
Provides students with knowledge in the areas of delivering instruction; grouping students; reading with students; modifying instructional materials; using technology; and utilizing adaptive equipment.

EDU 221

INTRODUCTION TO EDUCATION

3 CR. (3L)

PRQ: REA 090 and ENG 090 or equivalent assessment scores. 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.

EDU 261

TEACHING, LEARNING AND TECHNOLOGY

3 CR. (3L)

PRQ: REA 090 or equivalent assessment test score. 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.

Electronics Technology

ELT 101

SURVEY OF ELECTRONICS

3 CR. (1L/3 LBV)

CORQ: CIS 110 or equivalent assessment test score. PRQ: MAT 060, REA 060 or equivalent assessment test scores. Introduces electronics for consumers, individuals working in related fields, and those exploring Electronics Engineering Technology as a career option. Covers fundamental concepts, circuit diagrams, construction of circuits, test instruments, basic troubleshooting, and the operation of common electronic systems and circuits.

ELT 106

FUNDAMENTALS OF DC/AC

3 CR. (1L/3 LBV)

PRQ: MAT 090, REA 090, or equivalent assessment test scores; ELT 101; or Department Chair approval. Introduces the basic skills needed for many careers in electronics and related fields. Covers the operations and applications of basic DC and AC circuits consisting of resistors, capacitors, inductors, transformers and diodes. Emphasizes the use of common test instruments in troubleshooting.

ELT 112

ADVANCED DC-AC

3 CR. (1L/3 LBV)

PRQ: CIS 110 or equivalent assessment test score, MAT 108. Continues to build on ELT 106 and covers advanced concepts of DC-AC circuits. Includes an expanded treatment of power supplies, dual-supply rectifier circuits, and Zener diode voltage regulators. Emphasizes troubleshooting.

ELT 134

SOLID STATE DEVICES I

3 CR. (1L/3 LBV)

PRQ: MAT 090, REA 090, or equivalent assessment test scores; ELT 101; or Department Chair approval. Focuses on diode and transistor studies starting with a review of semiconductor materials. Emphasizes rectifier circuits, R-C and L-C filters, limiters and peak detectors, zener regulators, Schottky diodes, varactors/varistors, LED's bipolar transistors, transistor approximation, load-lines, biasing techniques, saturation, operating point, AC models including small-signal operation, h-parameters, and data sheet understanding and interpolation.

ELT 135

SOLID STATE DEVICES II

3 CR. (1L/3 LBV)

PRQ: ELT 134, ELT 112. Continues the study of transistors with an emphasis on application of modern devices to industrial circuits. Includes power amplifiers, Cascaded and Darlington configurations, field-effect devices, JFET's and MOSFET's, depletion and enhancement mode devices, biasing techniques, thyristors, SCR's and variations of the SCR family of devices.

ELT 147

DIGITAL DEVICES I

3 CR. (1L/3 LBV)

CORQ: ELT 101, CIS 110 or equivalent assessment test score. PRQ: REA 060, MAT 060, or equivalent assessment test scores. Introduces the operation and application of gates, flip-flops, counters, shift registers, encoders-decoders and LED displays. Covers binary numbers, Boolean algebra and troubleshooting.

ELT 148

DIGITAL DEVICES II

3 CR. (1L/3 LBV)

PRQ: ELT 147. Continues ELT 147 with emphasis on the operation and application of programmable logic devices, synchronous counters, multiplexers, liquid crystal displays, ROM and RAM. Includes specifications of ICs, display multiplexing, and design and minimization of circuits. Troubleshooting is emphasized.

ELT 175-177

SPECIAL TOPICS

1-6 CR. (L/LBV)

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

ELT 175

SPECIAL TOPICS: CAPSTONE I

3 CR. (6 IND)

PRQ: Instructor approval. This is an independent study course with provides students who have completed at least one semester an opportunity to apply their knowledge and skills in a work situation. Small teams of students will become expert on one or more pieces of equipment which they will then operate, maintain, assemble/disassemble, troubleshoot, modify, etc. Safety, protocol, and compliance with defined practices, procedures, and outcomes will be emphasized.

ELT 202

INTRODUCTION TO PC SERVICING

3 CR. (2L/1.5 LBV)

PRQ: CIS 110, REA 060, or equivalent assessment scores. Introduces the physical components of microcomputers, including system components, bus architectures, ports, connectors, and cables. Examines safety issues and procedures pertinent to working with computers. Enables the student to identify proper procedures for installing and configuring system components and devices; to diagnose and troubleshoot system problems and determine whether they are hardware or software related; to identify safety procedures, preventive maintenance techniques; and to identify popular motherboards, types of memory architecture,

ELT 203

ADVANCED PC SERVICING AND A+ PREP

3 CR. (2L/1.5 LBV)

PRQ: ELT 202. Builds on the contents of ELT 202 and provides comprehensive knowledge and skills for maintaining, upgrading, troubleshooting, and repairing IBM Computer systems. Includes preparation for CompTIA's newly revised A+ Certification Exams.

ELT 231

ELECTRONIC INSTRUMENTS

3 CR. (.6L/4.6 LBV)

PRQ: MAT 090 and ENG 090, or equivalent assessment test scores. Enables the student to study the system of standards used for measurement and to demonstrate the principles of electronic measurements by the selection, application, and limitations of common electronic test equipment. 68 contact hours.

**ELT 235
SEMICONDUCTOR MANUFACTURING I**

3 CR. (2L/1.5 LBV)
PRQ: ELT 134, ELT 147, PHY 105.
Serves as the first course in a two-course capstone sequence in semiconductor processing. Covers tracing semiconductor processing from raw materials to a finished integrated circuit, and semiconductor device physics. Includes the following manufacturing processes: oxidation, mask design, photolithography, and etch.

**ELT 236
SEMICONDUCTOR MANUFACTURING II**

3 CR. (2L/1.5 LBV)
PRQ: ELT 235. Serves as the second course in a two-course capstone sequence in semiconductor processing. Covers the following manufacturing processes: doping, chemical vapor deposition, metalizing, and test/sort.

**ELT 237
VACUUM AND POWER RF SYSTEMS**

3 CR. (2L/1.5 LBV)
PRQ: PHY 105, ELT 106. Covers vacuum systems and RF (radio frequency) energy sources in the manufacture of semiconductor devices. Includes gas laws and gas properties, vacuum pumps, gauges and valves, and leak detection techniques. Addresses plasma physics, RF generators, transmission lines, RF interference, and safety.

**ELT 252
MOTORS AND CONTROLS**

3 CR. (1L/3 LBV)
PRQ: REA 090 or equivalent assessment test scores; ELT 101; or Department Chair approval. Enables the student to study, construct, test, and evaluate basic industrial control systems, including AC/DC motors, stepper motors, power sources, generators, tachometers, line diagrams and logic functions. Covers safety standards and preventive maintenance.

**ELT 254
INDUSTRIAL WIRING**

3 CR. (2L/1.5 LBV)
PRQ: REA 090 or equivalent assessment test scores; ELT 101; or Department Chair approval. Focuses on the required and recommended practice for industrial wiring. The National Electrical Code is applied to industrial power and control wiring. Covers specification and installation of wiring, conduit, enclosures, and termination components in lecture and applied during lab.

**ELT 257
SENSORS AND TRANSDUCERS**

3 CR. (1L/3 LBV)
PRQ: ELT 134. Enables the student to study, construct, test and evaluate methods of testing and controlling common industrial processes. Includes sensing systems, transducers, measurement techniques, systems interfacing, process control, and data acquisition. 68 contact hours

**ELT 258
PROGRAMMABLE LOGIC CONTROLLERS**

3 CR. (1L/3 LBV)
PRQ: ELT 101, ELT 268. Covers the fundamentals of programmable logic controllers (PLCs) as they are applied in robotics and automation. Includes history, terminology, typical applications, hardware, and software. Incorporates lab and project activities that address operating, monitoring, programming, troubleshooting, and repairing PLC controlled lab trainers as well as actual industrial equipment.

**ELT 259
ADVANCED PROGRAMMABLE LOGIC CONTROLLERS**

3 CR. (1L/3 LBV)
PRQ: ELT 258. Serves as the second in a two course sequence and covers advanced topics and applications for programmable logic controllers (PLCs) as they are applied in robotics and automation. Includes advanced programming, diagnostics, Human Machine Interfaces (HMIs), introduction to automation networking, and system integration. Incorporates lab and project activities that address designing, operating, monitoring, programming, analyzing, troubleshooting, and repairing PLC controlled lab trainers as well as actual industrial equipment.

**ELT 261
MICROPROCESSORS**

3 CR. (2L/1.5 LBV)
PRQ: ELT 134. Focuses on basic operation and applications of microprocessors. Enables the student to write machine and assembly language programs, interface microprocessors to various devices, and troubleshoot microprocessor-based systems.

**ELT 268
ROBOTICS TECHNOLOGY**

3 CR. (2L/1.5 LBV)
PRQ: ELT 101. Introduces industrial robotics as well as a survey of the technologies and equipment used in manufacturing automation and process control. Includes axis configurations, work envelopes, programming, troubleshooting, and maintenance. Incorporates a survey of automation topics including history, computer and hardwired controls, sensors and transducers, motors and actuators, fluid power, etc. and provides a preview of the other ELT classes that cover those subjects.

**ELT 275-277
SPECIAL TOPICS**

1-6 CR. (L/LBV)
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

**ELT 275
SPECIAL TOPICS: CAPSTONE II**

3 CR. (6 IND)
PRQ: Instructor approval. This is the second independent study course which provides students who have nearly completed their degree or certificate an opportunity to apply their knowledge and skills in a work situation. Small teams of students will become expert on one or more pieces of automated industrial equipment which they will then operate, maintain, assemble/disassemble, troubleshoot, modify, etc. Safety, protocol, and compliance with defined practices, procedures, and outcomes will be emphasized.

**ELT 280
INTERNSHIP**

1-12 CR. (3-36 INT)
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.

Emergency Medical Services Technology

EMS 115

FIRST RESPONDER

3 CR. (3L)

Provides the student with core knowledge and skills to function in the capacity of a first responder arriving at the scene of an emergency, providing supportive care until advanced EMS help arrives.

EMS 116

FIRST RESPONDER REFRESHER

2 CR. (2L)

Provides the First Responder student with needed updates and review materials to renew and maintain the First Responder certificate.

EMS 125

EMT BASIC

9 CR. (6L/4.5 LBV)

PRQ: REA 060 or equivalent assessment test score. CORQ: HPR 102. Enables the student after successful completion of this course to take the EMT Certification Examination subject to the requirements of the Colorado Department of Health and Environment. Includes written and practical examinations. Student must be at least 18 years of age.

EMS 126

EMT BASIC REFRESHER

3 CR. (2L/1.5 LBV)

PRQ: EMT-Basic certification, or eligible for re-certification. Provides required didactic and skills review for renewing EMT students. Accommodates the needs of the re-entry EMT student.

EMS 130

EMT INTRAVENOUS THERAPY

2 CR. (1L/1.5 LBV)

PRQ: EMS 125. Focuses on cognitive and skill practice as required by Colorado Prehospital Care program for EMT Basic level IV approval. Examines criteria, procedures and techniques for ICV therapy, discusses fluid and electrolyte balance and principles and treatment for shock. S/U

EMS 170

EMT BASIC CLINICAL

1 CR. (1.5 LBV)

Provides the EMT student with the clinical experience required of initial and some renewal processes. S/U

EMS 175

SPECIAL TOPICS: BASIC LIFE SUPPORT

.5-10 CR. (L/LBV/INT)

Provides the student with Continuing Medical Education at the First Responder or EMT Basic Level. Courses may be combined in an entire program to meet Prehospital Care Program requirements for renewal of certificates. S/U

EMS 178

EMS SEMINAR

1 CR. (1L)

Provides the student with the opportunity to explore local interests and needs in a less formal setting. S/U

EMS 180

EMT CLINICAL INTERNSHIP

2 CR. (6 INT)

Provides the Emergency Medical Technician (EMT) with a supervised clinical learning experience that goes beyond the initial EMT requirements for the State of Colorado Department of Health. Enables the student to work with an assigned preceptor for 90 hours of clinical experience to develop an understanding of the role and responsibilities of the EMT-Basic. S/U

EMS 203

EMT INTERMEDIATE I

6 CR. (6L)

PRQ: MAT 060 or equivalent assessment test score, EMS 125. CORQ: EMS 270. Course provides preparatory information and is the first part of the EMT Intermediate program.

EMS 205

EMT INTERMEDIATE II

6 CR. (3L/9 INT)

PRQ: EMS 203, EMS 270. Serves as the second course for EMT Intermediate certification.

EMS 206

EMT INTERMEDIATE REFRESHER

3 CR. (3L)

PRQ: EMT-I Certification or eligible for recertification. Meets or exceeds minimum requirements for renewing EMT Intermediate or EMT Intermediates in the re-entry program. S/U

EMS 207

EMT INTERMEDIATE 99 TRANSITION

2 CR. (2L)

Meets or exceeds the requirements for renewing EMT-Intermediate 85s to upgrade their certification to the Intermediate 99 DOT curriculum.

EMS 213

PREHOSPITAL TRAUMA LIFE SUPPORT

1 CR. (1L)

Provides basic and/or advanced trauma life support information and skill practice. S/U

EMS 220

PARAMEDIC REFRESHER

3 CR. (2L/1.5 LBV)

PRQ: EMT-P certification or eligibility for recertification. Updates the EMT-P in four specific areas of prehospital emergency care. Includes trauma, medical, Advanced Life Support (ALS) and elective topics focused on ancillary issues in EMS. S/U

EMS 225

FUNDAMENTALS OF PARAMEDIC PRACTICE

3 CR. (3L)

PRQ: Current certification/licensure as an EMT-Basic or EMT-Intermediate, pre-screening examination, acceptance into the EMT-Paramedic training program, instructor approval. Serves as the first course of the National Standard Paramedic Curriculum as approved by the Colorado State Department of Health and Environment.

EMS 226

FUNDAMENTALS OF PARAMEDIC PRACTICE - LAB

2 CR. (3LBV)

PRQ: Currently enrolled in EMS 225, or have successfully completed EMS 225. Current complete all pre-course screening requirements, including drug test and criminal background check. Instructor approval. Serves as the lab experience to coincide with EMS 225 topics

EMS 227

PARAMEDIC SPECIAL CONSIDERATIONS

3 CR. (3L)

PRQ: Current certification/licensure as an EMT-Basic or EMT-Intermediate, pre-screening examination, acceptance into the EMT-Paramedic training program, instructor approval, successful completion of BIO 201 and BIO 202, EMS 228 and EMS 229 Focuses on a comprehensive study of Advanced Life Support Practice.

EMS 228

PARAMEDIC SPECIAL CONSIDERATIONS LAB

2 CR. (3LBV)

PRQ: Currently enrolled in EMS 227. This course is the laboratory experience course for Paramedic students currently enrolled in EMS 227, Paramedic Special Considerations. Serves as the lab experience for those students enrolled in EMS 227.

EMS 229

PARAMEDIC PHARMACOLOGY

3 CR. (3L)

PRQ: Current certification/licensure as an EMT-Basic or EMT-Intermediate, pre-screening examination, acceptance into the EMT-Paramedic training program, instructor approval. Focuses on a comprehensive study of emergency pharmacology.

EMS 230

PARAMEDIC PHARMACOLOGY LAB

2 CR. (3 LBV)

PRQ: Currently enrolled in EMS 229, or have successfully completed EMS 229. Current certification as an EMT-B or EMT-I. Successfully complete all pre-course screening requirements, including drug test and criminal background check. Instructor approval. Serves as the required lab course in the paramedic education program.

EMS 231

PARAMEDIC CARDIOLOGY

5 CR. (5L)

PRQ: Current certification/licensure as an EMT-Basic or EMT-Intermediate, pre-screening examination, acceptance into the EMT-Paramedic training program, instructor approval, successful completion of BIO 201 and BIO 202, EMS 228 and EMS 229. Addresses cardiology topics as presented in the National Standard Curriculum for paramedics.

EMS 232

PARAMEDIC CARDIOLOGY LAB

1 CR. (1.5 LBV)

PRQ: Current certification/licensure as an EMT-Basic or EMT-Intermediate, pre-screening examination, acceptance into the EMT-Paramedic training program, instructor approval, successful completion of BIO 201 & BIO 202, EMS 228 & EMS 229, currently enrolled in EMS 231 or have successfully completed EMS 231, pass drug screening and criminal background check. Incorporates a hands-on application of principles of cardiac care in the hospital environment.

EMS 233

PARAMEDIC MEDICAL EMERGENCIES

4 CR. (4L)

PRQ: Current certification/licensure as an EMT-Basic or EMT-Intermediate, pre-screening examination, acceptance into the EMT-Paramedic training program, instructor approval, successful completion of BIO 201 and BIO 202, EMS 228 and EMS 229. Focuses on a comprehensive study of adult medical emergencies.

EMS 234

PARAMEDIC MEDICAL EMERGENCIES LAB

1 CR. (1.5 LBV)

PRQ: Current certification/licensure as an EMT-Basic or EMT-Intermediate, pre-screening examination, acceptance into the EMT-Paramedic training program, instructor approval, successful completion of BIO 201 & BIO 202, EMS 228 & EMS 229, currently enrolled in or have successfully completed EMS 233. Focuses on a clinical study of adult and pediatric medical emergencies.

EMS 235

PARAMEDIC TRAUMA EMERGENCIES

4 CR. (4L)

PRQ: Current certification/licensure as an EMT-Basic or EMT-Intermediate, pre-screening examination, acceptance into the EMT-Paramedic training program, instructor approval, successful completion of BIO 201 & BIO 202, EMS 228 & EMS 229. Focuses on a comprehensive study of adult and pediatric trauma emergencies.

EMS 236

PARAMEDIC TRAUMA EMERGENCIES LAB

1 CR. (1.5 LBV)

PRQ: Current certification/licensure as an EMT-Basic or EMT-Intermediate, pre-screening examination, acceptance into the EMT-Paramedic training program, instructor approval, successful completion of BIO 201 & BIO 202, EMS 228 & EMS 229, currently enrolled in or have successfully completed EMS 235. Serves as a lab presenting various acute trauma scenarios.

EMS 237

PARAMEDIC INTERNSHIP PREPARATORY

2 CR. (2L)

PRQ: Current certification/licensure as an EMT-Basic or EMT-Intermediate, pre-screening examination, acceptance into the EMT-Paramedic training program, instructor approval, successful completion of EMS 231, EMS 233, EMS 234, EMS 235, and EMS 236. Reviews concepts and techniques used in the prehospital setting.

EMS 270

CLINICAL: EMS INTERMEDIATE

3 CR. (4.5 LBV)

CORQ: EMS 203. Provides the EMT-I student with the required field experiences as required by the Colorado Department of Health.

EMS 273

PARAMEDIC CLINICAL

6 CR. (9 LBV)

Offers laboratory/clinical requirement for students enrolled in EMS 238 and/or EMS 240. Students will participate in clinical rotations at local hospitals where they will apply the Advanced Life Support skills taught in the related didactic courses. Students must be enrolled in EMS 238 and/or EMS 240 when taking this course. Enrollment in this course must be approved by the EMS Program Coordinator and/or the Department Chair.

EMS 275

SPECIAL TOPICS

.5-10 CR. (L/LBV/INT)

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

EMS 280

PARAMEDIC INTERNSHIP I

6 CR. (18 INT)

PRQ: EMS 237. Serves as the preceptor/internship program for paramedic students.

EMS 281

PARAMEDIC INTERNSHIP II

6 CR. (18 INT)

PRQ: 280. Serves as the continuation of EMS 240, preceptor program for paramedic students.

EMS 285

INDEPENDENT STUDY

1-6 (3-18 INT)

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

Energy Technology

ENY 101

INTRODUCTION TO ENERGY TECHNOLOGIES

3 CR. (3L)

PRQ: MAT 090 and ENG 090, or equivalent assessment test scores. Introduces the energy technologies in use today and those that are in the research stage as possible alternatives. Presents technologies including active solar heating, passive solar heating, wind energy systems, biomass, photovoltaics, co-generation, low and high head hydro, hydrogen, geothermal, power towers and energy storage systems.

ENY 126

SOLAR COLLECTORS

3 CR. (3L)

PRQ: MAT 090 and ENG 090, or equivalent assessment test scores.

Introduces the principles of design and operation of solar panel arrays, material analysis and construction features of flat plate collectors, mounting techniques and construction of a basic air and liquid collector array. Covers distribution from collectors to storage and building, mechanical and plumbing codes as they apply to the solar industry.

ENY 141

PASSIVE SOLAR SYSTEM I

3 CR. (3L)

PRQ: MAT 090 and ENG 090, or equivalent assessment test scores.

Presents a state-of-the-art study on the design and installation techniques of passive/natural solar energy systems.

ENY 145

PASSIVE SOLAR RETROFIT

3 CR. (3L)

PRQ: MAT 090 and ENG 090, or equivalent assessment test scores.

Explores the principles and primary features behind a wide range of passive solar options for existing homes. Provides instruction concerning the site survey and energy conservation measures prior to installing retrofit design and construction details on various passive retrofit projects. Analyzes performance of each type of retrofit.

ENY 225

SOLAR DOMESTIC HOT WATER SYSTEMS

3 CR. (3L)

PRQ: MAT 090 and ENG 090, or equivalent assessment test scores.

Provides a working knowledge of sizing, installation, maintenance of solar domestic hot water systems, residential applications, components, parts and cost efficiency analysis.

ENY 226

SOLAR PANEL INSTALLATION

4 CR. (1.5L/3.75 LBV)

PRQ: MAT 090 and ENG 090, or equivalent assessment test scores.

Focuses on the installation of all types of panels on all types of roofs. Covers vertical wall mounting techniques.

Engineering Technology

ENT 105

SAFETY FOR MANUFACTURING ENVIRONMENTS

1 CR. (1L)

PRQ: REA 060, equivalent assessment test score, or Department Chair approval. Introduces federal and state regulations, industrial practices, and accident investigation techniques. Covers hazard communication standard, lockout/tagout procedures, eye safety, lifting techniques, electrical safety, stored energy safety, personal protective equipment, safety program development and monitoring, and accident investigation techniques. Serves as the prerequisite for all Advanced Technology Center programs.

ENT 106

PRINT READING FOR MANUFACTURING

3 CR. (1L/3 LBV)

PRQ: REA 060, MAT 060, or equivalent assessment test scores or Department Chair approval. Focuses on blueprint reading techniques related to manufacturing operations. Covers basic drafting standards, sketching, machine shop math, symbol interpretation, tolerancing, and dimensioning standards.

ENT 131

MECHANICAL DRAWING I

4 CR. (2L/3 LBV)

PRQ: MAT 060, equivalent assessment test score, or Department Chair approval. Enables students to manually manipulate drafting tools, computer keyboard, and mouse. Includes basic drafting techniques, use and care of instruments, lettering, line quality, geometric construction, orthographic projection, sectioning, sketching, auxiliary views, techniques. Provides an introduction to CAD.

ENT 133

INTRODUCTION TO MECHANICAL DESIGN

3 CR. (1L/3 LBV)

PRQ: ENT 106 or ENT 131, or Department Chair approval. Focuses on industrial design concepts for mass production. Introduces tolerancing, industrial fasteners, economic considerations, and terminology. Incorporates small design projects.

ENT 134

GEOMETRIC DIMENSIONING & TOLERANCING

2 CR. (1L/1.5 LBV)

PRQ: ENT 131 or ENT 106 or

Department Chair approval. Enables the student to study and apply principles involving tolerance fits between mating parts and techniques involving precision.

ENT 135

CONSTRUCTION PLANNING AND ESTIMATING

2 CR. (2L)

PRQ: REA 090, MAT 060, or equivalent assessment test scores or Department Chair approval. Provides students with a basic knowledge of the construction planning and estimating process. Includes estimating documentation, spreadsheets, monitoring, and control of construction costs.

ENT 137

INTRODUCTION TO ENGINEERING TECHNOLOGY

3 CR. (3L)

CORQ: MAT 090 or equivalent assessment test score, ENT 131 or Department Chair Approval. Prepares students for success in the Engineering Technology program. Focuses on engineering job skills and duties, academic requirements, calculator usage, engineering reference and handbooks, geometry, trigonometry, problem solving skills, and introduction to wordprocessing and spreadsheets.

ENT 141

SURVEYING I

4 CR. (2L/3 LBV)

PRQ: MAT 090, equivalent assessment test score, or Department Chair approval. Serves as a beginning course in plane surveying. It covers horizontal distance measurement by pacing and chaining, care and use of total stations, theodolites, transits and levels, differential leveling, traversing, and basic construction surveying. Various instruction is given in proper survey note taking procedures and surveying terminology. Calculation of bearings, azimuths and slope reduction is also covered in this comprehensive course.

ENT 142

SURVEYING II

4 CR. (2L/3 LBV)

PRQ: ENT 141. Introduces topographic and land surveying. Covers advanced construction surveying techniques including curves, grades, and slope staking. Addresses use and care of theodolites and electronic total station equipment.

ENT 143

SURVEY DRAFTING

3 CR. (1L/3 LBV)

CORQ: ENT 131 or permission of the instructor. Enables the student to practice the methods involved in converting surveying information into graphic drawings using inking techniques.

ENT 145

STRUCTURAL DETAILING

3 CR. (1L/3 LBV)

PRQ: ENT 131. Focuses on shop and detail drawings used in steel and concrete construction. Covers applications to residential, light commercial, and industrial structures.

ENT 146

CONSTRUCTION MATERIALS AND METHODS

3 CR. (3L)

PRQ: REA 090, equivalent assessment test score, or Department Chair approval. Focuses on basic knowledge of construction materials, how they are manufactured, and their applications in light commercial and industrial structures.

ENT 155

MANUFACTURING TECHNOLOGY I

3 CR. (1L/3 LBV)

Focuses on contemporary manufacturing organization, methods, and processes involved in converting raw materials into finished products.

ENT 233

MECHANICAL DESIGN I

3 CR. (1L/3 LBV)

PRQ: ENT 133, CAD 101. Focuses on the industrial design process from layout to production drawings, jig and fixture design standard part selection from handbooks and catalogs, specification writing, and part ordering.

ENT 234

MECHANICAL DESIGN II

3 CR. (1L/3 LBV)

PRQ: ENT 233. Emphasizes the layout and design of mechanical systems, tool selection, standard parts selection, report and specification writing, and part ordering techniques.

ENT 236

ELECTRONIC DRAFTING

3 CR. (1L/3 LBV)

PRQ: CAD 101. Schematics, printed circuit board layouts, symbols, and wiring diagrams will be produced on CAD workstation; terminology and the manufacturing process of printed circuit boards will be covered.

ENT 237

STATICS

3 CR. (3L)

PRQ: ENT 137, MAT 121, or instructor permission. Focuses on the study of mechanics involving forces and the effects of forces on bodies in equilibrium. Includes force systems, coplanar force systems, structure analysis, friction spatial force systems gravity and centroids.

ENT 238

INDUSTRIAL FLUID POWER AND CONTROLS

3 CR. (1L/3 LBV)

PRQ: ENT 131. Introduces fluid power application in industry and various types of industrial control devices used in modern manufacturing equipment and machinery. Enables the student to produce the graphics required to incorporate these items into a mechanical design.

ENT 241

RESIDENTIAL ARCHITECTURE

3 CR. (1L/3 LBV)

PRQ: ENT 131 or permission of the instructor. Enables the student to produce a set of residential construction plans based on sketches produced and provided. Emphasizes the current techniques for graphic representation of residential architecture plans.

ENT 242

COMMERCIAL ARCHITECTURE

3 CR. (1L/3 LBV)

PRQ: CAD 101, ENT 145, and ENT 241. Covers design and drafting for commercial structures. Emphasizes the requirements for commercial public buildings, steel and timber construction. Enables the student to complete a partial set of drawings from "architect sketches".

ENT 243

ADVANCED SURVEY DRAFTING

3 CR. (1L/3 LBV)

PRQ: CAD 101 and ENT 143. Focuses on traverses, legal descriptions, horizontal and vertical curves, land sections, and coordinates. Emphasizes field note interpretation. Graphics for this course are produced on CAD workstations.

ENT 244

SURVEYING III

3 CR. (1L/3 LBV)

PRQ: ENT 142, CAD 101. Focuses on advanced electronic surveying techniques. Introduces data collection and processing via computer software.

ENT 245

CONCRETE AND ASPHALT TECHNOLOGY

3 CR. (2L/1.5 LBV)

PRQ: CAD 101. Focuses on the study of Portland cement concrete and bituminous pavements. Covers manufacturing, mix design, and placement of these materials.

ENT 247

STRENGTH OF MATERIALS

3 CR. (3L)

PRQ: ENT 237. Serves as an extension of Statics and includes the study of mechanical properties of materials and their limitations in engineering design by the study of stresses, strains, torsion forces, shear forces, and deflections placed upon these materials.

ENT 256

RAPID PRODUCT DEVELOPMENT

4 CR. (2L/3 LBV)

PRQ: ENT 133. Enables the student to develop 3D solid models for prototype products using CAD technology. Covers various types of prototyping including stereolithography, selective laser sintering, laminated object manufacturing and CNC.

ENT 258

INDUSTRIAL FLUID POWER AND CONTROLS

3 CR. (1L/3 LBV)

PRQ: ENT 238. Focuses on the diagnosis of problems that may arise in fluid power systems used in a modern manufacturing environment. Covers the tools and techniques used in installation and component repair/replacement.

ENT 270

TECHNICAL EXPERIENCE

3 CR. (9 COP)

PRQ: Permission from instructor. Incorporates professional work experience directly related to the area of training. S/U

English

ENG 030

BASIC WRITING SKILLS

2 CR. (1L/2 LBA)

PRQ: 25 or better on ACCUE language test. Focuses on sentence and basic paragraph structure and development. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations.

ENG 060

WRITING FUNDAMENTALS

3 CR. (3L)

PRQ: 50 or better on ACCUE or grade of "C" or better in ENG 030. Focuses on paragraph structure and development and introduces the formal essay. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations.

ENG 090

BASIC COMPOSITION

3 CR. (3L)

PRQ: 70 or better on the ACCUE test or grade of "C" or better in ENG 060. Emphasizes critical thinking as students explore writing for specific purposes and audiences. Enables the student to develop skills required for college-level writing while reviewing paragraph structure and focusing on essay development.

ENG 113

BUSINESS ENGLISH

3 CR. (3L)

PRQ: CIS 110, ENG 090, REA 060 or equivalent assessment test scores or Department Chair approval. Introduces business English skills that are applicable to business correspondence. This course will review basic principles of grammar, punctuation, capitalization, spelling, and word usage.

ENG 121

ENGLISH COMPOSITION I

3 CR. (3L)

PRQ: a grade of C or better in ENG 090 or a score of 95 or better on the ACCUE test. Telecourse students should have received a grade of A or B in English 090 or equivalent. Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. Includes a minimum of five compositions that stress analytical, evaluative, and persuasive/argumentative writing. This course is one of the Statewide Guaranteed Transfer Courses, GT-CO1.

ENG 122

ENGLISH COMPOSITION II

3 CR. (3L)

PRQ: a grade of C or better in ENG 121. 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. This course is one of the Statewide Guaranteed Transfer Courses, GT-CO1.

ENG 131

TECHNICAL WRITING I

3 CR. (3L)

PRQ: ENG 090 or ACCUE 95. Develops skills one can apply to a variety of technical documents. Focuses on principles for organizing, writing, and revising clear, readable documents for industry, business, and government.

ENG 132

TECHNICAL WRITING II

3 CR. (3L)

PRQ: ENG 131. Expands and refines the objectives of ENG 131, emphasizing formal presentations, both written and oral.

ENG 221

CREATIVE WRITING I

3 CR. (3L)

PRQ: ENG 090 or permission of instructor. Teaches techniques for creative writing. Explores imaginative uses of language through creative genres (fiction, poetry, literary nonfiction) with emphasis on the student's own unique style, subject matter and needs.

ENG 222

CREATIVE WRITING II

3 CR. (3L)

PRQ: ENG 221 or permission of instructor. Provides continued development of written expression in such forms as poetry, fiction, and/or nonfiction writing.

ENG 230

CREATIVE NONFICTION

3 CR. (3L)

PRQ: ENG 090 or equivalent assessment test score. Teaches students to incorporate literary techniques into factual writing. Enables the student to survey a wide range of readings and analyze form and content. Includes critical review, biographical profiles, travel writing, and memoirs. Provides the opportunity for students to write and review their own nonfiction in a supportive, constructive setting.

ENG 275

SPECIAL TOPICS

0-6 CR. (0L-6L)

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

ENG 275

SPECIAL TOPICS: CREATIVE WRITING III

3 CR. (3L)

PRQ: ENG 222. This course emphasizes a special project, such as a collection of poems, several chapters of a novel, a one act play, multiple sections of an autobiography, or a similar activity with instructor's approval. Each student will use an appropriate text, supporting the individual project and including elements appropriate to the genre chosen.

Ethnic Studies

ETH 224

INTRODUCTION TO CHICANO STUDIES

3 CR. (3L)

PRQ: REA 090 or equivalent assessment score. Introduces students to skills development in multicultural education. Covers Chicano history, migration and labor, education, law and Chicano culture.

Fire Science Technology

FST 100

FIREFIGHTER I

9 CR. (6L/4.5 LBV)

PRQ: EMS 125. CORQ: REA 060 or equivalent assessment test score. Addresses the requirements necessary to perform at the first level of progression as identified in National Fire Protection Association (NFPA) 1001, Firefighter Professional Qualifications. This is a lecture and lab course for meeting the NFPA 1001, level I, standard using IFSTA Essentials.

FST 101

FIREFIGHTER II

3 CR. (2L/1.5 LBV)

CORQ: REA 060 or equivalent assessment test score. Addresses the requirements necessary to perform at the second level of progression as identified in NFPA 1001, level II Fire Fighter Professional Qualifications.

FST 102

INTRO TO FIRE SCIENCE & SUPPR

3 CR. (3L)

CORQ: REA 060 or equivalent assessment test score. Introduces the fire service organization and operation from past to present operations. Includes operation and organization of federal, state, local and private protection forces. Emphasizes extinguishing methods and equipment, special extinguishing agents, and special hazard considerations. Serves as a prerequisite for students having no previous fire suppression training or experience.

FST 103

FIREFIGHTER OCCUPATIONAL HEALTH AND SAFETY

3 CR. (3L)

CORQ: REA 060 or equivalent assessment test score. Focuses on on-scene and on-the-job firefighter health, safety and fitness, the safety officer, mental well-being, stress management, and standards related to health, safety and fitness.

FST 104

FIRE PROTECTION SYSTEMS

3 CR. (3L)

CORQ: REA 060 or equivalent assessment test score. Addresses principles and functions involved in the installation and use of sprinkler systems, special suppression systems, and fire detection and alarm systems. Covers portable fire extinguishing equipment requirements, sprinkler systems, installation, inspection and maintenance, special protection systems, and residential sprinklers.

FST 105

BUILDING PLANS AND CONSTRUCTION

3 CR. (3L)

CORQ: REA 060 or equivalent assessment test score. Covers various methods of building construction, the materials used in building construction, and their relationship to methods of fire attack and extinguishments. Includes types of building construction, principles of fire resistance, flame spread, smoke and fire containment, basic knowledge of plan review, and blueprint specifications.

FST 106

FIRE INSPECTION PRACTICES

3 CR. (3L)

CORQ: REA 060 or equivalent assessment test score. Introduces the organization of the fire prevention agency; inspections, surveying, mapping and company inspections; recognition of fire hazards; engineering a solution to the hazard, enforcement of the solution, and public relations as affected by fire prevention. Fire Inspector I State Certificate available.

FST 107

HAZARDOUS MATERIALS OPERATIONS (LEVEL I)

3 CR. (3L)

CORQ: REA 060 or equivalent assessment test score. Introduces hazardous materials incidents, recognizing and identifying hazardous materials, planning response, implementing response procedures, decision making, and continued evaluation at the awareness and operation level.

FST 110

JOB PLACEMENT AND ASSESSMENT

3 CR. (2L/1.5 LBV)

CORQ: REA 060 or equivalent assessment test score. Addresses all aspects of the Fire Service entrance examination process and especially emphasizes various components of the exam, including the written, physical abilities, and oral interview. The objective of this class is to help increase the entrance firefighter candidate's chance of obtaining a career in the Fire Service.

FST 150

INTRODUCTION TO FIRE PREVENTION EDUCATION

3 CR. (3L)

CORQ: REA 060 or equivalent assessment test score. Focuses on conducting prevention and education needs assessment, targeting audiences; development and delivery of prevention and education programs. Includes methods of conducting fire prevention and safety inspections.

FST 151

DRIVER-OPERATOR

3 CR. (2L/1.5 LBV)

CORQ: REA 060 or equivalent assessment test score. Provides the student with the basic knowledge and skills to safely operate fire apparatus according to the NFPA professional standard. Enables the student to display and demonstrate knowledge of fire apparatus, operation of apparatus, pumps and pumping, hydraulics calculations, maintenance and testing.

FST 160

CANDIDATE PHYSICAL ABILITIES TEST PREP COURSE

3 CR. (1L/3 LBV)

CORQ: REA 060 or equivalent assessment test score. Prepares students for the job as firefighters as well as the testing requirements to test for CPAT. The tools for all classes will be fire service tools, such as, sledge hammer, hose, nozzle, ladders, pike pole, power saws, and rescue dummy. The course will include basic fire skills of rescue, hose lay, equipment movement, ladder raise, ladder extend, forcible entry, search, and ceiling breach. The course also includes aerobic and strength training to assist student in passing CPAT.

FST 201

INSTRUCTIONAL METHODOLOGY

3 CR. (3L)

CORQ: REA 060 or equivalent assessment test score. Covers the role and responsibility of the fire service instructor. Includes oral communication skills, concepts of learning, planning and development of lesson plans, instructional materials and delivery methods, testing and evaluations, records and reports, and demonstration of instructional abilities. Fire Instructor I State Certificate is available.

FST 202

FIREFIGHTING STRATEGY AND TACTICS

3 CR. (3L)

CORQ: REA 090 or equivalent assessment test score. Firefighting strategy and tactics, methods of fire attack, fire behavior, building construction, and pre-fire planning.

FST 203

FIRE SCIENCE HYDRAULICS

3 CR. (3L)

CORQ: REA 090 or equivalent assessment test score. Covers hydraulic calculations that are necessary in water delivery and supply for fire suppression; hydraulic laws and formulas as applied to fire protection requirements, and fire apparatus UL requirements.

FST 204

FIRE CODES AND ORDINANCES

3 CR. (3L)

CORQ: REA 090 or equivalent assessment test score. Covers familiarization and interpretation of national, state and local codes, ordinances and laws which influence the field of fire prevention. Fire code and life safety code are reviewed and referred to throughout the course.

FST 205

FIRE CAUSE DETERMINATION

3 CR. (3L)

CORQ: REA 090 or equivalent assessment test score. Covers the proper method(s) of conducting basic fire investigation, determining area and point of origin, cause and methods of fire spread, recognition and preservation of evidence. Includes arson law, Constitutional law, interviewing, court procedures and testimony.

FST 206

FIRE CO SUPERV AND LEADERSHIP

3 CR. (3L)

CORQ: REA 090 or equivalent assessment test score. Covers fire department organization, management philosophies, leadership traits, time management, group dynamics, communications, motivation counseling, conflict resolution, and employee discipline. Meets components of Fire Officer I State Certificate.

FST 207

STRATEGY AND TACTICS II

3 CR. (3L)

PRQ: FST 202. CORQ: REA 090 or equivalent assessment test score. Focuses on tactics and strategies associated with transportation emergencies and fires, high-rise fires, below-ground incidents, confined space emergencies, and special rescue situations.

FST 250

CHEMISTRY FOR FIRE PROTECTION

3 CR. (3L)

CORQ: REA 090 or equivalent assessment test score. Addresses the actions and reactions of commonly encountered products and chemicals, chemical properties, and field applied chemistry.

FST 252

FIRE ARSON INVESTIGATION

3 CR. (3L)

CORQ: REA 090 or equivalent assessment test score. Studies cause and origin as related to arson fires; evidence preservation and chain of evidence; interviewing; giving testimony; and laws associated with fire and arson investigation, records and reports.

FST 253

FIRE GROUND ORGANIZATION AND COMMAND

3 CR. (3L)

PRQ: FST 202. CORQ: REA 090 or equivalent assessment test score. Focuses on fire ground management, resource availability, management and deployment, Integrated Management System and all related components, communications, problem solving, and table top exercises.

FST 254

HAZARDOUS MATERIALS TECHNICIAN LEVEL

3 CR. (3L)

PRQ: FST 107. CORQ: REA 090 or equivalent assessment test score. Focuses on techniques associated with hazardous materials mitigation, the use of monitoring devices, components of a mitigation teams, command and control of hazardous materials incidents.

FST 255

FIRE SERVICE MANAGEMENT

3 CR. (3L)

CORQ: REA 090 or equivalent assessment test score. Serves as the basic management course for present and potential members of the fire service, and for students and members of other fire science-related professions. Introduces the student to current management practices and philosophies and real-world applications from the supervisor's point of view. Covers decision making/problem solving, communication skills, conflict resolution, creativity and innovation, as well as the role of the manager in supervising personnel and programs, e.g., motivation, leadership, counseling, ethics, and handling discipline and grievances.

FST 256

FIRE SERVICE EMS MANAGEMENT

3 CR. (3L)

PRQ: EMS 125. CORQ: REA 090 or equivalent assessment test score. Addresses budgeting, staffing, training, and equipment issues; transportation, standard of care, and protocols; operations, communications, incident and disaster management, and legal issues associated with EMS operations.

FST 257

FIRE DEPARTMENT ADMINISTRATION

3 CR. (3L)

PRQ: FST 206. CORQ: REA 090 or equivalent assessment test score. Focuses on the operations of volunteer and combination fire departments, compliance with standards and ordinances, funding, recruiting, hiring and retaining employees, funding and budgeting, organizational planning and public relations.

French

FRE 111

FRENCH LANGUAGE I

5 CR. (5L)

PRQ: ENG 060, REA 060, or equivalent assessment test scores. Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the French language.

FRE 112

FRENCH LANGUAGE II

5 CR. (5L)

PRQ: FRE 111 or instructor's permission; ENG 060 and REA 060, or equivalent assessment test scores. Continues French I in the development of functional proficiency in listening, speaking, reading and writing the French language.

FRE 211

FRENCH LANGUAGE III

3 CR. (3L)

PRQ: FRE 112 or instructor's permission; ENG 090; REA 090; or equivalent assessment test scores. Continues French I and II in the development of increased functional proficiency in listening, speaking, reading and writing the French language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

FRE 212

FRENCH LANGUAGE IV

3 CR. (3L)

PRQ: FRE 211 or instructor's permission; ENG 090; REA 090; or equivalent assessment test scores. Continues French I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the French language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

Geography

GEO 105

WORLD REGIONAL GEOGRAPHY 3 CR. (3L)

PRQ: REA 090 or equivalent assessment test score. Facilitates an understanding of spatial relationships between and among the geographic regions of the world. Includes demographic and cultural (political, economic, and historic) forces related to the physical environments of selected regions. Focuses on analysis of interrelationships between developed and developing regions, and the interactions between human societies and natural environments. This course is one of the Statewide Guaranteed Transfer courses, GT-SS2.

GEO 106

HUMAN GEOGRAPHY 3 CR. (3L)

PRQ: REA: 090 or the equivalent recommended. Introduces geographic perspectives and methods with applications to the study of human activities. Emphasizes the distribution of humans, adjustments to the natural environment, and land use practices. This course is one of the Statewide Guaranteed Transfer courses, GT-SS2.

GEO 111

PHYSICAL GEOGRAPHY - LANDFORMS 4 CR. (4L)

PRQ: REA: 090 or the equivalent recommended. Introduces the principles of landforms as a major aspect of mans natural environment. Incorporates an integrated process of lecture, discussion, and laboratory assignments.

Geology

GEY 111

PHYSICAL GEOLOGY 4 CR. (3L/2 LBA)

PRQ: MAT 090, REA 090, ENG 090, CIS 110, or equivalent assessment test scores. Studies the materials of the earth, its structure, surface features and the geologic processes involved in its development. This course includes laboratory experience. This course is one of the Statewide Guaranteed Transfer Courses, GT-SC1.

GEY 121

HISTORICAL GEOLOGY

4 CR. (3L/2 LBA)

PRQ: MAT 090, REA 090, ENG 090, GEY 111 or consent of instructor of Geology, CIS 110, or equivalent assessment test scores. Studies the physical and biological development of the earth through the vast span of geologic time. Emphasizes the investigation and interpretation of sedimentary rocks, the record of ancient environments, fossil lifeforms, and physical events, all within the framework of shifting crustal plates. Course includes laboratory experience. This course is one of the Statewide Guaranteed Transfer Courses, GT-SC1.

GEY 135

ENVIRONMENTAL GEOLOGY

3 CR. (3L)

PRQ: REA 090, MAT 090, ENG 090, CIS 110, or equivalent assessment test scores. Introduces geology and its relationship to man's environment. Covers geologic hazards such as floods, landslides, avalanches, earthquakes and volcanoes. Focuses on surface and groundwater resources in terms of exploitation and man's responsibility to protect these resources from contamination. The geologic aspects of land use practices, as well as mineral and energy resource exploitation are reviewed and related to legislation regarding environmental law.

German

GER 101

CONVERSATIONAL GERMAN I

3 CR. (3L)

PRQ: REA 060 or equivalent assessment test score. Introduces beginning students to conversational German and focuses on understanding and speaking German. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

GER 111

GERMAN LANGUAGE I

5 CR. (5L)

PRQ: REA 060 and ENG 060, or equivalent assessment test scores. Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the German language. Note: The order of the topics and methodology will vary according to individual texts and instructors.

GER 112

GERMAN LANGUAGE II

5 CR. (5L)

PRQ: GER 111 or instructor's permission; REA 060 and ENG 060, or equivalent assessment test scores. Continues German Language I in the development of functional proficiency in listening, speaking, reading and writing the German language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

GER 211

GERMAN LANGUAGE III

3 CR. (3L)

PRQ: GER 112 or instructor's permission; REA 090; ENG 090; or equivalent assessment test scores. Continues German Language I and II in the development of increased functional proficiency in listening, speaking, reading and writing the German language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

GER 212

GERMAN LANGUAGE IV

3 CR. (3L)

PRQ: GER 211 or permission of instructor; ENG 090 and REA 090, or equivalent assessment test scores. Continues German Language I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the German language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

Health and Wellness

HWE 100

HUMAN NUTRITION

3 CR. (3L)

PRQ: REA 090, MAT 060, ENG 060, CIS 110, or equivalent assessment test scores. Introduces basic principles of nutrition with emphasis on personal nutrition. Satisfies nutrition requirement of students entering health care professions.

HWE 103

COMMUNITY FIRST AID AND CPR

1 CR. (1L)

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. S/U

Health Professions

HPR 100

INTRODUCTION TO HEALTH

3 CR. (3L)

Provides an exploratory course for students interested in a health career. Basic health skills such as vital signs and CPR will be included.

HPR 102

CPR FOR PROFESSIONALS: PROFESSIONAL RESCUER

.5 CR. (.5L)

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

HPR 103

CPR FOR PROFESSIONALS RENEWAL

.5 CR. (.5L)

Provides opportunity for currently certified CPR providers to renew certificates. S/U

HPR 108

DIETARY NUTRITION

1 CR. (1L)

PRQ: REA 090 or equivalent assessment test score. Studies the basic principles in clinical practice involved in the assistance of health care. The course will cover factors which influence the nutritional status of individuals, methods of nutritional assessment and support, and diet modification for specific disease states.

HPR 112

PHLEBOTOMY

4 CR. (2.5L/1.5 LBV)

PRQ: ENG 090, MAT 060, REA 060. Teaches the duties associated with the practice of venipuncture, capillary puncture, and special collection procedures. Students will have experience with quality control, infection control and safety procedures as well as laboratory computer systems. Students successfully completing this course may apply for a National Phlebotomy Registry Examination.

HPR 113

ADVANCED PHLEBOTOMY

4 CR. (2L/3 LBV)

PRQ: ENG 090, MAT 060, REA 060 or equivalent test scores. Instructs students in advanced phlebotomy techniques to include patients in trauma, neonatal, geriatric, and long term acute care areas. In addition, laboratory procedures taught include specimen processing and course includes a lecture/lab combination that teaches theory and direct application of theoretic content and clinical opportunities for student to master learned skills.

HPR 117

ANATOMICAL KINESIOLOGY

3 CR. (1L/3 LBV)

PRQ: BIO 106. Studies the Anatomical Bases of Human Movement.

HPR 120

ACLS

1 CR. (1L)

Presents the required material for ACLS completion. It will cover arrhythmias, medications, therapeutic modalities for life threatening arrhythmias, airway management, and other treatment modalities used in cardiac and respiratory arrest. S/U

HPR 121

ACLS RECERTIFICATION

.5 CR. (.5L)

Presents the required material for ACLS recertification. It will cover rhythm recognition, cardiac drugs, cardiac monitors, and case based scenarios. S/U

HPR 122

ACLS INSTRUCTOR COURSE

.5 CR. (.5L)

Presents information on how to obtain a complete health history, assessment skills of inspection, palpation, percussion, and auscultation are practiced in class. S/U

HPR 130

PEDIATRIC ADVANCED LIFE SUPPORT

1 CR. (1L)

Provides students the needed information and skills as required by health care agencies for pediatric emergencies. S/U

HPR 131

PEDIATRIC ADVANCED LIFE SUPPORT RENEWAL

.5 CR. (.5L)

Provides students with updates and skill practice to complete renewal requirements for PALS completion card. S/U

HPR 132

PEDIATRIC ADVANCED LIFE SUPPORT INSTRUCTOR

1 CR. (1L)

Provides the current PALS provider the information and practice needed to instruct PALS initial and renewal courses. S/U

HPR 178

SEMINAR: MEDICAL TERMINOLOGY

1-4 CR. (1-4L)

Introduces the student to the structure of medical terms with emphasis on combining and using the most common prefixes, roots and suffixes. Includes terms related to clinical laboratory, diagnostic imaging, nuclear medicine and oncology, as well as major body systems. Classroom structure provides accepted pronunciation of terms and relative use in the healthcare setting. When offered through BTE for 3 credits, course prerequisites are PRQ: CIS 110, REA 060, ENG 060, or equivalent assessment test scores or Department Chair approval.

HPR 190

BASIC EKG INTERPRETATION

2 CR. (2L)

Provides instruction for interpretation of EKG strips, anatomy and physiology of the heart, using three-lead monitoring as a guide. Twelve-lead EKG may be discussed. S/U

HPR 200

12 LEAD ECG INTERPRETATIONS

3 CR. (3L)

Focuses on each wave and interval of the complex, the axis, and the 12-lead presentation of some rhythm disturbances. S/U

HPR 275

SPECIAL TOPICS: SKILLS FOR THE HEALTH CARE TECHNICIAN

5 CR. (3L/3 LBV)

PRQ: ENG 090, MAT 060, REA 060 or equivalent test scores. Provides knowledge and skills acquisition for the health care support technician to deliver quality care to individuals in residential, community, and other health care settings.

HPR 278

SEMINAR: MEDICAL TERMINOLOGY

1-6 CR. (1-6L)

Provides students with an experiential learning opportunity. When offered through BTE for 3 credits, course prerequisites are PRQ: HPR 178 or instructor permission, CIS 110, ENG 060, REA 060 or equivalent assessment test scores or Department Chair approval.

History

HIS 101 HISTORY OF WESTERN CIVILIZATION I

3 CR. (3L)
PRQ: REA 090 or the equivalent recommended. 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. This course is one of the Statewide Guaranteed Transfer courses, GT-HI1.

HIS 102 HISTORY OF WESTERN CIVILIZATION II

3 CR. (3L)
PRQ: REA 090 or the equivalent recommended. 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. This course is one of the Statewide Guaranteed Transfer courses, GT-HI1.

HIS 111 WORLD CIVILIZATION I

3 CR. (3L)
Enables the student to view history up to 1500 CE in a broad global sense. Focuses on the common denominators among all people. This approach goes beyond political borders, to provide a better appreciation for different cultures. This course is one of the Statewide Guaranteed Transfer courses, GT-HI1.

HIS 112 WORLD CIVILIZATION II

3 CR. (3L)
PRQ: REA 090 or equivalent assessment test score. Enables students to view history post 1500 CE in a broad global sense. Focuses on the common denominators among all people. This approach goes beyond political borders to provide a better appreciation for different cultures. This course is one of the Statewide Guaranteed Transfer courses, GT-HI1.

HIS 201 U.S. HISTORY I

3 CR. (3L)
PRQ: REA 090 or the equivalent recommended. 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. This course is one of the Statewide Guaranteed Transfer courses, GT-HI1.

HIS 202 U.S. HISTORY II

3 CR. (3L)
PRQ: REA 090 or the equivalent recommended. 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. This course is one of the Statewide Guaranteed Transfer courses, GT-HI1.

HIS 225 COLORADO HISTORY

3 CR. (3L)
PRQ: REA 090 or the equivalent recommended. 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.

HIS 244 HISTORY OF LATIN AMERICA

3 CR. (3L)
PRQ: ENG 060, REA 090, or equivalent assessment test scores. Focuses on the major political, economic, social, and cultural influences that have shaped Latin America from pre-European conquest to the present. Emphasizes the early history of Latin America but connects it to the present.

HIS 246 HISTORY OF MEXICO

3 CR. (3L)
PRQ: ENG 060, REA 090, or equivalent assessment test score. Focuses on the major political, economic, social, and cultural developments of Mexico from Pre-Columbian times to the present.

Holistic Health Professional

HHP 166 INTRODUCTION TO REFLEXOLOGY

1 CR. (1L)
Teaches the student foot anatomy, basic hand stroke and foot reflex points.

HHP 202 AROMATHERAPY

.5 CR. (.5L)
While much ancient wisdom on the use of essential oils in health maintenance and the healing of disease has been lost, some tantalizing data from the ancient Egyptians exists and has been verified by modern scientific research. Explores the pharmacokinetics and neurophysiology of essential oils, looking into their origins, extraction, storage, and usage. Enables the student to observe a large number of essential oil remedies and their applications.

HHP 218 ACUPRESSURE

1 CR. (1L)
PRQ: MST 111. Focuses on acupressure - a light finger pressure in the organ flow and meridians used in traditional Chinese acupuncture. Offers hands-on instruction emphasizing energizing, balancing, and the easing of common aches and discomforts.

Hospitality Studies

HOS 105 INTRODUCTION TO MANAGEMENT IN THE HOSPITALITY INDUSTRY

3 CR. (3L)
Describes the history, development, and operation of the hospitality industry including careers in the industry, management practices, accounting procedures, destinations and lodging.

HOS 106 CASE STUDIES IN THE HOSPITALITY INDUSTRY

3 CR. (3L)
PRQ: HOS 105, CIS 110, REA 030, or equivalent assessment test score or Department Chair approval. Analyze and discuss aspects of the hospitality industry including front desk management, marketing, menu planning and tourism using case studies.

HOS 122

TOURISM GEOGRAPHY I

3 CR. (3L)

Introduces geography concepts such as time zones, weather patterns, map skills and geology to the students. This in-depth study of the western hemisphere, including North and South America and the Caribbean, will be considered from the perspective of the Hospitality professional.

HOS 123

TOURISM GEOGRAPHY II

3 CR. (3L)

Continues HOS 122, Tourism Geography I, and will complete the examination of the world. The eastern hemisphere, including Europe, Asia, the Middle East, Africa, Australia and Oceania, will be studied from the perspective of the Hospitality professional.

HOS 131

PLANNING FOR SPECIAL EVENTS

3 CR. (3L)

Provides a basic knowledge of the planning and development of an event or meeting, including the budgeting, arranging of entertainment and catering, and the lodging of participants.

