

# 2016-2017 Catalog



## **PUEBLO CAMPUS**

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

## **FREMONT CAMPUS**

51320 West 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](http://www.pueblocc.edu)  
888.642.6017

**Notice of Non-Discrimination**

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

The College has designated the Director of Human Resources as its AA/EEO and Title IX Coordinator, and the Senior HR Specialist as Deputy Title IX Coordinator, with the responsibility to coordinate the college's civil rights compliance activities and grievance procedures. If you have any questions, please contact the Director of Human Resources or Deputy Title IX Coordinator, 900 W. Orman Avenue, Central Administration Building, Room 111, telephone 719.549.3220, email [HR.PCC@Pueblocc.edu](mailto:HR.PCC@Pueblocc.edu). You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone 303.844.3417.

**Aviso de no discriminación**

Pueblo Community College prohíbe todas las formas de discriminación y acoso, incluyendo aquellos que violan leyes federales y estatales o el Consejo de estado para colegios comunitarios y laborales junta las políticas educativas 3-120 y 120 4. La Universidad no discrimina por sexos, raza, color, edad, credo, origen nacional o étnico, incapacidad física o mental, condición de veterano, estado de embarazo, religión, información genética, identidad de género u orientación sexual en sus prácticas de empleo o programas educativos y actividades. Universidad de comunidad del pueblo tomará medidas apropiadas para asegurar que la falta de conocimientos del idioma inglés no será una barrera para la admisión y participación en programas de educación vocacional.

El Colegio ha designado el Director de recursos humanos como su AA/EEO y Coordinador del Título IX y el especialista de RRHH como diputado Coordinador del Título IX, con la responsabilidad de coordinar las actividades de cumplimiento de los derechos civiles de la Universidad y los procedimientos de queja. Si usted tiene alguna pregunta, póngase en contacto con el Director de recursos humanos o vice Coordinador del Título IX, 900 W. Orman Avenue, edificio de Administración Central, sala 111, teléfono (719) 549-3220, correo electrónico [HR.PCC@Pueblocc.edu](mailto:HR.PCC@Pueblocc.edu). También puede comunicarse con la oficina para derechos civiles, Departamento de educación, región VIII, edificio de oficinas federales, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, teléfono 303.844.3417.

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

## 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](http://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 paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). To contact CAAHEP: Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756; Telephone 727.210.2350; Website: [www.caahep.org](http://www.caahep.org); To contact CoAEMSP: 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088; Telephone: 214.703.8445; Fax: 214.703.8992; Website: [www.coaemsp.org](http://www.coaemsp.org).

### **Medical Coding Certificate Program**

Accredited by the American Health Information Management Association (AHIMA), 233 N. Michigan Avenue, 21<sup>st</sup> Floor, Chicago, IL 60601-5809; Telephone: 312.233.1100; Website: [www.ahima.org](http://www.ahima.org).

### **Nursing –Associate Degree Nursing Program**

Accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; Telephone: 404.975.5000, Website: [www.acenursing.org](http://www.acenursing.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, Suite 200, Bethesda, MD 20814-3449; Telephone: 301.652.2682.

### **Physical Therapist Assistant Program**

The Physical Therapist Assistant Program at Pueblo Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703.706.3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: [www.capteonline.org](http://www.capteonline.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](http://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.

### **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 Department of Law, Criminal Justice Section – Colorado POST, Ralph L. Carr Colorado Judicial Center, 1300 Broadway 9<sup>th</sup> Floor, Denver, CO 80203; Telephone: 720.508.6721; Fax: 866.858.7486.

# Welcome to Pueblo Community College



Let me be the first to welcome you to Pueblo Community College and express my sincere pleasure in your desire to achieve a quality higher education in an environment that provides not only quality academics but the student support necessary for you to persist and complete your educational goals! Our faculty and staff are prepared to fully support you – yes, at PCC you can *Expect More*, and you will *Get More*! A road map for transfer programs, occupational programs, developmental education, workforce development, community education, student success, and so much more has been designed with each unique student in mind.

PCC is a comprehensive community college and one of thirteen institutions that form the Colorado Community College System, the largest system of higher education in the state. Our service area spans more than 11,000 square miles and includes not only the main campus in Pueblo but branch campuses in Canon City, Durango, and Mancos. If the traditional classroom and schedule do not fit your needs or lifestyle, PCC is pleased to offer both hybrid and online learning options. PCC is a Hispanic Serving Institution; diversity is both welcome and respected.

In addition, learning services, financial assistance, academic advising, transfer and career counseling, mentoring, and student services are extremely valuable resources available to all PCC students.

**Learning services** include free tutoring, focused learning groups, study skills enhancement, test-taking strategies, accelerated basic skills development, open tutoring labs, and our Pro Shop tutoring. These programs are not extras; rather, they are key shortcuts to success. Your assertive participation in any of them may allow you to take a higher course load to finish your program of study faster and may also significantly reduce academic stress.

**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 by specific deadline dates.

**Academic, career, and transfer advising** are your road maps 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.

**Student services** are available to provide critical support and enrich your PCC experience. These services provide crucial resources to help you stay in school, e.g., Project ACCESS, Panther Student Pantry, and peer mentoring. Assistance in locating child care or transportation services is available to students through our partnerships with community agencies. Our health clinic in Pueblo provides students access to a professional medical staff and discounted prescriptions, lab work, and immunizations. Finally, involvement in student activities and clubs helps you become more connected and engaged in your learning experience.

Please accept our heartfelt welcome to the PCC family. We highly encourage you to begin planning for success by scheduling a visit to one of our campuses and learning to navigate the campus website. A focused student orientation can ensure a more enjoyable and smoother journey in your quest for a successful experience in higher education.

With warm regards,

A handwritten signature in cursive script that reads "PA Erjavec".

Patricia A. Erjavec, PhD  
President

For more information about 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](mailto: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.

# 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



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# *Academic Calendar*

## *2016-2017*

### 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)
- 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

#### **Closure/Delayed Start due to weather**

Pueblo Community College makes every effort to remain open and hold classes as scheduled. Decisions to close or delay due to weather will be made based on current and predicted weather and road conditions. When there is reasonable evidence that inclement weather has created or is expected to create hazardous travel conditions, the College President or Chief Business Officer may announce a campus closure.

#### **Closure/Delayed Start due to other emergency**

Closures/delayed starts due to other emergencies are determined on a case-by-case based on the nature of the emergency. The College President or Chief Business Officer will announce a campus closure and act in accordance with the *Emergency Operations Plan*. Staff and Faculty should follow procedures found in the *Emergency Procedures Guide* (flip chart located in all offices and classrooms) and assist students in vacating college facilities.

#### **Communication Procedure for Closures**

When possible, the decision to close a campus or delay the start of classes/opening of offices will be made by 6:00 a.m. or earlier for full-day closures or delayed starts and by 3:00 p.m. or earlier for the early closure of a campus or cancellation of evening classes (classes starting at or after 5:00 p.m.).

MyPCC Alert is the main communication delivery method for announcements regarding a closure/delayed start. The College will also communicate via the College website, Facebook, Twitter, and through local television stations, when possible.

#### **Resuming classes in the event of a delayed start**

When a delayed start is in effect, all classes starting prior to the delayed start time will be cancelled in full. For instance, if a campus has announced a delayed start time of 10:00 a.m., any classes with a start time occurring prior to 10:00 a.m. will be cancelled in full even if the class would still be in progress after 10:00 a.m.



**Classes/Events in Progress in the event of an early closure**

The College will make every attempt to give ample notice of an early closure; however, in cases of emergencies, this may not be possible. Faculty, instructors, and staff must adhere to the procedures detailed in the Emergency Procedures Guide in the event of a sudden early closure due to an emergency.

When an early closure is not due to an emergency, faculty, instructors, staff should dismiss class (or end an event) at the stated early closure time for security and safety purposes. If, for any reason, this is not possible, the faculty, instructor, or staff must notify the Department of Public Safety or the appropriate branch dean immediately.

# Summer 2016

## 8 Week Session

Registration Begins	Monday	April 11
Tuition Due Date	Wednesday	May 18
Memorial Day	Monday	May 30
Registration Ends	Friday	May 27
Classes Begin	Tuesday	May 31
Schedule Adjustment Period	Tuesday-Wednesday	May 31, June 1
Drop for Non-Payment Warning	Friday	May 20, 27, June 3
Drop for Non-Payment	Monday	June 6
End of Refund Period/Census	Tuesday	June 7
Independence Day Holiday-Observed	Monday	July 4
Last Day to Withdraw	Thursday	July 14
Classes End	Monday	July 25
Grades Due	Tuesday	July 26

## First 4 Week Session

Registration Begins	Monday	April 11
Registration Ends	Friday	May 27
Classes Begin	Tuesday	May 31
Schedule Adjustment Period	Tuesday	May 31
End of Refund Period/Census	Friday	June 3
Last Day to Withdraw	Tuesday	June 21
Classes End	Monday	June 27
Grades Due	Tuesday	June 28

## Second 4 Week Session

Registration Begins	Monday	April 11
Classes Begin	Tuesday	June 28
Schedule of Adjustment Period	Tuesday	June 28
End of Refund Period/Census	Friday	July 1
Independence Day Holiday-Observed	Monday	July 4
Last Day to Withdraw	Wednesday	July 20
Classes End	Monday	July 25
Grades Due	Tuesday	July 26

## Fall 2016

### Full-Term

Registration Begins	Monday	April 11
Chairs Return	Monday	August 15
Faculty Return	Tuesday	August 16
Tuition Due Date	Wednesday	August 10
Drop for Non-Payment Warning	Friday	Aug. 19, 26, Sept. 2
Registration Closes	Friday	August 19
Faculty Professional Development Day	Friday	August 19
Full-Term Classes Begin	Monday	August 22
Schedule Adjustment Period	Monday-Friday	Aug. 22 –Aug. 26
Drop for Non-Payment	Tuesday	September 6
End of Refund Period/Census	Thursday	September 8
Labor Day Holiday	Monday	September 5
Midterm Week	Monday-Friday	Oct. 10-Oct. 14
Last Day to Withdraw	Saturday	November 19
Thanksgiving Holiday	Thursday	November 24
Thanksgiving Break (No Classes)	Monday-Saturday	Nov. 21–Nov. 26
Final Week of Classes	Monday-Saturday	Dec. 12–Dec. 17
Classes End	Saturday	December 17
Grades Due	Monday	December 19
Last Faculty Day	Friday	December 16
Holiday Break (Offices Closed)	Saturday-Monday	Dec. 24-Jan.2, 2017
All Staff Return	Tuesday	January 3, 2017

### Fall I

Registration Closes	Friday	August 19
Session Begins	Monday	August 22
Schedule Adjustment Period	Monday–Tuesday	Aug. 22–Aug. 23
End of Refund Period/Census	Monday	August 29
Labor Day Holiday	Monday	September 5
Last Day to Withdraw	Tuesday	October 4
Classes End	Saturday	October 15
Grades Due	Monday	October 17

### Fall II

Session Begins	Monday	October 17
Schedule Adjustment Period	Monday–Tuesday	Oct. 17–Oct. 18
End of Refund Period/Census	Monday	October 24
Thanksgiving Break (No classes)	Monday-Saturday	Nov. 21–Nov. 26
Last Day to Withdraw	Tuesday	December 6
Classes End	Saturday	December 17
Grades Due	Monday	December 19
Last Faculty Day	Friday	December 16

# Spring 2017

## Full Term

Registration Begins	Monday	November 7, 2016
All Staff Return	Tuesday	January 3, 2017
Chairs Return	Monday	January 9
Faculty Return	Wednesday	January 11
Tuition Due Date	Wednesday	January 11
Registration Ends	Friday	January 13
Full-Term Classes Begin	Monday	January 16
Schedule Adjustment Period	Monday–Friday	Jan. 16–Jan. 20
Drop for Non-Payment Warning	Friday	Jan. 13, 20, & 27
Drop for Non-Payment	Monday	January 30
End of Refund Period/Census	Wednesday	February 1
Faculty Professional Development Day (No classes)	Monday	February 13
Midterm	Monday-Saturday	Mar. 6-Mar. 11
Spring Break ALL Campuses	Monday-Saturday	Mar. 20-Mar. 25
Last Day to Withdraw	Friday	April 21
Final Week of Classes	Monday-Saturday	May 8–May 13
Commencement (Pueblo & Fremont Campus)	Friday	May 12
Commencement (Durango & Cortez Campus)	Sunday	May 14
Classes End	Saturday	May 13
Grades Due	Monday	May 15
Last Faculty Day	Friday	May 12

## Spring I

Registration Ends	Friday	January 13
Session Begins	Monday	January 16
Scheduled Adjustment Period	Monday–Tuesday	Jan. 16–Jan. 17
End of Refund Period/Census	Monday	January 23
Faculty Professional Development Day (No classes)	Monday	February 13
Last Day to Withdraw	Tuesday	February 28
Classes End	Saturday	March 11
Grades Due	Monday	March 13

## Spring II

Session Begins	Monday	March 13
Schedule Adjustment Period	Monday-Tuesday	Mar. 13–Mar. 14
End of Refund Period/Census	Monday	March 20
Spring Break (No Classes)	Monday-Saturday	Mar. 20–Mar. 25
Last Day to Withdraw	Tuesday	May 2
Commencement (Pueblo & Fremont Campus)	Friday	May 12
Commencement (Durango & Cortez Campus)	Sunday	May 14
Classes End	Saturday	May 13
Grades Due	Monday	May 15

# About PCC

## Welcome to Pueblo Community College

### **You've made the right choice!**

For 83 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](http://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 Associate Degree programs, over 150 certificates, and we are a state leader in health care education.

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 27 percent are first-time college students. Approximately 83 percent receive some kind of financial assistance in the form of grants, scholarships, work-study jobs, and/or student loans. Sixty percent of our students are female, 34 percent represent a minority and 34 percent are the 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 tutoring, learning labs, workshops, and adaptive services for those with disabilities. Our services include the PCC Health Clinic (Pueblo & Fremont campus), the Dental Assisting Restorative Clinic, the Dental Hygiene Clinic, Cosmetology, Simulation Center, and the Anatomy Lab, 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 Pueblo Corporate College we offer the Gateway to College Program and GED preparation classes.

Established in 1981, the Pueblo Community College Foundation has supported learning for thousands of students. As education plays out on each of the PCC campuses, the PCC Foundation is committed to work with the College to bring about positive changes to the lives of individuals, families, and communities.

The Foundation's mission is to align funding for Pueblo Community College through Foundation-approved efforts that support and promote student success. Since its inception, the Foundation has raised over \$16 million to support Pueblo Community College; its students and its programs of academic excellence.

The PCC Foundation is honored to have the opportunity to work with friends, alumni, businesses, community organizations, and other grantors; each of whom are committed to lending their financial support to our Foundation organization with the intent of advancing all aspects of Pueblo Community College.

900 W. Orman Avenue  
Room 194, Dr. Mike Davis Academic Building  
Pueblo, CO 81004  
719.549.3303  
[www.puebloccfoundation.org](http://www.puebloccfoundation.org)

## Vision

Pueblo Community College is the first choice for success.

## Mission

Pueblo Community College transforms lives, enriches communities, and strengthens the regional economy by empowering individual achievement through a continuum of education.

## Core Values

- **Achievement:** We embrace a diverse student body attending our institution of higher education and support all individuals in attaining high-quality postsecondary credentials across our academic disciplines. Through our retention efforts across the college, we work to keep students engaged and focused on completing their coursework to become highly-skilled professionals and gain the most from their educational pursuits to achieve success in the workforce by meeting the demands of a global economy.
- **Excellence:** We embrace continuous quality improvement and innovation in all areas of the institution. We deliver high-quality programs and services that respond to the needs of the communities we serve and prepare students for success in an ever-changing, diverse, and global workplace.

- **Integrity:** We advance our mission ethically and responsibly. We value fair and equitable treatment, participatory decision-making, and transparent resource management. We have an organizational culture that inspires high performance and accountability for behaviors, actions, and results in a collaborative spirit.
- **Respect:** We provide a safe, caring, and supportive environment conducive to the success and well-being of students, faculty and staff. We welcome diversity of backgrounds and opinions, recognize individual talents, encourage personal and professional growth, celebrate accomplishments, and honor institutional traditions.
- **Scholarship:** We value and promote student, faculty, and staff scholarship. We strive to create a student-centered learning environment that cultivates critical and creative thinking, problem solving, intellectual inquiry, and global awareness. Through continuing development, we expect faculty and staff to be productive workers, responsible decision-makers, and servant leaders. We believe that scholarship should occur in all organizational levels through knowledge sharing and effective communication.
- **Teamwork:** We believe inclusive cooperative relationships are critical to the vitality and long term success of our institution. We strategically pursue mutually beneficial partnerships to help students learn and advance other institutional priorities. We encourage active collaboration within and between departments and operational areas. We believe in the importance of nurturing student-to-student and student-to-faculty/staff interactions as a means of promoting student success

## 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

## 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.

## 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](http://www.ncahlc.org), 312.263.0456). Under this process, PCC is committed to continuous, systematic, and measurable quality improvement.

## 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

## Colorado Student Bill of Rights

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

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



## 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.

## 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 14, 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 33 acres where over 3,356 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.

Currently, we offer the following degrees at the Fremont Campus:

- Associate of Science
- 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 – Education
- Associate of Arts - Elementary Education
- Associate of Arts – History
- Associate of Arts – Psychology
- Associate of Applied Science – Criminal Justice
- Associate of Applied Science – Health Information Technology
- Associate of Applied Science – Medical Coding
- Associate of Applied Science – Nursing
- Associate of Applied Science - Office Administration
- Associate of General Studies
- Associate of General Studies - Criminal Justice
- Certificate – Emergency Medical Technician
- Certificate – Emergency Medical - Intermediate
- Certificate – Medical Coding
- Certificate – Medical Office Professional
- Certificate - Nurse Aide
- Certificate - Phlebotomy
- Certificate - Fire Science
- Certificate - Structural Welding Introduction
- Customer Service Academy
- Emergency Medical Services Program
- Hospitality Industry Customer Service
- Tourism and Guest Services

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, Business Management, Early Childhood Education, Psychology
- Associate of Science
- Associate of General Studies (Generalist)
- Associate of General Studies in Early Childhood Education
- Associate of Applied Science, Automotive Service Technology, Cosmetology, Early Childhood Education, Emergency Medical Services-Paramedic, Medical Assistant, Nursing, Radiologic Technology, and Welding

We offer numerous certificate options such as:

- Automotive Certificates
- Cosmetology
- Culinary Arts
- Early Childhood Education, Director, Group Leader, and Infant Toddler Certificates
- Emergency Medical Services Certificates
- Medical Assistant
- Nurse Aide
- 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](http://www.pueblocc.edu). Find and click on the “Apply Online”
- 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 Go!Zone of the campus you attend

Please refer to the *Admission* section of this catalog for detailed information about your application.

## Step 3: Register for the College Opportunity Fund (COF)

Apply for COF on the online admissions application or at <http://www.pueblocc.edu/COF/>. 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 *Paying for College* section of this catalog.

## Step 4: Take the Community College Placement Test (CCPT)

Contact the PCC campus closest to you for the CCPT 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](http://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 719.549.3177 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](http://www.pueblocc.edu). Click on “myPCC” Portal. Sign into the myPCC Portal and go to the Student tab, then to Registration Tools. Click on either the “Look up Classes” or “Add or Drop Classes” links to search for classes. 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 AAA 075 sections in the schedule of classes.

## Step 9: Obtain a PCC Panther One Card (ID Card)

After registering and paying for your classes, visit the Welcome Center on the first floor of the Student Center 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, you will be charged a replacement fee. You will need a copy of your class schedule and a photo ID.

## Step 10: Make Sure you can Access you PCC E-Mail Account

This is our primary way to communicate with you. After you become a student, we will not send information to your personal email account. All students should regularly check their college-issued student email accounts so they don’t miss out on important announcements. To access your student email, log into your myPCC Portal and click the “Student Email” icon located on the top right hand corner of the page. If you have problems opening your email, please call 1.888.800.9198 for assistance.”

## Step 11: Arrange to pay tuition and fees

Visit the Cashier’s Office or go online to the myPCC Portal, Student Finance tab, and view Tuition Bill 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 to Receive a Parking Permit

After registering and paying for your classes, visit the Welcome Center located in the Student Center on the Pueblo Campus, the Bookstore on the Fremont Campus, and the Go!Zone at the Southwest Colorado Community College sites. 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, and access to 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 myPCC Portal account on the PCC home page at [www.pueblocc.edu](http://www.pueblocc.edu), using your student ID number and your Password.

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 <http://www.pueblocc.edu/> (click the "Apply Online" link) at any PCC registration station, or by filling out an application form and sending or taking it to the Go!Zone of the campus you attend. The address of the main campus is

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



# 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,
- Take the Community College Placement Test (CCPT), and
- Officially declare a major in an approved associate degree or certificate program. To declare a major, complete the Change of Program form located on your student tab in the myPCC Portal. Before doing so, please review the Change of Major information in the *Academic Regulations* section of this catalog.

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.

## 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 CCPT before you can declare a degree or major in any approved program. You may declare or change your degree or major online by completing the change of program form on your student tab. If you wish to change your major to a health or public safety 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 CCPT. 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) – 970.247.2929, Ext. 7213; and SCCC West (Mancos) – 970.247.2929, Ext. 7223 for more information, deadlines, and application packets.

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.

## 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  
888.642.6017 – Ext. 3015

Hand-carried transcripts will not be accepted.

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 semesters
- 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.

- *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:

Automotive Service Technology	Nursing
Cosmetology	Occupational Therapy Assistant
Dental Assisting	Pharmacy Technician
Dental Hygiene	Physical Therapist Assistant
Emergency Medical Services	Phlebotomy Technician
Fire Science Academy	Psychiatric Technician
Law Enforcement Academy	Radiologic Technology
Medical Assistant	Respiratory Care Practitioner
Nurse Aide	Surgical Technology

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 limited-entry program. For further information including specific timelines for completion of the background check and drug screen, contact your program advisor.

Upon admission to a health professions 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
- Some program/clinical sites will require a flu and varicella (chickenpox) vaccine
- 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. Students who are under the age of 23 and unmarried are classified according to their parents' residency status. Contact Admissions for additional information.

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

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

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

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

**Deadline:** Submit your petition with all supporting documents by the deadline date published in the myPCC 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](http://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

PCC will not accept hand-carried transcripts. E-transcripts may be sent to [registrar@pueblocc.edu](mailto:registrar@pueblocc.edu).

## Electronic Transcripts Receipt Process

Pueblo Community College will accept electronic transcripts sent directly to [Registrar@pueblocc.edu](mailto:Registrar@pueblocc.edu).

### **Approved Mechanisms:**

1. eSCRIP-SAFE transcript delivery network.
2. Electronic Certified.pdf Transcripts with a digital signature available via a secure password protected database.

These transcripts are password protected, provided by the sender and accepted and handled as official documentation.

Transcripts sent via any other method or to any other email address will not be accepted as official documents and will not be used for transfer purposes.

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 or electronically certified and delivered 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, 75 percent for a 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 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 myPCC 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.
- If you do not enroll in classes, PCC will only hold your transcripts for one year.
- 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 Enrollment Services and Registrar.

## Prior Learning Assessment (PLA)

Procedure:

- I. Publicizing PLA Credit Opportunities To Students:
  - A. Students should have clear and concise information concerning how PLA Credit may help them.
  - B. Each college will provide students with information necessary to seek PLA Credit and will publish procedures on how to do so.



- C. Information will be available for new students, as well as currently enrolled and returning students and any person seeking information about the institution.

## II. Standards for Awarding PLA Credit:

- A. PLA Credit is not awarded for experience, but rather for college level learning which entails knowledge, skills and competencies that students have obtained as a result of their prior learning experiences.
- B. Once a student has been admitted to the college and has chosen a program of study, the student becomes eligible for PLA Credit.
- C. Academic credit will be awarded only for those courses directly applicable to the student's declared program as outlined in college publications.
- D. A student may use PLA Credit to fulfill any degree, certificate or graduation requirement but a mandatory 25% of credit must be earned at the institution that will confer the degree or certificate.
- E. All work assessed for PLA Credit must meet or exceed "C" level work. Minimum cut-off scores on standardized tests are set at "C" level work.
- F. PLA Credit will be assessed by faculty subject matter experts as determined by the institution.

## III. Methods for Awarding PLA Credit:

Approved methods available for awarding PLA Credit include: Standardized Tests, Institutional Challenge Examinations, Published Guides, Portfolios and successful completion of a CCCS approved Colorado Department of Corrections CTE certificate program.

### A. Standardized Tests:

- i. National standardized tests such as The College Board College Level Examination Program (CLEP), both general and subject examinations; Advanced Placement Program (AP); and International Baccalaureate (IB) programs.
- ii. DSST Exams (formerly known as DAN TES Exams); UExcel Exams (formerly known as Excelsior College Examinations); and other nationally recognized industry testing, training, licensing or certification programs.

### B. Institutional Challenge Examinations:

- i. Institutionally approved examinations such as objective tests; essays; and oral, hands-on or simulated demonstrations will be used to evaluate the student's competencies specific to the course being challenged.

- ii. Institutional challenge examinations are the equivalent of a comprehensive final examination for the course being challenged.

C. Published Guides:

The System accepts credit recommendations for both military and industry evaluated training programs and credentials from the following local and nationally recognized entities.

- i. Educational Experience in the Armed Services as documented on the Joint Services Transcript (JST): The credit recommendations of the American Council on Education (ACE), as published in The Guide to the Evaluation of Educational Experiences in the Armed Services, will be used to evaluate military training and learning experiences.
- ii. ACE Workforce Training as documented on the ACE Transcript: National Guide to College Credit for Workforce Training.
- iii. Workforce and other Non-Accredited Training as documented on The National College Credit Recommendations Service (NCCRS) transcript. In the event of conflicting credit recommendations between the ACE and NCCRS organizations for the same training or credential, the ACE recommendations will take precedence.
- iv. Faculty Evaluated Local Industry and Workplace Training: Individual colleges may use information obtained through their own prior learning assessment evaluations for local industry and training programs. As appropriate, these evaluations should be shared with other colleges to support students moving around the state.

D. Portfolios:

Knowledge and skills acquired through work and life experiences may be validated through a formal portfolio assessment process.

- i. Development of Portfolio:
  - a) Upon request from a student, each College will provide a course, workshop, or orientation session designed to assist students in identifying, describing and documenting skills and knowledge gained through prior learning experiences. Each College will also provide upon request more detailed information regarding the required format of the portfolio. When developing their portfolios, students must address each of the evaluative criteria delineated below:
    - 1. The learning must be demonstrable and verifiable.
    - 2. The learning content must have both theoretical and applied components.
    - 3. The learning must be college level.
    - 4. The learning must be currently applicable to the student's certificate or degree requirements.

5. The learning must be equivalent to the competencies of a specific course or courses.

ii. Evaluation of Portfolio

- a) Evaluation of the portfolio will be conducted by subject matter expert(s), designated by the System or College.
- b) The portfolio work must be evaluated as “C” level or above and contain evidence of proficiency in the competencies in the course(s) in order to award academic credit.
- c) The evaluator should be prepared to produce documentation to defend the evaluation including rubrics and notes. No partial credit will be awarded.
- d) The student may appeal the evaluation decision according to the appeal process outlined in the CCCS PLA Credit Manual. Colleges are responsible for developing the process and publicizing information to students.

IV. Transfer of Credit:

- A. Within the System: PLA Credit must be accepted for transfer amongst all colleges provided that the credits apply to a degree or certificate program at the institution the student is entering.
- B. To State Colleges and Universities: Transfer guides and articulation agreements shall include information on the transfer of PLA Credit as stipulated in the Colorado Commission on Higher Education (CCHE) Policy and General Procedures for Transfer

V. PLA Credit Crosswalk Matrix:

- A. The System President or designee shall be responsible for maintaining and updating a comprehensive PLA Credit Crosswalk Matrix document for recognized Standardized Test, Published Guide and Faculty Evaluated Local Industry and Workplace Training crosswalks which have been assessed by CCCS faculty and found to be equivalent to CCNS courses. These assessments must meet all evaluation criteria outlined in the CCCS PLA Credit Manual. Requests for revision should be made to the System President or designee.

VI. Colorado Department of Corrections:

- A. A student who completes coursework at Colorado Department of Corrections facility may transfer any career and technical postsecondary course credits with a grade of “C” or better earned while enrolled in the approved program. These eligible career/technical credits may be applied to the requirements of a program leading to a certificate or to an Associate of Applied Science or an Associate of General Studies degree at a Colorado Community College System college. Transfer is limited to Career and Technical (CTE) coursework.
- B. Post-Secondary credits accepted in transfer from the Colorado Department of Corrections must come from an SBCCOE/CCCS approved CTE certificate program and be instructed by SBCCOE/CCCS credentialed faculty.

- C. An annual review of Department of Correction programs will be completed by the CCCS Chief Academic Officer or his/her designee.

VII. Additional Provisions:

- A. Posting of Credit: A student may apply for PLA Credit at any time as long as the student is admitted and has identified a program of study to which the PLA Credit will apply.
- B. FTE Considerations: Credits awarded for prior learning will not be counted for FTE enrollments or state entitlement.
- C. Records and Transcripts: Official transcripts shall designate all PLA Credit awarded. Such credit shall be identified by specific course, number of semester credit hours, and PLA Credit method of award. No letter grades will be posted for PLA Credit. All documentation used as a basis for PLA Credit awarded will be maintained by the college consistent with institutional policies on record retention.
- D. Cost: Colleges may charge assessment fees to the student based on the method of assessment and as determined in the PLA Credit Cost Matrix in the CCCS PLA Credit Manual.
- E. Students should be given the information necessary to understand that PLA Credit fees are non-refundable even if the student fails to earn credit.
- F. Students should be given the information necessary to understand that requests for re-evaluation will be charged at the same rate as first time assessments.

Advanced Placement (AP)	Credit by Challenge*
American Council on Education (ACE)	DSST (formally DANTES) Program**
Armed Services Credit	Excelsior College Examination Program
Automotive Service Excellence (ASE)	International Baccalaureate (IB)
Certified Professional Secretary (CPS)	Portfolio Assessment (Life Experience)
College-Level Examination Program (CLEP)**	

\*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).

\*\*These exams are offered through the Pueblo Community College Testing Center.

For additional information about CPL, visit the online Credit for Prior Learning Student Handbook (revised 2014) at [www.ccs.edu/current-student/credit-for-prior-learning/](http://www.ccs.edu/current-student/credit-for-prior-learning/).

## Transferring AA or AS Degrees to Other Institutions

Colorado's Statewide Transfer Agreements 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, or Early Childhood Teacher Education, and other 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 more information on transfers go to <https://resources.cccs.edu/education-services/transfers-articulation/>.

## Transcripts

You may obtain official transcripts by logging onto: [www.pueblocc.edu/Transcripts/](http://www.pueblocc.edu/Transcripts/), where you may either use the on-line ordering system or print an order form. By ordering on-line and using e-transcript processing your transcript may be delivered to multiple recipients or institutions in as little as an hour during regular business hours. Multiple processing and product options are available to meet student needs. There is a minimum fee of \$3.00 per transcript. Transcript pick-up is available at the Pueblo Campus Go!Zone. Unofficial transcripts are available free of charge through the myPCC Portal. Please check your unofficial transcript prior to ordering official transcripts to ensure your grades and/or degree has been posted to your transcripts. If you owe money to PCC or any other CCCS Community College we will not issue your transcript until your debt is cleared.

# 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](http://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](mailto: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 [www.pueblocc.edu/GE/](http://www.pueblocc.edu/GE/).

## 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
- are in a certificate program which is less than 16 credit hours, 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 Ineligibility

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 *ineligibility*. If you have 0 percent completion within a semester, you will become *ineligible*. 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 ineligibility*, you are no longer eligible for financial aid.

Note: Financial aid warning/probation/ineligibility 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 Educational Benefits

With certain exceptions, PCC courses are approved for the training of veterans and eligible dependents. If you plan to use VA educational benefits, contact the Admissions staff 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 prompt payment of tuition, fees, and book costs, whether or not your VA educational benefit payments have started.



It is your responsibility to notify the Admissions staff in the Go!Zone 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. 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.

Residents of the following states should contact the Admissions Office for further details: Alaska, Arizona, California, Commonwealth of the Northern Marianas Islands, 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](http://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 \$75 per credit hour.

### Projected tuition costs for the 2016-2017 academic year\*:

Tuition	Total Tuition	Less Estimated COF Stipend	Student Share of Tuition
<b>Resident</b>	\$245.50/credit	\$75/credit	\$170.50/credit
Resident – CCC Online and PCC Online	\$329.95/credit	\$75/credit	\$254.95/credit
Resident – Nursing Courses	\$311.80/credit	\$75/credit	\$236/80/credit
Resident – Dental Hygiene	\$382.00/credit	\$75/credit	\$307.00/credit
<b>Non-Resident</b>	\$595.25/credit	—	\$595.25/credit
Non-Resident – CCC Online and PCC Online	\$381.90/credit	—	\$381.90/credit

BAS Online	Total Tuition	Less Estimated COF Stipend	Student Share of Tuition
<b>Resident</b>	\$378.00/credit	\$75/credit	\$303.00/credit
<b>Non-Resident</b>	\$574.65/credit	----	\$574.65/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/Military-Tuition-status.pdf](http://www.pueblocc.edu/Military-Tuition-status.pdf).

# 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 (cost of student facilities, including Bond Issue on Student Center Building)	\$ 7.08
Parking (maintenance and repair of parking facilities)	1.42
Associated Government (operation of student government)	1.67
Student Activities (activities for the student body)	1.49
Recreation Center Fee	<u>1.09</u>
<b>Total per credit hour</b>	<b>\$ 12.75</b>
<b>*Student Life Facility Fee</b>	<u>7.85</u>
	<b>\$ 20.60</b>
Registration fee per semester	13.00
Mandatory Health Clinic Fee (Minimum 6 credit hours)	<u>23.99</u>
<b>Total per semester</b>	<b>\$ 57.59</b>

**\*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)	10.00
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
CCPT Exam (per test session)	10.00

***\*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

Statements can be obtained anytime through the myPCC Portal.

## Methods of Payment

PCC accepts cash, checks, and valid third-party payments. You may also pay tuition and fees with Visa, Discover, MasterCard, or American Express. Bills may be paid in person or online.

## Drop for Non-Payment Policy

All students who have not paid their balance in full, have set-up a payment plan, have financial aid or a third-party tuition/fee deferment may be dropped for non-payment after close of business of the tuition payment due date.

## 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 (currently through Higher One.)

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](http://www.pueblocc.edu) and go to myPCC Portal.

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

Pueblo Community College wants you to be successful in achieving your educational goals. Therefore, 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.

The PCC Basic Skills Policy is based upon the following statewide policies:

- Colorado Department of Higher Education’s Statewide Remedial Education Policy (<http://highered.colorado.gov/Publications/Policies/Current/i-parte.pdf>)
- Colorado Community College System Developmental Education Taskforce’s 2013 Redesign Recommendations (<http://www.cccs.edu/developmental-education/index.html>)
- Colorado Community College State Board Policy BP 9-41 (<https://www.cccs.edu/wp-content/uploads/2012/08/BP9-41.pdf>)

Students attending PCC must adhere to the Basic Skills Policy and may have to take the Basic Skills Assessment Test Community College Placement Test or CCPT) in Mathematics, Reading, and writing (English) before their first semester of enrollment. The college uses this test to place students in appropriate college or basic skills courses. For the most up-to-date information about the CCPT, as well as prep materials, placement scores and fees please visit our website at [www.pueblocc.edu/Testing-Center/](http://www.pueblocc.edu/Testing-Center/).

### **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.*

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; or
  - 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 in the college catalog-
3. Any PCC students whose assessment scores do not meet college-level standards is required to meet with an advisor prior to enrolling in courses for the first time.

4. If a degree-seeking PCC student assesses into any basic skills courses, the student must complete all basic courses within his or her first thirty (30) credit hours of enrollment. Students who have not met this requirement must meet with an academic advisor.
5. A student who does not place into college-level English must complete the appropriate College Composition and Reading (CCR) course during his or her first semester of enrollment. The student should see an advisor.
6. If a student is required to take both math and CCR basic skills courses, he or she is required to enroll in and successfully complete AAA 098 - S.T.E.P.S. for College Success during the same semester as enrollment in basic skills math and CCR courses.

Students who are placed on academic probation are required to enroll in and successfully complete AAA 098 – S.T.E.P.S. For College Success unless they previously completed the course successfully.

7. Students who successfully complete the highest level of basic skills classes or college-level courses in math, or English, 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 who have taken the ACT or SAT within the last five (5) years may be exempt from the CCPT if their scores provide evidence of college readiness. Reading and English scores are valid for five (5) years; math scores are valid for two (2) years. Students should contact an academic advisor for required scores.

## How to Assess on the CCPT

1. Students will be required to schedule an appointment to take the CCPT. To make an appointment, contact your local campus Testing Center:

Pueblo Campus	900 W. Orman Ave, AB 134	719.549.3091
Fremont Campus	51320 W. Hwy. 50, L101	719.296.6104
Durango Campus	701 Camino del Rio, Suite 201	970.247.2929
Mancos Campus	33057 Hwy. 160	970.564.6200

2. Due to the length of the CCPT, students will be required to split the test into two (2) separate testing sessions.
3. CCPT will not be utilized for concurrent enrollment students.
4. The cost of the CCPT is a flat \$10 (regardless of the number of testing sections)
5. Testing is permitted once per academic year. For retesting, the student must submit an appeal to the Chief Academic Officer or designee (contact the campus Testing Center for more information).

## iGRAD Program

Pueblo Community College’s iGrad (I Gained Relevant Academic Development) program helps students develop basic skills in reading, English, and mathematics to succeed in college-level courses.

Students whose skills are below the levels required for successful performance in college level courses may be able to complete their basic skills requirements in one semester. PCC's iGrad program provides the opportunity to fulfill the basic skills requirement by offering basic skills courses that are paired with college-level courses for an enhanced and supportive learning experience.

1. 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 online course. A written summary of this information will be provided to the student upon completing the CCPT.
2. The official results of the assessment tests are retained by the PCC Testing Center for a minimum of five years. Assessment results (CCPT, ACT, SAT and others) are valid for five years.

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

## Course Placement Based on Assessment Test Scores

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

### I\*GRAD PLACEMENTS BASED ON ASSESSMENT/EXEMPTIONS



#### CCR 092

- Accuplacer- Sentence Skills <50 Placement
- CCPT Reading 76-150 & Essay 2 **OR** Reading 50-100 & Essay 3 **OR** Reading 50-88 & Essay 4 Placement

#### CCR 094

- Accuplacer-Sentence Skills 70-94 Placement
- CCPT- Reading 101-150 & Essay 3 **OR** Reading 89-150 & Essay 4 **OR** Reading 50-95 & Essay 5 **OR** Reading 50-79 & Essay 6 Placement

#### ENG 121 – English Composition I - GT

- ACT-English 18 Placement or SAT-Writing 460 Placement
- Accuplacer-Sentence Skills  $\geq 95$  Placement
- CCPT-Reading 96-150 w/ Essay 5 **OR** Reading 80-150 w/ Essay 6 Placement
- CLEP-College Composition (not modular) 50 Exemption
- AP-Language and Composition 3 Exemption or IB-HL4 Exemption

#### ENGLISH EXEMPTION

- English 11/Honors within 2 years, a grade of A/ B & high school GPA of 3.0 or higher Exemption

#### MAT 050 – Quantitative Math

- Accuplacer-Arithmetic  $\geq 40$  **OR** 30-60 Elem. Alg. Placement
- CCPT- AL/ QL LADI  $\geq 67$  **OR** AL/QL PADI <59 Placement

#### MAT 055 – Qualitative Math

- Accuplacer-Elem. Alg. 60-84 Placement
- CCPT-AL/QL IADI <45 Placement

#### MAT 107 – Career Math

#### MAT 103 – Math for Clinical Calculations

- ACT-Math 19 Placement
- SAT-Math 500 Placement
- Accuplacer-Elem. Alg.  $\geq 61$  Placement
- CCPT-AL PADI  $\geq 80$  **OR** QL PADI  $\geq 59$  **OR** AL IADI  $\geq 45$  but <60 **OR** QL IADI <45

**MAT 108 – Technical Math**

- ACT-Math 19 Placement
- SAT-Math 500 Placement
- Accuplacer- Elem. Alg.  $\geq 61$  Placement
- CCPT-AL PADI  $\geq 59$  but  $< 80$ , **OR** QL PADI  $\geq 80$ , **OR** AL IADI  $\geq 45$  but  $< 60$ , **OR** QL IADI  $< 45$  Placement

**MAT 120 – Math for Liberal Arts Majors - GT**

- ACT-Math 19 Placement
- SAT-Math 500 Placement
- Accuplacer- Elem. Alg.  $\geq 61$  Placement
- CCPT- QL PADI  $\geq 80$ , **OR** AL IADI  $\geq 45$  but  $< 60$ , **OR** QL IADI  $< 45$  Placement
- CLEP-50 Exemption
- IB-HL4 Exemption

**MAT 121 – College Algebra - GT**

- ACT-Math 23 Placement
- SAT-Math 570 Placement
- Accuplacer- Elem. Alg.  $\geq 85$  Placement
- CCPT-AL IADI  $\geq 60$  Placement
- IB-HL4 Exemption
- CLEP-54 Exemption or DSST-50/400 Exemption

**MAT 122 – College Trigonometry - GT**

- ACT-Math 24 Placement
- SAT-Math 590 Placement
- Accuplacer-CLM  $\geq 63$  Placement
- CCPT-TCDI  $> 29$  but  $< 82$  Placement

**MAT 125 – Survey of Calculus - GT**

- ACT-Math 25 Placement
- SAT-Math 590 Placement
- Accuplacer-CLM  $\geq 63$  Placement
- CCPT-AL ICDI  $> 29$  but  $< 82$  Placement

**MAT 135 – Introduction to Statistics - GT**

- ACT- Math 21 Placement
- SAT-Math 550 Placement
- Accuplacer- Elem. Alg.  $\geq 61$  Placement
- CCPT- QL PADI  $\geq 80$ , or AL IADI  $> 45$  but  $< 60$ , or QL IADI  $< 45$  Placement
- AP-4 or 5 Exemption
- DSST-50/400 Exemption

**MAT 155/56 – Integrated Math I & II**

- ACT-math 19 Placement
- SAT-Math 500 Placement
- Accuplacer- Elem. Alg.  $\geq 61$  Placement
- CCPT- QL PADI  $\geq 81$ , or AL IADI  $> 45$  but  $< 60$ , or QL IADI  $< 45$  Placement

**MAT 201 – Calculus I - GT**

- ACT-Math 28 Placement
- SAT-Math 630 Placement
- Accuplacer-CLM  $\geq 103$  Placement
- CCPT-AL TCDI  $\geq 82$  Placement
- CLEP-54 Exemption

**MATH EXEMPTION**

- Placement in CTE/Qualitative Math
  - 3.0 un-weighted GPA & A or B in Algebra II & course within 18 months
- Math 121
  - 3.0 un-weighted GPA & A or B in Pre-calculus & course within 18 month



# *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 credits must take a CCPT test or have 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 who 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. On the Fremont Campus please meet with an Academic Advisor in the Go!Zone.

### **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. 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. On the Fremont Campus please meet with an Academic Advisor in the Go!Zone.

# 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 myPCC 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), are a male over the age of 18 not registered with the Selective Service, 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 your advisor's approval for all schedule changes.*

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

*If you change your schedule after submitting your graduation paperwork, you must notify your advisor so that an updated graduation planning sheet can be submitted. If you fail to notify your advisor of such changes, you may not be able to graduate on schedule.*

## Adding Courses

You may add regular courses only during the Add Period, specified on the myPCC 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 myPCC Portal located at [www.pueblocc.edu](http://www.pueblocc.edu).

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.

A student will be identified as a “no-show” and dropped from the course if he or she has not attended any class sessions between the start of the course and the census date or attended but did not participate in any academically related activity prior to census. (For online courses, simply logging in does not constitute “academically related activity.”). Students will receive a full refund. Physical attendance is where there is a substantive opportunity for direct interaction between the instructor and the student. Students who may encounter unusual or extenuating circumstances may request a late drop after 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. It is your responsibility to withdraw yourself from courses; instructors will not withdraw you.

- 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 Go!Zone Enrollment Office. 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. You may also email the registrar’s inbox from your college-issued student email account to request withdrawal ([registrar@pueblocc.edu](mailto:registrar@pueblocc.edu)).

### **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 and program when they 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.

Degree requirements in effect at the time of each service member's enrollment will remain in effect for a period of at least one year beyond the program's standard length, provided the service member is in good academic standing and has been continuously enrolled or received an approved academic leave of absence. Adjustments to degree requirements may be made as a result of formal changes to academic policy pursuant to institutional or departmental determination.

In instances when courses or programs are no longer available or changes have been mandated by a State or accrediting body, the institution will work with affected service members to identify substitutions that would not hinder the student from graduating in a timely manner.

### **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 and Behavioral Expectations

PCC expects students to adhere to standards of conduct that promote academic and personal integrity, civility, and cooperation. The College Student Code of Conduct is found in the PCC Student Handbook. PCC expects that you have read and will adhere to PCC regulations, comply with the laws of the local community, and take 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. Academic Integrity is defined by the International Center for Academic Integrity as the adherence to five fundamental values: honesty, trust, fairness, respect, and responsibility. PCC recognizes that it takes courage in order to challenge others and to live by these values.

Failure to follow the standards of academic integrity will result in acts of Academic Misconduct, which are defined as:

Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards of academic behavior. Students who engage in any type of academic misconduct are subject to both academic consequences as determined by the instructor and to disciplinary action as outlined in the PCC disciplinary procedures.

## No show/Drop/Withdrawal Definitions and Effects

	<b>Definition</b>	<b>Initiated by</b>	<b>Is the student charged?</b>	<b>Does this show on Transcript?</b>	<b>Effect on financial aide</b>	<b>Effect on GPA</b>
<b>No Show</b>	Students will be dropped as a no-show if they do not attend any class sessions or submit any substantial work between the start of the course and the census date. Students should be reported as a no show on or before the census date for the course.	Faculty and Instructors	No	No	If a student is not dropped as a no show on or before the census date for a course and are dropped as a no show at a later time, the student could receive a financial aid disbursement for which they are not eligible. When late drops occur, a	None

					student's financial aid must be adjusted, and the error could result in the student owing back thousands of dollars to PCC.	
<b>Drop</b>	Students can drop some or all of their courses prior to the census date for the course. Special length courses have different census dates. Please check the portal on the faculty tab and Important Dates	Student	No	No	Same effect as a No show	None
<b>Withdrawal</b>	A student may withdraw from any or all of their courses and receive a grade of "W". They must withdraw by the last day to withdraw of their course. Special length courses have different withdrawal dates. Please check the portal on the faculty tab and Important Dates	Student	Yes	Yes as a "W"	Students are held financially liable for the withdrawn course. Does count as credits attempted, Financial aid does cover the cost of a withdrawn course	None However does count as credits attempted

\*Students who stop attending class and do not withdraw themselves will receive the grade that they earned. If the student receives a failing grade, the faculty/instructor must report the last date of attendance when entering the grade.

### **Drop for no show**

Students will be dropped as a no-show if they do not attend any class sessions OR attend once but do not complete any academically related activity between the start of the course and the census date see pages 54-55 of this catalog.

- Students should be reported as a no show on or before the census date for the course.

### **Withdrawal**

A **student** may withdraw from any or all of their courses and receive a grade of “W” see pages 51 and 55 of this catalog. Students are held financially liable for the courses from which they withdraw, and the course withdrawal is recorded on their transcripts. It is now the student’s responsibility to withdraw themselves from their courses – instructors will no longer withdraw students due to poor attendance.

### **Drop**

Students can drop some or all of their courses prior to the census date for the course. If a student drops a course prior to its census date, the student is not charged for the course and the course does not appear on their transcripts.

\*If students stop attending their courses and do not withdrawal themselves, instructors should assign the student the grade they earned. If a student receives a failing grade, the instructor needs to report the last date of attendance when entering the grade. A student should never be assigned a failing grade if they failed to attend a course and should have been dropped as a no show. **Students cannot receive financial aid for courses where they have not established attendance.**

### **Impacts to student’s financial aid**

- If a student is not dropped as a no show on or before the census date for a course and are dropped as a no show at a later time, the student could receive a financial aid disbursement they are not eligible for. When late drops occur, a student’s financial aid must be adjusted, and the error could result in the student owing back thousands of dollars to PCC.

If inaccurate last dates of attendance are reported when a student fails a course and a Return of Title IV funds calculation must be performed for the student, the inaccurate last date of attendance will impact how much money the financial aid office is required to return. The calculation is based on how much financial aid the student has “earned”, and we want to ensure that students are awarded the appropriate amount of aid based on their last date of attendance and other factors.

## **Grading System**

At the end of each semester you may access your grades or order a transcript online at [www.pueblocc.edu](http://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). An “S” grade



indicates that the quality of student work in the course is equivalent to “C or better.” An “S” grade will count in attempted and earned hours, but will not carry any quality points and will not be included in the calculation of GPA. “S” grades may not be applied to any course in the Colorado Guaranteed Transfer Program for General Education (“GT Pathways”). With the exception of Physical Education courses, no course taken for an S/U grade may be applied to the AA or AS degree, and in that case, no more than two (2) credits may be applied to the AA or AS degree.

A “U” grade indicates that the quality of student work in the course is equivalent to “D or less.” A “U” grade may not be applied to any degree or certificate requirement.

<b>Letter Grade</b>	<b>Quality Points</b>
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	

**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 automatically posted to your transcript at the end of the next full length semester.

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 Agreement” provided by your instructor. (The department chair will send you a copy of the Incomplete Grade Agreement.)
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.

## 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, with the following limitations:

- The following guideline applies to all students taking credit bearing courses.
- Students will be limited in the number of times that they can take the same course.
- Certain courses are exempt from the repeat course procedure due to the nature/offering of the course.
- If a student has taken a course and attempts to register for the course a second time, the student will receive an **automated notification** of possible financial aid implications, available support services and how to access those services.
- If a student has taken a course twice and attempts to register for the course a third time, the student will not be able to register for that particular course until an action plan is created and approval granted by the college appointed staff member. Please note that the student is able to register for other courses without needing an action plan or approval as per college rules and regulations.
- If the college appointed staff member does not feel that the registration is warranted, the student **may appeal** via the college's designated appeal policy.
- If a student has taken a course three times and wants to register for the course a fourth time, the student **must appeal** via the college's designated appeal policy.

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 (CGPA) to remain in good standing. **A student's academic standing at one college will impact academic standing at another CCCS college.**

## **Academic Standings:**

### **Initial Standing**

Student has attempted **fewer** than 9 cumulative credit hours with a CGPA => 2.00 for all classes attempted.

### **Good Standing**

Student has attempted **at least** 9 cumulative credit hours and has a CGPA => 2.00 for all classes attempted.

If your CGPA drops below a 2.000, PCC will place you in one of the following categories to encourage you to improve:

### **Academic Alert**

*CGPA less than 2.000 after attempting 9 credit hours or fewer.* You may continue to enroll in classes provided you meet with your academic advisor to discuss a plan for academic improvement.

### **Academic Probation**

Academic Probation - *Cumulative GPA (CGPA) less than 2.000 after completing 9 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 Term 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:**

### **Suspension**

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

### **Suspension Rules:**

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

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

# 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/Student\\_handbook/](http://www.pueblocc.edu/Student_handbook/) or in hard copy from the Dean of Student Success Office. For information about arbitrary and capricious actions, contact the Dean of Student Success Office.

# Credit Completion Progress

Recognizing the value of credit completion for all students with regards to retention, transfer and credential attainment, Pueblo Community College has established the following practice and procedures for measuring and notifying students of their credit completion progress. This procedure is intended to be informational and helpful, but also establishes clear standards of credit completion progress that must be met and maintained in order to be a successful student at PCC.

### **Credit Completion Progress:**

- All credit bearing classes (developmental and college level) will be used to calculate the percent of attempted credits passed. This includes summer term courses.
- Only courses taken “in residence” will be used for this calculation. “In residence” means taken at PCC. Courses taken elsewhere and transferred in do not apply. The credit completion rate for this procedure will not necessarily match those used for financial aid purposes or athletic eligibility.
- Grades considered to be passing when computing the percent of attempted credits passed are as follows: A, B, C, D, S/A, S/B, S/C, and S.
- Grades considered to be failing when computing the percent of attempted credits passed are as follows: I, F, U/D, U/F, W, and AW.
- Course Completion Rate is calculated by dividing the total attempted credits by the number of credits successfully completed as per the definitions above.

### **Practice Standards:**

Initial Standing: Student has attempted **fewer** than nine (9) cumulative credit hours will not be assessed for credit completion.

Good Standing: Student has attempted **at least** nine (9) cumulative credit hours and has a cumulative course completion rate of at least 50 percent.

Warning 1: Student has attempted at least nine (9) cumulative credit hours **and** has a cumulative course completion rate of less than 50 percent for the first time.

Warning 2: Student has attempted at least nine (9) cumulative credit hours **and** has a cumulative course completion rate of less than 50 percent for the second time.

Warning (Continued): If a student on Credit Completion Probation passes 50 percent or more of their attempted term credits, but fails to raise their cumulative completion rate to 50 percent, they will be allowed to continue the next term, but will remain on Credit Completion Probation.

Warning 3: Student has attempted at least nine (9) cumulative credit hours **and** has a cumulative course completion rate of less than 50 percent for the third time.

**Warning Rules:**

- Students on Warning 1 will receive a communication regarding their credit completion status and will be given information on resources, best practices, etc.
- Students on Warning 2 will receive a communication regarding their credit completion status **and** will have a credit completion hold (which will impact registration) placed on their student account at their home college. The student will not be able to make any changes to their student account until they meet with an advisor.
- Students on Warning 3 will receive a communication regarding their credit completion status **and** will have a credit completion hold (which will impact registration) placed on their student account at their home college. The student will not be able to make any changes to their student account until they meet with an advisor. **The college reserves the right to limit the number of credit hours** that the student may take when a student is on Warning 3 status.

## 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. You must meet the following six (6) conditions for Academic Renewal:

- A maximum of 30 hours can be excluded from the GPA.
- Courses and grades approved for Academic Renewal remain on the transcript but are excluded from the GPA calculations.
- Academic Renewal applies to “D” and “F” grades only.
- In order to apply for Academic Renewal, students cannot have been enrolled at PCC for two (2) calendar years from the last term being considered for Academic Renewal.
- Students must be enrolled and have completed at least six (6) hours with a 2.0 term GPA to be awarded Academic Renewal. For a Reverse Transfer Degree only, the student may fulfill this requirement by demonstrating enrollment in at least six (6) credit hours with a 2.0 term GPA during last semester of attendance at the four-year institution.
- Students can only apply for Academic Renewal once.
- The decision is not reversible.

