The PCC Promise
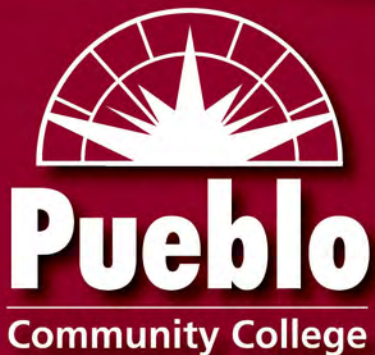
To always **recognize** and **greet** you with a **smile**

To **listen** to **you**

To **respond** to your **needs**

To **respect** and **value** **you**

To **celebrate** your **accomplishments** and **successes**

THE PCC PROMISE

Pueblo Community College
2012-13 Catalog

Pueblo
Community College

2012-2013 Catalog

Pueblo Community College

PUEBLO CAMPUS

900 West Orman Avenue
Pueblo, CO 81004-1499
719.549.3200
Fax 719.562.7063

FREMONT CAMPUS

51320 W Highway 50
Cañon City, CO 81212
719.296.6100
Fax: 719.269.8936

SOUTHWEST COLORADO COMMUNITY COLLEGE, EAST CAMPUS

The Commons
701 Camino del Rio, Suite 201
Durango, CO 81301
970.247.2929
Fax: 970.247.0854

SOUTHWEST COLORADO COMMUNITY COLLEGE, WEST CAMPUS

33057 Highway 160
Mancos, CO 81328
970.564.6200
Fax: 970.565.8450

www.pueblocc.edu
888.642.6017

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, Pueblo, Colorado 81004; telephone and TDD 719.549.3220, 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.

Gainful Employment Information**:** The US Department of Education requires disclosure of information for any financial aid eligible program that "prepares students for gainful employment in a recognized occupation." Go to www.pueblocc.edu/Academics/DegreesCertificates/ for additional program & employment outlook information.

Reasonable accommodations will be provided upon request for persons with disabilities. To make a request, please notify the PCC Disability Resources Team at 719.549.3446 or Disability.Resources@pueblocc.edu at least four working days before the event.

Any item in this catalog is subject to modification at any time by proper administrative procedure.

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 Department of Higher Education (CDHE) 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.ncahlc.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, 180 Center Place Way, St. Augustine, FL 32095; Telephone: 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; Telephone: 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; Telephone: 312.440.2500.

Emergency Medical Services Program
The Pueblo Community College Emergency Medical Services Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the EMS Professions. (CoAEMSP)

Medical Coding Certificate Program
Accredited by the American Health Information Association (AHIMA), 233 N. Michigan Avenue, 21st Floor, Chicago, IL 60601-5809; Telephone: 312.233.1100; Website: www.ahima.org.

Nursing – Practical Nursing Program and Associate Degree Nursing Program
Accredited by the National League for Nursing Accreditation Commission (NLNAC), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; Telephone: 404.975.5000, 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; Telephone: 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.apta.org.

Polysomnography Certificate Program
The Pueblo Community College Polysomnography Technologist Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation for Polysomnographic Technologies Education (CoAPSG).

Psychiatric Technician Program
Approved by the Colorado State Board of Nursing.

Respiratory Care Program
The Pueblo Community College Respiratory Care Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC), 12248 Harwood Road, Bedford,TX 76021-4244; Telephone: 817.283.2835.

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; Telephone: 703.669.6650.

Certified by Automotive Youth Educational System (AYES) Guidelines, 2701 Troy Center Drive, Suite 450, Troy, MI, 48084; Telephone: 888.339.2937.

Partner of I-CAR Training Alliance, I-CAR Education Foundation, 5125 Trillium Blvd., Hoffman Estates, IL 60192; Telephone: 800.422.7872.

Automotive Service 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; Telephone: 703.669.6650.

Certified by Automotive Youth Educational System (AYES) guidelines, 2701 Troy Center Drive, Suite 450, Troy, MI 48084; Telephone: 888.339.2937.

Pueblo Law Enforcement Academy
Certified by the Colorado Peace Officer Standards and Training Board (POST), 1525 Sherman Street, Denver, CO 80203; Telephone: 303.866.5692.

Welcome to PCC

"The Journey of a Thousand Miles begins with **One Step."**

Laozi

Congratulations on your commitment to create new opportunities for yourself through higher education at Pueblo Community College (PCC). Our faculty and staff welcome and fully support your quest. Our small, intimate campus communities located in Canon City, Durango, Cortez, and Pueblo will provide you a very personal and enriching educational experience.

At Pueblo Community College we are dedicated to your success and are embodied with *"The PCC Promise" - To always recognize and greet you with a smile, to listen to you, to respond to your needs, to respect and value you and to celebrate your accomplishments and successes*. I am confident you will soon recognize the PCC Promise is not just a cliché' but a very real commitment to our students, employees and the communities we serve.

In particular, we especially want you to know about the numerous services PCC provides to assist in your pursuit. These services often can make all the difference in timely and affordable achievement of your goals. Learning services, financial assistance, academic advising, career counseling, and student services are extremely valuable resources available to all students at PCC.

Learning services include free tutoring, focused learning groups, study skills enhancement, test taking strategies, accelerated basic skills development, open tutoring labs, or our "Pro Shop" tutoring. These programs are not "extras;" rather, they are key shortcuts to success. Your assertive participation in any of these programs may allow you to take a higher course load to finish your program of study faster, and may also significantly reduce academic stress. *I hope you take advantage of our beautifully renovated and expanded facility which has been designed with you in mind!*

Financial assistance includes scholarship guidance, loan programs, and one-on-one counseling to help you complete the necessary applications. PCC also offers numerous opportunities for financial support. Funds are available to help meet the needs of every student and generally require very simple applications, but to be eligible you must apply be specific deadline dates.

Academic and career advising are your roadmaps in your academic journey. Seek guidance early and often to keep on the shortest path to success. Our advisors will help you develop plans that are guaranteed to transfer to your next school or lead directly into job placement.

Finally, **student services** are available to provide critical support and to enrich your PCC experience. Involvement in Student Activities and Clubs helps you become more connected and engaged in your learning experience. Other student services provide critical resources to help you stay in school. Assistance in locating child care or transportation services is available to students through our partnerships with community agencies. Our new Health Clinic in Pueblo provides students access to a professional medical staff and discounted prescriptions, lab work, and immunizations. We have also taken initial steps to offer some health services at the Durango, Canon City, and Cortez Campuses, and plan to continue pursuing the addition of health clinics at those locations.

Please accept our heartfelt welcome to the PCC family. The abundant faculty and staff are committed to helping you achieve your dreams. We highly encourage you to begin planning for success by scheduling a visit to one of our campuses and learn to navigate the campus web site to include our "Banner" registration system. A focused Student Orientation can make a more enjoyable and smoother journey in your quest for a successful experience in higher education. Welcome to Pueblo Community College and embrace the PCC Promise!

Sincerely,

Patty Erjavec, MNM
President

For more information on any of these services or to arrange for a personal tour of PCC, please contact the Office of Recruitment on the main campus at 719.549.3116 or at recruitment@pueblocc.edu. You may also contact the Fremont Campus at 719.296.6100 or the Southwest Colorado Community College Campuses at 970.247.2929 in Durango or 970.564.6200 in Mancos.
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Campus Locations

Pueblo Campus - *Serving Pueblo County*
900 West Orman Avenue
Pueblo, CO 81004
719.549.3200
Toll-Free 888.642.6017

Fremont Campus - *Serving Fremont and Custer Counties*
51320 West Highway 50
Cañon City, CO 81212
719.296.6100

Southwest Colorado Community College - *Serving Archuleta, Dolores, La Plata, Montezuma,
   and San Juan Counties*
East Campus
The Commons
701 Camino del Rio, Suite 201
Durango, CO 81301
970.247.2929

West Campus
33057 Highway 160
Mancos, CO 81328
970.564.6200

COLORADO COUNTIES

Map Compilation: Colorado Division of Local Government, 2001

Table of Contents

Dare *to do* More

2012-2013
Academic Calendar

Semester Length

PCC operates on the semester system and offers the following terms:
- Fall Session: Full Term (16 weeks), Fall I (8 weeks), and Fall II (8 weeks)
- Spring Session: Full Term (16 weeks), Spring I (8 weeks), and Spring II (8 weeks)
- Summer Session: Full Term (8 weeks), Summer I (4 weeks), Summer II (4 weeks), and an Intersession
- 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

Campus Closure Philosophy
The College acts independently in making the decision to close a campus due to weather-related circumstances and does not mirror the actions of local school districts.

Pueblo Community College makes every effort to remain open and hold classes as scheduled. The Student Attendance Policy will be followed as normal any time the College is open. Students should exercise personal judgment in their decision regarding attendance due to inclement weather. Responsibility for class content, clinical/internship requirements**, and exams remains with the student. It is the student's responsibility to communicate with their faculty/instructor. Please note that any missed time is required to be made up in accordance with Pueblo Community College Policy 602.

Faculty and staff will exercise personal judgment as required by the professional responsibilities of their positions in determining work attendance due to inclement weather condition.

> **Off campus clinical/internship reporting assignments will be adhered to as scheduled by the placement agency.
> Online classes are exempt from closure.
> Conference Services will be responsible for communicating with external customers who may have scheduled events on campus.
> Any scheduled educational "External Service Clinics" will follow campus closure, (e.g. Dental Hygiene Clinic).

Closure Guidelines
PCC will take into consideration the temperature, amount of snowfall, road conditions and/or any sudden changes in weather conditions in determining whether or not to close a campus. **A campus will remain open unless the President makes a decision to close one or more campuses. The President will consider closing campus or a delayed start/early closure *** if any of the following conditions are present:**

- o Temperature
  - Temperature is below zero degrees Fahrenheit with temperatures to be projected to continue beyond a 24-hour period in conjunction with measurable snowfall and/or icy road conditions.
- o Snowfall
  - Closure based on road conditions, *or s*now accumulation reaching 8-24" or more within a short period of time.
- o Sudden changes in weather/severe weather
  - When restricted travel is recommended by law enforcement and/or when situations arise that threaten the safety and security of the campus community.
- o Power outages that cannot be rectified in a short period of time

***Delayed starts or early closures will be based on time of day in accordance with the day's prescribed schedule and will be clearly communicated to students, faculty, and staff.

Summer 2012

Intersession

Registration Begins	Monday	April 2
Classes Begin	Monday	May7
End of Add Period	Monday	May 7
End of Refund Period/Census	Tuesday	May 8
Last Day to Withdraw	Wednesday	May 16
Classes End	Friday	May 18
Grades Due	Monday	May 21

8 Week Session

Registration Begins	Monday	April 2
Registration Ends	Friday	May 25
Classes Begin	Tuesday	May 29
End of Add Period	Thursday	May 31
End of Refund Period/Census	Tuesday	June 5
Independence Day Holiday-Observed	Wednesday	July 4
Last Day to Withdraw	Wednesday	July 11
Classes End	Monday	July 23
Grades Due	Wednesday	July 25

First 4 Week Session

Registration Begins	Monday	April 2
Registration Ends	Friday	May 25
Classes Begin	Tuesday	May 29
End of Add Period	Wednesday	May 30
End of Refund Period/Census	Friday	June 1
Last Day to Withdraw	Tuesday	June 19
Classes End	Monday	June 25
Grades Due	Wednesday	June 27

Second 4 Week Session

Registration Begins	Monday	April 2
Classes Begin	Tuesday	June 26
End of Add Period	Wednesday	June 27
End of Refund Period/Census	Friday	June 29
Independence Day Holiday-Observed	Wednesday	July 4
Last Day to Withdraw	Thursday	July 19
Classes End	Monday	July 23
Grades Due	Wednesday	July 25

Fall 2012

Full-Term

Registration Begins	Monday	April 2
Chairs Return	Monday	August 6
Faculty Return	Wednesday	August 8
Registration Closes	Friday	August 10
Full-Term Classes Begin	Monday	August 13
Schedule Adjustment Period	Monday-Friday	Aug. 13–Aug. 17
End of Refund Period/Census	Wednesday	August 29
Faculty Professional Development Day		
NO CLASSES	Friday	August 31
Labor Day Holiday	Monday	September 3
Midterm Week	Monday-Friday	Oct. 8-Oct. 12
Last Day to Withdraw	Saturday	November 10
Thanksgiving	Thursday	November 22
Thanksgiving Break	Monday-Saturday	Nov. 19–Nov. 24
Final Week of Classes	Monday-Saturday	Dec. 3–Dec. 8
Classes End	Saturday	December 8
Grades Due	Monday	December 10
Last Faculty Day	Friday	December 7
Holiday Break (Offices Closed)	Tuesday-Tuesday	Dec.25-Jan. 1, 2013
All Staff Return	Wednesday	January 2, 2013

Fall I

Session Begins	Monday	August 13
Registration Closes	Friday	August 10
Schedule Adjustment Period	Monday–Wednesday	Aug. 13–Aug. 15
End of Refund Period/Census	Monday	August 20
Faculty Professional Development Day		
NO CLASSES	Friday	August 31
Labor Day Holiday	Monday	September 3
Last Day to Withdraw	Tuesday	September 25
Classes End	Saturday	October 6
Grades Due	Monday	October 8

Fall II

Session Begins	Monday	October 8
Schedule Adjustment Period	Monday–Wednesday	Oct. 8–Oct. 10
End of Refund Period/Census	Monday	October 15
Thanksgiving Break	Monday-Saturday	Nov. 19–Nov. 24
Last Day to Withdraw	Tuesday	November 27
Classes End	Saturday	December 8
Grades Due	Monday	December 10
Last Faculty Day	Friday	December 7

Spring 2013

Full Term

Registration Begins	Monday	November 5, 2012
All Staff Return	Wednesday	January 2, 2013
Chairs Return	Monday	January 7
Faculty Return	Wednesday	January 9
Registration Ends	Friday	January 11
Full-Term Classes Begin	Monday	January 14
Schedule Adjustment Period	Monday–Friday	Jan. 14–Jan. 18
End of Refund Period/Census	Wednesday	January 30
Faculty Professional Development Day NO CLASSES	Monday	February 18
Midterm	Monday-Saturday	Mar. 11-Mar. 16
Spring Break ALL Campuses	Monday-Saturday	Mar. 25-Mar. 30
Last Day to Withdraw	Friday	April 19
Final Week of Classes	Monday-Saturday	May 6–May 11
Commencement (Pueblo & Fremont Campus)	Friday	May 10
Commencement (Durango & Mancos Campus)	Sunday	May 12
Classes End	Saturday	May 11
Grades Due	Monday	May 13
Last Faculty Day	Friday	May 10

Spring I

Session Begins	Monday	January 14
Registration Ends	Friday	January 11
Scheduled Adjustment Period	Monday–Wednesday	Jan. 14–Jan. 16
End of Refund Period/Census	Monday	January 21
Faculty Professional Development Day NO CLASSES	Monday	February 18
Last Day to Withdraw	Tuesday	February 26
Classes End	Saturday	March 9
Grades Due	Monday	March 11

Spring II

Session Begins	Monday	March 11
Schedule Adjustment Period	Monday-Wednesday	Mar. 11-March 13
End of Refund Period/Census	Monday	March 18
Spring Break	Monday-Saturday	Mar. 25– Mar. 30
Last Day to Withdraw	Tuesday	April 30
Classes End	Saturday	May 11
Grades Due	Monday	May 13
Last Faculty Day	Friday	May 10

About PCC

Welcome to Pueblo Community College

You've made the right choice!

For 78 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). We are one of thirteen colleges in the Colorado Community College System, the fastest-growing educational system in Colorado.

We offer 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 percent, and many are hired before they even graduate. In August 2007, we launched the new Massage Therapy program, Fire Science program, and the Energy Maintenance program. In March 2008, PCC continued to expand educational opportunities with the implementation of a Cosmetology program in 2009, a Health Information Technology, and in 2010 a Polysomnography Program.

Pueblo Community College has four locations to serve students' educational needs. The main campus is located in Pueblo serving Pueblo County. The Fremont Campus, located in Cañon City, serves Fremont and Custer counties. Southwest Colorado Community College (SCCC), a division of Pueblo Community College, has two campuses in southwest Colorado. SCCC West Campus is located on Highway 160 between Mancos and Cortez and SCCC East Campus is located in Durango. The SCCC campuses serve Archuleta, Dolores, La Plata, Montezuma, and San Juan counties.

The average age of our students is 28, and about one-third are first-time college students. Approximately 80 percent receive some kind of financial assistance in the form of grants, scholarships, work-study jobs, and/or student loans. Sixty-one percent of our students are female, 39 percent represent a minority and 57 percent are first generation to attend college. The U.S. Department of Education has designated PCC as a Hispanic-Serving Institution.

We offer a variety of scheduling alternatives to meet your needs. You can choose among day or evening classes, weekend classes, and online/hybrid 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. Our health services include the PCC Health Clinic (Pueblo & Fremont campus), the Dental Assisting Restorative Clinic, and the Dental Hygiene Clinic, located on the Pueblo campus. Health services at the SCCC campuses are being offered as scheduled.

If you are pursuing a four-year degree, PCC is a great place to spend your first two years of study. Our Associate of Arts and Associate of Science degrees are fully transferable to all Colorado public four-year institutions. We offer small classes, plenty of academic support, and highly experienced instructors who are focused on helping you succeed.

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 also offers hybrid courses. These classes provide an exciting and entertaining mix of learning environments that includes blending a part of the

traditional classroom with online instruction. With video clips, online chat rooms, blogging, and online quizzes, many students are finding the new hybrid classes to be a great learning experience.

You can earn the first two years of coursework towards a teaching degree at PCC. We offer Associate of Arts degrees in elementary education, elementary education with an Early Childhood endorsement, and secondary education in science, math, English, social sciences, arts, and music.

If you like working with people and want to be a social worker or psychologist, PCC is a great place to start. We offer social work classes that transfer to accredited social work programs across the nation. PCC also has great psychology classes that can jump start your path to a career as a psychologist.

PCC partners with 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. Customized workforce training opportunities are coordinated through the Economic and Workforce Development Division. We also offer the Alternative High School Diploma Program, Gateway to College Program, and GED Programs for those who do not have a high school diploma.

Mission

Our mission is to foster higher learning, student success, and service to our communities.

Our Vision

Pueblo Community College is a premier teaching institution providing students assured success pathways to relevant and progressive career, transfer, and personal growth opportunities.

Our Values

We affirm the value of our students, our employees, and the diverse communities we serve. The following values inform and guide our daily work:

- Open access to higher education
- Focus on learning
- Personalized teaching strategies and relationships
- Effective communication
- Appreciation of diverse cultures and backgrounds
- Preservation and advancement of our Hispanic Serving Institution (HSI) designation
- Inventive thinking
- Digital-age literacy
- Responsible citizenship
- Institutional culture of continuous improvement

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 lifelong 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

Academic Quality Improvement Program (AQIP)

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.ncahlc.org, 312.263.0456). Under this process, PCC is committed to continuous, systematic, and measurable quality improvement. To view our AQIP documents, visit http://www.pueblocc.edu/Aboutus/QIPAssessmentPlanning/.

Assessment of Student Learning

We believe 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. 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. For more information, visit our Assessment homepage at http://www.pueblocc.edu/AboutUs/AQIPAssessmentPlanning/StudentLearning/.

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.

In October, 1987, Pueblo Community College began providing community college educational opportunities to area residents in five southwestern Colorado counties. The campus was named the Southwest Center. The first classes were offered in the spring semester. In February 1988 the Colorado Commission on Higher Education placed the five southwestern counties within the service area of Pueblo Community College.

On January 30, 2008 San Juan Basin Technical College and Pueblo Community College (PCC) signed a Memorandum of Understanding forming an educational partnership to "solidify and enhance the working and long-term relationships between the two institutions…and to maximize efficiencies and resources as appropriate." On April 14th, 2008 the SJBTC Board of Control signed a Resolution directing the administrative officers of SJBTC to do all things necessary to effectuate a merger with PCC in as expedient a manner as possible, including working with elected representatives to carry the necessary legislation to make the alliance possible. Legislation for the merger was drafted, Senate Bill 09-043, with support and input from Senator Jim Isgar and Representative Ellen Roberts. The Bill was unanimously supported by the Senate and the House Education Committees and signed by Governor Ritter on May 20, 2009.

As a result of Senate Bill 09-043, the former San Juan Basin Technical College and the former Pueblo Community College Southwest Campus operate in Southwest Colorado, Region 9, as Southwest Colorado Community College (SCCC), a division of Pueblo Community College.

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 at our four campuses.

Campuses

Pueblo Campus
The Pueblo campus, located in Pueblo, Colorado, serves students in Pueblo County. The main campus for Pueblo Community College provides oversight of all college operational functions; eight buildings on 38 acres where over 5,000 students attend classes working towards their degrees or certificates. The campus is wireless

and has up-to-date technology in classrooms, laboratories, and extensive student support services towards academic excellence.

The extensive degree and certificate offerings can be located in the Degree and Certificate Programs section that will lead towards a career in business and industry or transfer to a four-year university.

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 full service enrollment and academic advising center, 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 in full at the Fremont Campus:

- Associate of Science
- Associate of Science – Engineering
- Associate of Arts
- Associate of Arts - Emphasis in Business Management
- Associate of Arts - Emphasis in Social Work
- Associate of Arts - Early Childhood Education
- Associate of Arts – Economics
- Associate of Arts – Education
- Associate of Arts - Elementary Education
- Associate of Arts – History
- Associate of Arts – Psychology
- Associate of Applied Science – Criminal Justice
- Associate of Applied Science - Office Administration
- Associate of Applied Science – Nursing
- Associate of General Studies
- Associate of General Studies - Criminal Justice
- Certificate - Addiction Counselor
- Certificate - Nurse Aide
- Certificate - Practical Nurse
- Certificate - Phlebotomy
- Certificate - Fire Science
- Certificate - Structural Welding Introduction

- Emergency Medical Services Program

Courses supporting other PCC degrees and certificates are offered at the Fremont Campus. Students can begin many other PCC programs at the Fremont Campus, completing programs at a different campus. The campus offers a full complement of GT Pathways (General Education transfer courses).

Southwest Colorado Community College (SCCC), a division of Pueblo Community College

The SCCC campuses provide educational programs and services to the citizens of Archuleta, Dolores, La Plata, Montezuma, and San Juan counties in the southwest corner of Colorado. Modern facilities, up-to-date technology, full service enrollment and academic advising centers (Go!Zone), and bookstores are located at

both campuses. Students can enroll in transfer degree options or career and technical pathways to prepare for transfer to four-year colleges or a career in business and industry.

The "West Campus" is located in between Mancos and Cortez, and the "East Campus" is located in Durango at The Commons Building.
Currently, we offer the following degrees:

- Associate of Arts
- Associate of Arts in Early Childhood Education
- 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, Early Childhood Education, Nursing, Respiratory Therapy, Emergency Medical Services-Paramedic, and Radiologic Technology

We offer numerous certificate options such as:

- Automotive Certificates
- Early Childhood Education, Director, Group Leader, and Infant Toddler Certificates
- Emergency Medical Services Certificates
- Southwest Regional Law Enforcement Academy Certificate
- Welding Certificates

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

You are encouraged to check with an advisor to locate the degree or certificate option of your choice and the campus location where it is offered. Not all certificate or degree options are available at all campuses. Refer to the Degree and Certificate Programs section for a complete listing.

Getting Started at Pueblo Community College

Step 1: START at the Go!Zone (Enrollment Center) Help Desk

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 "Apply Today" 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 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: Register for the College Opportunity Fund (COF)

Go to www.CollegeInColorado.org or click on the COF link on the PCC homepage 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 4: Take the Accuplacer 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 5: Apply for Financial Aid

To apply for financial aid, complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. 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 6: Meet with an Academic Advisor

All new students to PCC should meet with an academic advisor to establish an educational pathway plan. You can meet with an academic advisor by going to the Go!Zone for walk-in service or call 719. 549.3006 for Pueblo; 719.296.6100 for Fremont; 970.247.2929 for SCCC-East or 970.564.6220 for SCCC-West, to schedule an appointment with an academic advisor. Continuing students should contact their assigned faculty advisor prior to registering for classes. If you do not yet have a declared major, please visit with an academic advisor.

Step 7: Register for Classes

Register for classes online at www.pueblocc.edu. Click on the "MyPCC" icon. Sign into the Portal and go to the Student tab, then to Registration Tools. Refer to the current PCC Catalog for more information.

Step 8: 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 Go!Zone for dates and times, or look up AAA075 sections in the schedule of classes.

Step 9: Obtain a PCC Panther One Card (ID Card) and Parking Permit

After registering and paying for your classes, visit the Student Center Office, CC-240 on the Pueblo Campus, Bookstore on the Fremont Campus and the Go!Zone at the Southwest Colorado Community College campuses to obtain your PCC Panther One 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 One Card fee during the first semester you attend**. If you lose your card, we will charge a replacement fee.

Step 10: Activate Your PCC E-Mail Account

This is our primary way to communicate with you. All students must sign up for your own PCC email. Do not miss out on important announcements. Go to www.pueblocc.edu and click on CURRENT STUDENT, to activate your new account. Need assistance, contact your Go!Zone Office.

Step11: 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 12: Register your vehicle

After registering and paying for your classes, visit the Student Center Office, CC-240 on the Pueblo Campus, the Bookstore on the Fremont Campus, and the Go!Zone at the Southwest Colorado Community College campuses. Your parking placard/hangtag is valid as long as you are enrolled at PCC. You must renew your validation tag each semester.

Step 13: Purchase your textbooks at the College Bookstore

As early as possible before the beginning of the semester, go to the PCC Bookstore (there is one located on each campus) 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.

Step 14: Be sure to attend your first day of class!

Applying for Admission

Admissions & Records

You will interact with the Admissions & Records Offices 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, and verify enrollment
- 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 scheduling
- Provide information on general enrollment procedures
- Administer Veterans Assistance (VA) services related to student enrollment and VA educational benefits at PCC
- 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. You can update your address and phone information by accessing your My PCC account on the PCC Website home page at www.pueblocc.edu, using your student ID number and your Password. You can also access an address change form from our home page (go to the Quick Links, then Forms: select "Address Change" or "Name Change"). Mail or drop off the completed form at your local PCC Campus Admissions and Registration office.

You will be required to show valid identity documentation when requesting access to your student records: Colorado driver's license, Colorado identification card, a valid U.S. Passport, out-of state driver's license, foreign passport w/photo, military ID/common access card, Certificate of Naturalization w/photo, valid I-551, valid EAH/temporary resident, Refugee/Asylee I-94 w/photo, BIA identification card w/photo, VA card w/photo.

Admission Policy

PCC has an open-door admission policy. This means we impose no admission requirements on you if you are 17 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 "Apply Today" icon), at any PCC registration station, or by filling out an application form and sending or taking it to the Admissions office of the campus you attend. The address of the main campus is

> Admissions Office
> Pueblo Community College
> 900 West 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, COF (College Opportunity Fund) 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
- Birth Certificate
- Valid U.S. Passport

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 Course of Study from that is available from the Admissions and Records Office or online at www.pueblocc.edu, Quick Links, then Forms. 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.

    Effective July 1, 2011, concurrently enrolled postsecondary students may enroll as regular students at PCC. Although concurrently enrolled students are not eligible for financial aid, they are eligible to declare a program of study and pursue a certificate or degree.

    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 completed the ACCUPLACER Test at a level satisfying the federal "Ability-to-Benefit" (ATB) requirement
    - satisfactory completion of 6 credit hours of college level course work that are applicable to a degree or certificate offered by PCC. Remedial courses are excluded.

    Note: ATB 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/Declaration of Degree or Major

You must complete the basic skills assessment (ACCUPLACER) before you can declare a degree or major in any approved program. You may declare or change your degree or major online at www.pueblocc.edu, click on Quick Links and Forms or visit the Admissions or Advising offices at your local PCC or SCCC site. If you wish to change your major to a health program or Cosmetology, you must be accepted into the program through the department chair. Changing a declared degree or major may affect financial aid eligibility. You should consult with an academic advisor prior to making any changes.

High School Students
Concurrent Enrollment Programs

Pueblo Community College offers full-time and part-time concurrent enrollment options, which count both for high school and college credit. Students may take courses to complete mini-certificates, certificates, associate's degrees, or course requirements that transfer to a four-year university. There are hundreds of courses from which high school students may choose in academic or vocational and technical areas.

Students interested in attending Pueblo Community College while still in high school must demonstrate their ability to be successful in each course they take by meeting minimum requirements. First, students must have qualifying ACT, SAT, or ACCUPLACER scores. Second, students must meet the prerequisites for all courses they wish to take. Finally, students must meet the standards of the program to which they are applying as determined by their school district (i.e., GPA, class standing).

High school students interested in a Concurrent Enrollment Program through Pueblo Community College should contact their high school counselor or the Center for Academic Advising in Pueblo at 719.549.3177; Fremont (Canon) Campus – 719.296.6105; SCCC East (Durango) Campus – 970.247.2929, Ext. 7213; and SCCC West (Mancos) Campus – 970.247.2929, Ext. 7223 for more information, deadlines, and application packets.

Effective July 1, 2010, concurrently enrolled postsecondary students may enroll as regular students at PCC. Although concurrently enrolled students are not eligible for financial aid, they are eligible to declare a program of study and pursue a certificate or degree.

Re-admission to PCC

If you are a former PCC student who has not attended PCC for one year or more, 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:

Records Office
Pueblo Community College
900 West Orman Avenue
Pueblo, CO 81004

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

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 catalog 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 Office
    Pueblo Community College
    900 West Orman Avenue
    Pueblo, CO 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/affidavit with support* describing all resources provided for you while you are in the United States. A certified bank statement in the name of the sponsor, issued from the sponsor's bank and dated within the last six (6) months, must be provided for each source of funding. 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 Office prior to the start of classes.

- *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 only 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 or Internet Based Test (TOEFL;Bt) 45-46. 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 Customs Enforcement 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 ICE Regulations, we will report your status to ICE.
- 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:

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

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 and a drug screen. Certain felonies or misdemeanors will preclude you from entering a health and public safety program. For further information including specific timelines for completion of the background check and drug screen, contact a health professions advisor.

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

- Submission of a health certification form documenting current immunizations, TB Skin Test, CPR training, and receipt of Essential Job Functions
- Purchase of liability insurance
- Purchase of supplies, equipment and/or uniforms specific to program (contact department for detailed information.)

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 and Public Safety 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 within 30 days of notification. 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.

Criteria for Residency	*Example of Document*
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 My PCC Portal 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 Office for further information concerning Selective Service requirements.

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:

>Records Office
>Pueblo Community College
>900 West Orman Avenue
>Pueblo, CO 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.

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.
- 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.
- PCC will only evaluate credit for transfer on courses with a grade earned of "C", "P", "S", or better.
- 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, the records coordinator, 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. You may review your results online by logging onto My PCC Portal account.
- 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 Records Office.

- Transfer credits will be awarded as governed by the Colorado Department of Higher Education and State Board policies and System President Procedures.
- If you change your degree or major, you may contact the records office for a re-evaluation of your transcripts.

Transfer Appeals Process

Consistent with the requirements of the Colorado Department 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 Registrar.

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)   College-level Examination Program (CLEP)
Advanced Placement (AP)   Credit by Challenge*
American Council on Education (ACE)   Defense Activity for Non-Traditional Education
Armed Services Credit   Support (DANTES) Program
Automotive Service Excellence (ASE)   International Baccalaureate (IB)
Certified Professional Secretary (CPS)   Portfolio Assessment (Life Experience)

*Credits awarded through any of the Credit for Prior Learning methods cannot be used to replace the prior grade or be used to recompute a previous grade earned through the traditional manner (cumulative GPA).

For additional information about CPL, visit the online Credit for Prior Learning Student Handbook (revised 09) at www.cccs.edu/Docs/EdServices/Credit-for-Prior-Learning-Handbook.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, and the Degrees with Designation, as all 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 Department of Higher Education's Transfer Policy, go to www.cccs.edu/EdServices/Transferpolicy.html.

Transcripts

You may obtain official transcripts from the Records Office (www.pueblocc.edu/Admissions/ordertranscripts.) If you are a current student, log onto the My PCC Portal and click on the student tab. 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 or any other CCCS Community College, we will not issue your transcript until you clear the debt.

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, complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. If you have questions about financial aid guidelines and policies, contact the PCC Financial Aid Office at 719.549.3020 or by e-mail at Financial.Aid@pueblocc.edu.

GAINFUL EMPLOYMENT INFORMATION
The US Department of Education requires disclosure of information for any financial aid eligible program that "prepares students for gainful employment in a recognized occupation." For more information go to http://www.pueblocc.edu/AboutUs/IR/EmploymentData.htm.

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:*

Fall Semester	March 15
Spring and Summer Semesters	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
- be accepted to PCC as a 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).

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.

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 **William D. Ford Federal Direct Loan Program** provides low-interest loans to qualified students to help meet educational expenses. Loans are secured from 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 60 percent of the semester, you have earned all of your award and owe nothing to the College. If you complete 60 percent 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 Warning, 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 percent of all cumulative attempted credits.
- *Maximum time frame*—you must complete your degree/certificate by the time you have attempted 150 percent 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 *warning* or *suspension*. If you are on *financial aid warning or 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 warning/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 Go!Zone at the Pueblo

Campus) or call 719.549.3013 *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.

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 14 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. PCC or CCC Online tuition rates are not reduced. Colorado is a WUE participating state. *Entry is allowed to approved certificate and degree seeking students. Undeclared students are not WUE eligible.*

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 and provide one form of approved ID. The affidavit is available in the Admissions or Records Offices.

Residents of the following states should contact the Admissions Office for further details: Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming.

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 $62 per credit hour.

Projected tuition costs for the 2012-2013 academic year*:

Tuition	Total Tuition	Less Estimated COF Stipend	Student Share of Tuition
Resident	$167.85/credit	$62/credit	$105.85/credit
Resident – CCC Online and PCC Online	$249.15/credit	$62/credit	$187.15/credit
Resident – Nursing Courses	$216.25/credit	$62/credit	$154.25/credit
Resident – Dental Hygiene and Aviation Maintenance Courses	$269.70/credit	$62/credit	$207.70/credit
Non-Resident	$434.30/credit	—	$434.30/credit
Non-Resident – CCC Online and PCC Online	$285.20/credit	—	$285.20/credit

These estimated costs are subject to change without prior notice or obligation.

Tuition rates for Armed Forces Members and Their Families
A member of the armed forces who is on active duty for more than 30 days (during enrollment), whose permanent duty station is in Colorado, cannot be charged out-of-state tuition. Even if there is a change in the permanent duty station, as long as the person is continually enrolled they must still be charged in-state tuition (this also applies to their spouse and/or dependent children.) Contact the Admissions Office for the Certification for Military Tuition Status form, also available online at www.pueblocc.edu, click on Quick Links and Forms.

Fees

Mandatory Student Fees

The following fees are assessed on a per-credit-hour basis up to a maximum of 12-credit hours:

Student Center Operations	$	6.39
(cost of student facilities, including Bond Issue on Student Center Building)		
Parking (maintenance and repair of parking facilities)		1.29
Associated Government (operation of student government)		1.50
Student Activities (activities for the student body)		1.36
Recreation Center Fee		1.00
Total per credit hour	**$**	**11.54**
*Student Life Facility Fee		7.00
	$	**18.54**
Registration fee per semester		11.65
Mandatory Health Clinic Fee (Minimum 6 credit hours)		21.35
Total per semester	**$**	**51.54**

*Student Life Facility Fee is mandatory for only the Pueblo and Mancos campuses.

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
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
Late Payment Fees		5.00 – 40.00

*These estimated costs are subject to change without prior notice or obligation.

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 percent 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.*

Billing

PCC will be converting to an electronic billing statement in 2012. Until actual implementation, paper schedule/bills will be mailed to students during the enrolled term. Statements can be obtained anytime through the PCC Portal.

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.

Drop for Non-Payment Policy

All students who have not paid their balance in full or who do not have financial aid or a third-party tuition/fee deferment will be dropped for non-payment after close of business of the tuition payment due date. Non-deferred accounts will be dropped weekly between the tuition due date and census.

Refunds

All refunds (disbursements) from Financial Aid and other credits will be sent to the refund option selected by student. Each student will need to select a refund option to either receive his or her disbursement through the CCCS Refund Card from Higher One or an ACH to an existing bank account of the student's choosing.

PCC will refund 100 percent of your tuition and fees for a particular term if you officially drop during the first 15 percent of that term (by the census date). You can find refund deadlines 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, or
- Access www.pueblocc.edu (click on the My Community Education icon and login).

We will process your refund to your refund option approximately two weeks following the end of the refund period.

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 prerequisites (PRQ) or co-requisites (CORQ) for college-level classes.

Students attending PCC must adhere to the Basic Skills Policy and may have to take the Basic Skills Assessment Test (CPT ACCUPLACER®) in Mathematics, Reading, and English (Sentence Skills) before your first semester of enrollment. We use this test to place you in appropriate college or developmental courses. You may take each basic skills test two times per semester and must wait a minimum of 24-hours before re-testing. Any student wishing to test more than twice during a semester must obtain written permission from the chair of the specific discipline or show proof of progress in approved tutorial program.. We use the highest scores for course placement.

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.

The PCC Basic Skills Policy, based on CCHE's Statewide Remedial Education Policy and the Colorado Community College State Board Policy BP 9-41 (http://www.cccs.edu/SBCCOE/Policies/SP/PDF/SP9-41.pdf), further defines basic skills requirements for Pueblo Community College students.

1. If a student is required by State Board Policy to be assessed, Pueblo Community College requires that the assessment be completed prior to enrollment in the first semester of college. State Board Policy states that all first-time undergraduate students must take the basic skills test if they are
    a. first-time, degree-seeking undergraduates;
    b. non-degree-seeking undergraduates who change to degree-
       seeking status; and
    c. non-degree-seeking first-time undergraduates who have
       graduated from a Colorado public or private high school (or its
       equivalent) during the previous academic year.

2. For certificate students, basic skills requirements will be identified by an approved certificate curriculum sheet.

3. All PCC students whose assessment scores do not meet college-level standards are required to meet with an advisor prior to enrolling in courses for the first time. The student should meet with an advisor each semester until he or she has completed all basic skills requirements.

4. If a degree-seeking PCC student places into any basic skills courses, the student must complete these basic courses within his or her first thirty credit hours of enrollment. Students who have not met this requirement must meet with an academic advisor.

5.	If a student places into a basic skills reading course, the student must take the basic reading course during his or her first semester of enrollment. Students are not precluded from enrolling in other courses as long as they meet course prerequisites.

6.	If a student is required to take two or more basic skills courses in math, English, and/or reading, he or she is also required to enroll in and successfully complete AAA 098, S.T.E.P.S. for College Success.

7.	Students who successfully complete the highest level of basic skills classes or college-level courses in math, English, or reading at a **regionally accredited** post-secondary institution are exempt from assessment in these subject areas only. Successful completion means a satisfactory "S" or the letter grade of "C" or better.

8.	High school students are exempt from assessment except when the scores are required as prerequisites for PCC or through specific agreements with districts/high schools.

9.	Students may take each basic skills test two times per semester. Placement is based on the higher test score. A student who wishes to test more than twice must obtain written permission from the chair of the specific discipline.

10.	PCC will provide written notice to all students whose assessment scores do not meet the basic skills standards. This notice will include the state institutions offering basic skills courses, the approximate course cost, and the relative availability of the courses, including any electronic online course. A written summary of this information will be provided to the student upon completing the Accuplacer.

11.	The official results of the assessment tests are retained by the PCC Assessment Center for a minimum of five years. Assessment results (Accuplacer, ACT, and SAT) are valid for five years.

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.

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

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.

Basic Skills Assessment Test Score Key

The chart below shows the required assessment scores for placement into reading, English, and math classes. In addition, the assessment may satisfy other course prerequisites. For example, if you wanted to enroll in Dental Assisting (DEA) 120, the prerequisites are Reading 090, English 090, and Math 060. To meet these prerequisites 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 to 60.

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	Required Courses
0 – 24	Guided Placement: See Testing Center for referral
25 – 39	REA 030
40 – 61	REA 060
62 – 79	REA 090
80 – 120	No basic skills placement required

ACT reading score of 17 or SAT verbal score of 430 places in college level (no reading courses required)

English

ACCUPLACER Sentence Skills Score	Required Courses
0 – 24	Guided Placement: See Testing Center for referral
25 – 49	ENG 030
50 – 69	ENG 060
70 – 94	ENG 090
95 – 120	ENG 121

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

Math

ACCUPLACER Math Score	Required Course
0 – 23 (AR)	Guided Placement: See Testing Center for referral
24 – 56 (AR)	MAT 045
57 – above (AR) and (EA) < 45	MAT 060
45 – 60 (EA)	MAT 090
61 – 84 (EA)	MAT 099
85 – 120 (EA)	MAT 121

ACCUPLACER Math Key: AR = Arithmetic   EA = Elementary Algebra

SAT score of 460 places into MAT 121

ACT Math Score	Course Placement
19-20	MAT 099, MAT 120, MAT 155/156
21-22	MAT 135
23	MAT 121, MAT 123
24	MAT 122
25-27	MAT 125, MAT 166
28-above	MAT 201

Advising and Registration

Academic Advising

Academic Advising for New Students and Re-Admit
For students to truly succeed at Pueblo Community College (PCC), all new or readmitted students enrolling in more than six credit must have ACCUPLACER or ACT scores on file with the Testing Center, attend a Getting Started Session and meet with an academic advisor prior to registering for classes. At an academic advising session, students can expect the academic advisor to:

- Review academic program and test scores
- Assist students in developing an educational pathway plan
- Help students register for first semester classes
- Assign a faculty advisor for guidance in future semesters
- Discuss and understand academic goals and how they relate to career interests
- Assist in transferring to a four-year college or university
- Refer student to career center for career exploration, clarification, and development

The Center for Academic Advising is also responsible for implementation of early advising programs, early grade check follow-up, attendance, working with financial aid suspension/probation students, basic skills advising, and advising health professions students until they transition to a health program, change of majors, and advisor re-assignments.

Advising for Continuing Students
Continuing students (generally students who have completed 15 or more credits) will have an assigned faculty advisor in the student's program of study that is familiar with the requirements of the student's program of study. The Center for Academic Advising will provide the student his or her faculty advisor contact information. Students wishing to change their faculty advisor must go to the Center for Academic Advising prior to any change being approved. Advising is an ongoing process and students should consult regularly with their faculty advisor prior to registering for courses.

Undeclared Students
An undeclared student is one who has not declared a degree or program of study and is not working toward a certificate or a degree at PCC. Undeclared students are generally not eligible to receive financial aid. All students at PCC will be declared into an AA/AS/AGS degree or approved certificate program in order to qualify for financial aid. Students who are not sure what program of study best suits their goals and ambitions will meet with a career counselor and advised through the Center for Academic Advising until a program of study is selected.

Registration

Registering for Courses
Once you are admitted to PCC and have met with an academic advisor, you may register for classes on campus or over the Internet through my PCC Portal. See registration information on the Portal. You may not register if you owe money to PCC or any other CCCS College (Colorado Community College System) or if you are on academic suspension.

Required Signatures
Entry into closed classes: Instructor and Department Chair
Unmet prerequisites: Department Chair
Late registration: Instructor and Department Chair
After census: Instructor, Department Chair, and Division Dean (Not COF or FTE eligible)
Time conflicts: Both Instructors
Registration in excess of 18 credit hours: Division Dean (student may sign up for one (1) credit PED
    class without additional approval.)

Class Schedule Changes and Course Registration
You should secure an academic 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 schedule adjustment periods each semester.

If you change your schedule after submitting your graduation paperwork, you must notify an academic advisor so that an updated graduation planning sheet can be submitted. If you fail to notify an academic 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 on the Portal. 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 on the Portal, 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 two ways:

- Visit any campus registration station. To add or drop a class in person, you must submit a signed schedule adjustment form.
- Log on to www.pueblocc.edu (click on the "My PCC" icon and log into the Portal).

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

Students **may** be dropped for no-show if they fail to attend classes before census. No-show lists are due to the records office by the census date for the courses. Students will receive a full refund. *Not attending a class does not constitute an automatic drop, refund, or withdrawal.* Students who may encounter unusual or extenuating circumstances may request a late drop past census. Extenuating circumstances may be military activation or TDY orders, health reasons, job changes and/or death in the family, to name a few. Normally, in these circumstances, a tuition appeal process is started; the student completes a form and submits this form along with documentation of the extenuating circumstances to the records clerk. The tuition appeals committee meets monthly to review the student appeals and has the authority to approve or deny the appeal. Students may re-appeal a denial with the Registrar. Students may only appeal a drop within a calendar year of the term in

question. The Registrar, in consultation with the Department Chair and Dean, may also approve late drops past census due to administrative errors, student health, or hospitalization situations with documentation.

For a statement about PCC's refund policy, see the *Tuition and Fees* section of the catalog or the current PCC Schedule of Classes.

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 or Records Offices, or you may withdraw online through MyPCC Portal.
- To withdraw from all courses, you must initiate the Official Withdrawal Form in the Admissions or Records Offices. Telephone requests cannot be honored.
- In emergency cases, write to the Records Office by certified mail to Pueblo Community College, 900 West Orman Avenue, Pueblo, CO 81004-1499, indicating the reason for withdrawal and requesting this matter be completed by mail.
- Not attending a class does not constitute an automatic drop or refund.

Military Withdrawal
If you are a current member of the armed forces and your academic work is interrupted by TDY or other military obligations, we will make every effort to accommodate you. When you present valid military orders to the Admission or Records Offices, 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).

Students who are activated, voluntary or involuntarily, are eligible to be readmitted to PCC with the same academic status when he or she last attended. This applies to service in the uniformed services, on active duty in the Armed Forces, including the National Guard, or Reserve for a period of more than 30 days under a call or order to active duty of more than 30 days.

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: 12-15 credits
- 8 week term: 6 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 unless admitted into a program with defined GPA and course load requirements. 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 co-requisite.

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.

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 (but not limited to)
   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, 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

If you miss 20 percent of any class beginning with the first official date of enrollment, your instructor **will withdraw** you from the course. When this happens, your instructor will assign you a "W" grade, and you will be liable for all tuition and fees related to that course. Students may also decide to withdraw from a course through MyPCC – Portal. You will be liable for all tuition and fees related to the course regardless of who initiates the withdrawal.

Drop Classes:
It is your responsibility to drop a course if it becomes necessary. Drop dates are assigned to all courses and are found on your schedule through MyPCC – Portal. 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 drop date for the course, 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 you may access your grades or order a transcript 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 quality points by the total number of credit hours (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 or Superior)	4
B (Good)	3
C (Average)	2
D (Deficient)	1
F (Failure)	0
S (Satisfactory)	0
U (Unsatisfactory)	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	
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's List, and the Dean's list.

U/D, U/F
Unsatisfactory 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'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 percent 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 percent 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.

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. "AU" grades 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

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

In the event that the same grade is earned two or more times for a repeated course, the most recent instance of the duplicate grade will be included in the term and cumulative GPA. All other duplicate grades will be excluded from the term and cumulative GPA.

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

Developmental courses are eligible to be repeated. All developmental courses will appear on the transcript.

For Financial Aid purposes, students may repeat a course with passing grades only twice, but may not receive aid again for the third or subsequent time.

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 Warning/ probation/suspension. Please see the *Financial Aid* section of this catalog for information about Financial Aid Warning/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 hard copy from the Vice President of Student Services Office. For information about arbitrary and capricious actions, contact the Vice President 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 graded 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 (D, F, WF) 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.

The Virtual Campus

Virtual campus courses involve either limited or no attendance at on-campus sessions, depending on the class. 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 uses existing academic structures in the development of distance education courses and curricula. The college follows the Colorado state mandated common course descriptions, competencies and outlines for any course offered, regardless of the method of delivery. An online course syllabus reflects the content and learning outcomes of the same face-to-face course. Every hour of credit, students must engage in a minimum of 12.5 hours of instructional time (15 week semester = 50 minutes per week per credit). Our online faculty design and facilitate their online courses so that students have the opportunity to devote enough time on task to meet course objectives**.**

PCC offers three options of distance course delivery:

- Online Courses (internet based)
- Hybrid courses
- Two-way Interactive Classrooms to remote locations

Hybrid Courses
Hybrid courses are a combination of online and classroom instruction. In a hybrid course the amount of seat time spent in the classroom is substituted with online participation and media resources.

Two-way Interactive Classrooms
Two-way interactive classes are taught by instructors at any campus location with students participating through video-conferencing. These courses also require online class participation 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. Refer to: http://www.pueblocc.edu/Academics/AlternativeEducation/ for more information

2. **Colorado Community Colleges Online (CCCOnline)** is a shared educational resource of the Community College System. Refer to: http://www.ccconline.org/ . Through CCCOnline, students can earn fully-accredited Associate of Arts, Associate of Science, Associate of Applied Science, and Associate of General Studies degrees and certificates in various disciplines. The courses are offered as a shared resource by all members of the Colorado Community College System. All coursework is done via the Internet.

PCC Online and Hybrid Curriculum Standards

PCC's online and hybrid courses follow the Colorado state mandated common course descriptions, competencies and outlines. Content and learning expectations for our distance education courses are the same as in the face-to-face courses. All PCC distance education courses must meet the PCC Quality Assurance Standards for online and hybrid courses. These standards mirror CCHE's recommendations "that for every hour of credit, students must engage in a minimum of 12.5 hours of instructional time" (15 week semester = 50 minutes per week per credit). PCC's fully online and hybrid courses are developed and taught by faculty to ensure that students have the information, academic experiences, and instructional time necessary to meet course objectives.

Registering for Virtual Campus 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 the catalog for information on prerequisites. Contact the course instructor or refer to the course syllabus for course requirements.

Alternative Methods of Instruction

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.

Academic 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. **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 719.549.3259.

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
- Satisfactorily 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 satisfactorily 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
- **Your diploma and final transcript will not be issued until all PCC financial obligations are met**

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 in the Accounting and Business Management AA transfer degrees to gain acceptance to CSU-Pueblo). 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: If you are a Health and Public Safety student, you must earn a "C" or higher in all required courses (general education, technical, and related courses).

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 retake 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 graded 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 by the end-of-drop/census date (information posted on the My PCC Portal) 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 Director of Academic Advising.
- 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 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.*
- **Your diploma and final transcript will not be issued until all PCC financial obligations are met.**

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 six-to eight-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

Services for Students

Many of the services are also available at the PCC Fremont and Southwest Colorado Community College. Information is available by contacting each campus directly. To find out if the services described in this section exist at a PCC branch campus, contact your campus Go!Zone (Enrollment Services) Office.

Bookstore

The PCC Bookstores on each campus serve PCC students, faculty, staff, and community. We sell required course materials as well as general interest books, art, office, 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 percent of their original price.

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. For more information, call us at 719.549.3411 in Pueblo, 719.296.6118 in Canon City, or toll free at 877.338.2273.

Army Child Care in Your Neighborhood project provides options that are convenient for those living outside the gates of Ft. Carson. Children First has the contract to train and locate high quality child care programs that serve Army families in Pueblo and Fremont counties.

Counseling Services and Career Services

Counseling Services and Career Services are both located in the Davis Academic Building, Room 154. Both offices provide a number of professional services, such as:

Assessment and Transcript Review
If you are a prospective student, contact us and we can review your previous assessment test scores (SAT, ACT ACCUPLACER®, etc.). We can also help with reviewing your transcript if you are transferring into PCC with college credits from other schools.

Career Services

We offer the following services:
- Career exploration
- Career planning and counseling
- Occupational information
- Posting of available jobs
- Pre-employment skills development (resumes, cover letters, interviewing skills, etc.)

Counseling Services

We provide crisis intervention and brief personal counseling. If you have needs beyond these, we can refer you to the appropriate off-campus resource.

Life Skills

We offer assistance with coping with life issues that can affect college performance. We offer both workshops and individual assistance with the following:
- College survival and college success
- Stress management
- Study skills
- Test taking and test anxiety reduction
- Time management
- Communication skills
- Conflict resolution

Drug and Alcohol Prevention Information

PCC maintains drug prevention information and resources in cooperation with the referral sources available in the community. We also have information concerning alcohol abuse prevention. These resources are available to all employees and students. You can obtain information and confidential referrals from the Counselor for Wellness Services.

Dining Services

The Pueblo Joe's cafe is located in the lower level of the Student Center. It is open 7:30 a.m. to 8:00 p.m. Monday through Thursday, and until 5:00 p.m. on Fridays. Pueblo Joe's offers breakfast specials along with pastries and beverages. The lunch menu includes daily luncheon specials, deli sandwiches and grill items. The PCC Culinary Arts Program offers lunch in the GPA Dining Room area next to the cafe from 11:30 a.m. to 1:00 p.m. Tuesday through Friday during fall and spring semesters. Also, during fall and spring semesters, gourmet dinners are served in the GPA Dining Room on Wednesday evenings. Pueblo Joe's 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 Pueblo, Fremont, and SCCC West campuses each have a Learning Center, and each Center offers various services. You may inquire about these services in the Learning Center at your campus.

Computerized learning assistance is available at all campuses. Learning Express Library (LEL) is an interactive computerized tutorial and testing program that offers support for a huge variety of subjects from automotive to writing. LEL also offers career seeking services including interest inventories, career

information, resume writing, and interview skills. This program is are internet based and available any time. For more information, contact the Learning Center at your campus.

The Pueblo campus Learning Center provides the following services:

Academic Testing (AB134)
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 Testing Center, you must bring photo identification.

Assessment Testing (AB134)
We conduct Basic Skills Assessment (CPT ACCUPLACER®) as well as and pre-entrance examinations for admission to various health programs. You must have photo identification to take these tests.

Disability Resources (AB120)
If you have a documented disability (including a temporary disability such as a broken arm), you may qualify for accommodations. These accommodations include but are not limited to note taking services, alternative text formats, and sign language interpreting services. These services are available to students at all campuses.

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 Access (AB042)
We have laptop computers that students 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. Use of laptops requires a photo ID, and laptops must remain in the Learning Center.

Tutoring (AB042)
If you are taking English, science, or math classes you may visit the Learning Center for drop-in assistance with our professional tutors. We also have tutors to answer software and computer related questions. Math and English tutoring is available on a drop-in basis at Pueblo Joe's during most week day evening hours. We offer additional tutoring services for all other classes. Tutoring schedules are on the Tutoring page of the college website or inquire at the Learning Center to access these services.

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 56,000 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 one form of identification with photo 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/.

Online Full Text Resources
You have access to online full-text databases via the Library home page. Online Resources, a research guide available on the Library webpage, 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 online and in person for developing research strategies and identifying resources for class assignments or personal interests. Individual and group orientations are available. Research guides may be obtained in the Library; research guides are also available on the Library webpage.

Course Reserves
We maintain textbooks, resource materials, and study materials provided by your instructors to assist you in your assignments. Some textbooks are available in eBook format.

Special Study Aids
The main campus library provides laptop computers, media carrels, a photocopier, and study areas to help you complete assignments.

Access to Colorado Libraries
The PCC Library is a Colorado Libraries Collaborate (CLC) member. When 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 statewide.

Marketing and Public Relations Office

PCC's Marketing and Public Relations Office 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 portal sites. We provide a number of student services including publishing the front sections of the class schedule on our website. We also publish timely news for and about PCC students on their sign-on page (the Panther Pause) and publish *FYI News*, a quick-read flyer that is posted in the restrooms.

Office of Recruitment

The Office of Recruitment conducts an array of activities to create awareness of PCC programs and student life and assists prospective students through the enrollment process. These activities include conducting campus tours and visiting schools and organizations to deliver presentations. Student Ambassadors serve a key role in assisting with these efforts. This department also manages the Go!Zone help desk at the Pueblo campus, which is the first stop for new students. If you are interested in scheduling a campus tour for yourself or a group, or would like to meet with staff to assist you through the enrollment process, please call 719.549.3116.

The Customer Solutions Center is also a component of the Office of Recruitment. The Customer Solutions Center is a phone based help center for prospective and current students where answers regarding the enrollment process and variety of enrollment related services including Financial Aid can be obtained. The Customer Solutions Center can be reached by calling 719.549.3200.

Public 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 Student Center, Room 160. 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 Facilities Services office at 719.549.3345 or 719.549.3291.

Fremont Campus: Report incidents to the Fremont Campus administration 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 incidents to the Public Safety Officer who is available during evening and weekend hours. You can summon emergency services to the campus by calling 911 from any classroom phone or your personal cell phone.

Southwest Colorado Community College Campus: Report incidents to the Durango office 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.

Recreation Center

The PCC Recreation Center, located in the Student Center, Room 122 provides programs, facilities and equipment for students to physically, mentally and nutritionally improve one's health. This is accomplished through one of five of the Center's major program components:

Individual Fitness: Cardiovascular and weight training equipment. Over 60 pieces of high tech equipment are available to use.

Group Fitness Classes: Zumba, Belly Dancing, Salsa, Wii Just Dance, Yoga, encouraging our students to exercise and relax as a habit so they feel balanced.

Intramurals Program: Flag Football, Basketball, Disc Golf, Softball, Volleyball, and many more.

Health and Wellness Program: Ready, Set, Go, 10 for Health at PCC: Physical activity, stress relief, and nutritional education.

Outdoor Adventure Leadership Program: Field-based expeditions to enhance a student's education outside of the classroom by learning leadership development skills in an outdoor experience. The program serves PCC students by providing low-cost outdoor activity-based trips, including whitewater rafting, kayaking, rock climbing, canoeing, caving, hiking, backpacking, mountain biking, skiing and snowboarding.

All students carrying one credit or more are admitted free to the Recreation Center. The Health Professions Division also offers in the Recreation Center one-credit courses in fitness conditioning that can be found in the course schedule each semester. For further information on any of the Recreation Center's programs or current hours call 719.549.3063.

The Student Center and Auxiliary Services

The PCC Student 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 Student Center houses recreational and service facilities for the students. These include the Bookstore, Recreation Center, televisions, Pueblo Joe's Café, and student lounge areas. Wireless access throughout the building has been implemented. 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. You can get involved in campus life through Associated Student Government, Student Activities Board, or one of many clubs and organizations. For more information please call 549.3061 or visit Room 213.

Student and Judicial Affairs

The Director of Student and Judicial Affairs is located in the Davis Academic Building, Room 154I. The director provides a number of services to college students, including:
- Mediation of conflicts with students or others on campus
- Resolution of disputes with other students or college offices
- Investigation of complaints of violations of the PCC Student Code of Conduct
- Promotion of civility on campus
- Promotion of academic integrity

TRiO Student Support Services/Project Success (TRiO SSS)

TRiO Student Support Services/Project Success is a federally funded program that provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their postsecondary education. The goal of the program is to increase the college retention and graduation rates of its participants and help students make the transition from one level of higher education to the next. Services include instruction in basic study skills; tutorial services; academic, financial, and personal counseling; assistance in securing admission and financial aid for enrollment in four-year institutions; and guidance on career options.

TRiO Upward Bound

The vision of the Upward Bound Program at Pueblo Community College is to provide to eligible students the opportunity to increase the academic performance and graduate from high school, go to college and to motivate the students to be the first generation to graduate from college with a four-year degree. The Upward Bound grant is funded through a TRiO grant from the U.S. Department of Education. PR/Award Number PO47A070682.

TRiO Veterans Upward Bound

Veterans Upward Bound (VUB) is funded by the U.S. Department of Education to provide free college preparatory courses to qualified veterans beginning or returning to college. We offer day and evening classes year-round at both PCC, Pikes Peak Community College, CSU-Pueblo. 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.

Economic & Workforce Development

The **Economic and Workforce Development Division** provides workforce training and professional development opportunities and services across the four campus regions and throughout the state in partnership with other community colleges and organizations. Our flexible delivery options and customized training topics allow us to maximize employer resources and improve the employers' "bottom line". Our customer driven philosophy targets the specific needs of employers and their employees.

We offer training on a non-credit basis and provide community opportunities through public training events and grant-sponsored programs when available. We also provide continuing education credits upon request.

Economic Development
The division assists the Pueblo Economic Development Corporation (PEDCO) to assess new company prospects by addressing their workforce development needs. Specialized training programs can be developed specific to the company's need.

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

- CAD/CAM
- Computer Skills
- Construction
- Environmental
- Health
- Industrial Electrical
- Industrial Mechanical
- Leadership Skills
- Management and Staff Development
- Oil and Gas Industry/Mining
- Public Safety
- Quality Improvement
- Safety & OSHA
- Supply Chain Logistics
- Welding
- World Class Manufacturing

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; many can be delivered at your company location through our mobile learning labs.

City & State Training Grant Funds
We assist local employers applying 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 upon the impact on employers, employees, and the community at large.