HOS 141

CONVENTION MANAGEMENT

3 CR. (3L)

Prepares students for a management position in the convention industry. The course defines the scope and segmentation of the convention and group business market, describes marketing and sales strategies to attract markets with specific needs, and explains techniques to meet those needs as part of meeting and convention service. The class meets for a total of 45 hours. At the conclusion of the course, students will take a nationally recognized test from the Educational Institute of the American Hotel and Lodging Association.

HOS 175-177

SPECIAL TOPICS

1-6 CR. (L)

Exploration of current topics, issues and activities related to one or more aspects of the named discipline.

HOS 207

TOUR MANAGEMENT

3 CR. (3L)

Develops a basic understanding of the role and function of a tour conductor.

HOS 275-277

SPECIAL TOPICS

1-6 CR. (L)

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

Humanities

HUM 103

INTRODUCTION TO FILM ART

3 CR. (3L)

PRQ: REA 090 or equivalent assessment test score. 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 key historical and aesthetic periods as well as a variety of genres and themes. The course incorporates the vocabulary stylistic systems (for instance, cinematography, editing and art direction) and narrative systems (for instance, story structure and character motivation) as both relate to the kinds of meanings a film conveys.

HUM 110

INTRODUCTION TO THE FINE ARTS

3 CR. (3L)

PRQ: REA 090 or equivalent assessment test score. Introduces the basic elements and principles of the fine arts (art, music and theater).

HUM 117

CRITICAL THINKING

3 CR. (3L)

PRQ: REA 090 or equivalent assessment test score. Develops higher order thinking and reasoning skills. Students will apply these skills to a variety of academic disciplines, contemporary issues and their own life experiences.

HUM 121

HUMANITIES: EARLY CIVILIZATIONS: AH2

3 CR. (3L)

PRQ: REA 090 or equivalent assessment test scores. 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. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2

HUM 122

HUMANITIES: MEDIEVAL TO MODERN: AH2

3 CR. (3L)

PRQ: REA 090 or equivalent assessment test scores. 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. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2

HUM 123

HUMANITIES: MODERN WORLD: AH2

3 CR. (3L)

PRQ: REA 090 or equivalent assessment test scores. 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. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2

HUM 131

THE ARTS AND CULTURES OF MEXICO

3 CR. (3L)

PRQ: REA 090 or equivalent assessment test score. Introduces students, through visual arts, music, and literature to attitudes toward the sacred and toward power (political, economic, social, religious) held by various cultures in Mexico from the Pre-Hispanic era to the mid-twentieth century.

HUM 164

AMERICAN CINEMA

3 CR. (3L)

PRQ: REA 090 or equivalent assessment test score. Introduces film studies and surveys the American film industry as an art form, as an industry, and as a system of representation and communication. This course explores how Hollywood films work technically, aesthetically, and culturally to re-enforce and challenge America's national self image.

HUM 237

HISPANIC ARTS OF THE AMERICAN SOUTHWEST

3 CR. (3L)

PRQ: REA 090 or equivalent assessment test score. Examines the history, visual arts and permanency of the Hispanic culture of the American Southwest. Through the study of historical sequences, major artistic expressions dating from 1598 and aspects of literature of the contemporary Hispanic society students will gain an insight into the Hispanic cultural contributions to the Southwest.

HUM 238

SACRED IMAGES, SACRED SPACES: SOUTHWESTERN US

3 CR. (3L)

PRQ: REA 090 or equivalent assessment test score. Examines the historical, social, geographical and cultural forces that influenced the design and presentation of sacred images in several Southwestern U.S. cultures. Students will study stylistic features of images in various media in relation to the sacred spaces where they are displayed or employed in rituals.

Italian

ITA 101
CONVERSATIONAL ITALIAN I
3 CR. (3L)
PRQ: REA 060 or equivalent assessment test score. Provides the first course in a sequence for beginning students who wish to understand and speak Italian. The material includes basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

ITA 111
ITALIAN LANGUAGE I
5 CR. (5L)
PRQ: ENG 060 and REA 060 or equivalent assessment test score. Introduces a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the Italian language. Note: The order of the topics and methodology will vary according to individual texts and instructors.

Jewelry Repair and Design

Permission from the Department Chair is required to enroll in these courses.

JRD 101
GEMOLOGY
3 CR. (3L)
Introduces the precious and semi-precious stones most commonly used in jewelry.

JRD 102
BEGINNING STONE SETTING I
3 CR. (1L/3 LBV)
Introduces basic stone setting procedures and techniques.

JRD 103
STONE SETTING II
3 CR. (1L/3 LBV)
Continues basic stone setting techniques with a greater emphasis on advanced stone setting procedures for jewelry work.

JRD 111
JEWELRY SHOP I
3 CR. (6 STA)
PRQ: ART 141, ART 142, or permission of instructor. Introduces the student to hand fabrication techniques used in a jewelry and metalsmithing shop.

JRD 112
JEWELRY SHOP II
3 CR. (6 STA)
PRQ: JRD 111. Investigates advanced approaches in jewelry techniques emphasizing the merging of hand-fabricated forms with casting in jewelry shop work.

JRD 211
INTRODUCTION TO JEWELRY REPAIR
3 CR. (3L)
Introduces Jewelry Repair Shop and the procedures, ethics, and practices necessary to such a business.

JRD 212
JEWELRY REPAIR I
3 CR. (1L/3 LBV)
Stresses the fundamentals of jewelry repair techniques and procedures as they pertain to common repair problems.

JRD 213
JEWELRY REPAIR II
3 CR. (1L/3 LBV)
Provides an advanced study of jewelry repair problems and the techniques and procedures needed to correct them.

JRD 215
JEWELRY DESIGN I
3 CR. (6 STA)
PRQ: ART 141. Introduces custom jewelry design procedures and techniques.

JRD 216
JEWELRY DESIGN II
3 CR. (6 STA)
PRQ: JRD 215. Emphasizes advanced jewelry design techniques and practices as they relate to artistic and custom projects.

JRD 217
ADVANCED WAX AND MOLD MAKING
3 CR. (6 STA)
PRQ: ART 142. Focuses on the advanced wax and mold making techniques necessary to create multiples of jewelry design work. Emphasis will be given to work designed as production jewelry.

JRD 218
JEWELRY PRESENTATION AND PHOTOGRAPHY
2 CR. (2L)
Focuses on basic presentation techniques, display design, and photography procedures for jewelry work.

JRD 221
JEWELRY PORTFOLIO
1 CR. (1L)
Emphasizes the jewelry portfolio from the design concept and layout to the finished product.

JRD 280
INTERNSHIP
3 CR. (9 INT)
Places the jewelry student in a repair shop for actual repair experience.

Journalism

JOU 105
INTRODUCTION TO MASS MEDIA
3 CR. (3L)
PRQ: REA 060, equivalent assessment test score, or Department Chair approval. Places the mass media in a historical and cultural perspective, considering the validity, integrity and influence of the media in a democracy.

JOU 106
FUNDAMENTALS OF REPORTING
3 CR. (3L)
Introduces newswriting, reporting and interviewing with an emphasis on clarity, accuracy, completeness, timeliness and fairness.

JOU 206
INTERMEDIATE NEWSWRITING AND EDITING
3 CR. (4.5 LBV)
PRQ: ENG 090, equivalent assessment test score, or Department Chair approval. Presents how to gather information as an investigative reporter through research of local, state and federal government publications, how to cover police beat and city hall, how our courts and regulatory agencies function, and how to cover other challenges such as the environment, religion, science, medical, public safety and business.

Library Technician

LTN 101
INTRODUCTION TO LIBRARY SERVICES
2 CR. (2L)
PRQ: One semester of keyboarding or demonstrated ability to type 30 words per minute. Introduces libraries and their procedures, tools, and techniques for library processes are emphasized.

LTN 110

SELECTION AND ACQUISITIONS - ONLINE

3 CR. (3L)

PRQ: One semester of keyboarding or demonstrated ability to type 30 words per minute. Covers tools, vendors, jobbers, approval plans for books, periodicals, and audiovisual material. Includes developing an acquisitions policy; developing a weeding plan, weeding the collection, and identifying new purchases for a library as a volunteer project; and dealing with censorship.

LTN 115

LIBRARY CIRCULATION

3 CR. (3L)

PRQ: One semester of keyboarding or demonstrated ability to type 30 words per minute. Discusses customer service and circulation issues and procedures. Students will learn the role of customer service and the effects that automation has had on the circulation function of the library.

LTN 118

AUDIO VISUAL MANAGEMENT

2 CR. (2L)

PRQ: One semester of keyboarding or demonstrated ability to type 30 words per minute. Provides tools to help in selecting equipment, writing bid specifications, using standard equipment and in-house maintenance tips. Includes statistics keeping and repair records.

LTN 205

INTRODUCTION TO CATALOGING AND CLASSIFICATION

3 CR. (3L)

Introduces the library organization, how to use Dewey and Sears subject headings, elements of cataloging, practice in the use of Dewey and the Library of Congress classification systems, use of cutter tables, subject classification, accession numbers, and bar codes. Basic philosophy, procedures, tools, and techniques for library routines are emphasized.

LTN 210

REFERENCE MATERIALS

3 CR. (3L)

Teaches how to select reference materials, how to use at least 100 reference resources, the reference interview, and the role of resource sharing (interlibrary loan) in reference. Students will prepare a bibliography of the 100 titles they would want in their reference collection and 10 online sources they find useful.

LTN 220

LIBRARY/MEDIA CENTER MANAGEMENT AND PUBLIC RELATIONS

3 CR. (3L)

PRQ: LTN 101. Includes budget preparation, how to work with staff, the public, and administrators, and the use of statistics.

Literature

LIT 115

INTRODUCTION TO LITERATURE I

3 CR. (3L)

PRQ: A grade of "C" or better in ENG 090 or equivalent assessment test score. Introduces students to fiction, poetry, and drama. Emphasizes active and responsive reading. This course is one of the Statewide Guaranteed Transfer Courses, GT-AH2.

LIT 125

STUDY OF THE SHORT STORY

3 CR. (3L)

PRQ: ENG 060 or ACCUE 60 and ACCUR 71. Focuses on careful reading and interpretation of the short story as a distinct genre. It examines formal as well as thematic elements of short fiction. Critical thinking, discussion, and writing about short stories will enhance perceptive reading skills and heighten awareness of the human condition.

LIT 126

STUDY OF POETRY

3 CR. (3L)

PRQ: ENG 060 or ACCUE 60 and ACCUR 71. Focuses on careful reading and interpretation of various poems representing types and periods of poetry. It examines formal as well as thematic elements of poetry. Critical thinking, discussion, and writing about poetry will enhance perceptive reading skills and heighten awareness of the human condition.

LIT 175

SPECIAL TOPICS

1-3 CR. (L)

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

LIT 175

SPECIAL TOPICS: MIDDLE EASTERN LITERATURE

1 CR. (1L)

PRQ: ACCUR 60 or above. This course focuses on significant texts of Arab, Iranian, and Israeli writers from the Middle East. It emphasizes a careful reading and an understanding of the cultural and literary elements of their texts.

LIT 175

SPECIAL TOPICS: EAST ASIAN LITERATURE

1 CR. (1L)

PRQ: ACCUR 60 or above. This course focuses on significant texts of Japanese and Korean, ancient and modern, writers. It emphasizes a careful reading and an understanding of the cultural and literary elements of their texts.

LIT 175

SPECIAL TOPICS: CENTRAL AND SOUTHERN ASIAN LITERATURE

1 CR. (1L)

PRQ: ACCUR 60 or above. This course focuses on significant texts of classical and modern China as well as from countries of South Asia. It emphasizes a careful reading and an understanding of the cultural and literary elements of these texts.

LIT 175

SPECIAL TOPICS: ASIAN AMERICAN LITERATURE

1 CR. (1L)

PRQ: ACCUR 60 or above. This course focuses on significant texts by Asian American writers. It emphasizes a careful reading and an understanding of the cultural and literary elements of their texts.

LIT 175

SPECIAL TOPICS: LITERATURE OF THE INDUS PENINSULA

1 CR. (1L)

PRQ: ACCUR 60 or above. This course focuses on significant texts by writers of India, Pakistan, and Bangladesh, ancient and modern. It emphasizes a careful reading and an understanding of the cultural and literary elements of their texts.

LIT 201

MASTERPIECES OF LITERATURE I

3 CR. (3L)

PRQ: ENG 090 or equivalent assessment test score. Examines significant writings in world literature from the ancients through the Renaissance. Emphasizes careful readings and understanding of the works and their cultural backgrounds. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2

LIT 202

MASTERPIECES OF LITERATURE II

3 CR. (3L)

PRQ: ENG 090 or equivalent assessment test score. 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. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2

LIT 205

ETHNIC LITERATURE

3 CR. (3L)

PRQ: ENG 090 or equivalent assessment test score. Focuses on significant texts by ethnic American's including African-American, Native American, Latino/a, and Asian Americans. Emphasizes careful reading and understanding of the cultural and literary elements of the works. This course is one of the Statewide Guaranteed Transfer Courses GT-AHZ.

LIT 211

SURVEY OF AMERICAN LITERATURE I

3 CR. (3L)

PRQ: ENG 090 or equivalent assessment test score. Provides an overview of American literature from the Native American through the nineteenth century Romantics. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers. This course is one of the Statewide Guaranteed Transfer Courses GT-AHZ.

LIT 212

SURVEY OF AMERICAN LITERATURE II

3 CR. (3L)

PRQ: ENG 090 or equivalent assessment test score. Provides an overview of American literature from the mid-nineteenth century to the present. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers. This course is one of the Statewide Guaranteed Transfer Courses GT-AHZ.

LIT 238

INTRODUCTION TO MODERN POETRY

3 CR. (3L)

PRQ: ENG 090 or equivalent assessment test score. Demonstrates how modern poetry works, what it means, and how history, imagination and language are used in the act of poetic creation.

LIT 246

LITERATURE OF WOMEN

3 CR. (3L)

PRQ: ENG 090 or equivalent assessment test score. Examines the techniques and themes in literature by and about women by examining women's issues form various genres.

LIT 255

CHILDREN'S LITERATURE

3 CR. (3L)

PRQ: ENG 090 or equivalent assessment test score. 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.

LIT 275

SPECIAL TOPICS

1-3 CR. (L)

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

LIT 275

SPECIAL TOPICS: YOUNG ADULT LITERATURE

3 CR. (3L)

PRQ: ENG 060 or ACCUE 60 and ACCUR 71. This course examines the criteria for selecting appropriate literature for young adults. Discussion topics explore age levels, values taught through literature, and literary and artistic qualities.

Machining Technology

MAC 101

INTRODUCTION TO MACHINE SHOP

3 CR. (1L/3 LBV)

Covers safety procedures, use of bench tools, layout tools, power saws, drill presses, precision measurement tools, and various hand tools related to the machine shop. Also included are sharpening drill bits and general purpose turning tools for the lathe and determining speeds and feeds for both the lathe and the milling machine.

MAC 105

INTRODUCTION TO MACHINING TECHNOLOGY

4 CR. (1.5L/3.75 LBV)

Introduces the student to the changing era of machining technology, emphasizing terminology, referencing and applications related to manufacturing environments. The fundamental use of bench tools, layout procedures, materials, precision measuring tools, machining processes, drilling and cut-off machines and other machining/manufacturing processes will be stressed. Skill competencies and standards will be identified. Use of the Machinery's Handbook will be strictly required and particular competencies may require performance evaluations.

MAC 130

CONVENTIONAL LATHE OPERATIONS

4 CR. (1.5L/3.75 LBV)

Covers basic lathe applications which will consist of identifying lathe components and controls, understanding turning safety, calculating speeds and feeds, using various tools and tool holders, identifying basic tool geometry, and the use of common lathe spindle tooling. Students will perform basic lathe operations, which will consist of facing, center-drilling, chuck turning, turning between centers, boring, grooving, tapers, knurling, and single point threading. Students will be required to produce specified parts to a tolerance of +/- .004 in. and perform competencies set by manufacturing standards.

MAC 131

MILLING MACHINES AND OPERATIONS

4 CR. (1.5L/3.75 LBV)

Introduces vertical milling machines. The operations and applications will consist of using the machine controls, speeds and feeds, spindles, arbors and adapters cutting tools, tool holders, conventional and climb milling applications simple indexing, fixture alignments, work holding methods. Students will become familiar with set-up applications considering offset boring operations, face milling, plain milling, and precision drilling applications. Students will be required to produce parts to a tolerance of +/- .004in. and perform competencies set by manufacturing standards.

MAC 141

ADVANCED MACHINING OPERATIONS

4 CR. (1.5L/3.75 LBV)

Provides the student the use of various conventional machine tools used in a machine shop environment. The use of engine lathes, horizontal and vertical milling machines, surface grinders, drill presses, pedestal grinders, power cut-off saws and other machine tools commonly used to produce quality machined parts in today 's manufacturing environments. Machining competencies will stressed and students will be required to produce parts manufactured by local manufacturing companies with the consideration of ISO quality standards.

MAC 145

PRODUCTION MANUFACTURING CONCEPTS

3 CR. (3L)

Familiarizes the student to concepts related to manufacturing environments. Topics will consist of, but not be limited to Material Identification, Shop Floor Management, Just-In Time Manufacturing, Kan-Ban Systems, Statistical Quality Control, Total Quality Management. Various lectures and demonstrations of these processes will be delivered. Students may be required to re-search, explore, and report on particular manufacturing processes or topics.

MAC 146

ABRASIVE WATERJET MACHINING

3 CR. (1L/3 LBV)

Provides the student an introduction to manufacturing processes using an abrasive waterjet machine. The student will also become familiar with the care and maintenance of abrasive waterjet machines.

MAC 201

INTRODUCTION TO CNC TURNING OPERATIONS

3 CR. (1L/3 LBV)

CORQ: MAT 090, equivalent assessment test score, or Instructor approval. Covers computer numerical control (CNC) lathe operations, control functions, the letter address system, the program format, and machine setup. G & M codes, control functions, the letter address system, and math issues related to CNC are included. This class is NOT offered on an open-entry, open-exit basis.

MAC 205

INTRODUCTION TO CNC MILLING OPERATIONS

3 CR. (1L/3 LBV)

CORQ: MAT 090, equivalent assessment test score, or Instructor approval. Provides transitional information between conventional machining applications and the typical applications found in Computer Numerical Control Machining. Topics may consist of Numerical Control Systems, The Cartesian Coordinate System, High Efficiency Tooling Applications, Objectives of Numerical Control, Calculating Speed and Feed Rates, Defining and Calculating Tool Motion, Fixturing Requirements, Basic Program Structure, Programming Codes, and Basic Conversational Programming. Operations of NC machines will be required.

MAC 206

CNC MILLING OPERATIONS II

3 CR. (1L/3 LBV)

Exposes the student to the principle operations of both vertical and horizontal CNC milling machines via lecture instruction methods, multi-media instruction methods, and manufacturing hands-on methods. The student will be exposed to the basic CNC machining center, principle operations, manual controls, programming methods, tool-offsets, G54-G59 work offsets, cutter radius compensation and tool selection methods. General operator skills and basic setup skills will be stressed.

MAC 240

CAD/CAM 2D

3 CR. (3L)

PRQ: CIS 110, equivalent assessment test score, or Instructor approval. Provides the student with the essential concepts and techniques that are required to successfully create part geometry, generate tool path, verify tool path models, and post process the NC codes. The student will be exposed to a 2-axis machining, 3-axis machining wire frame and surface modeling, lathe programming, and DNC systems. Programming projects and models will be demonstrated in the CNC manufacturing lab.

MAC 241

CAD CAM 2D LAB

3 CR. (1L/3 LBV)

Requires students to produce a variety of lab exercises on robotic machinery in conjunction with MAG 240. Aspects of toolpaths for contour, drill and pocket will be covered. Chaining geometry, setting parameters, and managing cutter compensations will be addressed in both multi-tool programs and remachining operations. Coursework will primarily focus on 2D geometry projects.

MAC 245

CADCAM 3D

3 CR. (1L/3 LBV)

Covers both the production and surfacing of three-dimensional geometry in a self-paced setting. Issues will be covered related to the production of wire frames, solids, surfaces, the joining of surfaces, joining of solids, managing construction planes, sweeping, rotating, and controlling parameter settings. A familiarity with Mastercam, CNC programming techniques, and CNC operations is recommended.

MAC 246

CADCAM 3D LAB

3 CR. (1L/3 LBV)

Requires students to produce a variety of three dimensional lab exercises on robotic machinery in a self-paced format in conjunction with MAG 225. Coursework will focus primarily on advanced geometry to include developing an understanding of CNC codes related to work offsets, cutter compensations, and tool management within CAD/CAM programs on the milling machine.

MAC 250

ADVANCED INSPECTION TECHNIQUES

3 CR. (1L/3 LBV)

Exposes the student to the principles of dimensional metrology. Students will learn how to use common measuring instruments relating to state-of-the-art manufacturing environments. Students will also learn the importance of Quality Control, TQM, and SPC processes as they relate to manufacturing environments. Use of a coordinate measuring machine will be delivered.

MAC 254

LIFTING DEVICES

1 CR. (.5L/.75 LBV)

Introduces the student to safe rigging procedures as well as calculating maximum load at numerous angles.

MAC 255

MECHANICAL COMPONENTS I

5 CR. (2L/4.5 LBV)

Covers common mechanical components used on industrial equipment. It is designed to assist maintenance staff in removal, installation, and maintenance of plant equipment. It includes safety, fits, threads, bearings, fasteners, and hardware, lubrication, assembly, and the use of hand tools.

MAC 256

INDUSTRIAL COMPONENTS

3 CR. (2L/1.5 LBV)

Covers common mechanical components used on industrial equipment. It is designed to assist maintenance staff in removal, installation and maintenance of plant equipment. It includes safety, fits, threads, bearings, fasteners, and hardware, lubrication, assembly, and the use of hand.

MAC 265

MECHANICAL COMPONENTS II

5 CR. (2L/4.5 LBV)

PRQ: MAC 255. Covers common mechanical components used on industrial equipment. It is designed to assist maintenance staff in removal, installation and maintenance of plant equipment. It includes coupling, vibration, shafting, keys and keyways, belts and chain drives, gears and gear drive, and seals.

MAC 275

SPECIAL TOPICS

1-6 CR. (L/LBV)

This course provides students with a vehicle to pursue in depth exploration of special topics of interest.

Management

MAN 116

PRINCIPLES OF SUPERVISION

3 CR. (3L)

PRQ: REA 060 and ENG 060, or equivalent assessment test scores, or Department Chair approval. Studies the principles and techniques of supervising and motivating personnel. This course is designed for students who are interested in supervising others or for those currently in supervision. Course content focuses on the human interaction in supervision.

MAN 117

TIME MANAGEMENT

1 CR. (1L)

Provides students with the conceptual knowledge and tools to make better use of their time in the management function.

MAN 125

TEAM BUILDING

1 CR. (1L)

Introduces the concept of working as a team member. Activities and assignments will emphasize the ability to negotiate, work together, build consensus, and make quality decisions.

MAN 128

HUMAN RELATIONS IN ORGANIZATIONS

3 CR. (3L)

PRQ: CIS 110, ENGO 060, REA 060, or equivalent assessment test scores or Department Chair approval. Explores the importance of effective communication in our personal lives as well as in the world of business. Practical business applications such as employee motivation, handling customer complaints, and effectively resolving conflict in the workplace will be a major part of the curriculum.

MAN 200

HUMAN RESOURCE MANAGEMENT I

3 CR. (3L)

PRQ: CIS 110, ENG 090, REA 090, or equivalent assessment test scores or Department Chair approval. Provides the student with a broad overview of the contemporary issues, theories and principles used to effectively manage human resources. Topics include recruiting, hiring, compensation and benefits, training and development, employee relations and legal issues.

MAN 216

SMALL BUSINESS MANAGEMENT

3 CR. (3L)

PRQ: CIS 110, ENG 090, REA 090 or MAT 107, or equivalent assessment test scores or Department Chair approval. Examines the elements necessary for the successful formation of a new small business. It is also designed to enhance the skills of those already involved in the operation of a small business. The course includes the development of a complete small business plan.

MAN 225

MANAGERIAL FINANCE

3 CR. (3L)

PRQ: CIS 110, ENG 090, REA 090, MAT 090 or MAT 107, or equivalent assessment test scores or Department Chair. Examines the concepts and techniques used to analyze financial accounting information for managerial planning, decision-making and control. The focus of the course is on decision-making relating to the areas of budgets, forecasts, cost volume production, ROI and financial statements.

MAN 226

PRINCIPLES OF MANAGEMENT

3 CR. (3L)

PRQ: CIS 110, ENG 090, REA 090, or equivalent assessment test scores or Department Chair approval. Presents a survey of the principles of management. Emphasis is on the primary functions of planning, organizing, leading and controlling with a balance between the behavioral and operational approach.

MAN 227

OPERATIONS MANAGEMENT

3 CR. (3L)

PRQ: CIS 110, ENG 060, REA 060, MAT 060, or equivalent assessment test scores or Department Chair approval. Covers the central role and importance of the operations function in both service and product organizations. Strategy, design, scheduling, materials handling, inventory, production, supply chain management and distribution are covered.

MAN 241

PROJECT MANAGEMENT IN ORGANIZATIONS

3 CR. (2L/1.5 LBV)

PRQ: CIS 110, ENG 090, REA 090, MAT 090 or MAT 107, or equivalent assessment test score or Department Chair approval. Introduces students to the planning, implementation, and control activities of project management, including project and performance evaluation, quality control and work flow analysis. Emphasis will be on the initiating, planning, executing, controlling and closing activities of project management.

MAN 275

SPECIAL TOPICS

1-6 CR. (1-6L)

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

MAN 275

SPECIAL TOPICS: WHAT MANAGERS DO

1 CR. (1L)

This course will illustrate ways to improve the performance of working managers and supervisors in key areas such as planning, organizing, staffing, directing and controlling. Learn to analyze the job, examine its functional components, spot the weaknesses and then take concrete steps to correct them through motivation, delegation and time management.

MAN 275

SPECIAL TOPICS: COMMUNICATION SKILLS FOR MANAGERS

1 CR. (1L)

Misunderstandings due to poor communication are all too common in business today. Learn to communicate clearly and precisely, so that something said or written will not be misunderstood. People will respond more positively to the reports, memos, and presentations you produce. Learn to interact more effectively by learning to listen actively and resolving conflicts more constructively.

MAN 275

SPECIAL TOPICS: A MANAGER'S GUIDE TO HUMAN BEHAVIOR

1 CR. (1L)

This course is designed to foster critical and innovative thinking and to improve a manager's ability to find workable solutions to unique problems relating to human behavior. Managers and leaders are called upon by their organizations to manage their own behaviors successfully and to affect positively the behaviors of their work group.

MAN 275

SPECIAL TOPICS: HOW TO MANAGE CONFLICT IN ORGANIZATIONS

1 CR. (1L)

Learn the strategies, tactics and insights needed to gain control of tough conflict situations. Discover how to spot potential interpersonal conflicts and defuse them before they flare up. Learn to understand how, when, where and why to apply the five favored conflict resolution approaches and develop the insight and intuition needed to make them work.

MAN 275

SPECIAL TOPICS: HOW TO BUILD HIGH PERFORMANCE TEAMS

1 CR. (1L)

Focus on the how-to keys of teambuilding, from recruiting the right team members to truly empowering them with authority and responsibility for their decision and performance. Learn to build trust, confidence and group work skills, while balancing and fine-tuning the team process along the way.

MAN 275

SPECIAL TOPICS: PERFORMANCE MANAGEMENT

1 CR. (1L)

People constitute the real competitive advantage in business and industries of all types. Enhancement of the performance of employees and ultimately the organization depends on the continuous improvement of staff at all levels. An effective Performance Management system is essential to help employees perform at their best and align their contributions with the goals, values, and initiatives of the organization.

MAN 275

SPECIAL TOPICS: LEADERSHIP SKILLS FOR MANAGERS

3 CR. (3L)

The higher echelons of your company gave the title of "manager" to you. But the title of "leader" is something you earn from your co-workers. You can learn to lead by understanding what motivates people. Make the transition from manager to leader by discovering how you can improve the quality of your managerial skills and your relationships with your employees.

MAN 289

CAPSTONE: MANAGEMENT INFORMATION SYSTEMS

3 CR. (9 INT)

PRQ: CIS 110, ENG 060, REA 060, MAT 060, or equivalent assessment test score or Department Chair approval. Utilizes seminar and simulation techniques in management information systems. Management concepts and principles are applied to both situational and comprehensive case problems.

Marketing

MAR 106

MARKETING YOUR IMAGE

3 CR. (3L)

Teaches students how to market themselves to prospective employers, clients, professional groups, and audiences of all types. Major emphasis will be placed on skills used to gain employment (resumes, interviewing, and professional appearance) and on skills used to achieve continued personal success (professional behavior and attitude). The course will include at least one simulated interview.

MAR 111

PRINCIPLES OF SALES

3 CR. (3L)

PRQ: CIS 110, ENG 060, REA 060, or equivalent assessment test scores or Department Chair approval. Enables the student to understand and develop ethical sales techniques and covers the role of selling in the marketing process. Areas of emphasis include behavioral considerations in the buying and selling process and sales techniques.

MAR 117

PRINCIPLES OF RETAILING

3 CR. (3L)

PRQ: CIS 110, ENG 060, REA 060, MAT 060, or equivalent assessment test scores or Department Chair approval. Emphasizes the study of the basic principles and techniques of merchandising, operations, layout, store organization, site location, and customer service with an emphasis on retailing operations.

MAR 158

BASIC CUSTOMER SERVICE

1 CR. (1L)

Focus on basic concepts and techniques needed to effectively serve customers. Specific emphasis given to manage customer expectations by building customer rapport and create positive outcomes.

MAR 216

PRINCIPLES OF MARKETING

3 CR. (3L)

PRQ: CIS 110, ENG 060, REA 060, MAT 060, or equivalent assessment test scores or Department Chair approval. 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.

MAR 220

PRINCIPLES OF ADVERTISING

3 CR. (3L)

PRQ: CIS 110, ENG 090, REA 060, MAT 060, or equivalent assessment test scores or Department Chair approval. Examines the principles and practices of advertising and its relationship to business in order to promote a business or organization. Areas of major emphasis include advertising principles, strategies, media, copy and layout, and ethical considerations.

MAR 222

IMPLEMENTING e-COMMERCE

3 CR. (3L)

PRQ: CIS 110, ENG 090, REA 060, MAT 060, or equivalent assessment test scores or Department Chair approval. Provides the student with practical skills and knowledge of e-commerce implementation methodology. Topics include strategic planning for e-commerce, project management, change management, role of technology, implementation planning and assessment. Students use case studies to examine standards and practices of businesses implementing e-commerce applications and solutions.

Massage Therapy

MST 105

LIFESTYLE WELLNESS

2 CR. (2L)

PRQ: REA 090 or equivalent assessment test score. Provides opportunity to learn and apply specific wellness principles to your individual lifestyle. Student completes self-analysis of health behaviors and how lifestyle affects health status.

MST 111

BASIC MASSAGE THERAPY

4 CR. (2L/3 LBV)

PRQ: BIO 106. Introduces theory and techniques of therapeutic massage, including understanding of physiological benefits of massage as well as proper body mechanics and appropriate draping. Focuses on basic strokes of Swedish massage. Students also learn techniques of seated massage.

MST 113

PROFESSIONAL MASSAGE

3 CR. (1L/3 LBV)

PRQ: MST 111. Continues the study of Integrative Therapeutic Massage techniques with emphasis on assessing and meeting client's needs. Students give massage in supervised in-class clinicals, applying appropriate therapeutic intervention.

MST 184
CLINICAL MESSAGE
3 CR. (6 CLV)
PRQ: MST 113, HPR 117. Applies skills in a clinical setting. Focuses on improvement of massage therapy skills, ethics, and communication.

MST 204
MST BUSINESS PRACTICES
2 CR. (2L)
PRQ: REA 090 or equivalent assessment test score. Assists the practitioner of massage therapy to envision, market, establish and maintain a professional massage therapy practice.

MST 284
CLINICAL MESSAGE
3 CR. (6 CLV)
PRQ: MST 184. Provides an application of massage therapy skills in a clinical setting. This course focuses on improvement of techniques, communication with clients and other health professionals as well as documentation of massage sessions.

Mathematics

MAT 030
FUNDAMENTALS OF MATHEMATICS
2 CR. (2L)
PRQ: ACCUPLACER arithmetic score higher than 23. Includes the vocabulary, operations and applications of whole numbers, decimals and basic fractions and mixed numbers. S/U

MAT 060
PRE-ALGEBRA
3 CR. (3L)
PRQ: Successful completion of MAT 030 or equivalent assessment test score. Furthers the study of fractions and mixed numbers. Also included are vocabulary, operations and applications of ratio, proportion, percent, area, perimeter, US and metric measures, integers, and an introduction to algebraic expressions and the solution of basic first-degree equations. S/U

MAT 090
INTRODUCTORY ALGEBRA
4 CR. (4L)
PRQ: Successful completion of MAT 060 with a grade of C or better or equivalent assessment test score. Includes first-degree equations, inequalities, formulas, polynomials, algebraic fractions, factoring polynomials, solving quadratic equations by factoring, and applications. Coordinate geometry, graphing linear equations and inequalities, and systems of linear equations may be included. S/A - U/F

MAT 103
MATH FOR CLINICAL CALCULATIONS
3 CR. (3L)
PRQ: MAT 090 or equivalent assessment test score. 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.

MAT 106
SURVEY OF ALGEBRA
4 CR. (4L)
PRQ: Successful completion of MAT 090 with a grade of C or better or equivalent assessment test score. Emphasizes problem solving with further study of equations, slope, inequalities, systems of equations, polynomials, quadratic equations, rational expressions, rational exponents, radical expressions, graphing and applications. A graphing calculator or equivalent software may be utilized.

MAT 107
CAREER MATH
3 CR. (3L)
PRQ: Successful completion of MAT 060 or equivalent assessment test score. 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.

MAT 108
TECHNICAL MATHEMATICS
4 CR. (4L)
PRQ: Successful completion of MAT 090 with a grade of C or better or equivalent assessment test score. 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.

MAT 112
FINANCIAL MATHEMATICS
3 CR. (3L)
PRQ: Successful completion of MAT 060 or equivalent assessment test score. Covers topics including pricing, taxes, insurance, interest, annuities, amortization, investments using financial calculators and spreadsheets.

MAT 120
MATHEMATICS FOR THE LIBERAL ARTS
4 CR (4L)
PRQ: Successful completion of MAT 106 with a grade of C or better or equivalent assessment test score. Develops mathematical and problem-solving skills. Appropriate technological skills are included. Content is selected to highlight connections between mathematics and the society in which we live. Topics include set theory and logic, mathematical modeling, probability and statistical methods, and consumer mathematics. Additional content will include one topic in geometry, numeration systems, decision theory, or management science. This course is one of the Statewide Guaranteed Transfer Courses, GT-MA1.

MAT 121
COLLEGE ALGEBRA
4 CR (4L)
PRQ: Successful completion of MAT 106 with a grade of C or better or equivalent assessment test score. Includes a brief review of intermediate algebra, equations, and inequalities, functions and their graphs, exponential and logarithmic functions, linear and non-linear systems, selection of topics from among graphing of the conic sections, introduction to sequences and series permutations and combinations, the binomial theorem and theory of equations. This course is one of the Statewide Guaranteed Transfer Courses, GT-MA1.

MAT 122
COLLEGE TRIGONOMETRY
3 CR. (3L)
PRQ: Successful completion of MAT 121 with a grade of C or better or equivalent assessment test score. Covers topics including trigonometric functions (with graphs and inverse functions), identities and equations, solutions of triangles, complex numbers, and other topics as time permits. This is a traditional prerequisite course to the calculus sequence. This course is one of the Statewide Guaranteed Transfer Courses, GT-MA1.

MAT 125
SURVEY OF CALCULUS
4 CR. (4L)
PRQ: Successful completion of MAT 121 with a grade of C or better or equivalent assessment test score. Includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential, and logarithmic functions for business, life science and/or social science majors. This course is one of the Statewide Guaranteed Transfer Courses, GT-MA1.

MAT 135

INTRODUCTION TO STATISTICS

3 CR. (3L)

PRQ: Successful completion of MAT 106 with a grade of C or better or equivalent assessment test score. Includes data presentation and summarization, introduction to probability concepts and distributions, statistical inference — estimation, hypothesis testing, comparison of populations, correlation and regression. This course is one of the Statewide Guaranteed Transfer Courses, GT-MA1.

MAT 155

INTEGRATED MATH I

3 CR. (3L)

PRQ: Successful completion of MAT 106 with a grade of C or better or equivalent assessment test score. Engages students in the concepts of school mathematics, the course will include the recognition of numerical and geometric patterns and their application to a variety of mathematical situations; mathematical problem-solving, reasoning, critical thinking, and communication; algebraic thinking, representation, analysis, manipulation, generalizations and extensions. (This course is only offered in the Fall semester.)

MAT 156

INTEGRATED MATH II

3 CR. (3L)

PRQ: Successful completion of MAT 155 with a grade of C or better. Continues MAT 155. It includes the study of the fundamentals of probability, statistics, and informal Euclidean geometry suitable for K-8 curriculum, employing laboratory techniques where applicable. (This course is only offered in the Spring semester.) This course is one of the Statewide Guaranteed Transfer Courses, GT-MA1.

MAT 201

CALCULUS I

5 CR. (5L)

PRQ: Successful completion of MAT 122 with a grade of C or better or equivalent assessment test score. Introduces single variable calculus and analytic geometry. Includes limits, continuity, derivatives, and applications of derivatives as well as indefinite and definite integrals and some applications. (This course is only offered in the Fall semester.) This course is one of the Statewide Guaranteed Transfer Courses, GT-MA1.

MAT 202

CALCULUS II

5 CR. (5L)

PRQ: Successful completion of MAT 201 with a grade of C or better. Continuation of single variable calculus which will include techniques of integration, polar coordinates, analytic geometry, improper integrals, and infinite series. (This course is only offered in the Spring semester.) This course is one of the Statewide Guaranteed Transfer Courses, GT-MA1.

Medical Office Technology

MOT 110

MEDICAL OFFICE ADMINISTRATION

4 CR. (4L)

PRQ: CIS 110 or equivalent assessment test score, HPR 178, MOT 208, MOT 209 and HPR 278, or Department Chair approval. Introduces the administrative duties specifically used in medical offices.

MOT 132

MEDICAL TRANSCRIPTION I

4 CR. (3 L/1.5 LBV)

PRQ: CIS 110 and ENG 121 or equivalent assessment test scores, ENG 113, BTE 103, BTE 166, HPR 278, and minimum of 45 wpm, or Department Chair approval. Provides basic knowledge, understanding, and skills required to transcribe medical dictation with accuracy, clarity, and timeliness, applying the principles of professional and ethical conduct.

MOT 142

MEDICAL TRANSCRIPTION II

4 CR. (3L/1.5 LBV)

PRQ: CIS 110 or equivalent assessment test score, MOT 132, BIO 106 and 50 wpm, or Department Chair approval. Uses a simulation approach to build student vocabulary and speed, while providing actual medical transcription of a variety of health care and medical reports at progressively increasing accuracy and productivity standards.

MOT 208

INTRODUCTION TO CPT-4 CODING

2 CR. (2L)

PRQ: CIS 110, equivalent assessment test score, or Department Chair approval. HPR 178 highly recommended. Teaches basic coding concepts using the CPT-4 coding system for insurance claims. The course will introduce student to the HCFA 1500 form, HCPCS codes, and modifiers to be used for insurance claim filing.

MOT 209

INTRODUCTION TO ICD-9 CODING

2 CR. (2L)

PRQ: CIS 110, equivalent assessment test score, or Department Chair approval. HPR 178 highly recommended. Covers how to use the ICD-9-CM coding system for insurance claims. The course will introduce student to using the HCFA 1500 form generated from the physician's office.

MOT 210

INTERMEDIATE CODING

3 CR. (3L)

PRQ: CIS 110 or equivalent assessment test score, MOT 208, MOT 209, or Department Chair approval. Covers how to abstract information from medical records and code it for insurance purposes.

MOT 275

SPECIAL TOPICS

0-6 CR. (L/LBV)

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

MOT 275

SPECIAL TOPICS: ADVANCED CODING

3 CR. (3L)

PRQ: MOT 210, BIO 106, or permission of instructor. The student will use higher level skills to apply CPT and ICD codes using patient records.

Meteorology

MET 150

GENERAL METEOROLOGY

4 CR. (3L/2 LBA)

PRQ: MAT 090, REA 090, ENG 090, CIS 110, or equivalent assessment test scores. Provides an introduction to general meteorology and atmospheric sciences. It includes the composition and structure of the atmosphere and characteristics that affect the atmosphere, such as temperature, pressure, and moisture. Additionally, the development of weather systems, such as storm systems, hurricanes, weather fronts and cloud development will also be examined. Finally, concepts of climatology will be stressed.

Multimedia and Graphic Design

MGD 102

INTRODUCTION TO MULTIMEDIA

3 CR. (4.5 LBV)

PRQ: CIS 110, equivalent assessment test score, or Department Chair approval. Introduces the types of equipment and technical considerations used in multimedia productions and the multimedia professions. It focuses on current types of equipment such as scanners, printers, digital cameras and computers. Students gain hands-on experience in how the technology is utilized for input and output in production and design projects. Overview of software and basic design principles will be explored.

MGD 104

VIDEOGRAPHY

3 CR. (1L/3 LBV)

Offers an introduction to the principles and techniques of videotape production, including camera operation, basic script writing, lighting, sound and basic digital editing. Detailed examination of the pre-production, production, and post-production processes, as well as aesthetics, will be included.

MGD 105

TYPOGRAPHY & LAYOUT

3 CR. (4.5 LBV)

PRQ: CIS 110 or equivalent assessment test score. Covers the creation and production of graphic projects, emphasizing the layout creative design process, problem solving, and research. Provides experience producing thumbnails, roughs and digital layouts emphasizing refined creative typography.

MGD 106

CREATIVITY AND VISUAL THINKING

3 CR. (6 STA)

Introduces the visual and oral skills necessary to analyze works art and design, articulate complex ideas, then present the solution cogently in 2-D and 3-D projects and presentation skill building. The underlying philosophy of what we see, how we see and what we do with it is the major concern of this class.

MGD 107

HISTORY OF DESIGN

2 CR. (2L)

Explores the pivotal events and achievements that have led to the current state of graphic communication. Through lectures, slides, videos, class discussions and research; students discover the creative thinkers, innovations and breakthrough technologies that have shaped the evolution of visual communication, advertising and industrial design today.

MGD 111

ADOBE PHOTOSHOP I

3 CR. (4.5 LBV)

PRQ: CIS 110 or equivalent assessment test score. Concentrates on the high-end capabilities of a raster photo-editing software as an illustration, design and photo retouching tool. Students explore a wide range of selection and manipulation techniques that can be applied to photos, graphics and videos.

MGD 113

QUARK XPRESS

3 CR. (1L/3 LBV)

PRQ: CIS 110. Introduces students to QuarkXPress, a digital page layout tool. Students learn how to assemble, organize, manipulate and manage text and graphics to produce a high quality publication. Class discussions and independent projects supplement hands-on classroom work.

MGD 114

ADOBE INDESIGN

3 CR. (2L/1.5 LBV)

Introduces students to InDesign, a page layout program which integrates seamlessly with other Adobe design programs. InDesign delivers creative freedom and productivity to DTP. Class discussions and independent projects supplement hands-on classroom work.

MGD 133

GRAPHIC DESIGN I

3 CR. (4.5 LBV)

PRQ: CIS 110, equivalent assessment test score, or Department Chair approval. Focuses upon the study of design layout and conceptual elements concerning graphic design projects such as posters, advertisements, logos, and brochures.

MGD 141

WEB DESIGN I

3 CR. (4.5 LBV)

Introduces the fundamentals of HTML syntax using a simple text editor to create a web page. Web-safe colors and the use of graphic editors will be explored. Students study web aesthetics and intuitive interface design. The course emphasizes file organization and layout including tables and frames.

MGD 143

WEB MOTION GRAPHIC DESIGN I

3 CR. (1L/3 LBV)

PRQ: CIS 110, equivalent assessment test score, or Department Chair approval. Stresses creation of animation and dynamic interactive media for web and multimedia applications. Students will learn how to animate objects, create symbols, and assemble motion tweens.

MGD 163

SOUND DESIGN I

3 CR. (1L/3 LBV)

PRQ: CIS 110. Explores the use of sound in multimedia production and audio storytelling. Students examine the principles of recording. Classes focus on how sound can enhance interactive productions and improve computer presentations. Students learn how to use the computer as a full audio editing studio.

MGD 164

DIGITAL VIDEO EDITING I

3 CR. (1L/3 LBV)

PRQ: CIS 110 or equivalent assessment test score, RTV 102, or Department Chair approval. Introduces to digital non-linear video editing. Students will capture, compress, edit, and manipulate video images using a personal computer. Assembly techniques including media management, editing tools, titles, and motion control; transitions and filters, and special effects are explored.

MGD 167

GAME DESIGN I

3 CR. (1L/3 LBV)

PRQ: CIS 110, equivalent assessment test score, or Department Chair approval. Introduces students to game design from conceptual development and functionality, through production of a virtual world prototype. Students examine such things as character registration, in-betweens, inking and clean up used for creating real-time game environments. Storytelling and visual metaphor development are emphasized.

MGD 175-177

SPECIAL TOPICS

1-6 CR. (L/LBV)

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

MGD 175

SPECIAL TOPICS: INTRODUCTION TO ELECTRONIC MEDIA

3 CR. (3L)

PRQ: REA 060, equivalent assessment test score, or Department Chair approval. Introduces students to the history, background, and technologies of electronic media.

MGD 175

SPECIAL TOPICS: MEDIA LAB

1 CR. (1.5 LBV)

CORQ: RTV 100. A complementary lab course for students enrolled in Intro to Telecommunications. Students will study and apply techniques in beginning telecommunications.

MGD 176

SPECIAL TOPICS: INTERFACE DESIGN

3 CR. (1L/3 LBV)

Focuses on the structure and design of the multimedia interface as it relates to the Internet, digital imaging and interactive CD including an overview of interactive media systems and computer applications.

MGD 202

POINT OF PURCHASE PACKAGING DESIGN

3 CR. (4.5 LBV)

PRQ: CIS 110 or equivalent assessment test score, MGD 133, MGD 111.

Introduces the theories and principles that apply to three-dimensional design graphics for packaging and display; various dimensional marketing solutions to create dynamic visual effects concepts will be developed. Work layout stages and mock-ups will utilize various methods of cutting, folding, and assembly to explore the design concepts and their visual effects.

MGD 207

ILLUSTRATION I

3 CR. (4.5 LBV)

PRQ: CIS 110 or equivalent assessment test score. Addresses methods and techniques used in the profession of illustration for advertising, brochures, books and other forms of printed communications. Course concentrates on developing expertise in producing line and continuous-tone black-and-white art with emphasis on design and the creation of art for reproduction.

MGD 221

COMPUTER GRAPHICS I

3 CR. (4.5 LBV)

PRQ: CIS 110, equivalent assessment test score, or Department Chair approval. Introduces the process of generating computer design.

MGD 222

COMPUTER GRAPHICS II

3 CR. (6 STA)

PRQ: MGD 221 or instructor's permission. Continues MTD 221 with advanced problems in generating computer design for graphics application, emphasizing production of individual fine art pieces.

MGD 233

GRAPHIC DESIGN II

3 CR. (4.5 LBV)

PRQ: CIS 110 or equivalent assessment test score, MGD 133, or Department Chair approval. Continues instruction in idea development for advanced graphic design.

MGD 241

WEB DESIGN II

3 CR. (4.5 LBV)

PRQ: CIS 110 or equivalent assessment test score, MGD 141, or instructor approval. Expands on previously learned fundamentals of HTML introducing cascading style sheets, DHTML, JavaScripts and CGI forms. Color usage and interface design principles are emphasized in this course. In this course we'll examine Web sites that employ more complex structures, optimal site architecture and navigation necessary for larger and more complex sites.

MGD 243

WEB MOTION GRAPHIC DESIGN II

3 CR. (1L/3 LBV)

PRQ: MGD 143. Stresses the complex creation of 2D animated motion graphics concentrating on the prior skills learned and the use of scripting and behaviors. Students will create motion graphics using these skills and apply them to web sites. Web site justification of motion graphics will be stressed, appraised and weighed.

MGD 256

GRAPHIC DESIGN PRODUCTION

3 CR. (4.5 LBV)

PRQ: CIS 110 or equivalent assessment test score, MGD 133, MGD 102. Provides an opportunity to combine several draw and paint applications into one design and layout class. Students will explore advanced techniques in creating and designing computer art.

MGD 257

ANIMATION PRODUCTION

3 CR. (1L/3 LBV)

PRQ: CIS 110, equivalent assessment test score, or Department Chair approval. Examines development of 3D animation from a production standpoint. The process of transforming conceptual designs into actual projects is explored. Students study the management function of those tasks associated with the business end of development. The student will produce a 3D animation project.

MGD 267

GAME DESIGN II

3 CR. (1L/3 LBV)

PRQ: MGD 167. Explores more advanced features of game design. Students examine such things as integration of mainline code, subroutines and interrupts into game structure. I/O structure, playtesting and distribution are emphasized.

MGD 268

COMMERCIAL ART BUSINESS

2 CR. (3 LBV)

PRQ: Instructor approval. Presents a guide to freelance work and a study of business practices and procedures unique to commercial art including billing rates, client management, business forms, employee management, taxes, licenses, registration, bid processes and self-promotion. Course may include visits by professionals in the field and discussion of career opportunities and professional organizations.

MGD 275-277

SPECIAL TOPICS

1-6 CR. (L/LBV)

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

MGD 275

SPECIAL TOPICS: MEDIA LAB

1-6 CR. (1.5-9 LBV)

PRQ: MGD 175, MGD 141 required or permission of instructor. A lab course for students involved in university and campus broadcast and multimedia operations. Provides student with opportunities to gain specific production oriented operations and procedure experience in real production applications.

MGD 276

SPECIAL TOPICS: DIGITAL MULTIMEDIA

3 CR. (1L/3LBV)

Introduces students to the principles of digital multimedia with a special emphasis given to animation, digital video and sound as well as interface design.

MGD 277

SPECIAL TOPICS: PUBLIC RELATIONS

3 CR. (3L)

PRQ: REA 060, equivalent assessment test score, or Department Chair approval. Focuses on the historical, theoretical and practical approach to contemporary public relations including the public relations process, communications strategies, public, and organizational distinctions.

MGD 280
INTERNSHIP

1-6 CR. (3-18 INT)

PRQ: Approval from instructor. 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.

MGD 289
CAPSTONE

1-6 CR. (3-18 INT)

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

Music

MUS 101

INTRODUCTION TO MUSIC THEORY

3 CR. (3L)

Presents music fundamentals, diatonic four-part harmony, analysis, and keyboard harmony. For non-music majors.

MUS 120

MUSIC APPRECIATION

3 CR. (3L)

PRQ: REA 090, ENG 090, or equivalent assessment test scores. Covers the basic materials of music, musical forms, media, genres and musical periods. Emphasizes the development of tools for intelligent listening and appreciation. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

MUS 121

MUSIC HISTORY I

3 CR. (3L)

PRQ: REA 090, ENG 090, or equivalent assessment test scores. 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 course is one of the Statewide Guaranteed Transfer courses. GT-AH1

MUS 122

MUSIC HISTORY II

3 CR. (3L)

PRQ: REA 090, ENG 090, or equivalent assessment test scores. Studies the various periods of music history with regard to the composers, esthetics, forms, and genres of each period. Considers music from the early Romantic period to the present. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

MUS 125

HISTORY OF JAZZ MUSIC

3 CR. (3L)

PRQ: REA 090 or equivalent assessment test score. Provides an overview of the history of jazz in America, and to provide basic listening skills for the understanding and appreciation of jazz music.

MUS 131

MUSIC CLASS

2 CR. (5 STM)

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.

MUS 141

PRIVATE INSTRUCTION

1-2 CR. (2.5-5 STM)

PRQ: Class instruction or permission of instructor. Additional fee required. 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. First year, first term.

MUS 151

ENSEMBLE I

1 CR. (2.5 STM)

PRQ: Instructor's permission. First year, first term. Rehearses and performs various types of musical literature.

MUS 241

PRIVATE INSTRUCTION

2 CR. (5 STM)

PRQ: Class instruction or permission of the instructor. Additional fee required. 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. Second year, first term.

Nursing

NUR 101

PHARMACOLOGY CALCULATIONS

1 CR. (3 CLV)

Introduces the nursing student to the concepts and techniques of dosage calculations and medication administration by a variety of routes. Learners will apply basic math concepts to complex conversion of dosages between and among various systems of weights and volumes. Learners will apply critical thinking skills to the calculation and administration of medications by oral and parenteral (including intravenous) routes of administration. (This course is for continuing nursing students only.)

NUR 106

MEDICAL AND SURGICAL NURSING CONCEPTS

9 CR. (3.5L/1 LBV/10 CLV))

PRQ: Admission to Nursing program and completion of preceding required program course work or program director permission. Introduces the student to the role of the nurse in assessing and meeting the medical and surgical nursing needs of adults across the life span in various health care settings. The student learns nursing concepts to assist the patient in achieving optimal functioning. Knowledge from foundational nursing, the sciences, pharmacology, and nutrition along with the continued integration of mental health and cultural concepts provides foundations for nursing care planning for medical and surgical clients.

NUR 109

FUNDAMENTALS OF NURSING

8 CR. (2L/6 LBV/6 CLV)

PRQ: Admission to Nursing and Psychiatric Technician program.

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

NUR 112

BASIC CONCEPTS OF PHARMACOLOGY

2 CR (2L)

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

NUR 150

OBSTETRIC & PEDIATRIC NURSING
7 CR. (3L/2 LBV/6 CLV)

PRQ: Admission to Nursing program and completion of preceding required program course work or program director permission. Provides a family centered approach to professional nursing practice of the childbearing family and children across the health continuum. Emphasis is placed on the care of the perinatal client and children from birth through adolescence. The impact of psychosocial and cultural values and practices are explored. Legal and ethical accountability are integrated throughout the course.

NUR 169

TRANSITION INTO PRACTICAL NURSING
5 CR. (2L/6 CLV)

PRQ: Admission to Nursing program and completion of preceding required program course work or program director permission. Provides the student with a transition into the practical nurse role. Emphasis is placed on professionalism in nursing, communication, entry into practice, provider and manager of care and nursing management and leadership. The student assumes the role of the practical nurse as they manage patient care.

NUR 172

CLINICAL III: APPLICATION OF MEDICAL-SURGICAL SKILLS II
1 CR. (3 CLV)

PRQ: Completion or co-enrollment in corresponding didactic nursing course. Offers the clinical practicum to apply the related nursing theory. S/U (This course is for continuing nursing students only.)

NUR 199

TRANSITION FROM LPN TO ADN
4 CR. (2L/4 LBV)

PRQ: Current Colorado LPN license. Focuses on assisting the LPN to transition into a new role as an Associate Degree Nursing Student. Emphasis will be placed on roles and responsibilities of the ADN, nursing process, critical thinking, legal and ethical issues and nursing practice issues related to specialized skills and the care of special populations.

NUR 201

IV THERAPY FOR LPN'S
5 CR. (4L/1.5 LBV)

Provides LPNs with an opportunity to expand their nursing roles by learning appropriate procedures for intravenous therapy and venous blood withdrawal. The course includes lecture, laboratory practice and clinical experiences. The course prepares the student for IV certification under State Board of nursing Guidelines.

