



CATALOG



TRINIDAD STATE
JUNIOR COLLEGE

2006–2008



A message from the President

Dear Students,

Ski instructor Pete Seibert was considered crazy when he disclosed his dream to start a ski resort standing on the summit of a mountain in the Gore Range in Colorado. Seibert finalized a dream he had since age twelve and began the challenge of convincing others that it was possible. Today, Seibert's dream is a reality called Vail.

Katherine Hepburn had only one career aspiration. She fell in love with silent movies as a child and dreamed of becoming a movie star. Throughout her education she participated in theatrical activities, and, upon graduation from college, Hepburn set her course to become an actress. How amazing that the woman who was told she had a voice like a rasp and a skeleton body achieved superstar status!

Living in a government funded housing project in Pennsylvania, Mike Ditka dreamed of escaping the mines of his home state. Capitalizing on his dream and athletic ability, he became famous as a pro football player and head coach of the Chicago Bears.

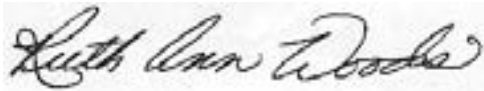
These notable people testify to the exciting phenomenon that if *you* have a dream and nurture it, are passionate about it, and act upon it, *you* can experience the realization of it.

The dedicated faculty and staff at Trinidad State Junior College are committed to providing excellence in education. Whatever your program of study, you will receive the personalized attention you deserve. As you turn the pages of Trinidad State's 2006-2008 Catalog, ask yourself what is *your* dream? What are *your* goals? How can we help *you*?

Your willingness to invest in yourself will improve the quality of your life as well as the world around you. Dreams come true by the choices you make today. Those choices will determine what you will have, be and do in the tomorrow of your life.

I encourage you to choose Trinidad State Junior College for the tomorrow of your life. I look forward to welcoming you personally as a new or returning member of our TSJC family.

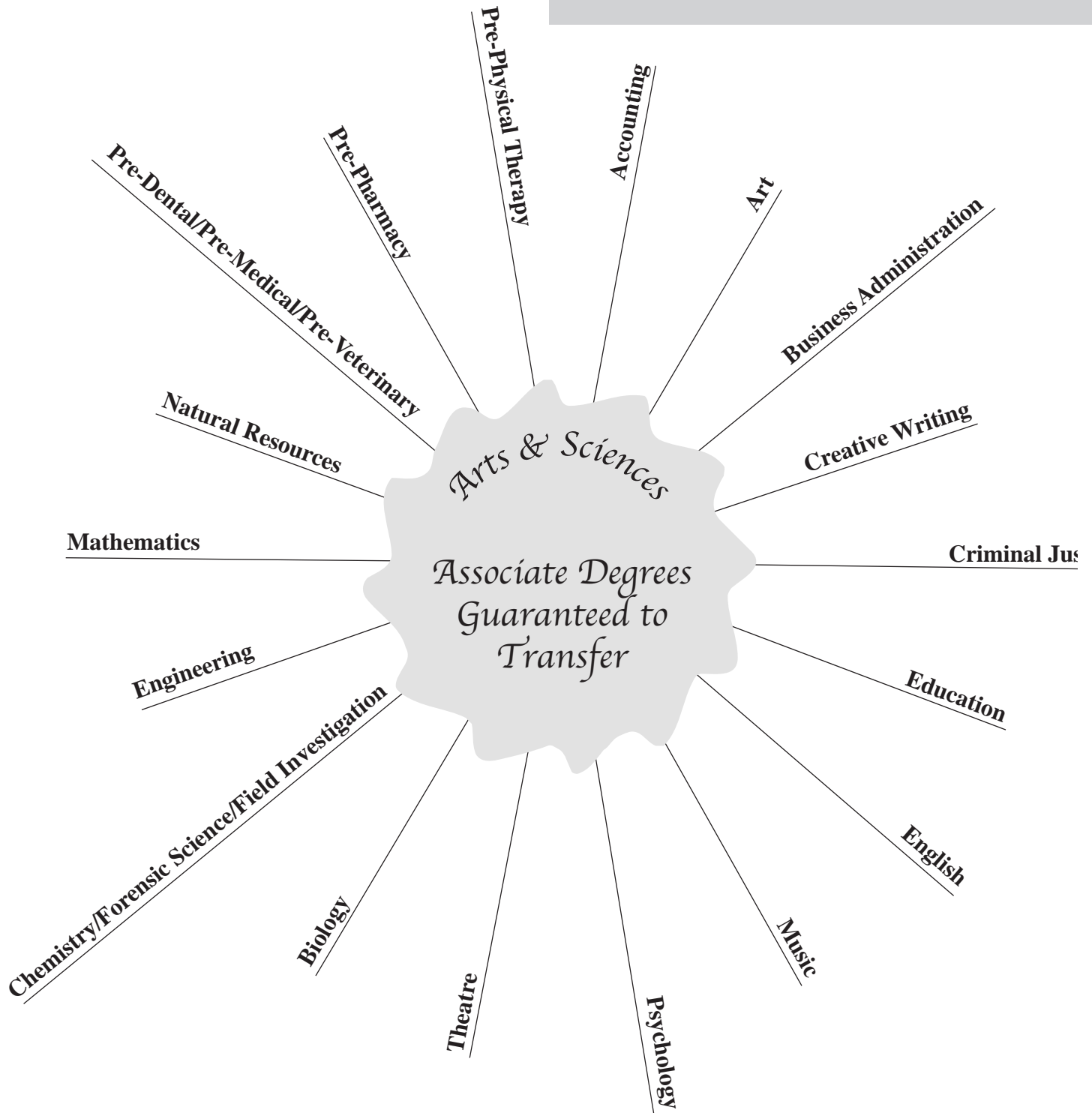
Sincerely,



RuthAnn Woods
Interim President
Trinidad State Junior College



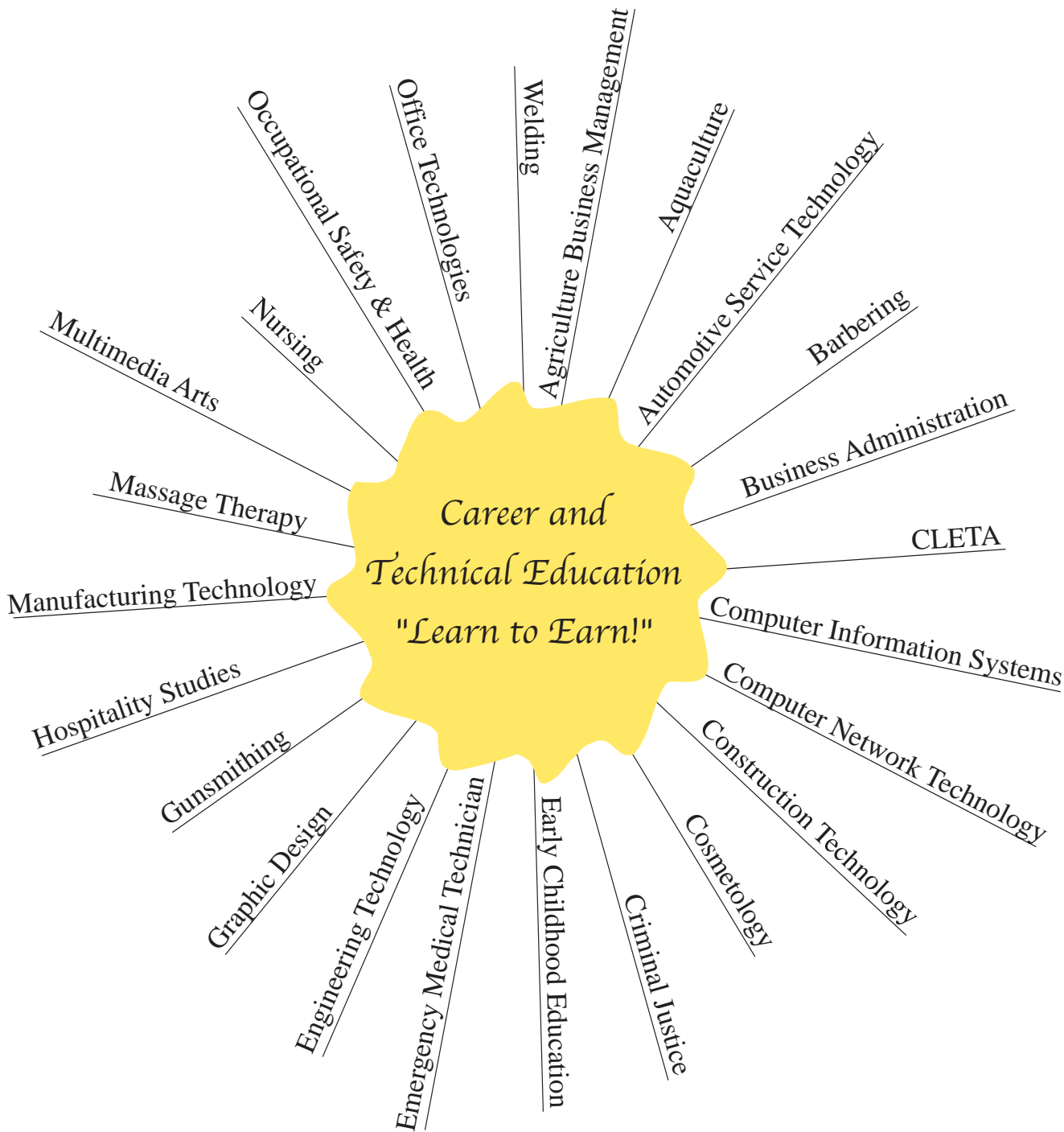
Guaranteed Transfer Programs



Associate Degrees in the above areas of emphasis are guaranteed to transfer to any Colorado four-year college or university. Persons holding these degrees may enter those schools as juniors (3rd year undergraduates). **Ask your advisor** about courses in your area of emphasis that are guaranteed to transfer to any Colorado four-year college or university.

Always consult your academic advisor about any schedule or class changes if you plan to attend a four-year school following completion of your programs at TSJC!

A great place to start...



...or Start Over!



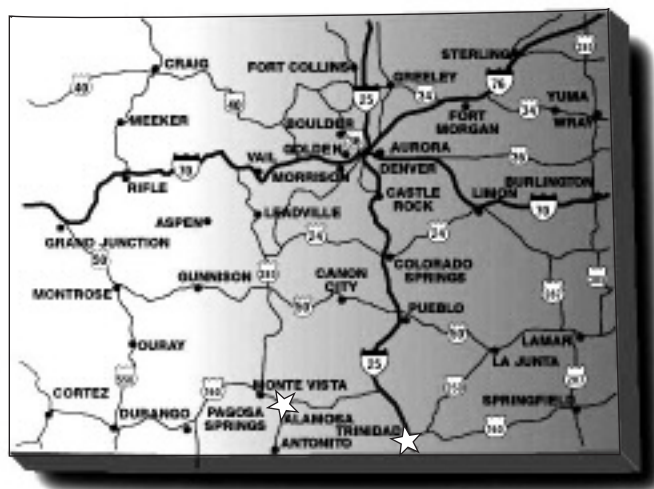
600 Prospect Street / Trinidad, CO / 81082
1-800-621-8752



1011 Main Street / Alamosa, CO / 81101
1-800-411-8382

TRINIDAD STATE JUNIOR COLLEGE

2006-2008 CATALOG



Trinidad Campus

600 Prospect Street • Trinidad, CO 81082
(719)846-5011, or toll-free, 1-800-621-8752

Alamosa Campus

1011 Main Street • Alamosa, CO 81101
(719) 589-7000, or toll-free, 1-800-411-8382

Reach us on the Internet at

www.trinidadstate.edu

<http://valley.trinidadstate.edu>



The 2006-2008 Trinidad State Junior College Catalog contains a summary of campus facilities, services, programs, degree requirements, curricula, course descriptions, and listing of faculty and staff. Students should refer to this edition of the catalog for current program information, course descriptions and college policies. Students are subject to the degree, area of emphasis or certification requirements in effect at the time they formally enroll in a program. For additional information, students should contact the Advising Center, Student Services Offices, or their faculty advisor.

All statements made in this catalog and similar publications distributed generally to prospective or admitted students shall be for informational purposes only and should not be interpreted as being contractual for any purpose.

Trinidad State Junior College reserves the right at any time, without notice, to change, modify, or cancel any course, program, procedure, policy, financial requirements, or disciplinary arrangements set forth in this catalog whenever, in its sole discretion, it determines such action to be appropriate. Furthermore, TSJC will not be responsible for any failure to present or complete any course or program or to perform any other activity, function, or obligation mentioned in this catalog.

RIGHTS OF PERSONS WITH DISABILITIES

No qualified individual with a disability shall by reason of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of Trinidad State Junior College, or be subjected to discrimination by the College.

TSJC will provide accommodations for qualified students with disabilities. To request an accommodation, contact Special Populations Coordinator, Kate Carlisle, at your earliest convenience. The Special Populations office is located in the Mullen Building, Room 402 on the Trinidad State Junior College campus. You may contact Kate Carlisle at (719) 846-5536 or e-mail her at Kate.Carlisle@trinidadstate.edu.

Trinidad State Junior College does not discriminate on the basis of race, color, religion, national origin, sex, age or disability in admission, access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title IV, Title IX, and Section 504 may be referred to the Affirmative Action Officer, Berg Building, Trinidad State Junior College, Trinidad, Colorado 81082, 719/846-5541 or Affirmative Action Director for the Colorado Community College and Occupational Education System, 1391 N. Speer Blvd., Suite 600, Denver, Colorado 80204-2554, 303/620-4000, or to the Office for Civil Rights, U.S. Department of Education, 1961 Stout Street, Denver, Colorado 80294.

Attention: Course numbers and descriptions are subject to change

The Community Colleges of Colorado launched a common course numbering and common competency project to improve student transfer and to ensure curriculum quality across our system. The project was fully implemented in fall 2003. The project will not jeopardize student credit and transfer. The system will provide an electronic addendum at <http://www.cccs.edu> as course numbers and course competencies are completed.



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2006-2008 Academic Calendars

2006 Spring Semester

January 9-12	Monday-Thursday	Inservice Sessions/ Faculty Curricula Review and Planning
January 13	Friday	Registration/Advising/Testing
January 16	Monday	Classes Begin
January 30	Friday	CENSUS DATE
March 6-10	Monday-Friday	Mid-Term Week
March 13-17	Monday-Friday	(no classes) Spring Break-Offices Open
April 14-17	Friday – Monday	(no classes) Easter Break
April 17	Monday	Staff Development Day
April 26	Wednesday	WITHDRAWAL DATE
May 8-11	Monday-Thursday	Final Exam Week
May 12	Friday	Commencement
May 13	Saturday	Commencement - Alamosa Campus
May 16	Tuesday	Deadline for Web grade posting: 5:00 Assessment data is also due at this time.

*If the final exam is to be longer than 50 minutes, instructors are to use the last two class periods to give the exam. If class is only scheduled for Fridays, the final exam must be given during the last scheduled class period.

2006 Summer Semester

May 26	Friday	Registration/Advising/Testing
May 29	Monday	Memorial Day Holiday
May 30	Tuesday	Classes Begin: First 5-Week session and 10-Week session
June 1	Thursday	CENSUS DATE (1st 5-week session)
June 7	Wednesday	CENSUS DATE (10-week session)
June 29	Thursday	WITHDRAWAL DATE (1st 5-week)
July 3	Monday	1st 5-Week Session ends Registration/Testing for 2nd 5-Week Session
July 4	Tuesday	Independence Day Holiday
July 5	Wednesday	Classes Begin: 2nd 5-week session
July 7	Friday	CENSUS DATE (2nd 5-week session)
July 31	Monday	WITHDRAWAL DATE (10-week)
August 4	Friday	WITHDRAWAL DATE (2nd 5-week)
August 8	Tuesday	Second 5-Week Session Ends 10-Week Session Ends

Faculty must post grades on Web upon course completion.

2006 Fall Semester

August 21 -24	Monday-Thursday	Inservice Sessions/ Faculty Curricula Review and Planning
August 25	Friday	Registration/Advising/Testing
August 28	Monday	Classes Begin
September 4	Monday	Labor Day Holiday
September 12	Tuesday	CENSUS DATE
October 16-20	Monday-Friday	Mid-term week
November 23-24	Thursday-Friday	Thanksgiving Holidays (no classes)
November 24	Friday	College Open (no classes)
November 30	Thursday	WITHDRAWAL DATE
*December 11-14	Monday-Thursday	Final Examination Week
December 15	Friday	1 Contract Day
December 19th	Tuesday	Deadline for Web grade posting: 5:00 Assessment data is also due at this time.
December 18, 2006 - Jan 7, 2007		Semester Break for Faculty

*If the final exam is to be longer than 50 minutes, instructors are to use the last two class periods to give the exam. If class is only scheduled for Fridays, the final exam must be given during the last scheduled class period.

2007 Spring Semester

January 8-11	Monday-Thursday	Inservice Sessions/Faculty Curricula Review and Planning
January 12	Friday	Registration/Advising/Testing
January 15	Monday	Classes Begin
January 29	Monday	CENSUS DATE
March 5-9	Monday-Friday	Mid-Term Week
March 12-16	Monday-Friday	(no classes) Spring Break-Offices Open
April 6-9	Friday – Monday	(no classes) Easter Break
April 9	Monday	Staff Development Day
April 26	Thursday	WITHDRAWAL DATE
*May 7-10	Monday-Thursday	Final Exam Week
May 11	Friday	Commencement
May 12	Saturday	Commencement - Alamosa Campus
May 15	Tuesday	Deadline for Web grade posting: 5:00 Assessment data is also due at this time.

*If the final exam is to be longer than 50 minutes, instructors are to use the last two class periods to give the exam. If class is only scheduled for Fridays, the final exam must be given during the last scheduled class period.

2007 Summer Semester

May 29	Tuesday	Registration/Advising/Testing
May 30	Wednesday	Classes Begin: First 5-Week session and 10-Week session
June 1	Friday	CENSUS DATE (1st 5-week session)
June 7	Thursday	CENSUS DATE (10-week session)
June 29	Friday	WITHDRAWAL DATE (1st 5-week)
July 3	Tuesday	First 5-Week Session ends Registration/Testing for Second 5-Week Session
July 4	Wednesday	Independence Day Holiday
July 5	Thursday	Classes Begin: 2nd 5-Week Session
July 9	Monday	CENSUS DATE (2nd 5-week session)
July 31	Tuesday	WITHDRAWAL DATE (10-week)
August 6	Monday	WITHDRAWAL DATE (2nd 5-week)
August 8	Wednesday	2nd 5-Week Session Ends 10-Week Session Ends

Faculty must post grades on Web upon course completion.

2007 Fall Semester

August 20-21	Monday-Tuesday (2 contract days)	Inservice Sessions/Faculty Curricula Review and Planning/Registration
August 22	Wednesday	Classes Begin
September 3	Monday	Labor Day Holiday
September 6	Wednesday	CENSUS DATE
October 15-19	Monday-Friday	Mid-term week
October 25-26	Thursday-Friday	Fall Break (no classes) (2 contract days)_
November 21-23	Wednesday-Friday	Thanksgiving Holidays (no classes) (1 contract day)
November 23	Friday	College Open (no classes)
November 29	Thursday	WITHDRAWAL DATE
*December 10-13	Monday-Thursday	Final Examination Week
December 14	Friday	1 Contract Day
December 18	Tuesday	Deadline for Web grade posting: 5:00 Assessment data is also due at this time.
December 15, 2007 - Jan 6, 2008		Semester Break for Faculty

*If the final exam is to be longer than 50 minutes, instructors are to use the last two class periods to give the exam. If class is only scheduled for Fridays, the final exam must be given during the last scheduled class period.

This calendar is provisional and subject to change. For the most current registration information, new students should refer to their confirmation materials, and continuing students should refer to each semester's Schedule of Classes and registration instructions.

Academic Calendars, cont.

2008 Spring Semester

January 7-10	Monday-Thursday	Inservice Sessions/Faculty Curricula Review and Planning
January 11	Friday	Registration/Advising/Testing
January 14	Monday	Classes Begin
January 28	Monday	CENSUS DATE
March 3-7	Monday-Friday	Mid-Term Week
March 10 – 14	Monday-Friday	(no classes) Spring Break-Offices Open
March 21 – 24	Friday–Monday	(no classes) Easter Break
March 24	Monday	Staff Development Day
April 24	Thursday	WITHDRAWAL DATE
*May 5-8	Monday-Thursday	Final Exam Week
May 9	Friday	Commencement
May 10	Saturday	Commencement - Alamosa Campus
May 13	Tuesday	Deadline for Web grade posting: 5:00 Assessment data is also due at this time.

*If the final exam is to be longer than 50 minutes, instructors are to use the last two class periods to give the exam. If class is only scheduled for Fridays, the final exam must be given during the last scheduled class period.

2008 Summer Semester

May 27	Tuesday	Registration/Advising/Testing
May 28	Wednesday	Classes Begin: First 5-Week session and 10-Week session
May 30	Friday	CENSUS DATE (1st 5-week session)
June 5	Thursday	CENSUS DATE (10 week session)
June 27	Friday	WITHDRAWAL DATE (1st 5-week)
July 1	Tuesday	First 5-Week Session ends Registration/Testing for Second 5-Week Session
July 2	Wednesday	Classes Begin: 2nd 5-Week Session
July 4th	Friday	Independence Day Holiday
July 7	Monday	CENSUS DATE (2nd 5-week session)
July 29	Tuesday	WITHDRAWAL DATE (10-week)
August 4	Monday	WITHDRAWAL DATE (2nd 5-week)
August 6	Wednesday	2nd 5-Week Session Ends 10-Week Session Ends

Faculty must post grades on Web upon course completion.



See the Trinidad and Alamosa Campus maps on the following pages to make finding your way around campus a little easier.

The **Boyd Technology Center** was remodeled recently from the physical plant facilities and is the home of TSJC-TV. Students participating in the Multimedia Arts have access to a full television studio and equipment. The Boyd Center also has a smart classroom and houses the instructional technology department.

The **Sullivan Student Center** contains a dining hall, TV Lounge, game room, bookstore and other student facilities. Meals are served to students in the dining hall. This building functions as a center for student social and recreational activities. The Student Center also has a general purpose room available to the public for meetings.

The **Guy C. Davis Science Building** provides up-to-date scientific equipment and modern laboratories. Classes for pre-professional science students, nursing, and engineering technology are taught here. State-of-the-art computer labs, computer media communications laboratory with “smart classroom” capabilities are available for classes.

The **Samuel Freudenthal Memorial Library** at Trinidad State Junior College has a book collection of approximately 50,885 volumes, and 118 periodical subscriptions.

The library utilizes the CARL (Colorado Alliance of Research Libraries) on-line catalog system, which provides access to the TSJC collection, as well as hundreds of additional library collections and databases throughout the country. The library also offers access to a number of on-line, electronic databases, including Britannica Online, SIRS, FirstSearch, Ebscohost, and ProQuest.

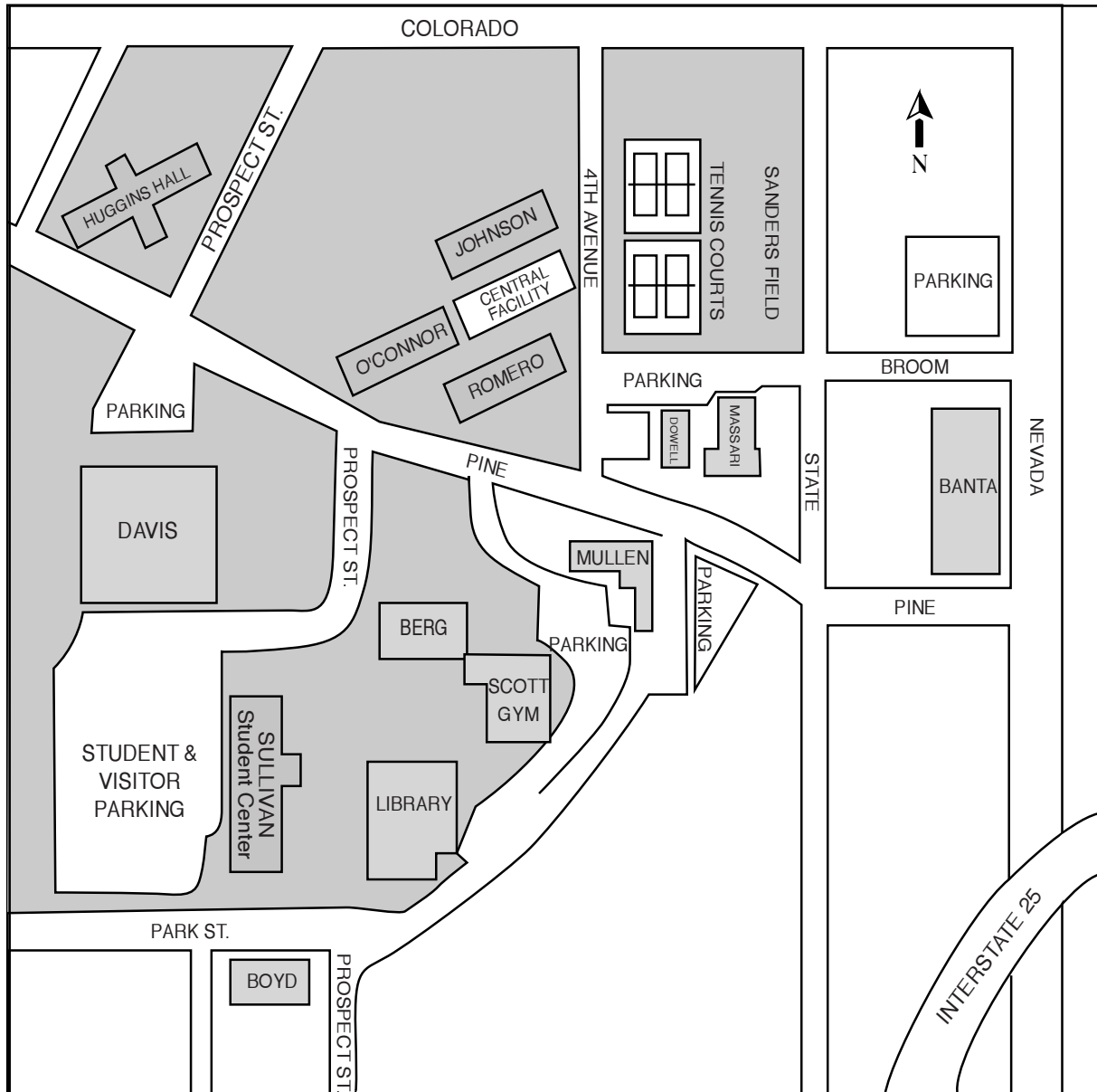
The library can borrow materials from other libraries at no charge through interlibrary loan. Please ask the library staff about the interlibrary loan system, and allow a minimum of two weeks for your request to be filled.

The library also offers a computer lab with Internet access. In addition, there are a photocopy machine, a microfilm reader and printer, and a videotape viewing room available for use. It is also home to the Learning Center, Writing Center, Math Lab, and Language lab.

The **Berg Administration Building** was built in 1941. Located within this building are administrative offices and classrooms for business and journalism. The business and office technologies area is equipped with state-of-the-art computer labs so that students are given every opportunity for a “real world” education.

Huggins Hall is the largest of the four residence halls.

O’Connor Hall is designated as one of the “quiet” dorms on



campus and is for women only.

Scott Gymnasium provides the facilities for a comprehensive physical education program and men's and women's athletic events including men's basketball and women's volleyball.

Romero Hall is also designated as one of the "quiet" dorms on campus and is for men only.

The **Central Facilities** is used by the Holy Trinity Academy for a day care.

Johnson Hall was dedicated in April of 1961 and houses students from TSJC's special programs such as the Colorado Law Enforcement Training Academy.

The **Mullen Building** has well-equipped shops for various career and technical programs including Gunsmithing, Drafting, CAD/CAM, Cosmetology, Graphic Design, Multimedia Arts and Computer Networking.

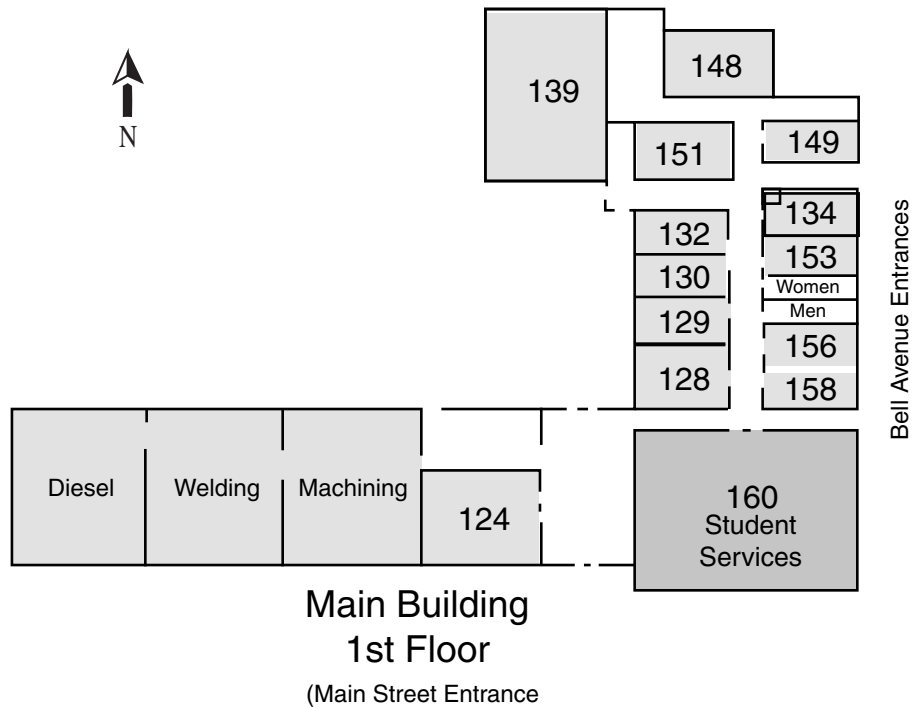
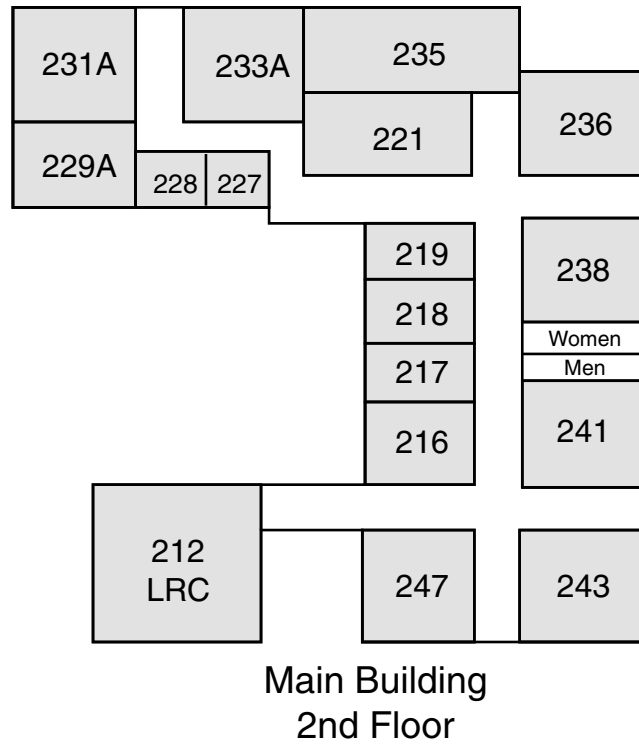
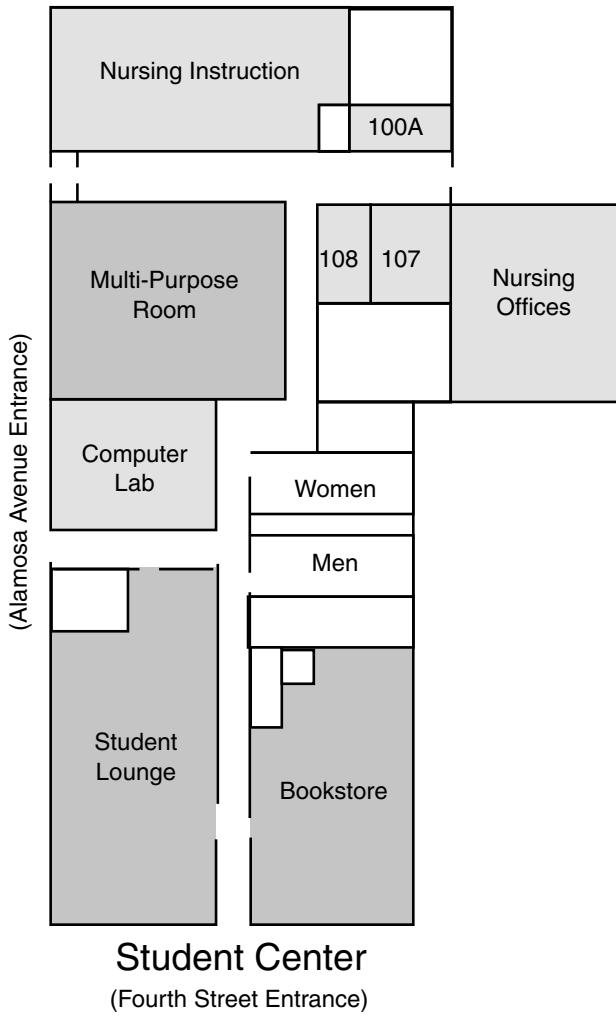
Dowell Hall is the base for the Adult Basic Education program ABE, ESL and GED classes. The facility includes offices, classrooms and a computer lab.

The **Massari Performing Arts Center** houses classrooms for both Music and Theater as well as one of the finest performing arts centers in southern Colorado.

The **C.O. Banta Vocational Building** has well-equipped shops for career and technical programs in Auto Service Technology, Colorado Law Enforcement Academy, Criminal Justice, Construction Technology, and the EMT program. Classrooms, the physical plant, maintenance and faculty offices are also housed in this building.

Sander's Field is an intramural field located north of the Massari Center.

The **Walton Tennis Courts** are available for student use.



Need more information?

Trinidad State Junior College
Trinidad Campus
600 Prospect Street
Trinidad, CO 81082
Toll Free 1-800-621-TSJC
FAX: 719-846-5667

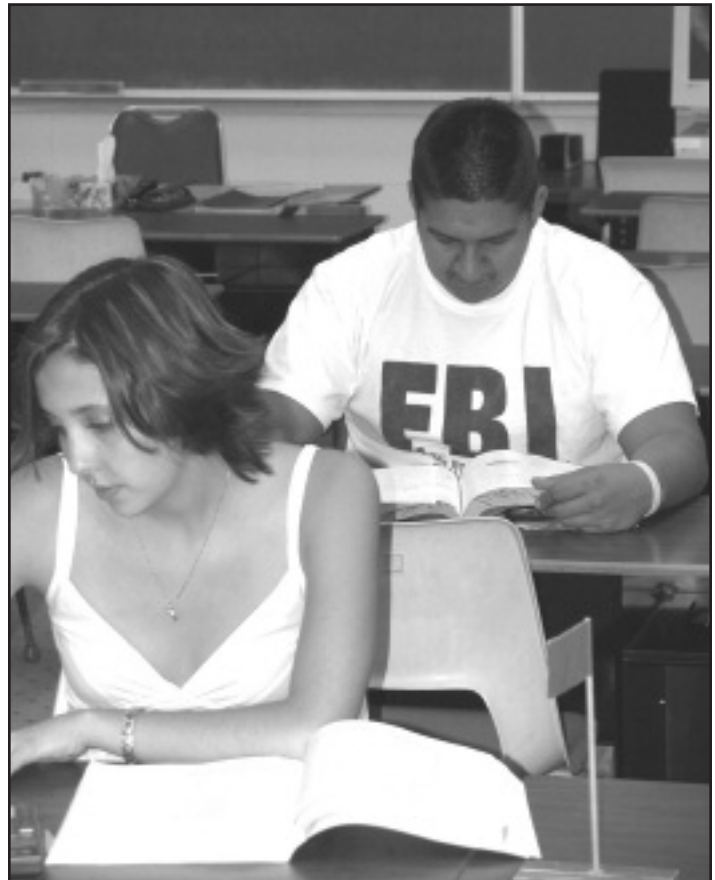
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1011 Main Street
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FAX: 719-589-7005

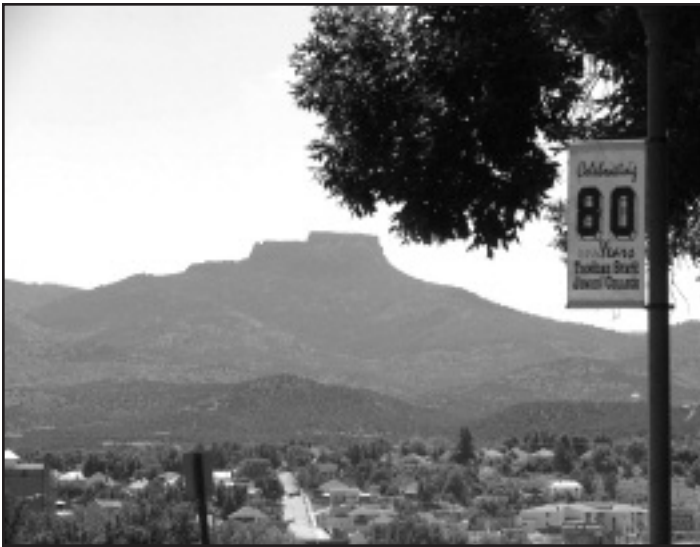
Admissions Office.....719-846-5622
 Director of Auxillaries719-846-5610
 Dan Nuschy
 Director of Housing719-846-5497
 Tammy Schaible
 Assoc. Director of Housing719-846-5458
 Andrew Orta
 Director of Financial Aid.....719-846-5553
 (scholarships, loans, grants)

Interim Dean of Career & Technical Education..719-589-7023
 Assistant Dean of Student Services719-589-7025

Service	Location	Extension
Admissions	Berg 201	5622
Advising	Berg 201	5557
Adult Basic Ed. (GED)	Dowell Hall	5698
Adult Education Services	Dowell Hall	5682
Affirmative Action	Berg 218	5541
Alumni/Development	Berg 108	5520
Arts and Sciences	Berg 210	5532
Accuplacer Test/Learning Center	Library 300	5655
Athletics	Scott Gym	5510
Bookstore	SSC	5610
Career & Technical Education	Mullen 201	5631
College Relations	Berg 108	5444
Educational Opportunity Center (EOC)	Berg 209	5689
Even Start	Dowell Hall	5564
Financial Aid	Berg 209	5553
Food Services	SSC	5629
Identification Cards	Berg 201	5622
Learning Center	Library 300	5664
Library	Library	5593
Maintenance	Banta Building	5618
Math Lab	Library 301	5515
Dormitories	O'Connor Hall	5497
Dormitories	Huggins Hall	5458
Museum	Library (lower level)	5508
Nursing	Davis 116E	5668
Security/Physical Plant	Banta Building	5618
Small Business Development Center	Bell Block	5644
Special Populations	Mullen 401	5536
Student Activities/Student Government	SSC	5517
Student Support Services	Library 300	5655
Talent Search	Davis 129	5562
Tech Prep/School to Career	Mullen 406	5650
Transcripts	Berg 210	5621
Trojan Tribune Student Newspaper	SSC 132	5517
Tutoring	Library 300	5655
Upward Bound Classic	Davis 101	5677
Upward Bound Math/Science	Davis 114	5554
Veterans' Counselor	Berg 209	5555
Writing Center	Library 304	5467

Service	Contact	Extension
Admissions	Mathilda Westerman	7026
Advising	Mike Atencio	7032
Adult Basic Ed. (GED)	Anna Mae Rael Lindsay	7058
Affirmative Action	Antonette Lane	7022
Accuplacer Testing	Anna Mae Rael Lindsay	7058
Bookstore	Darlene Gallardo	7029
Continuing Education	Mike Maestas	7025
Financial Aid	Rosalee Ortega	7024
Identification Cards	Kendall Gomez	7104
Job Placement	Victor Salazar	7031
Occupational Education	Tom Scarlett	7023
Publicity/Public Information	Mike Maestas	7025
Student Life	Genia Rasmussen	7052
Student Government	Genia Rasmussen	7052
Tech Prep/School to Career	Victor Salazar	7031
Transcripts	Mathilda Westerman	7026
Tutoring	Anna Mae Rael Lindsay	7058
Veterans' Counseling	Rosalie Ortega	7024





HISTORY

Trinidad State Junior College offers the academic and vocational programs you desire and the faculty and staff provide the personalized attention you deserve. The oldest two-year college in Colorado, TSJC continues to serve each student as an individual. Our student-to-faculty ratio is about 20 to 1. TSJC's Trinidad Campus has been accredited by the North Central Association of Colleges and Schools Commission on Institutions of Higher Education since 1962. Trinidad State Junior College grants Associate of Arts degrees, Associate of Science degrees, Associate of Applied Science degrees, and Certificates of Completion. Graduates of TSJC are able to transfer the academic credits earned to other state colleges and universities.

The legislature of the State of Colorado passed an Act in April 1925, authorizing the establishment of a junior college in Trinidad, Colorado. In 1937, the State Legislature passed an act enabling counties to organize a Junior College District. Las Animas County immediately took advantage of this act and organized the Las Animas County District. Since that time, the College has continued to grow and develop in its ability to meet the educational needs of the southern Colorado and northern New Mexico. On July 1, 1968, Trinidad State Junior College became a member of the Community Colleges of Colorado System. The College is governed by the Colorado State Board for Community Colleges and Occupational Education. A College Advisory Council, composed of seven members, is appointed to provide for communicating local advice to the college administration. Members of the Advisory Council represent Las Animas County, Huerfano County and the San Luis Valley.

The year 2005 marked eighty years of education excellence for TSJC. The college has grown from its enrollment of thirty-seven students in 1926 to its present head count of about twenty-five hundred students annually between both campuses. To meet its students' needs, Trinidad State Junior College has two sites: the original campus in Trinidad, and the Alamosa Campus located in the heart of the San Luis Valley.

HISTORY AND MISSION

TRINIDAD CAMPUS

Located in the west central part of the city of Trinidad, the original campus of Trinidad State Junior College abounds in a panorama of mountain beauty with the majestic Sangre de Cristo Mountain Range to the west, and New Mexico mesas and a well-known landmark, Fisher's Peak, to the south.

The City of Trinidad is nestled in a valley surrounded by pinon-studded hills and is unexcelled for its moderate, dry climate and clean air. It is located one hundred ninety seven miles south of Denver and about fifteen miles north of the New Mexico border on Interstate Highway 25. Recreation parks for camping and fishing are nearby. Trinidad's nine-hole golf course is considered to be one of the best in the state. Having a population of nearly ten thousand, Trinidad is recognized for the convenience and friendliness of a small town.

The Trinidad campus prides itself in being large enough to offer a wide selection of programs in the academic transfer and career and technical areas; yet is small enough to offer personal attention and individualized instruction for its students. The faculty and staff share a genuine interest in the success of their students.

Trinidad State Junior College is committed to providing its students with rigorous, integrated, comprehensive academic and occupational-technical curricula and to strengthening the quality of its academic transfer and occupational degree and certificate programs. The institution has implemented unique pre-collegiate and specialized educational programs designed to introduce students to an approach to learning that will enhance any student's potential for success.

Recent improvements to the campus include the renovation of the cosmetology lab, campus murals and awnings, new paint, carpet, signage, and remodeled showers in the dorms, and refinished floor and mural in the gymnasium.

Reaching out to remote areas, the college offers several methods of alternative delivery including interactive video delivery, on-line, and on-site courses providing the opportunity for area high school students and persons in outlying communities to enroll in college-level courses. Additionally, the college has developed computer and multimedia learning laboratories bringing state-of-the-art technology into its learning environment. The college stresses that its students should receive the best training and skills to ensure success in their elected fields of endeavor. The goal at TSJC is to equip students with the ability to compete in the ever-changing work environment and excel in a highly mobile society. The College will continue to explore, examine, develop and implement efforts in order to provide a total quality education.



ALAMOSA CAMPUS

The TSJC Alamosa Campus became accredited in 1998 as a branch campus by the North Central Association of Colleges and Schools Commission on Institutions of Higher Education. The Alamosa Campus is located in Alamosa, Colorado, which is in the Center of the San Luis Valley. The San Luis Valley is located in South Central Colorado and is approximately 40 miles from the New Mexico border. The area consists of high plains and a flat valley that encompasses a total of 722 square miles surrounded by the Sangre de Cristo mountains to the east and the San Juan mountains to the West.

Associate of Applied Science degrees are available with an emphasis in: Manufacturing Systems Technology, Heavy Equipment Maintenance, Precision Machining, Welding, Aquaculture, Office Technologies, Emergency Medical Services, Early Childhood Professional, and Nursing.

Certificate programs include: Aquaculture, Barbering, Cisco Certified Network Associate, Computer Network Technology, Cosmetology, Massage Therapy, Emergency Medical Technician (Basic and Intermediate), Early Childhood Professional, Agriculture Business Management, Manufacturing Systems Technology (Heavy Equipment Maintenance, Precision Machining, Welding), Nursing Assistant, Practical Nursing, and Office Technologies.

Adult Basic Education, GED and ESL are available through the Learning Resource Center.

Larger communities in the Valley include Alamosa, Monte Vista, Del Norte, Center, Antonito, Manassa, San Luis, La Jara, Sanford, Creede, Blanca, Fort Garland, and Saguache.

Highway transportation in the Valley includes U.S. Highway 285, traversing the Valley from north to south, and U.S. Highway 160, which connects the San Luis Valley with Interstate 25 to the east. Rail service to many communities in the region is provided by the Denver and Rio Grande Western Railroad. Alamosa is also served by a commercial airline with daily flights to Denver.

TSJC OUTREACH CENTERS

Trinidad State Junior College has outreach centers designed to meet both academic and vocational needs of those living outside the service area.

DISTANCE EDUCATION

A network, linking the Trinidad campus to the Alamosa Campus, as well as several area high schools and other Colorado Community Colleges, provides opportunity for the video conferencing of courses via interactive video. TSJC offers a number of methods of alternative delivery including on-line, on-site and self-paced computer courses.

Trinidad State Junior College offers its nationally recognized Occupational Safety and Health Technology Program via Distance Learning. This option for obtaining a Degree or Certificate in Occupational Safety and Health (www.trinidad-state.edu/osh) is designed for the employed person who desires safety education but cannot attend college full-time, and/or does not live near an institution which provides this type of training. Courses are available by various methods, from the Internet to traditional postal service and several other options. If interested please call (719) 846-5052.

GOVERNANCE

Trinidad State Junior College is a comprehensive coeducational two-year state-supported institution operated under the governance of the State Board for Community Colleges and Occupational Education.

ACCREDITATION AND AFFILIATION

Trinidad State Junior College is accredited by:

**The Higher Learning Commission and a member of the
North Central Association of Colleges and Schools,
30 North LaSalle St., Suite 2400
Chicago, Illinois 60602-2504
1-800-621-7440; 312-263-0456**

The most recent comprehensive evaluation for continued accreditation at the Associates' degree-granting level occurred in 1998, with a result of continued ten-year accreditation.

The TSJC Nursing Program is approved by the Colorado State Board for Nursing. The Automotive Service Technology program is ASE and NATEF certified.

Trinidad State Junior College holds memberships in the American Association of Community Colleges, the North Central Council on High School/College Relations, and other educational and professional organizations.

MISSION STATEMENT

Trinidad State Junior College enriches the academic, technical, and cultural life of our diverse community. We are committed to offering traditional and alternative approaches to education, providing quality instruction, and promoting lifelong learning.

TSJC VISION STATEMENT

Trinidad State Junior College will continue to be an active partner in building and maintaining academic excellence and economic vitality in the region it serves. This will be accomplished through:

- Student Access
- Student Success
- Operational Excellence
- Community relationships

TSJC PHILOSOPHY STATEMENT AND OBJECTIVES

TRINIDAD STATE JUNIOR COLLEGE

Education is the very foundation of good citizenship. It is the principle instrument in awakening individuals to cultural values while preparing them for professional training and in helping them to adjust normally to their environment. It is doubtful that people may reasonably be expected to succeed fully in life if they have desire and capability but are denied the opportunity of an education. Such an opportunity is a right which must be made available to all on equal terms.

Objectives

- provide opportunities to acquire essential skills of communication, understanding of the major fields of human experiences and achievement, to develop independent critical judgments, and to recognize and solve problems.
- provide guidance to enable each student to discover his/her aptitudes and to assist him/her in the choice of a vocation.
- provide educational opportunities for students who have not made a decision concerning their career choice.
- provide opportunities to acquire or renew basic skills necessary for future success in certificate and degree programs.
- provide opportunities for students to fulfill the lower division requirements of a four-year college degree.
- provide career and technical education for specific professions.
- provide continuing education for members of the community through special programs, offerings and courses in academic, vocational, cultural, and recreational activities.
- provide a trained workforce to meet local and regional business employment needs.

GENERAL EDUCATION

The College defines general education as courses that are balanced and broadly-based. These courses expose the student to the mainstreams of thought and interpretation in humanities, sciences, communications, mathematics, social studies, and arts. They also develop the student's understanding of the inter-relationships among these fields of study. These courses must not be directly related to a student's formal technical, vocational, or professional preparation.

The College works toward the enhancement of an informed citizenry with the ability to think critically, communicate effectively, and solve problems, both qualitative and quantitative. The college strives to provide a general education that promotes tolerance, lifelong learning, and a devotion to free inquiry and free expression.

Objectives

- read and comprehend college level work
- explain and defend ideas verbally and in writing
- examine ideas using critical reasoning
- solve problems using logic, mathematics, technology, and creative thinking
- demonstrate responsible citizenship

These objectives will be addressed throughout a student's tenure at Trinidad State Junior College. Students' learning in these areas will be evaluated through components embedded within course assessments. Additionally, students may be asked to participate in various assessment efforts such as the Collegiate Assessment of Academic Proficiency Exam. The Assessment for Improvement of Student Learning Committee oversees all assessment efforts at Trinidad State Junior College. This committee's principle task is to help improve student learning through regular reporting, discussion and course modification efforts.

TRANSFER EDUCATIONAL PROGRAMS

The College provides opportunities for students to fulfill the lower division requirements of a college education in liberal arts or the professions and to qualify students for admission to the junior year at other colleges and universities by providing two-year transfer educational programs.

Objectives

In addition to General Education goals, students graduating from transfer educational programs can:

- plan and write well-organized essays and papers that focus on interpretation, criteria analysis, and evaluation;
- use basic resources to conduct research (library, internet, other secondary data sources);
- think deeply and critically about a variety of human issues;
- weigh and respect different systems of human values, both contemporary and historical;
- make connections between the past, present, and future;
- use mathematical data and synthesize data using scientific methods;
- accept and apply professional ethics;
- be admitted to a four-year college or university and succeed in their chosen field of study at such an institution.

CAREER AND TECHNICAL EDUCATION PROGRAMS

The College provides Career and Technical education for specific professions.

Objectives

In addition to General Education goals, Career and Technical Education graduates and trainees can:

- perform specific tasks for specific jobs or for clusters of related jobs;
- understand the theory in an area of technical specialty;
- demonstrate the practical applications of theory in the technical specialty;
- acquire job entry-level skills.

CONTINUING EDUCATION AND COMMUNITY SERVICES

The College provides lifelong learning for area citizens through special programs, offerings, and courses in academic, vocational, cultural and avocational activities. TSJC supports lifelong learning needs, and the changing needs of industry through nontraditional formats, locations, and/or delivery methods.

Objectives

- facilitate and/or enhance occupational, intellectual, cultural, social, and personal development;
- meet the changing needs of area residents, traditional and nontraditional students, business, industry and the community.



WELCOME!

Admission to Trinidad State Junior College is open to all Colorado high school graduates, non-graduates of high school who are 16 years of age or older, and any other person who can benefit from the instruction for which he/she enrolls. **Admission to Trinidad State Junior College does not ensure acceptance of an individual student in a particular course or program.** In the event that an applicant does not meet the requirements for a particular program, Trinidad State Junior College advisors will advise the student of special courses needed for correction of scholastic or other deficiencies or alternate course or programs. All admissions are subject to availability of space.

ABILITY TO BENEFIT

For Financial Aid, federal laws require that post-secondary students must have the ability-to-benefit from instruction. Whether a student is deemed to have the ability-to-benefit from a course of study is determined by whether the student has earned a high school diploma, GED or taken an independent assessment. The student will be required to show proof of a high school diploma, GED or equivalent at the time of registration.

Non-high school graduates are strongly urged to take the General Educational Development (GED) Test and earn a high school equivalency certificate. This test is administered on campus and is recognized by the State Department of Education, potential employers, and the United States Armed Forces.

APPLICATION AND ENROLLMENT PROCEDURES

1. Complete the Application for Admission and submit it to the Student Services Office in Berg 201 or at the student services office on the Alamosa Campus.
2. Take the Accuplacer test in the Learning Center (Library 300-Trinidad Campus) or in the Learning Resource Center on the Alamosa Campus. You may be exempt from the assessment if you can document at least one exemption criterion (listed on page 14 "Assessment Testing").
3. Participate in advising before registering for classes. Contact the staff in Advising, Berg 201, or Student Services Office on the Alamosa Campus, for assistance. Teaching faculty and other advisors will be available to discuss assessment scores; answer questions about classes and programs; review past, current, and proposed coursework; provide guidance in educational planning; and help with academic and related problems. Advising helps students achieve their educational objectives and provides an opportunity to meet faculty and staff outside the classroom.

STUDENT CLASSIFICATION

You will be classified by academic year, admission status and residency according to the following definitions:

ACADEMIC YEAR

- Freshman:** You have successfully completed fewer than 30 semester credit hours.
- Sophomore:** You have successfully completed 30 or more semester credit hours.
- Unclassified:** You have already been awarded a degree at the associate level or above.

ADMISSION STATUS

- New Student:** You are attending TSJC for the first time.
- Continuing Student:** You have attended TSJC and are a continuing student.
- Readmitted Student:** You have not attended TSJC within the past one or more semesters and are reentering.

RESIDENCY

You will be classified as either a resident or as a nonresident of Colorado for tuition purposes. See a staff person in the Student Services Office, Berg 201, or Student Services Office on the Alamosa Campus, for definitions and details.