# *myPCC eLearning*

MyPCC eLearning courses are either fully online or split between in-class and online, 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'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.

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. 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). Students 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.

PCC offers three options of distance course delivery:

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

## **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/eLearning/> for more information. Any requirements for face-to-face meetings for online classes are limited to: orientations, internships, specialized laboratory work, proficiency check offs, or final industry certifications. All coursework is done via the Internet.
- 2. Colorado Community Colleges Online (CCCOOnline)** is a shared educational resource of the Colorado Community College System. Refer to: <http://www.ccconline.org/>. These courses are taught by instructors of the Colorado Community College System. All coursework is done via the Internet.

## **Hybrid Courses**

Hybrid courses are a combination of online and classroom instruction. In a hybrid course a portion of the seat time is spent in the classroom and the remainder of the class is conducted online.

## **Two-way Interactive Video Classrooms**

Two-way interactive video classes are taught at any campus location with students participating from another campus location through video-conferencing. These courses include online classroom instruction and participation.

# *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 regular communication between the student and instructor.



# *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
- Online courses with registrations through the home college will be included in residency hours
- Satisfactorily complete all general education requirements
- Complete all major and related courses with a grade of “C” or better
- Earn a cumulative grade point average of 2.000
- Be classified as a degree-seeking student
- **Your diploma and final transcript will not be issued until all PCC financial obligations are met**

### **Certificate Requirements**

All candidates for certificates must meet the following requirements:

- At least 25 percent of credits must be completed in residence
- 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**

### **Multiple Academic Degrees**

To earn multiple academic degrees, Associate of Arts, Associate of Science or Associate of General Studies at Pueblo Community College, a student must complete a minimum of an additional 15 credits of coursework, which have not been applied to any previously awarded degree. The additional coursework for each successive degree must be above and beyond the original 60 credits required for the first academic degree. These 15 credit hours must all apply toward the additional degree and must be completed through Pueblo Community College. This includes the degrees with designation.

## 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 applying to the degree.\*

### **Associate of Applied Science Degree**

Cumulative GPA of 2.000 or higher. Complete all major and related courses with a grade of “C” or better.\*

### **Certificate Programs**

Overall GPA for courses within the certificate program of 2.000 or higher.\* Complete all major and related courses with a grade of “C” or better.

*\*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 CGPA 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 term grade point average of 3.500 or higher, you will be placed on one of the following lists “graded credits” are those classes set-up with the A-F grade mode. Classes that are graded with satisfactory/unsatisfactory grade mode are not counted in the 12 or more graded credits requirement. Selection for this honor will be recorded on your permanent transcript.

- President’s List 4.000 Term GPA
- Vice President’s List 3.750 to 3.999 Term GPA
- Dean’s List 3.500 to 3.749 Term 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 myPCC 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 complete a Change of Major form available on the myPCC Portal.
- Verify that transfer and prior learning credit have been posted on your transcript.
- Verify with your faculty advisor or department chair that previously requested course substitutions and/or waivers have been approved.
- Schedule an appointment with your faculty advisor or department chair 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 faculty advisor or department chair immediately of any changes to your plan. You and your faculty advisor or department chair will complete the Request for Modification Form and submit it to the Records Office.

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/site 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, at a reduced price. Students can also purchase their textbooks online at [www.puebloccbookstore.com](http://www.puebloccbookstore.com).

## Career and Transfer Services

Career and transfer services are offered to students and alumni through the Career and Transfer Center located in the Student Center, Room 155. The following services provide include:

- Career exploration and planning
- Job posting and industry job fairs
- Employer Networking and Information Sessions
- Resume and cover letter seminars
- Interview skills workshops
- Full service career management system
- Four-year college and university information and visitations

Call 719.549.3036 for information.

## Children First: Child Care Referral Service

If you need child care, Children First can provide FREE customized referrals to parents/guardians for licensed child care providers or programs that will meet your unique needs. Stop by our office in AB 154 or call 719.549.3411 or email at [childrenfirst.pcc@pueblocc.edu](mailto:childrenfirst.pcc@pueblocc.edu). We can also help you find trainings for parents or child care providers.

Children First also assists Early Childhood (EC) professionals by providing opportunities for continuous program enhancement through the support of the new Colorado Shines Quality Rating & Improvement system, and by scheduling trainings for EC professionals to meet licensing requirements, Professional Development Information System (PDIS) requirements to further their personal professional development.

Children First maintains a list of community resources in southeastern Colorado. Again, stop by our office to find out more. In addition to our Pueblo office, we have a satellite office at the PCC Fremont Campus in Cañon City. For more information, call us at 719.549.3411 in Pueblo, 719.296.6118 in Cañon City, or toll free at 877.338.2273.

## Customer Solutions Center/Downtown Studio

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. It is located in the Downtown Studio on the corner of First and Santa Fe. Downtown Studio staff provide one-on-one enrollment services aimed at assisting veterans, displaced, and low wage earners with the transition to college life.

## Dining Services

The Pueblo Joe's cafe is located in the lower level of the Student Center. Pueblo Joe's offers breakfast specials along with pastries and beverages. The lunch menu includes lunch specials, deli sandwiches, grill items, healthy "grab n' go" items and a build your own burrito and salad bar. 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.

## Health Clinic

Students enrolled in six (6) or more semester credit hours can receive free office visits at the PCC Health Clinic. Students enrolled in less than six (6) semester credit hours will pay a \$30 office visit fee. Health Clinic services offered include, but are not limited to; general office visits, physical exams, well-women exams, minor injury treatment, immunizations and prescriptions. All students pay a reduced fee for any vaccines, lab work, or other miscellaneous testing needed. For more information or to schedule an appointment, please call 719.549.3315. Immediate family members of students, faculty, and staff can also use the Health Clinic. They will pay a \$30 office visit fee.

## Learning Center

The Pueblo, Fremont, and SCCC East and 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/site.

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 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:

### **Disability Resources (AB 120)**

If you have a 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 campus/sites.

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 (AB 042)**

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.

### **Testing Center (AB 134)**

In the Testing Center there are many different testing and assessment services offered to students and the community, including placement testing, academic testing, high stakes/professional testing, distance proctoring services, and credit by examination. All services in the Testing Center require a current, valid ID.

### **Tutoring (AB 056)**

Tutorial Services offers free tutoring assistance to all students enrolled at Pueblo Community College. Each campus offers different options for tutoring services. Students should contact their campus to inquire about what is offered for various courses.

At the Pueblo campus, there is a drop-in tutoring option known as “Pro Shops”: English Pro, Math Pro, Science Pro, and IT/Computer Pro. Pro Shop services are available Monday through Saturday during the Learning Center’s normal operating hours. Pro Shop schedules are posted on the college website under “Tutoring”. Hard copies are available in the Learning Center.

Tutoring for other courses may be requested by submitting a tutor request form in the Learning Center.

Online tutoring through NetTutor is also available. It can be accessed through the Desire2Learn (D2L) program and is free to PCC enrolled students at all campuses.

## 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, non-print media titles, online databases, and electronic books. At the PCC Pueblo campus, the Library is located in the Mike Davis Academic Building and is designed to provide several learning support services in one area.

PCC students, faculty, staff, and community members may access the resources of the PCC Libraries at the Pueblo and Fremont campuses. Colorado residents may check out circulating collection materials from a PCC Library upon presentation of a valid Library card from a participating Colorado Libraries Collaborate Library. Any enrolled student or current faculty or staff member automatically has a Library card, which is the official PCC ID card. All registered borrowers agree to the Library’s Borrower’s Agreement located on the Library’s web page. **If you do not accept these conditions, contact Library staff to cancel your Library account.** You will use your “S” number to access online databases. As long as your account is in good standing (with no overdue materials), you may access resources from an off campus computer during the semester that you are a registered student. The Pueblo campus Library provides the following services (please inquire about the services your campus library provides):

### **Bibliographic Services**

You can access the PCC Library catalog and catalogs of other Colorado libraries by visiting [www.pueblocc.edu/Library/](http://www.pueblocc.edu/Library/).

### **Online Full Text Resources**

You have access to online full-text databases (ejournal, ereference, ebooks, and streaming media) via the Library home page. Online Resources, a resource 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, by phone, and in person for developing research strategies and identifying resources for class assignments or personal interests. Individual and group orientations are available. Resource guides may be obtained in the Library; resource 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, eReaders, a scanner, laser printers, media carrels, a photocopier, and open and private 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 Communications Office**

PCC's Marketing and Communications Office is responsible for media relations, advertising, marketing, public relations, college branding and special events. The department is responsible for PCC's website and the myPCC portal. To keep PCC students and the college informed, Marketing and Communications publishes timely news via an electronic newsletter called the "Panther Pause" and *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 community awareness of PCC programs and the college in general 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. 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. On the Fremont Campus tours can be arranged by calling 719.296.6105.

## Public Safety

Please report all injuries, accidents, or other incidents requiring police or other safety/emergency assistance to the appropriate office on your campus.

### **Safe2Tell**

Safe2Tell® provides YOUNG people a way to report any threatening behaviors or activities endangering themselves or someone they know, in a way that keeps them safe and anonymous. To submit a tip call 1.877.542.SAFE (7233) or visit <http://safe2tell.org/submit-a-tip/>.

**Pueblo Campus:** We are located in the Student Center, Room 152 and Gorsich Advanced Technology Center, Room 131. 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 719.549.3355, cellular phone at 719.821.6563.

**Fremont Campus:** Between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday, report incidents to the Department of Public Safety office, located in the north hallway directly across from the vending machines. You may reach the Department of Public Safety by calling 719.296.6130. During other times, students may report incidents to the Public Safety Officer who is available during the evening and some Saturdays. You may summon emergency services by calling 911 from any classroom phone or from 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 159, 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: It is our goal to encourage our students to exercise and relax as a habit so they feel balanced.

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

**Group Fitness Classes:** Zumba, Women on Weights "WOW", Strength and Conditioning Classes, Wii Just Dance, Yoga, Tai Chi, Senior Strength Training, and Cycle Fit.

**Intramurals Program:** Flag Football, Basketball, Soccer, Volleyball, and many more.

**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 (1) credit or more are admitted free to the Recreation Center. The Recreation Center also offers one (1)-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.



## Referral Services

These services are offered to students who need ongoing counseling, mental health, and alcohol assistance. You may contact our physician located at the Medical Technology Building, Room 118 on the Pueblo Campus and the Go!Zone at the Fremont Campus. We also have Navigator Trainers on the Pueblo Campus located in the Student Center, Room 241. These offices provide a number of services, such as:

### **Crisis Intervention**

We provide assistance to students who are experiencing a crisis. Once the crisis has abated, we refer students to off-campus resources.

### **PROJECT ACCESS (Advancing Community Care; Enhancing Student Success)**

The Pueblo Campus of PCC has partnered with Catholic Charities to offer assistance to students. In addition to an “Options 4 Change” class, Project Access provides referrals to numerous community services. This is an exciting partnership that is a valuable resource for PCC students!

### **Drug and Alcohol Prevention Information**

PCC maintains drug prevention information and resources in cooperation with the referral sources 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 by contacting Counseling Services.

## Student and Judicial Affairs

The Director of Student and Judicial Affairs is located in the Student Center, Room 241. The director also 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
- Promotion of civility on campus
- Promotion of academic integrity

## 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, or one of many clubs and organizations. For more information please call 549.3061 or visit Room 249.

## 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.

# Pueblo Corporate College



*Pueblo Corporate College* is committed to provide quality customized workforce training, professional development, and personal enrichment opportunities throughout Pueblo Community College's campus communities.

Services available through Pueblo Corporate College include:

**Customized Corporate Training and Consulting:** Delivering customized education, training and consulting programs, Pueblo Corporate College provides existing workers with the skills to help area businesses stay competitive in the global marketplace through a variety of delivery options that meet the demands of today's industries.

**Professional Development and Continuing Education:** Offering educational opportunities for adults, Pueblo Corporate College provides short term courses to assist professionals with upgrading their skills to advance their careers, renew licenses and prepare for certifications.

**Lifelong Learning:** Through unique opportunities, community individuals may participate in a variety of workshops and programs that provide personal enrichment and engagement with others.

**Business and Entrepreneurial Training and Consulting:** Committed to helping new and existing businesses grow, the

*Southern Colorado Small Business Development Center*, a branch of Pueblo Corporate College, provides confidential consulting and state-of-the-art training programs tailored to meet the challenges and opportunities available for area companies.



**State of Colorado Department Training and Development:** Partnering with the Statewide Training and Development Center, professional workshops are available to the southern Colorado region.

**Simulation Training and Extended Studies for Healthcare Professionals:** Utilizing Pueblo Community College Simulation Lab at Saint Mary Corwin Medical Center, Pueblo Corporate College offers customized, hands-on training for a wide variety of occupations in the healthcare industry.

*Pueblo Corporate College* is committed to:

- Identifying the best solutions and measures of success for each customer
- Efficient and timely response to each engagement and contact with a dedicated single point of contact
- Accurate and measurable results
- Exceptional customer service by responding to customer needs with flexibility and comprehensive project management
- Access to a vast network of experts and resources including grant opportunities through the Governor's Office of Economic Development and International Trade.

For additional information, contact *Pueblo Corporate College* at 719.549.3320 or toll free at 1.866.478.3256.

# *Pre-College Programs*

Pre-College Programs offers an array of opportunities for individuals seeking a high school diploma, GED, or a pathway into higher education. These second chance programs are designed to meet the needs of the community and address the need for providing opportunities for a more productive life.

**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 Classes:** The GED Preparation Class 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 curricula include the complete Steck-Vaughn Test Preparation for the 2014 GED series that is divided into four (4) subject area sections: Reasoning through Language Arts, Mathematical Reasoning, Social Studies, and Science. GED Academy provides computer-based instruction and built-in assessment process that creates customized learning plans.

**HOPE Bridge Project:** HOPE's focus is to assist prior offenders or those now on parole or probation 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.



# *Student Life*

All of us at Student Life are committed to providing students every opportunity to make the most of their time here at Pueblo Community College. Our aim is to enrich the student experience and promote lifelong learning by fostering an inclusive community that will empower students to lead and serve through meaningful involvement whether it be helping to plan an event, taking on a leadership role, participating in clubs, or joining an intramural sports team.

## 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 Organizations

You may join any campus/site 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**

### **Automotive Club**

The Pueblo Community College/Canon City High School Auto Club is designed to give students an opportunity to learn and gain experience in the automotive area outside of regular class time. The Auto Club is open to students currently enrolled in auto classes, students not able to take auto classes but interested in automotive.

### **Drama Club**

The Drama Club seeks to provide students interested in theatre with an opportunity to experience all forms of the dramatic arts, from taking part in discussions, doing readings, and viewing plays, to the full participation in all phases of the preparation for and presentation of live theatre performances.

### **Nursing Club**

The Student Nurse's Club is open to all pre-nursing, first-year, and second-year nursing students. It is a service club that works with the Associated Student Government to support campus activities. Members also serve as volunteers for various community fairs and clinics, enhancing the health of the public through education, action, and service.

### **Outdoor/Sports Club**

The Club provides students the opportunity to be active with a group of like-minded individuals. Group activities that range from relaxing pass-times, such as nature hikes and camping, to extreme adventures, like paintball and rafting, create a sense of cohesion and lasting friendships for life outside of school. There is also an opportunity to compete in the local intramural leagues.

## **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.

### **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 ADN's; it also helps them enhance the health of the public through education, action, and service.

### **Culinary Arts Club**

The Culinary Arts Club is composed of students and alumni of the Culinary Arts and Hospitality Studies Program. The club sponsors on-campus culinary arts activities and participates in local and statewide events as well as travel and tourism opportunities for all members.

### **Dental Assisting Student Organization (DASO)**

Participation in DASO offers the dental assisting student development in organizational 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.

### **Fire Science**

The purpose of the Fire Science Club is to promote fire safety awareness. The FSC will be created under the purpose of educating, preparing, and demonstrating what to do in case of fire related emergency, how to safely handle emergency situations and to educate on the potential hazards found in households, businesses, and workplaces. The FSC will meet at least twice a month.

### **History Society**

The History Society encourages and promotes the study, exploration, and appreciation 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.

### **Occupational Therapy Assistant (OTA) Club**

This club acts as an advocate for occupational therapy to enhance the health and wellness of students and the general public. It participates in education, action, and service projects on campus and in the Pueblo community.

### **Panther of Faith**

The purpose of this chapter is to build movements of people who are transformed by Jesus Christ. The student led movement seeks to introduce students to Christ, help them to grow in faith, encourage them to passionately live life in a manner consistent with belief in the God of the Bible, and inspire commitment to advancing the purposes of God in the world.

### **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.

### **PS CARE**

The mission of the Psychology and Social Work: Careers and Resources for Education shall be to provide students interested in the areas of psychology and/or social work with a student support system to help with awareness, resources, and education for future careers. PS CARE shall also provide members with opportunities to participate in activities which provide awareness of social issues and assistance for those in need in the Pueblo community.

### **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.



### **Science, Technology, Engineering, Mathematics (STEM) Club**

The mission of the PCC STEM club shall be to mentor our peers, provide resources for scholarships, to provide support for the sciences, technology, engineering, and mathematic students at Pueblo Community College. We will provide assistance with proofreading of essays for admittance into four (4) year institutions for scholarships. As a club, we will also participate in campus and community events.

### **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 Chapter American Dental Hygienists Association (SCADHA)**

Dental hygiene students are automatically members of SCADHA, part of the American Dental Hygienists' Association. SCADHA 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.

### **TRIO Upward Bound**

Provide students with experiences and opportunities to build their leadership skills. To better educate the Pueblo community about issues relating to TRiO programs. To establish techniques to assist PCC's TRiO Upward Bound program to be more visible on campus and within the Pueblo community.

# *Important Legal Information*

## Your Privacy Rights

The Family Educational Rights and Privacy Act of 1974 (FERPA), commonly known as the Buckley Amendment, affords students certain rights with respect to their education records. The Act helps protect the privacy of your records by requiring that PCC limits the disclosure of information from these records to third persons, as well as notify you of the right to review and correct your records.

Pueblo Community College (PCC) may release the following directory information about you to the public:

- Student name
- Major field of study
- Dates of attendance
- Degrees and awards received
- Enrollment status (full time, part-time, etc.)
- Most recent educational institution attended
- Participation in officially recognized activities and sports
- Height and weight (only for students in officially recognized activities and sports)

**PCC Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA) of 1974.** The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. FERPA rights are afforded to the students at the time of admission. These rights include:

**The right to inspect and review the student's education records within 45 days of the day PCC receives a request for access.** A student should submit to the Records Office a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, staff shall advise the student of the correct official to whom the request should be addressed.

**The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights.** A student who wishes to ask PCC to amend a record should write the Registrar (who will notify the college official responsible for the record), clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**The right to provide written consent before PCC discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception which permits disclosure without consent is disclosure to College officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory,

academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); a person serving on the College Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. PCC has designated the National Student Clearinghouse as a College official. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. Upon request, the College discloses education records, without a student's consent, to officials of another school, in which a student seeks or intends to enroll, or after enrollment. The College may share educational records to parents in the following circumstances; for a student who is dependent under I.R.S. tax code; a student under 21 years old who has violated a law or the schools rules or policies governing alcohol or substance abuse; and when the information is needed to protect the health or safety of the student or other individuals in an emergency.

**FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use.** As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records – including the Social Security Number, grades, or other private information – may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (Federal and State Authorities) may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your educational records, and they may track your participation in educational and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

**The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202-5901.

In accordance with the Fair and Accurate Credit Transactions Act (FACTA) of 2003, **Pueblo Community College** adheres to the Federal Trade Commission's (FTC) Red Flag Rule (A Red Flag is any pattern, practice, or specific activity that indicates the possible existence of identity theft.), which implements Section 114 of the FACTA and to the Colorado Community College System's Identity Theft Prevention and Detection Program, which is intended to prevent, detect and mitigate identity theft in connection with establishing new covered accounts or an existing covered account held by the Colorado Community College System (System or CCCS) or one of its thirteen (13) community colleges, and to provide for continued administration of the Program. If a transaction is deemed fraudulent, appropriate action will occur. Action may include, but is not limited to, cancelling of the transaction, notifying and cooperating with law enforcement, reporting to the Student Code of Conduct Office, and notifying the affected parties. For more information on FACTA, Red Flag Rules, and Identity Theft Consumer Information, please see the links provided below:

- Federal Trade Commission Statute: <http://www.ftc.gov/os/statutes/fcradoc.pdf>
- Red Flag Rules: <http://www.ftc.gov/bcp/edu/microsites/redflagrule/index.shtml>
- Identity Theft Consumer Information: <http://www.consumer.ftc.gov/features/feature-0014-identity-theft>

## 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 campuses/sites 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 Ken Nufer, 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.

## Violence Against Women Act (VAWA), Section 304

On March 7, 2013, President Obama signed a bill that reauthorized the Violence Against Women Reauthorization Act (VAWA). Included in the bill is Section 304, which addresses sexual violence in higher education. Pueblo Community College fully supports VAWA by educating, preventing, and supporting our community about issues surrounding domestic violence, dating violence, sexual assault, and stalking; defining consent; promoting options for bystander intervention; recognizing warning signs of abusive behavior; and promoting ways to avoid potential attacks. We do this by offering mandatory Human Resources VAWA training for all staff, and student-lead activities that bring awareness of these issues to the student community. Assistance for victims is available through a consortium of the Pueblo Rape Crisis Center, PCC Judicial/conduct office, and Student Activities Board. Project ACCESS can offer students referrals of off-campus organizations should the need arise. For more information feel free to contact any of the following offices: Ken Nufer, Director of Human Resources/Title IX Coordinator; Keith Wilder, Dean of Students Success; Dennis Johnson, Director of Student Judicial Affairs, and student conduct officer; Bill Brown, Director of Public Safety.

## Title IX Statement

Pueblo Community College (PCC) is committed to providing a learning environment that promotes personal integrity, civility and mutual respect free of sex discrimination and sexual misconduct. Title IX of the Educational Amendment Act of 1972 states that: *No person in the United States, shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal assistance.* Sex discrimination violates an individual’s fundamental rights and personal dignity. PCC considers sex discrimination in all its forms to be a serious offense. **This policy includes all forms of sex discrimination, including: sexual harassment, sexual**

**assault, and sexual violence by employees, students, or third parties.** This policy has been developed to reaffirm individual rights and responsibilities and to provide recourse for those individuals whose rights have been violated. It should serve as a guide for you on the expectations we have for sexual communication, sexual responsibility and sexual respect. For a complete copy of the policy and for complaint procedures and forms, go to <http://www.pueblocc.edu/Title-IX/>.

All College employees, including student employees in certain roles, are mandatory reporters of sexual misconduct and discrimination. Mandatory reporters must ensure that any sexual misconduct or discrimination that they become aware of is reported to the College's Title IX Coordinator or designee. Reports may also be made to the College's Department of Public Safety at 719.549.3355. This policy applies to all sexual misconduct, discrimination, or harassment regardless of the gender, gender identity or sexual orientation of the complainant or respondent.

## 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/site. 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/Student handbook/](http://www.pueblocc.edu/Student%20handbook/).

## 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/sites. If the concern or complaint is not resolved through an informal process, a written complaint may be submitted to the Dean of Student Success Office.

## 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 PCC Student Handbook which you can find online at [www.pueblocc.edu/StudentServices/StudentHandbook/](http://www.pueblocc.edu/StudentServices/StudentHandbook/). You may also contact the Higher Learning Commission at <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/our-members](http://www.sheeo.org/our-members).

Before exercising either of the above options, you should know that most (if not all) external complaint processes require 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/site, 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/Public-Safety/](http://www.pueblocc.edu/Public-Safety/).

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 and public safety 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 280, 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 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 assume 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 in 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](http://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.

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PCC grants Associate of Arts (AA), Associate of Science (AS), Associate of General Studies (AGS), and Associate of Applied Science (AAS) degrees. PCC also grants Certificates of Completion (CERT).

PCC's programs are approved by the Colorado 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 U.S. 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/GE/>.

# Associate of Arts (AA) Degree

Dr. Deborah (Sunny) Schmitt, Chief Academic Officer

Dr. Jeffrey Alexander, Dean of Arts and Sciences

## *Transfer Degree*

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The Associate of Arts (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, or Nursing.

Requirements for the AA Degree are as follows:

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

Consult with a PCC Arts and Sciences advisor or a 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 from an advisor for reference.

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

- 37 credits of Colorado Statewide Guaranteed Transfer Courses (GT Pathways)\***
- 23 credits of Associate of Arts Electives**

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*Developmental courses are not included in these credits.*

Developmental courses are courses in English, college composition and reading, and mathematics that you may have to take before enrolling in college level courses.

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## **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 GT Pathways Advanced Writing course (GT-CO3)\*

### **3 Credits Oral Communication**

COM 115 or COM 125 or COM 220

### **3 Credits Mathematics**

MAT 120 or higher. Any guaranteed transfer Math course except MAT 155/156 (GT-MA1)\*

### **7 Credits Natural and Physical Sciences**

Two guaranteed transfer Natural & Physical Sciences courses including at least one lab course (GT-SC1, GT-SC2)

### **6 Credits Arts and Humanities**

Two guaranteed transfer Arts & Humanities courses from two different areas (AH1, AHS2, AH3, or AH4)\*

### **6 Credits Social and Behavioral Sciences**

Two guaranteed transfer Social and Behavioral Science courses (SS1, SS2, or SS3)\*

### **3 Credits History**

One guaranteed transfer History course (GT-HI1)\*

### **3 Additional Credits**

One additional guaranteed transfer courses from either Arts & Humanities or Social and Behavioral Sciences (AH1, AH2, AH3, AH4, HI1, SS1, SS2, or SS3)\*

## **2. Associate of Arts Electives**

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

- All electives must be selected with advisor approval.
- Take any of the above courses that are not used as Statewide Guaranteed Transfer Courses (GT Pathways).
- Complete any of the following approved elective courses:

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

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

\* Refer to pages 125-126 for a full list of all GT Pathways Courses

## 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 provided that 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)

# Associate of Arts (AA) Degrees with Transfer Articulation Agreements

Dr. Deborah (Sunny) Schmitt, Chief Academic Officer  
Dr. Jeffrey Alexander, Dean of Arts and Sciences

The following transfer agreements were created prior to the 2010 legislation that changed the definition of a statewide transfer agreement and, therefore, no longer meet the legal definition. The schools that signed on to these agreements still honor them, however. Students should check with their advisor and the four-year transfer college to ensure they are registering for the appropriate courses.

## Education

Rosemary Breckenfelder, Department Chair  
Associate of Arts (AA) Degree  
TOTAL CREDITS 60

### 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 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 a four-year institution's teacher education program.

Before beginning to take classes, you must meet with PCC's teacher education faculty advisor to plan a course of study and to examine the list of approved credits for each four-year institution in Colorado.

Students interested in majoring in education need to identify the four-year college/university to which they plan to transfer. Each individual institution requires different curriculum electives for graduation.

There are no current statewide articulation agreements in secondary or K-12 education, but students can still effectively pursue these options at PCC.

### Emphasis in Elementary Education (Grades K-6)

If you want to teach grades K through 6, you may pursue an Associate of Arts degree with Elementary Education emphasis.

### Emphasis in Secondary Education (Grades 7-12)

If you want to teach grades 7 through 12, you should identify the four-year college or university to which you intend to transfer and the appropriate curriculum. 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

### Emphasis in 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.

## ASSOCIATE OF ARTS (AA) DEGREE

CIP 13.1202

### Emphasis in Elementary Education

TOTAL CREDITS 60

#### 35 General Education Core Requirements

##### 9 Communication

ENG 121 (with a grade of B or better), ENG 122, COM 115

##### 6 Mathematics

MAT 155, MAT 156

##### 8 Natural and Physical Sciences

SCI 155, SCI 156

##### 3 Arts and Humanities

LIT 115

##### 9 Social and Behavioral Sciences

HIS 121, GEO 105, POS 111

#### 6 Education Requirements

EDU 221\*, PSY 238

\* In addition to the requirements listed, students 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.

#### 19 Other Required Courses

Determined by transferring institution.

**Students must meet with an academic advisor to determine which specific other courses are required pertaining to their emphasis area and transfer institution.**

This degree transfers to the following Colorado public four-year institutions of higher education:

Adams State University (B.A. Interdisciplinary Studies)  
Colorado Mesa University (B.A. Liberal Arts)  
Colorado State University-Pueblo (B.S. Liberal Studies)  
Fort Lewis College (B.A. Interdisciplinary Studies)  
Metropolitan State University of Denver (B.A. Human Development)  
University of Colorado, Boulder (B.A. History)  
University of Colorado, Colorado Springs (B.A. Biology, English, Geography and Environmental Studies, History, or Spanish)  
University of Colorado, Denver (B.A. Individually Structured Major or B.A. Teaching, Learning, & Development – Elementary Education)  
University of Northern Colorado (B.A. Interdisciplinary Studies)  
Western State Colorado University (B.A. Elementary Education)

# Early Childhood Education

Rosemary Breckenfelder, Department Chair  
CIP 13.1210

## Associate of Arts (AA) Degree

TOTAL CREDITS 60

### Career Opportunities

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

Before beginning to take classes, you must meet with PCC's Teacher Education faculty advisor to plan a course of study and to examine the list of approved credits for each four-year institution in Colorado.

### 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 Emphasis in Early Childhood Education

- 38 General Education Core Requirements**
- 9 Communication**
  - ENG 121, ENG 122,
  - COM 115 (with a grade of B or better)
- 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**
  - SCI 155, SCI 156
- 6 Arts and Humanities**
  - (Choose 2 courses):  
ART 110, MUS 120, LIT 115, LIT 255
- 9 Social and Behavioral Sciences**
  - HIS 121, GEO 105, POS 111
- 16 Core Curriculum Requirements**
  - ECE 101, ECE 102, ECE 205, ECE 238 and ECE 241
  - 1 ECE 236
- 6 Electives**
  - Determined by transferring institution

This degree transfers to the following Colorado public four-year institutions of higher education:

- Adams State University (B.A. Interdisciplinary Studies with Elementary Education Licensure)
- Colorado State University-Fort Collins (B.S. Early Childhood Education)
- Fort Lewis College (B.A. Early Childhood Education)
- Metropolitan State University of Denver (B.A. Early Childhood Education)
- University of Colorado, Denver (B.A. Teaching, Learning, and Development - Early Childhood)
- University of Northern Colorado (B.A. Early Childhood Teacher Education)

# Social Work

Donna Fitzsimmons, Department Chair  
CIP 44.0000

## 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 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.

## ASSOCIATE OF ARTS (AA) DEGREE Emphasis in Social Work

TOTAL CREDITS 60

- 38 General Education Requirements**
- 9 Communication**  
ENG 121, ENG 122, COM 115
- 3 Mathematics**  
MAT 135
- 8 Natural and Physical Sciences**  
BIO 105 with lab  
Select one additional GT Pathways Natural and Physical Science course. The course must include a laboratory component (GT-SC1)\*
- 9 Arts and Humanities**  
PHI 112  
Select two additional GT Pathways course from either Arts and Expression, Literature and Humanities, Ways of Thinking, or Foreign Languages (GT-AH1, AH2, AH3, or AH4)\*
- 9 Social and Behavioral Sciences**  
HIS 122, POS 111, PSY 101

<b>22</b>	<b>Electives</b>	
3	ETH 224	Introduction to Chicano Studies
3	PSY 235	Human Growth & Development
3	SOC 101	Introduction to Sociology I
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 United States
3	WST 200	Introduction to Women's Studies

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\* Refer to pages 125-126 for a full list of all GT Pathways Courses

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# Associate of Arts (AA) Degrees with Designation

Dr. Deborah (Sunny) Schmitt, Chief Academic Officer

Dr. Jeffrey Alexander, Dean of Arts and Sciences

## Transfer Degrees

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The Associate of Arts (AA) Degrees with Designation are statewide transfer articulation agreements that identify the courses a student at a Colorado public community college must complete as part of an Associate of Arts (AA) degree to be guaranteed to be able to complete a Bachelor of Arts (BA) degree at any Colorado public four-year college or university that offers that bachelor's degree program.

## Anthropology

CIP 45.0201

Michael Engle, Department Chair

### Associate of Arts (AA) Degree

#### Career Opportunities

The Associate of Arts Degree with Designation in Anthropology prepares students to transfer as a junior to a four-year institution in Colorado in order to pursue a bachelor's degree in anthropology. A degree in anthropology offers many career and educational opportunities. Careers in anthropology include museum education, field and medical research, higher-education teaching, public health, environmental assessment, community studies coordination, ethnic and cultural studies, and field studies in archaeology.

#### Program Description

Anthropology is the study of the evolution of human society, life, and culture. Specifically, anthropology answers the questions of how people lived, what they thought, and how they interacted with their particular environment. Studying how societies have developed and changed from the past to the present, anthropology provides a critical understanding of the world today, and how the future world may evolve.

#### Program Requirements

In addition to the requirements listed below, you must:

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

Consult with a PCC Arts and Sciences advisor or 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 Designation in Anthropology, you must complete at least 60 college-level credits, as described below:

### ASSOCIATE OF ARTS (AA) DEGREE

#### Anthropology Designation

TOTAL CREDITS 60

#### 32-33 General Education Core Requirements

##### 6 Communication

ENG 121 and ENG 122  
or ENG 122 and a GT Pathways Advanced Writing course (GT-CO3)\*  
COM 115, COM 125, or COM 220

##### 3-4 Mathematics

One GT Pathways course (GT-MA1), prefer MAT 135

##### 8 Natural and Physical Sciences

Select two GT Pathway (GT-SC1)\*

##### 6 Arts and Humanities

Select two GT Pathway courses from any category:

Arts and Humanities (GT-AH1)\*

Literature and Humanities (GT-AH2)\*

Ways of Thinking (GT-AH3)\*

Foreign Languages (GT-AH4)\*

##### 6 Social and Behavioral Sciences

(Select two GT Pathway courses from any category):

Economics or Political Systems: (GT-SS1)\*

Geography (GT-SS2)\*

Human Behavior, Culture, or Social Frameworks:

(GT-SS3)\*

##### 3 History

Select one GT Pathways History course (GT-HI1)\*

#### 22 Additional Required Anthropology Courses

3 COM 155 or COM 125 or COM 120

6 ANT 101 and ANT 107\*\*

4 ANT 111\*\*

\*\* Some receiving institutions require a lab attached to this course (ANT 111-Physical Anthropology); please consult with the receiving institution.

##### 3 Arts and Humanities

Select one GT Pathway course from any category:

Arts and Humanities (GT-AH1)\*

Literature and Humanities (GT-AH2)\*

Ways of Thinking (GT-AH3)\*

Foreign Languages (GT-AH4)

3 ANT course

Select one additional GT Pathway course: Social and Behavioral Science (GT-SS3)\*

##### 3 Social and Behavioral Sciences

(Select one GT Pathway course from any category):

Geography (GT-SS2)\*

Human Behavior, Culture, or Social Frameworks:

(GT-SS3)\*

##### 5-6 Electives

Determined by transferring institution

This degree transfers to the following Colorado public four-year institutions of higher education:

Colorado State University-Fort Collins (B.A. Anthropology)  
Fort Lewis College (B.A. Anthropology)  
Metropolitan State University of Denver (B.A. Anthropology)  
University of Colorado, Boulder (B.A. Anthropology)  
University of Colorado, Colorado Springs (B.A. Anthropology)  
University of Colorado, Denver (B.A. Anthropology)  
University of Northern Colorado (B.A. Anthropology)  
Western State Colorado University (B.A. Anthropology)

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\* Refer to pages 125-126 for a full list of all GT Pathways Courses

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# Art History

David Edwards, Department Chair

## Associate of Arts (AA) Degree

TOTAL CREDITS 60

### Career Opportunities

The Associate of Arts (AA) Degree with Designation in Art 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) or Bachelor of Fine Arts (BFA) degree in Art or Art History. Students who opt for the Bachelor of Arts in Art History can choose to work in several occupational fields including museums, galleries, government, research, and academia. Once a BA or BFA is completed, students may pursue a higher or graduate degree in Art, if interested.

### Program Description

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

### Art History

TOTAL CREDITS 60

#### 31 General Education Core Requirements

##### 6 Written Communication

ENG 121 and ENG 122, or  
ENG 122 and a GT Pathways Advanced Writing Course (GT-CO3)\*.

##### 3 or 4 Mathematics

Select one three credit OR 4 credit GT Pathways Mathematics course (GT-MA1)\*.

##### 7 or 8 Natural and Physical Sciences

Select two GT Pathways Natural and Physical Sciences courses (GT-SC1, GT-SC2)\*. One of these courses must include a laboratory component (GT-SC1)\*.

##### 6 Arts and Humanities

Select two GT Pathways Arts and Humanities courses from any category (GT-AH1, GT-AH2, GT-AH3, GT-AH4)\*, except those courses listed in the additional required courses section below.

##### 6 Social and Behavioral Sciences

Select two GT Pathways Social and Behavioral courses from any category (GT-SS1, GT-SS2, GT-SS3)\*.

##### 3 History

Select one GT Pathways History Course (GT-HI1)\*

#### 18 Additional Required Art History Courses

- 3 ART 111 Art History: Ancient to Medieval
- 3 ART 112 Art History: Renaissance to Modern
- 3 ART 121 Drawing I
- 3 ART 131 Visual Concepts 2-D Design
- 3 ART 132 Visual Concepts 3-D Design
- 3 ART 207 Art History: 1900 to Present

#### 9 - 11 Electives

Determined by transferring institution;

Note: Students planning to transfer to Colorado State University-Fort Collins will be required to complete a 200-level foreign language for completion of the BA in Art History.

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

Colorado Mesa University (BFA Art, Art History concentration)

Colorado State University-Fort Collins (BA Art, Art History concentration)

Metropolitan State University of Denver (BA Art History, Theory, and Criticism)

University of Colorado, Boulder (BA Art History)

University of Colorado, Colorado Springs (BA Visual and Performing Arts, Art History option)

University of Colorado, Denver (BA Fine Arts, Art History emphasis)

University of Northern Colorado (BA Art and Design, Art History emphasis)

Western State Colorado University (BA Art, Art History and Theory emphasis)

\* Refer to pages 125-126 for a full list of all GT Pathways Courses

# Business

CIP 52.0305

Joe Easton, Department Chair

## Associate of Arts (AA) Degree

TOTAL CREDITS 60

### Career Opportunities

The Associate of Arts Degree with Designation in Business prepares students to transfer to a bachelor's degree business program.

### Program Description

Students who complete an AA degree and the prescribed curriculum in the articulation agreement and are admitted (with no academic deficiencies that require additional coursework) to a receiving institution participating in this agreement are guaranteed the following:

Junior standing with no more than 60 remaining credits to meet the graduation requirements for a baccalaureate degree in the degree program covered by this articulation agreement. Completion of the curriculum prescribed within this statewide articulation agreement does not guarantee admission to a participating receiving institution.

### Program Requirements

Students must meet all admission and application requirements at the receiving institution including the submission of all required documentation stated deadlines. In addition to the requirements listed below, you must:

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

Consult with a PCC business advisor or 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 Designation in Business, you must complete at least 60 college-level credits, as described below:

## ASSOCIATE OF ARTS (AA) DEGREE

### Business Designation

TOTAL CREDITS 60

#### 40 General Education Core Requirements

##### 9 Communication

ENG 121, ENG 122, COM 115

##### 8 Mathematics

MAT 121 or MAT 123, MAT 125

##### 8 Natural and Physical Sciences

Select two GT Pathways Natural and Physical Sciences courses (GT-SC1 or GT-SC2)\*

##### 6 Arts and Humanities

(Select two courses from any category):

Arts and Expression: Select from a GT Pathways Arts and Expression course (GT-AH1)\*

Literature and Humanities: Select from a GT Pathways Literature and Humanities course (GT-AH2)\*

Ways of Thinking: Select from a GT Pathways Ways of Thinking course (GT-AH3)\*

Foreign Languages: Select from a GT Pathways Foreign Languages course (GT-AH4)\*

#### 6 Social and Behavioral Sciences

ECO 201, ECO 202

#### 3 History

Select one GT Pathways History course (GT-HI1)\*

#### 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 University  
Colorado Mesa University  
Colorado State University-Fort Collins  
Colorado State University-Pueblo  
Fort Lewis College  
Metropolitan State University of Denver  
University of Colorado, Boulder  
University of Colorado, Colorado Springs  
University of Colorado, Denver  
University of Northern Colorado  
Western State Colorado University

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\* Refer to pages 125-126 for a full list of all GT Pathways Courses

# Communication

Luis Nazario, Department Chair

## Associate of Arts (AA) Degree

TOTAL CREDITS 60

### Career Opportunities

The Associate of Arts (AA) Degree with Designation in Communication 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 Communication. Students who opt for the Bachelor of Arts in Communication can choose to work in several occupational fields including business, advertising, education, media, journalism, or public relations. Once a BA is completed, students may pursue a higher or graduate degree in Communication, if interested.

### Program Description

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

### Communication

TOTAL CREDITS 60

#### 31 General Education Core Requirements

##### 6 Written Communication

ENG 121 and ENG 122, or  
ENG 122 and a GT Pathways Advanced Writing Course (GT-CO3)\*

##### 3 Mathematics

Select one GT Pathways Mathematics course (GT-MA1)\*.

##### 7 Natural and Physical Sciences

Select two GT Pathways Natural and Physical Sciences courses (GT-SC1, GT-SC2)\*. At least one of these courses must include a laboratory component (GT-SC1)\*.

##### 6 Arts and Humanities

Select two GT Pathways Arts and Humanities courses from any category (GT-AH1, GT-AH2, GT-AH3, GT-AH4)\*.

##### 6 Social and Behavioral Sciences

COM 220 Intercultural Communication, and  
Select one other GT Pathways Social and Behavioral course from any category (GT-SS1, GT-SS2, GT-SS3)\*.

##### 3 History

Select one GT Pathways History Course (GT-HI1)\*.

#### 18 Additional Required Communication Courses

- 3 COM 115 Public Speaking
- 3 COM 125 Interpersonal Communication
- 3 COM 217 Group Communication
- 3 Select one additional 3-credit course with a COM prefix
- 6 Select to GT Pathways courses from either:  
History (GT-HI1)\*, or  
Social and Behavioral Sciences (GT-SS1, GT-SS2, or GT-SS3)\*.

#### 11 Electives

Determined by transferring institution

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

Colorado State University-Fort Collins (BA Communication Studies)  
Colorado State University-Global Campus (BS Communication)  
Metropolitan State University of Denver (BA Speech Communication, Organizational Communication emphasis)  
University of Colorado, Boulder (BA Communication)  
University of Colorado, Colorado Springs (BA Communication, General Communication Studies emphasis)  
University of Colorado, Denver (BA Communication)  
University of Northern Colorado (BA Communication Studies)  
Western State Colorado University (BA Communication Arts, Communication emphasis)

\* Refer to pages 125-126 for a full list of all GT Pathways Courses

# Criminal Justice

CIP 43.0103

Richard Keilholtz, Department Chair

Associate of Arts (AA) Degree

TOTAL CREDITS 60

## Career Opportunities

The Associate of Arts Degree with Designation in Criminal Justice prepares students to transfer as juniors to a four-year institution in Colorado to pursue a bachelor's degree in criminal justice.

Graduates can seek a career in federal, state, and local criminal justice agencies. This includes correctional institutions, juvenile corrections and varied treatment facilities, law enforcement agencies, courts, private security, and forensic investigation work.

## Program Description

Courses in the criminal justice degree provide an in-depth analysis of the three main components of the criminal justice system, law enforcement, the judicial system, and corrections, with special emphasis on criminology, substantive criminal law, and constitutional law. The AA degree coursework requires students learn reading and comprehension skills, written and verbal communication skills, and cultural diversity awareness.

## Program Requirements

Students must meet all admission and application requirements at the receiving institution including the submission of all required documentation stated deadlines. 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 Criminal Justice advisor or 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 Designation in Business, you must complete at least 60 college-level credits, as described below:

## Disclaimer

If you have any prior arrests and/or drug/alcohol history, you should discuss this history with a criminal justice advisor prior to beginning courses toward this degree. Neither PCC nor the Criminal Justice Department or advisors will be held liable for your decision to continue in pursuit of the degree if you have such a history. Many criminal justice employers will not hire students with a past history of arrests or convictions regardless of typology of offense.

Your entrance into any criminal justice course of study, or your subsequent graduation, is no guarantee, explicit or implied, that you are employable in the criminal justice field.

Many criminal justice and related agencies require certain standards prospective employees must meet 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.

## ASSOCIATE OF ARTS (AA) DEGREE Criminal Justice Designation

TOTAL CREDITS 60

### 31-33 General Education Core Requirements

6

#### Communication

ENG 121 and ENG 122

or ENG 122 and a GT Pathways Advanced Writing course (GT-CO3)\*

3-4

#### Mathematics

One GT Pathways course (GT-MA1), prefer MAT 135

7-8

#### Natural and Physical Sciences

Select two GT Pathways Natural and Physical Sciences courses (GT-SC1 or GT-SC2)\*

Note: At least one of these courses must include a laboratory component (GT-SC1)\*

6

#### Arts and Humanities

(Select two courses from two different categories):

Arts and Humanities: (GT-AH1)\*

Literature and Humanities: (GT-AH2)\*

Ways of Thinking: (GT-AH3)\*

Foreign Languages: (GT-AH4)\*

6

#### Social and Behavioral Sciences

SOC 101

and select one additional GT Pathways Human Behavior, Culture, or Social Frameworks course (GT-SS3)\*

3

#### History

Select one GT Pathways History course (GT-HI1)\*

### 27 Additional Required Courses

3

COM 115 or COM 125

3

CRJ 110

3

CRJ 125

3

CRJ 145

6

Choose two courses from the following: CRJ 127, CRJ 135, CRJ 205, CRJ 209, CRJ 230, CRJ 231, CRJ 235, CRJ 236, CRJ 257, CRJ 268

9

Choose three courses from the following: ANT 201, CNG 258, COM 217, COM 225, POS 111, POS 125, PSY 207, PSY 217, PSY 226, PSY 249, SOC 231

0-2

#### Electives

Determined by transferring institution

This degree transfers to the following Colorado public four-year institutions of higher education:

Colorado Mesa University (B.A. Criminal Justice; Criminal Justice or Law Enforcement concentrations)

Metropolitan State University of Denver (B.S. Criminal Justice & Criminology)

University of Colorado, Colorado Springs (B.A. Criminal Justice)

University of Colorado, Denver (B.A. Criminal Justice)

University of Northern Colorado (B.A. Criminal Justice)

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\* Refer to pages 125-126 for a full list of all GT Pathways Courses

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# Economics

CIP 45.0601

Joe Easton, Department Chair

## Associate of Arts (AA) Degree

TOTAL CREDITS 60

### Career Opportunities

The Associate of Arts Degree with Designation in Economics 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 Arts Degree with 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 AA 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:

- 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 business advisor or 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 Designation in Economics, you must complete at least 60 college-level credits, as described below:

## ASSOCIATE OF ARTS (AA) DEGREE

### Economics Designation

TOTAL CREDITS 60

- 37 **General Education Core Requirements**
- 6 **Communication**  
ENG 121, ENG 122
- 5 **Mathematics**  
MAT 201
- 8 **Natural and Physical Sciences**  
Select two GT Pathways Natural and Physical Sciences courses (GT-SC1 or GT-SC2)\*
- 9 **Arts and Humanities**  
(Select three courses from any category):  
Arts and Expression: Select from a GT Pathways Arts and Expression course (GT-AH1)\*  
Literature and Humanities: Select from a GT Pathways Literature and Humanities course (GT-AH2)\*  
Ways of Thinking: Select from a GT Pathways Ways of Thinking course (GT-AH3)\*  
Foreign Languages: Select from a GT Pathways Foreign Languages course (GT-AH4)\*

- 6 **Social and Behavioral Sciences**  
ECO 201, ECO 202
- 3 **History**  
Select one GT Pathways History course (GT-HI1)\*
- 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 University (B.S. Business Administration; Economics emphasis)  
Colorado State University-Fort Collins (B.A. Economics)  
Fort Lewis College – (B.A. Economics; Economics option)  
Metropolitan State University of Denver (B.A. Economics)  
University of Colorado, Boulder (B.A. Economics)  
University of Colorado, Colorado Springs (B.A. Economics)  
University of Colorado, Denver (B.A. Economics)  
University of Northern Colorado (B.A. Economics)  
Western State Colorado University (B.A. Economics)

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\* Refer to pages 125-126 for a full list of all GT Pathways Courses

# English (Literature Emphasis)

Luis Nazario, Department Chair

Associate of Arts (AA) Degree

TOTAL CREDITS 60

## Career Opportunities

The Associate of Arts (AA) Degree with Designation in English 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 English. Students who opt for the Bachelor of Arts in English can choose to work in a wide variety of occupational fields including teaching, journalism, law, publishing, medicine, and the fine arts. Once a BA is completed, students may pursue a higher or graduate degree in English, if interested.

## Program Description

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

### English (Literature Emphasis)

TOTAL CREDITS 60

#### 34 General Education Core Requirements

##### 6 Written Communication

ENG 121 and ENG 122, or  
ENG 122 and a GT Pathways Advanced Writing Course (GT-CO3)\*.

##### 3 Mathematics

Select one GT Pathways Mathematics course (GT-MA1)\* but NOT MAT 155 or 156; MAT 120 is recommended.

##### 7 Natural and Physical Sciences

Select two GT Pathways Natural and Physical Sciences courses (GT-SC1, GT-SC2)\*. At least one of these courses must include a laboratory component (GT-SC1)\*.

##### 9 Arts and Humanities

Select three GT Pathways Arts and Humanities courses from any category (GT-AH1, GT-AH3, GT-AH4)\*.  
Note: Courses from the Literature and Humanities category (GT-AH2) may not be used to meet this requirement.

##### 6 Social and Behavioral Sciences

Select two GT Pathways Social and Behavioral courses from any category (GT-SS1, GT-SS2, GT-SS3)\*.

##### 3 History

Select one GT Pathways History Course (GT-HI1)\*.

#### 18 Additional Required Communication and Literature Courses

##### 3 Verbal Communication

COM 115 Public Speaking, or  
COM 125 Interpersonal Communication, or  
COM 225 Organizational Communication

##### 15 Select five GT Pathways Arts and Humanities Literature (LIT) courses within the GT-AH2 category.

Note: Students are required to take a total of five (5) LIT courses, four (4) of which must be at the 200-level. Please consult with your receiving institution regarding best choices for literature courses.

#### 8 Electives

Determined by transferring institution.

Recommended elective: ENG 221 Creative Writing I

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

Adams State University (BA English, Liberal Arts emphasis)

Colorado Mesa University (BA English, Literature concentration)

Colorado State University-Fort Collins (BA English)

Colorado State University-Pueblo (BA English)

Metropolitan State University of Denver (BA English)

University of Colorado, Boulder (BA English)

University of Colorado, Colorado Springs (BA English)

University of Colorado, Denver (BA English, Literature emphasis)

University of Northern Colorado (BA English, Liberal Arts emphasis)

Western State Colorado University (BA English)

\* Refer to pages 125-126 for a full list of all GT Pathways Courses

# French

CIP 16.0901

David Edwards, Department Chair

## Associate of Arts (AA) Degree

TOTAL CREDITS 60

### Career Opportunities

The Associate of Arts Degree with Designation in French prepares students to transfer as a junior to a four-year institution in Colorado in order to pursue a bachelor's degree in French. Bachelor degree curriculums allow students to prepare for graduate school, for teaching careers, or for employment in areas that require French, such as public relations, human resources, sales, hospitality, management, bilingual education, and interpretation or translation.

### Program Description

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

### Program Requirements

In addition to the requirements listed below, you must:

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

Consult with a PCC Arts and Sciences advisor or 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 French, you must complete at least 60 college-level credits, as described below:

## ASSOCIATE OF ARTS (AA) DEGREE

### French Designation

TOTAL CREDITS 60

- 31 General Education Core Requirements**
  - 6 Communication**

ENG 121 and ENG 122  
or ENG 122 and a GT Pathways Advanced Writing course (GT-CO3)\*
  - 3 Mathematics**

Select from a GT Pathways Mathematics course (GT-MA1)\*
  - 7 Natural and Physical Sciences**

Select two GT Pathways Natural and Physical Sciences courses (GT-SC1 or GT-SC2)\*
  - 9 Arts and Humanities**

FRE 211, FRE 212  
(Select one additional course from any category):  
Arts and Expression: Select from a GT Pathways Arts and Expression course (GT-AH1)\*  
Literature and Humanities: Select from a GT Pathways Literature and Humanities course (GT-AH2)\*  
Ways of Thinking: Select from a GT Pathways Ways of Thinking course (GT-AH3)\*

- 3 Social and Behavioral Sciences**

(Select one course from any category):  
Economics or Political Systems: Select from a GT Pathways Economics or Political Systems course (GT-SS1)\*  
Geography: Select from a GT Pathways Geography course (GT-SS2)\*  
Human Behavior, Culture, or Social Frameworks: Select from a GT Pathways Human Behavior, Culture, or Social Frameworks course (GT-SS3)\*
- 3 History\*\***

Select one GT Pathways non-U.S. History course (GT-HI1)\*

### 10 Additional Required French Courses

- 5 FRE 111 French Language I
  - 5 FRE 112 French Language II
- Note: FRE 111 and/or 112 may be waived, based on a student's proficiency level

### 19 Electives

Determined by transferring institution

*\* It is recommended, but not required, that a student take either COM 115 (Public Speaking) or COM 125 (Interpersonal Communications).*

This degree transfers to the following Colorado public four-year institutions of higher education:

Colorado State University-Fort Collins (B.A. Foreign Language & Literatures; French concentration)  
Metropolitan State University of Denver (B.A. Modern Languages; French concentration)  
University of Colorado, Boulder (B.A. French)  
University of Colorado, Denver (B.A. French)  
University of Northern Colorado (B.A. Foreign Languages; French Liberal Arts emphasis)

\*\* CSU-Fort Collins requires two non-U.S. history courses.