For more information about any of our services, call 719.549.3320 or visit our website at www.pueblocc.edu/tec.
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Community Education Training & Pre-College

Community Education Training Division & Pre-College Programs

CETD is a division of PCC that serves the continuing education needs within the community. We offer programs that provide our customers with lifelong learning opportunities. You may contact us regarding any of the programs listed below at 719.549.3267 or visit our website at www.pueblocc.edu/CommunityOutreach/CETD/.

CETD Non-Credit Courses and Programs

Non-Credit Classes & Workshops: CETD is committed to providing our students with a broad range of offerings which address current lifestyle needs. Classes and one day workshops help individuals stay current with job skills, professional and personal growth, change issues, and exciting leisure activities.

Kids' College: Kids' College combines learning and fun for children in 1st – 12th grades by providing hands-on instruction in a small, learner-friendly class environment. The program is offered every summer and serves over 900 students each year. There are traditional classes in math, reading, science, and health-related topics. Kids' College also includes art, crafts, outdoor sports and games, music, cooking, computer classes, job skills, cartooning and animation, robotics, and other fun interactive courses.

Senior Focus: We offer courses specifically designed to meet the learning needs of our community. There are many offerings in computer training, personal interest and professional development that provide quality instruction and a positive learning environment for lifelong learners, 55 plus.

Customer Service Academy and Professional Development: CETD is an excellent resource for business, public entities, professional groups and organizations. Through quality staff and well-equipped facilities, we can assist in planning and delivering workshops, conferences, seminars and general meetings. General topics include customer service skills, leadership, and management. American Management Association classes and customized training in current methodologies and business practices are also offered.

CETD Pre-College Programs: The Community Education Training Division offers an array of opportunities for individuals seeking a high school diploma, GED, ESL, or a pathway into higher education. These programs are designed to meet the needs of the community and address the need for providing opportunities to lead to a more productive life.

Alternative High School Diploma Program: This program is designed for students between the ages of 17 and 20, who are self-motivated and committed to earning an alternative high school diploma. While enrolled, students are encouraged to seek higher educational opportunities, and are offered support and access to college admissions and financial services. This is a competency based program that requires a referral from your local school district.

HOPE Bridge Project: HOPE's focus is to assist prior offenders now on probation or parole that have a desire to change their life. This program helps prepare individuals for a substantial career, a productive life, and a positive future with services that guide them through the entry process into the college system to obtain a college degree.

Gateway to College: Gateway to College serves students ages 17-20 who have not experienced success in a traditional high school, but have a desire to get back on track and earn a diploma and more. Students can earn a high school diploma while earning college credits toward an associate's degree or certificate. Gateway to College students are **college** students, with **college** opportunities and **college** expectations.

GED Preparation: The GED Preparation Program is designed to assist individuals who have not earned a high school diploma to earn a GED (General Education Development). A GED has become an essential first step for improving an individual's opportunities for employment and education. The GED Program assists students, 17 years or older, with preparation to successfully pass the Reading, Science, Social Studies, Math and Writing tests. Additionally, students can receive help in preparing for the Accuplacer test and pre-college advisement.

For those students interested in enrolling in PCC, our program provides students with initial college advisement and preparation for the Accuplacer exam. Students must take a pre-test before enrolling in the GED class.

English as a Second Language (ESL): English as a Second Language (ESL) classes are designed to provide non-native English speakers with instruction in the development of English language vocabulary, grammar, and basic literacy skills. Students in the ESL classes will develop skills that will help them be more successful in seeking and maintaining employment, accessing additional educational opportunities and functioning in daily life. Classes are available at the beginning, intermediate, and advanced levels. Individuals interested in enrolling in the ESL classes must take a pre-test before enrolling.

Youth Academies: The Community Education Training & Pre-college Programs Division at PCC offers Youth Academies to participants 16-21 years old in the following areas: Customer Service, Media, Health, and Technology professions. These programs introduce individuals to career opportunities, raise awareness of employer expectations, job skills and academic requirements in the related fields. These programs provide access to a college environment and prepare the youth for the workforce.
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Student Life

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 Associated Student Government represents your interests to PCC's administration and oversees the student organizations on campus. We encourage you to participate in Associated Student Government meetings, run for offices, or get involved and active in one of the many student clubs.

The Associated Student Government

The Associated Student Government is the student governing body which is available at all campuses: Durango, Fremont, Mancos and Pueblo.

MISSION STATEMENT

Empower students by creating opportunities to become involved and provide leadership while collaborating with the college and community in order to establish a supportive environment for our PCC students so they become personally enriched.

PURPOSE STATEMENT

The purpose of Pueblo Community College Associated Student Government is to represent the student population on all campuses by pursuing social, political, academic and administrative initiatives of interest to our growing and diverse student body. In addition, the Pueblo Community College Associated Student Government shall act as a liaison between the student body and the college administration, the overall college community, the local, state and federal governments and other individuals and organizations. The ultimate task of the Associated Student Government is to address the needs, problems and concerns of the student body and to carefully listen to suggestions from the student body.

Student Activities Board

The Student Activities Board (SAB) is made up of members of the Associated Student Government and other PCC students. It recommends projects and funding levels to the Assistant Director of Student Life and Events and Director of Student Center & Auxiliary Services. The SAB sponsors educational events associated with Black History month and Women's History month, as well as other special educational events. We also sponsor recreational events such as the Fall Festival, Spring Fling, Casino Night, and Trick or Treat Street. Available on the Pueblo and Fremont Campuses.

Student Organizations

You may join any campus organization that is recognized by the Associated Student Government and advised by a member of the faculty/staff, as long as you are in good standing and meet the entrance requirements of the organization.

Durango Campus
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 Associated Student Government to represent the community of artists on campus.

Fremont Campus
Art Club
Automotive Club
Creative Writing Club
Drama Club
Game Club
Nursing Club
Outdoor Adventure Club
Sports Club

Pueblo Campus
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 Associated Student Government 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.

Colorado-ADN Club (Associate Degree Nursing Club)
PCC Nursing students and other interested students can join this club for the promotion of Associate Degree in nursing. The club acts as an advocate for student ADNs; it also helps them enhance the health of the public through education, action, and service.

Cosmetology Club
The Cosmetology Club is to introduce and help cosmetology students get involved and stay involved with campus life. The club is involved in community service work by visiting nursing homes and other organizations like Girl Scouts.

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 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 lifelong learning.

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.

International Language Club

The International Language Club encourages students to learn other languages and cultures from around the world. It creates an environment to form bonds with other students with similar interests with the hope that the students will be able to practice the languages that they know or are learning.

Performing Arts

The purposes of the Performing Arts Club is to improve the performing arts through education and to promote and provide higher education within the music, theater, technical and dance fields; to encourage civic engagement and inter-group affiliation in order to actively participate in the performing arts on a community-wide basis.

Phi Theta Kappa

Phi Theta Kappa is an international scholastic honor 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 3.5 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.

Skills USA

Skills USA is made up of students in the Auto, Auto Collision, Machining, and Welding programs. Skills USA equips its members with vocational and leadership skills. Skills USA are a local, state, national, and international organization.

Student Ambassador Program

The Student Ambassador program allows PCC to recognize students and to employ their talents for the good of the college. Student Ambassadors—a key part of the Office of Recruitment team—help with campus tours, recruitment activities, special events, and speaking engagements. To find out about the eligibility requirements, contact your local campus Go!Zone staff.

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.

Important Legal Information

Your Privacy Rights

The Family Educational Rights and Privacy Act of 1974 (FERPA), commonly known as the Buckley Amendment, protects 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.

Upon request, Pueblo Community College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

PCC may release the following directory information about you to the public:

- Student name
- Participation in officially recognized activities and sports
- College issued e-mail account
- Major field of study
- Dates of attendance
- Degrees and awards received
- Birth year (birth day and month cannot be disclosed)

If you do not wish PCC to release this information, you must file a written request with the Records Office. For more information about the Buckley Amendment, contact the Records Office.

Solomon Amendment

Institutions of higher education receiving Federal grants and contracts are subject to the "Solomon Amendment." (10 U.S.C. 1983 § 549). It allows federal funding to be cut if military recruiters are prohibited from recruiting on campus or are prohibited from accessing student directory information for recruiting purposes.

Covered student directory information ("student recruiting information") is defined as name, address, telephone listing, age or year of birth, academic major and level of education (e.g. freshman, sophomore, etc. or degree awarded). Where there is a conflict between the Family Educational Rights and Privacy Act of 1974 (FERPA), the Solomon Amendment would supersede FERPA. A student who has requested non-disclosure of directory information to any party under FERPA remains protected.

Institutions must respond to each of the separate branches of the military services, but only need to do so once per academic semester to each branch. *Military recruiters can contact the Records office for more information on this student directory information.*

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, gender, sexual orientation, or disability in its activities, programs, or employment practices as required by Title VII, 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, Pueblo, CO 81004 - Telephone: 719.549.3220; or the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone 303.844.5695; 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 of academic status in course, program or activity; or participation in a class or program.
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the student or employee.
- Creating an intimidating, hostile or offensive academic work environment; or unreasonably interfering with another's academic performance or work.

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 requests for sexual favors.
- 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, as amended, and Title IX, which prohibits sexual 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, Pueblo, CO 81004, Telephone: 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, in good faith, will not reflect upon your status or affect future employment, work assignments, or grades.

Grievance Process

Pueblo Community College provides a grievance procedure for students, clients, or volunteers who are providing a service to benefit the College under the supervision and control of a college employee (hereafter noted as grievant). A client or volunteer may only grieve a decision which bans him or her from the campus. A grievable matter is any alleged action which violates or inequitably applies written college policies or procedures. The grievant must be personally affected by such violation or inequitable action. Matters that are not grievable include those matters upon which the College is without authority to act, academic decisions unless there is an allegation that the decision was motivated by illegal discrimination, and disciplinary actions.

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/.

Complaints

Pueblo Community College welcomes comments, suggestions or feedback from students, clients or volunteers. Individuals are encouraged to provide feedback or seek resolution about any concern or complaint at the lowest informal level progressing through the appropriate chain of command at all PCC campuses. If the concern or complaint is not resolved through an informal process, a written complaint may be submitted to the Vice President of Student Services.

Complaint Procedures

If you are taking any Pueblo Community College courses, and you have a complaint about your experience with Pueblo Community College (PCC), you have two options:

1. You can follow Pueblo Community College's process for student complaints, which can be found in the Student Handbook. You may also contact the Higher Learning Commission http://www.ncahlc.org/ , which is Pueblo Community College's accrediting agency.
2. If you are residing outside of Colorado while attending Pueblo Community College, in many cases you can file a complaint in the state where you are residing. As required by federal regulations, a list of agencies in each state where complaints can be filed can be found at www.sheeo.org/agencies.asp#CO.

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

Surveys and/or Research at Pueblo Community College

While surveying students and conducting research can be important methods for advancing knowledge, Pueblo Community College reserves the right to endorse, allow, or not allow surveys and research at the College, and the right to determine the timing of when surveys and research may be conducted as stated in PCC Policy 550. The Office of Institutional Research (OIR) is responsible to review all proposed surveys and questionnaires; protect the rights of human subjects; ensure good survey methodology and design; prevent specific populations from being over-surveyed; avoid the collection of duplicated information; and encourage sharing of survey results with the PCC community. The OIR is authorized to review, approve, require modifications in, or disapprove surveys or questionnaires conducted by or through the College. All survey, questionnaire, and research activity/project requests must be approved prior to administration. Contact the Office of Institutional Research (OIR) and submit the Survey/Questionnaire Request Form.

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 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.

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 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.

Disclaimer for Diagnostic Medical Sonography Majors with a Criminal History

Applicants are advised that persons with a prior felony, gross misdemeanor, or misdemeanor may be declared ineligible for registry certification. The program assumes no responsibility for the denial or registry eligibility due to a prior criminal conviction. Applicants who have any questions concerning registration restrictions due to a prior felony, gross misdemeanor, or misdemeanor convictions are encouraged to undergo a *Pre-application Review of Eligibility for Certification* through the **American Registry of Diagnostic Medical Sonographers, 51 Monroe Street, Plaza East One, Rockville, Maryland, 20850-2400; Telephone – 301.738.8401 or 800.541.9754; Website – www.ardms.org.**

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 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 Radiologic Technology Majors with Criminal History

Applicants are advised that persons with a prior felony, gross misdemeanor, or misdemeanor may be declared ineligible for registry certification. The program assumes no responsibility for the denial of registry eligibility due to prior criminal conviction. Applicants who have any questions concerning registration restrictions due to a prior felony, gross misdemeanor, or misdemeanor convictions are encouraged to undergo a *Pre-application Review of Eligibility for Certification* through **The American Registry of Radiologic Technologists, 1255 Northland Drive, Mendota Heights, Minnesota 55120; Phone – 651.687.0048; Website – www.arrt.org/ethics.**

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.

Degree and Certificate Programs

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 Department of Higher Education (CDHE), which approves degrees, and by the Colorado Community College System (CCCS), 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 Computer Information Systems, Criminal Justice, and Mass Communications have particular general education requirements within each degree.

For AGS degrees, no designation of an emphasis area or concentration may appear on a transcript or diploma, other than "Liberal Studies."

GAINFUL EMPLOYMENT INFORMATION
The US Department of Education requires disclosure of information for any financial aid eligible program that "prepares students for gainful employment in a recognized occupation." For more information go to http://www.pueblocc.edu/AboutUs/IR/EmploymentData.htm.

Associate of Arts (AA) Degree

Dr. Lana Carter, Dean
Transfer Degree

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 Education, Education, Engineering, or Nursing.

Requirements for the AA Degree are as follows:

  a. Minimum of 60 semester hours of course work
  b. Minimum of 15 graded semester hours earned at PCC
  c. Minimum grade of "C" in all coursework for the degree

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:

  I.   **37 credits of Colorado Statewide Guaranteed Transfer Courses (GT Pathways)**
  II. **23 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.

1. Colorado Statewide Guaranteed Transfer Courses (GT Pathways)

You must take 37 credits from the following list:

6 Credits   Written Communication
ENG 121 and ENG 122 **OR** ENG 122 and a GTPathways approved course HIS 265

3 Credits   Oral Communication
COM 115 or COM 125 or COM 220

3 Credits   Mathematics
Select from: MAT 120, MAT 121, MAT 122, MAT 125, MAT 135, MAT 201, MAT 202, MAT 203

7 Credits   Natural and Physical Sciences
Select two courses: 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, ENV 101, GEO 111, 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.

18 Credits   Arts and Humanities/Social Behavior

 6 Credits   Arts & Humanities
(Select 2 courses from 2 different categories):
Arts: ART 110, ART 111, ART 112, ART 207, MUS 120, MUS 121, MUS 122, THE 105, THE 211, THE 212
Foreign Languages: SPA 211 and SPA 212, GER 211 and GER 212, FRE 211 and FRE 212, ITA 211 and ITA 212
Literature & 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
 6 Social & behavioral Sciences
(Select 2 courses from 2 different categories)
Economics and Political Systems: ECO 201, ECO 202, ECO 245, POS 105, POS 111, POS 125
Geography: GEO 105, GEO 106
Human Behavior and Social Systems: ANT 101, ANT 107, ANT 111, ANT 215, COM 220, JOU 105, PSY 101, PSY 102, PSY 205, PSY 217, PSY 226, PSY 227, PSY 235, PSY 238, PSY 249, SOC 101, SOC 102, SOC 205, SOC 215, SOC 216, SOC 218, SOC 220, SOC 231, SOC 237, WST 200
 3 History
(Select one course)
History: HIS 101, HIS 102, HIS 111, HIS 112, HIS 201, HIS 202, HIS 225, HIS 247

 3 Select one additional course from either Arts & Humanities, Social and Behavioral Sciences or History

2. Associate of Arts Electives

You must take 23 elective credits. You can meet your elective requirements as follows:

  1. All electives must be selected with advisor approval.
  2. Take any of the above courses that are not used as Statewide Guaranteed Transfer Courses (GT Pathways).
  3. Complete any of the following Approved Elective Courses:

ANT **	JOU**
ART **	JRD 215, 216
AST **	LIT **
BIO 105 and higher	MAT 120 or higher
CHE 101 and higher	MGD 133, 221, 233
COM**	MUS **
CSL 245, 255, 260, 265	PED ** or DAN ** (up to 2 credits)
CSL 268, 269	PHI**
ECE 101, 102, 205, 238, 241	PHO except 205 & 206
ECO 105 and higher	PHY**
EDU **	POS **
ENG 121 and higher	PSY** except 110 & 106
Foreign Languages 111 or higher	SCI 155 and 166
GEO**	SOC**
GEY**	SWK **
HIS**	THE**
HUM**	WST
HWE 100	

** Student 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 111	The World: Antiquity - 1500 GT Pathways course

15   Semester Three
3	PHI 111	Introduction to Philosophy or Humanities GT Pathways course
3	COM 115	Public Speaking
3	HIS 112	The World: 1500 to Present 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)

Business Management

Joe Easton, Department Chair
Associate of Arts (AA) Degree

Career Opportunities

The Associate of Arts degree in Business Management prepares you to transfer into bachelor's degree accounting programs at four-year colleges.

Program Description

The Associate of Arts degree with an emphasis in Business Management prepares you to transfer to a bachelor's degree business management program. The PCC-CSU-Pueblo Transfer Agreement allows the AA 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.

Note: For students interested in a bachelor's degree in Accounting, the Pueblo Community College Pathway of Study is the AA degree in Business Management.

ASSOCIATE OF ARTS (AA) DEGREE
Business Management
TOTAL CREDITS 60

40 General Education Core Requirements
 9 English/Speech
    ENG 121, ENG 122, COM 115
 8 Mathematics
    MAT 121, MAT 125
 8 Natural Science
    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
 6 Social and Behavioral Sciences
    ECO 201 and ECO 202 are required.
 3 History
    HIS 101, HIS 102, HIS 201, HIS 202
 6 Humanities
    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

Education

Rosemary Breckenfelder, Department Chair

Associate of Arts (AA) Degree

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 OF ARTS (AA) DEGREE
Elementary Education
TOTAL CREDITS 60

38	**State Guaranteed Transfer Courses**	
9	Communications	
	ENG 121 (with a grade of B or better), ENG 122, COM 115	
3	Mathematics	
	MAT 155	
8	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 111	World Civilization I
	OR	
3	HIS 112	World 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 bachelor's 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. Please meet with an Early Childhood advisor for information on transferring to a specific four year institution. Adams State College is accepting Early Childhood graduates. 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 an Early Childhood Teacher 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.

TWO AA DEGREE PLAN OPTIONS WITH TRANSFER TO ADAMS STATE COLLEGE

Option 1:

Emphasis in Elementary Education with Early Childhood Education Courses
TOTAL CREDITS 60

41-42	**General Education Requirements**
9	**Communications**
	ENG 121, ENG 122, COM 115
6-7	**Mathematics** (Choose one track)
	Track 1: MAT 120 or MAT 121 and MAT 135
	Track 2: MAT 155, MAT 156
8	**Natural Science**
	SCI 155 and SCI 156 (OR two Lab Sciences from the following:
	BIO 105 or BIO 111, GEY 111, CHE 101 or CHE 111, PHY 105 or PHY 111 or PHY 211
9	**Social and Behavioral Sciences**
	GEO 105, HIS 201, POS 111
9	**Arts and Humanities**
	ART 110 or 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

3	**Electives** (Choose one course from the following):
	HIS 111 or HIS 112 OR PSY 101 or SOC 101

Option 2:

Emphasis in Elementary Education
TOTAL CREDITS 60

38	**General Education Requirements**
9	**Communications**
	ENG 121, ENG 122, COM 115
6	**Mathematics**
	MAT 155 and MAT 156
8	**Natural Science**
	SCI 155, SCI 156
9	**Social and Behavioral Sciences**
	GEO 105, HIS 201 or HIS 202, POS 111
9	**Arts and Humanities**
	ART 110 , LIT 115, MUS 120

19	**Electives**
	EDU 221*, MAT 135, HIS 111 OR HIS 112, LIT 255, ECE 238, ECE 225

*In addition to the requirements listed, you must complete 30 hours of fieldwork in EDU 221. Schools used during this fieldwork require students to successfully pass a background check.

Early Childhood Education

Rosemary Breckenfelder, Department Chair
Associate of Arts (AA) Degree

Career Opportunities
The ECE program prepares you for a career in teaching children (birth to age 5). The program can also prepare you to become a Early Childhood Teacher 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

ASSOCIATE OF ARTS (AA) DEGREE
Early Childhood Education
TOTAL CREDITS 60

38	**General Education Core Requirements**
9	**Communications**
	ENG 121, ENG 122, COM 115
6	**Mathematics (Choose one Track)**
	Mathematics Track 1:
	MAT 120 or MAT 121, MAT 135
	Mathematics Track 2:
	MAT 155, MAT 156
8	**Natural and Physical Sciences**
	BIO 105 or BIO 111, CHE 101 or CHE 111, GEY 111, PHY 105 or PHY 111 or PHY 211, SCI 155, SCI 156
9	**Social and Behavioral Sciences**
	HIS 201, GEO 105, POS 111
6	**Arts and Humanities** (Choose 2 courses)
	ART 110, MUS 120, LIT 115, LIT 255
16	**Core Curriculum Requirements**
	ECE 101. ECE 102, ECE 205, ECE 238, ECE 241
6	**Electives**
	Determined by transferring institution

This degree transfers to the following Colorado Public Four-Year institutions of higher education:

Adams State College – Interdisciplinary Studies
CSU-Ft. Collins – Human Development
Ft. Lewis College – Interdisciplinary Studies
Mesa State College – Liberal Arts
Metropolitan State College of Denver – Human Development
University of Northern Colorado – Interdisciplinary Studies

Elementary Education

Rosemary Breckenfelder, Department Chair
Associate of Arts (AA) Degree

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 OF ARTS (AA) DEGREE
Elementary Education
TOTAL CREDITS 60

35	**General Education Core Requirements**
9	**Communications**
	ENG 121, ENG 122, COM 115
6	**Mathematics**
	MAT 155, MAT 156
8	**Natural and Physical Sciences**
	SCI 155, SCI 156
9	**Social and Behavioral Sciences**
	HIS 201, GEO 105, POS 111
3	**Arts and Humanities** (3 credits required, choose 1 course)
	LIT 115, LIT 201, LIT 202, LIT 211, LIT 221
6	**Education Requirements**
	EDU 221, PSY 238

In addition to the electives listed, you must complete 30 hours of fieldwork in EDU 221. Students must be able to successfully pass a background check.

19	**Electives**
	Determined by transferring institution

This degree transfers to the following Colorado Public Four-Year institutions of higher education:

Adams State College - Interdisciplinary Studies
CSU-Pueblo - Liberal Studies
Ft. Lewis College –Interdisciplinary Studies
Mesa State College – Liberal Arts
Metropolitan State College of Denver – Behavioral Science & Human Development
University of Colorado, Boulder – English/History/Social Studies/ Science/Math
University of Colorado, Denver – Individually Structured Major
University of Northern Colorado – Interdisciplinary Studies
Western State College – Interdisciplinary Studies

Emphasis in Social Work
Donna Fitzsimmons, Department Chair
Associate of Arts (AA) Degree

Career Opportunities
The Associate of Arts degree with an emphasis in Social Work prepares students to transfer as a junior to a four-year institution in order to earn a bachelor's degree in Social Work. Social workers are professionals who are specially trained to work with people to provide a variety of services to individuals, families, groups or even communities. Social workers are employed in many different settings including, but not limited to, schools, corrections, victims programs, child welfare, nursing homes, foster care agencies, domestic violence shelters, and homeless programs.

Program Description
This program introduces students to the field of Social Work and includes general education requirements as well as specific courses in the area of Social Work. The courses included in this program are part of an articulation agreement with Colorado State University-Pueblo. Upon transfer to CSU-Pueblo, students who have earned the AA degree with an emphasis in Social Work will be ready to apply for admission to the Social Work program.

Program Requirements
Students interested in the field of Social Work should be aware that social workers must adhere to a strict code of ethics and values that are meant to protect the dignity and worth of clients and the profession. Social work students should be prepared to challenge their own attitudes, values and beliefs in order to be successful in the field. To help students gain real world experience, SWK 222, Introduction to SWK Practice, requires 15 hours of volunteer work in an approved human services agency.

ASSOCIATE OF ARTS (AA) DEGREE
Emphasis in Social Work
TOTAL CREDITS 60

38	**General Education Requirements**	
9	**Communications**	
	ENG 121, ENG 122, COM 115	
3	**Mathematics**	
	MAT 135	
8	**Physical and Life Sciences: (Select two courses)**	
	BIO 105 with Lab, select one additional course from the Statewide General Education Core	
9	**Social and Behavioral Sciences**	
	HIS 202, POS 111, PSY 101	
9	**Arts and Humanities**	
	LIT 205, PHI 112, Select one additional course from the Statewide General Education Core	

22	**Electives**	
3	ETH 224	Introduction to Chicano Studies
3	SOC 101	Introduction to Sociology 1: GT-SS3
3	SWK 100	Introduction to Social Work
3	SWK 201	Human Behavior in the Social Environment I
3	SWK 202	Human Behavior in the Social Environment II
3	SWK 205	Social Welfare in the US
3	SWK 222	Introduction to Social Work Practice
3	WST 200	Introduction to Women's Studies

Associate of Arts (AA) Degrees with Designation

Laura Solano, Vice President of Learning

Transfer Degrees

Business Management

Joe Easton, Department Chair

Associate of Arts (AA) Degree

Career Opportunities

The Associate of Arts degree in Business Management prepares you to transfer into bachelor's degree accounting programs at four-year colleges.

Program Description

The Associate of Arts degree with an emphasis in Business Management prepares you to transfer to a bachelor's degree business management program. The PCC-CSU-Pueblo Transfer Agreement allows the AA Business Management graduate to transfer to the CSU-Pueblo Hasan School of Business with a junior standing. Students must maintain a 3.0 GPA at time of transfer for guaranteed admission. Contact the department chairperson for information about transferring to four-year institutions other than CSU-Pueblo. The AA degree in Business Management is part of the approved state wide transfer agreement with all public Colorado universities and colleges.

Note: For students interested in a bachelor's degree in Accounting, the Pueblo Community College Pathway of Study is the AA degree in Business Management.

ASSOCIATE OF ARTS (AA) DEGREE
Business Management
TOTAL CREDITS 60

40	**General Education Core Requirements**
9	**Communications**
	ENG 121, ENG 122, COM 115
8	**Mathematics**
	MAT 121 OR MAT 123, MAT 125
8	**Natural and Physical Sciences**
	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, ENV 101, GEO 111, GEY 111, GEY 121, MET 150, PHY 105, PHY 111, PHY 112, PHY 211, PHY 212, SCI 155, SCI 156
6	**Social and Behavioral Sciences**
	ECO 201, ECO 202
3	**History**
	HIS 101, HIS 102, HIS 111, HIS 112, HIS 201, HIS 202, HIS 247
6	**Arts and Humanities**
	Arts: ART 110, ART 111, ART 112, ART 207, MUS 120, MUS 121, MUS 122, THE 105, THE 211, THE 212
	Foreign Languages: SPA 211 and 212, GER 211 and 212, ITA 211 and 212, FRE 211 and 212
	Literature & 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,

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 Environment of Business
3	BUS 217	Business Communication and Report Writing
3	BUS 226	Business Statistics

This degree transfers to the following Colorado Public Four-Year Institutions of higher education:

Adams State College	University of Colorado, Boulder
CSU-Ft. Collins	University of Colorado, Colo. Springs
CSU-Pueblo	University of Colorado, Denver
Ft. Lewis College	University of Northern Colorado
Mesa State College	Western State College of Colorado
Metro State College of Denver	

Economics

Joe Easton, Department Chair

Associate of Arts (AA) Degree

Career Opportunities
The Associate of Science degree with a designation in Economic prepares students to transfer as a junior to a four-year institution in Colorado in order to pursue a bachelor's degree in Economics. Bachelor degree curriculums allow students to prepare for graduate school, for teaching careers, or for employment in areas that require economic analysis, such as actuarial science, Investment banking, finance, or statistics. Students would also be prepared to work in commercial banks, finance companies, and insurance companies.

Program Description
The Associate of Science degree with a designation in Economics is designed for students who want to transfer to a four-year college or university to pursue a baccalaureate degree in economics Completion of the AS degree completes the first two years of a economics Bachelor's Degree, and guarantees transfer at Junior standing with no more than 60 remaining credits to meet the graduation requirements for a baccalaureate degree in economics.

Program Requirements
In addition to the requirements listed below, you must:

a. Earn a minimum of 60 semester hours of course work
b. Earn a minimum of 15 graded semester hours at PCC
c. Earn a minimum of "C" in all coursework for the degree

Consult with a PCC Accounting and Business 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.

To earn an AS degree with a designation in Economics, you must complete at least 60 college-level credits, as described below:

ASSOCIATE OF ARTS (AA) DEGREE
Economics
TOTAL CREDITS 60

37 General Education Core Requirements
6 Communications
ENG 121, ENG 122
5 Mathematics
MAT 201
8 Natural and Physical Sciences
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, ENV 101, GEO 111, GEY 111, GEY 121, PHY 105, PHY 111, PHY 112, PHY 211, PHY 212, SCI 155, SCI 156

6 Social and Behavioral Sciences
ECO 201, ECO 202
3 History (Choose one course)
HIS 101, HIS 102, HIS 111, HIS 112, HIS 201, HIS 202, HIS 247

9 Arts and Humanities
Arts: ART 110, ART 111, ART 112, ART 207, MUS 120, MUS 121, MUS 122, MUS 123, THE 105, THE 211, THE 212
Foreign Languages: SPA 211 and 212, GER 211 and 212, ITA 211 and 212, FRE 211 and 212
Literature & 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

3 Additional Required Courses
MAT 135   Introduction to Statistics

20 Electives
Determined by transferring institution

This degree transfers to the following Colorado Public Four-Year institutions of higher education:

Adams State College
CSU – Ft. Collins
Ft. Lewis College
Metropolitan State College of Denver
University of Colorado – Boulder
University of Colorado – Colorado Springs
University of Colorado, Denver
University of Northern Colorado
Western State College of Colorado

History

Donna Fitzsimmons, Department Chair
Associate of Arts (AA) Degree

Career Opportunities

The Associate of Arts (AA) Degree with Designation in HISTORY prepares the student to transfer as a junior to a four-year institution in Colorado in order to pursue a Bachelor of Arts (BA) degree in History. Students who opt for the Bachelor of Arts in History can choose to work in several occupational fields including; education (multiple levels), historical and/or corporate research, public history, and many other related areas of social sciences. Once a BA is completed, students may pursue a higher or graduate degree in History if interested.

Program Description

This program introduces the student to the field of history and includes the course work to meet general education requirements that are common to all Colorado four-year institutions, as well a specific courses in various subfields of history. Upon transfer, students from Pueblo Community College who have earned the Associate of Arts (AA) Degree with Designation in History will be ready to complete the last half of a BA in History at a four year institution.

Program Requirements

Refer to the course requirements listed below. Some courses may have prerequisites of lower level classes or assessment scores. Refer to the course descriptions found in this catalogue for these prerequisites.

ASSOCIATE OF ARTS (AA) DEGREE
History
TOTAL CREDITS 60

37	**General Education Core Requirements**
6	**Written Communication**
	ENG 121 and ENG 122, ENG 201 and HIS 265
3	**Oral Communications**
	COM 115 OR COM 125
3	**Mathematics**
	MAT 120, MAT 121, MAT 122, MAT 125, MAT 135, MAT 201, MAT 202
7	**Natural and Physical Sciences**
	AST 101, AST 102, BIO 105, BIO 111, BIO 112, BIO 201, BIO 202, BIO 204, CHE 101, CHE 102, CHE 105, CHE 111, ENV 101, CHE 112, GEY 111, GEY 121, MET 150, PHY 105, PHY 111, PHY 112, PHY 211, PHY 212

Note: The Natural and Physical Science classes require a laboratory component.

3	**History**
	HIS 101 OR HIS 111
6	**Social and Behavioral Sciences**
	(2 courses required – choose from the following):
	Economics & Political Systems: ECO 201, ECO 202, POS 105, POS 111, POS 125
	Geography: GEO 105, GEO 106
	Human Behavior & Social Systems: ANT 101, ANT 111, JOU 105, PSY 101, PSY102, PSY 205, PSY 217, PSY 226, PSY 227, PSY 235, PSY 238, PSY 240, PSY 249, SOC 101, SOC 102, SOC 205, SOC 215, SOC 216, SOC 231, WST 200
9	**Arts and Humanities**
	(Select 3 courses from any category)
	Arts: ART 110, ART 111, ART 112, ART 207, LIT 221, LIT 222, MUS 120, MUS 121, MUS 122, MUS 123, PHI 214, THE 105, THE 211, THE 212
	Foreign Languages: SPA 211 and 212, GER 211 and 212, ITA 211 and 212, FRE 211 and 212
	Literature & 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
12	**Electives**
	HIS 102 OR HIS 112, HIS 201, HIS 202
	Choose one additional HIS course:
	HIS 101, HIS 102, HIS 111, HIS 112, HIS 201, HIS 202, HIS 247

This degree transfers to the following Colorado Public Four-Year institutions of higher education:

Adams State College
CSU-Ft. Collins
CSU-Pueblo
Ft. Lewis College
Mesa State College
Metropolitan State College of Denver
University of Colorado, Boulder
University of Colorado, Colorado Springs
University of Colorado, Denver
University of Northern Colorado
Western State College

Psychology

Donna Fitzsimmons, Department Chair
Associate of Arts (AA) Degree

Career Opportunities

The Associate of Arts (AA) Degree with Designation in Psychology prepares the student to transfer as a junior to a four-year institution in Colorado in order to pursue a Bachelor of Arts (BA) degree in Psychology. Much of the course work for B.A and B.S degrees in Psychology tends to overlap (for example, social science requirements and core courses), but those with a BA degree are geared toward more modern scientific psychology--how we adapt to rapidly changing social and physical environments. Students who opt for the Bachelor of Arts in Psychology can choose to work in the human services field (crisis intervention or case management) or in business areas (human resources, personnel or management). Once a BA is completed, students may pursue a higher degree in Psychology if interested.

Program Description

This program introduces the student to the field of psychology and includes the course work to meet general education requirements that are common to all Colorado four-year institutions, as well a specific courses in various subfields of psychology. Upon transfer, students from Pueblo Community College who have earned the Associate of Arts (AA) Degree with Designation in Psychology will be ready to complete the last half of a BA in Psychology at a four year institution.

Program Requirements

Refer to the course requirements listed below. Some courses may have prerequisites of lower level classes or assessment scores. Refer to the course descriptions found in this catalogue for these prerequisites.

ASSOCIATE OF ARTS (AA) DEGREE
Psychology
TOTAL CREDITS 60

34-36   General Education Core Requirements
6   Written Communication
          ENG 121 and ENG 122
3   Oral Communication
          COM 115 OR COM 125
3-4   Mathematics
          MAT 121
7-8   Natural and Physical Sciences
          (Choose two courses. One must be a Biology course with lab)
          AST 101, AST 102, BIO 105, BIO 111, BIO 112, BIO 201, BIO 202, BIO 2O4, CHE 101, CHE 102, CHE 105, CHE 111, CHE 112, ENV 101, GEO 111, GEY 111, GEY 121, MET 150, PHY 105, PHY 111, PHY 112, PHY 211, PHY 212, SCI 155, SCI 156
6   Social and Behavioral Sciences
          Economics & Political Systems: ECO 201, ECO 202, ECO 245, POS 105, POS 111, POS 125
          Geography: GEO 105, GEO 106
          Human Behavior & Social Systems: ANT 101, ANT 107, ANT 111, ANT 215, COM 220, JOU 105, PSY 101, PSY102, PSY 205, PSY 217, PSY 226, PSY 227, PSY 235, PSY 238, PSY 240, PSY 249, SOC 101, SOC 102, SOC 205, SOC 215, SOC 216, SOC 218, SOC 220, SOC 231, SOC 237, WST 200

3   History
          HIS 101, HIS 102, HIS 111, HIS 112, HIS 201, HIS 202, HIS 247
9   Arts and Humanities
          (Select 3 courses from any category 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
          Foreign Languages: SPA 211 and 212, GER 211 and 212, ITA 211 and 212, FRE 211 and 212
          Literature & 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

15   Additional Required Courses
6   PSY 101, PSY 102
9   (Choose 3 additional Psychology courses)
          PSY 205, PSY 217, PSY 226, PSY 227, PSY 235, PSY 238, PSY 240, PSY 249

6-8   Electives

1. All electives must be selected with advisor approval.
2. Take any of the above courses that are not used as Statewide Guaranteed Transfer Courses (GT Pathways).
3. Complete any of the following Approved Elective Courses:

ANT **	JOU**
ART **	JRD 215, 216
AST **	LIT **
BIO 105 and higher	MAT 120 or higher
CHE 101 and higher	MGD 133, 221, 233
COM**	MUS **
CSL 245, 255, 260, 265	PED ** or DAN ** (up to 2 credits)
CSL 268, 269	PHI**
ECE 101, 102, 205, 238, 241	PHO except 205 & 206
ECO 105 and higher	PHY**
EDU **	POS **
ENG 121 and higher	PSY** except 106 & 110
Foreign Languages 111 or higher	SCI 155 and 166
GEO**	SOC**
GEY**	SWK **
HIS**	THE**
HUM**	
HWE 100	

** Student may select any course number from this course prefix area

This degree transfers to the following Colorado Public Four-Year institutions of higher education:

Adams State College
CSU-Ft. Collins
CSU-Pueblo
Ft. Lewis College
Mesa State College
Metropolitan State College of Denver
University of Colorado, Boulder
University of Colorado, Colorado Springs
University of Colorado, Denver
University of Northern Colorado
Western State College

Spanish

Dave Edwards, Department Chair

Associate of Arts (AA) Degree

Career Opportunities

The Associate of Arts degree with a designation in Spanish prepares students to transfer as a junior to a four-year institution in Colorado in order to pursue a bachelor's degree in Spanish. Bachelor degree curriculums allow students to prepare for graduate school, for teaching careers, or for employment in areas that require Spanish, such as public relations, Human Resources, Sales, Human Resources, Hospitality, Management, bilingual Education, and Interpretation or Translation.

Program Description

The Associate of Arts degree with a designation in Spanish is designed for students who want to transfer to a four-year college or university to pursue a baccalaureate degree in Spanish. Completion of the AA degree completes the first two years of a Spanish Bachelor's Degree, and guarantees transfer at Junior standing with no more than 60 remaining credits to meet the graduation requirements for a baccalaureate degree in Spanish.

Program Requirements

In addition to the requirements listed below, you must:
a. Earn a minimum of 60 semester hours of course work
    b. Earn a minimum of 15 graded semester hours at PCC
    c. Earn a minimum of "C" in all coursework for the degree

Consult with a PCC Arts and 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.

To earn an AA degree with a designation in Spanish, you must complete at least 60 college-level credits, as described below:

ASSOCIATE OF ARTS (AA) DEGREE
Spanish
TOTAL CREDITS 60

37	**General Education Requirements**
6	**Written Communication**
	ENG 121 and ENG 122 OR ENG 122 and HIS 265
3	**Oral Communication**
	COM 115 OR COM 125
3	**Mathematics**
	MAT 120, MAT 121, MAT 122, MAT 125, MAT 135, MAT 201, MAT 202, MAT 203
8	**Natural and Physical Sciences**
	(Choose two courses. One of these courses must have the required lab.)
	AST 101, AST 102, BIO 105, BIO 111, BIO 112, BIO 201, BIO 202, BIO 2O4, CHE 101, CHE 102, CHE 105, CHE 111, CHE 112, ENV 101, GEO 111, GEY 111, GEY 121, MET 150, PHY 105, PHY 111, PHY 112, PHY 211, PHY 212, SCI 155, SCI 156

9	**Social and Behavioral Sciences**
	Economics & Political Systems: ECO 201, ECO 202, ECO 245, POS 105, POS 111, POS 125
	Geography: GEO 105, GEO 106
	Human Behavior & Social Systems: ANT 101, ANT 107, ANT 111, ANT 215, COM 220, JOU 105, PSY 101, PSY102, PSY 205, PSY 217, PSY 226, PSY 227, PSY 235, PSY 238, PSY 240, PSY 249, SOC 101, SOC 102, SOC 205, SOC 215, SOC 216, SOC 218, SOC 220, SOC 231, SOC 237, WST 200
3	**History**
	HIS 244 OR
	(Choose one course focusing on the Spanish-Speaking world (non-U.S.) or another non-U.S. History course)
	HIS 101, HIS 102, HIS 111, HIS 112, HIS 201, HIS 202, HIS 247
9	**Arts and Humanities**
	SPA 211*, SPA 212*
	(Select 1 course from any category)
	Arts: ART 110, ART 111, ART 112, ART 207, MUS 120, MUS 121, MUS 122, THE 105, THE 211, THE 212
	Foreign Languages: SPA 211 and 212, GER 211 and 212, ITA 211 and 212, FRE 211 and 212
	Literature & 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

*Please Note**: Students who have a higher proficiency level than is required for APA 211 or SPA 212 should substitute other Arts & Humanities courses.

10	**Additional Required Requirements**
	SPA 111**, SPA 112**

**Please Note: SPA 111 and SPA 112 may be waived, based on a student's proficiency level. Students should consult with an advisor.

13	**Electives**
	Suggested courses: 200-level Spanish courses; course outside the Spanish department with content related to the Spanish-speaking world.

This degree transfers to the following Colorado Public Four-Year institutions of higher education:

Adams State College
CSU-Ft. Collins
CSU-Pueblo
Ft. Lewis College
Mesa State College
Metropolitan State College of Denver
University of Colorado, Boulder
University of Colorado, Colorado Springs
University of Colorado, Denver
University of Northern Colorado
Western State College

Associate of Science (AS) Degree

Dr. Lana Carter, Dean
Transfer Degree

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:

a. Minimum of 60 semester hours of course work
b. Minimum of 15 graded semester hours earned at PCC
c. Minimum grade of "C" in all coursework for the degree

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 AS curriculum sheet for reference.

To earn an AS degree, you must complete at least 60 college-level credits, broken down as follows:

I.   **39 credits - Colorado Statewide Guaranteed Transfer Courses (GT Pathways)**
II. **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:

6 Credits   Written Communication
ENG 121 and ENG 122, or ENG 122 and HIS 265

6 Credits   Oral Communication
COM 115 or COM 125 or COM 220

3 Credits   Mathematics
MAT 121 or MAT 122, MAT 166, or MAT 201

3 Credits   History
HIS 101, HIS 102, HIS 111, HIS 112, HIS 201, HIS 202, HIS 247

12 Credits   Natural and Physical Sciences
(Choose 2 sequenced lab-based courses and 1 additional lab science course):
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, ENV 101 GEY 111, GEY 121, MET 150, PHY 105, PHY 111, PHY 112, PHY 211, PHY 212, SCE 155, SCE 156

6 Credits   Social and Behavioral Sciences
Select 2 courses in at least 2 categories:
Economics and Political Systems: ECO 201, ECO 202, ECO 240, POS 105, POS 111, POS 125
Geography: GEO 105, GEO 106
History: HIS 101, HIS 102, HIS 111, HIS 112, HIS 201, HIS 202, HIS 247
Human Behavior and Social Systems: ANT 101, ANT 107, ANT 111, JOU 105, PSY 101, PSY 102, PSY 205, PSY, 217, PSY 226, PSY 227, PSY 235, PSY 238, PSY 240, PSY 249, SOC 101, SOC 102, SOC 205, SOC 215, SOC 216, SOC 218 SOC 231, SOC 237, WST 200

6 Credits   Arts and Humanities
Select 2 courses in at least 2 categories:
Arts: ART 110, ART 111, ART 112, ART 207, MUS 120, MUS 121, MUS 122, THE 105, THE 211, THE 212
Foreign Languages: SPA 211, SPA 212, GER 211, GER 212, ITA 211, ITA 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:

1.   All electives must be selected with advisor approval.
2.   Take any of the above courses that are not used as Statewide Guaranteed Transfer Courses (GT Pathways).
3.   Complete any of the following Approved Elective Courses:

ANT **	JOU**
ART **	JRD 215, 216
AST **	LIT **
BIO 105 and higher	MAT 120 or higher
CHE 101 and higher	MGD 133, 221, 233
COM**	MUS **
CSL 245, 255, 260, 265	PED ** or DAN ** (up to 2 credits)
CSL 268, 269	PHI**
ECE 101, 102, 205, 238, 241	PHO except 205 & 206
ECO 105 and higher	PHY**
EDU **	POS **
ENG 121 and higher	PSY** except 110 & 106
Foreign Languages 111 or higher	SCI 155 and 166
GEO**	SOC**
GEY**	SWK **
HIS**	THE**
HUM**	WST
HWE 100	

** Student 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.

10 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

18 Semester Two
3	ENG 122	English Composition II
4	MAT 121	College Algebra – MA1
5	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 111	The World: Antiquity - 1500 GT Pathways course

17 Semester Three
3	LIT 115	Introduction to Literature or Arts/Humanities GT Pathways course
5	CHE 112	General College Chemistry II: GT SC1
3	COM 115	Public Speaking
3	PSY or SOC	Social/Behavioral Sciences GT Pathways course
3	MUS 120	Music Appreciation or Arts/Humanities GT Pathways course

15 Semester Four
4	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

Engineering

Nick Alfonso, Department Chair

Associate of Science (AS) Degree
TOTAL CREDITS 60

Career Opportunities:

An AS degree in engineering prepares a student to transfer into an engineering BS degree program. BS degrees are offered in many fields of engineering (for example, electrical, mechanical, civil, industrial, aeronautical, and agricultural); graduates of such programs have great career opportunities in engineering, manufacturing, consulting, and other areas with a technical focus. Also, engineering graduates are sought by companies in nontechnical areas, such as finance and service. The US Bureau of Labor Statistics states: " Employment [for engineers] is projected to grow about as fast as the average for all occupations, although growth will vary by specialty; overall job opportunities for engineers are expected to be good."

Program Description:

An AS degree in engineering prepares a student to transfer into engineering BS degree program.

Program Requirements:

The program contains the key prerequisites for upper level engineering classes (primarily mathematics and physics) as well as the general education courses (English, humanities, social sciences) required by almost all engineering BS degree programs.

ASSOCIATE OF SCIENCE (AS) DEGREE
Engineering
TOTAL CREDITS 60

39 General Education Requirements
 9 Communications
ENG 121, ENG 122, COM 115
 4 Mathematics
MAT 120, MAT 121, MAT 122, MAT 123, MAT 125, MAT 135, MAT 201, MAT 202, MAT 203
 8 Natural and Physical Sciences
(Minimum 8 semester credits hours required)
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
 6 Social and Behavioral Sciences
(Select 2 courses from the following)
Economics & Political Systems: ECO 201, ECO 202, ECO 245, POS 105, POS 111, POS 205
Geography: GEO 105, GEO 106
History: HIS 101, HIS 102, HIS 111, HIS 112, HIS 201, HIS 202, HIS 247
Human Behavior & Social Systems: ANT 101, ANT 107, ANT 111, ANT 215, COM 220, JOU 105, PSY 101, PSY 102, PSY 205, PSY 217, PSY 226, PSY 227, PSY 235, PSY 238, PSY 240, PSY 249, SOC 101, SOC 102, SOC 205, SOC 215, SOC 216, SOC 218, SOC 231, SOC 237, WST 200
 3 History: HIS 101, HIS 102, HIS 111, HIS 112, HIS 201, HIS 202, HIS 247
 9 Art and Humanities:
(Select 3 courses, with no more than 2 courses from 1 category):
Arts: ART 110, ART 111, ART 112, ART 207, MUS 120, MUS 121, MUS 122, THE 105, THE 211, THE 212

Foreign Languages: SPA 211 and SPA 212, GER 211 and
212, ITA 211 and 212, FRE 211 and FRE 212
Literature & 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

21   Electives

1. All electives must be selected with advisor approval.
2. Take any of the above courses that are not used as Statewide
   Guaranteed Transfer Courses (GT Pathways).
3. Complete any of the following Approved Elective Courses:

ANT **	JOU**
ART **	JRD 215, 216
AST **	LIT **
BIO 105 and higher	MAT 120 or higher
CHE 101 and higher	MGD 133, 221, 233
COM**	MUS **
CSL 245, 255, 260, 265	PED ** or DAN ** (up to 2 credits)
CSL 268, 269	PHI**
ECE 101, 102, 205, 238, 241	PHO except 205 & 206
ECO 105 and higher	PHY**
EDU **	POS **
ENG 121 and higher	PSY** except 106 & 110
Foreign Languages 111 or higher	SCI 155 and 166
GEO**	SOC**
GEY**	SWK **
HIS**	THE**
HUM**	
HWE 100	

This degree transfers to the following Colorado Public Four-Year
institutions of higher education:

Adams State College
Colorado School of Mines
CSU-Ft. Collins
CSU-Pueblo
Ft. Lewis College
Metropolitan State College of Denver
University of Colorado, Boulder
University of Colorado, Colorado Springs
University of Colorado, Denver

Pre-Engineering
Roger Weitzel, Department Chair
Associate of Science (AS) Degree
TOTAL CREDITS 60

Career Opportunities
Engineers apply mathematical principles and those of many sciences
to the solution of practical design problems. Most engineers
specialize in a particular area. There are more than 25 major
specialties, including aerospace, chemical, mining and metallurgical,
mechanical, architectural, electrical and systems. The Pueblo
Community College curriculum provides a transferable foundation for
all the major branches of engineering.

Program Description
The Pre-Engineering program at Pueblo Community College is
designed for students interested in studying for the engineering
profession through the community college pathway. This pathway
prepares students for the completion of a two-year Associate of
Science (AS) degree which meets the requirements of the statewide
engineering articulation agreement with Colorado's four-year
engineering Bachelor's Degree programs. Completion of the
Associate's Degree completes the first two years of an engineering
Bachelor's Degree, and guarantees transfer at the junior level.

Program Requirements
Refer to the general requirements for the Associate of Science
degree listed above. Some pre-engineering courses have
prerequisites of lower level classes or assessment scores. Refer to
the catalog and bulletin for specific course prerequisites.

ASSOCIATE OF SCIENCE (AS) DEGREE
Pre-Engineering
TOTAL CREDITS 60

39   General Education Core Requirements
  9   Communications
    ENG 121, ENG 122, COM 115
  4   Mathematics
    MAT 201
  8   Physical and Life Sciences
    PHY 211 and PHY 212
  9   Social and Behavioral Sciences
    Select 3 courses in at least 2 categories, one of which must be
    History: Economics & Political Systems, Geography, History,
    Human Behavior & Social Systems
    ECO 201, ECO 202, POS 105, POS 111, GEO 105, GEO 106,
    HIS 101, HIS 102, HIS 201, HIS 202, HIS 247, ANT 101,
    ANT 111, PSY 101, PSY 102, PSY 235, SOC 101, SOC 102
  9   Art and Humanities
    Select 3 courses, with no more than 2 courses from any 1
    category: Arts, Literature & Humanities, Ways of Thinking:
    ART 110, ART 111, ART 112, MUS 120, MUS 121, MUS 122,
    THE 105, THE 211, THE 212, SPA 211 and SPA 212, GER 211
    and GER 212, ITA 211 and ITA 212, RUS 211 and RUS 212,
    JPN 211 and JPN 212, HUM 121, HUM 122, HUM 123,
    LIT 115, LIT 201, LIT 202, LIT 205, LIT 211, LIT 212, LIT 221,
    LIT 222, PHI 111, PHI 112, PHI 113

21   Guided Electives – see an academic advisor
5	CHE 111	General College Chemistry I
1	EGG 100	Introduction to Engineering
3	EGG 101	Engineering Graphics I
4	MAT 121	College Algebra
3	MAT 122	College Trigonometry
5	MAT 202	Calculus II

Associate of Science (AS) Degrees with Designation

Dr. Lana Carter, Dean
Transfer Degrees

Mathematics

Chip Nava, Department Chair
Associate of Science (AS) Degree
TOTAL CREDITS 60

Career Opportunities

The Associate of Science degree with a designation in Mathematics prepares students to transfer as a junior to a four-year institution in Colorado in order to pursue a bachelor's degree in Mathematics. Bachelor degree curriculums allow students to prepare for graduate school, for teaching careers, or for employment in areas that require mathematic, such as actuarial science, computer science, engineering, or statistics.

Program Description

The Associate of Science degree with a designation in Mathematics is designed for students who want to transfer to a four-year college or university to pursue a baccalaureate degree in mathematics. Completion of the AS degree completes the first two years of a mathematics Bachelor's Degree, and guarantees transfer at Junior standing with no more than 60 remaining credits to meet the graduation requirements for a baccalaureate degree in mathematics.

Program Requirements

In addition to the requirements listed below, you must:
- d. Earn a minimum of 60 semester hours of course work
- e. Earn a minimum of 15 graded semester hours at PCC
- f. Earn a minimum of "C" in all coursework for the degree

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.

To earn an AS degree with a designation in Mathematics, you must complete at least 60 college-level credits, as described below:

ASSOCIATE OF SCIENCE (AS) DEGREE
Mathematics
TOTAL CREDITS 60

42 General Education Requirements
 6 Communications
 ENG 121 and ENG 122 OR ENG 122 and HIS 265
 3 Oral Communications
 COM 115 or COM 125
 5 Mathematics
 MAT 201
 10 Natural and Physical Sciences
 PHY 211 and PHY 212
 6 Social and Behavioral Sciences
 (Select 2 courses from the following)
 Economics & Political Systems: ECO 201, ECO 202, ECO 245, POS 105, POS 111, POS 205
 Geography: GEO 105, GEO 106
 History: HIS 101, HIS 102, HIS 111, HIS 112, HIS 201, HIS 202, HIS 247

Human Behavior & Social Systems: ANT 101, ANT 107, ANT 111, ANT 215, COM 220, JOU 105, PSY 101, PSY 102, PSY 205, PSY 217, PSY 226, PSY 227, PSY 235, PSY 238, PSY 240, PSY 249, SOC 101, SOC 102, SOC 205, SOC 215, SOC 216, SOC 218, SOC 231, SOC 237, WST 200
 3 History: HIS 101, HIS 102, HIS 111, HIS 112, HIS 201, HIS 202, HIS 247
 9 Art and Humanities:
 (Select 3 courses, with no more than 2 courses from 1 category):
 Arts: ART 110, ART 111, ART 112, ART 207, MUS 120, MUS 121, MUS 122, THE 105, THE 211, THE 212
 Foreign Languages: SPA 211 and SPA 212, GER 211 and 212, ITA 211 and 212, FRE 211 and FRE 212
 Literature & 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

13-14 Additional Required Requirements
 MAT 202, MAT 203 OR MAT 204, CSC 160

4 Electives

1. All electives must be selected with advisor approval.
2. Take any of the above courses that are not used as Statewide Guaranteed Transfer Courses (GT Pathways).
3. Complete any of the following Approved Elective Courses:

ANT **	JOU**
ART **	JRD 215, 216
AST **	LIT **
BIO 105 and higher	MAT 120 or higher
CHE 101 and higher	MGD 133, 221, 233
COM**	MUS **
CSL 245, 255, 260, 265	PED ** or DAN ** (up to 2 credits)
CSL 268, 269	PHI**
ECE 101, 102, 205, 238, 241	PHO except 205 & 206
ECO 105 and higher	PHY**
EDU **	POS **
ENG 121 and higher	PSY** except 106 & 110
Foreign Languages 111 or higher	SCI 155 and 166
GEO**	SOC**
GEY**	SWK **
HIS**	THE**
HUM**	
HWE 100	

This degree transfers to the following Colorado Public Four-Year institutions of higher education:

Adams State College
CSU-Ft. Collins
CSU-Pueblo
Ft. Lewis College
Mesa State College
Metropolitan State College of Denver
University of Colorado, Boulder
University of Colorado, Colorado Springs
University of Colorado, Denver
University of Northern Colorado
Western State

Psychology

Donna Fitzsimmons, Department Chair
Associate of Science (AS) Degree
TOTAL CREDITS 60

Career Opportunities

The Associate of Science (AS) Degree with Designation in Psychology prepares the student to transfer as a junior to a four-year institution in Colorado in order to pursue a Bachelor of Science (BS) degree in Psychology. Much of the course work for B.A and B.S degrees in Psychology tends to overlap (for example, social science requirements and core courses), but B.S. degree graduates have a higher skill concentration in math, natural sciences and research methods. Students majoring in Bachelor of Science in Psychology can find work with medical doctors, forensic psychologists, neuropsychologists, and biologists. After a BS is completed, students may pursue a higher degree in Psychology if interested.

Program Description

This program introduces the student to the field of psychology and includes the course work to meet general education requirements that are common to all Colorado four-year institutions, as well a specific courses in various subfields of psychology. Upon transfer, students from Pueblo Community College who have earned the Associate of Science (AS) Degree with Designation in Psychology will be ready to complete the last half of a BS in Psychology at a four year institution.

Program Requirements

Refer to the course requirements listed below. Some courses may have prerequisites of lower level classes or assessment scores. Refer to the course descriptions found in this catalogue for these prerequisites.

ASSOCIATE OF SCIENCE (AS) DEGREE
Psychology
TOTAL CREDITS 60

41 General Education Requirements
 6 Communications
   ENG 121 and ENG 122
 3 Oral Communications
   COM 115 or COM 125
 4 Mathematics
   MAT 121
 10 Natural and Physical Sciences
   BIO 111 and CHE 111
 6 Social and Behavioral Sciences
   (Select 2 courses from the following)
   Economics & Political Systems: ECO 201, ECO 202, ECO 245, POS 105, POS 111, POS 205
   Geography: GEO 105, GEO 106
   History: HIS 101, HIS 102, HIS 111, HIS 112, HIS 201, HIS 202, HIS 247
   Human Behavior & Social Systems: ANT 101, ANT 107, ANT 111, ANT 215, COM 220, JOU 105, PSY 101, PSY 102, PSY 205, PSY 217, PSY 226, PSY 227, PSY 235, PSY 238, PSY 240, PSY 249, SOC 101, SOC 102, SOC 205, SOC 215, SOC 216, SOC 218, SOC 231, SOC 237, WST 200
 3 History: HIS 101, HIS 102, HIS 111, HIS 112, HIS 201, HIS 202, HIS 247
 9 Art and Humanities:
   PHI 111 OR PHI 112
   (Plus six additional credits – select 2 courses from the following)
   Arts: ART 110, ART 111, ART 112, ART 207, MUS 120, MUS

121, MUS 122, THE 105, THE 211, THE 212
Foreign Languages: SPA 211 and SPA 212, GER 211 and 212, ITA 211 and 212, FRE 211 and FRE 212
Literature & 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

6 Additional Required Requirements
   PSY 101, PSY 102

13 Electives

1. All electives must be selected with advisor approval.
2. Take any of the above courses that are not used as Statewide Guaranteed Transfer Courses (GT Pathways).
3. Complete any of the following Approved Elective Courses:

ANT **	JOU**
ART **	JRD 215, 216
AST **	LIT **
BIO 105 and higher	MAT 120 or higher
CHE 101 and higher	MGD 133, 221, 233
COM**	MUS **
CSL 245, 255, 260, 265	PED ** or DAN ** (up to 2 credits)
CSL 268, 269	PHI**
ECE 101, 102, 205, 238, 241	PHO except 205 & 206
ECO 105 and higher	PHY**
EDU **	POS **
ENG 121 and higher	PSY** except 106 & 110
Foreign Languages 111 or higher	SCI 155 and 166
GEO**	SOC**
GEY**	SWK **
HIS**	THE**
HUM**	
HWE 100	

This degree transfers to the following Colorado Public Four-Year institutions of higher education:

CSU-Ft. Collins
CSU-Pueblo
Ft. Lewis College
University of Colorado, Denver

Associate of General Studies (AGS) Degree
Dr. Lana Carter, Dean
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:

a. Minimum of 60 semester hours of course work
b. Cumulative GPA of 2.0 or higher
c. No more than 30 credit hours of vocationally prefixed courses
d. 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
e. Minimum of 15 graded semester hours earned at PCC in courses numbered 100 or higher.
f. Minimum grade of "C" in the 30 credits of general education courses.