NUR 206

ADVANCED CONCEPTS OF MEDICAL-SURGICAL NURSING I
8 CR. (3L/1 LBV/9 CLV)

PRQ: Admission to Nursing program and successful completion of preceding Nursing program course work or program director permission. Focuses on the role of the registered professional nurse as care provider, teacher, manager, professional, and advocate in meeting the nursing needs of adults across the life span. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various health care settings.

NUR 211

NURSING PSYCHIATRIC CLIENTS
4 CR. (1L/2 LBV/4 CLV)

PRQ: Admission to Nursing program and successful completion of preceding required program course work or program director permission. Develops concepts of psychosocial integrity and emphasizes the function and responsibility of nursing in promoting and maintaining mental health of individuals and families. This course emphasizes communication and caring through the application of the therapeutic relationship and nursing process in the care and treatment of common clinical conditions/disorders.

NUR 212

PHARMACOLOGY II
2 CR. (2L)

PRQ: Admission to Nursing program and successful completion of preceding required program course work or program director permission. Builds upon the concepts introduced in NUR 112 Pharmacology I regarding the safe administration of medications to clients across the health continuum. Utilizing the nursing process the student demonstrates understanding of the role of the nurse as provider of care, manager of care, and member of the profession. Emphasis is placed upon the therapeutic use of medications in the nursing care of individuals with complex health needs. The student is introduced to the calculation of complex intravenous drip rates.

NUR 216

ADVANCED CONCEPTS OF MEDICAL-SURGICAL NURSING II
6 CR. (2L/8 CLV)

PRQ: Admission to Nursing program and successful completion of preceding program course work or program director permission. Continues to focus on the role of the registered professional nurse as care provider, teacher, manager, professional, and advocate in meeting the complex medical and surgical health care needs of adult clients. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various complex health care situations and settings.

NUR 230

LEADERSHIP MANAGEMENT TRENDS
5 CR. (1.5L/7 CLV)

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

NUR 273

EXPANDED CLINICAL IV: ADVANCED CONCEPTS OF MEDICAL SURGICAL NURSING II
1 CR. (3 CLV)

PRQ: Completion of or co-enrollment in corresponding didactic nursing course. Offers the clinical practicum to apply the related nursing theory. S/U (This course is for continuing nursing students only.)

NUR 274

EXPANDED CLINICAL V: ADVANCED APPLICATIONS IN PEDIATRIC NURSING
1 CR. (3 CLV)

PRQ: Completion of or co-enrollment in corresponding didactic nursing course. Offers the clinical practicum to apply the related nursing theory. (This course is for continuing nursing students only.)

NUR 288
PRACTICUM: HEALTH AND PHYSICAL ASSESSMENT FOR NURSING PRACTICE

1 CR. (2 PRC)

Develops skills of nursing assessment across the life span using effective communication, interview techniques and beginning physical assessment. The course develops critical thinking skills in assessment, data analysis and derivation of actual/potential health needs. (This course is for continuing nursing students only.)

Nursing Aide

NUA 101
CERTIFIED NURSE AIDE HEALTH CARE SKILLS

4 CR. (2L/3 LBV)

Prepares the student to perform the fundamental skills of the nurse aide. Basic nursing skills, restorative services, personal care skills, safety and emergency care issues are covered in theory and lab. The student will learn skills that address mental health needs as well as patient/resident/client rights.

NUA 170
NURSE ASSISTANT CLINICAL EXPERIENCE

1 CR. (.25L/1.5 LBV)

Applies knowledge gained from NUA 101 in a clinical setting. S/U

NUA 171
ADVANCED NURSE AIDE CLINICAL

1 CR. (1.5 CLV)
PRQ: ENG 030, REA 030, MAT 030, or equivalent assessment test scores.
CORQ: NUA 101, NUA 170. Prepare the student to move toward more independent functioning within the nurse aide scope of practice, in applying knowledge and skills gained in NUA 101 and NUA 170. The student will learn skills that enhance communication, cultural competency, end of life care, critical thinking and organizational skills. S/U

Occupational Therapy Assistant

OTA 100
INTRODUCTION TO OCCUPATIONAL THERAPY

3 CR. (3L)

PRQ: REA 090, ENG 090, or equivalent assessment test scores. Covers through study, discussion, and observation/participation, the investigation of a career choice in Occupational Therapy; description of man's need for self-care, productivity and leisure; description of the history and philosophy of Occupational Therapy; description of the differences between health, illness, and wellness; identification of the roles, responsibilities and relationships of health care professionals; discussion of ethics and the legal implications of health care, and exploration and discussion of basic sociological issues in health care.

OTA 105
INTRODUCTION TO DISEASE AND ACTIVITY ANALYSIS

3 CR. (1L/3 LBV)

PRQ: Admission to the OTA program. Explores the diseases common to OT intervention and an exploration of occupation, various treatment methods and techniques, and an application of activity analysis.

OTA 106
BASIC OCCUPATIONAL THERAPY FRAMES OF REFERENCE AND DOCUMENTATION

2 CR. (2L)

PRQ: Admission to the OTA program. Develops the ability to identify the types of occupational therapy documentation and practice basic documentation skills.

OTA 121
ASSESSMENT OF COMPONENT SKILLS IN OCCUPATIONS

4 CR. (2L/3 LBV)

PRQ: OTA 105, BIO 106. Covers through study, discussion, and observation/participation: 1) Performance of basic manual muscle tests; 2) Performance of range of motion assessments; 3) Safe performance of simulated patient transfers; 4) Safe performance of body mechanics in all activities; and 5) Analysis of occupations in terms that facilitate understanding of assessments and communication with other health professionals, clients and significant others.

OTA 122
ORIGINS OF OCCUPATIONAL AND COMPONENT SKILLS

2 CR. (2L)

Explores the impact of environmental, cultural and community influences on the adolescent and adult individual, focusing on an ever changing occupational status through the influences of component skills.

OTA 125
BASIC OCCUPATIONAL THERAPY APPLICATION TO PSYCHIATRY

4 CR. (3L/1.5 LBV)

PRQ: PSY 101, OTA 106. Identifies commonly seen psychiatric symptoms, methods for screening and assessment for the need for occupational therapy, and psychiatric occupational therapy techniques for the evaluation and treatment within a multicultural context.

OTA 131
GERIATRIC ISSUES, DISEASE, AND TREATMENT TECHNIQUES

3 CR. (2L/1.5 LBV)

PRQ: OTA 105, OTA 106. Explores the impact of environmental, cultural and community influences on the older individual, focusing on an ever changing occupational status through the influences of component skills. Identifies geriatric diseases common to occupational therapy and methods of treatment available to the occupational therapy practitioner within the context of health care and the community.

OTA 181
GERIATRIC LEVEL I FIELDWORK EXPERIENCE

1 CR. (1.5 LBV)

PRQ: OTA 131. Identifies and provides practical experience in commonly seen disabilities, evaluation techniques and methods of treatment for the geriatric population from diverse backgrounds in collaboration with Occupational Therapy and other professionals. Students will demonstrate universal precautions, hand washing techniques, and safety issues.

OTA 182
PHYSICAL DISABILITIES LEVEL I FIELDWORK EXPERIENCE

1 CR. (1.5 LBV)

CORQ: OTA 218. Identifies and provides practical experience in commonly seen disabilities, evaluation techniques, and methods of treatment for these conditions for adult patients with diverse backgrounds in collaboration with the OTR and other professionals.

OTA 183

PEDIATRIC LEVEL I FIELDWORK EXPERIENCE

1 CR. (1.5 LBV)

CORQ: OTA 221. Provides the student the practical experience necessary to identify commonly seen disabilities, evaluation techniques and methods of treatment for the pediatric population from diverse backgrounds in collaboration with Occupational Therapy and other professionals.

OTA 216

PHYSICAL DISABILITIES NEURO-RETRAINING

3 CR. (2L/1.5 LBV)

PRQ: OTA 121. Provides the student with the skill necessary to utilize the components of the OT treatment planning process, including: age appropriate evaluation, treatment and discharge for the neurodevelopmental and biomechanical frames of references in collaboration with other professionals.

OTA 217

OCCUPATIONAL THERAPY REHABILITATION TECHNIQUES

2 CR. (3 LBV)

PRQ: OTA 121, OTA 105. Explores the treatment methods and techniques focusing on adaptive equipment, assistive devices, specialized procedures of treatment such as splinting, activities of daily living, transfer techniques, bed positioning and specialized physical disability assessments.

OTA 218

OCCUPATIONAL THERAPY APPLICATION TO ADULT PHYSICAL DISABILITIES

3 CR. (1L/3 LBV)

PRQ: OTA 121. Provides through study, discussion, papers, and lab experiences the students ability to identify commonly seen medical and orthopedic diseases and disabilities and the method for treatment within the appropriate frame of reference.

OTA 221

PEDIATRIC ISSUES, DISEASES, DISABILITIES AND TREATMENT

3 CR. (2L/1.5 LBV)

PRQ: OTA 122, OTA 121. Explores the impact of environmental, cultural, and community influences on the child, focusing on an ever changing occupational status through the influences of component skills. Provides the student the skills necessary to identify commonly seen diseases, disabilities and treatment techniques in pediatrics: identify occupational therapy evaluation techniques and methods of treatment within the context of health care and the community.

OTA 235

PROFESSIONAL AND ACTIVITIES MANAGEMENT

2 CR. (2L)

PRQ: OTA 100, admission to the OTA program. Provides the student with the basic management skills needed by the occupational therapy assistant and the activity director. Other topics covered will be job seeking skills, the role of the OTA in research, professional responsibilities, and life long learning.

OTA 275-277

SPECIAL TOPICS

1-6 CR. (L/LBV)

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

OTA 278

O.T. SEMINAR

1 CR. (1.5 LBV)

PRQ: OTA 280 or OTA 281. Provides for discussion of Level II fieldwork experiences and opportunity to apply logical thinking, critical analysis, problem solving, and creativity to application problems.

OTA 280

INTERNSHIP IN OCCUPATIONAL THERAPY I

7 CR. (21 INT)

PRQ: All OTA courses except OTA 278 and OTA 281. Provides an eight-week, full-time or an equal amount of time, part-time, supervised clinical internship to develop professional behaviors consistent with the profession standards and ethics, apply previously learned academic knowledge as an OT team member. The student will gain experience in application of the OT treatment process from admission to discharge for patients from a variety of socio-cultural backgrounds and ages in the practice area of physical disabilities.

OTA 281

INTERNSHIP IN OCCUPATIONAL THERAPY II

7 CR. (21 INT)

PRQ: All OTA courses except OA 278 and OTA 280. Provides an eight-week full time or equal amount of time part-time, supervised clinical internship to develop professional behaviors consistent with the professions standards and ethics, apply previously learned academic knowledge as an OT team member. The student will gain experience in application of the OT treatment process from admission to discharging for patients from a variety of socio-cultural backgrounds and ages in the practice area of behavioral, sensorimotor, and/or developmental disabilities.

OTA 285

INDEPENDENT STUDY

1-6 CR. (2-12 IND)

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

Pharmacy Technician

PHT 105

ORIENTATION TO PHARMACY

4 CR. (3L/1.5 LBV)

PRQ: ENG 090, MAT 060, REA 060 or equivalent test scores. Focuses on a general overview of pharmaceutical care in the scheme of health care and the role of the pharmacist and the pharmacy technician in its delivery. Introduces pharmacy practice, standards of practice, certification, pharmacy associations and opportunities available to the pharmacy technician. Includes surveying laws, regulations and standards at the Federal and State level as they govern the practice of pharmacy. Discussion includes legal and ethical responsibilities of the pharmacy technician. Emphasizes pharmacy terminology, symbols and abbreviations. Professionalism and communication skills stressing interactions with patients and health care professionals are discussed.

PHT 207

DRUG CLASSIFICATION

3 CR. (3L)

PRQ: ENG 090, MAT 060, REA 060 or equivalent test scores. Emphasizes the drug classes, such as over-the-counter vs. prescription drugs, scheduled drugs, and the laws pertaining to each. Includes the drug development process, the different pregnancy classifications and the degree of potential harm for each class, and the commonly used drugs that can be addictive, abused and potentially lethal. Examines dosage forms, routes of administration, selection and recommendation of OTC drugs and natural products, and memorize trade and generic names.

PHT 235

PHARMACEUTICAL CALCULATIONS AND COMPOUNDING TECHNIQUES

4 CR. (4L)

PRQ: ENG 090, MAT 060, REA 060 or equivalent test scores. Develops the skills necessary for performing calculations in pharmacy practice and the compounding of sterile and nonsterile products. Includes a review of basic mathematical skills. Enables the student to solve problems involving calculations pertinent to the preparations of pharmaceuticals. These skills are put to practical use in the compounding portion of this course. Preparation of sterile products, parenteral admixtures, TPN solutions and chemotherapeutics, using proper aseptic techniques is taught. The safe handling of antineoplastics and other hazardous drug products, as well as special drug storage requirements is learned. Emphasizes the importance of accuracy, quality and infection control. Use and maintenance of equipment such as Laminar Flow Hoods, autoinjectors and pumps is discussed.

Philosophy

PHI 111

INTRODUCTION TO PHILOSOPHY

3 CR. (3L)

PRQ: REA 090 or equivalent assessment test scores. Introduces significant human questions and emphasizes understanding the meaning and methods of philosophy. Includes human condition, knowledge, freedom, history, ethics, the future, and religion. This course is one of the Statewide Guaranteed Transfer courses. GT-AH3

PHI 112

ETHICS

3 CR. (3L)

PRQ: REA 090 or equivalent assessment test scores. 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

PHI 113

LOGIC

3 CR. (3L)

PRQ: REA 090 or equivalent assessment test scores. 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

PHI 114

COMPARATIVE RELIGIONS

3 CR. (3L)

PRQ: REA 090 or equivalent assessment test score. Introduces students to the similarities and differences among concepts predominant in the major world religions, comparing sociological, philosophical, and phenomenological similarities between major world faiths. It is designed to transfer to any four-year college philosophy, religious studies or humanities department.

Physical Education

PED 110

FITNESS CENTER ACTIVITY

1 CR. (2 LBA)

This course is designed for individuals interested in improving total fitness via an aerobic circuit training program. The course will include an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. All of the basic components of fitness including: flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition will be addressed. Weight machines, stationary bicycles, and computerized cardiovascular equipment will be used to elicit improvements in fitness.

PED 111

FITNESS CENTER ACTIVITY II

1 CR. (2 LBA)

PRQ: PED 110. This is an advanced course designed for individuals interested in reaching a higher level of total fitness via an aerobic circuit training program. The course will include an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. All of the basic components of fitness including: flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition will be addressed. Weight machines, stationary bicycles, and computerized cardiovascular equipment will be used to elicit improvements in fitness.

PED 112

CONDITIONING LAB

1 CR. (3 LBA)

This course offers an independent self-paced format of conditioning exercises to meet individual needs. Emphasis is placed on 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.

PED 113

FITNESS CONCEPTS

1 CR. (2 LBA)

This course is designed for individuals who are seeking information and guidelines for moving toward a more healthy lifestyle. The course will include 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.

PED 119

FITNESS CIRCUIT TRAINING

1 CR. (2LBA)

Students practice a number of different circuit training programs. Emphasis is placed on the development of cardiovascular endurance, muscular strength and endurance, flexibility and a healthy body composition to meet individual needs.

PED 121

STEP AEROBICS

1 CR. (2 LBA)

This course is designed to introduce basic step aerobics, exercise techniques, and improve physical fitness. The primary emphasis is to gain an understanding of the basic principles of step aerobics including the effects upon the cardio-respiratory system and skeletal muscles, various step patterns and choreography.

PED 147

YOGA

1 CR. (2 LBA)

This course offers a guided instruction in yoga. Students practice yoga according to their individual fitness levels and abilities. Emphasis is placed on enhancing general health and well-being through the performance of yoga strength, flexibility, balance and relaxation techniques and exercises. S/U

PED 148

YOGA II

1 CR. (2 LBA)

PRQ: PED 147. Concepts of basic yoga are carried into additional areas.

Increases awareness of yoga and its physical and mental benefits. S/U

PED 210

FITNESS CENTER ACTIVITY III

1 CR. (2 LBA)

PRQ: PED 110, PED 111. This is an advanced exercise course designed for individuals interested in attaining a high level of total fitness. The course will include an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. All of the basic components of fitness including: flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition will be addressed. The primary mode of training will be Aerobic Circuit Training. The circuit training will be supplemented with additional work on the specialized weight machines, dumbbells, treadmills, rowers, stair climbers, cross trainers, nordic track, versa climbers, and running track available in the Fitness Center.

PED 211

FITNESS CENTER ACTIVITY IV

1 CR. (2 LBA)

PRQ: PED 110, PED 111, PED 210. This is an advanced course designed for individuals interested in attaining a high level of total fitness. The course will include an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. All of the basic components of fitness including: flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition will be addressed. The primary mode of training will be Aerobic Circuit Training. The circuit training will be 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.

Physical Therapist Assistant

PTA 110

BASIC PATIENT CARE IN PHYSICAL THERAPY

5 CR. (2L/4.5 LBV)

PRQ: Admission to the Physical Therapist Assistant program or Department Chair permission. Examines the basic patient care skills for the healthcare practitioner. Enables the student to gain an understanding and demonstrate skills that include positioning, body mechanics, transfers, range of motion, palpation, vital signs, aseptic techniques, bandaging, intermittent venous compression, medical terminology, activities of daily living, wheelchair management, architectural barriers,

PTA 115

PRINCIPLES AND PRACTICES OF PHYSICAL THERAPY

2 CR. (2L)

PRQ: REA 090 or equivalent assessment test score. Explores the history of the profession including definition, development and areas of practice. The role of the APTA, the physical therapist assistant and the relationship between the physical therapist, PTA and other health care professionals are investigated. Includes current issues and trends including professionalism, ethics, quality assurance, communications and reimbursement issues such as Medicare, Medicaid, Worker's Compensation and commercial insurance.

PTA 120

MODALITIES IN PHYSICAL THERAPY

5 CR. (2L/4.5 LBV)

PRQ: PTA: 110. Examines theory and principles of physical therapy modalities. Course includes therapeutic heat and cold, traction, massage and hydrotherapy.

PTA 131

PROFESSIONAL COMMUNICATIONS I

1 CR. (1L)

Introduces students to oral and written professional communication in their field. The course develops skills in verbal and non-verbal communication, conducting self-critiques and peer reviews, research of professional literature, medical documentation, and professional presentations.

PTA 135

PRINCIPLES OF ELECTRICAL STIMULATION

2 CR. (1L/1.5 LBV)

PRQ: Program Admission. Investigates the principles and application of electrical stimulation (ES) modalities currently used in physical therapy practice. Enables the student to understand the electrochemical and physiological effects of electrical stimulation and identify the various forms and applications of ES.

PTA 140

CLINICAL KINESIOLOGY

5 CR. (5L)

PRQ: PTA 176 or Department Chair permission. Focuses on the science of human motion, theories of biomechanics and muscle/joint structure and function. Emphasizes basic principles of therapeutic exercise and their application to specific body regions. A laboratory experience that includes the application of kinesiology and exercise principles is integrated in the learning experience.

PTA 141

PROFESSIONAL COMMUNICATIONS II

1 CR. (1L)

Builds on Professional Communications I and develops skills in writing professional documents to patients and other health care professionals, participating effectively in meetings, and medical documentation skills.

PTA 175-177

SPECIAL TOPICS

1-6 CR. (L/LBV)

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

PTA 175

SPECIAL TOPICS: CLINICAL PATHOPHYSIOLOGY I

2 CR. (2L)

PRQ: REA 090 and CIS 110 or equivalent assessment test scores; BIO 105 or BIO 106. Investigates the pathophysiological changes resulting from disease processes. Includes the etiology of disease such as trauma, genetic, immunological, inflammatory and degenerative processes. Emphasizes pathology and pharmacology of musculoskeletal and neurological system diagnoses.

PTA 176

SPECIAL TOPICS: FUNCTIONAL ANATOMY

4 CR (3L/1.5 LBV)

PRQ: Program admission or Department Chair permission. Focuses on an understanding of anatomical structures of the human body.

Includes the composition and adaptability of tissues and the identification and function of the skeletal, muscular and nervous systems as they relate to physical therapy.

PTA 177

SPECIAL TOPICS: CLINICAL PATHOPHYSIOLOGY II

2 CR. (2L)

PRQ: REA 090 and CIS 110, or equivalent assessment test scores; BIO 105 or BIO 106. Investigates the pathophysiological changes resulting from disease processes. Includes the etiology of disease such as trauma, genetic, immunological, inflammatory and degenerative processes. Emphasizes pathology and pharmacology of cardiovascular, respiratory, endocrine and chronic pain diagnoses.

PTA 205

PSYCHOSOCIAL ISSUES IN HEALTH CARE

2 CR. (2L)

PRQ: REA 090 or equivalent assessment test score. Explores the psychosocial aspects of the patient/client and health care practitioner. Investigates recognition of and adjustment for psychological, sociological, educational, cultural, economic and political concerns on the delivery of health care services.

Communication skills and social and advocacy responsibilities of the health care practitioner are discussed. Enables the student to develop the skills to meet expectations and needs of members of society receiving health care services.

PTA 230

ORTHOPEDIC ASSESSMENT AND MANAGEMENT TECHNIQUES

5 CR. (2L/4.5 LBV)

PRQ: PTA 120, PTA 140. Examines the theory and principles and practices of orthopedic conditions. Includes an understanding of assessment and management techniques pertaining to orthopedic conditions, goniometry, manual muscle testing, gait analysis, and posture analysis

PTA 240

NEUROLOGIC ASSESSMENT AND MANAGEMENT TECHNIQUES

5 CR. (2L/4.5 LBV)

PRQ: PTA 120 and PTA 140 or Department Chair permission. Examines the theory and principles of physical therapy with an introduction to assessment, management techniques and advanced physical therapy procedures as they relate to neurologic, cardiac and pulmonary conditions.

PTA 251

PROFESSIONAL COMMUNICATIONS III

1 CR. (1L)

Promotes the concepts from Professional Communications II and further develops written and oral communication skills in the professional arena through correct documentation of patient progress based on observations, dictating progress notes, development of resume, job interview skills, portfolios, and an awareness of the national PTA exam.

PTA 278

PTA SEMINAR

2 CR. (2L)

PRQ: PTA 230, PTA 280 (Student should be in final semester of degree). Provides a summary of all coursework, internships and prepares the student for transition into the workforce as an entry level PTA. It includes a comprehensive review and mock exam in preparation for the national PTA exam, employment benefits, licensing, state practice act review, professional development, employment opportunities and community service.

PTA 280

PTA INTERNSHIP I

4 CR. (12 INT)

PRQ: PTA 120. Focuses on initial clinical exposure providing hands on of various types of patient practicum skills and techniques. Includes application of basic patient care skills including transfers, range of motion, modalities, bandaging, aseptic techniques, and gait training. Students demonstrate professional behavior and communication principles appropriate in the physical therapy setting. A designated clinical instructor in an acute care, geriatric, or outpatient setting will provide supervision.

PTA 281

PTA INTERNSHIP II

5 CR. (15 INT)

PRQ: Successful completion of all previous PTA curriculum or permission of program director. Focuses on an intermediate clinical experience providing hands on patient practicum skills and techniques. Includes continued application of physical therapy procedures of Internship I with the addition of therapeutic exercise, goniometry, manual muscle testing, and motor learning techniques. Students demonstrate professional behavior and communication principles appropriate in the physical therapy setting. A designated clinical instructor in an acute care, rehabilitation, outpatient, geriatric, or home health setting provides supervision. During the internship, the student presents an in-service on a physical therapy related topic.

PTA 282

PTA INTERNSHIP III

5 CR. (15 INT)

PRQ: Successful completion of all previous PTA curriculum or permission of program director. Incorporates advanced clinical experience providing hands on patient practicum skills and techniques. Students will refine all physical therapy skills in preparation to enter the field as an entry-level physical therapist assistant. This final experience includes independent practice with an assigned caseload under the on-site supervision of a clinical instructor. The student will present an in-service on a physical therapy related topic.

Physician Assistant

PAP 235

HUMAN PATHOLOGY

4 CR. (4L)

PRQ: BIO 106. Focuses on the clinical pathophysiology of human illness. Individual modules examine the cellular and organ-based aspects of disease with attention to how the disease process begins and proceeds. Presentations in Clinical Medicine accompany the material in this course, allowing students to correlate the pathophysiology of specific disease with the medical and surgical management of those conditions.

Physics

PHY 105

CONCEPTUAL PHYSICS

4 CR. (3L/2 LBA)

PRQ: REA 060, MAT 060, ENG 060, CIS 110. or equivalent assessment test scores. Strongly recommend MAT 090. Focuses on mechanics, heat, properties of matter, electricity and magnetism, light and modern physics. Incorporates laboratory experience. This course is one of the Statewide Guaranteed Transfer Courses, GT-SC1.

PHY 111

PHYSICS: ALGEBRA-BASED I WITH LAB

5 CR. (4L/2 LBA)

PRQ: REA 090, MAT 106, ENG 090, CIS 110, or equivalent assessment test scores. PRQ/CORQ: MAT 108 or MAT 122. Enables the student to explore the truth about physical reality through reasoning, mathematics and experimentation. Examines kinematics, force, circular motion, energy, momentum, torque, rotational dynamics, simple harmonic motion, temperature, heat and thermodynamics. The concepts and theories presented are explored through demonstrations and hands-on experiments. It is a general physics course that is recommended for all of the health sciences and all other interested students. Students entering engineering or one of the advance sciences should register for PHY 211. This course is one of the Statewide Guaranteed Transfer Courses, GT-SC1.

PHY 112

PHYSICS: ALGEBRA-BASED II WITH LAB

5 CR. (4L/2 LBA)

PRQ: MAT 106, ENG 121, CIS 110, or equivalent assessment test scores. PRQ/CORQ: MAT 108 or MAT 122. Expands upon PHY 111 and covers sound waves, electric fields, electric circuits, magnetic fields, optics, and modern physics. Explores the concepts and theories presented in class through demonstrations and hands-on experiments. This course is one of the Statewide Guaranteed Transfer Courses, GT-SC1

PHY 211

PHYSICS: CALCULUS BASED I WITH LAB

5 CR. (4L/2 LBA)

PRQ: ENG 121, MAT 121, CIS 110, or equivalent assessment test scores. PRQ/CORQ: MAT 122 and MAT 201. Enables the student to examine the truth about physical reality through reasoning, mathematics and experimentation. Covers kinematics, force, gravity, energy, momentum, torque, rotational dynamics, fluids and waves. The concepts and theories presented in class are explored through demonstrations and hands-on experiments. This first semester calculus-based physics course is recommended for students entering engineering or one of the advance sciences. This course is one of the Statewide Guaranteed Transfer Courses, GT-SC1

PHY 212

PHYSICS: CALCULUS BASED II WITH LAB

5 CR. (4L/2 LBA)

PRQ: MAT 121, ENG 121, and CIS 110, or equivalent assessment test scores. PRQ/CORQ: MAT 122 and MAT 201. Expands upon PHY 211 and examines thermodynamics, electric fields, electric circuits, magnetic fields, light and optics, and modern physics. The concepts and theories presented in class are explored through demonstrations and hands-on experiments.

Political Science

POS 105

INTRODUCTION TO POLITICAL SCIENCE

3 CR. (3L)

PRQ: REA 090 or the equivalent recommended. Survey of the discipline of political science, including political philosophy and ideology, democratic and non-democratic governments, and processes, and international relations. This course is one of the Statewide Guaranteed Transfer courses, GT-SS1.

POS 111

AMERICAN GOVERNMENT

3 CR. (3L)

PRQ: REA 090 or the equivalent recommended. Includes the background of the U.S. Constitution; the philosophy of American government; general principles of the Constitution; federalism; civil liberties; public opinion and citizen participation; political parties, interest groups, and the electoral process; and the structure and functions of the national government. This course is one of the Statewide Guaranteed Transfer courses, GT-SS1

POS 125

AMERICAN STATE AND LOCAL GOVERNMENT

3 CR. (3L)

PRQ: REA 090 or equivalent assessment test score. 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.

Process Technology

PRO 100

INTRODUCTION TO PROCESS TECHNOLOGY

3 CR. (3L)

PRQ: REA 090 and MAT 090, or equivalent assessment test scores. Provides an overview or introduction into the field of Process Operations within the process industry. The course will introduce the roles and responsibilities of process technicians, the environment in which they work, and the equipment and systems in which they operate.

Psychiatric Technician

PTE 110

INTRODUCTION TO PSYCHIATRIC CARE

5 CR. (3L/3 LBV)

PRQ: REA 090 and ENG 060, or equivalent assessment test scores. Explores basic principles of psychiatric care utilizing therapeutic communication, human development, behavior assessment, and documentation. Enables the student to develop and apply interpersonal and technical skills while working with clients in psychiatric care settings.

PTE 116

THEORETICAL CONCEPTS OF PSYCHIATRIC CARE I

2 CR. (2L)

PRQ: Admission into the Psychiatric Technician Program, PTE 110. CORQ: PTE 170, NUR 112. Explores basic etiology, symptoms of, and interventions for common psychiatric disorders. Builds on prior knowledge. Provides opportunities to recognize and intervene with clients experiencing typical psychiatric problems.

**PTE 117
THEORETICAL CONCEPTS OF
PSYCHIATRIC CARE II**

2 CR. (2L)
PRQ: Admission into the Psychiatric Technician Program, PTE 116, PTE 170.
CORQ: PTE 171, NUR 112. Explores psychiatric problems common to four (4) special populations: children/adolescents, developmentally disabled individuals, aging persons, and forensic clients. The student will learn how to recognize and intervene with problems common to these four groups.

**PTE 118
PSYCHIATRIC MANAGEMENT
PRINCIPLES**

1 CR. (1L)
PRQ: Admission into the Psychiatric Technician Program, PTE 117, PTE 171.
CORQ: PTE 172. Capstone: explores principles of psychiatric unit management and professional behaviors in psychiatric care. Self-care issues and job-seeking skills are also discussed.

**PTE 170
CLINICAL CONCEPTS OF
PSYCHIATRIC CARE I**

3 CR. (4.5 LBV)
PRQ: Admission into the Psychiatric Technician Program, PTE 110: CORQ: PTE 116. Provides clinical application of theory and principles presented in PTE 116 through supervised clinical practice in a psychiatric care setting.

**PTE 171
CLINICAL CONCEPTS OF
PSYCHIATRIC CARE II**

3 CR. (4.5 LBV)
PRQ: Admission into the Psychiatric Technician Program, PTE 116, PTE 170, or permission of instructor. CORQ: PTE 117. Provides clinical application of theory and principles presented in PTE 117 through supervised clinical practice in a psychiatric care setting.

**PTE 172
PSYCHIATRIC MANAGEMENT
CLINICAL**

1 CR. (1.5 LBV)
PRQ: Admission into the Psychiatric Technician Program, PTE 117, PTE 171.
CORQ: PTE 118. Synthesizes knowledge from prerequisite courses and provides clinical application of theory presented in PTE 118.

Psychology

**PSY 100
PSYCHOLOGY OF WORKPLACE
RELATIONSHIPS**

3 CR. (3L)
PRQ: REA 090 or equivalent. This course focuses on interactions among people – their conflicts, cooperative efforts, and group relationships. It will examine why beliefs, attitudes, and behaviors cause relationship problems in our personal lives and in work-related situations. It will emphasize the analysis of human behavior, the application of prevention strategies, and resolution of the behavior.

**PSY 101
GENERAL PSYCHOLOGY I**

3 CR. (3L)
PRQ: REA 090 or the equivalent. Focuses on the scientific study of behavior including motivation, emotion, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning and memory. This course is one of the Statewide Guaranteed Transfer courses, GT-SS3.

**PSY 102
GENERAL PSYCHOLOGY II**

3 CR. (3L)
PRQ: REA 090 or equivalent. Focuses on the scientific study of behavior including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development, and social psychology. This course is one of the Statewide Guaranteed Transfer courses, GT-SS3.

**PSY 107
WORKGROUP PSYCHOLOGY**

3 CR. (3L)
PRQ: REA 090 or the equivalent recommended. This course is designed as an introduction to the psychology of workgroups in the modern workplace. Emphasis is placed on team dynamics, social diversity issues, team building, interpersonal communication skills, goal setting, time and resource management, and consensus decision making.

**PSY 110
CAREER DEVELOPMENT**

3 CR. (3L)
PRQ: CIS 110, equivalent assessment test score, or Department Chair approval. Assists students in recognizing their career potential, and provides tools for making realistic decisions concerning educational and occupational objectives.

**PSY 117
PARENTING**

1 CR. (1L)
PRQ: REA 090 or equivalent assessment test score. Focuses on effective techniques for parenting children, with emphasis on setting expectations, consideration of individual differences, satisfactory communication, and effective parent-child relationships.

**PSY 175-177
SPECIAL TOPICS**

1-6 CR (1-6L)
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

**PSY 175
SPECIAL TOPICS: STRESS & HEALTH
– THE MIND, BODY CONNECTION**

1-6 CR. (1-6L)
A survey of the rapidly developing research regarding the effects of stress on physical and mental health. The inner-connectedness of mind and body will be discussed.

**PSY 200
RESEARCH METHODOLOGY**

3 CR. (3L)
PRQ: PSY 101 or PSY 102. A survey of research methods and designs including correlational studies, experimental designs and quasi-experimental designs. Additional topics include evaluations of scientific research, data analysis, report writing and research ethics.

**PSY 204
RELATIONSHIPS: CHALLENGES &
CHOICES**

1 CR. (1L)
PRQ: REA 090 or equivalent. The student will learn how to preserve and enhance couple relationships by understanding the role of gender differences; conflict patterns; communication skills; problem solving; meaning of commitment, fun and friendship.

**PSY 205
PSYCHOLOGY OF GENDER**

3 CR. (3L)
PRQ: REA 090 or equivalent. This course examines gender differences in work, courtship, family life, and sexual behavior throughout the life span.

**PSY 215
PSYCHOLOGY OF ADJUSTMENT**

3 CR. (3L)
PRQ: REA 090 or equivalent assessment test score. Emphasizes personal growth and the development of interpersonal skills. Focuses on the practical application of psychological principles and theories in achieving self-understanding and personal growth.

PSY 217

HUMAN SEXUALITY

3 CR. (3L)

PRQ: REA 090 or equivalent assessment test score. Surveys physiological, psychological, and psychosocial aspects of human sexuality. Topics include relationships, sexual identity, and sexual health.

PSY 226

SOCIAL PSYCHOLOGY

3 CR. (3L)

PRQ: 3 hrs. General PSY, or 3 hrs. General SOC or instructor permission. This course covers behavior of humans in social settings including attitudes, aggression, conformity, cooperation and competition, prejudice, and interpersonal attraction. This course is one of the Statewide Guaranteed Transfer courses, GT-SS3.

PSY 227

PSYCHOLOGY OF DEATH AND DYING

3 CR. (3L)

PRQ: REA 090 or equivalent assessment test score. Examines the philosophies of life and death, emphasizing dying, death, mourning, and the consideration of one's own death. This course is one of the Statewide Guaranteed Transfer courses, GT-SS3.

PSY 235

HUMAN GROWTH AND DEVELOPMENT

3 CR. (3L)

PRQ: REA 060 or equivalent assessment test score. Examines human development from conception through death, emphasizing physical, cognitive, emotional, and psychosocial factors. This course is one of the Statewide Guaranteed Transfer courses, GT-SS3.

PSY 237

CHILD AND ADOLESCENT PSYCHOLOGY

3 CR. (3L)

PRQ: REA 090 or equivalent. This course is a survey of human development from conception through adolescence, emphasizing physical, cognitive, emotional, and psychosocial factors.

PSY 238

CHILD DEVELOPMENT

3 CR. (3L)

PRQ: REA 090 or equivalent assessment test score. Focuses on the growth and development of the individual, from conception through childhood, emphasizing physical, cognitive, emotional, and psychosocial factors. This course is one of the Statewide Guaranteed Transfer courses, GT-SS3.

PSY 239

ADOLESCENT AND ADULT PSYCHOLOGY

3 CR. (3L)

PRQ: REA 090 or equivalent. This course covers growth and development of the individual from adolescence to death, emphasizing physical, cognitive, emotional and psychosocial factors.

PSY 245

EDUCATIONAL PSYCHOLOGY

3 CR. (3L)

PRQ: ENG 060, REA 090, or equivalent assessment test scores. Focuses on the relationships among theory, research, and practice in the areas of learning, child development, motivation, and educational assessment.

PSY 247

CHILD ABUSE AND NEGLECT

3 CR. (3L)

PRQ: REA 090 or equivalent. This course examines the causes and effects of physical, sexual, and psychological abuse and neglect. Intervention and prevention strategies are emphasized.

PSY 249

ABNORMAL PSYCHOLOGY

3 CR. (3L)

PRQ: ENG 060 or equivalent assessment test score. Examines abnormal behavior and its classification, causes, treatment, and prevention. This course is one of the Statewide Guaranteed Transfer courses, GT-SS3.

PSY 250

DYNAMICS OF RACISM AND PREJUDICE

3 CR. (3L)

PRQ: REA 090 or equivalent. A survey of early race relations in the USA; the development of prejudicial attitudes and the social impact; strategies for positive change.

PSY 265

PSYCHOLOGY OF PERSONALITY

3 CR. (3L)

PRQ: REA 090 or equivalent assessment test score. Examines the structure, function, and development of personality. Investigates the major contemporary theories of personality. Covers psychodynamic, behavioral, cognitive-social learning, humanistic, trait, and, optionally, neurobiological, existential, and/or Eastern perspectives. The underlying assumptions and research support for these theories are appraised. Enables the student to gain an appreciation of the value of alternative theoretical approaches to this study of psychology.

PSY 267

STRESS REDUCTION WITH BIOFEEDBACK

3 CR. (3L)

PRQ: REA 090 or equivalent assessment test score. Focuses on the biological and psychological basis of stress and the detrimental effects it may have on health. Emphasizes learning and applying stress reduction skills that are monitored with simple biofeedback instruments.

PSY 268

ORGANIZATIONAL PSYCHOLOGY

3 CR. (3L)

PRQ: ENG 060, REA 090, or equivalent assessment test scores. Provides a comprehensive study of psychological principles and theories as applied to organizational behavior. Topics include motivation, job satisfaction, conflict supervision, human relations, and stress management.

PSY 275-277

SPECIAL TOPICS

1-6 CR. (1-6L)

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

PSY 275

SPECIAL TOPICS: PSYCHOLOGY OF CREATIVITY

1-6 CR. (1-6L)

This course examines the research on creativity and explores the creative process through classroom activities, group projects, and the use of technology. This course will assist students in the application of creative processes in the real world setting.

PSY 289

CAPSTONE

3 CR. (3L)

PRQ: ENG 060, REA 090, or equivalent assessment test scores. Studies and applies the theories and techniques of leadership and group processes. In addition, introduces leadership skills and experiences with applications in group and community settings.

Radio TV

RTV 100

INTRODUCTION TO TELECOMMUNICATIONS

2 CR. (2L)

CORQ: MGD 175 Special Topics: Media Lab. Focuses on the study of the market demands involving national, local and international uses of telecommunications.

RTV 102

BEGINNING TELEVISION

3 CR. (3L)

PRQ: REA 060, equivalent assessment test score, or Department Chair approval. Focuses on principles and techniques of television production in theory and the approach of studio and production. Emphasizes producing television programs, beginning with a concept through script to actual studio production, preproduction, and post production.

RTV 103

WRITING FOR TV AND RADIO

3 CR. (3L)

Explores writing techniques for television and radio emphasizing professional techniques, format and style.

RTV 108

PRINCIPLES OF AUDIO

3 CR. (1L/3 LBV)

PRQ: REA 060, equivalent assessment test score, or Department Chair approval. Focuses on basic audio production techniques to be used in television production. Includes the use of basic audio equipment and mixer to produce audio tracks for radio and television production.

RTV 175

SPECIAL TOPICS

0-6 CR. (L/LBV)

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

RTV 175

SPECIAL TOPICS: BASIC VIDEO PRODUCTION

3 CR. (1L/3 LBV)

PRQ: REA 060, equivalent assessment test score, or Department Chair approval. Introduces the student to basic videotape production and editing on linear and non linear systems. Covers producing, writing, directing, lighting, editing and shooting techniques. Enables the student to gain experience in paint and character generator graphics, image processing, transitions and techniques using non linear editing.

RTV 217

ADVANCED TELEVISION STUDIO PRODUCTION

3 CR. (4.5 LBV)

PRQ: REA 060, equivalent assessment test score, or Department Chair approval. Focuses on principles and techniques of television production and direction in a laboratory setting using commercial television broadcast equipment for broadcast and institutional video productions.

Radiologic Technology

RTE 100

RADIATION SAFETY

.6 CR. (.6L)

Meets the State of Colorado requirements for ISCD certified bone densitometry operators. The requirement is for 9 hours of radiation safety training.

RTE 101

INTRODUCTION TO RADIOGRAPHY

2 CR. (2L)

Offers an introduction to radiology including equipment, exposure, positioning and the knowledge necessary for the radiography student to provide safe patient care including communication skills, body mechanics, patient transfer, and radiography as a profession.

RTE 111

RADIOGRAPHIC PATIENT CARE

2 CR. (2L)

PRQ: RTE 181. Expands the information presented in RTE 101, and includes lecture and laboratory experience in the patient care areas of asepsis, vital signs, medical emergencies, assistance with drug administration, patient with special needs, EKG, and death and dying.

RTE 121

RADIOLOGIC PROCEDURES I

3 CR. (2L/1.5 LBV)

PRQ: Program admission, RTE 101. Introduces fundamentals of radiographic positioning including use of radiographic equipment and safety, positioning, terminology, anatomy, pathology, and skills necessary to perform radiographic procedures of the chest, abdomen, upper extremity, gastrointestinal and urinary systems.

RTE 122

RADIOLOGIC PROCEDURES II

3 CR. (2L/1.5 LBV)

PRQ: RTE 121. Introduces additional material covered in RTE 121 including the knowledge of anatomy, pathology, and skills necessary to perform radiographic procedures of the lower extremity, pelvis, spine, and bony thorax.

RTE 131

RADIOGRAPHIC PATHOLOGY AND IMAGE EVALUATION I

1.5 CR. (1.5L)

PRQ: RTE 101. Provides a detailed anatomic discussion of the respiratory, digestive, genitourinary systems and related medical terminology. The course will also cover the details of bony anatomy including bone structure, pathology and arthrology

RTE 132

RADIOGRAPHIC PATHOLOGY AND IMAGE EVALUATION II

1.5 CR. (1.5L)

PRQ: RTE 131. Provides a detailed anatomic/pathologic discussion of the spine, circulatory system, nervous system, and skull and related medical terminology.

RTE 141

RADIOGRAPHIC EQUIPMENT/IMAGING I

3 CR. (3L)

PRQ: Program admission, RTE 101. Introduces the fundamental aspects of radiographic equipment including a basic review of Physics fundamentals pertaining to x-ray production, the x-ray machine, image receptors, and control of scatter radiation.

RTE 142

RADIOGRAPHIC EQUIPMENT/IMAGING II

3 CR. (3L)

PRQ: RTE 141. Expands information covered in RTE 141 and provides in depth knowledge of radiographic exposure and the factors that effect radiographic film quality and assurance.

RTE 181

RADIOGRAPHIC INTERNSHIP I

5 CR. (15 INT)

PRQ: Program admission, RTE 101. Introduces the clinical education experience at the clinical education center. The student applies knowledge learned in the classroom to the actual practice of radiography.

RTE 182

RADIOGRAPHIC INTERNSHIP II

5 CR. (15 INT)

PRQ: RTE 181. Introduces additional concepts and more complex radiographic procedures than those learned in Clinical Internship I.

RTE 183

RADIOGRAPHIC INTERNSHIP III

7 CR. (21 INT)

PRQ: RTE 182. Reinforces the basic concepts of Clinical Internship I and II.

RTE 221

ADVANCED MEDICAL IMAGING

3 CR. (3L)

PRQ: RTE 122. Introduces advanced imaging techniques including radiography of the cranium, facial bones and special radiographic procedures. These concepts are combined with the basic oral communication techniques necessary for the professional radiographer.

RTE 231

RADIATION BIOLOGY/PROTECTION

2 CR. (2L)

PRQ: RTE 142. Provides the basic knowledge and understanding of the biologic effects of ionizing radiation and radiation protection and safety.

RTE 255

MULTIPLANAR SECTIONAL IMAGING

2 CR. (2L)

PRQ: Radiologic Technology student or imaging professional or permission of instructor. Offers a course designed to increase knowledge in multi-planar/multi-modality sectional anatomy for imaging professionals, radiologic technology students, and other interested health care professionals. Correlative studies of line drawings, cadaverous photographs, MRI, and CT images are thoroughly studied.

RTE 256

BONE DENSITOMETRY

2 CR. (2L)

Offers an in-depth study of Bone Densitometry equipment, scanning, and interpretation that will prepare the student for the American Registry of Radiologic Technologist certification examination in Bone Densitometry.

RTE 281

RADIOGRAPHIC INTERNSHIP IV

8 CR. (24 INT)

PRQ: RTE 183. Introduces the student to the radiographic specialty areas of Pediatrics, Geriatrics, the out-patient clinic, as well as increasing proficiency in general radiography.

RTE 282

RADIOGRAPHIC INTERNSHIP V

8 CR. (24 INT)

PRQ: RTE 281. Introduces the student to the radiographic specialty areas of portable and trauma radiography as well as increasing proficiency in general radiography.

RTE 289

CAPSTONE

3 CR. (3L)

PRQ: All core curriculum or permission of instructor. CORQ: RTE 282. Prepares the radiology technology student to effectively search for a job in radiography and sit for the American Registry of Radiologic Technology examination.

Reading

REA 030

BASIC READING SKILLS

2 CR. (1L/2 LBA)

PRQ: ACCUR score of 25. Focuses on strategies for word attack, vocabulary development, stages of reading, and basic reading comprehension.

REA 060

FOUNDATIONS OF READING

3 CR. (3L)

PRQ: "C" or better in REA 030 or equivalent assessment test score. PRQ/CORQ: CIS 110 or equivalent assessment test score. Focuses on strategies for vocabulary development, improved reading comprehension, and enrichment.

REA 090

COLLEGE PREPARATORY READING

3 CR. (3L)

PRQ: "C" or better in REA 060 or equivalent assessment test score. PRQ/CORQ: CIS 110 or equivalent assessment test score. Enables the student to apply strategies for improving comprehension, developing vocabulary, and increasing rate for reading college textbooks.

Real Estate

REE 103

REAL ESTATE BROKERS I

6 CR. (6L)

Enables the student to meet the educational requirements of the Colorado Real Estate Commission for a Colorado Real Estate Brokers license. Includes real estate law and practice, practical application, and current legal issues.

REE 104

REAL ESTATE BROKERS II

5 CR. (5L)

Enables the student to meet the educational requirements of the Colorado Real Estate Commission for a Colorado Real Estate Brokers license. This course includes Colorado contracts and regulations, real estate closings, and trust accounts and record keeping.

Respiratory Care Practitioner

RCA 105

INTRODUCTION TO RESPIRATORY CARE

1 CR. (1L)

PRQ: MAT 107, BIO 201, REA 090 and ENG 121 or equivalent assessment test score, consent of instructor. Introduces the profession of respiratory care including history of the profession; current and future role of the respiratory care professional; role, function and interrelationships of the several professional organizations; and medical terminology. This class must be taken prior to admission to the program. This is an Internet course only.

RCA 131

BASIC TECHNIQUES IN RESPIRATORY CARE

3 CR. (2L/1.5 LBV)

PRQ: Program admission. Focuses on the study of principles of operation and therapeutic application of basic respiratory care equipment and techniques.

RCA 132

BASIC TECHNIQUES IN RESPIRATORY CARE II

5 CR. (3L/3 LBV)

PRQ: RCA 131, RCA 155 or consent of instructor. Continues RCA 131 and focuses on airways, aerosol therapy, chest physiotherapy, and positive pressure breathing.

RCA 133

RESPIRATORY/EMS MODALITIES

4 CR. (2L/3 LBV)

PRQ: REA 090 or equivalent assessment test score, EMS 125, program admission or consent of Department Chair. Provides a study of the principles of operation and therapeutic application of basic respiratory and EMS equipment and techniques, including roles and responsibilities of EMT and Respiratory Care Practitioners. Patient Assessment skills, IV insertion, Respiratory Therapeutics, airway management and introduction to Mechanical ventilation will be studied. The students will be involved in didactic, laboratory and clinical sessions to give the student the opportunity to comprehend on a cognitive and tactile level.

RCA 151
CARDIOPULMONARY ANATOMY AND PHYSIOLOGY
3 CR. (3L)
PRQ: RCA 105, BIO 201 or consent of instructor. Focuses on the structure of the pulmonary and cardiovascular systems. Addresses independent functional relationships.

RCA 153
CARDIOPULMONARY DISEASE
3 CR. (3L)
PRQ: Program admission, RCA 151, RCA 131, or consent of Department Chair. Discusses the clinical manifestations and assessment of cardiopulmonary disease in depth. The course utilizes a problem based-case management approach to the study of cardiopulmonary disease.

RCA 155
LOGIC OF RESPIRATORY SCIENCE
3 CR. (3L)
PRQ: Program admission. Focuses on a study of the basic concepts used in respiratory care with a strong emphasis on their interrelationships.

RCA 164
ADVANCED CARDIAC CARE
3 CR. (2L/1.5 LBV)
PRQ: RCA 151 or consent of Department Chair. Focuses on an in depth process of the electrophysiology of the heart, as well as the techniques and interpretations of electrocardiograms. The class will also include instruction and certification in ACLS.

RCA 165
PHARMACOLOGY OF CARDIOPULMONARY CARE
3 CR. (3L)
PRQ: Program admission, RCA 155, RCA 151, or consent of Department Chair. Focuses on a study of the principles of pharmacology and the pharmacologic properties and application of drugs commonly employed in the treatment of cardiopulmonary disease.

RCA 230
CRITICAL CARE I
2 CR. (1L/1.5 LBV)
PRQ: RCA 153 or consent of instructor. Focuses on the care of critically ill patients. Includes advanced pulmonary physiology and pathophysiology, assessment and monitoring of acute and chronic respiratory failure, mechanical ventilation, and emergency respiratory care. Incorporates a laboratory portion that enables the student to develop skills essential for the assessment and treatment of the critically ill.

RCA 251
CRITICAL CARE II
3 CR. (3L)
PRQ: RCA 230 or consent of instructor. Focuses on selected topic areas in critical care. Includes both technical and management concerns in the intensive care setting.

RCA 252
CARDIOPULMONARY DIAGNOSTICS II
1CR. (1L)
PRQ: RCA 151, RCA 153, or consent of instructor. Explores the procedures used in the diagnosis of pulmonary disease through pulmonary function testing.

RCA 254
PULMONARY FUNCTION TESTING
1 CR. (1L)
PRQ: Program admission, RCA 155, RCA 151, RCA 165, or consent of Department Chair. Explores the Indications for Pulmonary Function Testing as well as the testing procedures involved in pulmonary function testing. This will include Spirometry, Lung Volumes and Gas Distribution Tests. Reference values as well as conversion and correction factors will be introduced. This class will also explore how Pulmonary Function testing is used to diagnose disease and evaluate treatment.

RCA 255
PREHOSPITAL TRAUMA EMERGENCIES
2 CR. (2L)
PRQ: EMS 125, admission to program or consent of Department Chair. Prerequisites include being currently certified as a Colorado EMT-Basic and/or Nationally Registered at the EMT-Basic level. Enrollment is by Program Coordinator approval. Covers the Advanced Life Support course in emergency trauma care required for Respiratory Care/ EMT-Intermediate students. The course include trauma as a disease in our society, the recognition and emergency medical care of trauma patients, and incorporates the ALS procedures or appropriate treatment and care of these patients in the prehospital environment.

RCA 256
PEDIATRIC AND NEONATAL CARE
3 CR. (2L/1.5 LBV)
PRQ: Program admission, RCA 155, RCA 151, RCA 165, RCA 164, RCA 153, or consent of Department Chair. Covers aspects of fetal development, neonatology, and pediatrics. Cardiopulmonary disorders, respiratory therapeutics, special procedures, labor and delivery will be covered. Students enrolled in this class will also be certified in Pediatric Advanced Life Support.

RCA 265
PROFESSIONAL DEVELOPMENT
2 CR. (2L)
PRQ: RCA 283 or consent of instructor. Focuses on preparation for national board exams and professional interaction.

RCA 280
INTERNSHIP I
4.5 CR. (13.5 INT)
PRQ: RCA 131, RCA 132, RCA 155, or instructor's permission. Focuses on the care and analysis of the noncritical patient. Procedures include those presented in RCA 131 and RCA 132.

RCA 281
INTERNSHIP II
7.5 CR. (22.5 INT)
PRQ: RCA 280 or instructor's permission. Focuses on the care and analysis of the critically ill patient. Rotations into specialty areas are carried out as the schedule permits.

RCA 282
RCA/EMS INTERNSHIP I
3 CR. (9 INT)
PRQ: EMS 125, RCA 132, RCA 151, RCA 153, RCA 155, or consent of Department Chair. Provides the first internship course for students to complete both Respiratory Care and Emergency Medical Technician-Intermediate training. Course work includes rotations at medical facilities under the supervision of preceptors. Students will have the opportunity to apply principles of patient care as outlined in the course work for Respiratory Therapy and EMT-Intermediate coursework.

RCA 283
INTERNSHIP III
7.5 CR. (22.5 INT)
PRQ: RCA 281 or instructor's permission. Continues to address the care and analysis of the critically ill patient and specialty rotations. Attempts to more closely evaluate the student's ability to manifest critical judgments in solving clinical problems and understanding professional/departmental activities.

RCA 284

RCA/EMS INTERNSHIP II

6 CR. (18 INT)

PRQ: Admission to program, RCA 282, or consent of Department Chair. Provides the second internship course for students to complete both Respiratory Care and Emergency Medical Technician-Intermediate training. Course work includes rotations at medical facilities under the supervision of preceptors. Students will have the opportunity to apply principles of patient care as outlined in the course work for Respiratory Therapy and EMT-Intermediate coursework.

RCA 286

RCA/EMS INTERNSHIP III

6 CR. (18 INT)

PRQ: Program admission, RCA 284 or permission by Department Chair. Presents the third internship course for students to complete both Respiratory Care and Emergency Medical Technician-Intermediate training. Course work includes rotations at medical facilities under the supervision of preceptors. Students will have the opportunity to apply principles of patient care as outlined in the course work for Respiratory Therapy and EMT-Intermediate coursework.

RCA 289

CAPSTONE

0.5-6 CR. (L/LBV)

PRQ: Admission to program RCA 284 or consent of Department Chair. A demonstrated culmination of learning within a given program of study.

Science

SCI 155

INTEGRATED SCIENCE I

4 CR. (3L/2 LBA)

PRQ: REA 090, MAT 090, ENG 090, and CIS 110, or equivalent assessment test scores. Examines the nature of energy and matter, their interactions and changes, and the application of fundamental concepts to the study of our natural world. This course is one of the Statewide Guaranteed Transfer courses, GT-SC1.

SCI 156

INTEGRATED SCIENCE II

4 CR. (3L/2 LBA)

PRQ: SCI 155, REA 090, ENG 090, MAT 090, CIS 110, or equivalent assessment test scores. Examines earth and biological systems, living and non-living environments, through the application and refinement of fundamental energy and matter concepts. This course is one of the Statewide Guaranteed Transfer courses, GT-SC1.

Social Sciences and Sociology

SOC 100

PRINCIPLES OF PRACTICAL SOCIOLOGY

3 CR. (3L)

PRQ: REA 090 or equivalent assessment test score. Introduces the student to the varied dynamics of human society. We will examine topics such as: The impact of social groups of which we are a part on how we act and think, the historical development of sociology, the way sociologists are taught to think, the interaction between humans and their social organizations, the ways in which we operate in and through our social structures, inequality in society, the meaning of culture, the effects of our social institutions, the ways in which social organizations influence each other, order and power in social organizations, the ever-changing dynamics of human social life, and the study of family structures in our society.