OUT-OF-STATE STUDENT

Trinidad State Junior College welcomes applications from out-of-state students. All of the applicant's credentials should be on file in the Admissions Office no later than August 15 for the fall semester. Credentials for spring semester applicants should be on file two weeks prior to enrollment.

INTERNATIONAL STUDENT

Trinidad State Junior College is authorized under Federal Law to enroll nonimmigrant alien students. International students seeking admission to Trinidad State Junior College should submit an Application for Admission and an English translated transcript indicating graduation from a high school which is equivalent to the twelfth grade in the United States.

English proficiency is a requirement for admission to college-level courses at Trinidad State Junior College. Adequate proficiency will be interpreted as a score of 450 on the TOEFL or 80 on the Michigan Test of English Language Institute or completion of ESL 108 at Trinidad State Junior College. Any student not demonstrating adequate proficiency will be tested and required to enroll in the appropriate English as a Second Language course.

TRANSFER STUDENT

Each applicant for admission who has attended another institution or college may not disregard a previous collegiate record and apply for admissions as a first-time freshmen.

A student who wishes to transfer to Trinidad State Junior College from another college may do so provided that the student is in good standing at the college from which he/she wishes to transfer. Transfer credit will be evaluated and appropriate credit granted. The student may be admitted upon receipt of an application form, and a transcript of all work completed at previous institutions.

A transfer student on academic probation from another college will be admitted on probation and must enroll with the advice of the counselor as to credit hours allowed and area of study to be followed.

VETERAN EDUCATION AND SERVICES

(Located in the Berg Building, room 209 or the Student Services Office on the Alamosa Campus) Trinidad State Junior College has been approved for veterans' training under Chapter 35, Title 38 (DEA) USC, Title 10 USC, Chapter 106, Chapter 30 Title 38, and Chapter 32, Title 38. A staff person is provided by Trinidad State Junior College for assistance with application process for Veteran's Education Program benefits.

Standards of Progress are set forth for veterans and eligible students receiving benefits under Chapter 30, 32, and 35, Title 38, United States Code in compliance with V.A. Regulations 14253,14277 and Title 10 USC, Chapter 106.

READMISSION (FORMER STUDENT)

Any students who have previously attended Trinidad State Junior College and who are returning after an absence of one or more semesters must make readmission arrangements in the Student Services Office. If students have attended any other educational institutions since their last registration at Trinidad State Junior College, they must also arrange to have official transcripts submitted to the Student Services Office. Students seeking readmission are advised to complete the above requirements well in advance of scheduled registration dates.

ADVISING - REGISTRATION

ASSESSMENT TESTING

Students pursuing a degree program must complete assessment tests prior to enrollment. The results of these tests provide information needed for pre-registration advising.

Trinidad State Junior College is committed to the success of each of its students. Therefore, minimum basic skill levels have been established for college programs in accordance with state mandates. It is the policy of the college that all students enrolling at TSJC must be assessed in mathematics, writing, and reading unless they meet one of the following exemption criteria:

A. The student may provide an official ACT score sheet indicating that his/her scores are at least 18 in English, 19 in Mathematics, and 17 in Reading

B. The student may provide an official SAT score sheet indicating that his/her verbal score is at least 440 and mathematics score is at least 460.

C. Student has already completed the required college level English or Math Course at another accredited institution with a C or better.

D. The student may present an official transcript indicating that he/she possesses an Associate degree or higher college degree.

E. The student has enrolled specifically for employment in-service and/or upgrading.

F. The student has enrolled for personal enrichment in a course that has no listed prerequisites and has not enrolled in an approved certificate or degree program. (Note: students who initially elect to enroll in an approved certificate or degree program must participate in assessment at the time they enroll in the approved certificate or degree program.)

Documents exempting students from the assessment test must be submitted to the Admissions Office.

The results of the assessment tests are used to place students into the proper English, reading, and mathematics course(s). The results are also used to advise students in the selection of other courses. Students who score below placement test scores in mathematics, writing, and/or reading, must take the appropriate basic skills courses within their first 30 credit hours.

BASIC SKILLS COURSES

Basic skills courses include academic skills courses that are prerequisite to the level of work expected for college level instruction. Basic skills courses are not allowed as degree credit for an Associate of Arts (AA), Associate of Science (AS), or Associate of Applied Science (AAS) academic degrees at TSJC.

In order to qualify for state aid, these courses must be taken within the first 30 credit hours.

STUDENT ADVISING

The education needs of students are the highest priorities of the college. Although students are free to seek guidance or advising from any faculty member, the college provides several avenues to meet the total needs of the students.

- Advising is available in Berg 201 or Student Services on the Alamosa Campus for individual sessions with students. Services available include academic advising, transfer, and some scholarship advice. All students are assigned an advisor and are encouraged to meet with their advisor early and often throughout the semester.
- Various tests and inventories offer students a realistic indication of their aptitudes, interests, and achievement levels. Bridges Choices Explorer is an interest inventory that can be accessed on campus computers as well as your own PC. Information is available in Berg 201, or

Student Services on the Alamosa Campus. This program allows the student insights into their choice of major programs, career and life-planning goals. The Internet may also be utilized for career exploration.

NOTE: Self-advising is discouraged at TSJC. Students that choose not to meet with their assigned advisor may take courses that will not transfer to four-year institutions.

REGISTRATION

Students are encouraged to register in person on the dates and designated in the college calendar and in the semester schedule of classes. Returning students may register by phone or on-line. Students may obtain the most current information by consulting with student advisors, Student Services Office personnel, and by reading the most current Schedule of Classes and registration materials distributed each semester.

To be eligible for registration, all students must complete the steps listed under Application and Enrollment Procedures. Registration is not considered complete until the registration information has been filed and all tuition and fees have been paid.

No person may attend a course in which he/she has not been officially registered. A student must be on the class list in order for an instructor to admit that person into his/her class.

Registration dates and procedures are announced to currently enrolled students via TSJC-TV, in official informal notices, in the student newspaper, via e-mail, via advertising, in the semester schedule of classes and by instructors in the classroom. New and returning students (those who have been out of school for one semester or more) should familiarize themselves with the registration procedures by obtaining a Schedule of Classes from the Admissions Office.

IMMUNIZATION REQUIREMENTS

Colorado law requires that all full-time students born after January 1, 1957, show proof of immunization against measles, mumps, and rubella. As of July 2005, Colorado law requires proof of meningitis immunization for all students who reside in a dormitory. Proof of immunization is required at the time of registration.

SPECIAL SERVICES

ORIENTATION & CURRICULUM ADVISEMENT

New students have the opportunity to attend orientation sessions prior to fall registration to select a major, take the assessment test, and meet with assigned advisors. The student learns about the college, its offerings and requirements, social and leadership opportunities and advising and counseling services available at TSJC.

Students are assigned to faculty members who are interested and informed advisors within the students' major field of study. Advisors monitor the students' progress and assist students with information concerning their major emphasis, graduation requirements, employment trends, and job placement. Advisors assist in course selection with relation to degree requirements, course pre-

requisites and other academic matters. Ultimately, it is the responsibility of the student to maintain normal progress, to select the proper courses, and to meet all of the graduation requirements.

CAMPUS LIVING ACCOMMODATIONS

Accommodations for campus living are available for both men and women in the residence halls. A \$150 deposit is required with the application for space in the residence halls.

FOOD SERVICE

Food Service is provided in the dining hall of the Sullivan Student Center. Non-dormitory residents can purchase coupons for meals. The cost of the meal plan is nominal. Meals may also be purchased on a cash basis.

TSJC ACADEMIC SUPPORT SERVICES

LIBRARY SERVICES

The Samuel Freudenthal Memorial Library at Trinidad State Junior College has a book collection of approximately 50,885 volumes, and 118 periodical subscriptions.

The library has the CARL (Colorado Alliance of Research Libraries) on-line catalog system, which provides access to the TSJC collection, as well as hundreds of additional library collections and databases throughout the country. The library also offers access to a number of on-line, electronic databases, including Britannica Online, SIRS, FirstSearch, Ebscohost, and ProQuest.

The library can borrow materials from other libraries at no charge through Interlibrary loan. Please ask the library staff about the Interlibrary loan system, and allow a minimum of two weeks for your request to be filled.

The library also has a computer lab with Internet access. In addition, there is a photocopy machine, a microfilm reader and printers available for use. The Learning Center, Writing Center, Language Lab, and Math Lab are also located there.

The Learning Center offers a variety of services to help students succeed at TSJC and achieve their educational goals. Included, are one-to-one and group tutoring for any TSJC course; Supplemental Instruction (SI) with student-led review sessions; structured study sessions with individualized assistance; and assessment for accurate placement in TSJC classes. The Learning Center offers PLATO individualized computer tutorials in reading, math and English, free to any student upon request. The PLATO system can help students identify and address skill gaps, is self-paced, and flexibly scheduled.

Supplemental Instruction (SI) is an academic support program that uses peer assisted study sessions to help students process course content. Participation is voluntary and open to all students in the course. Informal, out of class seminars are scheduled for students to compare notes, discuss readings, learn to organize, and predict test items.

The SI session integrates how to learn with what to learn by helping students develop essential study skills using the content and materials from the course being facilitated. The SI sessions

Part III: Admissions

are directed by SI Leaders who attend class and SI sessions. Leaders are ideally students who have passed the course with an "A", and are chosen with the help of the course instructor.

The Math Lab offers self-paced courses in all levels of mathematics from fundamental math to College Trigonometry. Students work individually using textbooks and state-of-the-art computer software as resources. Both full- and part-time professionals are available whenever a student has a question or experiences difficulty. The Math Lab also offers open study time with tutorial assistance for students taking any math class at TSJC.

The Writing Center is staffed by full- and part-time professionals and trained student tutors. The staff is available to read student writing and offer constructive suggestions and critiques with the goal of helping students develop their skills as writers. The Writing Center is equipped with computers for students to compose and revise assignments and do Internet research.

The Language Lab provides self-paced courses in all levels of developmental English and reading as well as individualized assistance and small group workshops. Students may complete a course early and begin working on the next course during the same semester. Open lab is for all students experiencing difficulty with reading college textbooks, comprehension of difficult material, and writing skills from basic to college writing. Open lab hours are for all TSJC students and are provided without charge.

The Learning Center, Writing Center, and Math Lab on the third floor and the Language Lab on the second of the library, work closely to tailor the assistance students receive to individual learning needs. All learning support is free to TSJC students.

On the Alamosa Campus, the **Learning Resource Center** offers:

accuplacer testing for college placement, and tutors in math, reading, writing, and other subjects upon request.

Interpreters for the hearing impaired and the blind are available as are programs in adult basic education: GED and ESL (English as a Second Language).

SPECIAL POPULATIONS

Trinidad State Junior College is an Equal Opportunity Institution which is committed to the educational pursuits of all, including members of special populations. The term 'special populations' includes individuals with disability, educationally and economically disadvantaged individuals (including foster children), individuals of limited English proficiency, individuals who participate in programs designed to eliminate sex bias, and individuals in correctional institutions. To serve these individuals, Trinidad State Junior College offers services through the Special Populations Student Services Program.

TRIO PROGRAMS

Trinidad State Junior College offers several federally-funded programs designed to assist students in achieving success. The TRIO programs include the Student Support Services, the Educational Opportunity Center, the Talent Search Program,

Upward Bound and Upward Bound Math & Science Programs.

EDUCATIONAL OPPORTUNITY CENTER

Deciding where to go to college or trade school, figuring out how to pay for it, and completing all the necessary forms is complicated. The TSJC Educational Opportunity Center – like so many centers funded by the federal government – is set up to help students gather the necessary information to make good decisions about their future educational plans; think clearly through the available options; and ensure that they receive all the financial aid to which they are entitled. The TSJC Educational Opportunity Center is available, principally, to serve low-income adults and other adults who are the first in their family to attend college.

STUDENT SUPPORT SERVICES

Student Support Services is a college-sponsored, federally-funded program designed to assist qualified students in pursuit of post-secondary education. Students in the SSS program are more than twice as likely to remain in college than those students from similar backgrounds who do not participate in the program. Services include the development of an individualized academic success plan; personal career counseling; tutoring and study group assistance to achieve academic success; learning outside the traditional classroom through cultural tours; visitations to four-year campuses to attend orientation sessions with advisors, faculty, and students; and advising in the selection of a four-year college or university.

UPWARD BOUND PROGRAM

The Upward Bound Program serves high school students from the Walsenburg, Trinidad and Raton areas. The program is intended to generate the skills and motivation necessary to successfully complete high school and enroll and complete a postsecondary education. Students are provided tutoring, college counseling, cultural activities, and other services necessary for success. During a six week summer program, students are brought to campus to gain a simulated college experience and take classes in math, English, science, life skills, Spanish, P.E. and college prep.

UPWARD BOUND MATH SCIENCE CENTER

The Upward Bound Math and Science Center offers high school students from Colorado and New Mexico concentrated studies in mathematics and science courses. The purpose of the program is to prepare the students for and encourage them to pursue post high school degrees and careers in fields related to science, mathematics and technology. Students live on campus for six weeks during the summer, with follow-up services provided throughout the school year.

ADULT EDUCATIONAL SERVICES

The Adult Basic Education (ABE) and General Educational Development (GED) programs continue to demonstrate their commitment to meeting the broad spectrum of adult and nontraditional students' educational needs in Las Animas, Huerfano, Alamosa, Conejos, Costilla, Mineral, Rio Grande, and Saguache counties. With more than thirty years of service to the community, the Adult Education Services Program continues to show great success, not only in terms of number of participants and GED completion rates, but also in the percentage of those that transfer on to higher

education. In addition, the growing population of non-English speaking residents in our communities has resulted in an increasingly successful ESL Program. These students first learn to communicate in English, then many continue on through the GED program and on to TSJC.

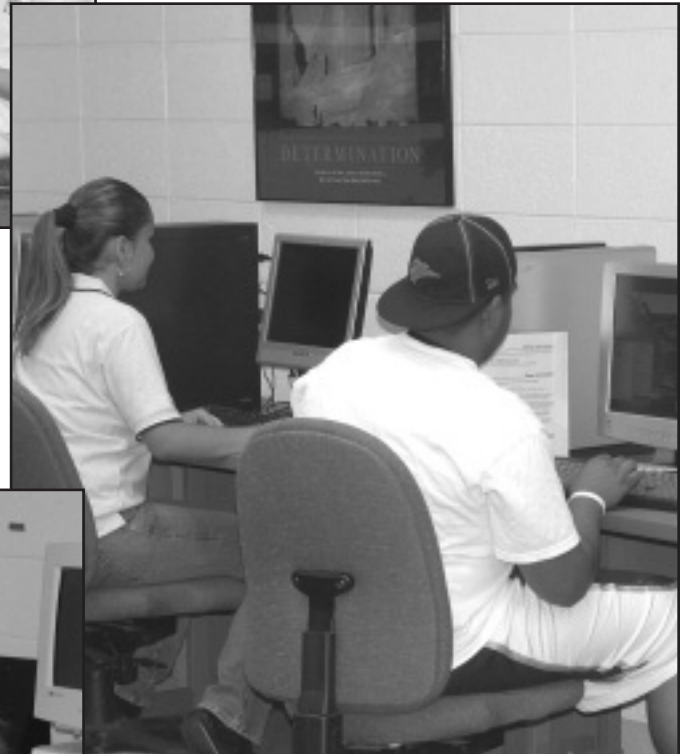
The Adult Educational Services Program has also formed excellent community linkages. Agreements with the Trinidad School District #1 and the Huerfano County School District have given the Adult Education program the opportunity to serve those students who choose alternative educational pathways, on their way to higher education at TSJC. With the goal of improving the connection between the employment pool and the training and educational programs at TSJC, the Adult Education program provides a representative to the One-Stop Centers in Trinidad and Alamosa,

four mornings each week. The Las Animas County Social Services Program, as well as the Valley's Programs, continues to use the TSJC Adult Education Program as their primary educational unit for their various assistance programs. For those students in Trinidad with children not yet in school, the Holy Trinity Academy has opened a child care facility near the Adult Learning Center and provides care for children of TSJC students, staff and the community. In the San Luis Valley, the Learning Garden offers the same quality child care for TSJC students in Alamosa.



The Learning Center offers a variety of services to help students succeed at TSJC and achieve their educational goals.

The Writing Center staff is available to read student writing and offer constructive suggestions and critiques with the goal of helping students develop their skills as writers.



The Math Lab also offers open study time with tutorial assistance for students taking any math class at TSJC.



STUDENT LIFE



PAYMENT OF FEES

All tuition and fees are due and payable at the time of registration each semester, and registration is not complete until the student's financial obligation is met in full. A student with unpaid

financial obligations of any type due to the college will not be allowed to register for subsequent semesters, graduate, or receive any transcript of credits.



COLLEGE OPPORTUNITY FUND (COF) Estimated Per Credit Hour Tuition Rates for FY 2006-2008

This table summarizes the information discussed below regarding estimated tuition rates for FY 2005-06:

Tuition	Total Tuition	COF Stipend	Student Share of Tuition	Registration Fees*	Total Cost of Attendance
Resident	152.75	80.00	72.75	10.40	163.15
Resident - CCC Online	216.40	80.00	136.40	10.40	226.80
Resident-Nursing	185.95	80.00	105.95	10.40	196.35
WICHE	229.15	-	229.15	10.40	239.55
WICHE - Nursing	278.95	-	278.95	10.40	289.35
Non-Resident	276.10	-	276.10	10.40	286.50
Non-Resident - CCC Online	216.40	-	216.40	10.40	226.80
Non-Resident - Nursing	276.10	-	276.10	10.40	286.50

The State of Colorado historically subsidized higher education for in-state students by giving money directly to the colleges. In 2004, the Colorado Legislature enacted a new law establishing the College Opportunity Fund (COF). Under this new law, starting in the Fall Semester, 2005, the State will give this money for the subsidy to students by sending it to the institution the student designates. This money, known as College Opportunity Fund stipends, will be applied to an in-state student's tuition if the student applies for and authorizes the use of the stipend. The college you are attending will receive the money and it will appear as a credit on your tuition bill. Currently the College Opportunity Fund (COF) stipend is estimated to be worth \$80.00 per credit hour.

ESTIMATED TUITION CALCULATION

Total estimated base in-state tuition	\$152.75
Minus estimated "College Opportunity Fund Stipend"	80.00
Student's estimated share of in-state tuition	\$72.75

*Other fees may apply.

All Colorado resident students are eligible, but you must sign up to receive COF funds. Go to: www.collegeincolorado.org

FEES

All students enrolling as a FULL-TIME student will be charged the General Fees (per semester) as follows:

	TSJC	San Luis Valley	Distance Learning
Athletics	\$ 22.45	\$ 0.00	\$ 0.00
Registration Fee	10.40	10.40	10.40
Student Activity ¹	36.00	30.00	0.00
Student Union	33.25	30.60 ⁴	0.00
Campus Fee ²	13.80	13.80	0.00
Student Union Bond ³	67.50	54.00	0.00
Trojan Tribune	2.50	0.00	0.00

NOTES: ¹ Student activity fee is based on 12 credit hours or \$3.00 per credit hour up to a maximum of 12 credit hours or \$36 per semester. SLV Student Activity Fee is based on 12 credit hours or \$2.50 per credit hour up to a maximum of 12 credit hours or \$30.

² Campus fee is based on 12 credit hours or \$1.15 per credit hour with no maximum.

³ Student Union Bond fee is based on 12 credit hours or \$4.50 per credit hour up to a maximum of 15 credit hours or \$67.50 per semester.

⁴ Student Center Program fee is based on 12 credit hours or \$2.55 per credit hour up to a maximum of 15 credit hours or \$38.25.

General Fees are waived for Full-time students enrolled in all PICTURETEL, INTERNET, and OFF CAMPUS DELIVERY SITES.

All medium and high cost courses shall be assessed a fee of \$5.70 per credit hour with no maximum.

PART-TIME STUDENTS

All PART-TIME students will be charged as follows:

1. Student Activity fee is based on 12 credit hours or \$3.00 per credit hour for Trinidad and \$2.50 for the Valley, up to a maximum of 12 credit hours.

2. Campus fee is based on 12 credit hours or \$1.15 per credit hour with no maximum.

3. Student Revenue Bond fee is based on 12 credit hours or \$4.50 per credit hour up to a maximum of 15 credit hours or \$67.50 per semester.

4. All medium and high cost courses shall be assessed a fee of \$5.70 per credit hour with no maximum.

5. Alamosa Campus Student Union fee \$2.55 per credit hour up to 15 credit hours or \$38.25.

GRADUATION FEES

All graduation fees are applicable at the time of graduation. Please see the Registrar in Berg 210 or in the Student Services Office on the Alamosa Campus for more information.

Tuition and fees are subject to change depending on legislative and state board action. Therefore, TSJC reserves the right to change the amount of tuition and fees pursuant to such action.

RESIDENCE CLASSIFICATION FOR TUITION PURPOSES

A student's classification as a resident for tuition purposes is determined by the Colorado statutes. The initial classification is made by the Dean of Students at the time of admission. Any student who has been classified as a nonresident and believes that he or she can qualify as a resident may secure a petition from the

Student Services Office and a copy of the summary of the statutes governing tuition classification. This petition is due no later than census date after the beginning of the semester for which the change is desired.

A person moving to Colorado must be domiciled in the state for twelve consecutive months before becoming eligible for a change in residence classification under the tuition classification law. An unemancipated minor under 23 years of age whose parents move their domicile from Colorado is considered a nonresident and will be assessed nonresident tuition at the next registration. A student must notify the Student Services Office of a change in residency status from resident to nonresident.

ANY STUDENT WHO WILLFULLY GIVES WRONG INFORMATION TO AVOID PAYING NONRESIDENT TUITION IS SUBJECTED TO LEGAL AND DISCIPLINARY ACTION.

FINANCIAL AID

The following information has been prepared to provide a better understanding of the financial aid programs at Trinidad State Junior College. The purpose of financial aid is to assist those eligible students who, without such aid, would be unable to pursue their educational goals. The primary responsibility to meet college costs lies with the student and the student's family, with financial aid from the college being a supplementary source of financing. The amount of need-based financial aid offered to a student cannot exceed the student's documented financial need. A student's financial need is determined through a uniform need analysis of the student's and/or family's income, assets, etc., compared with the anticipated costs of the student's education. Financial aid records are classified, confidential, and are treated accordingly. Students are encouraged to seek additional information on financial aid from the Financial Aid Office.

FINANCIAL AID AWARDS

All financial aid awards are made in compliance with the policies, guidelines and regulations as set down by the state and federal governments and Trinidad State Junior College.

Awards may consist of one or a combination of the various financial aids.

Financial Aid recipients are notified of their award by mail, online or in person (providing an award has been made). Award estimates will NOT be made!

Funding of all financial awards is contingent upon the State and Federal funding of the financial aid programs at TSJC.

All students who receive financial aid must meet the standards of satisfactory progress. The standards are spelled out in the General Information Publication available on request from the Financial Aid Office.

APPLICATION FOR FINANCIAL AID

File an application for admission to TSJC (required only once during attendance at TSJC).

Submit a Free Application for Federal Student Aid (FAFSA) or a renewal Free Application for Federal Student Aid for each year of college attendance. The website for FAFSA is www.fafsa.ed.gov. **Federal code for TSJC is 001368.**

Within 4-6 weeks after completing and mailing in your application for aid, you will receive a Student Aid Report (SAR) in the mail or e-mail notice. Review the information for accuracy and take it to the Financial Aid Office only if there are corrections or questions about the data.

If you were selected for verification, see Part 1 of the Student Aid Report (SAR), you must provide the Financial Aid Office with the documents to verify taxed and untaxed income and complete a verification worksheet. The worksheet can be obtained from the Financial Aid Office. It is important to submit the required information to the financial aid office by June 30 of the subsequent year. For the subsequent year, June 30 will be the deadline. Incomplete documentation will not be accepted. Failure to meet this deadline will keep the applicant's aid from being processed.

Register for classes.

Once your financial aid application is complete and has been verified, if necessary, you will be mailed an award notice indicating how much, and the different types of aid you have been awarded. This is the amount of financial aid that you have available to assist you with your educational expenses, beginning with your tuition and fees. Keep this for your records.

Depending on your award notice, you may then seek a work-study position and/or a student loan. Inquire at the Financial Aid Office for further details.

APPLICATION DEADLINE

The deadline for early consideration for financial aid is May 1, preceding the college year for which assistance is desired.

The final deadline for financial aid applications is June 15th of the current academic year.

Eligibility for Financial Aid must be determined each college year; Therefore, an annual application is required.

VERIFICATION POLICY & PROCEDURE

Verification is the process of checking the accuracy of the information you provide when you apply for federal student aid from the U.S. Department of Education. The U.S. Department of Education is required to select 30% of all federal aid applicants for verification. The institution may also select additional applicants for verification. If you are chosen for verification, you will be notified by the Financial Aid Office to submit additional documentation. It is important to submit the required information to the financial aid office by the June 30 of the subsequent year. For the 2005-06 academic year, 30 June 2006 will be the deadline. Incomplete documentation will not be accepted. Failure to meet this deadline will keep the applicant’s aid from being processed.

SATISFACTORY ACADEMIC PROGRESS

In order to meet satisfactory academic progress requirements for terms in which assistance was received, financial aid recipients must:

Maintain a minimum term grade point average of 2.0 or above for all classes attempted; and

Successfully complete a minimum of 75% of attempted credit hours for the term. Students taking 3.0 or less credit hours must complete all hours attempted.

Review of Satisfactory Academic Progress will be done shortly after the stated due date for grades at the end of each term. Credit hours attempted through consortium agreements will be included in the review of this criterion. Students who fail to meet either or both of these criteria will be placed on financial aid probation or suspension according to the following guidelines and will be notified in writing of their status.

QUALITATIVE MEASUREMENT

Each institution will define assigned grades and their interpretations.

Grade symbols of A, B, C, D earned during the Fall, Spring and Summer will be considered acceptable for courses completed and Satisfactory Academic Progress consideration. S and P (credit) grades will be assigned the equivalent value of a 2.0 GPA.

Grades of F, I, W, IP, AW, and AU earned during the Fall, Spring and Summer **will not** be considered acceptable for Satisfactory Academic Progress.

Students who received an incomplete grade (I) are responsible for notifying the Financial Aid Office if the incomplete grade has been removed. Students can be made aware of this by statements in the Financial Aid Handbook, via a web site or within probation

and/or suspension letters. Refer to individual college catalogs as to when the “Incomplete” grade will be changed to a failing grade should the student not complete the course as agreed to in the Incomplete Grade Contract.

Credit hours successfully completed result in the following Satisfactory Progress Status

ENROLLMENT	GOOD STANDING	PROBATION	SUSPENSION
18	14	13 – 3	Less than 3
17	13	12 – 3	Less than 3
16	12	11 – 3	Less than 3
15	12	11 – 3	Less than 3
14	11	10 – 3	Less than 3
13	10	9 – 3	Less than 3
12	9	8 – 3	Less than 3
11	9	8 – 3	Less than 3
10	8	7 – 3	Less than 3
9	7	6 – 3	Less than 3
8	6	5 – 3	Less than 3
7	6	5 – 3	Less than 3
6	5	4 – 3	Less than 3
5	4	3	Less than 3
4	3	NA	Less than 3
3	3	NA	Less than 3

QUANTITATIVE MEASUREMENT

A student’s academic progress will be measured by comparing the number of attempted credit hours with credit hours successfully completed as shown in the chart above.

Good Standing: Student is eligible to receive all types of aid.

Probation: Student will continue to receive aid, but will be monitored closely and must meet good standing criteria by the end of the probation term.

Suspension: Student is not eligible to receive financial aid (federal, state or, at times, institutional).

MAXIMUM TIME LENGTH

Federal regulations require that institutions establish a maximum time period or maximum number of credit hours in which a student should complete an educational degree and/or certificate if financial aid is received. Financial aid recipients will be considered to be making satisfactory academic progress if they complete their educational degree and/or certificate in the time frame indicated below. If a student changes a course of study, the attempted hours under all courses of study are included in the calculation of attempted and earned hours. Transfer credit hours are included in the calculation of allowable maximum time length. All attempted credit hours, whether or not financial aid was received for the credit hours, must be evaluated when determining the maximum time length for financial aid consideration.

For Example:

Associate Degree: This program requires a minimum of 60 credit hours. Students must complete their program by the time they have attempted 90 credit hours.

Certificate: TSJC offers a number of eligible Certificate programs each requiring a specific number of credit hours for com-

pletion. Students enrolled in Certificate programs must complete their program by the time they have completed 150% of the number of credit hours required for the specific program. Example: A student, who is enrolled in a 24 credit Certificate program, must complete that program by the time he/she has attempted 36.0 credit hours.

According to clarification from the U.S. Department of Education, up to 30 credit hours of "for credit" remedial coursework or English as a Second Language (ESL) courses are allowed when determining enrollment status. Those same credits are not required to be included when calculating the quantitative measurement, based upon 150% of the credit hours required for program completion, provided that such exemption is defined in policy. Therefore, as a policy statement of the Community Colleges of Colorado, up to 30 credit hours of remedial/ESL credits will **not** be included in the calculation when determining if the student has exceeded the maximum time length (150% of the hours required) for the declared program of study provided that the courses are not applicable to the declared program of study.

Payment of aid is allowed for repeated courses. However, these courses will be counted toward students' maximum time length.

FINANCIAL AID PROBATION

The Financial Aid Office will evaluate each financial aid recipient's academic progress each term. Each semester-end evaluation will include a GPA review as well as an assessment of the student's completion of the credit hours attempted for that term. Students will be placed on financial aid probation;

If they fail to successfully complete at least 75% of the credit hours and/or

1. If they earn a term GPA below 2.0 and/or
2. If they have attempted 125% of the maximum allowable credit hours for their current program.
3. Students are eligible for payment of aid during the probation term. Students are not able to appeal probation.

If at the end of the probationary term, under previous sections 1) and 2), students successfully complete 75% of their attempted hours with a minimum term GPA of 2.0, they will automatically be removed from financial aid probation. Students placed on probation under previous section 3) above will remain on probation until they attempt more than 150% of the credit hours required for graduation under their program of study. Students will be suspended from financial aid at that time. Please see **FINANCIAL AID SUSPENSION**, 3 below.

Students who do not successfully complete the required 75% of their attempted credit hours or who achieve less than a 2.0 term GPA during the probationary term will be subject to financial aid suspension.

FINANCIAL AID SUSPENSION

Financial aid recipients will be suspended from receiving additional financial aid if they attempted 3.0 or more credit hours within a term and completed less than 3.0 credit hours. This includes students who withdraw from all enrolled credit hours in a semester.

ter. If enrolled in less than 3.0 credit hours, students will be suspended from receiving additional financial aid if they complete less than 100% of their attempted credit hours. For all other financial aid recipients, suspension from additional financial aid consideration occurs if for two consecutively enrolled terms:

1. They fail to complete 75% of the credit hours they attempt and/or
2. If they earn less than a 2.0 term GPA and/or
3. If they have reached 150% of the maximum allowable credit hours for their current program. This includes students who have obtained a degree and/or certificate and are seeking to pursue another degree and/or certificate.

APPEALS

Each institution is required to have a Financial Aid Appeal Committee and a secondary process for students to appeal the primary decision of the Financial Aid Appeal Committee. All decisions made at the secondary level are final.

A student may appeal when they do not meet the GPA standard or the 75% minimum completion rate. Appeals must be submitted to the Financial Aid Office with supporting documentation attached.

Appeals may be filed for mitigating circumstances, such as:

- Medical problems (family illness).
- Family emergency (death of a family member).
- Other documented extenuating circumstances beyond the student's control.

A student appealing for extension of the maximum allowable credit hours for the currently enrolled program, or funding for an additional degree and/or certificate, *may* be required to meet with an academic advisor or counselor to discuss the accumulation of attempted hours beyond the degree requirements and/or the educational purpose of a subsequent degree and/or certificate.

An appeal form can be obtained from the Financial Aid Office. The student is responsible for presenting sufficient information and documentation to substantiate the existence of mitigating circumstances.

The Financial Aid Director will initially review and make a decision about the appeal. If the student wishes to appeal that decision, he/she may make a written request to have the appeal reviewed at a secondary level. The college determines the structure for the secondary review level.

Students with approved appeals will be notified in writing and will be placed on Probation for the term in which the appeal was approved. Students with denied appeals will be notified in writing of the decision and of the reinstatement process.

REINSTATEMENT

A student who has been terminated may request reinstatement of eligibility after completing one term of a minimum of 6.0 credit hours at his or her own expense, (without the assistance of federal, state or institutional money) meeting the satisfactory academic

ic progress requirements, and repaying any overpayment that he or she may have received. Once these criteria are met, the student must submit a written request to the Financial Aid Office for a review of their satisfactory academic progress eligibility status.

TSJC RETURN OF TITLE IV FUNDS

When a Title IV aid recipient completely withdraws from TSJC prior to the end of the term, a refund of the aid will be calculated. The calculation will be based on the number of days attended compared to the total number of days in the semester. Withdrawal after 60% of the term is not subject to the return calculation. Aid used for tuition, fees, books, and room/ board, will be refunded by both the student and the College.

The withdrawal date will need to be determined in order to calculate the amount to be returned. This will be the date the student began the withdrawal process with the Student Services Office, or otherwise provide the institution with notification of intent to withdraw. If the student drops without any notification, the mid-point of the term (50% aid returned) will be used as the withdrawal date or the student's last date of attendance at a documented academically related activity. If the withdrawal process was not begun because of illness, accident, or similar circumstance beyond the student's control the institution will determine the appropriate withdrawal date. If at the end of the semester the student receives all W's, F's or a combination, then again, the midpoint of the term (50% aid returned) will be used as the withdrawal date or the student's last date of attendance at a documented academically related activity.

The College will return to the Title IV programs, the amount based on the standard calculation. That amount is now due to the College by the student. Additionally, the student will return any remaining unearned Title IV funds. (If the student needs to return funds to the Pell or SEOG programs based on the return priority, they need to return no more than 50% of the original amount). Students have 45 days to repay their portion. After 45 days, the college will notify the Department of Education. The student will then be ineligible for Federal Title IV aid at any post-secondary institution until the overpayment is repaid. The loan amounts the student needs to return will be repaid according to the regular repayment schedule for the loan. The school refund to the loan will be credited to the original loan amount.

Example: A student received a Pell Grant for \$1563 for full time enrollment of 12.0 credit hours. Student charges for the term totaled \$726.20. The student completed 30 calendar days of the 111 days of the term.

Original Pell Award	\$1563.00
Student withdraws after attending 30 calendar days (30/111)	
Percentage of Title IV aid earned 27% Amount of Title IV aid earned	\$422.01
Pell award amount of Title IV aid unearned (Title IV aid to be returned)	\$1140.99
Institutional Charges incurred by student	\$726.20

Percentage of Title IV aid unearned	73%
Institutional Charges unearned	\$530.13

Title IV Aid to be returned by student, computed as follows:
 (Original award - institutional charges = student amount x percentage unearned / 2 = total amount student must repay)

(\$1563 - \$726.20 x 73% = 610.86 / 2 = \$305.43)\$305.43

Pell Funds to be returned to the Department of Education by the institution..... \$530.13

- The order of return of Title IV funds will be as follows:
- Unsubsidized Stafford Loans
 - Subsidized Stafford Loans
 - PLUS Loans
 - Federal Pell Grant
 - Federal SEOG

The fees, procedures, and policies listed above supersede those published previously and are subject to change at any time. Financial aid policies not listed here are available in the Financial Aid Office or online.

SCHOLARSHIPS

Trinidad State Junior College offers many scholarships annually to students who attend Trinidad State Junior College on a full-time basis. The scholarships provide monetary recognition on a year-by-year basis to first time and continuing students who demonstrate academic expertise in a particular field of study or skill. Many Trinidad State Junior College Scholarships are funded by the State of Colorado. Therefore, most of these scholarships are available to Colorado residents only. Examples of TSJC scholarships include: President's, Honor, Athletic (male and female), TSJC Invitational Basketball Tournament, Graphic Design/Commercial Art, Music, Journalism, and Drafting. Trinidad State Junior College Scholarships may be renewed provided the recipient continues to meet the eligibility requirements of the scholarship.

In addition, Trinidad State Junior College offers a number of endowed scholarships to TSJC students.

Eligibility for scholarships must be determined each college year. Therefore, a renewal application is required. Scholarship information is available at the Financial Aid Office or online at: www.trinidadstate.edu/prospectivestudents/financialaid.

LOANS

1. The Federal Stafford Student Loan Program
 The Federal Stafford Subsidized and Unsubsidized Loan enables students to borrow from banks or credit unions at low interest (variable) rate. You may borrow each year based on a scale available in the Financial Aid Office. Lenders may choose to whom they will lend within the program eligibility guidelines.

2. Federal Parent Loan to Undergraduate Students (PLUS) This program makes additional loans available

to parents of undergraduate students. Application materials and instructions may be obtained from your local bank and/or other participating lending institutions. Students must complete a FAFSA.

GRANTS

1. Federal Pell Grant A Federal Grant Program designed to provide financial assistance to those students who are eligible. The award varies each college year.

2. Supplemental Educational Opportunity Grant Program (SEOG) Available to students attending institutions of higher education who are eligible. Grants range from \$200 to \$4,000 per college year.

3. Colorado Student Grant Program (CSG) Available to resident students who demonstrate financial need. A student may receive up to \$2,000 per college year.

4. Colorado Leveraging Educational Assistance Partnership (CLEAP) This program is funded jointly through the Federal and Colorado Governments with each providing one-half of the funding. Available to resident students who demonstrate **exceptional** financial need. The maximum award is \$2,000 per college year.

EMPLOYMENT

1. Federal Workstudy Program (FWS) The purpose of this program is to provide a means through employment, whereby an eligible student can earn funds with which to pay for educational expenses. The rate of pay is in compliance with the Federal Minimum Wage Law. Based on the amount of demonstrated need, a student could earn as much a \$2,040 during the college year. Through this program students may work up to 15 hours

per week while attending classes and up to 40 hours per week during vacation periods. In order to qualify for Federal College Workstudy, students must demonstrate financial need. Job assignments are based on individual skills, work experience, college major, date of Financial Aid Application, etc.

2. Colorado Workstudy Program (CWS) The purpose of this program is to provide a means through employment, whereby an eligible student can earn funds with which to pay for educational expenses. The rate of pay is in compliance with the Federal Minimum Wage Law. Based on the amount demonstrated need, a student could earn as much as \$2,040 during the two semester college year. Through this program students may work up to 15 hours per week while attending classes and up to 40 hours per week during vacation periods. Generally, students must demonstrate financial need to qualify for this program. Job assignments are based on individual work experiences, college major, date of Financial Aid Application, etc.

Students who withdraw from all of their classes or fail all of their courses will be required to pay back their financial aid.

VISIT US ON THE INTERNET AT

www.trinidadstate.edu

or

<http://valley.trinidadstate.edu>



Automotive Technology, page 43



Pre-Physical Therapy, Page 37

SELECTION OF APPROPRIATE CATALOG

All first-time entering students are allowed five (5) years from their entrance date as a degree-seeking student to complete requirements and regulations in force at the time of their entrance to Trinidad State Junior College. If graduation requirements are not completed within the five-year span, the student must meet the requirements and regulations that exist at the time of application for graduation.

SELECTING YOUR EMPHASIS

The Associate of Arts (AA) and the Associate of Science (AS) degrees allow students to select a specific emphasis of study. Though it is not necessary to select an emphasis other than AA or AS, doing so will help the student planning to transfer to a four-year college or university and in planning educational and career objectives. Completion of an AA or AS degree is guaranteed to transfer to any four-year college or university in Colorado. (A complete list of AA and AS Degree Transfer Emphasis can be found on page 31.)

FULL-TIME AND PART-TIME ENROLLMENT STATUS

Enrollment status of a student is determined by the number of semester hours of credit that the student is pursuing for the term for which the certification is made. Credit requirements are as follows:

Full-time:	12 or more semester hours of credit.
Three-Quarter Time:	9 to 11 semester hour of credit.
Half-time:	6 to 8 semester hours of credit.
Less than Half-time:	1 to 5 semester hours of credit.

STUDENT LOAD

Normal load for a full-time student is 12 to 18 academic credit hours per semester. A student should plan to devote about three hours per week for each credit hour for which the student is registered, including time spent on outside preparation. Students who wish to attend class regularly but do not wish to receive credit or a grade for the class should register for "AUDIT" after receiving permission from the instructor. Credit for such courses cannot be established at a later date. The total of all credit and audit hours shall not exceed a normal load.

CLASSIFICATION

In order to be classified as a sophomore, a student must have completed a minimum of two college semesters and have earned 30 or more semester hours of credit.

DROPPING OR WITHDRAWING FROM A COURSE

A student may drop a class within the first 15% of the class term without penalty or without an assigned grade. **After the census date, the instructor will assign a grade of "W". During the last**

15% of a class grades of A, B, C, D, or F are to be assigned unless the Instructional Dean consents to a "W". Not attending classes does not constitute a withdrawal; the student will not automatically receive a refund.

Before the beginning of each semester, the census date and the date marking the last 15% of the semester will be announced. For short-term classes, instructors should get the census date and a date marking the last 15% of the class from the appropriate dean. Instructors should include these two dates on their syllabi.

A grade of "W" may be given provided the student presents to the Student Services Office a completed withdrawal form signed by the appropriate instructor/advisor.

REFUND POLICY

If a student officially drops from classes prior to the class census date, a 100% refund of tuition will be made. To be eligible for tuition refunds, students must officially drop the credit hours through the Student Services Office and apply for the refund by presenting the completed documents to the Business Office. *The college reserves the right to cancel course offerings where enrollment is too low to make a course educationally sound and/or economically feasible. Course cancellations will result in refund of tuition.*

ATTENDANCE POLICY

Although attendance is usually a good predictor of student achievement, not all courses are identical, nor are teaching methods. For these reasons, TSJC does not have a campus-wide attendance policy, but faculty members are required to formulate an attendance policy appropriate to the courses they teach, and to include this policy as part of the syllabus distributed to students at the beginning of the course. Current attendance policies must be on file in the Office of Instruction.

GRADES

The scholastic standing of students at Trinidad State Junior College are indicated by letter grades, which have the following interpretation:

A:	Superior (4 credit points per credit hour)
B:	Good (3 credit points per credit hour)
C:	Fair (2 credit points per credit hour)
D:	Poor (1 credit point per credit hour)
F:	Failure (0 credit points per credit hour)
S:	Satisfactory (0 credit points per credit hour)
AU:	Audit (0 credit points per credit hour); an audit is not eligible for Financial Aid or Veteran's Benefits
U:	Unsatisfactory (0 credit points per credit hour)
I:	Incomplete
W:	Withdraw

Part V: Academic Matters

An Incomplete ("I") may be reported when the student, for reasons beyond his/her control, has been unable to complete all the work of the course. This grade may be given only upon a written contractual agreement between the student and the instructor concerned. An incomplete must be removed no later than the last day of the following semester. Failure to do this will result in a grade of "F" being posted in place of the incomplete.

CREDIT POINTS

Credit points are granted according to the grade schedule. A minimum grade point average of 2.0 is required for the Associate Degree and Certificates.

REQUIREMENTS FOR GRADUATION

Trinidad State Junior College awards the Associate of Arts, Associate of Science, Associates of General Studies, and Associate of Applied Science degrees as well as Certificates. The following graduation requirements generally apply for each degree or certificate conferred:

A. To be eligible for the Associate of Arts (AA) Degree, Associate of Science (AS) Degree, Associate of General Studies (AGS) Degree or the Associate of Applied Science (AAS) Degree granted by Trinidad State Junior College, students must:

1. Fulfill the curricular requirements of the degree program as outlined in the college catalog and State Board for Community Colleges and Occupational Education policies.
2. Complete the general education guaranteed transfer (G.T.) courses as prescribed by the program selected. All general education G.T. courses must be satisfactorily completed with no grade below "C". When a student has not satisfactorily completed the degree requirements prior to transfer, the receiving institution will review and accept courses on a course-by-course basis in relation to college or university requirements.
3. Achieve a cumulative grade point average for all courses taken of at least 2.0.
4. Have completed a minimum of fifteen (15) semester hours at Trinidad State Junior College.

B. To be eligible for a Certificate granted by Trinidad State Junior College students must:

1. Fulfill the curricular requirements of the career & technical education program pursued as outlined in the college catalog.
2. Have earned a minimum cumulative grade point average of 2.0 ("C").

DEGREE REQUIREMENTS

Trinidad State Junior College has established a common core of basic requirements for all students receiving the AA, AS, AGS, or AAS degrees. In certain curricula, a student who can demonstrate a minimal competence through an appropriate test, as designated by the College, may be exempt from one or more requirements. Developmental courses will not be allowed as degree credit for an AA, AS, AGS, or AAS. degree or certificates.

APPLYING FOR GRADUATION

All students must apply for graduation to be considered a candidate for graduation from a degree or certificate program at Trinidad State Junior College. Students may complete graduation requirements anytime during a specific term; however, the official graduation date that is posted on the student's transcript is the last day of full-term classes for the appropriate term. TSJC holds one formal graduation ceremony for all three terms. This is held at the end of spring semester.

It is recommended that the student schedule an appointment with the advisor for verification of eligibility for graduation at the beginning of the semester in which the student will complete his/her program of study. The student should review the following areas with his/her advisor:

Confirm that the major and area of study is correct for the current academic program;

Confirm that all transfer credit and credit for prior learning that applies to the student's current program has been posted on the transcript;

Confirm with the advisor that all course substitutions and/or waivers that were previously discussed have been approved and posted to the student's record;

Complete and submit an Application for Graduation upon appropriate verification of eligibility as outlined in: (A) for fulfilling curricular requirements for an Associate of Arts Degree, Associate of Science Degree, Associate of General Studies Degree or Associate of Applied Science Degree; or in (B) for fulfilling curricular requirements for a certificate.

AREAS OF STUDY**ASSOCIATE OF ARTS (AA)**

This degree is designed for students who wish to transfer into a bachelor's degree program, with junior standing, in the arts, humanities, social or behavioral sciences, or one of the professional fields with such disciplines as its base.

ASSOCIATE OF SCIENCE (AS)

This degree is designed for students who wish to transfer into a bachelor's degree program, with junior standing, in one of the mathematical, biological, physical sciences, or one of the professional fields with such disciplines as its base.

**AREAS OF ACADEMIC TRANSFER
EMPHASIS FOR AA AND AS DEGREE**

Accounting
Art
Biology
Business Administration
Chemistry
Creative Writing
Criminal Justice

Education (Early Childhood and Elementary Education)
 Engineering
 English
 Forensic Science
 Journalism
 Liberal Arts
 Math
 Music
 Natural Resources
 Pre-Dentistry
 Pre-Law
 Pre-Medical
 Pre-Pharmacy
 Pre-Physical Therapy
 Pre-Veterinary Medical
 Psychology
 Theatre

Massage Therapy (Certificate)
 Multimedia Arts (AAS & Certificate)
 Nursing Assistant (Certificate)
 Practical Nursing (Certificate)
 Nursing (AAS)
 Occupational Safety (AAS & Certificate)
 Office Technologies (AAS & Certificate)
 Police Academy (Certificate)

ASSOCIATE OF GENERAL STUDIES (AGS)

The Associate of General Studies degree curriculum is designed for students who want to complete a broad program of both career/technical and academic transfer courses without the constraints of specialization, or for those students desiring a specific mix of career/technical and traditional academic transfer courses. Transferability of the Associate of General Studies degree depends upon the courses taken and the receiving institution.

The Associate of General Studies degree program requires a minimum of 32 semester hours of general education courses including 25 of these semester hours in prescribed general education courses. No more than 28 semester hours of course work may be taken in Career & Technical Education courses.

ASSOCIATE OF APPLIED SCIENCE (AAS)

This degree, with occupational field specified, is designed to prepare individuals to enter skilled and/or paraprofessional occupations or to upgrade/stabilize their employment. These degree programs are not intended for transfer to bachelor's degree programs; however, certain courses may be accepted toward a bachelor's degree at some institutions. The required general education component for the Associate of Applied Science degree is a minimum of 15 semester hours.

AREAS OF AAS DEGREES AND/OR CERTIFICATES

TRINIDAD CAMPUS

Agriculture Business Mgmt. (Certificate)
 Automotive Service Technology (AAS & Certificate)
 Business Administration (AAS, On-line degree)
 Cisco Network Associate (Certificate)
 Construction Technology (AAS & Certificate)
 Cosmetology (Certificate)
 Criminal Justice (AAS & Certificate)
 Computer Information Systems (AAS & Certificate)
 Computer & Networking Technology (AAS & Certificate)
 Emergency Medical Services (AAS & Certificates)
 Early Childhood Education (AAS & Certificates)
 Engineering Technology (AAS & Certificate)
 Graphic Design (AAS & Certificate)
 Gunsmithing (AAS & Certificate)

ALAMOSA CAMPUS

Agriculture Business Mgmt. (Certificate)
 Aquaculture (AAS & Certificate)
 Automotive Service Technology (AAS & Certificate)
 Barber (Certificate)
 Business On-line (AAS)
 Computer Information Systems (AAS & Certificate)
 Computer & Networking Technology (AAS & Certificate)
 Construction Technology (AAS & Certificate)
 Cisco Certified Network Associate (Certificate)
 Cosmetology (Certificate)
 Criminal Justice (Certificate)
 Emergency Medical Services (AAS & Certificate)
 Early Childhood Education (AAS & Certificates)
 Fine Woodworking
 Graphic Design (AAS & Certificate)
 Massage Therapy (Certificate)
 Manufacturing Technology (AAS & Certificate)
 Nursing Assistant (AAS and Certificate)
 Occupational Safety (AAS & Certificate)
 Office Technologies (AAS & Certificate)
 Practical Nursing (Certificate)
 Nursing (AAS)

TIME LIMITATION ON CREDIT EARNED TOWARD AN ASSOCIATE DEGREE OR CERTIFICATE

Courses completed within the preceding ten (10) years may apply toward an Associate Degree or Certificate at Trinidad State Junior College. The college also reserves the right to examine all credits to determine obsolescence of content. In the event that course work is found to be obsolete, the student may be required to update the credit.

ON-LINE CLASSES

Trinidad State Junior College offers many classes on-line through CCCOnline. Please ask for a CCCOnline Schedule of Classes for the most current offerings.

TRANSFER OF CREDIT

Credits earned at Trinidad State Junior College are transferable to other collegiate institutions providing that they meet the requirements of the specific field or curriculum selected by the transferring student. TSJC AA or AS graduates are guaranteed to be able to transfer to any four-year Colorado college or university with junior (3rd year) status, and are regularly accepted as students with junior status by accredited colleges and universities from coast to coast.

Students must satisfactorily complete the transfer courses with a grade of "C" or higher in order for the grade to be accepted at the receiving institution.

PROBATION AND SUSPENSION

If a full-time student earns less than a 2.0 grade point average, at the end of any semester of enrollment, the student will be placed on academic probation for the ensuing semester. Students placed on academic probation will be prohibited from participation in all extracurricular activities.

Students on academic probation must earn a grade-point average of at least 2.0 by the end of the semester of probation or be placed on academic suspension. A student placed on academic suspension will be prohibited from enrolling in College courses, participating in College activities, or residing in College dormitories. In order for suspension to be lifted, the student must obtain a determination from the Academic Standards Committee that he or she is able and ready to resume his or her studies at an acceptable level of performance.

WITHDRAWAL FROM COLLEGE

To leave the college in good standing, a student must first consult with his/her advisor and a staff member in the Office of Student Services. He/She must then secure written clearance from each instructor, the program advisor, the Librarian, Business Office and the Financial Aid Office. When clearance from the above individuals or offices is obtained, the signed clearance document is to be returned to the Student Services Office.

FINAL EXAMINATION POLICY

It is the policy of Trinidad State Junior College to give final examinations during the last week of classes each semester.

ACADEMIC HONESTY

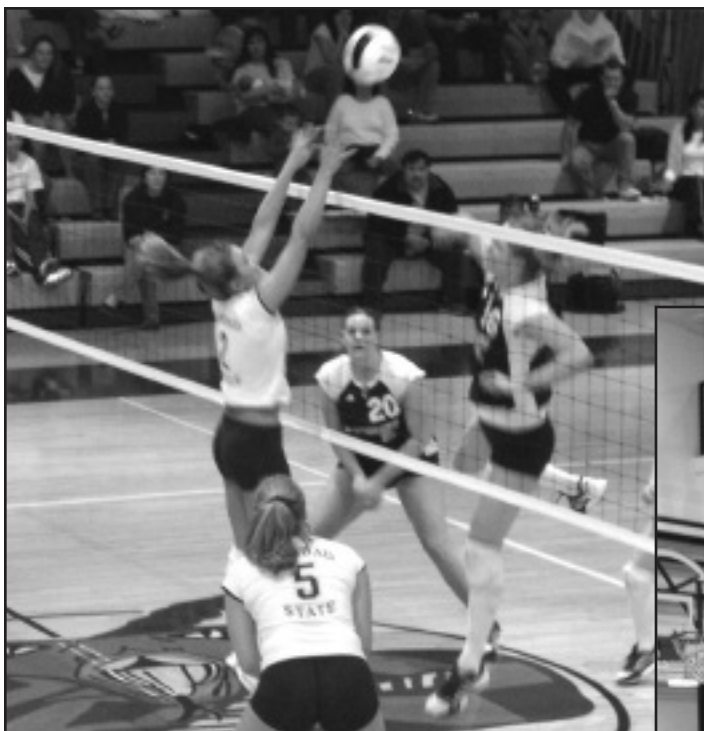
Academic dishonesty will not be tolerated and can be grounds for compulsory withdrawal, suspension, or disenrollment.

Academic dishonesty includes – but is not limited to – “cheating” and “plagiarism”. “Cheating” means assisting another student, receiving assistance from another student, or relying on any unauthorized assistance, whether provided orally, in writing, or by other means, in the course of taking tests or examinations, conducting research for or writing research papers, carrying out laboratory experiments, preparing projects, or meeting any other course requirements.

“Plagiarizing,” means intentionally presenting the words or ideas of others as if they were the student’s own, or unintentionally presenting them such as without proper attributions.

Instructors are authorized and required to make use of all reasonable means to deter, prevent, and detect academic dishonesty. If, in the considered judgment of his or her instructor, a student is determined to have committed an act of academic dishonesty, the instructor has the right to impose a penalty commensurate with the severity of the infraction. Penalties may include assigning a failing grade to the particular course requirement, lowering the student’s grade for the course, failing the student for the course as a whole, involuntarily withdrawing the student from the course, or recommending the student for suspension or disenrollment. If the instructor decides to recommend compulsory suspension or disenrollment, he or she must bring the matter to the attention of the Dean of Student Services.