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*\* Refer to pages 125-126 for a full list of all GT Pathways Courses*

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# Geography

Michael Engle, Department Chair

## Associate of Arts (AA) Degree

TOTAL CREDITS 60

### Career Opportunities

The Associate of Arts (AA) Degree with Designation in Geography 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 Geography or Earth Science. Students who opt for the Bachelor of Arts in Geography can choose to work in several occupational fields including cartography, surveying, urban planning, and education. Once a BA is completed, students may pursue a higher or graduate degree in Geography, if interested.

### Program Description

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

### Geography

TOTAL CREDITS 60

#### 32-33 General Education Core Requirements

##### 6 Written Communication

ENG 121 and ENG 122, **or**  
ENG 122 and a GT Pathways approved GT-CO3\*

##### 3-4 Mathematics

One GT Pathways course (GT-MA1), prefer MAT 135

##### 8 Natural and Physical Sciences

Select two GT Pathways Natural and Physical Sciences (GT-SC1)\*.

Note: **NO** GEO prefix science courses; GEY 111 **not** recommended; for Adams State, students **must** take BIO 111 (GT-SC1) and CHE 101 (GT-SC1)

##### 6 Arts and Humanities

Select two GT Pathways Arts and Humanities courses from any category (GT-AH1, GT-AH2, GT-AH3)\*

##### 6 Social and Behavioral Sciences

Select two GT Pathways Social and Behavioral Science courses from any category (GT-SS1 or GT-SS3)\*.

##### 3 History

Select one GT Pathways History Course (GT-HI1)\*.

#### 14 Additional Required Geography Courses

- 3 GEO 105 World Regional Geography
- 3 GEO 106 Human Geography
- 4 GEO 111 Physical Geography: Landforms
- 4 GEO 112 Physical Geography: Weather and Climate

#### 13-14 Electives

Determined by transferring institution.

Note: A maximum of six (6) elective credits may be in GEO or GIS prefix.

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

- Adams State University (BA Earth Sciences, Physical Geography emphasis)
- University of Colorado, Boulder (BA Geography)
- University of Colorado, Colorado Springs (BA Geography)
- University of Colorado, Denver (BA Geography)
- University of Northern Colorado (BA Geography, Global and Area Studies, or Geographic Information Science emphasis)

\* Refer to pages 125-126 for a full list of all GT Pathways Courses



# History

CIP 54.0101

Michael Engle, Department Chair

## Associate of Arts (AA) Degree

### Career Opportunities

The Associate of Arts Degree with Designation in History prepares students to transfer as a junior to a four-year institution in Colorado in order to pursue a Bachelor of Arts degree (BA) in history. Students who opt for a bachelor's degree in history can choose to work in several occupational fields including education at 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

The Associate of Arts Degree with Designation in History introduces students to the field of history and includes the course work to meet general education requirements that are common to all Colorado four-year institutions. The degree is designed for students who want to transfer to a four-year college or university to pursue a baccalaureate degree in history. Completion of the AA degree completes the first two years of a bachelor's degree in history, and guarantees transfer at junior standing with no more than 60 remaining credits to meet the graduation requirements for a baccalaureate degree in history.

### Program Requirements

In addition to the requirements listed below, you must:

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

Consult with a PCC Arts and Sciences advisor or 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 history, you must complete at least 60 college-level credits, as described below:

## ASSOCIATE OF ARTS (AA) DEGREE

### History Designation

TOTAL CREDITS 60

- 37 General Education Core Requirements**
- 9 Communication**  
ENG 121 and ENG 122  
or ENG 122 and a GT Pathways Advanced Writing course (GT-CO3)\*  
COM 115 or COM 125
- 3 Mathematics**  
Select from a GT Pathways Mathematics course (GT-MA1)\*
- 7 Natural and Physical Sciences**  
Select two GT Pathways Natural and Physical Sciences courses (GT-SC1 or GT-SC2). One of these courses must include a laboratory component (GT-SC1).\*

**9 Arts and Humanities**

(Select three courses from any category):

Arts and Expression: Select from a GT Pathways Arts and Expression course (GT-AH1)\*

Literature and Humanities: Select from a GT Pathways Literature and Humanities course (GT-AH2)\*

Ways of Thinking: Select from a GT Pathways Ways of Thinking course (GT-AH3)\*

Foreign Languages: Select from a GT Pathway Foreign Languages course (GT-AH4)\*

**6 Social and Behavioral Sciences**

(Select two courses from any category):

Economics or Political Systems: Select from a GT Pathways Economics or Political Systems course (GT-SS1)\*

Geography: Select from a GT Pathways Geography course (GT-SS2)\*

Human Behavior, Culture, or Social Frameworks: Select from a GT Pathways Human Behavior, Culture, or Social Frameworks course (GT-SS3)\*

**3 History**

HIS 101 or HIS 111

**12 Additional Required History Courses**

HIS 102 or HIS 112, HIS 121, HIS 122

Choose one additional GT Pathways HIS course (GT-HI1)\*

**11 Electives**

Determined by transferring institution

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

This degree transfers to the following Colorado public four-year institutions of higher education:

Adams State University (B.A. History, Anthropology, & Political Science: History)

Colorado Mesa University (B.A. History; History or Secondary Education concentrations)

Colorado State University-Fort Collins (B.A. History; General History concentration)

Colorado State University-Pueblo (B.A. History; General emphasis; B.S. History; General or Secondary Education emphasis)

Fort Lewis College (B.A. History; United States Option)

Metropolitan State University of Denver (B.A. History)

University of Colorado, Boulder (B.A. History)

University of Colorado, Colorado Springs (B.A. History)

University of Colorado, Denver (B.A. History)

University of Northern Colorado (B.A. History; Liberal Arts emphasis)

Western State Colorado University (B.A. History)

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\* Refer to pages 125-126 for a full list of all GT Pathways Courses

# Philosophy

David Edwards, Department Chair

## Associate of Arts (AA) Degree

TOTAL CREDITS 60

### Career Opportunities

The Associate of Arts (AA) Degree with Designation in Philosophy 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 Philosophy. Students who opt for the Bachelor of Arts in Philosophy can choose to work in several occupational fields including law, government, business, science, clergy, teaching, and academia. Once a BA is completed, students may pursue a higher or graduate degree in Philosophy, if interested.

### Program Description

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

### Philosophy

TOTAL CREDITS 60

#### 31 General Education Core Requirements

##### 6 Written Communication

ENG 121 and ENG 122, or  
ENG 122 and a GT Pathways Advanced Writing Course (GT-CO3)\*

##### 3 Mathematics

Select one GT Pathways Mathematics course (GT-MA1)\*.

##### 7 Natural and Physical Sciences

Select two GT Pathways Natural and Physical Sciences courses (GT-SC1, GT-SC2)\*. At least one of these courses must include a laboratory component (GT-SC1)\*.

##### 6 Arts and Humanities

Select two GT Pathways Arts and Humanities courses from any category (GT-AH1, GT-AH2, GT-AH4)\*.  
Note: Courses from the Ways of Thinking category (GT-AH3) may not be used to meet this requirement.

##### 6 Social and Behavioral Sciences

Select two GT Pathways Social and Behavioral courses from any category (GT-SS1, GT-SS2, GT-SS3)\*.

##### 3 History

Select one GT Pathways History Course (GT-HI1)\*.

#### 15 Additional Required Philosophy Courses

- 3 PHI 111 Introduction to Philosophy
- 3 PHI 112 Ethics
- 3 PHI 113 Logic
- 6 Choose two courses from the following:  
PHI 214 Philosophy of Religion  
PHI 218 Environmental Ethics  
PHI 220 Death and Dying

#### 14 Electives

Determined by transferring institution

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

Colorado State University-Fort Collins (BA Philosophy, General Philosophy concentration)  
Fort Lewis College (BA Philosophy)  
Metropolitan State University of Denver (BA Philosophy)  
University of Colorado, Boulder (BA Philosophy)  
University of Colorado, Colorado Springs (BA Philosophy)  
University of Colorado, Denver (BA Philosophy)  
University of Northern Colorado (BA Philosophy)

\* Refer to pages 125-126 for a full list of all GT Pathways Courses

# Political Science

CIP 45.1001

Michael Engle, Department Chair

## Associate of Arts (AA) Degree

TOTAL CREDITS 60

### Career Opportunities

The Associate of Arts Degree with Designation in Political Science prepares students to transfer as a junior to a four-year institution in Colorado in order to pursue a Bachelor of Arts degree (BA) in political science. Students who opt for a bachelor's degree in political science may choose to work in federal, state and local governments, law, business, international organizations, nonprofit organizations, campaign management and polling, journalism, electoral politics, research, or education. Once a BA is completed, students may pursue a higher or graduate degree in political science if interested.

### Program Description

The Associate of Arts Degree with Designation in Political Science includes the course work to meet general education requirements that are common to all Colorado four-year institutions. The degree is designed for students who want to transfer to a four-year college or university to pursue a baccalaureate degree in political science. Completion of the AA degree completes the first two years of a 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 political science.

### Program Requirements

In addition to the requirements listed below, you must:

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

Consult with a PCC Arts and Sciences advisor or 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 political science, you must complete at least 60 college-level credits, as described below:

## ASSOCIATE OF ARTS (AA) DEGREE

### Political Science Designation

TOTAL CREDITS 60

- 32 General Education Core Requirements**
- 6 Communication**
  - ENG 121 and ENG 122
  - or ENG 122 and a GT Pathways Advanced Writing course (GT-CO3)\*
- 3 Mathematics**
  - Select from a GT Pathways Mathematics course (GT-MA1)\*
- 8 Natural and Physical Sciences**
  - Select two GT Pathways Natural and Physical Sciences courses. These courses must include a laboratory component (GT-SC1)\*

- 6 Arts and Humanities**

(Select two courses from any category):

- Arts and Expression: Select from a GT Pathways Arts and Expression course (GT-AH1)\*
- Literature and Humanities: Select from a GT Pathways Literature and Humanities course (GT-AH2)\*
- Ways of Thinking: Select from a GT Pathways Ways of Thinking course (GT-AH3)\*
- Foreign Languages: Select from a GT Pathway Foreign Languages course (GT-AH4)\*

- 6 Social and Behavioral Sciences**

ECO 201, ECO 202

- 3 History**

Select one GT Pathways History course (GT-HI1)\*

- 12 Additional Required Political Science Courses**

POS 105, POS 111, POS 205, POS 225

- 16 Electives**

Determined by transferring institution

This degree transfers to the following Colorado public four-year institutions of higher education:

Adams State University (B.A. History, Anthropology, & Political Science: Political Science)  
Colorado Mesa University (B.A. Political Science)  
Colorado State University-Fort Collins (B.A. Political Science)  
Colorado State University-Pueblo (B.A. Political Science; B.S. Political Science)  
Fort Lewis College (B.A. Political Science)  
Metropolitan State University of Denver (B.A. Political Science)  
University of Colorado, Boulder (B.A. Political Science)  
University of Colorado, Colorado Springs (B.A. Political Science)  
University of Colorado, Denver (B.A. Political Science)  
University of Northern Colorado (B.A. Political Science)  
Western State Colorado University (B.A. Politics & Government)

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\* Refer to pages 125-126 for a full list of all GT Pathways Courses

# Psychology

CIP 42.0101

Donna Fitzsimmons, Department Chair

## Associate of Arts (AA) Degree

TOTAL CREDITS 60

### Career Opportunities

The Associate of Arts Degree with Designation in Psychology prepares students to transfer as a junior to a four-year institution in Colorado in order to pursue a Bachelor of Arts degree (BA) in psychology. Much of the coursework for BA and BS 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 coursework to meet general education requirements that are common to all Colorado four-year institutions, as well as 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

In addition to the requirements listed below, you must:

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

Consult with a PCC Arts and Sciences advisor or 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 psychology, you must complete at least 60 college-level credits, as described below:

## ASSOCIATE OF ARTS (AA) DEGREE

### Psychology Designation

TOTAL CREDITS 60

#### 34-36 General Education Core Requirements

##### 6 Written Communication

ENG 121 and ENG 122 or  
ENG 122 and a GT C03 course

##### 3-4 Mathematics

One GT Pathways course (GT-MA1), prefer MAT 135

##### 7-8 Natural and Physical Sciences

One GT Pathways BIOLOGY course. Must be GT-SC1 course with lab  
One GT Pathways GT-SC1 course of the student's choosing.

##### 9 Arts and Humanities

(Select three GT Pathways Arts & Humanities courses:  
Arts and Expression: GT-AH1\*  
Literature and Humanities: GT-AH2\*  
Ways of Thinking: GT-AH3\*  
Foreign Languages: GT-AH4\*  
**No more than two courses from any one category**

##### 6 Social and Behavioral Sciences

(Select two GT Pathways Social & Behavioral Science courses:  
Economics or Political Systems: GT-SS1\*  
Geography: GT-SS2\*  
Human Behavior, Culture, or Social Frameworks: (GT-SS3)\*

##### 3 History

Select one GT Pathway course (GT-HI1)\*

##### 18 Additional Required Psychology Courses

- 3 PSY 101
- 3 PSY 102
- 9 Three GT Pathways Psychology courses (GT-SS3)\*
- 3 COM 115 or COM 125

##### 6-8 Electives

Determined by transferring institution

This degree transfers to the following Colorado public four-year institutions of higher education:

Adams State University (B.A. Psychology; Developmental, Clinical, Sport Psychology, or Psychology emphasis)  
Colorado Mesa University (B.A. Psychology; Psychology or Counseling Psychology concentrations)  
Colorado State University-Pueblo (B.A. Psychology)  
Fort Lewis College (B.A. Psychology)  
Metropolitan State University of Denver (B.A. Psychology)  
University of Colorado, Boulder (B.A. Psychology)  
University of Colorado, Colorado Springs (B.A. Psychology)  
University of Colorado, Denver (B.A. Psychology)  
University of Northern Colorado (B.A. Psychology)  
Western State Colorado University (B.A. Psychology)

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\* Refer to pages 125-126 for a full list of all GT Pathways Courses

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# Sociology

CIP 45.1101

Donna Fitzsimmons, Department Chair

## Associate of Arts (AA) Degree

TOTAL CREDITS 60

### Career Opportunities

The Associate of Arts Degree with Designation in Sociology prepares students to transfer as a junior to a four-year institution in Colorado in order to pursue a Bachelor of Arts degree (BA) in sociology. Students who opt for a bachelor's degree in sociology may choose to work in the criminal justice system, business and industry, research and planning, agencies, government, education, or advocacy. Once a BA is completed, students may pursue a higher or graduate degree in sociology if interested.

### Program Description

The Associate of Arts Degree with Designation in Sociology includes the course work to meet general education requirements that are common to all Colorado four-year institutions. The degree is designed for students who want to transfer to a four-year college or university to pursue a baccalaureate degree in sociology. Completion of the AA degree completes the first two years of a 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 sociology.

### 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 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 Designation in Sociology, you must complete at least 60 college-level credits, as described below:

## ASSOCIATE OF ARTS (AA) DEGREE

### Sociology Designation

TOTAL CREDITS 60

#### 35-36 General Education Core Requirements

- 6 **Written Communication**  
ENG 121 and ENG 122 or  
ENG 122 and a GT C03 course
- 3-4 **Mathematics**  
One GT Pathways course (GT-MA1), prefer MAT 135
- 8 **Natural and Physical Sciences**  
Select two GT Pathways Natural and Physical  
Sciences courses:GT-SC1\*

#### 9 Arts and Humanities

(Any three approved GT Pathways Arts & Humanities courses):

- Arts and Expression: GT-AH1\*
- Literature and Humanities: GT-AH2\*
- Ways of Thinking: GT-AH3\*
- Foreign Languages: GT-AH4\*

#### 6 Social and Behavioral Sciences

(Select two GT Pathways Social and Behavioral Sciences courses):

- Economics or Political Systems: GT-SS1\*
- Geography: GT-SS2\*
- Human Behavior, Culture, or Social Frameworks: GT-SS3\*

#### 3 History

Select one GT Pathways History course: GT-HI1\*

#### 18 Additional Required Sociology Courses

3 COM 115 or COM 125

6 SOC 101, SOC 102

9 Choose three additional GT Pathways SOC courses (GT-SS3)\*

#### 6-7 Electives

Determined by transferring institution

This degree transfers to the following Colorado public four-year institutions of higher education:

Adams State University (B.A. Sociology; Criminology or Social Welfare emphasis)  
Colorado Mesa University (B.A. Sociology; Sociology concentration)  
Colorado State University-Fort Collins (B.A. Sociology; General Sociology concentration)  
Colorado State University-Pueblo (B.A. Sociology; B.S. Sociology)  
Fort Lewis College (B.A. Sociology; Human Services-General option)  
Metropolitan State University of Denver (B.A. Sociology)  
University of Colorado, Boulder (B.A. Sociology)  
University of Colorado, Colorado Springs (B.A. Sociology)  
University of Colorado, Denver (B.A. Sociology)  
University of Northern Colorado (B.A. Sociology; all emphasis)  
Western State Colorado University (B.A. Sociology)

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\* Refer to pages 125-126 for a full list of all GT Pathways Courses

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# Spanish

CIP 16.0905

David Edwards, Department Chair

## Associate of Arts (AA) Degree

TOTAL CREDITS 60

### Career Opportunities

The Associate of Arts Degree with 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, hospitality, management, bilingual education, and interpretation or translation.

### Program Description

The Associate of Arts Degree with 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 bachelor's degree in Spanish, 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:

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

Consult with a PCC Arts and Sciences advisor or 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 Designation

TOTAL CREDITS 60

#### 37 General Education Core Requirements

##### 6 Written Communication

ENG 121 and ENG 122  
or ENG 122 and a GT Pathways Advanced Writing course (GT-CO3)\*

##### 3 Oral Communication

COM 115 (recommended) or COM 125

##### 3 Mathematics

Select from a GT Pathways Mathematics course (GT-MA1)\*, not MAT 155 or 156

##### 7 Natural and Physical Sciences

Select two GT Pathways Natural and Physical Sciences courses (GT-SC1 or GT-SC2)\*

Note: At least one of these courses must include a laboratory component (GT-SC1)\*

##### 9 Arts and Humanities

SPA 211, SPA 212

Note: For students who have a higher proficiency level that is required for SPA 211 or SPA 212 SPA 211 and 212

(Select one additional course from any category):

Arts and Expression: Select from a GT Pathways Arts and Expression course (GT-AH1)\*

Literature and Humanities: Select from a GT Pathways Literature and Humanities course (GT-AH2)\*

Ways of Thinking: Select from a GT Pathways Ways of Thinking course (GT-AH3)\*

#### 6 Social and Behavioral Sciences

(Select two courses from any category):

Economics or Political Systems: Select from a GT Pathways Economics or Political Systems course (GT-SS1)\*

Geography: Select from a GT Pathways Geography course (GT-SS2)\*

Human Behavior, Culture, or Social Frameworks: Select from a GT Pathways Human Behavior, Culture, or Social Frameworks course (GT-SS3)\*

#### 3 History

HIS 244 (History of Latin America)

or another GT Pathways History course (GT-HI1)\* focusing on the Spanish-speaking world (non-U.S.), or another GT Pathways non-U.S. History course

#### 10 Additional Required Spanish Courses

5 SPA 111 Spanish Language I

5 SPA 112 Spanish Language II

Note: SPA 111 and/or 112 may be waived, based on a student's proficiency level.

#### 13 Electives

Determined by transferring institution

Note: Suggested elective courses are 200-level Spanish courses and courses 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 University (B.A. Spanish)

Colorado Mesa University (B.A. Spanish; Applied Professional Spanish or Literature & Language concentrations)

Colorado State University-Fort Collins (B.A. Foreign Language & Literatures; Spanish concentration)

Colorado State University-Pueblo (B.A. Foreign Language – Spanish)

Fort Lewis College (B.A. Spanish Option)

Metropolitan State University of Denver (B.A. Modern Languages; Spanish concentration)

University of Colorado, Boulder (B.A. Spanish)

University of Colorado, Colorado Springs (B.A. Spanish)

University of Colorado, Denver (B.A. Spanish)

University of Northern Colorado (B.A. Spanish; Liberal Arts emphasis)

Western State Colorado University (B.A. Spanish)

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\* Refer to pages 125-126 for a full list of all GT Pathways Courses

# Studio Art

David Edwards, Department Chair

## Associate of Arts (AA) Degree

TOTAL CREDITS 60

### Career Opportunities

The Associate of Arts (AA) Degree with Designation in Art 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) or Bachelor of Fine Arts (BFA) degree in Art or Studio Art. Students who opt for the Bachelor of Arts in Studio Art can choose to work in several occupational fields including museums, galleries, commercial art, education, media, photography, and academia. Once a BA or BFA is completed, students may pursue a higher or graduate degree in Art, if interested.

### Program Description

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

### Studio Art

TOTAL CREDITS 60

#### 31 General Education Core Requirements

##### 6 Written Communication

ENG 121 and ENG 122, or  
ENG 122 and a GT Pathways Advanced Writing Course (GT-CO3)\*.

##### 3 Mathematics

Select one GT Pathways Mathematics course (GT-MA1)\*.

##### 7 Natural and Physical Sciences

Select two GT Pathways Natural and Physical Sciences courses (GT-SC1, GT-SC2)\*. At least one of these courses must include a laboratory component (GT-SC1)\*.

##### 6 Arts and Humanities

Select two GT Pathways Arts and Humanities courses from any category (GT-AH2, GT-AH3, GT-AH4)\*.

Note: Courses from the Arts and Expression category (GT-AH1) may not be used to meet this requirement.

##### 6 Social and Behavioral Sciences

Select two GT Pathways Social and Behavioral courses from any category (GT-SS1, GT-SS2, GT-SS3)\*.

##### 3 History

Select one GT Pathways History Course (GT-HI1)\*.

#### 21 Additional Required Studio Art Courses

- 3 ART 111 Art History: Ancient to Medieval
- 3 ART 112 Art History: Renaissance to Modern
- 3 ART 121 Drawing
- 3 ART 131 Visual Concepts 2-D Design
- 3 ART 132 Visual Concepts 3-D Design
- 3 ART 221 Drawing II, or  
ART 128 Figure Drawing I
- 3 Select one additional 3-credit Studio Art course

#### 8 Electives

Determined by transferring institution;

Note: Students planning to transfer to Colorado State University-Fort Collins will be required to complete two semesters of one foreign language for their electives, or be able to pass the CSU-FC foreign language placement exam for completion of the BA in Studio Art.

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

Adams State University (BA Liberal Arts, Studio Art emphasis)

Colorado Mesa University (BFA Art, Studio Art concentration)

Colorado State University-Fort Collins (BA Art, Studio concentration)

Colorado State University-Pueblo (BA Art)

Fort Lewis College (BA Art, Art option)

Metropolitan State University of Denver (BA Art)

University of Colorado, Boulder (BA Studio Arts)

University of Colorado, Colorado Springs (BA Visual and Performing Arts, Visual Art option)

University of Colorado, Denver (BA Fine Arts, Studio Art emphasis)

University of Northern Colorado (BA Art and Design, Art emphasis)

Western State Colorado University (BA Art, Studio Art emphasis)

\* Refer to pages 125-126 for a full list of all GT Pathways Courses

# Associate of Science (AS) Degree

Dr. Deborah (Sunny) Schmitt, Chief Academic Officer

Dr. Jeffrey Alexander, Dean of Arts and Sciences

## Transfer Degree

The Associate of Science (AS) degree is designed for students who want to transfer to a four-year college or university to pursue a baccalaureate degree in the areas of natural science, physical science, mathematics, computer science, engineering, and health-related fields.

NOTE: This degree excludes majors in Early Childhood Education, Elementary Education, Business, Engineering, or Nursing.

Requirements for the AS Degree are as follows:

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

Consult with a PCC Arts and Sciences advisor or a 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:

- 39 credits of Colorado Statewide Guaranteed Transfer Courses (GT Pathways)\***
- 21 credits of Associate of Science Electives**

*Developmental courses are not included in these credits.* Developmental courses are courses in English, college composition and reading, and mathematics that you may have to take before enrolling in college level courses.

### I. Colorado Statewide Guaranteed Transfer Courses (GT Pathways)

You must take 39 credits from the following list:

#### 6 Credits Written Communication

ENG 121 and ENG 122  
or ENG 122 and a GT Pathways Advanced Writing course (GT-CO3)\*

#### 3 Credits Oral Communication

COM 115 or COM 125 or COM 220

#### 3 Credits Mathematics

MAT 121, or MAT 122, or MAT 166, or MAT 201, or higher

#### 12 Credits Natural and Physical Sciences

One 2-lab course sequence in any guaranteed transfer science discipline (GT-SC1) and additional guaranteed transfer lab science course(s) (GT-SC1)

#### 6 Credits Arts and Humanities

Two guaranteed transfer Arts & Humanities courses from two different areas (AH1, AH2, AH3, or AH4)

#### 6 Credits Social and Behavioral Sciences

Two guaranteed transfer Social and Behavioral Science courses (GT-SS1, GT-SS2, GT-SS3)\*

#### OR

One guaranteed transfer Social and Behavioral Science course (GT-SS1, GT-SS2, GT-SS3)\* **AND** one guaranteed transfer History course (GT-HI1)\*

#### 3 Credits History

One guaranteed transfer History course (GT-HI1)\*

## II. Associate of Science Electives

You must take 21 elective credits. You can meet your elective requirements as follows:

- All electives must be selected with advisor approval.
- Take any of the above courses that are not used as Statewide Guaranteed Transfer Courses (GT Pathways).
- A minimum of 18 semester credits of electives must be selected from the following list of approved math and science courses:

AST **	MAT 120, 121, 122, 125, 135, 201,
BIO 105 and higher	202, 203, 204, 255, 261
CHE 101 and higher	MET 150
ENV 101	PHY **
GEY**	

- A maximum of 3 semester credit hours of electives may be selected from among the following approved elective courses:

ANT **	JOU **
ART **	JRD 215, 216
COM **	LIT **
CSC 160, 161	MGD 133, 221, 233
CSL 245, 255, 260, 265, 268, 269	MUS **
ECE 101, 102, 205, 238, 241	PED ** or DAN ** or OUT** (up to 2 credits)
ECO 105 and higher	PHI **
EDU **	PHO except 205 & 206
ENG 121 and higher	POS **
ETH **	PSY ** except 106 & 110
Foreign Languages 111 or higher	SCI 155 and 156
GEO **	SOC **
HIS **	SWK **
HUM **	THE **
HWE 100	WST **

\*\* Student may select any

course number from this course prefix area.

\* Refer to pages 125-126 for a full list of all GT Pathways Courses



## 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 provided that 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 105 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
- 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 BIO 111 General College Biology I with lab or science or math elective
- 3 COM 115 Public Speaking
- 3 MAT 122 College Trigonometry
- 3 MUS 120 Music Appreciation or Arts/Humanities GT Pathways course

### 15 Semester Four

- 5 BIO 112 General College Biology II with lab or science or math elective
- 5 CHE 112 General College Chemistry II with lab or science or math elective
- 5 MAT 201 Calculus I or science or math elective

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\* Refer to pages 125-126 for a full list of all GT Pathways Courses

## Pre-Engineering

CIP 14.0102

Nicholas Alfonso, Department Chair

Associate of Science (AS) Degree

TOTAL CREDITS 63

### 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 Emphasis in Pre-Engineering

TOTAL CREDITS 63

### 41 General Education Core Requirements

#### 9 Communication

ENG 121, ENG 122, COM 115

#### 4 Mathematics

MAT 121

#### 10 Natural and Physical Sciences

PHY 211 and PHY 212

#### 9 Arts and Humanities

(Select three courses, with no more than two courses from any one category):

Arts and Expression: Select from a GT Pathways Arts and Expression course (GT-AH1)\*

Literature and Humanities: Select from a GT Pathways Literature and Humanities course (GT-AH2)\*

Ways of Thinking: Select from a GT Pathways Ways of Thinking course (GT-AH3)\*

Foreign Languages: Select from a GT Pathways Foreign Languages course (GT-AH4)\*

#### 6 Social and Behavioral Sciences

(Select two courses from two different categories):

Economics or Political Systems: Select from a GT Pathways Economics or Political Systems course (GT-SS1)\*

Geography: Select from a GT Pathways Geography course (GT-SS2)\*

Human Behavior, Culture, or Social Frameworks: Select from a GT Pathways Human Behavior, Culture, or Social Frameworks course (GT-SS3)\*

3 **History**

Select one GT Pathways History course (GT-HI1)\*

**22 Guided Electives – see an academic advisor**

- 3 CAD 101 Computer Aided Drafting I
- 3 EGG 102 Introduction to Engineering Methodologies
- 3 EGG 271 Theoretical Mechanics Statistics
- 3 MAT 122 College Trigonometry
- 5 MAT 201 Calculus I
- 5 MAT 202 Calculus II

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*\* Refer to pages 125-126 for a full list of all GT Pathways Courses*

# Associate of Science (AS) Degrees with Designation

Dr. Deborah (Sunny) Schmitt, Chief Academic Officer

Dr. Jeffrey Alexander, Dean of Arts and Sciences

## Transfer Degrees

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The Associate of Science (AS) Degrees with Designation are statewide transfer articulation agreements that identify the courses a student at a Colorado public community college must complete as part of an Associate of Science (AS) degree to be guaranteed to be able to complete a Bachelor of Science (BS) degree at any Colorado public four-year college or university that offers that bachelor's degree program.

## Biology

Nicholas Alfonso, Department Chair

### Associate of Science (AS) Degree

TOTAL CREDITS 60

#### Career Opportunities

The Associate of Science (AS) Degree with Designation in Biology 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 Biology. Students who opt for the Bachelor of Science in Biology can choose to work in numerous occupational fields of science or medicine. Once a BS is completed, many students will pursue a higher or graduate degree in Biology.

#### Program Description

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

#### Biology

TOTAL CREDITS 60

#### 36 General Education Core Requirements

##### 6 Written Communication

ENG 121 and ENG 122, or  
ENG 122 and a GT Pathways Advanced Writing Course (GT-CO3)\*.

##### 5 Mathematics

MAT 201 Calculus I

##### 10 Natural and Physical Sciences

BIO 111 General College Biology I, and  
CHE 111 General College Chemistry I

##### 6 Arts and Humanities

Select two GT Pathways Arts and Humanities courses from any category (GT-AH1, GT-AH2, GT-AH3, GT-AH4)\*.

##### 6 Social and Behavioral Sciences

Select two GT Pathways Social and Behavioral courses from any category (GT-SS1, GT-SS2, GT-SS3)\*.

##### 3 History

Select one GT Pathways History Course (GT-HI1)\*.

#### 20 Additional Required Science Courses

Note: If these credits are not required for the major at a receiving 4-year institution, they will be applied to the Bachelor's degree as elective credit toward graduation. Please check with the receiving institution to determine in which way these courses will be applied.

- 5 BIO 112 General College Biology II
- 5 CHE 112 General College Chemistry II
- 5 PHY 111 Physics Algebra-based I
- 5 PHY 112 Physics Algebra-based II

#### 4 Electives

Determined by transferring institution

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

Adams State University (BS Biology, Cellular and Molecular Biology, Organismal Biology, and Wildlife Biology emphasis)

Colorado Mesa University (BS Biological Sciences, Biology concentration)

Colorado State University-Fort Collins (BS Biological Sciences)

Colorado State University-Pueblo (BS Biology)

Fort Lewis College (BS Biology, General Biology option)

Metropolitan State University of Denver (BS Biology)

University of Colorado, Boulder (BA Ecology and Evolutionary Biology)

University of Colorado, Colorado Springs (BS Biology)

University of Colorado, Denver (BS Biology)

University of Northern Colorado (BS Biological Sciences, Cellular and Molecular Biology, Ecology and Evolutionary Biology, Pre-Health and Biomedical Sciences emphasis)

Western State Colorado University (BA Biology, Cell Biology/ Pre-medicine, Environmental Biology and Ecology, General Biology, Pre-allied Health emphasis)

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\* Refer to pages 125-126 for a full list of all GT Pathways Courses

# Chemistry

Nicholas Alfonso, Department Chair

## Associate of Science (AS) Degree

TOTAL CREDITS 60

### Career Opportunities

The Associate of Science (AS) Degree with Designation in Chemistry 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 Chemistry. Students who opt for the Bachelor of Science in Chemistry can choose to work in numerous occupational fields of science or medicine. Once a BS is completed, many students will pursue a higher or graduate degree in Chemistry.

### Program Description

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

### Chemistry

TOTAL CREDITS 60

#### 30 General Education Core Requirements

##### 6 Written Communication

ENG 121 and ENG 122, or  
ENG 122 and a GT Pathways Advanced Writing Course (GT-CO3)\*.

##### 5 Mathematics

MAT 201 Calculus I

##### 10 Natural and Physical Sciences

CHE 111 General College Chemistry I  
CHE 112 General College Chemistry II

##### 3 Arts and Humanities (See note below)

Select one GT Pathways Arts and Humanities course from any category (GT-AH1, GT-AH2, GT-AH3, GT-AH4)\*.

##### 3 Social and Behavioral Sciences (See note below)

Select one GT Pathways Social and Behavioral course from any category (GT-SS1, GT-SS2, GT-SS3)\*.

##### 3 History

Select one GT Pathways History Course (GT-HI1)\*.

#### 29 Additional Required Science and Mathematics Courses

- 5 MAT 202 Calculus II
- 4 MAT 203 Calculus III
- 5 PHY 211 Physics Calculus-based I
- 5 PHY 212 Physics Calculus-based II
- 5 CHE 211 Organic Chemistry I \*
- 5 CHE 212 Organic Chemistry II \*

\*Note: Lecture and laboratory portions of organic chemistry, CHE 211 and 212, must not be taken in an online delivery format.

#### 1 Elective

Determined by transferring institution

Note: This statewide transfer articulation agreement in Chemistry does not fulfill requirements for the GT Pathways general education curriculum or the Associate of Science degree prior to transfer; however, this agreement does guarantee a student, if admitted, junior standing and completion of the baccalaureate degree within an additional 60 semester hours at the receiving institution.

Completion of the receiving institution's lower division general education requirements is fulfilled only under the condition that one GT Pathways-approved course in arts and humanities (AH1, AH2, AH3, or AH4) and one GT Pathways-approved course in social and behavioral sciences (SS1, SS2, or SS3) are successfully completed at the receiving institution within the first 30 hours or 12 calendar months.

Students transferring to a 4-yr college/university under this Chemistry agreement are encouraged to 'reverse' transfer the one GT Pathways course in arts and humanities and the one GT Pathways course in social and behavioral sciences back to PCC in order to complete the GT Pathways general education program and to earn their Associate of Science degree with a Chemistry designation.

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

Adams State University (BS Chemistry)  
Colorado Mesa University (BS Chemistry)  
Colorado State University-Fort Collins (BS Chemistry)  
Colorado State University-Pueblo (BS Chemistry)  
Fort Lewis College (BS Chemistry, Chemistry option)  
Metropolitan State University of Denver (BA/BS Chemistry)  
University of Colorado, Boulder (BA Chemistry)  
University of Colorado, Colorado Springs (BA/BS Chemistry)  
University of Colorado, Denver (BS Chemistry)  
University of Northern Colorado (BS Chemistry, Biochemistry, Chemistry, Forensic Science, Industrial Chemistry, and Pre-Health emphasis)  
Western State Colorado University (BA Chemistry, General Chemistry, Biochemistry emphasis)

\* Refer to pages 125-126 for a full list of all GT Pathways Courses

# Geology

Nicholas Alfonso, Department Chair

## Associate of Science (AS) Degree

TOTAL CREDITS 60

### Career Opportunities

The Associate of Science (AS) Degree with Designation in Geology 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 Geology or Earth Sciences. Students who opt for the Bachelor of Science in Geology can choose to work in various occupational fields of science or engineering. Once a BS is completed, many students will pursue a higher or graduate degree in Geology.

### Program Description

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

### Geology

TOTAL CREDITS 60

#### 36 General Education Core Requirements

##### 6 Written Communication

ENG 121 and ENG 122, or  
ENG 122 and a GT Pathways Advanced Writing Course (GT-CO3)\*.

##### 5 Mathematics

MAT 201 Calculus I

##### 10 Natural and Physical Sciences

CHE 111 General College Chemistry I  
CHE 112 General College Chemistry II

##### 6 Arts and Humanities

Select two GT Pathways Arts and Humanities courses from any category (GT-AH1, GT-AH2, GT-AH3, GT-AH4)\*.

##### 6 Social and Behavioral Sciences

Select two GT Pathways Social and Behavioral courses from any category (GT-SS1, GT-SS2, GT-SS3)\*.

##### 3 History

Select one GT Pathways History Course (GT-HI1)\*.

#### 23 Additional Required Science and Mathematics Courses

- 4 GEY 111 Physical Geology
- 4 GEY 112 Historical Geology
- 5 MAT 202 Calculus II
- 5 PHY 211 Physics Calculus-based I
- 5 PHY 212 Physics Calculus-based II

#### 1 Elective

Determined by transferring institution

Note: In addition to meeting the requirements listed here, contact the department at the school to which you want to transfer for program-specific information.

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

Adams State University (BA/BS Earth Sciences, Geology emphasis)

Colorado Mesa University (BS Geosciences, Geology concentration)

Colorado State University-Fort Collins (BS Geology, Geology concentration)

Fort Lewis College (BS Geology, Geology option)

University of Colorado, Boulder (BA Geology)

University of Northern Colorado (BS Earth Sciences, Geology emphasis)

Western State Colorado University (BA Geology, Geology emphasis)

\* Refer to pages 125-126 for a full list of all GT Pathways Courses

# Mathematics

CIP 27.0101

Chip Nava, Department Chair

## Associate of Science (AS) Degree

TOTAL CREDITS 60

### Career Opportunities

The Associate of Science Degree with 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 mathematics, such as actuarial science, computer science, engineering, or statistics.

### Program Description

The Associate of Science Degree with 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:

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

Consult with a PCC Arts and Sciences advisor or 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 Designation in Mathematics, you must complete at least 60 college-level credits, as described below:

## ASSOCIATE OF SCIENCE (AS) DEGREE

### Mathematics Designation

TOTAL CREDITS 60

#### 42 General Education Requirements

##### 9 Communication

ENG 121 and ENG 122  
or ENG 122 and a GT Pathways Advanced Writing  
course (GT-CO3)\*

COM 115, COM 125, or COM 125

##### 5 Mathematics

MAT 201

#### 10 Natural and Physical Sciences

PHY 211 and PHY 212

#### 9 Arts and Humanities

(Select three courses from any category):

Arts and Expression: Select from a GT Pathways Arts and Expression course (GT-AH1)\*

Literature and Humanities: Select from a GT Pathways Literature and Humanities course (GT-AH2)\*

Ways of Thinking: Select from a GT Pathways Ways of Thinking course (GT-AH3)\*

Foreign Languages: Select from a GT Pathways Foreign Languages course (GT-AH4)\*

#### 6 Social and Behavioral Sciences

(Select two courses from any category):

Economics or Political Systems: Select from a GT Pathways Economics or Political Systems course (GT-SS1)\*

Geography: Select from a GT Pathways Geography course (GT-SS2)\*

Human Behavior, Culture, or Social Frameworks: Select from a GT Pathways Human Behavior, Culture, or Social Frameworks course (GT-SS3)\*

#### 3 History

Select one GT Pathways History course (GT-HI1)\*

#### 13-14 Additional Required Mathematics Courses

MAT 202, MAT 203 or MAT 204, CSC 160\*\*

#### 4-5 Electives

Determined by transferring institution

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

This degree transfers to the following Colorado public four-year institutions of higher education:

Adams State University (B.A. Mathematics)  
Colorado Mesa University (B.S. Mathematics; Mathematics, Secondary Education or Statistics concentrations)  
Colorado State University-Fort Collins (B.S. Mathematics)  
Colorado State University-Pueblo (B.A. Mathematics; B.S. Mathematics)  
Fort Lewis College (B.A. Mathematics; Mathematics option)  
Metropolitan State University of Denver (B.A. Mathematics)  
University of Colorado, Boulder (B.A. Mathematics)  
University of Colorado, Colorado Springs (B.A. Mathematics; B.S. Mathematics)  
University of Colorado, Denver (B.S. Mathematics)  
University of Northern Colorado (B.S. Mathematics; Applied Mathematical Sciences or Liberal Arts emphasis)  
Western State Colorado University (B.A. Mathematics)

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\* Refer to pages 125-126 for a full list of all GT Pathways Courses

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# Psychology

CIP 42.0101

Donna Fitzsimmons, Department Chair

## Associate of Science (AS) Degree

TOTAL CREDITS 60

### Career Opportunities

The Associate of Science Degree with Designation in Psychology prepares students to transfer as a junior to a four-year institution in Colorado in order to pursue a Bachelor of Science degree (BS) in psychology. Much of the coursework for BA and BS degrees in psychology tends to overlap (for example, social science requirements and core courses), but BS degree graduates have a higher skill concentration in math, natural sciences, and research methods. Students who opt for the 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 coursework to meet general education requirements that are common to all Colorado four-year institutions, as well as 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

In addition to the requirements listed below, you must:

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

Consult with a PCC Arts and Sciences advisor or 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 psychology, you must complete at least 60 college-level credits, as described below:

## ASSOCIATE OF SCIENCE (AS) DEGREE Psychology Designation

TOTAL CREDITS 60

- 41 **General Education Core Requirements**
- 6 **Written Communication**  
ENG 121 and ENG 122
- 3 **Oral Communication**  
COM 115 or COM 125
- 4 **Mathematics**  
MAT 121
- 10 **Natural and Physical Sciences**  
BIO 111 and CHE 111

### 9 **Arts and Humanities**

PHI 111 or PHI 112

(Plus select two additional courses from any category):

Arts and Expression: Select from a GT Pathways Arts and Expression course (GT-AH1)\*

Literature and Humanities: Select from a GT Pathways Literature and Humanities course (GT-AH2)\*

Ways of Thinking: Select from a GT Pathways Ways of Thinking course (GT-AH3)\*

Foreign Languages: Select from a GT Pathway Foreign Languages course (GT-AH4)\*

### 6 **Social and Behavioral Sciences**

(Select two courses from any category):

Economics or Political Systems: Select from a GT Pathways Economics or Political Systems course (GT-SS1)\*

Geography: Select from a GT Pathways Geography course (GT-SS2)\*

Human Behavior, Culture, or Social Frameworks: Select from a GT Pathways Human Behavior, Culture, or Social Frameworks course (GT-SS3)\*

### 3 **History**

Select one GT Pathways History course (GT-HI1)\*

### 6 **Additional Required Psychology Courses**

PSY 101, PSY 102

### 13 **Electives**

Determined by transferring institution

This degree transfers to the following Colorado public four-year institutions of higher education:

Colorado State University-Fort Collins (B.S. Psychology: General Psychology concentration)

Colorado State University-Pueblo (B.S. Psychology)

University of Colorado, Denver (B.S. Psychology)

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\* Refer to pages 125-126 for a full list of all GT Pathways Courses

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# Associate of General Studies (AGS) Degree

Dr. Deborah (Sunny) Schmitt, Chief Academic Officer

Dr. Jeffrey Alexander, Dean of Arts and Sciences

*Generalist Degree, Instituted Fall 2003*

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If your educational goals include a broad range of transfer and occupational interests, the Associate of General Studies (AGS) generalist degree allows you to pursue those interests without the constraints of specialization. However, transferability of this degree depends upon the courses you take and the requirements of the institution to which you transfer. If you complete the requirements listed below, you will receive an AGS degree with no major field specified on your transcript.

Requirements for the AGS degree include the following:

- Minimum of 60 semester hours of course work
- Cumulative GPA of 2.0 or higher
- No more than 30 credit hours of vocationally prefixed courses
- Minimum of 30 general education transferable credits. Fifteen of the 30 semester hours of general education must be in the Colorado Statewide Guaranteed Transfer Courses (GT Pathways) Curriculum
- Minimum of 15 graded semester hours earned at PCC in courses numbered 100 or higher.
- 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:

- 30 credits General Education Courses**
- 30 credits Vocational or Academic Electives**

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*Developmental courses are not included in these credits.*

Developmental courses are courses in English, college composition and reading, and mathematics that you may have to take before enrolling in college level courses.

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## 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 Communication

Select 2 English courses and 1 Communication course:  
ENG 121\*, ENG 122\*, ENG 131, ENG 132, ENG 221,  
ENG 222, COM 115, COM 125, COM 216, COM 220, COM 226

### 3 Credits Mathematics

Select from any GT Pathways Mathematics course (GT-MA1)\*,  
or: MAT 107, MAT 108, MAT 112, MAT 155, MAT 156

### 3 Credits Natural and Physical Sciences

Select from any GT Pathways Physical and Life Science course  
(GT-SC1 or GT-SC2)\*,  
or: BIO 106, BIO 143, CHE 104 HWE 100

### 3 Credits Arts and Humanities

Select from any GT Pathways Arts and Humanities course  
(GT-AH1, GT-AH2, GT-AH3, or GT-AH4)\*,  
or: ART 114, ART 121, ART 122, ART 131, ART 132, ART 141,  
ART 142, ART 161, ART 162, ART 163, ART 211, ART 212,  
ART 213, ART 244, ART 261, FRE 111, FRE 112, GER 111,  
GER 112, ITA 111, ITA 112, LIT 125, LIT 126, LIT 238, LIT 246,  
LIT 255, SPA 111, SPA 112

### 3 Credits Social and Behavioral Sciences

Select from any GT Pathways Social and Behavioral Science or  
History course (GT-SS-1, GT-SS2, GT-SS3, or GT-HI1)\*,  
or: ANT 121, ECO 105, GEO 111, HIS 246, JOU 106, JOU 206,  
PSY 107, PSY 117, PSY 204, PSY 245, PSY 265, SOC 201,  
SOC 203, SOC 212, SOC 223, SOC 265

### 9 Credits Selected General Education Electives

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

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*\* Refer to pages 125-126 for a full list of all GT Pathways Courses*

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# AGS Degree with Transfer Articulation Agreements

Dr. Deborah (Sunny) Schmitt, Chief Academic Officer

Dr. Jeffrey Alexander, Dean of Arts and Sciences

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The following Associate of General Studies (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 three 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 degrees are as follows:

- Minimum of 60 semester hours of course work
- Cumulative GPA of 2.000 or higher
- General education courses of 30 semester hours as determined by each curriculum
- Additional requirements of 30 semester hours as listed within the individual programs of study
- Minimum of 15 graded semester hours earned at PCC

## Computer Information Systems

CIP 11.0101

Boyd Rodman, 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

#### Emphasis in Computer Information Systems

TOTAL CREDITS 62

#### 36 General Education Core Requirements

##### 9 Communication

ENG 121, ENG 122, COM 115

##### 4 Mathematics

MAT 121

#### 8 Natural and Physical Sciences

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

#### 6 Arts and Humanities

Choose six credits from at least two 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

#### 9 Social and Behavioral Sciences

Choose nine credits from at least two different disciplines:  
ECO 201 and ECO 202 are recommended.  
ANT 101, ANT 111, GEO 105, HIS 101, HIS 102, HIS 121, HIS 122, POS 105, POS 111, PSY 101, PSY 102, SOC 101, SOC 102

#### 24 Core Requirements

- |   |         |  |
|---|---------|--|
| 3 | CIS 115 | Introduction to Computer Information Systems |
| 3 | CIS 118 | Intro PC Applications                        |
| 4 | CNG 121 | Computer Technician I: A+                    |
| 3 | CNG 124 | Networking I: Network+                       |
| 3 | CSC 267 | Object Oriented Design                       |
| 4 | CSC 160 | Computer Science I (Language)                |
| 4 | CSC 161 | Computer Science II (Language)               |

# Criminal Justice

CIP 43.0107

Richard Keilholtz, Department Chair

Associate of General Studies (AGS) Degree

## Career Opportunities

The criminal justice 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 criminal justice 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 any prior arrests and/or drug/alcohol history, you should discuss this history with a criminal justice advisor prior to beginning courses toward this degree. Neither PCC nor the Criminal Justice Department or advisors will be held liable for your decision to continue in pursuit of the degree if you have such a history. Many criminal justice employers will not hire students with a past history of arrests or convictions regardless of typology of offense.

Your entrance into any criminal justice course of study, or your subsequent graduation, is no guarantee, explicit or implied, that you are employable in the criminal justice field. Further, if you cannot be placed and/or remain in the course CRJ 280, Cooperative Education Internship, after two good-faith attempts at placement, neither PCC nor its employees accept responsibility in respect to your inability to complete or meet fulfillment requirements of the degree.

Many criminal justice and related agencies require certain standards prospective employees must meet 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

### Emphasis in Criminal Justice

TOTAL CREDITS 60

### 39 General Education Core Requirements

#### 9 Communication

ENG 121, ENG 122, COM 115

#### 4 Mathematics

MAT 120

### 8 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, GEY 111, GEY 121, MET 150, PHY 105, PHY 111, PHY 112, PHY 211, PHY 212

### 9 Arts and Humanities

Choose nine credits from two different disciplines. 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

### 9 Social and Behavioral Sciences

Select nine credits in at least two categories, one 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 121, HIS 122, 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

### 21 Core Curriculum Requirements

- 3 CRJ 110 Intro to Criminal Justice
- 3 CRJ 125 Policing Systems
- 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

CIP 09.0100

Shawna Shoaf, 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

### Emphasis in Mass Communications

TOTAL CREDITS 60

#### 35 General Education Requirements

Should be GTPathway courses

##### 6 Communication

ENG 121, ENG 122

##### 3 Mathematics

MAT 120, MAT 121, or MAT 135

##### 8 Natural and Physical 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 Arts and Humanities

Select three courses, with no more than two courses from any one category:

Arts and Expression: 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

##### 9 Social and Behavioral Science

Select three courses in at least two categories, one of which must be History, with no more than two courses from any one category

Economics and Political Systems: ECO 201, ECO 202,  
POS 105, POS 111

Geography: GEO 105

History: HIS 101, HIS 102, HIS 121, HIS 122

Human Behavior and Social Systems: ANT 101, ANT 111,  
PSY 101, PSY 102, SOC 101, SOC 102

#### 10 Core Curriculum Requirements

- 3 JOU 105 Introduction to Mass Media
- 3 JOU 206 Intermediate Newswriting and Editing
- 1 MGD 289 Capstone
- 3 RTV 100 Introduction to Electronic Media

Choose 15 credits below:

- 3 ART 139 Digital Photography I
- 3 MAR 220 Principles of Advertising
- 3 MGD 102 Introduction to Multimedia
- 3 MGD 114 Adobe InDesign
- 3 MGD 141 Web Design I
- 3 MGD 164 Digital Video Editing I
- 3 RTV 102 Beginning Television

# Certificate of Professional Communication

Dr. Deborah (Sunny) Schmitt, Chief Academic Officer

Dr. Jeffrey Alexander, Dean of Arts and Sciences

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## Career Opportunities

The Certificate of Professional Communication program prepares students for careers in management, human resources, nonprofit organizations, marketing, public relations, and recruitment as well as workplace advancement.

## Program Description

The Certificate of Professional Communication program teaches students to write and speak to diverse publics, engage in critical thinking and problem-solving, work as part of a team, and employ one-on-one conflict resolution strategies. The curriculum is designed to sharpen students' verbal and written communication abilities for the best practices of being part of a 21<sup>st</sup>-Century workplace.

## Disclaimer

The Certificate of Professional Communication will not appear as a certificate on official college transcripts. Courses taken toward the Certificate may apply to other programs on a degree-by-degree basis.

## Program Requirements

*Entrance requirements:* Placement into ENG121 or successful completion of any CCR course with a grade of C/S or higher.

*Graduation requirements:* Successful completion of COM 289 Capstone.

