

2008-2010
CATALOG

TWO LOCATIONS

ONE GREAT COLLEGE

TRINIDAD STATE

JUNIOR COLLEGE

TRINIDAD

ALAMOSA

EST. 1925

President's Welcome

Since it began in 1925, Trinidad State Junior College has focused continually on student success.

College is about balance – the fun times that will be long remembered – the academics and/or career and technical training will provide you with lifetime skills and knowledge. You will meet professors that you will never forget and have stories that will enlighten your grandchildren!

We are family at Trinidad State Junior College. Our classes are small in size and you will receive the individualized attention you deserve. Trinidad State Junior College's excellent programs are energizing and dynamic led by faculty dedicated to your success. Faculty and staff, as well as our community partners, will assist you in acquiring the education needed to be a skilled professional in the workforce of this 21st Century.

I encourage you to take your education seriously because an education is the one thing in life that can never be taken from you. As you surf our website, know that we are committed to helping you achieve your dream!

Sincerely,



Ruth Ann Woods,
President



About this catalog...

The 2008-2010 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 the Special Populations Coordinator on your campus, at your earliest convenience. For more information on Special Populations please contact the Student Service office. Trinidad Campus (719) 846-5621; Valley Campus in Alamosa (719) 589-7035.

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) 846-5534 or Affirmative Action Director for the Colorado Community College and Occupational Education System, 1391 N. Speer Blvd., Suite 600, Denver, Colorado (800) 204-2554, (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 www.ccs.edu as course numbers and course competencies are completed.



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Getting around...

See the **Trinidad and Valley Campus in Alamosa maps on the following pages.**

THE TRINIDAD CAMPUS

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

The **Berg Administration Building** was built in 1941. Located within this building are administrative offices and classrooms for business and other art and science programs. The business and office technologies area is equipped with state-of-the-art computer labs.

The **Boyd Technology Center** is the home of TSJC-TV channel 63. This building also has a smart classroom and houses the instructional technology department.

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

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

The **Massage Therapy Building** contains the classrooms, laboratory and a clinic which is open to the public.

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 **Mining Tech Building**, located off-campus, accommodates Diesel Mechanics, Heavy Equipment, and the Line Tech Program. A Heavy Equipment simulation lab is also available at this site.

The **Mullen Building** has well-equipped shops for various career and technical programs including Gunsmithing, CAD/CAM, Cosmetology, and Engineering.

The **Sullivan Student Center** contains a dining hall, game room, bookstore and other student facilities. This building functions as a center for student social and recreational activities. The Student Center also has a general purpose room for public meetings.

The **Samuel Freudenthal Memorial Library** at Trinidad State Junior College has a book collection of approximately 55,885 volumes and 67 periodical subscriptions.

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. A weight and aerobics room is available for our students.

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

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

Residence halls

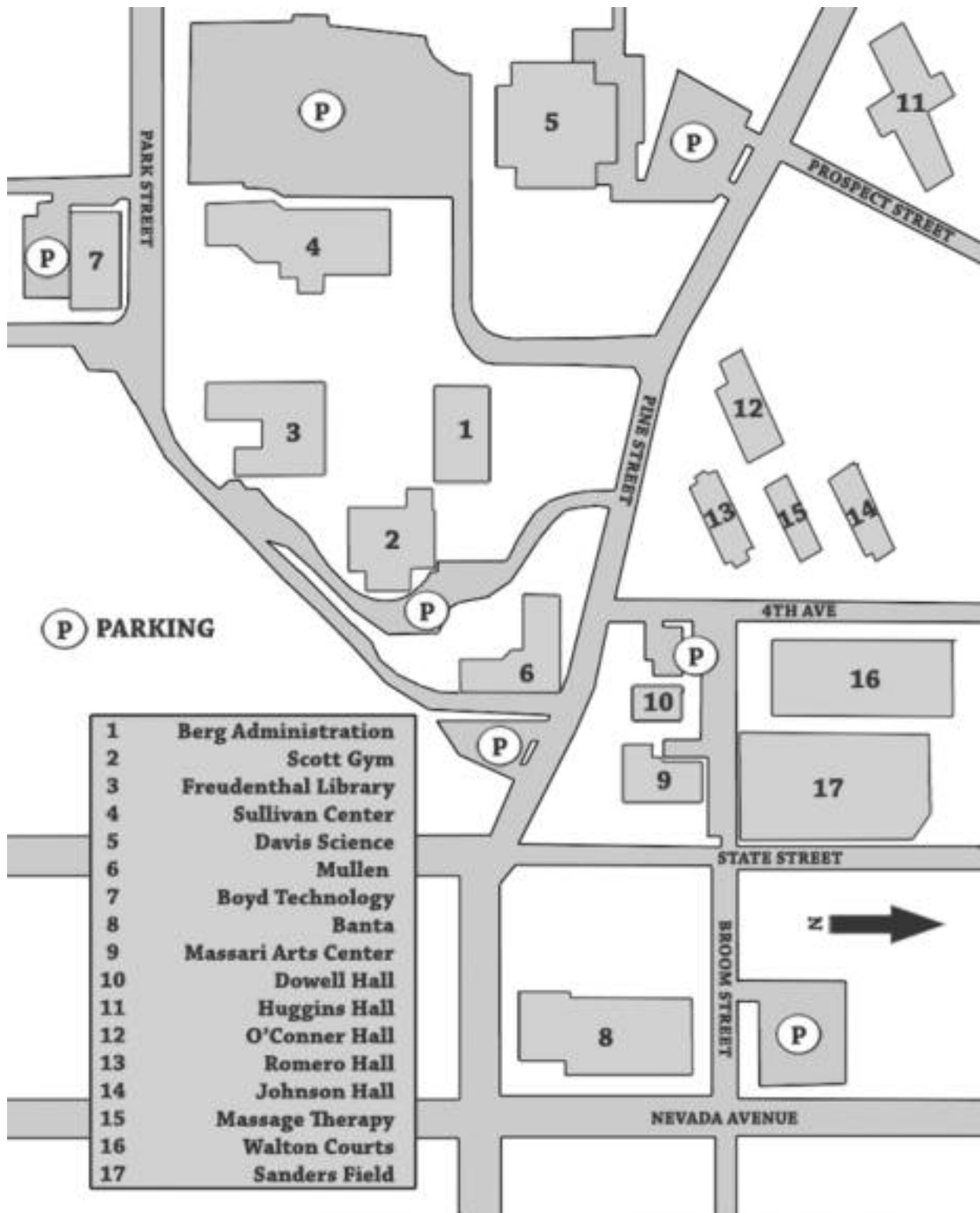
Huggins Hall is the largest of the four residence halls and is for male students.

Johnson Hall is available to student residents.

O'Connor Hall is designated for female students.

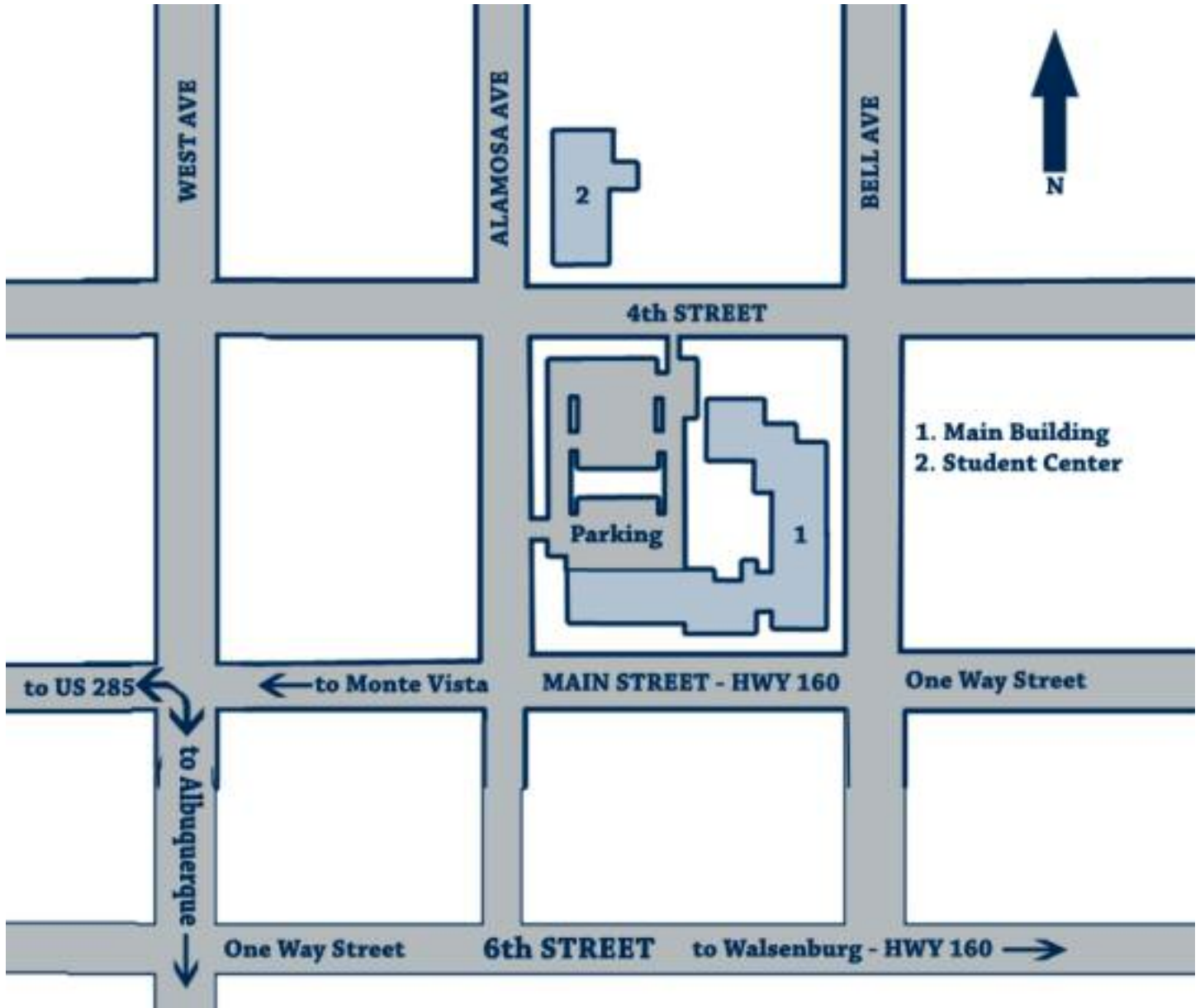
Romero Hall is for male residents only and houses many of the Gunsmithing students.

...Trinidad Campus

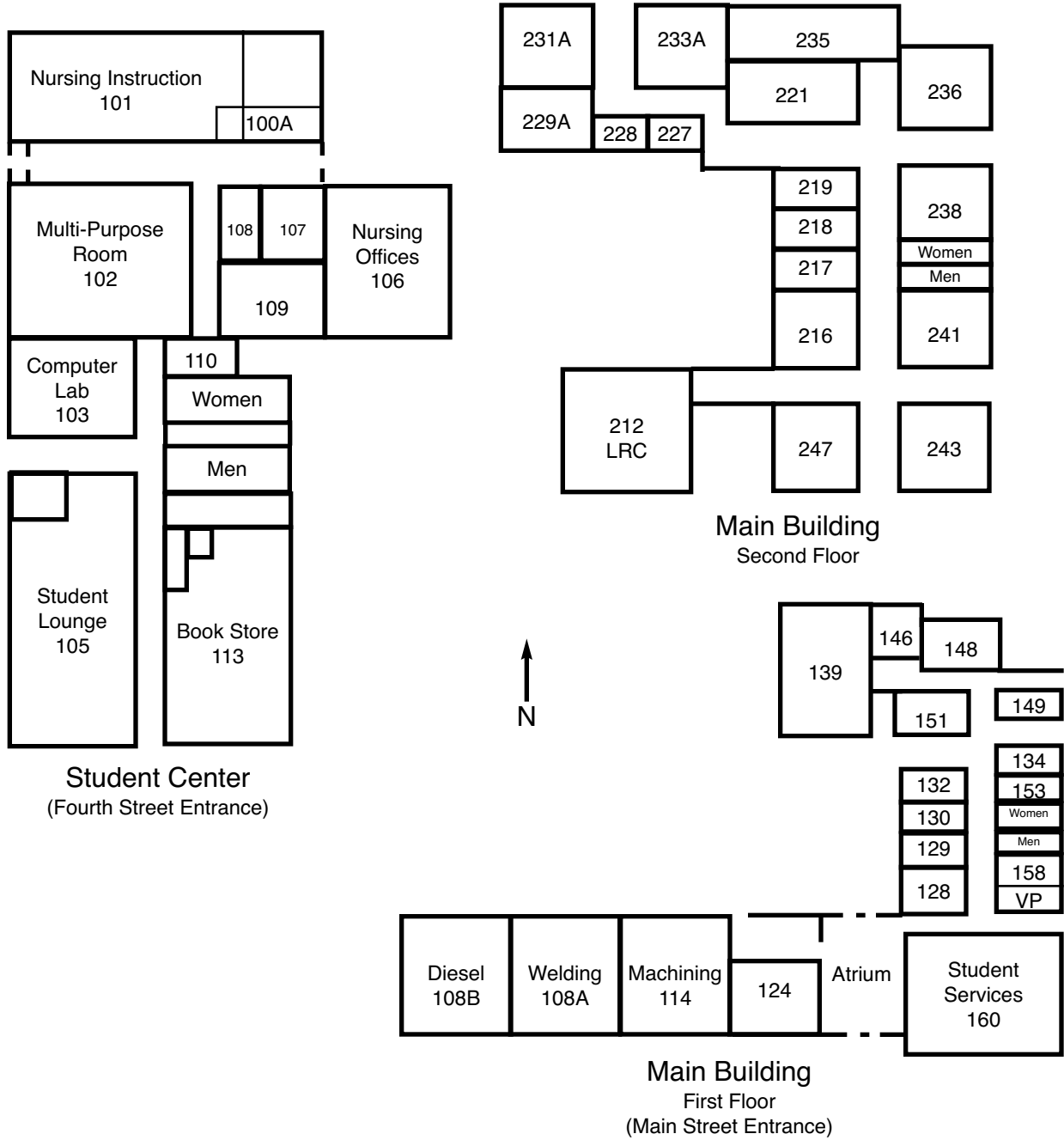


Getting around...

THE VALLEY CAMPUS IN ALAMOSA



...Valley Campus



Need more information

Trinidad Campus
 600 Prospect Street
 Trinidad, CO 81082
 Toll Free 1-800-621-TSJC (8752)
 FAX: 719-846-5620

Admissions Office.....719-846-5621
 Director of Auxiliaries719-846-5544
 Director of Housing719-846-5497
 Associate Director of Housing.....719-846-5458
 Director of Financial Aid719-846-5553

Service	Location	Extension
Admissions	Berg 201	5621
Advising - Arts and Science	Berg 201	5557
Advising - CTE	Berg 201	5650
Adult Basic Ed. (GED)	Dowell Hall	5698
Adult Education Services	Dowell Hall	5682
Affirmative Action	Berg 218	5534
Alumni/Development	Berg 108	5520
Arts and Sciences	Berg 210	5474
Accuplacer Test/Learning Center	Library 300	5664
Athletics	Scott Gym	5519
Bookstore	SSC	5610
Career & Technical Education	Berg 201	5559
Educational Opportunity Center (EOC)	Berg 209	5689
Financial Aid	Berg 209	5553
Food Services	SSC	5629
Identification Cards	Berg 201	5621
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
Math Science Upward Bound	Davis 114	5554
Museum	Library (lower level)	5508
Nursing	Davis 116E	5535
Security/Physical Plant	Banta Building	5618
Special Populations	Berg 210	5455
Student Activities/Student Government	SSC	5517
Student Support Services	Library 300	5655
Transcripts	Berg 201	5621
Trojan Tribune Student Newspaper	SSC 132	5517
Tutoring	Library 300	5664
Upward Bound	Davis 101	5677
Veterans' Counselor	Berg 209	5555
Writing Center	Library 304	5467

Valley Campus in Alamosa
 1011 Main Street
 Alamosa, CO 81101
 Toll Free 1-800-411-8382
 FAX: 719-589-7005

Dean of Career & Technical Education719-589-7023
 Dean of Student Services719-589-7050

Service	Room	Extension
Admissions	160	7026
Advising - Special Populations	128	7035
Adult Basic Ed. (GED)	212	7058
GED Testing	212	7060
Affirmative Action	158	7022
Accuplacer Testing	212	7058
Bookstore (Student Center)	113	7029
Continuing Education	221	7131
Financial Aid	160	7024
Identification Cards	221	7081
Job Placement	128	7031
Occupation Education	134	7023
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Student Life	217	7052
Student Government	217	7052
Tech Prep/School to Career	128	7031
Transcripts	160	7026
Tutoring	212	7058
Veterans' Counselor	160	7024



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 known 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. Having a population of nearly ten thousand, Trinidad is recognized for the convenience and friendliness of a small town. Recreation parks for camping and fishing are nearby. Trinidad has two golf courses. One, a nine-hole golf course is considered to be one of the best in the state. The other is a new 18-hole Jack Nicklaus designed course.

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.

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 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.

VALLEY CAMPUS IN ALAMOSA

The TSJC Valley Campus in Alamosa was accredited in 1998 as a branch campus of Trinidad State Junior College by the Higher Learning Commission of the North Central Association of Colleges and Schools. It is located in Alamosa, Colorado, which is in the center of the San Luis Valley. Circled by mountains the valley encompasses an area 122 miles long and 74 miles wide, is the highest alpine desert in America, and has an average elevation of 7500



HISTORY

Trinidad State Junior College, the oldest two-year college in Colorado, offers the academic and vocational programs you desire. Our faculty and staff provide the personalized attention you deserve with a student to faculty ratio of about 20 to 1. TSJC's Trinidad campus has been accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools since 1962. Trinidad State Junior College grants Associate of Arts degrees, Associate of Science degrees, Associate of General Studies degrees, Associate of Applied Science degrees, and Certificates of Completion. Graduates of TSJC are able to transfer the academic credits earned to other 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 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 advice to the college administration. Members of the Advisory Council represent Las Animas County, Huerfano County and the San Luis Valley.