A student who believes that he or she has been wrongfully charged with committing an act of academic dishonesty may appeal, in writing to the appropriate instructional dean. If, after reviewing the matter and discussing it with the student’s instructor, the dean reaffirms the instructor’s decision, the student may appeal a final time to the President. The student will present evidence supporting his or her appeal, and the instructor will be permitted to respond. The decision of the President is final.



EXTRA-CURRICULAR ACTIVITIES

EXTRA CURRICULAR ACTIVITIES

Since there are only freshman and sophomores in a junior college, each student has an unusual opportunity not only to participate in, but also to experience leadership in clubs, music, dramatics, publications, and athletics. These varied activities are considered an integral part of campus life and are therefore kept inexpensive and, in most cases, entirely free.

COLLEGE ACTIVITIES

All students are invited to participate in a number of both formal and informal social and informative activities. Programs begin with orientation and welcoming events at the beginning of the school year and continue with annual events such as: the Halloween Festival, The Winter Festival Week, Spring Fest and the Annual Awards Night Banquet. College activities also include basketball, baseball, volleyball, softball, intramurals, instrumental and choral music, and drama. The college newspaper, the *Trojan Tribune*, is published and distributed throughout the year.

CLUBS & ORGANIZATIONS

Various departments and interest groups have organized a variety of clubs on the campus to give the students the opportunity to experience leadership and to explore personal and intellectual interests outside the classroom setting.

Clubs include: Band, Choir, Building Trades Club, Gun Club, Theatre Club, Cosmetology Club, and Multi-Media Club.

Organizations include: AmeriCorp, Black Student Union, Beta Beta Beta Biological Society, Food Services Committee, OSHA, Pep Band, Phi Theta Kappa, Residence Hall Council, Students In Free Enterprise (SIFE), SGA Student Senate, Steering Committee for Intramural Sports, Student Leadership Team, Trinidad State Junior College Ambassadors, the United Campus Ministries, and TSJC Coalition to Prevent Underage Drinking in cooperation with Las Animas County Coalition.

The management of all student activities is vested in the Student Leadership Team of Trinidad State Junior College and the Office of Student Life. The Student Leadership Team is composed of officers of the student body and duly constituted representatives of the student body and organizations. Representatives of the student body are elected according to the Student Body Constitution.

ATHLETIC ACTIVITIES

Trinidad State Junior College provides an opportunity for all students to take part in sports activities through a broad program of intramural and intercollegiate athletics. Intramural activities include badminton, dodgeball, volleyball, basketball, tennis, flag football, paintball, pool, ping-pong, and more.



Trinidad State Junior College men's and women's athletic teams are members of Region IX of the National Junior College Athletic Association. Men's teams compete in basketball and baseball. Women compete in volleyball and softball. Both men and women play against colleges in Colorado and surrounding states, including teams from Arizona, Kansas, Montana, Nebraska, New Mexico, Oklahoma, Texas, Utah, and Wyoming.

ACTIVITY FEE

Each full-time student pays an Activity Fee each semester, which entitles him/her to admission, without extra charge, to college events, basketball, baseball, volleyball, and softball games. Many activities are scheduled each semester and include annual events like Homecoming, Winter Festival, Spring Fest, as well as comedy shows, game shows, an annual talent show to name just a few. It also includes a subscription to the *Trojan Tribune*.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

Trinidad State Junior College is a state system community college governed by the State Board for Community Colleges and Occupational Education. The Board policy requires the College to comply with the Drug Free Schools and Communities Amendments of 1989 (PL 101-226 in Federal Law). The College has adopted the following Drug and Alcohol Abuse Prevention Program:

STANDARDS OF CONDUCT

Students and employees shall not engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, or use/abuse of alcohol and/or illicit drugs on College property, or use as a part of College activities.

LEGAL SANCTIONS FOR VIOLATION OF THE STANDARDS OF CONDUCT

Any student or employee who is convicted of the unlawful manufacture, distribution, dispensation, possession, or use/abuse of illicit drugs or alcohol is subject to criminal penalties under local, state and federal law. These penalties range in severity from a fine of up to \$100 to life imprisonment and/or a fine of \$8,000,000. The exact penalty assessed depends upon the nature and severity of the individual offense.

PENALTIES WHICH MAY BE IMPOSED BY THE COLLEGE

Students and/or employees who violate the above standard of conduct will be subjected to disciplinary policies. The sanctions include, but are not limited to, a requirement to complete an appropriate rehabilitation or re-entry program; expulsion from College or termination of employment; and /or referral to authorities for prosecution.

HEALTH RISKS ASSOCIATED WITH USE OF ILLICIT DRUGS AND ALCOHOL

Health risks associated with drug and alcohol abuse include, but are not limited to: malnutrition, brain damage, heart damage, pancreatitis, cirrhosis of the liver, mental illness, death, low birth weight babies, and babies with drug addictions.

AVAILABLE INFORMATION, COUNSELING, TREATMENT, REHABILITATION, OR RE-ENTRY PROGRAMS

A copy of the list identifying which drugs are illicit may be reviewed at the Student Services Office. In addition, information on available counseling, treatment, rehabilitation or re-entry programs is available at the Counseling Office of the Colorado Department of Health.

Information and assistance for drug and alcohol abuse prevention can be obtained in the Office of Student Life located in the Sullivan Student Center.

Alcohol & Drug Policy for TSJC 2005-2006 Academic Year

(This will apply to all students, employees and guests including those over 21)

Providing a positive environment in which students can study and live securely and comfortably is a priority in Trinidad State Junior College's residence halls. The halls support and encourage social activities, but these are secondary to the rights of students to live in an atmosphere that supports academic success and personal well-being. Alcohol and drug use negatively impacts the hall environment. Consequently, the following policies address the use of drugs and alcohol in the halls.

Alcoholic beverages are NOT permitted in any state building or state property including the residence halls (Huggins, O'Connor, Johnson and Romero) and surrounding grounds. Any student or guest possessing or consuming alcohol, possessing empty alcohol containers in the residence halls or elsewhere on campus will be subject to residence hall disciplinary sanctions which could lead to suspension from residence halls or total expulsion from campus.

The sale, dispensing, use or possession of illegal drugs (including marijuana) in residence halls or on school grounds, is in violation of State and Federal Laws.

Exceptions to the rule would be a medical physician's prescribed medication.

Trinidad State Junior College students are expected to comply with state law regarding the purchase, possession, and consumption of alcoholic beverages and illegal drugs.

The sponsor of a social event could be held liable in a civil suit if state or local laws are violated (i.e., supplying alcohol to underage persons or supplying alcohol to an intoxicated person).

A violation of the residence hall alcohol/drug policy or state law will result in disciplinary action.

Alcohol/drug violations within a residence hall room will result in student conduct hearings with the residence hall council for all involved.

Arrest for underage possession and consumption of alcohol or illegal drugs may result in the issuance of a summons and complaint followed by immediate release from police custody. The police also may choose to refer the student to housing/college discipline rather than take formal police action.

Residence hall students are expected to abide by federal, state, and city laws and ordinances with respect to the use of dangerous drugs and narcotics. Students who break these laws will receive no immunity from arrest or prosecution because they live in the residence halls.

Note: Special permission may be obtained by organizations renting the facilities. Information is available in the Executive Vice-President's Office.

ASSOCIATE OF ARTS/ASSOCIATE OF SCIENCE

YOUR AA OR AS DEGREE WILL TRANSFER TO ALL COLORADO PUBLIC 4-YEAR COLLEGES AND UNIVERSITIES

Colorado's agreement between public colleges and universities guarantees that when you complete your AA or AS degree – at least 60 credit hours of course work receiving a grade of C or better in every course – you can transfer to any baccalaureate *Liberal Arts and Sciences major* (e.g., English, History, Mathematics) and graduate after earning an additional 60 credit hours. While you are guaranteed not to have to take more than 60 hours to graduate, to finish within *two years* depends on the number of credits you take each semester at the four-year institution, the course sequencing in your major (e.g., some upper-division major courses require that you complete lower-division major courses) and course availability.

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.

This agreement does not apply to Business, Teacher Education, or Engineering as all three of these have statewide articulations that have specific lower division requirements.

Save time by seeing your transfer advisor at your earliest opportunity for a transfer guide for your specific major field of study from the four-year college or university you plan to attend after finishing your AA or AS degree. You can also find these transfer guides by going to the website of any four-year college or university. In addition to showing you which lower division courses are required for articulated programs such as Business, these guides will tell you which lower division courses will be best suited for your intended major and you can be sure to complete the pre-requisites for sequenced coursework before transferring to a four-year college or university.

For a copy of the Colorado Commissions Transfer Policy go to www.cccs.edu or <http://www.state.co.us/cche/gened/gtpathways/transfer.pdf>.

Student Appeals Policy

If you . . .

- Graduated with an AA/AS degree,
- Completed a minimum of 35 credit hours of state-guaranteed general education courses, and
- Earned a C or better in each course, AND

· Your transcript evaluation indicates that you need more than 60 hours to complete your bachelor's degree, you can file an appeal.

Contact your transfer advisor at your community college who will provide you with the student appeals policy and process. You also may find the policy at www.cccs.edu.

At Trinidad State Junior College, you may take classes to earn an Associate Degree or a certificate from among more than 40 areas. Credits from the State Guarantee Transfer Core are guaranteed to transfer to Colorado's public four-year institutions. You may also take classes individually for your enrichment or for career upgrading.

DEGREES BY EMPHASIS

ASSOCIATE OF ARTS

With an emphasis in the following subjects:

- Accounting
- Art
- Business Administration
- Creative Writing
- Criminal Justice
- Early Childhood Education
- Elementary Education
- English
- Journalism
- Music
- Pre-Law
- Psychology
- Theatre

ASSOCIATE OF SCIENCE

With an emphasis in the following subjects:

- Biology
- Chemistry
- Engineering
- Forensic Science Field Investigation
- Mathematics
- Natural Resources
- Pre-Dentistry
- Pre-Medical
- Pre-Pharmacy
- Pre-Physical Therapy
- Pre-Veterinary

ASSOCIATE OF ARTS TRANSFER DEGREE PROGRAM

The Associate of Arts degree curriculum is designed for students who wish to transfer into a baccalaureate degree program with junior standing, in the arts, humanities, social or behavioral sciences, or one of the professional fields with such disciplines as its base.

State Guaranteed Transfer Courses and the new Colorado Community College General Education requirements have been incorporated into the degree. Completion of the degree with a grade of "C" or better in every course, guarantees that the student can transfer to any Colorado public 4-year institution AND complete specified liberal arts or science baccalaureate degree in an additional 60 credits.

ASSOCIATE OF ARTS (AA) GENERAL EDUCATION DEGREE REQUIREMENTS

COMMUNICATIONS:

Requirement: 9 Credits

ENG 121	English Composition I	3
ENG 122	English Composition II	3
SPE 115 or 125**	Public Speaking or Interpersonal Comm.	3

**This requirement is a Colorado Community College System requirement and is in addition to the State Guaranteed General Education Transfer Courses.

ARTS AND HUMANITIES:

Requirement: 9 Credits

Select 3 courses with no more than 2 courses from 1 category.

Arts

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

Literature and Humanities

HUM 121	Survey of Humanities I	3
HUM 122	Survey of Humanities II	3
HUM 123	Survey of Humanities III	3
LIT 115	Intro to Literature I	3
LIT 201	Masterpieces of Literature I	3
LIT 202	Masterpieces of Literature II	3
LIT 211	Survey of American Literature I	3
LIT 212	Survey of American Literature II	3

Ways of Thinking

PHI 113	Logic	3
PHI 111	Intro to Philosophy	3
PHI 112	Ethics	3

SOCIAL AND BEHAVIORAL SCIENCES:

Requirement: 9 Credits Select 3 courses, one of which must be history, with no more than 2 courses from 1 category

History

HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3
HIS 201	U.S. History I	3
HIS 202	U.S. History II	3
HIS 247	Contemporary World History	3

Economic and Political Systems

ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
POS 105	Introduction to Political Sciences	3
POS 111	American Government	3

Geography

GEO 105	World Geography	3
GEO 106	Human Geography	3

Human Behavior and Social Systems

ANT 101	Cultural Anthropology	3
ANT 111	Physical Anthropology	3
PSY 101	General Psychology I	3
PSY 102	General Psychology II	3
PSY 235	Human Growth & Development	3
SOC 101	Introduction to Sociology	3
SOC 102	Introduction to Sociology II	3

MATHEMATICS:

Requirement: 1 course (3 to 5 credit hours)

MAT 120	Mathematics for Liberal Arts	4
MAT 121	College Algebra	4
MAT 125	Survey of Calculus	4
MAT 201	Calculus I	5
MAT 202	Calculus II	5
MAT 135	Intro to Statistics	3
MAT 155*	Integrated Math I	3
MAT 156*	Integrated Math II	3
MAT 166	Pre-Calculus	5
MAT 122	Trigonometry	3

* For Early Childhood & Elementary Ed ONLY

PHYSICAL AND LIFE SCIENCES:

Requirement: 2 laboratory-based courses (8 to 10 credit hours)

AST 101	Astronomy I	4
AST 102	Astronomy II	4
BIO 105	Science of Biology	4
BIO 111	General College Biology I	5
BIO 112	General College Biology II	5
BIO 201	Anatomy & Physiology I	4
BIO 202	Anatomy & Physiology II	4
BIO 204	Microbiology	4
CHE 101	Introduction to Chemistry I	5
CHE 102	Introduction to Chemistry II	5
CHE 111	General College Chemistry I	5
CHE 112	General College Chemistry II	5
GEY 111	Physical Geology	4
GEY 121	Historical Geology	4
PHY 105	Conceptual Physics	4
PHY 111	Physics: Algebra-based I	5
PHY 112	Physics: Algebra-based II	5
PHY 211	Physics: Calculus-based I	5
PHY 212	Physics: Calculus-based II	5
SCI 155*	Integrated Science I	4
SCI 156*	Integrated Science II	4

* For Early Childhood & Elementary Ed ONLY

General Education Core: 38 Credits
 Electives: 22 Credits selected from the AA/AS Approved Course List
Total 60 Credits

The State Guaranteed Transfer Courses and the Colorado Community College General Education requirements have been incorporated into this degree. Completion of the degree with a grade of "C" or better in every course, guarantees that the student can transfer to any Colorado public 4-year institution AND complete specified liberal arts or science baccalaureate degree in an additional 60 credits. **NOTE:** This guarantee excludes majors in Education, Business, Engineering, or Nursing.

SELECTING YOUR AA EMPHASIS

An AA degree may be obtained without an emphasis. A minimum of 60 semester credit hours, including a minimum of 35 semester hours from the AA General Education Degree Requirements is necessary to complete the degree. Each student must see an advisor to make sure the requirements are met.

By selecting a specific emphasis of study at TSJC, the student who is planning to transfer to a four-year college or university has the opportunity to lay the foundation for their educational career. For details regarding a specific emphasis, the student may access our web page at www.trinidadstate.edu, <http://valley.trinidadstate.edu> or contact the Advising Center (719/846-5557, Berg 201); the Arts & Sciences Department (719/846-5532, Berg 210); or the Student Services Office (719/846-5621, Berg 201); or the Student Services Office on the Alamosa Campus (719/589-7026).

ACCOUNTING EMPHASIS

PREREQUISITES: *BTE 100 Computer Keyboarding
 *BTE 102 Keyboarding Apps I
 * Not required if taken in high school

ACCOUNTING EMPHASIS CORE RECOMMENDATIONS

ECO 201 Principles of Macroeconomics
 ECO 202 Principles of Microeconomics

ACCOUNTING EMPHASIS REQUIREMENTS (above the core):

ACC 121 Principles of Accounting I
 ACC 122 Principles of Accounting II
 ACC 211 Intermediate Accounting I**
 ACC 212 Intermediate Accounting II**
 ACC 226 Cost Accounting**
 BUS 226 Business Statistics
 Electives Please ask your advisor

ELECTIVE RECOMMENDATIONS:

ACC 100 - 299
 BUS 115 - 299

A minimum of 60 semester hours, which include the 38 semester hours of the State Guarantee Transfer Core, is required for the Associate of Arts Degree. (Students should regularly ask their advisor or the Student Advising Office for an on-course report to track their progress.)

**Denotes classes that are only offered through CCCOnline.

ART EMPHASIS

GENERAL EDUCATION CORE REQUIREMENTS: 38, 39, 40 Semester Credit Hours

ART 111 Art History I
 ART 112 Art History II

ART EMPHASIS: Choose a minimum of 22 credit hours as recommended by an advisor.

ART 110 Art Appreciation
 ART 121, 122 Drawing I, II
 ART 123 Watercolor I
 ART 131, 132 2-D Design I, II
 ART 154, 155 Sculpture I, II
 ART 156 Figure Drawing I
 ART 161, 162 Ceramics I, II
 ART 211, 212 Painting I, II
 ART 225 Printmaking I
 PHO 101, 102 Photography I, II

BUSINESS ADMINISTRATION EMPHASIS

PREREQUISITES: BTE 100 Touch Keyboarding, BUS 102 Basic Keyboarding Applications, BUS 108 Ten Key by Touch.

BUSINESS ADMINISTRATION EMPHASIS CORE RECOMMENDATIONS:

ECO 201 Principles of Macroeconomics
 ECO 202 Principles of Microeconomics

BUSINESS ADMINISTRATION EMPHASIS RECOMMENDATIONS:

ACC 121 Principles of Accounting I
 ACC 122 Principles of Accounting II
 ACC 235 Computerized Accounting for Small Businesses
 BUS 115 Introduction to Business
 BUS 226 Business Statistics
 (CIS 115 or CIS 118) Computer/Word Processing

BUSINESS ELECTIVES

ACC 100 - 299
 BUS 115 - 299
 MAR 105 - 299

A minimum of 60 semester hours, which include the 38 semester hours of the State Guarantee Transfer Core requirements, is required for the Associate of Arts Degree. (Students should regularly ask their advisor or the Student Advising Office for an on-course report to track their progress.)

CREATIVE WRITING EMPHASIS

CREATIVE WRITING EMPHASIS RECOMMENDATIONS:

ENG 221 Creative Writing I
 ENG 226 Fiction Writing
 ENG 227 Poetry Writing
 ENG 231 Literary Magazine

Choose 10 credit hours of electives from LITERATURE 115-299 and/or APPROVED ELECTIVES as recommended by an advisor.

CRIMINAL JUSTICE EMPHASIS

CRIMINAL JUSTICE EMPHASIS REQUIREMENTS

CRJ 110 Introduction to Criminal Justice
 CRJ 111 Substantive Criminal Law
 CRJ 112 Procedural Criminal Law
 CRJ 125 Law Enforcement Process
 CRJ 135 Judicial Functions
 CRJ 145 Correctional Process
 CRJ 210 Constitutional Law
 CRJ 220 Human Relations and Social Conflict
 CRJ 230 Criminology

EARLY CHILDHOOD EDUCATION EMPHASIS

The following courses are approved for the the first 30 hours of transfer credit for students who plan to earn an AA in Early Childhood Education:

ENGLISH (6 credit hours)

ENG 121
ENG 122

MATH (Choose 2 courses, 6 credit hours)

MAT 120, or MAT 121
and MAT 135 or
MAT 155 and 156

HUMANITIES (Choose 2 courses, 6 credit hours)

MUS 120
ART 110
LIT 115
LIT 255

SCIENCE (Choose 2 courses, 8 credits minimum)

GEY 111 or
BIO 105 or BIO 111 or
CHE 110 or 111 or
PHY 105 or 111 or 211
or
SCI 155 and SCI 156

SOCIAL SCIENCES (Choose 3 courses, 9 credits)

GEO 105
HIS 201
POS 111
SPE 115—with a B or better

EARLY CHILDHOOD Requirements:

ECE 101
ECE 102
ECE 205
ECE 238 or PSY 238
ECE 241

And Two ECE electives (6 credit hours) to be determined by the transferring institution

ELEMENTARY EDUCATION EMPHASIS

If you plan to teach on the secondary level, you will have to earn your bachelor's degree in a major subject and supplement that with license requirements. Prospective secondary teachers should study carefully the requirements of the four-year institution they plan to attend after TSJC.

The following courses are approved for the first 45 hours of transfer credit for students who plan to teach elementary school. See an advisor for remaining requirements.

ELEMENTARY EDUCATION EMPHASIS REQUIREMENTS

ENGLISH (6 Credit Hours)

ENG 121 College Composition (must have a B or better)
ENG 122 Composition II (must have a B or better)

SPEECH (3 Credit Hours)

SPE 115 Public Speaking

MATH (6 Credit Hours)

MAT 155 & 156 Integrated Math I and Integrated Math II

SCIENCE (12 Credit Hours)

SCI 155 & 156 Integrated Science I and Integrated Science II
Plus one of the following:
GEY 111 Physical Geology or
BIO 105 Science of Biology or
BIO 111 General College Biology or
CHE 101 Intro to Chemistry I or
CHE 111 General College Chemistry I or
PHY 105 Conceptual Physics or
PHY 111 Physics: Algebra-Based I

SOCIAL SCIENCES (9 Credit Hours)

GEO 105 World Regional Geography
HIS 201 US History I
POS 111 American Government

HUMANITIES Select 1 Course (3 Credit Hours)

LIT 115 Introduction to Literature or
LIT 201 Masterpieces of Literature I or
LIT 202 Masterpieces of Literature II or
LIT 211 Survey of American Literature I or

EDUCATION (6 Credit Hours)

EDU 221 Introduction to Education
PSY 238 Child Development
Electives: 15 credit hours

ENGLISH EMPHASIS

ENGLISH EMPHASIS RECOMMENDATIONS

LIT 115 Introduction to Literature
LIT 201 or 202 Masterpieces of Literature I or II
LIT 211 or 212 Survey of American Literature I or II
LIT 241 Studies of American Drama
THE 211 or 212 Development of Theatre I or II

Choose a minimum of 7 credit hours of Approved Electives as recommended by an advisor.

JOURNALISM EMPHASIS

JOURNALISM EMPHASIS RECOMMENDATIONS: Choose a minimum of 22 credit hours as recommended by your advisor.

JOU 105 Introduction to Mass Media
JOU 106 Fundamentals of Reporting
JOU 121 Basic Photo Journalism or ART 151
JOU 206 Intermediate Newswriting/Editing
JOU 221-222 Newspaper Design I, II
MGD 133 Graphic Design I
JOU 215 Publication, Production & Design
Approved Electives

MUSIC EMPHASIS

MUSIC EMPHASIS CORE REQUIREMENTS:

MUS 121 Music History I
MUS 122 Music History II

MUSIC EMPHASIS RECOMMENDATIONS: Select private instruction as recommended by advisor

MUS 110-111 Music Theory I, II
MUS 112-113 Ear Training/Sight Singing Lab
MUS 141-144 Private Instruction I, II, III, IV
MUS 151-154 Ensemble Groups I, II, III, IV
MUS 210-211 Music Theory III, IV
MUS 212-213 Advanced Ear Training/Sight Singing I, II Lab

PSYCHOLOGY EMPHASIS

PSYCHOLOGY EMPHASIS CORE REQUIREMENT

PSY 101 General Psychology I

PSYCHOLOGY EMPHASIS RECOMMENDATIONS:

PSY 235 Human Growth & Development
 PSY 102 General Psychology II
 PSY 238 Child Development
 PSY 249 Abnormal Psychology
 SOC 205 Sociology of Family Dynamics
 CIS 115 Intro. to Computer Information Systems

Select 1 credit hour of Approved Electives as recommended by advisor.

PRE-LAW EMPHASIS

PRE-LAW EMPHASIS RECOMMENDATIONS: Select a minimum of 22 credit hours as recommended by advisor.

BUS 216 Legal Environment of Business
 ECO 201 Principles of Macroeconomics
 ECO 202 Principles of Microeconomics
 HIS 101 Western Civilization I
 HIS 102 Western Civilization II
 HIS 201 US History I
 HIS 202 US History II
 LIT 115 Introduction to Literature I
 PHI 111 Intro to Philosophy
 PHI 112 Ethics
 PHI 113 Logic
 POS 105 Intro to Political Science
 POS 111 American Government
 PSY 101 General Psychology I
 PSY 102 General Psychology II
 SOC 101 Intro to Sociology I
 SOC 102 Intro to Sociology II

THEATRE ARTS EMPHASIS

It is necessary for each student to consult an advisor when scheduling classes in this emphasis area.

THEATRE EMPHASIS CORE REQUIREMENTS:

* Some classes are offered only during the summer Performing Arts Academy

Theatre Emphasis Core Classes, 9 credits- ALL THEATRE STUDENTS TAKE THESE CLASSES

THE 105 Introduction to Theater Arts
 THE 211 Development of Theatre I
 THE 212 Development of Theatre II

ALL THEATRE STUDENTS CHOOSE CLASSES FROM THE FOLLOWING TO EQUAL 17 ADDITIONAL CREDIT HOURS

THE 111 Acting I
 THE 112 Acting II
 THE 246 Rehearsal/Performance
 THE 247 Rehearsal/Performance II
 THE 248 Rehearsal/Performance III
 THE 144* Scene Study
 THE 115* Stage Movement
 THE 141 Improvisation I
 THE 142* Improvisation II
 THE 213 Intermediate Acting I
 THE 126* Auditioning for Musical Theater

Technical Emphasis

THE 116 Technical Theatre
 THE 285 Independent Study
 THE 152 Production Stage Management
 THE 216 Theatre Lighting and Design
 THE 131 Theatre Production I
 THE 132 Theatre Production II
 THE 231 Theatre Production III
 THE 232 Theatre Production IV

Alternative Courses

THE 283* Internship in Summer Stock
 THE 220 Directing I
 THE 275 Special Topics: Theatre

ASSOCIATE OF SCIENCE TRANSFER DEGREE PROGRAM

The Associate of Science degree curriculum is designed for students who wish to transfer into a baccalaureate degree program, with junior standing, in one of the mathematical, biological, physical sciences, or one of the professional fields with such disciplines as its base.

State Guaranteed Transfer Courses and the new Colorado Community College General Education requirements have been incorporated into the degree. Completion of the degree with a grade of "C" or better in every course, guarantees that the student can transfer to any Colorado public 4-year institution AND complete specified liberal arts or science baccalaureate degree in an additional 60 credits.

ASSOCIATE OF SCIENCE (AS) GENERAL EDUCATION DEGREE REQUIREMENTS

COMMUNICATIONS:

Requirement: 9 Credits

ENG 121 English Composition I 3
 ENG 122 English Composition II 3
 SPE 115 or 125** Public Speaking or Interpersonal Comm. 3

**This requirement is a Colorado Community College System requirement and is in addition to the State Guaranteed General Education Transfer Courses.

ARTS AND HUMANITIES:

Requirement: 9 Credits

Select 3 courses with no more than 2 courses from 1 category.

Arts

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

Literature and Humanities

HUM 121 Survey of Humanities I 3
 HUM 122 Survey of Humanities II 3
 HUM 123 Survey of Humanities III 3
 LIT 115 Intro to Literature I 3
 LIT 201 Masterpieces of Literature I 3

LIT 202	Masterpieces of Literature II	3
LIT 211	Survey of American Literature I	3
LIT 212	Survey of American Literature II	3

Ways of Thinking

PHI 113	Logic	3
PHI 111	Intro to Philosophy	3
PHI 112	Ethics	3

SOCIAL AND BEHAVIORAL SCIENCES:

Requirement: 9 Credits

Select 3 courses, one of which must be history, with no more than 2 courses from 1 category.

History

HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3
HIS 201	U.S. History I	3
HIS 202	U.S. History II	3
HIS 247	Contemporary World History	3

Economic and Political Systems

ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
POS 105	Introduction to Political Sciences	3
POS 111	American Government	3

Geography

GEO 105	World Geography	3
GEO 106	Human Geography	3

Human Behavior and Social Systems

ANT 101	Cultural Anthropology	3
ANT 111	Physical Anthropology	3
PSY 101	General Psychology I	3
PSY 102	General Psychology II	3
PSY 235	Human Growth & Development	3
SOC 101	Introduction to Sociology	3
SOC 102	Introduction to Sociology II	3

MATHEMATICS:

Requirement: 1 course (3 to 5 credit hours)

		<u>Credits</u>
MAT 121	College Algebra	4
MAT 125	Survey of Calculus	4
MAT 201	Calculus I	5
MAT 202	Calculus II	5
MAT 122	Trigonometry	3

PHYSICAL AND LIFE SCIENCES:

Requirement: 2 laboratory-based courses (8 to 10 credit hours)

AST 101	Astronomy I	4
AST 102	Astronomy II	4
BIO 111	General College Biology I	5
BIO 112	General College Biology I	5
BIO 201	Anatomy & Physiology I	4
BIO 202	Anatomy & Physiology II	4
BIO 204	Microbiology	4
CHE 111	General College Chemistry I	5
CHE 112	General College Chemistry II	5
GEY 111	Physical Geology	4
GEY 121	Historical Geology	4
PHY 111	Physics: Algebra-based I	5
PHY 112	Physics: Algebra-based II	5
PHY 211	Physics: Calculus-based I	5
PHY 212	Physics: Calculus-based II	5

The State Guaranteed Transfer Courses and the Colorado Community College General Education requirements have been incorporated into this degree. Completion of the degree with a grade of "C" or better in every course, guarantees that the student can transfer to any Colorado public 4-year institution AND complete specified liberal arts or science baccalaureate degree in an additional 60 credits."

NOTE: This guarantee excludes majors in Education, Business, Engineering, or Nursing.

SELECTING YOUR AS EMPHASIS

An AS degree may be obtained without an emphasis. A minimum of 60 semester credit hours, including a minimum of 39 semester hours of Guarantee Transfer Courses is required for an AA or AS degree.

By selecting a specific emphasis of study at TSJC, the student who is planning to transfer to a four-year college or university has the opportunity to lay the foundation for their educational career. For details regarding a specific emphasis, the student may access our web page at www.trinidadstate.edu or contact the Advising Center (719/846-5557, Berg 201); the Arts & Sciences Department (719/846-5532, Berg 210); or the Student Services Office (719/846-5621, Berg 209) or the Student Services Office on the Alamosa Campus (719-589-7026).

BIOLOGY EMPHASIS

CORE CURRICULUM REQUIREMENTS

BIO 111/112	General College Biology
MAT 121	College Algebra

BIOLOGY EMPHASIS RECOMMENDATIONS: Select a minimum of 18 credit hours as recommended by advisor.

CHE 111/112	General College Chemistry
PHY 111/112	Physics: Algebra-Based I/II with Lab
Electives:	
MAT 122	Trigonometry
BIO 204	Microbiology
BIO 220	General Zoology
BIO 221	Botany
BIO 222	General College Ecology
BIO 228	Field Biology III

CHEMISTRY EMPHASIS

CORE CURRICULUM REQUIREMENTS

MAT 201	Calculus I
CHE 111, 112	General College Chemistry

CHEMISTRY EMPHASIS RECOMMENDATIONS: Select a minimum of 18 credit hours as recommended by advisor.

MAT 202	Calculus II
MAT 203	Calculus III
PHY 211	Physics: Calculus-Based I with Lab
PHY 212	Physics: Calculus-Based II with Lab
BIO 111	General College Biology

ENGINEERING EMPHASIS

ENGINEERING EMPHASIS RECOMMENDATIONS: Select a minimum of 21 credit hours as recommended by advisor.

CHE 111	General College Chemistry I
EGG 211/212	Engineering Mechanics I & II
MAT 201	Calculus I
MAT 202/203	Calculus II & III
MAT 266	Differential Equations
PHY 211	Physics: Calculus-Based I with Lab
PHY 212	Physics: Calculus-Based II with Lab

HUM 121	Survey of Humanities I
HUM 122	Survey of Humanities II
HUM 123	Survey of Humanities III
LIT 115	Intro to Literature I
LIT 201	Masterpieces of Literature I
LIT 202	Masterpieces of Literature II

Engineering transfer students are strongly encouraged to talk with their advisor concerning the 4-year college they plan to attend.

REQUIRED COURSES:

CRJ 230	Criminology
ENG 115	Technical English & Communication

FORENSIC SCIENCE FIELD INVESTIGATION EMPHASIS

This emphasis is specifically for students going to University of Colorado at Colorado Springs (UCCS). The following courses are mandated by the Articulation Agreement with this university:

ELECTIVE Choose one of the following:

BUS 216	Legal Environment of Business
GEO 105	World Regional Geography
SPE 115	Public Speaking

FORENSIC SCIENCE REQUIREMENTS

ENGLISH (6 Credit Hours)

ENG 121	College Composition
ENG 122	Composition II

SPEECH (3 Credit Hours)

SPE 115	Public Speaking or
SPE 125	Interpersonal Communication

MATH (7 Credit Hours)

MAT 121	College Algebra
MAT 135	Introduction to Statistics

SCIENCE (18 Credit Hours)

BIO 201	Human Anatomy & Physiology I
BIO 202	Human Anatomy & Physiology II
CHE 101	Introduction to Chemistry I
CHE 102	Introduction to Chemistry II

SOCIAL SCIENCES (9 Credit Hours)

HIS 201	US History I
PSY 101	General Psychology
SOC 101	Introduction to Sociology

HUMANITIES (9 credit hours) Choose 3 courses with no more than 2 from one category.

Arts

ART 110	Art Appreciation
ART 111	Art History I
ART 112	Art History II
MUS 120	Music Appreciation
MUS 121	Music History I
MUS 122	Music History II
PHI 113	Logic
PHI 111	Intro to Philosophy
PHI 112	Ethics
SPA 211	Spanish Language III
SPA 212	Spanish Language IV
THE 105	Intro to Theatre Arts
THE 211	Development of Theatre I
THE 212	Development of Theatre II

Literature and Humanities

MATHEMATICS EMPHASIS

CORE CURRICULUM REQUIREMENTS

MAT 201	Calculus I
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Select One Science Sequence

BIO 111/112	General College Biology I & II
CHE 111/112	General College Chemistry I & II
PHY 211/212	Physics: Calculus-Based I & II

MATHEMATICS EMPHASIS RECOMMENDATIONS: Select a minimum of 18 credit hours as recommended by advisor.

CSC 160	Computer Science I (Java)
CSC 161	Computer Science II (Java)
MAT 135	Introduction to Statistics
MAT 202	Calculus II
MAT 203	Calculus III
MAT 266	Differential Equations w/Linear Algebra

NATURAL RESOURCES EMPHASIS

CORE CURRICULUM REQUIREMENTS

BIO 111/112	General College Biology
MAT 121	College Algebra

NATURAL RESOURCES EMPHASIS RECOMMENDATIONS: Select a minimum of 19 credit hours as recommended by advisor.

CHE 111	General College Chemistry
ECO 202	Principles of Microeconomics
MAT 125	Survey of Calculus
NRE 102	Intro. to Natural Resources Management

ELECTIVES:

BIO 152	Wildlife Biology
BIO 222	General College Ecology
BIO 228	Field Biology III
GEY 111	Physical Geology
AGY 240	Introductory Soil Science

Part VII: Degree by Emphasis

PRE-DENTAL, PRE-MEDICAL & PRE-VETERINARY MEDICINE EMPHASIS

CORE CURRICULUM REQUIREMENTS:

BIO 111/112	General College Biology
MAT 201	Calculus I

PRE-DENTISTRY, PRE-MEDICAL, & PRE-VETERINARY MEDICINE EMPHASIS RECOMMENDATIONS: Select a minimum of 18 credit hours as recommended by advisor.

CHE 111/112	General College Chemistry
BIO 201/202	Human Anatomy & Physiology I/II
PHY 111/112	Physics: Algebra-Based I/II with Lab

PRE-PHARMACY EMPHASIS

CORE CURRICULUM REQUIREMENTS:

CHE 111/112	General College Chemistry I & II
MAT 125 or 201	Survey of Calculus or Calculus I

PRE-PHARMACY EMPHASIS RECOMMENDATIONS: Select a minimum of 18 credit hours as recommended by advisor.

BIO 111/112	General College Biology I & II
CHE 211/212	Organic Chemistry I & II
ECO 202	Principles of Microeconomics
PHY 111	Physics: Algebra-Based I with Lab

PRE-PHYSICAL THERAPY EMPHASIS

CORE CURRICULUM REQUIREMENTS:

BIO 111/112	General College Biology
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PRE-PHYSICAL THERAPY EMPHASIS RECOMMENDATIONS:

CHE 111/112	General College Chemistry
BIO 201/202	Human Anatomy & Physiology I/II
PHY 111/112	Physics: Algebra-Based I/II with Lab

ASSOCIATE OF GENERAL STUDIES DEGREE PROGRAM

The Associate of General Studies degree curriculum is designed for students who want to complete a broad program of both career/technical and academic transfer courses without the constraints of specialization, or for those students desiring a specific mix of career/technical and traditional academic transfer courses. Transferability of the Associate of General Studies degree depends upon the courses taken and the receiving institution.

The Associate of General Studies Degree Program requires a minimum of 60 semester credit hours consisting of a minimum 32 semester credit hours of general education courses, and no more than 28 semester credit hours of course work to be taken in courses with a career/technical education prefix.

Students seeking the Associate of General Studies Degree must earn the minimum semester credit hours specified in the following subject areas:

<u>Area of Study</u>	<u>Semester Credits</u>
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Communications	6
Mathematics	3
Science	4
Social and Behavioral Sciences	6
Humanities	6
General Education Electives	7
Total General Education Core Courses	32
Electives - no more than 28 semester credit hours in career and technical courses	28
TOTAL	60

COMMUNICATIONS

(6 semester credit hours required)

ENG 121	English Composition I	3
ENG 122	English Composition I	3
SPE 115	Public Speaking	3

MATHEMATICS

(3 semester credit hours required)

MAT 120	Math for the Liberal Arts	4
MAT 121	College Algebra	4
MAT 125	Survey of Calculus	4
MAT 135	Introduction to Statistics	3
MAT 155	Integrated Math I	3
MAT 156	Integrated Math II	3
MAT 201	Calculus I	5
MAT 202	Calculus II	5

SCIENCE

(4 semester credit hours required) Choose from:

AST 101	Astronomy I	4
AST 102	Astronomy II	4
BIO 105	Science of Biology	4
BIO 111	General College Biology I	5
BIO 112	General College Biology II	5
CHE 101	Introduction to Chemistry I	5
CHE 102	Introduction to Chemistry II	5
CHE 111	General College Chemistry I	5
CHE 112	General College Chemistry II	5
GEY 111	Physical Geology	4
GEY 121	Historical Geology	4
PHY 105	Conceptual Physics	4
PHY 111	Physics: Algebra-Based I	5
PHY 112	Physics: Algebra-Based II	5
PHY 211	Physics: Calculus-Based I	5
PHY 212	Physics: Calculus-Based II	5
SCI 155	Integrated Science I	4
SCI 156	Integrated Science II	4

SOCIAL AND BEHAVIORAL SCIENCES

(6 semester credit hours required) Choose from:

ANT 101	Cultural Anthropology	3
ANT 111	Physical Anthropology	3
ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
GEO 105	World Regional Geography	3
HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3
HIS 201	U.S. History I	3
HIS 202	U.S. History II	3
POS 105	Introduction to Political Science	3
POS 111	American Government	3
PSY 101	General Psychology I	3
PSY 102	General Psychology II	3
PSY 235	Human Growth and Development	3
SOC 101	Introduction to Sociology I	3
SOC 102	Introduction to Sociology II	3

HUMANITIES

(6 semester credit hours required) Choose from:

ART 110	Art Appreciation	3
ART 111	Art History I	3
ART 112	Art History II	3
HUM 121	Humanities: Early Civilizations	3
HUM 122	Humanities: From the Medieval to the Modern	3
HUM 123	Humanities: The Modern World	3
LIT 115	Introduction to Literature	3
LIT 201	Masterpieces of Literature I	3
LIT 202	Masterpieces of Literature II	3
MUS 120	Music Appreciation	3
MUS 121	Music History I	3
MUS 122	Music History II	3
PHI 111	Introduction to Philosophy	3
PHI 112	Ethics	3
PHI 113	Logic	3
PHI 114	Comparative Religions	3
THE 105	Intro to Theater Arts	3
THE 211	Development of Theater I	3
THE 212	Development of Theater II	3

APPROVED ELECTIVES

AA or AS degree students will select the appropriate number of semester credit hours from the following list of approved courses. In addition to the courses below, all General Education Guaranteed Transfer Courses, not used to meet core requirements, may be selected as approved electives. Approved electives are courses that count toward graduation at TSJC; they may or may not transfer to other institutions of higher education.

Accounting

ACC 115-299

Anthropology

ANT 101-299

Art

ART 110-299

Astronomy

AST 101-299

Biology

BIO 105-299

Business

BUS 102-226

Chemistry

CHE 101-299

Computer Information Systems

CIS 110-299

Computer Science

CSC 116-299

Criminal Justice

CRJ 101-299

Early Childhood Education

ECE 101-299

Economics

ECO 201-299

Elementary Education

EDU 110-299

Engineering

EGG 101-299

English

ENG 121-299

Geography

GEO 111-299

German

GER 111-299

Geology

GEY 111-299

Graphic Design

MGD 101-299

History

HIS 101-299

Journalism

JOU 105-299

Literature

LIT 115-299

Marketing

MAR 105-299

Mathematics

MAT 120-299

Music

MUS 100-299

Natural Resource Management

NRE 100 - 299

Physical Education & Recreation

PED 100-299

PER 113-299

Photography

PHO 101-299

Physics

PHY 105-299

Political Science

POS 105-299

AS degree students may select elective credit hours from the following list of approved courses having the following prefixes: AST, BIO, CHE, CIS, CSC, EGG, GEY, MAT, PHY.

Astronomy

AST 101-299

Biology

BIO 105-299

Chemistry

CHE 101-299

Computer Information Systems

CIS 115-299

Computer Science

CSC 105-299

Part VII: Degree by Emphasis

Psychology

PSY 101-299

Philosophy

PHI 111-299

Sociology

SOC 101-299

Spanish

SPA 101-299

Speech

SPE 115-299

Theater

THE 105-299

Engineering

EGG 101-299

Geology

GEY 111-299

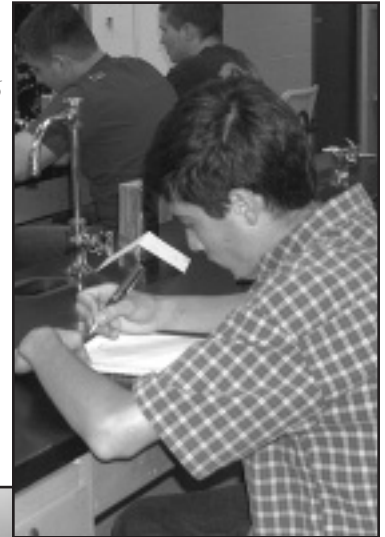
Mathematics

MAT 121-299

Physics

PHY 105-299

Biology, Page 36



Theatre, Page 38



ASSOCIATE OF APPLIED SCIENCE



*Cosmetology, page 46
(Certificate)*



Multimedia Arts, Page 55



Emergency Medical Services, Page 49



Engineering Technology, Page 51

ASSOCIATE OF APPLIED SCIENCE

DEGREE & CERTIFICATE PROGRAMS

Trinidad State Junior College offers a comprehensive career and technical education program that awards both certificates and Associate of Applied Science degrees. The curriculum in each of the program areas is designed to provide the student with entry-level job skills.

Although each program area curriculum is designed to prepare the graduate for immediate employment, there is opportunity for continued educational endeavors. Colleges and universities with similar program areas may accept credits earned in TSJC vocational program areas toward their degree requirements.

The Carl D. Perkins Vocational and Applied Technology Act of 1990 requires each institution to ensure members of special populations equal access to the total vocational program. Special populations include individuals who are: educationally or economically disadvantaged (including foster children); in programs designed to eliminate sex bias; of limited English proficiency; in correctional institutions; and handicapped. The federal legislation also includes a Tech Prep component. Tech Prep consortiums will consist of secondary and postsecondary institutions, business and community based organizations working in concert to develop and implement 2 + 2 programs. These 2 + 2 consortiums will establish a non-duplicative program of study designed to begin at the secondary level and continue through postsecondary completion. Program offerings will integrate academic and vocational competencies to provide the student with the opportunity to gain skills needed in the changing workplace and to promote lifelong learning. TSJC is a member of the Southern Colorado Tech Prep Consortium.

TSJC CAREER AND TECHNICAL EDUCATION PROGRAM AREAS

TRINIDAD CAMPUS

- Agriculture Business Mgmt. (Certificate)
- Automotive Service Technology (AAS & Certificate)
- Business Administration (AAS, On-line degree)
- Cisco Network Associate (Certificate)
- Computer Information Systems (AAS & Certificate)
- Computer & Networking Technology (AAS & Certificate)
- Construction Technology (AAS & Certificate)
- Cosmetology (Certificates)
(Includes Hairstyle, Esthetician, & Manicure Certificates)
- Criminal Justice (AAS & Certificate)
- Early Childhood Education (AAS & Certificates)
(Includes Child Development Associate, ECE Director, ECE Group Leader, & Infant/Toddler Nursery Supervisor Certificates)
- Emergency Medical Services (AAS & Certificates)
(Includes Emergency Medical Technician Basic, Intermediate)
- Engineering Technology (AAS & Certificates)
(Includes Civil Engineering & Community and Architectural Planning)

- Graphic Design (AAS & Certificate)
- Gunsmithing (AAS & Certificate)
- Massage Therapy (Certificate)
- Multimedia Arts (AAS & Certificate)
- Nursing (AAS)
- Nursing Assistant (Certificate)
- Occupational Safety (AAS & Certificates)
(Includes Fire Fighter Certificate)
- Office Technologies (AAS & Certificates)
(Includes Accounting Clerk, Medical Transcription, & Web Master Certificates)
- Practical Nursing (Certificate)
- Police Academy (Certificate)

ALAMOSA CAMPUS

- Agriculture Business Mgmt. (Certificate)
- Aquaculture (AAS & Certificate)
- Automotive Service Technology (AAS & Certificate)
- Barber (Certificate)
- Business On-line (AAS)
- Cisco Certified Network Associate (Certificate)
- Computer Information Systems (AAS & Certificate)
- Computer & Networking Technology (AAS & Certificate)
- Construction Technology (AAS & Certificate)
- Cosmetology (Certificates)
(Includes Hairstyle, Esthetician and Manicure Certificates)
- Criminal Justice (Certificate)
- Early Childhood Education (AAS & Certificates)
(Includes Child Development Associate, ECE Director, ECE Group leader, & Infant/Toddler Nursery Supervisor Certificates)
- Emergency Medical Services (AAS & Certificates)
(Includes Emergency Medical Technician Basic, Intermediate, & Paramedic)
- Fine Woodworking
- Graphic Design (AAS & Certificate)
- Massage Therapy (Certificate)
- Manufacturing Technology (AAS & Certificates)
(Includes Diesel Maintenance, Heavy Equipment Maintenance, Precision Maching & Welding)
- Nursing Assistant (AAS and Certificate)
- Occupational Safety (AAS & Certificate)
(Includes Fire Fighter Certificate)
- Office Technologies (AAS & Certificates)
(Includes Accounting Clerk, Medical Transcription, & Web Master Certificates)
- Practical Nursing (Certificate)
- Nursing (AAS)

ATTENTION: COURSE NUMBERS AND DESCRIPTIONS ARE SUBJECT TO CHANGE.

The Community Colleges of Colorado launched a common course numbering and common competency project to improve student transfer and to ensure curriculum quality across our system. The project was implemented in the summer of 2003. The project improved student credit and transfer. The system lists the course numbers and course competencies on the website www.cccs.edu (this is a new web address).

CTE General Education Requirement

All Career and Technical Education AAS Degree programs require a minimum of 15 credit hours of general education.

1. 3 credits in Math: Math 107 or above
2. 3 credits in English: English 115 or above
3. 9 credits selected from at least two of the following different disciplines: Science, Social & Behavioral Science, Humanities, or SPE 115. Courses to satisfy this requirement must be selected from the list of the CORE transfer or State Guaranteed General Education transfer courses.

Please note:

Individual programs may have more specific or additional general education requirements. For details, see the catalog course requirements and meet with the program area advisor.

This catalog lists the courses and credit hours required to complete each CTE program. However, if the student does not meet the entry-level requirement for the listed general education courses, additional preparatory course work will be required.

The majority of our CTE degree and certificate programs require the student to take the Accuplacer placement exam, please see your advisor for details.

AGRICULTURE/BUSINESS MANAGEMENT

CERTIFICATE PROGRAM

The Agriculture Business Management Program offers four certificates that highlight the practical application of management skills. These certificates are intended for farmers and ranchers directly involved in the field of production agriculture or for individuals seeking entry into this field. There are four one-year certificate options. Classes are scheduled to accommodate the calendar of agriculture business. Classes are held systematically during the year and may include individual instruction held at your home or business. Classroom instruction will be offered to meet local needs as determined by the students and instructors. Seminars on appropriate topics are included.

AG/BUSINESS PLANNING & FINANCIAL RECORDS CERTIFICATE

		Credits
ABM 111	Records and Business Planning I	9
ABM 112	Records and Business Planning II	9
	TOTAL SEMESTER CREDITS	18

AG/BUSINESS FINANCIAL ANALYSIS CERTIFICATE

ABM 121	Financial Analysis I	9
ABM 122	Financial Analysis II	9
	TOTAL SEMESTER CREDITS	18

AG/BUSINESS MARKETING & RISK MANAGEMENT CERTIFICATE

Emphasis on Commodity Marketing:		
ABM 131	Commodity Marketing I	9
ABM 132	Commodity Marketing II	9
	TOTAL SEMESTER CREDITS	18
OR		
Emphasis on Commodity Marketing and Risk Management:		
ABM 135	Marketing and Risk Management I	9
ABM 136	Marketing and Risk Management II	9
	TOTAL SEMESTER CREDITS	18

ADVANCED AG/BUSINESS MANAGEMENT CERTIFICATE

ABM 141	Advanced Business Management I	9
ABM 142	Advanced Business Management II	9
	TOTAL SEMESTER CREDITS	18

Ag/Business Management Electives

ABM 175	Special Topics	0.5-6
ABM 275	Special Topics	0.5-6
ABM 285	Independent Study	0.5-6

AQUACULTURE

• Alamosa Campus •

CERTIFICATE OR ASSOCIATE OF APPLIED SCIENCE DEGREE

General Education Courses:	Credits
MAT 107 or above	3
ENG 121 or above	3
SPE 115	3
6 Hours from:	6
Science	
Social & Behavioral Science	
Humanities	
TOTAL GEN ED CREDITS	15

ASSOCIATE OF APPLIED SCIENCE

AQT 101	Introduction to Aquaculture	3
AQT 102	Fish Biology & Ichthyology	5
AQT 103	Diseases of Fish	5
AQT 104	Fish Nutrition	4
AQT 105	Water Quality for Fishes	4
AQT 110	Aquaculture I	3
AQT 210	Aquaculture II	5
AQT 230	Aquaculture Engineering & Design	4
AQT 240	Aquaculture Business & Marketing	4
AQT 288	Aquaculture Practicum	10
	Aquaculture Electives	3
	TOTAL AQUACULTURE CREDITS	50
	TOTAL AAS DEGREE CREDITS	65

Electives:

AQT 275	Special Topics	0.5-6 Credits
AQT 285	Independent Study	0.5-6 Credits

CERTIFICATE PROGRAM

MAT 107	Applied Aquaculture Math	3
AQT 101	Introduction to Aquaculture	3
AQT 102	Fish Biology & Ichthyology	5
AQT 103	Fish Disease	5
AQT 104	Fish Nutrition	4
AQT 105	Water Quality for Fishes	4
AQT 110	Aquaculture I	3
AQT 101-299	Aquaculture Electives	3
	TOTAL CERTIFICATE CREDITS	30

AUTOMOTIVE SERVICE TECHNOLOGY

The Automotive Technology Program at TSJC offers an Associate of Applied Science Degree and a two semester Certificate. This program prepares a student with the entry-level competencies needed to gain employment in the automotive service industry. Typical jobs held by graduates include: Auto dealership service technician, service writer, service manager, service technician in an independent repair facility or mass merchandiser, or parts department counter person or manager.

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Associate of Applied Science (AAS) Degree is offered to meet the needs of the student who wishes to advance in this field to a management or supervisory position. A total of 75 credits are required to receive the Associate of Applied Science degree in Automotive Service Technology at Trinidad State Junior College.

ASSOCIATE OF APPLIED SCIENCE DEGREE

General Education Courses:

MAT 107 or above	3
ENG 115 or above	3
9 Hours from:	9
Science	
Social & Behavioral Science	
Humanities	
Speech 115	
TOTAL GENERAL EDUCATION CREDITS	15

1st Semester

ASE 102	Intro to the Auto Shop	2
ASE 120	Basic Auto Electricity	2
ASE 123	Auto Battery, Starting & Charging Systems	2
ASE 132	Ignition Systems Diagnosis & Repair	2
ASE 221	Automotive Body Electrical	4
ASE 110	Brakes I	3
ASE 210	Brakes II	3
ASE 140	Suspension & Steering I	3
ASE 240	Suspension & Steering II	3
ASE 150	Auto U-Joint & Axle Shaft Service	2
	TOTAL SEMESTER CREDITS	26

2nd Semester

ASE 130	General Engine Diagnosis	2
ASE 160	Auto Engine Removal & Installation	1
ASE 134	Automotive Emissions	2
ASE 233	Fuel Injections & Exhaust Systems	4
ASE 231	Automotive Computers	2
ASE 151	Auto Manual Trans/Transaxle & Clutch	2
ASE 152	Differentials & 4wd/Awd Service	2
ASE 235	Drivability Diagnosis	1
ASE 250	Automatic Trans/Transaxle Service	1
ASE 265	Auto Heating & Air Conditioning	5
ASE 285	Independent Study	4
	TOTAL SEMESTER CREDITS	26
	TOTAL DEGREE CREDITS	67

All incoming Automotive students are required to take the "Accuplacer" placement exam. This placement exam allows the advisor to determine the BEST courses to help the student be successful at TSJC.

CERTIFICATE IN AUTOMOTIVE SERVICE TECHNOLOGY

The Certificate in Automotive Service Technology is a concentrated curriculum designed to prepare the student for entry-level employment in the automotive service industry in the shortest possible time.