## CERTIFICATE OF COMPLETION

### Professional Communication

TOTAL CREDITS 17

#### 17 Core Requirements

- 3 COM 115 Public Speaking
- 3 COM 125 Interpersonal Communication  
OR COM 262, COM 263 AND COM 268
- 3 COM 220 Intercultural Communication
- 2 COM 289 Capstone
- 3 ENG 121 English Composition I
- 3 ENG 122 English Composition II  
OR  
ENG 131 Technical Writing I

# CCCS Guaranteed Transfer (GT) - Pathways Courses

Dr. Deborah (Sunny) Schmitt, Chief Academic Officer

Dr. Jeffrey Alexander, Dean of Arts and Sciences

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

## Intermediate Writing Courses (GT-CO2)

ENG 122 English Composition II

## Advanced Writing Courses (GT-CO3)

ENG 201 Composition III, Writing for Public Discourse

HIS 265 Writing About History

## Mathematics (GT-MA1)

MAT 120 Mathematics for the Liberal Arts

MAT 121 College Algebra

MAT 122 College Trigonometry

MAT 123 Finite Mathematics

MAT 125 Survey of Calculus

MAT 135 Introduction to Statistics

MAT 166 Pre-Calculus

MAT 201 Calculus I

MAT 202 Calculus II

MAT 203 Calculus III

MAT 204 Calculus III with Engineering Applications

MAT 215 Discrete Math

MAT 261 Differential Equations with Engineering Applications

MAT 265 Differential Equations

## Arts and Expression (GT-AH1)

ART 110 Art Appreciation

ART 111 Art History Ancient to Medieval

ART 112 Art History Renaissance to Modern

ART 207 Art History - 1900 to Present

DAN 125 History of Dance

MUS 120 Music Appreciation

MUS 121 Music History: Medieval through Classical Period

MUS 122 Music History: Early Romantic Period to the Present

MUS 123 Survey of World Music

MUS 125 History of Jazz

THE 105 Theatre Appreciation

THE 108 Theatre Script Analysis

THE 211 Development of Theatre : Greek - Renaissance

THE 212 Development of Theatre : Restoration to Modern

THE 215 Playwriting

## Literature and Humanities (GT-AH2)

HUM 103 Introduction to Film Art

HUM 115 World Mythology

HUM 121 Humanities: Early Civilization

HUM 122 Humanities: Medieval - Modern

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 American Literature to Civil War

LIT 212 American Literature After Civil War

LIT 221 British Literature to 1770

LIT 222 British Literature Since 1770

LIT 225 Introduction to Shakespeare

LIT 246 Literature of Women

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 115 World Religions-West

PHI 116 World Religions East

PHI 205 Business Ethics

PHI 214 Philosophy of Religion

PHI 218 Environmental Ethics

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 121 U.S. History to Reconstruction

HIS 122 U.S. History Since Civil War

HIS 203 Civil War Era in American History

HIS 205 Women in World History

HIS 207 American Environmental History

HIS 208 American Indian History

HIS 215 Women in U.S. History

HIS 218 History of Science and Technology

HIS 225 Colorado History

HIS 235 History of the American West

HIS 236 U.S. History Since 1945

HIS 243 History of Modern China

HIS 244 History of Latin America

HIS 245 U.S. in the World

HIS 246 History of Mexico

HIS 247 20<sup>th</sup> Century World History

HIS 249 History of Islamic Civilization

HIS 250 African American History

HIS 251 The History of Christianity in the World

HIS 255 The Middle Ages

HIS 259 Modern Middle East

HIS 260 U.S. Foreign Relations History

**Economic or Political Systems (GT-SS1)**

AGE 102	Agriculture Economics
ECO 101	Economics of Social Issues
ECO 201	Principles of Macroeconomics
ECO 202	Principles of Microeconomics
ECO 211	Gender in the Economy
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 215	Current Political Issues
POS 225	Comparative Government

**Geography (GT-SS2)**

GEO 105	World Regional Geography
GEO 106	Human Geography

**Human Behavior, Culture, or Social Frameworks (GT-SS3)**

AGR 260	World Interdependence: Population and Food
ANT 101	Cultural Anthropology
ANT 102	Cultural Anthropology Laboratory
ANT 103	Archaeology Laboratory
ANT 104	Physical Anthropology Laboratory
ANT 107	Introduction to Archaeology
ANT 108	Archaeology of World Rock Art
ANT 201	Introduction to Forensic Anthropology
ANT 225	Anthropology of Religion
ANT 215	Indians of North America
ANT 250	Medical Anthropology
COM 220	Intercultural Communication
CRJ 110	Introduction to Criminal Justice
ETH 200	Introduction to Ethnic Studies
JOU 105	Introduction to Mass Media
PSY 101	General Psychology I
PSY 102	General Psychology II
PSY 205	Psychology of Gender
PSY 217	Human Sexuality
PSY 226	Social Psychology
PSY 227	Psychology of Death and Dying
PSY 231	Positive Psychology
PSY 235	Human Growth and Development
PSY 238	Child Development
PSY 240	Health Psychology
PSY 249	Abnormal Psychology
PSY 265	Psychology of Personality
SOC 101	Introduction to Sociology
SOC 102	Introduction to Sociology II
SOC 205	Sociology of Family Dynamics
SOC 207	Environmental Sociology
SOC 215	Contemporary Social Problems
SOC 216	Sociology of Gender
SOC 218	Sociology of Diversity
SOC 220	Sociology of Religion
SOC 231	Sociology of Deviant Behavior
SOC 237	Sociology of Death and Dying
WST 200	Introduction to Women Studies
WST 225	Women and Social Action
WST 240	Goddesses and Women of the Ancient World
WST 249	Women's Sexuality

**Physical & Life Sciences: Courses with Required Laboratory (GT-SC1)**

AGY 240	Introductory Soil Science
ANT 111	Physical Anthropology
AST 101	Astronomy I with Lab
AST 102	Astronomy II with Lab
BIO 104	Biology: A Human Approach
BIO 105	Science of Biology with Lab
BIO 111	General College Biology I with Lab

BIO 112	General College Biology II with Lab
BIO 201	Human Anatomy and Physiology I with Lab
BIO 202	Human Anatomy and Physiology II with Lab
BIO 204	Microbiology with Lab
BIO 208	General College Microbiology with Lab
BIO 220	General Zoology with Lab
BIO 221	Botany with Lab
BIO 224	Genetics
CHE 101	Introduction to Chemistry I with Lab
CHE 102	Introduction to Chemistry II with Lab
CHE 105	Chemistry in Context with Lab
CHE 111	General College Chemistry I with Lab
CHE 112	General College Chemistry II with Lab
ENV 101	Environmental Science with Lab
GEO 111	Physical Geography: Landforms with Lab
GEO 112	Historical Geology with Lab
GEY 111	Physical Geology with Lab
GEY 112	Historical Geology
GEY 135	Environmental Geology with Lab
MET 150	General Meteorology with Lab
NRE 251	General Oceanography with Lab
PHY 105	Conceptual Physics with Lab
PHY 107	Energy Science and Technology with Lab
PHY 111	Physics: Algebra-Based I with Lab
PHY 112	Physics: Algebra-Based II with Lab
PHY 211	Physics: Calculus-Based I with Lab
PHY 212	Physics: Calculus Based II with Lab
SCI 155	Integrated Science I: Physics and Chemistry with Lab
SCI 156	Integrated Science II: Earth and Life Science with Lab

**Natural and Physical Sciences: Lecture Courses without Required Laboratory (GT-SC2)**

AST 150	Astrobiology
AST 155	Astronomy Ancient Cultures
AST 160	Cosmology
BIO 103	Principles of Animal Biology
BIO 116	Introduction to Human Disease
ENV 110	Natural Disasters
GEY 108	Geology of U.S. National Parks
SCI 105	Science in Society

# Career and Technical Programs

## Directory of Associate of Applied Science (AAS) Degrees and Certificates

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### 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  
Automotive Collision Technology – Currently Inactive  
    with Auto Collision Repair Option  
Automotive Technology  
    with General Automotive Option  
Business Management  
Computer Information Systems  
    with Local Area Networking Option  
    with Networking Security Option  
Cosmetology  
Dental Assisting  
Dental Hygiene  
Digital Media  
Early Childhood Education  
Electromechanical  
Emergency Medical Services

Engineering Technology  
    with Civil Engineering Option  
Fire Science Technology  
Health Information Technology  
    with Network Security/Technical Support Option  
    with Management & Support Option  
    with Medical Coding Option  
Hospitality Studies  
    with Culinary Arts Management Option  
    with Culinary Arts Production Option  
    with Tourism, Travel and Events Option - Limited Entry/Under Review  
Law Enforcement Academy  
Library Technician  
Machining Technology  
Manufacturing Technology - Under Review  
Massage Therapy– Currently Inactive  
Medical Assistant  
Medical Sonography  
Nursing  
Occupational Therapy Assistant  
Office Administration  
    with Medical Office Profession Option  
    with Office Bookkeeping/Accounting Option  
    with Office Professional Option  
Physical Therapist Assistant  
Radiologic Technology  
Respiratory Care Practitioner  
Surgical Technology  
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
- Automotive Collision Technology (Section) – Currently Inactive
  - Automotive Customizing Option
  - Body Customizing Option
  - Collision Option
  - Custom Painting Option
  - Mechanical and Electrical Option
  - Nonstructural Option
  - Plastics Option
  - Refinishing Option
  - Structural Option
  - Upholstery Option
- Automotive Technology (Section)
  - Basic Sport Vehicle Maintenance Option
- Broadcasting and Production Technology
- Business Management (Section)
  - Business Management Option
  - Business Fundamentals Option
  - Entrepreneurship Option
  - Retail Management Option
- Computer Information Systems (Section)
  - CISCO Option
  - Forensic Computing Option
  - Information Assurance-Basic Option
  - Information Assurance-Advanced Option
- Cosmetology (Section)
  - Barbering Option
  - Cosmetology Option
  - Hairstylist Option
  - Manicurist Option
  - Esthetician Option
- Criminal Justice (Section)
  - Adult and Juvenile Option
- Dental Assisting
- Digital Media (Section)
  - Web Design Option
- Early Childhood Education (Section)
  - Director Option
  - Early Childhood Teacher Option
- Electromechanical Technology Option
- Emergency Medical Services
  - EMT Intermediate Option
  - Paramedic Option
- Engineering Technology (Section)
  - Architectural Design Option
  - Rapid Production Development Option
  - Surveying Option
- Fire Science Technology (Section)
  - Firefighter Academy Structural Option
- Health Information Technology (Section)
  - HIT Management & Support Option
  - HIT Network Security/Technical Support Option
  - Medical Coding Option
- Hospitality Studies/Culinary Arts (Section)
  - Dining Service Option
  - Beginning Production and Baking Option
  - Intermediate Production Option
  - Beginning Tours and Events Option - Limited Entry/Under Review
  - Intermediate Tours and Events Option - Limited Entry/Under Review
- Law Enforcement Academy
- Library Technician
- Machining Technology (Section)
  - General Machining Option
  - Manual Machining Option
- Massage Therapy – Currently Inactive
- Medical Assistant
- Office Administration (Section)
  - Medical Office Professional Option
  - Office Professional Option
- Polysomnography Technology – Currently Inactive
- Psychiatric Technician
- Radiologic Technology (Section)
  - Magnetic Resonance Imaging Option
- Visual Communications
  - Creative Communications Specialist Option
- Welding
  - Multi-Process Option
  - Welding Option
- Welding Technologies (Section)
  - Structural Welder Option
  - Fitter or Combination Welder Option
  - Low Pressure Pipe Welder Option
  - High Pressure Pipe Welder Option
- Wildland Firefighter (Section)



**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.**

- Accounting (Section)
  - QuickBooks Specialist Option
- Automotive Technology (Section)
  - AC Air Conditioning Option
  - Automatic Transmission Option
  - Engine and Electrical Option
  - Fuels and Emissions Option
  - Manual Transmissions Option
  - Steering and Suspension/Brakes
- Business Management (Section)
  - Hospitality Industry Customer Service Option
  - Leadership Studies Option
  - Tourism and Guest Services Option
- Computer Information Systems (Section)
  - MS Office Applications Option
  - Networking Option
  - Programming Option
  - Security Option
- Criminal Justice (Section)
  - Corrections/Adult Option
  - Corrections/Juvenile Option
  - Criminal Justice Core Option
  - Criminal Justice Process Option
  - Criminal Justice System Option
- Dental Hygiene (Section)
  - Local Anesthesia and Nitrous Oxide/Oxygen Sedation Option
- Early Childhood Education (Section)
  - Infant Toddler Supervisor Option
- Emergency Medical Services (Section)
  - Emergency Medical Technician 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
  - Machining Technology
- Med Prep (Section)
  - Med Prep for Nursing Assistant Option
  - Nursing Aide Option
- Nursing Aide
- Pharmacy Technician
- Phlebotomy Technician
- Radiologic Technology (Section)
  - Computed Tomography Option
- Welding (Section)
  - Structural Welding Intermediate Option
  - Structural Welding Introduction Option
- Wildland Firefighter (Section)
  - Basic Wildland Firefighter Option
  - Wildland Firefighter 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/GE/>.

# *Career and Technical Programs*

## Directory of Bachelor of Applied Science (BAS) Degrees

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### Bachelor Applied Science (BAS) Degrees

**Description:**

The Bachelor of Applied Science degree is the designated degree for flexible baccalaureate programs that are designed to accommodate the unique demands for entry and advancement within specific workforce sectors. BAS programs provide degree completion opportunities for students from a variety of educational backgrounds, but primarily those with Associate of Applied Science (AAS) degrees or the equivalent. BAS degrees typically build on the curriculum requirements for an AAS degree. As such, BAS degrees are often considered to be stackable degrees, meaning that all of the requirements for the AAS degree are either included in, or receive full recognition and credit within the BAS program requirements. Consequently, both the technical and general education courses completed in an AAS degree count fully toward BAS degree requirements. Because the general education requirements often vary considerably for AAS degrees due to the targeted focus of their career and technical fields, PCC provides great flexibility to faculty in structuring AAS degree general education requirements. It is the intent of the general education philosophy for BAS degrees that all general education courses successfully completed by students in their AAS degrees count fully toward the overall BAS general education requirements.

The Bachelor of Applied Science degree is designed to provide a four-year degree in a true 2+2 manner for students who already have an Associate of Applied Science degree and are ready to take on more technical responsibility. This is a popular option for workforce development and advancement. This degree provides students with an academic training to further their careers.

Each BAS completion degree will have 120 credit hours. Thirty of these credits must be taken in residence at PCC per the Higher Learning Commission (HLC) accreditation requirements. Admission criteria may change depending on the degree and academic advising is key to understanding the requirements for admission.

**Pre-requisites:**

Completion of an Associate of Applied Science (AAS) degree in the appropriate field of study.

Requirements for the BAS degree is detailed in this section of the catalog. PCC offers the following BAS degree:

Dental Hygiene

# Associate of Applied Science (AAS) Degree and Certificate Programs

## *Occupational Degrees and Certificate*

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## Accounting

CIP 52.0301

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.

**For Bachelor's in accounting Degree Students:** Students interested in a bachelor's degree in **Accounting**, the Pueblo Community College Pathway of Study is the AA degree in Business.

### ASSOCIATE (AAS) DEGREE

#### Accounting

TOTAL CREDITS 67

#### 18 General Education Requirements

- 3 ECO 201 Principles of Macroeconomics
- 3 ECO 202 Principles of Microeconomics
- 3 ENG 121 English Composition I
- 3 MAT 112 Financial Mathematics
  
- 3 COM 115 Public Speaking
- 3 Physical and Life Sciences

#### 31 Core Curriculum Requirements

- 3 ACC 115 Payroll Accounting
- 4 ACC 121 Accounting Principles I
- 4 ACC 122 Accounting Principles II
- 2 ACC 132 Tax Help Colorado
- 1 ACC 133 Tax Help Colorado Practicum
- 4 ACC 211 Intermediate Accounting I
- 4 ACC 212 Intermediate Accounting II
- 3 ACC 245 Computerized Accounting with a Professional Package
- 3 ACC 287 Cooperative Education
- 3 MAN 225 Managerial Finances

#### 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

##### 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, Dean

## 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

CIP 47.0603

James Cordova, Department Chair

## Associate of Applied Science (AAS) Degree Certificates and Mini-Certificates

**UNDER REVIEW – CURRENTLY INACTIVE.**

**To enter the automotive collision or automotive service program you must meet required basic skills scores or courses. Students must have successfully passed College Composition Reading (CCR) 092. Additionally, students must have completed MAT 107 with a C or higher.**

**Entrance into the program involves a screening and selection process. You can obtain an application and information by calling the Automotive Department at 719.549.3354.**

### Career Opportunities

The Automotive Collision and Refinishing Technology program prepares you for a career in structural and non-structural collision repair, refinishing, estimating, upholstery, paint less dent repair, glass installing, custom body, and refinishing.

"Admissions to the Automotive Collision Technology program is by application only. For admission requirements, please go to: MT129 and see the Department Chair.

### Program Description

This program teaches you to remove and replace exterior and interior panels, glass, and hardware; straighten frames and unbodies; 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.

### Program Requirements

**Entrance requirements:**

Students must pass the "Ability to Benefit" assessment.

## ASSOCIATE (AAS) DEGREE

CIP 47.0603

### Auto Collision Repair

TOTAL CREDITS 76

#### 16 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

#### 60 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
2	ASE 110	Brakes I
2	ASE 120	Basic Auto Electricity
2	ASE 140	Suspension and Steering I
1	ASE 264	Introduction Automotive Heating and Air Conditioning

## CERTIFICATE PROGRAMS

TOTAL CREDITS 5-43

#### 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

#### 43 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
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

2	ASE 110	Brakes I
2	ASE 120	Basic Auto Electricity
2	ASE 140	Suspension and Steering I
1	ASE 264	Introduction Automotive Heating and Air Conditioning

#### 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

#### 8 Certificate ME – Mechanical and Electrical

1	ACT 181	Automotive Collision Repair Level II Internship
2	ASE 110	Brakes I
2	ASE 120	Basic Auto Electricity
2	ASE 140	Suspension and Steering I
1	ASE 264	Introduction Automotive Heating and Air Conditioning

#### 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

#### 5 Certificate PR – Plastics:

1	ACT 151	Plastics & Adhesives
3	ACT 205	Estimating and Shop Management
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

#### 16 Certificate ST – Structural:

3	ACT 131	Structural Damage Diagnosis
3	ACT 132	Structural Damage Repair
1	ACT 180	Automotive Collision Repair Internship Level I
2	ACT 211	Metal Welding and Cutting II
4	ACT 220	Structural Repair II
3	ACT 231	Advanced Structural Damage Diagnosis & Repair

#### 12 Certificate U - Upholstery

3	UPH 100	Basic Upholstery Techniques
3	UPH 101	Auto Upholstery I
3	UPH 102	Auto Upholstery II
3	UPH 103	Auto Upholstery III

# Automotive Technology

CIP 47.0604

James Cordova, Department Chair

## Associate of Applied Science (AAS) Degree Certificates and Mini-Certificates

To enter the automotive collision or automotive service program you must successfully complete any CCR course or qualifying placement score or exemption.

Entrance into the program involves a screening and selection process. You can obtain an application and information by calling the Automotive Department at 719.549.3354.

### 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 Concurrent Enrollment 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:

"Admissions to the Automotive Service Technology program is by application only. For admission requirements, please go to: MT 129 and see the Department Chair.

### ASSOCIATE (AAS) DEGREE

#### General Automotive Technology

TOTAL CREDITS 78

#### 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

#### 62 Core Requirements

- 2 ASE 102 Introduction to the Automotive Shop
- 2 ASE 110 Brakes I
- 2 ASE 111 Automotive Break Service II
- 2 ASE 120 Basic Auto Electricity
- 2 ASE 123 Starting and Charging Systems
- 2 ASE 130 General Engine Diagnosis

- 2 ASE 132 Ignition System Diagnosis and Repair
- 2 ASE 134 Automotive Fuel and Emissions Systems I
- 2 ASE 140 Suspension and Steering I
- 2 ASE 141 Suspension and Steering II
- 2 ASE 151 Automotive Manual Transmissions/Transaxles & Clutches
- 2 ASE 152 Manual Transmission, Transaxles and Clutches II
- 3 ASE 161 Engine Repair & Rebuild
- 2 ASE 162 Automotive Engine Repair
- 2 ASE 210 Automotive Power and ABS Brake Systems
- 4 ASE 221 Auto/Diesel Body Electrical
- 4 ASE 233 Auto Fuel Injection and Emissions Systems II
- 4 ASE 236 Advanced Drivability Diagnosis/Repair
- 2 ASE 240 Suspension and Steering II
- 1 ASE 250 Automatic Transmission/Transaxle Service
- 3 ASE 251 Automatic Transmission and Transaxle Repair
- 2 ASE 252 Advanced Automatic Transmissions/Transaxles
- 2 ASE 253 Advanced Manual Transmission/Transaxles
- 2 ASE 260 Advanced Engine Diagnosis
- 1 ASE 264 Introduction Automotive Heating and Air Conditioning
- 4 ASE 265 Heating and Air Conditioning Systems
- 1 ASE 281 Internship: Basic Heavy Duty and Power Train
- 1 ASE 282 Internship: General

### CERTIFICATE PROGRAMS

#### Automotive Performance

TOTAL CREDITS 6-18

#### 6 AC Air Conditioning

- 1 ASE 264 Introduction Automotive Heating and Air Conditioning
- 4 ASE 265 Heating and Air Conditioning Systems
- 1 ASE 282 Internship: General

#### 6 Automatic Transmissions

- 1 ASE 250 Automatic Transmission/Transaxle Service
- 3 ASE 251 Automatic Transmission and Transaxle Repair
- 2 ASE 252 Advanced Automatic Transmissions/Transaxles

#### 18 Basic Sport Vehicle Maintenance

- 1 SVT 101 SVT Orientation and Safety
- 3 SVT 102 SVT Rolling Chassis
- 2 SVT 103 SVT Electrical Theory
- 2 SVT 104 2 Stroke Engines
- 2 SVT 105 4 Stroke Engines
- 2 SVT 106 SVT Electrical Repair
- 2 SVT 107 SVT Drive Systems
- 2 SVT 109 SVT Snow/ATV/PWC
- 1 SVT 160 Basic Motorcycle Repair I
- 1 SVT 165 Basic Motorcycle Repair II

#### 15 Engine and Electrical

- 2 ASE 120 Basic Auto Electricity
- 2 ASE 123 Starting and Charging Systems
- 2 ASE 130 General Engine Diagnosis
- 2 ASE 132 Ignition System Diagnosis and Repair
- 3 ASE 161 Engine Repair & Rebuild
- 2 ASE 162 Automotive Engine Repair
- 2 ASE 260 Advance Engine Diagnosis

#### 14 Fuels and Emissions

- 2 ASE 134 Automotive Fuel and Emissions Systems I
- 4 ASE 221 Auto/Diesel Body Electrical
- 4 ASE 233 Auto Fuel Injection and Emissions Systems II
- 4 ASE 236 Advanced Drivability Diagnosis/Repair

## 7 Manual Transmissions

- 2 ASE 151 Automotive Manual Transmission/Transaxles and Clutches
- 2 ASE 152 Manual Transmission, Transaxles and Clutches II
- 2 ASE 253 Advanced Manual Transmission/Transaxles
- 1 ASE 281 Internship: Basic Heavy Duty and Power Train

## 13 Steering and Suspension/Brakes

- 2 ASE 110 Brakes I
- 2 ASE 111 Automotive Break Service II
- 2 ASE 140 Suspension and Steering I
- 2 ASE 141 Suspension and Steering II
- 2 ASE 210 Automotive Power and ABS Brake Systems
- 2 ASE 240 Suspension and Steering II
- 1 ASE 282 Internship General (Summer)

# Broadcasting and Production Technology

CIP 10.0105

Shawna Shoaf, 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 33

#### 33 Broadcasting and Production Technology Certificate Requirements

- 3 JOU 105 Introduction to Mass Media
- 3 MGD 102 Introduction to Multimedia
- 3 MGD 111 Adobe Photoshop I
- 3 MGD 141 Web Design I
- 3 MGD 143 Motion Graphic Design I: (Software)
- 3 MGD 163 Sound Design I
- 3 MGD 164 Digital Video Editing I
- 3 MGD 264 Digital Video Editing II
- 3 RTV 102 Beginning Television
- 3 RTV 208 Basic Video Production
- 3 RTV 212 Advanced Television Production

# Business Management

CIP 52.0201

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
3	MAT 112	Financial Mathematics
3		Physical and Life Sciences

#### 50 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 217	Business Communication & Report Writing
3	CIS 118	Intro to PC Applications
3	CIS 218	Advanced PC Applications
3	COM 115	Public Speaking
3	MAN 216	Small Business Management
3	MAN 200	Human Resource Management I
3	MAN 224	Leadership
3	MAN 225	Managerial Finance
3	MAN 226	Principles of Management
3	MAR 111	Principles of Sales
3	MAR 216	Principles of Marketing
3	PSV 230	Introduction to Civic Leadership

## CERTIFICATE PROGRAMS

### Business Management

TOTAL CREDITS 16-35

#### 35 Business Management Certificate Requirements

4	ACC 121	Accounting Principles I
2	ACC 132	Tax Help Colorado
1	ACC 133	Tax Help Colorado Practicum
3	BUS 115	Introduction to Business
3	BUS 216	Legal Environment of Business
3	BUS 226	Business Statistics
3	ECO 201	Principles of Macroeconomics
3	MAN 200	Human Resource Management I
3	MAN 225	Managerial Finance
3	MAN 226	Principles of Management
3	MAR 216	Principles of Marketing
4	MAT 121	College Algebra

#### 25 Business Fundamentals Certificate Requirements

4	ACC 121	Accounting Principles I
3	ACC 115	Payroll Accounting
2	ACC 132	Tax Help Colorado
1	ACC 133	Tax Help Colorado Practicum
3	BUS 115	Introduction to Business
3	BUS 216	Legal Environment of Business
3	BUS 217	Business Communications and Writing
3	BUS 226	Business Statistics
3	MAN 200	Human Resource Management I
3	MAN 216	Small Business Management



### 19 Entrepreneurship Certificate Requirements

4	ACC 121	Accounting Principles
3	MAN 216	Small Business Management
3	MAN 225	Managerial Finance
3	MAN 226	Principles of Management
3	MAR 111	Principles of Sales
3	MAR 216	Principles of Marketing

### 32 Retail Management Certificate Requirements

4	ACC 121	Accounting Principles
3	BUS 217	Business Communication & Report Writing
3	CIS 118	Intro to PC Applications
3	COM 115	Public Speaking
3	ENG 121	English Composition I
3	MAN 128	Human Relations in Organizations
3	MAN 200	Human Resource Management I
3	MAN 226	Principles of Management
3	MAR 117	Principles of Retailing
3	MAR 216	Principles of Marketing
4	MAT 120	Mathematics for the Liberal Arts

## MINI-CERTIFICATES

### Business Management

TOTAL CREDITS 5-12

#### 5 Hospitality Industry Customer Service

1	COM 263	Conflict Resolution
3	HOS 105	Introduction to Management in the Hospitality Industry
1	MAR 158	Basic Customer Service

#### 12 Leadership Studies

#### 9 Leadership Certificate Requirements

3	BUS 217	Business Communication & Report Writing
3	MAN 224	Leadership
3	PSV 230	Introduction to Civic Leadership

#### 3 Elective Courses (Select 3 credit hours)

3	COM 115	Public Speaking
3	COM 125	Interpersonal Communication
3	COM 220	Intercultural Communication: GT-SS3
3	MAN 226	Principles of Management
3	PHI 111	Introduction to Philosophy: GT-AH3
3	PHI 112	Ethics: GT-AH3
3	PSY 101	General Psychology I: GT-SS3
3	PSY 102	General Psychology II: GT-SS3
3	PSY 226	Social Psychology: GT-SS3
3	PSY 265	Psychology of Personality: GT-SS3
3	PSY 268	Organizational Psychology
3	SOC 101	Introduction to Sociology I: GT-SS3
3	SOC 102	Introduction to Sociology II: GT-SS3

#### 10 Tourism and Guest Services

1	COM 263	Conflict Resolution
3	HOS 105	Introduction to Management in the Hospitality Industry
3	HOS 207	Tour Management
1	MAN 102	Business Ethics and Values
1	MAN 103	Managing Business Change
1	MAR 158	Basic Customer Service

## Computer Information Systems

CIP 52.1201

Joe Easton, Department Chair

### Associate of Applied Science (AAS) Degree Certificates

#### Career Opportunities

The CIS program prepares you for careers in computer science, computer networking, and electronic commerce. The AAS Degree with an emphasis in local area networking prepares you to work as a network technician on small and large networks. You may also administer smaller networks as a System Administrator. The AGS Degree with an emphasis in Computer Information Systems prepares you to transfer to a university to continue studies in Computer Science or Computer Information Systems.

#### Program Description

The CIS program provides training in basic technical computer and networking skills. You will study computer networking, programming, and database technologies along with classes that teach the technical aspects of the Internet and data communications. Note: Students interested in transferring to a baccalaureate program in Computer Information Systems should refer to the Transfer Degree section of this catalog.

### ASSOCIATE (AAS) DEGREE

#### Local Area Networking

TOTAL CREDITS 64

#### 17 General Education Requirements

3	ECO 202	Principles of Microeconomics
3	ENG 121	English Composition I

**OR**

4	ENG 131	Technical Writing I
4	MAT 108	Technical Mathematics

**OR**

3	MAT 121	College Algebra
3	COM 115	Public Speaking

**OR**

4	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
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 132	Principles of Information Security
4	CNG 212	Configuring Windows Server
3	CSC 119	Introduction to Programming
4	CSC 160	Computer Science I (Language)
4	CSC 161	Computer Science II (Language)
3	CSC 267	Object-Oriented Analysis Design

## 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 Configuring Windows Server
- 3 CNG 224 Microsoft Windows Wireless Network

#### 3-4 Electives

- 3 CNG 251 Anti-Virus Concepts
- OR**
- 3 CNG 254 Data Encryption
- OR**
- 4 CNG 258 Computer Forensics
  - 3 CNG 131 Network Security Fundamentals
  - 3 CNG 136 Guide to Disaster Recovery

### CERTIFICATE PROGRAMS:

#### Forensic Computing

CIP 11.0101

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 Configuring Windows Server
- 3 CNG 224 Microsoft Windows Wireless Network
- 4 CNG 258 Digital Forensics

#### Information Assurance - Basic

CIP 11.0101

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 Configuring Windows Server
- 3 CNG 224 Microsoft Windows Wireless Network
- 4 CNG 258 Computer Forensics
- 3 ELT 202 Introduction to PC Servicing

### MINI-CERTIFICATE PROGRAMS:

#### 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 Configuring Windows Server

#### Programming

TOTAL CREDITS 11

- 3 CSC 119 Introduction to Programming
- 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

CIP 11.0101

Joe Easton, 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 vendor-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

# Cosmetology

CIP 12.0401

Michele Edwards, 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

Successful completion of any CCR course or qualifying placement score or exemption.

## 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

### Barbering

CIP 12.0402

TOTAL CREDITS 53

#### 3 General Education Requirement

- 3 Choose one Arts & Humanities

#### 50 Core Requirements

##### 15 First Semester - Spring

- 1 BAR 103 Introduction to Hair & Scalp
- 3 BAR 110 Introduction to Hair Coloring
- 3 BAR 120 Introduction to Hair Cutting
- 3 BAR 130 Introduction to Hair Styling
- 3 BAR 140 Introduction to Permanent Waves & Chemical Relaxers
- 2 COS 160 Introduction to Disinfection, Sanitation and Safety

##### 8 Second Semester - Summer

- 1 BAR 107 Introduction to Shaving, Honing & Stropping
- 1 BAR 108 Intermediate Shaving, Honing & Stropping
- 1 BAR 166 Introduction to Facila Massages & Skin Care
- 1 BAR 167 Intermediate Facial Massage & Skin Care
- 1 BAR 203 Advanced Hair and Scalp
- 1 BAR 207 Advanced Shaving, Honing & Stropping
- 1 BAR 266 Advanced Facial Massage & Skin Care
- 1 COS 161 Intermediate I: Disinfection, Sanitation & Safety

##### 14 Third Semester - Fall

- 2 BAR 111 Intermediate Hair Coloring
- 3 BAR 121 Intermediate Hair Cutting
- 3 BAR 131 Intermediate Hair Styling
- 3 BAR 141 Intermediate Permanent Waves & Chemical Relaxers

- 1 COS 150 Laws, Rules and Regulations
- 2 COS 260 Intermediate II: Disinfection, Sanitation and Safety

#### 13 Fourth Semester - Spring

- 3 BAR 211 Advanced Hair Coloring
- 3 BAR 220 Advanced Hair Cutting
- 3 BAR 231 Advanced Hair Styling
- 2 BAR 241 Advanced Permanent Waves & Chemical Relaxers
- 1 COS 250 Management, Ethics, Interpersonal Skills & Salesmanship
- 1 COS 261 Advanced Disinfection, Sanitation & Safety

## Cosmetology

TOTAL CREDITS 63

- 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

#### Elective:

- 3 Arts and Humanities

## Hairstylist

CIP 12.0407

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

CIP 12.0410

TOTAL CREDITS 20

1	COS 150	Laws, Rules and Regulations
1	COS 250	Management, Ethics, Interpersonal Skills & Salesmanship
3	NAT 101	Introduction to Sterilization, Sanitation, and Safety
3	NAT 108	Introduction to Manicuring/Pedicures/Artificial Nails
1	NAT 151	Intermediate Sterilization, Sanitation and Safety
3	NAT 158	Intermediate Manicuring/Pedicures/Artificial Nails
2	NAT 159	Intermediate Manicuring/Pedicures/Artificial Nails II
2	NAT 201	Advanced Sterilization, Sanitation and Safety
4	NAT 208	Advanced Manicuring/Pedicures/Artificial Nails

### Esthetician

CIP 12.0409

TOTAL CREDITS 20

1	COS 150	Laws, Rules and Regulations
1	COS 250	Management, Ethics, Interpersonal Skills & Salesmanship
2	EST 101	Introduction to Sterilization, Sanitation, & Safety
2	EST 160	Introduction to Disinfection, Sanitation & Safety
3	EST 161	Intermediate Disinfection, Sanitation & Safety
3	EST 110	Introduction to Facials and Skin Care
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

Richard Keilholtz, Department Chair

### Certificates and Mini-Certificates

#### 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

#### 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 121	U.S. History to Reconstruction

# Dental Assisting

CIP 51.0601

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: Successful completion of any CCR course or qualifying placement score or exemption, successfully complete ENG 121, CIS 110 and HPR 102; submit a supplemental Dental Assisting application within the stated deadline date.

AAS Degree: Successful completion of any CCR course or qualifying placement score or exemption; submit a supplemental Dental Assisting application within 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 64

#### 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

#### 19 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

##### 21 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
2	DEA 128	Practice of Clinical Chairside Assisting
3	DEA 131	Advanced Dental Radiography
2	DEA 132	Medical Emergencies in the Dental Office
3	DEA 134	Prevention and Nutrition in Dentistry
1	DEA 181	Clinical Internship I

##### Summer Semester

6	DEA 182	Clinical Internship II and Seminar
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##### Electives:

1	DEA 140	Dental Assisting National Board Review (Elective)
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##### 8 Post Graduate – Fall Semester

4	DEA 200*	Introduction to Expanded Functions
4	DEA 205*	Expanded Functions for the Dental Auxiliary

\*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 50

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

#### 3 General Education Course

3	ENG 121	English Composition I
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#### 19 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

##### 21 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
2	DEA 128	Practice of Clinical Chairside Assisting
3	DEA 131	Advanced Dental Radiography
2	DEA 132	Medical Emergencies in the Dental Office
3	DEA 134	Prevention and Nutrition in Dentistry
1	DEA 181	Clinical Internship I

## 7 Summer Semester

6 DEA 182 Clinical Internship II and Seminar

### Electives:

1 DEA 140 Dental Assisting National Board Review (Elective)

## 8 Post Graduate – Fall Semester

4 DEA 200\* Introduction to Expanded Functions

4 DEA 205\* Expanded Functions for the Dental Auxiliary

# Dental Hygiene

CIP 51.0602

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 93.5

### 29 General Education Requirements

- 4 BIO 201 Human Anatomy and Physiology I\*
- 4 BIO 202 Human Anatomy and Physiology II\*
- 4 BIO 204 Microbiology \*
- 5 CHE 102 Introduction to Chemistry II with Lab\*
- 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
- 1 DEH 105 Introduction to Dental Hygiene
- 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
- 2 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 Hygiene 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 242 Periodontics II
- 2 DEH 268 Clinical Theory of Dental Hygiene II
- 6 DEH 270 Clinical Practice of Dental Hygiene II

### Second Year-Spring Semester

- 2 DEH 221 Ethics and Practice Management
- 1 DEH 225 Community Dental Health II: Field Experience
- 2 DEH 259 Advanced Dental Hygiene Theory
- 6 DEH 271 Clinical Practice of Dental Hygiene III
- 1 DEH 282 Periodontics 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



# Dental Hygiene

Elsa Eccles, Department Chair

## Dental Hygiene Degree Completion

### Bachelors of Applied Science (BAS) Degree

#### Career Opportunities

This program prepares the licensed dental hygienist to academically expand their knowledge and career opportunities in the professions of education, program administration, public health, research or sales.

#### Program Description

This Bachelor of Applied Science Degree Completion Program is designed for licensed dental hygienists who have completed an associate's degree from a regionally accredited institution that is also accredited by the Commission on Dental Accreditation. The goal of the Registered Dental Hygienist (RDH) to BASDH program is to work with each student to enhance knowledge and provide expanded career opportunities. Obtaining a BAS degree may also provide the lifelong learner the knowledge base to prepare them academically should they wish to pursue a master's degree for additional career opportunities.

#### Program Requirements

##### Entrance requirements:

Students must complete a current Dental Hygiene BAS program application and meet all minimum program requirements and application timelines. The application is available on the Dental Hygiene BAS website. Applicants should also seek advisement from the program director for assistance with meeting all admission requirements. In addition, students must meet the following admissions requirements:

1. Graduate from a regionally accredited dental hygiene program that is also accredited by the Commission on Dental Accreditation
2. Hold a current dental hygiene license in a US state

#### BACHELORS (BAS) DEGREE

#### Dental Hygiene – Degree Completion

TOTAL CREDITS 27

##### 3 General Education Requirements

- 3 MAT 135 Introduction to Statistics

##### 24 Core Curriculum Requirements

###### First Year-Fall Semester

- 3 DEH 301 Advanced Careers in Dental Hygiene\*
- 3 DEH 302 Applied Dental Hygiene Research Methodologies\*\*

###### First Year-Spring Semester

- 4 DEH 411 Teaching Methodologies\*
- 3 DEH 341 Clinical Teaching Methodologies\*\*

##### Second Year-Fall Semester

- 4 DEH 471 Advanced Pharmacology\*
- 3 DEH 343 Principles of Conflict Resolution in Dentistry\*\*

##### Second Year-Spring Semester

- 4 DEH 488 Dental Hygiene Clinical Capstone Practicum (16 weeks)

\*Course taught in the first eight weeks of the semester

\*\*Course taught in the second eight weeks of the semester

# Digital Media

CIP 09.0702

Shawna Shoaf, Department Chair

## Associate of Applied Science (AAS) Degree 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	Server Side Scripting: (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

## CERTIFICATES

### Digital Media

TOTAL CREDITS 18

#### 18 Web Design

3	MGD 102	Introduction to MultiMedia
3	MGD 111	Adobe Photoshop I
3	MGD 141	Web Design I
3	MGD 143	Motion Graphic Design I: (Software)
3	MGD 164	Digital Video Editing I
3	MGD 241	Web Design II

# Early Childhood Education

CIP 13.1501

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 60

#### 15 General Education Requirements

3	ENG 121	English Composition I
	OR	
	ENG 131	Technical Writing
3	HUM/ART	Humanities or Arts Course
3	MAT 107	Career Math (or higher)
3	COM 115	Public Speaking
	OR	
3	COM 125	Interpersonal Communication
	OR	
3		Social or Behavioral Science Course

#### 39 Core Curriculum Requirements

3	ECE 101	Introduction to Early Childhood Education
3	ECE 102	Introduction to Early Childhood Lab Techniques
3	ECE 103	Guidance Strategies for Young 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
3	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 The 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 Workshop
- 3 ECE 256 Working with Parents, Families, and Community Systems
- 3 LIT 255 Children's Literature

**CERTIFICATE PROGRAMS**

**Early Childhood Education**

TOTAL CREDITS 6-30

**30 Director Certificate – CIP 13.210**

- 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
- 3 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 The Exceptional Child

**6 Early Childhood Entry Level Certificate**

- 3 ECE 101 Introduction to Early Childhood Education
- OR**
- 3 ECE 103 Guidance Strategies for Children

Choose one course listed below – 3 Credits:

ECE 111, ECE 112, ECE, 125, ECE 205, ECE 220, ECE 225, ECE 226, ECE 238, ECE 256, or ECE 260

**18 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 111 Infant and Toddler Theory and Practice
- 3 ECE 220 Curriculum Development: Methods and Techniques
- 3 ECE 238 Child Growth and Development

**12 Infant Toddler Supervisor Certificate**

- 3 ECE 101 Introduction to Early Childhood Education
- 3 ECE 103 Guidance Strategies for Children
- 3 ECE 111 Infant and Toddler Theory and Practice
- 3 ECE 112 Intro to Infant/Toddler Lab Techniques

# Electromechanical Technology

CIP 15.0303

Jamie Gage, Department Chair

## Associate of Applied Science (AAS) Degree Certificate

### 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 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

### Electromechanical Technology

TOTAL CREDITS 66

**15 General Education Requirements**

- 1 CIS 110 Introduction to the PC
- 3 ENG 131 Technical Writing
- 4 MAT 108 Technical Mathematics
- 4 PHY 105 Conceptual Physics
- 3 Humanities Elective

**42 Common Core Requirements**

- 3 ELT 101 Survey of Electronics
- 4 ELT 106 Fundamentals of DC/AC
- 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 259 Advanced Programmable Logic Controllers
- 3 ELT 280 Internship
- 3 ELT 289 Mechanical Component II
- 3 MAC 256 Industrial Components
- 3 MAC 265 Mechanical Component II
- 1 MTE 105 Safety Manufacturing Environment
- 3 MTE 238 Fluid Power Control
- 4 WEL 102 Oxyacetylene Joining Process

**9 Electives (Select three classes)**

- 3 CAD 101 Computer Aided Drafting
- 3 CIS 220 Fundamentals of Unix
- 4 CNG 121 Computer Technician I: A+
- 4 CNG 122 Computer Technician I: A+
- 3 CNG 124 Networking I: Networking +
- 3 CSC 119 Introduction to Programming

4	MAC 105	Introduction to Machining Technology
3	MAC 205	Introduction to CNC Milling Operations
3	MAC 240	CAD/CAM 2d
4	WEL 103	Basic Shielded Metal Arc I
4	WEL 124	Introduction to Gas Tungsten Arc Welding
4	WEL 250	Layout and Fabrication

## CERTIFICATE PROGRAM

TOTAL CREDITS 26

### 26 Electromechanical Technology

3	ELT 101	Survey of Electronics
4	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	ELT 289	Mechanical Component II
3	MTE 238	Fluid Power Control
4	WEL 102	Oxyacetylene Joining Process

## Emergency Medical Services

CIP 51.0904

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 care provider at the EMT, EMT-Intermediate, or Paramedic level. Career opportunities include providing patient care while working for an ambulance agency, fire service, or hospital emergency room. Additional opportunities are in such areas as tactical EMS, critical care transport, and ski patrol. If you graduate with an AAS degree you have additional opportunities in administration and management in the pre-hospital field.

### Program Description

This program teaches you the knowledge and skills needed for scene management, emergency patient care and transport. This includes scene safety, patient assessment and treatment, medication administration, documentation and patient 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, 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 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.

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 Emergency Medical Services

CIP 51.0905

TOTAL CREDITS 69

### Semester One

5	BIO 111	General College Biology with Lab: GTSC1
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 103	Math for Clinical Calculations
	<b>OR</b>	
	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 Paramedic Option**

**8 General Education Requirements**

- 4 BIO 201 Human Anatomy and Physiology I
- 4 BIO 202 Human Anatomy and Physiology II

**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

**10 Emergency Medical Technician**

- 3 EMS 121 EMT Fundamentals
- 4 EMS 122 EMT Medical Emergencies
- 2 EMS 123 EMT Trauma Emergencies
- 1 EMS 170 EMT Basic Clinical

# Engineering Technology

CIP 48.0101

Jamie Gage, 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.

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.

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.

## ASSOCIATE (AAS) DEGREE Civil Engineering Technology

TOTAL CREDITS 72

### 23 General Education Requirements

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)
3		Humanities Elective
3		Social Science Elective

### 16 Common Core Courses

3	CAD 101	Computer Aided Drafting I
3	CAD 102	Computer Aided Drafting II
1	EGG 100	Introduction to Engineering
3	EGG 271	Theoretical Mechanics Statics
3	EGT 101	Technical Drafting I
3	MTE 247	Strength of Materials

### 33 Civil Engineering Technology

4	AEC 102	Residential Construction Drawing
3	AEC 121	Construction Materials and Systems
3	CON 244	Concrete and Asphalt Technology
4	CON 245	Project Management
3	CON 280	Internship
5	EGG 260	Engineering Surveying I
5	EGG 261	Engineering Surveying II
3	EGT 143	Civil/Survey Drafting I
3	EGT 243	Civil/Survey Drafting II

## CERTIFICATE PROGRAMS

### Engineering Technology

TOTAL CREDITS 30-34

#### 7 General Education Requirements

3	ENG 121	English Composition I
4	MAT 121	College Algebra

Choose one option:

#### 26 Architectural Design Option

CIP 15.0000

3	CAD 101	Computer Aided Drafting I
4	AEC 102	Residential Construction Drawing
3	AEC 121	Construction Materials and Systems
4	AEC 123	Commercial Construction Drawing
3	AEC 145	Structural Detailing
1	EGG 100	Introduction to Engineering
5	EGG 260	Engineering Surveying I
3	EGT 101	Technical Drafting I

#### 27 Rapid Production Development Option

CIP 15.0000

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

#### 23 Surveying Option

CIP 15.00000

3	CAD 101	Computer Aided Drafting I
1	EGG 100	Introduction to Engineering
5	EGG 260	Engineering Surveying I
5	EGG 261	Engineering Surveying II
3	EGT 101	Technical Drafting I
3	EGT 143	Civil/Survey Drafting I
3	EGT 243	Civil/Survey Drafting II

#### Electives (Choose one)

3	CAD 255	SolidWorks/Mechanical
3	ENT 234	Mechanical Design II
3	MAC 240	CAD/CAM 2D

# Fire Science Technology

CIP 43.0201

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:

Successful completion of any CCR course or qualifying placement score or exemption.

#### 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

#### 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 Principles/Emergency Services
- 3 FST 103 Fire Behavior & Combustion
- 3 FST 105 Building Construction for Fire Protection
- 3 FST 106 Fire Prevention
- 3 FST 107 Hazardous Materials Operations (Level I)
- 3 FST 109 Occupational Safety & Health for Fire
- 3 FST 201 Instructional Methodology
- 3 FST 202 Strategy and Tactics
- 3 FST 203 Fire Hydraulics & Water Supply
- 3 FST 204 Principles of Code Enforcement
- 3 FST 205 Fire Investigation I
- 3 FST 206 Fire Company Supervision and Leadership
- 3 FST 209 Fire Protection Systems

#### 15 Technical Elective Courses

Select 15 hours from the following courses:

- 3 EMS 121 EMT Fundamentals
- 4 EMS 122 EMT Medical Emergencies
- 2 EMS 123 EMT Trauma Emergencies
- 2 EMS 170 EMT Basic Clinical
- 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
- 3 FST 207 Firefighting Strategy and Tactics II
- 3 FST 252 Fire Investigation II
- 3 FST 253 NIMS
- 3 FST 254 Hazardous Materials Technician Level
- 3 FST 255 Fire Service Management
- 3 FST 256 Fire Service EMS Management – not in database
- 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 Fire Behavior & Combustion
- 3 FST 105 Building Construction for Fire Protection

#### 6 Driver Operator

- 3 FST 151 Driver Operator
- 3 FST 203 Fire Hydraulics & Water Supply

#### 12 Fire Investigator I

- 3 FST 109 Occupational Safety & Health
- 3 FST 205 Fire Investigation I
- 3 FST 251 Legal Aspects of Fire Service
- 3 FST 252 Fire Investigation II

#### 12 Firefighter I

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

#### 11 Firefighter II

- 6 FST 101 Firefighter II
- 2 FST 127 Vehicle Extrication Operations Level
- 3 FST 254 Hazardous Materials Technician Level

- 25 Firefighter Academy Structural**  
CIP 43.0203
- 1 AAA 101 College 101: The Student Experience
  - 3 EMS 121 EMT Fundamentals
  - 4 EMS 122 EMT Medical Emergencies
  - 2 EMS 123 EMT Trauma Emergencies
  - 9 FST 100 Firefighter I
  - 3 FST 107 Hazardous Material Operations (Level I)
  - 3 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 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
  - 3 FST 209 Fire Protection Systems
- 20 Fire Service Special Operations**
- 4 FST 121 Technical Rope Rescue
  - 1 FST 126 Vehicle Extrication Awareness Level
  - 2 FST 127 Vehicle Extrication Operations Level
  - 3 FST 128 Vehicle Extrication Technician Level
  - 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**

## Health Information Technologies

Mary McMahon, Department Chair  
Kathleen Collins, Coordinator

Associate of Applied Science (AAS) Degrees (3)  
Certificates (3)

### Career Opportunities

This program prepares you to work in healthcare industry with the use of health information technology. The career opportunities in this field are innumerable based multi-healthcare setting and industries. The job titles and potential salaries are dependent upon education, experience, certification, location, and setting. The area of medical coders, billers, and medical records management may have a salary range from \$15-\$28 per hour. The area of implementation, management, and support may have a salary range from \$15-\$26 per hour.

### Program Description

The Health Information Technology Degree offers a career in one of the most dynamic fields in our nation's history. The ONC (Office of the National Coordinator) has identified roles that will lead the progress toward the transition from paper records to Electronic Health Records (EHR). This degree will provide education on how the roles of clinicians and information technology specialists, in the medal arena, are and will continue to transition. They are jointly aligning their efforts to support: meaningful use of electronic health records, safer and more cost effective health practices, the transfer of personal health information (Health Information Exchange – HIE) statewide and eventually nationwide, and, the public participation in their own individual health care decisions and outcomes.

There are three AAS degrees with specialization (with inclusion of an additional certificate and the ability to take a national certification exam) in three areas: HIT Medical Coding, HIT Implementation Management and Support, and HIT Network Security.

### Program Requirements

Students in this program will be required to participate in program advising and complete a short application process for proper placement in a certificate or degree program.

## ASSOCIATE (AAS) DEGREE

### Health Information Technologies

#### HIT Emphasis Network Security/Technical Support

TOTAL CREDITS 72.5

#### 16 General Education Requirements

- 4 BIO 106 Basic Anatomy and Physiology
- 3 COM 125 Interpersonal Communication
- 3 ENG 121 English Composition I
- 3 MAT 135 Introduction to Statistics
- 3 PSY 101 General Psychology I

#### 56.5 Core Curriculum Requirements

- 3 BTE 287 Cooperative Education/Internship
- 3 CIS 118 Cooperative Education/Internship
- 4 CNG 121 Computer Technician I: A+
- 4 CNG 122 Computer Technician II: A+
- 3 CNG 124 Networking I: Networking A+
- 3 CNG 131 Network Securities Fundamentals



3	CNG 133	Network Security: Fire Walls and Intrusion Detection and Network Security
3	CNG 136	Guide to Disaster Recovery
3	CNG 224	Microsoft Windows Wireless Network
3	CNG 254	Data Encryption
3	CSC 119	Introduction to Programming
2	HIT 112	Legal Aspects for Health Records
2.5	HIT 121	Networking and Health Info
2	HIT 122	Workflow Fund of Healthcare
3	HIT 150	Healthcare Delivery Systems
3	HIT 222	Quality Management
3	HIT 225	Health Information Management
3	HIT 261	Healthcare Software
3	HPR 178	Medical Terminology

2	HIT 188	Health Information Practicum I
3	HIT 220	ICD Coding I
3	HIT 222	Quality Management
3	HIT 225	Health Information Management
3	HIT 241	CPG Coding Basic Principles
3	HIT 252	Coding II for Certification
3	HIT 261	Healthcare Software
1	HIT 268	Certification Test Preparation
3	HPR 178	Medical Terminology
5	HPR 232	Disease Process and Treatment

## CERTIFICATE PROGRAMS

TOTAL CREDITS 22.5 - 45.5

### ASSOCIATE (AAS) DEGREE

#### Health Information Technologies

#### HIT Emphasis Management & Support

TOTAL CREDITS 61.5

##### 16 General Education Requirements

4	BIO 106	Basic Anatomy and Physiology
3	COM 125	Interpersonal Communication
3	ENG 121	English Composition I
3	MAT 135	Introduction to Statistics
3	PSY 101	General Psychology I

##### 45.5 Core Curriculum Requirements

3	BTE 287	Cooperative Education/Internship
3	CIS 115	Introduction to Computer Information Systems
3	CIS 118	Intro to PC Applications
3	CSC 119	Introduction to Programming
3	HIT 111	Health Data Management and Information Systems
2	HIT 112	Legal Aspects for Health Records
4	HIT 120	Working with Health IT Systems
2.5	HIT 121	Networking and Health Info
2	HIT 122	Workflow Fund of Healthcare
2	HIT 123	Configuring EHRS
3	HIT 150	Healthcare Delivery Systems
3	HIT 222	Quality Management
3	HIT 225	Health Information Management
3	HIT 261	Healthcare Software
3	HPR 178	Medical Terminology
3	MAN 241	Project Management in Organizations

### ASSOCIATE (AAS) DEGREE

#### Health Information Technologies

#### HIT Emphasis Medical Coding

TOTAL CREDITS 62

##### 16 General Education Requirements

4	BIO 106	Basic Anatomy and Physiology
3	COM 125	Interpersonal Communication
3	ENG 121	English Composition I
3	MAT 135	Introduction to Statistics
3	PSY 101	General Psychology I

##### 46 Core Curriculum Requirements

3	BTE 287	Cooperative Education/Internship
3	CIS 118	Cooperative Education/Internship
3	HIT 105	Principles of Healthcare Reimbursement
3	HIT 111	Health Data Management and Information Systems
2	HIT 112	Legal Aspects for Health Records
3	HIT 150	Healthcare Delivery Systems

##### 22.5 HIT Management & Support

3	CIS 115	Introduction to Computer Information Systems
4	HIT 120	Working with Health IT Systems
2.5	HIT 121	Networking and Health Info
2	HIT 122	Workflow Fund of Healthcare
2	HIT 123	Configuring EHRS
3	HIT 261	Healthcare Software
3	HPR 178	Medical Terminology
3	MAN 241	Project Management in Organizations

##### 45.5 HIT Network Security/Technical Support

3	BTE 287	Cooperative Education/Internship
3	CIS 118	Intro to PC Applications
4	CNG 121	Computer Technician I: A+
4	CNG 122	Computer Technician II: A+
3	CNG 124	Networking I: Networking A+
3	CNG 131	Network Securities Fundamentals
3	CNG 133	Network Security: Fire Walls and Intrusion Detection and Network Security
3	CNG 136	Guide to Disaster Recovery
3	CNG 224	Microsoft Windows Wireless Network
3	CNG 254	Data Encryption
3	CSC 119	Introduction to Programming
2.5	HIT 121	Networking and Health Info
2	HIT 122	Workflow Fund of Healthcare
3	HIT 261	Healthcare Software
3	HPR 178	Medical Terminology

##### 42 Medical Coding

	CIP 51.0705	
4	BIO 106	Basic Anatomy and Physiology
3	BTE 287	Cooperative Education/Internship
3	CIS 118	Cooperative Education/Internship
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
3	HIT 241	CPG Coding Basic Principles
3	HIT 252	Coding II for Certification
3	HIT 261	Healthcare Software
1	HIT 268	Certification Test Preparation
3	HPR 178	Medical Terminology
5	HPR 232	Disease Process and Treatment

# Hospitality Studies

Mo Montgomery, Department Chair

Associate of Applied Science (AAS) Degree

Certificates – Culinary Arts

## Career Opportunities

The Hospitality Studies program prepares you for a variety of careers relating to culinary arts, food service management, travel, tourism, convention centers, and event planning. The two Culinary Arts tracks prepare you for skilled or supervisory jobs in cooking, baking, dining room management, bar and lounge management, restaurant management, and institutional food service supervision. The Tourism, Conventions, and Events track prepares you for employment in 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, supervision, business planning and development, 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

CIP 12.0500

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
2	CUA 181	Work Exploration
3	CUA 255	Supervision in the Hospitality Industry
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

CIP 12.0500

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
2	CUA 181	Work Exploration
3	CUA 255	Supervision in the Hospitality Industry
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	Alcohol and Bartending Management
3	CUA 154	Introduction to the Business of Catering
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
4	CUA 281	Internship

## **ASSOCIATE (AAS) DEGREE Tourism, Conventions and Events**

CIP 52.1910

TOTAL CREDITS 69.5

### **UNDER REVIEW-LIMITED ENTRY**

#### **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
- 2 CUA 181 Work Exploration
- 3 CUA 255 Supervision in the Hospitality Industry
- 3 HOS 105 Intro to Management in the Hospitality Industry
- .5 HPR 102 CPR for Professionals: Professional Rescuer

#### **37 Tourism, Travel and Events**

- 3 CUA 154 Introduction to the Business of Catering
- 3 CUA 256 Marketing in the Hospitality Industry
- 4 CUA 281 Internship
- 3 HOS 122 Travel Destinations in the Western Hemisphere
- 3 HOS 123 Travel Destinations in the Eastern Hemisphere
- 3 HOS 131 Planning for Special Events
- 3 HOS 175 Special Topics
- 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**

CIP 12.0500

- 2 CUA 101 Food Safety and Sanitation
- 2 CUA 136 Alcohol and Bartending Management
- 4 CUA 190 Dining Room Management
- 3 HOS 105 Intro to Management in the Hospitality Industry
- 5 Electives

#### **16 Beginning Production and Baking Certificate**

CIP 12.0500

- 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**

CIP 12.0500

- 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

### **UNDER REVIEW-LIMITED ENTRY**

#### **16 Beginning Tours and Events Certificate**

CIP 12.0500

- 3 HOS 105 Intro to Management in the Hospitality Industry
- 3 HOS 122 Travel Destination in the Western Hemisphere
- 3 HOS 131 Planning for Special Events
- 3 HOS 207 Tour Management
- 4 Electives

#### **16 Intermediate Tours and Events Certificate**

CIP 12.0500

- 3 CUA 154 Introduction to the Business of Catering
- 3 CUA 157 Menu Planning
- 3 CUA 256 Marketing in the Hospitality Industry
- 3 HOS 123 Travel Destination in the Eastern Hemisphere
- 4 Electives changed

# Law Enforcement Academy

CIP 43.0107

Ronald Leyba, Department Chair

## Associate of Applied Science (AAS) Degree Certificate

### Career Opportunities

The Law Enforcement program prepares students for careers in law enforcement as a police officers, desk officer, bailiff, or corrections officer. Additionally, students could work as criminal investigators, detectives, police agencies, or correction and judicial facilities.