To earn an AGS generalist degree, you must complete at least 60 college-level credits, broken down as follows:

I. **30 credits - General Education Courses**
II. **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, COM 115*, COM 125*, COM 216, COM 226

3 Credits   Mathematics
Select from: 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, HIS 247*, POS 105*, POS 111*, POS 125*, PSY 101*, PSY 102*, PSY 107, PSY 117*, PSY 204, PSY 205*, PSY 226*, PSY 227*, PSY 235*, PSY 238*, PSY 240*, PSY 245, PSY 249*, PSY 265, 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, WST 200*

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 221*, LIT 222*, LIT 225*, LIT 238, LIT 246, LIT 255, MUS 120*, MUS 121*, MUS 122*, MUS 123*, PHI 111*, PHI 112*, PHI 113*, PHI 114*, PHI 115, PHI 214*, THE 105*, THE 211*, THE 212*, ITA 111, ITA 211, ITA 212, 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 107 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 **
	WST

*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 Degree with Transfer Articulation Agreements
Laura Solano, Dean

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:

Computer Information Systems
Criminal Justice
Mass Communications

Minimum requirements for the Technical Pre-Professional Transfer AGS are as follows:

a. Minimum of 60 semester hours of course work
b. Cumulative GPA of 2.000 or higher (3.000 or higher for the Accounting and Business Management AGS transfer degrees)
c. General education courses of 30 semester hours as determined by each curriculum
d. Additional requirements of 30 semester hours as listed within the individual programs of study
e. Minimum of 15 graded semester hours earned at PCC

Computer Information Systems
Jennifer Sherman, 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 bachelor's 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, COM 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 (Language)
4	CSC 161	Computer Science II (Language)

Criminal Justice

Milan Foster, Coordinator

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 empathic 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, COM 115
- 4 Mathematics
  MAT 120
- 8 Physical and Life Sciences
  Select two courses: 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

- 9 Social and Behavioral Sciences
  Select 3 credits in at least 2 categories; 1 of which must be History: ANT 101, ANT 111, ECO 201, ECO 202, GEO 105, GEO 106, HIS 101, HIS 102, HIS 111, HIS 112, HIS 201, HIS 202, HIS 247, JOU 105, POS 105, POS 111, PSY 101, PSY 102, PSY 205, PSY 217, PSY 226, PSY 227, PSY 235, PSY 238, PSY 249, SOC 101, SOC 102, SOC 205, SOC 215, SOC 216, SOC 231, WST 200
- 9 Arts & Humanities
  Choose 9 credits from 2 different disciplines. Choose from: ART 110, ART 111, ART 112, ART 207, FRE 211, FRE 212, GER 211, GER 212, HUM 121, HUM 122, HUM 123, ITA 211, ITA 212, LIT 115, LIT 201, LIT 202, LIT 205, LIT 211, LIT 212, LIT 221, LIT 222, MUS 120, MUS 121, MUS 122, MUS 123, PHI 111, PHI 112, PHI 113, PHI 114, PHI 214, SPA 211, SPA 212, THE 105, THE 211, THE 212

21 Core Curriculum Requirements
3	CRJ 110	Intro to Criminal Justice
3	CRJ 125	Law Enforcement Operations
3	CRJ 135	Judicial Function
3	CRJ 145	Correctional Process
3	CRJ 205	Principles of Criminal Law
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
- 1 MGD 175   Special Topics: Media Lab
- 1 MGD 289   Capstone
- 2 RTV 100   Introduction to Electronic Media CR HRS CHANGED AND NAME

Choose 15 credits below:

- 3 ART 143 s/b 139 Digital Photography I
- 3 CIS 167   Desktop Publishing: (Software)
- 3 MAR 220   Principles of Advertising
- 3 MGD 102   Introduction to Multimedia
- 3 MGD 141   Web Design I
- 3 MGD 164   Digital Video Editing I
- 3 RTV 102   Beginning Television

*Note: MGD 175 and RTV 100 will always be taken concurrently

CCCS Guaranteed Transfer (GT) - Pathways Courses

Dr. Lana Carter, Dean

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 Pueblo Community College.

Introductory Writing Courses (GT-CO1)
ENG 121	English Composition I
ENG 122	English Composition II

(GT- CO3)
HIS 265	Writing About History
ENG 201	Composition III, Writing for Public Discourse

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 & AS) Survey of Calculus
MAT 135	(AA) Introduction to Statistics
MAT 166	(AA) Pre-Calculus
MAT 201	(AA & AS) Calculus I
MAT 202	(AA & AS) Calculus II
MAT 203	(AA & AS) Calculus III
MAT 204	(AA & AS) Calculus II/with Engineering Applications
MAT 215	(AA & AS) Discrete Math
MAT 255	(AA & AS) Linear Algebra
MAT 261	(AA & AS) Differential Equations with Engineering Applications
MAT 265	(AA & AS) Differential Equations

Arts (GT-AH1)
ART 110	Art Appreciation
ART 111	Art Hist Ancient to Midiev
ART 112	Art History Renaissance to 1900
ART 207	Art History - 1900 to Present
DAN 125	History of Dance
FVT 100	**Intro to Film Studies (NOT IN CCCNS DATABASE)**
MUS 120	Music Appreciation
MUS 121	Music History Medieval Thru Classical Period: GT-AH1
MUS 122	Music History Early Romantic Period to the Present: GT-AH1
MUS 123	Survey of World Music
THE 105	Theatre Appreciation
THE 211	Development of Theatre Greek - Renaissance
THE 212	Development of Theatre Restoration to Modern: GT-AH1

Literature and Humanities (GT-AH2)
HUM 115	World Mythology
HUM 121	Humanities: Early Civ
HUM 122	Humanities: Medieval - Mod
HUM 123	Humanities: Modern World
LIT 115	Introduction to Literature I
LIT 201	World Literature to 1600
LIT 202	World Literature After 1600
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
LIT 225	Introduction to Shakespeare
LIT 259	Survey of African American Literature
LIT 268	Celtic Literature

Ways of Thinking (GT-AH3)
PHI 111	Introduction to Philosophy
PHI 112	Ethics
PHI 113	Logic
PHI 114	Comparative Religions
PHI 214	Philosophy of Religion
PHI 220	Philosophy of Death and Dying

Foreign Languages (GT-AH4)
FRE 211	French Language III
FRE 212	French Language IV
GER 211	German Language III
GER 212	German Language IV
ITA 211	Italian Language III
ITA 212	Italian Language IV
JPN 211	Japanese Language III
JPN 212	Japanese Language IV
RUS 211	Russian Language III
RUS 212	Russian Language IV
SPA 211	Spanish Language III
SPA 212	Spanish Language IV

History (GT-HI1)
HIS 101	Western Civilization: Antiquity-1650
HIS 102	Western Civilization: 1650-Present
HIS 111	The World: Antiquity-1500
HIS 112	The World: 1500-Present
HIS 201	US History to Reconstruction
HIS 202	US History since Civil War
HIS 236	US History Since 1946
HIS 247	Contemporary World History
HIS 249	History of Islamic Civilization

Economic & Political Systems (GT-SS1)
ECO 101	Economic of Social Issues
ECO 201	Principles of Macroeconomics
ECO 202	Principles of Microeconomics
ECO 245	Environmental Economics
POS 105	Introduction to Political Science
POS 111	American Government
POS 125	American State and Local Government
POS 205	International Relations
POS 225	Comparative Government

Geography (GT-SS2)
GEO 105	World Regional Geography
GEO 106	Human Geography

Human Behavior & Social Systems (GT-SS3)

ANT 101   Cultural Anthropology
ANT 107   Introduction to Archaeology
ANT 111   Physical Anthropology
ANT 215   Indians of North America
ANT 250   Medical Anthropology
COM 220   Intercultural Communication
ETH 200   Introduction to Ethnic Studies
HIS 207   American Environmental History
JOU 105   Introduction to Mass Media
PSY 101   General Psychology I
PSY 102   General Psychology I
PSY 205   Psychology of Gender
PSY 217   Human Sexuality
PSY 226   Social Psychology
PSY 227   Psychology of Death and Dying
PSY 235   Human Growth & Development
PSY 238   Child Development
PSY 240   Health Psychology
PSY 249   Abnormal Psychology
SOC 101   Introduction to Sociology I
SOC 102   Introduction to Sociology II
SOC 205   Sociology of Family Dynamics
SOC 215   Contemporary Social Problems
SOC 216   Sociology of Gender
SOC 218   Sociology of Diversity
SOC 220   Sociology of Religion
SOC 231   The Sociology of Deviant Behavior
SOC 237   Sociology of Death and Dying
WST 200   Introduction to Women's Studies
WST 249   women's Sexuality

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 with Lab
BIO 112   (AA & AS) General College Biology II with Lab
BIO 201   (AA & AS) Human Anatomy & Physiology I
BIO 202   (AA & AS) Human Anatomy & Physiology II
BIO 204   (AA & AS) Microbiology
BIO 208   General College Microbiology
BIO 220   (AA & AS) General Zoology
BIO 221   Botany
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
ENV 101   Environmental Science: GT-SCI
GEO 111   Physical Geography-Landforms
GEY 111   (AA & AS) Physical Geology-Landforms
GEY 121   (AA & AS) Historical Geology
GEY 135   Environmental Geology
MET 150   (AA & AS) General Meteorology
NRE 251   General Oceanography 1
PHY 105   (AA) Conceptual Physics
PHY 111   (AA & AS) Physics: Algebra-Based I with Lab
PHY 112   (AA & AS) Physics: Algebra-Based II with Lab
PHY 211   (AA & AS) Physics: Calculus-Based I with Lab
PHY 212   (AA & AS) Physics: Calculus Based II with Lab
SCI 155   (AA) Integrated Science I – Physics and Chemistry
SCI 156   (AA) Integrated Science II – Earth and Life Science

Career and Technical Programs

Directory of Associate of Applied Science (AAS) Degrees and 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:

a. Minimum of 60 semester hours of course work
b. Cumulative GPA of 2.000 or higher
c. 15 semester hours of general education courses
d. Additional requirements of a minimum 45 semester hours as listed within the individual programs of study
e. 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
Auto Collision Repair
Business Management
   with Entrepreneurship Option
   with Human Resources Option
   with Retailing Sales Option
Civil Engineering Technology
Cosmetology
Criminal Justice
   with Adult and Juvenile Corrections Area of Emphasis
   with Police Science Area of Emphasis
Culinary Arts Management
Culinary Arts Production
Dental Assisting
Dental Hygiene
Digital Media
Early Childhood Education
Electromechanical Technology
Emergency Medical Services
Energy Maintenance Technology
   with Solar Energy Option
   with Wind Turbine Option

Engine Performance
Fire Science Technology
General Automotive Technology
General Electronics Technology
Interior Design
Library Technician
Local Area Networking
Machining Technology
Manufacturing Engineering Technology
Manufacturing Technology
Medical Sonography
Networking Security
Nursing
Occupational Therapy Assistant
Office Management
Physical Therapist Assistant
Radiologic Technology
Respiratory Care Practitioner
Suspension/Drive Train
Tourism, Conventions and Events
Visual Communications
Welding

Certificates

PCC offers the following Certificates that are eligible for Federal or State Financial Aid funds. For more information, please contact the appropriate department chairperson.

Accounting (Section)
  Bookkeeping Option
  QuickBooks Specialist Option
Automotive Collision Technology (Section)
  Automotive Customizing Option
  Body Customizing Option
  Collision Option
  Custom Painting Option
  Mechanical and Electrical Option
  Nonstructural Option
  Plastics Option
  Refinishing Options
  Structural Option
Automotive Service Technology (Section)
  Automotive Performance Option
  Suspension and Drive Train Option
  Engine and Electrical Option
  Fuels and Emissions Option
  Automatic Transmissions Option
  Brakes Option
  Manual Transmissions Removal and Replacement Option
  Steering and Suspension Option
  Preventative Maintenance Option
  General Service Technician Option
Broadcasting Media Production
  with Broadcast Production I Option
  with Broadcast Production II Option
  with Film/Video Production I Option
  with Film/Video Production II Option
Broadcasting and Production Technology
Business Education (Section)
  Business Graphic & Web Communication Option
Business Management
  with Business Fundamentals Option
  with Entrepreneurship Option
CISCO Networking
Computer Information Systems (Section)
  Forensic Computing Option
  Information Assurance-Basic Option
  Information Assurance-Advanced Option
Construction Technologies (Section)
  Built Green & Construction Option
  Construction Essentials I Option
  Construction Essentials II Option
  Intro to Project Management Option
Cosmetology (Section)
  Cosmetology Option
  Hairstylist Option
  Manicurist Option
  Esthetician Option
Criminal Justice (Section)
  Adult and Juvenile Option
Dental Assisting
Diesel/Heavy Equipment Technology (Section)
  Commercial Driver Training Option
  Heavy Equipment Operator Option
Early Childhood Education
  with Director Option
  with Early Childhood Teacher Option
  with Infant Toddler Supervisor Option
Emergency Medical Services
  with EMT Intermediate Option
  with EMT Paramedic Option

Energy Maintenance Technology
  with Quick Start Option
  with Solar Energy Option
  with Wind Turbine Option
Engineering Technology
  with Rapid Production Development Option
  with Surveying Option
  with Architectural Design Option
Fire Science Technology (Section)
  Firefighter Academy Structural Option
Hospitality Studies/Culinary Arts (Section)
  Dining Service Option
  Beginning Production and Baking Option
  Intermediate Production Option
  Beginning Tours and Events Option
  Intermediate Tours and Events Option
Industrial Electronics Technology (Section)
  with Electromechanical Technology Option(s)
  with Industrial Controls Technology Option
Interior Design (Section)
  with Sustainable Design Products and Applications
Law Enforcement Academy
Library Technician
Machining Technology (Section)
  with General Machining Option
Massage Therapy
Medical Assistant
Medical Sonography
Office Administration (Section)
  Office Professional Option
  Desktop Applications Specialist Option
  Legal Office Specialist Option
  Medical Coding and Billing
  Medical Transcription Specialist Option
  Medical Records, Insurance, Coding & Billing Specialist Option
Polysomnography Technology
Psychiatric Technician
Small Business Management (Section)
  Financial Analysis and Planning for the Small Business Option
  Marketing and Risk Management for the Small Business Option
  Marketing and Risk Management and E-Commerce for the Small Business Option
  Records and Computerization for the Small Business Option
  Small Business Planning Option
Visual Communications
  with Creative Communications Specialist Option
Welding
Welding Technologies (Section)
  Structural Welder Option
  Fitter or Combination Welder Option
  Low Pressure Pipe Welder Option
  High Pressure Pipe Welder Option
Wildland Firefighter

PCC offers the following Certificates that are NOT eligible for Federal or State Financial Aid funds. For more information, please contact the appropriate department chairperson.

Computer Information Systems (Section)
   MS Office Applications Option
   Networking Option
   Programming Option
   Security Option
Criminal Justice (Section)
   Corrections/Adult Option
   Corrections/Juvenile Option
   Justice Core Option
   Criminal Justice Process Option
   Criminal Justice System Option
Dental Hygiene (Section)
   Local Anesthesia and Nitrous Oxide/Oxygen Sedation Option
Digital Media (Section)
   Animation Option
   Digital Video Option
   Graphic Design Option
   Web Technologies Option
   Web Design Option
Emergency Medical Services (Section)
   EMT Basic Option
Engineering Technology (Section)
   Mechanical CAD Option
   Civil CAD Option
   Construction Basics Option
Fire Science Technology (Section)
   Basic Fire Science Option
   Driver Operator Option
   Fire Investigator I Option
   Firefighter I Option
   Firefighter II Option
   Fire Officer I Option
   Fire Prevention & Public Education Option
   Fire Service Special Operations Option
   Vehicle Extrication Option
Machining Technology (Section)
   CNC Option
   CAD/CAM Option
Medical Assistant (Section)
   Front Office Medical Assistant Option
Med Prep (Section)
   Med Prep for Nursing Assistant Option
   Nursing Aide Option
Nursing Aide
Office Administration (Section)
   Customer Service Academy Option
   Personal Computer Specialist Option
Pharmacy Technician
Phlebotomy Technician
Welding (Section)
   Structural Welding Intermediate Option
   Structural Welding Introduction Option

GAINFUL EMPLOYMENT INFORMATION
The US Department of Education requires disclosure of information for any financial aid eligible program that "prepares students for gainful employment in a recognized occupation." For more information go to:
http://www.pueblocc.edu/AboutUs/IR/EmploymentData.htm.

Associate of Applied Science (AAS) Degree and Certificate Programs

Occupational Degrees and Certificate

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 a bachelor's degree in Accounting, the Pueblo Community College Pathway of Study is the AA degree in Business Management.

ASSOCIATE (AAS) DEGREE
Accounting
TOTAL CREDITS 67

19   General Education Requirements
3	ECO 201	Principles of Macroeconomics
3	ENG 121	English Composition I
3	ENG 131	Technical Writing I
3	MAT 112	Financial Mathematics
	OR	
4	MAT 121	College Algebra
3	COM 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

18   Related Requirements
3	BUS 115	Introduction to Business
3	BUS 216	Legal Environment of Business
3	BUS 226	Business Statistics
3	CIS 118	Intro to PC Applications
3	CIS 218	Advanced PC Applications
3	MAN 226	Principles of Management

CERTIFICATE PROGRAMS
TOTAL CREDITS 6-29

Bookkeeping

3   General Requirement
3	MAT 112	Financial Mathematics
	OR	
4	MAT 121	College Algebra

26   Core Requirement
3	ACC 115	Payroll Accounting
3	ACC 121	Accounting Principles I
4	ACC 122	Accounting Principles II
3	ACC 245	Computerized Accounting with a Professional Package
3	BUS 115	Introduction to Business
3	BUS 216	Legal Environment of Business
3	BUS 226	Business Statistics
3	CIS 118	Intro to PC Application

6   QuickBooks Specialist
3	ACC 125	Computerized Accounting
3	ACC 225	Advanced Computerized Accounting

Applied Technology

Jennifer Sherman, Department Chair
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

Robert Maez, Department Chair
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.

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.

As a student in this program, you will become a member of the "Skills USA" club and participate in a number of leadership activities and competitions.

Students will participate in a performance program in which they earn the tools needed to enter the workforce.

Program Requirements

Entrance requirements:
Students must pass the "Ability to Benefit" assessment.

ASSOCIATE (AAS) DEGREE
Auto Collision Repair
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	COM 115	Public Speaking
3		Guided 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 Operation
2	ACT 144	Refinishing I
1	ACT 151	Plastics & 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 & Repair
2 ACT 232   Fixed Glass Repair
3 ACT 241   Paint Defects
2 ACT 242   Surface Preparation II
2 ACT 243   Refinishing II
2 ACT 244   Final Detail
1 ACT 251   Plastics & Adhesives II
1 ACT 280   Automotive Collision Repair Internship III
1 ACT 284   Automotive Collision Repair Internship IV

CERTIFICATE PROGRAMS
TOTAL CREDITS 16-57

42 Certificate – Automotive Customizing:
3 ACT 160   Custom Painting
3 ACT 161   Automotive Graphics and Design
3 ACT 162   Automotive Air Brushing and Murals
3 ACT 163   Automotive Special Effects and Refinishing
3 ACT 165   Automotive Body Customizing I
3 ACT 166   Automotive Body Customizing II
3 ACT 167   Automotive Body Customizing III
3 UPH 100   Basic Upholstery Techniques
3 UPH 101   Auto Upholstery I
3 UPH 102   Auto Upholstery II
3 UPH 103   Auto Upholstery III
3 UPH 107   Advanced Upholstery Techniques I
3 UPH 108   Advanced Upholstery Techniques II
3 UPH 111   Upholstery Techniques II

9 Certificate BC – Body Customizing:
3 ACT 165   Automotive Body Customizing I
3 ACT 166   Automotive Body Customizing II
3 ACT 167   Automotive Body Customizing III

57 Certificate – C - Collision
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 & Adhesives I
7 ACT 170   Automotive Collision Technology Lab Experiences
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 & Repair
2 ACT 232   Fixed Glass Repair
1 ACT 251   Plastics & 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 Auto Electricity
3 ASE 140   Suspension and Steering I
3 ASE 163   Automotive Component Removal and
                     Replacement

12 Certificate CP – Custom Painting:
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

16 Certificate ME – Mechanical and Electrical
3 ASE 110   Brakes I
2 ASE 120   Basic Auto 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

16 Certificate NS – Nonstructural:
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

9 Certificate PR – Plastics:
1 ACT 151   Plastics & Adhesives
7 ACT 170   Automotive Collision Technology Lab
                     Experiences I
1 ACT 251   Plastics & Adhesives II

29 Certificate R – Refinishing:
1 ACT 141   Refinishing Safety
2 ACT 142   Surface Preparation I
2 ACT 143   Spray Equipment Operation
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 Defects
2 ACT 242   Surface Preparation II
2 ACT 243   Refinishing II
2 ACT 244   Final Detail

17 Certificate RF – Refinishing:
1 ACT 141   Refinishing Safety
2 ACT 142   Surface Preparation I
2 ACT 143   Spay Equipment Operation
2 ACT 144   Refinishing I
1 ACT 181   Automotive Collision Repair Level II Internship
3 ACT 241   Paint Defects
2 ACT 242   Surface Preparation II
2 ACT 243   Refinishing II
2 ACT 244   Final Detail

16 Certificate ST – Structural:
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 & Repair
1 ACT 280   Automotive Collision Repair Level III Internship

Automotive Service Technology

Robert Maez, Department Chair
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 Automatic Transmissions & Transaxles, Brakes, Electrical/Electronic Systems, Engine Performance, Engine Repair, Heating & Air Conditioning, and Suspension & Steering. We offer Automotive Service courses for high school students at Cañon City High School. We also offer Automotive Services courses for students in the Advanced Vocational Education Partnership (AVEP) Program at Pueblo Community College and at East High School. 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" club and participate in a number of leadership activities and competitions.

Program Requirements
Entrance requirements:
Pass the "Ability to Benefit" assessment.

ASSOCIATE (AAS) DEGREE Engine Performance
TOTAL CREDITS 65

16   Engine Performance General Education Requirements
3	ENG 131	Technical Writing I
3	MAT 107	Career Math
4	PHY 105	Conceptual Physics
3	PSY 101	General Psychology I
3	COM 125	Interpersonal communications

49   Core Requirements
2	ASE 120	Basic Auto Electricity
2	ASE 123	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 & Assembly
2	ASE 220	Specialized Electronics Training
2	ASE 231	Auto/Diesel 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	Heating and Air Conditioning

ASSOCIATE (AAS) DEGREE General Automotive Technology
TOTAL CREDITS 69

16   General Education Courses
3	COM 125	Interpersonal Communication
3	ENG 131	Technical Writing I
3	MAT 107	Career Math
4	PHY 105	Conceptual Physics
3	PSY 101	General Psychology

53   Core Requirements
3	ASE 110	Brakes I
2	ASE 120	Basic Auto Electricity
2	ASE 123	Battery, Starting, and Charging Systems
2	ASE 130	General Engine Diagnosis
2	ASE 132	Ignition System Diagnosis and Repair
3	ASE 140	Suspension and Steering I
2	ASE 151	Automotive Manual Transmissions/Transaxles and Clutches
2	ASE 152	Differentials & 4WD/AWD Service
1	ASE 160	Automotive Engine Removal & Installation
3	ASE 163	Automotive Component Removal and Replacement
4	ASE 170	Laboratory Experience I
4	ASE 171	Laboratory Experience II
3	ASE 210	Brakes II
2	ASE 220	Specialized Electronics Train
2	ASE 231	Auto/Diesel Computers
4	ASE 233	Fuel Injection and Exhaust Systems
1	ASE 235	Drivability Diagnosis
3	ASE 240	Suspension and Steering II
1	ASE 250	Automatic Transmission/Transaxle Service
5	ASE 265	Heating and Air Conditioning
1	ASE 281	Internship: Basic Heavy Duty and Power Train
1	ASE 282	Internship: General

ASSOCIATE (AAS) DEGREE Suspension Drive Train
TOTAL CREDITS 66

16   General Education Requirements
3	ENG 131	Technical Writing I
3	MAT 107	Career Math
4	PHY 105	Conceptual Physics
3	PSY 101	General Psychology I
3	COM 125	Interpersonal Communications

50   Core Requirements
3	ASE 110	Brakes I
2	ASE 120	Basic Auto Electricity
3	ASE 140	Suspension and Steering I
2	ASE 151	Automotive Manual Transmission/Transaxles and Clutches
2	ASE 152	Differentials & 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	Auto/Diesel 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	Heating and Air Conditioning
1	ASE 281	Internship: Basic Heavy Duty and Power Train
1	ASE 282	Internship: General

CERTIFICATE PROGRAMS
Automotive Performance
TOTAL CREDITS 8-49

49 Core Requirements
2	ASE 120	Basic Auto Electricity
2	ASE 123	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 & Assembly
4	ASE 170	Laboratory Experience I
4	ASE 171	Laboratory Experience II
2	ASE 220	Specialized Electronics Training
2	ASE 231	Auto/Diesel 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	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 Auto Electricity
3	ASE 140	Suspension and Steering I
2	ASE 151	Automotive Manual Transmission/Transaxles and Clutches
2	ASE 152	Differentials & 4WD/AWD Service
1	ASE 160	Automotive Engine Removal & 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	Auto/Diesel 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 Auto Electricity
2	ASE 123	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 & Assembly
2	ASE 124	Advanced Ignition System Diagnosis & 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	Auto/Diesel 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

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	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 & 4WD/AWD Service
1	ASE 160	Automotive Engine Removal & 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 |

General Service Technician
TOTAL CREDITS 29

29 Core Requirements

2	ASE 101	Auto Shop Orientation
2	ASE 102	Introduction to the Automotive Shop
3	ASE 110	Automotive Brakes I
2	ASE 120	Basic Auto Electricity
2	ASE 123	Battery, Starting, & Charging Systems
2	ASE 130	General Engine Diagnosis
2	ASE 132	Ignition System Diagnostic & Repair
3	ASE 140	Suspension and Steering I
2	ASE 151	Automotive Manual Transmission/Transaxles & Clutches
3	ASE 163	Automotive Component Removal and Replacement
2	ASE 231	Auto Diesel Computers
1	ASE 250	Automatic Transmissions & Transaxle Service
3	ASE 275	Special Topics

Broadcasting Media Production
Jennifer Sherman, Department Chair
Certificate

Program Description
The Broadcast Media Production Program prepares individuals to communicate dramatic information, ideas, moods, and feelings through the making and producing of films and videos. Classes include instruction in theory of film, film technology and equipment operation, film production, film directing, film editing, cinematographic art, film audio, techniques for making specific types of films and/or videos, the use of computer applications to record or enhance images, audio or effect and the planning and management of film/video operations.

Broadcast Media Production
TOTAL CREDITS 62

3	FVM 155	Writing the Short Script
3	FVM 160	Video Post Production I
3	FVM 164	Digital Editing: Final Cut Pro
3	FVM 185	Documentary Film
3	FVM 200	Video Production II
3	FVM 205	Camera Techniques
3	FVM 206	Film/Video Lighting
3	FVM 208	Sound for Film/Video
3	FVM 209	Production Management
3	FVM 215	Post Production II
3	FVM 265	DVD Authoring
3	FVM 275	Special Topics
3	RTV 102	Beginning Television
3	RTV 103	Writing for TV and Radio
3	RTV 108	Principles of Audio
4	RTV 182	Internship Radio Sta./Audio Production
4	RTV 183	Internship - TV Studio/Video Production Co.
3	RTV 269	Video Field Production
6	RTV 275	Special Topics

15 Broadcast Production I

3	FVM 164	Digital Editing: Final Cut Pro
3	RTV 102	Beginning Television
3	RTV 103	Writing for TV and Radio
3	RTV 108	Principles of Audio
3	RTV 269	Video Field Production

16 Broadcast Production II

3	FVM 155	Writing the Short Script
3	FVM 160	Video Post Production I
3	FVM 205	Camera Techniques
3	FVM 275	Special Topics
4	RTV 183	Internship - TV Studio/Video Production Co.

15 Film/Video Production I

3	FVM 185	Documentary Film
3	FVM 206	Film/Video Lighting
3	FVM 208	Sound for Film/Video
3	FVM 215	Post Production II
3	FVM 265	DVD Authoring

16 Film/Video Production II

3	FVM 200	Video Production II
3	FVM 209	Production Management
4	RTV 182	Internship Radio Sta./Audio Production
6	RTV 275	Special Topics

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	Motion Graphic Design I: (Software)
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 Education

Joe Easton, Department Chair
Certificate

Program Description

Business Education offers certificate programs that prepare individuals for gainful employment in business occupations. The program provides a comprehensive background that prepares the student for a variety of business occupations. Students without previous keyboarding, mathematics, or English background may be required to take entry-level courses in addition to the listed program requirements.

The Business Graphic and Web Communication Certificates prepares students to design a business's communications with its customers in print as well as on the Internet with web pages. *Pre-requisites: either pass a competency test or take classes in Beginning Keyboarding and Beginning Computers*

Creative Communications Specialist Certificate provides the basics of producing business and web materials for businesses.

Business Graphic & Web Communication
TOTAL CREDIT HOURS 36

27 Core Requirements

2	BTE 287	Cooperative Education Internship
3	BUS 217	Business Communication & Reporting Writing
3	CIS 129	Advanced Windows
3	CIS 167	Desktop Publishing: (Software)
1	ENG 119	Writing Resumes
3	MAR 160	Customer Service
3	MGD 111	Adobe Photoshop I
3	MGD 112	Adobe Illustrator I
3	MGD 141	Web Design
3	MGD 241	Web Design II

9 Electives

1	BTE 157	Leadership
3	CIS 104	Word Processing with Assistive Technology
1	CIS 107	Voice Recognition: Dragon
3	CIS 118	Introduction to Computers
5	CNG 127	IT Essentials I: PC Hardware & Software
1	SBM 101	Starting a Small Business

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 Broker's 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 Broker's 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 65

15 General Education Requirements-All Options
3	ECO 201	Principles of Macroeconomics
3	ECO 202	Principles of Microeconomics
3	ENG 121	English Composition I
	OR	
3	ENG 131	Technical Writing I
3	MAT 112	Financial Mathematics
	OR	
3	MAT 121	College Algebra
3		Natural Science Elective

47 Core Curriculum Requirements
4	ACC 121	Accounting Principles I
4	ACC 122	Accounting Principles II
3	BUS 115	Introduction to Business
3	BUS 204	Introduction to E-Business
3	BUS 216	Legal Environment of Business
3	BUS 217	Business Communication & Report Writing
3	CIS 118	Intro to PC Applications
3	CIS 218	Advanced PC Applications
3	COM 115	Public Speaking
1	MAN 102	Business Ethics and Values
1	MAN 103	Managing Business Change
1	MAN 104	Managing Workplace Stress
3	MAN 216	Small Business Management
3	MAN 200	Human Resource Management I
3	MAN 226	Principles of Management
3	MAR 111	Principles of Sales
3	MAR 216	Principles of Marketing

3 Electives (Choose 3)
1	COM 262	Communicating with Impossible People
1	COM 263	Conflict Resolution
1	COM 264	Negotiation
1	MAN 102	Business Ethics and Values
1	MAN 103	Managing Business Change
1	MAN 104	Managing Workplace Stress
1	MAN 117	Time Management
1	MAN 125	Team Building
1	MAR 158	Basic Customer Service

Entrepreneurship
TOTAL CREDITS 68

15 General Education Requirements-All Options
3	ECO 201	Principles of Macroeconomics
3	ECO 202	Principles of Microeconomics
3	ENG 121	English Composition I
	OR	
3	ENG 131	Technical Writing
3	MAT 112	Financial Mathematics
	OR	
3	MAT 121	College Algebra
3		Natural Science Elective

43 Core Curriculum Requirements
3	ACC 115	Payroll Accounting
4	ACC 121	Accounting Principles I
3	BUS 102	Entrepreneurial Operations
3	BUS 115	Introduction to Business
3	BUS 217	Business Communication & Report Writing
3	CIS 118	Intro to PC Applications
3	CIS 218	Advanced PC Applications
3	COM 115	Public Speaking
1	MAN 104	Managing Workplace Stress
3	MAN 116	Principles of Supervision
1	MAN 117	Time Management
1	MAN 125	Team Building
3	MAN 216	Small Business Management
3	MAR 111	Principles of Sales
3	MAR 216	Principles of Marketing
3	MAT 112	Financial Mathematics

10 Electives (See Department Chair)
3	ACC 115	Payroll Accounting
	OR	
4	ACC 122	Accounting Principles II
3	MAN 116	Principles of Supervision
	OR	
3	MAN 216	Small Business Management

Human Resources
TOTAL CREDITS 65

15 General Education Requirements-All Options
3	ECO 201	Principles of Macroeconomics
3	ECO 202	Principles of Microeconomics
3	ENG 121	English Composition I
	OR	
3	ENG 131	Technical Writing
3	MAT 112	Financial Mathematics
	OR	
3	MAT 121	College Algebra
3		Natural Science Elective

49 Core Curriculum Requirements
3	ACC 115	Payroll Accounting
4	ACC 122	Accounting Principles II
3	BUS 115	Introduction to Business
3	BUS 216	Legal Environment of Business
3	BUS 217	Business Communication & Report Writing
3	BUS 226	Business Statistics
3	CIS 118	Intro to PC Applications
3	CIS 218	Advanced PC Applications
3	COM 115	Public Speaking
1	COM 262	Communicating with Impossible People
1	COM 263	Conflict Resolution
1	COM 268	Problem-Solving
3	MAN 128	Human Relations in Organizations
3	MAN 200	Human Resource Management I
3	MAN 201	Human Resource Management Ii
3	MAN 215	Organizational Behavior
3	MAN 226	Principles of Management
3	MAR 216	Principles of Marketing

1 Elective (See Department Chair)

Retailing Sales
TOTAL CREDITS 64

15 General Education Requirements-All Options
3	ECO 201	Principles of Macroeconomics
3	ECO 202	Principles of Microeconomics
3	ENG 121	English Composition I
	OR	
3	ENG 131	Technical Writing
3	MAT 112	Financial Mathematics
	OR	
3	MAT 121	College Algebra
3		Natural Science Elective

44 Core Curriculum Requirements
4	ACC 121	Accounting Principles I
4	ACC 122	Accounting Principles II
3	BUS 115	Introduction to Business
3	BUS 216	Legal Environment of Business
3	BUS 226	Business Statistics
3	CIS 118	Intro to PC Applications
3	CIS 218	Advanced PC Applications
3	COM 115	Public Speaking
3	MAN 116	Principles of Supervision
1	MAN 117	Time Management
1	MAN 125	Team Building
3	MAR 111	Principles of Sales
3	MAR 117	Principles of Retailing
1	MAR 158	Basic Customer Services
3	MAR 216	Principles of Marketing
3	MAR 220	Principles of Advertising

5 Electives
3	ACC 115	Payroll Accounting
	OR	
4	ACC 122	Accounting Principles II
1	COM 262	Communicating with Impossible People
1	COM 263	Conflict Resolution
1	COM 264	Negotiation
1	MAN 102	Business Ethics and Values
1	MAN 103	Managing Business Change
1	MAN 104	Managing Workplace Stress
3	MAN 116	Principles of Supervision
	OR	
3	MAN 226	Principles of Management
1	MAN 117	Time Management
1	MAN 125	Team Building
1	MAR 158	Basic Customer Services
3	MAT 112	Financial Mathematics
	OR	
3	MAT 121	College Algebra

CERTIFICATE PROGRAMS
Business Management
TOTAL CREDITS 19-35

35 Business Management Certificate Requirements
4	ACC 121	Accounting Principles I
3	BUS 115	Introduction to Business
3	BUS 216	Legal Environment of Business
3	BUS 226	Business Statistics
3	COM 115	Public Speaking
3	ECO 201	Principles of Macroeconomics
3	ENG 131	Technical Writing I
3	MAN 200	Human Resource Management I
3	MAN 226	Principles of Management
3	MAR 216	Principles of Marketing
4	MAT 121	College Algebra

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 BUS 216 Legal Environment of Business
3 BUS 217 Business Communications and Writing
3 MAN 200 Human Resource Management I
3 MAN 216 Small Business Management
    OR
3 MAN 128 Human Relations in Organizations
3 BUS 226 Business Statistics

19 Entrepreneurship Certificate Requirements
4 ACC 121 Accounting Principles
3 BUS 102 Entrepreneurial Operations
3 MAN 216 Small Business Management
3 MAR 111 Principles of Sales
3 MAR 216 Principles of Marketing
3 MAN 226 Principles of Management

Computer Information Systems

Jennifer Sherman, 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
Local Area Networking
TOTAL CREDITS 64

17 General Education Requirements
3 ECO 202 Principles of Microeconomics
3 ENG 121 English Composition I
    OR
    ENG 131 Technical Writing I
4 MAT 108 Technical Mathematics
    OR
    MAT 121 College Algebra
3 COM 115 Public Speaking
    OR
    COM 125 Interpersonal Communications
4   Natural Science Elective

47 Core Requirements
3 CIS 115 Introduction to Computer Information Systems
3 CIS 118 Intro to PC Applications
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 CNG 104 Intro to TCP/IP
4 CNG 121 Computer Technician I: A+
4 CNG 122 Computer Technician II: A+
3 CNG 124 Networking I: Network +
3 CNG 131 Network Security Fundamentals
4 CNG 212 Managing a MS Windows Server Environment
3 CSC 116 Logic and Program Design
4 CSC 160 Computer Science I (Language)
4 CSC 161 Computer Science II (Language)

ASSOCIATE (AAS) DEGREE
Networking Security
TOTAL CREDITS 62-63

17   General Education Requirements
3   ECO 202   Principles of Microeconomics
3   ENG 121   English Composition I
OR
    ENG 131   Technical Writing I
4   MAT 108   Technical Mathematics
OR
    MAT 121   College Algebra
3   COM 115   Public Speaking
OR
    COM 125   Interpersonal Communications
4   Natural Science Elective

42   Core Requirements
3   CIS 115   Introduction to Computer Information Systems
3   CIS 118   Intro to PC Applications
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   CNG 104   Intro to TCP/IP
4   CNG 121   Computer Technician I: A+
4   CNG 122   Computer Technician II: A+
3   CNG 124   Networking I: Network +
3   CNG 131   Network Security Fundamentals
3   CNG 133   Network Security: Fire Walls, and Intrusion
              Detection and Network Security
4   CNG 212   Managing a MS Windows Server Environment
3   CNG 224   Microsoft Windows Wireless Network

3-4   Electives
3   CNG 251   Anti-Virus Concepts
3   CNG 254   Data Encryption
4   CNG 258   Computer Forensics

CERTIFICATE PROGRAMS

Forensic Computing
TOTAL CREDITS 23

3   CNG 124   Networking I: Network +
3   CNG 131   Network Security Fundamentals
3   CNG 133   Network Security: Fire Walls and Intrusion
              Detection and Network Security
3   CNG 136   Guide to Disaster Recovery
4   CNG 212   Managing a MS Windows Server Environment
3   CNG 224   Microsoft Windows Wireless Network
4   CNG 258   Computer Forensics

Information Assurance - Basic
TOTAL CREDITS 18

3   CNG 104   Intro to TCP/IP
3   CNG 124   Networking I: Network +
3   CNG 131   Network Security Fundamentals
3   CNG 136   Guide to Disaster Recovery
3   CNG 133   Network Security: Fire Walls and Intrusion
              Detection and Network Security
3   CNG 224   Microsoft Windows Wireless Network

Information Assurance - Advanced
TOTAL CREDITS 29

3   CIS 220   Fundamentals of Unix
3   CNG 124   Networking I: Network
3   CNG 131   Network Security Fundamentals
3   CNG 133   Network Security: Fire Walls and Intrusion
              Detection and Network Security
3   CNG 136   Guide to Disaster Recovery
4   CNG 212   Managing a MS Windows Server Environment
3   CNG 224   Microsoft Windows Wireless Network
4   CNG 258   Computer Forensics
3   ELT 202   Introduction to PC Servicing

MS Office Applications
TOTAL CREDITS 6

3   CIS 118   Intro to PC Applications
3   CIS 218   Advanced PC Applications

Networking
TOTAL CREDITS 13

3   CIS 220   Fundamentals of Unix
3   CNG 104   Intro to TCP/IP
3   CNG 124   Networking I: Network
4   CNG 212   Managing a MS Windows Server Environment

Programming
TOTAL CREDITS 11

3   CSC 116   Logic and Program Design
4   CSC 160   Computer Science I: (Language)
4   CSC 161   Computer Science II: (Language)

Security
TOTAL CREDITS 15

3   CNG 104   Intro to TCP/IP
3   CNG 124   Networking I: Network+
3   CNG 131   Network Security Fundamentals
3   CNG 133   Network Security: Fire Walls and Intrusion
              Detection and Network Security
3   CNG 224   Microsoft Windows Wireless Network

Computer Information Systems

Jennifer Sherman, Department Chair
Cisco Certified Network Associate Certificates

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

Construction Technologies

Jamie Gage, Department Chair
Certificate

Program Description
The Construction Technology program prepares students to enter the construction trades industry. There are many facets in the construction trades industry and the student will learn the entry-level skills necessary to obtain employment in any one of these facets. Students will learn the basics of CAD, estimating, accounting, safety, proper tool usage, math and science in the construction industry, qualities and characteristics of building materials, building codes and construction management. Also included in these courses is the study of built green products and incorporating elements of sustainable design in modern construction practices. Job site experience is an integral part of this program.

Built Green & Construction
TOTAL CREDIT HOURS 14

14	Core Requirements	
4	CON 105	Construction Technology
4	CON 110	Introduction to Construction Part I
3	CON 120	Building Materials and Environmental Impacts
1	CAR 170	Clinical: Construction Lab I
1	CAR 171	Clinical: Construction Lab II
1	CAR 172	Clinical: Construction Lab III

Construction Essentials I
TOTAL CREDIT HOURS 28

28	Core Requirements	
4	CON 105	Construction Technology
4	CON 110	Introduction to Construction Part I
3	CON 120	Building Materials and Environmental Impacts
1	CAR 170	Clinical: Construction Lab I
1	CAR 171	Clinical: Construction Lab II
1	CAR 172	Clinical: Construction Lab III
3	CAR 175	Special Topic
5	CAR 180	Internship
6	CAR 181	Internship II

Construction Essentials II
TOTAL CREDIT HOURS 28

28	Core Requirements	
4	CON 111	Introduction to Construction Part II
3	CON 140	Introduction to Building Codes & Enforcement
4	CON 245	Project Management
1	CAR 270	Clinical: Construction Lab I
1	CAR 271	Clinical: Construction Lab I
1	CAR 272	Clinical: Construction Lab I
3	CAR 275	Special Topic
5	CAR 280	Internship
6	CAR 281	Internship

Intro to Project Management
TOTAL CREDIT HOURS 14

14	Core Requirements	
4	CON 111	Introduction to Construction Part II
3	CON 140	Introduction to Building Codes & Enforcement
4	CON 245	Project Management
1	CAR 270	Clinical: Construction Lab I
1	CAR 271	Clinical: Construction Lab I
1	CAR 272	Clinical: Construction Lab I

Cosmetology

Beth Ingo-Nipps, Department Chair

Associate of Applied Science (AAS) Degree
and Certificates

Career Opportunities
The Cosmetology program prepares students for careers in cosmetology, hairstyling, esthetics (facial care) and manicure (nail care). Students will receive the specialized training necessary to be prepared for a successful career with limitless opportunities for both men and women. Students learn the skills to keep pace with the fashion world and stand ready to meet the constantly changing demands of one of today's largest growing service industries. Those opportunities can provide both part time and full time employment in specialty areas.

Program Description
The Cosmetology program teaches students job entry skills, customer communication, and shop procedures. Instruction includes professional ethics, bacteriology, shampoo and rinses, color theory, hair coloring techniques, permanent waving, hairstyling, hair cutting, manicures, pedicures, facials, makeup, OSHA regulations, sanitation, safety and Colorado laws. Clinical practice involves working on the public under supervision and parallels, as close as possible, actual shop procedures in order to prepare students for working in the field. Students can choose from the following:

- ➢ Cosmetology degree or certificate – This program provides training in hair, skin, and nail care services. Instruction is provided in hair cutting, hair styling, hair coloring, chemical texture services, skin care, waxing services, make-up application, and nail care needs
- ➢ Hairstylist certificate -This certificate program provides training in hair care. Instruction is provided in hair cutting, hair styling, hair coloring, and chemical textures services.
- ➢ Manicurist certificate-This certificate program provides training in nail care. Instruction is provided in manicuring, pedicure, nail design extensions, and nail artistry.
- ➢ Esthetician certificate – This certificate program provides training in facial care.

Program Requirements
Program requirements are REA 060, ENG 060 and MAT 060 or equivalent Accuplacer Scores of Reading Comprehension 62, Sentence Skills 70, Math 45 EA

ASSOCIATE (AAS) DEGREE
Cosmetology
TOTAL CREDITS 75

15	**General Education Requirements**	
3		Communication Course
3		Math Course
3		Humanities/Science/Social Science
3		Humanities/Science/Social Science
3		Humanities/Science/Social Science
1	COS 103	Shampoo/Rinses/Conditioners I
2	COS 110	Introduction to Hair Coloring
2	COS 120	Introduction to Hair Cutting
2	COS 130	Introduction to Hair Styling
1	COS 140	Introduction to Chemical Texture
1	COS 150	Laws, Rules and Regulations
2	COS 160	Introduction to Disinfection, Sanitation and Safety
3	NAT 110	Introduction to Manicures & Pedicures
2	NAT 111	Intermediate Manicures & Pedicures
3	EST 110	Introduction to Facials and Skin Care
2	COS 111	Intermediate: Hair Coloring
2	COS 121	Intermediate I: Haircutting
2	COS 131	Intermediate I: Hair Styling
1	COS 141	Intermediate I: Chemical Texture
1	COS 161	Intermediate I: Disinfection, Sanitation & Safety
1	COS 203	Shampoos/Rinses/Conditioners II
2	COS 210	Intermediate II: Hair Coloring
2	COS 220	Intermediate II: Haircutting
2	COS 230	Intermediate II: Hair Styling
1	COS 240	Intermediate II: Chemical Texture
1	COS 250	Management, Ethics, Interpersonal Skills & Salesmanship
2	COS 260	Intermediate II: Disinfection, Sanitation and Safety
5	NAT 211	Application of Artificial Nails
2	EST 111	Intermediate Facials & Skin Care
2	COS 211	Advanced Hair Coloring
2	COS 221	Advanced Hair Cutting
1	COS 231	Advanced Hair Styling
1	COS 241	Advanced Chemical Texture
1	COS 261	Advanced Disinfection, Sanitation & Safety
2	NAT 210	Advanced Manicures & Pedicures
2	EST 210	Advanced Massage & Skin Care
1	EST 211	Facial Make-up
3	EST 212	Hair Removal

CERTIFICATE PROGRAMS
Cosmetology
TOTAL CREDITS 60

1	COS 103	Shampoo/Rinses/Conditioners I
2	COS 110	Introduction to Hair Coloring
2	COS 120	Introduction to Hair Cutting
2	COS 130	Introduction to Hair Styling
1	COS 140	Introduction to Chemical Texture
1	COS 150	Laws, Rules and Regulations
2	COS 160	Introduction to Disinfection, Sanitation and Safety
3	NAT 110	Introduction to Manicures & Pedicures
2	NAT 111	Intermediate Manicures & Pedicures
3	EST 110	Introduction to Facials and Skin Care
2	COS 111	Intermediate: Hair Coloring
2	COS 121	Intermediate I: Haircutting
2	COS 131	Intermediate I: Hair Styling
1	COS 141	Intermediate I: Chemical Texture
1	COS 161	Intermediate I: Disinfection, Sanitation & Safety
1	COS 203	Shampoos/Rinses/Conditioners II
2	COS 210	Intermediate II: Hair Coloring
2	COS 220	Intermediate II: Haircutting
2	COS 230	Intermediate II: Hair Styling
1	COS 240	Intermediate II: Chemical Texture
1	COS 250	Management, Ethics, Interpersonal Skills & Salesmanship
2	COS 260	Intermediate II: Disinfection, Sanitation and Safety
5	NAT 211	Application of Artificial Nails
2	EST 111	Intermediate Facials & Skin Care
2	COS 211	Advanced Hair Coloring
2	COS 221	Advanced Hair Cutting
1	COS 231	Advanced Hair Styling
1	COS 241	Advanced Chemical Texture
1	COS 261	Advanced Disinfection, Sanitation & Safety
2	NAT 210	Advanced Manicures & Pedicures
2	EST 210	Advanced Massage & Skin Care
1	EST 211	Facial Make-up
3	EST 212	Hair Removal

Hairstylist
TOTAL CREDITS 40

1	COS 103	Shampoo/Rinses/Conditioners I
2	COS 110	Introduction to Hair Coloring
2	COS 120	Introduction to Hair Cutting
2	COS 130	Introduction to Hair Styling
1	COS 140	Introduction to Chemical Texture
1	COS 150	Laws, Rules and Regulations
2	COS 160	Introduction to Disinfection, Sanitation and Safety
2	COS 111	Intermediate: Hair Coloring
2	COS 121	Intermediate I: Haircutting
2	COS 131	Intermediate I: Hair Styling
1	COS 141	Intermediate I: Chemical Texture
1	COS 161	Intermediate I: Disinfection, Sanitation & Safety
1	COS 203	Shampoos/Rinses/Conditioners II
2	COS 210	Intermediate II: Hair Coloring
2	COS 220	Intermediate II: Haircutting
2	COS 230	Intermediate II: Hair Styling
1	COS 240	Intermediate II: Chemical Texture
1	COS 250	Management, Ethics, Interpersonal Skills & Salesmanship
2	COS 260	Intermediate II: Disinfection, Sanitation and Safety
2	COS 211	Advanced Hair Coloring
2	COS 221	Advanced Hair Cutting
1	COS 231	Advanced Hair Styling
1	COS 241	Advanced Chemical Texture
1	COS 261	Advanced Disinfection, Sanitation & Safety
3	COS 262	Advanced II: Disinfection, Sanitation & Safety

Manicurist
TOTAL CREDITS 20

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

Esthetician
TOTAL CREDITS 20

1	COS 150	Laws, Rules and Regulations
2	COS 160	Introduction to Disinfection, Sanitation and Safety
3	EST 110	Introduction to Facials and Skin Care
1	COS 250	Management, Ethics, Interpersonal Skills & Salesmanship
2	COS 260	Intermediate II: Disinfection, Sanitation and Safety
3	COS 262	Advanced II: Disinfection, Sanitation & Safety
2	EST 111	Intermediate Facials & Skin Care
2	EST 210	Advanced Massage & Skin Care
1	EST 211	Facial Make-up
3	EST 212	Hair Removal

Criminal Justice
Milan Foster, Coordinator
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 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.

ASSOCIATE (AAS) DEGREE
Criminal Justice
TOTAL CREDITS 83

22 General Education Requirements
1 CIS 110 Introduction to the PC
3 COM 115 Public Speaking
3 ENG 121 English Composition I
3 ENG 131 Technical Writing I
3 MAT 107 Career Math (or higher)
3 Science
Choose from one of the following: 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, PHY 105, PHY 111, PHY 112, PHY 211, PHY 212
6 Social and Behavioral Sciences
Choose 6 semester hours from 2 different disciplines: ANT 101, ANT 111, ECO 105, 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

61 Core Curriculum Requirements
3 CRJ 110 Intro to Criminal Justice
3 CRJ 125 Law Enforcement Operations
3 CRJ 135 Judicial Function
3 CRJ 145 Correctional Process
3 CRJ 205 Principles of Criminal Law
3 CRJ 210 Constitutional Law
3 CRJ 230 Criminology
3 CRJ 280 Internship
6 LEA 101 Basic Police Academy I
12 LEA 102 Basic Police Academy II
2 LEA 103 Basic Law Enforcement Academy III
8 LEA 105 Basic Law
3 LEA 106 Arrest Control Techniques
3 LEA 107 Law Enforcement Driving
3 LEA 108 Firearms

9 Criminal Justice Core
3 CRJ 205 Principles of Criminal Law
3 CRJ 210 Constitutional Law
3 CRJ 230 Criminology

9 Criminal Justice Process
3 CRJ 110 Intro to Criminal Justice
3 CRJ 205 Principles of Criminal Law
3 SOC 101 Introduction to Sociology I

9 Criminal Justice System
3 CRJ 135 Judicial Function
3 CRJ 205 Principles of Criminal Law
3 HIS 201 U.S. History I

CERTIFICATE PROGRAM
Criminal Justice
TOTAL CREDITS 18

18 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

MINI-CERTIFICATES
Criminal Justice
TOTAL CREDITS 9

9 Corrections/Adult
3 CRJ 146 Community-Based Corrections
3 CRJ 215 Constitutional Rights of Inmates
3 CRJ 249 Penology

9 Corrections/Juvenile
3 CRJ 216 Juvenile Law and Procedures
3 CRJ 220 Human Relations and Social Conflict
3 CRJ 225 Crisis Intervention

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 chair side 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 preparation in office management, and general chair side assisting.

Program Description

This program teaches you to function effectively as an integral member of the dental health team. We prepare you to perform chair side 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.

An advanced certificate in Expanded Functions Dental Assisting is offered to graduates of the program and community chair side dental assistants. Course work and clinical practice prepare the dental assistant with advanced skills to perform restorative procedures of amalgam and composite restorations, provisional crown and bridge fabrication, and the adjunct procedures necessary in restorative dentistry

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.

EFDA Certificate: Graduate of an ADA accredited program, certified dental assistant (CDA), or 2 years of full time documented chair side experience (3,500 hours) and current CPR card (American Red Cross Professional Rescuer CPR or American Heart Association Basic Life Support.)

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	COM 115	Public Speaking

45   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 in the Dental Office
2	DEA 134	Prevention and Nutrition in Dentistry
2	DEA 175	Special Topics: Practice of Clinical Chair side Assisting
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 and in collaboration with dental auxiliary employment. Courses may run in additional semesters depending on enrollment and community needs. Please contact the dental assisting department for requirements of enrollment.

CERTIFICATE PROGRAM
Dental Assisting
TOTAL CREDITS 46

Consists of all Dental Assisting Core Curriculum Courses. The program is designed to be completed in three semesters.

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 I
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 in the Dental Office
2	DEA 134	Prevention and Nutrition in Dentistry
2	DEA 175	Special Topics: Practice of Clinical Chair Side Assisting
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)

Dental Hygiene

Elsa Eccles, 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 . 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. In addition, all students entering the program will need a current CPR card good for 2 years.

If you are an AAS Dental Hygiene student, you must complete all General Education/Related Requirements

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 92.5

28 General Education Requirements
4 BIO 201 Human Anatomy and Physiology I*
4 BIO 202 Human Anatomy and Physiology II*
4 BIO 204 Microbiology *
4 CHE 109 General, Organic, and Biochemistry*
3 COM 115 Public Speaking
3 ENG 121 English Composition I
3 PSY 101 General Psychology I
3 SOC 101 Introduction to Sociology I

*Within five years of application

64.5 Core Curriculum Requirements
First Year-Fall Semester
2 DEH 101 Preclinical Dental Hygiene Lecture
3 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

First Year-Spring Semester
2   DEH 111 Dental and Medical Emergencies
2   DEH 122 Periodontics I
1   DEH 123 Head and Neck Anatomy
3   DEH 126 Dental Materials
2   DEH 153 Clinical Theory of Dental Hygiene I
4.5 DEH 170 Clinical Practice of Dental Hygiene I

Second Year-Summer Semester
2 DEH 133 Local Anesthesia
1 DEH 134 Advanced Clinical Skills
1 DEH 138 Nitrous Oxide/Oxygen Sedation
2 DEH 171 Clinical Practice of Dental 1-A

Second Year-Fall Semester
2 DEH 132 Applied Pharmacology
2 DEH 204 Community Dental Health I
3 DEH 213 General and Oral Pathology
2 DEH 268 Clinical Theory of Dental Hygiene II
6 DEH 270 Clinical Practice of Dental Hygiene II
1 DEH 282 Periodontics III

Second Year-Spring Semester
2 DEH 221 Ethics and Practice Management
1 DEH 225 Community Dental Health II: Field Experience
2 DEH 242 Periodontics II
2 DEH 259 Advanced Dental Hygiene Theory
6 DEH 271 Clinical Practice of Dental Hygiene III
2 DEH 285 Clinical Theory of Dental Hygiene III

***.5   DEH 136 Clinical Dental Roentgenology
* *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

**Optional recommended courses

Diesel/Heavy Equipment Technology

Shannon South, Dean, SCCC West
Certificate

Program Description

The Commercial Driver's License program consists of the formal training that is industry recognized as the most reliable way to learn the many special skills required for entry-level tractor-trailer driving. The program emphasizes hands-on training with support classes directly related to training. A combination of classroom instruction, simulator practice, range work and on-highway experience help the student prepare for entry into the trucking industry.

"The Heavy Equipment Operator Certificate is suspended for 2012-2013 academic year."

The Heavy Duty Chassis & Brakes certificate is designed to prepare the student to gain employment in a fleet or job shop specializing in brakes and suspension system on heavy duty equipment and trucks.

The Heavy Duty Drive Train certificate gives the student the skills needed to gain employment in a drive train specialty shop. The certificate prepares the student for the ASE examination in Manual Drive Train Systems.

The Heavy Duty Engines certificate is designed to prepare the student for entry-level jobs requiring knowledge of diesel engines. The program emphasizes skills needed for employment in the areas of diesel engines for over-the-road equipment.

The Heavy Duty Electrical and Computers certificate gives the student current training in the skills demanded by any shop employment technicians to work on any wheeled machines. Technicians with proven electrical skills are the most needed and are in the highest demand today.

The Heavy Equipment Operator program consists of the formal training that is industry recognized as the most reliable and safest way to learn the many skills required for entry-level heavy equipment operation. The program offers classroom and field training in OSHA and industry safety standards including operation of agricultural, construction, and dirt moving equipment. Skills for both CDL and HE Operator are competency based, meaning a skill must be mastered before advancing to the next skill.

Commercial Driver Training

TOTAL CREDIT HOURS 17

17   Core Requirements
2	DRV 130	Preparing for CDL
2	DRV 132	Trucks and Trailering
4	DRV 134	Trucking Laws and Regulations
3	DRV 136	Vehicle Inspection and Maintenance
6	DRV 138	Driver Training

Heavy Equipment Operator

TOTAL CREDIT HOURS 16

16   Core Requirements
2	HEQ 150	Basic Principles of Engine Operation and Drive Train
2	HEQ 220	Motor Grader I
2	HEQ 221	Motor Grader II
2	HEQ 225	Backhoe I
2	HEQ 226	Backhoe II
2	HEQ 230	Hydraulic Excavator
2	HEQ 240	Basic Bulldozer I
2	HEQ 246	Font End Loader II

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.

ASSOCIATE (AAS) DEGREE
Digital Media
TOTAL CREDITS 61

16	**General Education Requirements**	
3	ECO 202	Principles of Microeconomics
3	ENG 121	English Composition I
4	MAT 121	College Algebra
3	COM 115	Public Speaking
3	HWE 100	Human Nutrition

12	**Business, Communications, and Technology Core**	
3	BUS 115	Introduction to Business
3	CIS 118	Intro to PC Applications
3	MAN 128	Human Relations in Organizations
3	MGD 280	Internship

33	**Digital Media Requirements**	
3	BUS 204	Introduction to E-Business
3	CNG 124	Networking I; Network +
3	CWB 110	Complete Web Authoring (Scripting Language)
3	CWB 130	Web Editing Tools: (Editor)
3	CWB 206	Web Data Base: (Database Software)
3	MAN 241	Project Management in Organizations
3	MAR 220	Principles of Advertising
3	MGD 102	Introduction to Multimedia
3	MGD 111	Adobe Photoshop I
3	MGD 141	Web Design I
3	MGD 241	Web Design II

MINI-CERTIFICATES
Digital Media
TOTAL CREDITS 6-9

9	**Animation Certificate**	
3	CWB 130	Web Editing Tools: (Editor)
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 217	Advanced Television Studio Production

9	**Graphic Design Certificate**	
3	CIS 167	Desktop Publishing: (Software)
3	MGD 102	Introduction to Multimedia
3	MGD 133	Graphic Design I

6	**Web Technologies Certificate**	
3	BUS 204	Introduction to E-Business
3	CWB 130	Web Editing Tools: (Editor)

9	**Web Design Certificate**	
3	CWB 130	Web Editing Tools: (Editor)
3	MGD 141	Web Design I
3	ART 139	Digital Photography I

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 children (birth to age 5). The program can also prepare you to become a Early Childhood Teacher 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 61

15 General Education Requirements
3	ENG 121	English Elective
	OR	
3	ENG 131	English Elective
3	HUM/ART	Humanities or Arts Elective
3	MAT 107	Math or higher
3	COM 115	Public Speaking
	OR	
3	COM 125	Interpersonal Communication
3		Social or Behavioral Course

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 112	Intro to Infant\Toddler Lab Techniques
3	ECE 125	Science/Math and the Young Child
3	ECE 178	High/Scope
3	ECE 256	Working with Parents, Families, and Community Systems
3	LIT 255	Children's Literature

CERTIFICATE PROGRAMS
Early Childhood Education
TOTAL CREDITS 16-31

31 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 111	Infant and Toddler Theory and Practice
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 Early Childhood Teacher 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

10 Infant Toddler Supervisor Certificate
3	ECE 111	Infant and Toddler Theory and Practice
3	ECE 112	Intro to Infant\Toddler Lab 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 successful completion of the 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 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 EMTS Division Functional EMT Job Description. For enrollment into the EMT-Intermediate or Paramedic programs, you must have a current Colorado EMT-Basic certification, an EMT IV endorsement, successfully complete all pre-screening examinations, and prerequisites, and obtain department approval for enrollment into these programs.