This curriculum consists of all the automotive core courses above required for the AAS degree. A total of 60 credits are required to receive the Certificate in Automotive Service Technology.

GENERAL EDUCATION REQUIREMENTS:

There is no general education requirement for the certificate, however, communication skills, mathematics skills and study skills are essential for successful job performance and will be scheduled on an individual basis as necessary. All incoming Automotive Certificate students must take the Accuplacer assessment test to determine their level of skill in these areas.

BARBERING

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Full time students meet 40 hours per week, eight hours a day. Colorado requires 1,250 clock hours to be eligible for the licensing exam. The Trinidad State Junior College curriculum includes professional ethics, bacteriology, shampoo and rinses, color theory, hair coloring techniques, permanent waving, hairstyling, hair cutting, facials, facial shaving, OSHA regulations, sanitation, safety and Colorado laws.

Students will learn job entry skills, customer communication, and shop procedures. 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.

BARBERING CERTIFICATE PROGRAM

<u>1st Semester</u>		<u>Credits</u>
BAR 101	Intro to Sanitation & Safety	1
BAR 103	Intro Scalp Treatment/Shampoo	2
BAR 105	Intro to Hair Cutting/Styling	5
BAR 107	Intro to Shaving, Honing, Stropping	2
BAR 109	Intro to Permanent Wave/Relaxers	3
BAR 111	Intro to Hair Coloring	2
BAR 113	Intro to Massage & Skin Care	3
BAR 120	Intro to Barber Regulations	1
BAR 130	Intermed. I: Barber Regs and Occupational Safety	1
BAR 131	Intermediate I: Sanitation & Safety	1
BAR 133	Intermediate I: Scalp Treatment/Shampoo	2
BAR 137	Intermediate I: Shaving, Honing, Stropping	2
	TOTAL SEMESTER CREDITS	25

<u>2nd Semester</u>		
BAR 130	Interm I: Barber Regs and Occupational Safety	1
BAR 135	Intermediate I: Hair Cutting and Styling	5
BAR 139	Intermediate I: Permanent Wave/Relaxer	3
BAR 141	Intermediate I: Hair Coloring	2
BAR 143	Intermediate I: Massage/Skin Care	3
BAR 151	Intermediate II: Safety & Sanitation	1
BAR 153	Intermediate II: Scalp Treatment/Shampoo	2
BAR 155	Intermediate II: Hair Cutting/Styling	5
BAR 157	Intermediate II: Shaving, Honing, Stropping	2
	TOTAL SEMESTER CREDITS	24

Summer Semester:

BAR 159	Intermediate II: Permanent Wave/Relaxers	3
BAR 161	Intermediate II: Hair Coloring	2
BAR 163	Intermediate II: Massage/Skin Care	3
	TOTAL SEMESTER CREDITS	8
	TOTAL CERTIFICATE CREDITS	57

Electives:

BAR 285	Individualized Studies	1-6 credits
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BUSINESS (Online)

The Associate of Applied Science (AAS) degree in Business is awarded to the student who successfully completes a program designed primarily to prepare the student for immediate employment in a full-time skilled and/or paraprofessional occupation. Each of the colleges' AAS degree programs is in a specified occupational field. All numbers are according to the Colorado Community Colleges' Common Course Numbering System. Please see your home college for advising services.

<u>General Education Courses:</u>		<u>Credits</u>
ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
ENG 121	English Composition I	3
ENG 122	English Composition II	3
MAT 121	College Algebra	4
SPE 115	Public Speaking or	3
SPE 125	Interpersonal Communication	3
TOTAL GENERAL EDUCATION CREDITS		19

ASSOCIATE OF APPLIED SCIENCE

Required Business Classes

ACC 121	Accounting Principles I	4
ACC 122	Accounting Principles II	4
BUS 115	Introduction to Business	3
BUS 216	Legal Environment of Business	3
BUS 217	Business Communication & Report Writing	3
BUS 226	Business Statistics	3
MAN 200	Human Resource Management I (Previously BUS 158)	3
MAN 216	Small Business Management	3
MAN 226	Principles of Management	3
MAR 111	Principles of Sales	3
MAR 216	Principles of Marketing	3
TOTAL BUSINESS CLASS CREDITS		35

Required Information Technology Classes

CIS 115	Intro to Computer Information Systems	3
CIS 118	Intro to PC Applications	3
CIS 155	PC Spreadsheet Concepts: (software package)	3
TOTAL INFORMATION TECHNOLOGY CREDITS		9
TOTAL DEGREE CREDITS		63

CISCO CERTIFIED NETWORKING ASSOCIATE CERTIFICATE

This program prepares students to design, build, and maintain networks capable of supporting national and global organizations. Course work covers a complete range of basic and advanced networking concepts - from pulling cable to subnet masking rules and strategies. Methods of learning are varied, with interactive online lessons, texts, videos, and extensive hands-on applications. Upon successful completion of the program, the graduate is qualified to take the Cisco Networking Associate Certification (CCNA) examination.

Cisco Network Associate Certificate Requirements:

<u>Fall Semester – First Year</u>		<u>Credits</u>
CNG 260	Cisco Network Associate I	5
TOTAL SEMESTER CREDITS		5
<u>Spring Semester – First Year</u>		
CNG 261	Cisco Network Associate II	5
TOTAL SEMESTER CREDITS		5
<u>Fall Semester – Second Year</u>		
CNG 262	Cisco Network Associate III	5
TOTAL SEMESTER CREDITS		5

Spring Semester – Second Year

CNG 263	Cisco Network Associate IV	5
TOTAL SEMESTER CREDITS		5
TOTAL CERTIFICATE CREDITS		20

COMPUTER INFORMATION SYSTEMS

This curriculum has been developed with the support of the CIS Advisory Committee to prepare students in business computer fundamentals and skills for entry-level employment upon graduation. "Hands-on" experience is emphasized as students design and/or complete projects based on current business-world scenarios using spreadsheets, databases, graphics software, and the Internet. Programming and debugging techniques, as well as file design and computer operations skills, will be developed.

CERTIFICATE OR ASSOCIATE OF APPLIED SCIENCE DEGREE

<u>General Education Courses:</u>		<u>Credits</u>
MAT 107 or above		3
ENG 115 or above		3
SPE 115		3
6 Hours from:		6
Science		
Social & Behavioral Science		
Humanities		
PHY 101		
TOTAL SEMESTER CREDITS		15

ASSOCIATE OF APPLIED SCIENCE-CIS EMPHASIS

CIS 118	Intro to PC Applications	3
CNG 127	IT Essentials PC Hdwr-Software	5
CNG 128	IT Essentials Network Op Systems	5
CNG 132	Principles of Information Security	3
CNG 165	Convergent Technologies	3
CSC 160	Computer Science I (language)	4
CNG 211	XP Configuration	3
MGD 141	Web Design I	3
	Computer Graphics elective	3
Total Core Credits		32
CIS 155	PC Spreadsheet Concepts	3
CIS 218	Advanced PC Applications	3
CIS 240	Database Design & Development	3
CIS 243	Adv. Database Design & Development	3
CSC 116	Logic and Program	3
CIS 267	Management of Information Systems	3
CIS Emphasis Total		18
TOTAL DEGREE CREDITS		63

COMPUTER & NETWORKING TECHNOLOGY

The Associate of Applied Science degree in Computer & Networking Technology is designed to provide the student with the technical skills required to become a successful personal computer and network technician. This program is closely connected to the work place, as all students participate in job-based internships and prepare to earn industry-recognized certifications.

CERTIFICATE OR ASSOCIATE OF APPLIED SCIENCE DEGREE

<u>General Education Courses:</u>	<u>Credits</u>
MAT 107 or above	3
ENG 115 or above	3
SPE 115	3
6 Hours from:	<u>6</u>
Science	
Social & Behavioral Science	
Humanities	
TOTAL SEMESTER CREDITS	15

ASSOCIATE OF APPLIED SCIENCE-CNG EMPHASIS

CIS 118	Intro to PC Applications	3
CNG 127	IT Essentials PC Hdwr-Software	5
CNG 128	IT Essentials PC Op Systems	5
CNG 132	Principles of Information Security	3
CNG 165	Convergent Technologies	3
CSC 160	Computer Science I (language)	4
CNG 211	XP Configuration	3
MGD 141	Web Design I	3
	Computer Graphics elective	<u>3</u>
	Total Core Credits	32
CNG 110	Basic Computer Electronics	3
CNG 131	Network Security	3
CNG 260	Cisco Network Associate I	5
CNG 261	Cisco Network Associate II	5
CNG 224	MS Windows Wireless Networking	<u>3</u>
	CNG Emphasis Total	19
	TOTAL CREDITS	66

COMPUTER & NETWORKING TECHNOLOGY CERTIFICATE

This certificate is designed for the student interested in receiving the basic skills necessary for entry-level employment as a personal computer and network technician.

<u>Computer Technology Program Core</u>	<u>Credits</u>	
CIS 118	Introduction to PC Applications	3
CNG 127	IT Essentials PC Hdwr-Softwr	5
CNG 128	IT Essentials PC Net Op Systems	5
CNG 132	Principles of Information Security	3
CNG 165	Convergent Technologies	3
CNG 224	MS Windows Wireless Network	3
CSC 160	Computer Science I (language)	4
CNG 211	XP Config	3
MGD 141	Web Design	3
	Computer Graphics elective	3
CNG 260	Cisco Network Associate I	<u>5</u>
	Total Core Credits for certificate	40

CONSTRUCTION TECHNOLOGY

AAS DEGREE AND CERTIFICATE

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Associate of Applied Science Degree in Construction Technology is offered to meet the needs of the student who wishes to prepare for a broad range of technical skills applicable to many positions within the construction industry. This program prepares the student for the challenges they will face to advance in the trades as a responsible professional craftsman.

CERTIFICATE OR ASSOCIATE OF APPLIED SCIENCE

<u>General Education:</u>	<u>Credits</u>
MAT 107 or above	3
ENG 115 or above	3
9 Hours from:	<u>9</u>
Science	
Social & Behavioral Science	
Humanities	
Speech 115	
TOTAL SEMESTER CREDITS	15

ASSOCIATE OF APPLIED SCIENCE DEGREE

1st Semester

CAR 100	Intro to Carpentry	1
CAR 101	Basic Safety	1
CAR 102	Hand and Power Tools	1
CAR 105	Job Site Layout/Blueprint Reading	1
CAR 115	Form & Foundation Systems	1
CAR 121	Floor Framing	1
CAR 122	Wall Framing	1
CAR 123	Roof Framing	1
CAR 130	Windows and Exterior Doors	1
CAR 156	Shop Tools: stationary, hand portable	4
CAR 170	Clinical: Construction Lab I	1
CAR 171	Clinical: Construction Lab I	1
CAR 175	Special Topics: Gen Const. Meth	<u>5</u>
	TOTAL SEMESTER CREDITS	20

2nd Semester

CAR 125	Roofing Materials & Methods	1
CAR 126	Framing with Metal Studs	1
CAR 131	Exterior Trim	1
CAR 135	Thermal & Moisture Methods/Mat	1
CAR 140	Stair Construction/Layout	1
CAR 145	Interior Finishes: General	1
CAR 146	Interior Finishes: Drywall Const.	1
CAR 150	Interior Trim: General	1
CAR 151	Interior Trim: Doors & Trim	1
CAR 153	Interior Trim: Cabinet/Countertops	1
CAR 155	Interior Trim: Built-ins	2
CAR 160	Floor Finishes	1
CAR 172	Clinical: Construction Lab I	1
CAR 173	Clinical: Construction Lab I	1
CAR 175	Special Topics	<u>5</u>
	TOTAL SEMESTER CREDITS	20

3rd Semester

CAR 205	Advanced Site Layout	2
CAR 221	Advanced Floor Systems	2
CAR 222	Advanced Wall Systems	2
CAR 223	Advanced Roofing Systems	2
CAR 240	Advanced Stair Layout	2
	General Ed Courses	8
CAR 180	Internship (6 cr.) may be taken in place of CAR 221, 222, 223	<u>6</u>
	TOTAL SEMESTER CREDITS	18

4th Semester

CAR 250	Advanced Interior Trim-General	2
CAR 251	Advanced Interior Trim-Doors	2
CAR 253	Advanced Interior-Cab/Counters	4
CAR 254	Advanced Interior Trim-Special General Ed Courses	7
CAR 181	Internship (6 cr.) may be taken in place of CAR 250, 251, 254	6
TOTAL SEMESTER CREDITS		17
TOTAL DEGREE CREDITS		75

CONSTRUCTION TECHNOLOGY CERTIFICATE

This Certificate provides the student with job entry skills in the shortest possible time. It is also designed to accommodate those people currently employed in the residential construction industry with job upgrade skills and refresher courses.

1st Semester

CAR 100	Intro to Carpentry	1
CAR 101	Basic Safety	1
CAR 102	Hand and Power Tools	1
CAR 105	Job Site Layout/Blueprint Reading	1
CAR 115	Form & Foundation Systems	1
CAR 121	Floor Framing	1
CAR 122	Wall Framing	1
CAR 123	Roof Framing	1
CAR 130	Windows and Exterior Doors	1
CAR 156	Shop tools: stationary/hand/port	4
CAR 170	Clinical: Construction Lab I	1
CAR 171	Clinical: Construction Lab I	1
CAR 175	Special Topic	5
TOTAL SEMESTER CREDITS		20

2nd Semester

CAR 125	Roofing Materials & Methods	1
CAR 126	Framing with Metal Studs	1
CAR 131	Exterior Trim	1
CAR 135	Thermal and Moisture Methods	1
CAR 140	Stair Construction/Layout	1
CAR 145	Interior Finishes: General	1
CAR 146	Interior Finishes: Drywall Const.	1
CAR 150	Interior Trim-General	1
CAR 151	Interior Trim-Doors & Trim	1
CAR 153	Interior Trim-Cabinets/Counters	1
CAR 155	Interior Trim-Built-ins	2
CAR 160	Floor Finishes	1
CAR 172	Clinical: Construction Lab I	1
CAR 173	Clinical: Construction Lab I	1
CAR 175	Special Topic	5
TOTAL SEMESTER CREDITS		20
TOTAL CERTIFICATE CREDITS		40

COSMETOLOGY OCCUPATIONS

COSMETOLOGY CERTIFICATE PROGRAM

The Trinidad State Junior College curriculum requires 64 credit hours of instruction and 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.

Students will learn job entry skills, customer communication, and shop procedures. 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.

General Education Requirements

There is no general education course requirement for this program. However, mathematics, study skills, and communication skills are essential to successful job performance and will be scheduled on an individual basis as necessary.

COSMETOLOGY-Three certificates or a combination

		<u>Credits</u>
COS 103	Intro to Scalp Treatment/Shampooing	1
COS 105	Introduction to Hair Styling	4
COS 107	Introduction to Hair Cutting	2
COS 114	Introduction to Permanent Wave/Relaxers	4
COS 116	Introduction to Hair Coloring	2
COS 150	Laws, Rules, Regulations	1
COS 160	Introduction Disinfection/Sanitation/Safety	2
COS 161	Intermediate Disinfection/Sanitation/Safety I	1
NAT 110	Introduction to Manicure/Pedicure	3
NAT 111	Intermediate Manicure/Pedicure	2
EST 110	Introduction to Facials/Skin Care	3
TOTAL SEMESTER CREDITS		25
COS 155	Intermediate Hair Styling I	2
COS 158	Intermediate Hair Cutting	3
COS 164	Intermediate Perm Waves/Relaxers	2
COS 166	Intermediate Hair Color	2
COS 167	Intermediate Hair Color II	2
COS 203	Shampoos/Rinses/Conditioners II	1
COS 240	Advanced Chemical Texture	1
COS 250	Mgt/Ethics/Interpersonal Skills/Sales	1
COS 260	Intermediate Disinfection/Sanitation/Safety II	2
NAT 211	Application of Artificial Nail	5
EST 111	Intermediate Facials/Skin Care	2
TOTAL SEMESTER CREDITS		23
COS 207	Advanced Hair Cutting	3
COS 216	Advanced Hair Color	3
COS 231	Advanced Hair Styling	1
COS 261	Advanced Disinfection/Sanitation/Safety	1
NAT 210	Advanced Manicure/Pedicure	2
EST 210	Advanced Facials/Skin Care	2
EST 211	Facial Makeup	1
EST 212	Hair Removal	3
TOTAL SEMESTER CREDITS		16
Electives:		
COS 285	Individualized Studies	1-6 credits
COS 287	Supervised Occupational Experience	1-3 credits
TOTAL CERTIFICATE CREDITS		64

HAIRSTYLE CERTIFICATE PROGRAM

The Trinidad State Junior College curriculum requires 50 credit hours of instruction and includes, professional ethics, bacteriology, shampoo and rinses, color theory, hair coloring techniques, permanent waving, hairstyling, hair cutting, OSHA regulations, sanitation, safety and Colorado laws.

Students will learn job entry skills, customer communication and shop procedures. 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.

		<u>Credits</u>
COS 103	Introduction to Scalp Treatment/Shampoo	1
COS 105	Introduction to Hair Styling	4
COS 107	Introduction to Hair Cutting	2
COS 114	Introduction to Permanent Wave/Relaxers	4
COS 116	Introduction to Hair Coloring	2
COS 150	Laws, Rules, Regulations	1

COS 160	Introduction Disinfection/Sanitation/Safety	2
COS 161	Intermediate Disinfection/Sanitation/Safety I	1
TOTAL SEMESTER CREDITS		17
		<u>Credits</u>
COS 155	Intermediate Hair Styling I	2
COS 157	Intermediate Hair Cutting I	2
COS 158	Intermediate Hair Cutting II	3
COS 164	Intermediate Perm Wave/Relaxer I	2
COS 166	Intermediate Hair Color	2
COS 167	Intermediate Hair Color	2
COS 203	Shampoos/Rinses/Conditioners	1
COS 260	Intermediate Disinfection/Sanitation/Safety II	2
TOTAL SEMESTER CREDITS		17
COS 205	Advanced Hair Styling	3
COS 207	Advanced Hair Cutting	3
COS 214	Advanced Perm Waves/Relaxers	3
COS 216	Advanced Hair Color	3
COS 261	Advanced Disinfection/Sanitation/Safety	1
COS 262	Advanced Disinfection/Sanitation/Safety II	3
TOTAL SEMESTER CREDITS		16
TOTAL CERTIFICATE CREDITS		50

EST 155	Intermediate Electricity/Chemistry/Light Therapy	4
EST 230	Esthetician Prep for State Licensing Exam	1
HWE 103	Community First Aid/CPR	1
TOTAL SEMESTER/CERTIFICATE CREDITS		30

MANICURE CERTIFICATE PROGRAM

The Trinidad State Junior College curriculum requires 20 credit hours of instruction and includes professional ethics, sanitation, safety, OSHA regulations, manicures, pedicures, artificial nail application, and Colorado laws.

Students learn job entry skills, customer communication and shop procedures. 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.

		<u>Credits</u>
NAT 110	Introduction to Manicures/ Pedicures	3
NAT 111	Intermediate Manicures/ Pedicures	2
NAT 210	Advanced Manicures/Pedicures	2
NAT 211	Application of Artificial Nails	5
COS 150	Laws, Rules, Regulations	1
COS 250	Management/Ethics/Interpersonal Skills/Sales	1
COS 160	Introduction Disinfection/Sanitation/Safety	2
COS 161	Intermediate Disinfection/Sanitation/Safety	1
COS 260	Intermediate Disinfection/Sanitation/Safety	2
COS 261	Advanced Disinfection/Sanitation/Safety	1
TOTAL SEMESTER/CERTIFICATE CREDITS		20

ESTHETICIAN CERTIFICATE PROGRAM

The Trinidad State Junior College esthetics curriculum requires 30 credit hours of instructional chemistry-light therapy, OSHA regulations, sanitation, safety and Colorado laws.

Students learn job entry skills, customer communication and shop procedures. 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.

<u>Certificate Requirements</u>		<u>Credits</u>
EST 110	Introduction to Facials/Skin Care	3
EST 111	Intermediate Facials/Skin Care	2
EST 210	Advanced Facials/Skin Care	2
EST 211	Facial Makeup	1
EST 212	Hair Removal	3
COS 150	Laws, Rules, Regulations	1
COS 250	Management/Ethics	1
COS 160	Introduction to Disinfection/Sanitation/Safety	2
COS 260	Intermediate Disinfection/Sanitation/Safety	2
COS 262	Advanced Disinfection/Sanitation/Safety	3
EST 105	Intro to Electricity/Chemistry/Light Therapy	4

CRIMINAL JUSTICE

ASSOCIATE OF APPLIED SCIENCE

The two-year Associate of Applied Science degree program in Criminal Justice is designed to provide men and women with the necessary attitudes, knowledge and skills to enter criminal justice occupations. A minimum of 69 semester credit hours is required for an Associate of Applied Science degree in Criminal Justice.

CERTIFICATE OR ASSOCIATE OF APPLIED SCIENCE DEGREE

<u>General Education Courses</u>		<u>Credits</u>
MAT 107 or above		3
ENG 115, ENG 121, or above		3
SPE 115		3
6 Hours from:		6
Science		
Social & Behavioral Science		
Humanities		
TOTAL SEMESTER CREDITS		15

ASSOCIATE OF APPLIED SCIENCE DEGREE

1st Semester

CRJ 110	Introduction to Criminal Justice	3
CRJ 111	Substantive Criminal Law	3
CRJ 112	Procedural Criminal Law	3
CIS 118	Introduction to PC Applications	3
CRJ 145	Correctional Process	3
TOTAL SEMESTER CREDITS		15

2nd Semester

CRJ 116	Civil Liability	3
CRJ 125	Law Enforcement Operations	3
CRJ 126	Patrol Procedures	3
CRJ 135	Judicial Functions	3
TOTAL SEMESTER CREDITS		12

3rd Semester

CRJ 210	Constitutional Law	3
CRJ 216	Juvenile Law and Procedure	3
CRJ 220	Human Relations and Social Conflicts	3
CRJ 221	Community Problem Solving	3
TOTAL SEMESTER CREDITS		12

4th Semester

CRJ 225	Crisis Intervention	3
CRJ 230	Criminology	3
CRJ 240	Criminal Investigations	3
CRJ 245	Interview and Interrogation	3
CRJ 246	Traffic Investigation	3
TOTAL SEMESTER CREDITS		15
GENERAL EDUCATION CREDITS		15
TOTAL DEGREE CREDITS		69

COLORADO LAW ENFORCEMENT TRAINING ACADEMY (CLETA)

BASIC LAW ENFORCEMENT ACADEMY CERTIFICATE

The Academy provides an intensive twelve-week training course that is offered three times per year (Fall, Spring and Summer Semester). This program exceeds all of the requirements set by the Colorado Peace Officers Standards and Training Board (P.O.S.T.) for becoming a peace officer in the State of Colorado.

This is a comprehensive course of instruction will provide basic law enforcement training for students wishing to obtain Colorado State Certification. The course covers the areas of administration of justice, basic law, human relations, patrol procedures, traffic control, preliminary investigative techniques, firearm training, communications, arrest control and law enforcement driving. At the completion of the Academy, Trinidad State Junior College will award 36 college credits for the course work. This credit can be applied towards the Associate of Applied Science degree in Criminal Justice at Trinidad State Junior College.

GENERAL EDUCATION REQUIREMENTS:

There is no general education requirement for this program. However, mathematics, study skills, and communication skills are essential to successful job performance and will be scheduled on an individual basis as necessary.

BASIC CERTIFICATE REQUIREMENTS		<u>Credits</u>
CRJ 101	Basic Law Enforcement Academy I	6
CRJ 102	Basic Law Enforcement Academy II	12
CRJ 105	Basic Law I	9
CRJ 106	Arrest Control Techniques	3
CRJ 107	Law Enforcement Driving	3
CRJ 108	Firearms	3
TOTAL SEMESTER/CERTIFICATE CREDITS		36

RESERVE LAW ENFORCEMENT ACADEMY

CERTIFICATE

This is a comprehensive course of instruction that will provide basic law enforcement training for students wishing to obtain a Reserve Law Enforcement Officer Certification for the state of Colorado. On the completion of the Academy, Trinidad State Junior College will award 9 college credits for the course work. This program exceeds all of the requirements set by the Colorado Peace Officers Standards and Training Board (P.O.S.T.) for becoming a reserve peace officer in the State of Colorado.

CRJ 130	Admin of Justice for the Reserve Officer	1
CRJ 132	Intro for Community Policing	1
CRJ 131	Basic Law for the Reserve Officer	2
CRJ 108	Firearms	3
CRJ 106	Arrest Control Techniques	3
TOTAL SEMESTER/CERTIFICATE CREDITS		10

EARLY CHILDHOOD EDUCATION

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Early Childhood Education (ECE) curriculum offers a variety of degree and certificate options depending on the interests and career goals of the student. This course of study is designed to prepare students for careers in the field of Early Childhood Education. There are a number of options available to the student that require education and work experience to become certified childcare workers. The Early Childhood Education Program at TSJC is designed to meet the educational requirements for Child Development Associate (CDA), Group Leader, Infant/Toddler Nursery Supervisor, and Director certification. The stu-

dent needs to consult with the ECE advisor for the specific requirements of the state and national issued certificates. Laboratory classes will enable the student to gain experience working with professionals in approved licensed childcare facilities in the community. Students may exit the program at their desired certification level or continue on and receive an AAS. degree. To enable a non-duplicative educational continuum, students will be awarded credit for prior learning according to the Colorado Community College and Occupational Education System Guidelines. In addition to the ECE courses, there are general education electives and requirements as a part of the AAS. degree. While the Early Childhood Education Program at TSJC is designed primarily for students who wish to begin their careers after two years of study, options for transferring may be available. Students who wish to continue their education at a four-year college or university should consult closely with their advisor to select appropriate course combinations as required by the transfer institution. Accuplacer testing is required of all students. Developmental course work is required prior to program entry of all students whose scores fall below the state standards.

CERTIFICATES OR ASSOCIATE OF APPLIED SCIENCE DEGREE

<u>General Education Courses:</u>		<u>Credits</u>
ENG 121	English Composition I	3
PSY 101 or 102	General Psychology I or II	3
MAT 107, 121 or 155	Math Requirement	3
Two core electives		6
TOTAL GEN ED CREDITS		15

ASSOCIATE OF APPLIED SCIENCE DEGREE

<u>Early Childhood Core Courses:</u>		<u>Credits</u>
ECE 101**	Intro to Early Childhood Professions	3
ECE 102**	Intro to Early Childhood Professions Lab	3
ECE 103	Guidance Strategies for Children	3
ECE 111^^	Infant and Toddler Theory and Practice	3
ECE 112^^	Intro to Infant/Toddler Lab	3
ECE 205^^	Nutrition, Health and Safety for Young Child	3
ECE 220	Curriculum Dev: Methods/Techniques	3
ECE 225	Language and Cognition for the Young	3
ECE 226^^	Creativity and the Young Child	3
PSY 238 or ECE 238	Child Dev. or Growth Dev. Of Early Child + lab	3 or 4
ECE 111	Infant Toddler Theory & Practice	3
ECE 240	Admin of Early Childhood Care & Ed Program	3
ECE 241	Admin Human Relations for EC Professions	3
TOTAL CORE CREDITS		36 or 37

Additional Degree Requirements

CIS	Computer Elective	3
ECE 125^^	Science/Math and the Young Child	3
ECE 288	Practicum: Advanced Classroom	3
ECE 289	Capstone	2
TOTAL ADDITIONAL REQUIREMENTS		11

Electives:

ECE 107	Child Dev. Associate (CDA) Preparation	2
ECE 100	Pre-Licensing Training for Child Care Providers	1
ECE 195	Music, Movement and the Young Child	1
ECE 256	Working with Parents, Families & Community	3
ECE 188	Practicum: Early Childhood Ed (CDA)	2
ECE 280	Internship	3
ECE 288	Practicum: Advanced Classroom	3
ECP 187/287	Cooperative Education	1-12 credits
ECE 175/275	Special Topics	1-6 credits
ECE 236	Child Growth and Development Lab	1
Two core electives required		
TOTAL DEGREE REQUIREMENTS		67-69

**Only offered in Fall Semester

^^To be taken in first year of program

CHILD DEVELOPMENT ASSOCIATE (CDA) CERTIFICATE

The National Child Development Association issues the CDA document. Upon completion of the required course work and portfolio, it is the responsibility of the student to assume the necessary fees and make application for this certificate.

CDA TRAINING CERTIFICATE OPTION 1 - PRESCHOOL (Headstart)

	<u>Credits</u>
ECE 101 Intro to Early Childhood Professions	3
ECE 103 Guidance Strategies	3
ECE 107 Child Development Associate Seminar	2
ECE 188 Practicum: Early Childhood Ed (CDA) 2	2
ECE 220 Curriculum Dev.: Methods/Techniques	3
Total Certificate Credits	13

CERTIFICATE OPTION 2 - INFANTS - TODDLERS

ECE 101 Intro to Early Childhood Professions	3
ECE 111 Infant Toddler Theory & Practice	3
ECE 220 Curriculum Dev.: Methods/Techniques	3
ECE 103 Guidance Strategies for Children	3
ECE 107 Child Development Associate Seminar	2
ECE 188 Practicum: Early Childhood Ed (CDA)	2
Total Certificate Credits	16

ECE GROUP LEADER CERTIFICATE

This certificate meets the academic requirements of the Colorado State Department of Human Services, Division of Child Care. In addition to the academic requirements, the Colorado State Department of Human Services, Division of Child Care may require work experience dependent upon the other qualifications of the student. Upon completion of the necessary requirements for this certificate it is the responsibility of the student to assume the cost and make application for this certificate. For specific requirements, the student should contact an ECE advisor or the Colorado Department of Human Services, Division of Child Care.

Primary Certificate	Credits
ECE 101 Intro to Early Childhood Professions	3
ECE 102 Intro to Early Child Professions Lab	3
ECE 103 Guidance Struggles for Children	3
ECE 220 Curriculum Dev.: Methods/Techniques	3
PSY 238 Child Development	3
Total Certificate Credits	15

ECE DIRECTOR CERTIFICATE

This certificate meets the academic requirements of the Colorado State Department of Human Services, Division of Child Care. In addition to the academic requirements, the Colorado State Department of Human Services, Division of Child Care may require work experience dependent upon the other qualifications of the student. Upon completion of the necessary requirements for this certificate it is the responsibility of the student to assume the cost and make application for this certificate. For specific requirements, the student should contact an ECE advisor or the Colorado Department of Human Services, Division of Child Care.

(To become director of early childhood centers)	Credits
ECE 101 Intro to Early Childhood Professions	3
ECE 102 Intro to Early Child Professions Lab	3
ECE 103 Guidance Strategies for Children	3
ECE 205 Nutrition, Health and Safety	3
ECE 220 Curriculum Dev.: Methods/Techniques	3
ECE 240 Admin of Early Childhood Care & Ed	3
ECE 241 Admin Human Relations for EC Professions	3
PSY 238 Child Development	3

<i>Part VIII: Associate of Applied Science</i>	
PSY 101/102 General Psychology I or II	3
Elective from ECE 225, ECE 226, ECE 260, ECE 125, ECE 111, and SOC 101	3
Total Certificate Credits	30

INFANT/TODDLER NURSERY SUPERVISOR CERTIFICATE

This certificate meets the academic requirements of the Colorado State Department of Human Services, Division of Child Care. In addition to the academic requirements, the Colorado State Department of Human Services, Division of Child Care may require work experience dependent upon the other qualifications of the student. Upon completion of the necessary requirements for this certificate it is the responsibility of the student to assume the cost and make application for this certificate. For specific requirements, the student should contact an ECE advisor or the Colorado Department of Human Services, Division of Child Care.

	<u>Credits</u>
ECE 101 Intro to Early Childhood Ed Professions	3
ECE 102 Intro to Early Childhood Ed Professions Lab	3
ECE 103 Guidance Strategies for Children	3
ECE 220 Curriculum Dev.: Methods/Techniques	3
PSY 238 Child Development	3
ECE 111 Infant and Toddler Theory & Practice	3
ECE 112 Intro to Infant/Toddler Lab Techniques	3
Total Certificate Credits	21

COLORADO FAMILY CHILD CARE HOME PRE-LICENSING REQUIREMENTS

If a student wants to open a licensed Family Child Care Home, the following course will enable a student to satisfy the academic portion of the required licensing process. The Colorado State Department of Human Services, Division of Child Care, issues the license. It is the student's responsibility to meet all licensing requirements, apply for the license, and assume the licensing costs.

	<u>Credits</u>
ECE 100 Pre-licensing Training-Child Care Providers	1

EMERGENCY MEDICAL SERVICES

ASSOCIATE OF APPLIED SCIENCE DEGREE

This program is designed to prepare a student to work in Emergency Medicine. Each Certificate course allows the student, upon completion, to become certified as an EMT-Basic or EMT-Intermediate. The progression of the curriculum requires completion of the EMT-Basic prior to entry into the EMT-Intermediate course. Emphasis is placed on initial certification followed by various elective options. The electives also qualify the student for recertification possibilities following their initial certification. Students should meet with their EMS advisor prior to the selection of the courses to meet the general education requirement.

CERTIFICATE OR ASSOCIATE OF APPLIED SCIENCE DEGREE

<u>General Education Courses</u>	<u>Credits</u>
MAT 107 or above	3
ENG 121 or above	3
SPE 115	3
6 Hours from:	6
Science	
Social & Behavioral Science	
Humanities	
TOTAL SEMESTER CREDITS	15

ASSOCIATE OF APPLIED SCIENCE DEGREE

A minimum of 64 semester credit hours is required for the Associate of Applied Science Degree in Emergency Medical Services and must include EMT-Basic and EMT-Intermediate.

<u>Required Core EMT Courses:</u>		<u>Credits</u>
EMS 125	EMT-Basic	9
EMS 170	EMT-Basic Clinical	1
TOTAL EMT-BASIC (EMT-B)		10
EMS 203	EMT-Intermediate I	6
EMS 205	EMT-Intermediate II	6
EMS 270	Clinical: EMS Intermediate	3
TOTAL EMT-INTERMEDIATE (EMT-I)		15

EMERGENCY MEDICAL TECHNICIAN BASIC CERTIFICATE (EMT)

Upon successful completion of this certificate, including written and practical examinations, and being at least 18 years of age, candidates are eligible to take a certification examination subject to requirements of the Colorado Department of Health or EMT National Registry.

EMT-Basic graduates may be employed by ambulance, rescue, fire departments, search and rescue, skill patrol or aeromedical services, in specialty areas of hospitals and by private industry, educational institutions, and government agencies.

EMT BASIC ADMISSION REQUIREMENTS:

1. Must hold a current CPR for the Professional Rescuer card.
2. Must be at least 18 years of age upon course completion.
3. Must have a high school diploma, GED or equivalent

<u>EMT-BASIC CERTIFICATION REQUIREMENTS:</u>		<u>Credits</u>
EMS 125	EMT-Basic	9
EMS 170	EMT-Basic Clinical	1
TOTAL EMT-BASIC CERTIFICATE		10

EMERGENCY MEDICAL TECHNICIAN INTERMEDIATE CERTIFICATE

Upon successful completion of this certificate, including written and practical examinations, and being at least 19 years of age, candidates are eligible to take a certification examination subject to requirements of the Colorado Department of Health or EMT National Registry.

EMT-Intermediate graduates may be employed by ACLS ambulance services, rescue, fire departments, search and rescue, skill patrol or aeromedical services, in specialty areas of hospitals and by private industry, educational institutions, and government agencies.

EMT INTERMEDIATE ADMISSION REQUIREMENTS:

1. Must hold a current CPR for the Professional Rescuer card.
2. Must hold a current EMT B, I, or P card.
3. Must be a minimum of 19 years of age upon course completion.
4. Must have a high school diploma, GED or equivalent
5. Must have EMT-IV Certification

<u>EMT INTERMEDIATE CERTIFICATION REQUIREMENTS:</u>		<u>Credits</u>
EMS 203	EMT-Intermediate I	6
EMS 205	EMT-Intermediate II	6
EMS 270	Clinical: EMS Intermediate	3
TOTAL EMT-INTERMEDIATE CERTIFICATE		15

EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC CERTIFICATE

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Upon successful completion of this certificate, including written and practical examination, and being at least 19 years of age, candidates are eligible to take a certification examination subject to requirements of the Colorado Department of Health or EMT National Registry.

EMT-Paramedic graduates may be employed by ACLS ambulance services, rescue, fire departments, search and rescue, skill patrol or aeromedical services, in specialty areas of hospitals and by private industry, educational institutions, and government agencies.

EMS 225	Fundamentals of Paramedic Practice	3
EMS 226	Fundamental of Paramedic Practice Lab	2
EMS 227	Paramedic Special Considerations	3
EMS 228	Paramedic Special Considerations Lab	2
EMS 229	Paramedic Pharmacology	3
EMS 230	Paramedic Pharmacology Lab	2
EMS 231	Paramedic Cardiology	5
EMS 232	Paramedic Cardiology Lab	1
EMS 233	Paramedic Medical Emergencies	4
EMS 234	Paramedic Medical Emergencies Lab	1
EMS 235	Paramedic Trauma Emergencies	4
EMS 236	Paramedic Trauma Emergencies Lab	1
EMS 237	Paramedic Internship Preparatory	2
EMS 280	Paramedic Internship I	6
EMS 281	Paramedic Internship I	6
TOTAL EMT-PARAMEDIC CERTIFICATE (EMT-P)		45

Additional 24 EMS (100-299) hours are determined by student and advisor for the AAS degree.

<u>EMS Electives:</u>		<u>Credits</u>
HPR 102	CPR for Professionals: (EMT)	0.5
HWE 102	CPR Recertifications	0.25
HWE 103	Community First Aid & CPR	1
HWE 104	CPR Instructor Course	0.5
HWE 120	Wilderness First Aid	1
HPR 102	CPR for Professionals	0.5
HPR 103	CPR for Professionals Renewal	0.5
EMS 115	First Responder	3
EMS 116	First Responder Refresher	2
EMS 121	Infection Control for the EMT	0.5
EMS 126	EMT-Basic Refresher	3
SPA 115	Spanish for the Professional I	3
EMS 130	Intravenous Therapy	2
EMS 136	EMT/Paramedic Safety Issues in the Field	1
EMS 150	Pediatric Education for Pre-hospital Professional	1
HPR 190	Basic EKG Interpretation	2
EMS 175	Special Topics	0.5-10 credits
EMS 178	EMS Seminar	0.5-6 credits
EMS 206	EMT-Intermediate Refresher	3
HPR 120	Advanced Cardiac Life Support	1
HPR 121	ACLS Recertification	0.5
EMS 213	Pre-hospital Trauma Life Support	1
EMS 214	Basic Trauma Life Support	1
EMS 220	EMT-Paramedic Refresher	3
EMS 245	Medical Emergencies	1
EMS 275	Special Topics	0.5-10 credits
EMS 285	Independent Study	1-6 credits

ENGINEERING TECHNOLOGY

• Trinidad Campus Only •

ASSOCIATE OF APPLIED SCIENCE DEGREE

CIVIL ENGINEERING EMPHASIS

COMMUNITY & ARCHITECTURAL PLANNING EMPHASIS

The Engineering Technology program's curriculum is designed to provide the student with the entry-level competencies needed to gain employment in the engineering technology industry. Special instruction is given in two major emphasis areas of Civil Engineering and Community & Architectural Planning. These programs prepare students with the necessary skills to work in the industry as well as continue toward a higher degree. TSJC offers Associate of Applied Science degrees in both areas and a nine-month certificate in Engineering Technology.

All incoming Engineering Technology students are required to take the "Accuplacer" placement exam. The placement scores allow the Engineering Technology students to enter to the highest-level MAT course.

CERTIFICATE OR ASSOCIATE OF APPLIED SCIENCE DEGREE

<u>General Education Courses:</u>	<u>Credits</u>
MAT 107 or above	3
ENG 115 or above	3
SPE 115	3
6 Hours from:	6
Science	
Social & Behavioral Science	
Humanities	
TOTAL SEMESTER CREDITS	15

CIVIL ENGINEERING EMPHASIS

The Civil Engineering Technology Emphasis is designed to introduce the students to Civil Engineering and Surveying processes and practices. Instruction specializes in the areas of surveying, drafting, construction management, materials science, material testing and engineering design. These entry-level skills help graduates find employment in these areas. The emphasis is also designed to transfer to the Colorado State University at Pueblo.

ASSOCIATE OF APPLIED SCIENCE-CIVIL EMPHASIS

<u>1st Semester</u>	<u>Credits</u>
ENT 141 Surveying I	4
ENT 137 Intro to Engineering	3
DRT 101 Technical Drafting I	3
CAD 101 Computer Aided Drafting I	3
Gen Eds	6
TOTAL SEMESTER CREDITS	19
<u>2nd Semester</u>	
ENT 144 Surveying II Complete	5
ARC 235 Contemporary ARC, Theory	2
ARC 117 Presentation Drawing & Models	3
CAD 102 Computer Aided Drafting II	3
Gen Eds	6
TOTAL SEMESTER CREDITS	19
<u>3rd Semester</u>	
ENT 246 Advanced Surveying	5
ENT 237 Statics	3
ENT 255 Civil Drafting	5
ENT 207 Construction Methods	2
ENT 210 Soil Mechanics	2
TOTAL SEMESTER CREDITS	17

4th Semester

ENT 248 Strength of Materials Complete	4
ENT 209 Construction Cost Estimating	2
ENT 208 Construction Concrete Tech	3
ENT, CAD, or ARC Electives	5
Gen Eds	3
TOTAL SEMESTER CREDITS	17
TOTAL DEGREE CREDITS	72

COMMUNITY & ARCHITECTURAL PLANNING EMPHASIS

The Community and Architectural Planning emphasis is designed to introduce students to the most cutting-edge processes and theory of planning and designing the built environment. The program integrates the latest technologies with academic study to prepare students for entry-level positions in public and private organizations. This emphasis is also designed to transfer to the University of Colorado's College of Architecture and Planning.

ASSOCIATE OF APPLIED SCIENCE COMMUNITY/ARCHITECTURAL PLANNING

<u>1st Semester</u>	<u>Credits</u>
ENT 141 Surveying I	4
ENT 137 Intro to Engineering	3
DRT 101 Technical Drafting I	3
CAD 101 Computer Aided Drafting I	3
Gen Eds	6
TOTAL SEMESTER CREDITS	19
<u>2nd Semester</u>	
ENT 144 Surveying II Complete	5
ARC 235 Contemporary ARC, Theory	2
ARC 117 Presentation Drawing & Models	3
CAD 102 Computer Aided Drafting II	3
Gen Eds	6
TOTAL SEMESTER CREDITS	19
<u>3rd Semester</u>	
ARC 200 Planning Studio	6
ARC 275 Special Topics-Hist. Preservat.	3
ENT 255 Civil Drafting	5
ARC,CAD, ENT Electives/Intern	2
Gen Eds	3
TOTAL SEMESTER CREDITS	19
<u>4th Semester</u>	
ARC 220 Planning Studio II	6
ARC,CAD, ENT Electives/Intern	9
TOTAL SEMESTER CREDITS	15
TOTAL DEGREE CREDITS	72

9 MONTH CERTIFICATE

<u>1st Semester</u>	<u>Credits</u>
ENT 141 Surveying I	4
ENT 137 Intro to Engineering	3
DRT 101 Technical Drafting I	3
CAD 101 Computer Aided Drafting	3
ENT, CIS, ARC Electives	5
TOTAL SEMESTER CREDITS	18
<u>2nd Semester</u>	
ENT 144 Surveying II Complete	5
ARC 235 Contemporary ARC, Theory	2
ARC 117 Presentation Drawing & Models	3
CAD 102 Computer Aided Drafting II	3
ENT or ARC Electives	5
TOTAL SEMESTER CREDITS	18
TOTAL CERTIFICATE CREDITS	36

Part VIII: Associate of Applied Science—ENGINEERING TECH, cont.

Possible Electives:

ENT 246	Advanced Surveying	5
ENT 237	Statics	3
ENT 255	Civil Drafting	5
ENT 207	Construction Methods	2
ENT 210	Soil Mechanics	2
ENT 261	Practical Field Problems	1
ENT 275	Special Topics	0.5-6
ENT 208	Concrete Technology	3
ENT 209	Construction Cost Estimating	2
ARC 200	Community Planning Studio I	6
ARC 275	Historic Preservation	0.5-6
ENT 248	Strength Materials Complete	4

FINE WOODWORKING

• Alamosa Campus •

CERTIFICATE PROGRAM

This two semester certificate program is designed to provide theory and hands-on training for entry level skills through craftsman-level competencies. Day and evening classes for part- or full-time students range from areas of safety, wood identification, tool set-up, use & maintenance, layout and design, material selection, jig set-up, cabinet & door construction, finishing, and advanced furniture and cabinet construction.

<u>Certificate Requirements</u>	<u>Credits</u>	
FIW 101	Introduction to Woodworking	8.0
FIW 108	Toolmaking and Jigs	4.0
FIW 125	Finishing Wood	4.0
FIW 128	Doormaking	4.0
FIW 209	Cabinetmaking	4.0
FIW 211	Shop Carpentry	4.0
FIW 213	Furniture Making	4.0
FIW 215	Advanced Joinery	4.0
FIW 217	Advanced Cabinetmaking	4.0
FIW 220	Advanced Furniture & Cabinet Construction	4.0
TOTAL CERTIFICATE CREDITS		44

Fine Woodworking Electives

FIW 100	Fundamentals of Woodworking	4.0
FIW 175	Special Topics	0.5-6.0
FIW 185	Independent Study	1-8.0
FIW 275	Special Topics	0.5-6.0
FIW 276	Special Topics	0.5-6.0
FIW 277	Special Topics	0.5-6.0
FIW 285	Independent Study	0.5-6.0

GRAPHIC DESIGN

ASSOCIATE OF APPLIED SCIENCE DEGREE

This curriculum is designed to prepare students for careers in the rapidly growing and evolving field of graphic design. Students will learn the skills and techniques required of graphic designers and commercial artists. Strong emphasis is placed on developing the students' individual talents, skills and interests.

In addition to graphic design courses, traditional studio art classes are required for the development of basic techniques. Interdisciplinary studies are strongly encouraged – for example with multimedia, art history, studio art, computer information systems or other computer courses. Coursework in the area of multimedia, including animation and television and video production, are highly recommended.

Students will participate in college art exhibits, and, in order to prepare for job placement and meeting representatives of the industry, a comprehensive portfolio will be required at the completion of the program. An internship relating to the students' interests and skills is also required.

GRAPHIC DESIGN ASSOCIATE OF APPLIED SCIENCE DEGREE, CERTIFICATES OR MINI CERTIFICATES

<u>General Education Courses:</u>	<u>Credits</u>	
MAT 107 or above	3	
ENG 121 English Comp I	3	
ART 110, 111, or 112 Art Appreciation or Art History I or II	3	
6 Hours from:	<u>6</u>	
Science		
Social & Behavioral Science		
Humanities		
SPE 115		
TOTAL SEMESTER CREDITS		15

ASSOCIATE OF APPLIED SCIENCE DEGREE

<u>Degree Requirements</u>	<u>Credits</u>	
MGD 101	Introduction to Computer Graphics	3
MGD 111	Adobe Photoshop I	3
MGD 112	Adobe Illustrator	3
MGD 113 or MGD 114	QuarkXPress or AdobeInDesign	3
MGD 116	Typography	3
MGD 133	Graphic Design I	3
MGD 141	Web Design I	3
MGD 143	Web Motion Graphic Design I	3
MGD 207	Illustration I	3
MGD 213	Electronic Prepress	3
MGD 268	Commercial Art Business	2
JOU 111	Principles of Advertising	3
JOU 215	Publications, Production and Design	3
MGD 107	History of Design	2
ART 121	Drawing I	3
ART 156 or ART 211	Figure Drawing I or Painting I	3
PHO 101 or 205	Photography I or Digital Photography I	3
MGD 233	Graphic Design II	3
COM 105	Career Communications	3
TOTAL DEGREE CREDITS		73

Electives

Choose one of the following:

MGD 175	Special Topics (elective)	3
MGD 178	Seminar/Workshop (elective)	3
MGD 180	Internship (may be taken in place of MGD 289 or 280)	3
MGD 275	Special Topics (elective)	3
MGD 278	Seminar/Workshop (elective)	3
MGD 280	Internship (maybe be taken in place of MGD 180 or MGD 289)	3
MGD 289	Capstone (may be taken in place of MGD 180 or MGD 280)	3

GRAPHIC DESIGN CERTIFICATE (GD)

<u>Certificate Requirements</u>	<u>Credits</u>	
MGD 101	Introduction to Computer Graphics	3
MGD 111	Adobe Photoshop I	3
MGD 112	Adobe Illustrator	3
MGD 113 or MGD 114	QuarkXPress or AdobeInDesign	3
MGD 116	Typography I	3
MGD 133	Graphic Design I	3
MGD 141	Web Design I	3
MGD 143	Web Motion Graphic Design I	3
MGD 207	Illustration I	3
MGD 213	Electronic Prepress	3
MGD 268	Commerical Art Business	2
JOU 111	Principles of Advertising	3
JOU 215	Publications, Production and Design	3
MGD 107	History of Design	2
ART 121	Drawing I	3
ART 156 or ART 211	Figure Drawing I or Painting I	3

PHO 101 or PHO 205	Photography I or Digital Photography I	3
MGD 233	Graphic Design II	3
COM 105	Career Communications	3
TOTAL CERTIFICATE CREDITS		55

Or substitute one of the above for one of the following:

MGD 175	Special Topics (elective)	3
MGD 178	Seminar/Workshop (elective)	3
MGD 180	Internship (may be taken in place of MGD 289 or 280)	3
MGD 275	Special Topics (elective)	3
MGD 278	Seminar/Workshop (elective)	3
MGD 280	Internship (maybe be taken in place of MGD 180 or MGD 289)	3
MGD 289	Capstone (maybe be taken in place of MGD 180 or MGD 280)	3

WEB DESIGN CERTIFICATE (WD)

<u>Certificate Requirements</u>	<u>Credits</u>	
MGD 101	Introduction to Computer Graphics	3
MGD 111	Adobe Photoshop I	3
MGD 112	Adobe Illustrator	3
MGD 133	Graphic Design I	3
MGD 141	Web Design I	3
MGD 143	Web Motion Graphic Design I	3
MGD 268	Commerical Art Business	2
CIS 130	Intro to the Internet	1
PHO 205	Digital Photography I	3
TOTAL CERTIFICATE CREDITS		24

Or substitute one of the above for one of the following:

MGD 175	Special Topics (elective)	3
MGD 178	Seminar/Workshop (elective)	3
MGD 180	Internship (may be taken in place of MGD 289 or 280)	3
MGD 285	Special Topics (elective)	3
MGD 278	Seminar/Workshop (elective)	3
MGD 280	Internship (maybe be taken in place of MGD 180 or MGD 289)	3

PRINT DESIGN CERTIFICATE (PD)

<u>Certificate Requirements</u>	<u>Credits</u>	
MGD 101	Introduction to Computer Graphics	3
MGD 111	Adobe Photoshop I	3
MGD 112	Adobe Illustrator	3
MGD 113	QuarkXPress	3
MGD 116	Typography I	3
MGD 133	Graphic Design I	3
MGD 213	Electronic Prepress	3
MGD 268	Commerical Art Business	2
JOU 111	Principles of Advertising	3
JOU 215	Publications, Production and Design	3
TOTAL CERTIFICATE CREDITS		29

Or substitute one of the above for one of the following:

MGD 175	Special Topics (elective)	3
MGD 178	Seminar/Workshop (elective)	3
MGD 180	Internship (may be taken in place of MGD 289 or 280)	3
MGD 278	Seminar/Workshop (elective)	3
MGD 280	Internship (maybe be taken in place of MGD 180 or MGD 289)	3
MGD 285	Special Topics (elective)	3

WEB MINI CERTIFICATE (WDM)

<u>Certificate Requirements</u>	<u>Credits</u>	
MGD 101	Introduction to Computer Graphics	3
MGD 111	Adobe Photoshop I	3
MGD 141	Web Design I	3
MGD 143	Web Motion Graphic Design I	3
CIS 130	Intro to the Internet	1
TOTAL CERTIFICATE CREDITS		13

Or substitute one of the above for one of the following:

MGD 175	Special Topics (elective)	3
MGD 178	Seminar/Workshop (elective)	3
MGD 275	Special Topics (elective)	3
MGD 278	Seminar/Workshop (elective)	3

PRINT MINI CERTIFICATE (PDM)

<u>Certificate Requirements</u>	<u>Credits</u>	
MGD 101	Introduction to Computer Graphics	3
MGD 111	Adobe Photoshop I	3
MGD 113	QuarkXPress	3
MGD 114	AdobeInDesign	3
TOTAL CERTIFICATE CREDITS		15

Electives: Choose one of the following:

MGD 175	Special Topics (elective)	3
MGD 178	Seminar/Workshop (elective)	3
MGD 285	Special Topics (elective)	3
MGD 278	Seminar/Workshop (elective)	3

GUNSMITHING

• Trinidad Campus Only •

The first gunsmithing courses were designed and offered at TSJC in 1947 by P. O. Ackley. Since that time this program has developed into a two year Gunsmithing Degree Program that is designed to train individuals with the basic concepts and skills needed by the professional gunsmith. Course work at the basic and advanced level includes: Bench Metal, Machine Operations, Gun Repair and Stockmaking. A wide variety of specialized courses such as Checkering, Revolversmithing, Competitive rifles, and Shotgunsmithing and Pistolsmithing are also offered.

All persons enrolled in the Gunsmithing Program must be able to legally own firearms.

CERTIFICATE OR ASSOCIATE OF APPLIED SCIENCE DEGREE

<u>General Education Courses:</u>	<u>Credits</u>
MAT 107 or above	3
ENG 115 or above	3
SPE 115	3
6 Hours from:	6
Science	
Social & Behavioral Science	
Humanities	
TOTAL SEMESTER CREDITS	15

ASSOCIATE OF APPLIED SCIENCE DEGREE

<u>1st Semester</u>	<u>Credits</u>	
GUS 100	Orientation & Firearms Safety	0.5
GUS 114	Bench Metal Theory	2
GUS 115	Bench Metal Lab	5
GUS 118	Firearms History & Development	2
GUS 120	Machine Shop/Basic Lathe	5
	Gen Ed	3
TOTAL SEMESTER CREDITS		17.5

Part VIII: Associate of Applied Science–GUNSMITHING, cont.