The year 2008 marked eighty-three years of educational excellence for TSJC. The College has grown from its enrollment of thirty-seven students in 1926 to its present head count of about two thousand students annually between both campuses. To meet its students' needs, Trinidad State Junior College has two sites: the original campus in Trinidad, and the Valley Campus in Alamosa located in the heart of the San Luis Valley.



ft. above sea level. The sun sets over the beautiful San Juan mountain range in the west and in the east the Great Sand Dunes National Monument, the largest natural sand dunes in America, lays at the base of the spectacular Sangre de Cristo mountains. Eleven “fourteener” peaks surround the valley. The TSJC Valley Campus serves the six counties which comprise the San Luis Valley: Alamosa, Conejos, Costilla, Mineral, Rio Grande, and Saguache. With a population of approximately 8,600, Alamosa is the hub of the valley and is located only 40 miles from the New Mexico border.

Additional notable attractions in the area include: Rio Grande Scenic Railroad; Cumbres and Toltec Scenic Railroad; 186 million acre Rio Grande National Forest; Alamosa and Monte Vista National Wildlife Refuges; San Luis Lakes State Park; 100,000 acre Medano-Zapata Ranch preserve; Rio Grande River (third longest river in the U.S.); Penitente Canyon, noted for rock climbing, three natural hot springs, an alligator farm and UFO tower. Outdoor activities available: hunting, camping hiking, boating, water and snow skiing, snowboarding, fishing, golfing (three locations), birding, 4-wheeling and special events such as the nationally acclaimed Crane festival and Ski-Hi Stampede along with rodeos and fairs.

Highway transportation in the Valley includes U.S. Highway 285 which comes from New Mexico in the south, merges with 160 in Alamosa going west, and then resumes as 285 going north from Monte Vista. Highway 160 extends the width of the valley from east to west. A commercial airline with daily flights to Denver operates out of Alamosa.

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 Valley Campus, as well as several area high schools and other Colorado Community Colleges, provides opportunity for interactive video conferencing. 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 www.trinidadstate.edu/osh/. This option for obtaining a Degree or Certificate in Occupational Safety and Health 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.

Trinidad State Junior College has continued to update computer laboratories, equipment, and peripherals needed to achieve student success and retention. TSJC is one of the few community colleges in Colorado with a completely wireless campus, both in Trinidad and Alamosa.

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 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 2008, with a result of continued eight-year accreditation.

The TSJC Nursing Program is approved by the Colorado State Board for Nursing. Additionally 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

TRINIDAD STATE JUNIOR COLLEGE PHILOSOPHY STATEMENT AND OBJECTIVES

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 choices
- 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 interrelationships 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.



Admissions

WELCOME!

Admission to Trinidad State Junior College is open to all Colorado high school graduates, non-graduates of high school who are 17 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 courses 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 Offices in Berg 201 or at the Student Services Office on the Valley Campus Room 160.
2. Take the Accuplacer test in the Learning Center (Library 300-Trinidad Campus) or in the Resource Center on the Valley Campus Room 212. 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 Valley Campus Room 160, 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.

STUDENT CLASSIFICATION

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

ACADEMIC YEAR

- **Freshman:** Completion of fewer than 30 semester credit hours
- **Sophomore:** Completion of 30 or more semester credit hours
- **Unclassified:** Previously awarded a degree at the associate level or above

ADMISSION STATUS

- **New Student:** Attending TSJC for the first time
- **Continuing Student:** Attended TSJC and are a continuing student
- **Readmitted Student:** 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 Room 160 on the Valley 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 freshman. 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.

READMISSION (Former Students)

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 Service's 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 respective Student Service's Office. Students seeking readmission are advised to complete the above requirements well in advance of scheduled registration dates.

VETERAN EDUCATION AND SERVICES

(Located in the Berg Building, Room 209, or the Student Services Office Room 160 on the Valley Campus). Trinidad State Junior College has been approved for veterans' training under Chapter 30 Title 38, Chapter 31, Chapter 35 Title 38(DEA) USC, and Chapter 1606/1607 Title 10 USC. A staff person is provided by Trinidad State Junior College for assistance with application process for Veteran's Educational Program benefits.

Standards of Progress are set forth for veterans and eligible students receiving benefits under Chapter 30, 31, 35 Title 38 United States Code in compliance with V.A. Regulations 14253, 14277 and Chapter 1606/1607 Title 10 USC.

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:

1. The student may provide an official ACT score sheet indicating that his/her scores are at least 18 in English, 23 in mathematics, and 17 in reading.

2. 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.
3. The student has completed the required college level English or math course at another accredited institution with a C or better.
4. The students may present an official transcript indicating that he/she possesses an associate degree or higher college degree.
5. The student has enrolled specifically for employment in-service and/or upgrading.
6. 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 developmental courses within their first 30 credit hours.

DEVELOPMENTAL COURSES

Developmental courses include academic skills courses that are prerequisite to the level of work expected for college level instruction. Developmental courses are not allowed as degree credit for an Associate of Arts (AA), Associate of Science (AS), Associate of General Studies (AGS) 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 educational 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 Room 160 on the Valley Campus for individual sessions with students. Services available include academic advising, transfer and 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 Room 160 on the Valley Campus. This program al-

lows 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 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 their 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) must re-apply for admission and should familiarize themselves with the registration procedures by obtaining a schedule of classes from the respective 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 AND 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 an advisor who monitors 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 prerequisites 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

In Trinidad, 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. The Valley Campus students can make residence hall accommodations through Adams State College.

FOOD SERVICE

Food service for the Trinidad Campus is provided in the dining hall of the Sullivan Student Center. Commuter students can purchase coupons for meals. Meals may also be purchased on a cash basis.

TSJC ACADEMIC SUPPORT SERVICES

TRINIDAD CAMPUS

The **Samuel Freudenthal Memorial Library** has a book collection of approximately 55,885 volumes and 67 periodical subscriptions.

The library utilizes the Auto-Graphic 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 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-on-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 individualized computer tutorials in reading, math and English, free to any student upon request.

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. Leaders are generally 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 developmental mathematics from fundamental math to Survey of Algebra. 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. Students may complete a course early and begin working on the next course during the same semester. 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 encompasses all developmental reading and writing classes. Small classes are taught with as much individualized attention as possible. Writing classes are lecture courses and incorporate computer generated exercises as well as Writing Center help. Reading classes, which may or may not be taught using the Lindamood-Bell method for decoding words, are also taught as lecture. Reading classes incorporate comprehension skills such as identifying the main idea and supporting details, interacting with read material, critical thinking, and visualization.

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

VALLEY CAMPUS

The Learning Resource Center offers:

- The Valley Campus, Learning Resource Center (LRC), room 212 provides professional tutoring to students in the academic subjects. The LRC also serves as a testing center for the accuplacer testing plus other computerized testing services.
- Library services are provided to Valley Campus students through the Adams State College Library located six blocks from the Valley Campus in Alamosa. Additionally, the students have computer access to the same on-line electronic databases, including Britannica Online, SIRS, FirstSearch, Ebscohost, and ProQuest that are provided by the Samuel Freudenthal Memorial Library on the Trinidad campus.
- Accuplacer testing for college placement, and tutors in math, reading, writing, and other subjects upon request.

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 disabilities, educationally and economically

disadvantaged individuals (including foster children), individuals of limited English proficiency, individuals who participate in programs designed to eliminate gender bias, and individuals in correctional institutions. To serve these individuals, Trinidad State Junior College offers services through the Special Populations Student Services Program on both campuses.

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, Upward Bound and Math Science Upward Bound 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 can be confusing. The TSJC Educational Opportunity Center 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 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.

MATH SCIENCE UPWARD BOUND PROGRAM

The Math Science Upward Bound Program 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. On the Trinidad campus students reside in residence halls for six weeks during the summer, with follow-up services provided throughout the school year. This program is available on both campuses.

ADULT EDUCATIONAL SERVICES

The Adult Basic Education (ABE) and General Educational Development (GED) programs are committed to meeting the broad spectrum of adult and nontraditional students' educational needs in their respective communities. 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 formed community linkages. Agreements throughout TSJC's service area 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.



Student Life



Financial Matters

PAYMENT OF FEES

All tuition and fees are due and payable at the time of registration each semester. 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.

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. Students should refer to the appropriate Semester Schedule of Classes for current tuition and fees.

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 Valley Campus Room 160 for more information.

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 Chief Student Services Officer 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 SUBJECT 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 Gen-

eral 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 with consecutive enrollment).
- 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 web address for FAFSA is www.fafsa.ed.gov. Federal code for TSJC is 001368.
- Complete a Financial Aid Student Information form.
- Within four to six 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 on your respective campus 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 June 30 of the subsequent year. For example: 2008-09 academic year, June 30, 2009 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:

1. Maintain a minimum term grade point average of 2.0 or above for all classes attempted; **AND**
2. 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.

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

QUALITATIVE MEASUREMENT

Each institution will define assigned grades and their interpretations.

1. 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.
2. 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.
3. 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.

ditional 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.

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
Less than 3 credits	Number of attempted credits	NA	Less than number of attempted credits

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 completion. 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” developmental 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.

QUALITATIVE MEASUREMENT

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

- 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 edu-

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
- If they earn a term GPA below 2.0 and/or
- If they have attempted 125% of the maximum allowable credit hours for their current program.

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 1 and 2 above, 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 number 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 the third bullet point below.

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. 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

- They fail to complete 75% of the credit hours they attempt and/or
- They earn less than a 2.0 term GPA and/or
- 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:

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

A student appealing for:

1. Extension of the maximum allowable credit hours for the currently enrolled program, or
2. Funding for an additional degree and/or certificate, **MAY** be required to meet with an academic 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 submit 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 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 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. 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	\$1,563.00
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)	\$1,140.99
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, and Music. 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/ and click on prospective students.

LOANS

- **Federal Stafford Student Loan Program** The Federal Stafford Subsidized and Unsubsidized Loan enables students to borrow from banks or credit unions at a 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.
- **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

- **Federal Pell Grant** The Federal Grant Program is designed to provide financial assistance to those students who are eligible. The award varies each college year.
- **Supplemental Educational Opportunity Grant Program (SEOG)** This grant is available to students attending institutions of higher education who are eligible. Grants range from \$200 to \$4,000 per college year.
- **Colorado Student Grant Program (CSG)** This grant is available to resident students who demonstrate financial need. A student may receive up to \$5,000 per college year.
- **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

- **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 as \$4,080 during the college year. Through this program students may work up to 20 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.

- **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 \$4,080 during the two semester college year. Through this program students may work up to 20 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.



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 withdraw 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. TSJC has a campus-wide attendance policy. However, faculty members may formulate an attendance policy appropriate to the courses they teach and 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, COF or Veteran's Benefits
- U: Unsatisfactory (0 credit points per credit hour)
- I: Incomplete
- W: Withdraw

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 an associate degree or a certificate.

REQUIREMENTS FOR GRADUATION

Trinidad State Junior College awards the Associate of Arts, Associate of Science, Associate 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 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 and 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 require-

ments 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 credits and credits for prior learning that applies to the student's current program have 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 at its base.

AREAS OF ACADEMIC TRANSFER EMPHASIS FOR (AA) AND (AS) DEGREE

Art
Biology
Business Administration
Chemistry
Criminal Justice
Education (Early Childhood and Elementary Education)
Pre-Engineering
English
General Exercise Science
Forensic Science

Forensic Science Field Investigations
 Liberal Arts
 Mathematics
 Music
 Natural Resources
 Pre-Dentistry
 Pre-Medical
 Pre-Pharmacy
 Pre-Physical Therapy
 Pre-Veterinary
 Psychology
 Theatre

Gunsmithing (AAS & Certificate)
 Holistic Health (AAS)
 Line Tech. (AAS & Certificate)
 Lineman (AAS & Certificate)
 Massage Therapy (Certificate & Degree)
 Multimedia Arts (AAS & Certificate)
 Nursing Assistant (Certificate)
 Practical Nursing (Certificate)
 Nursing (AAS)
 Occupational Safety (AAS & Certificate)
 Office Technologies (AAS & Certificates)

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 and Technical Education courses.

ASSOCIATE OF APPLIED SCIENCE (AAS)

This degree, with a specific occupational field, 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, some AAS degrees and certain courses may be accepted toward a bachelor's degree at various 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 Management (Certificate)
 Automotive Service Technology (AAS & Certificate)
 Construction Technology (AAS & Certificate)
 Cosmetology (Certificates)
 Criminal Justice (AAS & Certificate)
 Early Childhood Education (AAS & Certificates)
 Emergency Medical Services (Certificates)
 EPIC: Diesel Mechanics (AAS & Certificate)
 EPIC: Heavy Equipment (AAS & Certificate)
 EPIC: Welding (AAS & Certificate)
 Graphic Design (AAS & Certificates)

VALLEY CAMPUS

Accounting (AAS & Certificate)
 Addiction Counseling (AAS & Certificate)
 Administrative Medical Assistant (Certificate)
 Agriculture Business Management (Certificate)
 Agriculture/Business (Certificate)
 Aquaculture (AAS & Certificate)
 Automotive Service Technology (AAS & Certificate)
 Barber (Certificate)
 Business Management (AAS & Certificate)
 Colorado Law Enforcement Training Academy (CLETA)
 Criminal Justice (Certificate)
 Computer Information Systems &
 Webmaster (AAS & Certificate)
 Computer & Networking Technology (AAS & Certificate)
 Construction Technology (AAS & Certificate)
 Cosmetology (Certificate)
 Early Childhood Education (AAS & Certificate)
 Emergency Medical Services (AAS & Certificate)
 Esthetician (Certificate)
 Fine Woodworking (Certificate)
 Fire Science Technologies (AAS & Certificate)
 Graphic Design (AAS & Certificate)
 Hairstyling (Certificate)
 Holistic Health & Massage Therapy (AAS & Certificate)
 Manufacturing Technologies (AAS & Certificate)
 Heavy Equipment Diesel (Certificate)
 Precision Machining (Certificate)
 Welding Technology (Certificate)
 Manicurist (Certificate)
 Nursing / LPN / RN (AAS & Certificate)
 Nursing Aide/ Home Health Aide (Certificate)
 Office Technologies (AAS & Certificate)

TIME LIMITATIONS 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 (third 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 residence halls. 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 in-

structor, 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 as such without proper attribution.

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 Chief Student Services Officer.

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 or Chief Student Services Officer. If, after reviewing the matter and discussing it with the student’s instructor, the dean or Chief Student Services Officer 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 freshmen and sophomores at 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 activities. College activities include basketball, baseball, volleyball, softball, intramurals, instrumental and choral music, and theatre on the Trinidad campus. 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: Choir, Building Trades Club, Gun Club, Theatre Club, Cosmetology Club, and Multi-Media Club.

Organizations include: AmeriCorp, Beta Beta Beta Biological Society, Food Services Committee, Phi Beta Lambda, Phi Theta Kappa, Residence Hall Council, Students In Free Enterprise (SIFE), SGA Student Senate, Skills U.S.A., Student Leadership Team, Trinidad State Junior College Ambassadors, 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. In addition there is a co-ed golf team. 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. Activities are scheduled every semester on each campus.

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 fines. 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 2008-2009 Academic Year

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

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://higherred.colorado.gov/Academics/Transfers/Students.html>

STUDENT APPEALS POLICY

If you . . .

- Graduated with an AA/AS degree,
- Completed a minimum of 35 credit hours of state-guaranteed general education courses,
- 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:

Art
Business Administration
Criminal Justice
Early Childhood Education
Elementary Education
English
General Exercise Science
Music
Psychology
Theatre

ASSOCIATE OF SCIENCE

With an emphasis in the following subjects:

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

ASSOCIATE OF ARTSTRANSFER 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.

* **Please Note** The community colleges in Colorado are approved to offer one Associate of Arts degree. This degree will have a generic major of liberal arts. The catalog may indicate areas of concentration for the Associate of Arts degree; however, all official documents and diplomas issued by the College will only indicate the awarding of an Associate of Arts degree without any indication of an area of concentration.

GENERAL EDUCATION DEGREE REQUIREMENTS

COMMUNICATION:			9 credits
ENG 121	English Composition I		3
ENG 122	English Composition II		3
COM 115/125**	Public Speaking or Interpersonal Communication		3

**This requirement is a Colorado Community College System requirement and is in addition to the State guaranteed general education transfer courses.

MATHEMATICS:			3 credits minimum
MAT 120	Mathematics for Liberal Arts		4
MAT 121	College Algebra		4
MAT 122	College Trigonometry		3
MAT 125	Survey of Calculus		4
MAT 135	Intro to Statistics		3
MAT 166	Pre-Calculus		5
MAT 201	Calculus I		5
MAT 202	Calculus II		5

PHYSICAL AND LIFE SCIENCES:			8-10 credits
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	Human Anatomy & Physiology I		4
BIO 202	Human Anatomy & Physiology II		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

SOCIAL AND BEHAVIORAL SCIENCES: 9 credits from 3 different disciplines, one of which must be history

History:			
HIS 101	History of Western Civilization I		3
HIS 102	History of 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 Science		3
POS 111	American Government		3

Geography:			
GEO 105	World Regional Geography		3
GEO 106	Human Geography		3

Human Behavior and Social Science:			
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 and Development		3
SOC 101	Introduction to Sociology		3
SOC 102	Introduction to Sociology II		3

ARTS AND HUMANITIES:
9 credits with no more than 6 credits from any one 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
THE 105	Introduction to Theatre Arts		3
THE 211	Development of Theatre I		3
THE 212	Development of Theatre II		3
SPA 211	Spanish Language III		3
SPA 212	Spanish Language IV		3

Literature & Humanities:			
HUM 121	Humanities Early Civilizations		3
HUM 122	Humanities Medieval to Modern		3
HUM 123	Humanities Modern World		3
LIT 115	Introduction to Literature		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 111	Introduction to Philosophy		3
PHI 112	Ethics		3
PHI 113	Logic		3

GENERAL EDUCATION: 38 credits
ELECTIVES 22 credits
(selected from the AA/AS Approved Electives List) **

** Electives should be selected after consulting WITH AN ACADEMIC ADVISOR and referring to appropriate four-year institutions' transfer guides.