SOC 101

INTRODUCTION TO SOCIOLOGY I

3 CR. (3L)

PRQ: REA 090 or the equivalent recommended. Examines the basic concepts, theories, and principles of sociology as well as human culture, social groups, and the social issues of age, gender, class, and race. This course is one of the Statewide Guaranteed Transfer courses, GT-SS3.

SOC 102

INTRODUCTION TO SOCIOLOGY II

3 CR. (3L)

PRQ: REA 090 or the equivalent recommended. Examines social institutions and organizations from the macro perspective. Emphasizes issues of social change, demography, social movements, and conflicts and trends within education, religion, family, political, and economic structures. This course is one of the Statewide Guaranteed Transfer courses, GT-SS3.

SOC 201

INTRODUCTION TO GERONTOLOGY

3 CR. (3L)

PRQ: REA 090 or equivalent assessment test score. Acquaints students with the major issues and concepts pertinent to the field of gerontology. The course introduces various theoretical perspectives on aging, the changing trends in life expectancy and other demographic considerations, and the interrelationship between elders and key social institutions. It provides an overview of physical, cognitive, and socioemotional factors associated with aging.

SOC 203

URBAN SOCIO-ANTHROPOLOGY

3 CR. (3L)

PRQ: REA 090 or equivalent assessment test score. Examines how cities and city life are shaped by cultural, social, political, and economic forces operating at many different levels. Additionally, SOC 203 examines the history and theoretical roots of urban anthropology and sociology, ethnographic fieldwork in urban environment, and urban social organization in cross-cultural perspectives.

SOC 205

SOCIOLOGY OF FAMILY DYNAMICS

3 CR. (3L)

PREQ: REA 090 or equivalent assessment test score. Develops an understanding of marriage, family and kinship. It examines the family as an institution and how social, cultural and personal factors influence family relations. The stability and diversity of the family will be explored, along with current trends and some alternative life styles.

SOC 212

RESEARCH IN SOCIAL SCIENCES

3 CR. (3L)

PRQ: REA 090 or equivalent assessment test score. Introduces social research methods with an emphasis on the scientific method and the role of empirical inquiry into sociology. This course will include the study of methodologies of data collection and analysis, the logic of research, the role of theory, measurement, sampling and research designs. Field research and the professional norms and ethics of social research will also be covered.

SOC 215
CONTEMPORARY SOCIAL PROBLEMS
3 CR. (3L)
PRQ: REA 090 or equivalent recommended. Explores current social issues that result in societal problems. It focuses on such issues as civil liberties, gender discrimination, substance abuse, crime, poverty, and social change. This course is one of the Statewide Guaranteed Transfer courses, GT-SS3.

SOC 216
SOCIOLOGY OF GENDER
3 CR. (3L)
Gives students the theoretical and factual background necessary to understand the phenomenon of gender stratification in American and other cultures. Students will be exposed to a history of gender stratification in human societies, theoretical explanations for this and insights into the consequences of gender differentiation in our world today. This course is one of the Statewide Guaranteed Transfer courses, GT-SS3.

SOC 218
SOCIOLOGY OF DIVERSITY
3 CR. (3L)
PRQ: REA 090 or equivalent assessment test score. Explores the variety of intergroup relations regarding race, nationality, ethnicity, gender, sexual orientation, and other diversity issues. Patterns of prejudice, discrimination and possible solutions to these issues will be addressed.

SOC 223
CHICANOS IN A CHANGING SOCIETY
3 CR. (3L)
PRQ: REA 090 or equivalent assessment test score. Explores the lives and roles of Chicanos and Chicanas (Americans of Mexican descent). It introduces students to the Chicano community, its historical, political and social development. It explores the ways in which Chicano communities interrelate with Anglo and multicultural societies as well as its future prospects.

SOC 231
THE SOCIOLOGY OF DEVIANT BEHAVIOR
3 CR. (3L)
PRQ: REA 090 or equivalent assessment test score. Examines the nature, identification, and explanation of deviant categories. Theories, and philosophies as well as methods of treatment related to deviancy will also be considered. The course will study society's attempts to control, change, and institutionalize those acts, individuals or groups that a population may deem unacceptable. This course is one of the Statewide Guaranteed Transfer courses, GT-SS3.

SOC 237
SOCIOLOGY OF DEATH AND DYING
3 CR. (3L)
PRQ: REA 090 or equivalent assessment test score. Provides an opportunity to familiarize students and professionals with the needs and issues surrounding dying and death. This course will provide sociological, psychological, religious, historical and anthropological perspectives for interpreting contemporary American customs dealing with dying, death and bereavement. We will examine the professions associated with death and dying, such as hospice, funeral and crematory institutions, and medical care.

SOC 265
VIOLENCE AND CULTURE
3 CR. (3L)
PRQ: ENG 060, REA 090, or equivalent assessment test scores. Examines the concepts, relationships, organizations, and research as they relate to violence in multiple cultural settings. SOC 265 assists in developing an understanding of societal and institutional causes of violence; explores resources for intervention and treatment; and provides service learning applications in violence assessment, treatment, and victim assistance.

SOC 289
CAPSTONE
3 CR. (3L)
PRQ: ENG 060, REA 090, or equivalent assessment test scores. Studies and applies the theories and techniques of leadership and group processes. In addition, PSY 275 introduces leadership skills and experiences with applications in group and community settings.

Social Work

SWK 100
INTRODUCTION TO SOCIAL WORK
3 CR. (3L)
Covers the human services and the challenges and problems of working with people. Intervention strategies and skills are taught and human service systems, the role of the human service worker and attitudinal and ethical issues are covered. (This course is only offered in the Fall semester.)

SWK 106
INTRODUCTION TO ALCOHOL AND DRUGS
3 CR. (3L)
PRQ: REA 090 or equivalent assessment test score. Acquaints the beginning student with various issues related to the field of working with substance and alcohol abuse. This course will also introduce the student to the knowledge base, values, ethics, intervention skills and the diverse population groups served by social workers.

SWK 175-177
SPECIAL TOPICS
1-6 CR. (L)
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

SWK 201
HUMAN BEHAVIOR IN THE SOCIAL ENVIRONMENT I
3 CR. (3L)
PRQ: PSY 101, SOC 101. PRQ/CORQ: SWK 100. Focuses on the person in environment throughout the life span with an examination of the relationship between biological, psychological, social, spiritual and cultural systems. (This course is only offered in the Fall semester.)

SWK 202
HUMAN BEHAVIOR IN THE SOCIAL ENVIRONMENT II
3 CR. (3L)
PRQ: SWK 201. Focus in this course is on an understanding and analysis of larger social systems which include the family, groups, communities and organizations. Emphasis on social systems as an organizing theoretical framework for understanding social functioning and change. (This course is only offered in the Spring semester.)

SWK 205
SOCIAL WELFARE IN THE UNITED STATES
3 CR. (3L)
PRQ/CORQ: SWK 100. Introduces students to the profession of Social Work and Social Welfare. Students will be presented with an historical and conceptual overview of the social welfare system in the United States. Attention is given to the milieu within which social, political, economic, racial and cultural forces have interacted in the evolution of social welfare. (This course is only offered in the Fall semester.)

SWK 222
INTRODUCTION TO SWK PRACTICE
3 CR. (3L)
PRQ: SWK 100, SWK 201. PRQ/CORQ:
SWK 202. Application of the foundation of
generalist practice skills. Requires 15
clock hours of volunteer work in an
approved human services agency. (This
course is only offered in the Spring
semester.)

SWK 275-277
SPECIAL TOPICS
1-6 CR. (L)
Provides students with a vehicle to
pursue in depth exploration of special
topics of interest.

Spanish

SPA 101
CONVERSATIONAL SPANISH I
3 CR. (3L)
PRQ: REA 060 or equivalent assessment
test score. Offers beginning students the
skills necessary to understand and speak
Spanish. The material includes basic
vocabulary, grammar, and expressions
that are used in daily situations and in
travel.

SPA 111
SPANISH LANGUAGE I
5 CR. (5L)
PRQ: REA 090 or equivalent assessment
test scores. Deals with the development
of functional proficiency in listening,
speaking, reading and writing the
Spanish language. Note: The order of the
topics and methodology will vary
according to individual texts and
instructors.

SPA 112
SPANISH LANGUAGE II
5 CR. (5L)
PRQ: REA 090 or equivalent assessment
test scores, SPA 111 or permission of the
instructor. Continues Spanish Language I
in the development of functional
proficiency in listening, speaking, reading
and writing the Spanish language. Note:
The order of the topics and the
methodology will vary according to
individual texts and instructors.

SPA 114
FAST-TRACK SPANISH I AND II
5 CR. (5L)
PRQ: REA 060 or equivalent assessment
test scores. Designed to bridge beginning
SPA courses with intermediate SPA
courses. It is designed for students who
have studied two years of the target
language in high school and possess
linguistic and cultural knowledge that true
beginners do not, but are not ready yet to
move to the intermediate level because
they need an in-depth review of essential
structures.

SPA 115
SPANISH FOR THE PROFESSIONAL I
3 CR. (3L)
PRQ: REA 090 or equivalent assessment
test scores. Designed as an introduction
to a working knowledge of the target
language, cultural behaviors and values
useful in various professional fields such
as health care, law enforcement, bilingual
education, business, and others.

SPA 175
SPECIAL TOPICS
.5-6 CR. (.5-6L)
Provides students with a vehicle to
pursue in depth exploration of special
topics of interest.

SPA 211
SPANISH LANGUAGE III
3 CR. (3L)
PRQ: SPA 112 or permission of the
instructor; REA 090; ENG 090; or
equivalent assessment test scores.
Continues Spanish Language I and II in
the development of increased functional
proficiency in listening, speaking, reading
and writing the Spanish language. Note:
The order of the topics and the
methodology will vary according to
individual texts and instructors.

SPA 212
SPANISH LANGUAGE IV
3 CR. (3L)
PRQ: SPA 211 or permission of the
instructor; ENG 090; REA 090; or
equivalent assessment test scores.
Continues Spanish Language I, II and III
in the development of increased
functional proficiency in listening,
speaking, reading and writing the
Spanish language. Note: The order of the
topics and the methodology will vary
according to individual texts and
instructors.

SPA 275
SPECIAL TOPICS
.5-6 CR. (.5-6L)
Provides students with a vehicle to
pursue in depth exploration of special
topics of interest.

Speech Communications

SPE 115
PUBLIC SPEAKING
3 CR. (3L)
PRQ: ENG 060 or equivalent assessment
test score. Combines the basic theory of
speech communication with public
speech performance skills. Emphasis is
on speech delivery, preparation,
organization, support, and audience
analysis.

SPE 125
INTERPERSONAL COMMUNICATION
3 CR. (3L)
PRQ: ENG 060 or equivalent assessment
test score. Examines the communication
involved in interpersonal relationships
occurring in family, social and career
situations. Relevant concepts include
self-concept, perception, listening,
nonverbal communication, and conflict.

SPE 216
**PRINCIPLES OF SPEECH
COMMUNICATION II**
3 CR. (3L)
PRQ: ENG 060 or equivalent assessment
test score. Emphasizes the intensification
of ideas and styles with a focus on
persuasive speaking. The course
includes additional studies in rhetorical
analysis and oral delivery methods.

SPE 226
ORAL INTERPRETATION
3 CR. (3L)
Excites and exposes the student to the
potential offered in the reading and
performing of great literature such as is
found in prose, poetry, and drama.

Theatre

THE 105

INTRODUCTION TO THEATRE ARTS

3 CR. (3L)

PRQ: REA 090 or equivalent assessment test score. 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. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

THE 111

ACTING I

3 CR. (3L)

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

THE 112

ACTING II

3 CR. (3L)

PRQ: THE 111 or permission of the instructor. Continues to explore basic acting techniques and approaches including scene study, improvisation, and intermediate script analysis. It includes practical application through classroom performance.

THE 116

TECHNICAL THEATRE

3 CR. (3L)

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.

THE 125

INDIVIDUAL SINGING LESSONS FOR MUSICAL THEATRE

.5 CR (.5L)

Focuses on basic vocal technique including breath support, belt technique, diction, body alignment, expressive communication, stage presence and microphone techniques. Various repertoire and styles are explored. The course includes a final performance before an invited audience.

THE 126

AUDITIONING FOR MUSICAL THEATRE

3 CR. (3L)

Builds a confident, talented and exciting audition. It includes a mock video taped audition, and covers resumes, head shots, repertoire choices, stage fright, 16-bar audition and dressing for success. This course is presented in conjunction with producers from regional theaters providing valuable feedback for the participants.

THE 131

THEATRE PRODUCTION I

3 CR. (3L)

PRQ: THE 111 and/or THE 112 or permission of instructor. Allows students to put into practice theories of theatre production. Participation in set construction, scenic artistry, costuming, lighting, sound, acting, stage managing, and administration is available.

THE 132

THEATRE PRODUCTION II

3 CR. (3L)

PRQ: THE 111 and/or THE 112 or permission of instructor. Allows students to put into practice theories of theatre production. Participation in set construction, scenic artistry, costuming, lighting, sound, acting, stage managing, and administration is available.

THE 210

SINGING FOR ACTORS

3 CR. (3L)

Allows students to explore and perform Musical Theatre songs. Students utilize a pedagogical approach to evaluate their vocal structure and formulate a systematized series of vocal and whole body exercises to develop and enhance their self-confidence and vocal instrument through in-class performance and variety show presentation.

THE 211

DEVELOPMENT OF THEATRE I

3 CR. (3L)

PRQ: REA 090 or equivalent. Surveys the history and evolution of drama from Ancient Greece to the Renaissance, emphasizing all aspects of the art from period values to analysis of dramatic literature and performance.

THE 212

DEVELOPMENT OF THEATRE II

3 CR. (3L)

PRQ: THE 211 or REA 090 or the equivalent recommended as a prerequisite. 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.

THE 215

PLAYWRITING

3 CR. (3L)

PRQ: REA 090, ENG 090, or equivalent assessment test scores. 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.

THE 220

DIRECTING I

3 CR. (3L)

PRQ: THE 111 and 112. Covers basic techniques for stage directing in contemporary theatre. Topics to be covered include stage composition, script analysis, work with actors, and the collaborative role of the director.

THE 231

THEATRE PRODUCTION III

3 CR. (3L)

PRQ: THE 111 and/or THE 112 or permission of instructor. Allows students to put into practice theories of theatre production. Participation in set construction, scenic artistry, costuming, lighting, sound, acting, stage managing, and administration is available.

THE 232

THEATRE PRODUCTION IV

3 CR. (3L)

PRQ: THE 111 and/or THE 112 or permission of instructor. Allows students to put into practice theories of theatre production. Participation in set construction, scenic artistry, costuming, lighting, sound, acting, stage managing, and administration is available.

THE 240

THEATRE VOICE AND DICTION

3 CR. (3L)

Provides students with individual tutorials which define, design and apply specific vocal techniques to abate singing and speech difficulties. Master class performances provide the opportunity to conjure the energy, charisma and stage command necessary for presentations.

THE 275-277

SPECIAL TOPICS

.5-6 CR. (L)

Explores current topics, issues and activities related to one or more aspects of the named discipline.

THE 275

SPECIAL TOPICS: SINGING FOR ACTORS II

3 CR. (3L)

Allows students to explore and perform musical theatre songs, students utilize a pedagogical approach to evaluate their vocal structure and formulated a systematized series of vocal and whole body exercises. A continuation of THE 210 – Singing for Actors I.

THE 283

INTERNSHIP: SUMMER STOCK THEATRE

1-3 CR. (1-3L)

Allows students to participate in summer play production that often includes outdoor performances and touring opportunities. Plays by classic authors, such as Shakespeare and Moliere, are frequently performed. Participation in all aspects of theatre production is available.

Travel and Tourism

TRA 175-177

SPECIAL TOPICS

1-6 CR. (L/LBV)

Exploration of current topics, issues and activities related to one or more aspects of the named discipline.

TRA 175

SPECIAL TOPICS: RESERVATIONS AND TICKETING

3 CR. (3L)

Provides the student with information necessary to prepare itineraries for foreign and domestic travel. They will also learn how to make reservations for transportation arrangements and issue confirming documents.

TRA 275

SPECIAL TOPICS

1-6 CR. (L/LBV)

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

TRA 275

SPECIAL TOPICS: STUDY TOUR

1-6 CR. (3-18 INT)

After successfully completing this tour, the student will have an in-depth knowledge of tourism structure, history, culture, and tourism sites or the area visited.

Upholstery

UPH 100

BASIC UPHOLSTERY TECHNIQUES

3 CR. (1L/3 LBV)

Covers the upholstery industry: safety, familiarization with tools and materials, sewing, tacking, layout and pattern work.

UPH 101

AUTO UPHOLSTERY I

3 CR. (1 L/3 LBV)

CORQ: UPH 100 or department chair approval. Covers auto seat upholstery, including removal and replacement, teardown, correct use of materials, cutting and stretching.

UPH 102

AUTO UPHOLSTERY II

3 CR. (1L/3 LBV)

CORQ: UPH 101 or department chair approval. Continues UPH 101, emphasizing skill development. Carpet, trim, convertible tops, tonneau covers and convertible boots are course components.

UPH 103

AUTO UPHOLSTERY III

3 CR. (1L/3 LBV)

CORQ: UPH 102 or department chair approval. Introduces repair and/or replacement of armrests, carpet, wind lace, door panels, headliner, convertible tops, tonneau covers and convertible boots.

Welding

WEL 100

SAFETY FOR WELDERS

1 CR. (1L)

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.

WEL 102

OXYACETYLENE JOINING PROCESS

4 CR. (1L/4.5 LBV)

Introduces safety inspections, minor repairs, operating parameters, oxyacetylene welding equipment, and oxyacetylene welding, brazing, and soldering operations. Blueprint reading skills will be practiced in this course.

WEL 103

BASIC SHIELDED METAL ARC I

4 CR. (1L/4.5 LBV)

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.

WEL 104

BASIC SHIELDED METAL ARC II

4 CR. (1L/4.5 LBV)

Covers performing safety inspections, making minor repairs, adjusting operating parameters, and operating SMAW equipment utilizing E-7018 electrodes. Layout procedures will be practiced during this course.

WEL 106

BLUEPRINT READING FOR WELDERS AND FITTERS

4 CR. (2L/3 LBV)

Covers interpreting weld symbols on blueprints, identifying proper layout methods and tools, and proper joint design necessary for various welding processes.

WEL 124

INTRODUCTION TO GAS TUNGSTEN ARC WELDING

4 CR. (1L/4.5 LBV)

Covers welding in all positions and on various joint configurations using the GTAW (tig) welding process on carbon steel, stainless steel and aluminum. Student should be familiar with basic metallurgy pertaining to the weldability of metals, structural joints, and safety in the welding industry.

WEL 125

INTRODUCTION TO GAS METAL ARC WELDING

4 CR. (1L/4.5 LBV)

Covers welding in all positions and on various joint configurations using the GMAW (mig) welding process on carbon steel, stainless steel and aluminum. Student should be familiar with basic metallurgy pertaining to the weldability of metals, structural joints, and safety in the welding industry.

WEL 224

ADVANCED GAS TUNGSTEN ARC WELDING

4 CR. (1L/4.5 LBV)

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.

WEL 225

ADVANCED GAS METAL ARC WELDING

4 CR. (1L/4.5 LBV)

Covers welding in all positions on carbon steel plate with the GMAW process. Student should be familiar with basic metallurgy pertaining to the weldability of metals, structural joints, and safety in the welding industry.

WEL 230

PIPE WELDING I

4 CR. (1L/4.5 LBV)

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.

WEL 250

LAYOUT AND FABRICATION

4 CR. (1L/4.5 LBV)

Develops welding and associated skills in the use of drawings and blueprints in planning. Includes designing and layout projects.

WEL 251

DESIGN, LAYOUT AND FABRICATION

4 CR. (1L/4.5 LBV)

Develops advanced welding and associated skills in the use of drawings and blueprints in planning. Includes designing and layout projects.

WEL 263

APPLIED METAL PROPERTIES

4 CR. (3L/1.5 LBV)

Introduces the study of metal properties, hardness testing, heat treatment, cold working microscopic examination and application of common commercial alloys in industry.



Women's Studies

WST 200

INTRODUCTION TO WOMEN'S STUDIES

3 CR. (3L)

PRQ: REA 090 or equivalent assessment test score. Examines the nature and function of women in society from an interdisciplinary perspective, focusing on the similarity and diversity of women's experience over time and across cultures. The course will examine topics such as sex role, socialization, political, and philosophical perspectives on women's issues, and women's accomplishments in history, art, literature, science, health issues and the family. Students will gain an awareness of the limitations of traditional scholarship on women, and gain a means of practical application of the new scholarship on women's roles and nature.

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PCC grants Associate of Arts (AA), Associate of Science (AS), Associate of General Studies (AGS), and Associate of Applied Science (AAS) degrees. PCC also grants Certificates of Completion (CERT).

PCC's programs are approved by the Colorado Commission on Higher Education (CCHE), which approves degrees, and by the State Board for Community Colleges and Occupational Education (SBCCOE), which approves certificates. The PCC Curriculum and Academic Standards Committee reviews and approves new programs, or changes to existing programs, before they are forwarded to these agencies for approval.

Each program requires a major area of concentration comprising a defined sequence of courses. An Associate degree requires a minimum of 60 semester hours, and a certificate requires a minimum of two courses.

General Education courses are a part of every degree program regardless of major; these courses impart common knowledge, intellectual concepts, and attitudes that every educated person should possess.

The general education courses for the AA, AS, generalist AGS, and AAS degrees are identified in the general education curriculum of each of those degrees. The AGS technical pre-professional transfer degrees in Accounting, Business Management, Computer Information Systems, Criminal Justice, Early Childhood Education, and Mass Communications have particular general education requirements within each degree.

No designation of an emphasis area or concentration may appear on a transcript or diploma, other than "Liberal Studies."

Associate of Arts (AA) Degree

Transfer Degree, College/University Parallel

The AA degree is designed for students who want to transfer to a four-year college or university to pursue a baccalaureate degree in the areas of arts, humanities, communications, and social sciences.

NOTE: This degree excludes majors in Business, Early Childhood Educations, Education, Engineering, or Nursing.

Requirements for the AA Degree are as follows:

- Minimum of 60 semester hours of course work
- Minimum of 15 graded semester hours earned at PCC
- Minimum grade of "C" in all coursework for the degree
- Computer competency: CIS 110 or equivalent

Consult with a PCC Arts & Sciences advisor or the PCC Transfer advisor to find out which Colorado Statewide Guaranteed Transfer Courses (GT Pathways) or elective courses meet the degree requirements of the four-year college to which you plan to transfer. Secure a current AA curriculum sheet for reference.

To earn an AA degree, you must complete at least 60 college-level credits, broken down as follows:

- 38 credits of Colorado Statewide Guaranteed Transfer Courses (GT Pathways)**
- 22 credits of Associate of Arts Electives**

Developmental courses are not included in these credits.

Developmental courses are courses in reading, mathematics, and English that you may have to take before enrolling in college level courses.

I. Colorado Statewide Guaranteed Transfer Courses (GT Pathways)

You must take 38 credits from the following list:

9 Credits Communication

Select 2 English courses and 1 Speech course: ENG 121, ENG 122, SPE 115 or SPE 125*

3 Credits Mathematics

Select from: MAT 120, MAT 121, MAT 122, MAT 125, MAT 135, MAT 155, MAT 156, MAT 201, MAT 202

8 Credits Physical and Life Sciences

Select two courses (credits over 8 will be applied to the electives category): AST 101, AST 102, BIO 105, BIO 111, BIO 112, BIO 201, BIO 202, BIO 204, CHE 101, CHE 102, CHE 105, CHE 111, CHE 112, GEY 111, GEY 121, MET 150, PHY 105, PHY 111, PHY 112, PHY 211, PHY 212, SCI 155, SCI 156

Note: These classes require a laboratory component.

*SPE 115 (Public Speaking) and SPE 125 (Interpersonal Communications) are not State Guaranteed Transfer courses but a requirement of the Colorado Community College System. An approved Speech Communications course is required for the AA, AS, and AGS (Generalist) degrees.

9 Credits Social and Behavioral Sciences

Select 3 courses in at least 2 categories, one of which must be History:

Economics and Political Systems: ECO 201, ECO 202, POS 105, POS 111

Geography: GEO 105, GEO 106

History: HIS 101, HIS 102, HIS 111, HIS 112, HIS 201, HIS 202

Human Behavior and Social Systems: ANT 101, ANT 111, PSY 101, PSY 102, PSY 205, PSY 226, PSY 227, PSY 235, PSY 238, PSY 249, SOC 101, SOC 102, SOC 215, SOC 216, SOC 231

9 Credits Arts and Humanities

Select 3 courses, with no more than 2 courses from any 1 category:

Arts: ART 110, ART 111, ART 112, ART 207, MUS 120, MUS 121, MUS 122, THE 105, THE 211, THE 212, SPA 211, SPA 212, GER 211, GER 212, FRE 211, FRE 212

Humanities and Literature: HUM 121, HUM 122, HUM 123, LIT 115, LIT 201, LIT 202, LIT 205, LIT 211, LIT 212

Ways of Thinking: PHI 111, PHI 112, PHI 113, PHI 114

II. Associate of Arts Electives

You must take 22 elective credits. You can meet your elective requirements as follows:

- Select all electives with advisor approval.
- Take any of the above courses that are not used to meet the Colorado Statewide Guaranteed Transfer Courses (GT Pathways).
- Complete any of the following Approved Elective Courses:

ANT **	HWE 100
ART **	JOU **
AST **	LIT **
BIO 105 and higher	MAT 120 or higher
CHE 101 and higher	MGD 133, MGD 221, MGD 233
ECE 101, ECE 102, ECE 205	MUS **
ECE 238, ECE 241	PED ** or DAN ** (up to 2 credits)
ECO 105 and higher	PHI **
EDU **	PHY **
ENG 121 and higher	PSY ** except PSY 106 & PSY 110
ETH **	POS **
Foreign Languages 111 or higher	SCI 155 & SCI 156
GEO **	SOC **
GEY **	SPE **
HIS **	SWK **
HUM **	THE **

** You may select any course number from this course prefix area.

Sequencing of Classes

For the AA Degree, there is no required course sequence *except when classes have prerequisites*. You can take classes in any order so long as you meet the prerequisites for each class. The course schedule below is just an example of how you might arrange your schedule over four semesters. *It is only a suggested sequencing; your own schedule might differ depending on your scheduling needs. You should work with your advisor each semester, prior to registering, to ensure that you are enrolling in the proper courses in the most logical sequence.*

Note: This sequence of courses assumes you are a full time student and that you have completed all required developmental courses. If these conditions do not apply, you may need more than four semesters to complete your degree.

Sample Associate of Arts Degree

Note: This is only a sample. Do not use it to self-advise.

14 Semester One

- 3 ENG 121 English Composition I
- 4 MAT 120 Math for the Liberal Arts
- 4 BIO 105 Science of Biology or Physical/Life Sciences GT Pathways course
- 3 PSY 101 General Psychology I or Social/Behavioral Sciences GT Pathways course

16 Semester Two

- 3 ENG 122 English Composition II
- 4 GEY 111 Physical Geology or GT Pathways course
- 3 HUM 121 Humanities: Early Civilizations or Arts/Humanities GT Pathways course
- 3 SOC 101 Introduction to Sociology I or Social/ Behavioral Sciences GT Pathways course
- 3 HIS 101 History of Western Civilization I or History GT Pathways course

15 Semester Three

- 3 PHI 111 Introduction to Philosophy or Humanities GT Pathways course
- 3 SPE 115 Public Speaking
- 3 HIS 102 History of Western Civilization II or Social/ Behavioral Sciences GT Pathways course
- 3 ENG or LIT English or Literature or Arts/Humanities GT Pathways course
- 3 PSY or SOC Behavioral Science elective GT Pathways course

15 Semester Four

- 3 ART Art elective (choose from options listed under AA electives above)
- 3 LIT Literature elective (choose from options listed under AA electives above)
- 3 THE Theater elective (choose from options listed under AA electives above)
- 3 PSY Behavioral Science elective (choose from options listed under AA electives above)
- 3 SOC Social Science elective (choose from options listed under AA electives above)



Associate of Arts (AA) Degrees with Transfer Articulation Agreement

Education

Donna Fitzsimmons, Department Chair
Associate of Arts (AA) Degree

Elementary Education

Career Opportunities

The Associate of Arts degree with an emphasis in Elementary Education prepares you to transfer as a junior to a four-year institution in Colorado in order to become an elementary teacher.

Program Description

This program introduces you to the field of elementary education. The course work comprises general education requirements common to all Colorado two- and four-year institutions. It also meets appropriate Colorado Model Content standards for elementary education. Upon transfer, if you have earned the AA degree with an emphasis in Elementary Education, you will be ready to apply for admission to the four year institution's teacher education program.

Program Requirements

*In addition to the requirements listed below, you must complete 30 hours of fieldwork in EDU 221: Introduction to Education. Schools used during the fieldwork in EDU 221 require students to successfully pass a background check.

ASSOCIATE (AA) DEGREE

Elementary Education

TOTAL CREDITS 60-61

38-39 State Guaranteed Transfer Courses

- 9 Communications
ENG 121 (with a grade of B or better), ENG 122, SPE 115
- 3 Mathematics
MAT 155
- 8-9 Natural Science
SCI 155 and SCI 156
- 9 Social and Behavioral Sciences
GEO 105, HIS 201 OR HIS 202, POS 111
- 9 Humanities
ART 110 or THE 105, LIT 115, MUS 120 or THE 105

22 Electives

- 4 BIO 105 Science of Biology
OR
- 4 GEY 111 Physical Geology
- 3 EDU 221 Introduction to Education*
- 3 EDU 261 Teaching, Learning, and Technology
- 3 HIS 101 History of Western Civilization I
OR
- 3 HIS 102 History of Western Civilization II
- 3 LIT 255 Children's Literature
- 3 MAT 156 Integrated Math II
- 3 PSY 238 Child Development
OR
- 3 PSY 235 Human Growth and Development

Students interested in majoring in Elementary Education need to identify the four-year college/university to which they plan to transfer. Each individual institution may require different curriculum electives for graduation.

Listed above are the courses required by the Colorado State University-Pueblo Teacher Education Program. Students successfully completing degree requirements may be eligible for admission to CSU-P as juniors.

There are no current statewide articulation agreements in secondary or K-12 education, but you can still effectively pursue these options at PCC.

Secondary Education

If you want to teach grades 7 through 12, you may pursue an Associate of Arts degree with Secondary Education Emphasis in one of the following licensure areas:

- English
- Math
- Science
- Social Science (History/Political Science)
- Spanish

You should identify the four-year college or university to which you intend to transfer and the appropriate curriculum.

K-12 Education

If you would like to teach in the K-12 content areas of Art, Music or Physical Education, you should pursue an Associate of Arts degree at PCC. Your advisor will help you select the electives that will be required for your bachelors degree.

Early Childhood Education

Rosemary Breckenfelder, Department Chair
Associate of Arts (AA) Degree

Career Opportunities

The AA with an emphasis in Early Childhood Education prepares you to transfer as a junior to a four year institution in Colorado in order to become a teacher. At the completion of the program you will be eligible for entry-level employment. Students 18 years of age who complete the AA degree are qualified to be group leaders in a child care facility, Head Start program, or local district preschool programs.

Program Description

Classes emphasize thinking and academic skills, decision-making, problem solving, cooperative group learning, and creating hands on and age appropriate activities that are developmentally appropriate for early childhood education classrooms. You will learn from qualified mentors in early childhood lab sites in the community.

Program Requirements

You should demonstrate an interest in the care and well-being of young children from birth to age twelve. You also need to be free from evidence of illness and conduct that would endanger the health, safety, or well being of children. You must earn a grade of "C" or better in the Early Childhood Education courses in order to progress through the program.

ASSOCIATE (AA) DEGREE Early Childhood Education TOTAL CREDITS 64-68

- 42-43** **General Education Requirements**
- 9** **English/Speech**
ENG 121, ENG 122, SPE 115
- 6-7** **Mathematics** (Choose one track)
Track 1: MAT 120 OR MAT 121, MAT 135
Track 2: MAT 155, MAT 156
- 12** **Natural Science**
SCI 155, SCI 156 are required.
Choose 4 additional credits from one of the following:
BIO 105, BIO 111, CHE 101, CHE 111, GEY 111
PHY 105, PHY 111, PHY 211,
- 9** **Social and Behavioral Sciences**
GEO 105, HIS 201, POS 111
- 6** **Arts and Humanities**
Choose 6 credits from the following: ART 110, MUS 120,
LIT 115, LIT 255
- 16** **Early Childhood Requirements**
- 3 ECE 101 Introduction to Early Childhood Education
- 3 ECE 102 Introduction to Early Childhood Lab
Techniques
- 3 ECE 205 Nutrition, Health and Safety
- 4 ECE 238 Child Growth and Development
- 3 ECE 241 Administration: Human Relations for Early
Childhood Education
- 6-9** **Electives***
Choose from:
- 3 ECE 103 Guidance Strategies for Children *
- 3 ECE 220 Curriculum Development: Methods and
Techniques *
- 3 ECE 240 Administration of Early Childhood Care and
Education Programs *
- 3 ECE 260 Exceptional Child

*For Colorado Director Certification, all Early Childhood requirements plus the 3 electives must be completed.



Associate of Science (AS) Degree

Transfer Degree, College/University Parallel

The AS degree is designed for students who want to transfer to a four-year college or university to pursue a baccalaureate degree in the areas of natural science, physical science, mathematics, computer science, engineering, and health-related fields.

NOTE: This degree excludes majors in Early Childhood Education, Elementary Education, Business, Engineering, or Nursing.

Requirements for the AS Degree are as follows:

- Minimum of 60 semester hours of course work
- Minimum of 15 graded semester hours earned at PCC
- Minimum grade of "C" in all coursework for the degree
- Computer competency: CIS 110 or equivalent

Consult with a PCC Arts & Sciences advisor or the PCC Transfer advisor to find out which Colorado Statewide Guaranteed Transfer Courses (GT Pathways) or elective courses meet the degree requirements of the four-year college to which you plan to transfer. Secure a current A.S. curriculum sheet for reference.

To earn an AS degree, you must complete at least 60 college-level credits, broken down as follows:

- 39 credits - Colorado Statewide Guaranteed Transfer Courses (GT Pathways)**
- 21 credits - Associate of Science electives**

Developmental courses are not included in these credits.

Developmental courses are courses in reading, mathematics, and English that one may be required to take before enrolling in college level courses.

I. State Guaranteed Transfer Courses

You must take 39 credits from the following list:

9 Credits Communication

Select 2 English courses and 1 Speech course: ENG 121, ENG 122, SPE 115 or SPE 125*

4 Credits Mathematics

Select from: MAT 121, MAT 122, MAT 125, MAT 201, MAT 202

8 Credits Physical and Life Sciences

Select two courses (credits over 8 will be applied to the electives category): AST 101, AST 102, BIO 111, BIO 112, BIO 201, BIO 202, BIO 204, CHE 111, CHE 112, GEY 111, GEY 121, PHY 111, PHY 112, PHY 211, PHY 212

Note: Classroom laboratory components are necessary for these requirements.

*SPE 115 (Public Speaking) and SPE 125 (Interpersonal Communications) are not State Guaranteed Transfer courses but a requirement of the Colorado Community College System. An approved Speech Communications course is required for the AA, AS, and AGS (Generalist) degrees.

9 Credits Social and Behavioral Sciences

Select 3 courses in at least 2 categories, one of which must be History:

Economics and Political Systems: ECO 201, ECO 202, POS 105, POS 111

Geography: GEO 105, GEO 106

History: HIS 101, HIS 102, HIS 111, HIS 112, HIS 201, HIS 202

Human Behavior and Social Systems: ANT 101, ANT 111, PSY 101, PSY 102, PSY 205, PSY 226, PSY 227, PSY 235, PSY 238, PSY 249, SOC 101, SOC 102, SOC 215, SOC 216, SOC 231

9 Credits Arts and Humanities

Select 3 courses, with no more than 2 courses from any 1 category:

Arts: ART 110, ART 111, ART 112, ART 207, MUS 120, MUS 121, MUS 122, THE 105, THE 211, THE 212, SPA 211, SPA 212, GER 211, GER 212, FRE 211, FRE 212

Literature and Humanities: HUM 121, HUM 122, HUM 123, LIT 115, LIT 201, LIT 202, LIT 205, LIT 211, LIT 212

Ways of Thinking: PHI 111, PHI 112, PHI 113, PHI 114

II. Associate of Science Electives

You must take 21 elective credits. You can meet your elective requirements as follows:

- Select all electives with advisor approval.
- Take any of the above courses that are not used to meet the Colorado Statewide Guaranteed Transfer Courses (GT Pathways).
- Complete any of the following Approved Elective Courses:

ANT **	JOU **
ART **	LIT **
AST **	MAT 120 or higher
BIO 105 and higher	MGD 133, MGD 221, MGD 233
CHE 101 and higher	MUS **
ECO 105 and higher	PED ** or DAN ** (up to 2 credits)
EDU **	PHI **
ENG 121 and higher	PHY **
ETH **	POS **
Foreign Languages 111 or higher	PSY ** except PSY 106 & PSY 110
GEO **	SCI 155 & SCI 156
GEY **	SOC **
HIS **	SPE **
HUM **	SWK **
HWE 100	THE **

** You may select any course number from this course prefix area.

Sequencing of Classes

For the AS Degree, there is no required course sequence except when classes have prerequisites. You can take classes in any order so long as you meet the prerequisites for each class. The course schedule below is just an example of how you might arrange your schedule over four semesters. *It is only a suggested sequencing; your own schedule might differ depending on your scheduling needs. You should work with your advisor each semester, prior to registering, to ensure that you are enrolling in the proper courses in the most logical sequence.*

Note: This sequence of courses assumes you are a full time student and that you have completed all required developmental courses. If these conditions do not apply, you may need more than four semesters to complete your degree.

Sample Associate of Science Degree

Note: This is only a sample. Do not use it to self advise.

14 Semester One

- 3 ENG 121 English Composition I
- 4 BIO 111 Science of Biology or Physical/Life Sciences GT Pathways course
- 3 PSY 101 General Psychology I or Social/Behavioral Sciences GT Pathways course

17 Semester Two

- 3 ENG 122 English Composition II
- 4 MAT 125 Survey of Calculus or Math GT Pathways course
- 4 CHE 111 General College Chemistry I with lab or Physical/Life Sciences GT Pathways course
- 3 SOC 101 Introduction to Sociology I or Social/ Behavioral Sciences GT Pathways course
- 3 HIS 101 History of Western Civilization I or History GT Pathways course

15 Semester Three

- 3 LIT 115 Introduction to Literature or Arts/Humanities GT Pathways course
- 3 PHI 111 Introduction to Philosophy or Arts/Humanities GT Pathways course
- 3 SPE 115 Public Speaking
- 3 PSY or SOC Social/Behavioral Sciences GT Pathways course
- 3 MUS 120 Music Appreciation or Arts/Humanities GT Pathways course

14 Semester Four

- 3 SCI Science elective (choose from options under AS electives above)
- 4 SCI Science elective (choose from options under AS electives above)
- 3 PSY Social/Behavioral Sciences elective (choose from options under AS electives above)
- 3 SOC Social/Behavioral Sciences elective (choose from options under AS above)
- 1 PED Physical Education or other approved elective from options under AS above

Pre-Industrial Engineering

Jerry Christie, Department Chair
Associate of Science Degree

PCC provides an AS degree which includes courses that may transfer to Colorado State University-Pueblo (CSU-P) to complete a Bachelor of Science degree in the area of Industrial Engineering. The AS degree requires a minimum of 60 credits, of which 33 credits must be State Guaranteed Transfer courses. You must take specific general education and degree-related courses as recommended by your academic advisor at PCC. Upon completion of the AS degree at PCC, a CSU-P transfer advisor will make a course-by-course transfer evaluation to apply credits to the BS degree at CSU-P.



Associate of General Studies (AGS) Degree

Generalist Degree, Instituted Fall 2003

If your educational goals include a broad range of transfer and occupational interests, the AGS generalist degree allows you to pursue those interests without the constraints of specialization. However, transferability of this degree depends upon the courses you take and the requirements of the institution to which you transfer. If you complete the requirements listed below, you will receive an AGS degree with no major field specified on your transcript.

Requirements for the AGS degree include the following:

- Minimum of 60 semester hours of course work
- Cumulative GPA of 2.0 or higher
- No more than 30 credit hours of vocationally prefixed courses
- Minimum of 30 general education transferable credits. Fifteen of the 30 semester hours of general education must be in the Colorado Statewide Guaranteed Transfer Courses (GT Pathways) Curriculum
- Minimum of 15 graded semester hours earned at PCC
- Minimum grade of "C" in the 30 credits of general education courses
- Computer competency: CIS 110 or equivalent

To earn an AGS generalist degree, you must complete at least 60 college-level credits, broken down as follows:

- 30 credits - General Education Courses**
- 30 credits - Vocational or Academic Electives**

Developmental courses are not included in these credits. Developmental courses are courses in reading, mathematics, and English that you may have to take before enrolling in college level courses.

I. General Education Courses

You must take 30 credits from the following list; 15 of those credits must be in Colorado Statewide Guaranteed Transfer Courses (GT Pathways) (marked with *). Your advisor must approve all courses.

9 Credits Communications

Select 2 English courses and 1 Speech course: ENG 121*, ENG 122*, ENG 131, ENG 132, ENG 221, ENG 222, SPE 115*, SPE 125*, SPE 216, SPE 226

3 Credits Mathematics

Select from: MAT 106, MAT 107, MAT 108, MAT 120*, MAT 121*, MAT 122*, MAT 125*, MAT 135*, MAT 155*, MAT 156*, MAT 201*, MAT 202*

3 Credits Physical and Life Sciences

Select from: AST 101*, AST 102*, BIO 105*, BIO 106, BIO 111*, BIO 112*, BIO 143, BIO 201*, BIO 202*, BIO 204*, CHE 101*, CHE 102*, CHE 104, CHE 105*, CHE 111*, CHE 112*, GEY 111*, GEY 121*, GEY 135, HWE 100, MET 150*, PHY 105*, PHY 111*, PHY 112*, PHY 211*, PHY 212*, SCI 155*, SCI 156*

3 Credits Social and Behavioral Sciences

Select from: ANT 101*, ANT 111*, ANT 121, ANT 215, ECO 105, ECO 201*, ECO 202*, GEO 105*, GEO 106*, GEO 111, HIS 101*, HIS 102*, HIS 111*, HIS 112*, HIS 201*, HIS 202*, HIS 225, HIS 244, HIS 246, POS 105*, POS 111*, PSY 101*, PSY 102*, PSY 107, PSY 117, PSY 205*, PSY 226*, PSY 227*, PSY 235*, PSY 238*, PSY 245, PSY 249*, SOC 101*, SOC 102*, SOC 201, SOC 203, SOC 205, SOC 212, SOC 215*, SOC 216*, SOC 218, SOC 223, SOC 231*, SOC 237, SOC 265

3 Credits Arts and Humanities

Select from: ART 110*, ART 111*, ART 112*, ART 114, ART 121, ART 122, ART 131, ART 132, ART 141, ART 142, ART 161, ART 162, ART 163, ART 207*, ART 211, ART 212, ART 213, ART 244, ART 261, HUM 121*, HUM 122*, HUM 123*, JOU 105, JOU 106, JOU 206, LIT 115*, LIT 125, LIT 126, LIT 201*, LIT 202*, LIT 205*, LIT 211*, LIT 212*, LIT 238, LIT 246, LIT 255, MUS 120*, MUS 121*, MUS 122*, PHI 111*, PHI 112*, PHI 113*, PHI 114*, PHI 115, THE 105*, THE 211*, THE 212*, ITA 111, FRE 111, FRE 112, FRE 211*, FRE 212, GER 111, GER 112, GER 211*, GER 212*, SPA 111, SPA 112, SPA 211*, SPA 212*

9 Credits Selected General Education Electives

ANT **	HWE 100
ART **	JOU **
AST **	LIT **
BIO 105 and higher	MAT 106 or higher
CHE 100 and higher	MGD 133, MGD 221, MGD 233
ECE 101, ECE 102, ECE 205	MUS **
ECE 238, ECE 241	PED ** or DAN ** (up to 2credits)
ECO 105 and higher	PHI **
EDU **	PHY **
ENG 121 and higher	PSY ** except PSY 106 & PSY 110
ETH **	POS **
Foreign Languages 111 or higher	SCI 155 & SCI 156
GEO **	SOC **
GEY **	SPE **
HIS **	SWK **
HUM **	THE **

*Colorado Statewide Guaranteed Transfer Courses (GT Pathways) Curriculum

**You may select any course number from this prefix area.

II. Vocational or Academic Electives

You must take 30 credits of approved electives. Select your electives from any vocational or academic course numbered at or above 100 which is offered by PCC.

AGS Degrees with Transfer Articulation Agreements

The following AGS degrees are designed for students who have specialized in a technical pre-professional area and who plan to transfer into a baccalaureate degree program based on a written articulation agreement with a designated institution.

PCC offers six Technical Pre-Professional Transfer AGS degrees. Each degree is articulated to at least one Colorado four-year institution. Specific degree requirements are listed in this catalog for the following AGS degrees:

Accounting
Business Management
Computer Information Systems
Criminal Justice
Mass Communications

Minimum requirements for the Technical Pre-Professional Transfer AGS are as follows:

- Minimum of 60 semester hours of course work
- Cumulative GPA of 2.0 or higher (3.000 or higher for the Accounting and Business Management AGS transfer degrees)
- General education courses of 30 semester hours as determined by each curriculum
- Additional requirements of 30 semester hours as listed within the individual programs of study
- Minimum of 15 graded semester hours earned at PCC

Accounting

Joe Easton, Department Chair

Associate of General Studies (AGS) Degree

Career Opportunities

The AGS degree in Accounting prepares you to transfer into bachelor's degree accounting programs at four-year colleges.

Program Description

This program offers you a comprehensive understanding of the theory and practice of modern accounting. It places particular emphasis on logical reasoning, enabling you to solve accounting problems and to make sound accounting policy decisions. It also teaches you to use computer software related to the accounting profession. You will learn to use state-of-the-art equipment through industry-standard instructional materials. The required occupational experience provides you the opportunity to obtain valuable on-the-job training.

The PCC/CSU-Pueblo Transfer Agreement allows the Accounting AGS graduate to transfer to the CSU-Pueblo Hasan School of Business with a junior standing. Contact the Department Chairperson for information about transfer of courses to other four-year institutions.

ASSOCIATE (AGS) DEGREE

Accounting

TOTAL CREDITS 60

40 General Education Core Requirements

- English/Speech
ENG 121, ENG 122, SPE 115
- Mathematics
MAT 121, MAT 125
- Natural Science
Choose from: AST 101, AST 102, BIO 105, BIO 111, BIO 112, CHE 101, CHE 102, CHE 111, CHE 112, GEY 111, GEY 121, PHY 111, PHY 112, PHY 211, PHY 212
- Social and Behavioral Sciences
ECO 201 and ECO 202 are required.
Choose 3 additional credits from the following: HIS 101, HIS 102, HIS 201, HIS 202
- Humanities
Choose 6 credits from 2 different disciplines from: ART 110, ART 111, ART 112, HUM 121, HUM 122, HUM 123, MUS 120, MUS 121, MUS 122, LIT 115, LIT 201, LIT 202, PHI 111, PHI 112, PHI 113 THE 105, THE 211, THE 212

20 Professional Requirements

- ACC 121 Accounting Principles I
- ACC 122 Accounting Principles II
- BUS 115 Introduction to Business
- BUS 216 Legal Environments of Business
- BUS 217 Business Communication and Report Writing
- BUS 226 Business Statistics

Business Management

Joe Easton, Department Chair

Associate of General Studies (AGS) Degree

Career Opportunities

The AGS degree in Business Management prepares you to transfer into bachelor's degree accounting programs at four-year colleges.

Program Description

The Associate of General Studies degree with an emphasis in Business Management prepares you to transfer to a Bachelors degree business management program. The PCC--CSU-Pueblo Transfer Agreement allows the AGS Business Management graduate to transfer to the CSU-Pueblo Hasan School of Business with a junior standing. Contact the department chairperson for information about transferring to four-year institutions other than CSU-Pueblo.

ASSOCIATE (AGS) DEGREE

Business Management

TOTAL CREDITS 60

40 General Education Core Requirements

- 9 English/Speech
ENG 121, ENG 122, SPE 115
- 8 Mathematics
MAT 121, MAT 125
- 8 Natural Science
Choose from: AST 101, AST 102, BIO 105, BIO 111, BIO 112, CHE 101, CHE 102, CHE 111, CHE 112, GEY 111, GEY 121, PHY 111, PHY 112, PHY 211, PHY 212
- 9 Social and Behavioral Sciences
ECO 201 and ECO 202 are required.
Choose 3 additional credits from the following: HIS 101, HIS 102, HIS 201, HIS 202
- 6 Humanities
Choose 6 credits from 2 different disciplines from: ART 110, ART 111, ART 112, HUM 121, HUM 122, HUM 123, LIT 115, LIT 201, LIT 202, MUS 120, MUS 121, MUS 122, PHI 111, PHI 112, PHI 113, THE 105, THE 211, THE 212

20 Professional Requirements

- 4 ACC 121 Accounting Principles I
- 4 ACC 122 Accounting Principles II
- 3 BUS 115 Introduction to Business
- 3 BUS 216 Legal Environments of Business
- 3 BUS 217 Business Communication and Report Writing
- 3 BUS 226 Business Statistics

Computer Information Systems

Joe Easton, Department Chair

Associate of General Studies (AGS) Degree

Career Opportunities

The AGS Degree with an emphasis in Computer Information Systems prepares you to transfer to a university to continue studies in Computer Science or Computer Information Systems.

Program Description

The CIS program teaches you basic networking, programming, and database technologies as well as technical aspects of the internet and data communications. The Associate of General Studies Degree with an emphasis in Computer Information Systems prepares you to transfer to a university as a junior to pursue a bachelors degree in Computer Science or Computer Information Systems. Please check with the university of your choice to assure transferability of all courses.

ASSOCIATE (AGS) DEGREE

Computer Information Systems

TOTAL CREDITS 62

36 General Education Core Requirements

- 9 English/Speech
ENG 121, ENG 122, SPE 115
- 4 Mathematics
MAT 121
- 8 Natural Science
Choose from: AST 101, AST 102, BIO 105, BIO 111, BIO 112, CHE 101, CHE 102, CHE 111, CHE 112, GEY 111, GEY 121, PHY 105, PHY 111, PHY 112, PHY 211, PHY 212
- 9 Social and Behavioral Sciences
Choose 9 credits from at least 2 different disciplines: ECO 201 and ECO 202 are recommended. ANT 101, ANT 111, GEO 105, HIS 101, HIS 102, HIS 201, HIS 202, POS 105, POS 111, PSY 101, PSY 102, SOC 101, SOC 102
- 6 Humanities
Choose 6 credits from at least 2 different disciplines: ART 110, ART 111, ART 112, FRE 111, FRE 112, FRE 211, FRE 212, GER 111, GER 112, GER 211, GER 212, HUM 121, HUM 122, HUM 123, LIT 115, LIT 201, LIT 202, MUS 120, MUS 121, MUS 122, PHI 111, PHI 112, PHI 113, SPA 111, SPA 112, SPA 211, SPA 212, THE 105, THE 211, THE 212

26 Core Requirements

- 3 CIS 115 Introduction to Computer Information Systems
- 3 CIS 118 Intro PC Applications
- 3 CIS 220 Fundamentals of UNIX
- 3 CIS 268 Systems Analysis and Design I
- 3 CNG 124 Networking I: Network+
OR
- 3 ELT 202 Introduction to PC Servicing
- 3 CSC 116 Logic and Program Design
- 4 CSC 160 Computer Science I (JAVA)
- 4 CSC 161 Computer Science II (JAVA)

Criminal Justice

Al Alber, Department Chair

Associate of General Studies (AGS) Degree

Career Opportunities

The CRJ program prepares you to transfer as a junior to a four-year institution to pursue a Bachelor of Science degree in Sociology or Criminal Justice, after which you can pursue a career in federal, state, and local adult correctional institutions, juvenile corrections and treatment facilities, law enforcement, forensics, private security, and private investigations.

Program Description

The CRJ program provides an in-depth analysis of the three components of the criminal justice system (law enforcement, the judicial system, and corrections) with special emphasis on criminology, substantive criminal law, procedural criminal law, and constitutional law. It places a strong emphasis on reading and comprehension skills, written and verbal communication skills, and empathetic awareness of cultural diversity.

Disclaimer

If you have a prior arrest and/or drug/alcohol history, you should discuss this history with a CRJ advisor prior to your admission into a criminal justice program. Neither PCC nor CRJ advisors will be held liable for your decision to continue in the program if you have such a history.

Your entrance into any CRJ course of study, or your subsequent graduation, is no guarantee, explicit or implied, that you are employable in the criminal justice system. Further, if you are cannot be placed and/or remain in the course CRJ 287, Cooperative Education Internship, after two good-faith attempts at placement, neither PCC nor its employees accept responsibility in respect to your fulfillment of the program.

Many criminal justice and related agencies require certain standards of prospective employees at the application stage. Job applications will ask if you have ever been arrested for any offense, either misdemeanor or felony. If you have, your prospective employer may deny your application. You may also be required to take psychological tests, lie detector tests, medical tests, and physical fitness tests to determine if you are suited to a particular position.

Program Requirements

Entrance requirements

This is an open enrollment program.

Graduation requirements

A grade of "C" or higher is required in each course.

ASSOCIATE (AGS) DEGREE

Criminal Justice

TOTAL CREDITS 60

39 General Education Core Requirements

- 9 English/Speech
ENG 121, ENG 122, SPE 115
- 4 Mathematics
MAT 120
- 8 Natural Science
Select two courses: AST 101, AST 102, BIO 105, BIO 111, BIO 112, CHE 101, CHE 102, CHE 111, CHE 112, GEY 111, GEY 121, PHY 105, PHY 111, PHY 112, PHY 211, PHY 212
- 9 Social and Behavioral Sciences
Choose one HIS course and two others from 2 different disciplines. Choose from: ANT 101, ANT 111, ECO 201, ECO 202, GEO 105, HIS 101, HIS 102, HIS 201, HIS 202, POS 105, POS 111, PSY 101, PSY 102, SOC 101, SOC 102
- 9 Humanities
Choose 9 credits from 2 different disciplines. Choose from:
ART 110, ART 111, ART 112, FRE 111, FRE 112, FRE 211, FRE 212, GER 111, GER 112, GER 211, GER 212, HUM 121, HUM 122, HUM 123, LIT 115, LIT 201, LIT 202, MUS 120, MUS 121, MUS 122, PHI 111, PHI 112, PHI 113, SPA 111, SPA 112, SPA 211, SPA 212, THE 105, THE 211, THE 212

21 Core Curriculum Requirements

- 3 CRJ 110 Intro to Criminal Justice
- 3 CRJ 111 Substantive Criminal Law
- 3 CRJ 112 Procedural Criminal Law
- 3 CRJ 135 Judicial Function
- 3 CRJ 145 Correctional Process
- 3 CRJ 210 Constitutional Law
- 3 CRJ 230 Criminology

Mass Communications

Jennifer Sherman, Department Chair

Associate of General Studies (AGS) Degree

Career Opportunities

The Mass Communications program prepares you for a career in journalism, radio/TV broadcasting, advertising, public relations, or New Media Technology by providing a two-year foundation of courses designed to transfer to four-year colleges and universities.