2nd Semester

GUS 121	Machine Shop/Basic Milling	3
GUS 122	Machine Shop/Basic Barrel Fitting	4
GUS 130	Firearms Conversion Theory	2
GUS 131	Firearms Conversion Lab	3
GUS 134	Bluing & Parkerizing	1
	Gen Ed	6
	TOTAL SEMESTER CREDITS	19

3rd Semester

GUS 132	Stockmaking I Theory	2
GUS 133	Stockmaking I Lab	5
GUS 148	Firearms Repair I Theory	2
GUS 149	Firearms Repair Lab	2
GUS 220	Machine Shop/Advanced Practices	2
GUS 221	Machine Shop/Advanced Barrel Fitting	2
	Gen Ed	3
	TOTAL SEMESTER CREDITS	18

4th Semester

GUS 248	Firearms Repair II Theory	5
GUS 249	Firearms Repair II Lab	4
GUS 232	Stockmaking II Theory	2
GUS 233	Stockmaking II Lab	3
GUS 204	Comprehensive GUS Competency	0.5
	Gen Ed	3
	TOTAL SEMESTER CREDITS	17.5
	TOTAL DEGREE CREDITS	72

GUNSMITHING CERTIFICATE

1st Semester

GUS 100	Orientation & Firearms Safety	0.5
GUS 114	Bench Metal Theory	2
GUS 115	Bench Metal Lab	5
GUS 118	Firearms History and Development	2
GUS 121	Machine Shop/Basic Lathe	5
	TOTAL SEMESTER CREDITS	14.5

2nd Semester

GUS 121	Machine Shop/Basic Milling	3
GUS 122	Machine Shop/Basic Barrel Fitting	4
GUS 130	Firearms Conversion Theory	2
GUN 131	Firearms Conversion Lab	3
GUS 134	Bluing & Parkerizing	1
	TOTAL SEMESTER CREDITS	13

3rd Semester

GUS 132	Stockmaking I Theory	2
GUS 133	Stockmaking I Lab	5
GUS 148	Firearms Repair I Theory	2
GUS 149	Firearms Repair I Lab	2
GUS 220	Machine Shop/Advanced Practices	2
GUS 221	Machine Shop/Advanced Barrel Fitting	2
	TOTAL SEMESTER CREDITS	15

4th Semester

GUS 248	Firearms Repair II Theory	5
GUS 249	Firearms Repair II Lab	4
GUS 232	Stockmaking II Theory	2
GUS 233	Stockmaking II Lab	3
GUS 204	Comprehensive GUS Competency	0.5
	TOTAL SEMESTER CREDITS	14.5
	TOTAL CERTIFICATE CREDITS	57

MANUFACTURING TECHNOLOGY

• Alamosa Campus •

The Manufacturing Technology program uses an occupational cluster approach centered around three separate certificate programs: Welding Technology, Precision Machining, and Heavy Equipment Diesel

Maintenance. The student will select an area of emphasis from the three certificate programs for the first year. Students will return the second year to complete the general education component of fifteen semester credits and cross train for fifteen semester credits in a series of elective courses from one or both of the other Manufacturing Technology programs.

CERTIFICATE OR ASSOCIATE OF APPLIED SCIENCE DEGREE

General Education Courses:

MAT 107 or above	3
ENG 121 or above	3
SPE 115	3
6 Hours from:	6
Science	
Social & Behavioral Science	
Humanities	

TOTAL SEMESTER CREDITS 15

ASSOCIATE OF APPLIED SCIENCE DEGREE

Emphasis Certificate	36
General Education	15
Manufacturing Technology suggested electives	15
TOTAL DEGREE CREDITS	66

HEAVY EQUIPMENT DIESEL MAINTENANCE CERTIFICATE

1st Semester

HEM 110	Gas/Diesel/Electrical	5
HEM 160	Heavy Equipment Lab	10
HEM 161	Heavy Equipment Lab	4

TOTAL SEMESTER CREDITS 19

2nd Semester

ADE 135	Small Gasoline Engines	4
HEM 210	Hydraulics/Transmission	3
HEM 211	Final Drives/Brakes	2
HEM 268	Heavy Equipment Lab I	4
HEM 269	Heavy Equipment Lab II	4

TOTAL SEMESTER CREDITS 17

TOTAL CERTIFICATE CREDITS 36

Courses for an alternative delivery system:

HEM 275	Special Topics	1-6 credits
HEM 285	Independent Study	1-6 credits

PRECISION MACHINING CERTIFICATE

1st Semester

MAC 101	Introduction to Machine Shop	2
MAC 102	Blueprint Reading	3
MAC 110	Introduction to the Engine Lathe	3
MAC 111	Intermediate Engine Lathe	3
MAC 112	Advanced Engine Lathe	3
MAC 113	Engine Lathe Setups & Operations IV	3

TOTAL SEMESTER CREDITS 18

2nd Semester

MAC 120	Introduction to Milling Machine	3
MAC 121	Intermediate Milling Machine	3
MAC 123	Horizontal Mill Setup & Operations	3
MAC 201	Introduction to CNC Turning Operations	3
MAC 202	CNC Turning Operations II	3
MAC 221	Surface Grinder Setups & Operations	3

TOTAL SEMESTER CREDITS 18

TOTAL CERTIFICATE CREDITS 36

Courses for an alternative delivery system:

MAC 252	Practical Metallurgy	3
MAC 275	Special Topics	1-6 credits
MAC 285	Independent Study	1-6 credits

WELDING TECHNOLOGY CERTIFICATE

<u>1st Semester</u>		<u>Credits</u>
WEL 102	Oxycetylene Joining Process	4
WEL 121	Structural Welding I	3
WEL 122	Structural Welding II	3
WEL 125	Introduction to Gas Metal Arc	4
WEL 203	Flux Cored Arc Welding I	4
TOTAL SEMESTER CREDITS		18
<u>2nd Semester</u>		
WEL 113	Oxyfuel & Plasma cutting	2
WEL 124	Introduction to Gas Tungsten Arc	4
WEL 224	Advanced Gas Tungsten Arc	4
WEL 230	Pipe Welding I	4
WEL 231	Pipe Welding II	4
TOTAL SEMESTER CREDITS		18
TOTAL CERTIFICATE CREDITS		36

Courses for an alternative delivery system:

WEL 175	Special Topics	1-6 credits
WEL 178	Workshop	1-6 credits
WEL 179	Workshop	1-6 credits
WEL 275	Special Topics	1-6 credits
WEL 285	Independent Study	1-6 credits
WEL 287	Cooperative Education	1-6 credits

Manufacturing Technology Suggested Electives

<i>Choose 15 hours from the following:</i>		<u>Credits</u>
ADE 135	Small Gasoline Engines	4
HEM 110	Gasoline & Power Plant & Electric	5
HEM 161	Heavy Equipment Laboratory	4
MAC 105	Introduction to Machining Shop	4
MAC 110	Introduction to the Engine Lathe	3
MAC 111	Intermediate Engine Lathe	3
WEL 121	Structural Welding I	3
WEL 113	Oxyfuel & Plasma Cutting	2
WEL 102	Oxycetylene Joining Process	4
WEL 125	Introduction to Gas Metal Arc	4

MESSAGE THERAPY

The Massage Therapy Program at TSJC is designed to prepare students for the demands and opportunities of the fastest growing health care profession in the industry today. The course requirements will teach the student how to massage the body to promote healing in a holistic manner, not only facilitating the healing process on the physical level, but also on the emotional and spiritual levels as well. Graduating TSJC Massage Therapists will be uniquely prepared to assist clients in the management of pain, stress, and relaxation with an emphasis on professionalism and compassion. With this knowledge they will guide their clients to see their unlimited potential. Our 750 hour Certification program will provide students with a firm foundation and established tools to be successful in a number of these following career options.

CERTIFICATE PROGRAM

<u>1st Semester</u>		<u>Credits</u>
HHP 100	Complementary Healing Methods	1
HHP 160	Learn to Meditate	0.5
HHP 202	Aromatherapy	0.5
HHP 224	Introduction to Massage Therapy	1
HHP 235	Mind, Body, Healing & Health	3
HHP 275	Special Topics Aromatherapy	0.5
MST 105	Lifestyle Wellness	1
MST 111	Basic Massage Therapy	4
MST 178	Anatomy & Physiology	6
MST 184	Clinical Massage	3
TOTAL SEMESTER CREDITS		20.5

2nd Semester

HHP 145	Digestive Wellness	1
HHP 166	Introduction to Reflexology	1
HHP 218	Acupressure	1
HHP 225	Expanded Concepts of Massage	1
HHP 242	Healing Touch Level I	1
HHP 243	Healing Touch Level II (Kinesiology)	2
HPR 216	Pathophysiology	4
HPR 102	CPR	0.5
MST 113	Professional Massage	3
MST 204	Business Practices	2
MST 284	Clinical Massage	3
TOTAL SEMESTER CREDITS		19.5
TOTAL CERTIFICATE CREDITS		40

MULTIMEDIA ARTS

ASSOCIATE OF APPLIED SCIENCE DEGREE

This curriculum is designed to train individuals in the rapidly growing field of multimedia. The program at TSJC combines a series of technical applications from several fields of multimedia and then allows the student to focus on one of four tracks of study: Film and Video; Radio and Television Broadcasting; Audio and Music; and Design and New Media. The student may find work in a wide variety of industries, including video production, web design, sound production, broadcasting, post production, recording, music technology or computer animation, to name a few. Studies in graphic design, art and computer information are highly encouraged as well.

A minimum of 74 semester credit hours is required for the Associate of Applied Science degree. A one-year certificate program is also available.

CERTIFICATE OR ASSOCIATE OF APPLIED SCIENCE DEGREE

<u>General Education Courses:</u>	<u>Credits</u>
MAT 107 or above	3
ENG 121	3
SPE 115	3
6 Hours from:	6
Science	
Social & Behavioral Science	
Humanities	
TOTAL GENERAL ED CREDITS	15

ASSOCIATE OF APPLIED SCIENCE REQUIREMENTS: Credits

CIS 118	Introduction to PC Applications	3
COM 105	Career Communications	3
FVT 105	Video Production I	3
FVT 160	Video Post Production I	3
FVT 181	Topics in Film Studies	3
FTV 250	Scriptwriting for Film and Video	3
JOU 105	Introduction to Mass Media	3
MGD 101	Introduction to Computer Graphics	3
MGD 102	Introduction to Multimedia	3
MGD 141	Web Design I	3
RTV 101	Radio Programming and Production I	3
RTV 107	Television Studio Production	3
RTV 108	Principles of Audio	3
RTV 110	News Writing and Reporting	3
RTV 136	Broadcast Announcing	3
RTV 210	Audio Mixing	3
RTV 211	Radio Programming and Production II	3
RTV 212	Advanced Television Production	3
RTV 260	Broadcast Management	3
		57

Part VIII: Associate of Applied Science—MULTIMEDIA ARTS, cont.

Students must choose one 2 credit course from the following:

RTV 280	Internship-TV Studio/Video Production II	2
RTV 281	Internship in the News	2
MGD 280	Internship	2
TOTAL DEGREE CREDITS		74

Students seeking a certificate in this program need all 59 Multimedia core credits.

NURSING

The Nursing Program is designed to provide education to prepare the student at two levels of instruction: Practical Nursing Certificate and Associate of Applied Science Degree. The number of students admitted to the nursing program is limited. There are usually more applicants than available spaces. Admission to the program is based upon successful completion of admission requirements on a space available basis. A list of students meeting admission criteria will be maintained in the order in which applications with verification of admission criteria are received. Students will be admitted into the program based upon their position on this list. A waiting list will be maintained if there are more applicants meeting admission criteria than available space in the class.

Students admitted to the nursing program may choose between two different career paths. Upon successful completion of all nursing courses with a minimum grade of “C” in each course during the first two semesters and a one credit hour summer course, students may elect to “opt out” of the second year of courses and receive the Practical Nursing Certificate. This allows the student to take the NCLEX examination for practical nurse licensure in Colorado. Students may also elect to continue in the program for two additional semesters. Upon successful completion of all first and second level courses with a minimum grade of “C” students will receive the Associate of Applied Sciences Degree. This allows the graduates to take the NCLEX examination for Registered Nurse licensure in Colorado. In addition to applicants applying to the first year of the program, Licensed Practical Nurses (LPNs) with a current Colorado nursing license may apply for advanced placement in the second level of the nursing program to prepare for licensure as a registered nurse.

Course work includes classroom, lab, and clinical experiences. This generally requires additional expense related to assigned courses, e.g. medical examinations, liability insurance, uniforms, meals, and travel to clinical sites. All expenses are the students’ responsibility.

APPLICATION PROCEDURE FOR NURSING PROGRAM

To be eligible for acceptance:

1. Submit a Trinidad State Junior College application for admission.
2. Submit a nursing application online at www.cccs.edu.
3. Application prerequisites for ADN waitlist: successful completion of English 121, PSY 235, BIO 201 with a grade of C or better. All biology courses must be completed **within 7 years** (10 years for advance placement) of entry into the nursing program.
4. Acceptance prerequisites: BIO 202 and BIO 204 and an elected social/behavioral science or humanities and the nursing aptitude test.
5. Final admission requirements and documentation: These documents will NOT be needed until 90 days prior to the start of your program.
 - a. Valid CPR card.
 - b. Completed health form and immunization record.
 - c. Criminal background check.
 - d. Additional screening may be required for some clinical placement (ie: drug testing, fingerprinting).

- e. Proof of current LPN licensure (Licensed Practical Nurses seeking advanced placement in the 2nd level of the Nursing program only).

CERTIFICATE OR ASSOCIATE OF APPLIED SCIENCE DEGREE

General Education Requirements		Credits
BIO 201	Human Anatomy and Physiology	4
BIO 202	Human Anatomy and Physiology	4
BIO 204	Microbiology	4
PSY 235	Human Growth and Development	3
ENG 121	English Composition	3
<u>Behavioral/Social Science/Humanities Elective</u>		<u>3</u>
TOTAL SEMESTER CREDITS		21

1st Semester

NUR 101	Pharmacology Calculations	1
NUR 107	Nursing Concepts and Skills I	4
NUR 108	Nursing Concepts and Skills II	3
NUR 112	Basic Concepts of Pharmacology	2
NUR 175	ST: Expanded Concepts in the Care of Medical Surgical Clients	2
NUR 170	CLINICAL I	<u>6</u>
TOTAL SEMESTER CREDITS		18

2nd Semester

NUR 106	Medical & Surgical Nursing Concepts	7
NUR 117	Nursing Care-Child-Bearing Family	3
NUR 118	Nursing Care of Children	3
NUR 171	CLINICAL II	<u>3</u>
TOTAL SEMESTER CREDITS		16

**NUR 111 Socialization into Practical Nursing
(REQUIRED ONLY for those students who
“opt” to take PN NCLEX exam)**

ASSOCIATE OF APPLIED SCIENCE DEGREE

3rd Semester

NUR 206	Adv. Concepts of Medical/Surgical Nursing I	5
NUR 216	Adv. Concepts of Medical/Surgical Nursing II	4
NUR 217	Leadership for Professional Nursing Practice	2
NUR 288	Practicum: Health & Physical Assessment for Nursing	1
NUR 270	Expanded CLINICAL I	<u>1</u>
TOTAL SEMESTER CREDITS		13

4th Semester

NUR 211	Nursing Care Psychiatric Clients	5
NUR 210	Nursing Care of Complex Obstetrical & Pediatric Clients	5
NUR 271	Expanded CLINICAL II	2
NUR 289	Capstone: Comprehensive Nursing Internship	<u>2</u>
TOTAL SEMESTER CREDITS		14
TOTAL NURSING HOURS		61
TOTAL GENERAL EDUCATION		<u>21</u>
TOTAL		82

NURSE AIDE/HOME HEALTH AIDE

CERTIFICATE PROGRAM

This program is designed to introduce the student to the basic concepts of nursing. It emphasizes the development of basic skills in administering safe, competent care to patients. It demonstrates skills needed for the observation and documentation of the patient’s health, physical condition, and general well being. Skills will be practiced in labs and in a real-work setting. Once finished with the course, the student is eligible for certifi-

cation by the State Board of Nursing and employment as a certified nursing assistant.

CERTIFICATE COURSES		Credits
NUA 101*	Certified Nurse Aide Health Care Skills	4*
NUA 105	Home Health Aide Theory	2
NUA 170*	Nurse Assistant Clinical Experience	1*
NUA 171	Advanced Nurse Aide Clinical	1
NUA 172	Nurse Aide Clinical Practice w/Elderly	1
HPR102	CPR for the Professional	.5
TOTAL SEMESTER CREDITS		9.5

* Courses required for eligibility to take the state exam.

OCCUPATIONAL SAFETY & HEALTH (Online)

ASSOCIATE OF APPLIED SCIENCE DEGREE

The mission of the Occupational Safety and Health Technology (OSH) Program is to provide a high quality occupational safety and health educational experience to both pre-service students and in-service safety and health professionals to ensure these individuals can function effectively at the safety technician level upon completion of this course of study. Curriculum is based on American Society of Safety Engineers and Accreditation Board for Engineering and Technology, Inc. (ABET) guidelines that reflect the tasks and functions performed by safety and health practitioners.

The OSH program educational objectives address specific performance outcomes necessary for success of the entry-level safety technician with an Associate of Applied Science degree in Occupational Safety and Health Technology. Upon graduation, the TSJC Occupational Safety and Health technician will be able to demonstrate:

- proficiency in the application of mathematics, chemistry and life sciences by solving safety-related problems and conducting experiments.
- proficiency in written and oral communications.
- knowledge of modern safety practices and fundamentals.
- knowledge of industrial hygiene, fundamental exposure measurement techniques, and toxicology.
- knowledge of the legal aspects of safety and health practice.
- proficiency in the development of site-specific safety and health programs.
- knowledge of safety and health program administration and management.
- knowledge of ergonomics.
- knowledge of fire prevention and protection.
- knowledge of general industry and construction safety.
- knowledge of the importance of multi-disciplinary teamwork.
- knowledge of accident/incident investigation and analysis.
- proficiency in measurement of safety performance indices.
- an ability to anticipate, identify, and evaluate hazardous conditions and practices in the workplace.
- an ability to implement hazard control designs, methods, procedures and programs.
- an appreciation for the importance of lifelong learning, as it relates to contemporary issues and professional and ethical responsibilities in the practice of occupational safety and health.

Occupational Safety and Health classes are delivered exclusively online through the Colorado Community Colleges Online consortium (www.cconline.org). Students are also given the opportunity to apply course-related learning relative to principles of safety and health in a nonacademic setting through various experiential learning opportunities. For more information, visit our website at www.trinidadstate.edu/osh.

General Education Courses:		Credits
MAT 121	College Algebra	4
ENG 121	English Comp I	3
ENG 115	Technical English & Communication	3
SPE 115	Public Speaking	3
CHE 101	Introduction to Chemistry I	5
PSY 101	General Psychology I	3
TOTAL GENERAL ED CREDITS		21

ASSOCIATE OF APPLIED SCIENCE DEGREE

1st Semester

OSH 115	General Industry Standards	5
OSH 125	Construction Industry Standards	3
OSH 135	Case Study Evaluation	5
General Education		6
TOTAL SEMESTER CREDITS		19

2nd Semester

OSH 145	Fire Protection & Analysis	3
OSH 146	Hazardous Materials	2
OSH 215	Accident Prevention	3
BIO 106	Basic Anatomy & Physiology	4
General Education		6
TOTAL SEMESTER CREDITS		18

3rd Semester

OSH 225	Industrial Hygiene	3
OSH 226	Ergonomics: Managing Task Stress	3
OSH 235	Workers' Compensation	2
CIS 118	Intro to PC Applications	3
OSH Electives		2
General Education		6
TOTAL SEMESTER CREDITS		19

4th Semester

OSH 245	Safety Program Planning/Admin	3
OSH 246	Safety Training Methods	3
OSH 255	Industrial Hygiene Instrument Lab	3
HWE 103	Community First Aid and CPR	1
OSH Electives		2
General Education		3
TOTAL SEMESTER CREDITS		15
TOTAL DEGREE CREDITS		71

CERTIFICATE PROGRAM

The Occupational Safety and Health Certificate Program is designed to meet the needs of students who are employees working in an industrial setting and wish to become better prepared for a safety-related position in industry. The Safety Certificate Program is comprised of the following courses:

Note: OSH electives for the Certificate Program include those listed for the degree program, as well as BIO 106. There are no general education course requirements for the certificate program; however, basic communication, mathematics, and study skills are essential to successful job performance and will be scheduled on an individual basis as necessary.

CERTIFICATE PROGRAM COURSES

1st Semester

OSH 115	General Industry Standards	5
OSH 125	Construction Industry Standards	3
OSH 135	Case Study Evaluation	5
OSH 145	Fire Protection & Analysis	3
OSH 146	Hazardous Materials	2
OSH 215	Accident Prevention	3
HWE 103	Community First Aid and CPR	1
TOTAL SEMESTER CREDITS		22

Part VIII: Associate of Applied Science—OCCUPATIONAL SAFETY, cont.

2nd Semester

OSH 225	Industrial Hygiene	3
OSH 226	Ergonomics Managing Task Stress	3
OSH 235	Workers' Compensation	2
OSH 245	Safety Program Plan/Administration	3
OSH 246	Safety Training Methods	3
OSH 255	Industrial Hygiene Instrument Lab	3
	OSH Electives	5
TOTAL SEMESTER CREDITS		22

Electives

OSH 100	Intro to Occupational Safety & Health	1
OSH 155	Environmental Regulatory Framework	3
OSH 165	Excavation Safety	1
OSH 247	Construction Safety Program Plan/Admin	3
OSH 281	Internship	5-12 credits
OSH 285	Independent Study	2
ENT 205	Radiation Safety/Nuclear	1
COM 101	Employment Strategies	1
EMP 105	Emergency Planning	3
TOTAL CERTIFICATE CREDITS		44

Note: OSH electives for the Certificate Program include those listed for the degree program, as well as BIO 106. There are no general education course requirements for the certificate program; however, basic communication, mathematics, and study skills are essential to successful job performance and will be scheduled on an individual basis as necessary.

TRANSFER OPTIONS

Trinidad State Junior College has established two transfer agreements for Occupational Safety students interested in pursuing a four-year degree. These agreements are with the Colorado State University-Pueblo and East Carolina University. Other transfer agreements are being pursued; please inquire as to status.

FIRE SAFETY EMPHASIS

FIRE SCIENCE CERTIFICATE

<u>Degree Requirements</u>	<u>Credits</u>
FST 100 Firefighter 1	9
FST 101 Firefighter 2	3
TOTAL CERTIFICATE CREDITS	12

OFFICE TECHNOLOGIES

MINI-CERTIFICATES, CERTIFICATE OR ASSOCIATE OF APPLIED SCIENCE DEGREE

This curriculum is designed to meet the needs of the rapidly changing business environment. Essential courses are offered utilizing current technology and methods to develop necessary skills.

<u>General Education Courses:</u>	<u>Credits</u>
MAT 107 or above	3
ENG 115 or above	3
SPE 115	3
6 Hours from:	6
Science	
Social & Behavioral Science	
Humanities	
TOTAL SEMESTER CREDITS	15

ASSOCIATE OF APPLIED SCIENCE DEGREE

<u>1st Semester</u>	<u>Credits</u>
CIS 135 Complete PC WordProcessing I	3
BTE 103 Keyboarding Applications II	3
BTE 108 Ten-Key by Touch	3
Gen Eds	6
TOTAL SEMESTER CREDITS	15

2nd Semester

ACC 121 Principles of Accounting I	4
BTE 204 Keyboarding Applications III	3
MAT 112 Financial Math	3
BUS 217 Business Communications	3
CIS 115 Intro to Computer Info Systems	3
Gen Ed	3
TOTAL SEMESTER CREDITS	19

3rd Semester

ACC 235 Computerized Accounting for Small Bus. or	3
ACC 245 Comp Acct. w/Professional Pkg	3
BTE 225 Administrative Office Management	3
BUS 115 Introduction to Business	3
CIS 118 Introduction to PC Applications	3
CIS 155 PC Spreadsheet Concepts/Excel	3
Gen Ed	3
TOTAL SEMESTER CREDITS	18

4th Semester

BUS 216 Legal Environment of Business	3
MOT 132 Medical Transcription	4
CIS 167 Desktop Publishing	3
Business Elective	3
Gen Eds	3
TOTAL SEMESTER CREDITS	16
TOTAL DEGREE CREDITS	68

OFFICE TECHNOLOGIES CERTIFICATE PROGRAM

1st Semester

CIS 135 Complete PC WordProcessing I	3
MAT 107 Career Math	3
ACC 121 Principles of Accounting I	4
BTE 155 Word Processing Techniques	3
BTE, CIS or other approved electives	3
TOTAL SEMESTER CREDITS	16

2nd Semester

MAT 112 Financial Math	3
BTE 204 Keyboarding Applications III	3
BUS 217 Business Communications	3
BTE 225 Administrative Office Management	3
CIS 115 or CIS 118 Intro to Comp Info Systems or PC App	3
ACC 245 Comp. Acct. w/Professional Package	3
TOTAL SEMESTER CREDITS	18
TOTAL CERTIFICATE CREDITS	34

WEB MASTER CERTIFICATE PROGRAM

CIS 118 Introduction to PC Applications	3
CIS 130 Introduction to the Internet	1
CIS 243 Into to PL/SQL	3
CIS 167 Desktop Publishing	3
CWB 163 Programming-HTML	1
MGD 141 Web Design I	3
MGD 143 Web Motion Graphic Design I	3
MGD 258 Web Design Production	3
MGD 111 Adobe Photoshop I	3
CWB 205 Complete Web Scripting	3
CNG 126 Web Server Management	3
CIS 204 Database Design/Development	3
TOTAL SEMESTER CREDITS	32

** Electives can be taken from approved BUS, BTE, CIS, CNG, CSC, CWB, MGD, MAN, or MAR classes.

**The following classes or equivalent skills are PREREQUISITES for Keyboarding Applications II and III classes:

	<u>Credits</u>
BTE 100 Computer Keyboarding	1
BTE 112 Keyboarding Skillbuilding	2
BTE 111 Keyboarding Skillbuilding	1
BTE 102 Keyboarding Applications	2

MINI-CERTIFICATE PROGRAMS

ACCOUNTING CLERK MINI-CERTIFICATE

ACC 121	Principles of Accounting I	4
ACC 245	Computerized Accounting	3
ACC 115	Payroll Accounting	3
ACC 135	Spreadsheet Apps for Accounting	3
BTE 108	Ten-Key by Touch	1
	TOTAL CERTIFICATE CREDITS	14

MEDICAL TRANSCRIPTION MINI-CERTIFICATE

MOT 132	Medical Transcription	4
CIS 135	Compete PC Word Processing I	3
BTE 103 or BTE 204	Keyboarding Applications II or III	3
	TOTAL CERTIFICATE CREDITS	10

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Gunsmithing, Page 53

COURSE DESCRIPTIONS

TRINIDAD STATE JUNIOR COLLEGE 2006 - 2008

COURSE DESCRIPTIONS

ADULT ACADEMIC ACHIEVEMENT

AAA 010

Title: Academic Achievement in Pre-College Equivalent Studies

Credit Hours: 1

Description: Meets the requirements of the Comprehensive Student Assessment System and the Secretary's Commission on Achieving Necessary Skills, as well as work and postsecondary enrollment skills
PreRequisite: Completion of program orientation including registration with the Workforce Center.

AAA 050

Title: Semester Survival

Credit Hours: 2

Description: Emphasizes basic study skills in order to bolster their chances of completing the current semester successfully.

AAA 090

Title: Academic Achievement Strategies

Credit Hours: 3

Description: 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.

PreRequisite: Minimum Reading assessment score

ACCUPLACER	60
COMPASS	50

AAA 109

Title: Advanced Academic Achievement

Credit Hours: 3

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

AG/BUSINESS MANAGEMENT

ABM 111

Title: Records & Business Planning I

Credit Hours: 9

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

ABM 112

Title: Records and Business Planning II

Credit Hours: 9

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

ABM 121

Title: Financial Analysis I

Credit Hours: 9

Description: 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 is emphasized. Includes the review and revision of business planning goals and objectives.

PreRequisite: Complete set of cash records

ABM 122

Title: Financial Analysis II

Credit Hours: 9

Description: Analyzes the development of accurate cost and market value accrual balance sheets for the beginning and ending period. Emphasizes the measurement and analysis of changes between the two balance sheets and includes the preparation of an accrual income statement. Financial ratios are calculated to understand the importance to business analysis.

PreRequisite: Complete set of cash records

ABM 131

Title: Commodity Marketing I

Credit Hours: 9

Description: Explores the terminology associated with commodity marketing and management of the risks associated with agricultural production and marketing. Discussion includes cash marketing alternatives as well as the basics of utilizing futures and options contracts. Includes the initial steps towards the development of a marketing plan.

PreRequisite: Cost of production records for one enterprise

ABM 132

Title: Commodity Marketing II

Credit Hours: 9

Description: Explores marketing alternatives in greater depth. Price behavior is analyzed using technical and fundamental analysis. Completes marketing plan through the application of local marketing alternatives, futures contracts, future option contracts, and price behavior information.

PreRequisite: Cost of production records for one enterprise

ABM 135

Title: Marketing and Risk Management I

Credit Hours: 9

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

AG/BUSINESS MGT. (cont.)

ABM 136

Title: Marketing and Risk Management II

Credit Hours: 9

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

ABM 141

Title: Advanced Business Management I

Credit Hours: 9

Description: Explores more in-depth financial analysis of the business. Includes a review of existing financial trends and emphasis of pro forma activities for further analysis of the business.

PreRequisite: Accurate accrual financial records.

ABM 142

Title: Advanced Business Management II

Credit Hours: 9

Description: Focuses on revision of the business plan on a periodic basis and on management skills including the five main sources of risk. The student is exposed to various methods of finding resource materials needed to keep the business plan current and to manage for the future.

PreRequisite: Completed business plan

ABM 175

Title: Special Topics

Credit Hours: 1

MaxCredit: 6

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

ABM 275

Title: Special Topics

Credit Hours: 1

MaxCredit: 6

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

ABM 285

Title: Independent Study

Credit Hours: 1

MaxCredit: 6

Description: Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

PreRequisite: Permission of the instructor.

ACCOUNTING

ACC 115

Title: Payroll Accounting

Credit Hours: 3

Description: 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.

PreRequisite: ACC 101 or 121, or enrolled concurrently, or instructor's permission

CoRequisite: ACC 101 or ACC 121

ACC 121

Title: Accounting Principles I

Credit Hours: 4

Description: 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.

PreRequisite: College-level reading, study skills, and math.

ACC 122

Title: Accounting Principles II

Credit Hours: 4

Description: Continues the study of accounting principles as they apply to partnerships and corporations. Major topics include stocks and bonds, investments, cash flow statements, financial analysis, budgeting, and cost and managerial accounting.

PreRequisite: ACC 121 Accounting Principles I or equivalent

ACC 130

Title: Income Tax Preparation

Credit Hours: 3

Description: Designed to give business and nonbusiness students a foundation in income tax preparation. The course includes a study of income and deductions used when determining taxable income.

PreRequisite: None

ACC 135

Title: Spreadsheet Applications for Accounting

Credit Hours: 3

Description: This course 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.

PreRequisite: ACC 122, CIS 155 or spreadsheet experience

ACC 211

Title: Intermediate Accounting I

Credit Hours: 4

Description: 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 majors. Focuses on the preparations 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.

PreRequisite: ACC 122

ACC 212

Title: Intermediate Accounting II

Credit Hours: 4

Description: 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.

PreRequisite: ACC 211

ACC 214

Title: Web Accounting

Credit Hours: 3

Description: Introduces World Wide Web (WWW) based accounting terminology, accounting transactions, credit card accounting, inventory, purchasing, auditing and billing.

PreRequisite: MAT 107 or equivalent skills

CoRequisite: ACC 121

ACCOUNTING (cont.)

ACC 226

Title: Cost Accounting

Credit Hours: 3

Description: 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

Title: Computerized Accounting for Small Businesses

Credit Hours: 3

Description: Introduces a microcomputer package, such as Quick Books, or similar accounting application, for use in a small business. Focuses on installation, starting the application and converting a manual accounting system to an electric system. Includes an easy to use book-keeping system that incorporates all daily transactions and summarizes records in reports for a complete financial picture.

CoRequisite: ACC 122 or equivalent with minimum grade of C

ACC 245

Title: Computerized Accounting with a Professional Package

Credit Hours: 3

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

PreRequisite: ACC 121 or ACC 101

AGRICULTURE DIESEL & EQUIPMENT

ADE 135

Title: Small Gasoline Engines

Credit Hours: 4

Description: Teaches the theory of both the 2-cycle and 4-cycle engines to help the student effectively adjust, maintain, overhaul, and troubleshoot these engines in a minimum amount of time. (75 Contact Hours)

AGY 240

Title: Introductory Soil Science

Credit Hours: 4

Description: Focuses on formation, physical properties, chemical properties and management of soils emphasizing conditions that affect plant growth.

AMERICAN SIGN LANGUAGE

ASL 121

Title: American Sign Language I

Credit Hours: 5

Description: Exposes the student to American Sign Language. Readiness activities are conducted focusing on visual/receptive skills and basic communication. Utilizes the direct experience method. Students must complete this course with a 'B' or higher or pass the ASL proficiency test with a score of at least 80% or better prior to registering for ASL 122 if planning to enroll in the Interpreter Preparation Program.

ANTHROPOLOGY

ANT 101 (State Guaranteed Transfer Course)

Title: Cultural Anthropology

Credit Hours: 3

Description: Studies human cultural patterns and learned behavior. Includes linguistics, social and political organization, religion, culture

and personality, culture change, and applied anthropology.

ANT 111 (State Guaranteed Transfer Course)

Title: Physical Anthropology

Credit Hours: 3

Description: Studies human biology and its effects on behavior. Includes principles of genetics and evolution, vertebrates and primates, human origins, human variation, and ecology.

AQUACULTURE

AQT 100

Title: Applied Aquacultural Mathematics

Credit Hours: 3

Description: Aquaculture involves problem solving and knowing how to perform various calculations quickly and correctly. This course targets algebraic, geometrical and statistical expressions commonly used and applicable to fish culture and fish farm management.

PreRequisite: Some math background is desirable

AQT 101

Title: Introduction to Aquaculture

Credit Hours: 3

Description: Introduces students to today's Aquaculture industry. Emphasizes terminology, historical background and basic principles and practices. Commonly cultured fish species and other products of aquacultural significance are covered. Local, state and federal policies governing aquaculture operations as well as career opportunities are discussed. Students study factors to consider before starting a business.

AQT 102

Title: Fish Biology and Ichthyology

Credit Hours: 5

Description: Introduces the study of fish. Focuses on fish anatomy and physiology, reproduction and development, behavior and activities, nomenclature and taxonomy, and evolution and adaptations. Covers the basic anatomy of fish and their organ systems and includes the laboratory dissection of yellow perch as well as other species of fish. The course also includes a survey of the important families of fishes with emphasis on species of aquacultural significance. Students use taxonomic keys to identify individual species and become familiar with life histories and evolutionary adaptations.

AQT 103

Title: Diseases of Fish

Credit Hours: 5

Description: Introduces students to the most common diseases that inflict aquacultural fish species. Covers bacterial, viral, parasitic, mycotic, nutritional and environmental disease. Studies the disease processes in fish as well as the immune response in fish. Laboratory focuses on proper necropsy and sample taking techniques, fish health assessment, disease diagnosis and prognosis, and prescribed therapies. Students perform calculated treatments using various FDA approved chemotherapeutic compounds. Safety and handling of chemotherapeutics is stressed.

CoRequisite: Fish disease laboratory

AQUACULTURE (cont.)

AQT 104

Title: Fish Nutrition

Credit Hours: 4

Description: Introduces students to the nutritional aspects of both warm water and coldwater fishes. Covers the fish's digestive anatomy, nutritional requirements, metabolic pathways, diets and available food sources. Laboratory focuses on calculation of appropriate feeding levels and feed conversions for developing fish as well as hands-on practice of feeding fish through actual production cycles and experimental feeding trials. Feeding practices and methodology is emphasized.

AQT 105

Title: Water Quality for Freshwater Fishes

Credit Hours: 4

Description: Introduces students to the examination of the aquatic environment as it relates to freshwater fish growth, development and health. Concentrates on aspects of water quality, which determine the suitability of water for holding and rearing of aquatic plants and animals. Presents methods and techniques to alter or improve water quality in response to changing environmental conditions or changes in husbandry. Provides a practical hands-on approach to water quality principles and management by stressing testing and analysis of water samples under laboratory and field conditions. Students become proficient in analytical procedures used for the determination of various water characteristics critical to fish culture.

CoRequisite: Water Quality for Freshwater Fishes laboratory

AQT 110

Title: Aquaculture I

Credit Hours: 3

Description: Covers the basic biological and production requirements for commonly cultured fish species in ponds, tanks, cages, raceways and recirculating systems. Basic fish handling procedures, aquacultural considerations and inventory practices are emphasized. Detailed record keeping is stressed to allow for accurate predictions of fish growth, feed requirements and production costs. Students are introduced to the common technologies currently employed in the industry. It is an introductory course that provides a background for the advanced Aquaculture II classes in which the student will raise some of the fish species introduced in Aquaculture I.

AQT 210

Title: Aquaculture II

Credit Hours: 5

Description: Exposes students to the day-to-day duties, responsibilities and production strategies associated with the propagation, feeding, care, transfer and harvest of commonly cultured fish species. Emphasizes technological exposure, hands-on involvement and farm safety through the actual production of various fish species.

PreRequisite: AQT-110, Aquaculture I.

CoRequisite: Concurrent enrollment in AQT-110

AQT 230

Title: Aquacultural Engineering and Design

Credit Hours: 4

Description: Engages the student in the mock planning, design and construction of a fish production facility under a given set of specifications. Students strive to successfully address all the major physical and biological concerns related to the development of an aquacultural enterprise including elementary hydraulics, energy requirements, capital construction and operation costs, as well as water and land requirements for the annual production of a target specie(s). Innovation, creativity and technology usage is stressed. Students build upon their visitations and critiques of various pond, raceway and tank production facilities previous to the design project.

PreRequisite: strongly recommended for the second year student of aquaculture.

CoRequisite: strongly recommended for the second year student of aquaculture.

AQT 240

Title: Aquacultural Business and Marketing

Credit Hours: 4

Description: Engages the student in the development of mock business and marketing plans. Students are exposed to the dynamics and general economics of an aquaculture business on a small family-farm scale, a large corporate scale and a public or governmental scale. Students are presented with the factors that influence and affect competition within the industry as well as the principles, strategies and costs associated with the marketing and sales of aquacultural products. Various fish species actually produced in Aquaculture II are marketed and sold through this course. Industry ethics and entering into contractual business agreements are stressed.

PreRequisite: strongly suggested for the second year student

CoRequisite: strongly suggested for the second year student

AQT 275

Title: Special Topics

Credit Hours: 0.5

MaxCredit: 6

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

AQT 285

Title: Independent Study

Credit Hours: 0.5

MaxCredit: 6

Description: Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

PreRequisite: Permission of the instructor.

AQT 288

Title: Aquaculture Practicum

Credit Hours: 1

MaxCredit: 10

Description: This course is a supervised training situation at an approved fish production or management facility, or closely related business. Students choose the facility based on species preferences and/or potential for future employment. Students may choose any work scenario that best fits their needs to satisfy the 150 hours of practical work experience needed for completion of the AAS. Degree. Summer jobs are usually the most common and available. The practicum provides students the opportunity to practice and refine skills learned in the first year of the program while under the supervision of an experienced aquaculturist. At the end of their employment, the employer will review the student's performance with the instructor on a pass/fail basis.

PreRequisite: Concurrent full-time enrollment in the Aquaculture Technician Program

CoRequisite: Concurrent full-time enrollment in the Aquaculture Technician Program

ARCHITECTURE

ARC 117

Title: Presentation Drawings and Models

Credit Hours: 3

Description: Covers freehand sketching; pencil rendering techniques; perspective; and principles of light, shadow, and shade. After completion of the previous material, each student will then choose an area of interest, either presentation rendering or model building for additional projects.

ARCHITECTURE (cont.)

ARC 200

Title: Community Planning Studio I

Credit Hours: 6

Description: Presents a design-oriented exploration into the principles and practice of planning for communities. Through reading, discussion and hands-on design students will develop their ability to understand, communicate and work with the most cutting edge philosophies and methods of community design. This course integrates information and skills gained in the other courses in the curriculum, and the final project will include program development, site analysis, basic site engineering, design development and presentation of final project.

ARC 220

Title: Community Planning Studio II

Credit Hours: 6

Description: Builds on the skills developed in Studio I, and explores the planning of larger, more complex areas, often with multiple components. The students will be expected to research and develop innovative design strategies for projects such as streetscape planning, urban design projects, commercial development, larger and more complex residential development and revitalization planning.

ARC 235

Title: Contemporary Architectural Theory II

Credit Hours: 2

Description: Theoretical aspects of architectural design and site planning; and the significance of Medieval, Renaissance, Mannerist, Baroque, Revivalist, Pre-modern, Modern, Post-Modern, and Contemporary architectural history periods.

PreRequisite: None

ARC 275

Title: Special Topics

Credit Hours: 0.5

MaxCredit: 6

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

ART

ART 110 (State Guaranteed Transfer Course)

Title: Art Appreciation

Credit Hours: 3

Description: Introduces the cultural significance of the visual arts, including media, processes, techniques, traditions, and terminology.

ART 111 (State Guaranteed Transfer Course)

Title: Art History I

Credit Hours: 3

Description: Provides the knowledge base to understand the visual arts, especially as related to Western culture. Surveys the visual arts from the Ancient through the Medieval periods.

ART 112 (State Guaranteed Transfer Course)

Title: Art History II

Credit Hours: 3

Description: Provides the knowledge base to understand the visual arts, especially as related to Western culture. Surveys the visual arts from the Renaissance through the Modern periods.

ART 121

Title: Drawing I

Credit Hours: 3

Description: Investigates the various approaches and media that students need to develop drawing skills and visual perception.

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ART 122

Title: Drawing II

Credit Hours: 3

Description: Explores expressive drawing techniques with an emphasis on formal composition, color media and content or thematic development.

ART 123

Title: Watercolor I

Credit Hours: 3

Description: Provides an introduction to the basic techniques and unique aspects of materials involved in the use of either transparent or opaque water media or both. Color theory is included.

ART 124

Title: Watercolor II

Credit Hours: 3

Description: Continues the study of watercolor techniques, emphasizing original compositions and experimentation with materials. Color theory is included.

ART 131

Title: 2-D Design

Credit Hours: 3

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

ART 132

Title: 3-D Design

Credit Hours: 3

Description: Focuses on learning to apply the elements and principles of design to three dimensional problems.

ART 154

Title: Sculpture I

Credit Hours: 3

Description: Introduces the fundamentals of sculpture such as modeling, casting, carving, and the processes of assemblage.

ART 155

Title: Sculpture II

Credit Hours: 3

Description: Develops an understanding and focus on manipulation of three dimensional form, with greater concentration on individual creativity and style.

ART 156

Title: Figure Drawing I

Credit Hours: 3

Description: Introduces the basic techniques of drawing the human figure.

ART 157

Title: Figure Painting I

Credit Hours: 3

Description: Focuses on painting the human figure, and includes a brief survey of figure painting, and instruction in the fundamental methods of composition and expressions.

ART 161

Title: Ceramics I

Credit Hours: 3

Description: Introduces traditional and contemporary ceramic forms and processes including handbuilding and throwing on the potter's wheel.

ART (cont.)

ART 162

Title: Ceramics II

Credit Hours: 3

Description: A continuation of ART 161, this course emphasizes skill, technique and form.

ART 211

Title: Painting I

Credit Hours: 3

Description: Explores basic techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting to depict form and space on a two-dimensional surface.

ART 212

Title: Painting II

Credit Hours: 3

Description: This course further explores techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development.

ART 213

Title: Painting III

Credit Hours: 3

Description: 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 214

Title: Painting IV

Credit Hours: 3

Description: Explores advanced techniques, materials, and concepts used in opaque painting processes, with emphasis on the development of themes and a cohesive body of work.

ART 225

Title: Printmaking I

Credit Hours: 3

Description: 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 256

Title: Advanced Figure Drawing

Credit Hours: 3

Description: Provides continuing study of the various methods of drawing the human figure, with emphasis on the description of form and individual style.

ART 257

Title: Advanced Figure Painting

Credit Hours: 3

Description: Offers continued study of painting the human figure with advanced problem solving in composition and experimentation with materials and techniques.

ART 258

Title: Computer Animation

Credit Hours: 3

Description: Focuses on concepts, techniques, and aesthetics of digital animation. Explores 2-dimensional and 3-dimensional design, object creation, modeling, and animation.

ASTRONOMY

AST 101 (State Guaranteed Transfer Course)

Title: Astronomy I

Credit Hours: 4

Description: Focuses on the history of astronomy, the tools of the astronomer and the contents of the solar system including the planets, moons, asteroids, comets, and meteoroids. Incorporates laboratory experience.

AST 102 (State Guaranteed Transfer Course)

Title: Astronomy II

Credit Hours: 4

Description: 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.

AUTOMOTIVE SERVICE TECHNOLOGY

ASE 102

Title: Introduction to the Automotive Shop

Credit Hours: 2

Description: Prepares the incoming automotive student to work in the shop safely and gain familiarity with the shop and common equipment

ASE 110

Title: Brakes I

Credit Hours: 3

Description: Covers basic operation of automotive braking systems. Includes operation, diagnosis, and basic repair of disc brakes, drum brakes, and basic hydraulic systems.

ASE 120

Title: Basic Automotive Electricity

Credit Hours: 2

MaxCredit: 15

Description: Introduces automotive electricity and includes basic electrical theory, circuit designs, and wiring methods. Focuses on multimeter usage and wiring diagrams.

ASE 123

Title: Automotive Battery, Starting, and Charging Systems

Credit Hours: 2

Description: Covers the operation, testing, and servicing of automotive battery, starting, and charging systems. Includes voltage and amperage testing of starter and generator, load testing and maintenance of a battery, and starter and generator overhaul.

ASE 130

Title: General Engine Diagnosis

Credit Hours: 2

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

ASE 132

Title: Ignition System Diagnosis and Repair

Credit Hours: 2

Description: Focuses on lecture and related laboratory experiences in the diagnosis, service, adjustments and repair of various automotive ignition systems.

ASE 134

Title: Automotive Emissions

Credit Hours: 2

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

AUTOMOTIVE SERVICE TECHNOLOGY (cont.)

ASE 140

Title: Suspension and Steering I

Credit Hours: 3

Description: Focuses on lecture and related experiences in the diagnosis and service of suspensions and steering systems and their components.

ASE 150

Title: Automotive U-joint & Axle Shaft Service

Credit Hours: 2

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

ASE 151

Title: Automotive Manual Transmission/Transaxles & Clutches

Credit Hours: 2

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

ASE 152

Title: Differentials & 4WD/AWD Service

Credit Hours: 2

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

ASE 160

Title: Automotive Engine Removal & Installation

Credit Hours: 1

Description: 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 185

Title: Independent Study

Credit Hours: 1

MaxCredit: 9

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

ASE 210

Title: Brakes II

Credit Hours: 3

Description: 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 221

Title: Automotive Body Electrical

Credit Hours: 4

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

ASE 231

Title: Automotive Computers

Credit Hours: 2

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

ASE 233

Title: Fuel Injection and Exhaust Systems

Credit Hours: 4

Description: Focuses on lecture and related laboratory experiences in

the diagnosis and repair of electronic fuel injection systems and modern exhaust systems.

ASE 235

Title: Drivability Diagnosis

Credit Hours: 1

Description: 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 240

Title: Suspension and Steering II

Credit Hours: 3

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

ASE 250

Title: Automatic Transmission/Transaxle Service

Credit Hours: 1

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

ASE 265

Title: Automotive Heating and Air Conditioning

Credit Hours: 5

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

ASE 285

Title: Independent Study

Credit Hours: 1

MaxCredit: 6

Description: Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

BARBERING

BAR 101

Title: Introduction to Sterilization, Sanitation and Safety

Credit Hours: 1

Description: Introduces the various methods of sterilization, sanitation and safety as used in the Barber Industry. Covers classroom study of bacteriology and the terminology dealing with Barbering.

PreRequisite: 16 years of age

BAR 103

Title: Introduction to Scalp Treatments and Shampooing

Credit Hours: 1

Description: Introduces various types of 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.

PreRequisite: 16 years of age

BAR 105

Title: Introduction to Hair Cutting and Styling

Credit Hours: 5

Description: 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. Theory is

BARBERING (cont.)

combined with practical application of air forming and different styling techniques. Training is provided in a classroom or lab setting with students training on mannequins or models. PreRequisite: 16 years old

BAR 107

Title: Introduction to Shaving, Honing and Stropping

Credit Hours: 1

Description: 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. PreRequisite: 16 years old

BAR 109

Title: Introduction to Permanent Waving and Chemical Relaxers

Credit Hours: 3

Description: 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 111

Title: Introduction to Hair Coloring

Credit Hours: 2

Description: 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.

PreRequisite: 16 years old

BAR 113

Title: Introduction to Massage and Skin Care

Credit Hours: 3

Description: Emphasizes basic understanding of massage manipulations and the study of skin in both practical and theory applications. Covers the benefits derived from proper massage and a good skin care routine. PreRequisite: 16 years of age

BAR 120

Title: Introduction to Hair Cutting

Credit Hours: 3

Description: 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 130

Title: Introduction to Hair Styling

Credit Hours: 3

Description: Combines theory with the practical application of airforming curling iron, finger waving, soft pressing and hard pressing.

BAR 131

Title: Intermediate Hair Styling

Credit Hours: 3

Description: Focuses on the theory and daily utilization and practice of the proper methods of sterilization, sanitation and safety procedures in a supervised salon setting.

PreRequisite: 16 years of age

BAR 133

Title: Intermediate I: Scalp Treatments and Shampooing

Credit Hours: 2

Description: Provides the student with more terminology and practical

training of shampooing and scalp treatments on a daily basis with emphasis on customer service in a supervised salon setting or specialized classes.

PreRequisite: 16 years of age

BAR 135

Title: Intermediate I: Hair Cutting and Styling

Credit Hours: 5

Description: Focuses on theory related to facial shapes and head and body forms to determine the appropriate haircut. Practical application of hair cutting techniques is explored in specialized classes or in a supervised salon setting.

PreRequisite: 16 years of age

BAR 137

Title: Intermediate I: Shaving, Honing and Stropping

Credit Hours: 2

Description: 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.

PreRequisite: 16 years of age

BAR 139

Title: Intermediate I: Permanent Waving and Chemical Relaxers

Credit Hours: 3

Description: 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.

PreRequisite: 16 years of age

BAR 141

Title: Intermediate I: Permanent Waves & Chemical Relaxers

Credit Hours: 3

Description: Emphasizes theory and practical application of color products, formulations of color, and level and shades of color.

PreRequisite: 16 years of age

BAR 143

Title: Intermediate I: Massage and Skin Care

Credit Hours: 3

Description: Focuses on practical application dealing with anatomy, skin disorders, skin types and facial shapes. Students help patrons select proper skin care treatments.

PreRequisite: 16 years of age

BAR 151

Title: Barber Regulations & Occupational Safety

Credit Hours: 2

Description: Examines the proper methods of sterilization, sanitation and safety procedures as related to all phases of Barbering within a supervised salon setting.

PreRequisite: 16 years of age

BAR 153

Title: Intermediate II: Scalp Treatments and Shampooing

Credit Hours: 2

Description: Provides the student with more terminology and the practical training of shampooing and scalp treatments on a daily basis combined with an emphasis on customer service in a supervised salon setting or specialized classes.

PreRequisite: 16 years of age

BAR 155

Title: Intermediate II: Hair Cutting and Styling

Credit Hours: 5

Part IX: Course Descriptions—BARBERING - BUSINESS

BARBERING (cont.)

Description: Provides theory and advanced techniques in all phases of hair cutting and styling to ready the student for employment. Training is a combination of supervised work and specialized classes.

PreRequisite: 16 years of age

BAR 157

Title: Intermediate II: Shaving, Honing, and Stropping

Credit Hours: 2

Description: Provides continued instruction in the theory and practice in shaving techniques, honing and stropping. Training is a combination of supervised work and specialized classes.

PreRequisite: 16 years of age

BAR 159

Title: Intermediate II: Permanent Waving and Chemical Relaxers

Credit Hours: 3

Description: Provides theory and practical application of permanent waves and chemical relaxers within specialized classes or a supervised salon setting. Students practice different wrapping techniques that are required by trend styles with practice on mannequins or customers.

PreRequisite: 16 years of age

BAR 163

Title: Intermediate II: Massages and Skin Care

Credit Hours: 3

Description: Emphasizes anatomy, skin disorders, skin types and facial shapes. Students guide patrons on selection of proper skin care treatments.

PreRequisite: 16 years of age

BAR 209

Title: Advanced Permanent Waving and Chemical Relaxers

Credit Hours: 3

Description: 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.

PreRequisite: 16 years of age

BAR 211

Title: Advanced Hair Coloring

Credit Hours: 1

Description: Provides continued instruction in 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.

PreRequisite: 16 years of age

BAR 285

Title: Independent Study

Credit Hours: 1

MaxCredit: 6

Description: Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

PreRequisite: Permission of the instructor

BIOLOGY

BIO 105 (State Guaranteed Transfer Course)

Title: Science of Biology

Credit Hours: 4

Description: Examines the basis of biology in the modern world and surveys the current knowledge and conceptual framework of the disci-

pline. Explores biology as a science - a process of gaining new knowledge - as is the impact of biological science on society. Includes laboratory experiences. Designed for non-science majors.

BIO 109

Title: Human Biology: Preparation for Anatomy and Physiology

Credit Hours: 2

Description: Prepares students to take Human Anatomy and Physiology who have little or no background in science. It does not substitute for a year long Anatomy and Physiology course with lab. Topics covered include atoms, molecules, cells, energetics and genetics.

BIO 111 (State Guaranteed Transfer Course)

Title: General College Biology with Lab

Credit Hours: 5

Description: Examines the fundamental molecular, cellular and genetic principles characterizing plants and animals. Includes cell structure and function, and the metabolic processes of respiration, and photosynthesis, as well as cell reproduction and basic concepts of heredity. The course includes laboratory experience.