Total Credits 60

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 four-year institution **AND** complete specified liberal arts or science baccalaureate degree in an additional 60 credits. **NOTE:** This guarantee excludes majors in Education, Business or Engineering.

Selecting Your Associate of Arts (A.A.) 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.trinidad-state.edu or contact the Advising Center (719) 846-5557, Berg 201; the Arts & Sciences Department (719) 846-5474, Berg 210; or the Student Services Office (719) 846-5621, Berg 201; or the Student Services Office on the Valley Campus, Room 160 (719) 589-7026.

ART EMPHASIS

REQUIREMENTS:

ART 111	Art History I
ART 112	Art History II

ELECTIVE RECOMMENDATIONS:

ART 121	Drawing I
ART 122	Drawing II
ART 123	Watercolor
ART 154	Sculpture I
ART 156	Figure Drawing I
ART 161	Ceramics I
ART 211	Painting I
ART 212	Painting II
PHO 101	Photography I
PHO 102	Photography II

BUSINESS ADMINISTRATION EMPHASIS

PREREQUISITES:

BTE 100*	Touch Keyboarding
BTE 102*	Basic Keyboarding Applications

* Not required if taken in high school

REQUIREMENTS:

MAT 121	College Algebra
ECO 201	Principles of Macroeconomics
ECO 202	Principles of Microeconomics
ACC 121	Principles of Accounting I
ACC 122	Principles of Accounting II
BUS 115	Introduction to Business
BUS 226	Business Statistics
CIS 118	Introduction to PC Applications

ELECTIVE RECOMMENDATIONS:

ACC 235	Computerized Accounting/Small Bus.
CIS 115	Introduction to Computers
BUS 217	Business Communication/Rept. Writing
BUS 218	Legal Environment of Business

CRIMINAL JUSTICE EMPHASIS

REQUIREMENTS:

MAT 135	Intro to Statistics
PSY 101	General Psychology I
SOC 101	Introduction to Sociology I

ELECTIVE RECOMMENDATIONS:

CRJ 110	Introductions to Criminal Justice
CRJ 111	Substantive Criminal Law
CRJ 112	Procedural Criminal Law
CRJ 125	Law Enforcement Operations
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

REQUIREMENTS:

HIS 201	U.S. History I
POS 111	American Government
GEO 105	World Regional Geography
LIT 115	Introduction to Literature OR
LIT 255	Children's Literature
ECE 101	Intro to Early Childhood Education
ECE 102	Intro to Early Childhood Lab
ECE 205	Nutrition, Health, and Safety
ECE 236	Child Growth/Development Lab
PSY 238	Child Development OR
ECE 238	Child Growth and Development
ECE 241	Human Relations for Child Development

ELECTIVE RECOMMENDATIONS:

ECE 225	Language & Cognition for Young Child
ECE 226	Creativity and the Young Child

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.

REQUIREMENTS:

MAT 155	Integrated Math I
MAT 156	Integrated Math II
SCI 155	Integrated Science I
SCI 156	Integrated Science II
HIS 201	U.S. History I
POS 111	American Government
GEO 105	World Regional Geography
LIT 115	Introduction to Literature
EDU 221	Introduction to Education
EDU 188	Practicum I
PSY 238	Child Development

ELECTIVE RECOMMENDATIONS:

CIS 118	Intro to PC Applications
LIT 255	Children's Literature

(Other electives to be determined by transfer institution)

ENGLISH EMPHASIS

REQUIREMENTS:

LIT 115 Introduction to Literature

ELECTIVE RECOMMENDATIONS:

ENG 221 Creative Writing I
 ENG 226 Fiction Writing
 ENG 231 Literary Magazine
 LIT 201 Masterpieces of Literature I
 LIT 202 Masterpieces of Literature II
 LIT 211 Survey of American Literature I
 LIT 212 Survey of American Literature II
 LIT 241 Studies of American Drama
 LIT 278 Seminar: English Honors
 THE 211 Development of Theatre I
 THE 212 Development of Theatre II

GENERAL EXERCISE SCIENCE

REQUIREMENTS:

MAT 121 College Algebra
 BIO 201 Human Anatomy & Physiology I
 BIO 202 Human Anatomy & Physiology II
 PSY 235 Human Growth and Development
 CIS 118 Introduction to PC Applications
 PER 113 Intro to Physical Education & Sport
 PER 232 Care & Prevention of Athletic Injuries

ELECTIVE RECOMMENDATIONS:

Any courses chosen from PED and/or PER.

MUSIC EMPHASIS

REQUIREMENTS:

MUS 121 Music History I
 MUS 122 Music History II

ELECTIVE RECOMMENDATIONS:

MUS 110 Music Theory I
 MUS 111 Music Theory II
 MUS 112 Ear Training/Sight Singing Lab I
 MUS 113 Ear Training/Sight Singing Lab II
 MUS 120 Music Appreciation
 MUS 141-144 Private Instruction
 MUS 151-154 Ensemble Groups
 MUS 210 Music Theory III
 MUS 211 Music Theory IV
 MUS 212 Adv. Ear Training/Sight Singing Lab I
 MUS 213 Adv. Ear Training/Sight Singing Lab II

PSYCHOLOGY EMPHASIS

REQUIREMENTS:

PSY 101 General Psychology I
 PSY 102 General Psychology II
 PSY 235 Human Growth and Development
 PSY 249 Abnormal Psychology

SOC 101 Introduction to Sociology I **OR**
 PSY 236 Social Psychology

NOTE: At least one of the above courses can be taken as an elective.

Electives under advisement 15-19 credits.

Students may wish to consult with a psychology instructor concerning appropriate courses depending on their goals. Those wishing to continue their education beyond the AA degree, for example, would probably select different courses than those wanting to enter the human services field upon completion of the AA degree.

THEATRE EMPHASIS

REQUIREMENTS:

THE 211 Development of Theatre I
 THE 212 Development of Theatre II

ELECTIVE RECOMMENDATIONS:

THE 105 Introduction to Theatre
 THE 111 Acting I
 THE 112 Acting II
 THE 116 Technical Theatre
 THE 141 Improvisation I
 THE 152 Production Stage Management
 THE 213 Intermediate Acting I
 THE 216 Theatre Lighting and Design
 THE 231 Theatre Production I
 THE 232 Theatre Production II
 THE 246 Rehearsal/Performance I
 THE 247 Rehearsal/Performance II

ASSOCIATE OF SCIENCE (A. S.) 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 four year institution **AND** complete specified liberal arts or science baccalaureate degree in an additional 60 credits.

* **Please Note** The community colleges in Colorado are approved to offer one Associate of Science degree. This degree will have a generic major of liberal arts. The catalog may indicate areas of concentration for the Associate of Science degree; however, all official documents and diplomas issued by the College will only indicate the awarding of an Associate of Science degree without any indication of an area of concentration.

ASSOCIATE OF SCIENCE(A.S.) GENERAL EDUCATION DEGREE REQUIREMENTS

COMMUNICATIONS: Requirement: 9 Credits

ENG 121	English Composition I	3
ENG 122	English Composition II	3
COM 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 three courses with no more than two courses from one 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 111	Intro to Philosophy	3
PHI 112	Ethics	3
PHI 113	Logic	3

SOCIAL AND BEHAVIORAL SCIENCES: Requirement: 9 Credits

Select three courses, one of which must be history, with no more than two courses from one 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 Science:

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
PSY 249	Abnormal Psychology	3
SOC 101	Introduction to Sociology	3
SOC 102	Introduction to Sociology II	3

MATHEMATICS:

Requirement: one course (3 to 5 credit hours)

MAT 121	College Algebra	4
MAT 122	Trigonometry	3
MAT 125	Survey of Calculus	4
MAT 201	Calculus I	5
MAT 202	Calculus II	5

PHYSICAL AND LIFE SCIENCES:

Requirement: two 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 four 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 ASSOCIATE OF SCIENCE 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.trinidad-state.edu or contact the Advising Center (719) 846-5557, Berg 201; the

DEGREE BY EMPHASIS

Arts & Sciences Department (719) 846-5474, Berg 210; or the Student Services Office (719) 846-5621, Berg 209 or the Student Services Office on the Valley Campus Room 160 (719) 589-7026.

BIOLOGY EMPHASIS

REQUIREMENTS:

MAT	121	College Algebra
BIO	111	General College Biology I
BIO	112	General College Biology II

ELECTIVE RECOMMENDATIONS:

CHE	111	General College Chemistry I
CHE	112	General College Chemistry II
PHY	111	Physics: Algebra-based I with Lab
PHY	112	Physics: Algebra-based II with Lab
BIO	152	Wildlife Biology
BIO	204	Microbiology
MAT	202	College Trigonometry
BIO	228	Field Biology III
BIO	216	Pathophysiology

CHEMISTRY EMPHASIS

REQUIREMENTS:

MAT	201	Calculus I
BIO	111	General College Biology I
CHE	111	General College Chemistry I
CHE	112	General College Chemistry II

ELECTIVE RECOMMENDATIONS:

MAT	202	Calculus II
MAT	203	Calculus III
PHY	211	Physics: Calculus-based I with Lab
PHY	212	Physics: Calculus-based II with Lab

PRE-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

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

FORENSIC SCIENCE EMPHASIS

* CSU-Pueblo transfer only

REQUIREMENTS:

MAT	135	Introduction to Statistics
CHE	111	General College Chemistry I
CHE	112	General College Chemistry II
MAT	201	Calculus I
MAT	202	Calculus II
PHY	211	Physics: Calculus-based I with Lab
PHY	212	Physics: Calculus-based II with Lab

FORENSIC SCIENCE FIELD INVESTIGATION

* UCCS transfer only

REQUIREMENTS:

MAT	135	Statistics
MAT	121	College Algebra
BIO	111	General College Biology I
BIO	201	Human Anatomy & Physiology I
BIO	202	Human Anatomy & Physiology II
CHE	111	General College Chemistry I
CHE	112	General College Chemistry II
HIS	201	U.S. History I
PSY	101	General Psychology I
SOC	101	Introduction to Sociology I
PHI	112	Ethics
BUS	216	Legal Environment of Business

MATHEMATICS EMPHASIS

REQUIREMENTS:

MAT	122	College Trigonometry
MAT	201	Calculus I

10 credits of Physical and Life Science in either BIO, CHE, or PHY

ELECTIVE RECOMMENDATIONS:

MAT	121	College Algebra
MAT	135	Introduction to Statistics
MAT	202	Calculus II
MAT	203	Calculus III
MAT	266	Differential Equation/Linear Algebra

NATURAL RESOURCES EMPHASIS

REQUIREMENTS:

MAT	121	College Algebra
BIO	111	General College Biology I
BIO	112	General College Biology II
ECO	202	Principles of Microeconomics

ELECTIVE RECOMMENDATIONS:

CHE	111	General College Chemistry I
MAT	125	Survey of Calculus
NRE	102	Intro to Natural Resources Mgmt
BIO	152	Wildlife Biology
BIO	222	General College Ecology
BIO	228	Field Biology III
GEY	111	Physical Geology
NRE	280	Internship
NRE	225	Environmental Education

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

REQUIREMENTS:

MAT	201	Calculus I
BIO	111	General College Biology I
BIO	112	General College Biology II

ELECTIVE RECOMMENDATIONS:

CHE 111	General College Chemistry I
CHE 112	General College Chemistry II
PHY 211	Physics: Calculus-based I with Lab
PHY 212	Physics: Calculus-based II with Lab
BIO 201	Human Anatomy & Physiology I
BIO 202	Human Anatomy & Physiology II

PRE-PHARMACY EMPHASIS

REQUIREMENTS:

MAT 122	College Trigonometry
MAT 201	Calculus I
CHE 111	General College Chemistry I
CHE 112	General College Chemistry II
ECO 202	Principles of Microeconomics

ELECTIVE RECOMMENDATIONS:

BIO 111	General College Biology I with Lab
BIO 112	General College Biology II with Lab
PHY 211	Physics: Calculus-based I with Lab
MAT 202	Calculus II

PRE-PHYSICAL THERAPY EMPHASIS

REQUIREMENTS:

BIO 111	General College Biology I
BIO 112	General College Biology II

ELECTIVE RECOMMENDATIONS:

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

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:

AREA OF STUDY:

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 II	3
COM 115**	Public Speaking	3

** This requirement is a Colorado Community College System requirement and is in addition to the State guaranteed general education transfer courses.

MATHEMATICS (3 semester credit hours required)

MAT 107	Career Math	3
MAT 120	Math for the Liberal Arts	4
MAT 121	College Algebra	4
MAT 122	Trigonometry	3
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

PHYSICAL AND LIFE SCIENCES (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

DEGREE BY EMPHASIS

ARTS AND 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.

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.

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 115-299

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 105-299

Geology

GEY 111-299

Graphic Design

MGD 133

History

HIS 101-299

Literature

LIT 115-299

Marketing

MAR 105-299

Mathematics

MAT 120-299

(MAT 121-299 for AS)

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

Psychology

PSY 101-299

Philosophy

PHI 111-299

Sociology

SOC 101-299

Spanish

SPA 101-299

Speech

COM 115-299

Theater

THE 105-299



Associate of Applied Science

ASSOCIATE OF APPLIED SCIENCE

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 employment in a given occupation, retrain in a new career, or for upgrading employment. 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 Career and Technical Education program areas toward their degree requirements.

TSJC CAREER AND TECHNICAL EDUCATION PROGRAM AREAS

TRINIDAD CAMPUS

- Agricultural Business Management (Certificate)
- Automotive Service Technology (AAS & Certificate)
- Construction Technology (AAS & Certificate)
- Cosmetology (Certificate)
- Commercial Vehicle Operation (Certificate)
- Computer Network Technology (AAS & Certificate)
- Criminal Justice (AAS & Certificate)
(Includes the Police Academy)
- Early Childhood Education (AAS & Certificate)
- Emergency Medical Services (AAS & Certificate)
- EPIC Heavy Equipment/Diesel Mechanics (AAS & Certificate)
- EPIC Heavy Equipment Operation (AAS & Certificate)
- EPIC Welding (AAS & Certificate)
- Esthetician (Certificate)
- Graphic Design/Commercial Art (AAS & Certificate)
- Gunsmithing (AAS & Certificate)
- Hair Styling/Hair Design (Certificate)
- Holistic Health (AAS)
- Line Technician (AAS & Certificate)
- Manicurist (Certificate)
- Massage Therapy (Certificate)
- Multimedia Arts (AAS & Certificate)
- Nursing Assistant (Certificate)
- Nursing (AAS & Certificate)
- Occupational Safety (AAS & Certificate)
- Office Technologies (AAS & Certificate)

VALLEY CAMPUS

- Addictions Counseling (AAS & Certificate)
- Administrative Medical Assistant (Certificate)
- Agribusiness & Ag Technology (AAS & Certificate)
- Agriculture Business Management (Certificate)
- Applied Technology (AAS – CCCS System Articulation)
- Aquaculture (AAS & Certificate)
- Automotive Service Technology (AAS & Certificate)
- Barbering (Certificate)
- Business Management (AAS & Certificate)
- Computer Information Systems/Webmaster (AAS & Certificate)

- Computer Network Technologies (AAS & Certificate)
- Construction Technology (AAS & Certificate)
- Cosmetology (Certificate)
- Criminal Justice (AAS & Certificate)
- Early Childhood Education (AAS & Certificate)
- Emergency Medical Services (AAS & Certificate)
- Esthetician (Certificate)
- Fine Woodworking (Certificate)
- Fire Science & Wildfire (AAS & Certificate)
- Graphic Design (AAS & Certificate)
- Hair Styling/Hair Design (Certificate)
- Holistic Health (AAS)
- Manicurist (Certificate)
- Manufacturing Technology (AAS & Certificate)
Includes Heavy Equipment Repair, Precision Machining and Welding
- Massage Therapy (Certificate)
- Nurse Aide/Home Health Aide (Certificate)
- Nursing (AAS & Certificate)
- Office Technologies (AAS & Certificate)

CTE General Education Requirement

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

- Three credits in Math: Math 107 or above
- Three credits in English: English 115 or above
- Nine credits selected from at least two of the following different disciplines: science, social and behavioral science, humanities, or COM 115. Courses to satisfy this requirement must be selected from the list of the CORE transfer or state guaranteed general education transfer courses; PHY 101 may also be taken.

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.

ADDICTIONS COUNSELING

ASSOCIATE OF APPLIED SCIENCE

GENERAL EDUCATION REQUIREMENTS:	CREDITS
ENG 121 or higher	3
COM 125	3
MAT 107 or higher	3

Select from at least two of the following disciplines: Science, Social & Behavioral Science, Humanities, or COM 115. Courses chosen to satisfy this requirement must be from the Core list.