Program Description

This program teaches you to think critically and develops your skills in news writing, television and radio production, advertising, videography, and web design. Courses provide a solid foundation in these areas through a mixture of lecture and hands-on application. A fully equipped video control room and a mobile production truck provide you with multi-camera working classrooms. Several non-linear editing suites offer you a diversity of experience in the changing field of communication. You will also gain experience in production and digital media through our media lab and the many volunteer opportunities we offer.

Transferability of courses depends upon the courses taken and the receiving institution. The PCC-CSU-Pueblo Transfer Agreement allows the AGS Mass Communications graduate to transfer to the Colorado State University-Pueblo Mass Communications Department with a junior standing.

Please see the certificate option under Broadcasting and Production Technology.

ASSOCIATE (AGS) DEGREE

Mass Communications

TOTAL CREDITS 60

35 General Education Requirements

- 6 Communications
ENG 121, ENG 122
- 3 Mathematics
MAT 120, MAT 121, MAT 135
- 8 Physical and Life Sciences
Select two courses from: AST 101, AST 102, BIO 105, BIO 111, BIO 112, CHE 101, CHE 102, CHE 111, CHE 112, GEY 111, GEY 121, PHY 111, PHY 112, PHY 211, PHY 212
- 9 Social and Behavioral Science
Select 3 courses, in at least 2 categories, one of which must be history:
Economics and Political Systems: ECO 201, ECO 202, POS 105, POS 111
Geography: GEO 105
History: HIS 101, HIS 102, HIS 201, HIS 202
Human Behavior and Social Systems: ANT 101, ANT 111, PSY 101, PSY 102, SOC 101, SOC 102
- 9 Arts and Humanities
Select 3 courses, with no more than 2 courses from any 1 category:
Arts: ART 110, ART 111, ART 112, MUS 120, MUS 121, MUS 122, THE 105, THE 211, THE 212
Literature and Humanities: HUM 121, HUM 122, HUM 123, LIT 115, LIT 201, LIT 202
Ways of Thinking: PHI 111, PHI 112, PHI 113

25 Core Curriculum Requirements

- 3 JOU 105 Introduction to Mass Media
- 3 JOU 206 Intermediate Newswriting and Editing
- 3 MAR 220 Principles of Advertising
- 3 MGD 143 Web Motion Graphic Design I
- 1 MGD 175 Special Topics: Media Lab
- 3 MGD 277 Special Topics: Public Relations
- 1 MGD 289 Capstone
- 2 RTV 100 Introduction to Telecommunications
- 3 RTV 102 Beginning Television
- 3 RTV 108 Principles of Audio

*Note: MGD 175 and RTV 100 will always be taken concurrently

CCCS Guaranteed Transfer (GT) - Pathways Courses

In December 2005, the Colorado Commission on Higher Education established a statewide transfer policy for general education course credits. This policy is also known as GT-Pathways. The table below lists GT-Pathways Courses that are included in this policy. Although Pueblo Community College does not offer all of the courses listed in the table below, if you are transferring any of these courses to Pueblo Community College from an accredited post secondary institution, these courses will be accepted at our college.

Introductory Writing Courses (GT-CO1)

ENG 121	English Composition I
ENG 122	English Composition II

Mathematics (GT-MA1)

MAT 120	(AA) Mathematics for Liberal Arts
MAT 121	(AA & AS) College Algebra
MAT 122	(AA & AS) Trigonometry
MAT 123	(AA) Finite Mathematics
MAT 125	(AA) Survey of Calculus
MAT 135	(AA) Introduction to Statistics
MAT 155	(AA) Integrated Math I
MAT 156	(AA) Integrated Math II
MAT 166	(AA) Pre-Calculus
MAT 201	(AA & AS) Calculus I
MAT 202	(AA & AS) Calculus II

Arts (GT-AH1)

ART 110	Art Appreciation
ART 111	Art History I
ART 112	Art History II
FRE 211	French II
GER 211	German III
GER 212	German IV
ITA 211	Italian III
ITA 212	Italian IV
JPN 211	Japanese Language III
JPN 212	Japanese Language IV
MUS 120	Music Appreciation
MUS 121	Music History I
MUS 122	Music History II
RUS 211	Russian Language III
RUS 212	Russian Language IV
SPA 211	Spanish Language III
SPA 212	Spanish Language IV
THE 105	Introduction to Theatre Arts
THE 211	Development of Theatre I
THE 212	Development of Theatre II

Literature and Humanities (GT-AH2)

HUM 121	Humanities: Early Civilizations
HUM 122	Humanities: Medieval to Modern
HUM 123	Humanities: Modern World
LIT 115	Introduction to Literature
LIT 201	Masterpieces of Literature I
LIT 202	Masterpieces of Literature II
LIT 205	Ethnic Literature
LIT 211	Survey of American Literature I
LIT 212	Survey of American Literature II
LIT 221	Survey of British Literature I
LIT 222	Survey of British Literature II

Ways of Thinking (GT-AH3)

PHI 111	Introduction to Philosophy
PHI 112	Ethics
PHI 113	Logic

History (GT-HI1)

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

Economic & Political Systems (GT-SS1)

ECO 201	Principles of Macroeconomics
ECO 202	Principles of Microeconomics
POS 111	American Government

Geography (GT-SS2)

GEO 105	World Geography
GEO 106	Human Geography

Human Behavior & Social Systems (GT-SS3)

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

Physical & Life Sciences (GT-SC1)

AST 101	(AA & AS) Astronomy I
AST 102	(AA & AS) Astronomy II
BIO 105	(AA) Science of Biology
BIO 111	(AA & AS) General College Biology I
BIO 112	(AA & AS) General College Biology II
BIO 201	(AA & AS) Human Anatomy & Physiology I
BIO 202	(AA & AS) Human Anatomy & Physiology II
BIO 204	(AA & AS) Microbiology
CHE 101	(AA) Introduction to Chemistry I
CHE 102	(AA) Introduction to Chemistry II
CHE 105	(AA) Chemistry in Context
CHE 111	(AA & AS) General College Chemistry I
CHE 112	(AA & AS) General College Chemistry II
GEY 111	(AA & AS) Physical Geology
GEY 121	(AA & AS) Historical Geology
MET 150	(AA & AS) General Meteorology
PHY 105	(AA) Conceptual Physics
PHY 111	(AA & AS) Physics: Algebra Based I
PHY 112	(AA & AS) Physics: Algebra Based II
PHY 211	(AA & AS) Physics: Calculus Based I
PHY 212	(AA & AS) Physics: Calculus Based II
SCI 155	(AA) Integrated Science I
SCI 156	(AA) Integrated Science II

Career and Technical Programs

Directory of Associate of Applied Science (AAS) Degrees, Certificates & Mini-Certificates

Associate of Applied Science (AAS) Degrees

Occupational Degrees

The AAS degree prepares you to enter a skilled and/or paraprofessional occupation or to upgrade/stabilize your employment. These programs are not intended for transfer to baccalaureate degree programs; however, certain courses may be accepted toward a bachelor's degree at other institutions. Consult an academic advisor for information about the transferability of specific courses.

Minimum requirements for an AAS degree include the following:

- Minimum of 60 semester hours of course work
- Cumulative GPA of 2.000 or higher
- 15 semester hours of general education courses
- Additional requirements of a minimum 45 semester hours as listed within the individual programs of study
- Minimum of 15 graded semester hours earned at PCC

Requirements for the AAS degrees are detailed in this section of the catalog. PCC offers AAS degrees in the following areas:

Accounting
Applied Technology
Automotive Collision Technology
Automotive Technology
Business Management
Computer Information Systems
 with Applications Option
 with Local Area Network (LAN) Option
 with e-Web Page Design Option
 with e-Technology Option
Criminal Justice
 with Adult and Juvenile Corrections Area of Emphasis
 with Police Science Area of Emphasis
Dental Assisting
Dental Hygiene
Digital Media
Early Childhood Education
Emergency Medical Services – Paramedic

Energy Maintenance Technology
 with Mechanical Maintenance Option
 with Electrical Maintenance Option
 with Solar Maintenance Option
Engineering Technology
 with Manufacturing Engineering Technology Option
 with Civil Engineering Option
Hospitality Studies
 with Culinary Arts Management Option
 with Culinary Arts Production Option
 with Culinary Arts Tourism, Conventions and Events Option
Industrial Electronics Technology
 with General Electronics Technology Option
 with Electromechanical Technology Option
Library Technician
Machining Technology
Medical Sonography
Nursing
Occupational Therapy Assistant
Office Administration
 with Office Professional Option
 with Desktop Applications Specialist Option
 with Legal Office Specialist Option
 with Medical Transcription Specialist Option
 with Medical Records, Insurance, Coding & Billing Specialist Option
Physical Therapist Assistant
Radiologic Technology
Respiratory Care Practitioner
Respiratory Care Practitioner –
 with Respiratory/EMT Intermediate Option
Visual Communications
 with Graphic Design Option
 with 3-D Rendering & Illustration Option
 with Digital Multimedia Option
Welding

Certificates

PCC offers the following certificates. For more information, please contact the appropriate department chairperson.

Automotive Collision Technology
with Automotive Collision Repair Option
with Automotive Refinishing Option
with Nonstructural Repair Option
with Refinishing Option
with Structural Repair Option
with Mechanical and Electrical Components Option

Automotive Technology
with Performance Option
with Suspension and Drive Train Option
with Engines and Electrical Option
with Automatic Transmissions and Brakes Option
with Fuels and Emissions Option
with Manual Transmissions and Suspension Option

Aviation Maintenance Fundamentals
Aviation Technology

Broadcasting and Production Technology

Business Management
with Business Fundamentals Option
with Entrepreneurship Option

CISCO Certified Network Associate

Computer Information Systems
with Applications Option
with Computer Operator Option

Criminal Justice
with Police Science Option
with Adult and Juvenile Corrections Option

Dental Assisting

E-Business
with e-Programming Option
with e-Server Management Option

Early Childhood Education
with Academic Director
with Academic Group Leader

Emergency Medical Services
with EMT Basic Option
with EMT Intermediate Option
with EMT Paramedic Option

Energy Maintenance Technology
with Mechanical Maintenance Option
with Electrical Maintenance Option
with Solar Maintenance Option

Engineering Technology
with Rapid Product Development Option
with Surveying Option
with Architectural Design Option

Health Care Support Technician

Industrial Electronics Technology
with Industrial Controls Technology Option
with General Electronics Technology Option
with Electromechanical Technology Option
with Semiconductor Manufacturing Option

Hospitality Studies/Culinary Arts
with Dining Service Option
with Beginning Production and Baking Option
with Intermediate Production Option
with Beginning Tours and Events Option
with Intermediate Tours and Events Option

Law Enforcement Academy

Library Technician

Machining Technology

Machining
with Manual Machining Option

Massage Therapy

Medical Sonography
Office Administration
with Office Professional Option
with Desktop Applications Specialist Option
with Legal Office Specialist Option
with Medical Transcription Specialist Option
with Medical Records, Insurance, Coding & Billing Specialist Option

Practical Nursing

Psychiatric Technician

Visual Communications
with Graphic Design Option
with 3-D Rendering & Illustration Option
with Digital Multimedia Option

Welding

Mini-Certificates

PCC offers the following Mini-Certificates. For more information, please contact the appropriate department chairperson. Mini-Certificate programs are not eligible for Federal or State Financial Aid funds.

Automotive Collision Technology
with Plastics and Composite Repair Option
with Custom Painting Option

Aviation Maintenance
with Ground Handling, Materials, and Regulations Option
with A & P Preparation Electronics, Corrosion and Fluid Lines Option

Aviation Technology
with Private Pilot Option
with Commercial Pilot Option
with Multi-Engine Instructor Option
with Advanced Instructor and Commercial Option

Business Management
with Real Estate Option

Criminal Justice
with Career Enhancement: Corrections/Adult Option
with Career Enhancement: Criminal Justice Core
with Career Enhancement: Corrections/Juvenile Option
with Career Enhancement: Criminal Justice Process
with Career Enhancement: Criminal Justice System

Dental Hygiene
with Local Anesthesia and Nitrous Oxide/Oxygen Sedation Option

Digital Media
with Web Technologies Option
with Web Design Option
with Animation Option
with Digital Video Option
with Graphic Design Option

E-Business
with e-Security Option

Engineering Technology – Mechanical CAD Option
Engineering Technology – Civil CAD Option
Engineering Technology – Construction Basics Option

Machining
with CNC Option
with CAD/CAM Option

Nurse Aide

Office Administration
with Customer Service Academy Certificate
with Personal Computer Specialist Certificate

Pharmacy Technician

Phlebotomy Technician

Real Estate

Upholstery

Associate of Applied Science (AAS) Degree and Certificate Programs

Occupational Degrees and Certificates

Accounting

Joe Easton, Department Chair

Associate of Applied Science (AAS) Degree

Career Opportunities

The AAS degree in Accounting prepares you for a career in entry-level accounting or upper-level bookkeeping positions.

Program Description

This program offers you a comprehensive understanding of the theory and practice of modern accounting. It places particular emphasis on logical reasoning, enabling you to solve accounting problems and to make sound accounting policy decisions. It also teaches you to use computer software related to the accounting profession. You will learn to use state-of-the-art equipment through industry-standard instructional materials. The required occupational experience provides you the opportunity to obtain valuable on-the-job training. If you are pursuing bachelor's degree or a career as a Certified Public Accountant (CPA), check with your advisor concerning the transfer of courses to four-year colleges.

Note: Students interested in transferring to a baccalaureate program in Accounting should refer to the Transfer Degree section of this catalog.

ASSOCIATE (AAS) DEGREE

Accounting

TOTAL CREDITS 69

19 General Education Requirements

- 3 ECO 201 Principles of Macroeconomics
- 3 ENG 121 English Composition I
- 3 ENG 131 Technical Writing I
- 4 MAT 121 College Algebra
- 3 SPE 115 Public Speaking
- 3 Natural Science Elective

31 Core Curriculum Requirements

- 3 ACC 115 Payroll Accounting
- 4 ACC 121 Accounting Principles I
- 4 ACC 122 Accounting Principles II
- 3 ACC 131 Income Tax
- OR
- 3 ACC 216 Governmental and Not-For-Profit Accounting
- 4 ACC 211 Intermediate Accounting I
- 4 ACC 212 Intermediate Accounting II
- 3 ACC 226 Cost Accounting
- 3 ACC 245 Computerized Accounting with a Professional Package
- 3 ACC 287 Cooperative Education

19 Related Requirements

- 3 BUS 115 Introduction to Business
- 3 BUS 216 Legal Environment of Business
- 3 BUS 226 Business Statistics
- 3 CIS 128 Windows Complete
- 1 CIS 131 Word Processing I
- 3 CIS 155 Complete PC Spreadsheet: Excel
- 3 MAN 226 Principles of Management

Applied Technology

Associate of Applied Science (AAS)

Program Description

PCC offers the AAS degree in Applied Technology as part of a statewide consortium of community colleges and Area Vocational Technical Schools (AVTS) consortium and other Colorado public community colleges.

To attain the degree, you must complete the technical course work for a state approved Career and Technical Education Certificate at one of the following AVTS's: Delta Montrose Area Vocational Technical Center, Emily Griffith Opportunity School, San Juan Basin Area Vocational Technical School, and T.H. Pickens Technical Center.

You will complete the general education and other degree requirements at PCC. Course work from the AVTS will be credited to your transcript when you complete the requirements of both institutions.

Program Requirements

You must comply with the regulations and requirements related to admissions and attendance at each institution.

Minimum requirements for this degree include:

- a. Minimum of 60 credit hours of course work.
- b. Cumulative GPA of 2.0 or higher.
- c. General Education course of 15-18 semester hours
- d. Additional requirements of at least 42 semester hours:
 - * From an individual program with current state approval a one of four AVTS's
 - * If the program certificate is less than 42 semester hours, then the program certificate hours plus elective credit hours from Pueblo Community College will be used for the total of at least 42 semester hours
- e. Minimum of 15 semester credits earned at Pueblo Community College.

ASSOCIATE (AAS) DEGREE

Applied Technology

TOTAL CREDITS 60

42-45 AVTS Certificate

15-18 General Education Courses

- 3 English/Speech
- 3 Humanities
- 3 Mathematics
- 3 Natural Science
- 3 Social Science

The above general education courses must be selected from the general education courses listed in the AGS, AA, or AS general education sections of this catalog.

Automotive Collision Technology

Jim Torres, Department Chairperson

Associate of Applied Science (AAS) Degree
Certificates and Mini-Certificates

Career Opportunities

The Automotive Collision and Refinishing Technology program prepares you for a career in structural and non-structural collision repair, refinishing, estimating, upholstery, paintless dent repair, glass installing, custom body and refinishing, and aviation refurbishing.

Program Description

This program teaches you to remove and replace exterior and interior panels, glass, and hardware; straighten frames and unibodies; weld panels and structural parts; repair electrical, brakes, suspension, and drive components damaged in a collision; estimate collision repair costs; repair plastics and fiberglass; and customize the body and finish of a vehicle.

The program is certified by the National Automotive Technicians Education Foundation (NATEF). You can receive I-CAR (Inter-Industry Conference on Auto Collision Repair) Gold Class points for completing most courses if you earn degree-of-trade competency in each unit. We encourage you to take the Automotive Service Excellence (ASE) certification, and we offer a paid apprenticeship for high school students through AYES (Automotive Youth Education System).

As a student in this program, you will become a member of the "Skills USA" VICA club and participate in a number of leadership activities and competitions.

Program Requirements

Entrance requirements:

Students must pass the "Ability to Benefit" assessment.

ASSOCIATE (AAS) DEGREE

Auto Collision Technology

TOTAL CREDITS 74

19 General Education Requirements

3	ENG 121	English Composition I
3	MAT 107	Career Math
4	PHY 105	Conceptual Physics
3	PSY 101	General Psychology I
3	SPE 115	Public Speaking
3		Humanities Elective

55 Core Curriculum Requirements

2	ACT 110	Safety in Collision Repair
3	ACT 111	Metal Welding and Cutting I
3	ACT 122	Panel Repair and Replacements
3	ACT 123	Metal Finishing and Body Filling
3	ACT 131	Structural Damage Diagnosis
3	ACT 132	Structural Damage Repair
1	ACT 141	Refinishing Safety
2	ACT 142	Surface Preparation I
2	ACT 143	Spray Equipment Operations
2	ACT 144	Refinishing I
1	ACT 151	Plastics and Adhesives I
1	ACT 180	Automotive Collision Repair Internship Level I
1	ACT 181	Automotive Collision Repair Level II Internship
3	ACT 205	Estimating and Shop Management
2	ACT 211	Metal Welding and Cutting II
4	ACT 220	Structural Repair II
2	ACT 221	Moveable Glass and Hardware
3	ACT 231	Advanced Structural Damage Diagnosis and Repair
2	ACT 232	Fixed Glass Repair
3	ACT 241	Paint Defect
2	ACT 242	Surface Preparation II
2	ACT 243	Refinishing II
2	ACT 244	Final Detail
1	ACT 251	Plastics and Adhesives II
1	ACT 280	Automotive Collision Repair Internship III
1	ACT 284	Automotive Collision Repair Internship IV

CERTIFICATE PROGRAMS

Automotive Collision Technology

TOTAL CREDITS 16-57

57 Option A: Automotive Collision Repair Certificate

2	ACT 110	Safety in Collision Repair
3	ACT 111	Metal Welding and Cutting I
3	ACT 122	Panel Repair and Replacements
3	ACT 123	Metal Finishing and Body Filling
3	ACT 131	Structural Damage Diagnosis
3	ACT 132	Structural Damage Repair
1	ACT 151	Plastics and Adhesives I
7	ACT 175	Special Topics: Automotive Collision Technology Lab Experiences I
1	ACT 180	Automotive Collision Repair Internship Level I
3	ACT 205	Estimating and Shop Management
2	ACT 211	Metal Welding and Cutting II
4	ACT 220	Structural Repair II
2	ACT 221	Moveable Glass and Hardware
3	ACT 231	Advanced Structural Damage Diagnosis and Repair
2	ACT 232	Fixed Glass Repair
1	ACT 251	Plastics and Adhesives II
1	ACT 266	Restraint Systems
1	ACT 280	Automotive Collision Repair Level III Internship
1	ACT 284	Automotive Collision Repair Internship Level IV
3	ASE 110	Brakes I
2	ASE 120	Basic Automotive Electricity
3	ASE 140	Suspension and Steering I
3	ASE 163	Automotive Component Removal and Replacement

29 Option B: Automotive Collision Refinishing Certificate

- 1 ACT 141 Refinishing Safety
- 2 ACT 142 Surface Preparation I
- 2 ACT 143 Spray Equipment Operations
- 2 ACT 144 Refinishing I
- 3 ACT 160 Custom Painting
- 3 ACT 161 Automotive Graphics and Designs
- 3 ACT 162 Automotive Air Brushing and Murals
- 3 ACT 163 Automotive Special Effects and Refinishing
- 1 ACT 181 Automotive Collision Repair Level II Internship
- 3 ACT 241 Paint Defect
- 2 ACT 242 Surface Preparation II
- 2 ACT 243 Refinishing II
- 2 ACT 244 Final Detail

16 Option C: Nonstructural Repair Certificate

- 2 ACT 110 Safety in Collision Repair
- 3 ACT 111 Metal Welding and Cutting I
- 3 ACT 122 Panel Repair and Replacements
- 3 ACT 123 Metal Finishing and Body Filling
- 1 ACT 180 Automotive Collision Repair Internship Level I
- 2 ACT 221 Moveable Glass and Hardware
- 2 ACT 232 Fixed Glass Repair

17 Option D: Refinishing Certificate

- 1 ACT 141 Refinishing Safety
- 2 ACT 142 Surface Preparation I
- 2 ACT 143 Spray Equipment Operations
- 2 ACT 144 Refinishing I
- 1 ACT 181 Automotive Collision Repair Level II Internship
- 3 ACT 241 Paint Defect
- 2 ACT 242 Surface Preparation II
- 2 ACT 243 Refinishing II
- 2 ACT 244 Final Detail

16 Option E: Structural Repair Certificate

- 3 ACT 131 Structural Damage Diagnosis
- 3 ACT 132 Structural Damage Repair
- 2 ACT 211 Metal Welding and Cutting II
- 4 ACT 220 Structural Repair II
- 3 ACT 231 Advanced Structural Damage Diagnosis and Repair
- 1 ACT 280 Automotive Collision Repair Level III Internship

16 Option F: Mechanical and Electrical Components Certificate

- 3 ASE 110 Brakes I
- 2 ASE 120 Basic Automotive Electricity
- 3 ASE 140 Suspension and Steering I
- 3 ASE 163 Automotive Component Removal and Replacement
- 3 ACT 205 Estimating and Shop Management
- 1 ACT 266 Restraint Systems
- 1 ACT 284 Automotive Collision Repair Internship Level IV

MINI-CERTIFICATE PROGRAMS
Automotive Collision Technology

TOTAL CREDITS 9-12

9 Option G: Plastics and Composite Repair Certificate

- 1 ACT 251 Plastics and Adhesives II
- 7 ACT 175 Special Topics: Automotive Collision Technology Lab Experience I
- 1 ACT 151 Plastics and Adhesives I

12 Option H: Custom Painting Certificate

- 3 ACT 160 Custom Painting
- 3 ACT 161 Automotive Graphics and Designs
- 3 ACT 162 Automotive Air Brushing and Murals
- 3 ACT 163 Automotive Special Effects and Refinishing



Automotive Technology

Jim Torres, Department Chairperson

Associate of Applied Science (AAS) Degree Certificates and Mini-Certificates

Career Opportunities

The Automotive Service Technology program prepares you for a range of careers in automotive maintenance and repair.

Program Description

This program teaches you to perform general maintenance, as well as to diagnose and repair electrical, engine, transmission, suspension, brake, and air conditioning systems. The program has met the National Institute for Automotive Technicians Education Foundation (NATEF) accreditation in the areas of Brakes, Electrical/Electronic Systems, Engine Performance, Engine Repair, and Suspension & Steering. We encourage you to take the Automotive Service Excellence (ASE) certification tests while enrolled at PCC. We offer a paid apprenticeship for high school students through the Automotive Youth Education System (AYES).

As a student in the program, you will become a member of the "Skills USA" VICA club and participate in a number of leadership activities and competitions.

Program Requirements

Entrance requirements:

Pass the "Ability to Benefit" assessment.

ASSOCIATE (AAS) DEGREE

Automotive Technology

TOTAL CREDITS 68-69

19 General Education Requirements

3	ENG 121	English Composition I
3	MAT 107	Career Math
4	PHY 105	Conceptual Physics
3	PSY 101	General Psychology I
3	SPE 115	Public Speaking
3		Humanities Elective

49 Option A: Engine Performance Core Curriculum Requirements

2	ASE 120	Basic Automotive Electricity
2	ASE 123	Automotive Battery, Starting, and Charging Systems
2	ASE 124	Advanced Ignition System Diagnosis & Repair
2	ASE 130	General Engine Diagnosis
2	ASE 132	Ignition System Diagnosis and Repair
2	ASE 134	Automotive Emissions
5	ASE 161	Engine, Disassembly Diagnosis and Assembly
2	ASE 220	Specialized Electronics Training
2	ASE 231	Automotive Computers
4	ASE 233	Fuel Injection and Exhaust Systems
2	ASE 234	Advanced Automotive Emissions
1	ASE 235	Drivability Diagnosis
4	ASE 236	Advanced Drivability Diagnosis/Repair
2	ASE 260	Advanced Engine Diagnosis
1	ASE 280	Internship: Basic Electrical and Engine Performance
1	ASE 283	Internship: Advanced Electrical and Engine Performance
4	ASE 170	Laboratory Experience I
4	ASE 171	Laboratory Experience II
5	ASE 265	Automotive Heating and Air Conditioning

50 Option B: Suspension/Drive Train Core Curriculum Requirements

3	ASE 110	Brakes I
2	ASE 120	Basic Automotive Electricity
3	ASE 140	Suspension and Steering I
2	ASE 151	Automotive Manual Transmission/Transaxles and Clutches
2	ASE 152	Differentials and 4WD/AWD Service
1	ASE 160	Automotive Engine Removal and Installation
3	ASE 163	Automotive Component Removal and Replacement
2	ASE 165	Automotive Machining
2	ASE 170	Laboratory Experience I
3	ASE 172	Laboratory Experience III
3	ASE 210	Brakes II
2	ASE 220	Specialized Electronics Training
2	ASE 231	Automotive Computers
3	ASE 240	Suspension and Steering II
1	ASE 250	Automatic Transmissions/Transaxle Service
5	ASE 251	Automatic Transmission/Transaxle Diagnosis and Assemblies
2	ASE 252	Advanced Automatic Transmissions/Transaxles
2	ASE 253	Advanced Manual Transmission/Transaxles
5	ASE 265	Automotive Heating and Air Conditioning
1	ASE 281	Internship: Basic Heavy Duty and Power Train
1	ASE 282	Internship: General

CERTIFICATE PROGRAMS

Automotive Technology

TOTAL CREDITS 17-49

- 49 Option A: Automotive Performance Certificate**
- 2 ASE 120 Basic Automotive Electricity
 - 2 ASE 123 Automotive Battery, Starting, and Charging Systems
 - 2 ASE 124 Advanced Ignition System Diagnosis and Repair
 - 2 ASE 130 General Engine Diagnosis
 - 2 ASE 132 Ignition System Diagnosis and Repair
 - 2 ASE 134 Automotive Emissions
 - 5 ASE 161 Engine, Disassembly Diagnosis and Assembly
 - 4 ASE 170 Laboratory Experience I
 - 4 ASE 171 Laboratory Experience II
 - 2 ASE 220 Specialized Electronics Training
 - 2 ASE 231 Automotive Computers
 - 4 ASE 233 Fuel Injection and Exhaust Systems
 - 2 ASE 234 Advanced Automotive Emissions
 - 1 ASE 235 Drivability Diagnosis
 - 4 ASE 236 Advanced Drivability Diagnosis/Repair
 - 2 ASE 260 Advanced Engine Diagnosis
 - 5 ASE 265 Automotive Heating and Air Conditioning
 - 1 ASE 280 Internship: Basic Electrical and Engine Performance
 - 1 ASE 283 Internship: Advanced Electrical and Engine Performance
- 45 Option B: Suspension and Drive Train Certificate**
- 3 ASE 110 Brakes I
 - 2 ASE 120 Basic Automotive Electricity
 - 3 ASE 140 Suspension and Steering I
 - 2 ASE 151 Automotive Manual Transmission/Transaxles and Clutches
 - 2 ASE 152 Differentials and 4WD/AWD Service
 - 1 ASE 160 Automotive Engine Removal and Installation
 - 3 ASE 163 Automotive Component Removal and Replacement
 - 2 ASE 165 Automotive Machining
 - 2 ASE 170 Laboratory Experience I
 - 3 ASE 172 Laboratory Experience III
 - 3 ASE 210 Brakes II
 - 2 ASE 220 Specialized Electronics Training
 - 2 ASE 231 Automotive Computers
 - 3 ASE 240 Suspension and Steering II
 - 1 ASE 250 Automatic Transmission/Transaxle Service
 - 5 ASE 251 Automatic Transmission/Transaxle Diagnosis and Assemblies
 - 2 ASE 252 Advanced Automatic Transmissions/ Transaxles
 - 2 ASE 253 Advanced Manual Transmission/Transaxles
 - 1 ASE 281 Internship: Basic Heavy Duty and Power Train
 - 1 ASE 282 Internship: General
- 17 Option C: Engine and Electrical Certificate**
- 2 ASE 120 Basic Automotive Electricity
 - 2 ASE 123 Automotive Battery, Starting, and Charging Systems
 - 2 ASE 130 General Engine Diagnosis
 - 2 ASE 132 Ignition System Diagnosis and Repair
 - 5 ASE 161 Engine, Disassembly Diagnosis and Assembly
 - 2 ASE 124 Advanced Ignition System Diagnosis and Repair
 - 2 ASE 260 Advance Engine Diagnosis

- 17 Option D: Fuels and Emissions Certificate**
- 2 ASE 134 Automotive Emissions
 - 2 ASE 220 Specialized Electronics Training
 - 2 ASE 231 Automotive Computers
 - 4 ASE 233 Fuel Injection and Exhaust Systems
 - 1 ASE 235 Drivability Diagnosis
 - 2 ASE 234 Advanced Automotive Emissions
 - 4 ASE 236 Advanced Drivability Diagnosis/Repair

MINI-CERTIFICATE PROGRAMS

Automotive Technology

TOTAL CREDITS 8-14

- 12 Option E: Automatic Transmissions Certificate**
- 1 ASE 250 Automatic Transmission/Transaxle Service
 - 5 ASE 251 Automatic Transmission/Transaxle Diagnosis and Assemblies
 - 2 ASE 252 Advanced Automatic Transmissions/Transaxles
 - 1 ASE 280 Internship: Basic Electrical and Engine Performance
 - 3 ASE 172 Laboratory Experience III
- 14 Option F: Brakes Certificate**
- 3 ASE 110 Brakes I
 - 2 ASE 165 Automotive Machining
 - 3 ASE 210 Brakes II
 - 1 ASE 282 Internship: General
 - 5 ASE 265 Automotive Heating and Air Conditioning
- 11 Option G: Manual Transmissions/Removal and Replacement Certificate**
- 2 ASE 151 Automotive Manual Transmission/Transaxles and Clutches
 - 2 ASE 152 Differentials and 4WD/AWD Service
 - 1 ASE 160 Automotive Engine Removal and Installation
 - 3 ASE 163 Automotive Component Removal and Replacement
 - 2 ASE 253 Advanced Manual Transmission/Transaxles
 - 1 ASE 281 Internship: Basic Heavy Duty and Power Train
- 9 Option H: Steering and Suspension Certificate**
- 3 ASE 140 Suspension and Steering I
 - 3 ASE 240 Suspension and Steering II
 - 2 ASE 170 Laboratory Experience I
 - 1 ASE 283 Internship: Advanced Electrical and Engine Performance
- 8 Option I: Preventative Maintenance Certificate**
- 4 ASE 170 Laboratory Experience I
 - 4 ASE 171 Laboratory Experience II

Aviation Maintenance

Jim Torres, Department Chair

Certificate and Mini-Certificates

Career Opportunities

Overall, the employment of aircraft technicians, including mechanics and refurbishers, is projected to increase about as fast as average for all occupations through 2012. Aviation manufacturing companies need technicians who have a basic knowledge of aircraft as well as occupational skills.

Program Description

This program prepares you for transfer to institutions that offer complete Airframe and Powerplant programs. You will take general aviation courses that provide a basis for further studies in airframe and power plant repair. You may also take courses related to aircraft refurbishing.

CERTIFICATE PROGRAM

Aviation Maintenance

TOTAL CREDITS 21

21 Aviation Maintenance Fundamentals Certificate

- 4 AMT 101 A & P Preparation
- 4 AMT 102 Basic Electrics
- 2 AMT 103 Weight and Balance and Ground Handling
- 3 AMT 104 Regulations and Publications
- 6 AMT 105 Materials and Processes
- 2 AMT 106 Corrosion Control and Fluid Lines

MINI-CERTIFICATES

Aviation Maintenance

TOTAL CREDITS 10-11

11 Ground Handling, Materials, and Regulations

- 2 AMT 103 Weight and Balance and Ground Handling
- 3 AMT 104 Regulations and Publications
- 6 AMT 105 Materials and Processes

10 A & P Preparation Electronics, Corrosion and Fluid Line

- 4 AMT 101 A & P Preparation
- 4 AMT 102 Basic Electrics
- 2 AMT 106 Corrosion Control and Fluid Lines

Aviation Technology

Jim Torres, Department Chair

Certificate and Mini-Certificates

Career Opportunities

The employment of aircraft pilots is projected to increase about as fast as the average rate for all occupations through 2012. While a student in the private pilot program, you will learn enough about the aviation industry to enter such general employment areas as Aircraft Fueller, Flight Attendant Ticket Agent, Baggage Handler, Reservations Clerk, and other areas that require only a general knowledge of the aircraft industry. Completion of the program can lead to employment with or as any of the following:

- | | |
|---------------------------------|-------------------------|
| Air Cargo Pilot | Aerial Photographer |
| Corporate Pilot | Aviation Museum Curator |
| Co-Pilot | Aircraft Salesperson |
| Flight instructor | Civil Air Patrol |
| Pipeline patrol pilot | Skydiving |
| Aerial Sight Seeing Pilot/Guide | Stunt Pilot |
| Air Taxi Pilot | Charter service |
| Crop Duster | Parcel delivery |
| Aerial Fire fighter | Air Ambulance |

Program Description

This is a four semester program. The first semester prepares you to take the FAA Private Pilots written exam. Passing this exam prepares allows you to fly a single engine aircraft with passengers during the day or night but not in conditions of limited visibility. The second semester prepares you for the FAA Commercial and Instrument Rating written exams. With these certifications, you can transport passengers for hire and fly using your instruments in times of limited visibility. The third semester prepares you for the written exam for certifications which allow you to fly multi-engine aircraft. This semester also begins preparing you to become a flight instructor. The final semester prepares you for the FAA certification to become a Certified Flight Instructor. PCC flight courses are considered "Ground School Training" only. To become a licensed pilot, you need to receive the required flight training in an approved aircraft and pass the FAA Check Ride exams.

CERTIFICATE PROGRAM

Aviation Technology

TOTAL CREDITS 45

45 Core Curriculum Requirements

- 4 AVT 101 Private Pilot Ground School
- 4 AVT 102 Private Pilot Flight
- 4 AVT 105 Aviation Meteorology
- 4 AVT 111 Instrument Pilot Ground School
- 4 AVT 112 Instrument Pilot Flight
- 2 AVT 201 Commercial Pilot Ground School
- 3 AVT 202 Commercial Flight I
- 4 AVT 203 Commercial Flight II
- 1 AVT 205 Mountain Flying Ground School
- 1 AVT 206 Crew Resource Management
- 1 AVT 207 Multi-Engine Ground School
- 2 AVT 211 Fundamentals of Instruction
- 2 AVT 212 Flight Instructor Ground School
- 2 AVT 221 Instrument Instructor Ground School
- 1 AVT 213 Flight Instructor Flight
- OR
- 1 AVT 208 Multi-Engine Flight
- 3 AMT 140 Aircraft Systems for Pilots – Airframe
- 3 AMT 141 Aircraft Systems for Pilots – Powerplant

MINI-CERTIFICATES

Aviation Technology

TOTAL CREDITS 10-14

13 Private Pilot

- 4 AVT 101 Private Pilot Ground School
- 4 AVT 102 Private Pilot Flight
- 4 AVT 105 Aviation Meteorology
- 1 AVT 205 Mountain Flying Ground School

14 Commercial Pilot

- 4 AVT 111 Instrument Pilot Ground School
- 4 AVT 112 Instrument Pilot Flight
- 2 AVT 201 Commercial Pilot Ground School
- 1 AVT 206 Crew Resource Management
- 3 AMT 140 Aircraft Systems for Pilots – Airframe

10 Multi-Engine Instructor

- 3 AVT 202 Commercial Flight I
- 1 AVT 207 Multi-Engine Ground School
- 2 AVT 211 Fundamentals of Instruction
- 2 AVT 212 Flight Instructor Ground School
- 2 AVT 221 Instrument Instructor Ground School

10 Advanced Instructor and Commercial

- 4 AVT 203 Commercial Flight II
- 2 AVT 221 Instrument Instructor Ground School
- 1 AVT 213 Flight Instructor Flight
OR
- 1 AVT 208 Multi-Engine Flight
- 3 AMT 141 Aircraft Systems for Pilots – Powerplant

Broadcasting and Production Technology

Jennifer Sherman, Department Chair

Certificate

Career Opportunities

The Broadcasting and Production Technology program prepares you for an entry-level career in broadcasting production. You will be prepared to work as a camera operator in a television studio or as a videographer in a mobile setting.

Program Description

This program teaches you to apply the concepts and principles of broadcasting production in the changing field of multi-media production. The certificate program prepares you to immediately enter the career field. It emphasizes practical application of the concepts and principles of broadcasting production. A fully-equipped video control room and a mobile production truck provide multi-camera working classrooms. An editing lab offers a wealth of experience you can apply in the broadcasting field.

Note: You can use this certificate to easily segue into the AGS degree in Mass Communications, in which you can select broadcasting as an emphasis in a transfer degree. Students interested in transferring to a baccalaureate program in Mass Communications should refer to the Transfer Degree section of this catalog.

CERTIFICATE PROGRAM

Broadcasting and Production Technology

TOTAL CREDITS 30

30 Broadcasting and Production Technology Certificate Requirements

- 3 JOU 105 Introduction to Mass Media
- 3 MAR 220 Principles of Advertising
- 3 MGD 143 Web Motion Graphic Design I
- 3 MGD 164 Digital Video Editing I
- 3 MGD 175 Special Topics: Introduction to Electronic Media
- 3 MGD 275 Special Topics: Media Lab
- 3 ART 143 Digital Photography I
- 3 RTV 102 Beginning Television
- 3 RTV 108 Principles of Audio
- 3 RTV 175 Special Topics: Basic Video Production

Business Management

Joe Easton, Department Chair

Associate of Applied Science (AAS) Degree Certificates and Mini-Certificate

Career Opportunities

The AAS and Certificate programs prepare you for entry level positions in marketing, management, or sales; they also give you the skills you need to open your own business.

Program Description

You will study management from three perspectives: marketing, management, and economics. Marketing studies offer specific training in sales, advertising, promotion, and marketing. Management studies offer a generalized perspective with broad applications in the business world. Economic studies give you a basic understanding of economics and its relationship to other disciplines.

The Associate of Applied Science (AAS) Degree teaches you the basic skills needed to qualify for business management positions, with an emphasis on practical application of the concepts and principles of management. In addition to lecture and group-participation teaching techniques, the Business Management Department relies on guest speakers from the business world to describe real-world applications of academic concepts.

The Business Management Certificate program teaches you job-performance skills related to careers in business. It is a short, intensive course of study which prepares you for entry-level work. You can apply all course work for this certificate to the AAS Degree in Business Management. The Business Fundamentals Certificate program prepares you for an entry-level position in business or for starting your own small business.

You can apply all course work for this certificate to the AAS Degree in Business Management.

The Entrepreneurship Certificate program prepares you to open your own business. The certificate comprises six classes that introduce you to the fundamentals of sales, marketing, management, and accounting. You can apply all course work for this certificate to the AAS Degree in Business Management.

The Real Estate Mini-Certificate prepares you to obtain the Colorado Real Estate License so you can pursue a career in the real estate field. The most popular career choice is real estate sales, but you can also work as a property manager, title researcher, or loan document closer. The six real estate classes total 168 classroom hours to meet Colorado requirements; they cover Real Estate Law, Contracts, Regulations, Closings, Recordkeeping, and Practical Applications. To earn the Real Estate Associate Brokers License, you must complete the classes, pass the State of Colorado Real Estate Associate Broker's Examination, and submit the appropriate licensing application to the Colorado Real Estate Commission. After you receive your Associate Brokers license, you must attach your license to an employing real estate broker who agrees to supervise your work for the first two years in the field.

Note: Students interested in transferring to a baccalaureate program in Business Management should refer to the Transfer Degree section of this catalog.

ASSOCIATE (AAS) DEGREE

Business Management

TOTAL CREDITS 72

19 General Education Requirements-All Options

3	ECO 201	Principles of Macroeconomics
3	ENG 121	English Composition I
3	ENG 131	Technical Writing I
4	MAT 121	College Algebra
3	SPE 115	Public Speaking
3		Natural Science Elective

39 Core Curriculum Requirements

3	BUS 115	Introduction to Business
3	BUS 204	Introduction to E-Business
3	BUS 216	Legal Environment of Business
3	BUS 226	Business Statistics
3	BUS 287	Cooperative Education
	OR	
3	MAN 216	Small Business Management
3	ECO 202	Principles of Microeconomics
3	MAN 200	Human Resource Management I
3	MAN 225	Managerial Finance
3	MAN 226	Principles of Management
3	MAR 111	Principles of Sales
3	MAR 117	Principles of Retailing
3	MAR 216	Principles of Marketing
3	MAR 220	Principles of Advertising

14 Related Requirements

4	ACC 121	Accounting Principles I
4	ACC 122	Accounting Principles II
3	CIS 128	Windows Complete
3	CIS 118	Intro PC Applications
	OR	
3	CIS 151	Electronic Spreadsheets

CERTIFICATE PROGRAMS

Business Management

TOTAL CREDITS 19-35

35 Business Management Certificate Requirements

3	BUS 115	Introduction to Business
3	BUS 216	Legal Environment of Business
3	BUS 226	Business Statistics
3	MAN 200	Human Resource Management I
3	MAN 226	Principles of Management
3	MAR 216	Principles of Marketing

Related Requirements

4	ACC 121	Accounting Principles I
3	ECO 201	Principles of Macroeconomics
3	ENG 131	Technical Writing I
4	MAT 121	College Algebra
3	SPE 115	Public Speaking

25 Business Fundamentals Certificate Requirements

- 3 ACC 101 Fundamentals of Accounting
- 1 ACC 103 Fundamentals of Accounting Lab
- 3 ACC 115 Payroll Accounting
- 3 BUS 115 Introduction to Business
- 3 BTE 125 Records Management
- 3 ENG 113 Business English
- 3 MAN 200 Human Resource Management I
- 3 MAN 216 Small Business Management
OR
- 3 MAN 128 Human Relations in Organizations
- 3 MAT 112 Financial Mathematics
OR
- 3 BTE 156 Business Mathematics with Calculators
OR
- 3 BUS 226 Business Statistics

19 Entrepreneurship Certificate Requirements

- 4 ACC 121 Accounting Principles
- 3 BUS 204 Introduction to E-Business
- 3 MAN 216 Small Business Management
- 3 MAR 111 Principles of Sales
- 3 MAR 216 Principles of Marketing
- 3 MAN 226 Principles of Management

MINI-CERTIFICATE**Real Estate**

TOTAL CREDITS 11

11 Real Estate Mini-Certificate Requirements

- 6 REE 103 Real Estate Brokers I
- 5 REE 104 Real Estate Brokers II

Computer Information Systems

Joe Easton, Department Chair

Associate of Applied Science (AAS) Degree Certificates

Career Opportunities

The CIS program prepares you for careers in computer science, computer networking, and electronic commerce. The AAS Degree with an emphasis in local area networking prepares you to work as a network technician on small and large networks. You may also administer smaller networks as a System Administrator. The AGS Degree with an emphasis in Computer Information Systems prepares you to transfer to a university to continue studies in Computer Science or Computer Information Systems.

Program Description

The CIS program provides training in basic technical computer and networking skills. You will study computer networking, programming, and database technologies along with classes that teach the technical aspects of the Internet and data communications. Note: Students interested in transferring to a baccalaureate program in Computer Information Systems should refer to the Transfer Degree section of this catalog.

ASSOCIATE (AAS) DEGREE**Computer Information Systems**

TOTAL CREDITS 59-61

16 General Education Requirements-All Options

- 3 ECO 202 Principles of Microeconomics
- 3 ENG 121 English Composition I
- 4 MAT 121 College Algebra
- 3 SPE 115 Public Speaking
- 3 Natural Science Elective

21 Core Requirements-All Options

- 3 BUS 204 Introduction to E-Business
- 3 CIS 115 Introduction to Computer Information Systems
- 1 CIS 178 Seminar/Workshop: Sophomore Seminar
- 3 CIS 220 Fundamentals of UNIX
- 3 CIS 268 Systems Analysis and Design I
- 2 CIS 287 Cooperative Education
- 3 CWB 221 Technology Foundations for e-Commerce
- 3 ELT 202 Introduction to PC Servicing

22 Option A: PC Specialist

- 3 CIS 135 Complete PC Word Processing
- 1 CIS 140 Microsoft Outlook
- 3 CIS 145 Complete PC Database: Access
- 3 CIS 146 Database Application Development: Access
- 3 CIS 155 Complete PC Spreadsheet: Excel
- 3 CIS 156 PC Spreadsheet Applications Development: Excel
- 3 CIS 167 Desktop Publishing
- 3 ELT 203 Advanced PC Services and A+ Prep

- 24 Option B: Local Area Networking**
- 3 CIS 222 UNIX System Administration
 - 3 CNG 104 Intro to TCP/IP
 - 3 CNG 124 Networking I: Network +
 - 4 CNG 212 Implementing Windows 2000 Professional and Server
 - 3 CSC 116 Logic and Program Design
 - 4 CSC 160 Computer Science I (JAVA)
 - 4 CSC 161 Computer Science II (JAVA)
- 23 Option C: E-Programming**
- 3 CIS 118 Intro PC Applications
 - 3 CIS 240 Database Design and Development
 - 3 CSC 116 Logic and Program Design
 - 4 CSC 160 Computer Science I (JAVA)
 - 4 CSC 161 Computer Science II (JAVA)
 - 3 CSC 233 Object Oriented Programming in C++
 - 3 CWB 205 Complete Web Scripting

CERTIFICATE PROGRAMS

Computer Information Systems

TOTAL CREDITS 36-44

13-18 Core Curriculum Requirements-All Options

- 3 CIS 124 Intro to Operating Systems
- 3 CIS 220 Fundamentals of Unix
- 1-6 CIS 287 Cooperative Education
- 3 CSC 150 Visual Basic Programming
- 3 ELT 202 Introduction to PC Servicing

14 Related Requirements-All Options

- 4 ACC 121 Accounting Principles I
- 3 ENG 113 Business English
- 4 MAT 090 Introductory Algebra
- 3 MAN 128 Human Relations in Organizations

Select one of the following options:

12 Option A: Applications Option Requirements

- 3 BTE 151 Word Processing I
- 3 CIS 145 Complete PC Database: Access
- 3 CIS 155 Complete PC Spreadsheet: Excel
- 3 CIS Elective

9 Option B: Computer Operator Option Requirements

- 3 CIS 115 Intro to Computer Information Systems
- 3 CIS 118 Intro PC Applications
- 3 CSC 116 Logic and Program Design

Computer Information Systems

Joe Easton, Department Chair

Cisco Certified Network Associate Certificate

Career Opportunities

The Cisco Network Certificate Program prepares you for entry level jobs in computer networking, working primarily with vender-specific equipment. Cisco Systems is the number one manufacturer of networking hardware in the world.

Program Description

The Certificate program teaches the basics of computer networking including the design, installation, and configuration of networking hardware. Completing the two semester program prepares you to take the Cisco Certified Networking Associate exam. Passing the exam enables you to work in business and industry positions that maintain and support local and wide-area networks.

Cisco provides course work for a complete range of basic through advanced networking concepts – from pulling cable through complex concepts such as subnet masking rules and strategies.

Program Requirements

Entrance requirements:

Admission to PCC is the only program requirement. However, we encourage you to complete any identified remedial material before starting the Cisco Program.

Graduation requirements:

You must complete 20 credits of Cisco classes to graduate from the program.

CERTIFICATE PROGRAM

Cisco Networking

TOTAL CREDITS 20

20 Certificate Requirements

- 5 CNG 260 Cisco Network Associate I
- 5 CNG 261 Cisco Network Associate II
- 5 CNG 262 Cisco Network Associate III
- 5 CNG 263 Cisco Network Associate IV

Criminal Justice

Al Alber, Department Chair

Associate of Applied Science (AAS) Degree Certificates and Mini-Certificates

Career Opportunities

The CRJ program prepares students for careers in federal, state, and local adult correctional institutions, juvenile corrections and treatment facilities, law enforcement, forensics, private security, and private investigations.

Program Description

The CRJ program provides an in-depth analysis of the three components of the criminal justice system (law enforcement, the judicial system, and corrections) with special emphasis on criminology, substantive criminal law, procedural criminal law, and constitutional law. It places a strong emphasis on reading and comprehension skills, written and verbal communication skills, and empathetic awareness of cultural diversity.

The AAS degree prepares you for entry level positions in adult and juvenile corrections, police science, and related fields.

The program also offers seven Certificates designed as career entry or career enhancement programs. They include a 37-credit Law Enforcement Academy leading to certification as a peace officer; an 18-credit certificate in adult and juvenile corrections; and five 9-credit certificates for career enhancement.

Disclaimer

If you have a prior arrest and/or drug/alcohol history, you should discuss this history with a CRJ advisor prior to your admission into a criminal justice program. Neither PCC nor CRJ advisors will be held liable for your decision to continue in the program if you have such a history.

Your entrance into any CRJ course of study, or your subsequent graduation, is no guarantee, explicit or implied, that you are employable in the criminal justice system. Further, if you are cannot be placed and/or remain in the course CRJ 287, Cooperative Education/Internship, after two good-faith attempts at placement, neither PCC nor its employees accept responsibility in respect to your fulfillment of the program.

Many criminal justice and related agencies require certain standards of prospective employees at the application stage. Job applications will ask if you have ever been arrested for any offense, either misdemeanor or felony. If you have, your prospective employer may deny your application. You may also be required to take psychological tests, lie detector tests, medical tests, and physical fitness tests to determine if you are suited to a particular position.

Program Requirements

Entrance requirements

CRJ degree and certificate programs are open enrollment with the exception of the Law Enforcement Academy. To enroll in the Academy, you must formally apply to the director of the Academy, meet minimum basic skills requirements, undergo a criminal history background check, and appear before an oral interview board.

Graduation requirements:

A grade of "C" or higher is required in each course.

Note: If you are interested in transferring to a baccalaureate program in Criminal Justice, refer to the *AGS Degrees with Transfer Articulation* section of this catalog.

ASSOCIATE (AAS) DEGREE

Criminal Justice

TOTAL CREDITS 66-67

21-22 General Education Requirements

- 3 ENG 121 English Composition I
- 3 ENG 131 Technical Writing I
- 3 MAT 107 Career Math (or higher)
- 3 SPE 115 Public Speaking
- 3-4 Natural Science (see Advisor)
- 6 Social and Behavioral Sciences

Choose from 2 different disciplines: ANT 101, ANT 111, ECO 201, ECO 202, GEO 105, HIS 101, HIS 102, HIS 201, HIS 202, POS 105, POS 111, PSY 101, PSY 102, SOC 101, SOC 102

27 Core Curriculum Requirements

- 3 CRJ 110 Intro to Criminal Justice
- 3 CRJ 111 Substantive Criminal Law
- 3 CRJ 112 Procedural Criminal Law
- 3 CRJ 125 Law Enforcement Operations
- 3 CRJ 135 Judicial Function
- 3 CRJ 145 Correctional Process
- 3 CRJ 210 Constitutional Law
- 3 CRJ 230 Criminology
- 3 CRJ 287 Cooperative Education/Internship

Select one of the CRJ areas of emphasis:

18 Corrections Certificate: Adult and Juvenile

- 3 CRJ 146 Community Based Corrections
- 3 CRJ 215 Constitutional Rights of Inmates
- 3 CRJ 216 Juvenile Law and Procedures
- 3 CRJ 220 Human Relations and Social Conflict
- 3 CRJ 225 Crisis Intervention
- 3 CRJ 249 Penology

37 Police Science Certificate*

- 6 CRJ 101 Basic Police Academy I
- 12 CRJ 102 Basic Police Academy II
- 2 CRJ 103 Basic Law Enforcement Academy III
- 8 CRJ 105 Basic Law
- 3 CRJ 106 Arrest Control Techniques
- 3 CRJ 107 Law Enforcement Driving
- 3 CRJ 108 Firearms

*Students pursuing a Police Science area of emphasis are expected to complete the Pueblo Law Enforcement Academy. This must be coordinated with the Director of the Academy and the assigned CRJ student advisor.

CERTIFICATE PROGRAMS

Criminal Justice

TOTAL CREDITS 18-37

18 Corrections Certificate: Adult and Juvenile

- 3 CRJ 146 Community Based Corrections
- 3 CRJ 215 Constitutional Rights of Inmates
- 3 CRJ 216 Juvenile Law and Procedures
- 3 CRJ 220 Human Relations and Social Conflict
- 3 CRJ 225 Crisis Intervention
- 3 CRJ 249 Penology

37 Certificate A: Police Science

- 6 CRJ 101 Basic Police Academy I
- 12 CRJ 102 Basic Police Academy II
- 2 CRJ 103 Basic Law Enforcement Academy III
- 8 CRJ 105 Basic Law
- 3 CRJ 106 Arrest Control Techniques
- 3 CRJ 107 Law Enforcement Driving
- 3 CRJ 108 Firearms

MINI-CERTIFICATES

Criminal Justice

TOTAL CREDITS 9

9 Certificate B: Career Enhancement: Corrections/Adult

- 3 CRJ 146 Community-Based Corrections
- 3 CRJ 215 Constitutional Rights of Inmates
- 3 CRJ 249 Penology

9 Certificate C: Career Enhancement: Corrections/ Juvenile

- 3 CRJ 216 Juvenile Law and Procedures
- 3 CRJ 220 Human Relations and Social Conflict
- 3 CRJ 225 Crisis Intervention

9 Certificate D: Career Enhancement: Criminal Justice Process

- 3 CRJ 110 Intro to Criminal Justice
- 3 CRJ 111 Substantive Criminal Law
- 3 SOC 101 Introduction to Sociology I

9 Certificate E: Career Enhancement: Criminal Justice System

- 3 CRJ 112 Procedural Criminal Law
- 3 CRJ 135 Judicial Function
- 3 HIS 201 U.S. History I

9 Certificate F: Career Enhancement: Criminal Justice Core

- 3 CRJ 210 Constitutional Law
- 3 CRJ 230 Criminology
- 3 POS 111 American Government

Dental Assisting

Janet V. Trujillo, Department Chair

Associate of Applied Science (AAS) Degree Certificate

Career Opportunities

The Dental Assisting program prepares you for a career in general chairside and specialty office dental assisting. Specialty offices include orthodontics, periodontics, oral maxillo facial surgery, pediatric dentistry, and endodontics. You can also seek a career as a dental business office administrator/manager. Other career opportunities include dental sales and insurance networking. We offer national board certification in office management, general chairside assisting, and orthodontic assisting.