### Program Description

The Law Enforcement program teaches students an in-depth analysis of the three (3) 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.

### Program Requirements

#### Entrance requirements:

Successful completion of any CCR course or qualifying placement score or exemption to complete the Criminal Justice courses.

Admission in the Law Enforcement Academy courses requires a student to 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.

#### Graduation requirements:

In addition to program requirements for this program, you must complete ENG 121, COM 115, MAT 107 and six (6) credits of social and behavioral science courses.

## ASSOCIATE (AAS) DEGREE

### Law Enforcement

TOTAL CREDITS 67

#### 15 General Education Requirements

- 3 COM 115 Public Speaking
- 3 ENG 121 English Composition I: GT-C01
- 3 MAT 107 Career Math
- 6 Select two courses in Social & Behavior Science

#### 15 Related Requirements

- 3 CRJ 110 Intro to Criminal Justice
- 3 CRJ 135 Judicial Function
- 3 CRJ 145 Correctional Process
- 3 CRJ 210 Constitutional Law
- 3 CRJ 230 Criminology
- OR
- CRJ 280 Cooperative Education/Internship

#### 37 Common Core Requirements

- 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

## 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

CIP 25.0301

Rosemary Breckenfelder, Department Chair

## 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.

#### 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 60

#### 33 General Education\*

- 6 English/Speech (Select one):  
ENG 121 and COM 115 or COM 125
- 3 Mathematics  
MAT 107 or Higher
- 12 Social and Behavioral Sciences
- 12 Arts & Humanities

\*General Education must total 33 credits.

#### 18 Core Curriculum Requirements

- 3 LTN 101 Introduction to Library Services
- 3 LTN 110 Selection and Acquisitions
- 3 LTN 115 Library Circulation
- 3 LTN 205 Introduction to Cataloging & Classification
- 3 LTN 210 Reference Materials
- 3 LTN 220 Library/Media Center Management & Public Relations

#### 9 Electives Approved by Advisor

All electives must be approved by the LTN Advisor. Students must take sufficient electives to meet the minimum 60 credit hour requirements for the associate degree.

## CERTIFICATE PROGRAM

### Library Technician

TOTAL CREDITS 30

#### 12 General Education Requirements

- 6 Communications (select one):  
ENG 121 and COM 115 or COM 125
- 3 Mathematics  
MAT 107 or Higher
- 3 Social and Behavioral Sciences OR Humanities

#### 18 Core Curriculum Requirements

- 3 LTN 101 Introduction to Library Services
- 3 LTN 110 Selection and Acquisitions
- 3 LTN 115 Library Circulation
- 3 LTN 205 Introduction to Cataloging & Classification
- 3 LTN 210 Reference Materials
- 3 LTN 220 Library/Media Center Management & Public Relations

# Machining Technology

CIP 48.0503

Jamie Gage, 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

Students will start their career in Machining Technology by building a strong foundation in machining by learning to use various tools, such as hand tools, manual machines, and grinding tools. Students develop introductory skills in Print Reading. They are also taught how to use CAD CAM software which enables students to create two dimensional drawings and gain experience with computer-aided manufacturer software. Learning G & M Code for manual CNC (Computer Numerical Control) Programming is a focus, as well as set up and operations of CNC equipment.

The AAS degree provides training in advanced manufacturing using manual and computer controlled machines. Students will use CAD CAM software to create three dimensional drawings, solids, and surfaces. Students will then utilize geometry to create parts, which are then inspected for industry standard accuracy with top-of-the-line metrology equipment. If completing the AAS degree or currently working in the field, CAD CAM certification and NIMS credentials may be available.

Work experience may be converted to college credit through credit-by-portfolio or credit-by-challenge.

### ASSOCIATE (AAS) DEGREE

#### Machining Technology

TOTAL CREDITS 74

#### 17 General Education Requirements

- 3 ENG 131 Technical Writing I
- 3 Humanities
- 4 Physical & Life Science
- 3 Social and Behavior Science
- 4 MAT 108 Technical Mathematics

#### 40 Core Curriculum 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
- 3 MAC 201 Introduction to CNC Turning Operations
- 3 MAC 202 CNC Turning Operations II
- 3 MAC 205 Introduction to Milling Operations
- 3 MAC 206 CNC Milling Operations II
- 3 MAC 240 CAD/CAM 2D
- 3 MAC 241 CAD CAM 2D Lab
- 3 MAC 245 CAD/CAM 3D
- 3 MAC 250 Advanced Inspection Techniques

#### 17 Related Curriculum Requirements

- 3 EGT 205 Geometric Dimension & Tolerance
- 3 MTE 106 Print Reading Manufacturing
- 4 WEL 102 Oxyacetylene Joining Processes
- 4 WEL 263 Applied Metal Properties

#### Choose One of the Following:

- 3 CAD 101 Computer Aided Drafting I
- OR
- CAD 255 Solid Works Mechanical
- OR
- WEL 103 Basic Shielded Metal Arc

### CERTIFICATE PROGRAMS

#### General Machining Technology

TOTAL CREDITS 16-38

#### 38 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
- 3 MAC 201 Introduction to CNC Turning Operations
- 3 MAC 202 CNC Turning Operations II
- 3 MAC 205 Introduction to CNC Milling Operations
- 3 MAC 206 CNC Milling Operations II
- 3 MAC 240 CAD/CAM 2D
- 4 MAT 108 Technical Mathematics
- 3 MTE 106 Print Reading Manufacturing

#### 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 12-9

#### 12 CNC Certificate

- 3 MAC 201 Introduction to CNC Turning Operations
- 3 MAC 202 CNC Turning Operations II
- 3 MAC 205 Introduction to CNC Milling Operations
- 3 MAC 206 CNC Milling Operations II

#### 9 CAD/CAM Certificate

- 3 MAC 240 CAD/CAM 2D
- 3 MAC 241 CAD CAM 2D Lab
- 3 MAC 245 CAD/CAM 3D

#### 9 Machining Technology Certificate

- 3 EGT 205 Geometric Dimension & Tolerance
- 3 MAC 250 Advanced Inspection Techniques
- 3 MTE 106 Print Reading Manufacturing

# Manufacturing Technology

Jamie Gage, Department Chair

## Associate of Applied Science (AAS) Degree

**UNDER REVIEW – ENTRANCE TO THE PROGRAM BY DEPARTMENT CHAIR APPROVAL ONLY.**

### 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 competition 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 Art & Humanities Elective
- 3 Social & Behavior of 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
- 4 MAC 105 Introduction to Machining Technology
- 3 MAC 205 Introduction to CNC Milling Operation
- 3 MAN 105 Logistics Management
- 2 MAN 168 Basic Process Controls
- 3 MAN 241 Project management in Organizations
- 3 MTE 101 Introduction to Manufacturing Technology
- 1 MTE 105 Safety Manufacturing Environment

- 3 MTE 106 Print Reading Manufacturing
- 3 MTE 120 Manufacturing Processes
- 3 MTE 244 Lean Manufacturing Prac/Proc
- 3 MTE 289 Manufacturing Capstone
- 4 PRO 100 Introduction to Process Technology

## CERTIFICATE PROGRAM

### Production Technician

TOTAL CREDITS 20

#### 20 Production Technician Certificate Requirements

- 3 MAC 102 Print Reading for Machinists
- 4 MAT 108 Technical Mathematics
- 1 MTE 105 Safety Manufacturing Environment
- 3 MTE 110 Applied Communication and Teamwork in Industry
- 3 MTE 120 Manufacturing Processes
- 2 MTE 175 Introduction to Industrial Welding
- 2 MTE 176 Introduction to Industrial Maintenance
- 2 MTE 177 Introduction to Industrial Machining

# Massage Therapy

CIP 51.3501

Lynne Ross, Department Chair

## Associate of Applied Science (AAS) Degree and Certificate

### CURRENTLY INACTIVE

### Career Opportunities

The Massage Therapy program prepares students for careers in massage industry including resort spas, day spas, nursing homes, corporate (on-site) massage, chiropractic, pain management clinics and private practice. Students will be eligible for licensure through DORA as a massage therapist in the State of Colorado and eligible to sit for national certification exam (MBLEx).

### Program Description

The Massage Therapy program teaches students to perform basic and advanced specialized massage techniques, such as aromatherapy, reflexology, acupressure, myofascial release, neuromuscular (trigger point) therapy, deep tissue, clinical massage techniques and lymphatic drainage. Students are provided the foundation knowledge needed to support the skilled application of these methods. Students also receive instruction on how to set up their own business in the community. Skills and knowledge are taught through a combination of lecture, hands on practice with professional massage instructors utilizing a 360 degree ceiling camera, kinesthetic classroom activities, Anatomy In Clay® Learning System and interactive teaching in a simulated clinic setting as well as opportunities to practice at community/campus events outside the classroom. Through this program the student completes over 817 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 SS 95+, RC 80+, EA 30-60 or AR 40+. In addition, MST 110, MST 105, HHP 224, HPR 178 must be completed with a grade of "C" or higher, prior to entrance in the program. Students must fill out an application and return it prior to the deadline for priority consideration. When notified of conditional acceptance, students must complete a background check and drug screen for admission.

#### Graduation requirements:

Clinical requirements for the Massage Therapy Program include possession of a professional CPR (2 year) card and low-cost liability insurance purchased through the cashier's office. All courses must be completed with a "C" or better to continue and graduate from the Massage Therapy Program.

## ASSOCIATE (AAS) DEGREE

### Massage Therapy

TOTAL CREDITS 60

#### 15 General Education Requirements

- |   |         |                             |
|---|---------|-----------------------------|
| 3 | COM 125 | Interpersonal Communication |
|   | OR      |                             |
|   | COM 220 | Intercultural Communication |
| 3 | ENG 121 | English Composition I       |
| 3 | MAT 107 | Career Math                 |
| 3 |         | Psychology                  |
| 3 |         | Social and Behavior Science |

#### 4 Related Requirements

- |   |         |                   |
|---|---------|-------------------|
| 1 | PED 102 | Weight Training I |
| 3 |         | Business          |

#### 5 Core Requirements

- |   |         |                                 |
|---|---------|---------------------------------|
| 1 | HHP 224 | Introduction to Massage Therapy |
| 1 | HPR 178 | Medical Terminology             |
| 2 | MST 105 | Lifestyle Wellness              |
| 1 | MST 110 | Ethics for Massage Therapy      |

#### 15 Semester 1

- |   |         |                             |
|---|---------|-----------------------------|
| 1 | HHP 108 | Aromatherapy                |
| 1 | HHP 166 | Introduction to Reflexology |
| 2 | HHP 270 | Clinical                    |
| 3 | HPR 117 | Anatomical Kinesiology      |
| 4 | MST 106 | A&P for Massage Therapy     |
| 4 | MST 111 | Basic Massage Therapy       |

#### 15 Semester 2

- |   |         |                                  |
|---|---------|----------------------------------|
| 2 | HHP 208 | Advanced Musculoskeletal Anatomy |
| 3 | MST 113 | Professional Massage             |
| 3 | MST 178 | Seminar                          |
| 2 | MST 184 | Clinical Massage                 |
| 2 | MST 204 | MST Business Practices           |
| 3 | MST 216 | Pathology for Massage Therapy    |

#### 6 Semester 3

- |   |         |                  |
|---|---------|------------------|
| 4 | MST 284 | Clinical Massage |
| 2 | MST 289 | Capstone         |

## CERTIFICATE

### Massage Therapy

TOTAL CREDITS 41

#### 41 Massage Therapy Certificate Requirements

- |   |         |                                 |
|---|---------|---------------------------------|
| 1 | HHP 224 | Introduction to Massage Therapy |
| 1 | HPR 178 | Medical Terminology             |
| 2 | MST 105 | Lifestyle Wellness              |
| 1 | MST 110 | Ethics for Massage Therapy      |

#### Semester 1

- |   |         |                             |
|---|---------|-----------------------------|
| 1 | HHP 108 | Aromatherapy                |
| 1 | HHP 166 | Introduction to Reflexology |
| 2 | HHP 270 | Clinical                    |
| 3 | HPR 117 | Anatomical Kinesiology      |
| 4 | MST 106 | A&P for Massage Therapy     |
| 4 | MST 111 | Basic Massage Therapy       |



### Semester 2

- 2 HHP 208 Advanced Musculoskeletal Anatomy
- 2 MST 184 Clinical Massage
- 3 MST 113 Professional Massage
- 3 MST 178 Seminar
- 2 MST 204 MST Business Practices
- 3 MST 216 Pathology for Massage Therapy

### Semester 3

- 4 MST 284 Clinical Massage
- 2 MST 289 Capstone

## Medical Assistant

CIP 51.0801

Kathy Maurello, Department Chair

Associate of Applied Science (AAS) Degree

### Career Opportunities

The Medical Assistant Program will prepare the student for a career in medical assisting. Medical assistants can work in a variety of settings: physician offices, outpatient facilities, urgent cares, and other ambulatory health care services. Medical assistants play a vital role in the success of a medical practice, and play the role of a liaison between the physician and the patients.

### Program Description

The Medical Assistant program will prepare the student to primarily work in the back office of a medical practice, along with some basic front office duties. Students will be taught the clinical tasks of drawing blood, giving injections, performing lab tests, taking patient history's, and measuring vital signs. The administrative tasks include: scheduling appointments, code medical information, and financial bookkeeping. Students will serve an internship and prepare for a national certification exam to become a Registered Medical Assistant.

### Program Requirements

#### Entrance Requirements:

Successful completion of any CCR course or qualifying placement score or exemption. In addition, BIO 106, BTE 100 and CIS 118 must be completed with a C or better prior to admittance into the program.

Enrollment in the program is limited. Students must apply for admission to the program prior to the deadline. Students will be notified in writing of conditional acceptance. 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. Students must also obtain CPR certification and immunization series within the first semester of the program.

#### Graduation Requirements:

Students must complete all credits and courses listed in the curriculum with a "C" grade or higher.

## ASSOCIATE (AAS) DEGREE

### Medical Assistant

TOTAL CREDITS 62

#### 29 General Education Requirements

- 4 BIO 106 Basic Anatomy and Physiology
- 1 BTE 100 Computer Keyboarding
- 3 CIS 118 Intro to PC Applications
- 3 ENG 121 English Composition I
- OR
- 3 ENG 131 Technical Writing I
- 3 MAN 128 Human Relations in Organizations
- OR
- 3 COM 125 Interpersonal Communication
- 3 MATH 107 Career Math
- OR
- Higher Level
- 3 PSY 235 Human Growth and Development
- 3 Social Science
- 6 Arts and Humanities

### 33 Core Curriculum Requirements

#### Semester 1 - Fall

- 2 HPR 106 Law & Ethics For Health Professions
- 2 HPR 178 Medical Terminology
- 4 MOT 110 Medical Office Administration
- 3 MOT 120 Medical Office Financial Management
- 2 MOT 136 Introduction to Clinical Skills

#### Semester 2 - Spring

- 3 MOT 130 Insurance Billing & Coding
- 4 MOT 138 Medical Assisting Laboratory Skills
- 4 MOT 140 Medical Assisting Clinical Studies
- 3 MOT 150 Pharmacology for Medical Assistants

#### Semester 3 - Summer

- 1 HPR 108 Dietary Nutrition
- 4 MOT 183 Medical Assistant Internship
- 1 MOT 189 Review for Medical Assistant National Examination

### CERTIFICATE

#### Medical Assistant

TOTAL CREDIT HOURS 47

#### 14 General Education Requirements

- 4 BIO 106 Basic Anatomy and Physiology
- 1 BTE 100 Computer Keyboarding
- 3 CIS 118 Intro to PC Applications
- 3 MAN 128 Human Relations in Organizations  
OR
- 3 COM 125 Interpersonal Communication
- 3 PSY 235 Human Growth and Development

### 33 Core Curriculum Requirements

#### Semester 1 - Fall

- 2 HPR 106 Law & Ethics For Health Professions
- 2 HPR 178 Medical Terminology
- 4 MOT 110 Medical Office Administration
- 3 MOT 120 Medical Office Financial Management
- 2 MOT 136 Introduction to Clinical Skills

#### Semester 2 - Spring

- 3 MOT 130 Insurance Billing & Coding
- 4 MOT 138 Medical Assisting Laboratory Skills
- 4 MOT 140 Medical Assisting Clinical Studies
- 3 MOT 150 Pharmacology for Medical Assistants

#### Semester 3 - Summer

- 1 HPR 108 Dietary Nutrition
- 4 MOT 183 Medical Assistant Internship
- 1 MOT 189 Review for Medical Assistant National Examination

## 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 14.5

#### 14.5 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
- .5 NUA 102 Certificate Exam Prep
- 1 NUA 170 Nurse Aide Clinical Experience
- 1 NUA 171 Advanced Nurse Aide Clinical

### Nursing Aide

TOTAL CREDIT HOURS 6.5

#### 6.5 Core Requirements

- 4 NUA 101 Nurse Aide Health Care Skills
- .5 NUA 102 Certificate Exam Prep
- 1 NUA 170 Nurse Aide Clinical Experience
- 1 NUA 171 Advanced Nurse Aide Clinical

# Medical Sonography

CIP 51.0910

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:

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 Pathophysiology
- 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

# Nursing – Associate Degree Nursing

CIP 51.3801

Michelle Sanay, Nursing Program Director  
Veronica Dawson, Fremont Campus Coordinator  
Emilie Budd, SCCC Campus 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.

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/Behavioral 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 – 1<sup>st</sup> 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 Maternal - Child Nursing
- 4 BIO 216 Pathophysiology

##### For LPN exit-out only – Summer

- 5 NUR 169 Transition into Practical Nursing

#### 28 Core Curriculum Requirements – 2<sup>nd</sup> 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/Behavioral 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

CIP 51.3902

Mary Chavez, Interim 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

Successful completion of any CCR course or qualifying placement score or exemption.

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 102.

## MINI-CERTIFICATE

### Nursing Aide

TOTAL CREDITS 6.5

#### 6.5 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 102 Certificate Exam Prep

# Occupational Therapy Assistant

CIP 51.0803

Tricia Vigil, Department Chair

Associate of Applied Science (AAS) Degree

## Career Opportunities

The OTA Program prepares you for a career in 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 challenges and maximize one's independence in their activities of daily living. You can work in hospitals, schools, mental health centers, skilled nursing facilities, 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 fieldwork prior to graduation. When you graduate from the program, you are eligible to take the national certification examination administered by the National Board for Certification in Occupational Therapy (NBCOT). In addition, Colorado requires licensure through the Colorado Department of Regulatory Agencies (DORA).

## Program Requirements

### Entrance requirements:

The OTA program has a selective admissions policy due to a limited number of fieldwork sites. You must submit a completed application packet available through the Health and Public Safety office or on the Pueblo Community College's OTA website available from November 1 - March 1. 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 effective assessment and treatment in order to meet facility standards.

Note: You must undergo a background check and drug screen 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](http://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 Occupational Disruption and Activity Analysis
- 2 OTA 106 Basic Occupational Therapy Frames of Reference & Documentation

**Semester 2 — Spring:**

- 3 MAT 107 Career Math
- 4 OTA 121 Assessing Movement Through Occupation
- 2 OTA 122 Origins of Occupation and Performance from the Neonate to Adulthood
- 4 OTA 125 Basic Occupational Therapy Application to Mental Health
- 3 OTA 131 Geriatric Concerns, 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 Concerns, Diseases, Disabilities, and Treatment
- 2 OTA 235 Professional Management for the OTA

**Semester 5 — Spring:**

- 1 OTA 278 OTA Seminar
- 7 OTA 280 Fieldwork in Occupational Therapy I\*
- 7 OTA 281 Fieldwork in Occupational Therapy II\*

\*OTA 280 AND OTA 281 must be completed within 18 months of the didactic coursework.

## Office Administration

CIP 52.0407

Mary McMahon, Department Chair

### Associate of Applied Science (AAS) Degree Certificates

#### 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, and Records Management 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 three degree options, and two certificates. The degree options are: Medical Office Professional, Office Bookkeeping, or Office Professional.

## ASSOCIATE (AAS) DEGREE

### Medical Office Professional

TOTAL CREDITS 62

#### 16 General Education Requirements

- 4 BIO 106 Basic Anatomy and Physiology
- 3 COM 115 Public Speaking
- 3 ECO 201 Principles of Macroeconomics: GT:SS1
- 3 ENG 121 English Composition I
- 3 MAT 112 Financial Mathematics
- OR
- MAT 121 College Algebra: GT-MA1

#### 45 Core Curriculum Requirements

- 3 BTE 287 Cooperative Education/Internship
- 3 BUS 115 Introduction to Business
- 3 CIS 118 Intro to PC Applications
- 3 CIS 218 Advanced PC Applications
- 3 HIT102 Medical Vocabulary for Documentation
- 3 HIT 105 Principles of Healthcare Reimbursement
- 3 HIT 122 Workflow Fund of Healthcare
- 3 HIT 220 ICD Coding I
- 3 HIT 241 CPT Coding Basic Principles
- 5 HPR 232 Disease Process and Treatment
- 3 MAN 116 Principles of Supervision
- 3 MAN 128 Human Relations in Organizations
- 3 MAN 241 Project Management in Organizations
- 3 MAR 106 Marketing Your Image
- 3 MGD 102 Introduction to MultiMedia

## ASSOCIATE (AAS) DEGREE

CIP 52.0302

### Office Bookkeeping/Accounting

TOTAL CREDITS 62

#### 15 General Education Requirements

- 3 BIO 106 Basic Anatomy and Physiology
- 3 COM 115 Public Speaking
- 3 ECO 201 Principles of Macroeconomics: GT:SS1
- 3 ENG 121 English Composition I
- 3 MAT 112 Financial Mathematics
- OR
- MAT 121 College Algebra: GT-MA1

#### 47 Core Curriculum Requirements

- 3 ACC 115 Payroll Accounting
- 4 ACC 121 Accounting Principles I
- 4 ACC 122 Accounting Principles II
- 2 ACC 132 Tax Help Colorado
- 1 ACC 133 Tax Help Colorado Practicum
- 3 ACC 245 Computerized Accounting with a Professional Package
- 3 BTE 287 Cooperative Education/Internship
- 3 BUS 115 Introduction to Business
- 3 BUS 216 Legal Environment of Business
- 3 CIS 118 Intro to PC Applications
- 3 CIS 218 Advanced PC Applications
- 3 MAN 116 Principles of Supervision
- 3 MAN 128 Human Relations in Organizations
- 3 MAN 241 Project Management in Organizations
- 3 MAR 106 Marketing Your Image
- 3 MGD 102 Introduction to MultiMedia

## ASSOCIATE (AAS) DEGREE

### Office Professional

TOTAL CREDITS 61

#### 15 General Education Requirements

- 3 BIO 106 Basic Anatomy and Physiology
- 3 COM 115 Public Speaking
- 3 ECO 201 Principles of Macroeconomics: GT:SS1
- 3 ENG 121 English Composition I
- 3 MAT 112 Financial Mathematics
- OR
- MAT 121 College Algebra: GT-MA1

#### 46 Core Curriculum Requirements

- 3 ACC 115 Payroll Accounting
- 4 ACC 121 Accounting Principles I
- 3 BTE 287 Cooperative Education/Internship
- 3 BUS 115 Introduction to Business
- 3 BUS 216 Legal Environment of Business
- 3 BUS 217 Business Communication & Business Writing
- 3 CIS 118 Intro to PC Applications
- 3 CIS 218 Advanced PC Applications
- 3 ENG 131 Technical Writing I
- 3 MAN 116 Principles of Supervision
- 3 MAN 128 Human Relations in Organizations
- 3 MAN 200 Human Resource Management I
- 3 MAN 241 Project Management in Organizations
- 3 MAR 106 Marketing Your Image
- 3 MGD 102 Introduction to MultiMedia

## CERTIFICATES (not elective options for degree)

### Office Administration

TOTAL CREDITS 9-27

#### 25 Office Professional

- 3 ACC 115 Payroll Accounting
- 4 ACC 121 Accounting Principles I
- 3 BUS 216 Legal Environment of Business
- 3 BUS 217 Business Communication & Business Writing
- 3 CIS 118 Intro to PC Applications
- 3 ENG 131 Technical Writing I
- 3 MAN 128 Human Relations in Organizations
- 3 MAN 200 Human Resource Management I

#### 27 Medical Office Professional

CIP 52.0407

- 4 BIO 106 Basic Anatomy and Physiology
- 3 CIS 118 Intro to PC Applications
- 3 HIT102 Medical Vocabulary for Documentation
- 3 HIT 105 Principles of Healthcare Reimbursement
- 3 HIT 122 Workflow Fund of Healthcare
- 3 HIT 220 ICD Coding I
- 3 HIT 241 CPT Coding Basic Principles
- 5 HPR 232 Disease Process and Treatment

# Pharmacy Technician

CIP 51.0805

Bonnie Housh, 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

#### Entrance requirements:

Students must apply for admission to the program (through the Program Coordinator or the Administrative Assistant for the Health and Public Safety Division). Successful completion of any CCR course and MAT 050 or higher, or qualifying placement score or exemption. Students are conditionally accepted into the program on a first come, first served basis once prerequisites are met. Students must pass a background check and drug screen to be admitted into the program. Additional requirements must be met prior to placement in a clinical setting. Applications are available May 1 with a deadline for submission of July 15 for the following fall semester. Pharmacy mini-certificate will not be offered during the spring semester.

## MINI-CERTIFICATE

### Pharmacy Technician

TOTAL CREDITS 13

#### 13 Certificate Requirements

- 3 PHT 111 Orientation to Pharmacy
- 1 PHT 120 Medical Insurance Procedures
- 3 PHT 207 Drug Classification
- 4 PHT 235 Pharmaceutical Calculations and Compounding Techniques
- 2 PHT 280 Internship

# Phlebotomy Technician

CIP 51.1009

Bonnie Housh, 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 Colorado Department of Labor and Employment estimates Phlebotomists earn from \$27,988 to \$39,382 with a mean salary of \$35,584. 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 (three 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 must apply for admission to the program (through the Program Coordinator or the Administrative Assistant for the Health Professions Division). Successful completion of any CCR course and MAT 050 or higher, or qualifying placement score or exemption. Students are conditionally accepted into the program on a first come, first served basis once prerequisites are met. Students must pass a background check and drug screen to be admitted into the program. Additional requirements must be met prior to placement in a clinical setting. Applications are available May 1 with a submission deadline of July 15 for fall semester and October 1 with a submission date of December 15 for spring semester.

## MINI-CERTIFICATE

### Phlebotomy Technician

TOTAL CREDITS 11

#### 8 Certificate Requirements

- 4 HPR 112 Phlebotomy
- 4 HPR 113 Advanced Phlebotomy
- 3 HPR 180 Internship



# Physical Therapist Assistant

CIP 51.0806

Margaret Oreskovich, Department Chair

## Associate of Applied Science (AAS) Degree

### Career Opportunities

PTAs work under the direction of physical therapists, helping to manage conditions such as back and neck injuries, sprains/strains and fractures, arthritis, burns, amputations, strokes, multiple sclerosis, birth defects, injuries related to work and sports, and many other conditions. You will work in a broad range of settings including hospitals, outpatient clinics, rehabilitation facilities, skilled nursing, extended care, sub-acute facilities, homes, schools, fitness centers, and sports training facilities. Employment rate for the class of 2012 was 100%; 2013 was 93.7% and for 2014 it was 100% for a three-year average of 97.9%.

### 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 Physical Therapist Assistant Program at Pueblo Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703.706.3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>.

Students accepted into the PTA program must pass a background check and drug screen before being officially admitted into the program. The background check and drug screen must be repeated before the student begins the second year of the program. Students are responsible for all expenses associated with internships and must provide their 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. You must submit a PTA application that is available through the Health and Public Safety Division 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. The applicant is required 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 the applicant must 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 and requires passing the National PTA exam for employment in Colorado. Additional program information can be found at <http://www.pueblocc.edu/Programs/PTA/>

## ASSOCIATE (AAS) DEGREE Physical Therapist Assistant TOTAL CREDITS 75

### 18 General Education Requirements

#### Prerequisites

- 4 BIO 201 Human Anatomy and Physiology I\*\*
- 4 PHY 105 Conceptual Physics\*\*

#### 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
- 1 HPR 178 Seminar: Medical Terminology\*

##### 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
- 3 ENG 121 English Composition I\*

##### Semester 3 — Summer:

- 2 PTA 134 Rehab Principles of Medical II
- 4 PTA 280 PTA Internship I
- 3 PSY 101 General Psychology I\*

##### Semester 4 — Fall:

- 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
- 3 COM 115 Public Speaking\*

##### Semester 5 — Spring:

- 2 PTA 278 PTA Seminar
- 5 PTA 281 PTA Internship II
- 5 PTA 282 PTA Internship III

\*May be completed prior to program admission

\*\*Must be completed prior to program admission

# Polysomnography Technology

CIP 51.0916

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 42

#### 11 General Education Requirements

- 4 BIO 106 Basic Anatomy and Physiology
- 3 ENG 121 English Composition I
- 1 HPR 178 Medical Terminology
- 3 MAT 107 Career Mathematics

#### 31 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 160 Intro to Clinical Practice
- 2 PSG 165 Sleep Registry Review
- 4 PSG 180 Clinical Internship I
- 4 PSG 280 Clinical Internship II
- 3 RCA 151 Cardiopulmonary Anatomy and Physiology

# Psychiatric Technician

CIP 51.1502

Michelle Sanay, 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

CIP 51.0911

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:

Prerequisite Requirements: ENG 121, BIO 106, 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 106\* Basic Anatomy and Physiology I
- 3 ENG 121\* English Composition I
- 3 MAT 107\* Career Math
- 3 PSY 101 General Psychology1: GT-SS#  
OR
- PSY 235 Human Growth and Development
- 3 Arts/Humanities OR Social and Behavioral Science

#### 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.

## CERTIFICATE PROGRAM

### Computed Tomography

Total Credits 15

- 3 RTE 240 Principles of CT Imaging
- 2 RTE 255 Multi-Planar Sectional Imaging
- 4 RTE 284 Advanced Clinical (Specialty)
- 6 RTE 286 Advanced Clinical Specialty II

### Magnetic Resonance Imaging

Total Credits 24

#### 24 Core Curriculum Requirements -

##### Semester 1 – Fall

- 2 RTE 255 Multiplanar Sectional Imaging
- 2 RTE 261 Principles of MRI Imaging I
- 3 RTE 262 MRI Procedures
- 6 RTE 286 Advanced Clinical Specialty II

##### Semester 2 – Spring

- 2 RTE 263 Principles of MRI Imaging II
- 1 RTE 264 MRI Advanced Procedures
- 2 RTE 265 MRI Registry Review
- 6 RTE 286 Advanced Clinical Specialty II

# Respiratory Care Practitioner

CIP 51.0812

Shawna Tracy, 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 six of the seven required General Education courses one which must be BIO 202 (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 719.549.3477.

#### 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 77.5

#### 77.5 General Education Requirements

13

- 4 BIO 202 Human Anatomy & Physiology II with Lab
- 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

# Surgical Technology

CIP 51.0909

Diana Montoya, Department Chair

## Associate of Applied Science (AAS) Degree

### Career Opportunities

Surgical technology is one of the fastest growing professions in the country. A Surgical Technologist is a vital member of the operating room team and requires extensive commitment and special qualities for those who practice in this profession. The Surgical Technology Program prepares you for a career in a variety of settings including hospital surgery departments, obstetrics, cardiac catheterization labs, ambulatory surgery centers, and central processing. You can also choose to specialize in a specific area or advance to the role of a certified surgical assistant. Graduates of an accredited Surgical Technology Program are eligible to sit for the National Certification Exam for Surgical Technology given by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) and upon passing, can practice under the title of Certified Surgical Technologist (CST).

### Program Description

Surgical technology students will earn an Associate of Applied Science Degree in Surgical Technology and will be prepared to immediately assume entry-level responsibilities encompassed by the profession of Surgical Technology. You will gain classroom and hands-on experience in surgical techniques, patient preparation, preparing the OR, creating and maintaining a sterile field, scrubbing, gowning, and gloving, draping, and utilizing surgical case management. Students will also discover how to apply hemostasis, use sutures, needles, and stapling devices, handle specimens, understand surgical pharmacology and anesthesia, prepare controlled medications and drugs, apply wound care and dressing applications and utilize the principles of asepsis. Additionally, students will learn how to handle sharps safely, pass surgical instrumentation, supplies, and equipment during surgical procedures, perform surgical counts, execute room turnover and terminal cleaning processes, and carry out the necessary skills needed to process and sterilize instrumentation and supplies properly. Finally, students will participate in extensive clinical rotations to gain experience working with surgeons and staff in a real operating room.

### Program Requirements

#### Entrance requirements:

Entrance requirements include satisfactory completion of prerequisite courses (HPR 178, BIO 116, BIO 201, BIO 202, and BIO 204) and a completed advising appointment with the Department Chair.

Submission of Application for the surgical Technology Program is required.

#### Graduation Requirements:

Students will be required to successfully complete all courses and labs within the Surgical Technology curriculum as well as successfully completing 120 surgical cases during clinical internship following guidelines outlined by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) Accreditation Policy. Students will be required to take the National Certification Exam for Surgical Technology given by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) at the end of the program and prior to graduation.

## ASSOCIATE (AAS) DEGREE

### Surgical Technology

TOTAL CREDITS 75

#### 20 General Education Requirements

- 3 BIO 116 Introduction to Human Disease
- 4 BIO 201 Human Anatomy and Physiology I
- 4 BIO 202 Human Anatomy and Physiology II with Lab
- 4 BIO 204 Microbiology with Lab
- 3 ENG 121 English Composition I
- 2 HPR 178 Medical Terminology

#### 31 Core Requirements (First Year)

##### Semester 1 – Fall

- 4 STE 102 Introduction to Surgical Technology
- 4 STE 103 Introduction to Surgical Technology Lab
- 2 STE 106 Surgical Anesthesia & Pharmacology Care
- 3 STE 130 Surgical Instruments I
- 2 STE 140 Surgical Case Studies I

##### Semester 2 – Spring

- 4 STE 111 Surgical Procedures and Case Management
- 4 STE 112 Surgical Proc and Case Management Lab
- 3 STE 131 Surgical Instruments II
- 2 STE 141 Surgical Case Studies II

##### Summer (Special 12 Week Session)

- 3 STE 281 Surgical Technology Clinical Internship I

#### 18 Core Requirements (Second Year)

##### Semester 3 – Fall

- 3 STE 279 CST Exam Review Course
- 6 STE 282 Surgical Technology Clinical Internship II

##### Semester 4 – Spring

- 6 STE 283 Surgical Technology Clinical Internship III
- 3 STE 289 Surgical Technology Capstone

# Visual Communications

CIP 50.0401

Shawna Shoaf, 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 ART 131 2-D Design
- 3 MAR 220 Principles of Advertising
- 3 MGD 102 Introduction to Multimedia
- 3 MGD 105 Typography & Layout
- 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 143 Motion Graphic Design I: (Software)
- 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

## CERTIFICATE PROGRAM

### 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

CIP 48.0508

Jamie Gage, 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 21-41

#### 21 Multi-Process

- 4 WEL 101 Allied Cutting Processes
- 4 WEL 141 Introduction to Multi Process Welding
- 4 WEL 142 Basic Multi Process Welding
- 4 WEL 143 Intermediate Multi Process Welding
- 4 WEL 144 Advanced Multi Process Welding
- 1 WEL 150 AWS Qualification Testing

#### 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

CIP 48.0508

Jamie Gage, 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 Oxyacetylene 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-Vertical Up A.S.M.E.
- 4 WEL 242 6G-45° All Size Pipe
- 4 WEL 243 Testing All Sizes Pipe

# Wildland Firefighter

CIP 43.0299

Alan Ziff, Department Chair

Certificates 3 – 12.75

## 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:

Successful completion of any CCR course or qualifying placement score or exemption.

### Graduation requirements:

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

## Basic Wildland Firefighter

TOTAL CREDITS 3

- |   |         |  |
|---|---------|--|
| 1 | FSW 100 | S-190 Introduction to Wildland Fire Behavior |
| 2 | FSW 101 | S-130 Firefighting Training                  |

## Wildland Firefighter

TOTAL CREDITS 12.75

- |     |         |   |
|-----|---------|---|
| 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
ILB	Instructional Lab	PRQ	Prerequisite
IND	Independent Study	SEM	Seminar
INT	Internship	STA	Art Studio
L	Lecture	STM	Music Studio
LBA	Academic Lab	VAR	Variable Credits

### Instructional Course Type Guideline

*Note: The CDHE (Colorado Department of Higher Education, formerly Colorado Commission on Higher Education) definition for a base contact hour is 750 minutes of section meeting time. CDHE has minimum guidelines expressing the minimum number of weekly contact hours expected to receive 1 credit. This varies depending upon the instruction type (e.g., lecture, lab). For example, a 3 credit hour lecture course would need to meet the equivalent of three 50-minute blocks each week (for a total of 2,250 minutes per semester.)*

*The U.S. Department of Education Higher Education Re-authorization Act requires institutions to define expectations for out of class student work for each credit hour. CCCS has defined the expectation as a minimum of two hours of out of class student work each week for one hour of classroom or direct faculty instruction time.*

Course Type	Banner Codes	Description	Notes	Minimum Guidelines for Weekly Contact Hours Expected to Receive 1 Credit	Minimum Guidelines For Out of Class Study Expectation Per 1 Credit
Clinical		Participation in client and client-related services that are an integral part of an academic program. Clinical instruction occurs in or outside an institutional setting and involves work with clients who receive professional services from students serving under direct supervision of a faculty member and/or approved member of the agency staff.	Course maximum enrollments may vary according to accreditation standards, pedagogical limitations, level of offering, availability of clinical sites, etc.	2.0 Hours = 1 credit (2:1) Contact Ratio	4 hours
Directed Study		Faculty and student negotiate an individualized plan of study.	A Directed Study is not to replace an existing course. If a course is offered on an individualized basis the faculty and student complete a Non-Scheduled course form.	0.75 Hour = 1 credit (.75:1) Contact Ratio	1.5 hours
Field Instruction		Instructional activities conducted by the faculty and designed to supplement and/or extend an individual course or classroom experience.		2.5 Hours = 1 credit (2.5:1) Contact Ratio	5 hours
Internship		Applied and supervised field-based learning experience where students gain practical experience following a negotiated and/or directed plan of study.	Student may or may not be paid for Internship.	3.0 Hours = 1 credit (3:1) Contact Ratio	N/A
Lab		Instructional activities conducted by the faculty which require student participation, experimentation, observation, or practice.	Course maximum enrollments may vary according to accreditation standards, pedagogical limitations, level of offering, availability of laboratory stations, equipment, etc.	2.0 Hours = 1 credit (2:1) Contact Ratio	4 hours
Lecture		Faculty member responsible for delivery and discussion of learning material and related instructional activities.	Course maximum enrollments may vary by level, discipline, classroom availability,	1.0 Hour = 1 credit (1:1) Contact Ratio	2 hours

			course delivery format (online), etc.		
Physical Educ./ Recreation		Participation in or the performance of some form of physical activity. Knowledge associated with the proper performance of the activity is presented.	Course maximum enrollments may vary by level of instruction, type of activity, safety considerations, availability of facilities, etc.	2.0 Hours = 1 credit (2:1) Contact Ratio	4 hours
Practicum		Practical student work under the supervision of a faculty member or under supervision of a professional in the student's field and regular consultation with faculty member.		2.0 Hours = 1 credit (2:1) Contact Ratio	4 hours
Private Music Instruction		Formal presentation in a one-to-one relationship between student and instructor.	NASM guidelines list .5 = 2 credits (.25 = 1 hour)	0.25 Hour = 1 credit (.25:1) Contact Ratio	0.5 hours
Seminar		A highly focused course that may include student presentations and discussions of reports based on literature, practice, problems, or research (e.g., a capstone course)	Typically at the upper division or graduate level.	1.0 = 1 credit (1:1) Contact Ratio	2 hours
Lab/CTE		Instructional activities involving training for employment with an active faculty teaching role		1.5 Hours=1 credit (1:5) Contact Ratio	3 hours
Student Classroom Observation		Teacher candidates observe, participate in, analyze, and reflect on issues in education.		2.0 Hours = 1 credit (2:1) Contact Ratio	4 hours
Studio		Lab-type activities conducted by faculty (e.g., music ensembles, art studio, theatrical productions, etc.)		2.0 = 1 credit (2:1) Contact Ratio	4 hours
<b>Online Delivery</b>				<b>Follows Same Guidelines as Traditional Delivery</b>	
<b>Hybrid Delivery</b>				<b>Follows Same Guidelines as Traditional Delivery</b>	

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.

### **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 90-175 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 125-126 under the Degree/Certificate programs section. Although Pueblo Community College does not offer all of the courses listed on pages 125-126, 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: Successful completion of any CCR course or qualifying placement score or exemption, or department chair/advisor approval. CORQ: ACC 103, 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 102

## **FUNDAMENTALS OF ACCOUNTING HANDS-ON LAB**

2 CR (3 LBV)

CORQ: ACC 101. Covers 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 103

## **FUNDAMENTALS OF ACCOUNTING LAB**

1 CR. (1.5 LBV)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption, 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: Successful completion of any CCR course or qualifying placement score or exemption, 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: Successful completion of any CCR course or qualifying placement score or exemption or Department Advisor or Department Chair approval. 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: Successful completion of any CCR course or qualifying placement score or exemption, or Department Advisor or Department Chair approval. 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 131

## **INCOME TAX**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption, or Department Advisor or Department Chair approval. 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)

PRQ: Department Chair approval. 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 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 135

## **SPREADSHEET APPLICATIONS FOR ACCOUNTING**

3 CR (3L)

Introduces spreadsheets as an accounting tool. Using an accounting perspective, the student applies fundamental spreadsheet concepts. The spreadsheet is used as a problem solving and decision making tool.

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, successful completion of any CCR course or qualifying placement score or exemption, or ENG 121, or Department Advisor or Department Chair approval. 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, successful completion of any CCR course or qualifying placement score or exemption, or ENG 121, or Department Advisor or Department Chair approval. 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, successful completion of any CCR course or qualifying placement score or exemption, ENG 95+, EA 61+ or ENG 121, or Department Advisor or Department Chair approval. 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, Successful completion of any CCR course or qualifying placement score or exemption, or ENG 121, or Department Advisor or Department Chair approval. 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, SS 50+, successful completion of any CCR course or qualifying placement score or exemption, or ENG 121 or Department Advisor or Department Chair approval. 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, SS 50+, successful completion of any CCR course or qualifying placement score or exemption, or ENG 121 or Department Advisor or Department Chair approval. 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, SS 50+ or ENG 121, successful completion of any CCR course or qualifying placement score or exemption, or ENG 121, EA 61+, or MAT 121, and ACC 101 or ACC 121 or Department Advisor or Department Chair approval. 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: Department Advisor or Department Chair approval. 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 or Academic Advisor approval. 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)

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 students to the college culture and to campus resources that support academic success. Students will access and use tools in the college portal and learning management system throughout the course. The student's role in achieving academic success will be emphasized through course content that includes practice in goal setting, effective communication, team building, critical and creative thinking techniques, academic and personal management, and application of active learning strategies.

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 or Academic Advisor approval. Examines theories and practices associated with successful learning to enhance college success. Recommended for new and returning students, this course study areas including 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.

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: Successful completion of ASL 101, or Instructor approval. 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: Successful completion of ASL 101, or Instructor approval. Provides the student an opportunity to develop expressive and receptive fingerspelling through various class activities.

ASL 135  
**CONVERSATIONAL ASL**  
2 CR. (2L)

PRQ: Successful completion of ASL 102, or Instructor approval. 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.

ASL175-177  
**SPECIAL TOPICS**  
0-12 CR

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

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: Successful completion of any CCR course or qualifying placement score or exemption, or successful completion of any CCR course with a grade of S/C or better. Studies human cultural patterns and learned behavior including 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: Successful completion of any CCR course or qualifying placement score or exemption, or successful completion of any CCR course with a grade of S/C or better. Introduces the science of recovering the human prehistoric and historic past through excavation, analysis, and interpretation of material remains. The course provides a survey of the archaeology of different areas of the Old and New Worlds and the works of selected archaeologists, and discusses major archaeological theories. This course is one of the Statewide Guaranteed Transfer Courses, GT-SS3.

ANT 111

**BIOLOGICAL ANTHROPOLOGY WITH LABORATORY: GT-SC1**

4 CR. (3L/2 LBA)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption, or successful completion of any CCR course with a grade of S/C or better. Focuses on the study of the human species and related organisms, and examines principles of genetics, evolution, anatomy, classification, and ecology, including a survey of human variation and adaptation, living primate biology and behavior, and primate and human fossil evolutionary history. This course is approved as part of the Colorado Statewide Guaranteed transfer curriculum: GT: SC1.

ANT 121

**CULTURES OF THE SOUTHWEST**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. 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 175-177

**SPECIAL TOPICS**

0-12 CR.

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

ANT 215

**INDIANS OF NORTH AMERICA: GT-SS3**

3 CR. (3L)

PRQ: Successful completion of ANT 101, or Department Chair approval. 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 of the Statewide Guaranteed Transfer Courses, GT-SS3.

ANT 221

**EXPLORING OTHER CULTURES I**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption, or successful completion of any CCR course with a grade of S/C or better. Provides an anthropological understanding of a selected culture including 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 275-277

**SPECIAL TOPICS**

0-12 CR.

Provides opportunity for off-campus field experience or study of a special topic in anthropology. Field study may occur at archaeological sites, museums, host educational institutions, within ethnographic situations, or other anthropologically appropriate places. Study of a special topic may include that derived from physical anthropology, cultural anthropology, archaeology, or other anthropological discipline.

## \*\*Apprentice Related Experience

\*\*ARE 110

**CARPENTRY I**

4 CR. (1L/3 LBV)

Teaches the carpentry trade, basic safety, construction math, hand and power tools, wood building materials, and basic rigging.

\*\*ARE 112

**ELECTRICAL 1**

4 CR. (1L/3 LBV)

Presents general safety, tools of the electrical trade, contractor owned tools, trade history and introduces electrical theory, conduit outlet boxes and the National Electrical Code. Explores the sources of electricity, trade math, laws of electricity, series circuits, parallel circuits and series parallel circuits. Other topics include organization of the National Electrical Code, magnetism laws, wire devices, service boxes connectors, conduit bending, conductors and insulators, insulation and pulling large and small wires.

## Arabic

ARA 111

**ARABIC LANGUAGE I**

5 CR. (5L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption, or successful completion of any CCR course with a grade of S/C or better. Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the Arabic language.

ARA 175-176

**SPECIAL TOPICS**

0-12 CR.

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

ARA 275-277

**SPECIAL TOPICS**

0-12 CR.

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



# Arch Eng/Construction Mgmt.

AEC 102

## **RESIDENTIAL CONSTRUCTION DRAWING**

4 CR. (2L/3LBV)

PRQ: CAD 202. Investigates light frame construction techniques and the production of residential construction drawings. The course covers residential construction materials, components and systems related to wood frame structures. Students produce a professional set of construction drawings of a residential structure.

AEC 121

## **CONSTRUCTION MATERIALS AND SYSTEMS**

3 CR. (3L)

PRQ: EGG 100. Examines building materials and construction techniques. Topics include a study of soils, concrete, brick, masonry, steel, timber, and plastics and a study of types of building structural systems and components. Principles of interpreting light commercial construction drawings (blueprints) for structural and trade information are also introduced.

AEC 123

## **COMMERCIAL CONSTRUCTION DRAWING**

4 CR. (2L/3LBV)

PRQ: CAD 202. Examines the process of drawing commercial architectural plans, elevations, sections, details, and schedules. Students produce a portfolio of construction drawings of a multistory core and shell of a structure.

AEC 175-177

## **SPECIAL TOPICS**

0-12 CR.

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

AEC 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)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of any CCR course or qualifying placement score or exemption 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: Successful completion of any CCR course or qualifying placement score or exemption. 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 122

## **DRAWING FOR THE GRAPHIC NOVEL**

3 CR. (6 STA)

Introduces the drawing and fine art principles used in developing illustrations for the graphic novel. Students explore the graphic novel as a vehicle for a unique, personal venue for artistic expression. Students explore the history of the graphic novel as well as examine different artistic styles used in the development of graphic novel illustrations. The application of artistic concepts in the creation of an individual graphic work and thorough examination of course material in terms of style, design considerations and visual elements are the primary focus. Students will create images for a graphic novel, focusing on unity of style and techniques for creating images appropriate to story line using black and white or grayscale illustrations.

ART 124

## **WATERCOLOR I**

3 CR. (6 STA)

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

ART 128

## **FIGURE DRAWING I**

3 CR. (6 STA)

PRQ: Successful completion of ART 121, or Department Chair approval. 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 METALWORK 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 film 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 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**

3 CR. (6 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 144

**PORTRAIT PHOTOGRAPHY**

3 CR. (6 STA)

Teaches the technical and aesthetic aspects of studio and location portrait photography. This course explores the personal style of portraiture, history of the field and portraiture as a visual language and creative expression. This topic also includes lighting, composition, posing, and equipment selection.

ART 145

**DIGITAL DARKROOM**

3 CR. (6 STA)

PRQ: ART 139 or permission of the Department Chair. 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 149

**MIXED MEDIA I: DIGITAL ART**

3 CR. (6 STA)

Course Description: Introduces students to the design and creation of fine-art composites that involve the combinations of techniques, texture, drawing, painting, photography, and objects, and emphasizes the computer as an art tool. In addition to incorporating technology-based vocabulary as it relates to fine-art technique, vector and raster applications are explored for the creation of montage and collage. No computer experience is necessary.

ART 150

**DIGITAL ART FOUNDATIONS I**

3 CR. (6 STA)

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

ART 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 163  
**HANDBUILT CLAY II**  
3 CR. (6 STA)  
Provides continued instruction in various methods of handbuilding.

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: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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)  
PRQ: Department Chair approval. Designed for advanced students interested in further exploring an art discipline to develop a more comprehensive portfolio.

ART 210  
**MARKETING FOR VISUAL ARTS**  
3 CR. (3L)  
PRQ: Successful completion of any 12 credits of ART courses, or Department Chair approval. 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: Successful completion of ART 128, or Department Chair approval. 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 METALWORK II**  
3 CR. (6 STA)  
Emphasizes conceptual design development, using casting and specialized techniques.

ART 234  
**JEWELRY AND METALWORK 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 METALWORK 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)  
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 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 250  
**DIGITAL ART FOUNDATIONS II**  
3 CR. (6 STA)  
PRQ: Successful completion of ART 150, or Department Chair approval. Reviews and further explores the process of generating design utilizing a variety of digital tools. In this course, students will develop their proficiency with the digital tools and learn more advanced techniques in drawing and painting. Students will develop and evaluate their design-oriented projects using the elements and principles. Portfolio development, strong content, and a blending of a variety of computer art applications will be emphasized.

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

ART 280  
**INTERNSHIP**  
1-12 CR. (1-12 INT)  
PRQ: Approval of the Department Chair. Provides the opportunity for students to gain supervised occupational experience in any of the disciplines involving the visual arts, including, but not limited to, gallery or museum administration and graphic design. Instruction is coordinated by the on-site supervisor and instructor and is totally based on the student's occupational experience plan.

ART 281  
**CAPSTONE: STUDIO ART II**  
3 CR. (6 STA)  
PRQ: Approval of the Department Chair. 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.

ART 289  
**CAPSTONE**  
2 CR. (4 STA)  
PRQ: Approval of Art Department Chair. Provides a demonstrated culmination of learning within a given program of study

## Astronomy

AST 101  
**ASTRONOMY I WITH LAB: GT-SC1**  
4 CR. (3L/2 LBA)  
PRQ: CCR 092, MAT 050. 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 WITH LAB: GT-SC1**  
4 CR. (3L/2 LBA)  
PRQ: AST 101. 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 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 can be achieved through special techniques.

\*\*ACT 165

**AUTOMOTIVE BODY CUSTOMIZING I**

3 CR. (1L/3 LBV)

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

\*\*ACT 166

**AUTOMOTIVE BODY CUSTOMIZING II**

3 CR. (1L/3 LBV)

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

\*\*ACT 167

**AUTOMOTIVE BODY CUSTOMIZING III**

3 CR. (1L/3 LBV)

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

\*\*ACT 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 Molding 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.

## 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 103

**AUTO MAINTENANCE I**

2 CR. (1L/1.5 LBV)

This course addresses three primary areas of concern for the average car owner. The first is the basics of how various systems on the automobile work. The second is the maintenance required for the vehicle. The third is the financial concerns of owning the vehicle.