GENERAL EDUCATION REQUIREMENT 15

ASSOCIATE OF APPLIED SCIENCE

PSY 101	General Psychology I: GT-SS3	3
PSY 102	General Psychology II: GT-SS3	3
PSY 116	Stress Management	3
PSY 215	Psychology of Adjustment	3
PSY 227	Psychology of Death and Dying: GT-SS3	3
PSY 235	Human Growth and Development GT-SS3	3
PSY 238	Child Development: GT-SS3	3
PSY 240	Health Psychology	3
PSY 249	Abnormal Psychology	3
HPR 102	CPR for Professionals	0.5
CSL 245	Professional Ethics	1
CSL 255	Infectious Diseases in Alcohol/Drug Treatment Setting	1
CSL 260	Client Records Management	1
CSL 265	Counseling Diverse Treatment Populations	1
CSL 268	Addictions Counseling Skills	1.5
CSL 269	Principles of Addictions Treatment	1.5
CSL 178	Group Counseling Skills	1.5
CSL 249	Differential Assessment of Problems Related to Psychoactive Drug Use	1
CSL 250	Motivational Interviewing	1
CSL 251	Pharmacology I for Counselors	1
CSL 252	Pharmacology II for Counselors	1
CSL 253	Cognitive Behavioral Therapy	1
CSL 175	Special Topics in ADAD	1
Total AAS Credits		60

ADDICTIONS COUNSELING CERTIFICATE LEVEL I

CSL 245	Professional Ethics	1.0
CSL 255	Infectious Diseases in Alcohol/Drug Treatment Setting	1.0
CSL 260	Client Records Management	1.0
CSL 265	Counseling Diverse Treatment Populations	1.0
CSL 268	Addictions Counseling Skills	1.5
CSL 269	Principles of Addictions Treatment	1.5
TOTAL CERTIFICATE CREDITS		7.0

ADDICTIONS COUNSELING CERTIFICATE LEVEL II

CSL 178	Group Counseling Skills	1.5
CSL 249	Differential Assessment of Problems Related to Psychoactive Drug Use	1.0
CSL 250	Motivational Interviewing	1.0
CSL 251	Pharmacology I for Counselors	1.0
CSL 252	Pharmacology II for Counselors	1.0
CSL 253	Cognitive Behavioral Therapy	1.0
TOTAL CERTIFICATE CREDITS		6.5

ADMINISTRATIVE MEDICAL ASSISTANT

MEDICAL ASSISTANT CERTIFICATE PROGRAM

The Medical Assistant program at Trinidad State is designed to prepare students for a career as a multi-skilled professional assisting doctors, mid-level health care professionals, and nurses with both front office and back office procedures. Students will be cross-trained with both administrative and physician support responsibilities.

BUS 216	Legal Environment of Business	3
BUS 217	Business Communication & Report Writing	3
CIS 118	Intro to PC Applications	3
CIS 275	Health Care Information Systems	3
MAN 226	Principles of Management	3
MOT 120	Medical Office Financial Management	3
MOT 130	Insurance Billing and Coding	3
MOT 132	Medical Transcription	4
MOT 136	Introduction to Clinical Skills	2
MOT 150	Pharmacology for Medical Assistants	3
MOT 175	Medical Terminology	2
MOT 183	Medical Assistant Internship	2
MOT 275	Medical Office Administration	3
MST 178	Anatomy for Medical Assistants	3
TOTAL CERTIFICATE CREDITS		40
Electives: MOT 189 Review for Medical Assistant National Exam		1

MEDICAL TRANSCRIPTION CERTIFICATE

MOT 132	Medical Transcription	
BTE 155	Word Processing Techniques I	
BTE 103	Keyboarding Applications II OR	
BTE 204	Keyboarding Applications III	
Total Semester Credits		10

AGRIBUSINESS & AG TECHNOLOGY

This two-year Agriculture/Business is designed to provide hands-on, practical curricula that will equip the students with the skills and knowledge needed to successfully enter the various agriculture occupations available in the College's service area.

ASSOCIATE OF APPLIED SCIENCE

GENERAL EDUCATION REQUIREMENTS:		CREDITS
ENG 121	OR HIGHER	3
COM 115	OR	
COM125		3
MAT 121	OR HIGHER	3
Select from at least two of the following disciplines: science, social & behavioral science, or humanities. Courses chosen to satisfy this requirement must be from the core list. 6		
GENERAL EDUCATION REQUIREMENT		15

ASSOCIATE OF APPLIED SCIENCE

ASC 100	Animal Science	3
AGY 100	General Crop Production	4

AGE 102	Ag Economics	3
AGP 107	Practical Irrigation Management	2
AGP 108	Agricultural Pesticides OR	3
AME 151	Fundamentals of Welding	3
AGB 132	Ag Accounting & Business Analysis	3
AGP 204	Soil Fertility & Fertilizers	4
AGE 208	Ag Finance	3
AGE 210	Ag Marketing	3
AGB 218	Computerized Farm Records	3
AGB 228	Agribusiness Management	3
ASC 215	Livestock Judging OR	2
AME 107	General Power Mechanics	3
ASC 225	Feeds and Feeding OR	4
ADE 135	Small Gas Engines	
AGB 289	Agribusiness Capstone	1
GIS 131	GPS for GIS	3
NRE 127	Field Monitoring Techniques	2
RAM 205	Range Management	3
TOTAL AAS CREDITS		64

RECOMMENDED ELECTIVES

WEL 175	Welding Special Topics	1-6
ACC 121	Principles of Accounting I	4
BUS 115	Intro to Business	3
BUS 216	Legal Environment of Business	3
BUS 217	Business Communications & Report Writing	3
BUS 226	Business Statistics	3
CIS 155	Spreadsheet Concepts	3
ADE 135	Small Gasoline Engines	4

CERTIFICATE PROGRAM

AGY 100	General Crop Production	4
ASC 100	Animal Science	3
AGP 107	Practical Irrigation Management	2
AGP 108	Agricultural Pesticides	3
AGB 132	Ag Accounting & Business Analysis	3
AGP 204	Soil Fertility & Fertilizers	4
ASC 215	Livestock Judging	2
ASC 225	Feeds and Feeding OR	4
AME 107	General Power Mechanics	2
AME 151	Fundamentals of Welding	3
GIS 131	GPS for GIS	3
NRE 127	Field Monitoring Techniques	2
RAM 205	Range Management	3
TOTAL CERTIFICATE CREDITS		38

AG/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

ABM 131	Commodity Marketing I OR	9
ABM 135	Marketing and Risk Management I	9
ABM 132	Commodity Marketing II OR	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	1-6
ABM 275	Special Topics	1-6
ABM 285	Independent Study	1-6

APPLIED TECHNOLOGY (AAS)

ASSOCIATE OF APPLIED SCIENCE

A student who completes coursework at an area vocational school may transfer any career and technical post-secondary course credits with a grade of "C" or better earned while enrolled in the area vocational school. These eligible career/technical credits may be applied to the requirements of a program leading to a certificate or to an Associate of Applied Science or an Associate of General Studies degree at a community college or junior college. Transfer is limited to Career and Technical (CTE) coursework.

AQUACULTURE

ASSOCIATE OF APPLIED SCIENCE

This curriculum is designed to meet the industry demand for aquaculture technicians. Essential courses in fish culture and fish farm management skills are emphasized.

AAS DEGREES & CERTIFICATES

GENERAL EDUCATION REQUIREMENTS:	CREDITS
ENG 115 or higher	3
COM 115/125	3
MAT 107 or higher	3
Select from at least two of the following disciplines: science, social & behavioral science, or humanities. Courses chosen to satisfy this requirement must be from the core list.	6
GENERAL EDUCATION REQUIREMENT	15

AQUACULTURE EMPHASIS REQUIREMENTS

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 SEMESTER CREDITS	65

CERTIFICATE PROGRAM

This certificate program is recommended for the student who plans to attend college for only one year. Courses are designed to meet the necessary requirements for initial job placement. Should the student decide to continue at TSJC for completion of the two-year Aquaculture AAS degree, he or she may do so without loss of credit.

	CREDITS
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
AQUACULTURE ELECTIVES	3
TOTAL SEMESTER CREDITS	30

AQUACULTURE ELECTIVES

AQT 275 Special Topics	1-6
AQT 285 Independent Study	1-6
AQT 210 Aquaculture II	5
AQT 230 Aquaculture Engineering & Design	4
AQT 240 Aquaculture Business & Marketing	4

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 man-

ager, service technician in an independent repair facility or mass merchandiser, or parts department counter person or manager. Nationally, there are an estimated 60,000 unfilled positions in automotive service. The demand for automotive service technicians currently exceeds the supply by approximately 40%.

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 71 credits are required to receive the Associate of Applied Science degree in Automotive Service Technology at Trinidad State Junior College.

AAS DEGREE REQUIREMENTS

GENERAL EDUCATION REQUIREMENTS:	CREDITS
ENG 115 or higher	3
MAT 107 or higher	3
Select from at least two of the following disciplines: science, social & behavioral science, humanities, or COM 115. Courses chosen to satisfy this requirement must be from the core list.	9

GENERAL EDUCATION REQUIREMENT 15

ASE 110 Brakes I	3
ASE 120 Basic Auto Electricity	2
ASE 130 General Engine Diagnosis	2
ASE 132 Ignition Sys. Diagnosis & Repair	2
ASE 134 Automotive Emissions	2
ASE 140 Suspension & Steering	3
ASE 150 Auto U-Joint & Axle Shaft Service	2
ASE 151 Auto Manual Trans./Transaxle/Clutch	2
ASE 152 Differentials & 4WD/AWD Service	2
ASE 160 Auto. Engine Removal & Installation	1
ASE 210 Brakes II	3
ASE 221 Automotive Body Electrical	4
ASE 233 Fuel Injection & Exhaust Systems	4
ASE 231 Automotive Computers	2
ASE 235 Drivability Diagnosis	1
ASE 240 Suspension & Steering	3
ASE 250 Automatic Trans./Transaxle Service	1
ASE 265 Auto Heating & Air Conditioning	5
TOTAL SEMESTER CREDITS	48

CERTIFICATE PROGRAM

This certificate program is recommended for the student who plans to attend college for only one year. Courses are designed to meet the necessary requirements for initial job placement. Should the student decide to continue at TSJC for completion of the two-year Automotive AAS degree, he or she may do so without loss of credit.

ASE 110 Brakes I	3
ASE 120 Basic Auto Electricity	2
ASE 123 Auto Battery, Starting, Charging Sys.	2
ASE 130 General Engine Diagnosis	2
ASE 132 Ignition Sys. Diagnosis & Repair	2
ASE 134 Automotive Emissions	2

ASE 140	Suspension & Steering	3
ASE 150	Auto U-Joint & Axle Shaft Service	2
ASE 151	Auto Manual Trans./Transaxle/Clutch	2
ASE 152	Differentials & 4WD/AWD Service	2
ASE 160	Auto. Engine Removal & Installation	1
ASE 210	Brakes II	3
ASE 221	Automotive Body Electrical	4
ASE 231	Automotive Computers	2
ASE 233	Fuel Injection & Exhaust Systems	4
ASE 235	Drivability Diagnosis	1
ASE 240	Suspension & Steering	3
ASE 250	Automatic Trans./Transaxle Service	1
ASE 265	Auto Heating & Air Conditioning	5
ASE 185	Special Topics: Independent Study	4
TOTAL SEMESTER CREDITS		52

Note: Associate degree students will need an additional eight credit hours in independent study instruction (ASE 185 and ASE 285) making the total credit hours for an AAS degree equal 71.

BUSINESS MANAGEMENT ASSOCIATE OF APPLIED SCIENCE

This two year program of study in Business Management prepares students with applied and theoretical approaches in the field of management science. Students will gain entry level skills into the field of business management.

ASSOCIATE OF APPLIED SCIENCE

GENERAL EDUCATION REQUIREMENTS:

	CREDITS	
ENG 121 or higher	3	
MAT 121 or higher	3	
Select from at least two of the following disciplines: science, social & behavioral science, humanities, OR COM 115. Courses chosen to satisfy this requirement must be from the core list	9	

GENERAL EDUCATION REQUIREMENT **15**

CORE REQUIREMENTS

	CREDITS	
ACC 121 Accounting Principles I	4	
ACC 245 Computerized Accounting	3	
BUS 115 Introduction to Business	3	
BUS 120 Introduction to E-Commerce	3	
BUS 216 Legal Environment of Business	3	
BUS 217 Business Communication & Report Writing	3	
CIS 118 Intro to PC Applications	3	
MAN 100 Management elective or internship	3	
MAN 102 Business Ethics & Values	1	
MAN 105 Logistics Management	3	
MAN 117 Time Management	1	
MAN 160 Entrepreneurship	6	
MAN 200 Human Resource Management I	3	
MAN 226 Principles of Management	3	
MAR 160 Customer Service	3	
MAR 216 Principles of Marketing	3	
MAT 112 Financial Mathematics	3	
TOTAL CORE COURSES	51	
TOTAL AAS CREDITS	66	

SMALL BUSINESS MANAGEMENT CERTIFICATE

BUS 115	Introduction to Business	3
BUS 217	Business Communication & Report Writing	3
CIS 118	Intro to PC Applications	3
MAN 102	Business Ethics & Values	1
MAN 117	Time Management	1
MAR 160	Customer Service	3
MAR 216	Principles of Marketing	3
BUS 216	Legal Environment of Business	3
MAN 160	Entrepreneurship	6
MAN 200	Human Resource Management I	3
MAN 226	Principles of Management	3
MAT 112	Financial Mathematics	3
TOTAL CERTIFICATE CREDITS		35

COMMERCIAL VEHICLE OPERATION CERTIFICATE

Certificate will instruct and prepare students to test for their CDL license.

CERTIFICATION REQUIREMENTS

	CREDITS	
DRV 175 ST: Commercial Driver Education	6	
DRV 247 Commercial Driver's License	1	
DRV 275 SP: Heavy Truck Operation	6	
MAN 125 Team Building	1	
OSH 127 10-Hr. Construction Industry Standards	1	
TOTAL CREDITS REQUIRED	15	

COMPUTER INFORMATION SYSTEMS/WEBMASTER

ASSOCIATE OF APPLIED SCIENCE

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.

ASSOCIATE OF APPLIED SCIENCE

GENERAL EDUCATION REQUIREMENTS:

	CREDITS	
ENG 121 OR higher	3	
COM 115/1253		
MAT 121 OR higher	3	
Select from at least two of the following disciplines: science, social & behavioral science, or humanities. Courses chosen to satisfy this requirement must be from the core list.	6	
GENERAL EDUCATION REQUIREMENT	15	
CIS 118 Intro PC Applications	3	
CIS 128 Windows Complete	3	
CIS 130 Introduction to Internet	1	
CIS 168 Presentation Graphics I	1	
CWB 163 Introduction to HTML	1	

MGD 221	Computer Graphics I	3
ACC 121	Principles of Accounting	4
CSC 116	Logic and Program Design	3
CSC 150	Visual Basic Programming	3
CIS 218	Advanced PC Applications	3
CIS 155	PC Spreadsheet Concepts: Excel	3
CSC 130	COBOL Programming	3
CIS 268	Systems Analysis & Design I	3
MGD 141	Web Design I	3
CIS 145	Complete PC Database	3
MGD 143	Web Motion Graphic Design I	3
CIS 167	Desktop Publishing	3
BUS 221	Business Law	3
TOTAL CORE REQUIREMENTS		49
TOTAL DEGREE CREDITS		64

COMPUTER INFORMATION SYSTEMS

This certificate is designed for the student interested in receiving basic skills for entry-level employment as a microcomputer operator. This certificate requires a minimum of 30 semester credits, and is two semesters in length.

CERTIFICATE REQUIRED COURSES: COMPUTER INFORMATION SYSTEM

	CREDITS	
CIS 118	Intro PC Applications	3
CIS 128	Windows Complete	3
CIS 135	Computer PC Word Processing	3
CIS 145	Complete PC Database	3
CIS 155	PC Spreadsheet Concepts: Excel	3
CIS 165	Complete Presentation Graphics	3
CIS 218	Advanced PC Applications	3
CIS 240	Database Design and Development	3
CIS 243	Introduction to PL/SQL	3
CIS 263	PC Help Desk Skills	3
CIS 267	Management Information Systems	3
CNG 132	Principles of Information Security	3
TOTAL CERTIFICATE CREDITS		36

WEB MASTER CERTIFICATE

CIS 240	Database Design and Development	3
CIS 243	Introduction to PL/SQL	3
CNG 132	Principles of Information Security	3
CIS 118	Introduction to PC Applications	3
CWB 210	Advanced Web Scripting – CGI & Perl	3
CIS 167	Desktop Publishing	3
CWB 164	XML	3
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
CWB 206	Web Data Base	3
TOTAL CREDITS		36

Electives:

CIS 115	Intro to Computer Information Systems	3
CIS 130	Introduction to the Internet	1

COMPUTER NETWORK TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

The Associate of Applied Science degree in Computer Network 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.