Program Description

This program teaches you to function effectively as an integral member of the dental health team. We prepare you to perform chairside assisting procedures and patient care, perform tray set-ups for specific procedures, and maintain accurate patient and dental charting records. We also teach rubber dam and matrix band application, dental material manipulation and application, patient education and post operative instructions, coronal polishing and fluoride application, and infection control procedures. Our radiation health and safety curriculum meets the certification requirements of the Colorado Dental Practice Act. Graduates are eligible to take the Dental Assisting National Board Examination.

Program Requirements

Entrance requirements:

Certificate: Meet basic skill requirements of the Accuplacer® examination; successfully complete CIS 110 and HPR 102; submit a supplemental Dental Assisting application within the stated deadline date.

AAS Degree: Meet basic skill requirements of the Accuplacer® Examination; submit a supplemental Dental Assisting application with the stated deadline date; complete 17 credits of general education.

ASSOCIATE (AAS) DEGREE

Dental Assisting

TOTAL CREDITS 63

17 General Education/Related Requirements

- 4 BIO 105 Science of Biology
- 1 CIS 110 Introduction to the PC
- 3 ENG 121 English Composition I
- 3 MAT 107 Career Math
- 3 PSY 101 General Psychology I
- 3 SPE 115 Public Speaking

46 Core Curriculum Requirements

Fall Semester

- 3 DEA 102 Principles of Clinical Practice
- 1 DEA 120 Introduction to Dental Practice
- 3 DEA 121 Dental Science I
- 3 DEA 122 Dental Science II
- 3 DEA 123 Dental Materials I
- 3 DEA 125 Dental Radiography
- 3 DEA 126 Infection Control
- 4 DEA 200* Introduction to Expanded Functions
- 4 DEA 205* Expanded Functions for the Dental Auxiliary

Spring Semester

- 2 DEA 104 Specialties in Dentistry
- 2 DEA 111 Dental Office Management
- 3 DEA 124 Dental Materials II
- 3 DEA 127 Dental Science III
- 3 DEA 131 Advanced Dental Radiography
- 2 DEA 132 Medical Emergencies
- 2 DEA 134 Prevention and Nutrition in Dentistry
- 2 DEA 175 Special Topics: Practice of Clinical Chairside Assisting
- 1 DEA 176 Special Topics: Applied Dental Psychology
- 1 DEA 181 Clinical Internship I

Summer Semester

- 6 DEA 182 Clinical Internship II and Seminar

Electives:

- 1 DEA 140 Dental Assisting National Board Review (Elective)

*The advanced certificate in Expanded Functions Dental Assisting is designed to be completed in two special length courses during the fall semester and in collaboration with dental auxiliary employment. Please contact the dental assisting department for requirements of enrollment.

CERTIFICATE PROGRAM

Dental Assisting

TOTAL CREDITS 47

Consists of all Dental Assisting Core Curriculum Courses. The program is designed to be completed in three semesters.

47 Core Curriculum Requirements

Fall Semester

- 3 DEA 102 Principles of Clinical Practice
- 1 DEA 120 Introduction to Dental Practice
- 3 DEA 121 Dental Science I
- 3 DEA 122 Dental Science II
- 3 DEA 123 Dental Materials I
- 4 DEA 125 Dental Radiography I
- 3 DEA 126 Infection Control

Spring Semester

- 2 DEA 104 Specialties in Dentistry
- 2 DEA 111 Dental Office Management
- 3 DEA 124 Dental Materials II
- 3 DEA 127 Dental Science III
- 3 DEA 131 Advanced Dental Radiography
- 2 DEA 132 Medical Emergencies
- 2 DEA 134 Prevention and Nutrition in Dentistry
- 2 DEA 175 Special Topics: Practice of Clinical Chairside Assisting
- 1 DEA 176 Special Topics: Applied Dental Psychology
- 1 DEA 181 Clinical Internship I

Summer Semester

- 6 DEA 182 Clinical Internship II and Seminar
- Electives:
 - 1 DEA 140 Dental Assisting National Board Review (Elective)
 - 4 DEA 200* Introduction to Expanded Functions
 - 4 DEA 205* Expanded Functions for the Dental Auxiliary

Dental Hygiene

Sue Kochevar, Department Chair

Associate of Applied Science (AAS) Degree

Mini-Certificate in Local Anesthesia and Nitrous Oxide/Oxygen Sedation

Career Opportunities

The Dental Hygiene program prepares you for a career in a variety of professional settings. The most familiar setting is the private dental office, where hygienists perform critical services to detect and prevent diseases of the mouth. Beyond the private dental office, you can find employment in nursing homes and long-term care facilities, hospitals, corporate health facilities, school systems, and public health clinics. You may also work as an educator or researcher.

Program Description

The AAS Degree prepares you to provide dental hygiene services to patients and educate them in aspects of preventive dentistry. In our on-campus clinic, you will provide preventive and therapeutic services for patients under the supervision of Dental Hygiene faculty.

In the traditional role of dental hygienist, training includes prophylaxis, patient data gathering for dental hygiene diagnosis and treatment planning, fluoride treatment, sealant application, radiographic examination, and nutritional counseling. In the expanded role of the dental hygienist, training includes treatment of periodontally-involved patients and treatment of handicapped, institutionalized, and other medically-compromised patients. You also learn to perform local anesthesia and administer nitrous oxide.

Because of the high level of personal and professional responsibility required of a dental hygienist, you must have integrity, maturity, individual motivation, good interpersonal skills, excellent manual dexterity, and a solid science and general studies academic background to be successful in this program. We are firmly committed to fostering your intellectual growth and to developing well-qualified dental hygienists with high professional standards and ethics.

The Mini-Certificate in Local Anesthesia and Nitrous Oxide/Oxygen Sedation provides you with knowledge of the theory and practice of local anesthesia and nitrous oxide/oxygen sedation. This program teaches you to administer local anesthetics and nitrous oxide proficiently and safely. The administration of local anesthesia and nitrous oxide/oxygen sedation may be performed by licensed dental hygienists under the Colorado State Dental Practice Act (General Provision 12-35-125). You must be currently enrolled in the dental hygiene program to enter this program.

Program Requirements

Entrance requirements:

You must complete a current Dental Hygiene program application and meet all minimum requirements and application timelines. The application is available through the Dental Hygiene program, at the PCC Dental Hygiene website, or in Admissions & Records. You should seek advisement from program faculty for assistance with applications, minimum requirements, and required general education courses for admissions.

If you are an AAS Dental Hygiene student, you must complete all General Education/Related Requirements prior to admission to the program.

Note: All students are accepted provisionally pending completion of a criminal background check.

Disclaimer: The Colorado Board of Dental Examiners requires a dental hygienist applying for licensure to answer questions concerning felony history, excessive use or abuse of controlled substances/alcoholic beverages (within the last five years), and any physical or mental condition that may affect the ability to practice dental hygiene. Other questions asked by the State Board pertain to an applicant's history of malpractice judgment and any disciplinary action by any government or private agency. The PCC Department of Dental Hygiene assumes no responsibility for the denial of licensure by the Colorado State Board of Dental Examiners.

ASSOCIATE (AAS) DEGREE

Dental Hygiene

TOTAL CREDITS 88-89

28-29 General Education/Related Requirements

- 4 BIO 201 Human Anatomy and Physiology I (within 5 years of application)
- 4 BIO 202 Human Anatomy and Physiology II (within 5 years of application)
- 4 BIO 204 Microbiology (within 5 years of application)
- 5 CHE 102 Introduction to Chemistry II with Lab OR
- 4 CHE 109 General, Organic, and Biochemistry (within 5 years of application)
- 3 ENG 121 English Composition I
- 3 PSY 101 General Psychology I
- 3 SPE 115 Public Speaking
- 3 SOC 101 Introduction to Sociology I

Student minimally needs to complete or be enrolled in 6 of the 8 prerequisite courses the semester of application (Spring). The remaining 2 courses must be completed summer semester prior to program entry (Summer).

53 Core Curriculum Requirements

First Year—Fall Semester

- 2 DEH 101 Preclinical Dental Hygiene Lecture
 - 2 DEH 102 Preclinical Dental Hygiene Care
 - 3 DEH 103 Dental Anatomy and Histology
 - 3 DEH 104 Dental Radiology
 - 2 DEH 202 Applied Nutrition in Dentistry
- Elective**
- .5 HPR 102 CPR for Professionals: Professional Rescuer

First Year—Spring Semester

- 2 DEH 153 Clinical Theory of Dental Hygiene I
- 3 DEH 170 Clinical Practice of Dental Hygiene I
- 3 DEH 126 Dental Materials
- 1 DEH 123 Head and Neck Anatomy
- 2 DEH 122 Periodontics I
- 2 DEH 111 Dental and Medical Emergencies

Second Year—Summer Semester

- 1 DEH 134 Advanced Clinical Skills

Electives

- 1.5 DEH 171 Clinical Practice of Dental Hygiene I-A
- 2 DEH 133 Local Anesthesia
- 1 DEH 138 Nitrous Oxide/Oxygen Sedation
- .5 DEH 136 Clinical Dental Roentgenology

Second Year—Fall Semester

- 2 DEH 204 Community Dental Health I
- 4 DEH 270 Clinical Practice of Dental Hygiene II
- 2 DEH 268 Clinical Theory of Dental Hygiene II
- 2 DEH 132 Applied Pharmacology
- 1 DEH 282 Periodontics III
- 3 DEH 213 General and Oral Pathology

Second Year—Spring Semester

- 4 DEH 271 Clinical Practice of Dental Hygiene III
- 2 DEH 285 Clinical Theory of Dental Hygiene III
- 2 DEH 242 Periodontics II
- 2 DEH 221 Ethics and Practice Management
- 1 DEH 225 Community Dental Health II: Field Experience

- 2 DEH 259 Advanced Dental Hygiene Theory

Elective

- 2 DEH 266 National Boards Review

MINI-CERTIFICATE PROGRAM

Local Anesthesia and Nitrous Oxide/Oxygen Sedation

TOTAL CREDITS 3

3 Certificate Requirements

- 2 DEH 133 Local Anesthesia
- 1 DEH 138 Nitrous Oxide/Oxygen Sedation



Digital Media

Jennifer Sherman, Department Chair

Associate of Applied Science (AAS) Degree Mini-Certificates

Career Opportunities

The Digital Media program prepares you for a career in the ever changing world of technology and multimedia. You will graduate prepared for a career in web design and development or multimedia applications.

Program Description

This program teaches you business processes, database development, e-commerce foundations, basic networking, and many aspects of web design and interfacing. Mini-certificates also add video editing, animation, and game design options to the core degree. The integrated curriculum includes courses in business, communication, design, project management, computer technology, and various software applications.

Note: You can earn E-business certificates while working on your Digital Media degree. You may also work on an E-business certificate after graduation, or separately from a degree. Please refer to the e-Business section of this catalog for full descriptions and requirements.

MINI-CERTIFICATES

Digital Media

TOTAL CREDITS 3-9

6 Web Technologies Certificate

- 3 BUS 204 Introduction to E-Business
- 3 CWB 221 Technology Foundations for e-Commerce

9 Web Design Certificate

- 3 CWB 130 Complete Web Editing Tools
- 3 MGD 143 Web Motion Graphic Design I
- 3 ART 143 Digital Photography I

9 Animation Certificate

- 3 CWB 130 Complete Web Editing Tools
- 3 MGD 167 Game Design I
- 3 MGD 257 Animation Production

9 Digital Video Certificate

- 3 MGD 164 Digital Video Editing I
- 3 RTV 102 Beginning Television
- 3 RTV 175 Special Topics: Basic Video Production

9 Graphic Design Certificate

- 3 CIS 167 Desktop Publishing
- 3 MGD 102 Introduction to Multimedia
- 3 MGD 133 Graphic Design I

ASSOCIATE (AAS) DEGREE

Digital Media

TOTAL CREDITS 61-62

15-16 General Education Requirements

- 3 ECO 202 Principles of Microeconomics
- 3 ENG 121 English Composition I
- 3 MAT 112 Financial Mathematics
- OR
- 4 MAT 121 College Algebra
- 3 SPE 115 Public Speaking
- 3 Natural Science Elective

13 Business, Communications, and Technology Core

- 3 BUS 115 Introduction to Business
- 4 BUS 287 Cooperative Education
- 1 CWB 175 Special Topics: Digital Literacy IC3-Computing Fundamentals
- 1 CWB 175 Special Topics: Digital Literacy IC3-Key Applications
- 1 CWB 175 Special Topics: Digital Literacy IC3-Living Online
- 3 MAN 128 Human Relations in Organizations

33 Digital Media Requirements

- 3 BUS 204 Introduction to E-Business
- 3 BUS 260 Business Process Foundations for E-Commerce
- 3 CNG 101 Intro to Networking
- 3 CWB 130 Complete Web Editing Tools
- 3 CWB 165 Complete Web Authoring
- 3 CWB 221 Technology Foundations for e-Commerce
- 3 CWB 206 Web Data Base
- 3 MAN 241 Project Management in Organizations
- 3 MGD 102 Introduction to Multimedia
- 3 MGD 143 Web Motion Graphic Design I
- 3 ART 143 Digital Photography I

Please see related e-Business program

e-Business Certificates*

Career Opportunities

The e-Business certificate program prepares you for a career in business and industry using up-to-date knowledge and skills relating to technology products. You will qualify for a variety of jobs including web developer, web/business analyst, and web programmer.

Program Description

The e-Business program teaches you business processes, e-Business foundations, and web technologies. This program also teaches management strategies for implementing projects in business and industry.

Program Requirements

You can earn certificates in e-Business while working on the Digital Media degree, Computer Information Systems degree, or Business degree. You may also work on e-Business certificates separately from a degree if you wish to build your skills one certificate at a time.

CERTIFICATE PROGRAMS*

e-Business

TOTAL CREDITS 22-28

*At the time of this catalog's publication, the following e-Business certificates were pending approval by the PCC Curriculum Committee.

27-29 e-Programming Certificate

- 3 BUS 204 Introduction to E-Business
- 3 CWB 221 Technology Foundations for e-Commerce
- 3 CSC 116 Logic and Program Design
- 4 CSC 160 Computer Science I (C++)
- 4 CSC 161 Computer Science II (C++)
- 3 CWB 205 Complete Web Scripting
- 3 CWB 206 Web Data Base
- 3 CSC 233 Object Oriented Programming in C++
- 1-3 CWB 287 Cooperative Education

31-33 e-Server Management Certificate

- 3 BUS 204 Introduction to E-Business
- 3 CWB 221 Technology Foundations for e-Commerce
- 3 CSC 116 Logic and Program Design
- 4 CSC 160 Computer Science I (C++)
- 4 CSC 161 Computer Science II (C++)
- 1-3 CWB 287 Cooperative Education
- 4 CNG 212 Implementing Windows 2000 Professional and Server
- 3 CIS 222 UNIX System Administration
- 3 CNG 104 Intro to TCP/IP
- 3 CNG 124 Networking I: Network +

MINI-CERTIFICATE*

e-Business

TOTAL CREDITS 15

15 e-Security Certificate

- 3 CNG 131 Network Security Fundamentals
- 3 CNG 132 Principles of Information Security
- 3 CNG 133 Network Security: Fire Walls, Intrusion Detection, and Network Security
- 3 CNG 104 Intro to TCP/IP
- 3 CNG 124 Networking I: Network +



Early Childhood Education

Rosemary Breckenfelder, Department Chair

Associate of Applied Science (AAS) Degree Certificates

Career Opportunities

The ECE program prepares you for a career in teaching pre-kindergarten children (birth to age 5). The program can also prepare you to become a group leader or director in the field of Early Childhood Education.

Program Description

This program prepares you to become a productive, caring, and responsible teacher. Classes emphasize child development skills in the areas of language, social, emotional, cognitive, and physical development. Classes also focus on cultural diversity among children. You will become familiar with theories concerning child development and ECE, and you will participate in many group discussions and hands-on activities that you can apply in the preschool classroom. You will learn from qualified faculty members who believe in the success of each ECE student.

Program Requirements

Entrance requirements:

You should demonstrate an interest in the care and well-being of young children. Also, you must be free from evidence of illness, mental and physical, and free from personal conduct which may be injurious to children as stated in the Colorado Rules and Regulations for Child Care Centers, section 7.702.51.

You must meet with an ECE faculty advisor before registering for ECE courses.

Note: Students interested in transferring to a baccalaureate program in Early Childhood Education or Elementary Education should refer to the Transfer Degree section of this catalog.

ASSOCIATE (AAS) DEGREE

Early Childhood Education

TOTAL CREDITS 70

24 General Education Requirements

- 3 BIO Science Elective
- 3 ENG English Elective
- 3 HUM Humanities Elective
- 3 MAT Math Elective
- 3 PSY 101 General Psychology I
- 3 SOC 101 Introduction to Sociology I
- 3 SPA 101 Conversational Spanish I
- OR
- 3 ASL 101 Basic Sign Language I
- 3 SPE 115 Public Speaking

40 Core Curriculum Requirements

- 3 ECE 101 Introduction to Early Childhood Education
- 3 ECE 102 Introduction to Early Childhood Lab
- 3 ECE 103 Guidance Strategies for Children
- 3 ECE 111 Infant and Toddler Theory and Practice
- 3 ECE 205 Nutrition, Health and Safety
- 3 ECE 220 Curriculum Development: Methods and Techniques
- 3 ECE 225 Language and Cognition for the Young Child
- 3 ECE 226 Creativity and the Young Child
- 4 ECE 238 Child Growth and Development
- 3 ECE 240 Administration of Early Childhood Care and Education Programs
- 3 ECE 241 Administration: Human Relations for Early Childhood Professions
- 3 ECE 260 Exceptional Child
- 3 ECE 288 Practicum: Early Childhood Education

6 Electives

Select two courses:

- 3 ECE 178 Workshop
- 3 ECE 256 Working with Parents, Families, and Community Systems
- 3 LIT 255 Children's Literature

CERTIFICATE PROGRAMS

Early Childhood Education

TOTAL CREDITS 16-28

28 Director Certificate

- 3 ECE 101 Introduction to Early Childhood Education
- 3 ECE 102 Introduction to Early Childhood Lab Techniques
- 3 ECE 103 Guidance Strategies for Children
- 3 ECE 205 Nutrition, Health and Safety
- 3 ECE 220 Curriculum Development: Methods and Techniques
- 4 ECE 238 Child Growth and Development
- 3 ECE 240 Administration of Early Childhood Care and Education Programs
- 3 ECE 241 Administration: Human Relations for Early Childhood Education
- 3 ECE 260 Exceptional Child

16 Group Leader Certificate

- 3 ECE 101 Introduction to Early Childhood Education
- 3 ECE 102 Introduction to Early Childhood Lab Techniques
- 3 ECE 103 Guidance Strategies for Children
- 3 ECE 220 Curriculum Development: Methods and Techniques
- 4 ECE 238 Child Growth and Development

Emergency Medical Services

Dawnelle S. Mathis, Department Chair

Associate of Applied Science (AAS) Degree Certificates and Mini-Certificate*

Career Opportunities

The EMS program prepares you for a career in the pre-hospital health care field as an Emergency Medical Technician at either the Basic, Intermediate, or Paramedic level. Career opportunities include ambulance service, fire service, tactical EMS, critical care transport, and emergency department technician. If you graduate with an AAS degree, you have additional career opportunities in administration and management in the pre-hospital field.

Program Description

This program teaches you skills in scene control and safety, direct emergency patient care, and patient transport. These skills include patient assessment, management of life threats, recording of patient history, medication administration, and critical care transport. Upon completion of the technical training program, you may take the National Registry exam, and upon passing the exam, you may apply for Colorado State Certification at your level of training.

Program Requirements

Entrance requirements:

To enroll in the EMT-Basic, EMT-Intermediate, or EMT-Paramedic programs, you must be at least 18 years of age, have all current immunizations, and be able to meet the requirements of the Colorado Department of Public Health and Environment Health Facilities and Emergency Medical Services Division Functional EMT Job Description. For enrollment into the EMT-Intermediate or Paramedic programs, you must have a current Colorado EMT-Basic certification, successfully complete all pre-screening examinations, and obtain department approval for enrollment into these programs.

The Critical Care Department is offering an EMT-Intermediate to Paramedic Bridge course for those who are EMT-Intermediates. To qualify for this program you must be an EMT-199, be eligible for state certification, and pass an EMT-I prescreening exam or be nationally registered as an EMT-199. For more information on prerequisites and classes, please call the Critical Care Department.

ASSOCIATE (AAS) DEGREE Emergency Medical Services

TOTAL CREDITS 74.5

74.5 Degree Requirements

Semester One

- 9 EMS 125 EMT Basic
- .5 HPR 102 CPR for Professionals: Professional Rescuer
- 4 BIO 201 Human Anatomy and Physiology I

Semester Two:

- 4 BIO 202 Human Anatomy and Physiology II
- 3 ENG 121 English Composition I
- 3 MAT 107 Career Math
- 3 SPE 115 Public Speaking

Semester Three

- 3 EMS 225 Fundamentals of Paramedic Practice
- 2 EMS 226 Fundamentals of Paramedic Practice - Lab
- 3 EMS 229 Paramedic Pharmacology
- 2 EMS 230 Paramedic Pharmacology Lab
- 4 EMS 233 Paramedic Medical Emergencies
- 1 EMS 234 Paramedic Medical Emergencies Lab

Semester Four

- 3 EMS 227 Paramedic Special Considerations
- 2 EMS 228 Paramedic Special Considerations Lab
- 5 EMS 231 Paramedic Cardiology
- 1 EMS 232 Paramedic Cardiology Lab
- 4 EMS 235 Paramedic Trauma Emergencies
- 1 EMS 236 Paramedic Trauma Emergencies Lab
- 2 EMS 237 Paramedic Internship Preparatory

Semester Five

- 6 EMS 280 Paramedic Internship I
- 3 PSY 235 Human Growth and Development

Semester Six

- 6 EMS 281 Paramedic Internship II

MINI-CERTIFICATE PROGRAM*

Emergency Medical Services

TOTAL CREDITS 9.5

10.5 EMT Basic Option Requirements

- 9 EMS 125 EMT Basic
- 1 EMS 170 EMT Basic Clinical
- .5 HPR 102 CPR for Professionals: Professional Rescuer

*This certificate program is pending program approval.

CERTIFICATE PROGRAMS

Emergency Medical Services

TOTAL CREDITS 24.5-62.5

24.5 EMT Intermediate Option Requirements

- 9 EMS 125 EMT Basic
- 6 EMS 203 EMT Intermediate I
- 6 EMS 205 EMT Intermediate II
- 3 EMS 270 Clinical: EMS Intermediate
- .5 HPR 102 CPR for Professionals: Professional Rescuer

62.5 EMT Paramedic Option

- 8 General Education Requirements
- 4 BIO 201 Human Anatomy and Physiology I
- 4 BIO 202 Human Anatomy and Physiology II

54.5 Core Curriculum Requirements

- 9 EMS 125 EMT Basic
- 3 EMS 225 Fundamentals of Paramedic Practice
- 2 EMS 226 Fundamentals of Paramedic Practice - Lab
- 3 EMS 227 Paramedic Special Considerations
- 2 EMS 228 Paramedic Special Considerations Lab
- 3 EMS 229 Paramedic Pharmacology
- 2 EMS 230 Paramedic Pharmacology Lab
- 5 EMS 231 Paramedic Cardiology
- 1 EMS 232 Paramedic Cardiology Lab
- 4 EMS 233 Paramedic Medical Emergencies
- 1 EMS 234 Paramedic Medical Emergencies Lab
- 4 EMS 235 Paramedic Trauma Emergencies
- 1 EMS 236 Paramedic Trauma Emergencies Lab
- 2 EMS 237 Paramedic Internship Preparatory
- 6 EMS 280 Paramedic Internship I
- 6 EMS 281 Paramedic Internship II
- .5 HPR 102 CPR for Professionals: Professional Rescuer

Energy Maintenance Technology

Jerry Christie, Department Chair

Associate of Applied Science (AAS) Degree Certificate

Career Opportunities

The Energy Maintenance Technology program prepares you for a career in electrical, mechanical, and alternative energy maintenance and installation. You will learn to work in and around power plants, perform energy audits, and install and maintain solar panel systems. You will acquire the basic knowledge to manage the energy resources of industrial and commercial operations.

Program Description

This program gives you the opportunity to specialize in Energy Mechanical Systems, Energy Electrical Systems, or Energy Solar Systems. The core courses for this program include print reading, basic electronics, and an introduction to energy plant operations. You will be expected to specialize in one of three career areas: Mechanical, Electrical, or Solar.

Program Requirements

Entrance requirements:

You must meet all basic skills requirements (through ACCUPLACER testing and/or completing the necessary basic skills courses) prior to entering the program.

Graduation requirements:

You will be eligible for graduation after completing the course requirements as outlined in the Curriculum Sheet.

ASSOCIATE (AAS) DEGREE*

Energy Maintenance Technology

TOTAL CREDITS 62-63

20 General Education Courses

- 3 ENG 131 Technical Writing I
- 3 SPE 115 Public Speaking
- 4 SCI 155 Integrated Science I
- 4 MAT 108 Technical Mathematics
- 3 ECO 245 Environment Economics
- 3 Humanities

24 Common Core Courses

- 3 ENT 106 Print Reading for Manufacturing
- 3 ELT 101 Survey of Electronics
- 1 ENT 105 Safety for Manufacturing Environments
- 3 ELT 231 Electronic Instruments
- 3 ELT 252 Motors and Controls
- 4 MAC 105 Introduction to Machining Technology
- 4 WEL 102 Oxyacetylene Joining Process
- 3 PRO 100 Introduction to Process Technology

18 Option A: Mechanical Maintenance

- 4 MAC 130 Conventional Lathe Operations
- 4 MAC 131 Milling Machines and Operations
- 4 WEL 124 Introduction to Gas Tungsten Arc Welding
- 3 MAC 250 Advanced Inspection Techniques
- 3 MAC 256 Industrial Components

18 Option B: Electrical Maintenance

- 3 ELT 134 Solid State Devices I
- 3 ELT 202 Introduction to PC Servicing
- 3 ELT 106 Fundamentals of DC/AC
- 3 ELT 254 Industrial Wiring
- 3 ELT 257 Sensors and Transducers
- 3 ELT 258 Programmable Logic Controllers

19 Option C: Solar Maintenance

- 3 ENY 101 Introduction to Energy Technologies
- 3 ENY 126 Solar Collectors
- 3 ENY 141 Passive Solar System I
- 3 ENY 145 Passive Solar Retrofit
- 3 ENY 225 Solar Domestic Hot Water Systems
- 4 ENY 226 Solar Panel Installation

CERTIFICATE PROGRAM*

Energy Maintenance Technology

TOTAL CREDITS 32

10 General Education Courses

- 3 ENG 131 Technical Writing I
- 4 MAT 108 Technical Mathematics
- 3 ECO 245 Environment Economics

13 Common Core Courses

- 3 ENT 106 Print Reading for Manufacturing
- 3 ELT 101 Survey of Electronics
- 1 ENT 105 Safety for Manufacturing Environments
- 3 ELT 252 Motors and Controls
- 3 PRO 100 Introduction to Process Technology

9 Option A: Mechanical Maintenance

Choose from:

- 4 MAC 130 Conventional Lathe Operations
- 4 MAC 131 Milling Machines and Operations
- 4 WEL 124 Introduction to Gas Tungsten Arc Welding
- 3 MAC 250 Advanced Inspection Techniques
- 3 MAC 256 Industrial Components

9 Option B: Electrical Maintenance

Choose from:

- 3 ELT 134 Solid State Devices I
- 3 ELT 202 Introduction to PC Servicing
- 3 ELT 106 Fundamentals of DC/AC
- 3 ELT 254 Industrial Wiring
- 3 ELT 257 Sensors and Transducers
- 3 ELT 258 Programmable Logic Controllers

9 Option C: Solar Maintenance

Choose from:

- 3 ENY 101 Introduction to Energy Technologies
- 3 ENY 126 Solar Collectors
- 3 ENY 141 Passive Solar System I
- 3 ENY 145 Passive Solar Retrofit
- 3 ENY 225 Solar Domestic Hot Water Systems
- 4 ENY 226 Solar Panel Installation

Engineering Technology

Jerry Christie, Department Chair

Associate of Applied Science (AAS) Degree Certificates and Mini-Certificates

Career Opportunities

The Associate of Applied Science Degree in Engineering Technology offers two areas of specialization: Manufacturing Engineering Technology and Civil Engineering Technology. Manufacturing Engineering Technicians work closely with mechanical and manufacturing engineers to design mechanical components and assemblies, tooling, manufacturing processes, and machine systems for industry. They also help solve problems on the production line and work to ensure product accuracy and quality.

Civil Engineering Technicians work in the surveying, construction, or architectural fields. Job opportunities exist for CAD operators, map drafters, surveyor's assistants, architectural drafters, soils testers, or construction supervisors/assistants.

These degree options also transfer well to certain universities.

The Certificate Program in Engineering Technology offers three options: Rapid Product Development, Architectural Design, and Surveying. In all three areas, you will receive specific skills training to prepare you for entry level positions in business and industry. Though employers desire the AAS degree for entry level employment, many students take the AAS in one area and a certificate in another option to improve their employability. You may also pursue a job upgrade with your present employer by earning a certificate.

Degree Program Description

The Manufacturing Engineering Technology degree option prepares you for industrial careers requiring skills in drafting, CAD, mechanical design, 3D solid modeling, rapid product development, manufacturing processes, machining, welding, fluid power, and electronic controls.

The Civil Engineering Technology degree option prepares you for the surveying, construction, or architectural fields by giving you skills in math, physics, surveying, and civil and architectural design.

We focus on the skills and knowledge required in today's changing job market. You will receive intensive training on state-of-the-art Computer Aided Design workstations and other modern, up-to-date equipment. The program is housed in the Gorsich Advanced Technology Center at PCC. It is the only program in Colorado to have Rapid Prototyping equipment including 3D Systems Stereolithography and Fused Deposition Modeling machines.

If you plan to pursue a bachelor's degree in the fields of mechanical/manufacturing engineering technology, civil engineering technology, or architecture, please consult with a PCC transfer advisor to determine the transferability of courses.

Certificate Program Description

The Rapid Production Development Certificate option trains you in 3D solid modeling software such as Pro Engineer, and in state-of-the-art rapid prototyping machines. This certificate prepares you to work as a mechanical design and prototyping technician at service bureaus and manufacturing facilities.

The Surveying Certificate option allows you to use surveying instruments to solve problems in the field and to bring solutions back to the classroom to produce survey maps and related architectural plans. This certificate prepares you to work as a surveyor's assistant or survey drafter.

The Architectural Design Certificate option prepares you for the architectural detailing field. Detailers work closely with architects to create computer-generated drawings of architectural designs.

Mini-Certificate Program Description

We offer three Mini-Certificates in Engineering Technology. Two are CAD based and include Mechanical CAD and Civil CAD. The Construction Basics certificate offers you the opportunity to obtain skills in print reading, planning and estimating, and materials and methods associated with the construction industry.

ASSOCIATE (AAS) DEGREE

Engineering Technology

TOTAL CREDITS 75

21-24 General Education Requirements

1	CIS 110	Introduction to the PC
3	ENG 121	English Composition I
3	ENG 122	English Composition II (required for Option B only)
4	MAT 121	College Algebra
3	MAT 122	College Trigonometry
4	PHY 105	Conceptual Physics
3		Humanities Elective
3		Social Science Elective

19 Common Core Courses

3	CAD 101	Computer Aided Drafting I
4	ENT 131	Mechanical Drawing I
3	ENT 137	Introduction to Engineering Technology
3	ENT 237	Statics
3	ENT 247	Strength of Materials

Choose one option:

35 Option A: Manufacturing Engineering Technology

3	CAD 255	Solidworks/Mechanical
3	ELT 101	Survey of Electronics
1	ENT 105	Safety for Manufacturing Environments
3	ENT 133	Introduction to Mechanical Design
2	ENT 134	Geometric Dimensioning & Tolerancing
3	ENT 155	Manufacturing Technology I
3	ENT 233	Mechanical Design I
3	ENT 234	Mechanical Design II
3	ENT 238	Industrial Fluid Power and Controls
4	ENT 256	Rapid Product Development
3	MAC 101	Introduction to Machine Shop
3	MAC 240	CAD/CAM 2D
4	WEL 102	Oxyacetylene Joining Process

35 Option B: Civil Engineering Technology

3	CAD 202	Computer Aided Drafting/3D
4	ENT 141	Surveying I
4	ENT 142	Surveying II
3	ENT 143	Survey Drafting
3	ENT 145	Structural Detailing
3	ENT 146	Construction Materials and Methods
3	ENT 241	Residential Architecture
3	ENT 243	Advanced Survey Drafting
3	ENT 244	Surveying III
3	ENT 245	Concrete and Asphalt Technology
3	ENT 270	Technical Experience

CERTIFICATE PROGRAMS

Engineering Technology

TOTAL CREDITS 33-34

7 General Education Requirements

- 3 ENG 121 English Composition I
- 4 MAT 121 College Algebra

Choose one option:

27 Rapid Production Development Option

- 3 CAD 101 Computer Aided Drafting I
- 1 ENT 105 Safety for Manufacturing Environments
- 4 ENT 131 Mechanical Drawing I
- 3 ENT 133 Introduction to Mechanical Design
- 3 ENT 137 Introduction to Engineering Technology
- 3 ENT 155 Manufacturing Technology I
- 3 ENT 233 Mechanical Design I
- 4 ENT 256 Rapid Product Development

Electives (Choose one)

- 3 CAD 255 SolidWorks/Mechanical
- 3 ENT 234 Mechanical Design II
- 3 MAC 240 CAD/CAM 2D

27 Surveying Option

- 3 CAD 101 Computer Aided Drafting I
- 4 ENT 131 Mechanical Drawing I
- 3 ENT 137 Introduction to Engineering Technology
- 4 ENT 141 Surveying I
- 4 ENT 142 Surveying II
- 3 ENT 143 Survey Drafting
- 3 ENT 243 Advanced Survey Drafting
- 3 ENT 244 Surveying III

26 Architectural Design Option

- 3 CAD 101 Computer Aided Drafting I
- 4 ENT 131 Mechanical Drawing I
- 3 ENT 137 Introduction to Engineering Technology
- 4 ENT 141 Surveying I
- 3 ENT 145 Structural Detailing
- 3 ENT 146 Construction Materials and Methods
- 3 ENT 241 Residential Architecture
- 3 ENT 242 Commercial Architecture

MINI-CERTIFICATE PROGRAMS

Engineering Technology

TOTAL CREDITS 8-9

9 Mechanical CAD Certificate

- 3 CAD 101 Computer Aided Drafting I
- 3 ENT 133 Introduction to Mechanical Design

Elective (choose one)

- 3 CAD 255 SolidWorks/Mechanical
- 3 ENT 233 Mechanical Design I

9 Civil CAD Certificate

- 3 CAD 101 Computer Aided Drafting I

Electives (choose two)

- 3 ENT 143 Survey Drafting
- 3 ENT 145 Structural Detailing
- 3 ENT 241 Residential Architecture

8 Construction Basics Certificate

- 3 ARC 107 Blueprint Reading (Residential/Commercial)
- 2 ENT 135 Construction Planning and Estimating
- 3 ENT 146 Construction Materials and Methods

Health Care Support Technician

Becky Robler, Department Chair

Certificates

Career Opportunities

Home health care providers assist in the personal and daily care for elderly, handicapped, or recuperating patients in their homes. Though they work in private homes, they are usually employed by hospitals, home health care agencies, visiting nurse associations, public health departments, and volunteer agencies. They assist patients with daily activities such as getting in and out of bed, going out of the house, dressing, bathing, eating, shopping, and cleaning. Home health care providers also provide companionship to patients. The average salary for a Home Health Aide is \$18,520.

Other career opportunities are as orderlies and patient service associates who transport patients in wheelchairs or stretchers for treatment or surgery, assist patients with menu selection, lift or turn patients, supervise patients' exercise routines, set-up and provide leisure activities for patients, accompany patients on outside recreational activities, and perform other duties related to patient care.

Program Description

This certificate program offers two options, a one-semester track and a two-semester track. The two-semester track provides more general education classes. In both tracks, classes provide you with skills in medical terminology, an overview of health career options, and basic patient care skills that can be applied in a variety of healthcare settings. While earning the certificate, you will also complete many of the pre-requisite courses needed to pursue health related Associate degrees offered at PCC.

CERTIFICATE PROGRAMS

Health Care Support Technician

TOTAL CREDITS 16-33

One Semester Track

16-17 Allied Health/Dental Assisting Certificate Requirements

- 4 BIO 106 Basic Anatomy and Physiology
- OR
- 4 BIO 201 Human Anatomy and Physiology I
- 3 ENG 121 English Composition I
- 3 HPR 100 Introduction to Health
- 1-2 HPR 178 Seminar: Medical Terminology
- 5 HPR 275 Special Topics: Skills for the Health Care Technician

OR

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

Two Semester Track

31-33 Nursing / Dental Hygiene / Respiratory Care / Radiography / Paramedic Certificate Requirements

15 First Semester

- 4 BIO 106 Basic Anatomy and Physiology
- OR
- 4 BIO 201 Human Anatomy and Physiology I
- 3 ENG 121 English Composition I
- 3 PSY 235 Human Growth and Development or other approved PSY course
- OR
- 3 SOC 101 Introduction to Sociology I*
- 1-2 HPR 178 Seminar: Medical Terminology
- 3 HPR 100 Introduction to Health

16-18 Second Semester

- 4 BIO 202 Human Anatomy and Physiology II
- 4 BIO 216 Pathophysiology
- OR
- 4 BIO 204 Microbiology
- 5 HPR 275 Special Topics: Skills for the Health Care Technician
- OR
- 4 NUA 101 Certified Nurse Aide Health Care Skills
- AND
- 1 NUA 170 Nurse Assistant Clinical Experience

3-5 Electives

- 3 Social and Behavioral Science, Humanities, or Math
- 5 CHE 101 Introduction to Chemistry I with Lab*

*Indicates course is required for those taking the Dental Hygiene Track



Hospitality Studies

Carol Himes, Department Chair

Associate of Applied Science (AAS) degree Certificate in Culinary Arts

Career Opportunities

The Hospitality Studies program prepares you for a variety of careers relating to culinary arts, food service management, travel, tourism, convention centers, and event planning. The two Culinary Arts tracks prepare you for skilled or supervisory jobs in cooking, baking, dining room management, bar and lounge management, restaurant management, and institutional food service supervision. The Tourism, Conventions, and Events track prepares you for employment in tour management and event planning, as well as supervisory positions in the lodging and resort business.

Program Description

The Hospitality Studies program teaches you to perform many skills relating to the specific track you choose. Skills covered in the Culinary Arts tracks include sanitation and safety, hot and cold food production, baking, dining room management, bartending (including responsible alcohol service), garde manger, nutrition, supervision, and basic cost controls. The Culinary Arts tracks are accredited by the American Culinary Federation and include a number of courses endorsed by the National Restaurant Association. Skills taught in the Tourism, Conventions, and Events track include event planning, tour management, convention planning, business planning and development, basic cost controls, marketing, and travel planning. To complete a degree, you must finish an on-the-job internship experience. Often this leads directly to employment in the field.

Program Requirements

Entrance requirements:

There are no entrance requirements for this program. However, by the time you have completed 30 credits, you must meet all college requirements for basic skill proficiency in Reading, Math, English, and Computer usage.

Graduation requirements:

In addition to program requirements, you must complete English 121, a college math course, 3 credits of humanities, 3 credits of social science, and 3 credits of computer instruction.

ASSOCIATE (AAS) DEGREE

Hospitality Studies

TOTAL CREDITS 69.5

12 General Education Requirements

- 3 ENG 121 English Composition I
- 3 SPE 115 Public Speaking
- 3 Social Science Elective
- 3 Math Elective

6 Related Requirements

- 3 CIS 118 Intro PC Applications
- 3 Humanities Elective

14.5 Core Program Requirements

- 3 CUA 156 Nutrition for the Hospitality Professional
- 3 CUA 255 Supervision in the Hospitality Industry
- 2 CUA 181 Work Exploration
- 3 HOS 105 Intro to Management in the Hospitality Industry
- 3 HOS 106 Case Studies in the Hospitality Industry
- .5 HPR 102 CPR for Professionals: Professional Rescuer

- 37 Option A: Culinary Arts Production**
- 2 CUA 101 Food Safety and Sanitation
 - 1 CUA 121 Introduction to Food Production Principles and Practices
 - 1 CUA 122 Introduction to Stocks, Soups, and Sauces
 - 1 CUA 123 Introduction to Garde Manger
 - 1 CUA 124 Vegetable Preparation and Breakfast Cookery
 - 1 CUA 131 Starches, Pastas, Casseroles and Grain Products
 - 1 CUA 132 Center of the Plate; Meat
 - 1 CUA 133 Center of the Plate; Poultry, Fish and Seafood
 - 1 CUA 134 Application of Food Production Principles
 - 1 CUA 141 Baking: Principles and Ingredients
 - 1 CUA 142 Basic Yeast-Raised Products and Quick Breads
 - 1 CUA 143 Baking: Cakes, Pies, Pastries and Cookies
 - 1 CUA 144 Baking Applications
 - 4 CUA 190 Dining Room Management
 - 4 CUA 210 Advanced Cuisine and Garde Manger
 - 4 CUA 233 Advanced Line Prep and Cookery
 - 2 CUA 234 Advanced Line Planning
 - 2 CUA 236 Advanced Baking
 - 3 CUA 261 Cost Controls
 - 4 CUA 281 Internship
- 37 Option B: Culinary Arts Management**
- 2 CUA 101 Food Safety and Sanitation
 - 1 CUA 121 Introduction to Food Production Principles and Practices
 - 1 CUA 122 Introduction to Stocks, Soups, and Sauces
 - 1 CUA 123 Introduction to Garde Manger
 - 1 CUA 124 Vegetable Preparation and Breakfast Cookery
 - 1 CUA 131 Starches, Pastas, Casseroles and Grain Products
 - 1 CUA 132 Center of the Plate: Meat
 - 1 CUA 133 Center of the Plate: Poultry, Fish and Seafood
 - 1 CUA 134 Application of Food Production Principles
 - 2 CUA 136 Bartending
 - 4 CUA 190 Dining Room Management
 - 1 CUA 191 Front of the House Planning
 - 4 CUA 233 Advanced Line Preparation and Cookery
 - 3 CUA 256 Marketing in the Hospitality Industry
 - 3 CUA 261 Cost Controls
 - 3 CUA 262 Purchasing for the Hospitality Industry
 - 3 CUA 263 Legal Aspects of Hospitality Management
 - 4 CUA 281 Internship
- 37 Option C: Tourism, Conventions and Events**
- 3 CUA 256 Marketing in the Hospitality Industry
 - 3 CUA 263 Legal Aspects of Hospitality Management
 - 4 CUA 281 Internship
 - 3 HOS 122 Tourism Geography I
 - 3 HOS 123 Tourism Geography II
 - 3 HOS 131 Planning for Special Events
 - 3 HOS 141 Convention Management
 - 3 HOS 207 Tour Management
 - 3 MAN 216 Small Business Management
 - 3 MAN 225 Managerial Finance
 - 6 Electives

Elective Courses:

- 3 TRA 175 Special Topics: Reservations and Ticketing
- 1-6 TRA 275 Special Topics: Study Tour

CERTIFICATE PROGRAMS

Culinary Arts
TOTAL CREDITS 16

16 Dining Service Certificate

- 2 CUA 101 Food Safety and Sanitation
- 2 CUA 136 Bartending
- 4 CUA 190 Dining Room Management
- 3 HOS 105 Intro to Management in the Hospitality Industry
- 5 Electives

16 Beginning Production and Baking Certificate

- 2 CUA 101 Food Safety and Sanitation
- 1 CUA 121 Introduction to Food Production Principles and Practices
- 1 CUA 122 Introduction to Stocks, Soups, and Sauces
- 1 CUA 123 Introduction to Garde Manger
- 1 CUA 124 Vegetable Preparation and Breakfast Cookery
- 1 CUA 141 Baking: Principles and Ingredients
- 1 CUA 142 Basic Yeast-Raised Products and Quick Breads
- 1 CUA 143 Baking: Cakes, Pies, Pastries, and Cookies
- 1 CUA 144 Baking Applications
- 3 HOS 105 Intro to Management in the Hospitality Industry
- 3 Electives

16 Intermediate Production Certificate

- 1 CUA 131 Starches, Pastas, Casseroles and Grain Products
- 1 CUA 132 Center of the Plate: Meat
- 1 CUA 133 Center of the Plate; Poultry, Fish and Seafood
- 1 CUA 134 Application of Food Production Principles
- 3 CUA 156 Nutrition for the Hospitality Professional
- 4 CUA 190 Dining Room Management
- 2 CUA 236 Advanced Baking
- 3 Electives

16 Beginning Tours and Events Certificate

- 3 HOS 105 Intro to Management in the Hospitality Industry
- 3 HOS 122 Tourism Geography I
- 3 HOS 131 Planning for Special Events
- 3 HOS 207 Tour Management
- 4 Electives

16 Intermediate Tours and Events Certificate

- 3 CUA 256 Marketing in the Hospitality Industry
- 3 CUA 263 Legal Aspects of Hospitality Management
- 3 HOS 106 Case Studies in the Hospitality Industry
- 3 HOS 123 Tourism Geography II
- 3 HOS 141 Convention Management
- 1 Electives

Industrial Electronics Technology

Jerry Christie, Department Chair

Associate of Applied Science (AAS) Degree
Certificates and Mini-Certificates

Career Opportunities

The AAS degree in Industrial Electronics Technology prepares you for a career as an electronic technician, an electro-mechanical technician, a semiconductor manufacturing technician, or an electro-mechanical field service technician.

Program Description

This program develops essential skills for maintaining the complex electro-mechanical systems found in modern automated manufacturing facilities. After completing a core of courses in math, physics, fundamental analog and digital electronics, robotics, and programmable logic controllers, you will branch off into one of two optional tracks. The General Electronics option provides advanced skills in analog and digital electronics. The Electro-Mechanical option emphasizes a broader range of skills including print reading, motors and controls, and mechanical components. In addition to the two AAS degree options, several certificate options are also available.

Program Requirements

Entrance requirements:

You should have good basic reading, language, and math competencies. High school algebra and physics are recommended but not required. Refresher classes are available.

ASSOCIATE (AAS) DEGREE

Industrial Electronics Technology

TOTAL CREDITS 61

16 General Education Requirements (Both options)

- 1 CIS 110 Introduction to the PC
- 3 ENG 131 Technical Writing
- 1 ENT 105 Safety for Manufacturing Environments
- 4 MAT 108 Technical Mathematics
- 4 PHY 105 Conceptual Physics
- 3 Social Science or Humanities Elective

24 Common Core Requirement (Both options)

- 3 ELT 101 Survey of Electronics
- 3 ELT 106 Fundamentals of DC/AC
- 3 ELT 134 Solid State Devices I
- 3 ELT 147 Digital Devices I
- 3 ELT 175 Special Topics: Capstone I
- 3 ELT 258 Programmable Logic Controllers
- 3 ELT 275 Special Topics: Capstone II
- 3 ENT 236 Electronics Drafting

Choose one option:

21 Option A: General Electronics Technology

- 3 ELT 112 Advanced DC-AC
- 3 ELT 135 Solid State Devices II
- 3 ELT 148 Digital Devices II
- 3 ELT 261 Microprocessors
- 3 ELT 268 Robotics Technologies

Option A: Electives

- 3 CAD 101 Computer Aided Drafting I
- 3 ELT 202 Introduction to PC Servicing
- 3 ELT 203 Advanced PC Servicing and A+ Prep
- 3 ELT 237 Vacuum and Power RF Systems
- 3 ELT 252 Motors and Controls
- 3 ELT 257 Sensors and Transducers
- 3 ELT 259 Advanced Programmable Logic Controllers
- 3 CNG 101 Intro to Networking

21 Option B: Electromechanical Technology

- 3 MAC 256 Industrial Components
- 3 ENT 106 Print Reading for Manufacturing
- 3 ENT 238 Industrial Fluid Power and Controls
- 3 ELT 252 Motors and Controls
- 3 ELT 254 Industrial Wiring
- 3 ELT 257 Sensors and Transducers

Option B: Electives

- 3 CAD 101 Computer Aided Drafting I
- 3 ELT 202 Introduction to PC Servicing
- 3 ELT 259 Advanced Programmable Logic Controllers
- 3 ELT 268 Robotics Technologies
- 4 MAC 105 Introduction to Machining Technology
- 4 WEL 102 Oxyacetylene Joining Process

CERTIFICATE PROGRAMS

Industrial Electronics Technology

TOTAL CREDITS 17-29

29 General Electronics Technology Certificate

- 1 ENT 105 Safety for Manufacturing Environments
- 1 CIS 110 Introduction to the PC
- 3 ELT 101 Survey of Electronics
- 3 ELT 106 Fundamentals of DC/AC
- 3 ELT 112 Advanced DC-AC
- 3 ELT 134 Solid State Devices I
- 3 ELT 135 Solid State Devices II
- 3 ELT 147 Digital Devices I
- 3 ELT 148 Digital Devices II
- 3 ELT 261 Microprocessors
- 3 ELT 268 Robotics Technologies

30 Electromechanical Technology Certificate

- 1 ENT 105 Safety for Manufacturing Environments
- 1 CIS 110 Introduction to the PC
- 3 ELT 101 Survey of Electronics
- 3 MAC 256 Industrial Components
- 3 ENT 106 Print Reading for Manufacturing
- 3 ENT 238 Industrial Fluid Power and Controls
- 3 ELT 252 Motors and Controls
- 3 ELT 254 Industrial Wiring
- 3 ELT 257 Sensors and Transducers
- 3 ELT 258 Programmable Logic Controllers
- 4 WEL 102 Oxyacetylene Joining Process

29 Industrial Controls Technology Certificate

- 1 ENT 105 Safety for Manufacturing Environments
- 1 CIS 110 Introduction to the PC
- 3 ELT 101 Survey of Electronics
- 3 ELT 106 Fundamentals of DC/AC
- 3 ELT 134 Solid State Devices I
- 3 ELT 147 Digital Devices I
- 3 ENT 238 Industrial Fluid Power Controls
- 3 ELT 252 Motors and Controls
- 3 ELT 257 Sensors and Transducers
- 3 ELT 258 Programmable Logic Controllers
- 3 ELT 268 Robotics Technologies

- 17 Semiconductor Manufacturing Certificate**
- 5 CHE 101 Introduction to Chemistry I with Lab
 - 3 ELT 235 Semiconductor Manufacturing I
 - 3 ELT 236 Semiconductor Manufacturing II
 - 3 ELT 237 Vacuum and Power RF Systems
 - 3 ELT 257 Sensors and Transducers

SHORT CERTIFICATE PROGRAMS

Industrial Electronics Technology

TOTAL CREDITS 17-21

- 17 General Electronics Technology Certificate**
- 1 CIS 110 Introduction to the PC
 - 1 ENT 105 Safety for Manufacturing Environments
 - 3 ELT 101 Survey of Electronics
 - 3 ELT 106 Fundamentals of DC/AC
 - 3 ELT 134 Solid State Devices I
 - 3 ELT 147 Digital Devices I
 - 3 ELT 268 Robotics Technologies

- 21 Electromechanical Technology Certificate**
- 1 CIS 110 Introduction to the PC
 - 1 ENT 105 Safety for Manufacturing Environments
 - 3 ELT 101 Survey of Electronics
 - 3 ELT 252 Motors and Controls
 - 3 ELT 268 Robotics Technologies
 - 3 ENT 238 Industrial Fluid Power Controls
 - 3 MAC 256 Industrial Components
 - 4 WEL 102 Oxyacetylene Joining Process

Law Enforcement Academy

Mary Kubeck, Department Chair
Certificate

Career Opportunities

The Pueblo Law Enforcement Academy (PLEA) certificate program prepares you for a career in policing, parole, or investigations. This certification allows you to become state certified as a level one police officer and work anywhere in the state of Colorado.

Program Description

This program offers instruction in many areas of law including Colorado Revised Statutes, Constitutional law, and Case law pertaining to the 4th and 14th Amendments of the United States Constitution.

This program is a 37-semester-hour program certified by the Colorado Peace Officers Standards and Training (POST) Board. When you complete the program, you will meet the requirements of the Police Science Option of the AAS Degree in Criminal Justice, and you will also qualify to take the Colorado POST test for certification as a Colorado peace officer.

Program Requirements

Entrance requirements:

You must be admitted to PCC, file an application with the PLEA Department Chair, and meet specific guidelines prior to admission into the program (such as state statutory requirements for background checks). You may enroll in PLEA courses only if you are admitted into the program.

CERTIFICATE PROGRAM

Law Enforcement Academy

TOTAL CREDITS 37

- 37 Police Science Certificate**
- 6 CRJ 101 Basic Police Academy I
 - 12 CRJ 102 Basic Police Academy II
 - 2 CRJ 103 Basic Law Enforcement Academy III
 - 8 CRJ 105 Basic Law
 - 3 CRJ 106 Arrest Control Techniques
 - 3 CRJ 107 Law Enforcement Driving
 - 3 CRJ 108 Firearms

Library Technician

Jeanne Gardner, Program Coordinator

Associate of Applied Science (AAS) Degree Certificate

Career Opportunities

The LTN program prepares you for a career in a variety of information environments including academic libraries, public libraries, school media centers, special libraries—corporate, correctional, law, and medical—and other information services. In rural settings, the Library/Media Technician manages the library/media center and is the person responsible for providing additional library services such as maintaining the computerized catalog and library web page, conducting patron orientation, and directing library programs.

Program Description

This program offers instruction in a variety of library functions including collection management (selecting and acquiring materials); cataloging; processing and repair of library materials; circulating and shelving materials; helping patrons with reference, readers' advisory, and resource sharing services; and managing a small library or media center. We also train you in the non-technical skills you need to be a successful library technician: customer service; listening, speaking, and writing; attention to detail; and working as a member of a team.

Program Requirements

Entrance requirements:

The LTN program is offered as an online degree program using the WebCT platform. You will be better prepared to succeed in the courses if you have completed the following:

- One semester of keyboarding or demonstrated the ability to type 20 words per minute
- CIS 110 Intro to the PC or are familiar with computers.

Graduation requirements:

Certificate and degree-seeking students must complete a minimum of 15 graded credits in the LTN core at PCC.

If you plan to transfer to a bachelor's level program, consult with your advisor to determine the transferability of courses.

ASSOCIATE (AAS) DEGREE

Library Technician

TOTAL CREDITS 59-62

30 General Education*

- 3-5 Mathematics (Select one):
MAT 106, MAT 107, MAT 108, MAT 120, MAT 121, MAT 125, MAT 135, MAT 201
- 3 English/Speech (Select one):
ENG 121, ENG 122, SPE 115
- 9-12 Social & Behavioral Sciences
- 9-12 Humanities

*General Education must total 30 credits.

15 Core Curriculum Requirements

- 1 CIS 130 Introduction to Internet
- 2 LTN 101 Introduction to Library Services
- 3 LTN 205 Introduction to Cataloging and Classification
- 3 LTN 210 Reference Materials
- 3 LTN 220 Library/Media Center Management & Public Relations

Select from one of the following:

- 3 HUM 164 American Cinema
- 3 LTN 110 Selection and Acquisitions - Online
- 3 LTN 115 Library Circulation

6 Electives

- 3 EDU 261 Teaching, Learning and Technology
- 3 ELT 202 Introduction to PC Servicing
- 3 LIT 255 Children's Literature
- 3 LIT 275 Special Topics: Young Adult Literature
- 3 LTN 115 Library Circulation
- 2 LTN 118 Audio Visual Management

9 Electives Approved by Advisor

All electives must be approved by the LTN Advisor. Students must take sufficient electives to meet the minimum 60 credit hour requirements for the associate degree.