ASE 110

**BRAKES I**

2 CR. (1L/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 111

**AUTOMOTIVE BRAKE SERVICE II**

2 CR. (1L/1.5 LBV)

PRQ: ASE 110. Teaches skills to perform service checks and procedures to automotive foundation braking system and to identify components and types of ABS and traction control systems.

ASE 120

**BASIC AUTO ELECTRICITY**

2 CR. (1.5L/.75 LBV)

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

ASE 122

**AUTOMOTIVE ELECTRICAL SAFETY SYSTEMS**

1 CR. (1.5 LBV)

Teaches the student to identify operation of vehicle lighting systems, Supplemental Inflatable Restraints (SIR), windshield wiper, driver warning systems and vehicle accessories.

ASE 123

**STARTING AND CHARGING SYSTEM**

2 CR. (1L/1.5 LBV)

Covers the operation, testing and servicing of vehicle battery, starting and charging systems. Includes voltage testing of starter and generator, load testing and maintenance of a battery.

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 FUEL AND EMISSIONS SYSTEMS I**

2 CR. (1L/1.5 LBV)

Focuses on lecture and laboratory experiences in the diagnosis and repair of automotive fuel emission control systems, filter systems and spark plugs. Course also includes maintenance to diesel (DEF) systems.

ASE 140

**SUSPENSION AND STEERING I**

2 CR. (1L/1.5 LBV)

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

ASE 141

**SUSPENSION AND STEERING II**

2 CR. (1L/1.5 LBV)

Covers design, diagnosis, inspection, and service of suspension and steering systems used on light trucks and automobiles. Course includes power steering and SRS service.

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

**MANUAL TRANSMISSION, TRANSAXLES AND CLUTCHES II**

2 CR. (1L/1.5 LBV)

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

ASE 153

**AUTOMOTIVE DRIVE AXLE OVERHAUL**

1 CR. (1.5 LBV)

Teaches the student skills to check, inspect, and replace parts necessary to rebuild differential assembly.

ASE 154

**MANUAL TRANSMISSION/TRANSAXLE DIAGNOSIS AND REPAIR**

1 CR. (1.5 LBV)

Covers operation, diagnosis and repair procedures of manual transmission and transaxle assemblies.

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 REPAIR & REBUILD**

3 CR. (1L/3 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 162

**AUTOMOTIVE ENGINE REPAIR**

2 CR. (1L/1.5 LBV)

Covers engine sealing requirements and repair procedures; engine fasteners, bolt torque and repair of fasteners. Course will also cover cooling system and basic engine maintenance.

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

**AUTOMOTIVE POWER AND ABS BRAKE SYSTEMS**

2 CR. (1L/1.5 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 CR. (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

**AUTO FUEL INJECTION AND EMISSIONS SYSTEMS II**

4 CR. (2L/3 LBV)

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

ASE 234

**ADVANCED AUTOMOTIVE EMISSIONS**

2 CR. (1.5L/.75 LBV)

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

ASE 235

**DRIVABILITY DIAGNOSIS**

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

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

ASE 236

**ADVANCED DRIVABILITY DIAGNOSIS/REPAIR**

4 CR. (2L/3 LBV)

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

ASE 240

**SUSPENSION AND STEERING II**

2 CR. (1L/1.5 LBV)

Covers operation of steering and power steering systems. It will also include different alignment types and procedures..

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

**AUTOMOTIVE TRANSMISSION AND TRANSAXLE REPAIR**

3 CR. (1L/3 LBV)

Covers diagnosis, principles of hydraulics, principles of electronic components, power flow, theory of operation, remove and re-install transmission/transaxle, and replacement of components.

ASE 252

**ADVANCED AUTOMATIC TRANSMISSIONS/TRANSAXLES**

2 CR. (1L/1.5 LBV)

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

ASE 253

**ADVANCED MANUAL TRANSMISSION/TRANSAXLES**

2 CR. (1L/1.5 LBV)

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

ASE 260

**ADVANCED ENGINE DIAGNOSIS**

2 CR. (1L/1.5 LBV)

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

ASE 264

**INTRODUCTION AUTOMOTIVE HEATING AND AIR CONDITIONING**

1 CR. (1.5 LBV)

Covers basic operation of the Heating and Air Conditioning components.

ASE 265

**HEATING AND AIR CONDITIONING SYSTEMS**

4 CR. (2L/3 LBV)

Emphasizes lecture and related laboratory experiences in the diagnosis and service of vehicle 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.

## Barber

BAR 103

**INTRODUCTION TO HAIR & SCALP**

1 CR. (2 CLI)

PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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. (2 CLI)

PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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. (2 CLI)  
PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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. (6 CLI)  
PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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 COLORING**  
2 CR. (4 CLI)  
Emphasizes theory and practical application of color products, formulations of color, and level and shades of color.

BAR 120  
**INTRODUCTION TO HAIR CUTTING**  
3 CR. (6 CLI)  
PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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. (6 CLI)  
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. (6 CLI)  
PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. Combines theory with the practical application of airforming curling iron, finger waving, soft pressing and hard pressing.

BAR 131  
**INTERMEDIATE HAIR STYLING**  
3 CR. (6 CLI)  
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. (6 CLI)  
PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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. (6 CLI)  
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 FACIAL MASSAGES & SKIN CARE**  
1 CR. (2 CLI)  
PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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. (2 CLI)  
PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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. (2 CLI)  
PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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. (2 CLI)  
PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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. (6 CLI)

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. (6 CLI)

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. (6 CLI)

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. (4 CLI)

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. (2 CLI)

PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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 WITH LAB: GT-SC1**

4 CR. (3L/2 LBA)

PRQ: CCR 092, MAT 050. 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: CCR 092, MAT 050. 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: CCR 092, MAT 050. CORQ: ENG 121. 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: CCR 092, MAT 050. CORQ: ENG 121. 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 116

**INTRODUCTION TO HUMAN DISEASE: GT-SC2**

3 CR. (3L)

PRQ: CCR 092, MAT 050. Focused analysis of the causes and mechanics of human illness and death will be presented for each of the major human body systems. Selected diseases will be studied in greater detail including etiology, pathogenesis, epidemiology, sociology, and therapy. This course is one of the Statewide Guaranteed Transfer Courses, GT-SC2.

BIO 143

**ECOLOGY OF COLORADO**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption, or successful completion of MAT 050 or MAT 055 with a grade of S/C or better. 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 WITH LAB: GT-SC1**

4 CR. (3L/2 LBA)

PRQ: BIO 111. 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 WITH LAB: GT-SC1**

4 CR. (3L/2 LBA)

PRQ: BIO 111. 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 203

**ADVANCED HUMAN ANATOMY**

2 CR. (1L/2 LBA)

PRQ: Successful completion of BIO 201 and BIO 202 with a grade of C or better. CHE 101 strongly recommended. Examines the gross anatomical structure of the human body and the relationship between form and function. Students will prosect a human cadaver. Systems covered will include integument, digestive, respiratory, skeletal, muscular, reproductive, endocrine, lymphatic, urinary, nervous and cardiovascular. This is a course designed for allied health, education, biology and other students who wish to obtain advanced knowledge of human anatomy. Requires hands-on laboratory experience.

BIO 204

**MICROBIOLOGY WITH LAB: GT- SC1**

4 CR. (3L/2 LBA)

PRQ: BIO 111. 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: BIO 201, BIO 202, BIO 204. 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: Successful completion of BIO 111, CHE 111, and MAT 121 with a grade C or better. 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: Successful completion of any CCR course or qualifying placement score or exemption, or Department Advisor or Department Chair approval. 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 118

**BUSINESS SURVIVAL SKILLS**

3 CR. (3L)

Provides an overall perspective for the student to understand the current domestic and world business environment and how the student as an employee fits into that environment. Roles and responsibilities of the business and the employees will be studied especially as they relate to alternatives for increasing positive impact in the workplace. The focus will be on practical skills application.

\*\*BUS 121

**BASIC WORKPLACE SKILLS**

1 CR. (1L)

Examines techniques for communicating effectively on the job including both verbal and written communication; identifies the roles of individuals and companies and necessary critical thinking and problem solving skills; examines relationship skills, effective self-presentation, and workplace issues such as sexual harassment, stress, and substance abuse.

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, successful completion of any CCR course or qualifying placement score or exemption, or Department Advisor or Department Chair approval. 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: Successful completion of any CCR course or qualifying placement score or exemption, or Department Advisor or Department Chair approval. 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 Department Advisor or Department Chair approval. 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: Successful completion of any CCR course or qualifying placement score or exemption, or Department Advisor or Department Chair approval. Focuses on statistical study, descriptive statistics, probability, and the binomial distribution, index numbers, time series, decision theory, confidence intervals, linear regression, and correlation. Intended for the business major.

BUS 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: Department Advisor 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 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. S/U

BTE 102

**KEYBOARDING APPLICATIONS I**

2 CR. (1L/1.5 LBV)

PRQ: BTE 100 or Instructor or Department Chair approval. Designed for students with minimal keyboarding skills. Introduces letters, tables, memos, and manuscripts. Emphasizes speed and accuracy.

BTE 103

**KEYBOARDING APPLICATIONS II**

3 CR. (2L/1.5 LBV)

PRQ/CORQ: BTE 102, CIS 135, CIS 110 or equivalent assessment test score, or Department Chair approval. Reinforces basic keyboarding formats and procedures. Productivity and decision-making skills are exercised. Emphasizes speed and accuracy.

BTE 108

**TEN-KEY BY TOUCH**

1 CR. (1L)

PRQ: CIS 110 or equivalent assessment test score, or Department Chair approval. Introduces touch control of the ten-key pad. Emphasizes the development of speed and accuracy using proper technique.

BTE 111

**KEYBOARDING SPEEDBUILDING I**

2 CR. (2L)

PRQ: BTE 100 or Instructor approval, CIS 110 or equivalent assessment test score, or Department Chair approval. Designed to increase speed and improve accuracy in keyboarding on the PC through the use of correct techniques and concentrated effort.

BTE 112

**KEYBOARDING SPEEDBUILDING II**

2 CR. (3 LBV)

PRQ: BTE 111. Continues the skill building sets from BTE 111. This course is designed to further increase speed and improve accuracy in keyboarding on the PC through the use of correct techniques and concentrated effort.

BTE 116

**FILE MANAGEMENT**

1 CR. (1L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption, or Department Chair approval. Provides instruction principles, organization, and procedures for alphabetic, numeric, subject, chronological and geographic systems of filing.

BTE 120

**INTRODUCTION TO BUSINESS PRACTICES**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption, or Department Chair approval. Examines business practices in the workplace.

BTE 125

**RECORDS MANAGEMENT**

3 CR. (4.5 LBV)

PRQ: CIS 110, successful completion of any CCR course or qualifying placement score or exemption, or Department Chair, Advisor, or Instructor approval. 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, successful completion of any CCR course or qualifying placement score or exemption, or Department Chair approval. Allows students to develop a basic legal terminology background. Students learn the state, federal, and local court structures.

BTE 156

**BUSINESS MATHEMATICS WITH CALCULATORS**

4 CR. (3L/1.5 LBV)

PRQ: CIS 110, successful completion of any CCR course or qualifying placement score or exemption, or Department Chair approval. Covers basic business mathematics using the touch system on electronic calculators to solve business problems.

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 202

**OFFICE SIMULATION I**

3 CR. (1L/3 LBV)

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 203

**OFFICE SIMULATION II**

3 CR. (1L/3 LBV)

Provides the student the opportunity to demonstrate and perfect the computer skills, organizational skills, and communication skills required to secure employment and/or advancement in the workplace.

BTE 204

**KEYBOARDING APPLICATIONS III**

3 CR. (2L/1.5 LBV)

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

BTE 211

**LEGAL FORMATTING**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption, 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: Successful completion of any CCR course or qualifying placement score or exemption, 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: Successful completion of any CCR course or qualifying placement score or exemption, or Department Chair approval. Emphasis is placed on functions of the office. Includes office organization, work in the office, office layout, equipment and supplies, procurement and control, work flow, forms design, record storage and retrieval systems, personnel administration and problems, and government control.

BTE 229

**LEGAL TRANSCRIPTION**

3 CR. (1L/3 LBV)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption, BTE 128, CIS 135, BTE 103, CIS 110, 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

3 CR. (3L)

**BILLING SYSTEMS: PC LAW**

Introduces the fundamental applications of PC Law software as used for time, billing, and accounting.

BTE 275-277

**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 100

**INTRODUCTION TO CARPENTRY**

1 CR. (1L)

Provides a basic introduction to construction work for all crafts. This course specifically applies to construction sites

\*\*CAR 101

**BASIC SAFETY**

1 CR. (1L)

An overview of safety concerns and procedures in the construction field.

\*\*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 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 130

**WINDOWS AND EXTERIOR DOORS**

1 CR. (1L)

Describes the various types of windows, skylights, and exterior doors and provides instructions for installing them. Includes instructions for installing weather-stripping and locksets.

\*\*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 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 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: CCR 092, MAT 055. Includes the study of measurements, atomic theory, chemical bonding, nomenclature, stoichiometry, solutions, acid and base, gas laws, and condensed states. Laboratory experiments demonstrate the above concepts qualitatively and quantitatively. Designed for non-science majors, students in occupational and health programs, or students with no chemistry background. This course is one of the Statewide Guaranteed Transfer Courses, GT-SC1.

CHE 102  
**INTRODUCTION TO CHEMISTRY II WITH LAB: GT-SC1**  
5 CR. (4L/2 LBA)

PRQ: CHE 101. 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: CCR 092, MAT 050. 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 WITH LAB: GT-SC1**  
5 CR. (4L/2 LBA)

PRQ: CCR 092, MAT 050. 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: CCR 092, MAT 050. 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 WITH LAB: GT-SC1**

5 CR. (4L/2 LBA)

PRQ: CCR 092, MAT 121, CHE 101. CORQ: ENG 121. Focuses on basic chemistry and measurement, matter, chemical formulas, reactions and equations, stoichiometry and thermochemistry. This course covers the development of atomic theory culminating in the use of quantum numbers to determine electron configurations of atoms, and the relationship of electron configuration to chemical bond theory and molecular orbital theory. The course includes gases, liquids, and solids and problem-solving skills are emphasized through laboratory experiments. This course is one of the Statewide Guaranteed Transfer Courses, GT-SC1.

CHE 112

**GENERAL COLLEGE CHEMISTRY II WITH LAB: GT-SC1**

5 CR. (4L/2 LBA)

PRQ: CHE 111 ENG 121. 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 WITH LAB**

5 CR. (4L/2 LBA)

PRQ: Successful completion of CHE 112 with a grade of C or better. 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 212

**ORGANIC CHEMISTRY II WITH LAB**

5 CR. (4L/2 LBA)

PRQ: Successful completion of CHE 211 with a grade of C or better. Explores the chemistry of carbon-based compounds, their reactions and synthesis including the structure, physical properties, reactivities, and synthesis of organic functional groups not covered in Organic Chemistry I. The course explores functional groups including alcohols, ethers, aromatics, aldehydes, ketones, amines, amides, esters, and carboxylic acids and the reactions and reaction mechanisms of aromatic compounds. An introduction to biochemical topics may be included if time permits. Laboratory experiences demonstrate the above concepts and the laboratory techniques associated with organic chemistry.

CHE 275-277

**SPECIAL TOPICS**

0-12 CR.

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

CHE 285

**INDEPENDENT STUDY**

0-12 CR. (0-24 IND)

PRQ: Approval of Department Chair. Provides the opportunity for the highly motivated student to engage in intensive study and research on a specified topic under the direction of a faculty member. Allows a student to complete a course in a semester when the course has not been offered or has been canceled. The option to make independent study available is at the discretion of qualified faculty and the department chair. The student is limited to the number of independent study courses taken per semester.

## College Composition & Reading

CCR 091

**COLLEGE COMPOSITION AND READING**

1 CR. (1.5 LBV)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. CORQ: CCR 092. Supports skill development for students registered in CCR 092 College Composition and Reading who score below RC 40 or SS 50. Topics covered in the course include those defined in CCR 092 and/or any foundational skills needed by the student. Any student enrolled in CCR 091 is required to co-enroll in CCR 092.

CCR 092

**COLLEGE COMPOSITION AND READING**

5 CR. (5L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. Integrates and contextualizes college level reading and writing. Students will read and understand complex materials and respond to ideas and information through writing informative and/or persuasive texts.

CCR 093

**STUDIO D**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. CORQ: Linked 100 level course in Communication, Science, Social Science, or Arts and Humanities. Integrates and contextualizes reading and writing strategies tailored to a co-requisite 100-level course within one or more of the four discipline strands. The four discipline strands are defined as: Communications, Science, Social Science, and Arts and Humanities. Non-GT courses are not eligible for this consideration. Students will read and understand complex discipline-specific materials, and respond to ideas and information through writing informative and/or persuasive texts.

CCR 094

**STUDIO 121**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. CORQ: Linked ENG 121. Integrates and contextualizes reading and writing strategies tailored to co-requisite ENG 121 coursework. Students will read and understand complex materials, and respond to ideas and information through writing informative and/or persuasive texts.

# Communication

\*\*COM 105

## **CAREER COMMUNICATION**

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: CCR 092. 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: CCR 092. 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 215

## **GENDER COMMUNICATIONS**

3 CR. (3L)

PRQ: CCR 029 or CCR 093 or Placement into ENG 121. CORQ: CCR 094. Examines contemporary theories and research in gendered communication. The course will involve reading and discussion in areas of gender differences in self-perception, social and media images of men and women, language usage and nonverbal behavior differences among genders. Relevant concepts include verbal communication, nonverbal communication, context, language, perception, and conflict.

COM 216

## **PRINCIPLES OF SPEECH COMMUNICATION II**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. CORQ: CCR 094. Emphasizes the continued study of rhetorical theory and analysis as it relates to public speaking.

COM 217

## **GROUP COMMUNICATION**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption, or English 121. Examines group communication theories with an emphasis on leadership and group behaviors. The course provides opportunities for group participation.

COM 220

## **INTERCULTURAL COMMUNICATION: GT-SS3**

3 CR. (3L)

PRQ: CCR 092. 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 II**

0-12 CR.

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

COM 289

## **CAPSTONE**

2 CR. (2L)

PRQ: Must Have nine credits completed with a grade of C or higher towards the Certificate of Professional Communication or approval of the English & communication Department Chair. Provides a demonstrated culmination of learning within a given program of study.

# Computer Aided Drafting

CAD 101

## **COMPUTER AIDED DRAFTING I**

3 CR. (1L/3 LBV)

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 CREA BASICS**

3 CR. (1L/3 LBV)

PRQ: CAD operation experience. Introduces basic Creo software and its operations such as part, assembly, and drawing creation. The student learns to construct, modify, and manage complex parts in 3D space as well as to produce 2D drawings from the 3D models. Creo is a 3D Parametric Solid Modeling program.

CAD 155

## **CREO ADVANCED**

3 CR. (1L/3 LBV)

PRQ: CAD 153. Introduces advanced applications of the 3D parametric software Creo. Focuses on advanced part creation, drawing manipulation, advanced assembly techniques, documentation of bill of materials and parts lists, rendering, animation, and part and assembly analysis.

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 mesh modeling, surface modeling, solid modeling, extrusions, Boolean operations, 3D editing, 3D views, rendering, materials and advanced lighting, walkthrough and flyby animations and 3D Solids to 2D Layouts

CAD 219

## **3DS MAX**

3 CR. (1L/3 LBV)

PRQ: CAD 101 or Instructor approval Introduces 3D model creation and editing, rendering and animation using the AutoDesk 3DS Max software. Focuses on 3D geometry, texture mapping, lighting, camera placement, shading, photo-realistic rendering, animation techniques, and walk through animations.

CAD 220

## **ADVANCED 3DS MAX CHARACTER MODELING**

3 CR. (1L/3 LBV)

PRQ: CAD 219. Focuses on advanced 3D geometry and character construction, animation and rendering techniques using Autodesk 3D Max software. Emphasis will include 3D geometry manipulation, character/bone/biped constructions, animation and video post-production of 3D animations.

CAD 255

## **SOLIDWORKS/MECHANICAL**

3 CR. (1L/3 LBV)

PRQ: Instructor approval. Introduces parametric feature-based solid modeling 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 interacting with 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 assistive technology 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

**INTRO TO COMPUTING TECHNOLOGY**

1 CR. (1 LBV)

Introduces basic computing technology with an emphasis on document creation and storage. Use of technology for email, web surfing, and access to course materials is included.

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 I**

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. S/U

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 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 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 Instructor approval. 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/LINUX SERVER ADMINISTRATION**

3 CR. (2L/1.5 LBV)

Provides students with knowledge and skills to configure, administer and secure data, users, and services in a UNIX/Linux server environment.

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

**NETWORKING FUNDAMENTALS**

3 CR. (3L)

Introduces network fundamentals using the OSI (Open Systems Interconnection) model and TCP/IP (Transmission Control Protocol/Internet Protocol) suite, fundamentals of Ethernet, IP addressing, and building simple LANs (Local Area Networks).

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)

Covers the basic elements of the Transmission Control Protocol and the Internet Protocol, the basic technologies that implement the Internet and computer networking. In addition to TCP and IP the course covers networking media, link layer, network layer, and transport layer protocols. Also included are routing, broadcast, multicast, and network address translation. IP version 4 and IP version 6 are both covered.

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 networking concepts, and covers operational procedures and troubleshooting, 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 first CompTIA A+ Exam.

CNG 122

**COMPUTER TECHNICIAN II: A+**

4 CR. (2L/3 LBV)

PRQ: CNG 121 or Department Chair approval. Provides students with an in-depth look at desktop and mobile Operating System support, maintenance, and troubleshooting, and an overview of 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 current operating systems, including using common GUI and command line tools, registry editing, system backup and recovery, and advanced troubleshooting. This course helps prepare you for the second CompTIA A+ 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 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: Successful completion of any CCR course or qualifying placement score or exemption, 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

**CONFIGURING WINDOWS SERVER**

4 CR. (3L/1.5 LBV)

Provides students with the knowledge and skills that are required to install and configure a Microsoft Windows Server. This course helps prepare students for a MTA (Microsoft Technology Associate) and/or MCSA (Microsoft Certified Solutions Associate) exams.

CNG 224

**MICROSOFT WINDOWS WIRELESS NETWORK**

3 CR. (2L/1.5 LBV)

PRQ: CNG 104 or Instructor approval. 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: Successful completion of any CCR course or qualifying placement score or exemption, 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: Successful completion of any CCR course or qualifying placement score or exemption, 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 approval. 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

**DIGITAL FORENSICS**

4 CR. (1L/4.5 LBV)

PRQ: CNG 124; CORQ: CIS 220. Exposes the student to the field of digital computer forensics and investigation. This class provides the student with methods to properly conduct a digital forensics investigation including a discussion of ethics. Topics covered include fundamental concepts, history of computer forensics, file structures, data recovery techniques, computer forensic tools and analyses.



CNG 260  
**CISCO NETWORK ASSOCIATE I**  
5 CR. (5L)

Introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. Includes IP addressing and fundamentals of Ethernet concepts, media and operations.

CNG 261  
**CISCO NETWORK ASSOCIATE II**  
5 CR. (5L)

PRQ: CNG 260. Introduces the architecture, components, and operations of routers and switches.

CNG 262  
**CISCO NETWORK ASSOCIATE III**  
5 CR. (5 L)

PRQ: CNG 261. Explores the architecture, components and operations of routers and switches in a large and more complex network with advanced functionality.

CNG 263  
**CISCO NETWORK ASSOCIATE IV**  
5 CR. (5 L)

PRQ: CNG 262. Implements WAN technologies and network services required by converged applications in a complex switched and routed networks.

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 119  
**INTRODUCTION TO PROGRAMMING**  
3 CR. (2L/1.5 LBV)

Focuses on a general introduction to computer programming. Emphasizes the design and implementation of structured and logically correct programs with good documentation. Focuses on basic programming concepts, including numbering systems, control structures, modularization, and data processing. A structured programming language is used to implement the student's program designs.

CSC 160  
**COMPUTER SCIENCE I: (LANGUAGE)**  
4 CR. (3L/1.5 LBV)

PRQ: CSC 116 or Instructor approval. 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 instructor approval. Introduces students to the discipline of computer science and programming. Algorithm development, data representation, logical expressions, sub-programs and input/output operations using a high-level programming language are covered. Intensive lab work outside of class time is required.

CSC 175-177  
**SPECIAL TOPICS**  
0-12 CR.

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

CSC 240  
**JAVA PROGRAMMING**  
3 CR. (2L/1.5 LBV)

PRQ: CSC 116 or Instructor approval. 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 Instructor approval. 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 246  
**MOBILE APP DEVELOPMENT**  
3 CR. (2L/1.5 LBV)

PRQ: CSC 119. Learn how to develop mobile apps using key features and frameworks. Students will learn application design and development using a mobile development platform software development kit (SDK) and corresponding programming language. Main features include: handling UI triggered and touch events, data management, simple and complex UI views, drawing, location and application settings.

CSC 267  
**OBJECT-ORIENTED DESIGN**  
3 CR. (3L)

PRQ: CIS 115 or Permission of Instructor. Teaches the student practical methods for analyzing business problems and designing large-scale software solutions. Making use of object-oriented techniques, tools, and methodologies, with an in-depth focus on the Unified Modeling Language.

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)

Teaches the use of tools for Web page design and development. These tools are designed to make the creation of Web pages easy and consistent. With the use of editing tools, students will be able to build Web pages making use of forms, tables, frames, templates, Cascading Style Sheets (CSS), and layers. The student will also be able to easily publish and manage a Web site once it is created.

CWB 164

**STRUCTURED INFORMATION CREATION (LANGUAGE)**

3 CR. (2L/1.5 LBV)

Explores the complete set of web authoring skills using a structured web information language and/or other scripting languages. Course content also includes links, backgrounds, controlling text and graphic placement, tables, image maps, frames and forms.

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

**CLIENT-SIDE SCRIPTING: (SOFTWARE)**

3 CR. (2L/1.5 LBV)

Explores the client-side programming skills necessary to create dynamic Web content using a markup embeddable and procedural scripting language executing on the client Web browser.

CWB 206

**SERVER-SIDE SCRIPTING: (SOFTWARE)**

3 CR. (2L/1.5 LBV)

Teaches the creation of dynamic Web pages and applications using server-side scripting with database interactivity, server-based scripting languages, and database manipulation languages.

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 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 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 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 244

**CONCRETE AND ASPHALT TECHNOLOGY**

3 CR. (1L/3LBV)

PRQ: EGG 100. Focuses on the study of Portland cement concrete and bituminous pavements. Covers manufacturing, mix design, and placement of these materials.

CON 245

**PROJECT MANAGEMENT**

4 CR. (2L/3LBV)

PRQ: EGG 100. 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.

CON 280

**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. S/U

## Cosmetology

COS 103

**SHAMPOO/RINSES/CONDITIONERS I**

1 CR. (1 CLI)

PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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. (4 CLI)

PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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 (4 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. (4 CLI)

PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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. (4 CLI)

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. (2 CLI)

PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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. (2 CLI)

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: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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. (4 CLI)

PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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 175-177  
**SPECIAL TOPICS**  
0-12 CR.

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

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. (4 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. (4 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. (4 CLI)

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. (4 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. 1.5 LBV/2 CLI)

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. (4 CLI)

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. (6 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 101

**INTRODUCTION TO STERILIZATION, SANITATION & SAFETY**

2 CR. (4 CLI)

PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. Introduces the various methods of sterilization, sanitation and safety as used today in the industry. Classroom study of bacteriology and the terminology dealing with sterilization and sanitation.

EST 110

**INTRODUCTION TO FACIALS AND SKIN CARE**

3 CR. (6 CLI)

PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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. (4 CLI)

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 160

**INTRODUCTION TO DISINFECTION, SANITATION & SAFETY**

2 CR. (4 CLI)

PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. Introduces the various methods of disinfection, sanitation and safety as used today in the industry. Classroom study of bacteriology and the terminology dealing with disinfection, sanitation and safety.

EST 161

**INTERMEDIATE DISINFECTION, SANITATION & SAFETY**

3 CR. (6 CLI)

PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. Presents theory and the daily utilization and practice of the proper methods of disinfection, sanitation, and safety. Procedures as related to all phases of the industry. Training is provided in a supervised (clinical) setting.

EST 210

**ADVANCED MASSAGE & SKIN CARE**

2 CR. (4 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. (2 CLI)

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. (6 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.

EST 275

**SPECIAL TOPICS**

0-12 CR.

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

NAT 101

**INTRODUCTION TO STERILIZATION, SANITATION AND SAFETY**

2 CR. (1L/1.5 LBV)

PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. Introduces the various methods of sterilization, sanitation and safety as used in the manicuring profession. Classroom study of bacteriology and the terminology dealing with manicuring is also covered.

NAT 108

**INTRODUCTION OF MANICURING/PEDICURES/ARTIFICIAL NAILS**

3 CR. (1L/1.5 LBV/2 CLI)

PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. Provides a basic introduction into the proper use of implements used in manicures, pedicures and artificial nails. Theory and practical application of proper set-up, safety, sanitation, nail shapes, anatomy, product knowledge and terminology dealing with manicures, pedicures and artificial nails is covered. Training is done in a classroom or lab setting using models or other techniques.

NAT 110

**INTRODUCTION TO MANICURES & PEDICURES**

3 CR. (6 CLI)

PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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. (4 CLI)

PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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 151

**INTERMEDIATE STERILIZATION, SANITATION AND SAFETY**

1 CR. (1.5 LBV)

PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. Presents theory, utilization and proper methods of sterilization, sanitation and safety procedures as related to all areas of manicuring.

NAT 158

**INTERMEDIATE MANICURING/PEDICURES/ARTIFICIAL NAILS**

2 CR. (1L/2 CLI)

PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. Presents theory and practical application dealing with different types of manicures, pedicures and massage techniques. Theory and practical application of procedures, products, nail shapes and maintenance of artificial 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 159

**INTERMEDIATE MANICURING/PEDICURES/ARTIFICIAL NAILS II**

2 CR. (1.5 LBV/2 CLI)

PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. Presents theory and practical application dealing with different types of manicures, pedicures and massage techniques. Theory and practical application of procedures, products, nail shapes and maintenance of artificial 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 201

**ADVANCED STERILIZATION, SANITATION AND SAFETY**

1 CR. (1.5 LBV)

PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. Provides advanced training on sterilization, sanitation and safety is incorporated in a supervised (clinical) setting. Advanced techniques will ready the student for employment. Students will prepare for the State Board Licensing, Examination on theory and practical procedures for sterilization, sanitation and safety.

NAT 208

**ADVANCED MANICURING/PEDICURES/ARTIFICIAL NAILS**

4 CR. (1L/1.5 LBV/4 CLI)

PRQ: RC 62-79, SS 50-69, EA 30+. Provides advanced theory and practical application of manicures, pedicures and nail art techniques. Theory and advanced practical techniques of silkwraps, tip overlays, acrylics and product knowledge to ready the student for employment is presented. 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 manicures and pedicures is covered.

NAT 210

**ADVANCED MANICURES & PEDICURES**

2 CR. (4 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. (10 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.

NAT 275

**SPECIAL TOPICS**

0-12 CR.

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

# Criminal Justice

CRJ 110

## **INTRO TO CRIMINAL JUSTICE: GT-SS3**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. CORQ: ENG 121. Introduces students to the basic components of the criminal justice system in the United States. Concepts of crime, crime data, victimization, perspectives and views of crime, theory, and law are discussed. Particular attention to the criminal justice process, interaction and conflict between criminal justice agencies, and current criminal justice issues are examined. This course is one of the Statewide Guaranteed Transfer Courses. GT-SS3.

CRJ 111

## **SUBSTANTIVE CRIMINAL LAW**

3 CR. (3L)

PRQ: Successful completion of CRJ 110. 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: Successful completion of CRJ 110. 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

## **POLICING SYSTEMS**

3 CR. (3L)

CORQ: Successful completion of any CCR course or qualifying placement score or exemption. CORQ: CRJ 110. Examines policing in the United States, including: historical foundations, emerging issues, and the relationship between law enforcement and the community. The various types of law enforcement agencies, their administrative practices, and the behavior of those involved in the delivery of police services are examined from the perspective of democratic values, racial and ethnic diversity, and societal perceptions of police effectiveness. Career requirements, including current and future trends, are also presented.

CRJ 127

## **CRIME SCENE INVESTIGATION**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. Focuses on basic procedures in crime scene management to include photography and preparing initial reports and sketches. Includes processing evidence and related criminalistic procedures. Covers interviewing suspects, witnesses and victims to include the recording of identifications and descriptions. Incorporates lab and lecture.

CRJ 135

## **JUDICIAL FUNCTION**

3 CR. (3L)

PRQ: Successful completion of CRJ 110. 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: Successful completion of CRJ 110. Examines the history and total correctional process from law enforcement through the administration of justice, probation, prisons, correctional institutions, and parole. Also examines the principles, theories, phenomena and problems of the crime, society, and the criminal justice system from the perspective of criminology and the criminal justice system in general. Emphasizes the role of sociology and other interdisciplinary approaches to the field of corrections and society's response.

CRJ 146

## **COMMUNITY BASED CORRECTIONS**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. Introduces an analysis of community based correctional programs and procedures. Emphasizes the environment and the relationship to public safety, reintegration and punishment.

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)

PRQ: Department Chair or Program Coordinator approval. Provides students with an experiential learning opportunity.

CRJ 205

## **PRINCIPLES OF CRIMINAL LAW**

3 CR. (3L)

PRQ: Successful completion of CRJ 110, CRJ 125, CRJ 135, CRJ 145, and ENG 121. PRQ/CORQ: COM 115 and ENG 122. 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 209

## **CRIMINAL INVESTIGATION I**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. Covers the function of the preliminary investigation at a crime scene to include securing the scene, crime scene searchers, police drawings, and recognition and collection of evidence.

CRJ 210

## **CONSTITUTIONAL LAW**

3 CR. (3L)

PRQ: Successful completion of CRJ 110 and CRJ 135. PRQ/CORQ: COM 115 and 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)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. Exploration 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)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. Conduct an in-depth analysis of the socio-legal operation of the Juvenile Justice System emphasizing the substantive and due process rights of minors. 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: Successful completion of any CCR course or qualifying placement score or exemption. Exploration of 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)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. Exploration of information and application of crisis theories in working with diverse populations. Understanding of the interventionist role with regards to the field of crisis intervention.

CRJ 230

**CRIMINOLOGY**

3 CR. (3L)

PRQ: Successful completion of CRJ 110 and CRJ 145. PRQ/CORQ: COM 115 and ENG 121. Exploration of the question of crime causation from legal, social, political, psychological and theoretical perspectives. Understanding of the history and development of criminology.

CRJ 231

**INTRODUCTION TO FORENSIC SCIENCE AND CRIMINALISTICS**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. Exploration of the fundamentals of forensic science that are essential for gathering evidence at the crime scene and analyzing it in the crime laboratory.

CRJ 235

**DELINQUENT BEHAVIOR**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. Focuses on the adolescent who violates social and legal norms and the consequences for the individual and society. Emphasizes the social and psychological factors influencing individual delinquent patterns.

CRJ 236

**CRJ RESEARCH METHODS**

3 CR. (3L)

PRQ: Successful completion of CRJ 110, CRJ 125, CRJ 135, CRJ 145, and ENG 121. PRQ/CORQ: COM 115 and ENG 122. 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 demonstrated.

CRJ 249

**PENOLOGY**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. Focuses on an historical and theoretical study of incarceration as punishment, deterrence, and incapacitation.

CRJ 250

**COMPUTER CRIME INVESTIGATION**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. Demonstrate 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 explored and analyzed. Legal issues regarding personal liability, privacy and wiretapping will also be discussed.

CRJ 257

**VICTIMOLOGY**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. Demonstrates to 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 268

**CRIMINAL PROFILING**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. Examines theories of crime causation with respect to crimes committed by the most violent offenders in society. an analysis of the research done, and the history of Criminal Personality Profiling, beginning with the earliest explanations through the beliefs of modern science, as well as psychological and sociological explanations . Identifies various known offenders, examines their backgrounds, and explains how current research into homicide, sexual offenses and serial killers can provide clues to the identity of unknown offenders.

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)

PRQ: Department Chair or Program Coordinator approval. 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)

Introduces the student to 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 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 050 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 050 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 050 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

**ALCOHOL AND BARTENDING MANAGEMENT**

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: Successful completion of any CCR course or qualifying placement score or exemption, or CCR 092. 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: Successful completion of any CCR course or qualifying placement score or exemption, or CCR 092, 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)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption, or successful completion of CCR 092 C or better. 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; Successful completion of any CCR course or qualifying placement score or exemption, or CCR 092. 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: Successful completion of any CCR course or qualifying placement score or exemption, or successful completion of CCR 092. 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: Successful completion of any CCR course or qualifying placement score or exemption, or CCR 092 or equivalent assessment test score, or Department Chair approval. Focuses on the preparation of food display items for buffets and banquets such as fancy garnishes, fruit and vegetable carvings, canapés, party trays, etc. Includes pates, galantines, terrines, and choud froid items. Incorporates creation of food artistry show pieces meeting competition guidelines developed by the American Culinary Federation. Covers the preparation of a regional, ethnic or cultural culinary presentation based upon personal research.

CUA 233

**ADVANCED LINE PREP AND COOKERY**

4 CR. (6 LBV)

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

CUA 234

**ADVANCED LINE PLANNING**

2 CR. (3 LBV)

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

CUA 236

**ADVANCED BAKING**

2 CR. (3 LBV)

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

CUA 238

**PRODUCTION APPLICATIONS OF AMERICAN REGIONAL CUISINES**

4 CR. (6 LBV)

PRQ: CUA 233. Provides students with advanced a la carte cooking skills involving foods representative of major American regions. Using in depth research, students will develop regional menus; prepare presentations about their regions; create cooking demonstrations; and lead the class in the preparation of complete menus. Menus will be prepared and served to customers in a dining setting. Students will work as members of highly functioning teams as they prepare menu which reflect unique characteristics of American regions.

CUA 239

**PRODUCTION APPLICATIONS OF INTERNATIONAL CUISINES**

4 CR. (6 LBV)

PRQ: CUA 233. Provides students with advanced a la carte cooking skills involving foods representative of cuisines in International areas. Using in depth research, students will develop menus representative of an assigned International area; prepare presentations about their area; create cooking demonstrations; and lead the class in the preparation of complete menus. Menus will be prepared and served to customers in a dining setting. Students will work as members of highly functioning teams as they prepare menu which reflect unique characteristics of International locations.

CUA 255

**SUPERVISION IN THE HOSPITALITY INDUSTRY**

3 CR. (3L)

PRQ: CUA 101, Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of any CCR course or qualifying placement score or exemption, 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, Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of any CCR course or qualifying placement score or exemption, or CCR 092, 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: Successful completion of any CCR course or qualifying placement score or exemption, or CCR 092, 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: Successful completion of any CCR course or qualifying placement score or exemption, CIS 110, or MAT 107, 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 105

**HIP HOP DANCE I**

1 CR. (2 LBA)

Consists of basic traditional jazz and ballet movements. Warm-up exercises will include body toning and stretching. Students will learn diagonal step combinations leading to hip-hop dance routines.

DAN 106

**HIP HOP DANCE II**

1 CR. (2 LBA)

PRQ: Successful completion of DAN 105, or Department Chair approval. Includes traditional jazz, ballet and street dancing techniques as well as. Warm-up exercises such as body toning and stretching. Students will learn diagonal and center step combinations leading to hip-hop dance routines.

DAN 111

**MODERN DANCE I**

1 CR. (2 LBA)

Introduces basic concepts and skills of modern dance. Focuses on technique work to increase strength, flexibility, endurance, coordination, rhythm and spatial awareness. Explores dance as a tool for communication and dance as an art form. May be repeated for no more than three credits.

DAN 115

**COUNTRY SWING I**

1 CR. (2 LBA)

Includes many styles and various combinations of steps for Western dance music. Will also teach the students how to convert combinations of others dances of traditional and fad as they become popular.

DAN 117

**SALSA I**

1 CR. (2 LBA)

Introduces the beginning dancer to popular Salsa steps and dance combinations. This course includes basic partnering concepts and techniques. Dancers will explore rhythm, proper body alignment and music recognition. A partner is not required for this course.

DAN 118

**SALSA II**

1 CR. (2 LBA)

PRQ: Successful completion of DAN 117, or Department Chair approval. Continues Salsa I with an increased knowledge of Salsa dance. This course focuses on Salsa dancing in groups of couples with frequent partner exchanges. Dancers learn a more in-depth study of Salsa dance concepts and techniques. A partner is not required for this course.

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.

DAN 129

**INTRODUCTION TO DANCE**

1 CR. (2 STA)

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

DAN 131

**BALLET I**

1 CR. (2 STA)

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

DAN 132

**BALLET II**

2 CR. (4 LBA)

PRQ: Successful completion of DAN 131, or Department Chair approval. Continues Ballet I and emphasizes ballet terminology, fundamental exercises and the basic elements of dance. Focuses on an intermediate level within the basic structure of the ballet class.

DAN 141

**BALLROOM DANCE**

1 CR. (2 LBA)

Introduces the basic terminology, techniques and routines of several dances from a specific country or region. Focuses on the music, costumes and customs related to the dances they study. Partners are not required. May be repeated for a maximum of three credits.

DAN 142

**BALLROOM DANCE II**

1 CR. (2 LBA)

PRQ: Successful completion of DAN 141, or Department Chair approval. Continues Dance 141 with focus on regional dances, customs and rhythms. Partners are not required. May be repeated for a maximum of three credits.

DAN 154

**DANCE AND STAGE MOVEMENT**

3 CR. (3L)

Introduces students to the basic elements of modern dance and to the potential of dance and stage movement as a means of communication.

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**

3 CR. (1L/3 LBV)

PRQ: Admission to the DEA program. Emphasizes techniques in preventive dentistry to include application of fluoride, pit and fissure sealants, oral home care instruction, diet counseling and nutrition as it applies to dental health. Covers techniques for coronal polishing, extra-oral and intra-oral examination, and dental charting..

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: Current enrollment in the 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: Current enrollment in 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: Current enrollment in 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: Current enrollment in the 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 105

**INTRODUCTION TO DENTAL HYGIENE**

1 CR. (1.5 LBV)

PRQ: Current enrollment in the Dental Hygiene program. Provides the first year dental hygiene student with the basic knowledge, theory, and the skill necessary to advance to subsequent clinical dental hygiene courses. Course includes basic principles of instrument recognition, dental terminology, professionalism, expected ethical behaviors, HIPPA compliance, OSHA standards for infection control and introduction to dental software systems.

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**

2 CR. (1L/2 CLI)

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: Current enrollment in the Dental Hygiene program. 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.

DEH 301  
**Advanced Careers in Dental Hygiene**  
3 CR. (3L)

PRQ: Math 135 and Admission to the Program. This course provides an overview of the career options available to the dental hygienist with an advanced degree. In depth analysis of alternative careers to include: public health systems, dental hygiene education, research, sales and marketing, oral health policy and oral health care delivery systems.

DEH 302  
**APPLIED DENTAL HYGIENE RESEARCH METHODOLOGIES**  
3 CR. (3L)

PRQ: Math 135 and Admission to the Program. Develops the skills necessary to identify and develop a research topic, navigate a research database and develop an effective, scientifically sound, and persuasive research paper with specific emphasis on dental and dental hygiene topics.

DEH 341

**CLINICAL TEACHING METHODOLOGIES**

3 CR. (3L)

PRQ: DEH 411. This course provides students the opportunity to compare and contrast practical experience as it relates to dental hygiene clinical instruction. Students will apply teaching methodologies, psychomotor learning theories, feedback techniques and motivational strategies to direct student learning.

DEH 343

**PRINCIPLES OF CONFLICT RESOLUTION IN DENTISTRY**

3 CR. (3L)

PRQ: DEH 301 and DEH 302. This course studies the principles of conflict resolution as it relates to the profession of dental hygiene. Students will learn the strategies available for resolving conflicts with peers, team members, patients and employers. Students will reflect on their own strategies for resolving conflicts based on practical experiences.

DEH 411

**TEACHING METHODOLOGIES**

4 CR. (4L)

PRQ: DEH 301 and DEH 302. This course provides a general overview of the concepts and theory relative to dental hygiene education. Students will be introduced to dental hygiene accreditation standards, outcomes centered objectives, syllabus development, lesson planning, content delivery, test construction and assessing student learning. Students will explore the various learning styles and technology available for delivery of course content.

DEH 471

**ADVANCED PHARMACOLOGY**

4 CR. (4L)

PRQ: DEH 301 and DEH 302. This course provides the student with current research application of pharmacology as it relates to the oral manifestations and complications of associated drugs. Students will investigate the effects, oral implications, treatment considerations and contraindications for the management of patient care. This course will study the most frequently used drugs by patients today and determine the overall impact on oral health.

DEH 488

**DENTAL HYGIENE CLINICAL CAPSTONE PRACTICUM 4 CR.**

(.5L/7CLI)

PRQ: DEH 411 and DEH 341. This course is designed to provide students with an opportunity to apply learned knowledge in a didactic and clinical dental hygiene practicum under the direct supervision of qualified and experienced program faculty.

# Diagnostic Medical Sonography

DMS 175-177

**SPECIAL TOPICS**

0-12 CR.

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

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 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**

1.5 CR. (2.25 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 175-177

**SPECIAL TOPICS**

0-12 CR.

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

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 repair. Students will learn removal, rebuilding, inspection, repairing, and replacement of all components.

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)

Focuses on general service and maintenance procedures for the heavy-duty truck air brake system and 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**

3 CR. (1L/3 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**  
2 CR. (1L/1.5 LBV)

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: Successful completion of any CCR course or qualifying placement score or exemption, or successful completion of any CCR course with a grade of S/C or better. 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: Successful completion of 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 YOUNG CHILDREN**  
3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption, or successful completion of any CCR course with a grade of S/C or better. 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: Successful completion of any CCR course or qualifying placement score or exemption, or successful completion of any CCR course with a grade of S/C or better. 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. Focuses on birth through age three.

ECE 112  
**INTRO TO INFANT/TODDLER LAB TECHNIQUES**  
3 CR. (1L/3 LBV)

PRQ: Successful completion of 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: Successful completion of any CCR course or qualifying placement score or exemption, or successful completion of any CCR course with a grade of S/C or better. 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: Successful completion of any CCR course or qualifying placement score or exemption, or successful completion of any CCR course with a grade of S/C or better. Provides students with an experiential learning opportunity.

ECE 205

**NUTRITION, HEALTH AND SAFETY**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption, or successful completion of any CCR course with a grade of S/C or better. 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: Successful completion of ECE 101, ECE 102, and ECE 103. 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: Successful completion of any CCR course or qualifying placement score or exemption, or successful completion of any CCR course with a grade of S/C or better. 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: Successful completion of any CCR course or qualifying placement score or exemption, or successful completion of any CCR course with a grade of S/C or better. 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 236

**CHILD GROWTH/DEVELOPMENT LAB**

3 CR. (1L)

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. Addresses ages from prenatal through age 12.

ECE 238

**CHILD GROWTH AND DEVELOPMENT**

3 CR. (3L)

PRQ: Successful completion of ECE 101 and ECE 102. 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 as well as how adults can provide a supportive environment through teaming and collaboration.

ECE 240

**ADMINISTRATION OF EARLY CHILDHOOD CARE AND EDUCATION PROGRAMS**

3 CR. (3L)

PRQ: Successful completion of ECE 101, ECE 102, ECE 103, ECE 220, and ECE 238. 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: Successful completion of ECE 101, ECE 102, ECE 103, ECE 220, and ECE 238. 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: Successful completion of any CCR course or qualifying placement score or exemption, or successful completion of any CCR course with a grade of S/C or better. 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

**THE EXCEPTIONAL CHILD**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption, or successful completion of any CCR course with a grade of S/C or better. 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, teaming and collaboration, 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: Successful completion of ECE 101, ECE 102, and ECE 220. 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, successful completion of any CCR course or qualifying placement score or exemption, 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, successful completion of any CCR course or qualifying placement score or exemption, 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, successful completion of any CCR course or qualifying placement score or exemption. 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)

Develop 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)

Allows students to develop 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)

Allows students to develop 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)

Allows students to develop 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: Successful completion of any CCR course or qualifying placement score or exemption, or Department Chair approval. Provides an introduction to adult education with an emphasis on providing instruction to adult learners developing their ability to listen, speak, read, and write in English and learners with skills below 12th grade equivalency. Key areas include adult education theories, principles, methods and techniques; adult education legislation, initiatives and movements; adult basic education services and service providers; understanding the adult learner; metacognition; the instructional environment; and professional development for adult educators.

**EDU 132**  
**PLANNING & DELIVERING INSTRUCTION TO ADULT LEARNERS**  
3 CR. (3L)

PRQ: Successful completion of EDU 131. Provides an introduction to planning and delivering instruction to adult learners with an emphasis on developing the English language proficiency of non-native English speakers and improving the skills of learners whose skills are below 12th grade equivalency. Key areas include identification of learners' skills, needs and goals; the use of information about learners to plan instruction and assessment; the development of learner independence; the creation of an instructional environment that supports and engages adult learners.

**EDU 133**  
**TEACHING ADULT BASIC EDUCATION (ABE) & ADULT SECONDARY EDUCATION (ASE)**  
3 CR. (3L)

PRQ: Successful completion of EDU 131. Provides an introduction to providing literacy and numeracy skills instruction to adult learners functioning below 12th grade equivalency. Key areas include understanding the Adult Basic Education and Adult Secondary Education learner and the literacy and numeracy skills needed to complete each Educational Functioning Level; preparing written instructional plans; delivering level appropriate instruction using techniques and resources appropriate for ABE and ASE learners; using technology; and preparing learners to transition to postsecondary education and careers.

**EDU 134**  
**TEACHING ENGLISH AS A SECOND LANGUAGE TO ADULT LEARNERS**  
3 CR. (3L)

PRQ: Successful completion of EDU 131. Provides an introduction to providing instruction to adults who are developing English language proficiency. Key areas include understanding the adult ESL learner, the language acquisition process and the language skills needed to complete each Educational Functioning Level (EFL); preparing written instructional plans; delivering level appropriate instruction using techniques and resources appropriate for adult language learners; using technology; and preparing adult ESL learners to transition to postsecondary education and careers.

**EDU 135**  
**FAMILY LITERACY IN ADULT EDUCATION**  
3 CR. (3L)

PRQ: Successful completion of 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: Successful completion of any CCR course or qualifying placement score or exemption. 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: Department Chair approval. Focuses on strategies for becoming an effective teacher. Topics include 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)

PRQ: Department Chair approval. This course is intended for faculty and instructors. 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)

PRQ: Department Chair approval. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of EDU 221 and EDU 261, or Department Chair approval. 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: Successful completion of ENG 121, or Department Chair approval. 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 101

**JOB TRAINING & SAFETY**

3 CR. (3L)

Studies first aid, CDL, basic use and care of personal protective equipment, use and care of climbing equipment, daily inspection and basic use of motorized equipment.

\*\*EIC 104

**BASICS OF INDUST ELECTRICITY**

1.5 CR. (1L/.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 105

**BASICS OF AC & DC ELECTRICITY**

4 CR. (4L)

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 CR. (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 110

**ELECTRICAL INSTALLATIONS I**

4 CR. (3L/1 LBV)

Covers residential building wiring in conformance with the current National Electrical Code and local codes using nonmetallic cable. Emphasizes proper use of tools and safety.

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 225

### **PROGRAMMABLE CONTROLLERS**

4 CR. (3L/1 LBV)

Studies the use of solid-state control equipment, primarily the programmable controller and associated solid-state sensors to control equipment, machinery or complete processes. Includes concepts of solid-state logic, characteristics of solid-state sensors; conversions of relay logic control systems to programmable control systems; and microprocessor-based systems and remote control of processes. Enables the student to design, implement and test control systems in the laboratory to meet specifically-assigned control problems. Emphasizes accuracy, safety and National Electrical Code requirements.

EIC 255

### **ELECTRICAL ISSUES FOR TELECOMMUNICATIONS**

.5 CR. (.5L)

Examines Telecom/Data com system installation with electrical systems including pathways, distribution and supply, grounding and bonding, UPS and lighting. Explores improvements and new technologies and enables the telecom/data com professional to assess and secure an overview of the communications industry convergence with the electrical field.

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: Successful completion of any CCR course or qualifying placement score or exemption. 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**

4 CR. (1L/4.5 LBV)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption, or Department Chair approval. Introduces the basic skills needed for many careers in electronics and related fields. Covers the operations and applications of basic DC and AC circuits consisting of resistors, capacitors, inductors, transformers and diodes. Emphasizes the use of common test instruments in troubleshooting.

ELT 112

### **ADVANCED DC-AC**

3 CR. (1L/3 LBV)

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

ELT 134

### **SOLID STATE DEVICES I**

3 CR. (1L/3 LBV)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption, 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 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 147

### **DIGITAL DEVICES I**

4 CR. (1L/4.5 LBV)

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

ELT 148

### **DIGITAL DEVICES II**

3 CR. (1L/3 LBV)

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

ELT 175

### **SPECIAL TOPICS**

0-12 CR.

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

ELT 231

### **ELECTRONIC INSTRUMENTS**

3 CR. (.6L/4.6 LBV)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. 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 252

**MOTORS AND CONTROLS**

3 CR. (1L/3 LBV)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption, 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: Successful completion of any CCR course or qualifying placement score or exemption, 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 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.

ELT 289

**AUTOMATED SYSTEMS/ROBOTICS: CAPSTONE**

3 CR. (4.5 LBV)

Enables the student to plan, construct and evaluate a modified flexible manufacturing system using a programmable logic controller, industrial computer, robot and workcell peripherals. Addresses safety and emergency control procedures throughout this course.

## Emergency Medical Services

EMS 115

**EMERGENCY MEDICAL 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 121

**EMT FUNDAMENTALS**

3 CR. (2L/1.5 LBV)

PRQ: Successful completion of CCR 092 or qualifying placement scores or exemptions. Introduces the Emergency Medical Technician (EMT) student to prehospital emergency care. The topics included in this course are Emergency Medical Services (EMS) systems, well-being of the EMT, communications, documentation, anatomy, airway management, and patient assessment.

EMS 122

**EMT MEDICAL EMERGENCIES**

4 CR. (3L/1.5 LBV)

PRQ: EMS 121. PRQ: EMS 170. Provides the Emergency Medical Technician (EMT) student with the knowledge and skills to effectively provide emergency care and transportation to a patient experiencing a medical emergency. This course focuses on the integration of the physical exam, medical history, and pathophysiology when assessing and treating the medical patient.