ASSOCIATE OF APPLIED SCIENCE

GENERAL EDUCATION REQUIREMENTS:

	CREDITS	
ENG 121	OR higher	3
MAT 121	OR higher	3
Select from at least two of the following disciplines: science, social & behavioral science, humanities, or COM 115. Courses chosen to satisfy this requirement must be from the core list.		9

GENERAL EDUCATION REQUIREMENT 15

COMPUTER & NETWORK TECHNOLOGY:

CSC 105	Computer Literacy	3
CSC 116	Logic and Program Design	3
CNG 120	A+ Certification Preparation	4
CNG 123	Network Server Basics: Server+	3
CNG 124	Networking I: Network+	3
CNG 125	Networking II: Network+	3
CNG 126	Web Server Management	3
CNG 127	IT Essentials I: PC Hardware & Software	5
CNG 128	IT Essentials II: Network Operating Systems	5
CNG 131	Network Security Fundamentals	3
CNG 136	Guide to Disaster Recovery	3
CSC 154	Introduction to MS Visual Basic.NET (OOP)	3
CNG 180	Internship I	4
TOTAL NETWORKING CREDITS		45

COMPUTER NETWORKING CERTIFICATE

CSC 105	Computer Literacy	3
CSC 116	Logic and Program Design	3
CNG 120	A+ Certification Preparation	4
CNG 123	Network Server Basics: Server+	3
CNG 124	Networking I: Network+	3
CNG 125	Networking II: Network+	3
CNG 126	Web Server Management	3
CNG 127	IT Essentials I: PC Hardware & Software	5
CNG 128	IT Essentials II: Network Operating Systems	5
CNG 131	Network Security Fundamentals	3
CSC 154	Introduction to MS Visual Basic.NET (OOP)	3
CNG 180	Internship I	4
TOTAL CERTIFICATE CREDITS		42

A+ CERTIFICATION

CSC 105	Computer Literacy	3
CNG 120	A+ Certification Preparation	4
CNG 127	IT Essentials I: PC Hardware & Software	5
CNG 128	IT Essentials II: Network Operating Systems	5
TOTAL CERTIFICATE CREDITS		17

NETWORK+ CERTIFICATE

	CREDITS
CSC 105 Computer Literacy	3
CNG 120 A+ Certification Preparation	4
CNG 124 Networking I: Network+	3
CNG 125 Networking II: Network+	3
TOTAL CERTIFICATE CREDITS	13

SERVER+ CERTIFICATE

	CREDITS
CSC 105 Computer Literacy	3
CNG 120 A+ Certification Preparation	4
CNG 123 Network Server Basics: Server+	3
CNG 126 Web Server Management	3
TOTAL CERTIFICATE CREDITS	13

DHTI+ CERTIFICATE

	CREDITS
CSC 105 Computer Literacy	3
CNG 120 A+ Certification Preparation	4
CNG 124 Networking I: Network+	3
CNG 164 Home Technology Integration	5
TOTAL CERTIFICATE CREDITS	15

SECURITY+ CERTIFICATE

	CREDITS
CSC 105 Computer Literacy	3
CNG 120 A+ Certification Preparation	4
CNG 131 Network Security Fundamentals	3
CNG 136 Guide to Disaster Recovery	3
CNG 258 Computer Forensics	4
TOTAL CERTIFICATE CREDITS	17

**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.

GENERAL EDUCATION REQUIREMENTS:

	CREDITS
ENG 115 OR higher	3
COM 115/1253	
MAT 107 OR higher	3
Select from at least two of the following disciplines: science, social & behavioral science, or humanities. Courses chosen to satisfy this requirement must be from the core list.	6
GENERAL EDUCATION REQUIREMENT	15

CONSTRUCTION TECHNOLOGY

	CREDITS
CAR 100 Intro to Carpentry	1
CAR 105 Job Site Layout and Blueprint Reading	1
CAR 115 Form & Foundation Systems	1
CAR 125 Roofing Materials & Methods	1
CAR 126 Framing with Metal Studs	1
CAR 133 Construction Framing & Safety	4
CAR 134 Exterior Finishes & Trim	4
CAR 140 Stair Construction/Layout	1
CAR 144 Interior Trim & Finish Methods	4
CAR 153 Interior Trim: Cabinets/Countertops	1
CAR 156 Shop Tools: stationary, hand, & portable	4
CAR 160 Floor Finishes	1
CAR 170 Clinical: Construction Lab I	5
CAR 171 Clinical: Construction Lab I	6
CAR 270 Clinical: Construction Lab I	5
CAR 271 Clinical: Construction Lab I	5
CON 120 General Construction Framing	3
CON 128 Cost Estimation	2
CON 140 Introduction to Building Codes	3
CON 145 Construction Project Management	2
CON 146 Construction Project Scheduling	2
CON 231 Construction Ethics	3
TOTAL CORE CREDITS	60
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.

CAR 100 Intro to Carpentry	1
CAR 105 Job Site Layout and Blueprint Reading	1
CAR 115 Form & Foundation Systems	1
CAR 125 Roofing Materials & Methods	1
CAR 126 Framing with Metal Studs	1
CAR 133 Construction Framing & Safety	4
CAR 134 Exterior Finishes & Trim	4
CAR 140 Stair Construction/Layout	1
CAR 144 Interior Trim & Finish Methods	4
CAR 153 Interior Trim - Cabinet/Countertops	1
CAR 156 Shop Tools: stationary, hand, and portable	4
CAR 160 Floor Finishes	1
CAR 170 Clinical: Construction Lab I	5
CAR 171 Construction Lab I	6
CAR 270 Clinical: Construction Lab I	5
CAR 271 Clinical: Construction Lab I	5
CON 120 General Construction Framing	3
TOTAL CERTIFICATE CREDITS	48

COSMETOLOGY OCCUPATIONS COSMETOLOGY CERTIFICATE PROGRAM

Colorado requires a minimum of 60 credit hours in the Cosmetology curriculum 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, hair-styling, hair cutting, manicures, 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 are no general education course requirements 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 CERTIFICATE CURRICULUM

	CREDITS	
COS 103	Shampoos/Rinses/Conditioners I	1
COS 203	Shampoos/Rinses/Conditioners II	1
COS 110	Introduction to Hair Color	2
COS 111	Intermediate Hair Color	2
COS 210	Intermediate Hair Color II	2
COS 211	Advanced Hair Color	2
COS 275	ST: Haircolor Techniques	1
COS 120	Introduction to Haircutting	2
COS 121	Intermediate I Haircutting	2
COS 220	Intermediate II Haircutting	2
COS 221	Advanced Haircutting	2
COS 275	ST: Haircutting Techniques	1
COS 130	Introduction to Hairstyling	2
COS 131	Intermediate I: Hairstyling	2
COS 230	Intermediate II: Hairstyling	2
COS 231	Advanced Hairstyling	1
COS 275	ST: Hairstyling Techniques	1
COS 140	Introduction to Chemical Texture	1
COS 141	Intermediate I: Chemical Texture	1
COS 240	Intermediate II: Chemical Texture	1
COS 241	Advanced Chemical Texture	1
COS 275	ST: Chemical Texture Techniques	1
COS 150	Laws, Rules, and Regulations	1
COS 250	Mgmt., Ethics, Intpers. Skills & Salesman.	1
COS 160	Intro. to Disinfection, Sanitation, & Safety	2
COS 161	Intermediate I: Disinfect., San., & Safety	1
COS 260	Int. II: Disinfect., San., & Safety	2
COS 261	Adv. Disinfect., San., & Safety	1
NAT 110	Intro. to Manicures & Pedicures	3
NAT 111	Int. Manicures & Pedicures	2
NAT 210	Adv. Manicures & Pedicures	2
NAT 211	Application of Artificial Nails	5
EST 110	Intro. to Facials & Skin Care	3
EST 111	Int. Facials & Skin Care	2
EST 210	Adv. Massage & Skin Care	2
EST 211	Facial Makeup	1
EST 212	Hair Removal	3
TOTAL CERTIFICATE CREDITS		64

ASSOCIATE OF GENERAL STUDIES DEGREE OPTION (Two Year)

	CREDITS
Cosmetology courses	28
Communication core	6
Mathematics 3	3
Science	4
Social & Behavioral Sciences	6
Humanities	6
General Education Electives	7
TOTAL AGS DEGREE CREDITS	60

BARBER CERTIFICATE PROGRAM

BAR 103	Introduction to Hair & Scalp	1
BAR 203	Adv. Hair & Scalp	1
BAR 166	Intro. to Facial Massages & Skin Care	1
BAR 167	Interm. Facial Massage & Skin Care	1
BAR 266	Adv. Facial Massage & Skin Care	1
BAR 107	Intro. to Shaving, Honing, & Stropping	1
BAR 108	Interm. Shaving, Honing, & Stropping	1
BAR 207	Adv. Shaving, Honing, & Stropping	1
BAR 120	Intro. to Hair Cutting	3
BAR 121	Interm. Hair Cutting	3
BAR 220	Adv. Hair Cutting	3
BAR 130	Introduction to Hair Styling	3
BAR 131	Intermediate Hair Styling	3
BAR 231	Advanced Hair Styling	3
BAR 140	Intro. to Permanent Waves/Chem. Relaxers	3
BAR 141	Interm. Permanent Waves/Chem. Relaxers	3
BAR 241	Adv. Permanent Waves/Chem. Relaxers	2
BAR 110	Introduction to Hair Coloring	3
BAR 111	Intermediate Hair Coloring	2
BAR 211	Advanced Hair Coloring	3
COS 150	Laws, Rules, and Regulations	1
COS 250	Mgt., Ethics, Interper. Skills & Salesmanship	1
COS 160	Intro. to Disinfect., Sanit., & Safety	2
COS 161	Interm. I: Disinfect., Sanit., & Safety	1
COS 260	Interm. II: Disinfect., Sanit., & Safety	2
COS 261	Adv. Disinfection, Sanitation, & Safety	1
TOTAL CERTIFICATE CREDITS		50

ESTHETICIAN CERTIFICATE PROGRAM

EST 110	Introduction to Facials and Skin Care	3
EST 111	Intermediate Facials and Skin Care	2
EST 210	Advanced Massage & Skin Care	2
EST 211	Facial Make-up	1
EST 212	Hair Removal	3
EST 230	Esthetician Preparation for State Board	1
COS 150	Laws, Rules, and Regulations	1
COS 250	Mgmt, Ethics, Interpersonal Skills, Sales	1
COS 160	Intro. to Disinfection, Sanitation & Safety	2
COS 260	Int. II: Disinfection, Sanitation & Safety	2
COS 262	Adv. II: Disinfection, Sanitation & Safety	3
COS 288	Practicum	8
HWE 103	Community First Aid and CPR	1
TOTAL CERTIFICATE CREDITS		30

HAIRSTYLE CERTIFICATE PROGRAM

Colorado requires a minimum of 40 credit hours from the Cosmetology curriculum 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, hair-styling, 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.

HAIRSTYLING

COS 103	Shampoos/Rinses/Conditioners I	1
COS 203	Shampoos/Rinses/Conditioners II	1
COS 110	Introduction to Hair Color	2
COS 111	Intermediate Hair Color	2
COS 210	Intermediate Hair Color II	2
COS 211	Advanced Hair Color	2
COS 275	ST: Haircolor Techniques	1
COS 120	Introduction to Haircutting	2
COS 121	Intermediate I Haircutting	2
COS 221	Advanced Haircutting	2
COS 275	ST: Haircutting Techniques	1
COS 130	Introduction to Hairstyling	2
COS 131	Intermediate I: Hairstyling	2
COS 230	Intermediate II: Hairstyling	2
COS 231	Advanced Hairstyling	1
COS 275	ST: Hairstyling Techniques	1
COS 140	Introduction to Chemical Texture	1
COS 141	Intermediate I: Chemical Texture	1
COS 240	Intermediate II: Chemical Texture	1
COS 241	Advanced Chemical Texture	1
COS 275	ST: Chemical Texture Techniques	1
COS 150	Laws, Rules, and Regulations	1
COS 250	Mgmt., Ethics, Intpers. Skills & Salesman	1
COS 160	Intro. to Disinfection, Sanitation, & Safety	2
COS 161	Intermediate I: Disinfect., San., & Safety	1
COS 260	Int. II: Disinfect., San., & Safety	2
COS 261	Adv. Disinfect., San., & Safety	1
COS 262	Adv. Disinfect., San. & Safety II	3
COS 288	Practicum	6
TOTAL CERTIFICATE CREDITS		50

MANICURE CERTIFICATE PROGRAM

The Trinidad State Junior College curriculum 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, to actual shop procedures in order to prepare students for working in the field.

SEMESTER (FALL OR SPRING)

		CREDITS
NAT 110	Introduction to Manicures & Pedicures	3
NAT 111	Intermediate Manicures & Pedicures	2
NAT 210	Advanced Manicures U Pedicures	2
NAT 211	Application of Artificial Nails	5
COS 160	Intro to Disinfection/Sanitation/Safety	2
COS 161	Interm. I: Disinfection/Sanitation/Safety	1
COS 260	Interm. II: Disinfection/Sanitation/Safety	2
COS 261	Advanced Disinfection/Sanitation/Safety	1
COS 150	Laws, Rules, & Regulations	1
COS 160	Mgmt, Ethics, Interpersonal Skill, & Sales	1
TOTAL CERTIFICATE CREDITS		20

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 70 semester credit hours is required for an Associate of Applied Science degree in Criminal Justice.

GENERAL EDUCATION REQUIREMENTS:

	CREDITS	
ENG 115	OR higher	3
COM 115/125		3
MAT 107	OR higher	3
Select from at least two of the following disciplines: science, social & behavioral science, or humanities. Courses chosen to satisfy this requirement must be from the core list.		6
GENERAL EDUCATION REQUIREMENT		15

CRIMINAL JUSTICE PROGRAM CORE:

	CREDITS	
CRJ 110	Introduction to Criminal Justice	3
CRJ 111	Substantive Criminal Law	3
CRJ 112	Procedural Criminal Law	3
CRJ 116	Civil Liability	3
CRJ 118	Report Writing	3
CRJ 125	Law Enforcement Operations	3
CRJ 126	Patrol Procedures	3
CRJ 135	Judicial Functions	3
CRJ 145	Correctional Process	3
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
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 CORE CREDITS		54
TOTAL DEGREE CREDITS		69

COLORADO LAW ENFORCEMENT TRAINING ACADEMY (CLETA)

BASIC LAW ENFORCEMENT ACADEMY CERTIFICATE

The Academy provides an intensive training course. 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 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 35 college credits for the course work.

GENERAL EDUCATION REQUIREMENTS:

There are no general education requirements 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.

CLETA Academy Required Courses:

	CREDITS
CRJ 101 Basic Police Academy I	6
CRJ 102 Basic Police Academy II	12
CRJ 105 Basic Law	8
CRJ 106 Arrest Control Techniques	3
CRJ 107 Law Enforcement Driving	3
CRJ 108 Firearms	3
TOTAL SEMESTER CREDITS	35

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 student should 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.

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

GENERAL EDUCATION REQUIREMENTS

	CREDITS
ENG 121 English Composition I	3
MAT 107 Career Math OR	3
MAT 121/135 College Algebra or Statistics	3
PSY 101/102 General Psychology I or II	3
Electives: Choose from the core or state guaranteed transfer lists	6
GENERAL EDUCATION REQUIREMENT	15

Core Curriculum Required

	CREDITS
ECE 101 Intro. to Early Childhood Education	3
ECE 102 Intro. to Early Childhood Lab Techniques	3
ECE 103 Guidance Strategies for Children	3
ECE 111 Infant and Toddler Theory and Practice	3
ECE 112 Intro to Infant/Toddler Lab Techniques	3
ECE 205 Nutrition, Health and Safety	3
ECE 220 Curriculum Development: Methods Tech	3
ECE 225 Language and Cognition - Young Child	3
ECE 226 Creativity and the Young Child	3
ECE 238 Child Development OR	4
PSY 238 Child Development: GT-SS3	3-4
ECE 240 Admin of Early Childhood Care-Educ Prog	3
ECE 241 Admin: Human Relations-Early Childhd Prof	3
ECE CORE REQUIREMENT	36 OR 37

ADDITIONAL DEGREE REQUIREMENTS

	CREDITS
ECE 125 Science/Math and the Young Child	3
ECE 288 Practicum: Advanced Classroom	3
ECE 289 Capstone	2

ADDITIONAL ECE REQUIREMENT

8

ELECTIVES

	CREDITS
ECE 107 Child Devlpmnt Assoc Seminar (CDA)	2
ECE 100 Pre-Licensing Train-Family Child Care Prov	1
ECE 127 Music/Movement for the Young Child	1
ECE 256 Working/ Parents, Families, Community Sys.	3
ECE 175/275 Special Topics	1-6
ECE 178/278 Workshop	1-6
ECE 179/279 Seminar	1-6
ECE 180 Internship	1-6
ECE 185/285 Independent Study	1-3
ECE 187/287 Cooperative Education	1-12
ECE 188/288 Practicum: Early Childhood Education	1-7
ECE 195 Music, Movement and the Young Child	1
ECE 236 Child Growth/Dev. Lab Development	1
ECE 256 Working with Parents, Families & Community	3
ECE 262 Neglect and Abuse of the Child	1

ECE 262	Neglect and Abuse of the Child	1
ECE 265	First Start: Including Child w/Disabilities	3
ECE 266	Multicultural Curriculum	3

ECE ELECTIVE REQUIREMENT 2

OTHER REQUIREMENTS

CIS Computer Elective	3
TOTAL SEMESTER CREDITS	67

CERTIFICATE PROGRAMS

The courses required for the different certificates are listed below. Please see an ECE advisor for additional requirements for each certificate.

CHILD DEVELOPMENT ASSOCIATE (CDA) CERTIFICATE

PROGRAM REQUIREMENTS

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.

Option 1:

	CREDITS
ECE 101 Intro to Early Childhood Education	3
ECE 220 Curriculum Development: Methods & Tech	3
ECE 103 Guidance Strategies for Children	3
ECE 107 Child Develop Associate Seminar (CDA)	2
ECE 188 Practicum: Early Childhood Educ (CDA)	2
TOTAL SEMESTER CREDITS	13

Option 2:

	CREDITS
ECE 101 Intro to Early Childhood Education	3
ECE 111 Infant /Toddler Theory &Practice	3
ECE 220 Curriculum Develop: Methods & Techniques	3
ECE 103 Guidance Strategies for Children	3
ECE 107 Child Develop Associate Seminar (CDA)	2
ECE 188 Practicum: Early Childhood Educ (CDA)	2
TOTAL SEMESTER 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.

REQUIRED	CREDITS
ECE 101 Intro to Early Childhood Education	3
ECE 102 Intro to Early Childhood Lab Techniques	3
ECE 103 Guidance Strategies for Children	3
ECE 220 Curriculum Dev: Methods and Techniques	3
PSY 238 Child Development	3
TOTAL SEMESTER CREDITS	15

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.