CERTIFICATE PROGRAM

Library Technician

TOTAL CREDITS 29-35

15 General Education Requirements

- 3 Communications (select one):
ENG 121 or SPE 115
- 3-4 Mathematics (select one):
MAT 106, MAT 107, BTE 156
- 4-6 Humanities
- 4-6 Social and Behavioral Sciences

12 Core Curriculum Requirements

- 1 CIS 130 Introduction to Internet
- 2 LTN 101 Introduction to Library Services
- 3 LTN 205 Introduction to Cataloging and Classification
- 3 LTN 220 Library/Media Center Management & Public Relations

Select from one of the following:

- 3 HUM 164 American Cinema
- 3 LTN 110 Selection and Acquisitions - Online
- 3 LTN 115 Library Circulation (online)

3 Electives

- 3 CIS 118 Intro PC Applications
- 3 CIS 128 Windows Complete
- 1 CIS 131 Word Processing I
- 3 ELT 202 Introduction to PC Servicing
- 3 LIT 205 Ethnic Literature
- 3 LIT 255 Children's Literature
- 3 LIT 275 Special Topics: Young Adult Literature
- 3 LTN 115 Library Circulation
- 2 LTN 118 Audio Visual Management
- 3 LTN 210 Reference Materials

Machining Technology

Emilio Gonzales, Department Chair

Associate of Applied Science (AAS) Degree Certificates

Career Opportunities

The AAS Degree and certificate programs in Machining Technology prepare you to enter the manufacturing world using the latest technology and metal working skills.

Program Description

In the first two semesters, you will use manual machines (operated by hand) to develop "hands on" fundamental skills such as drilling, reaming, turning, milling, threading, and tool bit grinding. You will also develop applied math skills to calculate tapers, complete set ups, and figure tool offset compensation. These "old school" practices will be supplemented with an introduction to Mastercam, enabling you to create two dimensional drawings and gain experience with computer aided manufacturing software.

The AAS degree provides training in advanced metal working using computer controlled machines. You will use Mastercam to create three dimensional drawings, solids, and surfaces, and you will learn to create tool paths to machine to those features. You will learn to inspect, set up, and operate machines. If you are completing the AAS degree or currently working in the field, we provide Mastercam testing and certification.

You may convert work experience into college credit through credit-by-portfolio or credit-by-challenge. If you are in the degree program, we will arrange an internship for you.

ASSOCIATE (AAS) DEGREE

Machining Technology*

TOTAL CREDITS 72

17 General Education Requirements

- 3 ENG 131 Technical Writing I
- 4 MAT 108 Technical Mathematics
- 3 Humanities
- 4 Natural Science
- 3 Social Science

55 Core Curriculum Requirements

Semester 1 – Fall

- 3 ENT 106 Print Reading for Manufacturing
- 4 MAC 105 Introduction to Machining Technology
- 4 MAC 130 Conventional Lathe Operations
- 4 WEL 263 Applied Metal Properties

Semester 2 – Spring

- 2 ENT 134 Geometric Dimensioning & Tolerancing
- 4 MAC 131 Milling Machines and Operations
- 3 MAC 205 Introduction to CNC Milling Operations

Semester 3 – Fall

- 4 MAC 141 Advanced Machining Operations
- 3 MAC 145 Production Manufacturing Concepts
- 3 MAC 206 CNC Milling Operations II
- 3 MAC 240 CAD/CAM 2D

Semester 4 – Spring

- 3 MAC 201 Introduction to CNC Turning Operations
- 3 MAC 241 CAD CAM 2D Lab
- 3 MAC 245 CAD/CAM 3D
- 3 MAC 250 Advanced Inspection Techniques

6 Electives

Choose from: CAD 101, CAD 255, ENT 131, ENT 133, ENT 137, ENT 155, WEL 102, WEL 103, WEL 104, WEL 250

CERTIFICATE PROGRAMS

Machining Technology

TOTAL CREDITS 16-38

38 Machining Certificate Requirements

Fall Semester

- 3 ENT 106 Print Reading for Manufacturing
- 4 MAC 105 Introduction to Machining Technology
- 4 MAC 130 Conventional Lathe Operations
- 3 MAT 107 Career Math
- 4 WEL 263 Applied Metal Properties

Spring Semester

- 2 ENT 134 Geometric Dimensioning & Tolerancing
- 4 MAC 131 Milling Machines and Operations
- 4 MAC 141 Advanced Machining Operations
- 3 MAC 205 Introduction to CNC Milling Operations

7 Technical Electives

16 Manual Machining Certificate Requirements

- 4 MAC 105 Introduction to Machining Technology
- 4 MAC 130 Conventional Lathe Operations
- 4 MAC 131 Milling Machines and Operations
- 4 MAC 141 Advanced Machining Operations

MINI-CERTIFICATES

Machining Technology

TOTAL CREDITS 9

9 CNC Certificate Requirements

- 3 MAC 201 Introduction to CNC Turning Operations
- 3 MAC 205 Introduction to CNC Milling Operations
- 3 MAC 206 CNC Milling Operations II

9 CAD/CAM Certificate Requirements

- 3 MAC 240 CAD/CAM 2D
- 3 MAC 241 CAD CAM 2D Lab
- 3 MAC 245 CAD/CAM 3D

Massage Therapy

Becky Robler, Program Coordinator
Certificate

Career Opportunities

The Massage Therapy program prepares students for careers in spas, nursing homes, hospitals and private practice clinics. Students will be eligible for a Massage Therapist license in the City and County of Pueblo, and most counties in the State of Colorado.

Program Description

The Massage Therapy program teaches students to perform basic and advanced specialized massage techniques, aromatherapy, reflexology, acupressure and the foundation knowledge needed to support the skilled application of these methods. Students also receive instruction on how to set up their own clinic in the community. Skills and knowledge are taught through a combination of lecture, hands on practice with professional massage instructors, interactive teaching in a simulated clinic setting and in the community. Through this program the student completes 500 required hours of education for a massage license in Pueblo City/County, and most counties in the State of Colorado .

Program Requirements

Entrance requirements:

Students must have completed coursework or ACT scores or basic skills assessment scores equivalent to ENG 090, REA 090 and MAT 060. In addition BIO 106 or equivalent must be completed with a grade of "C" or higher, prior to entrance in the program. Students must fill out an application and return it prior to the deadline for priority consideration. When notified of conditional acceptance, students must complete a background check for admission.

Graduation requirements:

While in the program students must meet clinical requirements of current immunizations, drug screening, possess a professional CPR card and purchase low-cost liability insurance. All courses must be completed with a C or better to continue and graduate from the Massage Therapy Program.

CERTIFICATE

Massage Therapy

TOTAL CREDITS 31.5

31.5 Massage Therapy Certificate Requirements

4 BIO 106 Basic Anatomy and Physiology

Semester 1

2 MST 105 Lifestyle Wellness
4 MST 111 Basic Massage Therapy
1 HPR 108 Dietary Nutrition
3 HPR 117 Anatomical Kinesiology

Semester 2

4 PAP 235 Human Pathology
3 MST 113 Professional Massage
2 MST 204 MST Business Practices
1 HHP 166 Introduction to Reflexology
.5 HHP 202 Aromatherapy
1 HHP 218 Acupressure

Semester 3

3 MST 184 Clinical Massage
3 MST 284 Clinical Massage

Medical Sonography

Larry E. Bontrager, Department Chair
Associate of Applied Science (AAS) Degree
Certificate

Career Opportunities

This program prepares you for a career in Medical Sonography (Ultrasound). After graduating from the program, you may take the American Registry for Diagnostic Medical Sonography (ARDMS) national certification examination in ultrasound. A Registered Ultrasound Technologist (Ultrasonographer) specializes in ultrasound procedures that demonstrate anatomy and pathologies on medical film or electronic (PACS) systems. These images are, in turn, interpreted by Radiologists and other physicians for the diagnosis and treatment of disease.

Program Description

This is a two-track program. Track One is a one-year certificate program for AAS degree and ARRT Registered Radiologic Technologists. Track Two includes general education requirements and results in an AAS degree in Medical Sonography for graduates of hospital-based, diploma awarding programs, who are ARRT Registered Radiologic Technologists. Both programs teach you to function as critical members of today's health care team. We teach important critical thinking/problem solving skills, as well as interpersonal and communication skills that allow you to interact effectively with other health care team members, patients, and families. We provide you the technical skills you need to work with highly complex medical imaging equipment, analyze acquired images for quality, assess patient condition, apply appropriate techniques of patient care and education, and achieve the highest degree of clinical competency. In addition to fostering your intellectual growth, we teach you to exercise good judgment, demonstrate a professional demeanor, display the highest moral and ethical standards, and foster the safety of yourself and your patients. The curriculum includes vascular ultrasound, small parts ultrasound, OB/GYN ultrasound, abdominal ultrasound, ultrasound physics, and clinical experience.

Program Requirements

Entrance requirements:

Basic Skills: REA 090, ENG 090, MAT 060, CIS 110, BIO 105 or BIO 106

Prerequisite Requirements: ENG 121, BIO 201, MAT 107, BIO 202, BIO 216, RTE 255

Graduation requirements:

PSY 235 and Humanities. In addition, students must complete all required Clinical Competencies.

ASSOCIATE (AAS) DEGREE

Medical Sonography

TOTAL CREDITS 72

16 General Education

3 MAT 107 Career Mathematics
3 ENG 121 English Composition I
4 BIO 201 Human Anatomy and Physiology I
3 PSY 235 Human Growth and Development
3 Humanities

10 Related Requirements

4 BIO 202 Human Anatomy & Physiology II
4 BIO 216 Pathophysiology
2 RTE 255 Multiplanar Sectional Imaging

46 Core Curriculum

Semester 1 – Spring

- 2 DMS 221 OB/GYN Ultrasound I
- 2 DMS 231 Abdominal Ultrasound I
- 2 DMS 241 Ultrasound Physics I
- 10 DMS 281 Clinical Internship I

Semester 2 – Summer

- 2 DMS 205 Small Parts Ultrasound
- 2 DMS 206 Vascular Ultrasound
- 10 DMS 282 Clinical Internship II

Semester 3 – Fall

- 2 DMS 222 OB/GYN Ultrasound II
- 2 DMS 232 Abdominal Ultrasound II
- 2 DMS 242 Ultrasound Physics II
- 10 DMS 283 Clinical Internship III

CERTIFICATE PROGRAM

Medical Sonography

TOTAL CREDITS 56

10 Related Requirements

- 4 BIO 202 Human Anatomy & Physiology II
- 4 BIO 216 Pathophysiology
- 2 RTE 255 Multiplanar Sectional Imaging

46 Core Curriculum

Semester 1 – Spring

- 2 DMS 221 OB/GYN Ultrasound I
- 2 DMS 231 Abdominal Ultrasound I
- 2 DMS 241 Ultrasound Physics I
- 10 DMS 281 Clinical Internship I

Semester 2 – Summer

- 2 DMS 205 Small Parts Ultrasound
- 2 DMS 206 Vascular Ultrasound
- 10 DMS 282 Clinical Internship II

Semester 3 – Fall

- 2 DMS 222 OB/GYN Ultrasound II
- 2 DMS 232 Abdominal Ultrasound II
- 2 DMS 242 Ultrasound Physics II
- 10 DMS 283 Clinical Internship III

Nursing – Associate Degree Nursing

Eva Tapia, Department Chair

Associate of Applied Science (AAS) Degree

Career Opportunities

The ADN program prepares you to provide safe, therapeutic, and competent nursing care in hospitals and other healthcare settings. You may also work as an entry level patient-care manager.

Program Description

The ADN program teaches you skills of direct patient care that you can apply in any healthcare setting. It offers theoretical and applied instruction in classrooms, simulated laboratories, and clinical settings. It integrates education in adult, gerontological, obstetric, pediatric, and psychiatric-mental health nursing. Your clinical learning will take place in diverse types of institutions. Entry level courses in leadership teach you to direct and supervise ancillary personnel. The program allows a practical nursing exit point (certificate). After successfully completing the first two semesters of the program, students are eligible to write the Practical Nursing National Council Licensure Examination (NCLEX-PN). At this point, students could exit and seek employment as LPNs or continue on in the remaining two semesters and prepare to write the National Council Licensure Examination for Registered Nurses (NLEX-RN). After completing all requirements, you will receive the AAS degree. Successful performance on the (NCLEX-RN) awards state licensure and qualifies you for the title of Registered Nurse (RN).

Program Requirements

Entrance requirements:

BIO 201, BIO 202, BIO 204, ENG 121, PSY 235, and passing score on the Nursing Entrance Test or documented remediation.

This is a limited-entry admission program. You must meet specific program entrance requirements in addition to the PCC admission requirements. You must complete all general education requirements with a "C" or higher to be admitted to the Nursing program. Please apply through the Colorado Community College Nursing Program Admission website; you can submit your application any time after completing the prerequisites outlined in the Nursing Department Information Packet. We will rank your application numerically based on the date you complete all requirements. Your ranking will determine your date of acceptance into the nursing program.

Note: Clinical agencies used during the program require that you successfully complete a background check and a drug screen. Please check with a program advisor for any changes to admission requirements.

ASSOCIATE (AAS) DEGREE

PN Certificate Optional

Nursing

TOTAL CREDITS 80

18 General Education Requirements

- 4 BIO 210 Human Anatomy and Physiology I
- 4 BIO 202 Human Anatomy and Physiology II
- 4 BIO 204 Microbiology
- 3 ENG 121 English Composition I
- 3 PSY 235 Human Growth and Development

Related Suggested Courses

- BIO 216 Pathophysiology
- MAT 103 Math for Clinical Calculations
- *Humanities or Social/Behavior Science elective

*Elective must be selected from the CCCS Guaranteed Transfer (GT) – Pathways Course list

Related Suggested Courses may be completed prior to admission into the Nursing program or may be taken concurrently to the program.

34 Core Curriculum Requirements – 1st year

Semester 1 – Fall

- 8 NUR 109 Fundamentals of Nursing
- 2 NUR 112 Basic Concepts of Pharmacology
- 1 HPR 108 Dietary Nutrition
- 3 MAT 103 Math for Clinical Calculations

Semester 2 – Spring

- 9 NUR 106 Medical and Surgical Nursing Concepts
- 7 NUR 150 Obstetric & Pediatric Nursing
- 4 BIO 216 Pathophysiology

For LPN exit-out only – Summer

- 5 NUR 169 Transition into Practical Nursing

28 Core Curriculum Requirements – 2nd year

Semester 3 – Fall

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

Semester 4 – Spring

- 6 NUR 216 Advanced Concepts of Medical Surgical Nursing II
- 5 NUR 230 Leadership Management Trends
- 3 *Humanities or Social/Behavior Science elective

ASSOCIATE (AAS) DEGREE – LPN TO ADN Nursing

TOTAL CREDITS 77

20* Credits Received for Practical Nursing Courses

* Colorado Articulation for PN graduates

25 General Education Requirements

- 4 BIO 201 Human Anatomy and Physiology I
- 4 BIO 202 Human Anatomy and Physiology II
- 4 BIO 204 Microbiology
- 4 BIO 216 Pathophysiology
- 3 MAT 103 Math for Clinical Calculations
- 3 ENG 121 English Composition I
- 3 PSY 235 Human Growth and Development

32 Core Curriculum Requirements

Summer Semester

- 4 NUR 199 Transition from LPN to ADN

Fall Semester

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

Spring Semester

- 6 NUR 216 Advanced Concepts of Medical Surgical Nursing II
- 5 NUR 230 Leadership Management Trends
- 3 *Humanities or Social/Behavior Science elective

*Elective must be selected from the CCCS Guaranteed Transfer (GT) – Pathways Course list

Nursing Aide

Karen Kissell, Program Coordinator
Eva Tapia, Department Chair
Mini-Certificate*

Career Opportunities

The Nurse Aide program prepares you to work as an entry-level bedside caregiver in health care facilities or home health care services. You can work in a variety of positions: nursing assistant, nurse aide, orderly, or attendant.

Program Description

This program teaches you the basic skills and procedures needed to assist hospital clients, long-term care residents, and home health care clients with their daily living activities.

Program Requirements

Entrance requirements: High school diploma or GED, ENG 030, REA 030, MAT 030, or equivalent assessment test scores.

To succeed in this program, you must have a sincere concern for people, good physical and emotional health, an excellent attendance record, an ability to communicate effectively with other health care personnel, patients, and their families, and a neat, well-groomed appearance.

Note: Clinical agencies used during the program require that you successfully complete a background check, drug screening, immunization series, and CPR training; you must also carry malpractice insurance.

Graduation requirements:

Successful completion of NUA 101, NUA 170, and NUA 171

MINI-CERTIFICATE*

Nursing Aide

TOTAL CREDITS 6

6 Certificate Requirements

4	NUA 101	Certified Nurse Aide Health Care Skills
1	NUA 170	Nurse Assistant Clinical Experience
1	NUA 171	Advanced Nurse Aid Clinical

*This certificate program is pending program approval.

Occupational Therapy Assistant

Becky Robler, Department Chair
Associate of Applied Science (AAS) Degree

Career Opportunities

The OTA program prepares you for a career helping others improve their quality of life. You will use rehabilitative activities and exercises to help clients of all ages overcome physical, emotional, mental and/or social disabilities and become independent in their activities of daily living. You can work in hospitals, schools, mental health centers, nursing homes, and in the community. PCC graduates hold positions throughout Colorado and in many different states. The U.S. Department of Labor projects that this will be one of the fastest-growing careers in the foreseeable future.

Program Description

This program teaches you to work under the supervision of a registered occupational therapist to evaluate clients of all ages, design individual rehabilitative programs, create goals, and help clients meet their goals while monitoring their progress.

The program consists of 18 months of academic preparation and 16 weeks of clinical preparation for graduation. When you graduate from the program, you are eligible to take the national certification examination administered by the National Board for Certification of Occupational Therapy (NBCOT) to become certified and to practice in Colorado. Most states require licensure; however, state licenses are usually based on the results of the NBCOT exam.

Program Requirements

Entrance requirements:

The OTA program has a selective admissions policy due to a limited number of clinical sites. You must submit a completed application packet available through the Health Division office. You must have completed all basic skills requirements to perform at a college level in reading, math, and English. You must also have a cumulative 2.5 GPA in college courses or on high school transcripts if no college courses have been taken. In addition, you must have vision, hearing, tactile sensation, gross and fine motor strength and coordination, memory, critical thinking, and interpersonal skills adequate to allow effective communication, ensure safety of self and others, document accurately, and provide evaluation and treatment meeting medical standards required by facilities.

Note: You must undergo a background check before we can officially admit you into the program. A felony, loss of license, administrative disciplinary proceeding for negligence, malpractice, recklessness, or willful or intentional misconduct may prohibit entrance into the program and/or eligibility to sit for the NBCOT certification exam. Contact NBCOT at (301) 990-7979 or www.nbcot.org for an Early Determination Review.

ASSOCIATE (AAS) DEGREE

Occupational Therapy Assistant

TOTAL CREDITS 69

Note: All courses other than OTA may be taken prior to admission to the program.

Semester 1 — Fall:

3	OTA 100	Introduction to Occupational Therapy
1	HPR 178	Seminar: Medical Terminology
4	BIO 106	Basic Anatomy and Physiology
3	PSY 101	General Psychology I
3	OTA 105	Introduction to Disease and Activity Analysis
2	OTA 106	Basic Occupational Therapy Frames of Reference & Documentation

Semester 2 — Spring:

- 3 MAT 107 Career Math
- 4 OTA 121 Assessment of Component Skills in Occupations
- 2 OTA 122 Origins of Occupational and Component Skills
- 4 OTA 125 Basic Occupational Therapy Application to Psychiatry
- 3 OTA 131 Geriatric Issues, Diseases, and Treatment Techniques

Semester 3 — Summer:

- 3 ENG 121 English Composition I
- 1 OTA 181 Geriatric Level I Fieldwork Experience
- 2 OTA 217 Occupational Therapy Rehabilitation Techniques

Semester 4 — Fall:

- 3 Humanities
- 1 OTA 182 Physical Disabilities Level I Fieldwork Experience
- 1 OTA 183 Pediatric Level I Fieldwork Experience
- 3 OTA 216 Physical Disabilities Neuro-Retraining
- 3 OTA 218 Occupational Therapy Application to Adult Physical Disabilities
- 3 OTA 221 Pediatric Diseases, Disabilities, and Treatment
- 2 OTA 235 Professional and Activities Management

Semester 5 — Spring:

- 1 OTA 278 O.T. Seminar
- 7 OTA 280 Internship in Occupational Therapy I*
- 7 OTA 281 Internship in Occupational Therapy II*

*OTA 280 AND OTA 281 must be completed within 18 months of the didactic coursework.

Office Administration

Jennifer Sherman, Department Chair

Associate of Applied Science (AAS) Degree Certificate

Career Opportunities

Many fields and industries offer employment opportunities for office professionals, including healthcare, service, law, technology, manufacturing, and government. Businesses use many job titles to describe office professionals; some of those listed with the professional associations include Administrative Assistant, Executive Assistant, Office Manager, Human Resources Assistant, Front Desk Coordinator, Medical Office Assistant, Records Management Assistant, Medical Transcriptionist, and Medical Coding and Billing Assistant, to name just a few.

Program Description

The Office Administration program prepares you for a career as an office professional in a variety of fields and industries. You will master state-of-the-art technology, learn top-notch interpersonal and communication skills, develop strong project management, tracking, and organizing skills, and learn to solve problems creatively.

This program has five degree options, five certificates, and three mini-certificates. The degree options include Office Professional, Desktop Application Specialist, Legal Office Specialist, Medical Transcription Specialist, and Medical Records, Insurance, Coding and Billing Specialist.

ASSOCIATE (AAS) DEGREE

Office Administration

TOTAL CREDITS 62-67

15-17 General Education Requirements

- 4 MAT 121 College Algebra
- OR
- 3 MAT 112 Financial Mathematics
- 3 ENG 121 English Composition I
- 3 ECO 202 Principles of Microeconomics
- 4 BIO 106 Basic Anatomy and Physiology (Option E only)
- OR
- 3 Natural Science Elective
- 3 SPE 115 Public Speaking

28 Core Curriculum Requirements

- 3 BUS 115 Introduction to Business
- 3 BTE 225 Office Management
- 1 BTE 116 File Management
- 3 MAN 128 Human Relations in Organizations
- 3 BTE 166 Business Editing Skills
- 3 BTE 120 Electronic Office Procedures
- 3 CIS 118 Intro to PC Applications
- 3 CIS 218 Advanced PC Applications
- 3 MAR 106 Marketing Your Image
- 3 BTE 287 Cooperative Education/Internship

- 23 Option A: Office Professional**
- 3 MAN 116 Principles of Supervision
 - 3 ACC 101 Fundamentals of Accounting
 - 1 ACC 103 Fundamentals of Accounting Lab
 - 3 ACC 115 Payroll Accounting
 - 3 MAN 128 Human Relations in Organizations
 - 3 BUS 204 Introduction to E-Business
 - 3 BUS 217 Business Communication and Report Writing
 - 3 BTE 225 Office Management
 - 1 BTE 116 File Management

- 28 Option B: Desktop Applications Specialist**
- 3 CIS 135 Complete PC Word Processing
 - 3 CIS 118 Intro to PC Applications
 - 1 CIS 140 Microsoft Outlook
 - 3 CIS 218 Advanced PC Applications
 - 3 CIS 167 Desktop Publishing
 - 3 BTE 120 Electronic Office Procedures
 - 3 BUS 204 Introduction to E-Business
 - 3 ELT 202 Introduction to PC Servicing
 - 6 Approved Electives

- 19 Option C: Legal Office Specialist**
- 1 BTE 128 Legal Terminology
 - 3 BTE 213 Introduction to Legal Office Procedures
 - 3 BTE 211 Legal Formatting
 - 3 BUS 216 Legal Environment of Business
 - 3 CRJ 110 Intro to Criminal Justice
 - 3 BTE 229 Legal Transcription
 - 3 MAN 128 Human Relations in Organizations

- 24 Option D: Medical Transcription Specialist**
- 4 MOT 110 Medical Office Administration
 - 3 CIS 118 Intro to PC Applications
 - 3 BTE 166 Business Editing Skills
 - 4 MOT 132 Medical Transcription
 - 4 MOT 142 Medical Transcription II
 - 3 HPR 178 Seminar: Medical Terminology
 - 3 HPR 278 Seminar: Medical Terminology

- 27 Option E: Medical Records, Insurance, Coding & Billing**
- 4 BIO 106 Basic Anatomy and Physiology
 - 4 MOT 110 Medical Office Administration
 - 3 HPR 178 Seminar: Medical Terminology
 - 3 HPR 278 Seminar: Medical Terminology
 - 2 MOT 208 Introduction to CPT-4 Coding
 - 2 MOT 209 Introduction to ICD-9 Coding
 - 3 MOT 210 Intermediate Coding
 - 3 MAN 128 Human Relations in Organizations
 - 3 CIS 118 Intro to PC Applications

CERTIFICATE PROGRAMS

Office Administration

TOTAL CREDITS 19-28

- 23 Office Professional**
- 3 MAN 116 Principles of Supervision
 - 3 ACC 101 Fundamentals of Accounting
 - 1 ACC 103 Fundamentals of Accounting Lab
 - 3 ACC 115 Payroll Accounting
 - 3 MAN 128 Human Relations in Organizations
 - 3 BUS 204 Introduction to E-Business
 - 3 BUS 217 Business Communication and Report Writing
 - 3 BTE 225 Office Management
 - 1 BTE 116 File Management

- 28 Desktop Applications Specialist**
- 3 CIS 135 Complete PC Word Processing
 - 3 CIS 118 Intro to PC Applications
 - 1 CIS 140 Microsoft Outlook
 - 3 CIS 218 Advanced PC Applications
 - 3 CIS 167 Desktop Publishing
 - 3 BTE 120 Electronic Office Procedures
 - 3 BUS 204 Introduction to E-Business
 - 3 ELT 202 Introduction to PC Servicing
 - 6 Approved Electives

- 19 Legal Office Specialist**
- 1 BTE 128 Legal Terminology
 - 3 BTE 213 Introduction to Legal Office Procedures
 - 3 BTE 211 Legal Formatting
 - 3 BUS 216 Legal Environment of Business
 - 3 CRJ 110 Intro to Criminal Justice
 - 3 BTE 229 Legal Transcription
 - 3 MAN 128 Human Relations in Organizations

- 24 Medical Transcription Specialist**
- 4 MOT 110 Medical Office Administration
 - 3 CIS 118 Intro to PC Applications
 - 3 BTE 166 Business Editing Skills
 - 4 MOT 132 Medical Transcription
 - 4 MOT 142 Medical Transcription II
 - 3 HPR 178 Seminar: Medical Terminology
 - 3 HPR 278 Seminar: Medical Terminology

- 27 Medical Records, Insurance, Coding & Billing**
- 4 BIO 106 Basic Anatomy and Physiology
 - 4 MOT 110 Medical Office Administration
 - 3 HPR 178 Seminar: Medical Terminology
 - 3 HPR 278 Seminar: Medical Terminology
 - 2 MOT 208 Introduction to CPT-4 Coding
 - 2 MOT 209 Introduction to ICD-9 Coding
 - 3 MOT 210 Intermediate Coding
 - 3 MAN 128 Human Relations in Organizations
 - 3 CIS 118 Intro to PC Applications

MINI-CERTIFICATES

Office Administration

TOTAL CREDITS 6-9

- 6 Customer Service Academy**
- 1 MAN 125 Team Building
 - 1 COM 268 Problem Solving & Decision Making
 - 1 MAN 117 Time Management
 - 1 MAR 158 Customer Service
 - 1 COM 263 Conflict Resolution
 - 1 COM 262 Communicating with Impossible People

- 9 Personal Computer Specialist**
- 3 CIS 118 Intro to PC Applications
 - 3 CIS 218 Advanced PC Applications
 - 3 CIS 167 Desktop Publishing

Pharmacy Technician

Becky Robler, Department Chair
Mini-Certificate

Career Opportunities

This program prepares you to work in a pharmacy setting under the supervision of a licensed pharmacist, performing activities that do not require the professional judgment of a pharmacist. Nationally, the median salary is \$11.50/hour for certified pharmacy technicians, and \$10.50/hour for non-certified pharmacy technicians. Certified pharmacy technicians can earn from \$7.00 per hour to \$20.00+ per hour, depending upon location and practice setting. The U.S. Department of Labor has forecast over 36% job growth for pharmacy technicians by 2010.

Program Description

This certificate program is offered in one-semester (three courses). It provides instruction in basic pharmacy theories and is an important step toward national certification as a pharmacy technician. Learning experiences include lecture, lab, and clinical exposure in local pharmacies. To ensure success in this class, you should have a good knowledge of basic algebra and math formulas.

Program Requirements

We conduct a random drawing for entrance into the program. To be eligible for the drawing, you must have assessment scores of 60 in reading, 95 in English, and 45 EA in math, OR have successfully completed REA 060, ENG 090, and/or MAT 060. You must also apply for admissions to the program and pass a background check. Applications are available in March for fall semester and September for spring semester.

MINI-CERTIFICATE

Pharmacy Technician

TOTAL CREDITS 11

11 Certificate Requirements

- | | | |
|---|---------|--|
| 4 | PHT 105 | Orientation to Pharmacy |
| 3 | PHT 207 | Drug Classification |
| 4 | PHT 235 | Pharmaceutical Calculations and Compounding Techniques |

Phlebotomy Technician

Becky Robler, Department Chair
Mini-Certificate

Career Opportunities

Phlebotomy technicians collect and process a patient's blood for future use or analysis. This program trains you to work as part of a laboratory team, to draw blood samples for medical tests and blood donations, and to keep careful records of blood tests. It prepares you to perform all duties associated with the practice of phlebotomy so you can work in hospitals, physician offices, group practices, independent laboratories, health maintenance organizations, and public facilities. The U.S. Bureau of Labor Statistics estimates that phlebotomists earn from \$18,720 to \$25,168, with a median salary of \$21,944. You do not need certification to become employed as a phlebotomy technician; however, certification can increase your earnings.

Program Description

This is a one-semester (two course) certificate program. Courses cover venipuncture, capillary puncture, quality control, infection control, safety procedures, and laboratory computer systems. Learning experiences include lecture, lab, and clinical exposure in local pharmacies. You will participate in laboratory and clinical experiences to perfect blood drawing skills and prepare you for the workforce as a qualified phlebotomist. When you successfully complete this program, you are eligible to sit for the National Phlebotomy Registry Exam.

Program Requirements

Entrance requirements:

We hold a random drawing for admission to the program. To be eligible for the drawing, you must have assessment scores of 60 in reading, 95 in English, and 45 EA in math, OR have successfully completed REA 060, ENG 090, and/or MAT 060. You must also apply for admissions to the program and pass a background check for final enrollment. Applications are available in March for fall semester and September for spring semester.

MINI-CERTIFICATE

Phlebotomy Technician

TOTAL CREDITS 8

8 Certificate Requirements

- | | | |
|---|---------|---------------------|
| 4 | HPR 112 | Phlebotomy |
| 4 | HPR 113 | Advanced Phlebotomy |

Physical Therapist Assistant

Lucinda Mihelich, Department Chair

Associate of Applied Science (AAS) Degree

Career Opportunities

PTAs work under the direction of physical therapists, helping to manage conditions such as back and neck injuries, sprains/strains and fractures, arthritis, burns, amputations, strokes, multiple sclerosis, birth defects, injuries related to work and sports, and others. You will work in a broad range of settings including hospitals, outpatient clinics, rehabilitation facilities, skilled nursing, extended care, or subacute facilities, homes, schools, fitness centers, and sports training facilities. Nationally, the median annual salary for PTAs was \$33,870 in 2000, with a salary range of \$23,150 to \$45,610. PCC program graduates have been employed in nursing homes, hospitals, home health, and outpatient facilities. Locally, the average hourly salary for Spring 2006 graduates was \$17.75.

Program Description

The AAS degree prepares you to serve as a PTA within 5 semesters. The program is offered 2 - 2 ½ days per week except during the clinical experiences which occur in the third and fifth semester. Clinical experiences are scheduled for 40 hours per week, and placement is typically anywhere in Southern Colorado. Learning experiences include lecture and interactive lab opportunities in a spacious lab with state of the art equipment. The PTA program is accredited by CAPTE of the American Physical Therapy Association.

In addition to tuition and fees, additional PTA program costs include a lab coat, name tag (\$4.00), liability insurance (\$15.00/year), drug screening (\$25.00), and background check (\$59.00). You are responsible for all expenses associated with internships and must provide your own transportation to and from clinicals. Financial aid is available through the PCC Financial Aid Office. Additional scholarship and grant information will be posted on the PTA bulletin board as they become available.

Program Requirements

The application process is based on an individual education plan (IEP). Please contact the program Chair to discuss the process and ensure that your application is eligible for fall admission. We allow you to "reserve" a slot for the fall start while completing the following program requirements for admission: a background check, volunteer hours or work experience in a physical therapy setting, a college reading class (if required), and a college anatomy and physiology class—a 4 credit course with a lab (with a minimum grade of "C"). You must also have a health care provider CPR card to attend clinical experiences, and you must provide proof of current immunizations, pass a drug screen, and purchase liability insurance.

Employment as a PTA in Colorado does not require licensure. However, we encourage you to take the National PTA exam after graduation. The 3-year average pass rate for graduates of the PTA Program is 100% (2003-2005). The employment placement rate for spring 2005 PTA graduates was 100%.

ASSOCIATE (AAS) DEGREE Physical Therapist Assistant TOTAL CREDITS 76

18 General Education Requirements

4	BIO 201	Human Anatomy and Physiology I
3	ENG 121	English Composition I
1	HPR 178	Seminar: Medical Terminology
4	PHY 105	Conceptual Physics
3	PSY 101	General Psychology I
3	SPE 115	Public Speaking

58 Core Curriculum Requirements

Semester 1 — Fall

5	PTA 110	Basic Patient Care in Physical Therapy
2	PTA 115	Principles and Practices of Physical Therapy
1	PTA 131	Professional Communications I
4	PTA 176	Special Topics: Functional Anatomy

Semester 2 — Spring

5	PTA 120	Modalities in Physical Therapy
2	PTA 135	Principles of Electrical Stimulation
5	PTA 140	Clinical Kinesiology
1	PTA 141	Professional Communications II
2	PTA 175	Special Topics: Clinical Pathophysiology I

Semester 3 — Summer:

2	PTA 177	Special Topics: Clinical Pathophysiology II
4	PTA 280	PTA Internship I

Semester 4 — F all:

2	PTA 205	Psychosocial Issues in Health Care
5	PTA 230	Orthopedic Assessment & Management Techniques
5	PTA 240	Neurologic Assessment & Management Techniques
1	PTA 251	Professional Communications III

Semester 5 — Spring:

2	PTA 278	PTA Seminar
5	PTA 281	PTA Internship II
5	PTA 282	PTA Internship III

Psychiatric Technician

Kay Annese, Program Coordinator

Eva Tapia, Department Chair

Certificate

Career Opportunities

The Psychiatric Technician Certificate Program provides you with knowledge and skills for employment as a psychiatric caregiver in health care settings.

Program Description

This program teaches you to use basic nursing skills and psychiatric principles to interact with and care for clients in a therapeutic manner and monitor treatment modalities. You will learn to perform basic nursing skills, administer medications, conduct one-to-one relationship development, and participate in group therapy. When you successfully complete all program requirements, you are awarded a certificate and are eligible to take the standardized examination leading to state licensure. The program is approved by the Colorado State Board of Nursing.

Program Requirements

Entrance requirements:

Before we can admit you into the program, you must complete any developmental courses indicated by results of the PCC Basic Skills Assessment Test. You must also complete BIO 106, NUR 101, and the Nursing Entrance Test.

Enrollment in the program is limited. You must complete the application process by the stated deadline. Your application will be reviewed by the program's admissions committee, and you will receive written notification of the committees' decision. If you are not accepted for a given year and wish to be considered for a subsequent term, you must re-apply. Check with a program advisor for specific changes in admission requirements.

Note: Clinical agencies used during the program require that you successfully complete a drug screen and background check.

CERTIFICATE PROGRAM

Psychiatric Technician

Total Credits 32

5 Program Prerequisites

- 4 BIO 106 Basic Anatomy and Physiology
- 1 NUR 101 Pharmacology Calculations

15 Core Curriculum Requirements (Fall Semester)

- 8 NUR 109 Fundamentals of Nursing
- 2 NUR 112 Basic Concepts of Pharmacology
- 5 PTE 110 Introduction to Psychiatric Care

12 Core Curriculum Requirements (Spring Semester)

- 2 PTE 116 Theoretical Concepts of Psychiatric Care I
- 2 PTE 117 Theoretical Concepts of Psychiatric Care II
- 1 PTE 118 Psychiatric Management Principles
- 3 PTE 170 Clinical Concepts of Psychiatric Care I
- 3 PTE 171 Clinical Concepts of Psychiatric Care II
- 1 PTE 172 Psychiatric Management Clinical

Radiologic Technology

Larry E. Bontrager, Department Chair

Associate of Applied Science (AAS) Degree

Career Opportunities

The Radiologic Technology program prepares you for a career in Radiologic Technology (Radiography). As a graduate of the program, you are eligible to take the American Registry of Radiologic Technologists (ARRT) national certification examination in Radiography. You will specialize in radiographic procedures that demonstrate anatomy and pathologies on medical x-ray film, fluoroscopic screens, and other electronic imaging devices. These images are, in turn, interpreted by radiologists and other physicians for the diagnosis and treatment of disease and injury.

Program Description

The AAS in Radiologic Technology prepares you to work as a critical member of today's health care team. We teach you important critical thinking/problem solving techniques as well as interpersonal and communication skills that allow you to interact effectively with other health care team members, patients, and families from a variety of professional, social, emotional, cultural, and intellectual backgrounds. We provide you the skills you need to work with highly complex medical imaging equipment, analyze acquired images for quality, assess patient condition and apply appropriate techniques of patient care and education, and achieve the highest degree of clinical competency. The program focuses on developing your intellectual abilities as well as the judgment you need to demonstrate a professional attitude and demeanor, display the highest moral and ethical standards, and foster the safety of yourself and your patients.

Program Requirements

Entrance requirements:

Basic Skills: REA 090, ENG 090, MAT 060, CIS 110
Prerequisite Requirements: ENG 121, BIO 201, MAT 107, RTE 101, HPR 178

Graduation requirements:

PSY 235, Humanities. In addition, students must complete all required Clinical Competencies.

ASSOCIATE (AAS) DEGREE

Radiologic Technology

TOTAL CREDITS 77

*Indicates prerequisite courses for program entry.

16 General Education Requirements

- 4 BIO 201* Human Anatomy and Physiology I
- 3 ENG 121* English Composition I
- 3 MAT 107* Career Math
- 3 PSY 235 Human Growth and Development
- 3 Humanities

3 Related Requirements

- 2 RTE 101* Introduction to Radiography
- 1 HPR 178 * Seminar: Medical Terminology

58 Core Curriculum Requirements

- Semester 1 – Fall**
- 2 RTE 111 Radiographic Patient Care II
- 3 RTE 121 Radiologic Procedures I
- 1.5 RTE 131 Radiographic Pathology and Image Evaluation I
- 3 RTE 141 Radiographic Equipment/Imaging I
- 5 RTE 181 Radiographic Internship I

Semester 2 – Spring

- 3 RTE 122 Radiologic Procedures II
- 1.5 RTE 132 Radiographic Pathology and Image Evaluation II
- 3 RTE 142 Radiographic Equipment/Imaging II
- 5 RTE 182 Radiographic Internship II

Semester 3 – Summer

- 7 RTE 183 Radiographic Internship III

Semester 4 – Fall

- 3 RTE 221 Advanced Medical Imaging
- 2 RTE 231 Radiation Biology/Protection
- 8 RTE 281 Radiographic Internship IV

Semester 5 – Spring

- 8 RTE 282 Radiographic Internship V
- 3 RTE 289 Capstone

Respiratory Care Practitioner

Delia Lechtenberg, Coordinator

Associate of Applied Science (AAS) Degree

Career Opportunities

The RCA program prepares you for a career in respiratory therapy. Respiratory therapists work in a variety of settings: hospital, homecare, neonatal nursery, diagnostic testing, and flight for life. Respiratory care is one of the fastest growing health professions in the U.S. We provide our graduates with a listing of national placement opportunities.

Program Description

This program prepares you to work in a unique area of health care: the diagnosis, therapy, management, and prevention of diseases associated with cardiopulmonary illness. Due to the demanding training requirements and the critical life support responsibilities of the respiratory therapist, you must have a high degree of personal maturity, strong motivation, a solid science and general studies background, and excellent reasoning skills.

Program Requirements*Entrance requirements:*

To enter the program, you must meet all basic skills requirements including computer literacy, complete at least four of the six required General Education courses (with a "C" or higher), and undergo a screening and selection process. You must also obtain CPR certification before enrolling in the program, and pass a drug screening and background check. You can obtain application information from the Respiratory Care department.

Graduation requirements:

The program consists of five semesters of theory, laboratory, and clinical internships in the techniques of respiratory care. You must take the Respiratory Care courses in sequence and complete them with a "C" grade or higher. Graduates of the program become eligible for registry by the National Board for Respiratory Care.

ASSOCIATE (AAS) DEGREE**Respiratory Care Practitioner**

TOTAL CREDITS 65-73.5

73.5 Option A Requirements:**10 General Education Requirements**

- 4 BIO 201 Human Anatomy & Physiology I
- 3 ENG 121 English Composition I
- 3 PSY 101 General Psychology I
- OR
- 3 PSY 235 Human Growth and Development
- 3 MAT 107 Career Math

10 Related Requirements

- 4 BIO 204 Microbiology
- 5 CHE 105 Chemistry in Context
- OR
- 5 CHE 101 Introduction to Chemistry I with Lab
- 1 RCA 105 Introduction to Respiratory Care (course can be taken during Semester 1)

53.5 Option A Core Curriculum Requirements

Semester 1 – Fall

- 3 RCA 155 Logic of Respiratory Science
- 3 RCA 151 Cardiopulmonary Anatomy and Physiology
- 3 RCA 131 Basic Techniques in Respiratory Care I

Semester 2 – Spring

- 3 RCA 153 Cardiopulmonary Disease
- 3 RCA 165 Pharmacology of Cardiopulmonary Care
- 5 RCA 132 Basic Techniques in Respiratory Care II
- 3 RCA 164 Advanced Cardiac Care

Semester 3 – Summer

- 2 RCA 230 Critical Care I
- 4.5 RCA 280 Internship I

Semester 4 – Fall

- 3 RCA 256 Pediatric and Neonatal Care
- 1 RCA 254 Pulmonary Function Testing
- 3 RCA 251 Critical Care II
- 7.5 RCA 281 Internship II

Semester 5 – Spring

- 2 RCA 265 Professional Development
- 7.5 RCA 283 Internship III

65 Option B: Respiratory/EMT I*

22 General Education Requirements

- 4 BIO 201 Human Anatomy and Physiology I
- 4 BIO 204 Microbiology
- 5 CHE 101 Introduction to Chemistry I with Lab
OR
- 5 CHE 105 Chemistry in Context
- 3 ENG 121 English Composition I
- 3 MAT 107 Career Math
- 3 PSY 101 General Psychology I
OR
- 3 PSY 235 Human Growth and Development

43 Core Curriculum Requirements

Semester 1 – Fall

- 1 RCA 105 Introduction to Respiratory Care
- 3 RCA 155 Logic of Respiratory Science
- 3 RCA 151 Cardiopulmonary Anatomy and Physiology
- 4 RCA 133 Respiratory/EMS Modalities
- 3 RCA 165 Pharmacology of Cardiopulmonary Care

Semester 2 – Spring

- 3 RCA 153 Cardiopulmonary Disease (Students will take EMT-I certification courses during this semester)

Semester 3 – Summer

- 2 RCA 230 Critical Care I
- 3 RCA 282 RCA/EMS Internship I (Students will take EMT-I certification courses during this semester)

Semester 4 – Fall

- 3 RCA 256 Pediatric and Neonatal Care
- 1 RCA 254 Pulmonary Function Testing
- 3 RCA 251 Critical Care II
- 6 RCA 284 RCA/EMS Internship II

Semester 5 – Fall

- 6 RCA 286 RCA/EMS Internship III
- 2 RCA 289 Capstone

*Option B must be taken with the EMT-I certificate

Upholstery

Jim Torres, Department Chair

Mini-Certificate

Career Opportunities

The Upholstery program prepares you for a career in automotive, marine, aviation or furniture upholstery and power sewing. Graduates can become gainfully employed with upholstery shops as well as with furniture, aircraft, and automobile manufacturers.

Program Description

The Upholstery program trains you in all aspects of the machinery used in the upholstery trade. Measuring and cost analysis is an important part of the program. You will learn not only how to perform upholstery work but how to re-cover headliners, door panels, sun visors, and other components of a vehicle. You will also learn how to design and produce custom interiors.

Program Requirements

Entrance requirements:

Pass the "Ability to Benefit" assessment test.

MINI-CERTIFICATE

Upholstery

TOTAL CREDITS 12

12 Certificate Requirements

- 3 UPH 100 Basic Upholstery Techniques
- 3 UPH 101 Auto Upholstery I
- 3 UPH 102 Auto Upholstery II
- 3 UPH 103 Auto Upholstery III

Visual Communications

Jennifer Sherman, Department Chair

Associate of Applied Science (AAS) Degree* Certificate

Career Opportunities

The VCC program prepares you for an entry level career in graphic design and computer graphics. The coursework prepares you to become a digital artist, design specialist, or entrepreneur in the field of visual communications and design. Career options range from working for a corporation as a designer or digital artist to owning your own small business.

Program Description

This program teaches you to use computers and state-of-the-art software to design and develop graphic elements and produce print or electronic communication. The integrated curriculum includes in art and design, graphic arts, computer technology, and small business planning. These courses, taught on both PCs and Macs, provide you with an excellent foundation and many employment options in the visual communications field.

CERTIFICATE PROGRAM

Visual Communications

TOTAL CREDITS 37-43

25 Program Requirements for All Options

- 3 ART 121 Drawing I
- 3 ART 131 2-D Design
- 3 ENG 131 Technical Writing I
- 3 MAN 216 Small Business Management
- 4 MAT 108 Technical Mathematics
- 3 MGD 102 Introduction to Multimedia
- 3 MGD 280 Internship
- 3 ART 138 Photography I

Select one of the following options:

12 Option A:

Graphic Design

- 3 CIS 167 Desktop Publishing
- 3 MGD 133 Graphic Design I
- 3 MGD 221 Computer Graphics I
- 3 MGD 233 Graphic Design II

12 Option B:

3-D Rendering & Illustration

- 3 CAD 101 Computer Aided Drafting I
- 3 CAD 202 Computer Aided Drafting/3D
- 3 CAD 219 3D Studio Max
- 3 CAD 220 3D Studio Max/Advanced

18 Option C:

Digital Multimedia

- 3 CWB 130 Complete Web Editing Tools
- 3 MGD 143 Web Motion Graphic Design I
- 3 MGD 164 Digital Video Editing I
- 3 MGD 167 Game Design I
- 3 MGD 257 Animation Production
- 3 ART 143 Digital Photography I

ASSOCIATE (AAS) DEGREE*

Visual Communications

TOTAL CREDITS 62-70

15 General Education Requirements

- 3 ENG 131 Technical Writing I
- 3 HUM 110 Introduction to the Fine Arts
- 3 MAT 112 Financial Mathematics
- 3 SPE 115 Public Speaking
- 3 Natural Science Elective

47 Visual Communications Core Curriculum Requirements

- 3 MAR 220 Principles of Advertising
- 3 MGD 102 Introduction to Multimedia
- 3 MGD 105 Typography & Layout
- 3 ART 131 2-D Design
- 3 MGD 111 Adobe Photoshop I
- 3 MGD 133 Graphic Design I
- 3 MGD 141 Web Design I
- 3 MGD 202 Point of Purchase Packaging Design
- 3 MGD 207 Illustration I
- 3 MGD 233 Graphic Design II
- 3 MGD 241 Web Design II
- 3 MGD 256 Graphic Design Production
- 2 MGD 268 Commercial Art Business
- 3 MGD 280 Internship
- 3 MGD 289 Capstone
- 3 ART 143 Digital Photography I

*This degree program is pending program approval.



Welding

Emilio Gonzales, Department Chair

Associate of Applied Science (AAS) Degree Certificates

Career Opportunities

The Welding program prepares you for a career in construction and manufacturing settings, small job shops, city and government welding centers, and related sites. You may also work as a self-employed welder.

Program Description

The Welding AAS degree offers advanced instruction if you have finished the basic welding courses, or if you are working at the trade and wish to upgrade your skills. We also give qualification tests if you wish to be become qualified in a welding process.

The Welding Certificate program provides training in the SMAW (Shielded Metal Arc Welding), GTAW (Gas Tungsten Arc Welding), GMAW (Gas Metal Arc Welding) and the Oxyacetylene cutting process. This training is also included in the degree program. This two semester program stresses print reading and applied metal properties. It prepares you for employment in the industry in the shortest possible time.

ASSOCIATE (AAS) DEGREE

Welding

TOTAL CREDITS 73

16 General Education Requirements

- 3 ENG 131 Technical Writing I
- 4 MAT 108 Technical Mathematics
- 3 Humanities
- 3 Natural Science
- 3 Social Science

49 Core Curriculum Requirements

- 1 WEL 100 Safety for Welders
- 4 WEL 102 Oxyacetylene Joining Process
- 4 WEL 103 Basic Shielded Metal Arc I
- 4 WEL 104 Basic Shielded Metal Arc II
- 4 WEL 106 Blueprint Reading for Welders and Fitters
- 4 WEL 125 Introduction to Gas Metal Arc Welding
- 4 WEL 124 Introduction to Gas Tungsten Arc Welding
- 4 WEL 224 Advanced Gas Tungsten Arc Welding
- 4 WEL 225 Advanced Gas Metal Arc Welding
- 4 WEL 230 Pipe Welding I
- 4 WEL 250 Layout and Fabrication
- 4 WEL 251 Design, Layout and Fabrication
- 4 WEL 263 Applied Metal Properties

8 Related Requirements

- 4 ENT 131 Mechanical Drawing I
- 4 MAC 105 Introduction to Machining Technology

CERTIFICATE PROGRAM

Welding

TOTAL CREDITS 40

40 Welding Certificate Requirements

- 4 ENT 131 Mechanical Drawing I
- 4 MAC 105 Introduction to Machining Technology
- 3 MAT 107 Career Math
- 1 WEL 100 Safety for Welders
- 4 WEL 102 Oxyacetylene Joining Process
- 4 WEL 103 Basic Shielded Metal Arc I
- 4 WEL 104 Basic Shielded Metal Arc II
- 4 WEL 106 Blueprint Reading for Welders and Fitters
- 4 WEL 124 Introduction to Gas Tungsten Arc Welding
- 4 WEL 250 Layout and Fabrication
- 4 WEL 263 Applied Metal Properties

MINI-CERTIFICATES

Welding

TOTAL CREDITS 12

12 Structural Welding Introduction

- 4 WEL 102 Oxyacetylene Joining Process
- 4 WEL 103 Basic Shielded Metal Arc I
- 4 WEL 104 Basic Shielded Metal Arc II

12 Structural Welding Intermediate

- 4 WEL 106 Blueprint Reading for Welders and Fitters
- 4 WEL 124 Introduction to Gas Tungsten Arc Welding
- 4 WEL 250 Layout and Fabrication

Financial Aid

Financial Aid Office

The PCC Financial Aid Office administers a comprehensive program of grants, scholarships, and loans. Grants and loans are based on need. Scholarships are based mainly on academic ability and, in some cases, need. Work-study opportunities are based primarily on need.

To apply for financial aid, obtain the Free Application for Federal Student Aid (FAFSA) at the PCC Financial Aid Office, your high school counselor's office, or on-line at www.fafsa.ed.gov. If you have questions about financial aid guidelines and policies, contact the PCC Financial Aid Office.

Priority Deadlines for Applications

Complete the FAFSA application as early as possible. Our awards are subject to the availability of funds. We give top priority to full-time students who show exceptional financial need *and who submit completed applications by the following dates:*

Summer and Fall Semesters	March 15
Spring Semester	November 1

Though we do accept applications later than these dates, we give priority to those who meet these deadlines.

Eligibility for Financial Aid

To be eligible for financial aid, you must

- be a U.S. citizen, national, or permanent resident,
- have a high school diploma or GED, (or, if you are 18 years old or older, you may demonstrate the Ability-to-Benefit by passing an independently administered test),
- be accepted to PCC as degree-seeking (classified) student,
- be enrolled in an eligible program at least half time (six credit hours) for most Federal and State aid programs and full time (12 or more credit hours) for most scholarships,
- submit a complete financial aid file that includes all required supporting documents,
- make satisfactory progress toward a degree or certificate and be within the regulatory limitations of maximum attempted credits, and
- clearly establish financial need for need-based financial assistance.

You are not eligible for financial aid if you

- are concurrently enrolled in high school, or
- owe a refund on a federal grant, or
- are in default on a federal student loan, or
- have already earned a bachelor's degree (unless you are applying for student loans).

If you do not have a high school diploma or its equivalent, you must take the Basic Skills Assessment Test (CPT ACCUPLACER®) to qualify for financial aid funds under the Title IV, Higher Education Act program. You must meet or exceed the minimum scores on each of the three approved tests in a single testing experience. If you do not meet or exceed the minimum scores, you must retake the complete set of three tests and pass all three tests in that administration.

The Financial Aid Office will make every effort to keep you informed about the status of your application; *however, you should contact our office to find out what information we might still need to complete your file.*

Types of Awards

Grants

Federal Pell Grant

This is the basic award to which other federal and non-federal sources may be added. The amount of the Pell Grant depends on your financial need, the cost of education, and the amount of time you will be enrolled during the school year. As with all grants, you do not have to pay back a Pell Grant provided you do not withdraw during a semester.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant provides additional financial assistance to exceptionally needy undergraduate students who are also Pell Grant recipients.

Colorado Student Grant (CSG)

This grant provides financial assistance to Colorado residents who otherwise would be unable to pursue postsecondary education. Priority for these funds goes to residents of Colorado who are eligible for a Pell Grant.

Colorado Leveraging Educational Assistance Partnership (CLEAP)

This award is made up of federal and state funds. These limited funds are available only to Colorado residents with documented need.

Governor's Opportunity Scholarship (GOS)

This grant provides funds for exceptionally needy first-time college students. To be eligible for this award, you must be a Colorado resident and enrolled full time. You must also be a Pell Grant recipient and accept a work-study position. If we award you this grant, you may not apply for student loans.

Work Study

The College Work-Study Program (CWSP) provides employment for full- and part-time students for ten to twenty hours of work per week. Most work-study funds go to students who demonstrate financial need, with remaining funds available to employ other students in areas related to their academic and career goals. Funds are provided by the Federal Work-Study Program and by the Colorado General Assembly.

Loans

The **Federal Family Education Loan Program (FFEL)** provides low-interest loans to qualified students to help meet educational expenses. Loans are secured from commercial lenders and are insured by the Federal government. If you are a first-time borrower, you must complete Stafford Loan Entrance Counseling to qualify for this loan. *Student loans are a supplement to other federal, state, institutional, and private student financial aid programs, and you must pay them back.*

Scholarships

Scholarship funds are available from a variety of sources: the State of Colorado, the PCC Foundation, corporations, businesses, foundations, individuals, civic organizations, service clubs, and similar organizations. We award scholarships based on academic ability, special educational interests, talent, and in some cases, need. Each scholarship has its own guidelines for application and selection; contact the PCC Financial Aid Office to obtain applications for the scholarships you might qualify for.