EMS 123

**EMT TRAUMA EMERGENCIES**

2 CR. (1L/1.5 LBV)

PRQ: EMS 121. Provides the Emergency Medical Technician (EMT) student with the knowledge and skills to provide appropriate emergency care and transportation of a patient who has suffered a traumatic injury. The concepts of kinematics and the biomechanics of trauma, along with pathophysiology and injury patterns will provide the student with the ability to assess and manage the trauma patient.

EMS 126

**EMT BASIC REFRESHER**

2 CR. (1L/1.5 LBV)

PRQ: Student must have current Colorado EMT certification or EMS Department approval. 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. S/U

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, pharmacodynamics, 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 162

**WILDERNESS EMS UPGRADE**

2 CR. (1L/ LBV)

PRQ: Proof of current license or certification. Provides an enhanced understanding of assessment and treatment skills in a remote challenging environment to currently certified EMS professionals of all levels. This course is designed to align with a variety of Wilderness EMS upgrade programs that focus on wilderness concepts and skills. Students will receive Certification of Completion upon successful completion.

EMS 170

**EMT CLINICAL**

1 CR. (1.5 LBV)

Provides the EMT student with the clinical experience required for initial certification 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. S/U

EMS 180  
**EMT CLINICAL INTERNSHIP**  
2 CR. (6 INT)

Provides the Emergency Medical Technician (EMT) with a supervised clinical learning experience that goes beyond the initial EMT requirements for the State of Colorado Department of Health. Enables the student to work with an assigned preceptor for 90 hours of clinical experience to develop an understanding of the role and responsibilities of the EMT-Basic.

EMS 203  
**EMT INTERMEDIATE I**  
6 CR. (4L/3 LBV)

PRQ: Current Colorado Certification as an EMT with IV endorsement, successful completion of any CCR course or qualifying placement score or exemption 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. S/U

EMS 220  
**PARAMEDIC REFRESHER**  
3 CR. (2L/1.5 LBV)

PRQ: EMT-P certification or eligibility for recertification. Updates the EMT-P in four specific areas of prehospital emergency care. Includes trauma, medical, Advanced Life Support (ALS) and elective topics focused on ancillary issues in EMS.

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. Introduces the paramedic student to the advanced practice of prehospital care. This course covers professional behavior, medical ethics, legal issues, patient assessment, therapeutic communication, clinical decision making, and basic and advanced airway management. This course discusses EMS 's role in the healthcare continuum, professional communication, patient care documentation, IV fluid therapy and resuscitation, and the application of evidence based medicine. A brief overview of human anatomy, physiology and pathophysiology is included.

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. Introduces the paramedic student to concepts in assessing and meeting the emergency care needs of the neonate, pediatric, geriatric and special needs patient. This course focuses on epidemiology, pathophysiology, assessment and treatment of these patient groups. Common medical and traumatic presentations are addressed. Relevant psychosocial and ethno cultural concepts and legal and ethical implications are integrated throughout.

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. Teaches the skills necessary for the paramedic to effectively assess and treat neonatal, pediatric, geriatric, and special needs patients utilizing skills and simulation scenarios. Serves as the companion course to Paramedic Special Considerations.

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. Introduces the paramedic student to advanced emergency pharmacology, pharmacokinetics and pharmacodynamics. This course will include laws affecting the use and distribution of medications, medication dosing, clinical calculations, routes of administration and discussion of common medication classifications to include indications, contraindications and side effects.

EMS 230  
**PARAMEDIC PHARMACOLOGY LAB**  
2 CR. (1.5 LBV/2 CLV)

PRQ: Currently enrolled in EMS 229, or have successfully completed EMS 229. Teaches the skills necessary for the paramedic to safely and effectively administer emergency medications. Serves as the companion course to Paramedic Pharmacology.

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. Introduces the paramedic student to cardiovascular emergencies and the care of patients presenting with cardiovascular emergencies. Topics will include assessment of the cardiovascular system, ECG acquisition and interpretation both single lead and 12 lead, pathophysiology of cardiovascular disease and treatments indicated for a given disease.

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. Teaches the skills necessary for the paramedic to effectively assess and treat patients presenting with cardiovascular emergencies utilizing skills and simulation scenarios. Serves as the companion course to Paramedic Cardiology.

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. Expands on the paramedic student's knowledge of medical emergencies with the Integration of assessment findings in formulating a field impression and implementing a treatment plan. This course will cover principles of epidemiology and pathophysiology related to common medical emergencies including: neurological, abdominal and gastrointestinal disorders, immunological, infectious diseases, endocrine disorders, psychiatric disorders, toxicological, respiratory, hematological, genitourinary, gynecological, non-traumatic musculoskeletal disorders, and diseases of the eyes, ears, nose, and throat.

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. Teaches the skills necessary for the paramedic to effectively assess and treat patients with a variety of medical emergencies utilizing skills and simulation scenarios. Serves as the companion course to Paramedic 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. Expands on the paramedic student's knowledge of trauma emergencies with the integration of assessment findings in formulating a field impression and implementing a treatment plan for an acutely injured patient. The course will provide an in depth evaluation of trauma to include: categorization of trauma patients, incidence of trauma, trauma systems, types of injury, trauma assessment, documentation in trauma, trauma scoring scales, trauma center designations, and transfer of patients.

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. Teaches the skills necessary for the paramedic to effectively assess and treat patients with a variety of traumatic emergencies utilizing skills and simulation scenarios. Serves as the companion lab course for Paramedic Trauma Emergencies.

EMS 237

**PARAMEDIC INTERNSHIP PREPARATORY**

2 CR. (2L)

PRQ: EMS 225, EMS 227, EMS 229, EMS 231, EMS 233, EMS 235 or Department Chair approval. 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 knowledge 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. S/U

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: Successful completion of any CCR course or qualifying placement score or exemption. 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 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 122

**WIND ENERGY AND PHOTOVOLTAICS**

3 CR. (3L)

This course will prepare the student for entry level, technical positions in the growing fields of wind and solar photovoltaic systems. It will introduce various aspects of wind and solar photovoltaic (PV) power systems. The current state of wind and PV systems in the U.S. and the world will be briefly covered. The basic elements of wind power systems will be covered including wind energy mapping, site selection, wind turbine components, and power vs. speed calculations. A brief overview of electric generators and speed control will also be included. The basic elements and operation of photovoltaic power systems will be covered including common types of PV cell technologies, PV array structure, and the electrical properties of PV arrays. Efficiency factors such as sun intensity and angle, and the shadowing effect will be discussed. Finally, the system integration elements of wind and PV systems will be discussed including batteries, basic power electronics, and off-grid and on-grid connected systems. Regulatory and safety issues associated with on-grid connected systems will be discussed.

ENY 126

**SOLAR COLLECTORS**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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 102

**INTRODUCTION TO ENGINEERING METHODOLOGIES**

3 CR. (2L/2 LBA)

PRQ: MAT 055. Presents a balanced coverage of the fundamental concepts of engineering principles and the practical exposure to a laboratory experience. The principles presented in the lecture setting and the experience gained by performing laboratory projects are intertwined. Students will be expected to engage in a team environment and be actively involved in laboratory as well as standard instructional activities.

EGG 175-177

**SPECIAL TOPICS**

0-12 CR.

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

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.

EGG 230

**THERMODYNAMICS**

3 CR. (3L)

PRQ: Successful completion of PHY 212. Explores fundamental concepts and basic theory, including first and second laws of thermodynamics, properties, states, thermodynamic functions, cycles, mixtures, and chemical and phase equilibrium.

EGG 260

**ENGINEERING SURVEYING I**

5 CR. (2.5L/3.75LBV)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. Focuses on plane surveying including pacing, chaining, horizontal and vertical distances, care and use of engineering levels, transits and theodolites. Emphasizes the proper survey note procedures, and surveying terminology. Covers various procedures in the calculation of bearings, azimuths and slope reduction.

EGG 261

**ENGINEERING SURVEYING II**

5 CR. (2.5L/3.75LBV)

PRQ: EGG 260. Introduces land surveying including legal terminology, riparian rights, legal descriptions, common law, statutory law, and the public land survey system. Addresses construction surveying including note keeping, construction etiquette, building layout, slope staking, and horizontal and vertical curves. Covers topographic surveying, x, y, z coordinates using total stations, and data collection.



EGG 271

**THEORETICAL MECHANICS-STATICS**

3 CR. (3L)

PRQ: MAT 122. Emphasizes vectors, resolution and composition of forces in two and three dimensions, vector notation, free body diagrams, static equilibrium of rigid bodies, moments, couples, centroids, and moments of inertia.

EGG 275-277

**SPECIAL TOPICS**

0-12 CR.

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

## Engineering Graphic Tech

EGT 101

**TECHNICAL DRAFTING 1**

3 CR. (1L/3LBV)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. Introduces the student to basic engineering graphics technology principles through development of basic entry-level drafting skills. Enables the student to develop skills in sketching, reading drafting scales, interpreting line types, lettering techniques, geometric construction, orthographic projection, and drawing reproduction.

EGT 143

**CIVIL/SURVEY DRAFTING I**

3 CR. (1L/3LBV)

PRQ: CAD 202. Focuses on Civil and Survey drafting skills necessary to produce document sets of land surveys/plats, legal descriptions, site layout, plan, profile & alignments, pipe layouts, contour maps and earthwork.

EGT 205

**GEOMETRIC DIMENSION & TOLERANCE**

3 CR. (1L/3LBV)

PRQ: EGT 101 or MTE 106. Focuses on interpreting and applying geometric dimensioning and tolerancing (GDT) in machining or drafting per the ASME Y14.5 specification. Demonstrate and distinguish GDT through math formulas, tolerancing systems, modifiers, symbols, datums, and tolerances of form, profile, orientation, run-out and location. Students examine and interpret the generation of a working drawing, and how they are developed as a team effort between design, drafting, manufacturing and quality control.

EGT 243

**CIVIL/SURVEY DRAFTING II**

3 CR. (1L/3LBV)

PRQ: CAD 202. Focuses on advanced Civil and Survey drafting skills. Students will create computer aided drawings using traverses, legal descriptions, horizontal and vertical curves, land sections, and coordinates. Emphasizes field note interpretation.

EGT 275

**SPECIAL TOPICS**

0-12 CR.

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

## Engineering Technology

ENT 175-177

**SPECIAL TOPICS**

0-12 CR.

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

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 247

**STRENGTH OF MATERIALS**

3 CR. (3L)

PRQ: EGG 271. Serves as an extension of Statics and includes the study of mechanical properties of materials and their limitations in engineering design by the study of stresses, strains, torsion forces, shear forces, and deflections placed upon these materials.

ENT 275-277

**SPECIAL TOPICS**

0-12 CR.

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

## English

ENG 075

**SPECIAL TOPICS**

0-12 CR.

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

ENG 113

**BUSINESS ENGLISH**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. 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: CCR 092. Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. This course includes a minimum of five compositions that stress analytical, evaluative, and persuasive/argumentative writing. This course is one of the Statewide Guaranteed Transfer Courses, GT-CO1.

ENG 122

**ENGLISH COMPOSITION II: GT-CO2**

3 CR. (3L)

PRQ: 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-CO2.

ENG 131

**TECHNICAL WRITING I**

3 CR. (3L)

PRQ: CCR 092. 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: Successful completion of ENG 131 with a grade of C or better. 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-CO3**

3 CR. (3L)

PRQ: Successful completion of ENG 122 with a grade of C or better. 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. This course is one of the Statewide Guaranteed Transfer Courses, GT-CO3.

ENG 221

**CREATIVE WRITING I**

3 CR. (3L)

PRQ: CCR 092. 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. Provides continued development of written expression in such forms as poetry, fiction, and/or nonfiction writing.

ENG 228

**WRITING FOR THE GRAPHIC NOVEL**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. Introduces story analysis and writing concepts used in writing for the graphic novel. Students explore the graphic novel as a vehicle for a unique, personal venue for written expression. Students explore the history and universal themes of the graphic novel as well as examine the principles of composition, different writing styles and processes used in the development of the graphic novel. The application of writing skills, script development and revision processes necessary for the creation of an individual graphic work and thorough examination of course material in terms of writing style, process considerations and written themes are the primary focus. Students create outlines, scripts and a final written work for a graphic novel, focusing on unity of style and techniques for authoring appropriate to story lines.

ENG 230

**CREATIVE NONFICTION**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. 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 231

**LITERARY MAGAZINE**

3 CR. (3L)

PRQ: Successful completion of ENG 121 with a grade of C or better, or Instructor approval. Teaches the student the editorial process involved in preparing a literary magazine for publication. Covers the process of selection of material (fiction, nonfiction, poetry, and visual art) to be published, as well as design, layout, and production to prepare a manuscript for publication. Enables the student to produce a literary magazine.

ENG 238

**WRITING THE NOVEL 1**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. CORQ: CCR 094. Learn the art and craft of writing a literary novel through intensive study of the process of developing long form narrative. Explore techniques for outlining plot, developing characters, and establishing setting. Workshops will emphasize critical review of students' own creative writing and all participants will develop and refine their critical vocabulary and methodology.

ENG 275  
**SPECIAL TOPICS**  
0-12 CR.

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

## Environmental Science

ENV 101  
**ENVIRONMENTAL SCIENCE WITH LAB: GT-SC1**  
4 CR. (3L/2 LBA)

PRQ: CCR 092. CORQ: MAT 050. 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.

ENV 275  
**SPECIAL TOPICS**  
0-12 CR.

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

## Esthetician

Please refer to "Cosmetology."

## Ethnic Studies

ETH 200  
**INTRODUCTION TO ETHNIC STUDIES: GT-SS3**  
3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. Introduces students to the issues of race and ethnicity. Emphasizes ethnic relations in the United States as it pertains to four major groups: Americans of African, Asian, Latino and Native descent. Explores issues of racial and ethnic identity, racism and discrimination, stereotyping, prejudice, segregation, colonialism, integration and acculturation. This course is one of the Statewide Guaranteed Transfer Courses, GT-SS3.

ETH 224  
**INTRODUCTION TO CHICANO STUDIES**  
3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. 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 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 job-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. OSHA 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 AUTHORIZING**

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.

# Fire Science Technology

FST 100

## **FIREFIGHTER I**

9 CR. (6L/4.5 LBV)

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**

6 CR. (4L/3 LBV)

PRQ: FST 100. 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: Successful completion of CCR 092 or qualifying placement scores or exemptions. 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

## **FIRE BEHAVIOR & COMBUSTION**

3 CR. (3L)

Explores the theories and fundamentals of how and why fires start, spread, and are controlled.

FST 105

## **BUILDING CONSTRUCTION FOR FIRE PROTECTION**

3 CR. (3L)

CORQ: : Successful completion of CCR 092 or qualifying placement scores or exemptions. 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: Successful completion of CCR 092 or qualifying placement scores or exemptions. 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: Successful completion of CCR 092 or qualifying placement scores or exemptions. Introduces hazardous materials incidents, recognizing and identifying hazardous materials, planning response, implementing response procedures, decision making, and continued evaluation at the awareness and operation level.

FST 109

## **OCCUPATIONAL SAFETY & HEALTH**

3 CR. (3L)

CORQ: Successful completion of CCR 092 or qualifying placement scores or exemptions. 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. This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavioral change throughout emergency services.

FST 110

## **JOB PLACEMENT AND ASSESSMENT**

3 CR. (2L/1.5 LBV)

CORQ: Successful completion of CCR 092 or qualifying placement scores or exemptions. 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: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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 150

**INTRODUCTION TO FIRE PREVENTION EDUCATION**

3 CR. (3L)

CORQ: Successful completion of CCR 092 or qualifying placement scores or exemptions. 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: Successful completion of CCR 092 or qualifying placement scores or exemptions. 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: Successful completion of CCR 092 or qualifying placement scores or exemptions. 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: : Successful completion of CCR 092 or qualifying placement scores or exemptions. Identifies the roles and responsibilities of the fire service instructor. Includes oral communication skills, concepts of learning, planning and development of lesson plans and instructional materials and delivery methods, testing and evaluations, records and reports, and demonstration of instructional abilities. Fire Instructor I State Certification is possible.

FST 202

**STRATEGY AND TACTICS**

3 CR. (3L)

CORQ: : Successful completion of CCR 092 or qualifying placement scores or exemptions. 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)

CORQ: : Successful completion of CCR 092 or qualifying placement scores or exemptions. 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**

3 CR. (3L)

CORQ: : Successful completion of CCR 092 or qualifying placement scores or exemptions. 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: : Successful completion of CCR 092 or qualifying placement scores or exemptions. 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: : Successful completion of CCR 092 or qualifying placement scores or exemptions. 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

**FIREFIGHTING STRATEGY AND TACTICS II**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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 209

**FIRE PROTECTION SYSTEMS**

3 CR. (3L)

CORQ: Successful completion of CCR 092 or qualifying placement scores or exemptions. 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 251

**LEGAL ASPECTS OF FIRE SERVICE**

3 CR. (3L)

PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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: : Successful completion of CCR 092 or qualifying placement scores or exemptions. 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: : Successful completion of CCR 092 or qualifying placement scores or exemptions. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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: : Successful completion of CCR 092 or qualifying placement scores or exemptions. 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 257

**FIRE DEPARTMENT ADMINISTRATION**

3 CR. (3L)

PRQ: FST 206. CORQ: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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. (1L)

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: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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 105

## **L-180 HUMAN FACTORS ON THE FIRE LANE**

0.25 CR. (0.5L)

PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. Designed for unit-level supervisors to use when delivering orientation training to new crewmembers. Presentation of the course involves a few short lecture segments, but the primary content is delivered by video and is supported with small group exercises. Topics include: situation awareness, basic communication responsibilities, attitude and stress barriers, decision-making processes, and teamwork principles.

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. (2L)

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: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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. (1L/1.5 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: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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

**S-290 INTERMEDIATE WILDLAND FIRE BEHAVIOR**

2 CR. (2L)

PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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. (1.5L)

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: : Successful completion of CCR 092 or qualifying placement scores or exemptions. Combines one day of instruction followed by a second day with students working through 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: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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. Successful completion of FRE 111, or Department Chair 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.

FRE 211  
**FRENCH LANGUAGE III: GT-AH4**  
3 CR. (3L)

PRQ: FRE 112. 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. 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: CCR 092. Examines the spatial distribution of environmental and societal phenomena in the world's regions; environmental phenomena may include topography, climate, and natural resources; societal phenomena may include patterns of population and settlement, religion, ethnicity, language, and economic development. Analyzes the characteristics that define world regions and distinguish them from each other. Examines the relationships between physical environments and human societies. Examines globalization, emphasizing the geopolitical and economic relationships between more developed and less developed regions. This course is one of the Statewide Guaranteed Transfer Courses, GT-SS2.

GEO 106  
**HUMAN GEOGRAPHY: GT-SS2**  
3 CR. (3L)

PRQ: CCR 092. Introduces students to geographic perspectives and methods in the study of human societies by examining the spatial characteristics of populations, language, religion, ethnicity, politics, and economics. Examines the relationships between physical environments and human societies. This course is one of the Statewide Guaranteed Transfer Courses, GT-SS2.

GEO 111  
**PHYSICAL GEOGRAPHY: LANDFORMS WITH LAB: GT-SCI**  
4 CR. (3L/2 LBA))

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. Introduces students to the principles of Earth's physical processes, emphasizing landforms, soils, and hydrology. Examines the formation and distribution of landforms, such as mountains, valleys, and deserts, and their shaping by fluvial and other processes. The course incorporates an integrated process of lectures, discussion, and laboratory assignments. This course is one of the Statewide Guaranteed Transfer Courses, GT-SC1.

GEO 112  
**PHYSICAL GEOGRAPHY: WEATHER AND CLIMATE WITH LAB: GT-SCI**  
4 CR. (3L/2 LBA))

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. Introduces the principles of meteorology, climatology, world vegetation patterns, and world regional climate classification. The course includes investigating the geographic factors which influence climate such as topography, location, elevation, winds, and latitude.

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 GIS**  
3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption, or Department Chair approval. Surveys the development, application and use of geographic information systems (GIS).

GIS 105  
**ARCVIEW GIS**  
3 CR. (3L)

PRQ: GIS 101 or Department Chair approval. 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 FOR GIS**  
3 CR. (3L)

PRQ: GIS 105 or Department Chair approval. 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 principles resulting in the effective map communication, qualitative messages, and quantitative information.

GIS 131  
**GLOBAL POSITIONING SYSTEMS FOR GLOBAL INFORMATION SYSTEMS**  
3 CR. (3L)

PRQ: GIS 110 or Department Chair approval. 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  
**GIS REMOTE SENSING**  
4 CR. (4L)

PRQ: GIS 131 or Department Chair approval. Introduce concepts and procedures used in remote sensing with an emphasis on integration of aerial and satellite imagery into GIS applications. Apply the science of remote sensing and imagery interpretation to understand local to global earth observation characteristics based on remotely sensed data and logical interpretation.

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 WITH LAB: GT-SC1**  
4 CR. (3L/2 LBA)

PRQ: CCR 092. CORQ: MAT 050. 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 112  
**HISTORICAL GEOLOGY: GT-SC1**  
4 CR. (3L/2 LBA)

PRQ: CCOR 092. CORQ: MAT 050. 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 WITH LAB: GT-SC1**  
4 CR. (3L/2 LBA)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption, or successful completion of MAT 050 or MAT 055 with a grade of S/C or better. 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)

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: Successful completion of any CCR course or qualifying placement score or exemption.. 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: Successful completion of GER 111, or Department Chair 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.

**GER 211**  
**GERMAN LANGUAGE III: GT-AH4**  
3 CR. (3L)

PRQ: Successful completion of GER 112, or Department Chair approval. 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: Successful completion of GER 211, or Department Chair approval. 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**  
3 CR. (3L)

PRQ: HPR 178 or Department Chair approval. Introduces the student to the health record, from inception to completion. Emphasis is on content and regulations impacting the health record in the various settings. Other areas to be discussed include the electronic health record and responsibilities of the Health Information Department. This course also examines various health care delivery systems and health care practitioners. Professional and practice-related ethical issues are discussed, as well as evaluating the consequences of a breach of healthcare ethics.

**HIT 102**  
**MEDICAL VOCABULARY FOR DOCUMENTATION**  
3 CR. (3L)

PRQ: HPR 178, CIS 110, CCR 092. Introduces medical vocabulary through the study of word structures and phrases with reinforcement in writing narratives and the study of medical records. Anatomy and physiology of all body systems are reviewed with discussion of related diseases, diagnostic procedures, treatments and drugs. Emphasis on learning to read, pronounce and interpret medical documentation prepares the student for document review in HIT fields. Illustrates the importance of HIPAA, in both physical and electronic dissemination of medical records.

**HIT 105**  
**PRINCIPLES OF HEALTHCARE REIMBURSEMENT**  
3 CR. (3L)

PRQ: BIO 106, CIS 118, HPR 178, HIT 252, or Department Chair Approval. Provides students with the knowledge needed to perform necessary tasks involved in healthcare reimbursement systems including payment methodologies, use of clinical data, and compliance.

**HIT 111**  
**HEALTH DATA MANAGEMENT AND INFORMATION SYSTEMS**  
3 CR. (3L)

PRQ: HPR 178 or Department Chair Approval. Introduces the electronic health record (EHR) components and health informatics including infrastructure, privacy, security and legal implications. Federal involvement and its impact on information technology regarding health data will be discussed. Students will study the roles and relationships, in the transformation of data into meaningful information, through research, vital statistics and epidemiology. Data quality, integrity, collection, access, and retention will also 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**

4 CR. (4L)

PRQ: CIS 118, HPR 178, or Department Chair approval. Provides hands-on experience with a computerized HIT system/electronic health record, utilizing contemporary on-line systems with simulated data. The course will include additional lecture, project work, and practice in the use of HIT systems. Students will play the role of practitioners using these systems and experience threats to security and gain an appreciation of the need for standards and high levels of usability. Students will also learn how errors can occur and ways to minimize them.

HIT 121

**NETWORKING AND HEALTH INFO**

2.5 CR. (2.5L)

PRQ: Department Chair approval. 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**

3 CR. (3L)

PRQ: CIS 118, HPR 178, or Department Chair approval. Introduces the fundamentals of healthcare workflow, process analysis, and redesign in various healthcare settings. Health information technology culture changes (IT/Clinicians) and project management, including HIT system selection, design, implementation, and support will also be covered. Electronic health record/practice management systems will be evaluated for quality and process improvement, clinical decision support, health information exchange, public health, and population health management in ambulatory and alternative care settings.

HIT 123

**CONFIGURING EHRs**

3 CR. (3L)

PDQ: CIS 118, HPR 178, CSC 119, or Department Chair approval. 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)

PRQ: Department Chair approval. 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 approval. 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)

PRQ: HPR 178, or Department Chair approval. Provides an overview of the healthcare delivery system at the national, state and local level. The course provides education, for all healthcare organizations including applicable regulations and standards, reimbursement methods, and evolution and current trends in healthcare delivery.

HIT 175

**SPECIAL TOPICS**

0-12 CR.

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

HIT 188

**HEALTH INFORMATION PRACTICUM I**

2 CR. (4 PRC)

PRQ: HIT 252, or Department Chair approval. Provides a directed clinical experience which 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 I**

3 CR. (3L)

PRQ: BIO 106, CIS 118, HPR 178, HPR 232, or Department Chair approval. CORQ: HPR 232. 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 healthcare environment. Requirements by regulatory agencies regarding quality documentation, utilization and risk management are discussed. Data collection, verification, analysis, descriptive statistics and presentation techniques will be studied. The course emphasizes the ongoing use of objective data and feedback to improve processes, systems, and patient outcomes. Analysis of documentation for various purposes is also covered.

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: BIO 106, CIS 118, HPR 178, HPR 232, or Department Chair Approval. CORQ: HPR 232. 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: BIO 106, CIS 118, HPR 178, HIT 220, HIT 241, HPR 232, or Department Chair approval. 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 261

**HEALTHCARE SOFTWARE**

3 CR. (3L)

PRQ: CIS 118, HPR 178, or Department Chair approval. 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 approval. Rapid prototyping; user-centered design and evaluation, effects of new technology and workflow on downstream processes; and unit-wide focus groups and simulations.

HIT 268

**CERTIFICATION TEST PREPARATION**

1 CR. (1L)

PRQ: Department Chair approval. Prepares students who have made the decision to obtain a national health information technology credential by completing national credentialing exams.

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: CCR 092, MAT 050. Introduces basic principles of nutrition with emphasis on personal nutrition. Satisfies nutrition requirement of students entering health care professions.

HWE 103

**COMMUNITY FIRST AID AND CPR**

1 CR. (1L)

Prepares the student for certification in CPR and Basic First Aid. Skills will include basic life support, airway obstruction, control of bleeding, shock, and patient care for the unconscious. S/U

HWE 108

**WEIGHT LOSS**

1 CR. (1.5 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**

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: Successful completion of CCR 092 or qualifying placement scores or exemptions. Studies the basic nutritional principles in clinical practice in health care. The course will cover factors which influence the nutritional status of individuals, methods of nutritional assessment and support, and diet modification for specific disease states.

HPR 112

**PHLEBOTOMY**

4 CR. (2L/3 LBV)

PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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. (2.5L/2.25 LBV)

PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. Focuses on advanced phlebotomy skills including laboratory protocols, specimen processing and point of care documentation. This course provides opportunities for the student to master learned skills.

HPR 117

**ANATOMICAL KINESIOLOGY**

3 CR. (1L/3 LBV)

PRQ: HPR 178, PTA Department Chair approval. Studies the Anatomical Bases of Human Movement.

HPR 120

**ACLS**

1 CR. (1L)

Presents the required material for ACLS completion. It will cover arrhythmias, medications, therapeutic modalities for life threatening arrhythmias, airway management, and other treatment modalities used in cardiac and respiratory arrest. S/U

HPR 121

**ACLS RECERTIFICATION**

.5 CR. (.5L)

Presents the required material for ACLS recertification. It will cover rhythm recognition, cardiac drugs, cardiac monitors, and case based scenarios. S/U

HPR 122

**ACLS INSTRUCTOR COURSE**

.5 CR. (.5L)

Presents information on how to obtain a complete health history, assessment skills of inspection, palpation, percussion, and auscultation are practiced in class. S/U

HPR 130

**PEDIATRIC ADVANCED LIFE SUPPORT**

1 CR. (1L)

Provides students the needed information and skills as required by health care agencies for pediatric emergencies. S/U

HPR 131

**PEDIATRIC ADVANCED LIFE SUPPORT RENEWAL**

.5 CR. (.5L)

Provides students with updates and skill practice to complete renewal requirements for PALS completion card. S/U

HPR 132

**PEDIATRIC ADVANCED LIFE SUPPORT INSTRUCTOR**

1 CR. (1L)

Provides the current PALS provider the information and practice needed to instruct PALS initial and renewal courses. S/U

HPR 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 180

**INTERNSHIP**

3 CR. (9 INT)

PRQ: Program Admission. 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.

HPR 190

**BASIC EKG INTERPRETATION**

2 CR. (2L)

Provides instruction for interpretation of EKG strips, anatomy and physiology of the heart, using three-lead monitoring as a guide. Twelve-lead EKG may be discussed. S/U

HPR 200

**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. S/U

HPR 208

**MEDICAL TERMINOLOGY FOR THE ELECTRONIC HEALTH PROFESSIONAL**

2 CR. (2L)

PRQ: HPR 178. Demonstrates knowledge of medical terminology with emphasis on combining complex prefixes, roots and suffixes. Course includes pathophysiology for major body systems. Course includes terms related to diagnostic tools per body systems, as well as commonly used medical abbreviations. Course applies medical terminology knowledge in interpreting the medical record.

HPR 232

**DISEASE PROCESS AND TREATMENT**

5 CR. (5L)

PRQ: BIO 106, CIS 118, HPR 178, or Department Chair approval. 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.

## 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: CCR 092. 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: CCR 092. 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)

PRQ: CCR 092. 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: CCR 092. 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 121

**U.S. HISTORY TO RECONSTRUCTION: GT-HI1**

3 CR. (3L)

PRQ: CCR 092. 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 122

**U.S. HISTORY SINCE THE CIVIL WAR: GT-HI1**

3 CR. (3L)

PRQ: CCR 092. 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 175-177

**SPECIAL TOPICS**

0-12 CR.

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

HIS 216

**HISTORY AND HOLLYWOOD: FILM AND HISTORICAL PERSPECTIVE IN MODERN AMERICA**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. 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: CCR 092. 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: GT-HI1**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. 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. This course is one of the Statewide Guaranteed Transfer Courses, GT-HI1.

HIS 246  
**HISTORY OF MEXICO**  
3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. Focuses on the major political, economic, social, and cultural developments of Mexico from Pre-Columbian times to the present. This course is one of the Statewide Guaranteed Transfer Courses, GT-HI1.

HIS 247  
**20<sup>TH</sup> CENTURY WORLD HISTORY: GT-HI1**  
3 CR. (3L)

PRQ: CCR 092. 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 100  
**HORTICULTURE SCIENCE**  
4 CR. (3L/1.5 LBV)

Introduces students to the principles of the plant science as they relate to horticulture. The course emphasizes the application of plant sciences to the propagation, improvement, culture and utilization of horticultural plants.

HLT 101  
**INTRODUCTION TO HORTICULTURE**  
4 CR. (4L)

Introduces the biology of horticultural plants, and basic horticultural practices. (60 contact hours)

\*\*HLT 160  
**GREENHOUSE MANAGEMENT**  
4 CR. (3L/1.5 LBV)

Covers greenhouse design, systems, management, and the major greenhouse crops and their cultural needs.

HLT 175  
**SPECIAL TOPICS**  
0-12 CR.

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

\*\*HLT 208  
**PESTICIDE SAFETY AND USE**  
2 CR. (1L/1.5 LBV)

Familiarizes students with the safe handling of pesticides used in horticulture and the laws and regulations that govern all facets of pesticide use in Colorado. Can be used as preparation for completing the Colorado Department of Agriculture's pesticide licensure exams.

\*\*HLT 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 275  
**SPECIAL TOPICS**  
0-12 CR.

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

## Hospitality Studies

HOS 105  
**INTRODUCTION TO MANAGEMENT IN THE HOSPITALITY INDUSTRY**  
3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. Describes the history, development, and operation of the hospitality industry including careers in the industry, management practices, accounting procedures, destinations and lodging.

\*\*HOS 110  
**INTRODUCTION TO HOSPITALITY**  
3 CR. (3L)

Introduces learners to careers and the organization and structure of the Hospitality Industry including: hotels, restaurants, non-commercial food service, travel and tourism, conventions and meetings, clubs and other food service entities. Topics include exploring career opportunities, understanding the world of Hotels and Restaurants, Food Service Organizational structures, an introduction to the Meetings Industry, and analyzing the size and scope of the Noncommercial Foods segment.

HOS 122  
**TRAVEL DESTINATIONS IN THE WESTERN HEMISPHERE**  
3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. 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  
**TRAVEL DESTINATIONS IN THE EASTERN HEMISPHERE**  
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)

PRQ: SS 70+ or successful completion of CCR 092. 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: GT-AH2**  
3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. Studies the relationships among film's stylistic systems, narrative systems and audience reception. Students view, discuss and critically analyze a variety of films which represent a variety of genres and themes. The course incorporates the vocabulary of stylistic systems (for instance, cinematography and editing) and narrative systems (for instance, story structure and character motivation) as both relate to the kinds of meanings a film conveys. This course is one of the Statewide Guaranteed Transfer Courses, GT-AH2.

HUM 110  
**INTRODUCTION TO THE FINE ARTS**  
3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption, CORQ CCR 092. Introduces the basic elements and principles of the fine arts (art, music and theater).

HUM 115  
**WORLD MYTHOLOGY: GT-AH2**  
3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. Introduces students to a multidisciplinary approach to world mythology. Common themes are illustrated and connected to religion, philosophy, art, literature, music, and contemporary culture. In addition, students will study various ways of interpreting myth. This course is one of the Statewide Guaranteed Transfer Courses, GT-AH2.

HUM 117  
**CRITICAL THINKING**  
3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. 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 CIVILIZATION: GT-AH2**  
3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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 IN THE HUMANITIES**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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: FROM TRADITIONAL TO EXPERIMENTAL**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. Explores documentary film 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.

## \*\*Industrial Maintenance Technology

\*\*IMA 120

**PUMP, SEALS, ROTATING EQUIPMENT**

3 CR. (2L/1.5 LBV)

Explains the theory and operation of various types of pumps and compressors in common use in the process and energy supply industries. Mechanical power transmission systems including direct coupling and v-belt drives are studied. The principles involved in the operation of centrifugal and positive displacement pumps and compressors will be discussed, along with the function of various components in pumps and compressors, disassembly and reassembly of pumps, compressors and mechanical drives, and troubleshooting pumps and compressors.

\*\*IMA 160

**BASIC FLUID POWER**

3 CR. (2L/1.5 LBV)

Provide an understanding of the fundamentals of fluid power, hydraulic transmission of force and energy, operation at the suction side of the pump, petroleum based hydraulic fluids, fire resistant hydraulic fluids, flow rates and velocity, properties of hydraulic fluids, and the function and construction of basic elements of a hydraulic or fluid power system. The course will cover hydraulic symbols and prints used in industry.

# Italian

ITA 101

## **CONVERSATIONAL ITALIAN I**

3 CR. (3L)

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: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of ITA 111, or Department Chair 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: Successful completion of ITA 112, or Department Chair 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: Successful completion of ITA 211, or Department Chair approval. Continues Italian Language I, II and III 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 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. (6 STA)

PRQ: Successful completion of ART 133, or Department Chair approval. Introduces basic stone setting procedures and techniques.

JRD 103

## **STONE SETTING II**

3 CR. (6 STA)

PRQ: Successful completion of ART 133 or Department Chair approval. 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: Successful completion of ART 133, or Department Chair approval. Introduces the student to hand fabrication techniques used in a jewelry and metalsmithing shop.

JRD 112

## **JEWELRY SHOP II**

3 CR. (6 STA)

PRQ: Successful completion of ART 133 or Department Chair approval. 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: Successful completion of ART 133, or Department Chair approval. Introduces custom jewelry design procedures and techniques.

JRD 216

## **JEWELRY DESIGN II**

3 CR. (6 STA)

PRQ: Successful completion of ART 133 or Department Chair approval. Emphasizes advanced jewelry design techniques and practices as they relate to artistic and custom projects.

JRD 218

## **JEWELRY PRESENTATION AND PHOTOGRAPHY**

2 CR. (2L)

PRQ: Department Chair approval. Focuses on basic presentation techniques, display design, and photography procedures for jewelry work.

JRD 221

## **JEWELRY PORTFOLIO**

1 CR. (1L)

PRQ: Department Chair approval. 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)

PRQ: Department Chair approval. Places the jewelry student in a repair shop for actual repair experience.

## Journalism

JOU 105  
**INTRODUCTION TO MASS MEDIA: GT SS3**  
3 CR. (3L)

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  
**MEDIA NEWS AND 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: Successful completion of any CCR course or qualifying placement score or exemption, 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.

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

## Library Technician

LTN 101  
**INTRODUCTION TO LIBRARY SERVICES**  
3 CR. (3L)  
PRQ: Successful completion of BTE 100, BTE 102, or BTE 203, or equivalent; and successful completion of CIS 110 or equivalent assessment score. 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)  
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: CCR 092 or CCR 093 or Placement into ENG 121 or CORQ: CCR 094. 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: Successful completion of BTE 100, BTE 102, or BTE 103, or equivalent, 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: Successful completion of 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: CCR 092. CORQ: ENG 121, CCR 094. 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: Successful completion of any CCR course or qualifying placement score or exemption. CORQ: CCR 094. 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: Successful completion of any CCR course or qualifying placement score or exemption/ CORQ: CCR 094. 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 127  
**STUDY OF THE NOVEL**  
3 CR. (3L)  
PRQ: Successful completion of any CCR course or qualifying placement score or exemption. CORQ: CCR 094. Focuses on careful reading and interpretation of selected novels representing types and periods of literature. Students will examine formal as well as thematic elements of longer fiction. Critical thinking, discussion, and writing about novels 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: CCR 092. CORQ: ENG 121, CCR 094. 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: CCR 092. CORQ: ENG 121, CCR 094. 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: Successful completion of any CCR course or qualifying placement score or exemption. CORQ: CCR 094. 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: CCR 092. CORQ: ENG 121, CCR 094. 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: CCR 092. CORQ: ENG 121, CCR 094. 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: Successful completion of any CCR course or qualifying placement score or exemption. CORQ: CCR 094. 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: GT-AH2**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. CORQ: CCR 094. Examines the techniques and themes in literature by and about women by examining women's issues from various genres. This course is one of the Statewide Guaranteed Transfer Courses, GT-AH2.

LIT 255

**CHILDREN'S LITERATURE**

3 CR. (3L)

PRQ: CCR 092. CORQ: ENG 121, CCR 094. 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 257

**LITERATURE AND FILM**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. CORQ: CCR 094. Examines the relationship between literature and motion pictures, emphasizing the technique and interpretive function of filmmakers.

LIT 269

**POPULAR LITERATURE AND CULTURE**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. CORQ: CCR 094. Explores special interests in literature, such as Detective Fiction and Science Fiction.

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

**PRINT READING FOR MACHINISTS**

3 CR. (3L)

Instructs students in reading and understanding industrial prints. This course covers basic drafting and print standards, fundamentals of shape description, fundamentals of size description and annotation, industrial drawing types, and specialized parts and prints. Symbol interpretation, Tolerancing and dimensioning standards are also covered.



MAC 105

**INTRODUCTION TO MACHINING TECHNOLOGY**

4 CR. (1.5L/3.75 LBV)

Introduces the student to the changing era of machining technology, emphasizing terminology, referencing and applications related to manufacturing environments. The fundamental use of bench tools, layout procedures, materials, precision measuring tools, machining processes, drilling and cut-off machines and other machining/manufacturing processes will be stressed. Skill competencies and standards will be identified. Use of the Machinery's Handbook will be strictly required and particular competencies may require performance evaluations.

MAC 130

**CONVENTIONAL LATHE OPERATIONS**

4 CR. (1.5L/3.75 LBV)

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 be 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: Successful completion of any CCR course or qualifying placement score or exemption, 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. (1L/3 LBV)

PRQ: MAC 201. 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: Successful completion of any CCR course or qualifying placement score or exemption, or Instructor approval. Provides transitional information between conventional machining applications and the typical applications found in Computer Numerical Control Machining. Topics may consist of Numerical Control Systems, The Cartesian Coordinate System, High Efficiency Tooling Applications, Objectives of Numerical Control, Calculating Speed and Feed Rates, Defining and Calculating Tool Motion, Fixturing Requirements, Basic Program Structure, Programming Codes, and Basic Conversational Programming. Operations of NC machines will be required.

MAC 206

**CNC MILLING OPERATIONS II**

3 CR. (1L/3 LBV)

Exposes the student to the principle operations of both vertical and horizontal CNC milling machines via lecture instruction methods, multi-media instruction methods, and manufacturing hands-on methods. The student will be exposed to the basic CNC machining center, principle operations, manual controls, programming methods, tool-offsets, G54-G59 work offsets, cutter radius compensation and tool selection methods. General operator skills and basic setup skills will be stressed.

MAC 240  
**CAD/CAM 2D**  
3 CR. (3L)

PRQ: CIS 110, equivalent assessment test score, or Instructor approval. Provides the student with the essential concepts and techniques that are required to successfully create part geometry, generate tool path, verify tool path models, and post process the NC codes. The student will be exposed to a 2-axis machining, 3-axis machining wire frame and surface modeling, lathe programming, and DNC systems. Programming projects and models will be demonstrated in the CNC manufacturing lab.

MAC 241  
**CAD CAM 2D LAB**  
3 CR. (1L/3 LBV)

Requires students to produce a variety of lab exercises on robotic machinery in conjunction with MAC 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 MAC 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 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: Successful completion of any CCR course or qualifying placement score or exemption, 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 126  
**TOTAL QUALITY MANAGEMENT**

3 CR. (3L)

Covers the rationale for, method of implementing and key characteristics of TQM. Topics include developing a vision of a quality culture, strategic planning for implementation, customer focus, supplier relationships, benchmarking, continuous improvement, employee empowerment, and teamwork. Through case studies students learn to apply TQM in manufacturing and service environments.

MAN 128  
**HUMAN RELATIONS IN ORGANIZATIONS**

3 CR. (3L)

PRQ: CIS 110, successful completion of any CCR course or qualifying placement score or exemption, 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**

2 CR. (3L)

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, successful completion of any CCR course or qualifying placement score or exemption, 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, successful completion of any CCR course or qualifying placement score or exemption, or MAT 107, 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. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. 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, successful completion of any CCR course or qualifying placement score or exemption, or MAT 107, 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, successful completion of any CCR course or qualifying placement score or exemption, 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 240  
**PRINCIPALS OF CT IMAGING**  
3 CR. (3L)

PRQ: Registered with the American Registry of Radiologic Technologists. Exploration of the history, physical principles and instrumentation involved in Computed Tomography (CT). CT image creation, processing and display will be examined from data acquisition through post-processing and archiving. Patient factors and other related elements affecting image quality will be explained, as well artifact production and reduction. Radiation protection practices and quality control will also be explored.

MAN 241  
**PROJECT MANAGEMENT IN ORGANIZATIONS**  
3 CR. (2L/1.5 LBV)

PRQ: CIS 110, successful completion of any CCR course or qualifying placement score or exemption, or MAT 107, 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, successful completion of any CCR course or qualifying placement score or exemption, 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 105  
**SAFETY MANUFACTURING ENVIRONMENT**  
1CR. (1L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. Introduces federal and state regulations, industrial practices, and accident investigation techniques. This course 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. This course also serves as the prerequisite for all Advanced Technology Center programs.

MTE 106  
**PRINT READING MANUFACTURING**  
3CR. (1L/3LBV)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. Instructs students in reading and understanding industrial prints. This course covers basic drafting and print standards, fundamentals of shape description, fundamentals of size description and annotation, industrial drawing types, and specialized parts and prints. Symbol interpretation, tolerancing and dimensioning standards are also covered.

MTE 110  
**APPLIED COMMUNICATION AND TEAMWORK IN INDUSTRY**  
3CR. (3L)

Provides the student with an in-depth focus on the fundamental concepts and approaches required by industry to establish strong comprehensive and recognized skills in the areas of critical thinking, emotional intelligence, team dynamics, leadership roles, conflict resolution and results oriented communication skills. This course is taught from a contextualized format.

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 238  
**FLUID POWER CONTROL**  
3 CR. (1L/3LBV)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. 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.

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 247

**STRENGTH OF MATERIALS**

3 CR. (3L)

PRQ: EGG 271. Serves as an extension of Statics and includes the study of mechanical properties of materials and their limitations in engineering design by the study of stresses, strains, torsion forces, shear forces, and deflections placed upon these materials.

MTE 275-276

**SPECIAL TOPICS**

0-12 CR.

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

MTE 289

**MANUFACTURING CAPSTONE**

3 CR. (3L)

PRQ: Instructor's approval 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: Successful completion of any CCR course or qualifying placement score or exemption, 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, Successful completion of any CCR course or qualifying placement score or exemption, 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, Successful completion of any CCR course or qualifying placement score or exemption, 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, Successful completion of any CCR course or qualifying placement score or exemption, 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, Successful completion of any CCR course or qualifying placement score or exemption, 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.

## \*\*Masonry Arts

\*\*MAA 113

**MASONRY I**

4 CR. (1L/4.5LBV)

Introduces students to the masonry trade. Covers the history of the trade, safety, tools and equipment, masonry math, mortar joints and applications, and brick materials layout. The ability to lift 80 pounds and climb a 25-foot ladder is required.

\*\*MAA 123

**MASONRY II**

4 CR. (1L/4.5LBV)

Introduces students to the masonry trade. Covers the history of the trade, safety, tools and equipment, masonry math, mortar joints and applications, and brick materials layout. The ability to lift 80 pounds and climb a 25-foot ladder is required.

\*\*MAA 143

**MASONRY IV**

4 CR. (1L/4.5LBV)

Covers materials handling and storage, advanced laying techniques, control joints, corners and poles, flashing and lintels, elevated masonry, commercial and residential drawings, all-weather masonry, wall insulation, openings, columns, sample panels and prisms. Evaluation ends the second year of Masonry.

\*\*MAA 153

**MASONRY V**

4 CR. (1L/4.5LBV)

Covers safety panels and prisms, brick creativity, stone work, residential masonry, glass block, acid brick and refractories, structured glazed tile, repair and restoration, panel construction, welding and brick paving.

## Massage Therapy

MST 105

**LIFESTYLE WELLNESS**

2 CR. (1L/1.5 LBV)

PRQ: Successful completion of CCR 092 or qualifying placement scores or exemptions. 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 106

**A & P FOR MASSAGE THERAPY**

4 CR. (3L/1.5 LBV)

PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. Provides a general knowledge of the anatomy and physiology of the body systems with focus on the anatomy and physiology of the muscular and skeletal systems. This course is designed specifically for individuals specializing in massage therapy.

MST 110

**ETHICS FOR MASSAGE THERAPY**

1CR. (1L)

PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. Focuses on the ethical issues associated with the practice 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: HPR 178, HHP 224. 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 MESSAGE**

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: Program Admittance or Department Chair approval. Provides students with an experiential learning opportunity.

MST 184

**CLINICAL MASSAGE**

2 CR. (4 CLI)

PRQ: HHP 270, MST 111. 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: Admission to Massage Therapy or Department Chair Approval. 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**

4 CR. (8 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 113. Demonstrates the culmination of learning within a given program of study.

HHP 108

**AROMATHERAPY**

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

PRQ: Successful completion of CCR 092 or qualifying placement scores or exemptions. Provides an introductory level of information about the historical origins, safety precautions, as well as various applications and uses of essential oils to reduce stress, aid in relaxation and benefit health. Students receive a starter kit, learn about the various types and properties of common essential oils/remedies, how to safely use for self and with others as a supplement to other holistic treatment modalities.

HHP 130

**REIKI LEVEL ONE**

1 CR. (1L)

PRQ: Successful completion of CCR 092 or qualifying placement scores or exemptions. 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 166

**INTRODUCTION TO REFLEXOLOGY**

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

PRQ: Successful completion of CCR 092 or qualifying placement scores or exemptions. Teaches the student foot anatomy, basic hand stroke and foot reflex points.

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: 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 ManikenO 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. Program Chair approval. 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 attunement 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: HPR 178, HHP 224. Continues to build upon the principles that are expected to be understood by students in the holistic 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: HPR 178, MST program admittance or PTA Department Chair approval. Studies the Anatomical Bases of Human Movement.

## Math

MAT 025

**ALGEBRAIC LITERACY LAB**

1 CR. (2LBA)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. CORQ: MAT 055. Supports skill development for students registered in MAT 055 Algebraic Literacy. Topics covered in this course include those defined in MAT 055 and/or any pre-requisite skills needed by the student. For students with Accuplacer score EA 45-59, this course is a required co-requisite with MAT 055 Algebraic Literacy.

MAT 050

**QUANTITATIVE LITERACY**

4 CR. (4L)

PRQ: Refer to Page 47. Develops number sense and critical thinking strategies, introduce algebraic thinking, and connect mathematics to real world applications. Topics in the course include ratios, proportions, percents, measurement, linear relationships, properties of exponents, polynomials, factoring, and math learning strategies. This course prepares students for Math for Liberal Arts, Statistics, Integrated Math, and college level career math courses.

MAT 055

**ALGEBRAIC LITERACY**

4 CR. (4L)

PRQ: Refer to Page 47. Develops algebraic skills necessary for manipulating expressions and solving equations. Topics in the course include radicals, complex numbers, polynomials, factoring, rational expressions, quadratic equations, absolute value equations and inequalities, systems of linear equations, related applications, and math learning strategies. This course prepares students for College Algebra and Finite Math.

MAT 075-077  
**SPECIAL TOPICS**  
0-12 CR.

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

MAT 091  
**APPLIED QUANTITATIVE LAB**  
1 CR. (2LBA)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. CORQ: MAT 103, MAT 107, MAT 108, or MAT 112. Supports skill development for students registered in MAT 103, MAT 107, MAT 108, MAT 109, or MAT 112. Topics covered in the course include those defined in MAT 103/107/108/109/112 and/or any pre-requisite skills needed by the student. Students with Accuplacer scores EA 30-59 or AR 40+, who are advised into MAT 103/107/108/109/112, are required to co-enroll in this course.

MAT 092  
**QUANT LAB**  
1 CR. (2LBA)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. CORQ: MAT 120, MAT 135, MAT 155, or MAT 156. Supports skill development for students registered in MAT 120, MAT 135, MAT 155, or MAT 156. Topics covered in this course include those defined in MAT 120/135/155/156 and/or any pre-requisite skills needed by the student. Students with Accuplacer scores EA 80-84, who are advised into MAT 120, MAT 135, MAT 155, or MAT 156, are required to co-enroll in this course.

MAT 093  
**ALGEBRA LAB**  
1 CR. (2LBA)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. CORQ: MAT 121. Supports skill development for students registered in MAT 121 or MAT 123. Topics covered in this course include those defined in MAT 121/123 and/or any pre-requisite skills needed by the student. Students with Accuplacer scores EA 80-84, who are advised into MAT 121/123, are required to co-enroll in this course.

MAT 101  
**ENHANCED MATHEMATICS SUPPORT**  
1 CR. (2 LBA)

CORQ: MAT 050. 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 050. 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: MAT 050. 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 any CCR course or qualifying placement score or exemption, or successful completion of MAT 050 with a grade of S/C or better. 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 at an introductory level and the emphasis is on applications.

MAT 112  
**FINANCIAL MATHEMATICS**  
3 CR. (3L)

PRQ: MAT 050. 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 any CCR course or qualifying placement score or exemption, or successful completion of MAT 050 with a grade of S/C or better. 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: MAT 055. Explores topics including 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: MAT 121. 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. This course 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: MAT 050. Explores and applies 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: MAT 050. Engages students in the concepts of school mathematics, including 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: MAT 155. Furthers MAT 155 concepts and 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: MAT 122. Introduces single variable calculus and analytic geometry. It includes limits, continuity, derivatives, and applications of derivatives as well as indefinite and definite integrals and some applications. This course is one of the Statewide Guaranteed Transfer Courses, GT-MA1.

MAT 202

**CALCULUS II: GT-MA1**

5 CR. (5L)

PRQ: MAT 201. Continues the study of single variable calculus which will include techniques of integration, polar coordinates, analytic geometry, improper integrals, and infinite series. This course is one of the Statewide Guaranteed Transfer Courses, GT-MA1.

MAT 203

**CALCULUS III: GT-MA1**

4 CR. (4L)

PRQ: MAT 202. Focuses 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 204

**CALCULUS III WITH ENGINEERING APPLICATIONS: GT-MA1**

5 CR. (5L)

PRQ: Successful completion of MAT 202 with a grade of C or better. Focuses on the competencies established in MAT 203 Calculus III with an additional emphasis on word problems and problem solving. This is the third course in the three-course calculus sequence. This course will additionally contain a thorough examination of multiple integration. This will include double and triple integrals, line integrals, Stokes' and Green's Theorems, and their applications. A graphing calculator is required for this course. This course is one of the Statewide Guaranteed Transfer Courses, GT-MA1.

MAT 255

**LINEAR ALGEBRA**

3 CR. (3L)

PRQ: Successful completion of MAT 201 with a grade of C or better. Explores vector spaces, matrices, linear transformations, matrix representation, eigenvalues, and eigenvectors.

MAT 261

**DIFFERENTIAL EQUATIONS WITH ENGINEERING APPLICATIONS: GT-MA1**

4 CR. (4L)

PRQ: Successful completion of MAT 202 with a grade of C or better. This course introduces ordinary differential equations. The content of this course includes all the topics of MAT 265 Differential Equations with an additional emphasis on applications and problem solving. A graphing calculator is required for this course. 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 118 and Department Chair approval. Introduces the administrative duties specifically used in medical offices.

MOT 120

**MEDICAL OFFICE FINANCIAL MANAGEMENT**

3 CR. (3L)

PRQ: CIS 118 and Department Chair approval. 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)

PRQ: Department Chair approval. 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. (1L/1.5 LBV)

PRQ: BIO 106 and Department Chair approval. 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)

PRQ: Department Chair approval. 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)

PRQ: Department Chair approval. 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 and Department Chair approval. 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. (9 INT)

PRQ: Program Coordinator approval. 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: Program Coordinator approval. 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)

PRQ: Department Chair approval. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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 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)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption, or Department Chair approval. Explores the pivotal events and achievements that have led to the current state of graphic communication. Through lectures, slides, videos, class discussions and research; students discover the creative thinkers, innovations and breakthrough technologies that have shaped the evolution of visual communication, advertising and industrial design today.