The EMS 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-I99, be eligible for state certification, and pass an EMT-I prescreening exam or be nationally registered as an EMT-I99. For more information on prerequisites and classes, please call the EMS Department.

ASSOCIATE (AAS) DEGREE
Emergency Medical Services
TOTAL CREDITS 69
69   Degree Requirements

Semester One
4 BIO 106   Basic Anatomy and Physiology
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 COM 115   Public Speaking
  OR
  COM 125   Interpersonal Communication

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

CERTIFICATE PROGRAMS
Emergency Medical Services
TOTAL CREDITS 18- 53

18   EMT Intermediate Option Requirements
6 EMS 203   EMT Intermediate I
6 EMS 205   EMT Intermediate II
3 EMS 270   Clinical: EMS Intermediate
3 EMS 282   EMT – Intermediate Internship

53   EMT Paramedic Option
  8   General Education Requirements
  4 BIO 106   Basic Anatomy and Physiology
  4 BIO 201   Human Anatomy and Physiology I

45   Core Curriculum Requirements
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

MINI-CERTIFICATE PROGRAM
Emergency Medical Services
TOTAL CREDITS 10.5

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

Energy Maintenance Technology

Roger Weitzel, 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 61-62.5

61　Solar Energy

17　General Education Requirements
3	ENG 131	Technical Writing I
3	COM 125	Interpersonal Communication
4	MAT 108	Technical Mathematics
4	PHY 105	Conceptual Physics
3		Social Science or Humanities

12　Common Technical Core
3	ENY 101	Introduction to Energy Technologies
3	ENY 103	Renewable Energy worker Safety
3	ELT 101	Survey of Electronics
3	ELT 106	Fundamentals of DC/AC

29　Required Technical Courses
3	ENY 102	Building Energy Audit Tech
3	ENY 121	Solar Photovoltaic Components
3	ENY 127	Solar PV System Install
1	ENY 132	NABCEP Entry Level Prep Class
3	ENY 225	Solar Domestic Hot Water Systems
2	ENY 230	PV Maintenance & Troubleshooting
4	ENY 231	Solar Contracting
4	ENY 240	Estimating for Energy
3	ENY 275	Special Topics
3	ENY 280	Internship

3　Elective Courses (Choose one)
3	BUS 102	Entrepreneurial Operations
3	CAD 101	Computer Aided Drafting I
3	CIS 118	Intro to PC Applications

62.5 Wind Turbine

17　General Education Requirements
3	ENG 131	Technical Writing I
3	COM 125	Interpersonal Communication
4	MAT 108	Technical Mathematics
4	PHY 105	Conceptual Physics
3		Social Science or Humanities

45.5 Required Technical Courses
3	CNG 124	Networking I: Network +
1.5	EIC 222	Instrument. & Process Control
3	ENT 238	Industrial Fluid Power and Controls
3	ENY 101	Introduction to Energy Technologies
3	ENY 103	Renewable Energy worker Safety
3	ELT 101	Survey of Electronics
3	ELT 106	Fundamentals of DC/AC
2	ELT 138	Power Control Devices
3	ELT 252	Motors and Controls
3	ELT 257	Sensors and Transducers
3	ELT 258	Programmable Logic Controllers
3	MAC 256	Industrial Components
3	MAC 265	Mechanical Components II
3	WTG 100	Introduction to Wind Industry
3	WTG 110	WTG Power & Control Systems
3	WTG 280	Wind Technician Internship

CERTIFICATE PROGRAM*
Energy Maintenance Technology
TOTAL CREDITS 12-30

Quick Start
12　Core Curriculum Requirements
3	ELT 101	Survey of Electronics
3	ELT 106	Fundamentals of DC/AC
3	ENT 238	Industrial Fluid Power and Controls
3	MAC 256	Industrial Components

Solar Energy
25　Required Technical Courses
3	ELT 101	Survey of Electronics
3	ELT 106	Fundamentals of DC/AC
3	ENY 103	Renewable Energy Worker Safety
3	ENY 121	Solar Photovoltaic Components
3	ENY 127	Solar PV System Install
1	ENY 132	NABCEP Entry Level Prep Class
2	ENY 230	PV Maintenance & Troubleshooting
4	ENY 231	Solar Contracting
3	ENY 280	Internship

Wind Turbine Technology
30　Required Technical Courses
3	ELT 101	Survey of Electronics
3	ELT 106	Fundamentals of DC/AC
3	ELT 252	Motors and Controls
3	ELT 257	Sensors and Transducers
3	ELT 258	Programmable Logic Controllers
3	ENT 238	Industrial Fluid Power and Controls
3	ENY 103	Renewable Energy Worker Safety
3	MAC 256	Industrial Components
3	WTG 100	Introduction to Wind Industry
3	WTG 280	Wind Technician Internship

Engineering Technology

Roger Weitzel, 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, fluid power, and CNC Programming.

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, Fused Deposition Modeling, and Powder Based 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 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
Civil Engineering Technology

TOTAL CREDITS 75

21-24   General Education Requirements

1	CIS 110	Introduction to the PC (required for Option B only)
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 (required for Option B only)
	OR	
5	PHY 111	Physics: Algebra-Based I with Lab: GT-SCI (required for Option A only)
3		Humanities Elective
3		Social Science Elective

19   Common Core Courses

3	CAD 101	Computer Aided Drafting I
3	CAD 255	Solidworks/Mechanical
4	ENT 131	Mechanical Drawing I
3	ENT 137	Introduction to Engineering Technology
3	ENT 237	Statics
3	ENT 247	Strength of Materials

35   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

ASSOCIATE (AAS) DEGREE
Manufacturing Engineering Technology
TOTAL CREDITS 75

21-24	**General Education Requirements**	
1	CIS 110	Introduction to the PC (required for Option B only)
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 (required for Option B only)
		OR
5	PHY 111	Physics: Algebra-Based I with Lab: GT-SCI (required for Option A only)
3		Humanities Elective
3		Social Science Elective

19	**Common Core Courses**	
3	CAD 101	Computer Aided Drafting I
3	CAD 255	Solidworks/Mechanical
4	ENT 131	Mechanical Drawing I
3	ENT 137	Introduction to Engineering Technology
3	ENT 237	Statics
3	ENT 247	Strength of Materials

35	**Manufacturing Engineering Technology**	
1	ENT 105	Safety for Manufacturing Environments
3	ENT 106	Print Reading for Manufacturing
3	ENT 133	Introduction to Mechanical Design
2	ENT 134	Geometric Dimensioning & Tolerancing
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
4	MAC 105	Introduction to Machining Technology
3	MAC 205	Introduction to CNC Milling Operations
3	MAC 240	CAD/CAM 2D
3	MAC 245	CAD/CAM 3D

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

Fire Science Technology

Alan Ziff, Department Chair

Associate of Applied Science (AAS) Degree
Certificates

Career Opportunities
The Fire Science Technology program prepares students for entry level positions in the fire service industry.

Degree Program Description
The Fire Science Technology is an Associate of Applied Science (AAS) degree designed to meet the needs of fire protection and safety personnel. The program will prepare you for a career in fire science or a related field. Courses are offered through traditional classroom instruction, independent study, and hands on training in conjunction with local fire departments.

Certificate Program Description
The Fire Science Technology Certificate Programs vary in semester hours. These programs are designed to prepare individuals who have little or no fire fighting experience for entry level positions in the fire service industry, as well as special training for advancement for those already in the fire service. Most of the classes in the certificates related to structural fire fighting can be applied to the Fire Science Associate of Applied Science Degree offered by Pueblo Community College.

Program Requirements
Entrance Requirements:
Accuplacer Test Scores:
>REA 40 or higher
>SS   50 or higher
>MAT 25 or higher

Graduation Requirements:
The Fire Science Technology AAS degree requires a minimum of 69 credits for completion. Fifteen credits are in general education, 15 credits are in technical electives, and 40 credits are in required technical courses.

The Fire Science Technology Certificate Program requires 21 credits for completion.

A grade of "C" or higher is required in each course.

ASSOCIATE (AAS) DEGREE
Fire Science Technology
TOTAL CREDITS 69-70

1	**Basic Skills Courses**	
1	CIS 110	Introduction to the PC or a score of 30 on the Accuplacer Test

15	**General Education Requirements**	
3	ENG 121	English Composition I: GT-CO1
3	ENG 131	Technical Writing I
OR		
3	ENG 122	English Composition II: GT-CO1
3	COM 115	Public Speaking
3	MAT 107	Career Math
OR		
3	MAT 121	College Algebra: GT-MA1
3	POS 111	American Government: GT-SS1
OR		
3	POS 125	American State and Local Government

40	**Technical Courses**	
3	FST 102	Intro to Fire Science & Suppr
3	FST 103	Firefighter Occupational Health and Safety
3	FST 104	Fire Protection Systems
3	FST 105	Building Plans and Construction
3	FST 106	Fire Inspection Practices
3	FST 107	Hazardous Materials Operations (Level I)
3	FST 201	Instructional Methodology
3	FST 202	Firefighting Strategy and Tactics
4	FST 203	Fire Science Hydraulics
3	FST 204	Fire Codes and Ordinances
3	FST 205	Fire Cause Determination
3	FST 206	Fire Co Superv and Leadership
3	FST 250	Chemistry for Fire Protection

15	**Technical Elective Courses –**	
	Select 15 hours from the following courses:	
9	EMS 125	EMT Basic
9	FST 100	Firefighter I
3	FST 101	Firefighter II
3	FST 110	Job Placement and Assessment
3	FST 150	Introduction to Fire Prevention Education
4	FST 151	Driver-Operator
3	FST 160	Candidate Physical Abilities Test Prep Course
3	FST 207	Strategy and Tactics II
3	FST 252	Fire Arson Investigation
3	FST 253	Fire Ground Organization and Command
3	FST 254	Hazardous Materials Technician Level
3	FST 255	Fire Service Management
3	FST 256	Fire Service EMS Management
3	FST 257	Fire Department Administration

CERTIFICATE PROGRAMS
Fire Science Technology
TOTAL CREDITS 6-25

9	**Basic Fire Science**	
3	FST 102	Principles/Emergency Services
3	FST 103	Occ Safety & Health for Fire
3	FST 202	Strategy and Tactics

7	**Driver Operator**	
3	FST 151	Driver Operator
4	FST 203	Fire Hydraulics & Water Supply

12	**Fire Investigator I**	
3	FST 205	Fire Investigation I
3	FST 250	Chemistry for Fire Protections
3	FST 251	Legal Aspects of Fire Service
3	FST 252	Investigation II

12	**Firefighter I**	
9	FST 100	Firefighter I
3	FST 107	Hazardous Material Operations (Level I)

8	**Firefighter II**	
3	FST 101	Firefighter II
3	FST 137	Vehicle Extrication
2	FST 254	Hazardous Materials Technician Level

25	**Firefighter Academy Structural**	
3	AAA 101	College 101: The Student Experience
9	EMS 125	EMT Basic
9	FST 100	Firefighter I
3	FST 107	Hazardous Material Operations (Level I)
1	FST 160	Candidate Physical Abilities Test Prep

12	**Fire Officer I**	
3	FST 201	Instruction Methodology
3	FST 206	Fire company Supervision and Leadership
3	FST 253	NIMS
3	FST 255	Fire Service Management

14	**Fire Prevention & Public Education**	
3	FST 104	Fire Protection Systems
3	FST 106	Fire Prevention
3	FST 150	Introduction to Fire Prevention Education
3	FST 204	Principles of Code Enforcement
2	FST 208	Fire Plans Review and Acceptance Testing

14	**Fire Service Special Operations**	
4	FST 121	Technical Rope Rescue
2	FST 132	Structural Collapse
2	FST 133	Trench Rescue
2	FST 134	Confined Space Rescue
2	FST 135	Ice Water Rescue
2	FST 136	Swift Water Rescue

6	**Vehicle Extrication**	
1	FST 126	Vehicle Extrication Awareness Level
2	FST 127	Vehicle Extrication Operations Level
3	FST 128	Vehicle Extrication Technician Level

ALSO SEE WILDLAND FIREFIGHTER.

Hospitality Studies

Carol Himes, Department Chair

Associate of Applied Science (AAS) degree
Certificates in Culinary Arts and Tourism

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 travel, 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, Communications, and Computer usage.

Graduation requirements:
In addition to program requirements, you must complete English 121, COM 115, a college math course, 3 credits of humanities, 3 credits of social science, and 3 credits of computer instruction.

ASSOCIATE (AAS) DEGREE
Culinary Arts Production
TOTAL CREDITS 69.5

12	**General Education Requirements**	
3	ENG 121	English Composition I
3	COM 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 157	Menu Planning
3	CUA 255	Supervision in the Hospitality Industry
2	CUA 181	Work Exploration
3	HOS 105	Intro to Management in the Hospitality Industry
.5	HPR 102	CPR for Professionals: Professional Rescuer

37 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

ASSOCIATE (AAS) DEGREE
Culinary Arts Management
TOTAL CREDITS 69.5

12 General Education Requirements
3 ENG 121 English Composition I
3 COM 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 157 Menu Planning
3 CUA 255 Supervision in the Hospitality Industry
2 CUA 181 Work Exploration
3 HOS 105 Intro to Management in the Hospitality Industry
.5 HPR 102 CPR for Professionals: Professional Rescuer

37 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

ASSOCIATE (AAS) DEGREE
Tourism, Conventions and Events
TOTAL CREDITS 69.5

12 General Education Requirements
3 ENG 121 English Composition I
3 COM 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 157 Menu Planning
3 CUA 255 Supervision in the Hospitality Industry
2 CUA 181 Work Exploration
3 HOS 105 Intro to Management in the Hospitality Industry
.5 HPR 102 CPR for Professionals: Professional Rescuer

37 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

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

Roger Weitzel, 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 electronics 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
General Electronics Technology
TOTAL CREDITS 61

16 General Education Requirements
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

39 Common Core Requirements
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 175   Special Topics: Capstone I
3 ELT 258   Programmable Logic Controllers
3 ELT 261   Microprocessors
3 ELT 268   Robotics Technologies
3 ELT 275   Special Topics: Capstone II
3 ENT 236   Electronics Drafting

6 Electives (Select two classes)
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

Electromechanical Technology
TOTAL CREDITS 61

16 General Education Requirements
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

42 Common Core Requirements
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 252 Motors and Controls
3 ELT 254 Industrial Wiring
3 ELT 257 Sensors and Transducers
3 ELT 258 Programmable Logic Controllers
3 ELT 275 Special Topics: Capstone II
3 ENT 106 Print Reading for Manufacturing
3 ENT 236 Electronics Drafting
3 ENT 238 Industrial Fluid Power and Controls
3 MAC 256 Industrial Components

3 Electives (Select one class)
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 16-29

28 Electromechanical Technology
3 ELT 101 Survey of Electronics
3 ELT 106 Fundamentals of DC/AC
3 ELT 252 Motors and Controls
3 ELT 258 Programmable Logic Controllers
3 ENT 106 Print Reading for Manufacturing
3 ENT 238 Industrial Fluid Power and Controls
3 MAC 256 Industrial Components
3 MAC 265 Mechanical Components II
4 WEL 102 Oxyacetylene Joining Process

29 Industrial Controls Technology
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 ELT 252 Motors and Controls
3 ELT 257 Sensors and Transducers
3 ELT 258 Programmable Logic Controllers
3 ELT 268 Robotics Technologies
1 ENT 105 Safety for Manufacturing Environments
3 ENT 238 Industrial Fluid Power Controls

SHORT CERTIFICATE PROGRAM
TOTAL CREDITS 16

16 Electromechanical Technology Fast Track
3 ELT 101 Survey of Electronics
3 ELT 106 Fundamentals of DC/AC
3 ELT 252 Motors & Controls
3 ELT 258 Programmable Logic Controllers
4 WEL 102 Oxyacetylene Joining Process

Interior Design

Jamie Gage, Department Chair

Associate of Applied Science (AAS) Degree

Career Opportunities

The Interior Design program prepares students for careers in interior design, in which creative and technical solutions are applied within a structure to achieve a built interior environment. Professions and industries that hire graduates include interior design, kitchen and bath design, hospitality, architecture, facilities management, wholesale and retail sales, healthcare, lighting, home furnishings, home building, and real estate.

Program Description

The Interior Design program teaches students the interior design process, a systematic and coordinated methodology, including research, analysis and integration of knowledge into the creative process. Through this process the needs and resources of the client are satisfied to produce an interior space that fulfills the project goals. Students are introduced to the practice of interior design, as well as the structure and history of the profession. They learn drafting and graphics for interior designers, the principles of space planning, and both residential and commercial design principles. Students become proficient in kitchen, bath, and lighting design, interior textiles and finishes, interior construction and environmental technologies. Throughout the curriculum, a strong emphasis is placed on sustainable design and energy efficiency. The curriculum includes the Energy, Resource Conservation and Indoor Air Quality components of the Green Advantage Certification program, and prepares students for these components of the Green Advantage Certification Exam.

Program Requirements

Entrance requirements:
Accuplacer test scores of 62 in Reading; 70 on English Composition; and 57 in Math.

Graduation requirements:
The Associate of Applied Science program requires completion of 75 total credit hours, including a 60 hour core curriculum. An internship is required, along with completion of a seminar, workshop and capstone course.

ASSOCIATE (AAS) DEGREE
Interior Design
TOTAL CREDITS 75

15 General Education Requirements
3	COM 115	Public Speaking
3	ENG 131	Technical Writing
3	MAT 107	Career Math (or higher)
3		Physical & Life Sciences Elective

Elective
3	Choose one of the following:
	ART 110, ART 132, PSY 101, SOC 101

60 Core Program Requirements
3	CAD 101	Computer Aided Drafting I
3	ENY 101	Introduction to Energy Technologies
4	IND 100	Interior Design Fundamentals
3	IND 107	History of Interior Design
1	IND 108	Profession Survey
4	IND 111	Drafting for Interiors
4	IND 112	Graphic Communication
3	IND 114	Space Planning
2	IND 117	Interior Textiles

2	IND 118	Interior Finishes
4	IND 151	Residential Design
2	IND 152	Commercial Design I
4	IND 200	Kitchen and Bath Design
4	IND 201	Commercial Design II
2	IND 205	Professional Practice for Interior Designer
4	IND 211	Interior Construction
3	IND 225	Lighting Design
3	IND 231	Sustainable Design
2	IND 280	Internship
3	IND 289	Capstone

CERTIFICATE PROGRAM
Sustainable Design Products and Applications
TOTAL CREDITS 13

10 Sustainable Design Products and Applications
3	ENY 101	Introduction to Energy Technologies
2	IND 117	Interior Textiles
2	IND 118	Interior Finishes
3	IND 225	Lighting Design

3 Elective Course:
3	IND 231	Sustainable Design

Law Enforcement Academy
Ronald Leyba, 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	LEA 101	Basic Police Academy I
12	LEA 102	Basic Police Academy II
2	LEA 103	Basic Law Enforcement Academy III
8	LEA 105	Basic Law
3	LEA 106	Arrest Control Techniques
3	LEA 107	Law Enforcement Driving
3	LEA 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 designed for the student who, because of time or distance constraints, is looking for an online degree. The courses use the Desire2Learn platform. You will be better prepared to succeed in the courses if you have completed the following:

- BTE 100, BTE 102, BTE 103, or equivalent; and
- CIS 110 Intro to the PC or equivalent

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 61

30 General Education*
3	Mathematics (Select one): MAT 107, MAT 108, MAT 120, MAT 121, MAT 125, MAT 135, MAT 201
3	English/Speech (Select one): ENG 121, ENG 122, COM 115
12	Social & Behavioral Sciences
12	Humanities

*General Education must total 30 credits.

13 Core Curriculum Requirements
1	CIS 130	Introduction to Internet
3	LTN 101	Introduction to Library Services
3	LTN 205	Introduction to Cataloging & Classification
3	LTN 210	Reference Materials
3	LTN 220	Library/Media Center Management & Public Relations

3 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 (Select two from the following)
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 61 credit hour requirements for the associate degree.

CERTIFICATE PROGRAM
Library Technician
TOTAL CREDITS 30

14 General Education Requirements
3 Communications (select one):
  ENG 121 or COM 115
3 Mathematics (select one):
  MAT 107, BTE 156
4 Humanities
4 Social and Behavioral Sciences

10 Core Curriculum Requirements
1 CIS 130 Introduction to Internet
3 LTN 101 Introduction to Library Services
3 LTN 205 Introduction to Cataloging & Classification
3 LTN 220 Library/Media Center Management & Public Relations

3 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 (Select one or two from the following)
3 CIS 118 Intro PC Applications
3 CIS 128 Operating System: Using _____
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
Roger Weitzel, 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 73

19 General Education Requirements
3 ENG 131 Technical Writing I
3   Humanities
4   Natural Science
3   Social Science
3 CAD 255 Solid Works Mechanical
  OR
  ENT 133 Introduction to Mechanical Design
3 ENT 233 Mechanical Design I
  OR
  CAD 101 Computer Aided Drafting I
  OR
  WEL 103 Basic Shielded Metal Arc I

54 Core Curriculum Requirements
Semester 1 – Fall
3 ENT 106 Print Reading for Manufacturing
4 MAC 105 Introduction to Machining Technology
4 WEL 102 Oxyaetylene Joining Processes
4 MAT 108 Technical Mathematics

Semester 2 – Spring
4 MAC 130 Conventional Lathe Operations
2 ENT 134 Geometric Dimensioning & Tolerancing
3 MAC 205 Introduction to CNC Milling Operations
3 MAC 240 CAD/CAM 2D

Semester 3 – Fall
4 MAC 131 Milling Machines and Operations
3 MAC 206 CNC Milling Operations II
3 MAC 241 CAD CAM 2D Lab
3 MAC 250 Advanced Inspection Techniques

Semester 4 – Spring
4 MAC 141 Advanced Machining Operations
3 MAC 201 Introduction to CNC Turning Operations
3 MAC 245 CADCAM 3D
4 WEL 263 Applied Metal Properties

CERTIFICATE PROGRAMS
General 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 Electives
Choose from: CAD 101, CAD 255, ENT 131, ENT 133, ENT 137, ENT 155, WEL 102, WEL 103, WEL 104, WEL 250

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

Manufacturing Technology
Roger Weitzel, Department Chair
Associate of Applied Science (AAS) Degree

Career Opportunities
The completion of this two year AAS degree in Manufacturing Technology will prepare the student for positions as Quality Assurance Technicians, Group Leaders, Production Supervisors, Materials and Inventory Specialist, Production Planners, Project Coordinators and other related positions.

Program Description
The Manufacturing Technology program has been developed in response to the ever changing needs and challenges that the manufacturing industry faces as a whole. The Manufacturing Technology program focuses on the global manufacturing environment and advances in technology by preparing the student with technical skills as well as business efficiency and innovation skills. This program takes a broad based approach in the curriculum that exposes the student to the major facets of manufacturing operations. This program includes many technical aspects of manufacturing and it introduces complex problem solving skills that involve team and personal interactions. Manufacturing in the U.S. has faced global completion over the past two decades driving the need to add tools and methodologies to be able to improve productivity. The tools such as Lean Manufacturing and Process Control methods are basic skills that are essential to the student's success.

Program 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 skills. 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 help arrange an internship for you.

ASSOCIATE (AAS) DEGREE
Manufacturing Technology
TOTAL CREDITS 64

21 General Education Requirements
3 ENG 131 Technical Writing I
4 MAT 121 College Algebra
3 MAT 122 College Trigonometry
5 PHY 105 Conceptual Physics
3 Humanities Elective
3 Social Science Elective

43 Core Curriculum Requirements
3 CAD 255 Solid works/Mechanical
1 CIS 131 Word Processing I
1 CIS 151 PC Spreadsheets I: (Software)
3 EGG 101 Engineering Graphics
1 ENT 105 Safety for Manufacturing Environments
3 ENT 106 Print Reading for Manufacturing
4 MAC 105 Introduction to Machining Technology
3 MAC 205 Introduction to CNC Milling Operation
3 MAN 105 Logistics Management
3 MAN 168 Basic Process Controls
3 MAN 241 Project management in Organizations
3 MTE 101 Introduction to Manufacturing Technology
3 MTE 120 Manufacturing Processes
3 MTE 220 Manufacturing Business and Economics
3 MTE 244 Lean Manufacturing Prac/Proc
3 MTE 289 Manufacturing Capstone

Massage Therapy

Jeanette McWilliams, 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 registration as a massage therapist in the State of Colorado and eligible to sit for national certification exams.

Program Description

The Massage Therapy program teaches students to perform basic and advanced specialized massage techniques, such as aromatherapy, reflexology, acupressure, myofascial release, deep tissue, lymphatic drainage, 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 850 contact hours of massage and bodywork education which exceeds the 500 hour requirement for registration as a massage therapist 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, HHP 224, HWE 275, HPR 178 and 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. An informal meeting with the program chair is also required for acceptance into the program. 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 42

42	**Massage Therapy Certificate Requirements**	
4	BIO 106	Basic Anatomy and Physiology
1	HPR 178	Medical Terminology
1	MST 110	Ethics for Massage Therapy
1	HHP 224	Introduction to Massage Therapy

Semester 1

2	HHP 270	Clinical
3	HPR 117	Anatomical Kinesiology
2	MST 105	Lifestyle Wellness
4	MST 111	Basic Massage Therapy
2	MST 204	MST Business Practices

Semester 2

1	HHP 145	Digestive Wellness*
2	HHP 208	Advanced Musculoskeletal Anatomy
2	HHP 271	Clinical
3	MST 113	Professional Massage
3	MST 216	Pathology for Massage Therapy
2	MST 289	Capstone

Semester 3

3	MST 178	Seminar
3	MST 184	Clinical Massage
3	MST 284	Clinical Massage

*Online course:
  HHP 145 can be taken any semester

Medical Assistant

Mary Chavez, Dean of Health Professions & Public Safety
Certificate

Program Description

Front Office Medical Assistant certificate will prepare the student for an entry-level position for administrative duties in a medical office.

The Medical Assistant Certificate will prepare the student to work in the front office of a medical practice, as well as perform clinical duties such as drawing blood, giving injections and performing lab tests. Students serve an internship and prepare for national certification.

Front Office Medical Assistant

TOTAL CREDIT HOURS 15

15   Core Requirements
  6   HIT 101   Health Information Management Services
  2   HPR 178   Medical Terminology
  3   MOT 130   Insurance Billing & Coding
  4   MOT 225   Medical Practice Management Issues

Medical Assistant

TOTAL CREDIT HOURS 41

41   Core Requirements
  6   HIT101   Health Information Management Services
  2   HPR 106   Law & Ethics for Health Professions
  1   HPR 108   Dietary Nutrition
  2   HPR 178   Medical Terminology
  3   MOT 125   Basic Medical Sciences I DELETED AT CURR
11/11 Still shows in Program
  3   MOT 130   Insurance Billing & Coding
  3   MOT 133   Basic Medical Sciences II DELETED AT CURR
11/11 Still shows in Program
  4   MOT 138   Medical Assisting Laboratory Skills
  4   MOT 140   Clinical Studies
  5   MOT 183   Medical Assistant Internship
  1   MOT 189   Medical Assistant Certification Exam Review
  4   MOT 225   Medical Practice Management
  3   PSY 235   Human Growth & Development

Med Prep

Mary Chavez, Dean of Health Professions & Public Safety
Certificate

Program Description

The Med Prep program provides students with the opportunity to develop skills and knowledge for health occupations. This program is nine months in length; however, students have the option of taking either one or both semesters.

During the fall semester, students will pursue a common core of instruction. This course is structured to provide the students with a broad academic and vocational foundation in the health care professions. An introduction to the health care professions is provided through field trips, speakers, classroom activities and laboratory experiences. Students will have presentations by medical professionals that are currently working in the field to offer insight in the medical career available. Students will receive instruction in nurse assisting, and will be eligible to take the State Certification test.

The second semester will provide students with career development skills such as resume writing, portfolio building, interviewing techniques and basic knowledge about how to be successful in the professions of health care. Students will also obtain job exploration experience (job shadowing) at several health care agencies in the area. At the end of this semester, students will receive a certificate for Clinical Medical Assistant/Pharmacy Aid

Med Prep for Nursing Assistant

TOTAL CREDIT HOURS 15

15   Core Requirements
  3   HPR 100   Introduction to Health
  2   HPR 178   Medical Terminology
  3   MAR 106   Marketing Your Image
  4   NUA 101   Nurse Aide Health Care Skills
  1   NUA 170   Nurse Aide Clinical Experience

Nursing Aide

TOTAL CREDIT HOURS 5

5   Core Requirements
  4   NUA 101   Nurse Aide Health Care Skills
  1   NUA 170   Nurse Aide Clinical Experience

Medical Sonography

Shawna Chamberlain, 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

DMS is a four semester, two track program.

Track One is a four semester certificate program for students who currently hold a Bachelor's Degree.

Track Two includes general education requirements to obtain an AAS Degree in Medical Sonography. This track is for students who currently hold a two year degree/certificate in a patient care related field.

Both programs teach students to function as critical members of today's health care team. Students will learn and practice important critical thinking/problem solving skills. Learning appropriate interpersonal and communication skills allows students to interact effectively with other health care team members, patients, and families.

We teach you to use highly complex medical imaging equipment, analyze acquired images for quality, assess patient condition, and apply appropriate techniques of patient care and education. In addition to fostering your intellectual growth, we advise you to exercise good judgment, demonstrate a professional demeanor, display the highest moral and ethical standards, and promote the safety of yourself and your patients.

This curriculum includes lab/clinical experience to gain competencies in the areas of ultrasound physics and instrumentation, ultrasound of the abdomen, OB/GYN, small parts, and basic vascular sonography.

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 76.5

13   General Education Requirements
3	MAT 107	Career Mathematics
3	ENG 121	English Composition I
4	BIO 202	Human Anatomy and Physiology I
3	PSY 235	Human Growth and Development

6   Prerequisite Requirements
4	BIO 216	Pathophsiology
2	RTE 255	Multiplanar Sectional Imaging

57.5 Core Curriculum Requirements

14.5 Semester 1 – Fall
2	DMS 221	OB/GYN Ultrasound I
2	DMS 231	Abdominal Ultrasound I
2	DMS 241	Ultrasound Physics I
6	DMS 244	Ultrasound Scanning Lab
2.5	DMS 280	Clinical Observation

16   Semester 2 – Spring
2	DMS 222	OB/GYN Ultrasound II
2	DMS 232	Abdominal Ultrasound II
2	DMS 242	Ultrasound Physics II
10	DMS 281	Clinical Internship I

14   Semester 3 – Summer
2	DMS 205	Small Parts Ultrasound
2	DMS 206	Vascular Ultrasound
10	DMS 282	Clinical Internship II

13   Semester 4 – Fall
3	DMS 289	Ultrasound Capstone
10	DMS 283	Clinical Internship III

CERTIFICATE PROGRAM
Medical Sonography
TOTAL CREDITS 63.5

6   Prerequisite Requirements
4	BIO 216	Pathophsiology
2	RTE 255	Multiplanar Sectional Imaging

57.5 Core Curriculum Requirements

14.5 Semester 1 – Fall
2	DMS 221	OB/GYN Ultrasound I
2	DMS 231	Abdominal Ultrasound I
2	DMS 241	Ultrasound Physics I
6	DMS 244	Ultrasound Scanning Lab
2.5	DMS 280	Clinical Observation I

16   Semester 2 – Spring
2	DMS 222	OB/GYN Ultrasound II
2	DMS 232	Abdominal Ultrasound II
2	DMS 242	Ultrasound Physics II
10	DMS 281	Clinical Internship I

14   Semester 3 – Summer
2	DMS 205	Small Parts Ultrasound
2	DMS 206	Vascular Ultrasound
10	DMS 282	Clinical Internship II

13   Semester 4 – Fall
3	DMS 289	Ultrasound Capstone
10	DMS 283	Clinical Internship III

Nursing – Associate Degree Nursing

Eva Tapia, Nursing Program Director
Cathy Coram, Fremont Campus Coordinator
Nora Flucke, SCCC East Campus Clinical Coordinator
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 (NCLEX-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 TEAS (Test of Essential Academic Skills) or documented remediation.

This is a limited-entry admission program. You must meet specific program entrance requirements in addition to the PCC admission requirements. Students must complete general education requirements with a "C" or higher (minimum GPA 2.5) to be admitted to the Nursing program. Students who complete the departmental application process will have their qualifications reviewed by the program's admission committee. The committee will consider the following criteria in the selection process: prerequisite GPA, completion of all general education courses, and health related work experience. Applicants not accepted for a given year who wish to be considered for a subsequent term must reapply.

Note: Clinical agencies used during the program require that you successfully complete a background check and a drug screen, immunization series and CPR training. 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 201	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	Med-Surg Nursing Concepts
7	NUR 150	Material - Child 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	Psychiatric – Mental Health Nursing
2	NUR 212	Pharmacology II

Semester 4 – Spring
6	NUR 216	Advanced Concepts of Medical Surgical Nursing II
5	NUR 230	Transition to Professional Nursing Practice
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 189	Transition from LPN to ADN

Fall Semester
8	NUR 206	Advanced Concepts of Medical-Surgical Nursing I
4	NUR 211	Psychiatric – Mental Health Nursing
2	NUR 212	Pharmacology II

Spring Semester

6   NUR 216   Advanced Concepts of Medical Surgical Nursing II
5   NUR 230   Transition to Professional Nursing Practice
3   Humanities or Social/Behavior Science elective*

*Elective must be selected from the CCCS Guaranteed Transfer (GT) – Pathways Course list

Nursing Aide

Karen Kissell, 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, NUA 171, and NUA 175.

MINI-CERTIFICATE
Nursing Aide
TOTAL CREDITS 6.5

6   Certificate Requirements
4   NUA 101   Certified Nurse Aide Health Care Skills
1   NUA 170   Nurse Aid Clinical Experience
1   NUA 171   Advanced Nurse Aid Clinical
0.5   NUA 175   Special topics: Nurse Aide Certificate Exam Perp

Occupational Therapy Assistant

Tricia Vigil, 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 assess 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

Jenny Sherman, Department Chair
Associate of Applied Science (AAS) Degree
Certificate
Dental

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 Management
TOTAL CREDITS 60

15-17 General Education Requirements
4	MAT 121	College Algebra
3	ENG 121	English Composition I
3	ECO 202	Principles of Microeconomics
4	BIO 106	Basic Anatomy and Physiology
3	COM 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

Elective: Select one of the following certificates:
Office Professional
Desktop Application Specialist
Legal Office Specialist
Medical Transcription Specialist
Medical Records, Insurance, Coding & Billing Specialist

CERTIFICATE PROGRAMS
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

22 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: (Software)
3	BTE 120	Electronic Office Procedures
3	BUS 204	Introduction to E-Business
3	ELT 202	Introduction to PC Servicing

16 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

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 208	Advanced Medical Terminology

27 Medical Records, Insurance, Coding & Billing Specialist
4	BIO 106	Basic Anatomy and Physiology
4	MOT 110	Medical Office Administration
3	HPR 178	Seminar: Medical Terminology
3	HPR 208	Advanced 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 (not elective option for degree)
Office Administration
TOTAL CREDITS 6-9

9 Customer Service Academy
1	MAN 102	Business Ethics and Values
1	MAN 103	Managing Business Change
1	MAN 104	Managing Workplace Stress
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: (Software)

CERTIFICATE PROGRAM (not elective option for degree)
Medical Coding and Billing
TOTAL CREDITS 43

4	BIO 106	Basic Anatomy and Physiology
3	BTE 287	Cooperative Education/Internship
3	CIS 118	Intro to PC Applications
3	HIT 105	Principles of Healthcare Reimbursement
3	HIT 111	Health Data Management and Information Systems
3	HIT 150	Healthcare Delivery Systems
2	HIT 188	Health Information Practicum I
3	HIT 220	ICD Coding I
2	HIT 241	CPT Coding Basic Principles
3	HIT 252	Coding II for Certificate
3	HIT 261	Healthcare Software
1	HIT 275	Special Topics
2	HIT 288	Health Info Practicum II
3	HPR 178	Medical Terminology
5	HPR 232	Disease Process and Treatment

Pharmacy Technician
Shirley Marino, Coordinator
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 (four 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
Students are admitted into the program on a first come, first served basis. Students must have assessment scores of 62 in reading, 95 in English, and 45 EA in math, OR have successfully completed REA 060, ENG 090 and MAT 060. Students must also apply for admission to the program (through the Program Coordinator or the Administrative Assistant for the Health Professions Division) and pass a background check. Additional requirements must be met prior to placement in a clinical setting. Applications are available in March for fall semester and September for spring semester.

MINI-CERTIFICATE
Pharmacy Technician
TOTAL CREDITS 12

12 Certificate Requirements
4	PHT 105	Orientation to Pharmacy
1	PHT 120	Medical Insurance Procedures
3	PHT 207	Drug Classification
4	PHT 235	Pharmaceutical Calculations and Compounding Techniques

Phlebotomy Technician

Shirley Marino, Coordinator

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. 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:
Students are admitted into the program on a first come, first served basis. Students must have assessment scores of 62 in reading, 95 in English, and 45 EA in math, OR have successfully completed REA 060, ENG 090 and MAT 060. Students must also apply for admission to the program (through the Program Coordinator or the Administrative Assistant for the Health Professions Division) and pass a background check. Additional requirements must be met prior to placement in a clinical setting. 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

Mary Chavez, Dean of Health Professions & Public Safety

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.

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 PTA Program has a selective admissions policy due to a limited number of clinical sites. You must submit a PTA application that is available through the Health Division Office or the PTA website. You must have completed all basic skills requirements to perform at a college level in Reading, Math, English, along with BIO 201 (4c), Anatomy & Physiology I with a lab and PHY 105 (4c) conceptual Physics with a lab. Part of the application includes interviewing three different physical therapy clinicians; one PT, one PTA and the third can be a PT or a PTA. It is preferable and highly recommended to interview clinicians in three different types of physical therapy settings, such as hospitals, nursing homes, and outpatient. Questions to be asked during the interview session are listed in the application packet. All general education courses must be completed with a "C" or above and have a minimum GPA of 2.25. Once in the program you must also have a health care provider CPR card to attend clinical experiences, and you must provide proof of current immunizations, and purchase liability insurance.

Note: Clinical sites used during the program require that you successfully complete a background check and drug screen. These need to be completed before final acceptance into the program.

Certification of the PTA went into effect in 2012. The requirements and process are still to be determined but will require passing the National PTA exam for employment in Colorado. Additional program information can be found at http://www.pueblocc.edu/Academics/AreasStudy/HealthProfessions/PhysicalTherapistsAssist/ OR http://www.apta.org/AM/Template.cfm?section=PT_Programs&template=/aptaapps/accreditedschools/acc_schools_map.cfm&process=2&ProgramID=342.

ASSOCIATE (AAS) DEGREE
Physical Therapist Assistant
TOTAL CREDITS 75

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   COM 115   Public Speaking

57 Core Curriculum Requirements
Semester 1 — Fall
3   HPR 117   Anatomical Kinesiology
5   PTA 110   Basic Patient Care in Physical Therapy
2   PTA 115   Principles and Practices of Physical Therapy
1   PTA 131   Professional Communications I

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 124   Rehab Principles of Medical I

Semester 3 — Summer:
2   PTA 134   Rehab Principles of Medical 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

*Prior to program admission.

Polysomnography Technology
Sarah Mahoney, Coordinator
Certificate

Career Opportunities
Polysomnographic (PSG) Technologist (Sleep Technologists) operate a variety of sophisticated monitoring devices, which record brain activity (EEG), muscle and eye movements, respiration, blood oxygen levels, and other physiologic events. Technologists are also involved in the evaluation of various treatment methods.   PSG Technologists are typically employed in sleep laboratories located in medical centers, clinical/office settings, or free standing sleep labs. Some technologist transition into management and marketing of sleep centers, product sales and support, and public and patient education regarding sleep disorders.

Program Description
The certificate program prepares the student with didactic lectures and sleep lab clinical internships to gain entry into the workforce as a polysomnographer. The field of polysomnography (PSG) involves the complex evaluation of many physiological parameters during sleep to produce a quantitative "sleep study". PSG evaluations are necessary to document sleep disorders and to assist physicians in identifying sleep issues and the appropriate treatments The disruption of proper sleep can complicate or cause many chronic disorders and conditions. Upon graduation the graduate will be immediately eligible for the BRPT (Board of Registered Polysomnography Technologist) exam. The Polysomnography Technologist qualities include being a caring person, people-oriented, knowledgeable in biological sciences, an ethical, crucial-thinker and strong problem solver.

Program Requirements
To enter the program, you must meet all basic skills requirements including computer literacy; complete Bio 201 and Math 107 (with a "C" or higher). Entrance into the program involves a screening and selection process, including a background check and drug screen. You can obtain application information by calling the Polysomnography Technology department at 719.549.3477.

CERTIFICATE PROGRAM
Polysomnography Technology
Total Credits 38

11   General Education Requirements
4   BIO 201   Human Anatomy & Physiology I
3   ENG 121   English Composition I
1   HPR 178   Medical Terminology
3   MAT 107   Career Mathematics

27   Core Curriculum Requirements
1   PSG 100   Introduction to Polysomnography
3   PSG 110   Fundamentals of Sleep
3   PSG 120   Sleep Instrumentation
3   PSG 130   Sleep Patient Evaluation
3   PSG 140   Therapeutic Intervention
3   PSG 150   Sleep Scoring and Analysis
2   PSG 165   Sleep Registry Review
2   PSG 180   Clinical Internship I
4   PSG 280   Clinical Internship II
3   RCA 151   Cardiopulmonary Anatomy and Physiology

Psychiatric Technician

Eva Tapia, Nursing Program Director

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 admission 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 and MAT 103.

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 committee's 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 background check, drug screening, immunization series, and CPR training.

CERTIFICATE PROGRAM
Psychiatric Technician
Total Credits 32

7	**Program Prerequisites**	
4	BIO 106	Basic Anatomy and Physiology
3	MAT 103	Math for Clinical Calculations

13	**Core Curriculum Requirements (Fall Semester)**	
8	NUR 109	Fundamentals of Nursing
2	NUR 112	Basic Concepts of Pharmacology
3	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

Shawna Chamberlain, 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, Arts/Humanities. In addition, students must complete all required Clinical Competencies.

ASSOCIATE (AAS) DEGREE
Radiologic Technology
TOTAL CREDITS 77

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		Arts/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

*Indicates prerequisite courses for program entry.

Respiratory Care Practitioner
Delia Lechtenberg, Department Chair
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 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 seven required General Education courses one which must be BIO 201 (with a "C" or higher), and undergo a screening and selection process including a background check and drug screen. You must also obtain CPR certification within the first semester of program. You can obtain application information from the Respiratory Care department, by calling 719.549.33477.

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 66-77.5

77.5   General Education Requirements
13
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

11   Related Requirements
4	BIO 204	Microbiology
5	CHE 105	Chemistry in Context
	OR	
5	CHE 101	Introduction to Chemistry I with Lab
1	HPR 178	Medical Terminology
1	RCA 105	Introduction to Respiratory Care (course can be taken during Semester 1)

53.5 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

Small Business Management
Joe Easton, Department Chair
Certificate

Program Description
The Small Business Management program includes five separate certificates which can be earned in two semesters each to teach the many skills necessary for starting a small business or improving an existing one. It includes evening classes and one-on-one help from the instructor. Students will be prepared to manage or start a small business or agricultural operation.

The Financial Analysis and Planning for the Small Business certificate program covers how actual enterprise cost analysis is calculated for facilitating the development of whole business projected cash flow statements. This includes the review and revision of business planning goals and objectives. It covers business analysis through the development of accurate cost and market value accrual balance sheets for the beginning and ending period for the small business owner/operator.

The Marketing and Risk Management for the Small Business certificate program emphasizes the identification of the strengths and weaknesses of the business and applying them in the development of plans for the business. It includes the development of marketing goals and objectives. It provides a review of existing financial trends and activities for further analysis of the small business, measuring past and present performance, and developing risk management plans. The business operator will develop appropriate business, marketing, and risk management goals and objectives and be ready to initiate their implementation.

The Marketing and Risk Management and E-Commerce for the Small Business certificate program introduces the development of web pages using structured design to document layout. This course provides the student with hands-on, practical application in creating and maintaining a web page for small business owners. It will study e-commerce and marketing for small business owners.

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

The Small Business Planning certificate program provides business owners systematic instruction to give them the tools to make sound business decisions. This will guide the student in the collection of necessary information to implement a computerized record-keeping system, and to prepare a business plan. Discussions will include computer terminology, balance sheet concepts, accounting principles, computerized account reports, legal structures of a business, the basics of contract law, basic human resource management and the business plan components.

Financial Analysis and Planning for the Small Business
TOTAL CREDIT HOURS 18

18   Core Requirements
9   SBM 141   Financial Analysis and Planning I
9   SBM 142   Financial Analysis and Planning II

Marketing and Risk Management for the Small Business
TOTAL CREDIT HOURS 18

18   Core Requirements
9   SBM 151   Marketing and Risk Management I
9   SBM 152   Marketing and Risk Management II

Marketing and Risk Management and E-Commerce for the Small Business
TOTAL CREDIT HOURS 18

18   Core Requirements
9   SBM 153   Marketing & Risk Management and E-Commerce I
9   SBM 154   Marketing & Risk Management and E-Commerce II

Records and Computerization for the Small Business
TOTAL CREDIT HOURS 18

18   Core Requirements
9   SBM 131   Records and Computerization I
9   SBM 132   Records and Computerization II

Small Business Planning
TOTAL CREDIT HOURS 18

18   Core Requirements
9   SBM 121   Small Business Planning I
9   SBM 122   Small Business Planning II

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.

ASSOCIATE (AAS) DEGREE
Visual Communications
TOTAL CREDITS 63

15   General Education Requirements
3   COM 115   Public Speaking
3   ENG 131   Technical Writing I
3   HUM 110   Introduction to the Fine Arts
3   HWE 100   Human Nutrition
3   MAT 112   Financial Mathematics

48   Visual Communications Core Curriculum Requirements
3   ART 121   Drawing I
3   MAR 220   Principles of Advertising
3   MGD 101   Introduction to Computer Graphics
3   MGD 105   Typography & Layout
3   ART 131   2-D Design
3   MGD 111   Adobe Photoshop I
3   MGD 114   Adobe InDesign
3   MGD 133   Graphic Design I
3   MGD 141   Web Design I
3   MGD 202   Point of Purchase Packaging Design
3   MGD 233   Graphic Design II
3   MGD 241   Web Design II
3   MGD 256   Graphic Design Production
3   MGD 268   Business for Creatives
3   MGD 280   Internship
3   MGD 289   Capstone

Creative Communications Specialist
TOTAL CREDIT HOURS 15

15   Core Requirements
3   MGD 111   Adobe Photoshop I
3   MGD 112   Adobe Illustrator I
3   MGD 114   Adobe InDesign
3   MGD 141   Web Design I
3   MGD 241   Web Design II

Welding

Roger Wolfe, 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 124   Introduction to Gas Tungsten Arc Welding
 4 WEL 125   Introduction to Gas Metal 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 41

41 Welding Certificate Requirements
 4 ENT 131   Mechanical Drawing I
 4 MAC 105   Introduction to Machining Technology
 4 MAT 108   Technical Mathematics
 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 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

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

Welding Technologies

Roger Wolfe, Department Chair
Certificates

Program Description

Welders must be highly skilled and knowledgeable in a variety of welding processes to meet the challenges of advanced technology and new materials. Welding is not just a trade; it's a tool for many trades requiring a high level of training and technical knowledge. The Welding Technology program helps students develop skills through classroom studies and hands-on experience under close supervised instruction. Students learn about structural steel fabrication, layout work, and pipe welding following detailed blueprints.

Structural Welder

TOTAL CREDIT HOURS 21

21 Core Requirements
1	WEL 100	Safety for Welders
4	WEL 101	Allied Cutting Processes
4	WEL 102	Oxyacerylene Joining Processes
4	WEL 103	Basics Shielded Metal Arc I
4	WEL 104	Basics Shielded Metal Arc II
4	WEL 106	Blueprint Reading for Welders and Fitters

Fitter or Combination Welder

TOTAL CREDIT HOURS 20

20 Core Requirements
4	WEL 124	Introduction to Gas Tungsten Arc Welding
4	WEL 125	Introduction to Gas Metal Arc Welding
4	WEL 224	Advanced Gas Tungsten Arc Welding
4	WEL 225	Advanced Gas Metal Arc Welding
4	WEL 250	Layout and Fabrication

Low Pressure Pipe Welder

TOTAL CREDIT HOURS 16

16   Core Requirements
4	WEL 233	2G-Horizontal Pipe A.P.I.
4	WEL 234	5G-Vertical Down A.P.I.
4	WEL 235	6G-45° Down A.P.I.
4	WEL 248	Pipe Layout

High Pressure Pipe Welder

TOTAL CREDIT HOURS 16

16 Core Requirements
4	WEL 239	2G-Horizontal Pipe A.S.M.E.
4	WEL 241	5G-Verticial Up A.S.M.E.
4	WEL 242	6G-45° All Size Pipe
4	WEL 243	Testing All Sizes Pipe

Wildland Firefighter

Alan Ziff, Department Chair
Certificate

Career Opportunities

The Wildland Firefighter Certificate will prepare students for a career with local and state fire departments and federal land management agencies (U.S. Forest Service, etc.). Additionally, this certificate is designed for individuals with a general interest in wildland fire suppression; volunteer firefighters who would like to expand their knowledge and career opportunities; and currently enrolled students with an interest in supplementing their degrees.

Program Description

The Wildland Firefighter Program will provide students with a solid foundation in theory and application of wildland fire suppression concepts. This certificate will also provide training that exceeds the minimum requirements for prospective wildland firefighters as established by the National Fire Protection Association and the National Wildfire Coordinating Group.

Program Requirements

Entrance requirements:
ACCUPLACER TEST SCORES:
>*REA 62 or higher*
>*SS 70 or higher*
>*MAT 34 or higher*

Graduation requirements:
Successful completion of all coursework with a grade of C or better.

CERTIFICATE PROGRAM
Wildland Firefighter

TOTAL CREDITS 16.75

1	AAA 101	College 101: The Student Experience
3	FST 160	Candidate Physical Abilities Test Prep Course
1	FSW 100	S-190 Introduction to Wildland Fire Behavior
2	FSW 101	S-130 Firefighting Training
.5	FSW 102	S-131 Firefighter Type I
1	FSW 103	D-110 Dispatch Recorder with Intro to Ross
.25	FSW 104	I-100 Introduction to ICS
1	FSW 140	S-200 Initial Attack Incident Commander
2	FSW 141	S-203 Introduction to Incident Information
1.5	FSW 142	S-211 Portable Pumps and Water Use
2	FSW 143	S-212 Wildfire Chain Saws
1.5	FSW 155	I-200, IS-200, Q-436 Basic ICS: ICS for Single Resources and Initial Action Incidents

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 075-077, 175-177, and 275-277 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:

CLI	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.

Most courses in the following sections 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 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.)

Restricted Courses
Restricted courses indicate specific course offerings that are limited offerings due to location restrictions. These courses will be indicated with two asterisks (**). Completion of a degree and/or certificate as listed on pages 82-158 is not impacted by restricted courses as the requirements do not include such courses.

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 which are listed in the table on pages 104-105 under the Degree/Certificate programs section. Although Pueblo Community College does not offer all of the courses listed on pages 104-105, if you are transferring any of these courses to Pueblo Community College from an accredited post-secondary institution, these courses will be accepted at Pueblo Community College.

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 125
COMPUTERIZED ACCOUNTING
3 CR. (4.5 LBV)
Introduces the capabilities of computer applications in accounting. Includes solving accounting problems of a financial nature and hardware and software controls.

ACC 133
TAX HELP COLORADO PRACTICUM
1 CR (1L)
PRQ: ACC 132 @ Volunteer IRS Tax Preparer Certificate at Intermediate Level. This course allows students to prepare actual federal and state income tax returns for individuals in a real time environment.

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 132
TAX HELP COLORADO
2 CR (2L)
This course prepares the students for preparation of federal and state income tax returns for individuals. Emphasis is placed on form preparation with the use of tax software.

ACC 175-177
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

ACC 211
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 225
COMPUTERIZED ACCOUNTING II
3 CR. (4.5 LBV)
Continues Computerized Accounting I (ACC 125) with emphasis on
the practical application of integrated accounting processes through
the use of commercially available software. Includes software
evaluation and selection, automated accounting systems controls,
and system documentation.

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 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of
special topics of interest.

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 050
SEMESTER SURVIVAL
2 CR. (2L)
PRQ: Instructor/advisor permission: CORQ: REA 030 or REA 060.
Emphasizes basic study skills in order to bolster their chances of
completing the current semester successfully.

AAA 075 - 077
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of
special topics of interest.

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 098
S.T.E.P.S FOR COLLEGE SUCCESS
2 CR. (1L/1.5 LBV)
Introduces real world technology applications for students to
incorporate throughout their college experience, including campus
resources and academic curricula. Wise choices, personal
responsibility, critical thinking, planning, and oral/written
presentation skills will be emphasized in the context of using 21st
century computer applications and tools.

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: Instructor/advisor permission. 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
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

AAA 275-277
SPECIAL TOPICS
0-12 CR.
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. Students will develop basic vocabulary and conversational skills and will be introduced to aspects of the deaf culture and community.

ASL 102
BASIC SIGN LANGUAGE II
3 CR. (3L)
PRQ: ASL 101 or instructor permission. Continues the sequence for students who want to learn basic conversational patterns to communicate with the Deaf community. The material covers basic vocabulary and conversational skills, and aspects of the Deaf culture and community.

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.

ASL 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Anthropology

ANT 101
CULTURAL ANTHROPOLOGY: GT-SS3
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: GT-SS3
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: GT-SS3
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: GT-SS3
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. This course is one Statewide Guaranteed Transfer Course, GT- SS3.

ANT 221
EXPLORING OTHER CULTURES I
3 CR. (3L)
PRQ: REA 090. Provides an anthropological understanding of a selected culture. Areas of study include the culture's language, processes of enculturation, subsistence patterns and economics, kinship and descent, political organization, religion, art, history, and its reactions to the forces of globalization.

ANT 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

*Apprentice Related Experience

ARE 110
CARPENTRY I
3 CR. (3L)
Teaches the carpentry trade, basic safety, construction math, hand and power tools, wood building materials, and basic rigging.

Arabic

ARA 111
ARABIC LANGUAGE I
5 CR. (5L)
Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the Arabic language.

ARA 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Architectural Technology

**ARC 102
RESIDENTIAL ARCHITECTURE
5 CR. (3L/3 LBV)
Covers residential planning, wood frame construction, elements of working drawings, free hand sketching, building code requirements, detailing, and structural framing.

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.

ARC 175-177
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

ARC 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

Art

ART 107
ART EDUCATION METHODS
3 CR. (3L)
Focuses on a multimedia approach to teaching art. Emphasizes strong creative presence, philosophy and techniques in drawing, painting, printmaking, and other media.

ART 110
ART APPRECIATION: GT-AH1
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 ANCIENT TO MEDIEVAL: GT-AH1
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 RENAISSANCE TO MODERN: GT-AH1
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 to 1900. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

ART 114
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 124
WATERCOLOR I
3 CR. (6 STA)
Provides on 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 128
FIGURE DRAWING I
3 CR. (6 STA)
PRQ: ART 121 or permission of the instructor. Introduces the basic techniques of drawing the human figure.

ART 129
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 131
VISUAL CONCEPTS 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
VISUAL CONCEPTS 3-D DESIGN
3 CR. (6 STA)
Focuses on learning to apply the elements and principles of design to three dimensional problems.

ART 133
JEWELRY AND METAL WORK I
3 CR. (6 STA)
Introduces the construction of jewelry designs in metals and small casting techniques.

ART 138
FILM 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
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 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
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 142
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 145
DIGITAL DARKROOM**
3 CR. (4.5 LBV)
Teaches computer aided photography and darkroom techniques. The emphasis of this course is image-editing software, which can be used to color correct, retouch and composite photographic images. Other topics include image acquisition, storage, file management, special effects, hard copy and web based image output.

ART 151
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 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
HANDBUILT CLAY I
3 CR. (6 STA)
Provides instruction in several methods of handbuilding and the study of functional and decorative design elements.

ART 165
SCULPTURE I
3 CR. (6 STA)
Introduces the fundamentals of sculpture such as modeling, casting, carving, and the processes of assemblage.

ART 175-177
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

ART 207
ART HISTORY – 1900 TO PRESENT: GT-AH1
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. This course is one of the Statewide Guaranteed Transfer Courses, GT-AH1.

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 210
MARKETING FOR 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 211
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 221
DRAWING II
3 CR. (6 STA)
Explores expressive drawing techniques with an emphasis on formal composition, color media and content or thematic development.

ART 222
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 224
WATERCOLOR II
3 CR. (6 STA)
Continues the study of watercolor techniques, emphasizing original compositions and experimentation with materials. Color theory is included.

ART 228
ADVANCED FIGURE DRAWING
3 CR. (6 STA)
PRQ: ART 128. Provides continuing study of the various methods of drawing the human figure, with emphasis on the description of form and individual style.

ART 230
COLOR THEORY
3 CR. (6 STA)
Explores the properties and concepts of color for application in fine art, commercial art and/or applied arts using various traditional fine art techniques and materials.

ART 233
JEWELRY AND METAL WORK II
3 CR. (6 STA)
Emphasizes conceptual design development, using casting and specialized techniques.

ART 234
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 235
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 238
FILM PHOTOGRAPHY II
3 CR. (6 STA)
This course is a further exploration in film camera and lab operations with an emphasis on individual creativity. It includes the development of a comprehensive portfolio.

ART 239
DIGITAL PHOTOGRAPHY II
3 CR. (6 STA)
PRQ: ART 139 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 240
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 241
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 251
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 252
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 261
CERAMICS II
3 CR. (6 STA)
A continuation of ART 161, this course emphasizes skill, technique and form.

ART 262
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
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 265
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 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

ART 281
CAPSTONE: STUDIO ART II
3 CR. (6 STA)
PRQ: Department Chair Approval. This course is a continuation of Studio Art for advanced students to pursue individual advanced work in any area such as Drawing, Ceramics, Sculpture, Painting and Watercolor for a combination of any two areas with the purpose of enhancing their portfolio.

Astronomy

AST 101
ASTRONOMY I: GT-SC1
4 CR. (3L/2 LBA)
PRQ: REA 090, MAT 090, ENG 060, or equivalent 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: GT-SC1
4 CR. (3L/2 LBA)
PRQ: REA 090, MAT 060, ENG 060, 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.

AST 175-177
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

AST 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Automotive Service Technology

ASE 101
AUTO SHOP ORIENTATION
2 CR. (1L/1.5 LBV)
Provides students with safety instruction in the shop and on the automobile. Emphasis is placed on the proper use and care of test equipment, precision measuring and machining equipment, gaskets, adhesives, tubing, wiring, jacks, presses, and cleaning equipment and techniques.

ASE 102
INTRODUCTION TO THE AUTOMOTIVE SHOP
2 CR (2L)
Prepares the incoming automotive student to work in the shop safely and gain familiarity with the shop and common equipment.

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 AUTO 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
BATTERY, STARTING, AND CHARGING SYSTEMS
2 CR. (1.5L/.75 LBV)
Covers the operation, testing, and servicing of vehicle 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 & 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/.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 & 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 & 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 & 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 & 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 175-177
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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 221
AUTO/DIESEL BODY ELECTRICAL
4 (1L/4.5 LBV)
Provides a comprehensive study of the theory, operation, diagnosis, and repair of vehicle accessories.

ASE 231
AUTO/DIESEL 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. (6 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. (2 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
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
0-12 CR.
Provides the student with a vehicle to pursue in depth exploration of special topics of interest.

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

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 101
INTRODUCTION TO AUTOMOTIVE COLLISION TECHNOLOGY**
4 CR. (2L/3 LBV)
Designed as an orientation to the automotive collision repair industry. Students receive an overview of job possibilities as well as learn various types of automobile construction. Names, uses and maintenance procedures for a variety of tools and equipment are covered. Focuses on general collision repair and refinishing shop safety procedures with an emphasis on personal and environmental safety issues. Students also learn the proper handling and disposal of hazardous materials.