Senior Citizen Scholarship

If you are a Colorado resident, sixty years of age or older, you may apply for a scholarship to take college-credit courses. This scholarship pays one-half of resident tuition after the COF stipend is applied and is based on financial need. To obtain an application, visit the Financial Aid Office.

Return of Federal Title IV Financial Aid Funds

If you withdraw, officially or unofficially, during a semester in which you are receiving federal Title IV Financial Aid funds, you must return a portion of the funds. We use the “Return of Title IV Funds Calculation” to determine how much you owe. This calculation is based on how much of the semester you complete. If you complete more than sixty percent of the semester, you have earned all of your award and owe nothing to the College. If you complete 60% or less of the semester, you must return the unearned funds to the college. You also must pay any institutional charges that result when we return funds to the federal government. Contact the Financial Aid Office for more information.

Financial Aid Probation and Suspension

The Financial Aid Office monitors your academic progress if you are a recipient of federal, state, or institutional financial aid. We monitor progress in three areas:

- *Grade point average (GPA)*—you must attain a minimum cumulative GPA of 2.0.
- *Completion rate*—you must complete 67% of all attempted credits.
- *Maximum time frame*—you must complete your degree/certificate by the time you have attempted 150% of the credit hours required in your program.

If you do not attain the minimum grade point average or completion rate, we will place you on *probation* or *suspension*. If you are on *financial aid probation*, you may continue to receive financial aid subject to approval. If you are on *financial aid suspension*, you are no longer eligible for financial aid.

Note: Financial aid probation/suspension is different from Academic probation/suspension. Please see the *Academic Regulations* section of this catalog for information about Academic probation/suspension.

Contact the PCC Financial Aid Office for more information.

Other Benefit Programs

Veterans Administration Benefits

With certain exceptions, PCC courses are approved for the training of veterans and eligible dependents. If you plan to use VA benefits, contact the Office of Veterans' Affairs (located in the Admissions & Records Office) *immediately after deciding to attend PCC*. You can expect a six- to eight-week VA processing time for your application.

You are responsible for tuition, fees, and books, whether or not your VA benefit payments have started. If you request Advance Pay, you must enroll in classes before the Cashier will release the Advance Pay.

It is your responsibility to notify the Office of Veterans' Affairs of any address and/or enrollment changes such as course adds and drops, change of major, other schools attended, and any other information related to your academic standing.

Veterans Attendance and Satisfactory Progress

If you do not attend regularly or make satisfactory, systematic progress toward an educational objective, you will have to repay the VA. If you are placed on academic suspension, the VA will discontinue your benefits for the duration of the suspension.

Western Undergraduate Exchange

The Western Undergraduate Exchange (WUE) is a program allowing students in 13 participating states to enroll in designated two-year institutions at a special, reduced tuition rate applicable only to WUE students—namely, the amount of in-state tuition plus 50 percent of that amount. Colorado is a WUE participating state. *Health majors are not eligible to participate in WUE. Entry is allowed on space available basis to approved certificate and degree seeking students.*

WUE students are not eligible for the College Opportunity Fund (COF) stipend. According to the requirements of HB 06S-1023, all students 18 years or older must demonstrate lawful presence to be eligible for public benefits. All WUE students must execute an affidavit stating you are a United States citizen or Legal Permanent Resident. The affidavit is available in the Admissions and Records Office.

Residents of the following states should contact the Admissions & Records Office for further details: Alaska, Arizona, California, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming.

Getting Started at PCC

Step 1: Register for the College Opportunity Fund (COF)

Go to www.CollegeInColorado.org and sign up for the COF stipend. If you do not have access to the Internet at home, you may go to any campus registration station to sign up for COF. For more information about COF, please see the *Tuition and Fees* section of this catalog.

Step 2: Apply for admission

You may apply for admissions in one of three ways:

- Apply online at www.pueblocc.edu. Find and click on the “My Community Education” icon.
- If you do not have access to the Internet at home, go to any PCC registration station to apply for admission. Administrative personnel will help you.
- Complete a hardcopy application for admission and send or take it to the Admissions and Records Office of the campus you attend.

Please refer to the *Applying for Admission* section of this catalog for detailed information about your application.

Step 3: Take the basic skills assessment test

Contact the PCC campus closest to you for the ACCUPLACER® basic skills test schedule. Under some circumstances, you may be exempt from taking the test. Please refer to the *Basic Skills Testing* section of this catalog for more detailed information.

Step 4: Apply for financial aid

Obtain the Free Application for Federal Student Aid (FAFSA) from the PCC Financial Aid Office, your high school counselor's office, or on-line at www.fafsa.ed.gov. You may fill out the form online and submit it electronically, or you may complete it on paper and mail it in the envelope provided. We will base your financial aid award on the number of credits you register for each semester. All information, guidelines, and policies related to financial aid are available from the PCC Financial Aid Office. Please refer to the *Financial Aid* section of this catalog for more information.

Step 5: Attend New Student Orientation

If you are a new or transfer student who is enrolling in more than six (6) credit hours, you must attend an orientation session prior to the start of your first semester. During orientation, you will receive valuable information about PCC policies as well as information regarding college success, study skills, time management, and services available to you. Contact the campus nearest you to schedule an orientation session.

Step 6: See an advisor to register for classes

If you are registering for more than six credit hours, you must see an assigned instructional advisor before you can register. Contact your department or the Admissions Office for advisor information. If you do not yet have a declared major, please visit with an advisor in the Counseling and Career Office.

Step 7: Arrange to pay tuition and fees

Visit the Cashier's Office to pay your tuition and fees. PCC accepts cash, checks, and valid third-party payments. You can also pay your tuition and fees with Visa, Discover, MasterCard, or American Express.

Step 8: Obtain a PCC Identification Card

After registering and paying for your classes, visit the ID Card Office, CC-240, to obtain your PCC Identification Card. This card is required for identification at student sponsored events and at various offices and service centers at all of PCC's campuses. You will pay a one-time I.D. Card fee during the first semester you attend. If you lose your card, we will charge a replacement fee.

Step 9: Register your vehicle

Register your vehicle if you are attending the Pueblo or Fremont campuses. You may also register your vehicle when you pay tuition and fees. Your parking placard/hangtag is valid as long as you are enrolled at PCC. You must renew your validation tag each semester.

Step 10: Purchase your textbooks at the College Bookstore

As early as possible before the beginning of the semester, go to the PCC Bookstore (for Pueblo and Fremont Campus students) or to the Fort Lewis College Bookstore in Durango (for Southwest Campus students) to obtain required textbooks and supplies. The PCC bookstores also offer general interest books, art supplies, office supplies, basic school supplies, calculators, greeting cards, clothing, glassware, and gift items. When available, used books sell for 75% of the new book price. The bookstores also conduct a used book buy-back during the first and last week of the fall and spring semesters.

Step 11: Be sure to attend your first day of class!

Governance

Pueblo Community College is governed by the State Board for Community Colleges and Occupational Education, which comprises thirteen state system community colleges. The Colorado Commission on Higher Education (CCHE) is the central policy and coordinating board for all public institutions of higher education and establishes policy on legislative, academic, and fiscal matters.

Accreditation

Pueblo Community College is accredited by The Higher Learning Commission and is a member of the North Central Association (www.ncacihe.org, 312-263-0456), 30 North LaSalle Street, Suite 2400, Chicago, IL 60602. In addition, several programs hold approval or accreditation from national and state level associations and agencies.

Culinary Arts Program

Accredited by the American Culinary Federation, 10 San Bartola Drive, St. Augustine, FL 32086, 800-624-9458.

Dental Assisting Program

Accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and the United States Department of Education, 211 E. Chicago Avenue, Chicago, IL 60611-2678, 312-440-2500.

Dental Hygiene Program

Accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and the United States Department of Education, 211 E. Chicago Avenue, Chicago, IL 60611-2678, 312-440-2500.

Emergency Medical Services Program

Accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, 727-210-2350.

Nursing - Practical Nursing Program

Accredited by the National League for Nursing Accreditation Commission (NLNAC), 61 Broadway, 33rd Floor, New York, NY 10006, 212-363-5555, ext. 153. Approved by the Colorado State Board of Nursing.

Nursing - Associate Degree Nursing Program

Accredited by the National League for Nursing Accreditation Commission (NLNAC), 61 Broadway, 33rd Floor, New York, NY 10006, 800-669-1656, ext. 153, www.nlnac.org. Approved by the Colorado State Board of Nursing.

Occupational Therapy Assistant Program

Accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association, 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220, 301-652-2682.

Physical Therapist Assistant Program

Accredited by the Commission on Accreditation of Physical Therapy Education (CAPTE) of the American Physical Therapy Association, 1111 North Fairfax Street, Alexandria, VA 22314, telephone: 703-706-3245; email: accreditation@apta.org; website: www.captelonline.org.

Psychiatric Technician Program

Approved by the Colorado State Board of Nursing.

Respiratory Care Program

Accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, 727-210-2350.

Certification

The following programs have received certification as designated:

Automotive Collision Technology

Certified by National Technicians Education Foundation (NATEF) under the Automotive Service Excellence (ASE) guidelines, 101 Blue Seal Drive S.E., Suite 101, Leesburg, VA 20175, 703-669-6650.

Certified by Automotive Youth Educational System (AYES) guidelines, 2701 Troy Center Drive, Suite 450, Troy, MI, 48084, 888-339-2937.

Partner of I-CAR Training Alliance, I-CAR Education Foundation, 5125 Trillium Blvd., Hoffman Estates, IL 60192, 800-422-7872.

Automotive Technology

Certified by National Technicians Education Foundation (NATEF) under the Automotive Service Excellence (ASE) guidelines, 101 Blue Seal Drive S.E., Suite 101, Leesburg, VA 20175, 703-669-6650.

Certified by Automotive Youth Educational System (AYES) guidelines, 2701 Troy Center Drive, Suite 450, Troy, MI 48084, 888-339-2937.

Pueblo Law Enforcement Academy

Certified by the Colorado Peace Officer Standards and Training Board (POST), 1525 Sherman Street, Denver, CO 80203, 303-866-5692.

Graduation Requirements

General Graduation Requirements

Associate Degree Requirements

All candidates for Associate Degrees must meet the following requirements:

- Complete a minimum of 60 semester hours of credit
- Complete all program requirements for the associate degree
- Complete a minimum of 15 graded credits at PCC in a program area
- Satisfactorily complete all general education requirements
- Earn a cumulative grade-point average of 2.000
- Be classified as a degree-seeking student
- Meet all PCC financial obligations.

Certificate Requirements

All candidates for certificates must meet the following requirements:

- If a program consists of 15 semester credit hours or more, a minimum of 15 graded credits must be completed at PCC in the program area; if a program consists of fewer than 15 semester credit hours, all graded credits must be completed at PCC in the program area
- Complete all major and related courses with a grade of “C” or better
- Earn a GPA of 2.000 or higher for all certificate courses
- Be classified as a certificate-seeking student
- Meet all PCC financial obligations.

Specific Grade Requirements for Graduation

Associate of Arts/Associate of Science Degrees

Minimum grade of “C” in all coursework applying to the degree.

Associate of General Studies Generalist Degree

Minimum of 30 general education transferable credits, 15 of which must be in the Colorado Statewide Guaranteed Transfer Courses (GT Pathways) curriculum. No more than 30 credit hours in vocationally prefixed courses. Minimum grade of “C” in all coursework within the 30 credits of required general education courses.

Associate of General Studies Technical/Pre-Professional Degrees

Cumulative GPA of 2.000 or higher (3.000 or higher for the Accounting and Business Management AGS transfer degrees). Minimum grade of “C” in all coursework within the 30 credits of required general education courses.*

Associate of Applied Science Degree

Cumulative GPA of 2.000 or higher.*

Certificate Programs

Overall GPA for courses within the certificate program of 2.000 or higher.*

**Exception: Science courses are considered major courses for students pursuing a health professions field. If you are a health professions student, you must earn a “C” or higher in science courses to graduate.*

If you earn a “D” in a general education course for the AA/AS/AGS Generalist degrees, you may continue in your program, but you will have to re-take the course and earn at least a “C” before you can graduate.

Graduation With Honors (Degree Students Only)

If your cumulative GPA* falls within one of the following ranges at the end of the fall semester prior to the commencement ceremony, you will be recognized at the commencement ceremony. In order to be recognized, you must earn at least 15 graded credits at PCC. Designations are as follows:

- Summa cum laude (“with highest honor”) 4.000 cumulative GPA
- Magna cum laude (“with great honor”) 3.750 to 3.999 cumulative GPA
- Cum laude (“with honor”) 3.500 to 3.749 cumulative GPA

**The GPA is carried to the third decimal as listed on the academic record (transcript).*

Academic Recognition

If you are enrolled in 12 or more credit hours and earn a semester grade point average of 3.500 or higher, you will be placed on one of the following lists. Selection for this honor will be recorded on your permanent transcript.

- President’s List 4.000 Semester GPA
- Vice President’s List 3.750 to 3.999 Semester GPA
- Dean’s List 3.500 to 3.749 Semester GPA

Preparing for Graduation

To be considered a candidate for graduation, you must complete the following steps no later than one week after the end-of-drop/census date (posted in the PCC Schedule of Classes) for the semester you plan to graduate.

- Verify that your major, and your option or area of concentration, are listed correctly as the Current Academic Program on your transcript. If it is not correct, you must file a Change of Major form with the Admissions & Records Office.
- Verify that transfer and prior learning credit have been posted on your transcript.
- Verify with your advisor that previously requested course substitutions and/or waivers have been approved.
- Schedule an appointment with your advisor to complete a Graduation Planning Sheet and program curriculum sheet. These important documents record the courses you have completed and indicate your plan to complete any remaining courses. It should be finalized no later than one week after the end-of-drop/census date for the semester you plan to graduate. *If you submit your planning sheet after the deadline, we will place it in the next term’s graduation file.*

Once you have completed the Graduation Planning Sheet, it is your responsibility to notify your advisor immediately of any changes to your plan. You and your advisor will complete the Request for Modification Form and submit it to the Admissions and Records Office. You can modify your planning sheet only once; thereafter, you must complete a new planning sheet.

You may complete your graduation requirements any time during a term; however, you should anticipate at least a four week delay following the submission of final grades before we verify your graduation status, post it on your transcript, and mail your diploma. The officially recognized graduation date posted on your transcript is the last day of the term as listed in the PCC Academic Calendar.

PCC has one formal graduation ceremony for all three terms. This ceremony is held once each year in the spring semester. Please refer to the Commencement section below for more information.

Catalog Requirements

You should obtain and keep a copy of the catalog under which you are admitted to PCC. You may graduate using the requirements of that catalog; you may also choose to graduate under the requirements of a later catalog provided you are enrolled for college credit each semester on a continuous basis (summer sessions excluded) in the same program, and provided you complete your graduation requirements within a period of five years. If you change your major, you must follow the requirements of the catalog in effect at the time of the change. Any exceptions to this policy must have prior approval from the appropriate dean of instruction.

Commencement

PCC holds its commencement ceremony once each year, at the end of spring semester. You are eligible to participate in commencement if you

- are a graduation candidate in a degree program
- are a graduation candidate in a certificate program that requires, at a minimum, 16 semester credit hours
- are a graduation candidate for the spring semester
- graduated the preceding fall semester
- will be graduating at the end of the following summer session.

Important Legal Information

Your Privacy Rights

The Family Educational Rights and Privacy Act of 1974 (FERPA), commonly known as the Buckley Amendment, articulates your right to privacy regarding your educational records. The Act helps protect the privacy of your records by requiring that PCC limit the disclosure of information from these records to third persons, as well as notify you of the right to review and correct your records.

PCC may release the following directory information about you to the public:

Name
Date of birth
Major field of study
Dates of attendance
Degrees and awards received

If you do not wish PCC to release this information, you must file a written request with the Admissions & Records Office. For more information about the Buckley Amendment, contact the Admissions & Records Office.

Affirmative Action / Equal Opportunity

PCC is an equal opportunity educational institution and does not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, Age Discrimination Act, and Title II of the ADA. The College has designated the Director of Human Resources as its Affirmative Action Officer with the responsibility to coordinate its civil rights compliance activities and grievance procedures.

For information, contact the Director of Human Resources, 900 West Orman Avenue, Room CA-112, Pueblo, Colorado 81004, telephone 719-549-3220, TDD 719-562-7083; or the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, Colorado 80204, telephone 303-844-5695, TDD 303-844-3417.

Sexual Harassment Notice

PCC does not tolerate or condone sexual harassment in any form. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or for participation in a class or program.

- Submission to or rejection of such conduct is used as the basis for decisions on employment or student grades.
- Such conduct substantially interferes with an individual's work or classroom performance creating an intimidating, hostile, or offensive working environment.

Sexual harassment as defined above may include, but is not limited to, the following:

- Sex-oriented verbal "kidding," abuse, or harassment.
- Unwelcome sexual advances or pressure for sexual activity.
- Repeated remarks to a person with sexual or demeaning implications or the use of vulgarity.
- Unwelcome touching, such as patting, pinching or brushing against another's body.
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, employment status or similar personal concerns.
- Unwelcome posters, letters or other writings or communications of a sexual nature.
- Other verbal or physical conduct of a harassing nature.

Sexual harassment is illegal and is a violation of Title VII of the Civil Rights Acts of 1964 and Title IX which prohibits sex discrimination in educational programs or activities. PCC is committed to upholding this policy prohibiting sexual harassment. Violation of this policy may be grounds for dismissal. While it is the purpose of this policy to protect all persons associated with the College from sexual harassment, it is also a violation of this policy to knowingly make a false allegation of sexual harassment.

If you feel you have been subjected to sexual harassment and need information about what to do, contact the Director of Human Resources at 900 West Orman Avenue, Room CA-112, Pueblo, Colorado 81004, 719-549-3220 or the College President. All matters involving sexual harassment complaints are taken seriously and will be investigated. Complaints will remain confidential to the extent possible. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon your status or affect future employment, work assignments, or grades.

Grievance Procedure

PCC provides a grievance procedure for students, clients, or volunteers who provide a service to the College under the supervision of a college employee. You may seek grievance for any alleged action which violates, or which applies inequitably, the College's written policies or procedures. To seek grievance, you must be personally affected by such a violation or inequitable action. You may not seek grievance in the following:

- matters in which the College is without authority to act,
- academic decisions, unless there is an allegation that the decision was motivated by illegal discrimination,
- disciplinary actions.

If you are a client or volunteer, you may seek grievance only for a decision which bans you from campus. For more information about the PCC grievance policy, refer to the PCC Student Handbook, which you can find online at www.pueblocc.edu/StudentServices/StudentHandbook/ or in hardcopy form at the PCC Dean of Student Services Office.

Student Right-To-Know & Campus Security Act

PCC strives to provide a safe and healthy environment that enhances the learning process. All students and employees should be able to attend classes, work on campus, and/or participate in activities with a feeling that they are in an environment that is safe and secure. PCC provides to all prospective students and employees the Campus Security Policies and Procedures and the most recent campus crime statistics. This is part of the Federal Law No. 101-542, the Student Right-to-Know and Campus Security Act of 1990. The website is www.pueblocc.edu/StudentServices/Security/.

This website information addresses six topics related to campus crime and statistics: 1) a summary of PCC Crime Statistics, 2) policies regarding security, access to buildings, and campus law enforcement, 3) procedures for reporting crimes and other emergencies, 4) information on sex offenses, 5) policies on the use, possession, and sale of alcohol beverages, and 6) programs about alcohol and drug abuse education, crime prevention, and campus security policies.

Disclaimer Notices

Disclaimer for All Students

PCC disclaims liability of any kind for injury, illness, theft, or damage of personal property of any student as a result of participation in field trips, shop or laboratory work, or classroom activities. Every reasonable effort is made to provide safe conditions for these activities.

Background and Drug Checks

Criminal background and drug checks are required of students entering all health certificate and/or degree programs. Certain offenses will preclude you from enrolling in a health program. Students should check with the program chair for specific requirements and due dates.

Student Malpractice & Liability and/or Health Insurance

If you are enrolled in health professions and service programs, you must carry malpractice & liability insurance. Personal health insurance coverage is strongly recommended and is required by some clinical affiliates. The insurance coverage is available at a nominal cost through a group policy arranged by the College. Speak to your program advisor or the PCC Cashier about this type of insurance coverage.

Disclaimer for Nursing Majors with a History of Felony

The Colorado State Board of Nursing, which is responsible for licensing nursing personnel in Colorado, has varied restrictions which may affect persons with a history of a felony conviction. The PCC Department of Nursing assumes no responsibility for the denial of licensure by the State Board of Nursing. Prospective students are responsible for contacting the State Board of Nursing at 303-894-2432 concerning any questions regarding their eligibility for licensure.

Disclaimer for Occupational Therapy Assistant Majors with a History of Felony

The National Board for Certification for Occupational Therapy (NBCOT) requires applicants to answer questions concerning felony history. This information is then available to states with licensure. The PCC Occupational Therapy Assistant Program assumes no responsibility for the denial of licensure in states in which there are such requirements. For further information contact the NBCOT at 301-990-7979.

Disclaimer for Dental Hygiene Majors with a History of Felony

The State of Colorado Board of Dental Examiners requires licensing dental hygienists to answer questions concerning felony history, excessive use of abuse of controlled substances/alcoholic beverages (within the last five years) and any physical or mental condition that may affect the ability to practice dental hygiene. Other questions asked by the State Board pertain to an applicant's history of malpractice judgment and any disciplinary action by any government or private agency. The PCC Department of Dental Hygiene assumes no responsibility for the denial of licensure by the Colorado State Board of Dental Examiners.

Disclaimer for Respiratory Care Practitioner Majors with a History of Felony

The State of Colorado Board of Regulatory Agencies requires licensing respiratory therapy applicants to answer questions concerning felony history. The PCC Respiratory Therapy Program assumes no responsibility for the denial of licensure from the State of Colorado Board of Regulatory Agency. For further questions, you may contact the agency at 303-894-7851.

Disclaimer for Emergency Medical Services Majors with a History of Felony

The Colorado Department of Public Health and Environment - Prehospital Division, which is responsible for certification of emergency medical technicians in Colorado, requires a criminal background check. Certain felonies or misdemeanors may prevent you from obtaining certification. The Emergency Medical Services Programs at PCC assumes no responsibility for the denial of certification by the Colorado Department of Public Health and Environment. For further information, contact the CDPHE-Prehospital Division at 303-692-2980.

Disclaimer for Criminal Justice Majors

Many criminal justice and related agencies require certain standards of prospective employees at the application stage. Job applications uniformly ask applicants if they have ever been arrested for any offense, either misdemeanor or felony. An affirmative response or finding on the part of a prospective employer may be grounds to deny employment. A second requirement may require applicants to take psychological tests, lie detector tests, and medical tests in order to determine if applicants are suited for a particular position.

With respect to the above, the Criminal Justice Department and the Pueblo Law Enforcement Academy of PCC advises that entrance into any CRJ course of study or subsequent graduation is no guarantee, explicit or implied, that a student is employable. Further, should a student be unable to be placed and/or remain in the course, CRJ-287, Cooperative Education/Internship, after two good faith attempts at placement, neither PCC nor its employees accept responsibility in respect to the student's fulfillment of this program.

In an attempt to appropriately advise prospective students, a prior arrest and/or drug and alcohol history should be discussed with a Criminal Justice advisor prior to the student's admission into the Criminal Justice Program. Neither PCC nor Criminal Justice advisors will be held liable for a student's decision to continue in the program.

Services for Students

To find out if the services described in this section exist at a PCC branch campus, contact your campus Admissions & Records Office.

The College Center

The PCC College Center is a multi-use facility that provides you with “one-stop shopping” for many Student Services programs. The Student Services Division office is located on the upper level, along with the Admissions & Records and Financial Aid offices. The lower level of the College Center houses recreational and service facilities for the students. These include the bookstore, child care center, fitness center, television room, cafeteria/games room, and student lounge areas. A ballroom is located in the upper level; it is designed to accommodate special dinners, social functions, and large group meetings for students and community members.

Counseling and Career Services

Counseling and Career Services, located in the Mike Davis Academic Building, Room 154, offers professional academic, career, and transfer advising. You may also contact us for help with personal issues affecting your academic performance, or with study skills in which you may need more practice (such as note-taking, time management, and test taking strategies). Our staff can also support your self-discovery and career exploration through our well maintained Career and Academic Support Library. A summary of specific services follows:

Academic Advising Services

If you have not declared a major, or if you are in the midst of changing your major, we offer academic and career advising designed to help you make this major decision.

Assessment Review

If you are a prospective student, contact us and we can review your previous assessment test scores (SAT, ACT, ACCUPLACER®, etc.).

Career Services

We offer the following services:

- career exploration
- career planning and counseling
- occupational information
- job-seeking information

Our resources include:

- occupational and job skills videos
- publications and computer discs
- career books and periodicals
- computerized career assessment

Counseling Services

We provide crisis counseling and limited personal counseling. If you have needs beyond these, we can refer you to the appropriate off-campus agency.

Drug Prevention Information

PCC maintains drug prevention information and resources in cooperation with the referral sources available in the community. These resources are available to all employees and students. You can obtain information and confidential referral from the Director of Counseling & Career Services.

Student Judicial Affairs

Our Student Judicial Affairs officer works to promote integrity and good citizenship on campus. He also deals with violations of the Code of Conduct outlined in the PCC Student Handbook. He can also help you understand the Code of Conduct, file complaints, and address concerns.

TRiO Student Support Services (TRiO SSS)

TRiO SSS is a federally funded grant program established to assist first-generation, low-income, and/or disabled students. Services for participants include academic readiness, individual tutoring, supplemental instruction, group counseling, peer mentoring, cultural activities, transfer tours, workshops, equipment check out, a newsletter, and other services to help students set and meet college goals.

TRiO Upward Bound

This federally funded program serves academically needy high school students who are low income and/or potential first generation college students. Our services help participating students successfully begin college and attain a college degree; these services include academic tutoring, mentoring, success workshops, field trips, and cultural enrichment activities.

TRiO Veterans Upward Bound

Veteran's Upward Bound (VUB) is funded by the Department of Education to provide college preparatory courses to veterans beginning or returning to college. We offer day and evening classes year-round at both PCC and Pikes Peak Community College. We also help veterans who do not have high school diplomas prepare for the GED test. Other TRiO services on campus are available to all VUB participants. Finally, we offer application assistance, career and academic advising, transcript requests, financial aid assistance, basic skills testing, and individual tutoring. For more information, please contact the Veterans Upward Bound Office at 719-549-3077.

Bookstore

The PCC Bookstore serves PCC students, faculty, and staff. We sell required textbooks and supplies, as well as general interest books, art supplies, office supplies, basic school supplies, calculators, greeting cards, clothing, glassware, and gift items. The Bookstore conducts a used book buy-back during the first and last week of the fall and spring semesters. We also sell used books, when they are available, for 75% of their original price.

Child Care Center

In partnership with the YWCA of Pueblo, PCC manages and operates the College Day Care Center. The YWCA of Pueblo has many years of experience managing high quality, loving child care centers in our community. At the Center, we offer children the education and nurturing they need to get them ready for kindergarten. We provide teacher-directed and child-directed curricula, as well as age-appropriate activities to stimulate learning and achievement of developmental milestones. The Center is a state-licensed program and was recently accredited by the National Academy for the Education of Young Children (NAEYC). The Center is open to all students and staff, but because of the limited space, enrollment is first come, first served. For more information, call 719-549-3011.

Children First: Child Care Referral Service

If you need a referral to a licensed child care facility, contact Children First. As a Qualistar Early Learning partner, Children First provides a referral service for all students/parents/guardians looking for licensed child care in this part of the state. We provide referrals based on type of care, age of children, location needed, special services needed, hours of care needed, vacancies, etc. To enable you to make an educated choice, our referral lists range from three to eight providers.

Children First also assists Early Childhood (EC) professionals by providing opportunities for continuous professional development through the support of Qualistar Rating System programs, and by scheduling trainings for EC professionals to meet licensing requirements and further their professional development.

In addition to child care resources, Children First maintains a list of community resources in southeastern Colorado. In addition to our Pueblo office, we have a satellite office at the PCC Fremont Campus enabling us to serve Fremont, Custer, and Chaffee counties. For more information, call us at 719-549-3411 in Pueblo, 719-296-6118 in Canon City, or toll free at 1-877-338-2273.

Enrollment Management & Student Retention (EMSR)

EMSR focuses on a wide range of student issues: college awareness, outreach, and recruitment; student retention and success; graduation; and alumni relations. EMSR can provide you with information on community resources, match you with academic advisors and, generally, pave the way for a smoother PCC experience. Each semester, we plan and offer free workshops and other activities to help you remain in school and reach your educational goals. We work with you directly to help you do the following:

- Identify your problems and needs early in the first semester and get connected the appropriate services.
- Contact various community organizations, such as the Pueblo Workforce Center, that can help you succeed.
- Develop relationships with other students.
- Meet registration and graduation deadlines.
- Present your concerns regarding student success to PCC administrators.
- Learn about various opportunities through presentations and workshops.

EMSR also houses the Student Ambassador program, a leadership program for current students.

Fitness Education Center

The PCC Fitness Education Center, located in the College Center, Room 154, contains over 60 pieces of high-tech exercise equipment. The Center's innovative program includes a complete initial individual assessment and exercise program, as well as a highly trained staff of instructors to assist you. The center offers one-credit courses in fitness conditioning that allow you to exercise at your own convenience. Advanced students, employees, and community members may also join the Center; in addition to regular workouts, we offer a variety of wellness and health seminars. If you are taking more than six semester hours per semester, you may purchase a limited membership in the Fitness Center if we have space available. For more information or to register, call 719-549-3063.

Food Service

The PCC Cafeteria is located in the lower level of the College Center. The Cafeteria is open 7:30 a.m. to 2:00 p.m. Monday through Friday. The Cafeteria offers breakfast specials along with pastries and beverages. The lunch menu includes daily luncheon specials, deli sandwiches, and grill items. A food and beverage cart offers a wide selection of breakfast and lunch items in the Mike Davis Academic Building near the fountain. The PCC Culinary Arts Program offers lunch in the GPA Dining Room area next to the cafeteria from 11:30 a.m. to 1:00 p.m. on days when Dining Room Management Classes are in session. The Cafeteria and GPA Dining Room area are open to students, faculty, staff, and general public. The college also provides a complete catering service for large and small events scheduled at PCC.

Learning Center

The PCC main and Fremont campuses have a Learning Center, and each Center offers various services. You may inquire about these services in the Learning Center at your campus.

The Pueblo campus Learning Center provides the following services:

Academic Testing

We offer academic testing when it is arranged by your instructors on your behalf. The testing room offers a convenient, quiet, and monitored testing environment suited to your needs. To take a test in the Learning Center, you must bring photo identification.

Assessment Testing

We conduct Basic Skills Assessment (CPT ACCUPLACER®) and pre-entrance examinations for admission to various health programs. You must have photo identification to take these tests.

Disability Resources

If you have a documented disability (including a temporary disability such as a broken arm), you may qualify for special accommodations. These accommodations include but are not limited to note taking services, alternative text formats, and sign language interpreting services.

The Disability Resources Center also offers courses in assistive technology. CIS 101, 102, 104, and 107 are small, self-paced courses that teach you how to use assistive technology such as voice recognition programs, screen readers, and other adaptive devices. You also have access to the assistive technology classroom during open lab hours. (Note: lab hours may vary from semester to semester.)

Student Computer Labs

We have open student computer labs you may use to do required academic work. Our state-of-the-art computers have many software programs used in academic classrooms, as well as Internet service you may use to conduct academic research.

Tutoring

If you are taking fundamental reading, English, or mathematics classes, you may visit the Learning Center for drop-in, instructor-based tutoring labs. We offer additional tutoring services on an individual or group basis for students who meet eligibility criteria. We also offer computer-aided tutorials to all students.

Library

The Fremont and Pueblo campuses have libraries that provide information and media resources to students, faculty, and community members. The library collections contain over 64,000 books, periodicals, microfilm documents, non-print media titles, online databases, and electronic books. At the PCC main campus, the library is located in the Mike Davis Academic Building and is designed to provide several learning support services in one area.

To check out materials or access online resources from off campus, you must be a registered borrower. To register in person, you must present two forms of identification to library staff. You may also register by going to the library webpage and filling out the online registration application. When you register, you will be able to use your “S” number to access online databases. As long as your account is in good standing (no overdue materials), you may access resources from an off campus computer during the semester you are a registered student. We provide the following services (please inquire about the services your own campus library provides):

Bibliographic Services

You can access the PCC Library catalog and catalogs of other Colorado libraries by visiting www.pueblocc.edu/CampusResources/Library or the Colorado Virtual Library web site.

Online Full Text Resources

You have access to online full-text databases via the Library home page. Online Library Services, a pathfinder available on the Library home page, will guide you in the use of these databases. You can access the databases on any campus computer, or off-campus through the Library home page.

Reference

Reference assistance is available on-line and in person for developing research strategies and identifying resources for class assignments or personal interests. Individual and group orientations are available. Tip sheets may be obtained in the Library; pathfinders and tip sheets are also available on the Library home page.

Course Reserves

We maintain textbooks, resource materials, and study materials provided by your instructors to assist you in your assignments. The Library home page lists all materials currently on reserve. You may also check out hybrid course CD's, DVD's, or VHS media.

Special Study Aids

The main campus library provides computers, media carrels, a photocopier, and individual and group study rooms to help you complete assignments.

Access to Colorado Libraries

The PCC Library is a Colorado Library Card (CLC) member. If you are enrolled at PCC, you may check out materials from other participating Colorado libraries by showing your PCC identification card.

Interlibrary Loans

Through this loan service, you may request books or journal articles from libraries nationwide.

Office of Communications & Community Relations

PCC's Office of Communications and Community Relations is responsible for media relations, advertising, marketing, public relations, and special events planning. We also are responsible for the content and design of PCC's Internet and Intranet sites. We provide a number of student services including publishing the various class schedules and newspaper inserts available on campus, on the WWW, and throughout the community. We also publish the weekly *Student Focus*, a newsletter for and about PCC students, and *FYI News*, a quick-read flyer that is posted in the rest rooms.

Security & Safety

Please report all injuries, accidents, or other incidents requiring police or other safety/emergency assistance to the appropriate office on your campus.

Pueblo Campus: We are located in the Central Administration Building, Room 104. We are available to assist anyone on campus and will escort students, staff, and faculty to designated locations, particularly during the evening hours. You can reach us by phone at 719-549-3144, cellular phone at 719-821-6563, or through the Facility Services office at 719-549-3345 or 719-549-3291.

Fremont Campus: Report incidents to the Fremont Campus main office between 8 a.m. and 6 p.m. Monday through Thursday, and from 8 a.m. and 5 p.m. on Friday. During other times, students may report these incidents to the Titan Security Officer who is available during evening and weekend hours. You can summon emergency services to the campus by calling 911 from the campus pay phone or your personal cell phone.

Southwest Campus: Report incidents to the main office located in Durango during daytime hours. You may summon emergency services by calling 911 from your personal cell phone or from the faculty office if an instructor is available.

Student Activities

We value you as a student and want you to feel that you are part of the college. We provide many opportunities for you to get involved in planning campus events and learning more about leadership. We have a dynamic student activities board that plans the Fall Festival, the Spring Fling, and other student centered activities throughout the year. The Student Senate represents your interests to PCC's administration and oversees the student organizations on campus. We encourage you to participate in Senate meetings, run for offices, or get involved and active in one of the many student clubs.

Student Governing Organizations

Pueblo Main Campus

The Student Senate is the student governing body at the main campus. It supervises and appropriates designated student senate funds, coordinates special student activities, provides social programs, and represents student concerns to the administration and faculty. It also appoints student representatives to college and state committees. The Senate is composed of seven elected officers, five elected at-large senators, and senate representatives from the various student clubs.

Fremont Campus

The Student Advisory Council (SAC) is the student governing body at the Fremont Campus. The SAC serves the student body and the Fremont County community. It provides social, cultural, and community service projects for the Fremont Campus. Members are selected through an application process coordinated by the Fremont Campus Student Advisory Leadership Team. The SAC also oversees Fremont Campus student clubs, including the Art Club and Book Club.

Student Activities Board

The Student Activities Board (SAB) is made up of members of the Student Senate and other PCC students. It recommends projects and funding levels to the Director of the College Center and Student Activities. The SAB sponsors educational events associated with Black History month and Cinco de Mayo, as well as other special educational events. We also sponsor recreational events such as the Fall Festival, Spring Fling, Casino Night, Frisbee Golf, and Comedy Night.

Student Organizations

You may join any campus organization that is recognized by the Student Senate and advised by a member of the faculty, so long as you are in good standing and meet the entrance requirements of the organization.

African American Cultural Club (AACC)

The AACC seeks to develop African American Cultural awareness among all students and the community through exposure to and involvement in cultural history, scholarship, volunteer, and social events.

Art Club

The Art Club seeks to enhance the cultural atmosphere of PCC, to provide artistic students with a forum where they can discuss art esthetics and technique, and to provide a voice in the Student Senate to represent the community of artists on campus.

Campus Crusade for Christ

Campus Crusade is a faith based inter-denominational organization aimed at helping students adjust to college life. Members with common spiritual interests connect with others and grow in their friendship and faith. We serve as a support group to lift up and encourage our members, and provide a sense of value and purpose.

CO-ADN Club (Associate Degree Nursing Club)

PCC Nursing students and other interested students can join this club for the promotion of Associate Degree nursing. The club acts as an advocate for student ADN's; it also helps them enhance the health of the public through education, action, and service.

Culinary Arts Club

The Culinary Arts Club is composed of students and alumni of the Culinary Arts and Hospitality Studies Program. The Club sponsors on-campus culinary arts activities and participates in local and statewide events as well as travel and tourism opportunities for all members.

Dental Assisting Student Organization (DASO)

Participation in DASO offers the dental assisting student development in organizational and leadership skills. The focus of the club is to promote the profession of dental assisting and dental health awareness through college activities and community service projects. Members also have opportunities to be active in state and national dental assistants' associations to promote their profession, seek personal and professional development, and enhance their awareness of life long learning.

El Club Hispánico de Pueblo (The Spanish Club)

The Spanish Club encourages students to learn and use the Spanish language, explore the cultures of Spanish speaking countries, and become involved with PCC and the Pueblo community through community activities, special events, and charitable work.

Future Educators Association (FEA)

FEA provides resources and a support system to help students complete their journey to becoming a teacher. Our activities focus on serving children in the Pueblo community, honoring teachers, and learning about the teaching profession. Membership is open to all interested students and alumni.

History Society

The History Society encourages the study and exploration of history through discussions, travel to historical sites, and research. It also recognizes excellence in the study of history through competitions and other academic forums.

Mexican American Engineers and Scientists Club (MAES)

MAES works to increase the number of minority engineering students, promotes the advancement of minority engineers and scientists in employment and education, helps to improve retention, provides a forum for exchange of information, develops a working network with area schools to encourage minority students to enter engineering and science fields, promotes professional advancement, and provides counseling on financial assistance to minority students in engineering and science.

Paintball Club

The Paintball Club is a resource for beginning players or those who just want to try out the sport. We provide a safe and educational environment for PCC players at a variety of local fields. In addition to recreational play, we will foster a tournament team to compete competitively with other schools.

Phi Beta Lambda (PBL)

The PBL Chapter provides opportunities for post-secondary vocational business students to develop business leadership skills and competencies. PBL is an integral part of PCC's instructional business programs. In addition, PBL promotes a sense of civic and personal responsibility. Membership is encouraged for certificate and degree students in business related programs. You can receive one credit for PBL membership when you enroll in BTE 157.

Phi Theta Kappa

Phi Theta Kappa is an international scholastic honorary society for two-year community and junior colleges. Phi Theta Kappa recognizes student academic achievement at PCC and promotes academic excellence at the College. To be eligible for membership, you must be a currently enrolled student with a 3.80 grade-point average after completing 12 or more credit hours of college-level work. PCC's Alpha Rho Theta Chapter of Phi Theta Kappa is an active society, participating in many community service, scholarship, and fellowship events. After induction, you may select standard or enhanced membership, which is determined by your level of participation in chapter activities. As a Phi Theta Kappa member, you will be honored at graduation for your outstanding academic achievements.

Physical Therapist Assistant (PTA) Club

The PTA club is open to PTA Program students and non-program students who are interested in pursuing a career in physical therapy. The PTA Club promotes physical therapy through various activities during the academic year, encourages participation in service activities for the community, and promotes professional and career development at the local, state, and national level.

Psychiatric Technician Club

You may join this club only after being accepted into the PCC Psychiatric Technician Program. The club meets bi-monthly to organize community service activities and fundraising projects to finance school activities. The club designs many activities that promote awareness of mental health and mental illness. Students also assist PCC's Mental Health Committee with activities during the school year.

Psychology and Social Work Careers and Resources for Education (PS CARE)

PS CARE offers a support system for students interested in the field of Psychology and Social Work. It offers awareness training, resources, and education. Activities include assisting PCC's Mental Health Committee, providing information and sponsoring events focusing on mental health and/or social issues, and raising funds to support various Pueblo community non-profit organizations. Membership is open to all students, alumni, and honorary members.

Skills USA VICA

VICA is made up of students in the Auto, Auto Collision, Machining, and Welding programs. VICA equips its members with vocational and leadership skills. VICA is a local, state, national, and international organization.

Student American Dental Hygienists Association (SADHA)

Dental hygiene students are automatically members of SADHA, part of the American Dental Hygienists' Association. SADHA meets monthly for business and professional development, as well as to organize community service and fundraising projects to finance its community and school activities. It emphasizes personal and professional development, encouraging students to assume responsibility for the procedural and financial aspects of managing a professional organization.

Student Association for Respiratory Care (SARC)

The SARC club serves the academic and social welfare of current Respiratory Therapy and other interested students, promotes the respiratory health of the PCC and local communities, and promotes the Respiratory Care Program at PCC as well as in the local community.

Student Occupational Therapy Assistants Club

This club acts as an advocate for occupational therapy to enhance the health of students and the general public. It participates in education, action, and service projects on campus and in the Pueblo community.

Veterans Club

The Veterans Club provides support for all veterans attending PCC. We offer help with benefits, employment, and housing concerns, as well as academic, educational, and financial information. We also conduct activities with campus and community organizations. Our guiding principles are integrity and service. Membership is open to any PCC student, veteran or not, who is interested in veterans' issues.

Student Ambassador Program

The Student Ambassador program allows PCC to recognize special students and to employ their talents for the good of the college. Student Ambassadors—a key part of the Enrollment Management and Student Retention team—help with campus tours, special events, and speaking engagements. They also support PCC's outreach, student recruitment, and student retention efforts. If you meet the eligibility requirements, we will mail you a letter inviting you to apply for the program. If you choose to apply, you will participate in a competitive application process in which your grade point average, personal interview, and letters of reference are evaluated. If selected, you will receive an hourly wage and work approximately fifteen hours per week. To find out about the eligibility requirements, contact the Enrollment Management and Student Retention Office in the College Center or call 719-549-3116.



Telephone Directory

Admissions & Records.....	719-549-3010
Advising - Undeclared Students.....	719-549-3030
Alternative Education.....	719-549-3343
Assessment Services.....	719-549-3393
Bookstore	719-549-3065
Business & Industry Workforce Training	719-549-3320
Cashier's Office.....	719-549-3212
Child Care Center.....	719-549-3011
Children First.....	719-549-3411
Communications & Community Relations	719-549-3050
Community Education and Training	719-549-3252/3368
Counseling and Career Services.....	719-549-3030
Disability Resources.....	719-549-3446
	TTY 719-549-3396
Enrollment Management & Student Retention	719-549-3116
Financial Aid	719-549-3020
Fitness Center.....	719-549-3063
Foundation Office	719-549-3314
Fremont Campus - Cañon City.....	719-296-6100
GED/ABE/ESL Programs	719-549-3143
Grades – Toll Free.....	800-314-9250
High School Dual Enrollment (PSEOA & AVEP)	719-549-3030
Human Resources.....	719-549-3220
	TTY 719-562-7083
ID Cards & Parking Permits.....	719-549-3061
Learning Center.....	719-549-3393
Library.....	719-549-3305
Office of the Dean of Arts & Science	719-549-3253
Office of the Dean of Business & Technology	719-549-3322
Office of the Dean of Health Professions.....	719-549-3280
Office of the Dean of Student Services	719-549-3080
Office of the Executive Vice President	719-549-3221
Office of the President.....	719-549-3213
Office of the Vice President for Administration and Finance	719-549-3005
Professional Development & Leadership Academy (PDLA).....	719-549-3343
Small Business Development Center	719-549-3224/3245
Security.....	719-549-3144
Southwest Campus – Durango	970-247-2929
Southwest Campus – Cortez.....	970-565-7496
Student Senate	719-549-3300
Telephone Registration – Toll Free.....	800-314-9250
Testing Center	719-549-3393
Upward Bound – High School.	719-549-3463
Upward Bound – Veterans	719-549-3077
Veterans' Affairs.....	719-549-3010

Transferring Credits

Transferring Credits to PCC

To transfer credits to PCC from another higher education institution, please ask your previous institution to **mail** your official transcript to this address:

Admissions & Records Office
Pueblo Community College
900 W. Orman Avenue
Pueblo, Colorado 81004

We need to receive your transcripts as soon as possible; otherwise, you may have to re-take courses you took at your former institution or satisfy PCC assessment requirements. If we have not received and evaluated your transfer credits before the end of the Add Period for the term, we will not consider your previous credits during advisement, and you will have to follow PCC's curriculum.

We evaluate your transfer credits according to the following guidelines:

- You must be admitted as a “Classified” student (one with a declared major) before we can evaluate your transfer credit. We evaluate transfer credits based on the requirements of your major.
- You must submit official transcripts, mailed from your previous institutions, within your first term of enrollment at PCC. We will not accept hand carried transcripts. Beginning in the Fall 2006, courses you complete at another CCCS institution will be automatically posted on the transcript of your home institution unless you request an exclusion during the semester following completion of the course(s).
- We accept transfer credits from regionally accredited institutions recommended by the American Association of Collegiate Registrars and Admissions Officers, and as specified by legislated and CCCS articulation agreements.
- We accept a maximum of 80 percent of the semester credits required for a degree or certificate.
- You must earn at least 15 graded semester credits at PCC in your program area to receive a certificate or degree. They cannot include transfer credits or credits earned for prior learning.
- Your instructional department will evaluate your transfer credits to determine whether they meet department requirements for graduation.
- The department chair or dean of your program area will determine whether your transfer credits fall within acceptable time limits.
- We will accept credits you've earned in any Colorado state system community college, or any local district community/junior college which is in compliance with the State Board Policy on degree standards, as meeting degree or certificate requirements in comparable or equivalent programs at PCC.
- The registrar will determine if PCC can accept credits from qualified degree granting institutions. In most cases, these will be 100 and 200 level courses. If you wish to transfer 300 or 400 level credits to PCC, your department chair and/or dean will decide how PCC will apply those credits.
- If you are eligible for Veterans educational benefits, you must submit official transcripts from all colleges and universities previously attended or your benefits could be interrupted.

- If we accept your transfer credits, we will post them to your academic record (transcript) after you enroll at PCC.
- The evaluation of previous college work must be completed prior to filing an Application for Graduation. You may appeal a transfer evaluation by contacting the Admissions & Records Office within fifteen (15) days of receiving your transcript evaluation.
- Transfer credits will be awarded as governed by the Colorado Commission of Higher Education and State Board policies and System President Procedures.

Transfer Appeals Process

Consistent with the requirements of the Colorado Commission of Higher Education, CCCS Colleges have established a Transfer Appeals Process. Based upon initial transcript evaluation of transfer credits completed, a student may appeal any of the following:

1. A decision regarding the transferability of a specific course(s).
2. A decision regarding the placement of a specific course(s).
3. The college's failure to provide a transcript evaluation within the designated 30-day calendar period.

To appeal a transfer evaluation, you should meet with the transcript evaluator and/or the Director of Admissions and Records within 10 calendar days of the date of the evaluation. Then, if you wish to file a written appeal, submit it to the Director of Admissions and Records within 15 calendar days of the evaluation. You may appeal a transfer evaluation by contacting the Admissions & Records Office.

Credit for Prior Learning (CPL)

PCC recognizes several prior learning experiences. If you are enrolled in at least one semester credit hour, you may request an evaluation of these experiences for credit. You may apply for CPL at any time, but we will post CPL on your transcript only after you successfully complete one semester in your declared program. The following methods of nontraditional learning constitute prior learning experience:

ACT Proficiency Examination Program (PEP)
 Advanced Placement
 Armed Services Credit
 Automotive Service Excellence (ASE)
 Certified Professional Secretary (CPS)

College-level Examination Program (CLEP)
 Credit by Challenge
 DANTES Program
 Portfolio Assessment (Life Experience)

For additional information about CPL, visit the online Credit for Prior Learning Student Handbook at www.cccs.edu/Docs/EdServices/Credit-for-Prior-Learning-Handbok.pdf.

Transferring AA or AS Degrees to Other Institutions

Colorado's agreement between public colleges and universities guarantees that when you complete your AA or AS degree – at least 60 approved credit hours of course work carrying a “C” grade or better in every course – you can transfer to any baccalaureate *Liberal Arts and Sciences major* (e.g., English, History, Mathematics) at a Colorado public college or university and graduate after earning an additional 60 credit hours. While you are guaranteed not to have to take more than 60 hours to graduate, a variety of factors will determine whether or not you will receive your bachelor's degree in an additional two years. You must

consult with your academic advisor to determine which courses to take at PCC to prepare you for your chosen bachelor's degree.

This agreement does not apply to Business, Elementary Teacher Education, Early Childhood Teacher Education, or Engineering as all four of these have statewide articulations that have specific lower division requirements. *Save time by seeing your transfer advisor at your earliest opportunity for "transfer guides."*

This AA/AS transfer agreement applies to courses completed at any Colorado community college. Credit earned for prior learning, Advanced Placement, correspondence courses, CLEP, and other tested-only credit may not apply. The institution to which you transfer will evaluate these credits according to its own policies. If you disagree with the institution's evaluation of your PCC credits, you may contact PCC to appeal our calculation of your transfer credits.

For a copy of the Colorado Commission of Higher Education's Transfer Policy, go to www.cccs.edu/EdServices/Transfer.html.

Transcripts

You may obtain official transcripts from the Admissions & Records Office for a \$5.00 fee, or through CCCWEB Student Services (www.cccs.edu) for a \$3.00 fee. Normally, it will take us three to five days to issue your transcript; however, during end-of-the-semester grading periods, it may take up to three weeks. If you owe money to PCC, we will not issue your transcript until you clear the debt.



Tuition and Fees

Calculating the Cost of Tuition: The College Opportunity Fund (COF)

The State of Colorado historically subsidized higher education for in-state students by giving money directly to the colleges. In 2004, the Colorado Legislature enacted a law establishing the College Opportunity Fund (COF) as a new way for Colorado to provide state financial support to eligible undergraduate students. With the start of Fall semester 2005, this money is being set aside in the form of a stipend for each undergraduate student, in an account the student creates by signing up at www.CollegeInColorado.org. The student designates which institutions of higher learning are to receive stipend funds on their behalf. The money is applied to the in-state student's tuition *if the student applies for and authorizes the use of the stipend*, and it will appear as a credit on the tuition bill. Currently the College Opportunity Fund (COF) stipend is estimated to be worth \$86.00 per credit hour.

Projected tuition costs for the 2007-2008 academic year*:

Tuition	Total Tuition	Less Estimated COF Stipend	Student Share of Tuition
Resident	\$160.55/credit	\$86.00/credit	\$74.55/credit
Resident – CCC Online and PCC Online	\$222.40/credit	\$86.00/credit	\$136.40/credit
Resident – Nursing Courses	\$194.60/credit	\$86.00/credit	\$108.60/credit
Resident – Dental Hygiene and Aviation Maintenance Courses	\$232.30/credit	\$86.00/credit	\$146.30/credit
Non-Resident	\$345.15/credit	—	\$345.15/credit
Non-Resident – CCC Online and PCC Online	\$222.40/credit	—	\$222.40/credit

**These estimated costs are subject to change without prior notice or obligation.*

Fees

Mandatory Student Fees *

The following fees are assessed on a per-credit-hour basis up to a maximum of 12-credit hours:

College Center Operations (cost of student facilities, including Bond Issue on College Center Building)	\$	6.00
Parking (maintenance and repair of parking facilities)		1.20
Student Senate (operation of student government)		.86
Student Activities (activities for the student body)		<u>.35</u>
Total per credit hour	\$	8.41
Registration fee per semester		<u>10.40</u>
Total per semester	\$	10.40

Course Fees - A course fee per credit hour will be charged for designated classes. Course fees are published in the current PCC Schedule of Classes.

Miscellaneous Fees

The following miscellaneous fees will be charged where appropriate:

Additional Parking Permit	\$	1.00
Deferred Payment		5.00 - 20.00
Health Professions (Malpractice insurance)		15.00
Official Transcripts (per copy in advance)		5.00
Official Transcripts, CCCWEB Student Services		3.00
Return Check Charge		20.00 - 40.00
Student Identification Card		10.00
Student Identification Card (replacement)		10.00
Student Records (per copy in advance)		2.00
Testing - Basic Skills Assessment		10.00
Individual Assessment Tests (per test)		5.00

Drop for Non-Payment Policy

PCC will drop you for non-payment 6 days before the start of a term unless you have done one of the following:

- paid your tuition in full,
- made arrangements to pay your tuition over time, or
- obtained a Financial Aid or Third Party Tuition/Fee Deferment.

If you register for classes after we have completed this drop for non-payment but before the census date, you must pay your tuition/fees *within 24 hours of the time you register, regardless of when the class starts*. If you do not, we will drop you for non-payment at the end of the day on which your 24-hour grace period expires.

If you are still registered for classes after the census date, you are responsible for all tuition and fees and cannot be dropped for non-payment.

Financial Obligation

When you register for one or more classes, you must pay all of your tuition and fees unless you officially drop your courses within the first 15% of the term (by the end of the refund period). If you fail to pay tuition and fees, you might incur collection fees, attorney's fees, interest, or other costs. *If you have a financial obligation to PCC, we will not register you, give you your semester grades, or mail your official transcript to other institutions.*

Methods of Payment

PCC accepts cash, checks, and valid third-party payments. You can also pay tuition and fees with Visa, Discover, MasterCard, or American Express.

Refunds

PCC will refund 100% of your tuition and fees for a particular term if you officially drop during the first 15% of that term. You can find refund deadlines on your class schedule/bill, at any registration station, or at the Admissions & Records Office. You must authorize the drop in person by one of the following methods:

- fill out an official drop form and submit it to the Admissions & Records Office,
- use the Voice Response System (toll-free number 800-314-9250), or
- access www.pueblocc.edu (click on the My Community Education icon and login).

We will mail your refund to you approximately two weeks following the end of the refund period.

Welcome to PCC



Welcome! Thank you for choosing Pueblo Community College. Your decision to start or continue your education with us is an investment in the future that will reward you with great dividends.

Our vision is to develop and support learning that leads to positive change in the lives of those we serve. We accomplish this vision by creating learning opportunities through excellence in teaching and service.

While you are attending classes here at PCC, remember that every member of our faculty and staff shares your goals for educational success. Whether you are here to take a single skills-specific course, earn a certificate that will enable you to move into a higher-paying career field, or complete classes before transferring to a four-year college or university, I am confident PCC will exceed your expectations.

You will find faculty and staff and a learning environment that is designed to prepare you for your career and educational goals. I am especially proud of the small classes and personal attention every student receives. We have modern facilities, state-of-the-art computer labs, and a wide range of support services.

Please make this a special time in your life. You are preparing for a world filled with new opportunities. Best wishes for an enlightening and rewarding experience here at Pueblo Community College.