REQUIRED	CREDITS
ECE 101 Intro to Early Childhood Education	3
ECE 102 Intro to Early Childhood Lab Techniques	3
ECE 103 Guidance Strategies for Children	3
ECE 220 Curriculum Deve: Methods - Techniques	3
PSY 238 Child Development	3
ECE 111 Infant and Toddler Theory and Practice	3
ECE 112 Intro to Infant/Toddler Lab Techniques	3
TOTAL SEMESTER CREDITS	22

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.

REQUIRED	CREDITS
ECE 101 Intro to Early Childhood Education	3
ECE 102 Intro to Early Childhood Lab Techniques	3
ECE 103 Guidance Strategies for Children	3
ECE 205 Nutrition, Health and Safety	3
ECE 220 Curriculum Dev: Methods and Techniques	3
PSY 238 Child Development	3
ECE 240 Admin of Early Childhd Care & Educ Prog.	3
ECE 241 Admin: Human Relations for ECP	3
PSY 101/102 General Psychology I or II	3

AND

Choose 1 elective from among the following courses: ECE 225, ECE 226, ECE 260, ECE 125, ECE 111 and SOC 101	3
TOTAL SEMESTER CREDITS	30

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.

REQUIRED	CREDITS
ECE 100 Pre-licensing Training for Family Home Child Care Providers	1
TOTAL SEMESTER CREDITS	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.

GENERAL EDUCATION REQUIREMENTS:

	CREDITS
ENG 115 OR HIGHER	3
COM 115/125	3
MAT 107 OR HIGHER	3
Select from at least two of the following disciplines: science, social & behavioral science, or humanities. Courses chosen to satisfy this requirement must be from the core list.	6

GENERAL EDUCATION REQUIREMENT 15

REQUIRED CORE EMT COURSES:	CREDITS
EMS 125 EMT-Basic	9
EMS 170 EMT-Basic Clinical	1
TOTAL BASIC CERTIFICATE CREDITS	10

EMS 203 EMT-Intermediate I	6
EMS 205 EMT-Intermediate II	6
EMS 270 Clinical: EMS Intermediate	3
HPR 120 Adv. Cardiac Life Support (ACLS)	1
TOTAL INTERMEDIATE CERTIFICATE CREDITS	16

EMT PARAMEDIC CERTIFICATE

EMS 225 Fundamentals of Paramedic Practice	3
EMS 226 Fundamentals 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 II	6
TOTAL EMTP CREDIT HOURS	45
TOTAL DEGREE REQUIREMENTS	64

Note: In order to earn an AAS degree, students must have taken EMT-Basic and EMT-Intermediate, in addition to 23 credit hours of electives from the list below.

EMS ELECTIVES

EMS 115 First Responder	3
EMS 116 First Responder Refresher	2
EMS 121 Infection Control for the EMT	.5
EMS 126 EMT-Basic Refresher	3
EMS 130 EMT Intravenous Therapy	2
EMS 136 EMT/Paramedic Safety Issues in Field	1
EMS 150 Pediatric Ed. for Pre-Hospital Prof.	1
EMS 175 Special topics:	0-12
EMS 178 EMS Seminar	0-12
EMS 206 EMT-Intermediate Refresher	3
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	0-12
FST 100 Fire Fighter I	9
FST 101 Fire Fighter II	6
FST 107 Hazardous Materials Operations I	3
HPR 102 CPR for Professionals	.5
HPR 103 CPR for Professionals Renewal	.5
HPR 120 Advanced Cardiac Life Support	1
HPR 121 ACLS Recertification	5
HPR 190 Basic EKG Interpretation	2
HWE 102 CPR Recertifications	.25
HWE 103 Community First Aid & CPR	1
HWE 104 CPR Instructor Course	1
HWE 120 Wilderness First Aid	1
OSH 146 Hazardous Materials	2
SPA 115 Spanish for the Professional I	3

EMERGENCY MEDICAL TECHNICIAN BASIC (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

EMT-BASIC CERTIFICATION REQUIREMENTS:

EMS 125 EMT-Basic	9
EMS 170 EMT-Basic Clinical	1
TOTAL EMT-BASIC CERTIFICATE	10

EMERGENCY MEDICAL TECHNICIAN INTERMEDIATE

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, res-

cue, 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

EMS 203	EMT-Intermediate I	6
EMS 205	EMT-Intermediate II	6
EMS 270	Clinical: EMS Intermediate	3
HPR 120	ACLS	1
TOTAL EMT-INTERMEDIATE CERTIFICATE		16

EPIC (ENERGY PRODUCTION & INDUSTRIAL CONSTRUCTION)

These programs have been designed by the energy companies in the Las Animas County region to meet the needs of the employer in that area. Students will be trained with: 1) curriculum designed by the companies; 2) with equipment donated by the various energy companies; and 3) have the opportunity to be placed on internships with these employers. Three certificates are available to the student, with the option of earning an AAS degree in each.

EPIC: DIESEL MECHANICS

GENERAL EDUCATION REQUIREMENTS:

	CREDITS
ENG 115 OR HIGHER	3
COM 115/125	3
MAT 107 OR HIGHER	3
Select from at least two of the following disciplines: science, social & behavioral science, or humanities. Courses chosen to satisfy this requirement must be from the core list.	6

GENERAL EDUCATION REQUIREMENT	15
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REQUIRED CORE – EPIC: DIESEL MECHANICS:

	CREDITS
MAN 125 Team Building	1
OSH 127 10-Hr. Construction Industry Standards	1
EIC 105 Basics of AC & DC Electricity OR	4
ADE 135 Small Engines	4
ASE 120 Basic Auto Electricity	2
ASE 123 Battery, Starting and Charging	2
DPM 103 Diesel Engines I	4
DPM 105 Heavy Duty Powertrains I	3
DPM 106 Diesel Fuel Systems	3
DPM 121 Hydraulic Systems I	3
DPM 122 Hydraulic Systems II	3
DPM 203 Diesel Engines II	4
DPM 205 Heavy Duty Powertrains II	3
DPM 170 Lab Experience	3
DPM 206 Heavy Duty Brake Systems	3
TOTAL CERTIFICATE REQ.	39
TOTAL ELECTIVES REQUIRED	12
TOTAL DEGREE REQUIREMENTS	66
EPIC: DIESEL MECHANICS' CERTIFICATE ELECTIVES	

DPM 275	Special Topics	1-6
DPM 280	Internship	1-3
DPM 285	Independent Study	1-3

EPIC: DIESEL MECHANIC'S AAS ELECTIVES

WEL 102	Oxyacetylene Joining Processes	4
WEL 113	Oxyfuel and Plasma Cutting	2
WEL 121	Structural Welding I	3
WEL 122	Structural Welding II	3
WEL 124	Intro. to Gas Tungsten Arc Welding	4
WEL 125	Intro. to Gas Metal Arc Welding	4
WEL 176	ST: Plastic Pipe Welding	1-6
WEL 203	Flux Cored Arc Welding I	4
WEL 224	Advanced Gas Tungsten Arc	4
WEL 230	Pipe Welding I	4
WEL 231	Pipe Welding II	4
WEL 175	Special Topics (ST)	1-6
DPM 100	Diesel Mech. & Prevent. Maint.	3
DPM 111	Prevent. Maint. /Troubleshooting	3
HEQ 150	Basic Principles of Engine Operation	2
HEQ 220	Motor Grader I	2
HEQ 221	Motor Grader II	2
HEQ 225	Backhoe I	2
HEQ 226	Backhoe II	2
HEQ 230	Hydraulic Excavator	2
HEQ 240	Basic Bulldozer I	2
HEQ 241	Bulldozer II	2
HEQ 246	Front End Loader II	2
HEQ 285	Independent Study	4

EPIC: HEAVY EQUIPMENT

GENERAL EDUCATION REQUIREMENTS:

	CREDITS
ENG 115 OR HIGHER	3
COM 115/125	3
MAT 107 or higher	3
Select from at least two of the following disciplines: science, social & behavioral science, or humanities. Courses chosen to satisfy this requirement must be from the core list.	6

GENERAL EDUCATION REQUIREMENT	15
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REQUIRED CORE – EPIC: HEAVY EQUIPMENT:

	CREDITS
MAN 125 Team Building	1
OSH 127 10-Hr. Construction Industry Standards	1
DPM 100 Diesel Mech. & Prevent. Maint.	3
DPM 111 Prevent. Maint. /Troubleshooting	3
DPM 211 Prevent. Maint. /Troubleshooting II	3
ENT 275 ST: Grade & Staking Surveys	3
HEQ 150 Basic Principles of Engine Operation	2
HEQ 220 Motor Grader I	2
HEQ 221 Motor Grader II	2
HEQ 225 Backhoe I	2
HEQ 226 Backhoe II	2
HEQ 230 Hydraulic Excavator	2
HEQ 240 Basic Bulldozer I	2
HEQ 241 Bulldozer II	2
HEQ 246 Front End Loader II	2
HEQ 275 Independent Study	6
TOTAL CERTIFICATE REQ.	39
TOTAL ELECTIVES REQUIRED	12
TOTAL AAS REQUIREMENTS	66
EPIC: HEAVY EQUIPMENT AAS ELECTIVES	

WEL 102	Oxyacetylene Joining Processes	4
WEL 113	Oxyfuel and Plasma Cutting	2
WEL 121	Structural Welding I	3
WEL 122	Structural Welding II	3
WEL 124	Intro. to Gas Tungsten Arc Welding	4
WEL 125	Intro. to Gas Metal Arc Welding	4
WEL 176	ST: Plastic Pipe Welding	1-6
WEL 203	Flux Cored Arc Welding I	4
WEL 224	Advanced Gas Tungsten Arc	4
WEL 230	Pipe Welding I	4
WEL 231	Pipe Welding II	4
WEL 175	Special Topics (ST)	1-6
EIC 105	Basics of AC & DC Electricity OR	
ADE 135	Small Engines	4
ASE 120	Basic Auto Electricity	2
ASE 123	Battery, Starting and Charging	2
DPM 103	Diesel Engines I	4
DPM 105	Heavy Duty Powertrains I	3
DPM 106	Diesel Fuel Systems	3
DPM 121	Hydraulic Systems I	3
DPM 122	Hydraulic Systems II	3
DPM 203	Diesel Engines II	4
DPM 205	Heavy Duty Powertrains II	3
DPM 170	Lab Experience	3
DPM 206	Heavy Duty Brake Systems	3

DPM 101	Diesel Shop Orientation	2
DPM 103	Diesel Engines I	4
DPM 105	Heavy Duty Powertrains I	3
DPM 106	Diesel Fuel Systems	3
DPM 111	Prevent. Maint. /Troubleshooting	3
DPM 121	Hydraulic Systems I	3
DPM 122	Hydraulic Systems II	3
DPM 170	Lab Experience	3
DPM 203	Diesel Engines II	4
DPM 205	Heavy Duty Powertrains II	3
DPM 211	Prevent. Maint. /Troubleshooting II	3
ENT 275	ST: Grade & Staking Surveys	3
HEQ 150	Basic Principles of Engine Operation	2
HEQ 220	Motor Grader I	2
HEQ 221	Motor Grader II	2
HEQ 225	Backhoe I	2
HEQ 226	Backhoe II	2
HEQ 230	Hydraulic Excavator	2
HEQ 240	Basic Bulldozer I	2
HEQ 241	Bulldozer II	2
HEQ 246	Front End Loader II	2
HEQ 275	Independent Study	6

FINE WOODWORKING

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.

Fine Woodworking Certificate:

EPIC: WELDING

GENERAL EDUCATION REQUIREMENTS:

	CREDITS	
ENG 115	OR HIGHER	3
COM 115/125		3
MAT 107	OR HIGHER	3

Select from at least two of the following disciplines: science, social & behavioral science, or humanities. Courses chosen to satisfy this requirement must be from the core list.

GENERAL EDUCATION REQUIREMENT	15
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REQUIRED CORE – EPIC: WELDING:

	CREDITS	
MAN 125	Team Building	1
OSH 127	10-Hr. Construction Industry Standards	1
WEL 102	Oxyacetylene Joining Processes	4
WEL 113	Oxyfuel and Plasma Cutting	2
WEL 121	Structural Welding I	3
WEL 122	Structural Welding II	3
WEL 124	Intro. to Gas Tungsten Arc Welding	4
WEL 125	Intro. to Gas Metal Arc Welding	4
WEL 176	ST: Plastic Pipe Welding	1-6
WEL 203	Flux Cored Arc Welding I	4
WEL 224	Advanced Gas Tungsten Arc	4
WEL 230	Pipe Welding I	4
WEL 231	Pipe Welding II	4
TOTAL CERTIFICATE REQ.	39	
TOTAL ELECTIVES REQUIRED	12	
TOTAL AAS REQUIREMENTS	66	

	CREDITS	
FIW 101	Introduction to Woodworking	8
FIW 211	Shop Carpentry	4
FIW 108	Tool Making & Jigs	4
FIW 209	Cabinet Making	4
FIW 128	Door Making	4
FIW 213	Furniture Making	4
FIW 125	Finishing Wood	4
FIW 215	Advanced Joinery	4
FIW 217	Advanced Cabinet Making	4
FIW 220	Advanced Furniture & Cabinet Const	4
TOTAL CERTIFICATE CREDITS	44	

ELECTIVES CREDITS

FIW 100	Fundamentals of Woodworking	4
FIW 175	Special Topics	1-6
FIW 185	Independent Study	1-6
FIW 275	Special Topics	1-6
FIW 276	Special Topics	1-6
FIW 277	Special Topics	1-6
FIW 285	Independent Study	1-6

EPIC: WELDING AAS ELECTIVES

EIC 105	Basics of AC & DC Electricity	4
ADE 135	Small Engines	4
ASE 120	Basic Auto Electricity	2
ASE 123	Battery, Starting and Charging	2
DPM 100	Intor to Diesel Mechanics	3

FIRE SCIENCE TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE

	CREDITS
FST 100 Firefighter I	9
FST 101 Firefighter II	6
FSW 100 S-190 Intro to Wildland Fire Behavior	0.5
FSW 101 S-130 Firefighting Training	2
FSW 102 S-131 Firefighter Type I	0.5
FSW 105 L-180 Human Factors on the Fire Line	0.25
FSW 141 S-203 Introduction to Incident Information	2
FSW 142 S-211 Portable Pumps and Water Use	1.5
FSW 143 S-212 Wildfire Chain Saws	2
FSW 145 S-230 Crew Boss	1.5
FSW 153 S0-209 Intermediate Wildland Fire Behavior	2
FSW 155 I-200, IS-200, Q-436 Basic ICS	1.5
FSW 175 Situational Awareness	0.25
EMS 175 Special Topics: 1 st Aide	0.25
HPR 102 CPR for Professionals	0.5
TOTAL SEMESTER CREDITS	30
GENERAL EDUCATION COURSES	15
TOTAL ELECTIVE CREDITS	15
TOTAL DEGREE CREDITS	60

FIRE FIGHTER CERTIFICATE:

	CREDITS
FST 100 Firefighter I	9
FST 101 Firefighter II	6
EMS 175 Special Topics: 1 st Aide	0.25
HPR 102 CPR for Professionals	0.5
TOTAL CERTIFICATE CREDITS	15.75

WILDLAND FIRE FIGHTER CERTIFICATE

	CREDITS
FSW 100 S-190 Intro to Wildland Fire Behavior	0.5
FSW 101 S-130 Firefighting Training	2
FSW 102 S-131 Firefighter Type I	0.5
FSW 104 I-100 Introduction to ICS	0.25
FSW 105 L-180 Human Factors on the Fire Line	0.25
FSW 141 S-203 Introduction to Incident Information	2
FSW 142 S-211 Portable Pumps and Water Use	1.5
FSW 143 S-212 Wildfire Chain Saws	2
FSW 145 S-230 Crew Boss	1.5
FSW 153 S0-209 Intermediate Wildland Fire Behavior	2
FSW 155 I-200, IS-200, Q-436 Basic ICS	1.5
FSW 175 Situational Awareness	0.25
EMS 175 Special Topics: 1st Aide	0.25
HPR 102 CPR for Professionals	0.5
TOTAL CERTIFICATE CREDITS	15

Students must choose 15 credit hour of elective courses from the following list: FSW 103, 140, 144, 146, 147, 148, 149, 150, 151, 152, 154, 156FSW 176, 177, 200, 201, 202, 203, 204, 205, 206, 240, 241, 242, FSW 275, 276, 277, EMS 115, 125, 130, 162, 275, HPR 103

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.