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 121
NON-STRUCTURAL REPAIR PREPARATION
3 CR (1L/3 LBV)
Covers the basic characteristics of preparation for automotive repair. Students familiarize themselves with damage analysis, extent of damage and the sequence of repair. Focuses on removal of vehicle components and protection of panels along with storage and labeling of parts. Safety procedures and equipment use are included.

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 OPERATION
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/1.5LBV)
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 & 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 an 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 170
AUTOMOTIVE COLLISION TECHNOLOGY LAB EXPERIENCES I
7 CR. (10 LBV)
Designed to prepare the student to perform basic tasks for a specialized area in a controlled instructional lab.

ACT 171
AUTOMOTIVE COLLISION TECHNOLOGY LAB EXPERIENCE II
1-9 CR. (1.5-13.5 LBV)
Course is a continuation of Lab experience. Designed to prepare the individual to perform basic tasks for a specialized area in a controlled instructional lab.

ACT 172
AUTOMOTIVE COLLISION TECHNOLOGY LAB EXPERIENCES III
1-9 CR. (1.5-13.5 LBV)
Course is a continuation of Lab experience. Designed to prepare the individual to perform basic tasks for a specialized area in a controlled instructional lab.

ACT 175-177
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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
MOVABLE 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 226
PRODUCTION
4 CR (6 LBV)
PRQ: ACT 121, 151, 251. Simulates the actual working procedures of an auto collision repair technician. The student performs a variety of structural and non-structural repairs, as well as refinishing operations in accordance with industry procedures, and in compliance with estimates and flat-rate times from collision estimating guides. Students also develop leadership abilities and time management skills.

ACT 231
ADVANCED STRUCTURAL DAMAGE DIAGNOSIS & 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/1.5LBV)
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 & 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
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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.

**Barber

**BAR 103
INTRODUCTION TO HAIR & SCALP
1 CR. (.5L/.75 LBV)
Introduces various types of hair, scalp treatments and shampoos. Focuses on recognition and treatment of disorders of hair and scalp, product knowledge and proper massage techniques to help control these disorders and cleanse the hair and scalp. Covers terminology dealing with hair structure scalp and hair disorders. Training is provided in a lab or classroom setting.

**BAR 107
INTRODUCTION TO SHAVING, HONING & STROPPING
1 CR. (.5L/.75 LBV)
Introduces the general principles of shaving to include hair texture, grain of the beard and analysis of the skin. Theory is combined with the practical application of proper shaving procedures and cutting strokes used on the face.

**BAR 108
INTERMEDIATE SHAVING, HONING & STROPPING
1 CR. (.5L/.75 LBV)
Focuses on theory and practical training related to mustache and beard designing and trimming. Practical applications are incorporated in specialized classes or in a supervised salon.

**BAR 110
INTRODUCTION TO HAIR COLORING
3 CR. (1.5L/2.25 LBV)
Introduces theory pertaining to law of color, theory of color, chemistry of color, product knowledge, and analysis of hair and scalp. Focuses on basic techniques and procedures for the application of hair coloring.

**BAR 111
INTERMEDIATE HAIR CUTTING
2 CR. (.5L/2.25 LBV)
Emphasizes theory and practical applicaton of color products, formulations of color, and level and shades of color.

**BAR 120
INTRODUCTION TO HAIR CUTTING
3 CR. (2L/1.5 LBV)
Introduces theory relevant to patron protection angles and degree and analysis of hair textures related to hair cutting. Covers proper use and care of hair cutting implements. Introduces basic hair cutting techniques using scissors, razor, clippers, and thinning shears. Training is provided in a classroom or lab setting with students training on mannequins or models.

**BAR 121
INTERMEDIATE HAIR CUTTING
3 CR. (1L/3 LBV)
Focuses on theory related to facial shapes and head and body forms to determine the appropriate haircut. Practical application of hair cutting techniques are explored in specialized classes or in a supervised salon setting.

**BAR 130
INTRODUCTION TO HAIR STYLING
3 CR. (1L/3 LBV)
Combines theory with the practical application of airforming curling iron, finger waving, soft pressing and hard pressing.

**BAR 131
INTERMEDIATE HAIR STYLING
3 CR. (2L/1.5 LBV)
Focuses on the accepted methods of styling hair, air forming, finger waves, and hair pressing.

**BAR 140
INTRODUCTION TO PERMANENT WAVES & CHEMICAL RELAXERS
3 CR. (1L/3 LBV)
Focuses on the analysis of hair and scalp, proper equipment and product knowledge. Covers basic techniques in permanent waving and chemical relaxing. Incorporates training in a classroom or lab setting on mannequins or models.

**BAR 141
INTERMEDIATE PERMANENT WAVES & CHEMICAL RELAXERS
3 CR. (1L/3 LBV)
Focuses on theory and practical application of permanent waves and chemical relaxers in specialized classes or supervised salon setting. Students practice different wrapping techniques that are required by trend styles.

**BAR 166
INTRODUCTION TO FACILA MASSAGES & SKIN CARE
1 CR. (.5 L/.75 LBV)
Emphasizes basic understanding of facial massage manipulations and the study of skin in both practical and theory applications. Covers the benefits derived from proper facial massage and a good skin care routine.

**BAR 167
INTERMEDIATE FACIAL MASSAGE & SKIN CARE
1 CR. (.5 L/.75 LBV)
Focuses on practical application dealing with anatomy, skin disorders, skin types and facial shapes. Students help patrons select proper skin care treatments.

**BAR 203
ADVANCED HAIR AND SCALP
1 CR. (.5L/.75 LBV)
Focuses on advanced theory and practical training of hair, scalp treatments and shampooing in a supervised salon setting. Advanced techniques prepare the student for employment. Covers student preparation for the State Board Licensing Examination on theory and practical procedures.

**BAR 207
ADVANCED SHAVING, HONING & STROPPING
1 CR. (.5 L/.75 LBV)
Focuses on advanced training in shaving, honing and stropping. Practical and theory application is completed in specialized classes or supervised clinical training. Student will be prepared for State Board license exam.

**BAR 211
ADVANCED HAIR COLORING
3 CR. (1L/3 LBV)
Provides continued instruction in advanced practical techniques for hair coloring with emphasis on recognition of color problems and color correction procedures. Covers advanced techniques and product knowledge to prepare the student for employment. Provides instruction for the State Board Licensing Examination pertaining to hair coloring.

**BAR 220
ADVANCED HAIR CUTTING
3 CR. (1L/3 LBV)
Provides theory and advanced techniques in all phases of hair cutting to ready the student for employment. Covers student preparation for State Board licensing examination on theory and practical procedures. Training is a combination of supervised work and specialized classes.

**BAR 231
ADVANCED HAIR STYLING
3 CR. (1L/3 LBV)
Focuses on theory and advanced techniques in all phases of hair styling to prepare the student for employment. Training is a combination of supervised salon (clinical) work and specialized classes. Includes student preparation for the State Board Licensing Examination relating to hairstyling.

**BAR 241
ADVANCED PERMANENT WAVES & CHEMICAL RELAXERS
2 CR. (1L/1.5 LBV)
Focuses on advanced techniques to prepare the student for employment and examines changes in current industry standards. Provides instruction in specialized classes or a supervised salon setting. Covers student preparation for the State Board Licensing Examination pertaining to permanent waves and relaxers.

**BAR 266
ADVANCED FACIAL MASSAGE & SKIN CARE
1 CR. (.5L/.75 LBV)
Emphasizes anatomy, skin disorders, skin types and facial shapes. Students guide patrons on selection of proper skin care treatments. Covers student preparation for State Board licensing examination on theory and practical procedures.

Biology

BIO 105
SCIENCE OF BIOLOGY: GT-SC1
4 CR. (3L/2 LBA)
PRQ: REA 090, MAT 060, ENG 090, or equivalent assessment 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 090. 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: GT-SC1
5 CR. (4L/2 LBA)
PRQ: BIO 105 or the equivalent, REA 090, MAT 060, ENG 090, 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: GT-SC1
5 CR. (4L/2 LBA)
PRQ: BIO 105 or the equivalent, MAT 060, ENG 121, 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, 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
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

BIO 201
HUMAN ANATOMY AND PHYSIOLOGY I: GT-SC1
4 CR. (3L/2 LBA)
PRQ: BIO 090, BIO 105 or BIO 106, REA 090, ENG 090, MAT 060, 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: GT-SC1
4 CR. (3L/2 LBA)
PRQ: BIO 201, 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: GT- SC1
4 CR. (3L/2 LBA)
PRQ: BIO 090, BIO 105 or BIO 106, REA 090, ENG 121, MAT 060, 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
HUMAN 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 alterations in physiological, cellular, and biochemical processes, the associated homeostatic responses, and the manifestations of disease. Prior knowledge of cellular biology, anatomy, and physiology is essential for the study of pathophysiology.

BIO 269
NUCLEIC ACID TECHNIQUES AND MOLECULAR CLONING
4 CR. (3L/2 LBA)
PRQ: BIO 111, CHE 111, MAT 121, ENG 121. Introduces Recombinant DNA technology as used in Biomedical Research. Covers basic information on the structure and function of DNA as a genetic material before students are guided through a research project involving the isolation and sequence analysis of a gene. Students perform hands-on laboratory techniques on non-infectious material to include PCR, gel electrophoresis, molecular cloning, and automated DNA sequencing.

BIO 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Business

BUS 102
ENTREPRENEURIAL OPERATIONS
3 CR. (3L)
Covers the major aspects of small business management to enable the entrepreneur to successfully begin his own business. This course provides the basic concepts of marketing, principles of management and finance needed to manage a small business. Further it develops the business plan and suggests methods of obtaining the financing required to launch the 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 116
PERSONAL FINANCE
3 CR. (3L)
Surveys the basic personal financial needs of most individuals. Emphasizes the basics of budgeting and buying, saving and borrowing money, the intricacies of home ownership, income tax and investments, and the wise use of insurance, wills and trusts.

BUS 175-177
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

BUS 181
INTERNSHIP
0-6 CR. (0-18 INT)
Provides students with hands-on training in their career field. Occurs in a business setting arranged through a Student Work Experience (SWE)/Internship Coordinator, or by utilizing a current employment organization. Student is expected to work a minimum of 7.5 hours per week. Students attend 3 seminars during the semester of enrollment. Class utilizes cooperative work experience or project methods depending on the individual situation.

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 & 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: 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 binominal distribution, index numbers, time series, decision theory, confidence intervals, linear regression, and correlation. Intended for the business major.

BUS 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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

BTE 102
KEYBOARDING APPLICATIONS I
2 CR. (1L/1.5 LBV)
PRQ: 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
1 CR. (1.5 LBV) S/B 2 cr
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 (DELETED 12-15-11 MTG)
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 155 (DELETED 12-15-11 MTG)
WORD PROCESSING TECHNIQUES I**
3 CR.(3L)
Provides instruction in the preparation of business documents for the modern office using current software and learning software commands and functions. Includes creating, processing, and editing documents.

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.

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
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

BTE 201 (DELETED 12-15-11 MTG)
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 202 (DELETED 12-15-11 MTG)
OFFICE SIMULATION I**
3 CR. (3L)
Provides experience in using in-basket exercises typical of those occurring in an office operation. It focuses on procedures and computer skills needed for successful performance in the workplace.

BTE 204 (DELETED 12-15-11 MTG)
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 226 (DELETED 12-15-11 MTG)
MACHINE TRANSCRIPTION
3 CR. (3L)
Designed to help students become more proficient in transcribing memos, letters and other documents from machine transcription. Includes exercises to improve language arts skills. Introduces proper dictation techniques.

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 239 **(DELETED 12-15-11 MTG)**
3 CR (3L)
BILLING SYSTEMS: PC LAW
Introduces the fundamental applications of PC Law software as used for time, billing, and accounting.

**BTE 255 (DELETED 12-15-11 MTG)
WORD PROCESSING TECHNIQUES II
3 CR. (3L)
Introduces basic applications for advanced word processing for Windows. It reviews and expands the students` knowledge of MS Word functions including merging, sorting, tables, charts, desktop publishing newsletters, document enhancements, styles, macros, templates and wizards to increase proficiency.

BTE 275-277 **(DELETED 12-15-11 MTG)**
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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.

Carpentry

**CAR 101
BASIC SAFETY
1 CR. (1L)
An overview of safety concerns and procedures in the construction field.

**CAR 102
HAND AND POWER TOOLS
1 CR. (.25L/1.12 LBV)
Focuses on basic hand and power tools including stationary tools. Emphasizes a hands-on approach to proper and safe use of these tools as it applies to the construction environment and is taught in conjunction with a lab or framing class.

**CAR 105
JOB SITE LAYOUT AND BLUEPRINT READING
1 CR. (.5L/.75 LBV)
Introduces blue-print reading and how they apply to the construction site. Includes in-depth introduction to site layout (materials and methods).

**CAR 115
FORM & FOUNDATION SYSTEMS
1 CR. (.5L/.75 LBV)
Covers materials and methods for concrete forms and foundations. Includes various reinforcement methods such as re-bar and welded-wire fabric.

**CAR 120
GENERAL CONSTRUCTION FRAMING
1 CR. (.25L/1.12 LBV)
Instructs students in basic framing methods and materials utilizing a hands-on framing lab. Covers floor, wall, and roof framing.

**CAR 121
FLOOR FRAMING
1 CR. (.25L/1.12 LBV)
Covers framing basics as well as the procedures for laying out and constructing a wood floor using common lumber as well as engineered building materials.

**CAR 122
WALL FRAMING
1 CR. (.25L/1.12 LBV)
Focuses on the procedures for laying out and framing walls and ceilings, including roughing-in door and window openings, construction corners and partition Ts, bracing walls and ceilings, and applying sheathing.

**CAR 123
ROOF FRAMING
1 CR. (.25L/1.12 LBV)
Describes the various kinds of roofs and contains instructions for laying out rafters for gable roofs, hip roofs and valley intersections. Coverage includes both stick-built and truss-built roofs.

**CAR 133
CONSTRUCTION FRAMING & SAFETY
4 CR. (1L/4.5 LBV)
Utilizes hands-on techniques to illustrate basic framing methods and materials. Floor/Wall/and Roof framing will be discussed/demonstrated and taught. There will be extensive utilization of modern and western residential framing methods. The course will also include 10 hours of OSHA approved safety instruction, which will qualify the student for their 10 hour safety card.

**CAR 140
STAIR CONSTRUCTION/LAYOUT
1 CR. (.5L/.75 LBV)
Covers the various types of wooden stairs used in residential and commercial construction, along with procedures for laying out stairs, cutting out stringers and installing and finishing stairs.

**CAR 156
SHOP TOOLS: STATIONARY, HAND, AND PORTABLE
4 CR. (1L/4.5 LBV)
Covers the safe use and care of stationary, hand, and portable tools. Develops skills through tool utilization to pass competency and safety tests for each tool.

**CAR 165
SHOP CARPENTRY
4 CR. (2L/3 LBV)
Focuses on the non-site, shop carpenter and includes jig and pattern making, stationary power tool maintenance and adjustment, machining of woods, and techniques unique to shops, cabinetmakers and millworkers.

**CAR 166
STAIR DESIGN & CONSTRUCTION
4 CR. (1L/4.5 LBV)
Focuses on both site and off-site stair lay-out and construction. Students have a chance to explore various techniques for building the stairs and millwork involved in the construction and installation of handrail assemblies.

CAR 170
CLINICAL: CONSTRUCTION LAB I
1 CR. (2 CLI)
Continues to build upon the principles that are expected to be understood by students in the construction discipline.

CAR 171
CLINICAL: CONSTRUCTION LAB I
1 CR. (2 CLI)
Continues to build upon the principles that are expected to be understood by students in the construction discipline.

CAR 172
CLINICAL: CONSTRUCTION LAB I
1 CR. (2 CLI)
Continues to build upon the principles that are expected to be understood by students in the construction discipline.

CAR 175-177
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

CAR 180
INTERNSHIP
5 CR. (15 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.

CAR 181
INTERNSHIP
6 CR. (18 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.

**CAR 205
ADVANCED SITE LAYOUT
2 CR. (1L/1.5 LBV)
Expands upon CAR105 and gives students a chance to explore more complex plot plans and multi-unit site layouts. Includes a more in-depth look at the blueprints and how they apply to the job-site.

**CAR 215
FORM AND FOUNDATION SYSTEMS II
1 CR. (1.5 LBV)
Builds on course CAR 115 and expands on theories and concepts from the first year class. Offers opportunities to explore more complex systems and form requirements.

**CAR 220
ADVANCED FRAMING - GENERAL
1 CR. (1.5 LBV)
Expands upon abilities learned in CAR 120. Utilizes a hands-on approach to allow students to study floor, wall, and roof framing.

**CAR 221
ADVANCED FLOOR SYSTEMS
2 CR. (3 LBV)
Expands upon skills and knowledge learned in CAR 121 and focuses on an in-depth look at floor framing. Allows students to hone skills previously learned.

**CAR 222
ADVANCED WALL SYSTEMS
2 CR. (1L/1.5 LBV)
Expands upon those skills and knowledge learned in CAR 122. Covers complex wall framing issues and leadership/foreman responsibilities.

**CAR 240
ADVANCED STAIR LAYOUT
2 CR. (1L/1.5 LBV)
Expands upon the first year course emphasizing construction of residential and commercial stairs. Covers complex stairs, including curved and multi-level stair construction. Includes alternatives to stringers, and finish. Emphasizes methods and materials for balusters and rails.

CAR 270
CLINICAL: CONSTRUCTION LAB I
1 CR. (2 CLI)
Continues to build upon the principles that are expected to be understood by students in the construction discipline.

CAR 271
CLINICAL: CONSTRUCTION LAB I
1 CR. (2 CLI)
Continues to build upon the principles that are expected to be understood by students in the construction discipline.

CAR 272
CLINICAL: CONSTRUCTION LAB I
1 CR. (2 CLI)
Continues to build upon the principles that are expected to be understood by students in the construction discipline.

CAR 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

CAR 280
INTERNSHIP
5 CR. (15 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.

CAR 281
INTERNSHIP
6 CR. (18 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.

Chemistry

CHE 101
INTRODUCTION TO CHEMISTRY I WITH LAB: GT-SC1
5 CR. (4L/2 LBA)
PRQ: MAT 090, REA 090, ENG 060, 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: GT-SC1
5 CR. (4L/2 LBA)
PRQ: CHE 101, MAT 090, REA 090, ENG 060, or equivalent assessment test scores. Focuses on introductory organic and biochemistry (sequel to Introduction to Chemistry I). This course includes the study of hybridization of atomic orbitals for carbon, nomenclature of both organic and biochemical compounds, physical and chemical properties of various functional groups of organic chemistry, and physical and chemical properties of biochemical compounds along with their biochemical pathways. Laboratory experiments are included. 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, 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: GT-SC1
5 CR. (4L/2 LBA)
PRQ: CHE 101, MAT 090, REA 090, ENG 060, 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, 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.

CHE 111
GENERAL COLLEGE CHEMISTRY I: GT-SC1
5 CR. (4L/2 LBA)
PRQ: CHE 101, MAT 099, REA 090, ENG 090, 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: GT-SC1
5 CR. (4L/2 LBA)
PRQ: CHE 111, MAT 121, ENG 121, 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
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

CHE 211
ORGANIC CHEMISTRY I
5 CR. (4L/2 LBA)
PRQ: CHE 102, CHE 111, MAT 121, ENG 121. Focuses on compounds associated with the element carbon including structure and reactions of aliphatic hydrocarbons and selected functional group families. The course covers nomenclature of organic compounds, stereochemistry, reaction mechanisms such as SN1, SN2, E1 and E2. Laboratory experiments demonstrate the above concepts plus the laboratory techniques associated with organic chemistry.

CHE 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Communications

**COM 105
CAREER COMMUNICATIONS
3 CR. (3L)
Develops skills needed in obtaining and keeping a job. Includes job searching, applications, resumes, interviews, and the dynamics of customer, peer, and managerial relationships. Emphasizes speaking, writing, listening, critical reading skills, and vocabulary development essential to the employment world.

COM 115
PUBLIC SPEAKING
3 CR. (3L)
PRQ: ENG 090 or equivalent assessment test score. Combines the basic theories of communication with public speech performance skills. Emphasis is on speech preparation, organization, support, audience analysis, and delivery.

COM 125
INTERPERSONAL COMMUNICATION
3 CR. (3L)
PRQ: ENG 090 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.

COM 175-177
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

COM 216
PRINCIPLES OF SPEECH COMMUNICATION II
3 CR. (3L)
PRQ: ENG 060 or equivalent assessment test score. Emphasizes the continued study of rhetorical theory and analysis as it relates to public speaking.

COM 220
INTERCULUTURAL COMMUNICATION: GT-SS3
3 CR. (3L)
PRQ: A grade of C or better in ENG 090. Explores the link between culture and communication and will develop and/or enhance communication skills and the abilities appropriate to a multicultural society. Emphasis will be on understanding diversity within and across cultures. Relevant concepts include perception, worldview, context, ethics, language, and nonverbal communication. This course is one of the Statewide Guaranteed Transfer Courses, GT-SS3.

COM 226
ORAL INTERPRETATION
3 CR. (3L)
Exposes the student to the artistic, interpretive, and communicative potential to be found in the reading and performance of great literature and rhetoric such as is found in prose, poetry, drama.

COM 262
COMMUNICATING WITH IMPOSSIBLE PEOPLE
1 CR. (1L)
Introduces participants to the concepts regarding communication with "impossible" people and techniques to deal with them more effectively. Emphasizes active participation in skill-building activities.

COM 263
CONFLICT RESOLUTION
1 CR. (1L)
Focuses on handling conflict productively. Students gain insights into the roots of conflict and engage in skill practice in mediating interpersonal conflicts. The emphasis is on conflict prevention.

COM 268
PROBLEM SOLVING
1 CR. (1L)
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.

COM 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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 102
COMPUTER AIDED DRAFTING II
3 CR. (4.5 LBV)
Focuses on advanced computer aided drafting skills using the latest release of CAD software. Includes blocks and wblocks, polylines, multilines, polyline editing, advanced editing, editing with grips, hatching, isometric drawings, dimensions and dimension variables, paper space and viewports, templates, external references, and printing/plotting.

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. See also ENT-133.

CAD 175-177
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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. This course focuses on advanced 3d geometry and character construction, animation and rendering techniques using Autodesk 3ds Max software. Emphasis will include 3D geometry manipulation, character/bone/biped constructions, animation and video post-production of 3D 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.

CAD 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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.

CIS 112
MOBILE COMPUTING WITH LAPTOPS
1 CR. (1.5 LBV)
Introduces the student to laptop computers. The course includes the special features of laptop computers that differentiate them from desktop computers. The course allows the student to make use of the ability of a laptop computer to be used at many locations with wireless connections. Students are taught the uses of the special hardware available for laptop computers, and are taught how to install and use various software on them.

CIS 114
COMPUTING FOR HEALTH IT
3 CR. (3 L)
PRQ: Department Chair Approval. This is an introductory course in Computer Information Systems for Healthcare professionals. The focus of the class will be on computers as applied to Healthcare needs. The class will cover data representation, data communication, data storage, networking architecture and security. Network security will be covered as it relates to Electronic Health Records and Healthcare Privacy issues. The class will provide an introduction to computer programming and database management.

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 TO PC APPLICATIONS
3 CR. (2L/1.5 LBV)
PRQ: CIS 110 or equivalent assessment test score. Introduces basic computer terminology, file management, and PC system components. Provides an overview of office application software including word processing, spreadsheets, databases, and presentation graphics. Includes the use of a web browser to access the Internet.

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
OPERATING SYSTEM: USING _____
3 CR. (2L/1.5 LBV)
PRQ: CIS 110 or equivalent assessment test score**.** Introduces the functions and capabilities of an operating system, including configuring and modifying the operating system environment.

CIS 129
ADVANCED WINDOWS
3 CR. (2L/1.5 LBV)
Introduces the more advanced concepts of the Windows operating system. Topics include resource management, interactive booting, opening DOS sessions, customizing desktop properties, navigating folders, installing and uninstalling software, multitasking, task switching, disk optimization, troubleshooting tools, evaluating system performance, software installation, and use of the Windows Registry.

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.

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.

CIS 141
PC DATABASE I: (SOFTWARE)
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)
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: (SOFTWARE)
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: (SOFTWARE PACKAGE)
3 CR. (2L/1.5 LBV)
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 (ARCHIVED)
PC SPREADSHEETS APPLICATION DEVELOPMENT: EXCEL
3 CR. (2L/1.5 LBV) CREDIT CHANGE TO 2
PRQ: CIS 155. Learn Publisher basics that will be applicable to events, meetings, expositions, catering, etc. Include working on communication tools such as newsletters, business cards, brochures and distribution techniques. Emphasis will be placed on creating and designing from scratch as well as working with existing designs. Create room layouts using shapes and objects to configure venue spaces based on function, capacity, and traffic flow.

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: (SOFTWARE)
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 162
ADVANCED PRESENTATION GRAPHICS**
1 CR. (1.5 LBV)
Focuses on delivery and integration of presentation software. Students will learn to rehearse, modify and deliver their presentations. This course will emphasize the integration features of the software as students learn how to share presentations, work together on development of presentations and to integrate their presentations with other programs.

**CIS 165
COMPLETE PRESENTATION GRAPHICS**
3 CR. (3L)
Focuses on the development of presentation graphics materials including graphs, charts, illustrations, and diagrams. Emphasizes effective communication through computerized presentations. Covers features of the software and effective presentation techniques.

CIS 167
DESKTOP PUBLISHING: (SOFTWARE)
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 175-177
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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 230 (ARCHIVED)
SOLARIS FUNDAMENTALS
3 CR. (2L/1.5 LBV)
Teaches students to use UNIX Operating Environment commands. Focuses on fundamental command-line features of the Solaris environment including file system navigation, file permissions, the vi text editor, command shells, and basic network use.

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
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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 Tech

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)
PRQ: CNG 124. 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 121
COMPUTER TECHNICIAN I: A+
4 CR. (2L/3 LBV)
Provides students with an in-depth look at personal computer hardware, introduces O.S. features and security concepts, and covers interpersonal skills, all of which are necessary for a successful entry-level computer service technician position. Provides extensive hands-on work with computer systems, PC setup and configuration, and basic maintenance and troubleshooting. This course helps prepare you for the CompTIA A+ Essentials Exam.

CNG 122
COMPUTER TECHNICIAN II: A+
4 CR. (2L/3 LBV)
PRQ: CNG 121 or Dept. Chair Approval. Provides students with an in-depth look at Operating System support, maintenance, and troubleshooting, and an overview of hardware, security concepts, and interpersonal skills, all of which are necessary for a successful entry-level computer service technician position. Provides extensive hands-on work with Windows 2000 and/or XP, including using common GUI and command line tools, registry editing, System backup and Recovery, Networking, and O.S. Troubleshooting. This course helps prepare you for the CompTIA A+ 602 Exam.

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)
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 127
IT ESSENTIALS I: PC HARDWARE & SOFTWARE
5 CR. (5L)
Introduces students to information technology and data communications. Enables the student to develop the necessary skills to enter this field by building a computer, installing the operating system, adding peripherals, connecting the computer to a local area network and the Internet. It is a hands-on, lab-based course stressing safety and working effectively in a group environment. This course prepares students for CompTIA's A+ certification.

CNG 128
IT ESSENTIALS II: NETWORK OPERATING SYSTEMS
5 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)
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 AND 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 175-177
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

CNG 212
MANAGING A MS WINDOWS SERVER ENVIRONMENT
4 CR. (3L/1.5 LBV)
Provides students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server environment.

CNG 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
ANTI VIRUS 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. (1L/4.5 LBV)
PRQ: CNG 124; PRQ: CIS 220. 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 (CCCNA) certification exam.

CNG 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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 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: (LANGUAGE)
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: (LANGUAGE)
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: PLATFORM
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: PLATFORM
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 advanced programming using the Perl language for database and web-based applications. This is a continuation course to CSC 268 which offers a brief introduction to writing CGI programs using Perl.

CSC 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Computer Web-Based

CWB 110
COMPLETE WEB AUTHORING: (SCRIPTING LANGUAGE)
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
WEB EDITING TOOLS: (EDITOR)
3 CR. (2L/1.5 LBV)
Provides tools used for designing and building Web pages that are easy to use and have a pleasing look. The student will develop Web pages using a web page development program. Use of images, forms, frames, tables, templates and layers will be covered.

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 175-177
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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.

CWB 205
COMPLETE WEB SCRIPTING: (SCRIPTING LANGUAGE)
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: (DATABASE SOFTWARE)
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 **ARCHIVED**
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 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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.

Construction Technology

*CON 104
BASIC OF INDUST. ELECTRICITY
1.5 CR. (1.5 LBV)
Focuses on resistance, current, voltage and power in AC and DC circuits; measurements; computations of series and parallel circuits; circuit analysis; and troubleshooting with basic test equipment.

CON 105
CONSTRUCTION TECHNOLOGY
4 CR. (3L/1.5 LBV)
Explores a variety of new software applications now available for the construction trade. Introduces computer applications such as CAD, scheduling, estimating, and accounting programs. Explores technology choices and compares them.

CON 110
INTRODUCTION TO CONSTRUCTION, PART 1
4 CR. (3L/1.5 LBV)
Explores the expanding array of careers within the construction industry. Students will be exposed to the construction industry throughout job site tours, hands-on experience, and classroom activities. Math and science application will be established throughout the academic integration of jobsite technical skills and classroom theory.

CON 111
INTRODUCTION TO CONSTRUCTION, PART 2
4 CR. (3L/1.5 LBV)
Explores additional careers within the construction industry. Students will be exposed to the construction industry throughout job site tours, hands-on experience, and classroom activities. Math and science application will be established through the academic integration of jobsite technical skills and classroom theory.

**CON 112
BASIC REPAIRS FOR HOME OR APARTMENT
4 CR. (2L/3 LBV)
Focuses on repair and maintenance of buildings. Covers preventative maintenance methods and skills.

CON 120
BUILDING MATERIALS AND ENVIRONMENTAL IMPACT
3 CR. (2L/1.5 LBV)
Examines the qualities, uses and characteristics of wood, building materials, lumber, grading and defects of hard and soft woods, estimating, ordering, pricing, fasteners, adhesives, manufactured wood products, steels, vinyl and aluminum and their applications in construction process. Explores Built-Green products and their characteristics.

**CON 130
BLUEPRINT READING
2 CR. (3 LBV)
Focuses on the techniques for reading and using blueprints and specifications with an emphasis placed on those drawing and types of information that are relevant to the carpentry craft.

CON 140
INTRODUCTION TO BUILDING CODES & ENFORCEMENT
3 CR. (3L)
Introduces the basic concepts of code enforcement.

CON 175-177
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

CON 245
PROJECT MANAGEMENT
4 CR. (4L)
Covers the principles of project planning, scheduling, estimating and management. Emphasizes the basic skills required to supervise personnel. Includes case studies.

CON 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Cosmetology

COS 103
SHAMPOO/RINSES/CONDITIONERS I
1 CR. (.33L/1LBV)
PRQ: REA 060, MAT 060, ENG 060. Introduces various types of scalp treatments and shampoos. Enables student to recognize and treat disorders of hair and scalp. Covers product knowledge and proper massage techniques to help control disorders and to cleanse the hair and scalp. Includes terminology dealing with hair structure, scalp, and hair disorders. Provides training in a lab or classroom setting.

COS 110
INTRODUCTION TO HAIR COLORING
2 CR. (1L/1.5 LBV)
PRQ: REA 060, MAT 060, ENG 060. Provides theory pertaining to the law of color, theory of color, chemistry of color, product knowledge, and analysis of hair and scalp. Covers basic techniques and procedures for the application of hair coloring.

COS 111
INTERMEDIATE: HAIR COLORING
2 CR. (1L/2 CLI)
PRQ: COS 110. Focuses on theory and practical application of color products, formulations of color, level and shades of color. Examines techniques in a specialized class or in a supervised salon setting.

COS 120
INTRODUCTION TO HAIR CUTTING
2 CR. (1L/1.5 LBV)
PRQ: REA 060, MAT 060, ENG 060. Introduction to the theory relevant to patron protection, angles, elevations, and the analysis of hair textures as related to hair cutting. Covers the proper use and care of hair cutting implements. Focuses on basic hair cutting techniques using all cutting implements. Disinfection, sanitation procedures as they relate to haircutting.

COS 121
INTERMEDIATE I: HAIRCUTTING
2 CR. (4 CLI)
PRQ: COS 120. Focuses on theory related facial shapes, head and body forms to determine the clients appropriate haircut. Incorporates practical applications of hair cutting techniques in specialized classes or in the supervised salon (clinical setting).

COS 130
INTRODUCTION TO HAIR STYLING
2 CR. (1L/1.5 LBV)
PRQ: REA 060, MAT 060, ENG 060. Combines theory with the practical application of roller placement, shaping, pin curls, finger waves, air forming iron curling, soft pressing and hard pressing.

COS 131
INTERMEDIATE I: HAIR STYLING
2 CR. (1L/1.5 LBV)
PRQ: COS 130. Focuses on the accepted methods of styling hair, air forming roller sets, finger waves pin curls braiding and hair pressing.

COS 140
INTRODUCTION TO CHEMICAL TEXTURE
1 CR. (1L)
PRQ: REA 060, MAT 060, ENG 060. Introduces a combination of theory and practice focusing on the analysis of hair and scalp, proper equipment and product knowledge. Includes basic techniques in permanent waving and chemical relaxing. Provides training in a classroom or lab setting on mannequins or live models.

COS 141
INTERMEDIATE I: CHEMICAL TEXTURE
1 CR. (1L)
PRQ: COS 140. Emphasizes theory and practical application of permanent waves and chemical relaxers in specialized classes or a supervised salon setting. Enables the student to practice different wrapping techniques required by trend styles.

COS 150
LAWS, RULES AND REGULATIONS
1 CR. (1L)
PRQ: REA 060, MAT 060, ENG 060. Provides instruction on the laws, rules and regulations and how they govern the cosmetology and barber industry. The affects these on the student, licensed individual, salons and school owners.

COS 160
INTRODUCTION TO DISINFECTION, SANITATION & SAFETY
2 CR. (1L/1.5 LBV)
PRQ: REA 060, MAT 060, ENG 060. Introduces the various methods of disinfection, sanitation, and safety as used in the cosmetology industry. Includes classroom study of bacteriology and the terminology dealing with cosmetology.

COS 161
INTERMEDIATE I: DISINFECTION, SANITATION & SAFETY
1 CR. (2 CLI)
Focuses on the theory and daily practice of proper methods of disinfection, sanitation and safety procedures as related to all phases of cosmetology. Covers terminology and training of disinfection, sanitation and safety procedures. Also includes customer service in a supervised salon (clinical) setting or specialized class.

COS 203
SHAMPOO/RINSES/CONDITIONERS II
1 CR. (2 CLI)
PRQ: COS 103. Provides theory and practical training in shampoos, rinses and conditioners. Examines advanced techniques to prepare the student for employment. Includes preparation for the State Board Licensing Examination in shampoos, rinses and conditioners.

COS 210
INTERMEDIATE II: HAIR COLORING
2 CR. (1.5 LBV/2 CLI)
PRQ: COS 110. Provides continued instruction in the theory and practical application of color products, formulations of color, level and shades of color. Enables students to practice techniques in a specialized class or in a supervised salon setting.

COS 211
ADVANCED HAIR COLORING
2 CR. (.5L/.75 LBV/2 CLI)
PRQ: COS 111. Provides continued instruction on advanced theory and practical techniques in hair coloring. Focuses on the recognition of color problems and color correction procedures. Covers advanced techniques and product knowledge to prepare the student for employment. Prepares the student for the State Board Licensing Examination pertaining to hair coloring.

COS 220
INTERMEDIATE II: HAIRCUTTING
2 CR. (1L/1.5LBV)
PRQ: COS 120. Provides continued instruction in the theory related to facial shapes, head and body forms to determine the client's appropriate haircut. Incorporates practical applications of haircutting techniques.

COS 221
ADVANCED HAIR CUTTING
2 CR. (.5L/0.75 LBV/2 CLI)
PRQ: COS 121. Focuses on advanced cutting techniques using all the cutting tools. Emphasizes current fashion trends. Includes student preparation for the State Licensure examination.

COS 230
INTERMEDIATE II: HAIR STYLING
2 CR. (1L/1.5 LBV)
PRQ: COS 130. Provides continued instruction on accepted methods of styling hair, air forming, roll set, finger waves and hair pressing. Examines techniques in specialized classes or in a supervised salon setting.

COS 231
ADVANCED HAIR STYLING
1 CR. (2 CLI)
PRQ: COS 131. Focuses on theory and advanced techniques in all phases of hair styling to prepare the student for employment. Training is a combination of supervised salon (clinical) work and specialized classes. Includes student preparation for the State Board Licensing Examination relating to hairstyling.

COS 240
INTERMEDIATE II: CHEMICAL TEXTURE
1 CR. (2 CLI)
PRQ: COS 140. Provides continued instruction in the theory and practical application of permanent waves and chemical relaxers in specialized classes or a supervised salon setting. Enables students to practice different wrapping techniques required by trend styles.

COS 241
ADVANCED CHEMICAL TEXTURE
1 CR. (2 CLI)
PRQ: COS 141. Focuses on advanced techniques to prepare the student for employment and the changes in current industry standards. Instruction is provided in specialized classes or supervised salon (clinical) setting. Includes student preparation for the State Board Licensing Examination pertaining to permanent waves and chemical relaxers.

COS 250
MANAGEMENT, ETHICS, INTERPERSONAL SKILLS & SALESMANSHIP
1 CR. (1L)
Emphasizes the importance of salon management and the knowledge and skills necessary to build a successful business. Focuses on the importance of interpersonal skills and basic techniques in salesmanship and customer services. Integrates job readiness skills and professional ethics.

COS 260
INTERMEDIATE II: DISINFECTION, SANITATION & SAFETY
2 CR. (1L/1.5 LBV)
Provides continued study of theory and practice of proper methods of sterilization, disinfection, sanitation and safety procedures as related to all phases of the industry. Covers terminology and training of disinfection, sanitation and safety procedures. The individual responsibility to provide a safe work environment is practiced.

COS 261
ADVANCED DISINFECTION, SANITATION & SAFETY
1 CR. (2 CLI)
PRQ: COS 161. Provides advanced training on decontamination and safety practices in a supervised salon and/or classroom setting. Examines advanced techniques that prepare the student for employment. Includes student preparation for the State Board Licensing Examination in decontamination and safety for all aspects of the industry. Study of OSHA requirements for schools and salon are done in a theory or practical setting.

COS 262
ADVANCED II: DISINFECTION, SANITATION & SAFETY
3 CR. (1L/1.5 LBV/2 CLI)
PRQ: COS 260. This course is the extra hours/credits required for the hairstylist program, per State Board of Colorado Barber/Cosmetology Board. Provides advanced training on decontamination and safety practices in a supervised salon and/or classroom setting. Examines advanced techniques that prepare the student for employment. Includes student preparation for the State Board Licensing Examination in decontamination and safety for all aspects of the industry. Study of OSHA requirements for schools and salon are done in a theory or practical setting.

COS 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

EST 110
INTRODUCTION TO FACIALS AND SKIN CARE
3 CR. (1L/1.5 LBV/2 CLI)
PRQ: REA 060, MAT 060, ENG 060. Provides a basic understanding of massage manipulations when providing facials and the study of skin in both theory and practical applications. Benefits derived from proper facial and good skin care routines. Training is conducted in a classroom or lab setting using mannequins or models.

EST 111
INTERMEDIATE FACIALS & SKIN CARE
2 CR. (1L/1.5 LBV)
PRQ: EST 110
Covers theory and practical application pertaining to anatomy, skin disorders, skin types and facial shapes. Students help patrons to select the proper skin care treatment. Practical and theory application can be done in specialized classes or supervised salon (clinical) setting using models or customer service.

EST 210
ADVANCED MASSAGE & SKIN CARE
2 CR. (1.5 LBV/2 CLI)
PRQ: EST 111. Provides the student with advanced techniques in massage, skin care, and lash/brow tinting. Theory and practical procedures ready the student for employment. Instruction is provided in specialized classes or in a supervised salon (clinical) setting. Student preparation for State Board Licensing Examination.

EST 211
FACIAL MAKE-UP
1 CR. (.33L/1 LBV)
PRQ: EST 110. Provides instruction on cosmetics and their functions. The importance of color theory, facial types and skin tones as they relate to facial makeup. Instruction from the basic makeup application to the corrective makeup procedure is taught. Disinfection and sanitation is taught as it pertains to all aspects of makeup.

EST 212
HAIR REMOVAL
3 CR. (1L/1.5 LBV/2 CLI)
PRQ: EST 110. Provides in-depth study and practice of hair removal and the practice of patron protection and safety. Training for general waxing and body waxing procedures are provided. Demonstration of disinfection and sanitation as it pertains to Colorado rules and regulations will be practiced.

NAT 110
INTRODUCTION TO MANICURES & PEDICURES
3 CR. (1L/3 LBV)
PRQ: REA 060, MAT 060, ENG 060. Provides a basic introduction in the proper use of implements used in manicures and pedicures. Theory and practical application of proper set-up, safety, sanitation, nail shapes, anatomy, product knowledge and terminology dealing with manicures and pedicures is covered. Training is done in a classroom or lab setting using models or other techniques.

NAT 111
INTERMEDIATE MANICURES & PEDICURES
2 CR. (1L/2 CLI)
PRQ: REA 060, MAT 060, ENG 060. Presents theory and practical application dealing with different types of manicures, pedicures, nail art and massage techniques. Theory and practical application of procedures, products, nail shapes and maintenance of natural nails is covered. Students learn to recognize different nail disorders and their proper treatment. Training is done in a specialized class or in supervised salon (clinical) setting, using models or customer service. Proper sanitation and sterilization as it pertains to all aspect of manicures, pedicures and nail art is taught.

NAT 210
ADVANCED MANICURES & PEDICURES
2 CR. (1.5 LBV/2 CLI)
PRQ: NAT 211. Presents theory and practical application dealing with different types of manicures, pedicures massage techniques and nail art. Theory and practical application of procedures, products, nail shapes and maintenance of the natural nails is covered. Students learn to recognize different nail disorders and their proper treatment. Training is done in a specialized class or in supervised salon (clinical) setting, using models or customer service.

NAT 211
APPLICATION OF ARTIFICIAL NAILS
5 CR. (2 L/3 LBV/2 CLI)
PRQ: NAT 111. Provides advanced theory and practical application of nail wraps, tip overlays, acrylics and product knowledge to ready the student for employment. Theory and practical application of removal techniques for artificial nails is covered. Instruction is provided in specialized classes or in supervised salon (clinical) setting using models or customer service. Student preparation for state board licensing examination pertaining to artificial nails is covered.

Counselor

Upon completion of the required 7 credit hours of coursework and 1,000 hours of internship experience in a state approved treatment center, students will fulfill requirements established by the Colorado Department of Health's Alcohol and Drug Abuse Division (ADAD), and are eligible to apply to the state for certification as a Counselor I.

CSL 175-177
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

CSL 245
PROFESSIONAL ETHICS I
1 CR. (1L)
PRQ: REA 090 or permission of instructor. (This course focuses on ethical issues specific to the practice of addiction counseling and on jurisprudence, which is the law and the practice of psychotherapy in Colorado. The class will cover the Colorado Mental Health Practice Act and introduce the student to the regulatory system and the role of DORA (Dept of Regulatory Agencies) and DBH (Division of Behavioral Health) in the development and credentialing of the addiction counselor. There will be emphasis on developing ethical decision making skills, knowledge of confidentiality and the prohibited activities in the Mental Health Practice Act. Students will become familiar with the NAADAC Code of Ethics and acquire the tools for ethical and legal practice.)

CSL 249
DIFFERENTIAL ASSESSMENT OF PROBLEMS RELATED TO PSYCHOACTIVE DRUG USE
1 CR. (1L)
PRQ: CSL 245, CSL 255, CSL 260, CSL 265, CSL 268, CSL 269. Focuses on comparing diagnostic and assessment models available to drug and alcohol addictions counselors. This course meets the differential assessment mandatory training requirements for the Counselor II level of the Colorado Drug and Alcohol Abuse Program.

CSL 250
MOTIVATIONAL INTERVIEWING
1 CR. (1L)
PRQ: CSL 245, CSL 255, CSL 260, CSL 265, CSL 268, CSL 269. Opportunity for students to learn both the model of Motivational Interviewing as well as the underlying Stages of Development model. Discussion of the populations of clients where these models have proven most effective. Opportunity for skills practice during class that includes skill sets specific to each stage of client readiness. Presentation of assessment instruments to evaluate client readiness for change. Minimum of 14 contact hours.

CSL 251
PHARMACOLOGY I FOR ADDICTION COUNSELORS
1 CR. (1L)
PRQ: REA 090 or permission of instructor. This class will provide a solid base of knowledge about the drugs of abuse including what is happening in human physiology and behaviors, and will enhance the ability of the counselor to offer treatment services in a manner that respects gender, race and ethnicity, sexual orientation, cultural, familial, systemic and socioeconomic diversity.

CSL 252
PHARMACOLOGY II FOR COUNSELORS
1 CR. (1L)
PRQ: CSL 245, CSL 251, CSL 255, CSL 260, CSL 265, CSL 268, CSL 269. Focuses on the pharmacology of alcohol and drugs such as stimulants, nicotine, cannabis, hallucinogens, designer drugs, over the counter medications, and medications for psychiatric illnesses. When combined with CSL 251, this course meets the pharmacology training requirement for the Counselor II level of the Colorado Alcohol and Drug Abuse Program.

CSL 255
INFECTIOUS DISEASES FOR ADDICTION COUNSELORS
1 CR. (1L)
PRQ: REA 090 or permission of instructor. This class will help prepare addiction professionals to identify diseases frequently associated with drug abuse, determine client risk for infection, educate clients about disease prevention and treatment options, and assist clients in obtaining appropriate treatment as needed. This class will enhance the ability of the counselor to offer treatment services in a manner that respects gender, race and ethnicity, sexual orientation, cultural, familial, systemic and socioeconomic diversity.

CSL 260
CLIENT RECORDS MANAGEMENT
1 CR. (1L)
PRQ: REA 090 or permission of instructor. This class will provide the counselor with an understanding of the clinical record and the continuum of client care that the record documents and tracks. The class presents screening, assessment and evaluation, diagnosis, ASAM patient placement criteria, treatment planning, progress note completion, documentation requirements and discharge planning. It emphasizes the confidentiality of the client record and includes releases of information, mandatory disclosure and informed consent among others.

CSL 265
CULTURALLY INFORMED TREATMENT
1 CR. (1L)
PRQ: REA 090 or permission of instructor. This class will provide a basic foundation for understanding how cultural competence, awareness and sensitivity can improve quality of care and increase positive outcomes. Cultural variables to be considered will include age, gender, sexual orientation, religious affiliation, language, educational level, physical ability, economic status and social class as well as racial and ethnic backgrounds. This course is intended to provide participants with basic skills to recognize and respect the behavior, ideas, attitudes, values, beliefs, customs, language, rituals, ceremonies and practices characteristic of diverse groups of people. Course design will include definitions and descriptions of culture including concepts of assimilation and acculturation. Exercises will involve self-examination and discussion of the evolution of one's own personal beliefs, values and attitudes.

CSL 268
ADDICTIONS COUNSELING SKILLS
1.5 CR. (1.5L)
PRQ: REA 090 or permission of instructor. This class will provide a framework and counseling model for working with clients with substance abuse or dependence. This course will teach the counseling skills needed to help clients process their information and move toward the change process. The models utilized in this class are client-centered, counselor-directed therapy using a motivational style and spirit.

CSL 269
PRINCIPLES OF ADDICTION
1.5 CR. (1.5L)
PRQ: REA 090 or permission of instructor. Focuses on the major theories of addiction in an historical and theoretical context. Includes an elaboration on NIDA¿s Principles of Drug Addiction Treatment. This class meets the principles of addictions training requirement for the Counselor I level of the Colorado Alcohol and Drug Abuse Program.

Criminal Justice

CRJ 110
INTRO TO CRIMINAL JUSTICE
3 CR. (3L)
CORQ: REA 060, ENG 060 or equivalent assessment scores. 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)
PRQ: CRJ 110; CORQ: REA 090, ENG 090 or equivalent scores. 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)
PRQ: CRJ 110; CORQ: REA 090, ENG 090 or equivalent assessment scores. 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 125
LAW ENFORCEMENT OPERATIONS
3 CR. (3L)
CORQ: CRJ 110, REA 090, ENG 090 or with Dept. Chair or Dept. Coordinator Approval. 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)
PRQ: CRJ 110; CORQ: REA 090, ENG 090 or equivalent assessment scores. 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)
PRQ: CRJ 110; CORQ: REA 090, ENG 090 or equivalent assessment scores. 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 150
VICTIMS OF CRIME AND TRAUMA
3 CR. (3L)
PRQ: CRJ 110 or Department Chair approval. CORQ: REA 090; ENG 122 and COM 115 or equivalent assessment scores. Introduces the student to the role the crime victim plays in the Criminal Justice System. The traditional response that a crime victim receives from the system will be studied and the psychological, emotional and financial impact these responses have on victimization will be analyzed.

CRJ 175-177
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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

CRJ 205
PRINCIPLES OF CRIMINAL LAW
3 CR. (3L)
PRQ: CRJ 110, CRJ 125, CRJ 135, and CRJ 145 or Department Chair approval. CORQ: REA 090, ENG 122, COM 115 or equivalent assessment scores. Focuses on common law and statutory law crimes, the Model Penal Code, elements defining crimes and penalties, defenses to criminal accusations, and definitions and distinctions between criminal and civil law.

CRJ 210
CONSTITUTIONAL LAW
3 CR. (3L)
PRQ: CRJ 110 and CRJ 135; CORQ: COM 115, ENG 121. 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: CRJ 110 and CRJ 145; CORQ: COM 115, ENG 121. Examines the question of crime causation from legal, social, political, psychological and theoretical perspectives. Covers the history and development of criminology.

CRJ 236
CRJ RESEARCH METHODS
3 CR. (3L)
PRQ: All lower division CRJ courses or Department Chair approval. CORQ: REA 090, ENG 122, COM 155 or equivalent assessment scores. Introduces and applies methods for criminal justice and criminology with an emphasis on the scientific method and the role of empirical inquiry into criminal justice and criminology. 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 criminal justice and criminology research will also be covered.

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 250
COMPUTER CRIME INVESTIGATION
3 CR. (3L)
Provides a basic foundation of the skills and knowledge necessary to understand and investigate the computer criminal. Investigative procedures, interviewing skills and the necessity of search warrants will be covered. Legal issues regarding personal liability, privacy and wiretapping will also be discussed.

CRJ 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

CRJ 280
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.

*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.

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 Education Foundation of the National Restaurant Association. If passed with a score of 75% or more, students receive a Certificate of Completion from the Education Foundation.

CUA 103
SANITATION & PRODUCTION SERVSAFE
3 CR. (1.5 LBV)
This course parallels CUA 101 and CUA 121. It accommodates the need for students to have to register for a 3 credit hour course in order to qualify for third party sponsorship. Students will learn the basics of sanitation and safe food handling, resulting in ServSafe Certification from the National Restaurant Association if they pass a national exam with a score of 75% or higher. They will also be introduced to the principles of food production as practiced in commercial kitchens. Skills included are use of weights and measures, recipe conversion, basic knife cuts and fundamental principles of classical cuisine.

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. Introduces students to vegetable preparation and breakfast cookery in a commercial kitchen. 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, & 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 in a commercial kitchen 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)
Prepares students for the preparation and service of alcoholic beverages. Focuses on mixology procedures, wine and champagne service, purchasing and storage procedures, cost controls, customer relations, legal responsibilities of lounge operations and ServSafe alcohol practices.

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 154
INTRODUCTION TO THE BUSINESS OF CATERING
3 CR. (3L)
PRQ: MAT 060, ENG 060; REA 060. Provides students with an overview of the catering industry. Special attention will be given to catering from a customer's perspective. Students completing this course should be able to plan and implement a variety of catering functions. Included in the course will be some experiential learning opportunities as a result of participation in actual college catered functions on campus.

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 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
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

CUA 181
WORK EXPLORATION
2 CR. (2L)
PRQ: 10 hours of completed course work in CUA and/or HOS classes; REA 060. Introduces students to the range of employment opportunities in the Hospitality and Culinary Arts industry. By participating in regularly scheduled class sessions which feature guest lecturers from a variety of business operations students will learn about the careers available to them. Students will be responsible for creating searching questions for quest speakers and will maintain a journal that documents each class's industry representative's main points. Included in the course will be the requirement that students read and report on a book representative of a management theory or industry leader's experience.

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 101, CUA 190. CORQ: CUA 157, CUA 233, CUA 261. 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-prep, 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 242
INTERMEDIATE GARDE MANGER
1 CR. (1.5 LBV)
Teaches students the basic skills necessary for preparing a variety of popular charcuterie items. This advanced course begins with an introduction to ingredients and their application as students learn to prepare a variety of forcemeats. Students go on to learn the preparation of pates, galantines, terrines, and sausages. Preparation and the use of aspic and chaud-froid as covered**.**

CUA 255
SUPERVISION IN THE HOSPITALITY INDUSTRY
3 CR. (3L)
PRQ: CUA 101, REA 060. CORQ: ENG 090 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, REA 060. CORQ: MAT 107. 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
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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 157, CUA 190, CUA 233, CUA 261 or, 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 LBA)
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.
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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 175-177
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

DAN 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Dental Assisting

DEA 102
PRINCIPLES OF CLINICAL PRACTICE
3 CR. (1L/3 LBV)
PRQ: Admission to the DEA program. 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 CLI)
PRQ: Admission to the DEA program. 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 CLI)
PRQ: Admission to the DEA program. 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: Admission to the DEA program. 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: Admission to the DEA program. 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: Admission to the DEA program. 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. (1L/3 LBV)
PRQ: Admission to the DEA program. Includes fundamentals of dental materials as they apply to clinical and laboratory applications.

DEA 124
DENTAL MATERIALS II
3 CR. (1L/4 CLI)
PRQ: Admission to the DEA program. 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 CLI)
PRQ: Admission to the DEA program. Focuses on the science of radiography, the application of radiographic techniques, and aseptic techniques.

DEA 126
INFECTION CONTROL
3 CR. (2L/2 CLI)
PRQ: Admission to the DEA program. 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: Admission to the DEA program. 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 128
PRACTICE OF CLINICAL CHAIRSIDE ASSISTING
2 CR. (3 LBV)
PRQ: Admission to the DEA program. Covers the concept of clinical chairside assisting. Emphasis will be placed on chairside assisting in dental restorative procedures, coronal polishing skills, fluoride application, and hands-on manipulation of dental materials in a preclinical and/or laboratory situation. Student learning will center on enhancing student 's procedure anticipation, dexterity, skills of chairside assisting, and dental laboratory procedures prior to clinical internship experiences.

DEA 131
ADVANCED DENTAL RADIOGRAPHY
3 CR. (1L/3 LBV)
PRQ: Admission to the DEA program. 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 IN THE DENTAL OFFICE
2 CR. (1L/1.5 LBV)
PRQ: Admission to the DEA program. Includes techniques for taking and reading vital signs. 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 CLI)
PRQ: Admission to the DEA program. 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: Admission to the DEA program 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
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

DEA 181
CLINICAL INTERNSHIP I
1 CR. (3 INT)
PRQ: Admission to the DEA program. 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
6 CR. (18 INT)
PRQ: Admission to the DEA program. 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 CLI)
PRQ: DEA 200. Focuses on clinical application of expanded functions in dental assisting.

DEA 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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
3 CR. (6 CLI)
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 CLI)
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 CLI)
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 & 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 CLI)
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 CLI)
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 CLI)
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.

DEH 138
NITROUS OXIDE/OXYGEN SEDATION
1 CR. (.8 L/.4 CLI)
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
4.5 CR. (9 CLI)
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
2 CR. (4 CLI)
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
0-12 CR.
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 CLI)
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.

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
6 CR. (12 CLI)
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
6 CR. (12 CLI)
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
0-12 CR.
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.

Diagnostic Medical Sonography

DMS 205
SMALL PARTS ULTRASOUND
2 CR. (1L/2 CLI)
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 206
VASCULAR ULTRASOUND
2 CR. (1L/2 CLI)
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 CLI)
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 CLI)
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/2CLI)
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.

DMS 232
ABDOMINAL ULTRASOUND II
2 CR. (1L/2 CLI)
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 CLI)
PRQ: BIO 202, BIO 216, RTE 255. CORQ: DMS 221, DSM 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 CLI)
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 244
ULTRASOUND SCANNING LAB
6 CR. (9 LBV)
PRQ: BIO 202, BIO 216, RTE 255; CORQ: DMS 221, DMS 231, DMS 241, DMS 280. Prepares the sonography student for ultrasound internship with an emphasis on applied instrumentation, ergonomics, and image optimization. Prerequisite: Enrollment in a DMS Program.

DMS 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

DMS 280
CLINICAL OBSERVATION
2.5 CR. (7.5 INT)
PRQ: BIO 202, BIO 216, RTE 255;
CORQ: BIO 102, BIO 216, RTE 255, DMS 221, DMS 231, DMS 241, DMS 244. Prepares the beginning ultrasound student for clinical internship under the direct supervision of a registered sonographer with a focus on introductory skills necessary for clinical internship to include instrumentation, scanning techniques and image evaluation. The student will spend seven hours per week at the clinical site for training in patient care and work efficiency in the clinical setting.

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.

DMS 289
ULTRASOUND CAPSTONE
3 CR. (3L)
PRQ: DMS 282. CORQ: DMS 283. Prepares the sonography student to effectively search for a job and sit for the American Registry of Diagnostic Medical Sonographers examination in their specialty.

Diesel Power Mechanics

**DPM 100
INTRO TO DIESEL MECHANICS**
2 CR. (1L/1.5 LBV)
Focuses on the student identifying and describing the many different types of diesel powered vehicles. Emphasis is placed on being able to research information in maintenance manuals and parts manuals along with demonstration of their abilities in properly identifying and select mechanical fasteners for a particular application. Specific coverage of precision fasteners, fuels, fluids as they relate to the diesel industry.

**DPM 101
DIESEL SHOP ORIENTATION**
2 CR. (1L/1.5 LBV)
Focuses on maintaining a safe and clean working heavy duty diesel shop. Emphasis is placed on the proper use and care for hand, electric, air and hydraulic tools safely. Covers how to clean equipment properly, to handle and dispose of hazardous materials correctly, and to apply mandated regulations. Emphasis is also placed on proper lifting equipment.

DPM 103
DIESEL ENGINES I
4 CR. (1L/4.5 LBV)
Covers the theory and operation of diesel engines with emphasis on cylinder heads and valve trains diagnosis and repair. Also introduces the cooling system's importance with diagnosis and repair. Enables students to diagnose, test, and repair cylinder heads and cooling systems on diesel engines.

DPM 105
HEAVY DUTY POWERTRAINS I
3 CR. (1L/3 LBV)
Focuses on drive axles and universal joints of heavy duty trucks and equipment. Students will cover operations, tests, removal, inspections, and repair of heavy duty drivelines, axles, and differentials.

DPM 106
DIESEL FUEL SYSTEMS
3 CR. (1L/3 LBV)
Covers the theory of operation and repair of fuel injection systems. Provides laboratory assignments that involve disassembly, assembly, and service procedures on fuel system components.

**DPM 111
PREVENTIVE MAINTENANCE I**
3 CR. (2L/1.5 LBV)
Enables the student to perform preventive maintenance on heavy equipment and trucks, and complete appropriate maintenance records. Addresses the process of diagnostics and troubleshooting. Focuses on the importance of preventive maintenance.

DPM 121
HYDRAULIC SYSTEMS I
3 CR. (1L/2 LBV)
Offers instruction on the basic fundamentals of hydraulics and their applications. Diagnosis, service, and testing along with safety are stressed within this course.

DPM 122
HYDRAULIC SYSTEMS II
3 CR. (1L/3 LBV)
Offers instruction on the repair, replacement, measuring, and subsequent adjustments of components. Identification and repairing pumps, control valves, and cylinders is stressed within this course.

DPM 140
H/D STEERING & SUSPENSION I
3 CR. (1L/3 LBV)
Emphasizes lecture and related lab in the diagnosis and service of Heavy Duty mechanical and air suspension systems, wheels/tires and pressure management systems.