MGD 111

**ADOBE PHOTOSHOP I**

3 CR. (4.5 LBV)

Concentrates on the high-end capabilities of Adobe Photoshop 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. Course competencies and outline follow those set out by the Adobe Certified Associate exam in Visual Communication Using Adobe Photoshop.

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. (4.5 LBV)

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 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 133

**GRAPHIC DESIGN I**

3 CR. (4.5 LBV)

PRQ: MGD 105 and MGD 111 or MGD 114, 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 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)

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: 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: MGD 133 concurrently, or MGD 105, MGD 112. Introduces the theories and principles that apply to three-dimensional design graphics for packaging and display; various dimensional marketing solutions to create dynamic visual effects concepts will be developed. Work layout stages and mock-ups will utilize various methods of cutting, folding, and assembly to explore the design concepts and their visual effects.

MGD 207

**ILLUSTRATION I**

3 CR. (4.5 LBV)

PRQ: Department Chair approval. 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/3 LBV)

PRQ: MGD 111 or Instructor approval. 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 approval. 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: MGD 133. Continues instruction in idea development for advanced graphic design.

MGD 241

**WEB DESIGN II**

3 CR. (4.5 LBV)

PRQ: CIS 110 or equivalent assessment test score, MGD 141, or instructor approval. Expands on previously learned fundamentals of HTML introducing cascading style sheets, DHTML, JavaScripts and CGI forms. Color usage and interface design principles are emphasized in this course. In this course we'll examine Web sites that employ more complex structures, optimal site architecture and navigation necessary for larger and more complex sites.

MGD 243

**WEB MOTION GRAPHIC DESIGN II**

3 CR. (1L/3 LBV)

PRQ: MGD 143. Stresses the complex creation of 2D animated motion graphics concentrating on the prior skills learned and the use of scripting and behaviors. Students will create motion graphics using these skills and apply them to web sites. Web site justification of motion graphics will be stressed, appraised and weighed.

MGD 256

**GRAPHIC DESIGN PRODUCTION**

3 CR. (4.5 LBV)

PRQ: Department Chair approval. 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 264

**DIGITAL VIDEO EDITING II**

3 CR. (1L/3 LBV)

PRQ: MGD 164 or Instructor's approval. 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 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: Department Chair 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**

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.

MGD 289

**CAPSTONE**

3 CR. (9 INT)

PRQ: Department Chair approval. A demonstrated culmination of learning within a given program of study.

## Music

MUS 100

**MUSIC THEORY FUNDAMENTALS I**

3 CR. (3L)

PRQ: Basic Non-Transfer Class. Introduces the basics of music theory. Course designed to help the beginning music student, or those students with limited background in music theory, study the basic elements of music. Topics include notation, rhythm, scales, key signatures, intervals, chords, beginning level melodic and rhythm dictation, ear-training and sight singing skills.

MUS 101

**MUSIC THEORY FUNDAMENTALS II**

3 CR. (3L)

PRQ: Successful completion of MUS 100, or Department Chair approval. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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. This course is one of the Statewide Guaranteed Transfer Courses, GT-AH1.

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 132  
**MUSIC CLASS II**  
2 CR. (5 STM)

Applies the fundamentals of music to the voice or specific musical instruments. The course also introduces basic techniques, repertoire, and sight-reading. First year, second term.

MUS 141  
**PRIVATE INSTRUCTION (SPECIFY)**  
1 CR. (1-2 PRI)

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 CR. (1-2 PRI)

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 CR. (1-2 PRI)

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 CR. (1-2 PRI)

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 approval. 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. Facilitates the transition into the role of the practical nurse with emphasis on distinguishing the defined practical nurse scope of practice related to clinical practice, communication, nursing process, ethical/legal issues, and leadership skills. The student practices in the role of the practical nurse in the associated clinical experience.

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. Facilitates transition of the LPN to new roles and responsibilities of the ADN, the nursing process, critical thinking, legal and ethical issues in nursing practice, and the nursing care of childbearing families and pediatric clients. Application of knowledge and skills occurs in the laboratory and maternal/child and pediatric clinical settings.

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: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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 102

**CERTIFICATION EXAM PREP**

.5 CR. (.5 L)

PRQ: NUA 101, NUA 170, NUA 171. Helps prepare the student for the state certification exam through mock testing.

NUA 170

**NURSE AID CLINICAL EXPERIENCE**

1 CR. (1.5 CLI)

PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. Applies knowledge and skill gained in NUA 101 to patient care.

NUA 171

**ADVANCED NURSE AIDE CLINICAL**

1 CR. (1.5 CLI)

PRQ: Successful completion of CCR 092 and MAT 050 or qualifying placement scores or exemptions. 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**

0-12 CR.

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



# Occupational Safety Technician

\*\*OSH 127

## **10-HR CONSTRUCTION INDUSTRY STANDARDS**

1 CR. (1L)

Provides a 10-Hour OSHA certification course for the construction industry and participants will review the current OSHA standards contained in 29 CFR 1926. Participants that complete the course will receive a certificate of completion from the United States Department of Labor, Occupational Safety and Health Administration. The course is taught by instructors certified by the Occupational Safety and Health Administration.

\*\*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)

Explores career options in Occupational Therapy through discussion, observation and participation. Identifies the need for areas of occupation and the differences between health, illness, and wellness. Describes the history and philosophy of Occupational Therapy, and the roles, responsibilities and relationships between other health care professionals. Discusses ethical and legal implications of health care, and explore basic sociological issues.

OTA 105

## **OCCUPATIONAL DISRUPTION AND ACTIVITY ANALYSIS**

3 CR. (1L/3 LBV)

PRQ: Admission into the OTA program. Explores the diseases and aspects of health and wellness common to occupational therapy intervention and occupational disruption and gains insight to various treatment methods and techniques as well as applying activity/task analysis.

OTA 106

## **BASIC OCCUPATIONAL THERAPY FRAMES OF REFERENCE AND DOCUMENTATION**

2 CR. (2L)

PRQ: Admission into the OTA program. Develops the ability to identify the types of occupational therapy documentation and practice basic documentation skills. Identifies models of practice, frames of reference, and occupational therapy theories, founders, underlying assumptions of the theories, and implications to occupational therapy practice and treatment interventions.

OTA 121

## **ASSESSING MOVEMENT THROUGH OCCUPATION**

4 CR. (2L/3 LBV)

PRQ: OTA 105, BIO 106. Provides communication strategies with clients and caregivers in an inter-professional setting. Students will demonstrate an understanding of how performance skills affect occupation and how assessments such as muscle movement, body mechanics, transfers, range of motion and manual muscle testing will influence rehabilitation.

OTA 122

## **ORIGINS OF OCCUPATION AND PERFORMANCE FROM THE NEONATE TO ADULTHOOD**

2 CR. (2L)

PRQ: Admission into the OTA program. Explores the impact and influences of environment, community, and various contexts of the client, focusing on a dynamic and ever changing occupational status through the influences of areas of occupation, contexts, performance patterns, client factors, performance skills, and activity demands from neonate through middle age development.

OTA 125

## **BASIC OCCUPATIONAL THERAPY APPLICATION TO MENTAL HEALTH**

4 CR. (3L/1.5 LBV)

PRQ: OTA 106, PSY 101. Identifies commonly seen signs and symptoms of mental illness that affect health and wellness and learn methods of screening and various occupational therapy techniques for the assessment and treatment of occupational disruption within a variety of contexts. A Level I Fieldwork experience is integrated within this course.

OTA 131

## **GERIATRIC CONCERNS, DISEASES AND TREATMENT TECHNIQUES**

3 CR. (2L/1.5 LBV)

PRQ: OTA 105 and OTA 106. Explores aging trends and the impact of context and environmental influences on the older individual, focusing on an ever changing occupational status through the influences of client factors, activity demands, and performance skills and patterns. Identify geriatric diseases and conditions common to occupational therapy and discuss strategies and methods of intervention.

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, aspects of health and wellness, evaluation/assessment techniques, and methods for treatment for the geriatric population from diverse backgrounds in an inter-professional setting. Students will demonstrate universal precautions and safety standards in a variety of situations.

OTA 182

## **PHYSICAL DISABILITIES LEVEL I FIELDWORK EXPERIENCE**

1 CR. (1.5 LBV)

PRQ: OTA 218. Identify and provide practical experience with commonly seen disabilities, aspects of health and wellness, evaluation/assessment techniques, and methods of treatment intervention for conditions affecting adult clients from diverse backgrounds in collaboration with intra-professional and inter-professional team members.

OTA 183

**PEDIATRIC LEVEL I FIELDWORK EXPERIENCE**

1 CR. (1.5 LBV)

CORQ: OTA 221. Provides the student with the practical experience necessary to identify commonly seen disabilities, aspects of health and wellness, evaluation/assessment techniques, and methods of treatment for the pediatric population from diverse backgrounds in collaboration with intra-professional and inter-professional team members.

OTA 216

**PHYSICAL DISABILITIES NEURO-RETRAINING**

3 CR. (2L/1.5 LBV)

PRQ: OTA 121. Provides skills necessary to utilize the occupational therapy treatment planning process, including: age appropriate assessments, treatment interventions and discharge planning within a client-centered and inter-professional context.

OTA 217

**OCCUPATIONAL THERAPY REHABILITATION TECHNIQUES**

2 CR. (3 LBV)

PRQ: OTA 121, OTA 105. Examines and demonstrates various treatment interventions and techniques based on aspects of health and wellness and physical/cognitive/psychosocial occupational disruption. The course focuses on adaptive equipment, assistive devices, areas of occupation, and specialized physical disability assessments.

OTA 218

**OCCUPATIONAL THERAPY APPLICATION TO ADULT PHYSICAL DISABILITIES**

3 CR. (1L/3 LBV)

PRQ: OTA 121. Provides students with the ability to identify commonly seen medical and orthopedic diseases and disabilities, aspects of health and wellness, and areas of occupational disruption. Students will learn treatment interventions within appropriate frames of reference through a variety of methodologies and will explore aspects of intervention including, but not limited to: splinting, transfers, positioning, and communication techniques.

OTA 221

**PEDIATRIC CONCERNS, DISEASES, DISABILITIES, AND TREATMENT**

3 CR. (2L/1.5 LBV)

PRQ: OTA 121 and OTA 122. Explains the impact of environment, culture, and community on the child. Focuses on an ever-changing occupational status through the influences of performance skills. Provides the skills necessary to identify commonly seen diseases and disabilities and treatment techniques used in pediatrics to promote health and wellness. Identifies occupational therapy evaluation/assessment techniques and methods of intervention within the context and environment of health care and the community.

OTA 235

**PROFESSIONAL MANAGEMENT FOR THE OTA**

2 CR. (2L)

PRQ: Admission into the OTA program. Provides the student with the basic management skills needed as an occupational therapy assistant as well as provides an understanding of effective job seeking skills, the role of the OTA in research, professional responsibilities, and lifelong 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

**OTA SEMINAR**

1 CR. (1.5 LBV)

PRQ: OTA 280 or OTA 281. Provides the opportunity for discussion of Level II experiences and how to apply logical thinking, critical analysis and clinical reasoning strategies to future scenarios. Students will have discussions on continuing lifelong learning opportunities and professional responsibilities.

OTA 280

**FIELDWORK IN OCCUPATIONAL THERAPY I**

7 CR. (21 INT)

PRQ: All OTA courses except OTA 278 and OTA 281. Provides an 8 week, full-time, (or an equal amount of hours completed through part-time rotation), supervised fieldwork to develop professional behaviors consistent with the professions' standards and ethics and apply previously learned academic knowledge as an occupational therapy team member. Students will gain experience in the application of occupational therapy treatment process from admission to discharge for clients from a variety of socio-cultural backgrounds and age levels in the practice area of physical disabilities to promote health and wellness.

OTA 281

**FIELDWORK IN OCCUPATIONAL THERAPY II**

7 CR. (21 INT)

PRQ: All OTA courses except OTA 278 and OTA 280. Provides an 8 week, full-time, (or an equal amount of hours completed through part-time rotation), supervised fieldwork to develop professional behaviors consistent with the professions' standards and ethics and apply previously learned academic knowledge as an occupational therapy team member. Students will gain experience in the application of occupational therapy treatment process from admission to discharge for clients from a variety of socio-cultural backgrounds and age levels in the practice area of behavioral/mental health, sensorimotor, and/or developmental disabilities as well as promoting health and wellness.

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.

## Outdoor Studies

OUT 112

**MOUNTAIN ORIENTATION**

2 CR. (4 LBA)

A concentrated field experience in the Colorado mountain environment is provided in this course. Emphasis is on backpacking skills, safety procedures, ecology, geology, geography and group dynamics.

# Paralegal

## PAR 115 INTRODUCTION TO LAW 3 CR. (3L)

PRQ: All developmental (sub-100 level) English/reading courses completed, or approval of Department Chair and Instructor. CORQ: ENG 121 or approval of Department Chair or Instructor. Provides an understanding of the role of paralegals, issues facing paralegals, the working of the legal system, and ethical questions. Legal terminology and an overview of the substantive areas of law will be discussed.

## PAR 116 TORTS 3 CR. (3L)

PRQ: ENG 121 and PAR 115 or approval of Department Chair and Instructor. Focuses on tort law, including negligence, intentional torts, and strict liability, with an emphasis on personal injury litigation.

## PAR 117 FAMILY LAW 3 CR. (3L)

PRQ: ENG 121 or approval of Department Chair and Instructor. CORQ: PAR 115 or approval of Department Chair and Instructor. Emphasizes domestic law, common property, dissolutions, adoptions, legal separation, and other family law issues.

## PAR 118 CONTRACTS 3 CR. (3L)

PRQ: ENG 121, PAR 115, or approval of Department Chair and Instructor. Examines the basic principles of contract law.

## PAR 125 PROPERTY LAW 3 CR. (3L)

PRQ: ENG 121, PAR 115, or approval of Department Chair and Instructor. Focuses on real estate law, ownership, sale, leasing, financing and government regulation of land.

## PAR 201 CIVIL LITIGATION 3 CR. (3L)

PRQ: ENG 122, PAR 115, or approval of Department Chair and Instructor. Focuses on an intensive study of the legal process including the Federal and Colorado Rules of Civil Procedure.

## PAR 208 PROBATE AND ESTATES 3 CR. (3L)

PRQ: ENG 122, PAR 115, or approval of Department Chair and Instructor. Provides an understanding of the creation and administration of an estate, including wills and trusts and the probate process.

## PAR 211 LEGAL RESEARCH 3 CR. (3L)

PRQ: ENG 121, PAR 115, or approval of Department Chair and Instructor. Introduces the student to basic legal research tools, including statutes, digests, case law, citations, encyclopedias, dictionaries, and online data bases.

## PAR 212 LEGAL WRITING 3 CR. (3L)

PRQ: PAR 211 PAR 115, ENG 122 or approval of Department Chair and Instructor. Enables the student to practice the content and conventions of legal writing.

## PAR 280 INTERNSHIP 3 CR. (9 INT)

PRQ: Successful completion (C or Higher) of at least 75% of Par-Prefixed courses or approval of Department Chair and 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.

# Pharmacy Technician

## PHT 111 ORIENTATION TO PHARMACY

PRQ: Admissions into the Pharmacy program. Orients students to the work of pharmacy technicians and the context in which a technician's work is performed. Students learn the concept of pharmaceutical care and the technician's general role in its delivery. The development of new drug products is discussed as well as a variety of issues that touch on attitudes, value and beliefs of success for pharmacy technicians. Students gain an appreciation for the value of obtaining technician certification, and the benefits of technicians' active involvement in local, state, and national pharmacy organizations.

## 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.

**PHT 280  
INTERNSHIP**

3 CR. (6 INT)

PRQ: PHT 105. 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.

## Philosophy

**PHI 111  
INTRODUCTION TO PHILOSOPHY: GT-AH3**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of any CCR course or qualifying placement score or exemption.. 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: Successful completion of any CCR course or qualifying placement score or exemption. Introduces students to the major world religions from both the Eastern and Western world such as Hinduism, Buddhism, Confucianism, Taoism, Zoroastrianism, Judaism, Christianity, Islam, Bahá'í, and influential pre-literate traditions. Utilizes religious studies methods (historical, sociological, legal, psychological, and phenomenological), to understand the historical development of each religious tradition in terms of communities, cultural context, and modern manifestations; paying particular attention to differences between sects, denominations, schools, and factions within each tradition. Focus will include the examination of the charismatic leaders, prophets, and narratives that inform the worldview of each tradition. This course is one of the Statewide Guaranteed Transfer Courses, GT-AH3.

**PHI 115  
WORLD RELIGIONS-WEST: GT-AH3**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. Introduces students to religions of the Western world: Zoroastrianism, Judaism, Christianity, Islam, Bahá'í, and influential pre-literate traditions. Utilizes religious studies methods (historical, sociological, legal, psychological, and phenomenological), to understand the historical development of each religious tradition in terms of communities, cultural context, and modern manifestations; paying particular attention to differences between sects, denominations, schools, and factions within each tradition. Focus will include the examination of the charismatic leaders, prophets, and narratives that inform the worldview of each tradition. This course is one of the Statewide Guaranteed Transfer courses, GT-AH3.

**PHI 214  
PHILOSOPHY OF RELIGION: GT-AH3**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. Focuses on the critical examination of the fundamental concepts, ideas, and implications of religion. Includes the nature of God, the varieties of religious experience, argument concerning God's existence, the Problem of Evil, faith and reason, religion and human destiny, and the connection between religion and ethics. This course is one of the Statewide Guaranteed Transfer Courses, GT-AH3.

PHI 218

**ENVIRONMENTAL ETHICS: GT-AH3**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. Critically analyzes theories of value of the natural world. Topics include the relation between scientific and moral principles; theories of the moral worth of persons, animals, plants and other natural objects; historical, religious and cultural influences on conceptions of nature; alternative accounts of human relationships and responsibilities to nature, including deep ecology and eco-feminism; and the connection between moral and political values and economic policies. This course is one of the Statewide Guaranteed Transfer Courses, GT-AH3.

PHI 220

**PHILOSOPHY OF-DEATH AND DYING: GT-AH3**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. Explores the major philosophical questions surrounding death and dying: the metaphysical arguments for and against the existence of a soul and life after bodily death, the epistemological assessment of arguments for the soul and life after death, the ethical justifications taken on positions such as rational suicide and physician assisted suicide, as well as a focus on philosophy's existentialist contribution to questions about the meaning of life and the meaning of death. 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

**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 101

**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, muscular strength and endurance exercises to promote positive changes in health-related fitness components.

PED 102

**WEIGHT TRAINING I**

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 104

**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 105

**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 106

**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 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

**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 113  
**FITNESS CENTER ACTIVITY IV**  
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 122  
**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 128  
**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 129  
**ZUMBA**  
1 CR. (2 LBA)  
Zumba is a compilation of high energy, motivating music with unique moves and choreography combinations. Zumba fuses Latin and International music and dance themes to create a dynamic, exciting, effective fitness system. The routines feature aerobic/fitness interval training with a combination of fast and slow rhythms that tone and sculpt the body. Zumba utilizes the principles of fitness interval training and resistance training to maximize caloric output, fat burning and total body toning. It is a mixture of body sculpting movements with easy to follow dance steps.

PED 140  
**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 141  
**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 143  
**YOGA I**  
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 144  
**YOGA II**  
1 CR. (2 LBA)  
PRQ: PED 143. Continues to build on the concepts of basic yoga. Increases awareness of yoga including physical and mental benefits.

PED 151  
**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 161  
**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 175-177  
**SPECIAL TOPICS**  
0-12 CR.  
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

PED 202  
**GOLF I**  
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 208  
**TENNIS I**  
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 211  
**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 230  
**VOLLEYBALL 1**  
1 CR. (2 LBA)  
Introduces and improves student skill level in volleyball. The primary emphasis is on teaching the student the elements of volleyball including rules, offensive and defensive play, passing, serving, setting, attacking, team play and game strategies.

PED 234

**BASKETBALL**

1 CR. (2 LBA)

Introduces basketball and focuses on improving student skill level. Emphasizes teaching the student the elements of basketball rules, offensive and defensive footwork, shooting, passing, dribbling, rebounding, team play, and game strategies.

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 approval. 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: Successful completion of CCR 092 or qualifying placement scores or exemptions. 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: Successful completion of CCR 092 or qualifying placement scores or exemptions. 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: Successful completion of CCR 092 or qualifying placement scores or exemptions. 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 approval. 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: Successful completion of CCR 092 or qualifying placement scores or exemptions. 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 approval. 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 WITH LAB: GT-SC1**

4 CR. (3L/2 LBA)

PRQ: CCR 092. 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 WITH LAB: GT-SC1**

4 CR. (3L/2LBA)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption, or successful completion of MAT 050 or MAT 055 with a grade of S/C or better. Explores the science of energy and energy technologies, with a focus on renewable energy resources and clean technologies. It provides a background in the physics of energy, energy transfer, and the current state of technology. Students will evaluate the future utilization of renewable technologies. Activities may include investigating conservation of energy, mechanical, electrical, heat and fluid power systems; energy transfer and loss; understanding energy audits; testing solar collectors and wind generators; investigating hydrogen fuel cells. This course is one of the Statewide Guaranteed Transfer Courses, GT-SC1.



PHY 111

**PHYSICS: ALGEBRA-BASED I WITH LAB: GT-SC1**

5 CR. (4L/2 LBA)

PRQ: CCR 092, MAT 055. Explores the physical world through reasoning, mathematics and experimentation. Examines kinematics, force, circular motion, energy, momentum, torque, rotational dynamics, simple harmonic motion, temperature, heat and thermodynamics. The concepts and theories presented are explored through demonstrations and hands-on experiments. It is a general physics course that is recommended for all of the health sciences and all other interested students. Students entering engineering or one of the advanced sciences should register for PHY 211. 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: CCR 092, MAT 055. Expands upon PHY 111 and explores sound waves, electric fields, electric circuits, magnetic fields, light, optics, and modern physics. Explores the concepts and theories presented in class through demonstrations and hands-on experiments. 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: MAT 201, ENG 121. Explores the physical world through reasoning, mathematics and experimentation. Covers kinematics, force, gravity, energy, momentum, torque, rotational dynamics, and fluids, and may include thermodynamics. 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 advanced 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: MAT 201, ENG 121. Expands upon PHY 211 and examines waves, 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 213

**PHYSICS III: CALCULUS BASED MODERN PHYSICS**

3 CR. (3L)

PRQ: MAT 201, ENG 121. Expands upon PHY 212 and explores twentieth century advances in physics. Topics may include special and general relativity, quantum theory, atomic physics, solid state physics, nuclear physics, semiconductor physics and cosmology.

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: CCR 092. 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: CCR 092. 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: CCR 092. 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 Polysomnography Technologist, and the associated professional organizations. Includes an introduction to clinical practice.

PSG 110

**FUNDAMENTALS OF SLEEP**

3 CR. (3L)

PRQ: Admission to program. Introduces common polysomnography terms. Normal sleep during each stage of life and the effects of sleep deprivation will be discussed. Sleep disorders recognized by the American Academy of Sleep Medicine will be defined.

PSG 120

**SLEEP INSTRUMENTATION**

3 CR. (2L/1.5 LBV)

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. (2L/1.5LBV)

PRQ: Admission to program. Describes techniques for patient interviewing. Clinical history taking will be described and demonstrated. Clinical assessment skills will be described and demonstrated.

PSG 140

**THERAPEUTIC INTERVENTION**

3 CR. (2L/1.5 LBV)

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.

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 160

**INTRODUCTION TO CLINICAL PRACTICE**

2 CR. (6 INT)

PRQ: Admission to the Program. Participate in a supervised introduction to the clinical practice of polysomnography technology. This course will expose the student to the role of a sleep technologist in the sleep lab. Students will be oriented to patient interviewing and selection, patient, set-up, OSHA standards and sleep laboratory standards. The student will become familiar with sleep architecture and an exposure to sleep disorders. The student will learn the importance of communication, professionalism and patient confidentiality.

PSG 165

**SLEEP REGISTRY REVIEW**

2 CR. (2L)

PRQ: Admission to program. This course focuses on preparation for the Comprehensive Registry Examination for Polysomnographic Technologists.

PSG 180

**CLINICAL INTERNSHIP I**

4 CR. (12 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, registration techniques and multicolor registering for print jobs.

\*\*PRT 114

**PAPER MANAGEMENT AND ESTIMATING**

3 CR. (3L)

Introduces the different 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**

4 CR. (4L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. 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 110

## **SAFETY, HEALTH AND ENVIRONMENT**

3 CR. (3L)

Provides an introduction to the field of safety, health, & environmental concerns within the process industry. Within this course, you will be introduced to various types of plant hazards, safety and environmental systems and equipment, and the regulations under which processing plants are governed.

PRO 175

## **SPECIAL TOPICS**

0-12 CR.

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

\*\*PRO 250

## **OIL AND GAS PRODUCTION I**

3 CR. (3L)

Familiarize the student with the duties and responsibilities of the oil and gas production technician. Specifically, students will be able to discuss the history of the oil market, concepts surrounding exploration and geology, fundamentals of drilling and well completion, and describe the operation of the equipment and systems used by the oil and gas production technician today.

\*\*PRO 255

## **OIL AND GAS PRODUCTION II**

3 CR. (3L)

Familiarize the student with the duties and responsibilities of the oil and gas production operations technician. Specifically, the course covers the following topics: the natural gas treatment, dehydration and compressions system and equipment; the produced water treatment and handling system and equipment; auxiliary systems and equipment; artificial lift and enhanced recovery techniques; pumping and transportation systems; safety, health and environmental considerations relative to the field of oil and gas production; and an introduction to petroleum refining and processing.

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: Successful completion of CCR 092 or qualifying placement scores or exemptions. 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 PSYCHIATRIC CARE II**

2 CR. (2L)

PRQ: Admission into the Psychiatric Technician Program, PTE 116, PTE 170. CORQ: PTE 171, NUR 112. Explores psychiatric problems common to four (4) special populations: children/adolescents, developmentally disabled individuals, aging persons, and forensic clients. The student will learn how to recognize and intervene with problems common to these four groups.

PTE 118

## **PSYCHIATRIC MANAGEMENT PRINCIPLES**

1 CR. (1L)

PRQ: Admission into the Psychiatric Technician Program, PTE 117, PTE 171. CORQ: PTE 172. Capstone: Explores principles of psychiatric unit management and professional behaviors in psychiatric care. Self-care issues and job-seeking skills are also discussed.

PTE 170

## **CLINICAL CONCEPTS OF PSYCHIATRIC CARE I**

3 CR. (4.5 LBV)

PRQ: Admission into the Psychiatric Technician Program, PTE 110: CORQ: PTE 116. Provides clinical application of theory and principles presented in PTE 116 through supervised clinical practice in a psychiatric care setting.

PTE 171

## **CLINICAL CONCEPTS OF PSYCHIATRIC CARE II**

3 CR. (4.5 LBV)

PRQ: Admission into the Psychiatric Technician Program, PTE 116, PTE 170, or permission of instructor. CORQ: PTE 117. Provides clinical application of theory and principles presented in PTE 117 through supervised clinical practice in a psychiatric care setting.

PTE 172

## **PSYCHIATRIC MANAGEMENT CLINICAL**

1 CR. (1.5 LBV)

PRQ: Admission into the Psychiatric Technician Program, PTE 117, PTE 171. CORQ: PTE 118. Synthesizes knowledge from prerequisite courses and provides clinical application of theory presented in PTE 118.

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: Successful completion of any CCR course or qualifying placement score or exemption. 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: CCR 092. 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: CCR 092. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of any CCR course or qualifying placement score or exemption. Focuses on effective techniques for working with 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: Successful completion of PSY 101, or PSY 102. Introduces research methods and designs including correlational studies, experimental designs and quasi-experimental designs. Additional topics include evaluations of scientific research, data analysis, report writing and research ethics.

PSY 204  
**RELATIONSHIPS: CHALLENGES AND CHOICES**  
1 CR. (1L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of any CCR course or qualifying placement score or exemption. Examines gender comparisons in work, courtship, family life, and sexual behavior throughout the life span. This course is one of the Statewide Guaranteed Transfer Courses, GT-SS3.

PSY 207  
**INTRO TO FORENSIC PSYCHOLOGY**  
3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. Introduction to Forensic Psychology is a course in an overview of Forensic Psychology. As such it explores both current research and practice in five areas. These areas are police psychology, criminal psychology, victimology, correctional psychology and the interface of psychology and the courts. The course facilitates an understanding of the numerous careers related to forensic psychology, how to prepare for them and current research and practice in each of the five broad areas of forensic psychology.

PSY 217  
**HUMAN SEXUALITY: GT-SS3**  
3 CR. (3L)

PRQ: CCR 092. Surveys physiological, psychological, and psychosocial aspects of human sexuality. Topics include relationships, sexual identity, and sexual health. This course is one of the Statewide Guaranteed Transfer Courses, GT-SS3.

PSY 226

**SOCIAL PSYCHOLOGY: GT-SS3**

3 CR. (3L)

PRQ: Successful completion of PSY 101, PSY 102, or SOC 101, SOC 102, or Department Chair approval. 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: CCR 092. 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 231

**POSITIVE PSYCHOLOGY: GT-SS3**

3 CR. (3L)

PRQ: CCR 092. Focuses on human strengths rather than the traditional view of psychology that tends to focus on the worst of human nature. This course is designed to explore strengths-based research, concepts of happiness, helpfulness, and resiliency. The research and theories about human nature will go beyond simply not being mentally ill as a form of mental health, which will include optimism, post-traumatic growth, and how to increase emotional, psychological and social functioning. Overall, this course will be focused on understanding one's own sense of life satisfaction and how to further improve well-being. This course is approved as part of the Colorado Statewide Guaranteed transfer curriculum: GT-SS3.

PSY 235

**HUMAN GROWTH AND DEVELOPMENT: GT-SS3**

3 CR. (3L)

PRQ: CCR 092. 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: CCR 092. Explores human development from conception through adolescence, emphasizing physical cognitive, emotional, and psychosocial factors.

PSY 238

**CHILD DEVELOPMENT: GT-SS3**

3 CR. (3L)

PRQ: CCR 092. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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: CCR 092. 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. This course is one of the Statewide Guaranteed Transfer Courses, GT-SS3.

PSY 245

**EDUCATIONAL PSYCHOLOGY**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. Focuses on the relationships between 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: Successful completion of any CCR course or qualifying placement score or exemption. 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: CCR 092. CORQ: PSY 101 or Department Chair approval. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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: GT-SS3**

3 CR. (3L)

PRQ: CCR 092. 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 subfield of psychology. This course is one of the Statewide Guaranteed Transfer Courses, GT-SS3.

PSY 267

**STRESS REDUCTION WITH BIOFEEDBACK**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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 269

**PSYCHOLOGY OF LEADERSHIP**

3 CR. (3L)

PRQ: Successful completion of PSY 101 or PSY 102. 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.

PSY 275-276

**SPECIAL TOPICS**

0-12 CR.

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

## Public Service

PSV 230

**INTRODUCTION TO CIVIC LEADERSHIP**

3 CR. (3L)

Enables the student to develop a critical understanding of public leadership through the study of pertinent models, theories and research.

## 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 102

**BEGINNING TELEVISION**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption, or Department Chair approval. Focuses on principles and techniques of television production in theory and the approach of studio and production. Emphasizes producing television programs, beginning with a concept through script to actual studio production, preproduction, and post production.

RTV 103

**WRITING FOR TV AND RADIO**

3 CR. (3L)

Explores writing techniques for television and radio emphasizing professional techniques, format and style.

RTV 108

**PRINCIPLES OF AUDIO**

3 CR. (1L/3 LBV)

PRQ: RTV 102. Focuses on basic audio production techniques to be used in television production. Includes the use of basic audio equipment and mixer to produce audio tracks for radio and television production.

RTV 175

**SPECIAL TOPICS**

0-12 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)

PRQ: Department Chair approval. Provides experience in a commercial radio station or an allied industry.

RTV 183

**INTERNSHIP TV STUDIO/VIDEO PRODUCTION CO.**

4 CR. (12 INT)

PRQ: Department Chair approval. Provides experience in a commercial television station or an allied industry.

RTV 208

**BASIC VIDEO PRODUCTION**

3 CR. (2L/1.5 LBV)

PRQ: RTV 102. Introduces basic videotape production and editing on linear and non linear editing systems. Covers producing, writing, directing, lighting, editing and shooting techniques. Enables the student to gain experience in paint and character generator graphics, image processing, transitions and techniques using the Avio and Casablanca non linear editors.

RTV 212

**ADVANCED TELEVISION PRODUCTION**

3 CR. (2L/1.5 LBV)

PRQ: RTV 208. Introduces additional principles and techniques of television production in theory and the approach of studio and production in news, weather and sports. Emphasizes direction and production development to include single and multi-camera production. Examines use of effects and chroming. Includes laws and ethics governing the television broadcast industry and Institutional Television.

RTV 217

**ADVANCED TELEVISION STUDIO PRODUCTION**

3 CR. (4.5 LBV)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption, 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)

PRQ: Department Chair approval. 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 240  
**PRINCIPLES OF CT IMAGING**  
3 CR. (3L)

PRQ: Registered with the American Registry of Radiologic Technologies. Exploration of the history, physical principles and instrumentation involved in Computed Tomography (CT). CT image creation, processing and display will be examined from data acquisition through post-processing and archiving. Patient factors and other related elements affecting image quality will be explained, as well artifact production and reduction. Radiation protection practices and quality control will also be explored.

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 261

**Principles of MRI Imaging I**

2 CR. (2L)

PRQ: AART Registered. Introduces the fundamental principles of MRI to prepare the student to perform clinical MRI examinations of the human body with special consideration to image production, quality control, terminology, basic procedural steps and MRI equipment and safety.

RTE 262

**MRI Procedures**

2 CR. (3L)

PRQ: AART Registered. In this course, students will be introduced to the procedures for imaging various anatomical structures utilizing MRI. Emphasis will be placed on the cranium and facial nerves, brain, spine, abdomen, pelvis, upper and lower extremity imaging protocol. The most common pathologies to be found during MRI scanning will also be presented. The normal anatomy will be compared to the abnormal findings. Special imaging techniques will be discussed to demonstrate the pathology.

RTE 263

**Principles of MRI Imaging II**

2 CR. (2L)

PRQ: AART Registered. Expands on information covered in RTE 261 and provides in-depth knowledge of MRI pulse sequences, data manipulation, artifacts and quality control.

RTE 264

**MRI Advanced Procedures**

1 CR. (1L)

PRQ: AART Registered. This course will introduce the most advanced imaging procedures and technical developments in MRI today. Emphasis will be placed on the heart and thorax, MRA of the head and neck, DWI, PWI, MRS, fMRI, and breast imaging.

RTE 265

**MRI Registry Review**

2 CR. (2L)

PRQ: AART Registered. This course will prepare technologists interested in sitting for the Advanced Level Examination in MRI of the ARRT. Course emphasis will cover Physical Principles of Image Formation, Data Acquisition and Processing, Patient Care and MRI Safety, and Imaging Procedures.

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 284

**ADVANCED CLINICAL (SPECIALTY)**

4 CR. (12 INT)

PRQ: Registered with the American Registry of Radiologic Technologist. Provides the student with supervised hands-on training in advanced field of medical imaging. Allows the student to gain the clinical experience necessary to work in the specified area of advanced practice.

RTE 286

**ADVANCED CLINICAL SPECIALTY II**

6 CR. (18 INT)

PRQ: Registered with the American Registry of Radiologic Technologist. Provides the student with supervised hands-on training in advanced field of medical imaging. Allows the student to gain the clinical experience necessary to work in the specified area of advanced practice.

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's 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 075-077  
**SPECIAL TOPICS**  
0-12 CR.

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

REA 112  
**SPEED READING**  
2 CR. (2L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption, or Instructor's approval. 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: Successful completion of any CCR course or qualifying placement score or exemption, or Instructor's approval. 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, successful completion of any CCR course or qualifying placement score or exemption. and ENG 121, 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 105

**SCIENCE IN SOCIETY: GT-SC2**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption, or successful completion of MAT 050 or MAT 055 with a grade of S/C or better. Examines issues relating to the way science affects society. Students will investigate issues in information technology, the environment, physics and astronomy, biology, medicine and the interaction of science with politics. The class will focus on gathering accurate scientific information and applying critical thinking skills and the scientific method to analyze how science plays both positive and negative roles in society. Emphasis will be on student research, inquiry and analysis of science related issues. This course is one of the Statewide Guaranteed Transfer Courses, GT-SC2.

SCI 155

**INTEGRATED SCIENCE I – PHYSICS AND CHEMISTRY WITH LAB: GT-SC1**

4 CR. (3L/2 LBA)

PRQ: CCR 092, MAT 050. 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. Course is for elementary education majors only; both SCI 155 & 156 required.

SCI 156

**INTEGRATED SCIENCE II – EARTH AND LIFE SCIENCE WITH LAB: GT-SC1**

4 CR. (3L/2 LBA)

PRQ CCR 092, MAT 050. 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. Course is for elementary education majors only; both SCI 155 & 156 required.

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 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 include 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: Successful completion of any CCR course or qualifying placement score or exemption. 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: CCR 092. 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: CCR 092. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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)

PRQ: CCR 092. 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 207**  
**ENVIRONMENTAL SOCIOLOGY: GT-SS3**  
3 CR. (3L)

PRQ: CCR 092. Examination of humans and the environment from an ecological perspective. Focuses on industrial and economic growth versus sustainability, natural resources development and management, environmental values and social movements, and comparative perspectives on people's relationship to the environment. Review of the «Green » movement and other environmental movements and their impacts upon social dynamics, the environment, and the evolution of social movements.

**SOC 212**  
**RESEARCH IN SOCIAL SCIENCES**  
3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. 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: CCR 092. 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)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. 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: CCR 092. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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: CCR 092. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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**

0-12 CR. (0-36 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.

SOC 289

**CAPSTONE**

0-12 CR. (0-36 INT)

PRQ: Department Chair approval. 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)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of PSY 101 and SOC 101, or Department Chair approval. 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: Successful completion of SWK 201, or Department Chair approval. 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 milieu within which social, political, economic, racial and cultural forces have interacted in the evolution of social welfare.

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)

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: Successful completion of SPA 101, or Department Chair 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: Successful completion of any CCR course or qualifying placement score or exemption. 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: SPA 111, or Department Chair 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.

SPA 114

**FAST-TRACK SPANISH I AND II**

5 CR (5L)

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)

Introduces students to a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others.

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**

0-12. (0-180 SEM)

Provides students with an experiential learning opportunity.

SPA 201

**CONVERSATIONAL SPANISH III**

3 CR. (3L)

PRQ: Successful completion of SPA 102, or Department Chair 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: Successful completion of SPA 112 or Department Chair approval. 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: Successful completion of SPA 211 or Department Chair approval. 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: Successful completion of SPA 211, or Department Chair approval. 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: Successful completion of any CCR course or qualifying placement score or exemption. CORQ: MAT 107. 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 ELECTRICAL THEORY**

2 CR. (1L/1.5 LBV)

PRQ: SVT 102. 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 103. 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 105. 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 106. 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 107. Designed to train students in the various unique aspects of Snowmobile, Personal Watercraft and ATV repair and maintenances.

SVT 160

**BASIC MOTORCYCLE REPAIR I**

1 CR. (1.5 LBV)

PRQ: SVT 109. Designed to expose current and prospective entry-level motorcycle technicians to basic motorcycle maintenance and repair. Focus will be placed on routine and preventative maintenance and producing. This class is the first in a series of classes (SVT160-SVT180&SVT299) designed to produce a novice or apprentice-level mechanic. Topics covered in the class include basic safety, hand tool and shop procedure. One objective is to make the learner more familiar with mechanical concepts and more confident in their own ability. Course study may be tailored for each student's specific area of need or interest.

SVT 165

**BASIC MOTORCYCLE REPAIR II**

1 CR. (1.5 LBV)

PRQ: SVT 160. Designed to build upon concepts and practices learned in SVT160 and expose current and prospective motorcycle mechanics to basic motorcycle maintenance and repair. Focus will be placed on routine and preventative maintenance. Topics covered will study of motorcycle frame, suspension, tire and wheels. One objective is to make the learner more familiar with mechanical concepts and more confident in their own ability. Course study may be tailored for each student's specific area of need or interest.

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 approval. 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 approval. 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 approval. 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 approval. Provides necessary training in general shop operations, including: documentation for basic business requirements, basic accounting techniques, shop insurance requirements, safety regulations, and customer relations. Provides necessary training in sport vehicle repair operation/shop format study including: training in general vehicle diagnosis, repair, follow-up inspection, and performance analysis of Sport Vehicles.

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 approval. 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.

# Surgical Technology

STE 102

**INTRODUCTION TO SURGICAL TECHNOLOGY**

4 CR. (4L)

PRQ: Program Admittance. Introduces the principles and practices of surgical technology including standards of conduct, professional practice, communication, physical, psychological, social and spiritual needs of the surgical patient, death and dying, special populations, physical environment, safety standards, all-hazards preparedness, biomedical science, asepsis and sterile technique, hemostasis, emergency situations, wound healing, sutures, needles, stapling devices and surgical instrumentation, equipment, and supplies. Perioperative technical skills of the surgical technologist will be demonstrated.

STE 103

**INTRODUCTION TO SURGICAL TECHNOLOGY LAB**

4 CR. (6 LBV)

PRQ: Program Admittance. Introduces hands-on skills in a mock operating room environment for the preoperative phase of surgical technology that includes scrubbing, gowning and gloving, assisting team members, creating and organizing a sterile field, setting up instrumentation on the mayo stand, surgical case management, operative routines, patient transport, patient positioning, prepping, and draping, as well as learning procedures for counting instruments, sponges, needles, sharps, and other items on the sterile field.

STE 106

**SURGICAL ANESTHESIA & PHARMACOLOGY CARE**

2 CR. (2L)

PRQ: STE 102. Provides relevant knowledge needed by surgical technology students to function safely, accurately, and efficiently at the surgical field. This course presents the actions, uses, and modes of administration of fluids, drugs, and anesthetic agents used in the care of the surgical patient and demonstrates how to convert equivalents from one system to another and accurately identify, mix, and measure drugs for patient use.

STE 111

**SURGICAL PROCEDURES AND CASE MANAGEMENT**

4 CR. (4L)

PRQ: STE 102. Identifies the anatomy, physiology, pathology, and terminology, as well as specific variations in the preoperative, intraoperative, and postoperative care related to general, obstetric, gynecologic, ophthalmic, otorhinolaryngologic, oral, maxillary, plastic and reconstructive, genitourinary, orthopedic, cardiothoracic, peripheral vascular, and neuro surgery. Focus will also be placed on diagnostic procedures and tests, operating room set-up according to the surgical procedure, patient positioning, prepping, and draping, instrumentation, equipment, supplies and drugs, procedural steps, purpose and expected outcomes and possible complications.



STE 112

**SURGICAL PROC AND CASE MANAGEMENT LAB**

4 CR. (6 LBV)

PRQ: STE 103. Introduces surgical case management and the skills required for the surgical technologist to perform in the first scrub role in a simulated surgical environment. This lab covers mock surgical procedures in general surgery, obstetric and gynecologic surgery, ophthalmic surgery, otorhinolaryngologic surgery, oral and maxillofacial surgery, plastic and reconstructive surgery, genitourinary surgery, orthopedic surgery, cardiothoracic surgery, peripheral vascular surgery and neuro surgery surgical specialties.

STE 130

**SURGICAL INSTRUMENTS I**

3 CR. (3L)

PRQ: Program Admittance. Introduces the history and materials used in the manufacture of surgical instruments, as well as the methods used to maintain, clean, and sterilize surgical instrumentation and equipment. Students will learn supplies, equipment, and the names, category, and use of instrumentation used in general, obstetric and gynecologic, otorhinolaryngology, oral, maxillofacial, plastic, reconstructive and ophthalmic surgical specialties. This course is the first of two courses.

STE 131

**SURGICAL INSTRUMENTS II**

3 CR. (3L)

PRQ: STE 130. Introduces surgical supplies, equipment, and the names, category, and use of instrumentation used in genitourinary, orthopedic, cardiothoracic, peripheral vascular and neurosurgery surgical specialties. This course is the second of two courses.

STE 140

**SURGICAL CASE STUDIES I**

2 CR. (2L)

PRQ: Program Admittance. Identifies case specifics for specified surgical procedures found within general, obstetrics, gynecologic, otorhinolaryngologic, oral, maxillofacial, plastic, reconstructive and ophthalmic surgical specialties. This is the first of two courses.

STE 141

**SURGICAL CASE STUDIES II**

2 CR. (2L)

PRQ: STE 140. Identifies case specifics for specified surgical procedures found within genitourinary, orthopedic, cardiothoracic, peripheral vascular, and neuro surgical specialties. This is the second of two courses.

STE 275

**SPECIAL TOPICS**

0-12 CR.

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

STE 279

**CST EXAM REVIEW COURSE**

3 CR. (3L)

PRQ: STE 281. Prepares students for the National Certification Exam administered by The National Board for Surgical Technology and Surgical Assisting (NBSTSA) by introducing test taking skills and strategies for success. Students will review major concepts in the surgical technology program in preparation for the CST examination.

STE 281

**SURGICAL TECHNOLOGY CLINICAL INTERNSHIP I**

5 CR. (15 INT)

PRQ: STE 111, STE 131, STE 141, STE 106. Provides clinical hands-on experience for student to perform surgical technology duties in the first-scrub, second-scrub, and observation role during any given surgical procedure with proficiency and increased complexity while progressing towards entry-level graduate achievement. Clinical experience will be documented by procedure, date and student role while verifying case counts throughout the surgical rotation as defined by accreditation standards through a total of 120 cases. This is the first of three surgical technology clinical internships.

STE 282

**SURGICAL TECHNOLOGY CLINICAL INTERNSHIP II**

6 CR. (18 INT)

PRQ: STE 281. Provides clinical hands-on experience for student to perform surgical technology duties in the first-scrub, second-scrub, and observation role during any given surgical procedure with proficiency and increased complexity while progressing towards entry-level graduate achievement. Clinical experience will be documented by procedure, date and student role while verifying case counts throughout the surgical rotation as defined by accreditation standards through a total of 120 cases. This is the second of three surgical technology clinical internships.

STE 283

**SURGICAL TECHNOLOGY CLINICAL INTERNSHIP III**

6 CR. (18 INT)

PRQ: STE 282. Provides clinical hands-on experience for student to perform surgical technology duties in the first-scrub, second-scrub, and observation role during any given surgical procedure with proficiency and increased complexity while progressing towards entry-level graduate achievement. Clinical experience will be documented by procedure, date and student role while verifying case counts throughout the surgical rotation as defined by accreditation standards through a total of 120 cases. This is the third of three surgical technology clinical internships.

STE 289

**SURGICAL TECHNOLOGY CAPSTONE**

3 CR. (3L)

PRQ: STE 111, STE 112, STE 131, STE 141, STE 106. Outlines the skills needed in obtaining and keeping a job. Students will learn how to develop a personal marketing plan, set short and long term goals, manage targeted job searches, fill out paper and electronic applications, write a cover letter and resume, and practice mock interviews especially tailored to surgical technology. Students will also continue reviewing major concepts in the surgical technology program in preparation for the CST examination and take a final practice exam.

## Theatre

THE 105

**THEATRE APPRECIATION: GT-AH1**

3 CR. (3L)

PRQ: Successful completion of any CCR course or qualifying placement score or exemption. 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: Successful completion of THE 111, or Department Chair approval. 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)  
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)  
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 135**  
**STAGE MAKEUP I**  
3 CR. (1L/4 LBA)  
Explores stage makeup design and application techniques including basic corrective, character, old age, animal, and fantasy applications.

**THE 136**  
**STAGE MAKEUP II**  
3 CR. (1L/4 LBA)  
PRQ: Successful completion THE 135, or Department Chair approval. Continues to examine theatrical makeup design and application techniques, adding prosthetics, hair design and other advanced applications.

**THE 175**  
**SPECIAL TOPICS**  
0-12 CR.  
Provides the student 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: Successful completion of any CCR course or qualifying placement score or exemption. 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 the Statewide Guaranteed Transfer Courses, GT-AH1.

**THE 212**  
**DEVELOPMENT OF THEATRE RESTORATION TO MODERN: GT-AH1**  
3 CR. (3L)  
PRQ: Successful completion of any CCR course or qualifying placement score or exemption. 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 the Statewide Guaranteed Transfer Courses, GT-AH1.

**THE 215**  
**PLAYWRITING: GT-AH1**  
3 CR. (3L)  
PRQ: Successful completion of any CCR course or qualifying placement score or exemption. 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. This course is one of the Statewide Guaranteed Transfer Courses, GT-AH1.

**THE 220**  
**DIRECTING I**  
3 CR. (3L)  
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)

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)

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

THE 283  
**INTERNSHIP**  
0-12 CR. (0-36 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.

## 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 upholstery 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 upholstery of a tufted chair is required.

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.

## \*\*Veterinary Technology

\*\*VET 103

**VETERINARY ASSISTANT RESTRAINT AND HANDLING**

2 CR. (1L/1.5 LBV)

Introduces students to basic animal care skills and clinical procedures common to a veterinary assistant in practice. Laboratories provide practice in restraint, grooming and physical exam techniques.

\*\*VET 109

**APPLIED COMPANION ANIMAL BEHAVIOR**

3 CR. (1L/3 LBV)

Explores the topic of companion animal behavior through: critical reviews of behavioral literature and its implications for applied techniques in behavior, demonstrations of applied techniques for modifying animal behavior and the application of the principles of companion animal body posture and communication to everyday treatment of animals. Focuses on treatment of animals in veterinary practice, including improving handling techniques and safety.

\*\*VET 110

**SMALL MAMMALS PET MANAGEMENT**

4 CR. (1L/4.5 LBV)

Provides students with basic knowledge and management techniques regarding the small mammals, including the feline, canine and other pet species. Specific mammal problems and their solutions will be emphasized.

\*\*VET 116

**HUMANE TREATMENT AND HANDLING OF ANIMALS**

3 CR. (1L/3 LBV)

Focused upon animal welfare and humane treatment during handling and restraint, behavior, safety, equipment choice, and typical clinical procedures.

## 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)

Covers interpreting weld symbols on blueprints, identifying proper layout methods and tools, and proper joint design necessary for various welding processes.

\*\*WEL 110

4 CR. (4L)

**ADVANCED SHIELDED METAL ARC I**

Covers safety inspections, minor repairs, operating parameters, operation of SMAW equipment, and SMAW operations on groove and fillet welds utilizing E-6010 and E-7018 electrodes. Layout procedures will be practiced during this course.

\*\*WEL 111

4 CR. (1L/4.5 LBV)

**ADVANCED SHIELDED METAL ARC II**

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 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 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 141

**INTRODUCTION TO MULTI PROCESS WELDING**

4 CR. (1L/4.5 LBV)

Covers welding in the 1F and 1G positions on various joint configurations using the SMAW (stick), GMAW (mig), GTAW (tig) and the FCAW (flux core) welding process on carbon steel; adjusting parameters and operating equipment, utilizing the various filler materials for each process. Layout procedures will be introduced and practiced, along with welding safety, Industry Standard Soft Skills and A.W.S. filler metal classification and selection. Basic math, measuring, computer skills and Blueprint reading will be introduced.

WEL 142

**BASIC MULTI PROCESS WELDING**

4 CR. (1L/4.5 LBV)

PRQ: WEL 141. Covers welding in the 2F and 2G positions on various joint configurations using the SMAW (stick), GMAW (mig), GTAW (tig) and the FCAW (flux core) welding process on carbon steel, adjusting parameters and operating equipment utilizing the various filler materials for each process. Layout procedures, Safety, Blueprint reading skills and weld symbol identification will be practiced during this course.

WEL 143

**INTERMEDIATE MULTI PROCESS WELDING**

4 CR. (1L/4.5 LBV)

PRQ: WEL 142. Covers welding in the 3FU and 3GU positions on various joint configurations using the SMAW (stick), GMAW (mig), GTAW (tig) and the FCAW (flux core) welding process on carbon steel, adjusting operating parameters and operating equipment utilizing the various filler materials for each process. Basic metallurgy will be presented.

WEL 144

**ADVANCED MULTI PROCESS WELDING**

4 CR. (1L/4.5 LBV)

PRQ: WEL 143. Covers welding in the 4F and 4G positions on various joint configurations using the SMAW (stick), GMAW (mig), GTAW (tig) and the FCAW (flux core) welding process on carbon steel, adjusting operating parameters and operating equipment utilizing the various filler materials for each process. Resume writing and Interview skills will be presented and practiced. Advanced Blueprint reading will be focused on including study of complex print reading and weld symbols.

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 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 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 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 and 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-VERTICAL 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 Petroleum Institute Pipe Code and 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 175

**SPECIAL TOPICS**

0-12 CR.

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

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: CCR 092. 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. This course is one of the Statewide Guaranteed Transfer Courses, GT-SS3.

WST 275

**SPECIAL TOPICS**

0-12 CR.

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



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\*\*Courses are restricted.

For exemptions or required basic skills assessment information, see pages 45-48.



# *College Personnel*

## **Colorado State Board for Community Colleges & Occupational Education**

**Rich Martinez Jr.,** *Chair*

**Dr. Russ Meyer,** *Vice Chair*

**Presley F. Askew,** *Member*

**Maury Dobbie,** *Member*

**Jim Johnson,** *Member*

**Dr. Byron McClenney,** *Member*

**Theresa Peña,** *Member*

**Ken Weil,** *Member*

**Jean White,** *Member*

**Danielle Armstrong,** *State Student Advisory Committee Representative*

**Candace Garrod,** *State Faculty Advisory Committee Representative*

## **Colorado Community College and Occupational Education System**

**Dr. Nancy McCallin,** *President*

**William Tammone,** *Vice President of Academic Affairs and Provost*

**Keith Howard,** *Vice President of Student Affairs*

**Nancy Wahl,** *Vice President & Legal Counsel*

**Mark Superka,** *Vice President for Administration and Finance*

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## **Pueblo Community College Advisory Council/2020 Gold Panel**

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**Andrew Burns,** *Advisory Council Member*

**John Merriam,** *Advisory Council Member*

**Jack Rink,** *Advisory Council Member*

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**Bill Wilcoxson,** *Advisory Council Member*

**Harold Deselms,** *GOLD Panel Member*

**Jeanette Garcia,** *GOLD Panel Member*

**Rudolph Krasovec,** *GOLD Panel Member*

**Velia Rincon,** *GOLD Panel Member*

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