GENERAL EDUCATION REQUIREMENTS:

	CREDITS
ENG 115 OR HIGHER	3
COM 115/125	3
MAT 107 OR HIGHER	3
ART 110 or 1113	
Select from at least two of the following disciplines: Science, social and behavioral science, or humanities. Courses chosen to satisfy this requirement must be from the core list.	3
GENERAL EDUCATION REQUIREMENT	1

GRAPHIC DESIGN CORE REQUIREMENTS:

	CREDITS
ART 121 Drawing I	3
JOU 215 Pub. Production & Design OR	3
MGD 213 Electronic Prepress	3
MGD 101 Introduction to Computer Graphics	3
MGD 111 Adobe Photoshop I	3
MGD 112 Adobe Illustrator I	3
MGD 113 QuarkXPress OR	3
MGD 114 InDesign	3
MGD 116 Typography I	3
MGD 133 Graphic Design I	3
MGD 141 Web Design I	3
MGD 143 Motion Graphic Design I: (Software)	3
MGD 280 Internship	3
PHO 101 Professional Photography I OR	3
PHO 205 Digital Photography I	3
TOTAL CORE REQUIREMENTS	36
TOTAL ELECTIVES*	12
TOTAL DEGREE CREDITS	63

GRAPHIC DESIGN CERTIFICATE

GRAPHIC DESIGN REQUIREMENTS:

	CREDITS
ART 121 Drawing I	3
BUS 102 Entrepreneurial Operations	3
JOU 215 Pub. Production & Design OR	3
MGD 213 Electronic Prepress	3
MGD 101 Introduction to Computer Graphics	3
MGD 111 Adobe Photoshop I	3
MGD 112 Adobe Illustrator I	3
MGD 113 QuarkXPress OR	3
MGD 114 InDesign	3
MGD 116 Typography I	3
MGD 133 Graphic Design I	3
MGD 141 Web Design I	3
MGD 143 Motion Graphic Design I: (Software)	3

PHO 101	Professional Photography I	OR	3
PHO 205	Digital Photography I		3
MGD 280	Internship		3
TOTAL CREDITS FOR CERTIFICATE			45

***ELECTIVES (Choose 12 credits)**

ART 122	Drawing II		3
ART 156	Figure Drawing I		3
ART 211	Painting I		3
BUS 102	Entrepreneurial Operations		3
BUS 217	Business Communication & Report Writing		3
JOU 111	Principles of Advertising		3
MGD 107	History of Design		2
MGD 114	Adobe InDesign		3
MGD 241	Web Design II		3
MGD 268	Commercial Art Business		2

CHOOSE A TOTAL OF 12 ELECTIVE CREDITS**WEB DESIGN CERTIFICATE:**

		CREDITS
MGD 101	Introduction to Computer Graphics	3
MGD 111	Adobe Photoshop I	3
MGD 112	Adobe Illustrator I	3
MGD 133	Graphic Design I	3
MGD 141	Web Design I	3
MGD 143	Motion Graphic Design I: (Software)	3
MGD 268	Commercial Art Business	2
PHO 205	Digital Photography	3
TOTAL CERTIFICATE CREDITS		23

GUNSMITHING

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, shotgunsmithing and pistolsmithing are also offered. All persons enrolled in the Gunsmithing Program must be able to legally own firearms.

GUNSMITHING ASSOCIATE OF APPLIED SCIENCE DEGREE**INCLUDES 72 SEMESTER CREDITS IN A FOUR-SEMESTER SEQUENCE.****GENERAL EDUCATION REQUIREMENTS:**

	CREDITS
ENG 115 OR HIGHER	3
MAT 107 OR HIGHER	3
ART 110 or 111	3
Select from at least two of the following disciplines: Science, social and behavioral science, humanities, or COM 115/125. Courses chosen to satisfy this requirement must be from the core list.	6

GENERAL EDUCATION REQUIREMENT 15 CREDITS

GUS 100	Orientation & Firearms Safety	.5
GUS 101	Introduction to Gunsmithing	7
GUS 105	Machine Shop I	7

GUS 125	Machine Shop II	6
GUS 135	Firearms Conversion	5
GUS 136	Firearms Metal Finishing	2
GUS 140	Stockmaking I	7
GUS 147	Firearms Repair I	5
GUS 225	Machine Shop III	4
GUS 245	Stockmaking II	5
GUS 247	Firearms Repair II	8
GUS 265	Comprehensive Skills Eval.	.5
TOTAL CORE REQUIREMENTS		57
TOTAL DEGREE CREDITS		72

GUNSMITHING CERTIFICATE PROGRAM**INCLUDES 57 SEMESTER CREDITS IN A FOUR-SEMESTER SEQUENCE.**

	CREDITS	
GUS 100	Orientation & Firearms Safety	.5
GUS 101	Introduction to Gunsmithing	7
GUS 105	Machine Shop I	7
GUS 125	Machine Shop II	6
GUS 135	Firearms Conversion	5
GUS 136	Firearms Metal Finishing	2
GUS 140	Stockmaking I	7
GUS 147	Firearms Repair I	5
GUS 225	Machine Shop III	4
GUS 245	Stockmaking II	5
GUS 247	Firearms Repair II	8
GUS 265	Comprehensive Skills Eval.	.5
TOTAL CERTIFICATE REQUIREMENTS		57

LINE TECHNICIAN

Trinidad State Junior College is fortunate to have partnerships with industry in not just the Las Animas County but also in El Paso County. The Southern Colorado Line Tech certificate/degree option serves the Las Animas County region and the Rocky Mountain Linemen School, in cooperation with Pikes Peak Community College and the Colorado Springs Utilities Department, serves the El Paso County. Both programs offer either a certificate or associate degree option. Over 40,000 jobs in this field are expected to open in the next five years as the "baby boom" generation retires.

GENERAL EDUCATION REQUIREMENTS:

	CREDITS
ENG 115	3
COM 115/125	3
Select from at least two of the following disciplines: science, social and behavioral science, or humanities. Courses chosen to satisfy this requirement must be from the Core list. Physics 104 may also be chosen.	12

GENERAL EDUCATION REQUIREMENT 18**SOUTHERN COLORADO LINE TECH AAS CORE**

	CREDITS	
MAN 125	Team Building	1
MAT 107	Career Math	3
EIC 103	Safety & Industry Certifications	4

EIC 105	Basics of AC & DC Electricity	4
EIC 121	Electrical Distribution Theory	5
EIC 122	Electrical Distribution Theory II	6
EIC 123	Electrical Distribution Lab	5
EIC 136	Advanced Electrical Distribution	6
EIC 140	Underground Procedures	7
EIC 142	Hotline Procedures	3
TOTAL CORE REQUIREMENTS		44
GENERAL EDUCATION REQUIRED		18
TOTAL CREDITS FOR AAS		62

SOUTHERN COLORADO LINE TECH CERTIFICATE

		CREDITS
MAN 125	Team Building	1
MAT 107	Career Math	3
EIC 103	Safety & Industry Certifications	4
EIC 105	Basics of AC & DC Electricity	4
EIC 121	Electrical Distribution Theory	5
EIC 122	Electrical Distribution Theory II	6
EIC 123	Electrical Distribution Lab	5
EIC 136	Advanced Electrical Distribution	6
EIC 140	Underground Procedures	7
EIC 142	Hotline Procedures	3
TOTAL CERTIFICATE REQUIREMENTS		44

ROCKY MOUNTAIN LINEMEN SCHOOL (RMLS)

In cooperation with Pikes Peak Community College, who will be fulfilling general education requirements for RMLS, students must complete the following courses to earn an AAS degree:

AAS REQUIREMENTS

		CREDITS
MAT 107	Career Math OR	3
EIC 175	Lineman Calc	3
EIC 106	Power Theory & High Voltage Apparatus	3
EIC 103	Safety & Industry Certifications	4
EIC 140	Underground Procedures	7
EIC 175	SP: Overhead Procedures	9
OSH 125	Construction Industry Standards	3
OSH 127	10-Hr. Construction Industry Standards	1
OSH 215	Accident Prevention	3
COM 125	Interpersonal Communication	3
ENG 115	Technical Writing	3
CIS 118	Introduction to PC Applications	3
BUS 115	Introduction to Business	3
BUS 216	Legal Environment of Business	3
PHI 112	Ethics	3
PSY 101	General Psychology	3
SOC 101	Introduction to Sociology	3
MAN 226	Principles of Management	3
TOTAL REQUIRED FOR AAS DEGREE		60

ROCKY MOUNTAIN LINEMEN SCHOOL CERTIFICATE REQUIREMENTS

		CREDITS
MAT 107	Career Math OR	3
EIC 175	Lineman Calc	3
EIC 106	Power Theory & High Voltage Apparatus	3
EIC 103	Safety & Industry Certifications	4
EIC 140	Underground Procedures	7
EIC 175	SP: Overhead Procedures	9
TOTAL CERTIFICATE REQUIREMENTS		26

MANUFACTURING TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

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.

GENERAL EDUCATION REQUIREMENTS:

		CREDITS
ENG 121-131		3
MAT 107	OR HIGHER	3
Select from at least two of the following disciplines: science, social and behavioral science, humanities, or COM 115. Courses chosen to satisfy this requirement must be from the Core list. Physics 104 may also be chosen.		9

GENERAL EDUCATION REQUIREMENT **15**

SUGGESTED TECHNICAL ELECTIVES

ADE 135	Small Gasoline Engines	4
DPM 103	Diesel Engines I	4
DPM 105	Heavy Duty Power Trains I	3
DPM 121	Hydraulic Systems I	3
MAC 105	Introduction to Machining Shop	2
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	Oxyacetylene Joining Process	4
WEL 125	Introduction to Gas Metal Arc Welding	4
CREDITS OF TECHNICAL ELECTIVES		15
TOTAL CERTIFICATE CREDITS		38-40
TOTAL DEGREE CREDITS		66

HEAVY EQUIPMENT DIESEL MAINTENANCE CERTIFICATE PROGRAM

This program has a curriculum designed to prepare students to enter employment as a heavy equipment mechanic. Students will be trained on a variety of diesel engines, fuel systems, power trains, electrical and hydraulic systems.

CORE REQUIREMENTS

	CREDITS
OSH 12710 Hour Construction Industry Std1	
MAN 125 Team Building	1
ASE 120 Basic Electricity	2
ASE 123 Battery, Starting, & Charging	2
DPM 103 Diesel Engines I	4
DPM 106 Fuel Injection	3
DPM 203 Diesel Engines II	4
DPM 170 Lab Experience	3
ADE 135 Small Gasoline Engines	4
DPM 105 Heavy Duty Power Trains I	3
DPM 121 Hydraulic Systems I	3
DPM 122 Hydraulic Systems II	3
DPM 205 Heavy Duty Power Trains II	4
DPM 206 Heavy Duty Brake Systems	3
TOTAL CERTIFICATE CREDITS	40

ELECTIVES

DPM 275 Special Topics	1-6
DPM 280 Internship	1-6
DPM 285 Independent Study	1-6

**PRECISION MACHINING
CERTIFICATE PROGRAM**

The Precision Machining student will set up and operate all of the common conventional machine shop equipment such as lathes, vertical and horizontal milling machines. Instruction in CNC operation and programming is included. The skills acquired will give the student entry-level knowledge in the field of machining.

CORE REQUIREMENTS

	CREDITS
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
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 CERTIFICATE CREDITS	35

ELECTIVES

MAC 175 Special Topics	1-6
MAC 185 Machining Workshop	1-6
MAC 275 Special Topics	1-6
MAC 278 Machining Workshop	1-6

**WELDING TECHNOLOGY
CERTIFICATE PROGRAM**

This program is designed to prepare the student through the presentation of concepts, principles, standards and practical applications in a shop environment with the skills necessary to enter the field of welding, fabrication, repair and/or service.

CORE REQUIREMENTS

	CREDITS
OSH 127 10 Hour Construction Industry Std	1
MAN 125 Team Building	1
WEL 102 Oxyacetylene Joining Processes	4
WEL 121 Structural Welding I	3
WEL 122 Structural Welding II	3
WEL 125 Introduction to Gas Metal Arc Welding	4
WEL 203 Flux Cored Arc Welding I	4
WEL 113 Oxyfuel & Plasma Cutting	2
WEL 124 Introduction to Gas Tungsten Arc Welding	4
WEL 224 Advanced Gas Tungsten Arc Welding	4
WEL 230 Pipe Welding I	4
WEL 231 Pipe Welding II	4
TOTAL CERTIFICATE CREDITS	38

COURSES FOR AN ALTERNATE DELIVERY SYSTEM

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

**HOLISTIC HEALTH/
MASSAGE THERAPY/
ASSOCIATE OF APPLIED
SCIENCE DEGREE****GENERAL EDUCATION REQUIREMENTS:**

	CREDITS
ENG 115 OR HIGHER	3
COM 115/125	3
MAT 107 OR HIGHER	3
Select from at least two of the following disciplines: Science, Social & Behavioral Science, Humanities, or COM 115. Courses chosen to satisfy this requirement must be from the Core list.	6
GENERAL EDUCATION REQUIREMENT	15

CORE DEGREE REQUIREMENTS

	CREDITS
HHP 100 Complimentary Healing Methods	1
HHP 145 Digestive Wellness	1
HHP 160 Learn to Meditate	0.5
HHP 166 Introduction to Reflexology	1
HHP 202 Aromatherapy	0.5
HHP 208 Adv. Musculoskeletal Anatomy	2
HHP 218 Acupressure	1
HHP 224 Introduction to Massage Therapy	1
HHP 235 Mind, Body, Healing & Health	3
HHP 225 Expanded Concepts of Massage	1
HHP 242 Healing Touch Level I OR	1
HHP 243 Healing Touch Level II	1
HHP 275 ST: Aromatherapy	5
HPR 117 Anatomical Kinesiology	3
MST 105 Lifestyle Wellness	2
MST 111 Basic Massage Therapy	4
MST 113 Professional Massage	3
MST 184 Clinical Massage	3
MST 204 Business Practices	2
MST 216 Pathology for Massage Therapy	3
MST 284 Clinical Massage	
MST 289 Capstone	0.5
TOTAL CORE CREDITS	41

TOTAL ELECTIVES	5
TOTAL GENERAL EDUCATION	15
CREDITS REQUIRED FOR AAS	61

Students must choose five credits from the following elective courses:

HHP 101	Infant Massage	1
HHP 103	Introduction to the Circle of Healing	1
HHP 122	Qigong	1
HHP 165	Visualization of Health	1
HHP 200	Bach's Essences: Health – Mental Harmony	2
HHP 275	ST: Sports Massage	1
PED 143	Tai Chi I	1
PED 147	Yoga	1
MST 275	ST Spa Massage	1
MST 275	ST Business Mastery for Massage Therapists	1
MST 275	ST Energy Medicine	1
MST 275	STSports Massage	1

**MASSAGE THERAPY
CERTIFICATE PROGRAM**

CORE DEGREE REQUIREMENTS	CREDITS
HHP 100 Complimentary Healing Methods	1
HHP 145 Digestive Wellness	1
HHP 160 Learn to Meditate	0.5
HHP 166 Introduction to Reflexology	1
HHP 202 Aromatherapy	0.5
HHP 208 Adv. Musculoskeletal Anatomy	2
HHP 218 Acupressure	1
HHP 224 Introduction to Massage Therapy	1
HHP 235 Mind, Body, Healing & Health	3
HHP 225 Expanded Concepts of Massage	1
HHP 242 Healing Touch Level I OR	1
HHP 243 Healing Touch Level II	1
HHP 275 ST: Aromatherapy	5
HPR 117 Anatomical Kinesiology	3
MST 105 Lifestyle Wellness	2
MST 111 Basic Massage Therapy	4
MST 113 Professional Massage	3
MST 184 Clinical Massage	3
MST 204 Business Practices	2
MST 216 Pathology for Massage Therapy	3
MST 284 Clinical Massage	3
MST 289 Capstone	0.5
TOTAL CERTIFICATE CREDITS	41

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

GENERAL EDUCATION REQUIREMENTS:	CREDITS
ENG 125	3
COM 115/125	3
MAT 121 or MAT 135	3
Select from at least two of the following disciplines: science, social and behavioral science, or humanities. Courses chosen to satisfy this requirement must be from the core list.	6

GENERAL EDUCATION REQUIREMENTS 15

CORE MULTIMEDIA REQUIREMENTS		
MGD 101	Introduction to Computer Graphics	3
JOU 105	Introduction to Mass Media	3
JOU 106	Fundamentals of Reporting	3
MGD 150	Legal Issues in Media	4
MGD 164	Digital Video Editing	3
MGD 264	Digital Video Editing II	3
RTV 107	Television Studio Production	3
RTV 108	Principles of Audio	3
RTV 210	Audio Mixing	3
RTV 212	Adv. Television Production	3
RTV 280	Internship-TV Studio/Video Prod. II	3
FVT 105	Video Production I	3
FVT 250	Scriptwriting for Film and Video	3
TOTAL CORE REQUIREMENTS		40
TOTAL GENERAL EDUCATION		15
TOTAL ELECTIVES		6
TOTAL AAS DEGREE CREDITS		61

MULTIMEDIA ELECTIVES		
BUS 217	Business Comm. & Report Writing	3
CIS 118	Introduction to PC Applications	3
MGD 141	Web Design	3
JOU 206	Int. Newswriting and editing	3
MGD 155	Lightwave I	3

MULTIMEDIA CERTIFICATE		
MGD 101	Introduction to Computer Graphics	3
JOU 105	Introduction to Mass Media	3
JOU 106	Fundamentals of Reporting	3
MGD 150	Legal Issues in Media	4
MGD 164	Digital Video Editing	3
MGD 264	Digital Video Editing II	3
RTV 107	Television Studio Production	3
RTV 108	Principles of Audio	3
RTV 210	Audio Mixing	3
RTV 212	Adv. Television Production	3
RTV 280	Internship-TV Studio/Video Prod. II	3
FVT 105	Video Production I	3
FVT 250	Scriptwriting for Film and Video	3
ELECTIVE CREDITS FROM ABOVE SELECTIONS		6
TOTAL CERTIFICATE REQUIREMENTS		46

NURSING

The Trinidad State Junior College Nursing Program is an Associate Degree Nursing Program with a PN exit option. 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 wait-list of students meeting admission criteria is 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.

Upon successful completion (minimum grade of C) of all pre-requisite courses, 1st level nursing courses and the PN transition course, students may elect to "opt out" of the second year of courses and receive the Practical Nursing Certificate. This allows the student to apply for the NCLEX-PN in Colorado. Students may also elect to continue in the program for the 2nd level of nursing courses. Upon successful completion (minimum grade of C) of all pre-requisite courses, first and second level nursing courses, students will receive the Associate of Applied Sciences Degree. This allows the graduates to apply for the NCLEX-RN in Colorado. In addition, Licensed Practical Nurses (LPNs) with a current Colorado nursing license may apply for the LPN to RN program.

Course work includes classroom, lab, and clinical experiences. The nursing program requires additional expense related to assigned courses, e.g. medical examinations, background checks, drug screens, liability insurance, uniforms, meals, and travel to clinical sites. All expenses are the students' responsibility.