DPM 170
LAB EXPERIENCE I
4 CR. (6 LBV)
Continues to build upon the principles that are expected to be understood by students.

DPM 171
LAB EXPERIENCE II
3 CR. (4.5 LBV)
Continues to build upon the principles that are expected to be understood by students.

DPM 172
LAB EXPERIENCE III
4 CR. (6 LBV)
Continues to build upon the principles that are expected to be understood by students.

DPM 203
DIESEL ENGINES II
4 CR. (1L/4.5 LBV)
Covers the theory of operation and repair of diesel engines with emphasis on the cylinder block in big bore engines. Enables students to disassemble, inspect, and reassemble engines.

DPM 205
HEAVY DUTY POWERTRAINS II
3 CR. (1L/3 LBV)
Teaches students to diagnosis clutch and transmission problems. Focuses on clutch, transmission, additional assembly operation, testing, and repairing. Students will learn removal, rebuilding, inspection, repairing, and replacement of all components. Covers electrical systems on transmissions and related assemblies.

DPM 206
HEAVY DUTY BRAKES I
3 CR. (1L/3 LBV)
Focuses on the various braking systems incorporated in heavy-duty trucks and heavy equipment. Includes a study of hydraulic brake systems and covers the diagnosis and service of the mechanical and electrical components.

DPM 207
HEAVY DUTY BRAKES II
3 CR. (1L/3 LBV)
Teaches instruction in general service and maintenance procedures for the heavy-duty truck air brake system and its related pneumatic components. Operational checks, performance testing, and verifying system compliance with regulations (FMVSS No. 121) will be discussed.

DPM 222
H/D LIGHTING & INSTRUMENTATION
4 CR. (1L/4.5 LBV)
Provides students with diagnosis and repair of lighting systems found on Medium /Heavy duty trucks and equipment. Emphasis on inspecting and testing of electrical circuits, switches and interfacing through data bus with on board computers.

DPM 240
H/D STEERING & SUSPENSION II
3 CR. (1L/3 LBV)
Emphasizes lecture and related lab in the diagnosis and service of Heavy Duty standard and air assisted steering along with chassis and frame alignment.

DPM 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

DPM 280
INTERNSHIP
4 CR. (12 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.

Driving

DRV 130
PREPARING FOR CDL
1 CR. (.5L/2.25 LBV) CREDIT CHANGED TO 2
Prepares students for the CDL written test with detailed study guides in conjunction with the Colorado CDL manual. Students will learn to conduct walk-around inspections and become familiar with the course layout and driving portion of the test.

DRV 132
TRUCKS AND TRAILERING
2 CR. (1L/1.5 LBV)
Introduces students to the trucking industry, both over-the-road trucks and trailers and the operation of dump trucks used in construction and local commerce. Safe operations will be stressed, including securing loads on van, flat bed and drop bed trailers, watching for overhead hazards, backing safely, following standard fueling procedures, preventive maintenance and tire care.

DRV 134
TRUCKING LAWS & REGULATIONS
4 CR. (3L/1.5 LBV)
This class introduces students to the laws and regulations governing the operation of commercial trucks and buses, defensive driving techniques, proper operation of equipment, and safe operation of vehicles while behind the wheel.

DRV 136
VEHICLE INSPECTION & MAINTENANCE
3 CR. (1L/3 LBV)
Vehicle inspection and maintenance stresses the importance of pre-trip and post-trip inspections. Students will learn to identify and name the critical components on commercial vehicles, and to recognize problems with lubricants, fluids, tires and wheels, electrical systems, brakes, and the overall condition of the vehicle they intend to drive. This class will also prepare students to pass the pre-trip portion of the CDL driving test.

DRV 138
DRIVER TRAINING
6 CR. (9 LBV)
Provides over-the-road driving experience with the driving instructor to prepare participants for the CDL driving test. This class drills students in safe driving procedures both on and off the road, including driving empty and loaded vehicles, proper turning and backing, appropriate use of brakes, shifting, and observing speed limits, signals, road signs, and port-of-entry procedures.

DRV 175-177
SPECIAL TOPICS
0-12
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

DRV 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Early Childhood Education

ECE 101
INTRODUCTION TO EARLY CHILDHOOD EDUCATION
3 CR. (3L)
PRQ: ENG 060, or equivalent assessment test score. 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/3 LBV)
PRQ: ENG 060, 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, 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 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. Addresses ages birth through age three.

ECE 112
INTRO TO INFANT/TODDLER LAB TECHNIQUES
3 CR. (1L/3 LBV)
PRQ: ENG 060, 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 125
SCIENCE/MATH AND THE YOUNG CHILD
3 CR. (3L)
PRQ: ENG 060. Examines theories of cognitive development as a framework for conceptualizing the way young children acquire scientific and mathematical skills, concepts, and abilities. Enables students to research and develop appropriate individual and group scientific/mathematical activities for young children.

ECE 175-177
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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.

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, 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.

ECE 220
CURRICULUM DEVELOPMENT: METHODS AND TECHNIQUES
3 CR. (3L)
PRQ: ENG 060, ECE 101, ECE 102 and ECE 103, 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. Focuses on ages birth through age 8.

ECE 225
LANGUAGE AND COGNITION FOR THE YOUNG CHILD
3 CR. (3L)
PRQ: ENG 060, or equivalent assessment test scores. Examines theories of cognitive and language development as a framework for conceptualizing the way children acquire thinking skills. Includes observing, planning, facilitating, creative representation, and evaluating strategies within the context of play. Focuses on language, science, math, problem solving and logical thinking. Addresses ages birth through age 8.

ECE 226
CREATIVITY AND THE YOUNG CHILD
3 CR. (3L)
PRQ: ENG 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.

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
3 CR. (3L)
PRQ: ENG 060, ECE 101, ECE 102, 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: ENG 060, ECE 101, ECE 102, ECE 103, ECE 220, ECE 238, or equivalent assessment test score. Examines Colorado's licensing requirements, as well as quality 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.

ECE 241
ADMINISTRATION: HUMAN RELATIONS FOR EARLY CHILDHOOD EDUCATION
3 CR. (3L)
PRQ: ENG 060, ECE 101, ECE 102, ECE 103, ECE 220, ECE 238, 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.

ECE 256
WORKING WITH PARENTS, FAMILIES, AND COMMUNITY SYSTEMS
3 CR. (3L)
PRQ: ENG 060, or equivalent assessment test scores. 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.

ECE 260
EXCEPTIONAL CHILD
3 CR. (3L)
PRQ: ENG 060, or equivalent assessment test scores. Presents an overview of critical elements related to educating young children with disabilities in the early childhood setting. Topics include the following: typical and atypical development, legal requirements, research based practices related to inclusion, and accommodations and adaptations. Student will learn how a disability will impact a young child's learning process. Focus of the course is on birth through age 8.

ECE 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

ECE 288
PRACTICUM: EARLY CHILDHOOD EDUCATION
3 CR. (1L/4 PRC)
PRQ: ENG 060, ECE 101, ECE 102, ECE 220, or equivalent assessment test score. Provides students with advanced field experience opportunities in early childhood education programs.

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 175-177
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

ECO 201
PRINCIPLES OF MACROECONOMICS: GT-SS1
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: GT-SS1
3 CR. (3L)
PRQ: CIS 110, ENG 090, REA 090, MAT 060, or equivalent
assessment test scores or Department Chair approval. Studies the
firm, the nature of cost, and how these relate to the economy as a
whole. Analyzes economic models of the consumer, perfect
competition, monopoly, oligopoly and monopolistic competition.
Explores economic issues including market power, population
growth, positive and negative externalities, income distribution,
poverty and welfare, discrimination, and international economic
interdependence. This course is one of the Statewide Guaranteed
Transfer Courses, GT-SS1.

ECO 245
ENVIRONMENTAL ECONOMICS: GT-SS1
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. This
course is one of the Statewide Guaranteed Transfer Courses, GT-
SS1.

ECO 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of
special topics of interest.

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**
1 CR. (1L)
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, & 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. This course was designed
to meet Colorado Literacy Instruction Authorization requirements.

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. This course was
designed to meet Colorado Literacy Instruction Authorization
requirements.

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. This course was designed to meet Colorado Literacy
Instruction Authorization requirements.

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 175-177
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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

EDU 222
EFFECTIVE TEACHING
1 CR. (1L)
PRQ: ENG 121 or permission of instructor. Focuses on strategies for becoming an effective teacher. Topics included are: course goals and objectives, the first day, planning a lesson, higher levels of thought, test design and grading, assessment, and teaching and learning styles.

EDU 250
CTE IN COLORADO
1 CR. (1L)
Explores common elements of Career and Technical Education philosophy and current practices. It details the philosophy of Career and Technical Education (CTE), the federal Carl D. Perkins legislation and related guidelines for CTE, the Colorado Technical Act, national and state regulatory agencies, the CCCS program approval process, enrollment management and advising strategies, relevant local and national issues, and quality assurance principles.

EDU 260
ADULT LEARNING AND TEACHING
3 CR. (3L)
Examines the philosophy of community colleges and/or secondary schools and the roles and responsibilities of the faculty member within the college/school community. Introduces basic instructional theories and applications, with particular emphasis on adult learners. Includes syllabus development, learning goals and outcomes, and lesson plans. Emphasizes teaching to a diverse student body, classroom management, assessment and instructional technology.

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.

EDU 263
TEACHING AND LEARNING ONLINE
3 CR. (3L)
PRQ: EDU 221 and EDU 261 or permission of instructor. Provides faculty with the knowledge and skills necessary to design, develop, and deliver courses in a distance format. Focuses on assessment and evaluation methods and methods to incorporate interactive, collaborative and expanded learning activities.

EDU 266
ADV. COLLEGE TEACHING METHODS
1 CR. (1L)
PRQ: ENG 121 or permission of instructor. Explores current adult learning theory, and relates this theory to the practice of teaching. It also covers a variety of factors that influence teaching and learning, including social and individual psychological aspects of adult learning, patterns of participation and motivation, the role of instructional technology, handling challenging classroom behaviors, and assessment and evaluation strategies. The main point raised and discussed throughout the course is that effective teaching requires that instructors utilize a range of teaching and assessment approaches and methods in order to enhance learning.

EDU 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Electricity Ind/Commercial

**EIC 105
BASICS OF AC & DC ELECTRICITY
4 CR. (3L/1.5 LBV)
Focuses on resistance, current, voltage and power in AC and DC circuits; measurements; computations of series and parallel circuits; circuit analysis and troubleshooting with basic test equipment.

EIC 106
POWER THEORY & HIGH VOLT APPAR
3 (3L)
PRQ: ELT 106. Focuses on Ohm's Law, measurements, fundamentals of AC and DC circuits, with an emphasis on transformers and transformer connections, identify key elements in high voltage electrical systems from the generation station to the end consumer.

EIC 175
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

EIC 222
INSTRUMENT & PROCESS CONTROL
1.5 CR. (1L/.75 LBV)
PRQ: ELT 106. CORQ: ELT 257. Investigates theory of industrial instrumentation measurement through process control. Includes theory and measurement methods for temperature, pressure, level and flow. Incorporates hands-on training equipment to measure temperature and pressure and perform calibration of a pressure differential transmitter. Enables the student to construct a closed loop and tune the loop. Test equipment is used to simulate a two-wire transmitter and source a current signal for calibration of an I/P transducer.

EIC 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Electronics

ELT 101
SURVEY OF ELECTRONICS
3 CR. (1L/3 LBV)
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 060, REA 060 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 107
FUNDAMENTALS OF INDUSTRIAL ELECTRONICS
3 CR. (1L/3 LBV)
Provides a basic knowledge of generators, motors, and the solid state devices and digital techniques used for industrial control applications.

ELT 112
ADVANCED DC-AC
3 CR. (1L/3 LBV)
PRQ: 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 113
ADVANCED CIRCUIT ANALYSIS
4 CR. (2L/3 LBV)
Serves as an advanced course in the analysis of passive AC circuits. Emphasizes the use of complex algebra and network analyses.

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. 68 Contact Hours.

**ELT 136
INTRODUCTION TO TRANSISTORS
2 CR. (1L/1.5 LBV)
Introduces the operation and applications of bipolar transistors, JFETs and MOSFETs. Includes switching circuits, single-stage small-signal amplifiers and troubleshooting.

**ELT 137
ADVANCED TRANSISTORS
3 CR. (1L/3 LBV)
Continues ELT 136 with specifications and additional applications of bipolar transistors, JFETs and MOSFETs. Covers voltage regulation, common-collector, and power amplifiers. Includes analyses of single and cascaded amplifier stages. Emphasizes troubleshooting.

ELT 138
POWER CONTROL DEVICES
2 CR. (1L/1.5 LBV)
PRQ: ELT 106. Covers the specifications and operation of SCRs, triacs, diacs, unijunction transistors, PUTs and solid-state relays. Enables the student to construct and test circuits with power control devices. Troubleshooting is emphasized.

**ELT 139
OPTOELECTRONIC DEVICES
2 CR. (1L/1.5 LBV)
Focuses on a study of the specifications and operation of the LED, IRED, photoconductive cell, photodiode, phototransistor, optocoupler and vacuum-fluorescent display. Addresses fiber optics and lasers. Enables students to construct and test circuits with optoelectronic devices. Troubleshooting is emphasized.

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 149
DIGITAL DEVICES TROUBLESHOOTING
2 CR. (1L/1.5 LBV)
Focuses on troubleshooting to the component level after a detailed circuit analysis of a digital system that is not microprocessor based is performed.

**ELT 161
ELECTROMECHANICAL TROUBLESHOOTING**
1 CR. (.5L/.75 LBV)
Focuses on troubleshooting electromechanical systems consisting of switches, relays and motors. Emphasizes teamwork.

**ELT 163
SOLDERING**
1 CR. (.5L/.75 LBV)
Covers the theory and practice of high reliability hand soldering in the electronics field. Includes soldering practice with wire and terminal soldering as well as PCB soldering of through-hole and surface-mount devices.

**ELT 165
ELECTRONIC ASSEMBLY**
3 CR. (1L/3 LBV)
Introduces electronic assembly methods with an emphasis on processes, safety, component recognition, and soldering techniques for both through hole and surface mount components.

ELT 175
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

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, and the purpose of CMOS.

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 205
ELECTRONIC TROUBLESHOOTING I**
3 CR. (1L/3 LBV)
Introduces basic troubleshooting techniques and skills required to analyze, troubleshoot, and repair both analog and digital electronic devices.

**ELT 225
COMMUNICATION ELECTRONICS I**
3 CR. (1L/3 LBV)
Focuses on a basic analog communication course emphasizing the elements of a communication system, radio frequency analysis and characteristics, radio frequency circuits, AM and FM modulation techniques, and AM and FM transmitters and receivers.

**ELT 226
COMMUNICATION ELECTRONICS II**
3 CR. 1L/3 LBV)
Introduces basic digital communication techniques, transmission line characteristics, radio wave propagation, and antennas.

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 241
DC/AC TECHNIQUES**
3 CR. (4.5 LBV)
Enables the student to analyze and experimentally verify theoretical results determined using network theorems, methods of analysis, time constants, phasers and time-dependent, sinusoidal formulations. 68 contact hours.

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. 68 contact hours.

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 101, ELT 106. 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. 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
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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

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 090 or equivalent assessment test score. CORQ: HPR 102, EMS 170. 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
2 CR. (1L/1.5 LBV)
PRQ: Current Colorado certification as EMT-Basic or eligible for re-certification. Provides the student with a refresher course designed to meet the recertification requirements for the State of Colorado and/or a portion of the recertification requirements for National Registry.

EMS 127
AEMT SPECIAL CONSIDERATIONS
1 CR. (.5L/.75 LBV)
PRQ: Acceptance into the AEMT Program. Introduces the Advanced Emergency Medical Technician (AEMT) student to the fundamental knowledge of growth, development and aging considerations in the emergency patient. The student will learn to use assessment findings to provide basic and selected advanced emergency care and transportation for a patient with special needs. These include the obstetric patient, neonatal patient, pediatric patient, geriatric patient, and patients with special challenges. Learners will apply this knowledge to patient assessment and the development of a treatment plan in a simulated setting. This course also provides an overview of the principles of safe ground ambulance operations, incident management, multiple casualty incidents, air medical responses, vehicle extrication, hazardous material awareness and terrorism and disaster response. Learners will apply critical thinking skills to ensuring the safety of a scene and a plan for safe patient care and transportation.

EMS 129
AEMT PHARMACOLOGY
1 CR. (.5L/.75 LBV)
PRQ: Acceptance into the AEMT Program. Provides the Advanced Emergency Medical Technician (AEMT) student with a basis for making clinical decisions in the pharmacologic management of patients commonly encountered in the pre-hospital setting. Topics include the legal and ethical aspects of pharmacotherapy, roles, responsibilities and techniques associated with medication preparation and administration, the classification and naming of medications, pharmacokinetics, pharmacodymanics, and medication calculations. In addition the mechanism of action, dose, route(s) of administration, therapeutic effects, adverse effects, and therapeutic indications for medications within the Advanced Emergency Medical Technician scope of practice are discussed in detail.

EMS 130
EMT INTRAVENOUS THERAPY
2 CR. (1.25L/.375 LBV/1 CLI)
PRQ: Current Colorado Certification as an EMT or Department Chair approval. 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.

EMS 131
AEMT FUNDAMENTALS
2 CR. (1L/1.5 LBV)
PRQ: Acceptance into the AEMT Program. Provides the Advanced Emergency Medical Technician (AEMT) student with instruction in EMS systems, communications and documentation, pathophysiology, airway management, and the role of EMS in public health.

EMS 133
AEMT MEDICAL EMERGENCIES
2 CR. (1L/1.5 LBV)
PRQ: Acceptance into the AEMT Program. Introduces the Advanced Emergency Medical Technician (AEMT) student to a fundamental knowledge of emergency care for the medical patient. This course provides instruction in the integration of physical exam findings, history findings, and pathophysiology when assessing and treating the medical patient. Topics addressed include neurology, immunology, infectious diseases, endocrine disorders, cardiovascular disorders, toxicology, respiratory emergencies, hematology, and renal disorders.

EMS 135
AEMT TRAUMA EMERGENCIES
2 CR. (1L/1.5 LBV)
PRQ: Acceptance into the AEMT Program. Introduces the Advanced Emergency Medical Technician (AEMT) student to a fundamental knowledge of emergency care for the trauma patient. The student will learn how to utilize assessment findings to provide basic and selected advanced emergency care and transportation for the trauma patient.

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.

EMS 171
AEMT CLINICAL INTERNSHIP
2 CR. (6 INT)
PRQ: Acceptance into the AEMT Program. Builds on the Advanced Emergency Medical Technician (AEMT) student's fundamental knowledge of patient care in the clinical and field setting. The student will perform patient assessments through physical examination, and patient interviews of health history and current illness. The student will then use those assessment findings to develop and carry out a patient treatment plan. This will include pediatric, geriatric and adult patients with a variety of presentations. The student will also survey each field scene for safety considerations and scene management.

EMS 175-177
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

EMS 178
EMS SEMINAR
1 CR. (1L)
Provides the student with the opportunity to explore local interests and needs in a less formal setting.

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.

EMS 203
EMT INTERMEDIATE I
6 CR. (4L/3 LBV)
PRQ: Current Colorado Certification as an EMT with IV endorsement, MAT 060. CORQ: EMS 270. Course provides preparatory information and is the first part of the EMT Intermediate program.

EMS 205
EMT INTERMEDIATE II
6 CR. (4L/3 LBV)
PRQ: EMS 203, EMS 270. Serves as the second course for EMT Intermediate certification.

EMS 206
EMT INTERMEDIATE REFRESHER
3 CR. (2L/1.5 LBV)
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.

EMS 213
PREHOSPITAL TRAUMA LIFE SUPPORT
1 CR. (1L)
Provides basic and/or advanced trauma life support information and skill practice.

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.

EMS 225
FUNDAMENTALS OF PARAMEDIC PRACTICE
3 CR. (3L)
PRQ: BIO 201, current Colorado Certification as an EMT with IV endorsement or higher and acceptance into the Paramedic Education Program. 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. (1.5 LBV/2 CLV)
PRQ: Currently enrolled in EMS 225, or have successfully completed EMS 225. 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: BIO 201, current Colorado Certification as an EMT with IV endorsement or higher and acceptance into the Paramedic Education Program. Focuses on a comprehensive study of Advanced Life Support Practice.

EMS 228
PARAMEDIC SPECIAL CONSIDERATIONS LAB
2 CR. (1.5 LBV/2 CLV)
PRQ: Completion of pre-course screening including drug screen and criminal background check. CORQ: EMS 227. Serves as the lab experience for those students enrolled in EMS 227.

EMS 229
PARAMEDIC PHARMACOLOGY
3 CR. (3L)
PRQ: BIO 201, current Colorado Certification as an EMT with IV endorsement or higher and acceptance into the Paramedic Education Program. Focuses on a comprehensive study of emergency pharmacology.

EMS 230
PARAMEDIC PHARMACOLOGY LAB
2 CR. (1.5 LBV/2 CLV)
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: BIO 201, current Colorado Certification as an EMT with IV endorsement or higher and acceptance into the Paramedic Education Program. Addresses cardiology topics as presented in the National Standard Curriculum for paramedics.

EMS 232
PARAMEDIC CARDIOLOGY LAB
1 CR. (.75 LBV/1 CLV)
PRQ: Completion of pre-course screening including drug screen and criminal background check. CORQ: EMS 231. Incorporates a hands-on application of principles of cardiac care in the hospital environment.

EMS 233
PARAMEDIC MEDICAL EMERGENCIES
4 CR. (4L)
PRQ: BIO 201, current Colorado Certification as an EMT with IV endorsement or higher and acceptance into the Paramedic Education Program. Focuses on a comprehensive study of adult medical emergencies.

EMS 234
PARAMEDIC MEDICAL EMERGENCIES LAB
1 CR. (.75 LBV/1 CLV)
PRQ: Completion of pre-course screening including drug screen and criminal background check. CORQ: EMS 233. Focuses on a clinical study of adult and pediatric medical emergencies.

EMS 235
PARAMEDIC TRAUMA EMERGENCIES
4 CR. (4L)
PRQ: BIO 201, current Colorado Certification as an EMT with IV endorsement or higher and acceptance into the Paramedic Education Program. Focuses on a comprehensive study of adult and pediatric trauma emergencies.

EMS 236
PARAMEDIC TRAUMA EMERGENCIES LAB
1 CR. (.75 LBV/ 1 CLV)
PRQ: Completion of pre-course screening including drug screen and criminal background check. CORQ: EMS 235. Serves as a lab presenting various acute trauma scenarios.

EMS 237
PARAMEDIC INTERNSHIP PREPARATORY
2 CR. (2L)
PRQ: EMS 225, EMS 227, EMS 229, EMS 231, EMS 233, EMS 235 or Department Chair permission. Reviews concepts and techniques used in the prehospital setting.

EMS 270
CLINICAL: EMS INTERMEDIATE
3 CR. (4.5 LBV)
PRQ: Completion of pre-course screening including drug screen and criminal background check. CORQ: EMS 203. Provides the EMT-I student with the required field experiences as required by the Colorado Department of Health.

EMS 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

EMS 280
PARAMEDIC INTERNSHIP I
6 CR. (18 INT)
PRQ: EMS 237. Provides the first course of a proctored internship to develop paramedic skills in a field setting. The student will gain experience in scene management as a member of an ALS team. The student will also apply advanced life support patient care acknowledge to the assessment and treatment of patients.

EMS 281
PARAMEDIC INTERNSHIP II
6 CR. (18 INT)
PRQ: EMS 280. Provides the second course of a proctored internship to develop paramedic skills in a field setting. The student will gain experience in scene management as a leader of the ALS team. The student will also apply advanced life support patient care knowledge to the assessment and treatment of patients.

EMS 282
EMT INTERMEDIATE INTERNSHIP
.25-6 CR. (.75-18 INT)
PRQ: EMS 203, EMS 270. CORQ: EMS 205. Provides the EMT-Intermediate with a supervised clinical learning experience that meets or exceeds the requirements for the State of Colorado Department of Public Health and Environment. Enables the student to work with a preceptor for clinical and internship experience to develop an understanding of advanced life support patient care and assessment.

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.

Energy Technology

ENY 101
INTRODUCTION TO ENERGY TECHNOLOGIES
3 CR. (3L)
PRQ: MAT 060, REA 090, 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 102
BUILDING ENERGY AUDIT TECH
3 CR. (2L/1.5 LBV)
Teaches the principles of building energy audit techniques to include diagnostic software. During the course the student will perform an energy audit. As a result of the audit, he/she will be able to recommend application of the most appropriate energy-saving treatments such as insulation, windows, appliances and HVAC equipment.

ENY 103
RENEWABLE ENERGY WORKER SAFETY
3 CR. (3L)
Make the student aware of various hazards that may be encountered in the renewable energies industry. The student is further trained through successful completion and certification in basic Cardio-Pulmonary Resuscitation (CPR), First Aid, and Automatic External Defibrillators (AED) and the Occupational Safety and Health Administration's (OSHA) 10 hour General Industry training.

ENY 104
BASIC WIND TURBINE TECHNOLOGY
3 CR. (3L)
This course will introduce students to the fundamental concepts of turning energy from the wind to electricity. Students will explore the history and projected future of producing energy from the wind. Students will identify the various scales of wind turbines, design types and their major subcomponents. Students will perform a general analysis of sites where wind turbine installation is developing, along with analyzing Federal and State policy regarding the production of power from large and small scale wind turbines.

ENY 121
SOLAR PHOTOVOLTAIC COMPONENTS
3 CR. (2L/1.5 LBV)
PRQ: ELT 101, ELT 106. Reinforces basic safety principles and provides detailed knowledge of photovoltaic components. Also covered is an overview of site analysis and special purpose tools. Upon successful conclusion of this course the student will be able to select proper components for a photovoltaic system based on regulatory codes and standards and individual component specifications.

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 127
SOLAR PV SYSTEM INSTALL
3 CR. (2L/1.5 LBV)
PRQ: ENY 121. Emphasizes safe work practices while familiarizing the student with the intricacies of installing a photovoltaic (PV) system. This course takes the student through the process from the initial site survey to system commissioning and culminates with a hands-on installation.

ENY 132
NABCEP ENTRY LEVEL PREP CLASS
1 CR. (1L)
PRQ: ENY 127; CORQ: ENY 231. Reviews the knowledge needed by the student to permit passing the NABCEP Entry level test. This is an overview class only and is not meant to be a replacement for the actual class.

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 175-177
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

ENY 225
SOLAR DOMESTIC HOT WATER SYSTEMS
3 CR. (3L)
PRQ: MAT 060, REA 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 060, REA 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.

ENY 230
PV MAINTENANCE & TROUBLESHOOTING
2 CR. (1L/1.5 LBV)
PRQ: ENY 121. Learn about the areas of a PV system that could be troublesome and how to deal effectively with problems. This course will cover regular maintenance, how to judge if a system is performing up to specifications and troubleshooting techniques. Flat plate and tracking PV systems will be covered.

ENY 231
SOLAR CONTRACTING
4 CR. (3L/1.5 LBV)
PRQ: ENY 121. Learn the NEC code sections essential to the Solar PV contractor. Additional areas covered include one-line drawings, permit applications, rebate forms and grounding regulations.

ENY 240
ESTIMATING FOR ENERGY
4 CR. (4L)
PRQ: ENY 127. CORQ; ENY 231. Learn the proper way to estimate the true cost of energy related projects, such as solar installation including contractor overhead, accurate materials lists with true costs and an evaluation of system performance with a comparison to the sales quote. This is a ¿Capstone¿ class in the students¿ educational experience. A portfolio will be created to include a sales package with submittals and documents that will include post installation satisfaction survey and job cost reports.

ENY 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

ENY 280
INTERNSHIP
3 CR. (9 INT)
PRQ: Department Chair Approval. 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.

Engineering

EGG 100
INTRODUCTION TO ENGINEERING
1 CR. (1L)
PRQ: REA 060. Introduces the math and science required in a variety of engineering disciplines. The particular engineering disciplines examined are: Civil Engineering, Mechanical Engineering, Electrical Engineering, Industrial Engineering, and Computer Science. For each discipline the course will examine certification requirements, program of study, types of work and tasks in each discipline and compensation ranges. Tours and speakers will be arranged.

EGG 101
ENGINEERING GRAPHICS I
3 CR. (1L/3 LBV)
PRQ: EGG 100; CORQ: MAT 090. Provides an application of engineering graphics as a communication form and a tool to solve three-dimensional design problems. Topics include: Orthographic, axonometric, and isometric projections, sections and auxiliary views, the geometry of lines, planes, and curved surfaces. This course is an introduction to PC-based, menu driven, 3D Computer Aided Design Systems, Spreadsheets, and Freehand Drawing.

EGG 211
ENGR MECHANICS I - STATICS
3 CR. (3L)
PRQ: MAT 201. Focuses on the vector and calculus treatment of forces and force systems. Covers concurrent and noncurrent force systems. Includes calculating moments of friction, trusses, centroids and moments of inertia.

EGG 212
ENGINEERING MECHANICS II (DYNAMICS)
3 CR. (3L)
PRQ: MAT 201. Focuses on vector and calculus treatment of the dynamics of particles and rigid bodies using Newton`s Laws. Includes work-energy impulse momentum, and free and forced oscillations.

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 140
CONSTRUCTION SURVEYING
5 CR. (3L/3 LBV)
Surveys procedures relating to the construction of buildings, roads, dams and pipelines.

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 175-177
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

**ENT 210
SOIL MECHANICS
2 CR. (1L/1.5 LBV)
Emphasizes basic principles of soil mechanics and proper testing procedures as they relate to construction.

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. Teaches schematics, printed circuit board layouts, symbols, and wiring diagrams to 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: MAT 090, REA 090. 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 or 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 & 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.

ENT 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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 119
WRITING RESUMES AND COVER LETTERS
1 CR. (1L)
Provides an introduction to writing resumes and cover letters. Students will learn a variety of techniques for writing, presenting, formatting, and organizing traditional resumes, electronic resumes and cover letters.

ENG 121
ENGLISH COMPOSITION I: GT-CO1
3 CR. (3L)
PRQ: a grade of C or better in ENG 090 or a score of 95 or better on the ACCUE test. 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: GT-CO1
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 175
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

ENG 201
COMPOSITION III; WRITING FOR PUBLIC DISCOURSE GT-C03
3 CR. (3L)
PRQ: ENG 122 with a C or higher. Provides students with skills necessary to enter into higher-level undergraduate academic discourse or professional workplace writing. ENG 201 extends students' rhetorical knowledge and develops critical reading, thinking, and writing strategies in multiple specialized areas of discourse beyond what they encounter in ENG 122. In ENG 201, students deepen their rhetorical and writing skills by learning to analyze, synthesize, summarize, complex texts and incorporate this information into specific writing conventions for a defined discipline. As a more advanced composition course, ENG 201 provides interested students with the opportunity to continue their exploration of expository writing with the added benefit of learning to write for distinct audiences (format, language, level of specificity, length, and documentation style). Students will also learn effective editing and revising techniques, discipline-specific writing strategies, and how to extend their mastery of rhetorical strategies. While ENG 201 may be taught with the focus in a variety of disciplines (science writing, gender studies, literary criticism, writing in the humanities, business writing, political geography, philosophy, and so on), every discipline will allow students the opportunity to learn how to communicate with specialized audiences and adapt content to the needs of varying rhetorical situations. evaluative, and/or persuasive papers that incorporate research. This course is one of the Statewide Guaranteed Transfer Courses, GT-CO3

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.

Environmental Science

ENV 101
ENVIRONMENTAL SCIENCE: GT-SC1
4 CR. (3L/3 LBA)
PRQ: REA 090, MAT 060, ENG 060 or equivalent assessment test scores. Provides an introduction to the basic concepts of ecology and the relationship between environmental problems and biological systems. Includes interdisciplinary discussions on biology, chemistry, geology, energy, natural resources, pollution, and environmental protection. Using a holistic approach, students will study how the foundations of natural sciences interconnect with the environment. This course includes laboratory experience. This course is one of the Statewide Guaranteed Transfer Courses, GT-SCI.

Esthetician

Please refer to "Cosmetology."

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.

ETH 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

**Facilities Maintenance Tech

**FMT 101
CUSTODIAL TECHNIQUES
4 CR. (4L)
Focuses on products and techniques of maintaining commercial or industrial buildings. Covers health standards and issues.

**FMT 102
FACILITIES MAINTENANCE - ELECTRICITY
4 CR. (3L/1.5 LBV)
Focuses on electrical fundamentals as applied to residential and commercial facilities maintenance. Covers repair, service and maintenance of electrical systems and codes.

**FMT 103
FACILITIES MAINTENANCE - PLUMBING
4 CR. (2L/3 LBV)
Addresses troubleshooting, servicing and repairing of plumbing systems found in commercial and industrial buildings. Includes codes and safety practices.

**FMT 111
HOUSEKEEPING
1.5 CR. (1L/.75 LBV)
Introduces components and practices that provide the part-time custodian with the basic knowledge to effectively perform all fob-related work assignments in general housekeeping.

**FMT 128
CUSTODIAN PERSONNEL MANAGEMENT
1.5 CR. (1.5L)
Trains school custodians in basic personnel management and emphasizes leadership and teambuilding skills for the first-time manager.

**FMT 150
JOB SURVIVAL SKILLS
1 CR. (1L)
Learn job survival skills that will give you a competitive edge in the workplace. This course of instruction will provide the necessary skills to obtain and keep a job in the custodial trades. Tools taught will be stepping stones for advancement on the job. Topics covered include self-esteem, ethics, responsibility, leadership equity/diversity, communication skills, time management, workplace etiquette, how to deal with the unexpected, and resumes/interviews.

**FMT 250
CLEANING CHEMICALS
1 CR. (1L)
Using chemicals safely is the focus of this course. How to select the proper cleaning chemicals, cleaning agents, and disinfectants is taught. OHSA standards are included.

Film Video Media

FVM 155
WRITING THE SHORT SCRIPT
3 CR. (3L)
Introduces short script writing where students conceptualize, write, rewrite, and polish their own scripts throughout the course building a portfolio for use in student productions. The course covers several writing techniques including the principles of construction, the role of subtext, creating dynamic characters, and the difference in theory between shorts and features.

FVM 160
VIDEO POST PRODUCTION I
3 CR. (1L/3 LBV)
Introduces the basic concepts and skills of video post production with an emphasis on non-linear editing. The student will demonstrate comprehension of basic editing techniques to enhance visual storytelling. The student will learn to critically analyze shot construction, motion and composition in storytelling and character development for the films and exercises they shoot in FVT/FVM 105 Video Production I.

FVM 164
DIGITAL EDITING: FINAL CUT PRO
3 CR. (1L/3 LBV)
Introduces the basic concepts and skills of non-linear editing using Final Cut Pro. The student will demonstrate comprehension in various editing techniques and apply the acquired knowledge to exercises in the class. The student will analyze other editor's works for aesthetic and technical merit and develop an understanding of industry standards and expectations. Capturing, outputting, and software integration are covered.

FVM 185
DOCUMENTARY FILM
3 CR. (2L/1.5 LBV)
An overview of the subject, with an emphasis on the historical development of the documentary film. Classroom visits with local documentary filmmakers, analysis of documentary techniques, finding the story and the challenges of the medium.

FVM 200
VIDEO PRODUCTION II
3 CR. (4.5 LBV)
Engages students in more advanced productions, helping them to develop and demonstrate a mastery of the many skills necessary to make effective and successful films. Translates knowledge, methods and concepts developed in previous courses, into a creative, problem solving learn-by-doing filmmaking experience.

FVM 205
CAMERA TECHNIQUES
3 CR. (1L/3 LBV)
The narrative importance of different camera angles, movements, and focal planes are analyzed. Students will examine how video and 16mm film cameras work, and various techniques used in composition and the acquisition of images. Students will demonstrate and apply technique by shooting specific exercises both in and out of class.

FVM 206
FILM/VIDEO LIGHTING
3 CR. (1L/3 LBV)
Lighting design and aesthetics in interior, exterior, location and studio settings. Students will examine and analyze photographic and motion picture lighting and plan, design and implement their re-creation. Students will then demonstrate and apply technique by shooting specific exercises both in and out of class.

FVM 208
SOUND FOR FILM/VIDEO
3 CR (1L/3 LBV)
This introduction to sound for film and video provides instruction on acquisition of audio on location and post-production methods. Students will apply the techniques and tools discussed in class to practical exercises and group environments. Students will analyze sound information to prepare projects for the post-production process and learn to synthesize the acquired results with the visual elements of the story to enhance the emotional impact of a piece. Students will be introduced to sweetening techniques, musical compositions and Foley.

FVM 209
PRODUCTION MANAGEMENT
3 CR. (1L/3 LBV)
This course teaches students how to plan, schedule, and budget for a feature length film or television pilot using Scheduling and Budgeting software. Students will use critical thinking to arrange and divide the script and learn how to predict, calculate, and estimate for insurance requirements, unions and guilds, and basic accounting to complete a professional industry budget and schedule ready for production.

FVM 215
POST PRODUCTION II
3 CR. (4.5 LBV)
PRQ: FVM 164
Instructs students in editing techniques using footage shot in FVT 200 Production II and from assigned footage. Students will explore various exercises to learn control and comprehension of digital editing and storytelling and to apply these techniques to the completion of a final edit for Production II. Students will continue to use and gain mastery over non-linear editing systems including an introduction to audio post production, music creation and placement and color correction. Students will learn to evaluate footage and edit pieces with strong character development and strong narrative structure.

FVM 265
DVD AUTHORING
3 CR. (4.5 LBV)
Instructs the student in the basic concepts and skills of DVD authoring. The student will explore the various techniques available in the software program DVD Studio Pro to achieve their technical and artistic visions for DVD projects. Students will analyze and evaluate other interactive products and learn to consider audience participation in the digital environment. Students will apply the techniques in a DVD of their personal work as their final project.

FVM 275
SPECIAL TOPICS
0-12 CR.
Offers a variety of courses such as: Understanding the actor's Process, Intro to Digital FX for Post, Acting Scene to Screen, etc.

**Fine Woodworking

**FIW 100
FUNDAMENTALS OF WOODWORKING
4 CR. (3L/1.5 LBV)
Introduces the manipulation of materials, drawings, hand and power tools, sharpening, joinery, assembly, and preparation for and finishing to accomplish woodworking.

**FIW 108
TOOLMAKING AND JIGS
4 CR. (2L/3 LBV)
Expands the capabilities, speed and accuracy of the woodworker through the use of jigs and specialty tools. Focuses on constructing several projects (box joint jig, a router table, a mock dovetail jig or spring pole lathe) of progressing difficulty.

**FIW 109
INTRODUCTION TO CABINETMAKING
4 CR. (3L/1.5 LBV)
Introduces the student to the various components of cabinetmaking. The course will teach the student basic shop drawing, material properties, joinery, and power and stationary tools as related to basic cabinet construction. Safe and efficient use of machinery and materials are the essential goals of this course.

**FIW 118
LATHE TURNINGS
4 CR. (3L/1.5 LBV)
Explores the capacities of a lathe through spindle and faceplate turnings. The use of bead, cove, taper, cylindrical, v-cutslk proportion and curved line relationships are examined. Lathe components, tools, and sharpening are explored.

**FIW 125
FINISHING WOOD
4 CR. (3L/1.5 LBV)
Allows the student to research the wide variety of finishes available from the oldest formulations to the bewildering array of modern films and stains. Enables the student to experiment with a representative sampling of colorations and surface finishes on a variety of species of wood using a selection of application techniques.

**FIW 128
DOORMAKING
4 CR. (3L/1.5 LBV)
Focuses on the planning, design, selection and purchase of materials, construction, finishing and hanging of a door that the students has constructed. Examines assorted styles of door construction, joinery, glues and fabrication techniques.

**FIW 201
JOINERY
4 CR. (3L/1.5 LBV)
Explores different types of wood connections, using both hand and power tool techniques in frame and carcass joinery. Enables students to cut, fit, and assemble projects to demonstrate their knowledge.

**FIW 205
TABLEMAKING
4 CR. (1L/4.5 LBV)
Focuses on the study and construction of flat surface using some of the wide variety of potential styles, sizes, materials and techniques available. Examines solid and sheet goods as well as alternative construction methods and their various qualities. Explores fastenings, edging and movement concerns.

**FIW 206
CHAIRMAKING**
4 CR.(1L/4.5 LBV)
Utilizes chair construction to examine some of the alternatives of machine and hand-tool construction as illustrated by seat shaping through router surfacing vs. inshave use. Addresses spindle turnings, spokes have use, and compound angles. Resolves construction dilemmas such as jointing compound curves and jig making for tapered legs with fluting or reeding when constructing a chair.

**FIW 209
CABINETMAKING**
4 CR. (2L/3 LBV)
Covers cabinet types, kitchen and cabinet design, layout, construction, hardware installation, materials, power tool use, accessories and estimation.

**FIW 213
FURNITURE MAKING**
4 CR. (3L/1.5 LBV)
Teaches furniture design, construction techniques, material selection, joinery, bending, laminating, veneer work and casework details.

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) CR HRS CHANGED TO 6
CORQ: REA 060 or equivalent assessment test score. Addresses the requirements necessary to perform at the second 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 II, standard.

FST 102
PRINCIPLES/EMERGENCY SERVICES
3 CR. (3L)
CORQ: REA 060 or equivalent assessment test score. Provides an overview to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government ; laws and regulations affecting the fire service; fire service nomenclature ; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics.

FST 103
OCC SAFETY & HEALTH FOR FIRE
3 CR. (3L)
CORQ: REA 060 or equivalent assessment test score. Introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Topics include risk evaluation and control procedures for fire stations, training sites, emergency vehicles, and emergency situations involving fire, EMS, hazardous materials, and technical rescue. Upon completion of this course, students should be able to establish and manage a safety program in an emergency service organization.

FST 104
FIRE PROTECTION SYSTEMS
3 CR. (3L)
CORQ: REA 060 or equivalent assessment test score. Provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers.

FST 105
BUILDING CONST FOR FIRE PROF
3 CR. (3L)
CORQ: REA 060 or equivalent assessment test score. Provides the components of building construction that relate to fire and life safety. The focus of this course is on firefighter safety. The elements of consideration and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies.

FST 106
FIRE PREVENTION
3 CR. (3L)
CORQ: REA 060 or equivalent assessment test score. Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education.

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 hazadous 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 121
TECHNICAL ROPE RESCUE
4 CR. (1L/4.5 LBV)
PRQ: Accuplacer: Reading 62+, English 70+, Arithmetic 34+.
Provides students with the knowledge and skills to handle low and high angle rescues using rescue rope and associated hardware. The course takes students from the introductory level up to advanced skills in three separate sessions. Belay, rappel and raising systems are taught in a real-life setting in both high- and low-angle rescue environments. Students are also taught care and maintenance of equipment.

FST 126
VEHICLE EXTRICATION AWARENESS LEVEL
1 CR. (1.5 LBV)
PRQ: Accuplacer: Reading 62+, English 70+, Arithmetic 34+.
Provides the student with entry level knowledge and skills to safely operate at the scene of a vehicle/machinery extrication. Training in this course represents the minimum level of training needed to respond to a vehicle extrication incident.

FST 127
VEHICLE EXTRICATION OPERATIONS LEVEL
2 CR. (.5L/2.25 LBV)
PRQ: Accuplacer: Reading 62+, English 70+, Arithmetic 34+.
Expands and refines the objectives of FST 126. Students shall be capable of hazard recognition, equipment use, and techniques necessary to operate safely and effectively at incidents involving persons injured or entrapped in a vehicle or machinery.

FST 128
VEHICLE EXTRICATION TECHNICIAN LEVEL
3 CR. (1L/3 LBV)
PRQ: Accuplacer: Reading 62+, English 70+, Arithmetic 34+.
Expands and refines the objectives learned in FST 127. Training in this course represents the highest level of operation at the rescue scene involving vehicle extrication. Students shall be capable of hazard recognition, equipment use, and techniques necessary to operate and effectively supervise at incidents involving persons injured or entrapped in a vehicle or machinery.

FST 132
STRUCTURAL COLLAPSE
2 CR. (.5L/2.25 LBV)
PRQ: Accuplacer: Reading 62+, English 70+, Arithmetic 34+.
Covers the various types of construction, causes for structural collapse, types of structural collapse, and identification of structural component failures. Mitigation of a structural collapse response and other associated hazards through use of ICS, proper size-up, building failure analysis, monitoring techniques, shoring systems and associated equipment, proper search and recovery techniques, and personal protective equipment requirements.

FST 133
TRENCH RESCUE
2 CR. (.5L/2.25 LBV)
PRQ: Accuplacer: Reading 62+, English 70+, Arithmetic 34+.
Covers trench types; Trench versus excavation rescues; soil types encountered at trench rescue sites; collapse dynamics; ICS/IMS; equipment, materials and tools used for rescue operations; personal protection issues; trench shoring; and victim extrication.

FST 134
CONFINED SPACE RESCUE
2 CR. (.5L/2.25 LBV)
PRQ: Accuplacer: Reading 62+, English 70+, Arithmetic 34+.
Covers the definition of confined space; OSHA considerations and permit requirements; monitoring instruments; ICS/IMS; victim contact; breathing apparatus such as SABA/SCBA; communications and equipment, e.g., radio/hardwired; patient packaging; rescue versus recovery; and patient extrication.

FST 135
ICE WATER RESCUE
2 CR. (.5L/2.25 LBV)
PRQ: Accuplacer: Reading 62+, English 70+, Arithmetic 34+.
Covers types of ice encountered in ice water rescue; ICS/IMS; ice strength; patient evaluation and contact; rescue equipment; ice water rescue techniques; rescue suit safety; belay line and shore support; hypothermia; Zodiac boat techniques; and victim rescue.

FST 136
SWIFT WATER RESCUE
2 CR. (.5L/2.25 LBV)
PRQ: Accuplacer: Reading 62+, English 70+, Arithmetic 34+.
Covers fast water hazards and risk analysis relating to swift water rescue; low head dam; ICS/IMS; victims in vehicles; rescue equipment and techniques; rope systems and throw bags; reach/throw/go; rescuer safety and shore support; and personal protective equipment.

FST 137
VEHICLE EXTRICATION
2 CR. (.5L/2.25 LBV)
PRQ: Accuplacer: Reading 62+, English 70+, Arithmetic 34+.
Covers transportation emergency assessment skills as they relate to vehicle extrication; establishing safety zones; "reading" the wreck; ICS/IMS; utilities, traffic and fuel; vehicle construction; air bags; vehicle stabilization; victim access and stabilization; dismantling the vehicle; and patient packaging.

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
3 CR. (1L/3 LBV)
CORQ: REA 060 or equivalent assessment test score. Prepares students for the CPAT test and other related fitness testing for entry level firefighters. The course will focus on aerobics and strength training to assist students in passing a CPAT test or any related fitness entry level test. Students will also be trained on how to use various firefighting tools as they pertain to how the tools will be used in the CPAT or other related entry level fitness test.

FST 175
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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
STRATEGY AND TACTICS
3 CR. (3L)
CORQ: REA 090 or equivalent assessment test score. Provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground.

FST 203
FIRE HYDRAULICS & WATER SUPPLY
3 CR. (3L) S/B 4 cr hours
CORQ: REA 090 or equivalent assessment test score. Provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems.

FST 204
PRINCIPLES OF CODE ENFORCEMENT
4 CR. (4L) S/B 3 cr hours
CORQ: REA 090 or equivalent assessment test score. To provide the students with the fundamental knowledge of the role of code enforcement in a comprehensive fire prevention program.

FST 205
FIRE INVESTIGATION I
3 CR. (3L)
CORQ: REA 090 or equivalent assessment test score. Provides the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the firesetter, and types of fire causes.

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 208
FIRE PLANS REVIEW AND ACCEPTANCE TESTING
2 CR. (2L)
PRQ: Accuplacer: Reading 80+, English 70+, Arithmetic EA 45+. Instructs the student on how to review building plans submitted to a fire department, acceptance testing procedures, implementation of a fire inspection program, and how to deal effectively with the public for fire prevention and education activities.

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 251
LEGAL ASPECTS OF FIRE SERVICE
3 CR. (3L)
PRQ: REA 80+, ENG 70+, MAT EA 45+. Introduces the Federal, State, and local laws that regulate emergency services, national standards influencing emergency service, standard of care, tort, liability, and a review of relevant court cases.

FST 252
FIRE INVESTIGATION II
3 CR. (3L)
CORQ: REA 090 or equivalent assessment test score. Provides the student with advanced technical knowledge on rule of law, fire scene analysis, fire behavior, evidence collection and preservation, scene documentation, case preparation, and testifying.

FST 253
NIMS
3 CR. (3L)
PRQ: FST 202. CORQ: REA 090 or equivalent assessment test score. Focuses on the National Incident Management System including fire ground management and resource management. Multiagency coordination systems are discussed, organization preparedness for large scale emergencies, Communication and information are addressed. The course concludes with a review of the National Response Plan.

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 <mark>(ARCHIVED)</mark>
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.

FST 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Fire Science Wildland

FSW 100
S-190 INTRODUCTION TO WILDLAND FIRE BEHAVIOR
1 CR. (1L)
PRQ: Accuplacer: Reading 62+, English 70+, Arithmetic 34+. Provides instruction in the primary environmental factors that affect the start and spread of wildfire and recognition of potentially hazardous situations. This course can be taught in conjunction with or prior to Firefighting Training S-130.

FSW 101
S-130 FIREFIGHTING TRAINING
2 CR. (.5L/2.25 LBV)
PRQ: Accuplacer: Reading 62+, English 70+, Arithmetic 34+. Provides entry-level firefighter skills. A version of the L-180, Human Factors on the Fireline, is included as part of the course. Credit should be issued for S-130.

FSW 102
S-131 FIREFIGHTER TYPE I
0.5 CR. (.5L)
PRQ: Accuplacer: Reading 62+, English 70+, Arithmetic 34+. Designed to meet the training needs of the Firefighter Type 1. It contains several tactical decision modules designed to facilitate learning the objectives and class discussion. This course is designed to be interactive in nature. Topics include fireline reference materials, communications, and tactical decision making.

FSW 103
D-110 DISPATCH RECORDER WITH INTRODUCTION TO ROSS
1 CR. (15L)
Trains potential dispatch recorders on the structure of an expanded dispatch organization and how to effectively perform within that organization. Course will provide the student with a working knowledge of the purpose and process of completing the resource order and other dispatch forms. It will also provide instruction on established dispatch procedures.

FSW 104
I-100 INTRODUCTION TO ICS
0.25 CR. (.25L)
PRQ: Accuplacer: Reading 62+, English 70+, Arithmetic 34+. Address the ICS organization basic terminology, and common responsibilities. It provides a foundation upon which to enable entry-level personnel to function appropriately in the performance of incident-related duties. For students continuing through more complex ICS modules, this course may be used as pre-course work.

FSW 140
S-200 INITIAL ATTACK INCIDENT COMMANDER
1 CR. (1L)
PRQ: Qualified as any single resource boss. Designed to meet the training needs of the ICT4. It is presented in a lecture/discussion format and supplemented with group exercises. The six instructional units cover: Readiness and Mobilization; Size-up, Planning, and Ordering; Deployment and Containment; Administrative Requirements; and Post-Fire Evaluation.

FSW 141
S-203 INTRODUCTION TO INCIDENT INFORMATION
2 CR. (30L)
Provides students with the knowledge and skills they need to serve as type 3 information officers (IOF3). It touches on virtually all aspects of establishing and maintaining an incident information operation, communicating with internal and external audiences to handling special situations.

FSW 142
S-211 PORTABLE PUMPS AND WATER USE
1.5 CR. (.5L/1.5 LBV)
PRQ: Accuplacer: Reading 62+, English 70+, Arithmetic 34+. Consists of three areas – supply, delivery, and application of water. Students will be required to demonstrate their knowledge of correct water use, basic hydraulics, and equipment care. The module requires set up, operation, and maintenance of pump equipment. To receive credit for this course, students must have modules observed and approved.

FSW 143
S-212 WILDFIRE CHAIN SAWS
2 CR. (15L/22.5 LBV)
Provides introduction to the function, maintenance and use of internal combustion, engine-powered chain saws and their tactical wildland fire application. Modules support entry-level training for firefighters with little or no previous experience in operating a chain saw and provides hands-on cutting in surroundings similar to fireline situations.

FSW 144
S-215 FIRE OPERATIONS IN THE WILDLAND/URBAN INTERFACE
2 CR. (2L)
PRQ: Accuplacer: Reading 62+, English 70+, Arithmetic 34+. Designed to assist structure and wildland firefighters who will be making tactical decisions when confronting wildland fire that threatens life, property, and improvements in the wildland/urban interface. Instructional units include interface awareness, size up, initial strategy and incident action plan, structure triage, structure protection tactics, incident action plan assessment and update, follow up and public relations, and firefighter safety in the interface.

FSW 145
S-230 CREW BOSS
1.5 CR. (1.5L)
PRQ: Accuplacer: Reading 62+, English 70+, Arithmetic 34+.
Designed to produce student proficiency in the performance of
duties associated with the single-resource boss position from initial
dispatch through demobilization to the home unit. Topics include
operational leadership, preparation and mobilization, assignment
preparation, risk management, entrapment avoidance, safety and
tactics, offline duties, demobilization and post-incident
responsibilities.

FSW 146
S-231 ENGINE BOSS (SINGLE RESOURCE)
1 CR. (1L)
PRQ: Accuplacer: Reading 40+, English 50+, Arithmetic 25+.
Designed to produce student proficiency in the performance of the
duties associated with engine boss, single resource (ENGB).
Topics include engine and crew capabilities and limitations,
information sources, fire size up considerations, tactics and
wildland/urban interface.

FSW 147
S-234 IGNITION OPERATIONS
2 CR. (2L)
PRQ: Intermediate Wildland Fire Behavior (S-290). Provides
training in the functional roles and responsibilities connected with
firing operations. The course covers planning, ignition procedures
and techniques, and equipment applicable to wildland and
prescribed fire. This course also addresses the role of the ignition
specialist or firing boss as the organization manages escalation
from a non-complex to a complex situation.

FSW 149
S-260 INTERAGENCY INCIDENT BUSINESS MANAGEMENT
1 CR. (1L)
Designed to meet the general training needs of all positions for
which an understanding of interagency incident business
management is required. The Interagency Incident Business
Management Handbook, PMS 902, is used as the primary job aid to
supplement this course. It provides the basic policy and direction for
incident business management

FSW 151
S-270 BASIC AIR OPERATIONS
1 CR. (1L)
Covers aircraft types and capabilities, aviation management and
safety for flying in and working with agency aircraft, tactical and
logistical uses of aircraft, and requirements for helicopter take-off
and landing areas.

FSW 153
S0-290 INTERMEDIATE WILDLAND FIRE BEHAVIOR
2 CR. (2L)
PRQ: Accuplacer: Reading 62+, English 70+, Arithmetic 34+.
Designed to prepare the prospective supervisor to undertake safe
and effective fire management operations.

FSW 155
**I-200, IS-200, Q-436 BASIC ICS: ICS FOR SINGLE RESOURCES
AND INITIAL ACTION INCIDENTS**
1.5 CR. (22.5L)
Introduce students to the principles of the Incident Command
System (ICS) associated with incident-related performance. Topics
include leadership and management, delegation of authority and
management by objectives, functional areas and positions,
briefings, organizational flexibility, transitions and transfers. This
course was developed in conjunction with the US Fire
Administration (Q-463) and the Emergency Management Institute
(IS-200). These courses are built on the same lesson objectives
and content as the NWCG I-200 course and are interchangeable;
they are all National Incident Management System (NIMS)
compliant.

FSW 156
L-280 FOLLOWERSHIP/LEADERSHIP
1 CR. (.5L/.75 LBV)
PRQ: REA 060. Combines one day of instruction followed by a
second day with students working though a series of problem-
solving events. This course is for individuals preparing to step into a
leadership role Topics include: leadership values and principles,
transition challenges for new leaders, situational leadership, team
cohesion factors, and ethical decision-making.

FSW 175-177
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of
special topics of interest.

FSW 200
S-300 EXTENDED ATTACK COMMAND
1 CR. (1L)
PRQ: Qualified as an incident commander type 4 (ICT4). Designed
to meet the training needs of the incident commander type 3 (CT3).
The six instructional units cover Information Gathering, Planning,
Supporting Organization, Operations, Transitioning, and
Demobilization/Administrative Requirement.

FSW 201
S-330 TASK FORCE/STRIKE TEAM LEADER
1.5 CR. (1.5L)
PRQ: Accuplacer: Reading 62+, English 70+, Arithmetic 34+.
Designed to meet the training requirements outlined in the Wildland
Fire Qualification System Guide and the Positions Task Books
(PTB) developed for the positions of Task Force Leaders and Strike
Team Leader. Examples and exercises in this package are specific
to wildland fire suppression.

FSW 206
**I-300 INTERMEDIATE ICS FOR SUPERVISORS AND
EXPANDING INCIDENTS**
1.5 CR. (1.5L)
PRQ: I-200 Basic: ICS for single resources and Initial Action
Incidents. Provides a greater description and detail of the Incident
Command System (ICS) organization and operations, including
application of essential principles and description of air operations.
This course comprises five of the 17 instructional modules making
up the ICS curriculum. These include Organization and Staffing
(Module 7), Organizing for Incidents or Events (Module 8), Incident
Resources Management (Module 9), Air Operations (Module 10),
and Incident and Event Planning (Module 11).

FSW 241
I-400 ADVANCED ICS FOR COMMAND & GENERAL STAFF & COMPLEX INCIDENTS
1.5 CR. (1.5L)
PRQ: I-300 Intermediate ICS: ICS for Supervisors and Expanding Incidents. Directs the student towards an operational understanding of large single-agency and complex multi-agency/multi-jurisdictional incident responses. Presented in an intense participative classroom environment, this course focuses on area command and staff issues, as well as the planning, logistical and fiscal considerations associated with complex incident management and interagency coordination. This course comprises four of the 17 instructional modules making up the ICS curriculum. These include Command and General Staff (Module 12), Unified Command (Module 13), Major Incident Management (Module 14), Area Command (Module 15).

FSW 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Floral Design

**FLD 100
INTRODUCTORY FLORAL DESIGN
3 CR. 2L/1.5 LBV)
Teaches students working in the floral design Industry a working knowledge of retail flower shop management & procedures. Introduces students to the basic principles and elements of floral design that can be used for personal or professional industry applications. Students also learn basic care and identification of fresh flowers, design, purchasing, and pricing of various types of floral compositions.

French

FRE 111
FRENCH LANGUAGE I
5 CR. (5L)
PRQ: ENG 060, REA 060, or equivalent assessment test scores. Develops students' interpretive, interpersonal, and presentational communicative abilities in the language. Integrates these skills in the cultural contexts in which the language is used. Offers a foundation in the analysis of culture.

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. Expands students' interpretive, interpersonal, and presentational communicative abilities in the language across the disciplines. Integrates these skills with the study of the cultures in which the language is used. Offers a foundation in the analysis of culture and develops intercultural communicative strategies.

FRE 211
FRENCH LANGUAGE III: GT-AH4
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. This course is one of Statewide Guaranteed Transfer Courses, GT-AH4.

FRE 212
FRENCH LANGUAGE IV: GT-AH4
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. This course is one of Statewide Guaranteed Transfer Courses, GT-AH4.

FRE 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Geography

GEO 105
WORLD REGIONAL GEOGRAPHY: GT-SS2
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: GT-SS2
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: GT-SCI
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. This course is one of the Statewide Guaranteed Transfer Courses, GT-SC1.

GEO 175
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

GEO 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Geography Information Systems

GIS 101
INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS
3 CR. (3L)
PRQ: REA 090, CIS 110, or equivalent assessment test score or department chair approval. Surveys the development and operation of automated geographic information systems. Focuses on the fundamentals of using computers to draw maps. Incorporates study of cartographic fundamentals such as map projections, map scales, selective display of data on maps, and various computer software applications in GIS.

GIS 105
ARCVIEW GIS
3 CR. (3L)
PRQ: GIS 101. Introduces the fundamentals of GIS including cartographic principles, hardware, and software requirements, raster, and vector data structures, and data sources, accuracy, and acquisition, spatial data databases and spatial analysis. Hands-on experience with vector data utilizing ArcView software includes use of map scales, coordinate systems, determining spatial relationships, map features and attributes, map overlays, and basic operations with databases. Student will learn to create charts and graphs and full map layouts. A final project is required.

GIS 110
INTRODUCTION TO CARTOGRAPHY
3 CR. (3L)
PRQ: GIS 105. Examines a broad range of map types, emphasizing maps as a communication system with both symbology and specific organizational hierarchies. Discussion and demonstration focuses on essential cartographic principles and practices used for designing maps, with emphasis on cartographic protocol resulting in the effective communication of both qualitative and quantitative information.