BIO 112 (State Guaranteed Transfer Course)

Title: General College Biology II with Lab

Credit Hours: 5

Description: A continuation of Biology I. Includes ecology, evolution, classification, structure, and function in plants and animals. This course includes laboratory experience.

PreRequisite: BIO 111

BIO 152

Title: Wildlife Biology

Credit Hours: 3

Description: Studies the biology of wild mammals, birds, and fish. Focuses on conservation of wildlife and fisheries resources.

PreRequisite: None

BIO 201 (State Guaranteed Transfer Course)

Title: Human Anatomy and Physiology I

Credit Hours: 4

Description: 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.

PreRequisite: BIO 111 or equivalent, or permission of Dean or Associate Dean

BIO 202 (State Guaranteed Transfer Course)

Title: Human Anatomy and Physiology II

Credit Hours: 4

Description: 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

BIOLOGY (cont.)

involving experimentation, microscopy, observations, and dissection.

This is the second semester of a two-semester sequence.

PreRequisite: BIO 201 or equivalent, or permission of Dean or Associate Dean

BIO 204 (State Guaranteed Transfer Course)**Title: Microbiology**

Credit Hours: 4

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

PreRequisite: BIO 111 or equivalent, or permission of Dean or Associate Dean

BIO 211**Title: Cell Biology**

Credit Hours: 4

Description: This course is an intensive study of the cell and its organelles. Emphasis will be on the molecular mechanisms involved in cell communication, metabolism, motility, genetics, growth, and reproduction. This course requires hands-on laboratory experience.

PreRequisite: BIO 111 or equivalent, or permission of Dean or Associate Dean

BIO 220**Title: General Zoology**

Credit Hours: 5

Description: Focuses on the study of invertebrate and vertebrate animals and examines structure, evolutionary development, ecology, classification, physiology, reproduction, and zoogeography. A survey of zoological diversity emphasizes the characteristics, zoological contributions, and classification of animal phyla and major classes. Requires hands-on laboratory and field experience. Designed for biology majors.

PreRequisite: BIO 111 or equivalent, or permission of Dean or Associate Dean

BIO 221**Title: Botany**

Credit Hours: 5

Description: This course is designed for biology majors. It is a study of nonvascular and vascular plants. It emphasizes photosynthetic pathways, form and function, reproduction, physiology, genetics, diversity, evolution, and ecology. This course requires mandatory hands-on laboratory and field experience.

PreRequisite: BIO 111 or equivalent, or permission of Dean or Associate Dean

BIO 222**Title: General College Ecology**

Credit Hours: 4

Description: Studies the interrelationships between organisms and their environment. Covers composition and function of aquatic and terrestrial ecosystems, population biology, pollution and the effects of man on ecosystems. Includes laboratory and field experiences.

PreRequisite: BIO 111 or equivalent or permission of Dean or Associate Dean

BIO 228**Title: Field Biology III**

Credit Hours: 4

Description: Involves in-depth field study of natural environments within and outside of the United States. The course varies from seven to twenty-one days in length. Focuses on the identification of organisms,

as well as an examination of ecological concepts and principles.

Requires hands-on laboratory and field experience (includes extensive hiking).

PreRequisite: BIO 111 or equivalent, or permission of Dean or Associate Dean

BUSINESS**BUS 102****Title: Entrepreneurial Operations**

Credit Hours: 3

Description: 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**Title: Introduction to Business**

Credit Hours: 3

Description: 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 120**Title: Introduction to E-Commerce**

Credit Hours: 3

Description: Provides an introduction to electronic commerce—the business trend of the future. Covers definition of e-commerce, technology and software requirements, security issues, electronic payment and marketing strategies. Focuses on what to expect when creating a dot com as well as the business-to-business use of E-commerce.

BUS 216**Title: Legal Environment of Business**

Credit Hours: 3

Description: 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**Title: Business Communication & Report Writing**

Credit Hours: 3

Description: 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.

BUSINESS (cont)

BUS 226

Title: Business Statistics

Credit hours: 3

Description: Focuses on statistical study, descriptive statistics, probability, and the binominal distribution, index numbers, time series, decision theory, confidence intervals, linear regression, and correlation. Intended for the business major.

PreRequisites: Introductory Algebra or permission of instructor.

BUSINESS TECHNOLOGY

BTE 100

Title: Computer Keyboarding

Credit Hours: 1

Description: Designed for students who have minimal or no keyboarding skills. Introduces the touch method of keyboarding, as well as the basic operation and functions of the equipment. Emphasizes learning the alphanumeric keyboard, proper technique, and speed control.

BTE 102

Title: Keyboarding Applications I

Credit Hours: 2

Description: Designed for students with minimal keyboarding skills. Introduces letters, tables, memos, and manuscripts. Emphasizes speed and accuracy.

PreRequisite: Ability to keyboard 20 wpm or permission of instructor

BTE 103

Title: Keyboarding Applications II

Credit Hours: 3

Description: Reinforces basic keyboarding formats and procedures. Productivity and decision-making skills are exercised. Emphasizes speed and accuracy.

PreRequisite: BTE 102

BTE 108

Title: Ten-Key by Touch

Credit Hours: 1

Description: Introduces touch control of the ten-key pad. Emphasizes the development of speed and accuracy using proper technique.

BTE 111

Title: Keyboarding Speedbuilding I

Credit Hours: 1

Description: Designed to increase speed and improve accuracy in keyboarding on the PC through the use of correct techniques and concentrated effort.

PreRequisite: Ability to keyboard by touch or permission of instructor

BTE 112

Title: Keyboarding Speedbuilding II

Credit Hours: 2

Description: Designed to increase speed and improve accuracy in keyboarding on the PC through the use of correct techniques and concentrated effort.

PreRequisite: BTE 100 or permission of instructor

BTE 204

Title: Keyboarding Applications III

Credit Hours: 3

Description: Produces mail able computer printouts from straight-copy, rough-draft, and simulated office projects and develops the ability to make decisions without direct supervision.

PreRequisite: BTE 103, or equivalent; keyboard speed of 45 wpm, or permission of instructor

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BTE 225

Title: Administrative Office Management

Credit Hours: 3

Description: Presents new developments, technology, procedures, organization, and contemporary terminology used in effective office management. Emphasizes decision-making and application of administrative skills.

CATV (Telecommunications)

CTC 105

Title: Overview of Telecommunications

Credit Hours: 3

Description: Provides the student with the background and history of the telecommunications field. Includes transmission systems, LAN data communication, cable communication, telephone communication and video technology.

CARPENTRY

CAR 100

Title: Introduction to Carpentry

Credit Hours: 1

Description: Provides a basic introduction to construction work for all crafts. This course specifically applies to construction sites.

CAR 101

Title: Basic Safety

Credit Hours: 1

Description: An overview of safety concerns and procedures in the construction field.

CAR 102

Title: Hand and Power Tools

Credit Hours: 1

Description: Focuses on basic hand and power tools including stationary tools. Emphasizes a hands-on approach to proper and safe use of these tools as it applies to the construction environment and is taught in conjunction with a lab or framing class.

CAR 105

Title: Job Site Layout and Blueprint Reading

Credit Hours: 1

Description: Introduces blueprint reading and how they apply to the construction site. Includes in-depth introduction to site layout (materials and methods).

CAR 115

Title: Form & Foundation Systems

Credit Hours: 1

Description: Covers materials and methods for concrete forms and foundations. Includes various reinforcement methods such as re-bar and welded-wire fabric.

CAR 120

Title: General Construction Framing

Credit Hours: 1

Description: Instructs students in basic framing methods and materials utilizing a hands-on framing lab. Covers floor, wall, and roof framing.

CAR 121

Title: Floor Framing

Credit Hours: 1

Description: 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.

CARPENTRY (cont.)

CAR 122

Title: Wall Framing

Credit Hours: 1

Description: 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

Title: Roof Framing

Credit Hours: 1

Description: Describes the various kinds of roofs and focuses on instructions for laying out rafters for gable roofs, hip roofs and valley intersections. Covers both stick-built and truss-built roofs.

CAR 125

Title: Roofing Materials & Methods

Credit Hours: 1

Description: Covers application techniques and estimation of asphalt and wood roofing products and accessories including gutters and flashing.

CAR 126

Title: Framing With Metal Studs

Credit Hours: 1

Description: Includes instructions for selecting and installing metal framing for interior walls, exterior non-load bearing walls, and partitions.

CAR 130

Title: Windows and Exterior Doors

Credit Hours: 1

Description: Describes the various types of windows, skylights, and exterior doors and provides instructions for installing them. Includes instructions for installing weather-stripping and lock sets.

CAR 131

Title: Exterior Trim

Credit Hours: 1

Description: Teaches cornice and rake construction, corner, window and door trim, installation of soffit, frieze, fascia and similar trim items and includes estimation and proper selection.

CAR 135

Title: Thermal and Moisture Methods and Materials

Credit Hours: 1

Description: Focuses on selection and installation of various types of insulating materials in walls, floors, and attics. Covers the uses and installation practices for vapor barriers and waterproofing materials.

CAR 140

Title: Stair Construction/Layout

Credit Hours: 1

Description: 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 145

Title: Interior Finishes - General

Credit Hours: 1

Description: Presents an overview of interior finishes. Covers installation and finishing of drywall, suspended ceilings, and general painting and other wall covering.

CAR 146

Title: Interior Finishes - Drywall Construction

Credit Hours: 1

Description: Covers the use of gypsum wallboard and the techniques of concealing joints and fasteners, construction methods, estimation and a variety of texture finishes.

CAR 150

Title: Interior Trim - General

Credit Hours: 1

Description: Covers material choices and installation techniques of various interior trim, including interior doors, baseboard, and casement. Includes an overview of additional interior trim choices.

CAR 151

Title: Interior Trim - Doors & Trim

Credit Hours: 1

Description: Covers interior doors and trim with focus on material choices, methods of work, and estimation. Teaches in conjunction with a construction lab experience to provide application of techniques covered in classroom environment.

CAR 153

Title: Interior Trim - Cabinet/Counter tops

Credit Hours: 1

Description: Covers the selection/installation/terminology of factory built cabinets and counter tops. Includes various types and design and examines estimation of cost.

CAR 155

Title: Interior Trim-Built-ins

Credit Hours: 2

Description: Covers design and building processes for custom built-in cabinetry. Explores the variety of materials and methods of work to create custom building from closet storage shelves to a built-in entertainment center.

CAR 156

Title: Shop Tools: Stationary, Hand, and Portable

Credit Hours: 4

Description: Covers the safe use and care of stationary, hand, and portable tools. Develops skills through tool utilization to pass competency and safety tests for each tool.

CAR 160

Title: Floor Finishes

Credit Hours: 1

Description: Covers installation and finishing of hardwood floors, laminate/engineered floors, and tile. Includes discussion on advantages and disadvantages of various choices available.

PreRequisite: Permission of instructor

CAR 165

Title: Shop Carpentry

Credit Hours: 4

Description: Focuses on the non-site, shop carpenter and includes jig and pattern making, stationary power tool maintenance and adjustment, machining of woods, and techniques unique to shops, cabinetmakers and mill workers.

PreRequisite: Permission of instructor

CAR 170

Title: Clinical: Construction Lab I

Credit Hours: 1

MaxCredit: 6

Description: Continues to build upon the principles that are expected to be understood by students in the construction discipline.

CARPENTRY (cont.)

CAR 171

Title: Clinical: Construction Lab I

Credit Hours: 1

MaxCredit: 6

Description: Continues to build upon the principles that are expected to be understood by students in the construction discipline.

CAR 172

Title: Clinical: Construction Lab I

Credit Hours: 1

MaxCredit: 6

Description: Continues to build upon the principles that are expected to be understood by students in the construction discipline.

CAR 173

Title: Clinical: Construction Lab I

Credit Hours: 1

MaxCredit: 6

Description: Continues to build upon the principles that are expected to be understood by students in the construction discipline.

CAR 175

Title: Special Topic

Credit Hours: 0.5

MaxCredit: 6

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

CAR 180

Title: Internship

Credit Hours: 0.5

MaxCredit: 6

Description: 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

Title: Internship

Credit Hours: 0.5

MaxCredit: 6

Description: Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

CAR 205

Title: Advanced Site Layout

Credit Hours: 2

Description: Expands upon CAR105 and gives students a chance to explore more complex plot plans and multiunit site layouts. Includes a more in-depth look at the blueprints and how they apply to the job-site.

CAR 221

Title: Advanced Floor Systems

Credit Hours: 2

Description: Expands upon skills and knowledge learned in CAR 121 and focuses on an in-depth look at floor framing. Allows students to hone skills previously learned.

CAR 222

Title: Advanced Wall Systems

Credit Hours: 2

Description: Expands upon those skills and knowledge learned in CAR 122. Covers complex wall framing issues and leadership/foreman responsibilities.

CAR 223

Title: Advanced Roofing Systems

Credit Hours: 2

Description: Builds on those skills learned in CAR 123. Offers an opportunity for students to hone skills and apply knowledge to more complex systems of roof framing.

CAR 240

Title: Advanced Stair Layout

Credit Hours: 2

Description: Expands upon the first year course emphasizing construction of residential and commercial stairs. Covers complex stairs, including curved and multilevel stair construction. Includes alternatives to stringers, and finish. Emphasizes methods and materials for balusters and rails.

CAR 250

Title: Advanced Interior Trim - General

Credit Hours: 2

Description: Expands upon the material covered in CAR 150 and includes more advanced techniques and in-depth discussion of various material choices. Covers estimating and efficiency studies.

CAR 251

Title: Advanced Interior Trim - Doors

Credit Hours: 2

Description: Expands upon material covered in CAR151. Includes in-depth study of premium interior doors and trim, including full mortise lock sets, furniture grade trim, and techniques for matching existing high-end and antique woodworking.

CAR 253

Title: Advanced Interior Trim - Cabinet/Counter tops

Credit Hours: 4

Description: Emphasizes an in-depth/hands-on look at all components of cabinet making, installation and counter tops. Includes construction of traditional (face-frame) and European cabinets. Covers hardware applications and installation, and counter top construction, ranging from laminates to solid surface.

CAR 254

Title: Advanced Interior Trim - Special

Credit Hours: 2

Description: Explores the craftsmanship and fine woodworking involved in many fine homes. Includes mantel and various fireplace designs, custom shelves and closets, and custom molding.

CHEMISTRY

CHE 101 (State Guaranteed Transfer Course)

Title: Introduction to Chemistry I with Lab

Credit Hours: 5

Description: Includes the study of measurements, atomic theory, chemical bonding, nomenclature, stoichiometry, solutions, acid and base, gas laws, and condensed states. Laboratory experiments demonstrate the above concepts qualitatively and quantitatively. Designed for non-science majors, students in occupational and health programs, or students with no chemistry background.

PreRequisite: MAT 090 CoRequisite: MAT 090

CHEMISTRY (cont.)**CHE 102 (State Guaranteed Transfer Course)****Title: Introduction to Chemistry II with Lab**

Credit Hours: 5

Description: Focuses on introductory organic and biochemistry (sequel to Introduction to Chemistry I). Includes the study of hybridization of atomic orbitals for carbon, nomenclature of both organic and biochemical compounds, physical and chemical properties of various functional groups of organic chemistry, and physical and chemical properties of biochemical compounds along with their biochemical pathways.

Incorporates laboratory experiments.

PreRequisite: CHE 101 or instructor permission

CHE 105**Title: Chemistry in Context**

Credit Hours: 5

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

CHE 111 (State Guaranteed Transfer Course)**Title: General College Chemistry I with Lab**

Credit Hours: 5

Description: Focuses on basic chemistry and measurement, matter, chemical formulas, reactions and equations, stoichiometry and thermochemistry. Covers the development of atomic theory culminating in the use of quantum numbers to determine electron configurations of atoms, and the relationship of electron configuration to chemical bond theory and molecular orbital theory. The course includes gases, liquids, and solids and problem-solving skills are emphasized through laboratory experiments.

PreRequisite: One year of high school chemistry or equivalent.

CoRequisite: MAT 121

CHE 112 (State Guaranteed Transfer Course)**Title: General College Chemistry II with Lab**

Credit Hours: 5

Description: Presents concepts in the areas of solution properties, chemical kinetics, chemical equilibrium, acid-base and ionic equilibrium, thermodynamics, electrochemistry, nuclear chemistry, and organic chemistry. Emphasizes problem solving skills and descriptive contents for these topics. Laboratory experiments demonstrate qualitative and quantitative analytical techniques.

PreRequisite: CHE 111, MAT 121

CHE 211**Title: Organic Chemistry I with Lab**

Credit Hours: 5

Description: Focuses on compounds associated with the element carbon. Includes structure and reactions of aliphatic hydrocarbons and selected functional group families. Covers nomenclature of organic compounds, stereochemistry, and reaction mechanisms such as SN1, SN2, E1 and E2. Laboratory experiments demonstrate the above concepts plus the laboratory techniques associated with organic chemistry.

PreRequisite: CHE 112

CHE 212**Title: Organic Chemistry II with Lab**

Credit Hours: 5

Description: Continues the investigation into 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 the first semester. 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.

PreRequisite: CHE 211

COMMUNICATION**COM 101****Title: Employment Strategies**

Credit Hours: 1

Description: This course is designed to assist students with the development of skills that are needed to search for, and acquire a job.

COM 105**Title: Career Communications**

Credit Hours: 3

Description: 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.

COMPUTER AIDED DESIGN**CAD 101****Title: Computer Aided Drafting I**

Credit Hours: 3

Description: Focuses on basic computer aided drafting skills using the latest release of CAD software. Includes file management, Cartesian coordinate system, drawing setups, drawing aids, layer usage, drawing geometric shapes, editing objects, array, text applications, basic dimensioning, and Help access.

CAD 102**Title: Computer Aided Drafting II**

Credit Hours: 3

Description: Focuses on advanced computer aided drafting skills using the latest release of CAD software. Includes blocks and blocks, 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.

COMPUTER INFORMATION SYSTEMS**CIS 110****Title: Introduction to the PC**

Credit Hours: 1

Description: This course is for the beginning computer user to obtain hands-on experience in the elementary use of the personal computer. This course introduces the basic features of and the terminology associated with personal computers, including topics such as database, spreadsheet, word processing, use of the Internet and setting up and using e-mail

CIS 115**Title: Introduction to Computer Information Systems**

Credit Hours: 3

Description: 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.

COMPUTER INFORMATION SYSTEMS (cont.)

CIS 118

Title: Intro PC Applications

Credit Hours: 3

Description: Introduces computer concepts and components, as well as application-suite software and the Internet. Includes descriptions of and hands-on experiences with word processing, spreadsheets, databases, operating environments and other common PC application packages
PreRequisite: Basic Skills Assessments

CIS 128

Title: Windows Complete

Credit Hours: 3

Description: Introduces the functions and capabilities of Microsoft Windows. Includes configuring and modifying the operating system environment

CIS 130

Title: Introduction to Internet

Credit Hours: 1

Description: 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 135

Title: Complete PC Word Processing I

Credit Hours: 3

Description: Provides instruction in the preparation of business documents for the modern office using current software and learning software commands and functions. Includes creating, processing, and editing documents.

PreRequisite: Computer literacy; permission of instructor.

CIS 145

Title: Complete PC Database

Credit Hours: 3

Description: 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 155

Title: PC Spreadsheet Concepts: Excel

Credit Hours: 3

Description: 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 161

Title: Presentation Graphics I

Credit Hours: 1

Description: Introduces the development of presentation graphics materials including graphs, charts, illustrations, and diagrams. Emphasizes effective communication.

CIS 167

Title: Desktop Publishing

Credit Hours: 3

Description: Introduces the concepts and applications for desktop publishing using word processing software. Emphasizes page layout and

design with techniques for incorporating text and graphics and final production of printed documents.

PreRequisite: Knowledge of word processing

CIS 218

Title: Advanced PC Applications

Credit Hours: 3

Description: 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 240

Title: Database Design/Development

Credit Hours: 3

Description: 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.

PreRequisite(s): Will be determined by your instructor.

CIS 243

Title: Introduction to PL/SQL

Credit Hours: 3

Description: Introduces students to creating database structures and storing, retrieving, and manipulating data in a relational database. SQL is the set of statements that all users and programs must use to access data in the Oracle database. Also focuses on SQL*Plus to manipulate SQL statements.

PreRequisite(s): Will be determined by your instructor.

CIS 267

Title: Management of Information Systems

Credit Hours: 3

Description: Introduces the concepts and techniques of managing computer-based information resources. Includes hardware, software, personnel, control techniques, and the placement and integration of information systems resources within the organization.

CIS 268

Title: Systems Analysis and Design I

Credit Hours: 3

Description: 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.

COMPUTER & NETWORKING TECHNOLOGY

CNG 110

Title: Basic Computer Electronics

Credit Hours: 3

Description: Provides the student with an introduction to basic electronics, particularly as it applies to microcomputer technology.

CNG 126

Title: Web Server Management

Credit Hours: 3

Description: Covers the installation, configuration and management of Internet web servers. Includes the installation of Apache Web Server and Microsoft IIS Web Server software. Also emphasizes default web site configuration, virtual hosts, file and directory security, management of log files and HTTP protocol.

PreRequisite: CNG 104 or instructor permission

COMPUTER & NETWORKING TECHNOLOGY (cont.)

CNG 127

Title: IT Essentials I: PC Hardware & Software

Credit Hours: 5

Description: Introduces students to information technology and data communications. Enables the student to develop the necessary skills to enter this field by building a computer, installing the operating system, adding peripherals, connecting the computer to a local area network and the Internet. It is a hands-on, lab-based course stressing safety and working effectively in a group environment. This course prepares students for CompTIA's A+ certification.

CNG 128

Title: IT Essentials II: Network Operating Systems

Credit Hours: 5

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

CNG 131

Title: Network Security Fundamentals

Credit Hours: 3

Description: 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

Title: Principles of Information Security

Credit Hours: 3

Description: 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 information security. The concepts covered in this course should be helpful for students working towards the Certified Information Systems Security Professional (CISSP) certification.

CNG 165

Title: Convergent Technologies

Credit Hours: 3

Description: Summarizes telecommunications with a survey of how data, voice, video technologies are converging for telecommunications systems. Covers wireless, ISDN, PCM, DSL, cable, IP voice, and computer networks.

CNG 180

Title: Internship I

Credit Hours: 1

MaxCredit: 6

Description: Provides the student with an introduction to personal computer repair in the work place.
PreRequisite: CNG 260 and CNG 127

CNG 181

Title: Internship II

Credit Hours: 1

MaxCredit: 6

Description: Provides the student with an introduction to personal computer repair in the work place.
PreRequisite: CNG 180

CNG 182

Title: Internship III

Credit Hours: 1

MaxCredit: 6

Description: Provides the student with an introduction to personal computer repair in the work place.
PreRequisite: CNG 181

CNG 211

Title: Windows XP Configuration

Credit Hours: 3

Description: Provides students with the knowledge and skills necessary to address the implementation and desktop support needs of customers who are planning to deploy and support Microsoft Windows XP Professional in a variety of network operating system environments.
PreRequisite: CIS 128 or equivalent.

CNG 224

Title: Microsoft Windows Wireless Network

Credit Hours: 3 cr

Description: 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 260

Title: Cisco Network Associate I

Credit Hours: 5

Description: Introduces network fundamentals, the OSI model and industry standards, IP addressing (subnet masks) and basic network design.
PreRequisite: CNG 127 or instructor approval.

CNG 261

Title: Cisco Network Associate II

Credit Hours: 5

Description: Focuses on router theory and technologies, including router configurations, protocols, network management and introductory LAN switching.
PreRequisite: CNG 260 or instructor approval.

CNG 262

Title: Cisco Network Associate III

Credit Hours: 5

Description: Focuses on advanced routing and switching configurations, LAN switching, network management and advanced network design.
PreRequisite: CNG 261 or instructor approval.

CNG 263

Title: Cisco Network Associate IV

Credit Hours: 5

Description: Focuses on project-based learning, including advanced network design projects and advanced management projects. This course and CNG 260, 261 and 262 prepare students for the CISCO Certified Network Associate (CCNA) certification exam.
PreRequisite: CNG 262 or instructor approval.

CNG 264

Title: Home Integration

Credit Hours: 5

Description: Introduces the elements of 'Smart' home technology in preparation for the HTI+ industry certification examination. The course presents installation of home audio and entertainment systems, home control and security systems, and computer networking or installation specialties.
PreRequisite: CNG 110 or CNG 260 or instructor approval.

COMPUTER & NETWORKING TECHNOLOGY (cont.)

CNG 275

Title: Special Topics

Credit Hours: 1

MaxCredit: 6

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

COMPUTER SCIENCE

CSC 116

Title: Logic and Program Design

Credit Hours: 3

Description: Introduces computer program design using concepts of structured programming and logic. Includes pseudocode, flowcharts, and structure charts. Covers variables, data types, control structures, looping, program breaks, and arrays.

CSC 130

Title: COBOL Programming

Credit Hours: 3

Description: Involves computer programming in which elements of the COBOL language are taught. Focuses on design, code, debug, and document solutions to a variety of business-oriented problems.

PreRequisite: CSC116 or permission of Instructor

CSC 160

Title: Computer Science I: (language)

Credit Hours: 4

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.

CoRequisite: MAT 121

CSC 161

Title: Computer Science II: (language)

Credit Hours: 4

Description: Continues the structured algorithm development and problem solving techniques begun in Computer Science I. Enables students to gain experience in the use of data structures and design of larger software projects. Requires intensive computer laboratory experience.

PreRequisite: CSC 160 or permission of instructor

CSC 165

Title: Discrete Structures

Credit Hours: 4

Description: Prepares students for a fundamental understanding of computing and computer science. Includes set theory, Boolean algebra, relations, functions, graph theory and techniques for formal reasoning.

PreRequisite: CSC 160 or permission of instructor

CSC 240

Title: Java Programming

Credit Hours: 3

Description: 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.

PreRequisite: Permission of the instructor

CSC 285

Title: Independent Study

MinCredit: 0.5

MaxCredit: 6

Description: Meets the individual needs of students. Students engage in

intensive study or research under the direction of a qualified instructor.

PreRequisite: Permission of the instructor

COMPUTER/WEB DESIGN

CWB 163

Title: Introduction to HTML

Credit Hours: 1

Description: Provides an introduction to Hypertext Markup Language. Teaches students to write HTML, to create tags, format text, insert and manipulate images, create links, lists, tables and forms, and to work with style sheets.

PreRequisite(s): None (Basic knowledge of computer and internet experience preferred)

CWB 205

Title: Complete Web Scripting

Credit Hours: 3

Description: Explores the complete set of web scripting skills needed to develop Web applications. Includes variables, data types, arithmetic operations, logical operations, looping, creating and reading cookies, creating an array, displaying data base on a cookie value, setting flags, working with frames, creating objects in a hidden frame, using the History Object, writing HTML to another window determining browser and detecting keystrokes.

PreRequisite(s): CWB 163

COSMETOLOGY

COS 103

Title: Introduction To Scalp Treatment/ Shampooing

Credit Hours: 1

Description: 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.

PreRequisite: 16 years of age

COS 105

Title: Introduction To Hair Styling

Credit Hours: 4

Description: Combines theory with the practical application of roller placement, shaping, pin curls, finger waves, air forming and iron curling. Provides instruction in a classroom or lab setting with practical training on mannequins or models.

PreRequisite: 16 years of age

COS 107

Title: Introduction To Hair Cutting

Credit Hours: 2

Description: Introduces theory relevant to patron protection angles, degree 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 scissors, razor, and thinning shears. Provides training in a lab or classroom with mannequins or live models.

PreRequisite: 16 years of age

COS 114

Title: Introduction To Permanent Waves/Chemical Relaxers

Credit Hours: 4

Description: 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

COSMETOLOGY (cont.)

relaxing. Provides training in a classroom or lab setting on mannequins or live models.

PreRequisite: 16 years of age

COS 116

Title: Introduction To Hair Coloring

Credit Hours: 2

Description: 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.

PreRequisite: 16 years of age

COS 150

Title: Laws, Rules and Regulations

Credit Hours: 1

Description: 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 155

Title: Intermediate Hair Styling I

Credit Hours: 2

Description: Focuses on accepted methods of styling hair, air forming, roll sets, finger waves and hair pressing. Concentrates on techniques in specialized classes or in a supervised salon (clinical) setting.

PreRequisite: 16 years of age/ COS 105

COS 157

Title: Intermediate Haircutting I

Credit Hours: 2

Description: Focuses on theory related to facial shapes and head and body forms to determine the client's appropriate haircut. Incorporates practical applications of hair cutting techniques in specialized classes or in a supervised salon (clinical setting).

PreRequisite: 16 years of age

COS 158

Title: Intermediate Haircutting II

Credit Hours: 3

Description: Provides continued instruction in the theory related to facial shapes and head and body forms to determine the client's appropriate haircut. Incorporates practical applications of hair cutting techniques in specialized classes or in a supervised salon (clinical setting).

PreRequisite: 16 years of age

COS 160

Title: Introduction to Disinfection, Sanitation & Safety

Credit Hours: 2 cr

Description: 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

Title: Intermediate I: Disinfection, Sanitation & Safety

Credit Hours: 1cr

Description: 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 164

Title: Intermediate Permanent Waves/Chemical Relaxers I

Credit Hours: 2

Description: 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.

PreRequisite: 16 years of age

COS 166

Title: Intermediate Hair Coloring I

Credit Hours: 2

Description: 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.

PreRequisite: 16 years of age

COS 167

Title: Intermediate Hair Coloring II

Credit Hours: 2

Description: 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.

PreRequisite: 16 years of age

COS 203

Title: Shampoos/Rinses/Conditioners II

Credit Hours: 1 cr

Description: 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 205

Title: Advanced Hair Styling

Credit Hours: 3

Description: 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.

PreRequisite: 16 years of age/COS 156 - Intermediate Hair Styling II

COS 207

Title: Advanced Hair Cutting

Credit Hours: 3

Description: Focuses on advanced cutting techniques using scissors, razor, thinning shears and clippers and emphasizes current fashion trends. Includes student preparation for the State Board Licensing Examination pertaining to hair cutting.

PreRequisite: 16 years of age/COS 158 - Intermediate Hair Cutting II

COS 214

Title: Advanced Permanent Waves/Chemical Relaxers

Credit Hours: 3

Description: 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.

PreRequisite: 16 years of age/COS 165 - Intermediate Permanent Waves/Chemical Relaxers II

COS 216

Title: Advanced Hair Coloring

Credit Hours: 3

Description: 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.

Part IX: Course Descriptions—COSMETOLOGY - CRIMINAL JUSTICE

COSMETOLOGY (cont.)

Prepares the student for the State Board Licensing Examination pertaining to hair coloring.

PreRequisite: 16 years of age/COS 167 - Intermediate Hair Coloring II

COS 231

Title: Advanced Hair Styling

Credit Hours: 1

Description: 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

Title: Intermediate II: Chemical Texture

Credit Hours: 1

Description: 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 250

Title: Management, Ethics, Interpersonal Skills & Salesmanship

Credit Hours: 1

Description: Emphasizes the importance of salon management and the knowledge and skills necessary to build a successful business. Focuses on the importance of interpersonal skills, basic techniques in salesmanship and customer services. Integrates job readiness skills and professional ethics.

COS 260

Title: Intermediate II: Disinfection, Sanitation & Safety

Credit Hours: 2

Description: 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

Title: Advanced Disinfection, Sanitation & Safety

Credit Hours: 1

Description: 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

Title: Advanced II: Disinfection, Sanitation & Safety

Credit Hours: 3

Description: 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 285

Title: Independent Study

Credit Hours: 1

MaxCredit: 6

Description: Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

COS 287

Title: Supervised Occupational Experience

Credit Hours: 1

MaxCredit: 3

Description: Prepares the student for entry into the job market by exposing them to actual experience in a licensed shop prior to graduation.

PreRequisite: 16 years of age/Student must have acquired 1,000 hours or more

CRIMINAL JUSTICE

CRJ 101

Title: Basic Law Enforcement Academy

Credit Hours: 6

Description: 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 police officer. Emphasis will be on simulating actual situations utilizing a lecture and laboratory mode of learning

CRJ 102

Title: Basic Law Enforcement Academy II

Credit Hours: 12

Description: 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 police officer. Emphasis will be on simulating actual situations utilizing a lecture and laboratory mode of learning

CRJ 105

Title: Basic Law

Credit Hours: 9

Description: Covers constitutional and procedural consideration affecting arrest, search and seizure, and civil liability. Includes the Colorado criminal, liquor, controlled substance, and children's codes. Emphasizes victim's rights and courtroom testimony.

CRJ 106

Title: Arrest Control Techniques

Credit Hours: 3

Description: Covers the skills, knowledge and abilities necessary to effectively maintain control of a suspect when making an arrest. Emphasizes the continuum of force and de-escalation of force.

CRJ 107

Title: Law Enforcement Driving

Credit Hours: 3

Description: Covers the skills, knowledge and abilities required for operation of a law enforcement vehicle. Emphasizes defensive driving. Enables students to demonstrate skills by driving a vehicle under simulated conditions.

PreRequisite: Requires special application

CRJ 108

Title: Firearms

Credit Hours: 3

Description: 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 role of the firearm within the continuum of force.

PreRequisite: Requires special application

CRIMINAL JUSTICE (cont.)

CRJ 110

Title: Introduction to Criminal Justice

Credit Hours: 3

Description: Introduces a study of the agencies and processes involved in the criminal justice system: the legislature, the police, the prosecutor, the public defender, the courts and corrections. Includes an analysis of the roles and problems of the criminal justice system in a democratic society, with an emphasis upon intercomponent relations and checks and balances.

CRJ 111

Title: Substantive Criminal Law

Credit Hours: 3

Description: Teaches legal definitions of crime, purposes and functions of the law, historical foundations, and the limits of the criminal law.

CRJ 112

Title: Procedural Criminal Law

Credit Hours: 3

Description: 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 116

Title: Civil Liability

Credit Hours: 3

Description: Covers the origin and jurisdiction of civil action, procedure and responsibility addressing the liability of criminal justice practitioners.

CRJ 125

Title: Law Enforcement Operations

Credit Hours: 3

Description: Examines the complexity and multidimensional aspects of the law enforcement role and career; law enforcement discretion; law enforcement values and culture in modern America. Covers the role and functions of law enforcement in occupational, social, political and organizational context.

CRJ 126

Title: Patrol Procedures

Credit Hours: 3

Description: Focuses on an in-depth study of the basic knowledge and skills required of a peace officer to safely and effectively accomplish the patrol procedure.

CRJ 130

Title: Administration of Justice for the Reserve Officer

Credit Hours: 1

Description: Explains the statutory authority by which the student will function as a Colorado Reserve Peace Officer. Students will become familiar with the operations of the criminal justice system, the concepts of ethics in policing and the relationship to the Law Enforcement profession, and elements of Colorado statutes necessary to function as a Reserve Peace Officer.

CRJ 131

Title: Basic Law for the Reserve Officer

Credit Hours: 2

Description: Includes U.S. Constitution, Rules of Evidence, Colorado Criminal Code, Victims' Rights and Legal Liability.

CRJ 132

Title: Introduction/Framework for Community Policing

Credit Hours: 1

Description: Explains the genesis of community policing and its implications for police operations, citizen involvement and community safety.

CRJ 135

Title: Judicial Function

Credit Hours: 3

Description: Examines the criminal process with an analysis of the major judicial decision-makers, i.e., prosecutor, defense attorneys, judges, and the discretionary aspects of adjudication.

CRJ 145

Title: Correctional Process

Credit Hours: 3

Description: Focuses on the post-conviction corrections process, the development of a correctional philosophy, theory, and practice, a description of institutional operation, programming and management, and community-based corrections, probation, and parole.

CRJ 210

Title: Constitutional Law

Credit Hours: 3

Description: 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 216

Title: Juvenile Law and Procedures

Credit Hours: 3

Description: Focuses on an in-depth analysis of the socio-legal operation of the Juvenile Justice System emphasizing the substantive and due process rights of minors. Includes analysis of legal reasoning underlying the juvenile law as it operates all levels of government.

CRJ 220

Title: Human Relations and Social Conflict

Credit Hours: 3

Description: Highlights the environmental, organizational and socio-psychological dimensions of social control. Includes the study of individual attitudes, beliefs and behavior involved in role conflicts, community relations and conflict management in the social structure.

CRJ 221

Title: Community Problem Solving

Credit Hours: 3

Description: Explores community oriented policing and problem solving strategies. Emphasizes the development of skills and tools necessary to implement a program. Focuses on handling stress, problem solving, and verbal communication techniques. Examines special problems that affect the police and community including victim's rights, ethics, crime prevention, gangs, ethnic intimidation and child abuse.

CRJ 225

Title: Crisis Intervention

Credit Hours: 3

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

CRJ 230

Title: Criminology

Credit Hours: 3

Description: Examines the question of crime causation from legal, social, political, psychological and theoretical perspectives. Covers the history and development of criminology

CRIMINAL JUSTICE (cont.)

CRJ 240

Title: Criminal Investigations

Credit Hours: 3

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

CRJ 245

Title: Interview and Interrogation

Credit Hours: 3

Description: Focuses on the study of technical and legal approaches used in gathering desired information from victims, witnesses, and suspects. Examines the fundamental characteristics of questioning and the use of psychological influences.

CRJ 246

Title: Traffic Investigation

Credit Hours: 3

Description: Provides an overview of the skills and concepts necessary to complete an accurate investigation of a traffic collision. Emphasizes traffic management concepts, selective traffic enforcement, and safety issues.

DRAFTING

DRT 101

Title: Technical Drafting I

Credit Hours: 3

Description: 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.

DRIVER EDUCATION

DRV 100

Title: Driver's Education

Credit Hours: 2.5

Description: Consists of 30 hours of classroom instruction and six hours of actual driving. Covers defensive driving techniques, drugs and alcohol, consequences of breaking traffic laws, insurance, how to buy a new and used car, proper driving techniques, what to do at the scene of an accident, what to do if your car breaks down, how to maintain your car and prepare for winter driving and seat belt safety. Enables the student to develop skills in defensive driving, three point turns, parallel parking, right and left turns, right of way, winter driving, highway driving, changing lanes safely, learning to pass other vehicles correctly and rural driving techniques.

PreRequisite: Must be 15 to enroll.

DETENTION OFFICERS CERTIFICATION

DOC 114

Title: NRA Basic Pistol Shooting

Credit Hours: 0.5

Description: Teaches the basic knowledge, skills, and attitude necessary to safely own and use a pistol. Benefits beginning to experienced shooters.

DOC 259

Title: First Aid / CPR for Street

Credit Hours: 0.5

Description: Provides training and certification for police officers in first aid and CPR for adults, children and infants. Upon completion of this course, the student receives national certification.

EARLY CHILDHOOD EDUCATION

ECE 100

Title: Pre-licensing Training for Family Child Care Providers

Credit Hours: 1

Description: Provides the educational training necessary to meet the hours and categories of training required by the Colorado Department of Human Services to open a licensed child care facility for children ages 2-12, with no more than two children under the age of two. Upon completion of 15 hours of training, in the areas listed below, the student will have met the academic training requirements of the Colorado Department of Human Services, needed to open a licensed child care facility for children ages 2-12, with no more than two children under the age of two.

ECE 101

Title: Introduction to Early Childhood Professions

Credit Hours: 3

Description: 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

Title: Introduction to Early Childhood Professions Lab

Credit Hours: 3

Description: 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

Title: Guidance Strategies for Children

Credit Hours: 3

Description: Explores guidance theories, applications, goals, techniques and factors that influence expectations, classroom management issues, and prosocial skills. Addresses ages birth through age 8.

ECE 107

Title: Child Development Associate Seminar (CDA)

Credit Hours: 2

Description: Prepares the student enrolled in the Early Childhood Professional Degree program to apply for the Child Development Associate (CDA).

ECE 111

Title: Infant and Toddler Theory and Practice

Credit Hours: 3

Description: Presents an overview of theories, applications (including observations) and issues pertinent to infant and toddler development in-group and/or family settings. Includes state requirements for licensing, health, safety and nutrition issues.

ECE 112

Title: Intro to Infant/Toddler Lab Techniques

Credit Hours: 3

Description: 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.

EARLY CHILDHOOD EDUCATION (cont.)

ECE 125

Title: Science/Math and the Young Child

Credit Hours: 3

Description: 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 127

Title: Music/Movement for the Young Child

Credit Hours: 1

Description: Focuses on the purposes of incorporating music and movement into the early childhood curriculum. Through active participation with hands-on experiences, students work with the concepts of age and developmental appropriateness when designing fun activities with both subjects.

ECE 175

Title: Special Topics

Credit Hours: 0.5

MaxCredit: 6

Description: Explores current topics, issues and activities related to one or more aspects of the early childhood profession.

ECE 178

Title: Workshop

Credit Hours: 0.5

MaxCredit: 6

Description: Provides students with an experiential learning opportunity.

ECE 179

Title: Seminar

Credit Hours: 0.5

MaxCredit: 6

Description: Provides students with an opportunity to examine aspects of early childhood education in detail.

ECE 180

Title: Internship

Credit Hours: 1

MaxCredit: 6

Description: Focuses on work experience in an early childhood setting.

ECE 185

Title: Independent Study

Credit Hours: 1

MaxCredit: 3

Description: Focuses on structured, guided, and individualized research that is organized and tailored around the interests and needs of the individual student.

ECE 187

Title: Cooperative Education

Credit Hours: 1

MaxCredit: 12

Description: Focuses on a college-to-work based experience that draws on combined efforts of educators and employers to produce outcomes related to student career objectives.

ECE 188

Title: Practicum: Early Childhood Education

Credit Hours: 0.5

MaxCredit: 7

Description: Provides students with field experience in early childhood programs.

ECE 205

Title: Nutrition, Health and Safety

Credit Hours: 3

Description: 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

Title: Curriculum Development: Methods and Techniques

Credit Hours: 3

Description: Provides an overview of early childhood curriculum development. Includes processes for planning and implementing developmentally appropriate environments, materials and experiences, and quality in early childhood programs.

ECE 225

Title: Language and Cognition for the Young Child

Credit Hours: 3

Description: 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

Title: Creativity and the Young Child

Credit Hours: 3

Description: 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

Title: Child Growth/ Development Laboratory Development

Credit Hours: 1

Description: 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

Title: Child Growth and Development

Credit Hours: 4

Description: Covers the growth and development of the child from conception through the elementary school years. Emphasizes physical, cognitive, language, social and emotional domains and the concept of the whole child and how adults can provide a supportive environment. Ages addressed: prenatal through age 12. This course has an early childhood laboratory component.

ECE 240

Title: Administration of Early Childhood Care and Education Programs

Credit Hours: 3

Description: Examines Colorado's minimal licensing requirements, as well as optimal standards pertaining to the operation of programs for young children. Focuses on the director's administrative skills and role as a community advocate for young children. Addresses ages birth through age 12.

EARLY CHILDHOOD EDUCATION (cont.)

ECE 241

Title: Admin: Human Relations for Early Childhood Education

Credit Hours: 3

Description: 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

Title: Working with Parents, Families, and Community Systems

Credit Hours: 3

Description: 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

Title: Exceptional Child

Credit Hours: 3

Description: Presents an overview of typical and atypical developmental progression. Includes planning techniques, learning strategies, legal requirements and accommodations and adaptations that are necessary in order to create an integrated classroom environment for a child with a wide range of exceptionality. Focuses on ages birth through age 8.

ECE 262

Title: Neglect and Abuse of the Child

Credit Hours: 1

Description: Explores definitions of child abuse and neglect, stranger training, current laws, social agencies, and emotional, psychological and physical effects.

ECE 265

Title: First Start: Including Children with Disabilities

Credit Hours: 3

Description: Covers services for infants, toddlers, and young children with disabilities and chronic conditions. Focuses on strategies, activities, and adaptations that assist with the inclusion of children in child-care and public school programs. Addresses ages birth through age 8.

ECE 266

Title: Multicultural Curriculum

Credit Hours: 3

Description: Explores views of different ethnic groups regarding early childhood, child-rearing practices and the child's role in society. Focuses on developing a multicultural curriculum to incorporate individually based developmental and culturally appropriate practices. Provides opportunities to design multicultural materials to address cognition, socialization, language and small and large motor development.

ECE 275

Title: Special Topics

Credit Hours: 0.5

MaxCredit: 6

Description: Explores current topics, issues and activities related to one or more aspects of the early childhood care and education profession.

ECE 278

Title: Workshop

Credit Hours: 0.5

MaxCredit: 6

Description: Provides students with an experiential learning opportunity.

ECE 279

Title: Seminar

Credit Hours: 0.5

MaxCredit: 6

Description: Provides students with an opportunity to examine aspects of early childhood education in detail.

ECE 280

Title: Internship

Credit Hours: 1

MaxCredit: 7

Description: Focuses on work experience in a licensed early childhood care and education program. (30 contact hours per credit hour.)

ECE 285

Title: Independent Study

Credit Hours: 1

MaxCredit: 3

Description: Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

ECE 287

Title: Cooperative Education

Credit Hours: 1

MaxCredit: 12

Description: Focuses on a college-to-work based experience that draws on combined efforts of educators and employers to produce outcomes related to student career objectives.

ECE 288

Title: Practicum: Advanced Classroom

Credit Hours: 0.5

MaxCredit: 7

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

ECE 289

Title: Capstone: Early Childhood Education

Credit Hours: 0.5

MaxCredit: 6

Description: Incorporates a demonstrated culmination of learning within a given program of study.

ECONOMICS

ECO 201 (State Guaranteed Transfer Course)

Title: Principles of Macroeconomics

Credit Hours: 3

Description: Focuses on the study of the American economy, stressing the interrelationships among household, business, and government sectors. Explores saving and investment decisions, unemployment, inflation, national income accounting, taxing and spending policies, the limits of the market and government, public choice theory, the Federal Reserve System, money and banking, and international trade.

ECO 202 (State Guaranteed Transfer Course)

Title: Principles of Microeconomics

Credit Hours: 3

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.

EDUCATION

EDU 110

Title: Overview of Special Populations for Paraeducators

Credit Hours: 3

Description: Provides students with knowledge in the areas of: laws and history of special education; roles and responsibilities of paraeducators; planning for students with disabilities; typical and non-typical developmental stages of children and youth; basic learning concepts; cognitive, communicative, physical and affective needs of students with disabilities; understanding people with disabilities; transition, job coaching; and how to teach students self-advocacy skills.

PreRequisite: A reading level of 9th grade or permission of instructor is required for entry into the class

EDU 111

Title: Communication Skills with Special Populations for Paraeducators

Credit Hours: 3

Description: Provides knowledge in areas of effective communication skills problem solving techniques and analyzing self as communicator.

EDU 112

Title: Health & Safety Issues in Schools for Paraeducators

Credit Hours: 3

Description: Provides students with the knowledge in the areas of health and safety issues in schools; basic first aid and CPR procedures; and the feeding and positioning of physically challenged students.

EDU 114

Title: Student Behavior Management for Paraeducators

Credit Hours: 3

Description: Provides students knowledge in the areas of behavior modification; teaching appropriate behaviors; contingency contracts; observing and recording behavior; lunchroom supervision; and playground supervision.

EDU 141

Title: Basic Instructional Techniques for Paraeducators

Credit Hours: 3

Description: 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 220

Title: Exploration Of Teaching

Credit Hours: 2

Description: Gives students a study of the broad overview of topics related to the teaching profession, grades K-12. Provides a hands-on, relevant exploration to help each student personally consider a career in education.

EDU 221

Title: Introduction to Education

Credit Hours: 3

Description: 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.

PreRequisite: College level reading and writing as demonstrated on college level placement scores

CoRequisite: Field-Experience component, if not embedded in the class

EDU 231

Title: Introduction to Bilingual Education

Credit Hours: 4

Description: Focuses on bilingual and multicultural education with emphasis on the linguistically and culturally diverse learner. Covers historical perspectives, philosophical frameworks, legal implications, subject matter methodologies and current issues that impact bilingual educational programs.

PreRequisite: Instructor permission

EDU 232

Title: Literacy in the Multicultural/Multilingual Classroom

Credit Hours: 3

Description: Introduces students to the theories, methods, and techniques for teaching reading and language to children from diverse cultural and linguistic backgrounds. Includes field experience applying coursework with children.

PreRequisite: Instructor permission

EDU 233

Title: English Language Learning (K- 6)

Credit Hours: 3

Description: Prepares teachers who work with limited English proficient students to learn strategies to develop English language learners' (ELLs') social and academic English and supports their transition to US culture and schools. This course is appropriate in a variety of program models: mainstream classrooms, self-contained ESL classrooms, and bilingual programs and may be adapted for use with preservice teachers.

PreRequisite: A Child Development Course or permission of the instructor

EDU 234

Title: Multicultural Education

Credit Hours: 3

Description: Focuses on the need to recognize and understand the similarities and differences among people and develop a respect for all individuals and groups. Assists teachers to recognize the special learning needs of children from different racial, ethnic, cultural and socioeconomic groups and to encourage teachers to integrate multicultural/diversity teaching into the school curriculum.

EDU 240

Title: Teaching the Exceptional Learner

Credit Hours: 3

Description: Focuses on the individual differences and modifications that are necessary in the educational practices of the exceptional learner. Incorporates an additional 10-hour 0-credit, pre-professional, supervised, field based experience. Together with this experience, a portfolio and field experience reflective journal is required of all students.

EDU 242

Title: Expressive Arts in the Elementary Classroom

Credit Hours: 3

Description: Explores the integration of visual arts, music, and physical education/movement into the self-contained elementary classroom curriculum based upon the theory of multiple intelligences. Familiarizes the student with the Colorado Model Content Standards for each area, basic curriculum development, and the opportunities to practice their skills with students through field experiences.

EMERGENCY MEDICAL SERVICES

EMP 105

Title: Emergency Planning

Credit Hours: 3

Description: Introduces a specialized type of community planning that identifies local government strategies, resources and responsibilities for

EMERGENCY MEDICAL SERVICES (cont.)

protecting citizens from the effects of disasters and other major emergency events. Focuses on the Emergency Operations Plan (EOP) and a jurisdiction's game plan for dealing with potential catastrophes resulting from natural hazards and/or human-caused hazards. Examines EOPs in detail including their history and evolution, process, recommended content, style and format, involved stakeholders, and implementation methods. Covers the context of emergency planning as it relates to long-range community planning. Addresses methods for conducting a comprehensive community hazard analysis and highlights lessons learned in recovering from a disaster.

EMS 115

Title: First Responder

Credit Hours: 3

Description: 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

Title: First Responder Refresher

Credit Hours: 2

Description: Provides the First Responder student with needed updates and review materials to renew and maintain the First Responder certificate.

PreRequisite: Current First Responder Certification, and CPR card

EMS 121

Title: Infection Control for the EMT

Credit Hours: 5

Description: Provides the student with information regarding blood borne pathogens, communicable disease and transmission, and safety precautions and procedures.

EMS 125

Title: EMT Basic

Credit Hours: 9

Description: Enables the student after successful completion of this course to take the EMT Certification Examination subject to the requirements of the Colorado Department of Health and Environment. Includes written and practical examinations. Student must be at least 18.

EMS 126

Title: EMT Basic Refresher

Credit Hours: 3

Description: Provides required didactic and skills review for renewing EMT students. Accommodates the needs of the re-entry EMT student. PreRequisite: Current CPR card, Current or less than 36 months expired EMT Basic certification

EMS 130

Title: EMT Intravenous Therapy

Credit Hours: 2

Description: Focuses on cognitive and skill practice as required by Colorado Pre-hospital Care program for EMT Basic level IV approval. Examines criteria, procedures and techniques for ICV therapy, discusses fluid and electrolyte balance and principles and treatment for shock. PreRequisite: Current EMT Basic certification, or proper licensure

EMS 136

Title: EMT/Paramedic Safety Issues in the Field

Credit Hours: 1

Description: Provides EMTs and paramedics with the skills needed to quickly assess the scene for potential hazards to themselves. Introduces topics on scene safety, evaluation of potential problem patients, verbal

communication control techniques, physical control techniques for the problem patient, and scene control techniques.

PreRequisite: EMT, Paramedic, any EMS professional who works in the field, and emergency department personnel.

EMS 150

Title: Pediatric Education for Pre-hospital Professionals

Credit Hours: 1

Description: Provides the student with core knowledge and skills necessary to provide emergency care to the pediatric patient.

PreRequisite: EMT-Basic or approval from Program Coordinator

EMS 170

Title: EMT Basic Clinical

Credit Hours: 1

Description: Provides the EMT student with the clinical experience required of initial and some renewal processes.

CoRequisite: EMS 125 or EMS 126, depending on student status

EMS 175

Title: Special Topics: Basic Life Support Continuing Medical Education

Credit Hours: 0.5

MaxCredit: 10

Description: Provides the student with Continuing Medical Education at the First Responder or EMT Basic Level. Courses may be combined in an entire program to meet Pre-hospital Care Program requirements for renewal of certificates.

PreRequisite: Current certification- EMT Basic or First Responder

EMS 178

Title: EMS Seminar

Credit Hours: 0.5

MaxCredit: 6

Description: Provides the student with the opportunity to explore local interests and needs in a less formal setting.

EMS 203

Title: EMT Intermediate I

Credit Hours: 6

Description: Course provides preparatory information and is the first part of the EMT Intermediate program.

PreRequisite: Valid EMT-Basic, HEP B vac, Current CPR cards, high school grad or GED, CPT 80, Math

EMS 205

Title: EMT Intermediate II

Credit Hours: 6

Description: Serves as the second course for EMT Intermediate certification.

PreRequisite: EMT Intermediate I – EMS 203

EMS 206

Title: EMT Intermediate Refresher

Credit Hours: 3

Description: Meets or exceeds minimum requirements for renewing EMT Intermediate or EMT Intermediates in the re-entry program.

PreRequisite: Current EMT I certificate, or less than 36 months expired

EMS 213

Title: Pre-Hospital Trauma Life Support

Credit Hours: 1

Description: Provides basic and/or advanced trauma life support information and skill practice.

PreRequisite: EMT Basic or higher

EMERGENCY MEDICAL SERVICES (cont.)

EMS 214

Title: Basic Trauma Life Support

Credit Hours: 1

Description: Provides students with information and skill practice to treat trauma patients in the Pre-Hospital environment.

PreRequisite: EMT Basic or higher

EMS 220

Title: Paramedic Refresher

Credit Hours: 3

Description: Updates the EMT-P in four specific areas of Pre-Hospital emergency care. Includes trauma, medical, Advanced Life Support (ALS) and elective topics focused on ancillary issues in EMS.