GIS 131
GLOBAL POSITIONING SYSTEMS FOR GLOBAL INFORMATION SYSTEMS
3 CR. (3L)
PRQ: GIS 110. Introduces the terminology, hardware, and technological principles of GPS. Students will receive an introduction in the fundamentals of using a basic hand-held GPS unit. Data will be integrated with pre-existing spatial data. Fundamentals of mapping and map reading will be covered. Garmin GPS units will be used initially, followed with Trimble GeoExplorers and Pathfinder Office software. Final student projects integrate GPS data within ArcView projects.

GIS 175-177
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

GIS 212
REMOTE SENSING AND DIGITAL IMAGE PROCESSING
4 CR. (4L)
PRQ: GIS 131. Introduces students to basic concepts and procedures used in the processing of remotely sensed data, with an emphasis on integration of digital imagery into basic GIS applications.

GIS 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Geology

GEY 111
PHYSICAL GEOLOGY: GT-SC1
4 CR. (3L/2 LBA)
PRQ: REA 090, MAT 090, ENG 090, 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: GT-SC1
4 CR. (3L/2 LBA)
PRQ: MAT 090, REA 090, ENG 090, GEY 111 or consent of instructor of Geology, 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: GT-SC1(PER E-MAIL 9/1/11 RRCC REVISED DESC, CR, COMP CHANGE TO 4)
3 CR. (3L)
PRQ: REA 090, MAT 090, ENG 090, or equivalent assessment test scores. Introduces the subject of geology as it relates to human activities. Geologic hazards such as floods, landslides, earthquakes, and volcanoes are investigated. Mineral, energy, soil, and water resources are discussed in terms of their geologic formation and identification, usage by society, and associated environmental impacts. Land use issues, waste, and pollution are also examined. This course is one of the Statewide Guaranteed Transfer Courses, GT-SC1.

GEY 175
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

GEY 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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. Develops students' interpretive, interpersonal, and presentational communicative abilities in the language. Integrates these skills in the cultural contexts in which the language is used. Offers a foundation in the analysis of culture.

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 Expands students' interpretive, interpersonal, and presentational communicative abilities in the language across the disciplines. Integrates these skills with the study of the cultures in which the language is used. Offers a foundation in the analysis of culture and develops intercultural communicative strategies.

GER 211
GERMAN LANGUAGE III: GT-AH4
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. This course is one of Statewide Guaranteed Transfer Courses, GT-AH4.

GER 212
GERMAN LANGUAGE IV: GT-AH4
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. This course is one of Statewide Guaranteed Transfer Courses, GT-AH4.

GER 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Health Information Technology

HIT 101
HEALTH INFORMATION MANAGEMENT SCIENCE
6 CR. (6L)
Introduces the student to the health record, from inception to completion. Emphasis is on form, content and regulations impacting the health record in the various health care settings. Other areas to be discussed include the computerized aspects of the health record as well as the functions and responsibilities of the health information department. This course also examines various health care delivery systems and health care practitioners. The dilemmas of health care with attention directed to current events and how these events impact our profession are discussed.

HIT 102
MEDICAL VOCABULARY
3 CR. (3L)
PRQ: REA 090, BIO 106. Introduces the student to medical terminology through the study of word structures such as common medical prefixes & suffixes and the origins of terminology currently used in medical practice. Also includes basic anatomy and physiology, appropriate medical terminology, and procedures and diagnostic testing for each body system. Exercises in reading, writing and speaking new vocabularies are required. This course also includes an introduction to the medical record. Students read and analyze patient records. In turn, students are assigned writing exercise creating medical records using learned vocabulary.

HIT 105
PRINCIPLES OF HEALTHCARE REIMBURSEMENT
3 CR. (3L)
Provides students with the knowledge needed to identify and perform necessary tasks involved in healthcare reimbursement systems. Topics will include reimbursement principles of various healthcare plans, prospective payment systems, the importance of clinical coding, compliance with regulations, and related issues of fraud and abuse.

HIT 111
HEALTH DATA MANAGEMENT AND INFORMATION SYSTEMS
3 CR. (3L)
Introduces the practice of maintenance, compilation, analysis, and presentation of healthcare statistical data. Discussion is focused on the use, collection, presentation, and verification of health care data including fundamental concepts of descriptive statistics; data validity and reliability; data presentation techniques; and vital statistics. Introduces the electronic health record (EHR), health informatics and the infrastructure required for the EHR. Data reliability and validity will be emphasized.

HIT 112
LEGAL ASPECTS FOR HEALTH RECORDS
2CR. (2L)
Introduces the student to the legal system and identified the role of the HIM professional in this system. Specific Federal and State laws are identified and discussed as they relate to release of medical information. Proposed Federal and State legislation that affects the health care industry is examined and discussed.

HIT 120
WORKING WITH HEALTH IT SYSTEMS
3 CR. (4.5 LBV)
PRQ: Department Chair Permission. Laboratory work with simulated systems or real systems with simulated data. As they play the role of practitioners using these systems, students will learn what is happening from the operator's perspective. They will experience threats to security and appreciate the need for standards, high levels of usability, and how errors can occur. The course provides hands-on experience in computer labs or on-site in health organizations.

HIT 121
NETWORKING AND HEALTH INFO
2.5 CR. (2.5L)
PRQ: Department Chair Permission. In-depth analysis of data mobility including the hardware infrastructure (wires, wireless, and devices supporting them), the ISO stack, standards, Internet protocols, federations and grids. The Nationwide Health Information Network and other nationwide approaches to distribution of Electronic Health Records by Health Information Exchanges will also be explored. Also covered are the functional models and certification of the Electronic Health Record and Data Standards for these Records.

HIT 122
WORKFLOW FUND OF HEALTHCARE
2 CR. (2L)
PDQ: Department Chair Permission. This course covers the fundamentals of health workflow, process analysis, and redesign. Also includes medical practice automation, dealing with the topics of process validation, quality management, and change management.

HIT 123
CONFIGURING EHRS
2 CR. (1L/1.5LBV)
PDQ: Department Chair Permission. A practical experience with a laboratory component, addressing approaches to assessing, selecting, and configuring EHRs to meet the specific needs of customers and end-users.

HIT 124
PUBLIC HEALTH IT
1 CR. (1L)
PDQ: Department Chair Permission. Prepare students for working with public health agencies, an overview of specialized public health applications such as registries, epidemiological databases, biosurveillance, and situational awareness and emergency response. Includes information exchange issues specific to public health.

HIT 141
LEADERSHIP FOR HEALTH IT
1 CR. (1L)
PRQ: Department Chair Permission. For those preparing for leadership roles, principles of leadership and effective management of teams. Emphasis on the leadership modes and styles best suited to IT deployment in a healthcare setting.

HIT 150
HEALTHCARE DELIVERY SYSTEMS
3 CR. (3L)
This course provides an overview of the health care delivery system at the national, state and local level including the organizations that provide health care, applicable regulations and standards, reimbursement methods used professionals that provide the services, as well as resources. Current trends in health care delivery are presented including health facilities, medical staff organization and functions, the changing roles of health care professionals, and patterns of financing health care.

HIT 153
HEALTHCARE REIMBURSEMENT
3 CR (3L)
PRQ: HIT 201, HIT 242, HIT 243. This course provides students the opportunity to learn the history, rationale, and methodology of the systems used by third party payers to determine the reimbursement that health care providers will receive. Reimbursement concepts include fee-for-service, managed care, capitation systems, Diagnosis-Related Groups (DRGs), Resource Based Relative Value Scale (RBRVS), Ambulatory Payment Classifications (APCs), and related concepts. The use of the charge description master (chargemaster) in reimbursement will be discussed. The importance of compliance with regulations and the related issues of fraud and abuse will also be addressed.

HIT 188
HEALTH INFORMATION PRACTICUM I
2 CR. (4 PRC)
PRQ: Department Chair approval. Provides a directed clinical experience in a health information department in a health care facility. This experience focuses on the practice of skills related to the application of legal principles, record analysis and abstraction and record retention and retrieval.

HIT 220
ICD CODING 1
3 CR. (3L)
PRQ: HPR 178, BIO 106. Introduces the ICD coding classification system and provides a basic understanding of ICD structure, conventions and principles utilized in code assignment. The student will be introduced to the official coding guidelines. They will apply knowledge of anatomy, physiology, pathophysiology and pharmacology in the assignment of diagnostic and procedural codes.

HIT 222
QUALITY MANAGEMENT
3 CR. (3L)
Introduces the student to the basic concepts of quality management in the health care environment. Requirements by regulatory agencies regarding quality, utilization and risk management are discussed. Data collection, verification, analysis and presentation techniques will be studied. The course emphasizes the ongoing use of objective data and feedback to improve processes, systems and patient outcomes.

HIT 225
HEALTH INFORMATION MANAGEMENT
3 CR. (3L)
Concentrates on the principles of management as they relate to the administration of the health information management department as part of a health care organization.

HIT 241
CPT CODING BASIC PRINCIPLES
3 CR. (3L)
PRQ: HPR 178, BIO 106. Provides the student with skill sets to apply the current procedural terminology (CPT) and HCPCS code set principles and guidelines for application in reporting/communicating information and data about clinical services provided to patients by healthcare providers. Includes understanding what the CPT nomenclature is, how and why it is used, and guidelines for each code category and how it is applied to represent services within each code category.

HIT 252
CODING II FOR CERTIFICATION
3 CR. (3L)
PRQ: HIT 102, HIT 242, HIT 243, BIO 106. This advanced course will cover medical necessity, coding issues for specific body systems, and for general conditions using ICD-9-CM and CPT coding principles. Students should already possess a fundamental understanding of the CPT, ICD-CM, and HCPCS coding principles at the start of this course. Intensive coding application will be achieved through the use of real medical records, case studies, and scenarios. DRGs, APC's, RUGs, RBRVs, and the Correct Coding Initiative (CCI) will also be covered in this class. This coding class requires hands-on coding skills, knowledge of basic use of applicable codebooks are essential

HIT 260
HEALTH INFORMATION AND DATA
3 CR. (3L)
This course covers maintenance, compilation, analysis, and presentation of healthcare statistics. Discussion is focused on the use, collection, presentation, and verification of health care data including fundamental concepts of descriptive statistics; data validity and reliability; data presentation techniques; and vital statistics. Students will be introduced to topics such as basic statistical principles; morbidity and mortality, commonly computed hospital rates, uniform reporting requirements, and selection and construction of data displays. This course also introduces principles of quality improvement, utilization management, and risk management in health care. Topics include the continuous quality improvement philosophy, including tools, data analysis/application, and related committee functions; utilization management and risk management; and credentialing, accreditation and regulation.

HIT 261
HEALTHCARE SOFTWARE
3 CR. (3L)
PRQ: CIS 118. This course covers basic computer system architecture, file structure, and design for health care settings. Topics include system analysis, design, security, and selection for a variety of hardware environments. This course provides students with a review of computer fundamentals and the fundamentals of the electronic health record and an introduction to the information systems life cycle with software application. Security and confidentiality issues, concerns and implications in relation to the electronic health record will be addressed.

HIT 262
USABILITY AND HUMAN FACTORS
2 CR. (2L)
PRQ: Department Chair Permission. Rapid prototyping; user-centered design and evaluation, effects of new technology and workflow on downstream processes; and unit-wide focus groups and simulations.

HIT 269
CERTIFICATION TEST PREPARATION
1 CR. (1L)
PRQ: Approval of Department Chair. This course is designed for students who have made the decision to earn the Certified Coding Associate (CCA) credential. This credential is an entry-level certification in coding. Individuals earning the CCA credential demonstrate professional competency and express a high level of commitment to the health information management field. Certification is a process by which a non-governmental organization or association recognizes the competence of an individual who has met certain qualifications as determined by that organization or association. To achieve certification from the American Health Information Management Association (AHIMA), individuals must meet certain eligibility requirements and pass the certification examination.

HIT 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

HIT 288
HEALTH INFO PRACTICUM II
2 CR. (6 INT)
Focuses on the ability of the student to apply classroom knowledge in a clinical setting, practice professionalism, gain insight into the functions of the department and understand the relationship of health records to the facility as a whole. Emphasis is on the ability to act independently, complete assigned projects and demonstrate a good understanding of health information management concepts.

Health & Wellness

HWE 100
HUMAN NUTRITION
3 CR. (3L)
PRQ: REA 090, MAT 060, ENG 060, 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.

HWE 108
WEIGHT LOSS
1 CR. (1 LBV)
Focuses on combining a healthy diet and exercise to shed unwanted pounds and inches. The course will include classroom sessions that will focus on personal habits including diet that lead to weight gain and exercise session in the Fitness Center.

HWE 175
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

HWE 275
SPECIAL TOPICS: ETHICS OF TOUCH
1 CR. (1L)
PRQ: ENG 060, REA 060. Provides students with a vehicle to pursue in depth exploration of special topics of interest. This course is designed to focus on ethical issues associated with the hands-on professions of Massage Therapy, Manicurist, Esthetician, hairstylist and Cosmetology. Emphasis will be placed on learning and understanding the Code of Ethics that exists for each profession, confidentiality of client information and effective and appropriate interpersonal communication with clients, peers, and associated professionals. This course will support hands-on professionals to expand their knowledge of ethics, better manage their personal and professional boundaries and establish and maintain ethical businesses.

HWE 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Health Professional

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.

HPR 106
LAW & ETHICS FOR HEALTH PROFESSIONS
2 CR. (2L)
Introduces student to the study and application medico-legal concepts in medical careers. This course seeks to establish a foundation for ethical behavior and decision making in health professions.

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/2.25 LBV)
PRQ: Admission to the Phlebotomy program and ENG 090, MAT 060, REA 060, or equivalent assessment test scores. 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: Admission to the Phlebotomy program and ENG 090, MAT 060, REA 060 or equivalent assessment 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 advanced point-of-care instrumentation. This 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.

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.

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.

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.

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.

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.

HPR 175
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

HPR 178
MEDICAL TERMINOLOGY
1-4 CR. (1-4L)
Introduces the student to the structure of medical terms with emphasis on using and combining the most common prefixes, roots and suffixes. Includes terms related to major body systems, oncology, psychiatry, as well as clinical laboratory and diagnostic procedures and imaging. Class structure provides accepted pronunciation of terms and relative use in the healthcare setting.

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.

HPR 200
ADVANCED 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.

HPR 208
ADVANCED MEDICAL TERMINOLOGY
2 CR. (2L)
PRQ: HPR 178. Continues from a beginning medical terminology course for the student with emphasis on combining complex prefixes, roots and suffixes. Includes pathophysiology for major body systems. Includes terms related to diagnostic tools per body systems, as well as commonly used medical abbreviations.

HPR 232
DISEASE PROCESS AND TREATMENT
5 CR. (5L)
PRQ: HPR 178. Covers disease processes and drug therapy used to treat commonly found pathological conditions. Normal anatomy and physiology of each body system is reviewed. Conditions that disrupt homeostasis are examined. Conditions considered are both acquired and congenital. Diagnostic methods, management, treatment modalities and prognosis are discussed. Classifications of drugs are introduced. A general understanding of the actions; absorption, metabolism and excretion; and reasons for use of various groups of pharmacologic agents are introduced.

HPR 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

**Heating and Air Conditioning

HVA 101
INTRODUCTION TO AIR CONDITIONING AND REFRIGERATION
4 CR. (2L/3 LBV)
Introduces school policies, safety procedures, and first aid. Use of trade tools and terminology is covered. Laboratory experiences include brazing, soldering, and material.

Heavy Equipment

HEQ 150
BASIC PRINCIPLES OF ENGINE OPERATION AND DRIVE TRAIN
2 CR. (1L/1.5 LBV)
Covers the theory of operation and the maintenance of engines, drive trains and related power equipment used in heavy equipment operations.

HEQ 220
MOTOR GRADER I
2 CR. (1L/1.5 LBV)
Covers the safe operation of a motor grader and perform a variety of operations using the grader.

HEQ 221
MOTOR GRADER II
2 CR. (1L/1.5 LBV)
Focuses on the safe operation of a motor grader and aggregate road maintenance and building

HEQ 225
BACKHOE I
2 CR. (1L/1.5 LBV)
Designed for operators with little or no experience in operating a backhoe. Covers performing pre-trip inspection, greasing and lubing equipment, nomenclature, and identifying and understanding all controls. Includes use of front-end loader to load dirt, using backhoe attachment to dig trenches of specific depth and length, replacing a cutting edge, and OSHA and industry standards of open excavations.

HEQ 226
BACKHOE II
2 CR. (1L/1.5 LBV)
Covers coordinating locates, preparing sub-base, digging on uneven surfaces, backfilling trenches, loading trucks with backhoe, digging trenches to grade, use of a transit and hand held level, crossing trenches, setting up on open excavations, benching techniques, and OSHA and industry safety standards.

HEQ 230
HYDRAULIC EXCAVATOR
2 CR. (1L/1.5 LBV)
Covers the safe operation of the hydraulic excavator. Allows the student to perform a variety of operations with the excavator.

HEQ 240
BASIC BULLDOZER I
2 CR. (1L/1.5 LBV)
Teaches performing walk-around inspections, using proper terms and definitions associated with the bulldozer, and using proper safety procedures. Includes performing rough ditching and spreading, performing ripping operations, cutting and building a gentle slope bench, using the bulldozer on unstable soil, and replacing cutting edges on blades and teeth on rippers.

**HEQ 241
BULLDOZER II**
2 CR. (1L/1.5 LBV)
Teaches how to perform excavation in confined space, construct an elevated roadway, perform finish work, move large obstacles, perform bulldozing operations on a slope. Includes identifying and repairing drainage problems, stockpiling materials, use of a transit or hand level to create a 3:1 slope, and OSHA, MSHA and industry safety standards.

HEQ 246
FRONT END LOADER II
2 CR. (1L/1.5 LBV)
Enables the student to learn the safe operation of a front-end loader and perform a variety of tasks. Build on skills such as excavating, stockpiling, and backfilling with different types of attachments.

HEQ 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Heavy Equipment Mechanics

HEM 211
FINAL DRIVES AND BRAKES
2 CR. (1L/1.5 LBV)
Focuses on the study of single and double final drives and brake systems on both light and heavy duty equipment. Covers diagnostics, service and repair techniques.

HEM 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

History

HIS 101
WESTERN CIVILIZATION: ANTIQUITY-1650: GT-HI1
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
WESTERN CIV: 1650-PRESENT:GT-HI1
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
THE WORLD: ANTIQUITY-1500: GT-HI1
3 CR. (3L)
Explores a number of peoples, groups, ideas, institutions, and trends that have shaped World History from the prehistoric era to 1500. Reflects the multiple perspectives of gender, class, religion, and ethnic groups 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. 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 112
THE WORLD: 1500-PRESENT: GT-HI1
3 CR. (3L)
PRQ: REA 090 or equivalent assessment test score. Explores a number of peoples, groups, ideas, institutions, and trends that have shaped World History from 1500 to the present. Reflects the multiple perspectives of gender, class, religion, and ethnic groups 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. 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 175-177
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

HIS 201
US HISTORY TO RECONSTRUCTION: GT-HI1
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
US HISTORY SINCE THE CIVIL WAR: GT-HI1
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 216
HISTORY AND HOLLYWOOD: FILM AND HISTORICAL PERSPECTIVE IN MODERN AMERICA
3 CR. (3L)
PRQ: REA 090. Examines the role in film in informing the historical perspective of modern Americans. Focuses on the status of film as historical document, and the methods and sources employed to critique historical films effectively.

HIS 225
COLORADO HISTORY: GT-HI1
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. This course is one of the Statewide Guaranteed Transfer Courses, GT-HI1.

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.

HIS 247
20TH CENTURY WORLD HISTORY: GT-HI1
3 CR. (3L)
PRQ: REA 090 or equivalent. Investigates the major political, social, and economic developments, international relationships, scientific breakthroughs, and cultural trends that have shaped the various global regions and nation-states from 1900 to the present. Emphasizes the interactions of global regions and nation-states. This course is one of the Statewide Guaranteed Transfer Courses, GT-HI1.

HIS 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Holistic Health Professional

Please refer to "Massage Therapy"

**Horticulture

HLT 105
GREENHOUSE MANAGEMENT & CROPS
4 CR. (2L/3 LBV)
Discusses greenhouse design, systems, management, and the major greenhouse crops and their cultural needs.

HLT 118
ROCK AND WATER GARDENING
2 CR. (1L/1.5 LBV)
Discusses the design and construction of rock gardens and water gardens. The course also surveys the plant materials and maintenance practices associated with these types of gardens.

HLT 120
PRINCIPLES OF XERISCAPE
2 CR. (1L/1.5 LBV)
Covers the principles and practices used in establishing water-conserving landscapes. Special attention is given to the proper siting, establishment and care of plant materials in water conserving landscapes, and the installation of low water use irrigation systems.

HLT 125
LANDSCAPE DRAFTING AND DESIGN
3 CR. (1L/3 LBV)
Allows students that wish to learn the basics of landscape design and planning so that they can produce simple gardens, or interpret plans for construction. The course discusses the principles and elements of design by looking at various landscape styles. Students learn the design process and basics of landscape graphics. They produce simple, scaled landscape drawing, and learn to interpret landscape plans for construction.

HLT 126
PLANTING DESIGN
2 CR. (1L/1.5 LBV)
Allows students to focus on the planting design phase of landscape design. Students learn to analyze plants for their design characters, and learn how to marry various types of plant materials into various situations. Perennial, annual, and mixed plantings (trees, shrubs and herbaceous plants) will be considered. Students will learn how to represent these combinations graphically

HLT 130
LANDSCAPE GRAPHICS STUDIO
3 CR. (1L/3 LBV)
Introduces students to the basics of graphic communications used in landscape design and construction. Students learn the proper use of graphic tools and materials to manually produce site analyses, concept plan, preliminary plan, planting plan, and master plan documents in both plan and perspective views.

HLT 140
LANDSCAPE DESIGN & PLANNING
4 CR. (2L/3 LBV)
Explores the priniples and elements of design. The student learns about form, spatial and materials compostition, and environmentally and architecturally responsive design. Students complete a set of landscape design documents for an actual or fictional client.

HLT 151
IRRIGATION AUDITING - SCHEDULING
3 CR. (3L)
Focuses on monitoring and managing the operation of an irrigation system for maximum water saving efficiency. Students learn theory behind troubleshooting, auditing and scheduling and then perform a system tune-up, irrigation audit, and calculate watering schedules based on current climatic information.

HLT 203
PLANT DISEASE AND PEST FIELD STUDY
2 CR. (3 LBV)
Provides students the opportunity to conduct field studies of local weed, insect and disease problems. Students evaluate various situations and discuss actual problem diagnosis and site-specific remedies or preventatives for the problems they identify.

**HLT 208
COMMERCIAL PESTICIDE LICENSE TRAINING
3 CR. (3L)
Studies the requirements for the qualified supervisor license as outlined in the training manuals published by the Colorado Department of Agriculture. Students may elect to take the certified operator tests if they do not meet the experience qualifications for the qualified supervisors license. Areas studied will be for the general, weeds, agricultural insect, plant disease, and industrial right-of-way tests administered by the Colorado Department of Agriculture. Students may elect to take any of the other tests available.

**HLT 210
LANDSCAPE MANAGEMENT
3 CR. (3L)
Teaches the best management practices for landscapes. Students learn about, the maintenance needs of various landscape features, and what management options exist for each feature. This course emphasizes improving landscape quality while minimizing management costs. Other topics include landscape business practices, water management, and seasonal landscape care tasks.

**HLT 221
WOODY LANDSCAPE PLANTS I
3 CR. (1L/3 LBV)
Discusses the identification (common and botanical names), landscape usage and culture of regionally adapted plants. This course discusses deciduous shade and ornamental trees, and conifers (evergreen trees and shrubs).

**HLT 222
WOODY LANDSCAPE PLANTS II
3 CR. (1L/3 LBV)
Discusses the identification (common and botanical names), landscape usage and culture of regionally adapted plants. This course discusses deciduous and evergreen broadleaf shrubs and vines.

**HLT 223
ANNUALS, BULBS, AND GRASSES
2 CR. (1L/1.5 LBV)
Discusses the identification (common and botanical names), landscape usage and culture of annuals, bulbs, and perennial and annual grasses common to Colorado landscapes.

**HLT 232
INTRODUCTION TO LANDDESIGNER PRO
2 CR. (3 LBV)
Introduces LandDesigner Pro software. Student will work through a self paced, guided landscape plan. Student will develop an independent landscape design using this software.

**HLT 236
LANDSCAPE CONSTRUCTION
4 CR. (1L/4.5 LBV)
Introduces students to the fundamentals of landscape construction, including construction equipment, safety practices, grading, deck, retaining wall, paving, and water feature construction. During labs students construct various landscape elements.

**HLT 237
LANDSCAPE CONSTRUCTION BIDDING AND ESTIMATING
2 CR. (1L/1.5 LBV)
Discusses the process of bidding for landscape construction. Plan reading, quantity takeoffs, bidding and estimating practices and processes are covered.

**HLT 240
INTRODUCTORY SOIL SCIENCE
4 CR. (2L/3 LBV)
Discusses the formation, physical properties, chemical properties and management of soils emphasizing conditions that affect plant growth. The principles of soil fertility and practice of fertilizer use is also discussed.

**HLT 242
TURFGRASS MANAGEMENT
4 CR. (2L/3 LBV)
Discusses the fundamentals of turfgrass establishment and maintenance as it is practiced at different cultural intensities. Topics include the growth and development of turfgrass plants, the turfgrass environment, turfgrass species selection and identification, turfgrass cultural practices, and turfgrass pest management.

**HLT 250
LANDSCAPE IRRIGATION DESIGN
3 CR. (2L/1.5 LBV)
Determine irrigation design capacity and working pressure using hydraulic analysis of residential irrigation and drip systems. Irrigation system components are examined and their application explained. Students analyze site conditions and apply their knowledge of hydraulic analysis to produce sample irrigation systems.

**HLT 251
LANDSCAPE IRRIGATION FIELD PRACTICES
3 CR. (1L/3 LBV)
Applies skills necessary to install a residential system using proper equipment and techniques. They also study the routine maintenance and repair of sprinkler systems, including head adjustment, back-flow prevention device maintenance, and electrical and hydraulic system troubleshooting.

**HLT 253
INTRODUCTION TO IRRIGATOR JET PRO
2 CR. (3 LBV)
Introduces IrrigatorJet Pro software. The student will work through a self paced, guided irrigation design. The student will develop an independent irrigation design using this software.

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 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
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

HOS 207
TOUR MANAGEMENT
3 CR. (3L)
Develops a basic understanding of the role and function of a tour conductor.

HOS 275
SPECIAL TOPICS
0-12 CR.
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 CIV: GT-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 - MODERN: GT- 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: GT- 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 175
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

HUM 211
CULTURAL DIVERSITY-HUMANITIES
3 CR (3L)
PRQ: REA 090. Introduces students to the various aspects of social and cultural diversity. Promotes development of critical thought and growth of multicultural, multisocial and multilingual understanding.

HUM 236
NORTH AMERICAN INDIAN ARTS
3 CR (3L)
PRQ: REA 090. Focuses on North American Indian music, dance, architecture, painting, sculpture, pottery and fashions through a study of the literature of Indian cultures in North America.

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.

HUM 266
DOCUMENTARY FILM
3 CR. (3L)
PRQ: REA 090. This course explores documentary fim as art form, cultural artifact, and rhetorical strategy.

HUM 275-276
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Interior Design

IND 100
INTERIOR DESIGN FUNDAMENTALS
4 CR. (4L)
An introduction to design elements, principles and theory. Application techniques, emphasizing design relationships and composition, will be explored. Basic skills and techniques of both visual and oral presentations will be introduced.

IND 107
HISTORY OF INTERIOR DESIGN
3 CR. (3L)
Offers a study of interiors and furnishings from the medieval period to the Revival styles of the mid-eighteenth century to the contemporary classics used in modern interiors today. Study of interior and exterior architectural elements, furniture, design motifs and ornamentation, fine arts and construction methods as it relates to the cultural, political, social, technological and economic conditions of the times.

IND 108
PROFESSION SURVEY
1 CR. (1L)
Guest speakers share experiences and insights concerning job types, opportunities and the educational requirements for them. They also discuss business practices, current work, professional organizations; tools, methods and educational requirements necessary for various positions; and prevailing professional attitudes.

IND 111
DRAFTING FOR INTERIORS
4 CR. (1L/4.5 LBV)
This course is an introduction to drafting tools and techniques used in Architectural Drawing. Students will also be introduced to reading and finding information in a set of Construction Drawings along with some construction terminology. They will also learn about basic wood frame construction techniques. At the conclusion of the course students will be able to draw, dimension, and note Floor Plans, Elevations, and Building Sections.

IND 112
GRAPHIC COMMUNICATION
4 CR. (1L/4.5 LBV)
PRQ: IND 111. Teaches methods of communicating interior design plans, elements and ideas in 3-D, through perspective drawing construction and quick sketch techniques, and practice rendering and illustration skills.

IND 114
SPACE PLANNING
3 CR. (1L/3 LBV)
PRQ: IND 111. Teaches the principles and factors of space planning and practices the space planning process through residential and light commercial applications. Students are introduced to interior architecture, human factors, code requirements and functional space. Use of bubble diagrams, two and three dimensional design fundamentals and freehand ink presentation techniques are also included to communicate design solutions.

IND 117
INTERIOR TEXTILES
2 CR. (2L)
PRQ: IND 111. Study and research of fabric types, fibers, weaves, finishes, construction and dying & printing methods for residential and commercial fabrics and carpets. Emphasis is on selection of appropriate and code compliant products for environmental, durability and life safety concerns. Evaluation, selection and specification of textile products to create aesthetic and functional designs appropriate for residential and commercial interiors.

IND 118
INTERIOR FINISHES
2 CR. (2L)
PRQ: IND 111. Introduction to interior finish materials used as a means of functional and aesthetic application by the interior designer. Develop skills to specify appropriate materials, estimate quantities, develop costs and understand installation and removal associated with residential and commercial finishes, with a focus on sustainability.

IND 151
RESIDENTIAL DESIGN
4 CR. (1L/4.5 LBV)
PRQ: IND 111. Development of a residential studio project, with an emphasis on universal design and sustainability, by implementing the design process. Requires research and application of residential design solutions through space planning, furniture & finish selections & specifications, estimating quantities & costs and understanding budget. Includes development of construction documentation and professional presentation techniques.

IND 152
COMMERCIAL DESIGN I
2 CR. (1L/1.5 LBV)
PRQ: IND 111. Introduces commercial design space planning and procedures for a variety of commercial project types. Emphasis will be placed on conceptual design, the programming and schematic design process, space planning and design documentation.

IND 175-176
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

IND 178
SEMINAR: ENVIRONMENTAL ATTITUDES AND SUSTAINABILITY
2 CR. (2 SEM)
PRQ: IND 100, 111. Introductory course investigating the relationship between human behavior and the design of human spaces, identifying those basic psychological and social concepts that influence and are influenced by the built environment. Special emphasis placed on the applications of knowledge about environment – behavior interactions to the design of interior places. At least one portfolio project is produced.

IND 200
KITCHEN AND BATH DESIGN
4 CR. (4L)
PRQ: REA 80, MAT 46+. Provides the specialized design process and documentation requirements of kitchen and bath design and applies NKBA guidelines. Students becomes familiar with trade resources supporting the design field. At least two portfolio projects are produced. Students will be encouraged to produce project documents using a variety of computer software applications.

IND 201
COMMERCIAL DESIGN II
4 CR. (1L/4.5 LBV)
PRQ: REA 80, MAT 46+. Development of a commercial studio project, while applying knowledge of code & ADA requirements, building systems, finish & furniture specifications and sustainability. Requires research and application of commercial design solutions through the design process. Includes development of construction documentation and professional presentation techniques.

IND 205
PROFESSIONAL PRACTICE FOR INTERIOR DESIGNERS
2 CR. (2L)
PRQ: REA 80, MAT 46+. Introduces processes involved in creating and running a professional interior design business including legal, ethical, practical and professional requirements. Emphasis on business structures and practices, professional documentation and contracts, marketing techniques, job cost estimating, setting up industry accounts and project management methods. Students become familiar with business practices in both commercial and residential design firms and develop business plans and resumes.

IND 211
INTERIOR CONSTRUCTION
4 CR. (4L)
PRQ: REA 80, MAT 46+. Introduces the student to interior building systems and assemblies, construction documents and details, and codes applicable to interior architecture. Student will apply this knowledge to various graphic projects and is encouraged to produce projects using the computer and CAD software.

IND 225
LIGHTING DESIGN
3 CR. (3L)
PRQ: REA 80, MAT 46+. Teaches and applies basic knowledge of interior lighting technology and design. Content includes lamp classifications, color rendition, how lighting sources effect perception of space, how to compute and control proper lighting levels, and how to communicate design information by means of a reflected ceiling plan and luminaire schedule focusing on both residential and commercial interiors.

IND 231
SUSTAINABLE DESIGN
3 CR. (3L)
Creates an awareness and understanding of ecological issues while emphasizing the use of environmentally friendly materials and resources that do not compromise the effectiveness of the design. This course also investigates the practice of design to reduce the effects on the environment using renewable materials in the design and building for both residential and commercial property. Its emphases are to learn to conserve resources and to reduce the negative impact on the environment.

IND 275-276
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

IND 278
WORKSHOP: ENVIRONMENTAL TECHNOLOGIES FOR INTERIORS
3 CR. (3L)
PRQ: IND 100, IND 151, IND 152, and IND 178. This course covers traditional and advancing building technology systems linked to interior design. Students learn about functional and environmental aspects of building technology systems as they relate to people's well being, indoor environmental quality and global sustainability. Students also examine the role of interior designers in improving the quality of the global environment.

IND 280
INTERNSHIP
2CR. (6 L)
PRQ: REA 80, MAT 46+. Provides work experience in a business or industry; 45 fieldwork hours per credit hour.

IND 289
CAPSTONE
3 CR. (3L)
PRQ: REA 80, MAT 46+. This course will simulate the design practicum required by the National Council for Interior Design Qualification exam. Students will go through a simulated client interview to develop a problem statement and solution to the client's needs. The student then creates a complete set of drawings and sample boards.

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. Develops students' interpretive, interpersonal, and presentational communicative abilities in the language. Integrates these skills in the cultural contexts in which the language is used. Offers a foundation in the analysis of culture.

ITA 112
ITALIAN LANGUAGE II
5 CR. (5L)
PRQ: ITA 111 or instructor's approval. Expands students' interpretive, interpersonal, and presentational communicative abilities in the language across the disciplines. Integrates these skills with the study of the cultures in which the language is used. Offers a foundation in the analysis of culture and develops intercultural communicative strategies.

ITA 211
ITALIAN LANGUAGE III: GT-AH4
3 CR. (3L)
PRQ: ITA 112 or instructor's approval. Continues Italian Language I and II in the development of increased functional proficiency in listening, speaking, reading and writing the Italian language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. This course is one of Statewide Guaranteed Transfer Courses, GT-AH4.

ITA 212
ITALIAN LANGUAGE IV: GT-AH4
3 CR. (3L)
PRQ: ITA 211 or instructor's approval. Continues Italian 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. This course is one of Statewide Guaranteed Transfer Courses, GT-AH4.

ITA 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Jewelry Repair and Design

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)
PRQ: JRD 101, ART 141 or Instructor's Permission. 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 133. 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 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 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 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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: GT SS3
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. This course is one of the Statewide Guaranteed Transfer Courses, GT-SS3.

JOU 106
FUNDAMENTALS OF REPORTING
3 CR. (3L)
Introduces newswriting, reporting and interviewing with an emphasis on clarity, accuracy, completeness, timeliness and fairness.

JOU 175
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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.

JOU 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Law Enforcement Academy

LEA 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.

LEA 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.

LEA 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.

LEA 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.

LEA 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.

LEA 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.

LEA 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.

LEA 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.

Library Technician

LTN 101
INTRODUCTION TO LIBRARY SERVICES
3 CR. (3L)
PRQ: Any of the following: BTE 100, BTE 102, BTE 103 or equivalent and CIS 110 or equivalent. Introduces libraries and their procedures through research, vocabulary, readings, and assignments. Identifies current tools such as wikis, blogs, podcasting, interactive web pages, and other online services. Presents resources for library technicians.

LTN 110
SELECTION AND ACQUISITIONS
3 CR. (3L)
PRQ: Any of the following: BTE 100, BTE 102, BTE 103 or equivalent and CIS 110 or equivalent. Introduces the student to the tools, vendors, jobbers, and approval plans that comprise the selection process. In addition the student is introduced to acquisitions policy. The student engages in a course project whereby he/she applies a collection evaluation methodology to a section of a library collection, and locates and recommends replacement titles.

LTN 115
LIBRARY CIRCULATION
3 CR. (3L)
PRQ: Any one of the following: BTE 100, BTE 102, BTE 103, or equivalent; and CIS 110 or equivalent. 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 & 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 & 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.

LTN 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Literature

LIT 115
INTRODUCTION TO LITERATURE I: GT-AH2
3 CR. (3L)
PRQ: A grade of "C" or better in ENG 121 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: A grade of "C" or better in ENG 121. 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
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

LIT 201
WORLD LITERATURE TO 1600: GT-AH2
3 CR. (3L)
PRQ: A grade of "C" or better in ENG 121. 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
WORLD LITERATURE AFTER 1600: GT-AH2
3 CR. (3L)
PRQ: A grade of "C" or better in ENG 121. 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: GT-AH2
3 CR. (3L)
PRQ: A grade of "C" or better in ENG 121. Focuses on significant texts by ethnic Americans 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-AH2.

LIT 211
AMERICAN LITERATURE TO CIVIL WAR: GT-AH2
3 CR. (3L)
PRQ: A grade of "C" or better in ENG 121. 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-AH2.

LIT 212
AMERICAN LITERATURE AFTER CIVIL WAR: GT-AH2
3 CR. (3L)
PRQ: A grade of "C" or better in ENG 121. 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-AH2.

LIT 238
INTRODUCTION TO MODERN POETRY
3 CR. (3L)
PRQ: A grade of "C" or better in ENG 121. 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: A grade of "C" or better in ENG 121. Examines the techniques and themes in literature by and about women by examining women's issues from 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
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Machining

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 102
BLUEPRINT READING
3 CR. (4.5 LBV)
Students read blueprints and interpret symbols, notes dimensions and tolerances.

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 110
INTRODUCTION TO ENGINE LATHE
3 CR. (4.5 LBV)
Introduces 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 112
ADVANCED ENGINE LATHE
3 CR. (4.5 LBV)
Prepares students to form radius, single-point isometric threads, turn spherical radius, use a radius gauge, and work within .0005 inches tolerance externally.

**MAC 113
ENGINE LATHE SETUPS AND OPERATIONS IV
3 CR. (4.5 LBV)
Teaches students to hold .0005 tolerance internally, use an arbor and a sine bar, and taper within one minute angular tolerance.

**MAC 120
INTRODUCTION TO MILLING MACHINE
3 CR. (4.5 LBV)
Teaches students to identify the major parts of the vertical mill, align a vise, use an indicator, edge finder, and boring head, determine speeds and feeds perform simple indexing, mill flat, square surfaces and slots, drill, bore, and tap holes, and work within a plus or minus .002 inch tolerance.

**MAC 121
INTERMEDIATE MILLING MACHINE
3 CR. (4.5 LBV)
Prepares students to determine hole locations by coordinates and degrees, use a rotary table, use a jig bore to drill holes by the coordinate method, and work within plus or minus .001 inch tolerance.

**MAC 122
ADVANCED MILLING MACHINE OPERATIONS
3 CR. (4.5 LBV)
Prepares students to indicate the head of a vertical mill, bore holes, drill holes at an angle, and work with tolerances of .0008 inches location and diameter.

**MAC 123

HORIZONTAL MILL SET UP & OPERATIONS DESCRIPTION**
3 CR. (4.5 LBV)
Prepares students to identify the major parts and accessories for the horizontal mill, select cutters, mill slots, slab mill, and square a workpiece, and work within a tolerance of plus or minus .002 inches.

**MAC 130

CONVENTIONAL LATHE OPERATIONS**
4 CR. (1.5L/3.75 LBV)
Includes calculation of speeds and feeds on various materials, identification and application of various work holding techniques, tool forming, advanced machining practices and applications, and spindle tooling. Students will learn how to calculate and turn tapers using the compound slide or taper attachment, offset work on a four jaw chuck, turning between centers, boring, grooving, finishing, single point threading, knurling, tool grinding, drilling operations, and reaming.

**MAC 131

MILLING MACHINES & 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 175
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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 202

CNC TURNING OPERATIONS II**
3 CR. (4.5 LBV)
Prepares students to write basic computer numerical control (CNC) lathe part programs. G and M codes, math related to CNC, setups, speeds and feeds, straight turning, spherical turning, threading, chamfering, tapering, drilling, tapping, boring, and grooving will be covered. Cutter compensations, sub-programming techniques, repetitive cycles, and both absolute and incremental will be incorporated into programs. Students will also proof and edit the programs to make them valid. 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 221

SURFACE GRINDER SETUPS AND OPERATIONS**
3 CR. (4.5 LVB)
Teaches students how to identify major parts and accessories of the surface grinder and grind flat, vertical, and angular surfaces to a tolerance of .0002 position and size.

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 CADCAM 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 252
PRACTICAL METALLURGY**
3 CR. (4.5 LBV)
Offers a study of metallurgical terms and definitions in an effort to understand both the behavior of metals and their service to industry. Characteristics during heating, cooling, shaping, forming, and the stresses related to their mechanical properties are covered. The theory behind the alloys, heat treatment processes, and the impact they have on strength, toughness, hardness, elasticity, ductility, malleability, wear resistance and fatigue resistances is investigated.

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 COMPONENT II
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 coupling, vibration, shafting, keys and keyways, belts and chain drives, gears and gear drive, and seals.

MAC 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Management

MAN 102
BUSINESS ETHICS AND VALUES
1 CR. (1L)
Discusses behavior and identifies what is ethical and appropriate behavior and what is not. This course will identify the role of integrity, character, honesty, self–control, self-sacrifice, and core values in developing ethical and effective behavior in the workplace.

MAN 103
MANAGING BUSINESS CHANGE
1 CR. (1L)
Explores how change in the workplace affects employees and customers. A description of how cultures promote behaviors will be presented. The changing roles of men and women and their impact on the workplace will be discussed and analyzed.

MAN 104
MANAGING WORKPLACE STRESS
1 CR. (1L)
Defines stress in both positive and negative effects. A discussion on how it effects both employees and the workplace. Causes of stress are identified and methods for managing stress are researched and practiced.

MAN 105
LOGISTICS MANAGEMENT
3 CR. (3L)
PRQ: MTE 101, CIS 151, CIS 131 OR CIS 118. Explores the logistic system from in-bound movement of materials and freight into the organization, through physical distribution of the completed product to the consumer. Transportation systems, government regulations, material handling, inventory management, and distribution centers are covered.

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, ENG 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 168
BASIC PROCESS CONTROLS
3 CR. (3L) S/B 2 CR
PRQ: MTE 101, MTE 120, MAT 121, CIS 131, CIS 151 OR CIS 118. Presents the basic concepts and terminology of statistical process control. Participants learn and practice the seven quality tools to find and remove causes of process variation. Participants will identify and become familiar with the basic statistical tools, their uses, and potential application and be introduced to process capability, variation, and process control.

MAN 175-177
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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 201
HUMAN RESOURCE MANAGEMENT II
3 CR. (3L)
PRQ: MAN 200. Offers further discussion of concepts of Human Resources. Topics covered include techniques and procedures in resources planning, appraising performance, selection and staffing, training and development, job enrichment, and wage and salary administration.

MAN 215
ORGANIZATIONAL BEHAVIOR
3 CR. (3L)
PRQ: MAN 128. Examines the behaviors of groups and individual members of organizations and how that behavior can be influenced. Course emphasis is on the tools managers use to achieve organizational effectiveness.

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 224
LEADERSHIP
3 CR. (2L/2LBA)
Focuses on the leadership skills necessary to bring about change in an organization. Students learn to develop and communicate a shared vision, to empower employees, to manage conflict, to negotiate, and to develop organizations so that all are working toward common goals.

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 (ARCHIVED)
OPERATIONS MANAGEMENT (DELETING FROM CCNS DATABASE PER E-MAIL 5-26-11 AND 9/1/11)
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 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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.

Manufacturing Technology

MTE 101
INTRODUCTION TO MANUFACTURING
3 CR. (3L)
Gives students a broad understanding of manufacturing and the role of the manufacturing technician. Students learn how manufacturing is important to Colorado and the U.S. Topics covered include manufacturing concepts, principles, and processes, cost elements, tools and techniques, safety, current trends and manufacturing in the future.

MTE 120
MANUFACTURING PROCESSES
3 CR. (3L)
Provides the student an overview of the different methods, tools and machines which are used to manufacture industrial and consumer products.

MTE 220
MANUFACTURING BUSINESS AND ECONOMICS
3 CR. (3L)
PRQ: MTE 101, MTE 120, MAT 121, MAN 168. Covers basic macroeconomic concepts, the role of manufacturing in advanced economics, and the role of product development and manufacturing in a modern company. Students learn how to read and understand a complete set of financial statements, application of activity-based costing to determine core competencies and quotation preparation, marketing basics, e-business basics, and entrepreneurism basics. Students learn the differences between Original Equipment Manufacturers (OEM) and Contract Electronics Manufacturers (CEM`s).

MTE 244
LEAN MANUFACTURING PRAC/PROC
3 CR. (3L)
PRQ: MAN 168. Provides a study of the Toyota Production System (TPS), also known as Lean Manufacturing, Just-in- Time (JIT), Demand Flow, or Build-to-Order. The course covers the build-to-forecast batch-process method and compares it with TPS. The students study and develop in the lab the following TPS concepts/methods: customer expectations, seven fundamental wastes, plan-do-check-act cycle, kanban system and kanban types, material flow, group technology, manufacturing cells, point-of-use storage and support, and setup/changeover time reduction. This course also covers application of the following problem solving tools: flowchart, cause-and-effect diagram, check sheet, pareto chart, root cause analysis, statistical process control. Students investigate the basics of high-mix, low-volume manufacturing.

MTE 289
MANUFACTURING CAPSTONE
3 CR. (3L)
PRQ: Instructor's permission only. Provides a demonstrated culmination of learning with a given program of study.

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 160
CUSTOMER SERVICE
3 CR. (3L)
Enables students to learn the relationship of self to customers, problem solve and understand the importance of communicating with customers. Specific emphasis is given to managing customer expectations by building customer rapport and creating positive outcomes.

MAR 175
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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.

MAR 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Massage Therapy

MST 105
LIFESTYLE WELLNESS
2 CR. (1L/1.5 LBV)
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 110
ETHICS FOR MASSAGE THERAPY
1CR. (1L)
PRQ: ENG 060, REA 060. Focuses on the ethical issues associated with the proactive of massage therapy. Emphasis will be on the NCBTMB Code of Ethics, confidentiality of client information, and effective and appropriate interpersonal communication with clients and peers.

MST 111
BASIC MASSAGE THERAPY
4 CR. (2L/3 LBV)
PRQ: BIO 106, HPR 178 and admission to the Massage Therapy program. 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 and admission to the Massage Therapy program. 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 178
SEMINAR
3 CR. (2L/1.5 LBV)
PRQ: MST 113, HHP 271. Provides students with an experiential learning opportunity.

MST 184
CLINICAL MASSAGE
3 CR. (6 CLI)
PRQ: MST 113, HHP 208, HHP 271. 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 216
PATHOLOGY FOR MASSAGE THERAPY
3 CR. (3L)
PRQ: HPR 117, MST 111. Focuses on basic knowledge of disease and injury to assist the massage therapist to promote healing, ease pain and discomfort, and avoid complications during therapy. With a broad perspective of pathology and specific pathophysiology of diseases contributing to the need for massage therapy, this course provides the foundational science for safe practice.

MST 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

MST 284
CLINICAL MASSAGE
3 CR. (6 CLI)
PRQ: Completion of all MST program courses. 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.

MST 289
CAPSTONE
2 CR. (2L)
PRQ: MST 111. Demonstrates the culmination of learning within a given program of study.

HHP 130
REIKI LEVEL ONE
1 CR (1L)
PRQ: REA 090, ENG 090, MAT 060. Permission of Program Chair. Explores the traditional Usui use of Reiki. Covers the history and development of Reiki work, beginning in Japan, to Hawaii, to the U.S., and later Europe. Focuses on the fundamental beliefs and the dynamics of the Reiki process. Enables each student to receive Reiki attunements to prepare for the Reiki energy work. Each class member gives and receives a Reiki hands-on treatment session.

HHP 145
DIGESTIVE WELLNESS
1 CR. (1L)
PRQ: ENG 090. Provides the student with information on nutritional and herbal self-care treatments.

HHP 175
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

HHP 208
ADVANCED MUSCULOSKELETAL ANATOMY
2 CR. (1L/1.5 LBV)
PRQ: BIO 106, HPR 178, HPR 117. Presents an intensive study of the musculoskeletal system. Focus will be on understanding the bony structures and the relationship of the muscular system to the skeletal system from a dynamic perspective. Classes include lecture and work with the ManikenÔ system – building muscles with clay on a scaled down and anatomically accurate skeleton. Clinical connections will be made to take the study of anatomy out of the purely technical arena, and into the practical. The other nine systems of the body will be touched on briefly, because to clinically understand the practical applications of anatomy, you have to be aware of the interconnectedness of all the systems of the body.

HHP 224
INTRODUCTION TO MASSAGE THERAPY
1CR (1L)
Teaches hands-on techniques to complete a full body massage along with integration of healing touch. Swedish massage techniques and basic foot reflexology combined with a complete energy balance are performed and experienced by each student.

HHP 246
SECOND DEGREE REIKI
1 CR (1L)
PRQ: HHP 130. Permission of Program Chair. Teaches the learning and meaning of the three traditional Usui symbols. Incorporates in-depth discussion about application of the three symbols. Students learn about the necessary preparation of a Reiki therapist in offering treatments. One atunement is given to each student. Each member gives and receives a Reiki treatment session, utilizing the three Reiki symbols. Long Distance and Mental Reiki processes are learned. Reiki Therapist Certification available upon completion.

HHP 270
CLINICAL
2 CR. (4 CLI)
PRQ: BIO 106, HPR 178. Continues to build upon the principles that are expected to be understood by students in the holistic health discipline.

HHP 271
CLINICAL
2 CR. (4 CLI)
PRQ: BIO 106, HPR 178, HHP 270, MST 111. Continues to build upon the principles that are expected to be understood by students in the health discipline.

HHP 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

HPR 117
ANATOMICAL KINESIOLOGY
3 CR. (1L/3 LBV)
PRQ: BIO 106. Studies the Anatomical Bases of Human Movement.

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.

MAT 045
COMPRESSED PRE ALGEBRA WITH BASIC MATHEMATICS
4 CR. (4L)
PRQ: Accuplacer Score 24-56.
Includes the vocabulary, operations and applications of whole numbers, decimals and basic fractions and mixed numbers.~~For students with an Accuplacer score of 24-46. 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.~~For students with an Accuplacer score of less than 45 or ..... score of 57-120.

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.

MAT 075-077
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of
special topics of interest.

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.

MAT 099
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 101
ENHANCED MATHEMATICS SUPPORT
1 CR. (2 LBA)
CORQ: Any MAT course. Supplements math classroom instruction
through the Mathematics Support Center, a student-centered
learning environment. Students will be able to utilize the following
resources: professional and peer tutoring, mathematics and tutorial
software, online tutorial resources, videotapes, and training guides
for these resources. Students will also be able to obtain help with
calculators and mathematical software required in their math
courses.

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 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: GT-MA1
4 CR (4L)
PRQ: Successful completion of MAT 090 with a grade of S/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: GT-MA1
4 CR (4L)
PRQ: Successful completion of MAT 099 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: GT-MA1
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: GT-MA1
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: GT-MA1
3 CR. (3L)
PRQ: Successful completion of MAT 090 with a grade of S/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 099 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. Furthers MAT 155 concepts, the course will include fundamentals of probability, statistics, and Euclidean geometry. Mathematical problem-solving, reasoning, critical thinking and communication will continue to be an integral part of this sequence. (This course is only offered in the spring semester.)

MAT 175
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

MAT 201
CALCULUS I: GT-MA1
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: GT-MA1
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.

MAT 203
CALCULUS III: GT-MA1
4 CR. (4L)
PRQ: Successful completion of MAT 202 with a C or higher. Completes the traditional subject matter of the Calculus. Topics include vectors, vector-valued functions, and multivariable calculus including partial derivatives, multiple integrals, line integrals and application. This course is one of the Statewide Guaranteed Transfer Courses, GT-MA1.

MAT 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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 208, or Department Chair approval. Introduces the administrative duties specifically used in medical offices.

MOT 120
MEDICAL OFFICE FINANCIAL MANAGEMENT
3 CR. (3L)
PRQ: BIO 106. Covers the practical uses of accounts and records with emphasis on accounting principles and analysis for use in a medical office.

MOT 130
INSURANCE BILLING & CODING
3 CR. (3L)
Introduces outpatient coding with an ultimate goal to present a clear picture of medical procedures and services performed (CPT codes), correlating the diagnosis, symptom, complaint or condition (ICD-9 codes), thus establishing the medical necessity required for third-party reimbursement.

MOT 131
ADVANCED INSURANCE BILLING AND CODING
3 CR. (3L)
Prepares the student to code correctly, and optimize reimbursements for a full range of medical services by expanding coverage of diagnostic and therapeutic procedures, official coding guidelines, APG`s, APC`s, DRGs, Medicare fraud and abuse.

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 208, 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 136
INTRODUCTION TO CLINICAL SKILLS
2 CR. (3 LBV)
CORQ: BIO 106. Provides hands on experience with the basic clinical skills required for assisting with patient care in an ambulatory setting. Delivers the theory behind each skill presented as well as proper technique for performing each skill. Includes knowledge and/or performance of universal precautions/OSHA regulations, HIPAA, medical asepsis, procedural gowning and gloving, patient draping and positioning, and measurement of vital signs.

MOT 138
MEDICAL ASSISTING LABORATORY SKILLS
4 CR. (2L/3 LBV)
Introduces the student to basic routine laboratory skills and techniques for collection, handling, and examination of laboratory specimens often encountered in the ambulatory care setting. Emphasizes hands-on experience.

MOT 140
MEDICAL ASSISTING CLINICAL SKILLS
4 CR. (2L/3 LBV)
Provides hands on experience with the clinical skills required for assisting with patient care. Delivers the theory behind each skill presented as well as proper technique for performing each skill.

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 150
PHARMACOLOGY FOR MEDICAL ASSISTANTS
3 CR. (3L)
PRQ: BIO 106. Provides an overview of pharmacology language, abbreviations, systems of measurement and conversions. The Controlled Substances Act, prescriptions, forms of medications, patient care applications, drug classifications/interactions, and safety in drug therapy and patient care are presented. Information regarding the measurement of medications, dosage calculations, routes of administration, and commonly prescribed drugs in the medical office is provided.

MOT 175
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

MOT 181
ADMINISTRATIVE INTERNSHIP
3 CR. (6 INT)
PRQ: Permission of Program Coordinator. Provides supervised placement in contracted facility for guided experience in application of knowledge and skill acquired in the classroom. Positions are non-paid due to CAAHEP requirement. Student must have permission by program coordinator to begin internship.

MOT 183
MEDICAL ASSISTANT INTERNSHIP
4 CR. (12 INT)
PRQ: Permission of program coordinator. Provides supervised placement in contracted facility for guided experience in application of knowledge and skill acquired in the classroom. The student assists with a variety of business and clinical procedures. Positions are non-paid due to CAAHEP requirement. Student must have permission by program coordinator to begin internship.

MOT 189
REVIEW FOR MEDICAL ASSISTANT NATIONAL EXAMINATION
1 CR. (1L)
Prepares the candidate sitting for the National Registration/Certification Examination for Medical Assistant through review and practice. These examinations are given with the intent of evaluating the competency of entry-level practitioners in Medical Assisting, therefore supporting quality care in the office or clinic.

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 225
MEDICAL PRACTICE MANAGEMENT ISSUES
4 CR. (4L)
Focuses on bringing acquired knowledge to issues faced specifically by medical practice managers and is the culmination of knowledge the student has learned in the program. Includes management priorities, principles of practice management – financial, clinical, personnel, and service, financial management control, information management systems, marketing, managed care contracting and negotiations, basic business policies of medical office compliance, coding and documentation.

MOT 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

MOT 280
INTERNSHIP
2 CR. (6 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.

Meteorology

MET 150
GENERAL METEOROLOGY: GT-SC1
4 CR. (3L/2 LBA)
PRQ: MAT 090, REA 090, ENG 090, 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. This course is one of the Statewide Guaranteed Transfer Courses, GT-SC1.

Multimedia and Graphic Design

MGD 101
INTRODUCTION TO COMPUTER GRAPHICS
3 CR. (2 L/1.5 LBV)
Introduces the student to the computer system developed for graphics. The student will learn the hardware and software components for multimedia production. Each student will explore basic computer operations, ergonomics, file management, scanning techniques, archiving capabilities, and utilization of the multimedia department server and internet connection.

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 103
PRODUCTION DESIGN
3 CR. (1L/3 LBV)
Explores the use of tools, computer graphics techniques and design layout principles to produce professional graphic designs. Studies include printing basics, typography and digital color systems. Students use creative thinking to solve communication and design concepts for the output process.

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 108
HISTORY OF ILLUSTRATION
2 CR. (2L)
Presents a selected overview of the origins of illustration to the present giving equal emphasis to commercial illustration, fine art anf gallery illustration. Special attention is paid to stylistic changes, work methods and social context.

**MGD 109
DESIGN & COLOR
3 CR. (4.5 LBV)
Covers the design process and creative problem solving. Design and color theories, fundamentals, styles, stages area applied to workups, finished art, and presentations. Emphasis will be on line, form, composition, and continuity.

**MGD 110
LETTERING FOR GRAPHIC DESIGN
2 CR. (3 LBV)
Studies lettering and letter forms; the various methods and mediums used in freehand and mechanically-rendered lettering; the design of lettering and practical applications of lettering in the field of graphic design.

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 112
ADOBE ILLUSTRATOR I
3 CR. (4.5 LBV)
Acquaints students with the processes of a vector drawing program on the computer. Students learn how to use the tools to create digital artwork that can be used in web design, print media and digital screen design.

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 116
TYPOGRAPHY I
3 CR. (6 STA)
Introduces the history and concepts of typography as applied to graphic communications. Explores appropriate use of typography in a variety of design applications, emphasizing the basic design principles of typographic compositions and typesetting. Covers type recognition and typographic terms.

**MGD 117
INTRODUCTION TO VISUAL COMMUNICATIONS
3 CR. (3L)
Surveys visual communications, its history and impact on society. A foundation course for graphic design and illustration majors and a survey for non-majors who are interested in the field. Assignments require minimal artistic talent.

**MGD 118
DIGITAL COLOR THEORY
3 CR. (3L)
Covers color theory as it relates to multimedia. The psychology of color is taught as well as how to effectively design with color. Students learn how to correct color photographs and create color separations. Color scanning technology is also covered.

**MGD 128
MULTIMEDIA HARDWARE
3 CR. (3L)
Teaches the principles and techniques of maintaining, upgrading, and customizing personal computer systems. Emphasis will also be placed on various emerging and established technologies related to graphic computing.

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 web site planning, design and creation using industry-standards-based web site development tools. Screen-based color theory, web aesthetics, use of graphics editors and intuitive interface design are explored.

MGD 143
MOTION GRAPHIC DESIGN I: (SOFTWARE)
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 145
QUICKTIME TECHNOLOGIES
3 CR. 2L/1.5 LBV)
Introduces students to current QuickTime technologies for Web applications. Students will prepare panoramic and object QTVR content, streaming audio and video in QuickTime format. Students will publish digitized video and audio in HTML Web pages on a local server.

**MGD 153
3D ANIMATION I
3 CR. (1L/3 LBV)
Encompasses all major aspects of creating 3D characters using animation software. Using developed characters, the student will learn how to animate for personality.

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
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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 204
VIDEOGRAPHY II
3 CR. (4.5 LBV)
Offers advanced study of digital video imaging concepts using digital cameras. Heavy emphasis is placed upon media aesthetics and the creative integration of sight, sound, and motion in student projects.

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 211
ADOBE PHOTOSHOP II
3 CR (1L/1 LBV)
PRQ: MGD 111 or Instructor Permission. Develops and reinforces image composition techniques learned in Adobe Photoshop I, MGD 111. Fundamentals are continuously reinforced as new design techniques are introduced.