PreRequisite: Currently certified as an EMT-B or less than six months beyond the expiration date

EMS 225

Title: Fundamentals of Paramedic Practice

Credit Hours: 3

Description: Serves as the first course of the National Standard Paramedic Curriculum as approved by the Colorado State Department of Health and Environment.

PreRequisite: EMT Basic or EMT Intermediate-other requirements vary with site

EMS 226

Title: Fundamentals of Paramedic Practice - Lab

Credit Hours: 2

Description: Serves as the lab experience to coincide with EMS 225 topics.

EMS 227

Title: Paramedic Special Considerations

Credit Hours: 3

Description: Focuses on a comprehensive study of Advanced Life Support Practice.

EMS 228

Title: Paramedic Special Considerations Lab

Credit Hours: 2

Description: Serves as the lab experience for those students enrolled in EMS 227.

EMS 229

Title: Paramedic Pharmacology

Credit Hours: 3

Description: Focuses on a comprehensive study of emergency pharmacology.

EMS 230

Title: Paramedic Pharmacology Lab

Credit Hours: 2

Description: Serves as the required lab course in the paramedic education program.

EMS 231

Title: Paramedic Cardiology

Credit Hours: 5

Description: Addresses cardiology topics as presented in the National Standard Curriculum for paramedics.

EMS 232

Title: Paramedic Cardiology Lab

Credit Hours: 1

Description: Incorporates a hands-on application of principles of cardiac care in the hospital environment.

EMS 233

Title: Paramedic Medical Emergencies

Credit Hours: 4

Description: Focuses on a comprehensive study of adult medical emergencies.

EMS 234

Title: Paramedic Medical Emergencies Lab

Credit Hours: 1

Description: Focuses on a clinical study of adult and pediatric medical emergencies.

EMS 235

Title: Paramedic Trauma Emergencies

Credit Hours: 4

Description: Focuses on a comprehensive study of adult and pediatric trauma emergencies.

EMS 236

Title: Paramedic Trauma Emergencies Lab

Credit Hours: 1

Description: Serves as a lab presenting various acute trauma scenarios.

EMS 237

Title: Paramedic Internship Preparatory

Credit Hours: 2

Description: Reviews concepts and techniques used in the Pre-Hospital setting.

EMS 245

Title: Medical Emergencies

Credit Hours: 1

Description: Prepares the student for Certification Examination at the EMT-Paramedic Level.

EMS 270

Title: Clinical: EMS Intermediate

Credit Hours: 3

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

EMS 275

Title: Special Topics

Credit Hours: 0.5

MaxCredit: 10

Description: Provides students with a method to pursue in depth exploration of special topics of interest.

EMS 280

Title: Paramedic Internship I

Credit Hours: 6

Description: Serves as the preceptor/internship program for paramedic students.

EMS 281

Title: Paramedic Internship II

Credit Hours: 6

Description: Serves as the continuation of EMS 240, preceptor program for paramedic students.

EMS 285

Title: Independent Study

Credit Hours: 0.5

MaxCredit: 6

Description: Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

ENGINEERING

EGG 211

Title: Engineering Mechanics I - Statics

Credit Hours: 3

Description: 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

Title: Engineering Mechanics II (Dynamics)

Credit Hours: 3

Description: Focuses on vector and calculus treatment of the dynamics of particles and rigid bodies using Newton's Laws. Includes work-energy impulse momentum, and free and forced oscillations.

ENGINEERING TECHNOLOGY

ENT 131

Title: Mechanical Drawing I

Credit Hours: 4

Description: Enables students to manually manipulate drafting tools, computer keyboard, and mouse. Includes basic drafting techniques, use and care of instruments, lettering, line quality, geometric construction, orthographic projection, sectioning, sketching, auxiliary views, and a basic introduction to dimensioning techniques. Provides an introduction to CAD.

ENT 137

Title: Introduction to Engineering Technology

Credit Hours: 3

Description: Prepares students for success in the Engineering Technology program. Focuses on engineering job skills and duties, academic requirements, calculator usage, engineering reference and handbooks, geometry, trigonometry, problem solving skills, and introduction to word processing and spreadsheets.

ENT 141

Title: Surveying I

Credit Hours: 4

Description: Serves as a beginning course in plane surveying. It covers horizontal distance measurement by pacing and chaining, care and use of total stations, theodolites, transits and levels, differential leveling, traversing, and basic construction surveying. Various instruction is given in proper survey note procedures and surveying terminology. Calculation of bearings, azimuths and slope reduction is also covered in this comprehensive course.

ENT 144

Title: Surveying II Complete

Credit Hours: 5

Description: Introduces land surveying including legal terminology, riparian rights, legal descriptions, common law, statutory law, and an introduction to the public land survey system. Focuses on construction surveying including note keeping, construction etiquette, building layout, slope staking, and horizontal and vertical curves. Examines topographic surveying including x, y, z coordinates using total stations and data.

ENT 205

Title: Radiation Safety/Nuclear

Credit Hours: 1

Description: Provides students with basic understanding of moisture and density determination gauges. Enables the student to understand

radioactive material and safety issues surrounding the student, others and the environment. Introduces basic information of state regulations and how to comply with them.

ENT 207

Title: Construction Methods, Planning and Equipment

Credit Hours: 2

Description: Focuses on the study of various construction methods and techniques, value engineering, types of equipment and safety.

ENT 208

Title: Concrete Technology

Credit Hours: 3

Description: Focuses on the study of concrete mixtures and testing of concrete using the ASTM concrete specification as a guide.

ENT 209

Title: Construction Cost Estimating

Credit Hours: 2

Description: Focuses on the cost estimating process as related to the construction industry. Examines construction drawings and specifications documents, quality takeoffs, labor and materials, records and unit costs.

ENT 210

Title: Soil Mechanics

Credit Hours: 2

Description: Emphasizes basic principles of soil mechanics and proper testing procedures as they relate to construction.

ENT 237

Title: Statics

Credit Hours: 3

Description: Focuses on the study of mechanics involving forces and the effects of forces on bodies in equilibrium. Includes force systems, coplanar force systems, structure analysis, friction spatial force systems gravity and centroids.

ENT 246

Title: Advanced Surveying

Credit Hours: 5

Description: Focuses on surveying control for horizontal and vertical networks. Covers land, public land, construction and route surveying. Provides hands-on instruction utilizing electronic data collection, operation of total stations, and exposure to Global Positioning System (GPS). Incorporates deed research and evaluation.

ENT 248

Title: Strength of Materials - Complete

Credit Hours: 4

Description: Studies the basic stress-strain relationships as a result of tensile, shear, compression, bending loads, moments of inertia and centers of gravity. Special consideration is given to stress and deformation; engineering materials and their properties; thin-walled pressure vessels; torsion; centroids and moments of inertia of areas; shear and moment beams; stresses, design and deflection of beams; and columns.

ENT 255

Title: Civil Drafting

Credit Hours: 5

Description: Focuses on advanced techniques and drafting practices in the civil engineering field including structural steel and reinforced concrete drawing.

ENGINEERING TECHNOLOGY (cont.)

ENT 261

Title: Practical Field Problems

Credit Hours: 1

Description: Provides the opportunity for field projects that embody all of the previous training in civil technology into one operation.

ENT 275

Title: Special Topics

Credit Hours: 0.5 to 5

Max Credit: 6

Description: Allows flexible utilization and covers specific topics and current issues in the Engineering Technology field. Includes "as-needed" for credit appropriate to the topic(s) selected. Each individual offering of this course includes a complete description of the topic(s) selected in a course syllabus unique to that particular offering.

ENGLISH

ENG 030

Title: Basic Writing Skills

Credit Hours: 2

Description: Focuses on sentence and basic paragraph structure and development. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations.

ENG 060

Title: Writing Fundamentals

Credit Hours: 3

Description: Focuses on paragraph structure and development and introduces the formal essay. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations.

ENG 090

Title: Basic Composition

Credit Hours: 3

Description: Emphasizes critical thinking as students explore writing for specific purposes and audiences. Enables the student to develop skills required for college-level writing while reviewing paragraph structure and focusing on essay development.

ENG 115

Title: Technical English & Communication

Credit Hours: 3

Description: Focuses on the written and oral communication needs of students in vocational and technical fields. Enables the student to practice written, oral, reading, reasoning, and interpersonal communication skills in order to become successful (or to remain successful) in the workplace.

ENG 121 (State Guaranteed Transfer Course)

Title: English Composition I

Credit Hours: 3

Description: Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. Includes a minimum of five compositions that stress analytical, evaluative, and persuasive/argumentative writing.

ENG 122 (State Guaranteed Transfer Course)

Title: English Composition II

Credit Hours: 3

Description: Expands and refines the objectives of English Composition I.

Emphasizes critical/logical thinking and reading, problem definition, research strategies, and writing analytical, evaluative, and/or persuasive papers that incorporate research.

PreRequisite: ENG 121

ENG 175

Title: Special Topics

Credit Hours: 1

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

ENG 221

Title: Creative Writing I

Credit Hours: 3

Description: 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.

PreRequisite: Eng 121 or instructor's permission

ENG 222

Title: Creative Writing II

Credit Hours: 3

Description: Provides continued development of written expression in such forms as poetry, fiction, and/or nonfiction writing.

ENG 226

Title: Fiction Writing

Credit Hours: 3

Description: Teaches techniques for creating fiction, including the study and appreciation of the language and forms of the short story.

ENG 227

Title: Poetry Writing

Credit Hours: 3

Description: Teaches techniques for creating poems, including study of figurative language, forms, and sound patterns of poetry.

ENG 231

Title: Literary Magazine

Credit Hours: 3

Description: 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.

ESTHETICIAN

EST 105

Title: Introduction to Electricity, Chemistry & Light Therapy

Credit Hours: 4

Description: Introduces the various forms of electricity as related to estheticians. Chemistry as related to theory, products and knowledge. Light therapy theory and practical application as used in the industry.

EST 110

Title: Introduction to Facials and Skin Care

Credit Hours: 3

Description: 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.

ESTHETICIAN (cont.)

EST 111

Title: Intermediate Facials & Skin Care

Credit Hours: 2

Description: 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 155

Title: Intermediate Electricity, Chemistry and Light Therapy

Credit Hours: 4

Description: Covers the study of Electricity, Chemistry and Light Therapy in theory and practical applications. To enable students to analyze and improve the condition of the skin using safe and proper procedures.

EST 210

Title: Advanced Massage & Skin Care

Credit Hours: 2

Description: 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

Title: Facial Make-up

Credit Hours: 1

Description: 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

Title: Hair Removal

Credit Hours: 3

Description: Provides in-depth study and practice of hair removal and the practice of patron protection and safety. Training for general waxing and body waxing procedures are provided. Demonstration of disinfection and sanitation as it pertains to Colorado rules and regulations will be practiced.

EST 230

Title: Esthetician Preparation for State Board

Credit Hours: 1

MaxCredit: 3

Description: Provides preparation for State Boards. Allows the student the opportunity to gain knowledge in the practical and/or written examination required by the Colorado Board of Barber/Cosmetology.

FILM/VIDEO/TELEVISION

FVT 105

Title: Video Production I

Credit Hours: 3

Description: Presents a hands-on introduction to video production. Students work structuring and shooting original projects to be edited. Students are responsible for departmental cameras, tripods, and lights while working on projects outside of class.

FVT 160

Title: Video Post Production I

Credit Hours: 3

Description: Introduces the basics of broadcast signal, VTR operations, vector scope, waveform monitors, time code edit decision list creation and editing aesthetics. Students are expected to work on the Final Cut Pro edit system, both in and outside of class time.

FVT 181

Title: Topics in Film Studies

Credit ours: 3

Surveys different genres, cultures and movements. Various topics may include Soviet Cinema, The Musical, Film Noir, Silent Cinema, etc.

FVT 250

Title: Scriptwriting for Film and Video

Credit Hours: 3

Description: Develops screen-writing skills, focusing on the basic format of the craft, scene construction, genre conventions, three-act structure, characterization and idea generation. Students complete a 30-minute script suitable for shooting.

FINE WOODWORKING

FIW 100

Title: Fundamentals of Woodworking

Credit Hours: 4

Description: Introduces the manipulation of materials, drawings, hand and power tools, sharpening, joinery, assembly, and preparation for and finishing to accomplish woodworking.

FIW 101

Title: Introduction to Woodworking

Credit Hours: 8

Description: Provides an introduction to woodworking based on an old-world approach to the instruction of basic woodworking skills. The course includes in-depth instruction of all hand, power, and stationary tools and thorough instruction on the elements of design, shop drawings, and wood science. The business side of woodworking is also discussed including the creation of a portfolio, customer relations, and wood shop set-up.

FIW 108

Title: Toolmaking and Jigs

Credit Hours: 4

Description: Expands the capabilities, speed and accuracy of the woodworker through the use of jigs and specialty tools. Focuses on constructing several projects (box joint jig, a router table, a mock dovetail jig or spring pole lathe) of progressing difficulty.

FIW 125

Title: Finishing Wood

Credit Hours: 4

Description: Allows the student to research the wide variety of finishes available from the oldest formulations to the bewildering array of modern films and stains. Enables the student to experiment with a representative sampling of colorations and surface finishes on a variety of species of wood using a selection of application techniques.

FIW 128

Title: Doormaking

Credit Hours: 4

Description: Focuses on the planning, design, selection and purchase of materials, construction, finishing and hanging of a door that the students has constructed. Examines assorted styles of door construction, joinery, glues and fabrication techniques.

FINE WOODWORKING (cont.)

FIW 175

Title: Special Topics

Credit Hours: 0.5

MaxCredit: 6

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

FIW 185

Title: Independent Study

Credit Hours: 1

MaxCredit: 8

Description: Involves making a project utilizing only hand tools. Utilizes hand tools to learn techniques and abilities that improve wood-working skills. Compares power tool performance.

FIW 209

Title: Cabinetmaking

Credit Hours: 4

Description: Covers cabinet types, kitchen and cabinet design, layout, construction, hardware installation, materials, power tool use, accessories and estimation.

FIW 211

Title: Shop Carpentry

Credit Hours: 4

Description: Focuses on the non-site, shop carpenter and includes jig and patternmaking, stationary power tool maintenance and adjustment, machining of woods, and techniques unique to shops, cabinetmakers and mill workers.

FIW 213

Title: Furniture Making

Credit Hours: 4

Description: Teaches furniture design, construction techniques, material selection, joinery, bending, laminating, veneer work and casework details.

FIW 215

Title: Advanced Joinery

Credit Hours: 4

Description: Examines all types of joinery from decorative to the most complex of hand and machine cutting techniques. Includes their respective qualities in regards to strength, material and adhesive selection, wood movement and the properties of different joints. Enables the student to incorporate many of these joints in a project.

FIW 217

Title: Advanced Cabinetmaking

Credit Hours: 4

Description: Expands the skills taught in FIW 209. Includes a review of the types of joints, gluing and hardware used in cabinets. Familiarizes students with various types/designs of cabinets used in residential/commercial construction. Emphasizes construction of shop-built cabinets including a variety of door styles and the proper use of power tools for creating various designs. Explores the uses and application of plastic laminates and students learn the proper installation of shop-built cabinets.

FIW 220

Title: Advanced Furniture & Cabinet Construction

Credit Hours: 4

Description: Enables the student to produce a finished piece of salable quality. Includes a demonstrated understanding of the materials avail-

able, their sources, shop drawings, various construction and finishing methods and reasonable design and technical skills.

FIW 275

Title: Special Topics

Credit Hours: 0.5

MaxCredit: 6

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

FIW 276

Title: Special Topics

Credit Hours: 0.5

MaxCredit: 6

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

FIW 277

Title: Special Topics

Credit Hours: 0.5

MaxCredit: 6

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

FIW 285

Title: Independent Study

Credit Hours: 0.5

MaxCredit: 6

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

FIRE SCIENCE TECHNOLOGY

FST 100

Title: Firefighter I

Credit Hours: 9

Description: 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

Title: Firefighter II

Credit Hours: 3

Description: Addresses the requirements necessary to perform at the second level of progression as identified in NFPA 1001, level II Fire Fighter Professional Qualifications.

FST 102

Title: Introduction to Fire Science and Suppression

Credit Hours: 3

Description: Introduces the fire service organization and operation from past to present operations. Includes operation and organization of federal, state, local and private protection forces. Emphasizes extinguishing methods and equipment, special extinguishing agents, and special hazard considerations. Serves as a prerequisite for students having no previous fire suppression training or experience.

FST 103

Title: Firefighter Occupational Health and Safety

Credit Hours: 3

Description: Focuses on on-scene and on-the-job firefighter health, safety and fitness, the safety officer, mental well-being, stress management, and standards related to health, safety and fitness.

FIRE SCIENCE TECHNOLOGY (cont.)

FST 104

Title: Fire Protection Systems

Credit Hours: 3

Description: Addresses principles and functions involved in the installation and use of sprinkler systems, special suppression systems, and fire detection and alarm systems. Covers portable fire extinguishing equipment requirements, sprinkler systems, installation, inspection and maintenance, special protection systems, and residential sprinklers.

FST 105

Title: Building Plans and Construction

Credit Hours: 3

Description: Covers various methods of building construction, the materials used in building construction, and their relationship to methods of fire attack and extinguishments. Includes types of building construction, principles of fire resistance, flame spread, smoke and fire containment, basic knowledge of plan review, and blueprint specifications.

FST 106

Title: Fire Inspection Practices

Credit Hours: 3

Description: Introduces the organization of the fire prevention agency; inspections, surveying, mapping and company inspections; recognition of fire hazards; engineering a solution to the hazard, enforcement of the solution, and public relations as affected by fire prevention. Fire Inspector I State Certificate available.

FST 107

Title: Hazardous Materials Operations (Level 1)

Credit Hours: 3

Description: 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 201

Title: Instructional Methodology (Fire Instructor I, II)

Credit Hours: 3

Description: Covers the role and responsibility of the fire service instructor. Includes oral communication skills, concepts of learning, planning and development of lesson plans, instructional materials and delivery methods, testing and evaluations, records and reports, and demonstration of instructional abilities. Fire Instructor I State Certificate is available.

FST 202

Title: Firefighting Strategy and Tactics

Credit Hours: 3

Description: Firefighting strategy and tactics, methods of fire attack, fire behavior, building construction, and pre-fire planning.

FST 203

Title: Fire Science Hydraulics

Credit Hours: 3

Description: Covers hydraulic calculations that are necessary in water delivery and supply for fire suppression; hydraulic laws and formulas as applied to fire protection requirements, and fire apparatus UL requirements.

FST 204

Title: Fire Codes and Ordinances

Credit Hours: 3

Description: Covers familiarization and interpretation of national, state and local codes, ordinances and laws which influence the field of fire prevention. Fire code and life safety code are reviewed and referred to throughout the course..

FST 205

Title: Fire Cause Determination

Credit Hours: 3

Description: Covers the proper method(s) of conducting basic fire investigation, determining area and point of origin, cause and methods of fire spread, recognition and preservation of evidence. Includes arson law, Constitutional law, interviewing, court procedures and testimony.

FST 206

Title: Fire Company Supervision and Leadership (Fire Officer I)

Credit Hours: 3

Description: 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 259

Title: Wildland Firefighting Strategy and Tactics

Credit Hours: 3

Description: Focuses on management of uncontrolled fire burning, urban/wildland interface, strategy and tactics used in controlling wild land fires, prevention methods, and incident command practices.

GEOGRAPHY

GEO 105 (State Guaranteed Transfer Course)

Title: World Regional Geography

Credit Hours: 3

Description: Facilitates an understanding of spatial relationships between and among the geographic regions of the world. Includes demographic and cultural (political, economic, and historic) forces related to the physical environments of selected regions. Focuses on analysis of interrelationships between developed and developing regions, and the interactions between human societies and natural environments.

GEO 106

Title: Human Geography

Credit Hours: 3

Description: Introduces geographic perspectives and methods with applications to the study of human activities. Emphasizes the distribution of humans, adjustments to the natural environment, and land use practices.

GEOGRAPHIC INFORMATION SYSTEMS

GIS 100

Title: GIS Fundamentals

Credit Hours: 1

Description: Provides information on the basic concepts of GPS (Global Positioning Systems) and GIS (Geographic Information Systems). Defines the two systems and explains the link from one to the other. Analyzes the different types of GPS Equipment and differentiates between their role in the GPS technology world. Provides information on the types of mapping systems available today and the necessary information to integrate GPS data. Upon the integration of the data, creation of the GIS network is demonstrated. Enables the learner to develop basic skills, attitudes and knowledge to make the GPS equipment productive in a recreation or work environment.

GIS 101

Title: Introduction To Geographic Information Systems

Credit Hours: 3

Description: Surveys the development and operation of automated geographic information systems. Focuses on the fundamentals of using computers to draw maps. Incorporates study of cartographic fundamentals such as map projections, map scales, selective display of data on maps, and various computer software applications in GIS.

GEOLOGY**GEY 111 (State Guaranteed Transfer Course)****Title: Physical Geology**

Credit Hours: 4

Description: Studies the materials of the earth, its structure, surface features and the geologic processes involved in its development. This course includes laboratory experience.

GEY 121 (State Guaranteed Transfer Course)**Title: Historical Geology**

Credit Hours: 4

Description: Studies the physical and biological development of the earth through the vast span of geologic time. Emphasizes the investigation and interpretation of sedimentary rocks, the record of ancient environments, fossil life forms, and physical events, all within the framework of shifting crustal plates. Course includes laboratory experience. PreRequisite: GEY 111 or consent of instructor.

GEY 135**Title: Environmental Geology**

Credit Hours: 3

Description: Introduces geology and its relationship to man's environment. Covers geologic hazards such as floods, landslides, avalanches, earthquakes and volcanoes. Focuses on surface and groundwater resources in terms of exploitation and man's responsibility to protect these resources from contamination. The geologic aspects of land use practices, as well as mineral and energy resource exploitation are reviewed and related to legislation regarding environmental law.

GUNSMITHING**GUS 100****Title: Orientation and Firearms Safety**

Credit Hours: 0.5

Description: Incorporates two parts in this course - 1) orientation to the gunsmithing program and 2) introduction to the basic principles of firearm safety. Completing students receive an NRA home firearm safety certificate of completion.

GUS 114**Title: Bench Metal Theory**

Credit Hours: 2

Description: Emphasizes safety in the shop with hand and machine tools. Addresses the use of hand tools and welding equipment. Proper use of measuring tools are explained and demonstrated. Covers layout and building of tools and gun parts, using common basic processes. Includes a study of basic metallurgy, heat treatment, soldering and brazing.

GUS 115**Title: Bench Metal Lab**

Credit Hours: 5

Description: Focuses on care and use of common hand tools. Emphasizes handwork including layout, drilling, sawing, filing, brazing, silver soldering, forging, heat treatment, case hardening and polishing of gunsmithing and measuring tools.

GUS 118**Title: Firearms History and Development**

Credit Hours: 2

Description: Provides an overview of firearms history and development. Includes history of firearms and ammunition, firearms parts nomenclature, cycles of operation, basic troubleshooting and repair procedures.

GUS 120**Title: Machine Shop/Basic Lathe**

Credit Hours: 5

Description: Focuses on theory and practice of basic metalworking lathe operations. Includes the use of precision measuring tools, bench grinders and other machine tools as needed. Incorporates projects that involve making specialized gunsmithing tools. Emphasizes general machine shop safety practices.

GUS 121**Title: Machine Shop / Basic Milling**

Credit Hours: 3

Description: Focuses on theory and practice of basic milling machine operations. Includes the use of precision measuring tools, bench grinders and other machine tools as needed. Incorporates projects that involve making specialized gunsmithing tools. Emphasizes general machine shop safety practices.

GUS 122**Title: Machine Shop / Basic Barrel Fitting**

Credit Hours: 4

Description: Focuses on the theory and practice of barrel fitting with emphasis on the Mauser model 98-type bolt actions. Incorporates projects that include turning, fitting, and chambering a barrel for the 98 Mauser. Emphasizes safety and liability issues.

GUS 130**Title: Firearm Conversions Theory**

Credit Hours: 2

Description: Addresses the miscellaneous jobs brought into the gunshop other than normal repairs. Emphasizes conversions of military rifles into sportier rifles. Covers iron sights, special scope problems, and accessory parts.

GUS 131**Title: Firearm Conversions Lab**

Credit Hours: 3

Description: Emphasizes installation of accessory parts for rifles. Involves making of special tools to aid the gunsmith for these special jobs. Focuses on special tools for action conversions as needed for projects with handouts.

GUS 132**Title: Stockmaking I Theory**

Credit Hours: 2

Description: Introduces tool design and application in stockmaking. Emphasizes the study of the classic style stock design. Covers inletting, forend tip, grip cap, shaping, recoil pad installation, sanding, finishing and refinishing with oil based finishes.

GUS 133**Title: Stockmaking I Lab**

Credit Hours: 5

Description: Focuses on layout, inletting, shaping, and finishing of a rifle stock starting from a stock blank. Covers fore-end tip, grip cap and recoil pad installation. Includes stock finishes, proper sanding and finishing techniques.

GUS 134**Title: Gun Bluing and Parkerizing**

Credit Hours: 1

Description: Teaches the skills necessary to operate a gun bluing and/or parkerizing business. Includes necessary equipment, chemical procedures, and safety as they apply to hot caustic and cold rust bluing and parkerizing.

GUNSMITHING (cont.)

GUS 148

Title: Firearms Repair Theory I

Credit Hours: 2

Description: Provides the new student with an overview of firearms repair theory. Includes necessary tools, and the design, function, takedown, troubleshooting, assembly and repair of selected semiautomatic handgun, single action revolvers, pump and semiautomatic shotguns, and various .22 rimfire rifles.

GUS 149

Title: Firearms Repair Lab I

Credit Hours: 2

Description: Provides the new student an overview of firearms repair practice. Includes necessary tools, Scope mounting and collimating, and the design, function, takedown, troubleshooting, assembly and repair of selected semiautomatic handgun, single action revolvers, pump and semiautomatic shotguns, and various .22 rimfire rifles.

GUS 150

Title: Knifemaking I

Credit Hours: 2

Description: Incorporates theory, individualized instruction and student project work. Enables the student to develop skill by completing the entire process required to construct a knife. Instructor and student determine the number of projects.

GUS 151

Title: Knifemaking II

Credit Hours: 2

Description: Builds on the skills learned in GUS 150 and continues individualized instruction and project work. Enables the student to develop skills by completing the entire process required to construct a knife. Covers Lockback and Hollow ground knives. The instructor and student determine the number of projects.

GUS 153

Title: Ballistics and Hand loading

Credit Hours: 2

Description: Focuses on discussion of interior ballistics, exterior ballistics, components and their manufacture, reloading equipment, rifle, handgun, and shot shell loading, bullet casting and safety.

GUS 162

Title: Gunstock Checkering

Credit Hours: 2

Description: Focuses on construction and use of checkering cradles, layout templates and tools. Covers layout and operation of hand and electric checkering tools.

GUS 201

Title: Tools and Fixtures

Credit Hours: 2

Description: Focuses on the study and manufacture of tools including milling cutters, taps, dies, and reamers. Includes the study and measurement of screw threads. Incorporates projects to include milling cutters, reamers, taps, and dies.

GUS 204

Title: Comprehensive Gunsmithing Competency Review

Credit Hours: 0.5

Description: Provides a comprehensive evaluation of competencies of those students completing the Gunsmithing program curriculum and used on a daily basis in a Gunsmithing shop.

Prerequisite: All required GUS courses

GUS 220

Title: Machine Shop / Advanced Practices

Credit Hours: 2

Description: Focuses on continued theory and practice of machine tool operation with special emphasis on gunsmithing procedures. Projects include specialized gunsmithing tools and fixtures. Covers safety, milling cutters, cutting speeds and feeds, rifle barrel lining, abrasive machining, cutting tool materials, and machine maintenance. Shop safety is strongly emphasized.

GUS 221

Title: Machine Shop / Advanced Barrel Fitting

Credit Hours: 2

Description: Focuses on theory and practice of fitting and chambering rifle barrels. Emphasizes coned or recessed breech faces and extractor cuts. Incorporates projects that include fitting and chambering a barrel for an action requiring a coned or recessed breech, and/or extractor cuts. Includes rim fire cartridges, improved cartridges, and octagon or fluted barrels.

GUS 232

Title: Stockmaking II Theory

Credit Hours: 2

Description: Emphasizes the study of gun fit. Focuses on stocking competition firearms for bench rest, trap, skeet, silhouette shooting and synthetic stocks. Covers the bedding of the barrel and action along with the installation of skeleton grip caps and butt plates and custom swivels.

GUS 233

Title: Stockmaking II Lab

Credit Hours: 3

Description: Serves as the lab section of GUS 232. Incorporates making a stock from a semi-inlet. Covers the fabrication of specialized tools for stock making, bedding applications, installation of skeleton grip caps and butt plates, trap butt plates and custom swivels.

GUS 240

Title: Shotgunsmithing

Credit Hours: 2

Description: Provides the advanced gunsmithing student the theories and principles of the most popular shotgun modifications. Emphasizes back boring, choke tubes, forcing cones, shotgun beads, and dent removal.

GUS 248

Title: Firearms Repair II Theory

Credit Hours: 5

Description: Serves as an advanced gunsmithing course in firearms repair theory. Includes design, function, takedown, troubleshooting, assembly and repair of selected shotguns, rifles, and handguns. Also covers the use of specialized tools and fixtures.

GUS 249

Title: Firearms Repair II Lab

Credit Hours: 4

Description: Serves as an advanced gunsmithing course in firearms repair practice. Focuses on design, function, takedown, troubleshooting, assembly and repair of selected shotguns, rifles, and handguns. Also includes the use of specialized tools and fixtures.

GUS 250

Title: Competitive AR 15 Rifle

Credit Hours: 2

Description: Focuses on the study of necessary modifications to convert the standard issue AR 15 to a Match gun for competition in the "service rifle" or "National Match Coarse". Features a super accurate varminting

GUNSMITHING (cont.)

gun. Includes rebarreling, free float tubes, trigger work and match sight conversions. Covers custom scope blocks, gas fixtures, caliber conversions and gas port timing.

GUS 251

Title: Bolt Action Accuracy Blueprinting

Credit Hours: 2

Description: Focuses on the study of the necessary modifications to convert the standard bolt action into a varmint, bench rest, or match rifle action. Emphasizes the re-machining of the main line and lock up areas of the action. These operations create a straight action concentric to its bore. Covers the building and use of specialized tools and fixtures as well as precision barrel fitting.

GUS 252

Title: Competitive M1, M1A Rifles

Credit Hours: 3

Description: Includes the study of necessary modifications to convert the standard issue military M1 Garand, M1-A to a match grade firearm. Includes rebarreling and glass bedding techniques, trigger work and receiver lugging.

GUS 268

Title: Custom Pistolsmithing

Credit Hours: 3

Description: Teaches the advanced gunsmithing student the principles necessary to modify a Colt, Government style 1911 model (or its copies) into a competition firearm used in various shooting sports. Emphasizes safety, reliability, accuracy and fabrication and use of specialized tools, jigs, and fixtures.

GUS 269

Title: Custom Revolversmithing

Credit Hours: 3

Description: Teaches the advanced gunsmithing student the principles necessary to modify a revolver into a competition firearm. Emphasizes safety, reliability, accuracy, and specialized tools, jigs and fixtures.

HEAVY EQUIPMENT MACHINE

HEM 110

Title: Gasoline and Power Plants and Electrical Systems

Credit Hours: 5

Description: Focuses on construction, operation, parts identification and service procedure for two and four cycle engines, cooling systems, lubrication, clutches, and electrical systems. Includes instruction on special equipment such as micrometers, cylinders gauges, valve grinding machines, electrical testing equipment, and various other necessary power tools.

HEM 160

Title: Heavy Equipment Laboratory

Credit Hours: 10

Description: Incorporates work on equipment pertaining to the concurrent theory classes with practical application on available equipment.

HEM 161

Title: Heavy Equipment Laboratory

Credit Hours: 4

Description: Incorporates work on equipment pertaining to the concurrent theory classes with practical application on available equipment

HEM 210

Title: Hydraulics and Transmissions

Credit Hours: 3

Description: Focuses on the study of hydraulic systems and power flow from the engine to the drive wheels or tracks. Provides the fundamentals of pumps, cylinders, valves, transmissions, clutches, and related components. Covers the proper uses of testing equipment and troubleshooting of systems.

HEM 211

Title: Final Drives and Brakes

Credit Hours: 2

Description: 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 268

Title: Heavy Equipment Laboratory I

Credit Hours: 4

Description: Incorporates work on equipment pertaining to the concurrent theory classes with practical application of available equipment.

HEM 269

Title: Heavy Equipment Laboratory II

Credit Hours: 4

Description: Incorporates actual work experience on equipment pertaining to the concurrent theory classes with practical application of available equipment.

HEM 275

Title: Special Topics

Credit Hours: 0.5

MaxCredit: 6

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

HEM 285

Title: Independent Study

Credit Hours: 0.5

MaxCredit: 6

Description: Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. PreRequisite: Permission from instructor.

MESSAGE THERAPY

HHP 100

Title: Complementary Healing Methods

Credit Hours: 1

Description: Explores some of the more widely used alternative/complementary healing methods. Expands the student's health horizons and enables the student to converse in a knowledgeable manner with patients and practitioners.

HHP 145

Title: Digestive Wellness

Credit Hours: 1

Description: Provides the student with information on nutritional and herbal self-care treatments.

HHP 160

Title: Learn To Meditate

Credit Hours: 0.5

Description: Focuses on techniques to meditate and explores the life-enhancing benefits of meditation.

HOLISTIC HEALTH PROFESSIONAL (cont.)

HHP 166

Title: Introduction To Reflexology

Credit Hours: 1

Description: Teaches the student foot anatomy, basic hand stroke and foot reflex points.

HHP 202

Title: Aromatherapy

Credit Hours: 0.5

Description: While much ancient wisdom on the use of essential oils in health maintenance and the healing of disease has been lost, some tantalizing data from the ancient Egyptians exists and has been verified by modern scientific research. Explores the pharmacokinetics and neurophysiology of essential oils, looking into their origins, extraction, storage, and usage. Enables the student to observe a large number of essential oil remedies and their applications.

HHP 218

Title: Acupressure

Credit Hours: 1

Description: Focuses on acupressure - a light finger pressure in the organ flow and meridians used in traditional Chinese acupuncture. Offers hands-on instruction emphasizing energizing, balancing, and the easing of common aches and discomforts.

HHP 224

Title: Introduction to Massage Therapy

Credit Hours: 1

Description: 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 225

Title: Expanded Concepts of Massage

Credit Hours: 1

Description: Builds on techniques learned during Introduction to Massage. Includes application of massage techniques with special populations. Examines related basic therapeutic approaches such as hydrotherapy and acupressure. Considerations for developing professional practice are also addressed.

HHP 235

Title: Mind, Body Healing and Health

Credit Hours: 3

Description: Focuses on the rapidly developing awareness of the inner-connectedness of mind and body and spirit. Explores the dialog between eastern and western health care and the many choices that could enhance our health and well-being.

HHP 242

Title: Healing Touch Level I

Credit Hours: 1

Description: Healing Touch is an energy based therapeutic approach to healing. Enables the student to develop and use touch as a means of assessing a clients/patients state of wellness through the intentional use of touch. Participants are given specific instructions in developing touch sensitivity and practice the assessment and healing methods. Healing Touch is a multi-level program that moves from beginning to advanced practice. After completion of Level 3, a person is eligible to apply for certification as a healing touch practitioner.

HHP 243

Title: Healing Touch Level II

Credit Hours: 1

Description: Allows the person who has completed Healing Touch Level I to gain the specific skills necessary to become an advanced practitioner. Emphasizes experiential learning and focuses on developing healing sequences for specific client needs. Back techniques are introduced, and the therapeutic interactions for specific emotional and physiological problems are discussed and practiced.

HHP 275

Title: Special Topics

Credit Hours: 0.5

MaxCredit: 6

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

HISTORY

HIS 101 (State Guaranteed Transfer Course)

Title: History of Western Civilization I

Credit Hours: 3

Description: Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from the pre-historic era to 1650. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline.

HIS 102 (State Guaranteed Transfer Course)

Title: History of Western Civilization II

Credit Hours: 3

Description: Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from 1650 to the present. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline.

HIS 201 (State Guaranteed Transfer Course)

Title: United States (U.S.) History I

Credit Hours: 3

Description: 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.

HIS 202 (State Guaranteed Transfer Course)

Title: United States (U.S.) History II

Credit Hours: 3

Description: Explores events, trends, peoples, groups, cultures, ideas, and institutions in United States History, including the multiple perspectives of gender, class, and ethnicity, between the period of the American Civil War and the present. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline.

HIS 209

Title: History of the American Southwest

Credit Hours: 3

Description: Traces and analyzes the cultural and historical development of what is now the southwestern United States, a region defined most by its arid environment and the cultural and political interactions of

HISTORY (cont.)

Southwest Indians, Spanish conquerors, Mexican settlers, late-coming Yankees, artists and artisans, and modern Sunbelt migrants.

HIS 247 (State Guaranteed Transfer Course)**Title: Contemporary World History**

Credit Hours: 3

Description: 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.

HOSPITALITY STUDIES**HOS 105****Title: Introduction to Management in the Hospitality Industry**

Credit Hours: 3

Description: Describes the history, development, and operation of the hospitality industry. This includes careers in the industry, management practices, accounting procedures, destinations and lodging.

HOS 110**Title: Introduction to Hospitality**

Credit Hours: 3

Description: Introduces learners to careers and the organization and structure of the Hospitality Industry including: hotels, restaurant, non-commercial food service entities. Topics include exploring career opportunities, understanding the world of Hotels and Restaurant's Food Service Organizational structures, and introduction to meeting industry, and analyzing the scope of the noncommercial foods segment.

HOS 111**Title: Food Safety and Sanitation**

Credit Hours: 2

Description: Enables the student to understand the major causes of food borne illness and to develop good sanitation practices that prevent illnesses from occurring. The course focuses on the major factors contributing to food borne illness. The course describes safe food handling techniques, proper sanitation practices, HACCP and sanitary kitchen design.

HOS 131**Title: Planning for Special Events**

Credit Hours: 3

Description: Provides a basic knowledge of the planning and development of an event or meeting, including the budgeting, entertainment and catering arrangements.

HOS 140**Title: Front Office Procedures**

Credit Hours: 2

Description: Presents a systematic approach to front office procedures by detailing the flow of business through a hotel beginning with the reservation process and ending with the billing and collection processes. This course will also cover front office management and the process of handling concerns regarding hotel safety.

HEALTH CARE PROFESSIONAL**HPR 102****Title: CPR for Professionals: (List Certification)**

Credit Hours: 0.5

Description: 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 103**Title: CPR for Professionals Renewal**

Credit Hours: 0.5

Description: Provides opportunity for currently certified CPR providers to renew certificates.

PreRequisite: Current healthcare provider CPR card

HPR 120**Title: ACLS**

Credit Hours: 1

Description: Presents the required material for ACLS completion. It will cover arrhythmia, medications, therapeutic modalities for life-threatening arrhythmia, airway management, and other treatment modalities used in cardiac and respiratory arrest.

PreRequisite: Current basic life support health care provider certification

HPR 121**Title: ACLS Recertification**

Credit Hours: 0.5

Description: Presents the required material for ACLS recertification. It will cover rhythm recognition, cardiac drugs, cardiac monitors, and case based scenarios.

PreRequisite: ACLS completion with current card.

HPR 190**Title: Basic EKG Interpretation**

Credit Hours: 2

Description: Provides instruction for interpretation of EKG strips, anatomy and physiology of the heart, using three-lead monitoring as a guide. Twelve-lead EKG may be discussed.

HPR 216**Title: Pathophysiology**

Credit Hours: 4

Description: Focuses on the functions of the human body systems with emphasis on their interrelationships and adaptation to stress and disease.

HUMANITIES**HUM 121 (State Guaranteed Transfer Course)****Title: Humanities: Early Civilizations**

Credit Hours: 3

Description: Introduces students to the history of ideas in Western cultures through a study of the visual arts, literature, drama, music, and philosophy of early civilizations, Greek and Roman antiquity and Christian eras. Emphasizes connections among the arts, values, and diverse cultures.

HUM 122 (State Guaranteed Transfer Course)**Title: Humanities: From the Medieval to the Modern**

Credit Hours: 3

Description: Examines the Medieval, Renaissance, and Baroque periods through a study of the visual arts, literature, music, and philosophy. Compares and contrasts diverse cultural ideas and feminine and masculine viewpoints.

HUM 123 (State Guaranteed Transfer Course)**Title: Humanities: The Modern World**

Description: Examines the cultures of the 17th through the 20th centuries by focusing on the interrelationships of the arts, ideas, and history. Considers the influences of industrialism, scientific development and non-European peoples.

HEALTH & WELLNESS EDUCATION

HWE 101

Title: Cardio-Pulmonary Resuscitation (CPR)

Credit Hours: 1

Description: Teaches emergency procedures for respiratory, obstructed airway and cardiac arrest victims of all ages. It meets certification requirements of the American Red Cross and the American Heart Association.

HWE 102

Title: Cardio-Pulmonary Resuscitation (CPR) Recertification

Credit Hours: 0.25

Description: Reviews CPR for those whose CPR card is due but not expired. Student must provide a copy of current CPR certification. Recertification can be done for Professional Rescuer, Community, Adult, Child and Infant CPR.

HWE 103

Title: Community First Aid and CPR

Credit Hours: 1

Description: Uses demonstration videos, instructor-led practice and workbook/textbook study to prepare for certification in Adult/Child/Infant CPR and Community First Aid.

HWE 104

Title: CPR Instructor Course

Credit Hours: 1

Description: Provides information for the potential CPR instructor. Course requirements, renewal information and current content are discussed. Practice teaching is included in course.
PreRequisite: Current HCP CPR card

HWE 120

Title: Wilderness First Aid

Credit Hours: 1

Description: Provides limited medical information to cope with basic wilderness emergencies.
PreRequisite: Current CPR card

JOURNALISM

JOU 105

Title: Introduction to Mass Media

Credit Hours: 3

Description: Places the mass media in an historical and cultural perspective, considering the validity, integrity and influence of the media in a democracy.

JOU 106

Title: Fundamentals of Reporting

Credit Hours: 3

Description: Introduces news writing, reporting and interviewing with an emphasis on clarity, accuracy, completeness, timeliness and fairness.

JOU 111

Title: Principles of Advertising

Credit Hours: 3

Description: Employs design concepts, principles and practices for advertising management for the mass media.

JOU 114

Title: TV Production/TV News

Credit Hours: 3

Description: Covers principles and techniques of television production, as well as the role of the director/producer.

JOU 121

Title: Photojournalism

Credit Hours: 3

Description: Provides an introductory, hands-on course in black-and-white photography, with an emphasis on photojournalistic techniques, processing and printing. This course includes an investigation of word/pictures relationships in creating photo essays for publications.

JOU 206

Title: Intermediate Newswriting and Editing

Credit Hours: 3

Description: 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 as the environment, religion, science, medical, public safety and business.
PreRequisite: Placement Level ENG121, REA090 and JOU 106

JOU 215

Title: Publications Production and Design

Credit Hours: 3

Description: Provides for students participation in the planning, writing, design and production processes of a non-newspaper publication.
PreRequisite: Placement level ENG 121 and REA 090

JOU 221

Title: Newspaper Design I

Credit Hours: 3

Description: Provides students with experience in newswriting, editing, design, layout and advertising for newspaper production. Students may be required to work on the college newspaper or other news-oriented publications.

PreRequisite: Level placement scores ENG 121 and REA 090

JOU 222

Title: Newspaper Design II

Credit Hours: 3

Description: Allows students to build their newspaper production experience through work on the college newspaper or other approved news-oriented publications.

PreRequisite: Placement level ENG 121 and completion of JOU 221

LITERATURE

LIT 115 (State Guaranteed Transfer Course)

Title: Introduction to Literature I

Credit Hours: 3

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

LIT 125

Title: Study of the Short Story

Credit Hours: 3

Description: 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

Title: Study of Poetry

Credit Hours: 3

Description: 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.

LITERATURE (cont.)

LIT 201 (State Guaranteed Transfer Course)

Title: Masterpieces of Literature I

Credit Hours: 3

Description: Examines significant writings in world literature from the ancients through the Renaissance. Emphasizes careful readings and understanding of the works and their cultural backgrounds.

LIT 202 (State Guaranteed Transfer Course)

Title: Masterpieces of Literature II

Credit Hours: 3

Description: Examines significant writings in world literature from the seventeenth century to the present. Emphasizes careful reading and understanding of the works and their cultural backgrounds.

LIT 211 (State Guaranteed Transfer Course)

Title: Survey of American Literature I

Credit Hours: 3

Description: 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.

LIT 212 (State Guaranteed Transfer Course)

Title: Survey of American Literature II

Credit Hours: 3

Description: 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.

LIT 235

Title: Science Fiction

Credit Hours: 3

Description: Examines the techniques and issues of science fiction through a close reading a variety of writers in the genre.
PreRequisite: ENG 121

LIT 241

Title: Studies in American Drama

Credit Hours: 3

Description: Introduces students to 20th century American dramatic literature. Students read representative American plays and view filmed versions of them. The course focuses on analysis and examines themes, historical and social contexts, and traditions in American literature and American theater.

PreRequisite: College-level reading and writing skills.

LIT 245

Title: Literature of the American West

Credit Hours: 3

Description: Examines works in various genres by writers of the American West. It investigates the dominant themes and social and historical backgrounds

LIT 246

Title: Literature of Women

Credit Hours: 3

Description: Examines the techniques and themes in literature by and about women by examining women's issues form various genres.

LIT 255

Title: Children's Literature

Credit Hours: 3

Description: 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.

MACHINING TECHNOLOGY

MAC 102

Title: Blueprint Reading

Credit Hours: 3

Description: Students read blueprints and interpret symbols, notes dimensions and tolerances.

MAC 105

Title: Introduction to Machining Technology

Credit Hours: 4

Description: Introduces the student to the changing era of machining technology, emphasizing terminology, referencing and applications related to manufacturing environments. Covers safety procedures, use of bench tools, layout procedures, materials, precision measuring tools, lathe machining processes such as determining speeds and feeds, drilling turning, facing, lathe tool recognition and cutoff machines and other machining/manufacturing processes will be stressed. Skill competencies and standards will be identified. Use of the Machinery's Handbook will be strictly required and particular competencies may require performance evaluations.

MAC 110

Title: Introduction to Engine Lathe

Credit Hours: 3

Description: Introduces basic lathe applications which will consist of identifying lathe components and controls, understanding turning safety, calculating speeds and feeds, using various tools and tool holders, identifying basic tool geometry, and the use of common lathe spindle tooling. Students will perform basic lathe operations, which will consist of facing, center-drilling, chuck turning, turning between centers, boring, grooving, and knurling. Students will be required to produce specified parts to a tolerance of +/- .004 in. and perform competencies set by manufacturing standards.

MAC 111

Title: Intermediate Engine Lathe

Credit Hours: 3

Description: Teaches students the threading process using tap and die tooling to cut unified screw threads to a Class 3 fit, generate angles with the compound rest within one degree, ream holes concentric within .001 inches, determine cutting speeds, and perform facing and turning operations.

PreRequisite: MAC 101 MAC 102 MAC 110

MAC 112

Title: Advanced Engine Lathe

Credit Hours: 4

Description: Prepares students to form radius, single-point sae and isometric threads, turn spherical radius, use a radius gauge, and work within .0005 inches tolerance externally.

PreRequisite: MAC 111

MAC 113 (Attention: Starts Second Semester)

Title: Engine Lathe Setups and Operations IV

Credit Hours: 4

Description: Teaches students to hold .0005 tolerance internally, use an arbor and a sine bar. Students will learn the four jaw chuck setup, multiple lead in threading, tool post grinder setup and radius cutting operations.

PreRequisite: MAC 112

MACHINING TECHNOLOGY (cont.)

MAC 120

Title: Introduction to Milling Machine

Credit Hours: 3

Description: Teaches students to identify the major parts of the vertical mill, align a vise, use an indicator, edge finder, simple layout procedures, determine speeds and feeds perform simple indexing, mill flat, square surfaces and slots, drill, and tap holes, and work within a plus or minus .002 inch tolerance.

MAC 121

Title: Intermediate Milling Machine

Credit Hours: 3

Description: Prepares students to determine hole locations by use of the DRO (digital read out), coordinates and degrees, use a rotary table, use a jig bore to drill holes by the coordinate method, and work within plus or minus .001 inch tolerance.

PreRequisite: Mac 120

MAC 123

Title: Advanced Milling Machine

Credit Hours: 4

Description: Covers the use of multiple axis indexers, angle vise, and other speciality devices. Boring head operations are kept within .0001 inch tolerance.

PreRequisite: MAC 121

MAC 201

Title: Introduction to CAD/CAM I

Credit Hours: 4

Description: This combined lecture/lab gives an overview of Computer Aided Design(CAD) and Computer Aided Manufacturing(CAM). Students will be able to design and draft new ideas and create extensive G code programming to make parts with CNC capabilities. Students will create 2D and 3D geometries/tool paths for use on CNC Mills and Lathes.

PreRequisite: Blue Print Reading, MAC 102

MAC 202

Title: CNC Milling Operations II

Credit Hours: 4

Description: Prepares students to write basic computer numerical control (CNC) Mill part programs. G and M codes, math related to CNC, setups, speeds and feeds, threading, chamfering, 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.

PreRequisite: MAC 201

MAC 221

Title: Surface Grinder Setups and Operations

Credit Hours: 3

Description: Teaches students how to identify major parts and accessories of the surface grinder and grind flat, vertical, and angular surfaces to a tolerance of .0002 position and size. Behaviors of metal characteristics through grinding, heating, cooling, shaping, and the stresses related to their mechanical properties are covered.

MAC 275

Title: Special Topics

Credit Hours: 0.5

MaxCredit: 6

Description: This course provides students with a vehicle to pursue in depth exploration of special topics of interest.

MAC 285

Title: Independent Study

Credit Hours: 0.5

MaxCredit: 6

Description: Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

PreRequisite: Permission of the Instructor.

MANAGEMENT

MAN 226

Title: Principles of Management

Credit Hours: 3

Description: This course is a survey of the principles of management. Emphasis will be on the primary functions of planning, organizing, staffing, directing, and controlling with a balance between the behavioral and operation approach.

MARKETING

MAR 216

Title: Principles of Marketing

Credit Hours: 3

Description: 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 217

Title: E-Commerce Marketing

Credit Hours: 3

Description: Explores new marketing strategies that have emerged as areas of information technology and the Internet have evolved. This course examines traditional marketing concepts of buying behavior, promotion, production and others, and then redefines them as they apply to marketing on the World Wide Web. Web fundamentals, e-marketing trends, strategies, models and research will be examined.

MAR 220

Title: Principles of Advertising

Credit Hours: 3

Description: 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.

MATHEMATICS

MAT 030

Title: Fundamentals of Mathematics

Credit Hours: 2

Description: Includes the vocabulary, operations and applications of whole numbers, decimals and basic fractions and mixed numbers.

PreRequisite: Math Assessment

MAT 060

Title: Pre-Algebra

Credit Hours: 3

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

PreRequisite: MAT 030 or Math Assessment

MATHEMATICS (cont.)

MAT 090

Title: Introductory Algebra

Credit Hours: 4

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

PreRequisite: Successful completion of Math 060 (grade of "C" or better) or Math assessment

MAT 106

Title: Survey of Algebra

Credit Hours: 4

Description: Emphasizes problem solving with further study of equations, slope, inequalities, systems of equations, polynomials, quadratic equations, rational expressions, rational exponents, radical expressions, graphing and applications. A graphing calculator or equivalent software may be utilized.

PreRequisite: Successful completion of Math 090 (Grade "C" or better) or assessment

MAT 107

Title: Career Math

Credit Hours: 3

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

PreRequisite: Mat 090 or assessment

For the Office Technologies Certificate and Degree, MAT 060 is acceptable for a prerequisite

MAT 112

Title: Financial Mathematics

Credit Hours: 3

Description: Covers topics including pricing, taxes, insurance, interest, annuities, amortization, investments using financial calculators and spreadsheets.

PreRequisite: MAT 060 or equivalent

MAT 120 (State Guaranteed Transfer Course)

Title: Math for the Liberal Arts

Credit Hours: 4

Description: 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.

Prerequisite: Survey of Algebra or equivalent competency

MAT 121 (State Guaranteed Transfer Course)

Title: College Algebra

Credit Hours: 4

Description: Includes a brief review of intermediate algebra, equations, and inequalities, functions and their graphs, exponential and logarithmic functions, linear and nonlinear systems, selection of topics from among graphing of the conic sections, introduction to sequences and series permutations and combinations, the binomial theorem and theory of equations.

PreRequisite: Survey of Algebra or equivalent competency

MAT 122 (State Guaranteed Transfer Course)

Title: College Trigonometry

Credit Hours: 3

Description: Covers topics including trigonometric functions (with graphs and inverse functions), identities and equations, solutions of triangles, complex numbers, and other topics as time permits. This is a traditional prerequisite course to the calculus sequence.

PreRequisite: MAT 121 or equivalent.

MAT 123

Title: Finite Mathematics

Credit Hours: 3

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

Prerequisite: Survey of Algebra or equivalent competency

MAT 125 (State Guaranteed Transfer Course)

Title: Survey of Calculus

Credit Hours: 4

Description: Includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential, and logarithmic functions for business, life science and/or social science majors.

PreRequisite: College Algebra (MAT 121) or Finite Mathematics (or equivalent) or permission of the instructor.

MAT 135 (State Guaranteed Transfer Course)

Title: Introduction to Statistics

Credit Hours: 3

Description: Includes data presentation and summarization, introduction to probability concepts and distributions, statistical inference—estimation, hypothesis testing, comparison of populations, correlation and regression.

PreRequisite: Introductory Algebra or equivalent competency

MAT 155 (State Guaranteed Transfer Course)

Title: Integrated Math I

Credit Hours: 3

Description: Covers topics including natural numbers, integers, rational numbers, relations, functions, and equations. This course is the first of a two-course sequence which provides a survey of Mathematical concepts from arithmetic, statistics, and algebra. Concepts are taught through modern techniques including application exercises.

PreRequisite: MAT 090 or equivalent competency

MAT 156 (State Guaranteed Transfer Course)

Title: Integrated Math II

Credit Hours: 3

Description: Continuation of MAT 155, covering the topics of fundamentals of probability, statistics, and Euclidean geometry. When applicable laboratory techniques are employed.

PreRequisite: MAT 155

MAT 166

Title: Pre-Calculus

Credit Hours: 5

Description: Reviews college algebra and college trigonometry intended for those planning to take calculus. Topics include algebraic manipulations, properties of algebraic and trigonometric functions and their graphs, trig identities and equations, conic sections, polar coordinates and parametric equations.

PreRequisite: Survey of Algebra or equivalent competency

MATHEMATICS (cont.)**MAT 201 (State Guaranteed Transfer Course)****Title: Calculus I**

Credit Hours: 5

Description: Introduces single variable calculus and analytic geometry. Includes limits, continuity, derivatives, and applications of derivatives as well as indefinite and definite integrals and some applications.
PreRequisite: MAT 121, MAT 122 or equivalent.

MAT 202 (State Guaranteed Transfer Course)**Title: Calculus II**

Credit Hours: 5

Description: Continuation of single variable calculus which will include techniques of integration, polar coordinates, analytic geometry, improper integrals, and infinite series.

PreRequisite: MAT 201 or permission of instructor.

MAT 203**Title: Calculus III**

Credit Hours: 4

Description: Completes the traditional subject matter of the Calculus. Topics include vectors, vector-valued functions, and multivariable calculus including partial derivatives, multiple integrals, line integrals and application.

PreRequisite: MAT 202 or equivalent

MAT 266**Title: Differential Equations with Linear Algebra**

Credit Hours: 4

Description: Covers first and second order differential equations, series solutions, Laplace transforms, linear algebra, eigenvalues, first order systems of equations, and numerical techniques are covered.

PreRequisite: MAT 202; CoRequisite: MAT 203

MULTIMEDIA GRAPHIC DESIGN**MGD 101****Title: Introduction to Computer Graphics**

Credit Hours: 3

Description: 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**Title: Introduction To Multimedia**

Credit Hours: 3

Description: 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 107**Title: History of Design**

Credit Hours: 2

Description: 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**Title: Adobe Photoshop I**

Credit Hours: 3

Description: concentrates on the high-end capabilities of raster photo-editing software as a illustration, design and photo-retouching tool. Students explore a wide range of selection and manipulation techniques that can be applied to photos, graphics and videos.

MGD 112**Title: Adobe Illustrator I**

Credit Hours: 3

Description: 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 design.

MGD 113**Title: Quark XPress**

Credit Hours: 3

Description: Introduces students to Quark XPress, 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**Title: Adobe InDesign**

Credit Hours: 3

Description: Introduces students to InDesign, a page layout program that integrates seamlessly with other Adobe design programs. InDesign delivers creative freedom and productivity to DTP. Class discussions and independent projects supplement hands-on classroom work.

MGD 116**Title: Typography I**

Credit Hours: 3

Description: Introduces the history and concepts of typography as applied to graphic communications. Explores appropriate use of typography in a variety of design applications, emphasizing the basic design principles of typographic compositions and typesetting. Covers type recognition and typographic terms.

MGD 133**Title: Graphic Design I**

Credit Hours: 3

Description: Focuses upon the study of design layout and conceptual elements concerning graphic design projects such as posters, advertisements, logos, and brochures.

MGD 141**Title: Web Design I**

Credit Hours: 3

Description: Introduces the fundamentals of HTML syntax using a simple text editor to create a web page. Web-safe colors and the use of graphic editors will be explored. Students study web aesthetics and intuitive interface design. The course emphasizes file organization and layout including tables and frames.

MGD 143**Title: Web Motion Graphic Design I**

Credit Hours: 3

Description: Stresses creation of animated GIFs and dynamic, interactive media for Web applications. Students will learn how to draw objects, create symbols, and assemble motion tweens.

MGD 150**Title: Legal Issues in Multimedia**

Credit Hours: 3

Description: Educates the student about the unique business legal con

MULTIMEDIA GRAPHIC DESIGN (cont.)

cerns that media producers face. These include media contracts, labor issues, libel, and privacy rights. We will pay special attention to the use and protection of copyrights and trademarks; both of other people and of the students' own works.

MGD 175

Title: Special Topics

Credit Hours: 0.5

MaxCredit: 6

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

MGD 178

Title: Seminar/Workshop

Credit Hours: 0.5

MaxCredit: 6

Description: Provides students with an experiential learning experience.

MGD 180

Title: Internship

Credit Hours: 0.5

MaxCredit: 6

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 207

Title: Illustration I

Credit Hours: 3

Description: 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 and color art with emphasis on design and the creation of art for reproduction.

PreRequisite: ART 121, MGD 133

MGD 213

Title: Electronic Prepress

Credit Hours: 3

Description: Explores in detail the electronic prepress process. Students examine steps for preparing a digital file for trapping, output considerations and proofing techniques. Creating effective electronic designs and efficient use of today's software programs are also covered.

MGD 233

Title: Graphic Design II

Credit Hours: 3

Description: Continues instruction in idea development for advanced graphic design.

PreRequisite: MGD 133 or instructor permission

MGD 258

Title: Web Design Production

Credit Hours: 3

Description: Stresses web site development and usability issues, as well as, pre-production, production and post-production concepts. Students will prepare project evaluations, objectives and analysis reports, project budgets and time-lines, content outlines, storyboards, and flow charts. Students will also examine interactive interface design for several Web applications. Projects will vary from semester to semester.

MGD 268

Title: Commercial Art Business

Credit Hours: 2

Description: Presents a guide to freelance work and a study of business

practices and procedures unique to commercial art including billing rates, client management, business forms, employee management, taxes, licenses, registration, bid processes and self-promotion. Course may include visits by professionals in the field and discussion of career opportunities and professional organizations.

MGD 275

Title: Special Topics

Credit Hours: 0.5

MaxCredit: 6

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

MGD 278

Title: Seminar/Workshop

Credit Hours: 1

MaxCredit: 6

Description: Provides students with an experiential learning opportunity.

MGD 280

Title: Internship

Credit Hours: 0.5

MaxCredit: 6

Description: 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 285

Title: Independent Study

Credit Hours: 0.5

MaxCredit: 6

Description: Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

MGD 289

Title: Capstone

Credit Hours: 0.5

MaxCredit: 6

Description: A demonstrated culmination of learning within a given program of study.

MEDICAL OFFICE TECHNICIAN

MOT 132

Title: Medical Transcription I

Credit Hours: 4

Description: Provides basic knowledge, understanding and skills required to transcribe medical dictation with accuracy, clarity and timeliness, applying the principles of professional and ethical conduct.

MASSAGE THERAPY

MST 105

Title: Lifestyle Wellness

Credit Hours: 1

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

MST 111

Title: Basic Massage Therapy

Credit Hours: 4

Description: 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

MASSAGE THERAPY (cont.)

strokes of Swedish massage. Students also learn techniques of seated massage.

MST 113

Title: Professional Massage

Credit Hours: 3

Description: 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

Title: Seminar

Credit Hours: 0.5

MaxCredit: 6

Description: Provides students with an experiential learning opportunity.

MST 184

Title: Clinical Massage

Credit Hours: 3

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

MST 204

Title: MST Business Practices

Credit Hours: 2

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

MST 284

Title: Clinical Massage

Credit Hours: 3

Description: 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.

MUSIC

MUS 100

Title: Fundamentals of Music Theory

Credit Hours: 3

Description: Designed to help the beginning music student, or those students with a limited background in music theory, study the basic elements of music, including notation, rhythm, scales, key signatures, intervals and chords

MUS 110

Title: Music Theory I

Credit Hours: 3

Description: Presents music fundamentals, diatonic four-part harmony, analysis, ear training, and keyboard harmony. For music majors transferring to a 4-year program

PreRequisite: MUS 100 or permission of the instructor.

CoRequisite: MUS 112

MUS 111

Title: Music Theory II

Credit Hours: 3

Description: Presents chromatic four-part harmony, analysis, ear training, and keyboard harmony.

PreRequisite: Music 110 Music Theory I and MUS 112 - Ear

Training/Sight Singing I

CoRequisite: MUS 113 - Ear Training/Sight Singing II

MUS 112

Title: Ear Training/Sight-singing I Lab

Credit Hours: 1

Description: Presents exercises in sight-singing with melodic and rhythmic dictation.

PreRequisite: Follow sequence of MUS 100 or 101, or equivalent proficiency

CoRequisite: MUS 110 - Theory I

MUS 113

Title: Ear Training/Sight-singing II Lab

Credit Hours: 1

Description: Presents exercises in sight-singing with melodic and rhythmic dictation.

PreRequisite: Follow sequence of MUS 112 or equivalent proficiency

CoRequisite: MUS 111 - Theory II

MUS 120 (State Guaranteed Transfer Course)

Title: Music Appreciation

Credit Hours: 3

Description: Covers the basic materials of music, musical forms, media, genres and musical periods. Emphasizes the development of tools for intelligent listening and appreciation.

MUS 121 (State Guaranteed Transfer Course)

Title: Music History I

Credit Hours: 3

Description: 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.

MUS 122 (State Guaranteed Transfer Course)

Title: Music History II

Credit Hours: 3

Description: Continues Music History I with a study of music from the early Romantic period to the present.

PreRequisite: MUS 120 or MUS 121

MUS 131

Title: Music Class I

Credit Hours: 2

Description: 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.

PreRequisite: Permission of the instructor

MUS 132

Title: Music Class II

Credit Hours: 2

Description: 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.

PreRequisite: Permission of the instructor

MUS 133

Title: Music Class III

Credit Hours: 2

Description: Applies the fundamentals of music to the voice or specific musical instruments. The course also introduces basic techniques, repertoire, and sight-reading. First year, third term.

PreRequisite: Permission of the instructor

MUS 134

Title: Music Class IV

Credit Hours: 2

Description: Applies the fundamentals of music to the voice or specific musical instruments. The course also introduces basic techniques, reper

MUSIC (cont.)

toire, and sight-reading. First year, fourth term.

PreRequisite: Permission of the instructor

MUS 141

Title: Private Instruction I

Credit Hours: 1 or 2

Description: 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. First year, first term.

PreRequisite: Class instruction or permission of the instructor. An additional fee is required.

MUS 142

Title: Private Instruction II

Credit Hours: 1 or 2

Description: 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. First year, second term.

PreRequisite: Class instruction or permission of the instructor. An additional fee is required.

MUS 143

Title: Private Instruction III

Credit Hours: 1 or 2

Description: 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. First year, third term.

PreRequisite: Class instruction or permission of the instructor. An additional fee is required.

MUS 144

Title: Private Instruction IV

Credit Hours: 1 or 2

Description: 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. First year, fourth term.

PreRequisite: Class instruction or permission of the instructor. An additional fee is required.

MUS 151

Title: Ensemble

Credit Hours: 1

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

PreRequisite: Permission of the instructor.

MUS 152

Title: Ensemble II

Credit Hours: 1

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

PreRequisite: Permission of the instructor

MUS 153

Title: Ensemble III

Credit Hours: 1

Description: Rehearses and performs various types of musical literature. First year, third term.

PreRequisite: Permission of the instructor.

MUS 154

Title: Ensemble IV

Credit Hours: 1

Description: Rehearses and performs various types of musical literature. First year, fourth term.

PreRequisite: Permission of the instructor.

MUS 165

Title: MIDI I

Credit Hours: 2

Description: Allows people to create music easily with computers whether you are a musician or a novice. You will be creating music in a few class sessions on state-of-the-art computer, software, and sound generators. You can apply your understanding of MIDI to enhance your environment at work and at home. Some topics we will cover are: recording, editing, and playback with special sequencing software; notation software that will let you produce a copy of your musical piece/composition output; synchronization of your sound track so you may dub it onto a video tape or synchronize it with another sound output, such as a VCR, CD, etc., and other music related software and hardware possibilities.

PreRequisite: Permission of the instructor

MUS 166

Title: MIDI II

Credit Hours: 2

Description: Continues study from MUS 115 of recording, editing, and playback with special sequencing software; notation software that will let you produce a copy of your musical piece/composition output; synchronization of your sound track so you may dub it onto a video tape or synchronize it with another sound output, such as a VCR, CD, etc., and other music related software and hardware possibilities.

PreRequisite: MUS 165 or permission of the instructor

MUS 210

Title: Music Theory III

Credit Hours: 3

Description: Continues study of four-part music, including extended harmonic progressions of ninth, eleventh, thirteenth chords, extended alteration, non-chord tones, modulation and compositions

PreRequisite: MUS 110 and MUS 111

CoRequisite: MUS 212

MUS 211

Title: Music Theory IV

Credit Hours: 3

Description: Offers a continuation of chromatic harmony, analysis, ear-training, and keyboard harmony. New topics will include Impressionism and 20th Century styles of composition.

PreRequisite: MUS 210

CoRequisite: MUS 213

MUS 212

Title: Advanced Ear Training/Sight-singing I Lab

Credit Hours: 1

Description: Presents modulating and chromatic exercises in sight singing and dictation. Dictation includes four-part writing.

PreRequisite: MUS 211 or equivalent proficiency

CoRequisite: MUS 210

MUS 213

Title: Advanced Ear Training/Sight-singing II Lab

Credit Hours: 1

Description: Presents modulating and chromatic exercises in sight singing and dictation. Dictation includes four-part writing.

PreRequisite: MUS 212 or permission of the instructor

CoRequisite: MUS 211

MUSIC (cont.)

MUS 231

Title: Music Class

Credit Hours: 2

Description: Applies the fundamentals of music to the voice or specific musical instruments. The course also introduces basic techniques, repertoire, and sight-reading. Second year, first term.

PreRequisite: Permission of the instructor

MUS 232

Title: Music Class II

Credit Hours: 2

Description: Applies the fundamentals of music to the voice or specific musical instruments. The course also introduces basic techniques, repertoire, and sight-reading. Second year, second term.

PreRequisite: Permission of the instructor

MUS 233

Title: Music Class III

Credit Hours: 2

Description: Applies the fundamentals of music to the voice or specific musical instruments. The course also introduces basic techniques, repertoire, and sight-reading. Second year, third term.

PreRequisite: Permission of the instructor

MUS 234

Title: Music Class IV

Credit Hours: 2

Description: Applies the fundamentals of music to the voice or specific musical instruments. The course also introduces basic techniques, repertoire, and sight-reading. Second year, fourth term.

PreRequisite: Permission of the instructor

MUS 241

Title: Private Instruction

Credit Hours: 1 or 2

Description: 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. Second year, first term.

PreRequisite: Class instruction or permission of the instructor. An additional fee is required.

MUS 242

Title: Private Instruction II

Credit Hours: 1 or 2

Description: 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. Second year, third term.

PreRequisite: Class instruction or permission of the instructor. An additional fee is required.

MUS 243

Title: Private Instruction III

Credit Hours: 1 or 2

Description: 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. Second year, third term.

PreRequisite: Class instruction or permission of the instructor. An additional fee is required.

MUS 244

Title: Private Instruction IV

Credit Hours: 1 or 2

Description: 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. Second year, fourth term.

PreRequisite: Class instruction or permission of the instructor. An additional fee is required.

MUS 251

Title: Ensemble I

Credit Hours: 1

Description: Rehearses and performs various types of musical literature. Second year, first term.

PreRequisite: Permission of the instructor

MUS 252

Title: Ensemble II

Credit Hours: 1

Description: Rehearses and performs various types of musical literature. Second year, second term.

PreRequisite: Permission of the instructor.

MUS 253

Title: Ensemble III

Credit Hours: 1

Description: Rehearses and performs various types of musical literature. Second year, third term.

PreRequisite: Permission of the instructor

MUS 254

Title: Ensemble IV

Credit Hours: 1

Description: Rehearses and performs various types of musical literature. Second year, fourth term.

PreRequisite: Permission of the instructor

NAIL TECHNOLOGY/MANICURING

NAT 101

Title: Introduction To Sterilization, Sanitation And Safety

Credit Hours: 2

Description: 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.

PreRequisite: 16 years of age

NAT 108

Title: Introduction Of Manicuring/Pedicures/Artificial Nails

Credit Hours: 3

Description: Provides a basic introduction into the proper use of implements used in manicures, pedicures and artificial nails. Theory and practical application of proper setup, 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.

PreRequisite: 16 years of age

NAT 110

Title: Introduction to Manicures & Pedicures

Credit Hours: 3

Description: Provides a basic introduction in the proper use of implements used in manicures and pedicures. Theory and practical applica

NAIL TECHNOLOGY/MANICURING (cont.)

tion 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

Title: Intermediate Manicures & Pedicures

Credit Hours: 2

Description: 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

Title: Intermediate Sterilization, Sanitation and Safety

Credit Hours: 1

Description: Presents theory, utilization and proper methods of sterilization, sanitation and safety procedures as related to all areas of manicuring.

PreRequisite: 16 years of age/NAT 101

NAT 158

Title: Intermediate Manicuring/Pedicures/Artificial Nails I

Credit Hours: 2

Description: 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.

PreRequisite: 16 years of age/NAT 108

NAT 159

Title: Intermediate Manicuring/Pedicures/Artificial Nails II

Credit Hours: 2

Description: 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.

PreRequisite: 16 years of age/NAT 158

NAT 201

Title: Advanced Sterilization, Sanitation And Safety

Credit Hours: 1

Description: 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.

PreRequisite: 16 years of age/NAT 151

NAT 208

Title: Advanced Manicuring/Pedicures/Artificial Nails

Credit Hours: 4

Description: Provides advanced theory and practical application of manicures, pedicures and nail art techniques. Theory and advanced practical techniques of silk wraps, 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.
PreRequisite: 16 years of age/NAT 159

NAT 210

Title: Advanced Manicures & Pedicures

Credit Hours: 2

Description: 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

Title: Application of Artificial Nails

Credit Hours: 5

Description: 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 285

Title: Independent Study

Credit Hours: 0.5

MaxCredit: 6

Description: Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

PreRequisite: Permission of the Instructor.

NAT 287

Title: Supervised Occupational Studies

Credit Hours: 1

MaxCredit: 2

Description: Prepares the students for entry into the job market by exposing them to actual shop experiences prior to graduation. This will be achieved by placing students in licensed shops.

PreRequisite: 16 years of age/Student must have acquired 200 hours or better

NATURAL RESOURCES EDUCATION

NRE 102

Title: Introduction to Natural Resources Management

Credit Hours: 3

Description: Covers an overview of our natural resources, the environmental concerns related to their management, and the agencies in charge of management of natural resources.

PreRequisite: None

NURSING

NUR 101

Title: Pharmacology Calculations

Credit Hours: 1

Description: Introduces the nursing student to the concepts and techniques of dosage calculations and medication administration by a variety of routes. Learners will apply basic math concepts to complex conversion of dosages between and among various systems of weights and

NURSING (cont.)

volumes. Learners will apply critical thinking skills to the calculation and administration of medications by oral and parenteral (including intravenous) routes of administration.

PreRequisite: Acceptance into a professional nursing program

NUR 106

Title: Medical and Surgical Nursing Concepts

Credit Hours: 7

Description: Introduces the student to the role of the nurse in assessing and meeting the medical and surgical nursing needs of adults across the life span in various health care settings. The student learns nursing concepts to assist the patient in achieving optimal functioning. Knowledge from foundational nursing, the sciences, pharmacology, and nutrition along with the continued integration of mental health and cultural concepts provides foundations for nursing care planning for medical and surgical clients.

PreRequisite: Successful completion of preceding nursing program coursework or permission of program director

CoRequisite: Successful completion of concurrent nursing program coursework or permission of program director

NUR 107

Title: Nursing Concepts and Skills I

Credit Hours: 4

Description: Introduces the nursing student to applications of critical thinking and the nursing process to provide care to clients in a variety of community and acute care settings. Emphasis is on holistic health care across the health-illness continuum. Introduces learners to the clinical skills essential for the nursing role of care provider including safe and effective clinical environment, skill preparation, implementation and evaluation. Emphasizes use of caring, critical thinking, and communication while completing nursing skills.

PreRequisite: Successful completion of preceding nursing program coursework or permission of program director

CoRequisite: Successful completion of concurrent nursing program coursework or permission of the program director

NUR 108

Title: Nursing Concepts and Skills II

Credit Hours: 3

Description: Introduces more complex concepts and behaviors of nursing roles within the context of the nursing process, holistic care and health care. Emphasizes the theoretical and practical aspects of more complex nursing skills required to meet the needs of clients in a variety of settings.

PreRequisite: Successful completion of preceding nursing program coursework or permission for program director.

CoRequisite: Successful completion of concurrent nursing program coursework or permission for program director.

NUR 111

Title: Socialization into Practical Nursing

Credit Hours: 1

Description: Introduces roles and responsibilities of the graduate Practical Nurse as defined by established standards, including the Colorado Nurse Practice Act. Emphasis is placed on accountability, delegation, and perspectives in health care. Career and job readiness skills are developed.

PreRequisite: Successful completion of preceding required coursework or program director permission

CoRequisite: Successful completion-concurrent Practical Nursing/Nursing courses or permission of program director

NUR 112

Title: Basic Concepts of Pharmacology

Credit Hours: 2

Description: Introduces the basic concepts of pharmacology related to the actions, therapeutic and adverse effects, interactions of drugs, drug classifications, and the basic pharmacology of commonly used medications. Emphasis is placed on nursing considerations and client education. Learners will apply knowledge gained in selected clinical settings in caring for clients across the life-span.

PreRequisite: Successful completion of preceding required program coursework or permission of the program director

CoRequisite: Successful completion-concurrent Practical Nursing/Nursing courses or permission of program director

NUR 117

Title: Nursing Care of the Childbearing Family

Credit Hours: 3

Description: Provides a foundational course in the nursing care of the childbearing family. The focus is on normal pregnancy, physiologic and psychological changes experienced, and care of the normal newborn. The nursing process is used in identifying and meeting the needs of the childbearing family to facilitate optimal functioning. The impact of psychosocial and cultural values and practices of the childbearing family are explored. Legal and ethical issues are addressed.

PreRequisite: Successful completion of preceding required program course work or permission of program director

CoRequisite: Successful completion of concurrent coursework or permission of the program director.

NUR 118

Title: Nursing Care of Children

Credit Hours: 3

Description: Introduces the role of the nurse in meeting the individual needs of the child from infancy through adolescence in health and illness. Beginning assessment and use of the nursing process, basic growth and development, pathophysiology, nutrition, and relevant emotional, cultural and family concepts are integrated throughout.

PreRequisite: Successful completion of preceding nursing program coursework or permission of the program director

CoRequisite: Successful completion of concurrent nursing program coursework or permission of the program director

NUR 170

Title: Clinical I

Credit Hours: 1

Max Credit: 6

Description: Offers the clinical practicum to apply the related nursing theory.

PreRequisite: Completion or co enrollment in corresponding didactic nursing course.

NUR 171

Title: Clinical II

Credit Hours: 1

Max Credit: 6

Description: Offers the clinical practicum to apply the related nursing theory.

PreRequisite: Completion or co enrollment in corresponding didactic nursing course.

NUR 175

Title: Special Topics

Credit Hours: 1

Max Credit: 6

Description: Provides students with a method to pursue in depth exploration of special topics of interest.

NURSING (cont.)

NUR 206

Title: Advanced Concepts of Medical-Surgical Nursing I

Credit Hours: 5

Description: Focuses on the role of the registered professional nurse as care provider, teacher, manager, professional, and advocate in meeting the nursing needs of adults across the life span. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various health care settings.

PreRequisite: Successful completion of preceding nursing program course work or permission of the program director

CoRequisite: Successful completion of concurrent nursing program course work or program director permission

NUR 210

Title: Nursing Care of Complex Obstetrical and Pediatric Clients

Credit Hours: 5

Description: Prepares the professional nurse to comprehend and apply advanced concepts in care of the high-risk child bearing family and for children with complex health problems from birth through adolescence.

Emphasizes special needs and complications during the perinatal experience and altered functioning, special needs, and disease processes manifested in children. The nursing process is used as a framework to attain optimal levels of maternal-newborn and pediatric health and wellness. Legal and ethical accountability are integrated throughout the course.

Critical thinking skills are utilized throughout.

PreRequisite: Successful completion of preceding required program coursework or program director permission

CoRequisite: Successful completion of concurrent nursing program coursework or program director permission

NUR 211

Title: Nursing Care of Psychiatric Clients

Credit Hours: 5

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

PreRequisite: Successful completion of preceding nursing program course work or program director permission

CoRequisite: Successful completion-concurrent Practical Nursing/Nursing courses or permission of program director

NUR 216

Title: Advanced Concepts of Medical Surgical Nursing II

Credit Hours: 4

Description: Continues to focus on the role of the registered professional nurse as care provider, teacher, manager, professional, and advocate in meeting the complex medical and surgical health care needs of adult clients. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various complex health care situations and settings.

PreRequisite: Successful completion of preceding nursing program course work or program director permission

CoRequisite: Successful completion of concurrent nursing program course work or program director permission

NUR 217

Title: Leadership for Professional Nursing Practice

Credit Hours: 2

Description: Socializes the student into the graduate registered nurse role. The focus is on the exploration and analysis of contemporary nursing practice, current trends and issues impacting nursing care delivery. Advanced leadership and management concepts are discussed as

part of the nursing role.

PreRequisite: Successful completion of preceding nursing program coursework or program director permission

NUR 270

Title: Expanded Clinical I

Credit Hours: 1

MaxCredit: 6

Description: Offers the clinical practicum to apply the related nursing theory.

PreRequisite: Completion or co-enrollment in corresponding didactic nursing course.

NUR 271

Title: Expanded Clinical II

Credit Hours: 1

MaxCredit: 6

Description: Offers the clinical practicum to apply the related nursing theory.

PreRequisite: Completion or co enrollment in corresponding didactic nursing course.

NUR 288

Title: Practicum: Health and Physical Assessment for Nursing Practice

Credit Hours: 1

MaxCredit: 3

Description: Develops skills of nursing assessment across the life span using effective communication, interview techniques and beginning physical assessment. The course develops critical thinking skills in assessment, data analysis and derivation of actual/potential health needs.

PreRequisite: Successful completion of preceding program course requirements or permission of program director

CoRequisite: Successful completion of concurrent course work or permission of the program director.

NUR 289

Title: Capstone: Comprehensive Nursing Internship

Credit Hours: 2

Max Credit: 3

Description: Facilitates transition from student to graduate nurse through application of nursing principles and skills in an area of health care delivery. Critical thinking, life long learning, nursing process, caring, collaboration, and health teaching and promotion are emphasized.

PreRequisite: Successful completion of preceding nursing program course work or program director permission

CoRequisite: Successful completion of concurrent nursing program coursework or program director permission

NURSING ASSISTANT

NUA 101

Title: Certified Nurse Aide Health Care Skills

Credit Hours: 4

Description: Prepares the student to perform the fundamental skills of the nurse aide. Basic nursing skills, restorative services, personal care skills, safety and emergency care issues are covered in theory and lab. The student will learn skills that address mental health needs as well as patient/resident/client rights.

NUA 105

Title: Home Health Aide Theory

Credit Hours: 2

Description: Introduces the student to the expanding field of Home Health Nursing, The student will discover the uniqueness of Home

NURSING ASSISTANT (cont.)

Health Care and the vital role that the nursing assistant plays as part of the home care team. The student will learn how to assist home care patients with activities of daily living and maintain a safe, clean and comfortable environment. The student will also learn the differences and challenges of caring for patient in their natural home environment versus institutional settings.

PreRequisite: Successful completion of NUA 101, NUA 102, NUA 104, EMT 126

NUA 170

Title: Nurse Assistant Clinical Experience

Credit Hours: 1

Description: Applies knowledge gained from NUA 101 in a clinical setting.

PreRequisite: Successful completion of NUA 101

NUA 171

Title: Advanced Nurse Aide Clinical

Credit Hours: 1

Description: Prepares the student to move toward more independent functioning in applying knowledge and skills gained in NUA 101 and NUA 170. The student will learn skills that address cultural competency, care of the dying patient and organizational skills.

PreRequisite: Current CPR card, negative TB test or chest X-ray and current immunizations.

CoRequisite: NUA 101, NUA 170

NUA 172

Title: Nurse Aide Clinical Practice with the Elderly

Credit Hours: 1

Description: Provides theory and clinical practice of care of the elderly client, with emphasis on the special needs and problems of the client in a long-term care organization.

PreRequisite: NUA 101 and NUA 170

OCCUPATIONAL SAFETY & HEALTH

OSH 100

Title: Introduction to Occupational Safety & Health

Credit Hours: 1

Description: Introduces the student to the occupational safety and health field. Subject topics include general safety and health concepts and terms, historical developments, legislative overview, environmental/safety regulatory framework, hazard identification, recognition, evaluation and control concepts, accident investigation, and ergonomics.

OSH 115

Title: General Industry Standards

Credit Hours: 5

Description: Provides an in-depth OSHA certification course for general industry, and a review of the current OSHA standards contained in 29 CFR 1910. The course is taught by instructors certified by the Occupational Safety and Health Administration.

OSH 125

Title: Construction Industry Standards

Credit Hours: 3

Description: Provides an in-depth OSHA certification course for construction industry and participants will review the current OSHA standards contained in 29 CFR 1926. The course is taught by instructors certified by the Occupational Safety and Health Administration.

OSH 135

Title: Case Study Evaluation

Credit Hours: 5

Description: Teaches student interpretations of the regulations for the general industry and the construction industry. Each student analyzes individual cases and courtroom proceedings. Also included is an analysis of the industrial inspection process.

Prerequisite: OSH 115 or OSH 125

OSH 145

Title: Fire Protection & Analysis

Credit Hours: 3

Description: Introduces the student to the recognition of possible fire sources and emergency procedures in the event of a fire, as well as an in-depth study of fires and the construction techniques of eliminating fires. This course includes: history of fires, types of extinguishing agents and detecting devices, construction techniques, extinguishing systems and detecting systems. National Fire Protection and Occupational Safety and Health Standards will be stressed.

OSH 146

Title: Hazardous Materials

Credit Hours: 2

Description: Provides an understanding of hazardous materials classifications systems, an overview of the regulatory requirements for the storage, use and handling of various hazardous material classes. The course will explore the safety and health hazards of specific hazardous materials, via material safety data sheets (MSDS), and through the application of labeling and placarding systems. Regulations and Standards from the Occupational Safety and Health Administration (OSHA) and the National Fire Protection Association (NFPA) will be utilized as primary sources of current hazardous material management information.

Department of Transportation (DOT) references will also be covered.

OSH 155

Title: Environmental Regulatory Framework

Credit Hours: 3

Description: Provides an overview of the regulations, which affect the environment. Regulations discussed are: EPA, SARA, CERCLA, RCRA and OSHA's role in the control of potential environmental mishaps.

OSH 165

Title: Excavation Safety

Credit Hours: 1

Description: Provides detailed information on the safety aspects of trenching and excavation. OSHA standards are stressed. Various types of sloping and shoring methods are covered, along with analysis of soil types.

OSH 215

Title: Accident Prevention

Credit Hours: 3

Description: Develops the skills needed to recognize hazards and to design elimination techniques through knowledge of accident prevention controls. Topics include Job Safety Analysis and accident investigation procedures.

OSH 225

Title: Industrial Hygiene

Credit Hours: 3

Description: Introduces students to the general concepts of Industrial Hygiene. Topics include: routes of exposure; chemical, physical and biological hazards; ventilation; noise and instrumentation. Identification, evaluation, and control of industrial health hazards are stressed.

OCCUPATIONAL SAFETY & HEALTH (cont.)

OSH 226

Title: Ergonomics: Managing Task Stress

Credit Hours: 3

Description: Familiarizes the occupational safety major with the concepts and applications of current ergonomic theory. Discussion will include work physiology, engineering anthropometry, biomechanics, workstation design and controls. Students will learn to measure successful application of ergonomic design through improved acceptance of resultant system design.

OSH 235

Title: Workers' Compensation

Credit Hours: 2

Description: Provides students with an overview of Colorado Insurance Regulations and will explain how to design and implement a 'Certified Risk Management Program'. Students will receive reference material to aid them in designing a certified program.

OSH 245

Title: Safety Program Planning/Administration

Credit Hours: 3

Description: Explores the practical application methods used in developing and administering a safety and health/accident prevention plan. This plan will be developed to meet the current Occupational Safety and Health Administration's Standards.

Prerequisite: OSH 215 Accident Prevention

OSH 246

Title: Safety Training Methods

Credit Hours: 3

Description: Introduces students to current safety training methods. Topics stressed are: organization, preparation, and delivery.

OSH 247

Title: Construction Safety Program Plan/Administration

Credit Hours: 3

Description: Explores the practical application methods used in developing and administering a safety and health/accident prevention plan specific to the building trades. This plan will be developed to meet the current safety and health plan recommendations developed jointly by OSHA and the National Association of Home Builders

OSH 255

Title: Industrial Hygiene Instrument Lab

Credit Hours: 3

Description: Provides a laboratory course where students will gain hands-on skills and knowledge on various monitoring instruments used in the safety profession.

Prerequisite: OSH 225 or Instructor's Consent

OSH 281

Title: Internship

Min Credit: 1

Max Credit: 6

Description: Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

PreRequisite: Permission of the instructor

OSH 285

Title: Independent Study

Credit Hours: 2

Description: Meets the individual needs of students. Students engage in

occupational safety-related research projects under the direction of a qualified instructor.

Prerequisite: Permission of the instructor

PHYSICAL EDUCATION

PED 100

Title: Beginning Golf

Credit Hours: 1

Description: 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 101

Title: Baseball

Credit Hours: 1

Description: Assesses the student's skill level in baseball. Emphasizes skill testing and game participation.

PED 102

Title: Volleyball

Credit Hours: 1

Description: 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 103

Title: Softball

Credit Hours: 1

Description: Introduces and improves skill level in softball. Emphasizes the elements of softball including rules of play, variations of play, equipment, skill technique, and offensive and defensive play and strategies.

PED 105

Title: Basketball

Credit Hours: 1

Description: This course is designed to introduce and improve student skill level in basketball. The primary emphasis will be on teaching the student the elements of basketball rules, offensive and defensive footwork, shooting, passing, dribbling, rebounding, team play, and game strategies.

PED 110

Title: Fitness Center Activity I

Credit Hours: 1

Description: 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

Title: Fitness Center Activity II

Credit Hours: 1

Description: 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.

PreRequisite: PED 110

PHYSICAL EDUCATION (cont.)

PED 116

Title: Weight Training

Credit Hours: 1

Description: This course offers basic instruction and practice in weight training. Students utilize weight-training equipment in accordance to their abilities and goals. Emphasis is placed upon weight training equipment orientation, correct lifting techniques, and basic program design for men and women. 30 Contact Hours.

PED 121

Title: Step Aerobics

Credit Hours: 1

Description: 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 136

Title: Advanced Weight Training

Credit Hours: 2

Description: This course offers guided instruction and independent practice in weight training for men and women. Students practice various weight-training techniques in accordance with their abilities. Emphasis is placed upon physiological considerations, equipment orientation, correct lifting techniques, program design, and nutrition.

PED 137

Title: Varsity Sports

Credit Hours: 1

Description: This course is designed to allow the student-athletes an opportunity to participate in a competitive varsity sports program.
PreRequisite: Permission of the instructor.

PHYSICAL EDUCATION & RECREATION

PER 113

Title: Introduction to Physical Education and Sport

Credit Hours: 2

Description: To study the field of physical education and sports. Trends, precedents and their effects in the health and total wellness of those involved.

PER 250

Title: Social Recreation and Leadership

Credit Hours: 3

Description: Enables the student to study effective leadership methods and techniques used in social recreation programming. Students experience actual settings of appropriate activities in community organizations with different age groups.

PER 260

Title: Sports Officiating

Credit Hours: 2

Description: Provides knowledge on basic fundamentals for all officials - how to deal with crowds and knowing the state organizations and their purposes.

PER 266

Title: Coaching and Officiating Softball

Credit Hours: 2

Description: The objective is to provide students with an understanding of teaching and analyzing the correct technique, skills, and basic knowledge to interact the game of softball.

PER 267

Title: Coaching and Officiating of Baseball

Credit Hours: 2

Description: Studies the techniques and strategies of coaching competitive baseball to obtain background and understanding of the rules and positions of umpiring baseball.

PER 269

Title: Coaching and Officiating of Basketball

Credit Hours: 2

Description: Presents the techniques and strategies of coaching competitive basketball. Students obtain background and understanding of rules and techniques of officiating basketball.

PHILOSOPHY

PHI 111 (State Guaranteed Transfer Course)

Title: Introduction to Philosophy

Credit Hours: 3

Description: Introduces significant human questions and emphasizes understanding the meaning and methods of philosophy. Includes human condition, knowledge, freedom, history, ethics, the future, and religion.
PreRequisite: College level reading and writing skills.

PHI 112 (State Guaranteed Transfer Course)

Title: Ethics

Credit Hours: 3

Description: 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.
PreRequisite: College level reading and writing skills.

PHI 113 (State Guaranteed Transfer Course)

Title: Logic

Credit Hours: 3

Description: 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.
PreRequisite: College level reading and writing skills.

PHI 114

Title: Comparative Religions

Credit Hours: 3

Description: This course introduces students to the similarities and differences among concepts predominant in the major world religions, comparing sociological, philosophical, and phenomenological similarities between major world faiths. It is designed to transfer to any four-year college philosophy, religious studies or humanities department.
PreRequisite: college level reading and writing skills.

PHOTOGRAPHY

PHO 101

Title: Photography I

Credit Hours: 3

Description: This course is an introduction to black and white photography as a fine art medium and develops skills necessary for basic camera and lab operations.

PHO 102

Title: Photography II

Credit Hours: 3

Description: This course is a further exploration in camera and lab operations with an emphasis on individual creativity. It includes the development of a comprehensive portfolio.
PreRequisite: PHO 101 or demonstrated competency

PHOTOGRAPHY (cont.)

PHO 103

Title: Color Photography I

Credit Hours: 3

Description: This course covers the fundamentals of color photography such as color theory and light, production, processing and printing color negatives

PreRequisite: PHO 101

PHO 203

Title: Color Photography II

Credit Hours: 3

Description: Designed for students who are approaching a personal style and aesthetic in the medium of color photography. It is an extension of Color Photography I. Personal expression will be stressed through individual critiques.

PreRequisite: PHO 103

PHO 205

Title: Digital Photography I

Credit Hours: 3

Description: This course provides each student with an introduction to the basic concepts of digital imaging as applied to Photography. With hands-on experience using applicable technology, modern developments will be presented which have led to the present applications of digital imaging, which combine traditional photographic ideas with electronic media. The student will have the opportunity 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.

PHYSICS

PHY 105 (State Guaranteed Transfer Course)

Title: Conceptual Physics

Credit Hours: 4

Description: Focuses on mechanics, heat, properties of matter, electricity and magnetism, light and modern physics. Incorporates laboratory experience.

PreRequisite: none

PHY 111 (State Guaranteed Transfer Course)

Title: Physics: Algebra-Based I with Lab

Credit Hours: 5

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

PreRequisite: MAT 121

PHY 112 (State Guaranteed Transfer Course)

Title: Physics: Algebra-Based II with Lab

Credit Hours: 5

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

PreRequisite: PHY 111

PHY 211 (State Guaranteed Transfer Course)

Title: Physics: Calculus-Based I with Lab

Credit Hours 5

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

CoRequisite: MAT 201 Calculus I

PHY 212 (State Guaranteed Transfer Course)

Title: Physics: Calculus-Based II with Lab

Credit Hours: 5

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

PreRequisite: PHY 211 Physics: Calculus-Based I

POLITICAL SCIENCE

POS 105 (State Guaranteed Transfer Course)

Title: Introduction to Political Science

Credit Hours: 3

Description: Survey of the discipline of political science, including political philosophy and ideology, democratic and nondemocratic governments, and processes, and international relations.

POS 111 (State Guaranteed Transfer Course)

Title: American Government

Credit Hours: 3

Description: Includes the background of the U.S. Constitution; the philosophy of American government; general principles of the Constitution; federalism; civil liberties; public opinion and citizen participation; political parties, interest groups, and the electoral process; and the structure and functions of the national government.

POS 205

Title: International Relations

Credit Hours: 3

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

POS 225

Title: Comparative Governments

Credit Hours: 3

Description: Focuses on a comparison of the basic features of selected developed and developing countries. Topics include ideologies, political parties, interest groups, and governmental institutions.

PSYCHOLOGY

PSY 101 (State Guaranteed Transfer Course)

Title: General Psychology I

Credit Hours: 3

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

PreRequisite: None

PSYCHOLOGY (cont.)

PSY 102 (State Guaranteed Transfer Course)

Title: General Psychology II

Credit Hours: 3

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

PreRequisite: None

PSY 235 (State Guaranteed Transfer Course)

Title: Human Growth and Development

Credit Hours: 3

Description: Examines human development from conception through death emphasizing physical, cognitive, emotional and psychosocial factors.

PSY 237

Title: Child and Adolescent Psychology

Credit Hours: 3

Description: Explores human development from conception through adolescence, emphasizing physical cognitive, emotional, and psychosocial factors.

PSY 238

Title: Child Development

Credit Hours: 3

Description: Focuses on growth and development of the individual from conception through childhood, emphasizing physical, cognitive, emotional, and psychosocial factors.

PSY 249

Title: Abnormal Psychology

Credit Hours: 3

Description: Examines abnormal behavior and its classification, causes, treatment, and prevention.

READING

REA 030

Title: Basic Reading Skills

Credit Hours: 2

Description: Focuses on strategies for word attack, vocabulary development, stages of reading and basic reading comprehension.

PreRequisite: Reading Assessment

REA 060

Title: Foundations of Reading

Credit Hours: 3

Description: Focuses on strategies for vocabulary development, improved reading comprehension, and enrichment.

PreRequisite: REA 030 or Assessment scores appropriate for placement

REA 090

Title: College Preparatory Reading

Credit Hours: 3

Description: Enables the student to apply strategies for improving comprehension, developing vocabulary, and increasing rate for reading college textbooks.

PreRequisite: REA 060 or Assessment scores appropriate to placement.

RADIO & TELEVISION

RTV 101

Title: Radio Programming and Production I

Credit Hours: 3

Description: Focuses on radio programming, formats and audience rating survey, basic and sophisticated communications systems, history of broadcasting, broadcasting and production equipment, and program broadcast systems and propaganda.

CoRequisite: RTV 106

RTV 107

Title: Television Studio Production

Credit Hours: 3

Description: Examines principles and techniques of basic television production and direction in a laboratory setting using commercial television broadcast equipment for broadcast and institutional video productions.

CoRequisite: RTV 102

RTV 108

Title: Principles of Audio

Credit Hours: 3

Description: This course introduces the fundamentals of audio production from pre-production to post-production, including linear and esktop audio-digital and analog.

RTV 110

Title: News Writing and Reporting

Credit Hours: 3

Description: Emphasizes gathering, writing, and reporting radio and television news and development of communication medium style. Covers the legal system in relation to news reporting ethics. Addresses professional news-sorting and writing software for IBM compatible computers.

CoRequisite: CIS100

RTV 136

Title: Broadcast Announcing

Credit Hours: 3

Description: Introduces the field of broadcast announcing, including the techniques and proficiencies involved in announcing for radio and television. Students will acquire practice in announcing and narration with an emphasis on voice, diction, writing and performance.

RTV 210

Title: Audio Mixing

Credit Hours: 3

Description: This course includes the fundamentals of audio mixing from the audio source to final master. It will explain the principles of mixing, the technical foundations of audio recording, analyze the principles of acquiring, manipulating, recording, and final mixing of audio, discuss the differences between digital and analog recording. Finally, students will summarize the function of microphones, audio sources, recording devices, and speakers, and complete recording exercises and projects according to provided guidelines, as well as demonstrate linear and non-linear master mixing.

PreRequisite: RTV 108

RTV 211

Title: Radio Programming and Production II

Credit Hours: 3

Description: Focuses on styles of writing and reporting news, editorials, interviews, and commentaries; station logs and announcing styles and techniques; the Federal Communications Commission with emphasis on politics and serving the public interest; job finding and advancing in broadcasting; women in broadcasting; drama; and specialized produc

RADIO & TELEVISION (cont.)

tion. Includes sports casting and weather casting.

PreRequisite: RTV 101

CoRequisite: RTV 107

RTV 212

Title: Advanced Television Production

Credit Hours: 3

Description: 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.

PreRequisite: RTV 102, RTV 107

CoRequisite: RTV 217

RTV 260

Title: Broadcast Management

Credit hours: 3

Description: Introduces the field of broadcast management as applied to day-to-day radio and television station operations, broadcast law, broadcast promotion, sales, research, ratings, logs, demographics and human relations in the broadcast workplace and arena.

RTV 280

Title: Internship- TV Studio/Video Production II

Credit Hours: 3

Description: Provides experience in a commercial television station or an allied industry.

RTV 281

Title: Internship in the News-KEPC Radio

Credit Hours: 3

Description: Enables the student to cover news events, actualities, and report several regular newscasts on KEPC.

SCIENCE

SCI 155 (State Guaranteed Transfer Course)

Title: Integrated Science I

Credit Hours: 4

Description: Examines the nature of energy and matter, their interactions and changes, and the application of fundamental concepts to the study of our natural world.

SCI 156 (State Guaranteed Transfer Course)

Title: Integrated Science II

Credit Hours: 4

Description: Examines earth and biological systems, living and non-living environments, through the application and refinement of fundamental energy and matter concepts.

SOCIOLOGY

SOC 101 (State Guaranteed Transfer Course)

Title: Introduction to Sociology I

Credit Hours: 3

Description: Examines the basic concepts, theories, and principles of sociology as well as human culture, social groups, and the social issues of age, gender, class, and race.

SOC 102 (State Guaranteed Transfer Course)

Title: Introduction to Sociology II

Credit Hours: 3

Description: 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.

SOC 205

Title: Sociology of Family Dynamics

Credit Hours: 3

Description: 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.

PreRequisite: ENG 100, SOC 101 or consent of the instructor

SPANISH

SPA 101

Title: Conversational Spanish I

Credit Hours: 3

Description: 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

Title: Conversational Spanish I

Credit Hours: 3

Description: Offers students the skills necessary to understand and speak Spanish. The material continues to cover basic conversations patterns, expressions, and grammar.

PreRequisite: SPA 101 or permission of instructor.

SPA 111

Title: Spanish Language I

Credit Hours: 5

Description: Deals with the development of functional proficiency in listening, speaking, reading and writing the Spanish language. Note: The order of the topics and methodology will vary according to individual texts and instructors.

SPA 112

Title: Spanish Language II

Credit Hours: 5

Description: Continues Spanish Language I in the development of functional proficiency in listening, speaking, reading and writing the Spanish language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

PreRequisite: SPA 111 or instructor permission.

SPA 115

Title: Spanish for the Professional I

Credit Hours: 3

Description: Designed as an introduction to a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others.

PreRequisite: College Level Reading

SPA 211

Title: Spanish Language III

Credit Hours: 3

Description: 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

SPANISH (cont.)

methodology will vary according to individual texts and instructors.
PreRequisite: SPA 112 or instructor permission.

SPA 212

Title: Spanish Language IV

Credit Hours: 3

Description: 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.

PreRequisite: SPA 211 or instructor permission.

SPEECH

SPE 115

Title: Public Speaking

Credit Hours: 3

Description: Combines the basic theory of speech communication with public speech performance skills. Emphasis is on speech delivery, preparation, organization, support, and audience analysis.

SPE 125

Title: Interpersonal Communication

Credit Hours: 3

Description: 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.

THEATRE

THE 105 (State Guaranteed Transfer Course)

Title: Introduction to Theatre Arts

Credit Hours: 3

Description: Includes discussions, workshops, and lectures designed to discover, analyze and evaluate all aspects of the theatre experience: scripts, acting, directing, staging, history, criticism and theory.

THE 111

Title: Acting I

Credit Hours: 3

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

CoRequisite: THE 105 is recommended.

THE 112

Title: Acting II

Credit Hours: 3

Description: Continues to explore basic acting techniques and approaches including scene study, improvisation, and intermediate script analysis. It includes practical application through classroom performance.

PreRequisite: THE 111 or permission of instructor. THE 105 is strongly advised.

THE 115

Title: Stage Movement for Actors

Credit Hours: 3

Description: Introduces the vocabulary of human movement, techniques of physical training, and anatomy and kinesiology for the actor. The course includes forms of basic dance and the coordination of movement with vocal delivery.

THE 116

Title: Technical Theatre

Credit Hours: 3

Description: Introduces hands-on methods of constructing and painting

114

scenery and properties and operating stage lighting. Students also learn the proper procedures of using shop equipment and serving on stage crews.

THE 126

Title: Auditioning for Musical Theater

Credit Hours: 3

Description: 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

Title: Theatre Production

Credit Hours: 3

Description: 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. PreRequisite: ENG 060, REA 090, THE 111, and or THE 112 or faculty consent.

THE 132

Title: Theatre Production

Credit Hours: 3

Description: 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. PreRequisite: ENG 060, REA 090, THE 111, and or THE 112 or faculty consent.

THE 141

Title: Improvisation I

Credit Hours: 1

Description: Helps students learn improvisation skills for performance and character development. Emphasis is placed on "Second City" style of improvisation.

THE 142

Title: Improvisation II

Credit Hours: 1

Description: Helps students continue developing improvisation skills learned in THE 141. Exercises are more advanced and difficult. Level of instruction is appropriate for experienced and/or advanced actors.

THE 152

Title: Production Stage Management I

Credit Hours: 3

Description: Focuses on the basics of stage management, including making a stage manager's book, organizational methods and protocols of production, calling cues in production and personnel relationships and responsibilities.

THE 211 (State Guaranteed Transfer Course)

Title: Development of Theatre I

Credit Hours: 3

Description: Surveys the history and evolution of drama from Ancient Greece to the Renaissance, emphasizing all aspects of the art from period values to analysis of dramatic literature and performance.

THE 212 (State Guaranteed Transfer Course)

Title: Development of Theatre II

Credit Hours: 3

Description: 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.

THEATRE (cont.)

THE 213

Title: Intermediate Acting I

Credit Hours: 3

Description: continues Acting Theatre 112. Emphasis is on artistic concentration of voice and movement. A detailed character biography is required.

THE 216

Title: Theatre Lighting and Design

Credit Hours: 3

Description: Focuses on the theory and practice of stage lighting. Topics include basic electrical theory, color theories, rigging and design of lighting for the performing arts.

THE 231

Title: Theatre Production III

Credit Hours: 3

Description: 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

Title: Theatre Production IV

Credit Hours: 3

Description: 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. PreRequisite: ENG 060, REA 090, THE 111, and or THE 112 or faculty consent.

THE 246

Title: Rehearsal & Performance

Credit Hours: 1

Description: Gives the student actor practical experience in a real acting environment. Through the audition and rehearsal process the student's imagination and creative potential will be stimulated. Special attention will be given to characterization, stage movement, speech techniques, dramatic form and the rehearsal / production / performance process. The successful rehearsal and presentation of the current production to the public will be the focal point of their activities. Previous acting experience is helpful but not required.

THE 247

Title: Rehearsal & Performance II

Credit Hours: 2

Description: Gives the student actor practical experience in a real acting environment. Through the audition and rehearsal process the student's imagination and creative potential will be stimulated. Special attention will be given to characterization, stage movement, speech techniques, dramatic form and the rehearsal / production / performance process. The successful rehearsal and presentation of the current production to the public will be the focal point of their activities. Previous acting experience is helpful but not required.

THE 275

Title: Special Topics: Theatre

Credit Hours: 0.5

MaxCredit: 6

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

THE 283

Title: Internship

Credit Hours: 0.5

MaxCredit: 6

Description: Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

THE 285

Title: Independent Study

Credit Hours: 1

MaxCredit: 3

Description: Emphasizes structured and guided, individualized study that is organized and tailored around the interests and needs of the individual student.

WELDING

WEL 102

Title: Oxyacetylene Joining Processes

Credit Hours: 4

Description: 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.

PreRequisite: WEL 101 or instructor permission

CoRequisite: May be taken concurrently with WEL 101

WEL 113

Title: Oxyfuel and Plasma Cutting

Credit Hours: 2

Description: Outlines the skills needed to set up equipment and perform cutting and gouging operations utilizing the oxyacetylene and plasma arc cutting processes.

WEL 121

Title: Structural Welding I

Credit Hours: 3

Description: Covers theory and practice in oxyacetylene processes with emphasis toward AWS welder qualification with mild steel electrode E-7018 welding in the horizontal and vertical position.

PreRequisite: None

WEL 122

Title: Structural Welding II

Credit Hours: 3

Description: Continues WEL 121 with final emphasis toward AWS welder qualification with mild steel electrode E-7018 qualification test in the 2G, 3GU, and 4G position.

PreRequisite: WEL 121

WEL 124

Title: Introduction to Gas Tungsten Arc Welding

Credit Hours: 4

Description: 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

Title: Introduction to Gas Metal Arc Welding

Credit Hours: 4

Description: Covers welding in all positions and on various joint configurations using the GMAW (mig) welding process on carbon steel, stain

WELDING (cont.)

less 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 175

Title: Special Topics

Credit Hours: 1

Max Credit: 6

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

PreRequisite: permission of instructor

WEL 178

Title: Workshop

Credit Hours: 1

Max Credit: 6

Description: Provides students with an exceptional learning experience.

PreRequisite: To be determined by the instructor.

WEL 179

Title: Workshop

Credit Hours: 1

Max Credit: 6

Description: Provides students with an exceptional learning experience.

PreRequisite: To be determined by the instructor. CoRequisite: To be determined by the instructor.

WEL 203

Title: Flux Cored Arc Welding I

Credit Hours: 4

Description: Covers safety inspections, minor repairs, operating parameters, operation of FCAW equipment utilizing self shielded wire, and principles of joint design, preparation, and material selection to welding operations.

WEL 224

Title: Advanced Gas Tungsten Arc Welding

Credit Hours: 4

Description: 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.

PreRequisite: WEL 124 or Instructor's Approval

WEL 230

Title: Pipe Welding I

Credit Hours: 4

Description: 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 231

Title: Pipe Welding II

Credit Hours: 4

Description: 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.

PreRequisite: WEL 230 or instructor permission

CoRequisite: May be taken concurrently with WEL 230

WEL 275

Title: Special Topics

Credit Hours: 1

Max Credit: 6

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

PreRequisite: instructor permission

WEL 285

Title: Independent Study

Credit Hours: 1

Max Credit: 6

Description: Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

PreRequisite: Permission of the instructor

WEL 287

Title: Cooperative Education

Credit Hours: 1

Max Credit: 6

Description: Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

PreRequisite: To be determined by the instructor.



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