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 MGD 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 250
EMERGING MULTIMEDIA TECHNOLOGIES
3 CR. (4.5 LBV)
Provides a broad-based overview of current trends and issues in multimedia development and related industries. The class format will include lectures, readings, demos, discussion, research, projects, and a final student presentation. Course content changes each semester. May include topics such as voice/data/video integration, virtual environments, broadband, streaming media architectures, telco/CATV/satellite technologies, network-based applications, using technology for building community, wireless technology, current thinking in human factors and usability, XML and the semantic web, groupware and collaborative tools, pervasive computing, and others.

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 264
DIGITAL VIDEO EDITING II
3 CR. (1L/3 LBV)
PRQ: MGD 164 or Instructor Permission. Looks at the more complex and advanced techniques of digital video editing. Areas of editing such as masking, filtering, blue/green screening, track mattes, and image mattes will be examined. Students will produce a movie project in this class and discuss practical ways to distribute to various audiences.

**MGD 266
DVD AUTHORING
3 CR. (4.5 LBV)
Introduces students to all aspects of DVD authoring: covering source acquisition, DVD production, interface design, organization, management and appropriate DVD output solutions.

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
BUSINESS FOR CREATIVES
3 CR. (2L/1.5 LBV)
PRQ: Instructor approval. Presents a guide to freelance work and a study of business practices and procedures and models unique to creative occupations (graphic design, web design, animation, fine arts). Discussion includes determining charges, business forms, business planning, tax structure, licenses and registration, self-promotion (resume, website, portfolio, business identity package). Course may include visits by professionals in the field and discussion of career opportunities in a quickly changing career field.

MGD 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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
INTRO TO MUSIC THEORY II
3 CR. (3L)
PRQ: MUS 100 or permission of instructor. Continues the introduction of basics of music theory and builds upon skills developed in MUS 100. Course designed to help the beginning music student, or those students with limited background in music theory, study the basic elements of music, including notation, rhythm, scales, key signatures, intervals and chords. Course continues to develop beginning level melodic and rhythm dictation, ear-training and sight singing skills.

MUS 120
MUSIC APPRECIATION: GT-AH1
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 MEDIEVAL THRU CLASSICAL PERIOD: GT-AH1
3 CR. (3L)
PRQ: REA 090, ENG 090. 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 EARLY ROMANTIC PERIOD TO THE PRESENT: GT-AH1
3 CR. (3L)
PRQ: REA 090, ENG 090. Studies the various periods of music history with regard to the composers, aesthetics, forms, and genres of each period. Considers music from the early Romantic period to the present. This course is one of the Statewide Guaranteed Transfer Courses, GT-AH1.

MUS 125
HISTORY OF JAZZ: GT-AH1
3 CR. (3L)
PRQ: REA 090 or equivalent assessment test score. Provides a survey of the basic materials of music and the forms, media, genres, historical, and cultural style periods of jazz. It emphasizes the development of tools for intelligent listening and appreciation.

MUS 131
MUSIC CLASS I
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 (SPECIFY)
1-2 CR. (2.5-5 STM)
1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. First year, first term.

MUS 142
PRIVATE INSTRUCTION (SPECIFY)
1-2 CR. (2-2.5 STM)
1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. First year, second term.

MUS 143
PRIVATE INSTRUCTION (SPECIFY)
1-2 CR. (2.5-5 STM)
1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. First year, third term.

MUS 144
PRIVATE INSTRUCTION (SPECIFY)
1-2 CR. (2.5- 5 STM)
1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. First year, fourth term. May be repeated for credit more than once per individual institution policy.

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 175-177
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

MUS 241
PRIVATE INSTRUCTION (SPECIFY)
1-2 CR. (2.5-5 STM)
1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Second year, first term.

MUS 275
SPECIAL TOPICS
0-12 CR.
Covers specific topics in music. This course is offered as needed for credit appropriate to the topic and each offering includes a description of the topic(s).

MUS 276 -277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Nail Technician

Please refer to "Cosmetology."

Nursing

NUR 106
MED-SURG NURSING CONCEPTS
9 CR. (3.5L/1 LBV/10 CLI)
PRQ: Admission to Nursing Program and completion of preceding required program course work or permission of the program director. CORQ: NUR 150 or permission of the program director. NUR106 is the first medical/surgical nursing course. Building on NUR109, this course provides for the acquisition of basic medical/surgical nursing theory, as well as application of mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered care to a developmentally and culturally diverse adult patient population experiencing various medical/surgical interventions. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the nurse. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of clinical settings.

NUR 109
FUNDAMENTALS OF NURSING
8 CR. (2L/6 LBV/6 CLI)
PRQ: Admission to Nursing Program. CORQ: NUR 112, HPR 108, MAT 103.Nursing 109 introduces the fundamental concepts necessary for safe, patient-centered nursing care to a diverse patient population while integrating legal and ethical responsibilities of the nurse. Introduces caring, critical thinking, the nursing process, quality improvement, and communication used when interacting with patients and members of the interdisciplinary team, and relates evidence-based nursing practice. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of clinical settings providing care to stable patients with common health alterations.

NUR 112
BASIC CONCEPTS OF PHARMACOLOGY
2 CR (2L)
PRQ: Admission to Nursing or Psychiatric Technician Program. CORQ: NUR 109 or permission of the program director. Overview of the basic principles of pharmacology including major drug classifications and prototypes of commonly used medications. Principles of medication administration include aspects of best practice for safe, quality, patient-centered care. Central points include safety, quality improvement factors in the administration of medications, patient teaching, and variations encountered when administering medications to diverse patient populations across the lifespan.

NUR 150
MATERNAL-CHILD NURSING
7 CR. (3L/2 LBV/6 CLI)
PRQ: Admission to Nursing Program and completion of preceding required program course work or permission of the program director. CORQ: NUR 106 or permission of the program director. Nursing 150 provides for the acquisition of maternal/child nursing theory, as well as application of mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, family-centered nursing care to childbearing families and children that is developmentally and culturally appropriate. Incorporates evidence-based practice, standards of practice, quality improvement, and legal and ethical responsibilities of the nurse. Application of knowledge and skills occurs in the nursing skills laboratory and in a variety of maternal/child and pediatric clinical settings.

NUR 169
TRANSITION INTO PRACTICAL NURSING
5 CR. (2L/6 CLI)
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 role of the practical nurse. Emphasis will be placed on distinguishing the practical nurses defined scope of practice related to clinical practice, communication, nursing process, ethical/legal issues and leadership skills. The student practices in the role of the practical nurse in the associated clinical experience.

NUR 171
CLINICAL II
3 CR. (6 CLI)
PRQ: Admission to Nursing Program; CORQ: Completion or co-enrollment in corresponding didactic nursing course. Offers the clinical practicum to apply the related nursing theory.

NUR 175-177
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

NUR 189
TRANSITION FROM LPN TO ADN
4 CR. (2L/2 LBV/2CLI)
PRQ: Admission to nursing program. 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. The clinical focus will be care of the pediatric and obstetric client.

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 CLI)
PRQ: Admission to Nursing program and successful completion of preceding Nursing Program course work or permission of the program director. CORQ: NUR 212 or permission of the program director. NUR 206 builds on NUR106 focusing on advanced concepts of nursing applied to care of patients with high acuity medical/surgical conditions. Builds on medical/surgical nursing theory, mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered nursing care to developmentally and culturally diverse adult patients. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse as applied in a variety of healthcare settings. Application of knowledge and skills occurs in the nursing skills laboratory and in a variety of clinical settings.

NUR 211
PSYCHIATRIC-MENTAL HEALTH NURSING
4 CR. (1L/2 LBV/4 CLI)
PRQ: Admission to Nursing Program and successful completion of proceeding required program course work or permission of the program director. CORQ: NUR 212 or permission of program director. Develops concepts of psychosocial integrity and emphasizes the function and responsibility of nursing in promoting and maintaining mental health of individuals and families. This course emphasizes communication and caring through the application of the therapeutic relationship and nursing process in the care and treatment of common psychiatric clinical conditions/disorders.

NUR 212
PHARMACOLOGY II
2 CR. (2L)
PRQ: Admission to Nursing Program and successful completion of preceding required program course work or permission of the program director. CORQ: NUR 211 or permission of the program director. Builds on previously introduced pharmacological concepts and applies that learning to pharmacologic therapy to provide safe, quality, evidence- based nursing care to patients with complex healthcare needs. Focuses on safety and quality improvement factors in the administration of medications within a variety of healthcare systems. Advanced dosage calculations included.

NUR 216
ADVANCED CONCEPTS OF MEDICAL SURGICAL NURSING II
6 CR. (2L/8 CLI)
PRQ: Admission to Nursing Program and successful completion of preceding program course work or permission of the program director. CORQ: NUR 206 and NUR 212 or permission of the program director. Nursing 216 is a continuation of Nursing 206, focusing on complex medical/surgical conditions of the high acuity patient. Builds on medical/surgical nursing theory, mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered nursing care to developmentally and culturally diverse adult patients experiencing high acuity medical/surgical conditions. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse as applied in the acute care and high acuity settings. Application of knowledge and skills occurs in a variety of clinical settings.

NUR 230
TRANSITION TO PROFESSIONAL NURSING PRACTICE
5 CR. (1.5L/7 CLI)
PRQ: Admission to Nursing Program and successful completion of preceding program course work or permission of the program director. CORQ: NUR 216 or permission of the program director. Nursing 230 is a seminar and practice capstone course that provides an integrative experience applying all dimensions of the professional nurse in the care of diverse patient populations across a variety of healthcare settings. All major concepts of the nursing program are addressed. Leadership and the management of multiple patients are emphasized. Application of knowledge and skills occurs in the clinical setting to facilitate an effective transition from student to registered professional nurse.

NUR 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Nursing Assistant

NUA 101
NURSE AIDE HEALTH CARE SKILLS
4 CR. (2L/3 LBV)
PRQ: ENG 030, REA 030, MAT 030. Or equivalent test scores. Prepares the student to perform the fundamental skills of the nurse aide. Basic nursing skills, communication skills, restorative services, personal care skills, safety and emergency care issues are covered. Includes knowledge and/or principles of asepsis, OSHA and HIPAA regulations. Ethical behaviors, cultural sensitivity and principles of mental health will be addressed, as well as patient/resident rights.

NUA 170
NURSE AID CLINICAL EXPERIENCE
1 CR. (1.5 CLI)
PRQ: ENG 030, REA 030, MAT 030 or equivalent test scores. CORQ: NUA 101. Applies knowledge and skill gained in NUA 101 to patient care.

NUA 171
ADVANCED NURSE AIDE CLINICAL
1 CR. (1.5 CLI)
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.

NUA 175
SPECIAL TOPICS: NURSE AIDE CERTIFICATE EXAM PREP
.5 CR. (.5L)
Provides students with a vehicle to pursue in depth exploration of special topics of interest. Provides student with an opportunity to prepare for the state certification exam through mock testing.

Occupational Safety Technician

**OSH 146
HAZARDOUS MATERIALS
2 CR. (2L)
Provides information to students on chemical Right-to-Know awareness. Course topics include: Introduction to Right-to-Know awareness, chemical identification, chemical labeling and material safety data sheets.

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 OT documentation and practice basic documentation skills. Identifies OT theories, founders, underlying assumptions, and implications to OT practice. In addition, related theories that impact OT treatment will be discussed.

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)
PRQ: OTA 100. 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 175
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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 EXPERICENCE
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, activities of daily living 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 student`s ability to identify commonly seen medical and orthopedic diseases and disabilities and the method for treatment within the appropriate frame of reference. Explores treatment methods such as splinting, transfers, positioning and communication techniques.

OTA 221
PEDIATRIC ISSUES, DISEASES, DISABILITIES AND TREATMENT
3 CR. (2L/1.5 LBV)
PRQ: OTA 121,and OTA 122. 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
SPECIAL TOPICS
0-12 CR.
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 OTA 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: Admission to the PHT program. 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 120
MEDICAL INSURANCE PROCEDURES
1 CR. (1.5 LBV)
PRQ: Admission to the PHT program. Provides a basic introduction to pharmacy reimbursement services. Defines and presents the processes involved in reimbursement for pharmacy products and services. Examines the health care insurance industry along with an overview of the three core functions of pharmacy reimbursement services - patient admission, verification of insurance, and billing procedures. Integrates an actual pharmacy operation application and allow students hands-on technical experience.

PHT 207
DRUG CLASSIFICATION
3 CR. (3L)
PRQ: Admission to the PHT program. 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: Admission to the PHT program. 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.

PHT 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Philosophy

PHI 111
INTRODUCTION TO PHILOSOPHY: GT-AH3
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: GT-AH3
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: GT-AH3
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: GT-AH3
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. This course is one of the Statewide Guaranteed Transfer Courses, GT-AH3.

PHI 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Physical Education

PED 100
BEGINNING GOLF
1 CR. (2 LBA)
Introduces a basic course in golf designed for those who have had little or no formal instruction or for those with some experience who are interested in improving some aspect of their game. Includes driving range, putting green, and on-course play.

PED 106
TENNIS
1 CR. (2 LBA)
Introduces tennis and focuses on improving the skill level of the student. Emphasizes the elements of tennis including the rules of the game, groundstrokes, serving, the various shots, and singles and doubles play and strategies.

PED 110
FITNESS CENTER ACTIVITY I
1 CR. (2 LBA)
Focuses on improving total fitness via an aerobic circuit training program. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Covers the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. Weight machines, stationary bicycles, and computerized cardiovascular equipment are incorporated to elicit improvements in fitness.

PED 111
FITNESS CENTER ACTIVITY II
1 CR. (2 LBA)
PRQ: PED 110. Serves as an advanced course for individuals interested in reaching a higher level of total fitness via an aerobic circuit training program. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Focuses on the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. Weight machines, stationary bicycles, and computerized cardiovascular equipment are used to elicit improvements in fitness.

PED 112
CONDITIONING LAB
1 CR. (2 LBA)
Offers an independent self-paced format of conditioning exercises to meet individual needs. Emphasizes the value of lifetime fitness and its contribution to achieving personal health and wellness. Students utilize cardiorespiratory, muscluar strength and enduracne exercises to promote positive changes in health-related fitness components.

PED 113
FITNESS CONCEPTS
1 CR. (2 LBA)
Focuses on providing information and guidelines for moving toward a more healthy lifestyle. Includes classroom instruction, an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program utilizing the equipment and exercise options available in the Fitness Center.

PED 114
WALKING AND JOGGING
1 CR. (2 LBA)
Enables the student to understand the values in walking and jogging. Safety precautions and emphasis on personal programs are emphasized.

PED 115
BODY SCULPTING AND TONING
1 CR. (2 LBA)
Introduces exercise techniques to improve overall physical fitness. Emphasizes the interaction between cardiovascular conditioning, muscular strength and endurance, flexibility and program design integrated into an aerobic format. Focuses on blending together different combinations and sequences of exercises while conditioning the entire body. Students exercise using various types of resistance equipment.

PED 116
WEIGHT TRAINING
1 CR. (2 LBA)
Offers basic instruction and practice in weight training. Students utilize weight training equipment in accordance to their abilities and goals. Emphasizes weight training equipment orientation, correct lifting techniques, and basic program design for men and women. 30 Contact Hours.

PED 117
CROSS TRAINING
1 CR. (2 LBA)
Introduces basic cross-training techniques designed to improve physical work capacity of an individual. Enables the student to gain an understanding of the basic principles of cross training, the effects cross training has upon the body`s energy systems and muscles, program design and terminology.

PED 118
INDOOR STATIONARY GROUP CYCLING
1 CR. (2 LBA)
Focuses on improving cardiovascular fitness, burning calories and enhancing muscular endurance. Designed specifically to enhance aerobic work capacity and improve pedaling skills. Each exercise session is choreographed to music and includes a complete workout with a warm-up, endurance and cool-down component.

PED 119
FITNESS CIRCUIT TRAINING
1 CR. (2 LBA)
Examines a number of different circuit training programs. Emphasizes 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)
Introduces basic step aerobics and exercise techniques to improve physical fitness. Emphasizes the basic principles of step aerobics including the effects upon the cardio-respiratory system and skeletal muscles, various step patterns and choreography.

PED 124
MOUNTAIN BIKING
1 CR. (2 LBA)
Introduces basic mountain biking skills and techniques. The primary emphasis is to gain an understanding of the basic principles of mountain biking. Students develop skills and techniques for all riding situations, review bicycle anatomy, and basic maintenance and repairs.

PED 125
BOWLING
1 CR. (2 LBA)
Introduces bowling fundamentals to improve the student`s skill level. The primary emphasis is on teaching the student the elements of bowling, rules and regulations, footwork, courtesies, delivery, selection of ball, scoring, and team and individual competition.

PED 143
TAI CHI I
1 CR. (2 LBA)
Introduces Tai Chi as an expression of understanding of self-control, exercise and self-defense. The primary emphasis is to gain an understanding of the history (origins and changes) of Tai Chi, the movements and their names, application of movements and terminology.

PED 145
PILATES MATWORK I
1 CR. (2 LBA)
Focuses on Pilates matwork to increase core strength, overall muscles tone and flexibility with focused and precise floor work techniques. A physical education class built upon the philosophies and exercises of Josef Pilates.

PED 147
YOGA
1 CR. (2 LBA)
Offers a guided instruction in yoga. Students practice yoga according to their individual fitness levels and abilities. Emphasizes enhancing general health and well-being through the performance of yoga strength, flexibility, balance and relaxation techniques and exercises.

PED 148
YOGA II
1 CR. (2 LBA)
PRQ: PED 147. Continues to build on the concepts of basic yoga. Increases awareness of yoga including physical and mental benefits.

PED 175-177
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

PED 210
FITNESS CENTER ACTIVITY III
1 CR. (2 LBA)
PRQ: PED 110, PED 111. Serves as an advanced exercise course designed for individuals interested in attaining a high level of total fitness. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Focuses on the basic components of fitness including flexibility, muscular strength and endurance, cardiovascular fitness, and body composition. The primary mode of training is Aerobic Circuit Training. The circuit training is supplemented with additional work on specialized weight machines, dumbbells, treadmills, rowers, stair climbers, cross trainers, nordic track, versa climbers, and running track available in the Fitness Center.

PED 211
FITNESS CENTER ACTIVITY IV
1 CR. (2 LBA)
PRQ: PED 110, PED 111, PED 210. Focuses on advanced instruction designed for individuals interested in attaining a high level of total fitness. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Focuses on the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. The primary mode of training is Aerobic Circuit Training. The circuit training is supplemented with additional work on the specialized weight machines, dumbbells, treadmills, rowers, stair climbers, cross trainers, nordic track, versa climbers, and running track found in the Fitness Center.

PED 213
FIRE ACADEMY FITNESS
2.5 CR. (5 LBA)
Focuses on Basic Fire Academy students who are interested in improving total fitness. Includes an individual fitness evaluation, computerized analysis of results and a prescribed exercise program. Emphasizes improving cardiovascular fitness, muscular strength, muscular endurance and addressing any fitness deficiencies revealed in the initial testing.

PED 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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 and gait training.

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 124
REHAB PRINCIPLES OF MEDICAL I
2 CR. (2L)
PRQ: REA 090, CIS 110, or equivalent assessment test scores. Investigates the impairments, functional limitations, and disabilities resulting from a variety of neuromusculoskeletal conditions. The medical management including pharmacology, and its impact on physical therapy rehab principles are discussed. Evidence based practice for musculoskeletal and neurological system diagnosis, will be reviewed as they relate to physical therapy rehab.

PTA 131
PROFESSIONAL COMMUNICATIONS I
1 CR. (1L)
Introduces students to oral and written professional communication in their field. Develops skills in verbal and non-verbal communication, conducting self-critiques and peer reviews, research of professional literature, medical documentation, and professional presentations.

PTA 134
REHAB PRINCIPLES OF MEDICAL II
2 CR. (2L)
PRQ: REA 090, CIS 110, or equivalent assessment test scores. Investigates the impairments, functional limitations, disabilities and medical management including pharmacology, of a variety of traumatic, immunological, inflammatory and degenerative processes and their impact on physical therapy rehab principles. Evidence based practice for cardiovascular, respiratory, endocrine and chronic pain diagnosis, will be reviewed as they relate to physical therapy rehab.

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: HPR 117 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
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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 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 inservice 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.

Physics

PHY 105
CONCEPTUAL PHYSICS: GT-SC1
4 CR. (3L/2 LBA)
PRQ: REA 060, MAT 060, ENG 060, 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 107
ENERGY SCIENCE & TECHNOLOGY
4 CR. (3L)
PRQ: MAT 090, REA 090, ENG 090. Provides an in-depth look at the science of energy and energy technologies, with a focus on renewable energy resources and clean technologies. The state of world energy use will provide a context to discuss the need for expansion of renewable energy technology. The course will provide a background in the physics of energy, non-renewable energy methods, the problems of energy transfer and loss and the current state of technology. The students will then explore renewable energy technologies, evaluate efficiency and look at the future utilization of these technologies. This lab based course will provide the student with the opportunity to explore energy through hands-on activities. Student learning activities may include labs concerning conservation of energy, testing mechanical, electrical, heat and fluid power systems; energy transfer and loss; understanding energy audits; testing solar collectors and wind generators; investigating hydrogen fuel cells.

PHY 111
PHYSICS: ALGEBRA-BASED I WITH LAB: GT-SC1
5 CR. (4L/2 LBA)
PRQ: REA 090, MAT 099, ENG 090, 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: GT-SC1
5 CR. (4L/2 LBA)
PRQ: MAT 099, ENG 121, 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 175-177
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

PHY 211
PHYSICS: CALCULUS BASED I WITH LAB: GT-SC1
5 CR. (4L/2 LBA)
PRQ: ENG 121, MAT 201 or equivalent test scores. 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: GT-SC1
5 CR. (4L/2 LBA)
PRQ: ENG 121, MAT 201 or equivalent test scores. 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. This course is one of the Statewide Guaranteed Transfer courses, GT-SC1.

PHY 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Political Science

POS 105
INTRODUCTION TO POLITICAL SCIENCE: GT-SS1
3 CR. (3L)
PRQ: REA 090 or the equivalent recommended. Focuses on a survey of the discipline of political science, including political philosophy and ideology, democratic and non-democratic governments, and processes, and international relations. This course is one of the Statewide Guaranteed Transfer Courses, GT-SS1.

POS 111
AMERICAN GOVERNMENT: GT-SS1
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, and civil liberties. Examines public opinion and citizen participation, political parties, interest groups, and the electoral process, and the structure and functions of the national government. This course is one of the Statewide Guaranteed Transfer Courses, GT-SS1.

POS 125
AMERICAN STATE AND LOCAL GOVERNMENT: GT-SS1
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. This course is one of the Statewide Guaranteed Transfer Courses, GT-SS1.

POS 175
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

POS 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Polysomnography

PSG 100
INTRODUCTION TO POLYSOMNOGRAPHY
1 CR. (1L)
PRQ: MAT 107 or higher, BIO 201, ENG 121, HPR 178 or consent from instructor. Introduces the profession of Polysomnography, the role of the Polsyomnography Technologist, the associated professional organizations, infection control, patient safety, communication and record keeping, assessment and accommodations for special need, ethical, legal implications of the and HIPPA implications of the practice. Students will have the opportunity to have direct observation in an associated sleep center or lab. **Additional student costs: In addition to the course tuition, fees and textbooks this course has additional expense consideration that are estimated to be between $50-$150 (to join the AAST (American Association of Sleep Technologist).

PSG 110
FUNDATMENTALS OF SLEEP
3 CR. (3L)
PRQ: Admission to program. An introduction to the different stages of sleep, physiology of sleep including the neurophyiological basis of sleep and wakefulness, normal patterns, sleep disorder breathing and phenomena of sleep, sleep deprivation, sleep across life cycles, pediatric sleep and the classification of sleep disorders and their pathologies. Phamacologic effectson the polysmongram and Acronmyms' associated with sleep

PSG 120
SLEEP INSTRUMENTATION
3 CR. (4.5LBV)
PRQ: Admission to program; PSG 110. This course will teach the function, operation and design of electroneurodiagnostic equipment, monitoring devices, electrode application, impedances, montages & patient connection and interfaces.

PSG 130
SLEEP PATIENT EVALUATION
3 CR. (4.5LBV)
PRQ: Admission to program. Focuses on clinical assessment skills of the polysomnographer/ sleep technologist to include techniques in patient interviews, assessment. Included in this course is the introduction of therapeutic use of oxygen therapy in sleep patients, and in-depth study on ECG interpretation and the use of ECG for the Polysomnography.

PSG 140
THERAPEUTIC INTERVENTION
3 CR. (4.5LBV)
PRQ: Admission to program. An in- depth study of the treatments available for insomnia, sleep apnea, including CPAP, BiPAP, oxygen therapy; patient adjunctive fitting, surgical intervention, and the role of the sleep technologist in titration. Special diagnostics will also be covered, including basic ECG interpretation and ETCO2 monitoring. PRQ: Admission to the program**.**

PSG 150
SLEEP SCORING AND ANALYSIS
3 CR. (2L/1.5LBV)
PRQ: Admission to program. A study of the sleep staging and scoring of adults and pediatrics, staging and scoring respiratory events, PLMS, scoring of REM density, Scoring and recognition of a typical EEG Patterns and waveform characteristics and interpretation, filters and PSG electronics and troubleshooting. Signal pathways, reference electrodes & impedance checking and filter setting in calibration will be covered. Motor events, Nocturnal Seizures, Pharmacologic effects on the Polysomnogram and Evaluation of Hypersomnia, as well as summarization of the sleep report and competency test will also be covered.

PSG 165
SLEEP REGISTRY REVIEW
2 CR. (2L)
PRQ: Admission to program. This course focuses on preparation for the Comprehensive Registry Examination for Polysomnographic Technologics.

PSG 180
CLINICAL INTERNSHIP I
2 CR. (6 INT)
PRQ: Admission to program. A supervised clinical application of electrode placement, proper patient preparation, assortment of therapeutics, protocols and procedures, impedance checks, calibrations, troubleshooting, vital signs, assessment, proper documentation & note taking. The student will have the opportunity to observe, perform (under supervision) and evaluate sleep studies.

PSG 280
CLINICAL INTERNSHIP II
4 CR. (12 INT)
PRQ: Admission to program. Continuation of Clinical Internship I- supervised clinical application of electrode placement, proper patient preparation, assortment of therapeutics, protocols and procedures, impedance checks, calibrations, troubleshooting, vital signs, assessment, proper documentation and note taking. This course will emphasize observation, analysis, criteria, qualification and therapeutic intervention.

**Printing Technology

PRT 101
INTRODUCTION TO PRINTING TECHNOLOGY
1 CR. (1L)
Reviews the development of graphic communications, past and present. It includes an overview of the history of printing and publishing, processes, terminology, materials and the importance of printing in contemporary society, and safety issues in the Printing Lab.

PRT 112
BEGINNING OFFSET PRESS
3 CR. (2L/1.5 LBV)
Introduces fundamental understanding of the offset presses, including delivery, printing head and operation. Covers using the presses with an ink and water fountain solution for a simple job.

PRT 113
INTERMEDIATE OFFSET PRESS
3 CR. (1L/3 LBV)
Introduces the student to the T-Head presses and the quick-copy system, while presenting more detailed information on small presses. The course also instructs students on pressure settings and adjustments, retgistration techniques and multicolor registering for print jobs.

PRT 114
PAPER MANAGEMENT AND ESTIMATING
3 CR. (3L)
Introduces the differenct facets of paper management and estimating, while students prepare and produce small production jobs. This course also teaches students how to estimate paper, press and production times.

Process Technology

PRO 100
INTRODUCTION TO PROCESS TECHNOLOGY
3 CR. (3L) S/B 4 CR
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.

PRO 175
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

PRO 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Psychiatric Technician

PTE 110
INTRO TO PSYCHIATRIC CARE
3 CR. (3L)
PRQ: REA 090 and ENG 060, or equivalent assessment test scores. Explores basic principles of psychiatric care. Through the study of therapeutic communication, human development, behavior assessment and documentation, the student will develop and apply interpersonal and technical skills in preparation to work 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 PSYCHIATIC 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.

PTE 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Psychology

PSY 100
PSYCHOLOGY OF WORKPLACE RELATIONSHIPS
3 CR. (3L)
PRQ: REA 090 or equivalent. Focuses on interactions among people - their conflicts, cooperative efforts, and group relationships. Examines why beliefs, attitudes, and behaviors cause relationship problems in our personal lives and in work-related situations. Emphasizes the analysis of human behavior, the application of prevention strategies, and resolution of the behavior.

PSY 101
GENERAL PSYCHOLOGY I: GT-SS3
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: GT-SS3
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. Introduces the psychology of workgroups in the modern workplace. Emphasizes 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 175-176
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

PSY 200
RESEARCH METHODOLOGY
3 CR. (3L)
PRQ: PSY 101 or PSY 102. Introduces research methods and designs including correlation 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) Enables the student 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: GT-SS3
3 CR. (3L)
PRQ: REA 090 or equivalent. Examines gender comparisons in work, courtship, family life, and sexual behavior throughout the life span. This course is one of Statewide Guaranteed Transfer Courses, GT-SS3.

PSY 215 <mark>ARCHIVED 9/2/09</mark>
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: GT-SS3
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. This course is one of Statewide Guaranteed Transfer Courses, GT-SS3.

PSY 226
SOCIAL PSYCHOLOGY: GT-SS3
3 CR. (3L)
PRQ: 3 hrs. General PSY, or 3 hrs. General SOC or instructor permission. Focuses on the 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: GT-SS3
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: GT-SS3
3 CR. (3L)
PRQ: REA 090 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. Explores human development from conception through adolescence, emphasizing physical cognitive, emotional, and psychosocial factors.

PSY 238
CHILD DEVELOPMENT: GT-SS3
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. Examines growth and development of the individual from adolescence to death, emphasizing physical, cognitive, emotional and psychosocial factors.

PSY 240
HEALTH PSYCHOLOGY: GT-SS3
3 CR. (3L)
PRQ: REA 090 and ENG 090. Students will learn an overview of the scientific study of attitudes, behaviors and personality variables related health, illness and bodily systems. Emphasis is on the interaction of biological, psychological and social factors that cause illness and influence its treatment and prevention. Statewide Guaranteed Transfer Courses, GT-SS3.

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. Examines the causes and effects of physical, sexual, and psychological abuse and neglect. Intervention and prevention strategies are emphasized.

PSY 249
ABNORMAL PSYCHOLOGY: GT-SS3
3 CR. (3L)
PRQ: REA 090. CORQ: PSY 101 or permission of instructor. 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. Focuses on early race relations in the United States, the development of prejudicial attitudes and the social impact, and 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 275-276
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of
special topics of interest.

PSY 289 <mark>ARCHIVED 5/1/09</mark>
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 and Television

RTV 100
INTRODUCTION TO ELECTRONIC MEDIA
3 CR. (3L)
Focuses on the study of the market demands involving national,
local and international uses of electronic media.

**RTV 101
RADIO PROGRAMMING AND PRODUCTION I
3 CR. (4.5 LBV)
Focuses on radio programming, formats and audience rating
survey, basic and sophisticated communications systems, history of
broadcasting, broadcasting and production equipment, and
program broadcast systems and propaganda.

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 105
PRINCIPLES OF SATELLITE COMMUNICATION
2 CR. (2L)
Enables the student to gain a general understanding of the basic
operations relating to satellite communications, and how this
technology applies to education and industry, on a global and
national scale.

**RTV 106
RADIO PROGRAMMING AND PRODUCTION LAB I
3 CR. (4.5LBV)
Focuses on the use of basic radio station equipment, programming
and formats. Includes simulated broadcasting using production
studio facilities.

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 109
RADIO BROADCAST TECHNICAL OPERATIONS
2 CR. (2L)
Focuses on technical operation of radio transmitting systems and
includes FCC rules and regulations.

**RTV 110
NEWS WRITING AND REPORTING
3 CR. (3L)
Emphasizes gathering, writing, and reporting radio and television
news and development of communication medium style. Covers the
legal system in relation to news reporting ethics. Addresses
professional news-sorting and writing software for IBM compatible
computers.

RTV 175
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of
special topics of interest.

RTV 182
INTERNSHIP RADIO STA/AUDIO PRODUCTION
4 CR. (12 INT)
Provides experience in a commercial radio station or an allied
industry.

RTV 183
INTERNSHIP TV STUDIO/VIDEO PRODUCTION CO.
4 CR. (12 INT)
Provides experience in a commercial television station or an allied
industry.

**RTV 211
RADIO PROGRAMMING AND PRODUCTION II
3 CR. (4.5 LBV)
Focuses on styles of writing and reporting news, editorials,
interviews, and commentaries; station logs and announcing styles
and techniques; the Federal Communications Commission with
emphasis on politics and serving the public interest; job finding and
advancing in broadcasting; women in broadcasting; drama; and
specialized production. Includes sportscasting and weathercasting.

**RTV 216
RADIO PROGRAMMING AND PRODUCTION LAB II
3 CR. (4.5 LBV)
Covers the operation of technical equipment of a radio broadcasting
studio with emphasis on news, special news features, commercials,
audition tapes, sports, and weather.

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.

RTV 269
VIDEO FIELD PRODUCTION
3 CR. (4.5 LBV)
Prepares students for production of professional-quality video programming. Students will be afforded the opportunity to attain proficiency in single-camera remote videography, as well as post-production editing and recording engineering.

RTV 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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 101. CORQ: RTE 121, RTE 131, RTE 141, RTE 181. Offers expansion of the information presented in RTE 101, including diversity, universal precautions, legal considerations and ethics. Includes lecture and laboratory experience in the patient care areas of asepsis, vital signs, venipuncture, medical emergencies, assistance with drug administration, patient with special needs, 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 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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 pediatrics, geriatrics, the out-patient clinic, 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.

RTE 291
MAMMOGRAPHY INTERNSHIP
3 CR. (9 INT)
PRQ: Registrant must be registered or registry eligible Radiologic Technologist and approval of Department Chair. CORQ: RTE 250 or Instructor Permission. Provides clinical experience for demonstrating and documenting clinical competencies required by the American Registry of Radiologic Technologist for application for registry 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.

REA 112
SPEED READING
2 CR. (2L)
PRQ: Accuplacer Reading 80+, completion of REA 090, or instructor permission. Improves reading comprehension and speed of reading for students who want to enhance skills for success in college or career environments.

REA 130
APPLIED AND TECHNICAL READING
2 CR. (2L)
PRQ: Accuplacer Reading 80+, completion of REA 090, or instructor permission. Focuses on the appropriate reading strategies to understand technical, vocational and academic texts, manuals, professional journals and pleasure materials; to complete a task in the workplace; and to comprehend a new process.

REA 175
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

REA 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Real Estate

REE 175
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

REE 201
REAL ESTATE BROKERS I
6 CR. (6L)
Enables the student, in conjunction with REE 202 - Real Estate Brokers II, to meet the educational requirements of the Colorado Real Estate Commission for a Colorado Real Estate Brokers` license. This course includes Real Estate Law and Practice, practical applications, and Current Legal Issues.

REE 202
REAL ESTATE BROKERS II
6 CR. (6L)
Enables the student, in conjunction with REE 201 - Real Estate Brokers I, to meet the educational requirements of the Colorado Real Estate Commission for a Colorado Real Estate Brokers` license. This course includes Colorado Contracts and Regulations, Closings, and Recordkeeping and Trust Accounts.

REE 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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 several professional organizations; introduces quality and evidence-base practice; patient safety, communication and record keeping ; the principles of infection control; and legal and ethical implications in the practice. This is an online course.

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 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. (4.5 LBV)
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. (2L/1.5LBV)
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. (3 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. (4.5 LBV)
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 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 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)
CORQ: RCA 283 or consent of instructor. Focuses on preparation for national board exams and professional interaction.

RCA 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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 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.

Science

SCI 155
INTEGRATED SCIENCE I – PHYSICS AND CHEMISTRY: GT-SC1
4 CR. (3L/2 LBA)
PRQ: REA 090, MAT 090, ENG 090, 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. These concepts will be
explored in hands-on laboratory experiments. This course
integrates the fundamental concepts and ideas about the nature of
physics and chemistry with the natural world. This course is one of
the Statewide Guaranteed Transfer Courses, GT-SC1.

SCI 156
INTEGRATED SCIENCE II – EARTH AND LIFE SCIENCE: GT-SC1
4 CR. (3L/2 LBA)
PRQ; REA 090, MAT 090, ENG 090 or equivalent assessment
scores. Examines earth and biological systems, living and non-
living environments, through the application of fundamental energy
and matter concepts. These systems and concepts will be explored
in hands-on laboratory experiments. This course is one of the
Statewide Guaranteed Transfer Courses, GT-SC1.

SCI 275-276
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of
special topics of interest.

Small Business Management

SBM 101
STARTING A SMALL BUSINESS
1 CR. (1L)
Provides a brief overview of various topics related to starting a
small business. Some topics are types of businesses, location,
image, insurance, permits, and licenses.

**SBM 113
WRITING A BUSINESS PLAN**
1 CR. (1L)
This is the final course in the small business certificate program.
Students will write a business plan from the material they have
developed in the other courses.

SBM 121
SMALL BUSINESS PLANNING I
9 CR. (9L)
Provides business owners systematic instruction to give them the
tools to make sound business decisions based on the fields of
study in Small Business Management. This course guides the
student in the collection of necessary information to implement a
computerized record keeping system, and to prepare a business
plan. Discussions will include computer terminology, balance sheet
concepts, accounting principles, computerized account reports,
legal structures of a business, the basics of contract law, basic
human resource management and the business plan components.

SBM 122
SMALL BUSINESS PLANNING II
9 CR. (9L)
Guides the student in the collection of necessary information to
implement a computerized record keeping system, and to prepare a
business plan. Discussions will include computer terminology,
balance sheet concepts, accounting principles, computerized
account reports, legal structures of a business, the basics of
contract law, basic human resource management and the business
plan components. Focuses on implementing a computerized record
keeping system.

SBM 131
RECORDS AND COMPUTERIZATION I
9 CR. (9L)
Guides the student in the collection of necessary information to
implement a computerized record keeping system for the small
business owner/operator. Discussion will included computer
terminology, application software, balance sheet concepts,
accounting principles, computerized accounting reports and
business plan components.

SBM 132
RECORDS AND COMPUTERIZATION II
9 CR. (9L)
Covers the implementation of a computerized record keeping
system for the small business owner/operator. Emphasis will be
placed on the application and maintenance of an accurate set of
computerized financial records, use of a filing system, and
compiling a business plan. This course is a continuation of SBM
131.

SBM 141
FINANCIAL ANALYSIS/PLANNING I
9 CR. (9L)
Covers how actual enterprise cost analysis is calculated to facilitate
the development of whole business projected cash flow statements.
All facets of record keeping and updating of data will be
emphasized, including refining and maintaining of a current
accounting system. This course includes the review and revision of
business planning goals and objectives.

SBM 142
FINANCIAL ANALYSIS/PLANNING II
9 CR. (9L)
Covers business analysis through the development of accurate cost and market value accrual balance sheets for the beginning and ending period for the small business owner/operator. Emphasis will be on the measurement and analysis of changes between the two balance sheets. Analysis will include the preparation of an accrual income statement. Financial ratios will be generated to understand their importance to business analysis. Data generated from an established record keeping system will provided the basis for the development of these accrual financial statements.

SBM 151
MARKETING AND RISK MANAGEMENT I
9 CR. (9L)
Emphasizes the identification of the strengths and weaknesses of the business and applying them in the development of plans for the business. Includes the development of marketing goals and objectives. The development of budgets, including marketing, into the total operating budget and activities of the business. Provide a review of existing financial trends and activities for further analysis of the small business, measuring past and present performance, and developing risk management plans.

SBM 152
MARKETING AND RISK MANAGEMENT II
9 CR. (9L)
Continues from SBM 151 and provides more in-depth processes and planning to strengthen the operator's business through evaluation and planning based on the strengths and weaknesses of the business. The business operator will develop appropriate business, marketing, and risk management goals and objectives and be ready to initiate their implementation.

SBM 153
MARKETING, RISK MANAGEMENT AND E-COMMERCE I
9 CR. (9L)
Introduces the development of web pages using structured design to document layout. This course provides the student with hands on, practical application in creating and maintaining a web page for small business owners. May include such concepts as, web page layout, text manipulation hyperlinks, graphics, graphics formats, data tables and file downloading requirements, development of the basic marketing plan, defining your market, listing your page with search engines, and working with multimedia and the web site.

SBM 154
MARKETING, RISK MANAGEMENT AND E-COMMERCE II
9 CR. (9L)
Introduces the development of web pages using structured design to document layout. This course is a continued study in e-commerce and marketing for small business owners. It provides the student with hands on, practical application in creating and maintaining a web page for small business owners.

SBM 175
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

SBM 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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: GT-SS3
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: GT-SS3
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 175-177
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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: GT-SS3
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. This course is one of Statewide Guaranteed Transfer Courses, GT-SS3.

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: GT-SS3
3 CR. (3L)
PRQ: REA 090 or the 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: GT-SS3
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: GT-SS3
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. This course is one of the Statewide Guaranteed Transfer Courses, GT-SS3.

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: GT-SS3
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: GT-SS3
3 CR. (3L)
PRQ: Completion of ENG 090 or Testing into ENG 121. 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. This course is one of the Statewide Guaranteed Transfer Courses, GT-SS3.

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 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

SOC 280
INTERNSHIP
3 CR. (3L)
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.

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, SOC 289 introduces leadership skills and experiences with applications in group and community settings.

Social Work

SWK 100
INTRODUCTION TO SOCIAL WORK
3 CR. (3L)
Introduces students to the philosophy of the social work profession including the knowledge, values, ethics, roles and skills inherent to generalist social work.

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
SPECIAL TOPICS
0-12 CR.
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.

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.

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 mileiu within which social, political, economic, racial and cultural forces have interacted in the evolution of social welfare.

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.

SWK 275-276
SPECIAL TOPICS
0-12 CR.
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 102
CONVERSATIONAL SPANISH II
3 CR. (3L)
PRQ: SPA 101 or instructor approval. Offers students the skills necessary to understand and speak Spanish. The material continues to cover basic conversations patterns, expressions, and grammar.

SPA 109
SPANISH FOR TRAVELLERS
2 CR. (2L)
Introduces the basic vocabulary and expressions useful to travelers in the Spanish speaking countries. The course will concentrate on the customs, traditions and cultural attitudes to be discovered by a visitor to the destination country. Cultural diversity and global awareness are integral to this course of study. This course does not fulfill Humanities Area Requirements. Not intended for transfer.

SPA 111
SPANISH LANGUAGE I
5 CR. (5L)
PRQ: REA 090 or equivalent assessment test scores. Develops students' interpretive, interpersonal, and presentational communicative abilities in the language. Integrates these skills in the cultural contexts in which the language is used. Offers a foundation in the analysis of culture.

SPA 112
SPANISH LANGUAGE II
5 CR. (5L)
PRQ: REA 090 or equivalent assessment test scores, SPA 111 or permission of the instructor Expands students' interpretive, interpersonal, and presentational communicative abilities in the language across the disciplines. Integrates these skills with the study of the cultures in which the language is used. Offers a foundation in the analysis of culture and develops intercultural communicative strategies.

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
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

SPA 178
SEMINAR
0.25-6 CR (.25-6 SEM)
Provides students with an experiential learning opportunity.

SPA 201
CONVERSATIONAL SPANISH III
3 CR. (3L)
PRQ: SPA 112 or instructor's approval.
Provides students with the skills necessary continue to their study of understanding and speaking Spanish. The material includes intermediate level vocabulary, grammar, and expressions.

SPA 211
SPANISH LANGUAGE III: GT-AH4
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. This course is one of Statewide Guaranteed Transfer Courses, GT-AH4.

SPA 212
SPANISH LANGUAGE IV: GT-AH4
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. This course is one of Statewide Guaranteed Transfer Courses, GT-AH4.

SPA 235
SPANISH READING-WRITING
3 CR. (3L)
PRQ: SPA 211. Builds vocabulary and develop reading and writing strategies in Spanish to be able to analyze fictional and non-fictional texts and gain further cultural insight of the Hispanic world.

SPA 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Sport Vehicle Technology

SVT 101
SVT ORIENTATION AND SAFETY
1 CR. (0.5L/0.75 LBV)
PRQ: REA 060, ENG 060, MAT 030. Designed as an orientation to the sport vehicle repair industry. Students receive an overview of job possibilities as well as learn various types of sport vehicle construction. Focuses on general sport vehicle repair and service shop safety procedures with an emphasis on personal and environmental safety issues. Students also learn the proper handling and disposal of hazardous materials. Names, uses and maintenance procedures for a variety of tools and equipment are addressed.

SVT 102
SVT ROLLING CHASSIS
3 CR. (1.5L/2.25 LBV)
PRQ: SVT 101. Designed to introduce students to the major "chassis" components of motorcycles. This class will provide training in the basic servicing of motorcycle frames, suspension, tire, wheel and brake systems. Diagnostic procedure, routine maintenance, minor repair, adjustment and special tools will be studied.

SVT 103
SVT ROLLING CHASSIS
2 CR. (1L/1.5 LBV)
PRQ: SVT 101. Introduces automotive electricity and includes basic electrical theory, circuit designs, and wiring methods. Focuses on multi-meter usage and wiring diagrams.

SVT 104
2 STROKE ENGINES
2 CR. (1L/1.5 LBV)
PRQ: SVT 101. Introduction to Basic Two-Stroke engine theory, operation and repair.

SVT 105
4 STROKE ENGINES
2 CR. (1L/1.5 LBV)
PRQ: SVT 101. Introduction to Basic Four-Stroke engine theory, operation and repair.

SVT 106
SVT ELECTRICAL REPAIR
2 CR. (1L/1.5 LBV)
PRQ: SVT 101. Designed to expose students to the thought process required to correctly diagnose Sport Vehicle Electrical Systems as well as provide hand-on training to allow for learning of proper repair techniques.

SVT 107
SVT DRIVE SYSTEMS
2 CR. (1L/1.5 LBV)
PRQ: SVT 101. Designed to introduce students to Drive components used on modern Sport Vehicles, including Transmission Assemblies, clutch components, Chain and Belt Drive Systems.

SVT 109
SVT SNOW/ATV/PWC
2 CR. (1L/1.5 LBV)
PRQ: SVT 101. Designed to train students in the various unique aspects of Snowmobile, Personal Watercraft and ATV repair and maintenances.

SVT 201
ADV. ROLLING CHASSIS
4 CR. (2L/3LBV)
PRQ: SVT 102, SVT 103, SVT 104, SVT 105, SVT 106, SVT 107, SVT 109, Department Chair Permission. Designed to build on previous learning and focus students skills as related to the major "chassis" components of motorcycles. This class will provide advanced training in the servicing and repair of motorcycle frames, suspension, tire, wheel and brake systems. Diagnostic procedure, routine maintenance, major repair, adjustment and special tools will be studied. Hands-on lab activity and actual "line work" will be the focus of this advanced curriculum.

SVT 202
ADV. SVT ELECTRICAL SYST.
4 CR. (2L/3LBV)
PRQ: SVT 102, SVT 103, SVT 104, SVT 105, SVT 106, SVT 107, SVT 109, Department Chair Permission. Advanced repair and troubleshooting of Sport Vehicle Electrical systems with an emphasis on Ignition and Charging system diagnosis and repair techniques.

SVT 203
ADV. 2/4 STROKE ENGINES
4 CR. (2L/3LBV)
PRQ: SVT 102, SVT 103, SVT 104, SVT 105, SVT 106, SVT 107, SVT 109, Department Chair Permission. Focuses on lecture and related laboratory experiences in the diagnosis and necessary corrective actions of Sport Vehicle two and four stroke engine performance factors. Additionally, repair and renewal procedures for Sport Vehicles are thoroughly explored.

SVT 204
SIMULATED SHOP OPERATIONS
6 CR. (9 LBV)
PRQ: SVT 102, SVT 103, SVT 104, SVT 105, SVT 106, SVT 107, SVT 109, Department Chair Permission.

SVT 205
SVT INTERSHIP
6 CR. (18 INT)
PRQ: SVT 102, SVT 103, SVT 104, SVT 105, SVT 106, SVT 107, SVT 109, Department Chair Permission. Focuses on student working at an approved job site related to the Sport Vehicle industry. The student will complete tasks and meet practical objectives as assigning by the employer and agreed upon by the student and Instructor. An on-the-job learning experience at an approved Sport Vehicle related business.

Theatre

THE 105
THEATRE APPRECIATION: GT-AH1
3 CR. (3L)
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 175
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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 GREEK RENAISSANCE: GT-AH1
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. This course is one of Statewide Guaranteed Transfer Courses, GT-AH1.

THE 212
DEVELOPMENT OF THEATRE RESTORATION TO MODERN: GT-AH1
3 CR. (3L)
PRQ: THE 211 or REA 090. 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. This course is one of Statewide Guaranteed Transfer Courses, GT-AH1.

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
SPECIAL TOPICS
0-12 CR.
Explores current topics, issues and activities related to one or more aspects of the named discipline.

THE 276-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

THE 283
INTERNSHIP
0-12CR. (0-12INT; 0-180INT)
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.

Travel and Tourism

TRA 175
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

TRA 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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)
PRQ: 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)
PRQ: 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)
PRQ: 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.

**UPH 104
FURNITURE UPHOLSTERY I**
3 CR. (1L/3 LBV)
Introduces the mechanics and upholstering of reclining household furniture. Completion of upholstery of a reclining chair is required.

**UPH 105
FURNITURE UPHOLSTERY II
3 CR. (1L/3 LBV)
Provides instruction in layout, cut, sewing and application of final covers on pillow type household furniture. Recovering of one pillow-back chair is required.

**UPH 106
FURNITURE UPHOLSTERY III
3 CR. (1L/3 LBV)
Includes reupholstering larger pieces of household furniture such as couches or loveseats. Completion of upholstery of a couch or loveseat is required.

UPH 107
ADVANCED UPHOLSTERY TECHNIQUES I
3 CR. (1L/3LBV)
PRQ: UPH 100, UPH 101, UPH 102, UPH 103. Provides advanced upholstery techniques dealing with channeling, layout, cutting, sewing padding and application of channels. Completion of upholstery of a channel-backed chair is required.

UPH 108
ADVANCED UPHOLSTERY TECHNIQUES II
3 CR. (1L/3LBV)
PRQ: UPH 107. Continues UPH 107; methods of button tufting. Completion of upholstering of a tufted chair is required.

**UPH 109
RESTORATION OF ANTIQUE FURNITURE
3 CR. (1L/3 LBV)
Includes repairing, recovering and refinishing an antique chair.

UPH 111
UPHOLSTERY TECHNIQUES II
3 CR. (1L/3LBV)
PRQ: UPH 108. Covers the upholstering of a variety of advanced styles of furniture. Furniture could include reclining chairs, attached-pillow chairs, channel back chairs, tufted chairs, ottomans, rockers, and assorted material covered furniture.

UPH 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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 101
ALLIED CUTTING PROCESSES
4 CR. (1L/4.5 LBV)
Covers setting up equipment and performing cutting and gouging operations utilizing the oxyacetylene, air carbon arc, exothermic, and plasma arc cutting processes. This course will also provide an introduction to blueprint reading.

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)
PRQ: WEL 102. 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)
PRQ: WEL 103. 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)
PRQ: ENT 131. Covers interpreting weld symbols on blueprints, identifying proper layout methods and tools, and proper joint design necessary for various welding processes.

WEL 111
ADVANCED SHIELDED METAL ARC II
4 CR. (1L/4.5 LBV)
Covers safety inspections, minor repairs, operating parameters, operation of SMAW equipment utilizing various electrodes, essential welding information from codes or other standards, and performance of weld inspections.

WEL 113
OXYFUEL AND PLASMA CUTTING
2 CR. (3 LBV)
Outlines the skills needed to set up equipment and perform cutting and gouging operations utilizing the oxyacetylene and plasma arc cutting processes.

WEL 115
AUTOBODY WELDING & CUTTING
4 CR. (1L/4.5 LBV)
Introduces welding in all positions on light gauge carbon steel using the GMAW and OAW processes on various joint configurations. Student should be familiar with basic metallurgy pertaining to the weldability of metals, structural joints, and safety in the welding industry.

WEL 121
STRUCTURAL WELDING I
3 CR. (1L/3.5 LBV)
Covers theory and practice in oxy-acetylene processes with emphasis toward AWS welder qualification with mild steel electrode E-7018 welding in the horizontal and vertical position.

WEL 122
STRUCTURAL WELDING II
3 CR. (1L/3 LBV)
Continues WEL 121 with final emphasis toward AWS welder qualification with mild steel electrode E-7018 qualification test in the 2G, 3GU, and 4G position.

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)
PRQ: WEL 124. 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 130
MAINTENANCE WELDING
2 CR. (1L/1.5 LBV)
Gives the student a basic understanding of the Oxyacetylene cutting and Arc welding processes, and introduction to the skills and techniques used to develop fillet and groove welds. Students will be introduced to oxyacetylene, sheilded, gas metal arc welding equipment set up, and various welding techniques. Safety will be stressed during the course.

WEL 150
AWS QUALIFICATION TESTING
1 CR. (1L)
Provides students with the opportunity to complete a welding qualification test in accordance with an American Welding Society code or specification.

WEL 175-177
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

WEL 201
GAS METAL ARC WELDING I
4 CR. (1L/4.5 LBV)
Covers safety inspections, minor repairs, operating parameters, operation of GMAW equipment on plain carbon steel utilizing short circuit and spray transfer, and fundamental metallurgy principles.

WEL 202
GAS METAL ARC WELDING II
4 CR. (1L/4.5 LBV)
Covers safety inspections, minor repairs, operating parameters, operation of GMAW equipment utilizing a variety of electrodes and base metals, and fundamental principles of welding metallurgy to welding, fabrication, and inspection.

WEL 203
FLUX CORED ARC WELDING I
4 CR. (1L/4.5 LBV)
Covers safety inspections, minor repairs, operating parameters, operation of FCAW equipment utilizing self shielded wire, and principles of joint design, preparation, and material selection to welding operations.

WEL 204
FLUX CORED ARC WELDING II
4 CR. (1L/4.5 LBV)
Covers safety inspections, minor repairs, operating parameters, operating FCAW equipment utilizing gas shielded wire, and applying fundamentals of welding applications and cost estimating to welding, fabrication, and inspection.

WEL 205
INTRODUCTION TO ORNAMENTAL IRON
4 CR. (1L/4.5 LBV)
Covers designing, drawing and fabricating a welded project. Student will demonstrate their ability to use(in a practical application) previously learned techniques using different welding processes.

WEL 224
ADVANCED GAS TUNGSTEN ARC WELDING
4 CR. (1L/4.5 LBV)
PRQ: WEL 124, WEL 125. 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)
PRQ: WEL 124, WEL 125. 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)
PRQ: WEL 103. 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 nd solving complex welding and fabrication problems and administering hands on training and supervision to other students during assigned fabrication and welding operations.

WEL 233
2G-HORIZONTAL PIPE A.P.I.
4 CR. (1L/4.5 LBV)
PRQ: WEL 104 or equivalent. Instruction in safety, theory, and practical applications in joint fit-up, design, and welding pipe in the 2-G horizontal position. Welding in accordance with the American Petroleum Institute Pipe Code using the SMAW process with E-XX10 type electrodes.

WEL 234
5G-VERTICAL DOWN A.P.I.
4 CR. (1L/4.5 LBV)
PRQ: WEL 233. Instruction in safety, theory, and practical applications in joint fit-up, design, and welding pipe in the 5-G Vertical down position. Welding in accordance with the American Petroleum Institute Pipe Code using the SMAW process with E-XX10 type electrodes.

WEL 235
6G-45° DOWN A.P.I.
4 CR. (1L/4.5 LBV)
PRQ; WEL 234. Instruction in safety, theory, and practical applications in joint fit-up, design, and welding pipe in the 6-G 45° down position. Welding in accordance with the American Petroleum Institute Pipe Code using the SMAW process with E-XX10 type electrodes.

WEL 239
2G-HORIZONTAL PIPE A.S.M.E.
4 CR. (1L/4.5 LBV)
PRQ: WEL 233. Instruction in safety, theory, and practical applications in joint fit-up, design, and welding pipe in the 2-G Horizontal position. Welding in accordance with the American Society of Mechanical Engineers Pipe Code using the GTAW process and SMAW process with E-XX18 and E-XX10 type electrodes.

WEL 241
5G-VERTICIAL UP A.S.M.E.
4 CR. (1L/4.5 LBV)
PRQ: WEL 239. Instruction in safety, theory, and practical applications in joint fit-up, design, and welding pipe in the 5-G Vertical up position. Welding in accordance with the American Society of Mechanical Engineers Pipe Code using the GTAW process and SMAW process with E-XX18 and E-XX10 type electrodes.

WEL 242
6G-45 ALL SIZES PIPE
4 CR. (1L/4.5 LBV)
PRQ: WEL 241. Instruction in safety, theory, and practical applications in joint fit-up, design, and welding pipe in the 6-G 45° Uphill position. Welding in accordance with the American Society of Mechanical Engineers Pipe Code using the GTAW process and SMAW process with E-XX18 and E-XX10 type electrodes.

WEL 243
TESTING ALL SIZES PIPE
4 CR. (1L/4.5 LBV)
Testing with different sizes of pipe to the American Petrolium Institute Pipe Code ans American Society of Mechanical Engineers codes in all positions 2G, 5G, 6G with 2 3/8 inch pipe and 2 inch pipe.

WEL 248
PIPE LAYOUT
4 CR. (1L/4.5 LBV)
Using pipe template layout procedures and drawing procedures, perform cutting on pipe. Performs layout such as Y-fittings, laterals, full size tees, elbows, orange peel, bull plug, reducers, reducing tees and branch pipe.

WEL 250
LAYOUT AND FABRICATION
4 CR. (1L/4.5 LBV)
PRQ: WEL 102. 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)
PRQ: WEL 102, WEL 124, WEL 250. 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.

WEL 275-277
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Wind Turbine Technology

WTG 100
INTRODUCTION TO WIND INDUSTRY
3 CR. (3L)
Introduces students to the wind power generation industry. Topics covered will include physics of wind energy, various sizes and types of wind turbines, reading wind maps for finding the best wind locations. Students will also engage in discussions of the impact of the wind industry on social, environmental, economic, and political issues.

WTG 110
WTG POWER & CONTROL SYSTEMS
3 CR. (2L/1.5 LBV)
PRQ: WTG 100, ELT 106. Provides a comprehensive overview of the wind turbine generator systems. Focus will be on the power distribution and systems controls, including theory, application, component identification, and schematics. Safety and appropriate Personal Protective Equipment will be emphasized in lab environment.

WTG 280
WIND TECHNICIAN INTERNSHIP
3 CR. (9 INT)
PRQ: Instructor Approval. 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.

Women's Studies

WST 200
INTRODUCTION TO WOMEN'S STUDIES: GT-SS3
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.

WST 275
SPECIAL TOPICS
0-12 CR.
Provides students with a vehicle to pursue in depth exploration of special topics of interest

Dare *to do* More

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Karen Ramos
Administrative Assistant II

Jose J. Renner
Police Officer I

Charlene M. Rodenbeck
General Labor I

Effie Romero
Library Technician II

Larry M. Romero
Custodian I

Nicholas R. Santistevan
Custodian I

Tina C. Sauer
Administrative Assistant II

Chalotte L. Schiermeier
Administrative Assistant II

Jimie J. Sena
Grounds & Nursery I

Karyl M. Shawcroft
Administrative Assistant II

Kathryn Stanko
Administrative Assistant III

Whitney M. Strobel
Sales Assistant I

Celestino "Ray" R. Torres
Custodian II

Christina R. Torres
Library Technician I

Janet Trevithick
Administrative Assistant I

Carl M. Vasquez
IT Professional I

Reynold A. Vialpando
LTC Trainee II

Angela J. Vigil
IT Technician II

Emeritus Employees

Madelyn Guzelian
Hired: July 1, 1971
Retired: February 20, 2004
Department: Business and Office Technology
Faculty
B.A., University of Southern Colorado
M.Ed., Colorado State University

Florencio Ruiz
Hired: February 16, 1976
Retired: February 29, 2004
Department: Business & Technology
Senior Maintenance Mechanic
A.A.S., Southern Colorado State College

Dare *to do* More

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Pueblo, CO 81004
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Fremont Campus
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Cañon City, CO 81212
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Southwest Colorado Community College
East Campus
701 Camino del Rio
Durango, CO 81301
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Southwest Colorado Community College
West Campus
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Mancos, CO 81328
970.564.6200

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