APPLICATION PROCESS

Attend a nursing information session or contact the [Nursing Program Representatives](#) at the college you wish to attend. **BEFORE COMPLETING THE NURSING WAIT LIST APPLICATION ONLINE.**

Login to the college of your choice and complete an application (First Time, Transfer, Readmit or International) online. Follow all of the college application procedures. If you have courses for transfer, follow the official transcript evaluation policies of the college you selected.

Retain your Login ID and PIN for future access to your application until you have submitted it. Your assigned student ID number will be the same at any Colorado Community College System college. Please do not apply to multiple nursing programs; nursing programs with openings may contact students if they indicated on the nursing wait list application that they would be willing to consider other nursing programs.

Once your application has been submitted, you will receive a Student ID number and your PIN will be your birth date in the form of (MMDDYY). Please update your personal information if it changes.

Notification of your admission status will be sent from the college you have selected.

Take the Accuplacer placement exam per college policy. This is to determine if you have any further prerequisites which must be taken prior to your application to a nursing program.

Satisfactorily complete all [prerequisites](#).

All prerequisite courses must be complete, with acceptable grades and grade point average (GPA) of 2.5, as listed in the Nursing Program Prerequisites section, **BEFORE COMPLETING THE NURSING WAIT LIST APPLICATION ONLINE.**

Login to your College with your Student ID and PIN, click on the Student Menu link, click on the Nursing Wait List Application link in the Quick Links area and complete the **Nursing Wait List Application** online. Select the college which has the Nursing Program you wish to be considered for.

INSTRUCTIONS FOR CHANGING NURSING PROGRAMS:

Please only apply to one wait list - you cannot be on multiple program or college Nursing Wait Lists. Additional Nursing Wait List applications will not be recorded. If you wish to change to another wait list, please contact your college's Nursing Department for instructions.

All nursing programs require passing a FBI fingerprint check for students applying to the nursing wait list. Passing a criminal background check and drug screen will be required after acceptance in a nursing program. ****Please read the list of [disqualifying offenses](#).**

Once you are accepted into a nursing program you will receive directions from your program regarding when to initiate and complete the criminal background check and drug screening.

It may take up to 6 months to process your Nursing Wait List Ap-

lication. Students are considered based on program selection date (all application requirements must be met before applying to the nursing waitlist).

PRE-REQUISITES

GENERAL EDUCATION REQUIREMENTS

		CREDITS
BIO 201	Anatomy and Physiology I*	4
BIO 202	Anatomy and Physiology II	4
BIO 204	Microbiology	4
PSY 235	Human Growth and Development	3
ENG 121	English Composition	3

BEHAVIORAL/SOCIAL SCIENCE/HUMANITIES ELECT. GENERAL EDUCATION REQUIREMENT

*Math proficiency level must be at MAT 090 or above

LPN CERTIFICATE

NUR 109	Fundamentals of Nursing	8
NUR 112	Basics of Pharmacology	2
HPR 108	Dietary Nutrition	1
NUR 103	Math for Clinical Calculations	3
NUR 106	Medical and Surgical Nursing Concepts	9
NUR 150	Nursing Care of Obstetric & Pediatric Clients	7
BIO 216	Pathophysiology	4
TOTAL LPN REQUIREMENTS		34

RN DEGREE REQUIREMENTS

NUR 206	Adv. Concepts of Med. Surg. Nurs. I	8
NUR 211	Nursing Care of Psychiatric Clients	4
NUR 212	Pharmacology II	2
NUR 216	Adv. Concepts of Med. Surg. Nursing II	6
NUR 230	Leadership, Management & Trends	5

ELECTIVE

GTE Humanities or Social and Behavioral Sciences	3	
TOTAL PROGRAM CREDITS WITH PRE-REQUISITES/GENERAL ED.	83	
RECOMMENDED COURSES FOR NURSING STUDENTS		
NUR 169	Transition into Practical Nursing	5
NUR 199	Transition from LPN to AD	4

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

	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 Clinica	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 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:

- Apply a working knowledge of mathematics and the sciences to conduct experiments and to analyze and interpret data to solve safety and health related issues.
- Identify, formulate, and solve applied science problems, using the techniques, skills, and modern tools necessary for professional practice.
- Apply the principles of industrial hygiene and toxicology, and use fundamental exposure measurement techniques and instruments.
- Perform basic occupational safety and health functions.
- Exhibit teamwork.
- Demonstrate effective communication skills.
- Exhibit 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). In addition to completion of online courses, students will also apply learning relative to principles of safety and health in a non-academic setting through supervised field-based experiences. For more information, visit our website at www.trinidadstate.edu/osh.

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENG 115	Technical English & Communication	3
ENG 121	English Composition I	3
CHE 101	Introduction to Chemistry I	5
COM 115	Public Speaking	3
MAT 121	College Algebra	4
PSY 101	General Psychology I	3
GENERAL EDUCATION REQUIREMENT		21

OCCUPATIONAL SAFETY & HEALTH REQUIREMENTS AAS

		CREDITS
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
BIO 106	Basic Anatomy & Physiology	4
OSH 225	Industrial Hygiene	3

OSH 226	Ergonomics: Managing Task Stress	3
OSH 235	Workers' Compensation	2
OSH 245	Safety Program Planning/Admin.	3
OSH 246	Safety Training Methods	3
OSH 255	Industrial Hygiene Instrument Lab	3
OSH ELECTIVES		4
TOTAL CORE CREDITS		46
TOTAL GENERAL ED.		21
TOTAL REQUIRED FOR AAS		67

OSH 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
OSH 285	Independent Study	2
ENT 205	Radiation Safety/Nuclear	1
COM 101	Employment Strategies	1
EMP 105	Emergency Planning	3

OCCUPATIONAL SAFETY & HEALTH 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:

OCCUPATIONAL SAFETY & HEALTH REQUIREMENTS-CERT.

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
OSH 225	Industrial Hygiene	3
OSH 226	Ergonomics: Managing Task Stress	3
OSH 235	Workers' Compensation	2
OSH 245	Safety Program Planning/Admin.	3
OSH 246	Safety Training Methods	3
OSH 255	Industrial Hygiene Instrument Lab	3

OSH ELECTIVES

TOTAL CORE CREDITS		5
TOTAL CORE CREDITS		43

OSH 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
OSH 285	Independent Study	2
COM 101	Employment Strategies	1
EMP 105	Emergency Planning	3

A minimum of 67 semester credit hours, which include at least 21 semester hours of General Education requirements, is required for the Associate of Applied Science Degree in Occupational Safety.

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 commu-

nication, mathematics, and study skills are essential to successful job performance and will be scheduled on an individual basis as necessary.

A minimum of 69 semester credits, which includes the general education requirements, is required for the Associate of Applied Science Degree.

TRANSFER OPTIONS

Trinidad State Junior College has established transfer agreements for Occupational Safety students interested in pursuing a four-year degree. For further information, please contact the Lead OSH instructor at 719-846-5052.

OFFICE TECHNOLOGIES EMPHASIS 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.

GENERAL EDUCATION REQUIREMENTS:	CREDITS
ENG 121	3
MAT 107 OR HIGHER	3
PSY 101/102	3
COMPUTER ELECTIVE	3
Two core electives from the approved elective list.*	6
GENERAL EDUCATION REQUIREMENT	18

OFFICE TECHNOLOGIES CORE AAS REQUIREMENTS:

	CREDITS
ACC 121 Accounting Principles I	4
ACC 245 Computerized Acctg. w/Pro Package	3
BTE 103 Keyboarding Applications II	3
BTE 108 Ten-Key by Touch	1
BTE 204 Keyboarding Applications III	3
BTE 225 Administrative Office Management	3
BUS 115 Introduction to Business	3
BUS 216 Legal Environment of Business	3
BUS 217 Business Commun. & Report Writing	3
CIS 118 Introduction to PC Applications	3
CIS 135 Complete PC Word Processing	3
CIS 145 Complete PC Database	3
CIS 155 PC Spreadsheet Concepts/Excel	3
CIS 161 Presentation Graphics	1
CIS 167 Desktop Publishing	3
MAN 226 Principles of Management	3
MAT 112 Financial Math	3
MAR 216 Principles of Marketing	3
TOTAL CORE REQUIREMENTS	51
TOTAL GENERAL ED. REQUIREMENTS	18
TOTAL CREDITS NEEDED FOR AAS	69

*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.

BTE 100 Computer Keyboarding	1
BTE 102 Keyboarding Applications I	2
BTE 111 Keyboarding Skillbuilding I	1
BTE 112 Keyboarding Skillbuilding II	2

OFFICE TECHNOLOGIES CORE CERTIFICATE REQUIREMENTS:

	CREDITS
ACC 121 Accounting Principles I	4
ACC 245 Computerized Acctg. w/Pro Package	3
BTE 103 Keyboarding Applications II	3
BTE 108 Ten-Key by Touch	1
BTE 204 Keyboarding Applications III	3
BTE 225 Administrative Office Management	3
BUS 217 Business Commun. & Report Writing	3
CIS 118 Introduction to PC Applications	3
CIS 135 Complete PC Word Processing	3
CIS 155 PC Spreadsheet Concepts/Excel	3
MAT 107 Career Math	3
MAT 112 Financial Math	3
TOTAL CERTIFICATE REQUIREMENTS	35

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

BTE 100 Computer Keyboarding	1
BTE 102 Keyboarding Applications I	2
BTE 111 Keyboarding Skillbuilding I	1
BTE 112 Keyboarding Skillbuilding II	2

A minimum of 35 credits is required to complete the Office Technologies Certificate.

MINI CERTIFICATE PROGRAMS ACCOUNTING CLERK CERTIFICATE

ACC 115 Payroll Accounting	3
ACC 121 Principles of Accounting	4
ACC 122 Principles of Accounting II	4
ACC 135 Spreadsheet Applications for Accounting	3
ACC 245 Computerized Acct. w/Prof. Package	3
BTE 108 Ten-Key by Touch	1
CIS 155 PC Spreadsheet Concepts	3
TOTAL CERTIFICATE CREDITS	21

BASIC JOB SKILLS CERTIFICATE

BTE 103 Keyboarding Apps II	3
CIS 118 Into to PC Applications	3
SPE 125 Interpersonal communications	3
BUS 217 Business Communications/Report Writing OR	3
BTE 225 Administrative Office Management	3
CIS 135 Complete PC Word Processing	3
CIS 167 Desktop Publishing	3
**BUS, BTE, CIS INTERNSHIP OR ELECTIVE	3
TOTAL CERTIFICATE CREDITS	21

Course Descriptions

ACADEMIC ACHIEVEMENT

AAA 101

Title: College 101: The Student Experience

Credit Hours: 1

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

ADDICTIONS COUNSELING

CSL 175

Title: Special Topics ADAD

Credit Hours: 1

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

CSL 178

Title: Seminar/Workshop-Group Counseling Skills

Credit Hours: 1

Description: Provides students with an experiential learning experience.

CSL 245

Title: Professional Ethics

Credit Hours: 1

Description: Focuses on ethical practice in counseling through an overview of Colorado Mental Health Statute as well as the structure, function, and administration of the licensing and grievance boards in Colorado. This course meets the professional ethics mandatory training requirement for the Counselor I level of the Colorado Alcohol and Drug Abuse Program.

CSL 249

Title: Differential Assessment of Problems Related to Psychoactive Drug Use

Credit Hours: 1

Description: Focuses on comparing diagnostic and assessment models available to drug and alcohol addictions counselors. This course meets the differential assessment mandatory training requirements for the Counselor II level of the Colorado Drug and Alcohol Abuse Program.

CSL 250

Title: Motivation Interviewing

Credit Hours: 1

Description: Opportunity for students to learn both the model of Motivational Interviewing as well as the underlying Stages of Development model. Discussion of the populations of clients where these models have proven most effective. Opportunity for skills practice during class that includes skill sets specific to each stage of client readiness. Presentation of assessment instruments to evaluate client readiness for change. Minimum of 14 contact hours.

CSL 251

Title: Pharmacology I for Counselors

Credit Hours: 1

Description: Focuses on providing the student with an introduction to pharmacological concepts that will be useful to counselors in the field of alcohol and substance abuse. When combined with CSL 252, this

course meets the pharmacology training requirement for the Counselor II level of the Colorado Alcohol and Drug Abuse Program.

CSL 252

Title: Pharmacology II for Counselors

Credit Hours: 1

Description: Focuses on the pharmacology of alcohol and drugs such as stimulants, nicotine, cannabis, hallucinogens, designer drugs, over the counter medications, and medications for psychiatric illnesses. When combined with CSL 251, this course meets the pharmacology training requirement for the Counselor II level of the Colorado Alcohol and Drug Abuse Program.

CSL 253

Title: Cognitive Behavior Therapy

Credit Hours: 1

Description: Opportunity for students to learn the model of Cognitive Behavior Therapy as it applies to addiction. Discussion of the populations of clients where this model has proven most effective. Opportunity for skills practice during class that includes clinical feedback. Minimum of 14 contact hours.

CSL 255

Title: Infectious Diseases in Alcohol/Drug Treatment Setting

Credit Hours: 1

Description: Focuses on risk factors for transmission of HIV/AIDS and the application of counseling methods to individuals infected with HIV/AIDS. This course meets the infectious diseases in treatment settings requirement for the Counselor I level of the Colorado Alcohol and Drug Abuse Program.

CSL 260

Title: Client Records Management

Credit Hours: 1

Description: Focuses on Colorado State Laws surrounding the methods of client records documentation. This course meets the records management training requirement for the Counselor I level of the Colorado Alcohol and Drug Abuse Program.

CSL 265

Title: Counseling Diverse Treatment Populations

Credit Hours: 1

Description: Focuses on therapeutic methods for treatment of substance abuse disorders as applied particularly to the needs of minorities and special populations. This class meets the diverse treatment population's mandatory training requirements for the Counselor I level of the Colorado Drug and Alcohol Abuse Program.

CSL 268

Title: Addictions Counseling Skills

Credit Hours: 1.5

Description: Focuses on clinical skills practice, crisis intervention techniques, and an overview of substance abuse. This course meets the addictions counseling skills training requirement for the Counselor I level of the Colorado Alcohol and Drug Abuse Program.

CSL 269

Title: Principles of Addictions Treatment

Credit Hours: 1.5

Description: Focuses on the major theories of addiction in an historical and theoretical context. Includes an elaboration on NIDA's Princi-

ples of Drug Addiction Treatment. This class meets the principles of addictions training requirement for the Counselor I level of the Colorado Alcohol and Drug Abuse Program.

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 alter-

natives, 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.

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 indepth 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 ACH 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

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 bookkeeping system that incorporates all daily transactions and summarizes records in reports for a complete financial picture.

Requisite: 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 ACH 101

AGRIBUSINESS/AGRICULTURE

AGB 132

Title: Agricultural Accounting/Business Analysis

Credit Hours: 3

Description: Focuses on practical uses of accounts and records with emphasis on accounting principles and analysis of the agricultural business.

AGB 218

Title: Computerized Farm Records

Credit Hours: 3

Description: Emphasizes the planning and development of record keeping systems, the interpreting and analyzing of agricultural business records, balance sheets, cash flows, and income statements with the aid of a computer.

AGB 228

Title: AgriBusiness Management

Credit Hours: 3

Description: Provides the student with basic management principles and practical experience in applying principles of economics, business, marketing, and finance to the management of an agribusiness operation.

AGB 289

Title: AgriBusiness Capstone

Credit Hours: 1.0

Description: Provides the student with information necessary for employment and for developing job search skills by offering instruction in writing resumes and cover letters, filling out job applications and developing interviewing skills.

AGE 102

Title: Agricultural Economic

Credit Hours: 3

Description: Focuses on economic principles as applied to agriculture through price discovery with producer supply and consumer demand, governmental policies, rural development, and resource management.

AGE 208

Title: Agricultural Finance

Credit Hours: 3

Description: Emphasizes principles of finance and their application to agriculture and agribusiness, including the time value of money, net present value analysis, interest, credit lending institutions, financial statements and financial ratios.

AGE 210

Title: Agricultural Marketing

Credit Hours: 3

Description: Studies the agricultural marketing system and methods of marketing crops and livestock. Emphasizes hedging with futures options.

AGP 107

Title: Practical Irrigation Management

Credit Hours: 2

Description: Introduces the student to irrigation methods, scheduling, limited irrigation concepts, hydrology, safety, water quality, chemigation, and interrelationships between irrigation, soil fertility, and crops. A limited amount of water law is also covered.

AGP 108

Title: Agricultural Pesticides

Credit Hours: 3

Description: Covers the basic laws and regulations, formulations, physical and environmental safety, mixing, application and use of agricultural pesticides for the control of weeds, insects, diseases, and vertebrate pests common to Colorado.

AGP 204

Title: Soil Fertility and Fertilizers

Credit Hours: 4

Description: Emphasizes soil fertility and plant nutrition in crop production, soil plant relations, diagnostic techniques and methods of evaluating soil fertility. Includes composition, manufacture, marketing and use of fertilizer materials and their reactions with soils and plants.

AGY 100

Title: General Crop Production

Credit Hours: 4

Description: Focuses on production and adaptation of cultivated crops, principles affecting growth, development, management, and utilization.

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.

AME 107

Title: General Power Mechanics

Credit Hours: 2

Description: Teaches the theory of operation and maintenance of small engines and related power equipment used on the farm.

AME 151

Title: Fundamentals of Welding

Credit Hours: 3

Description: Develops basic welding skills, principles, and practices in arc and oxyacetylene welding.

ASC 100

Title: Animal Science

Credit Hours: 3

Description: Studies the basic fundamentals of livestock production pertaining to principles of breeding, genetics, nutrition, health, and physiology of beef, sheep, swine, dairy, and horses. Focuses on the Animal Science Industry in general and each species industry in regard to history, current situation, and future direction.

ASC 215

Title: Livestock Judging

Credit Hours: 2

Description: Emphasizes comparative selection, grading, and judging of market and breeding classes of livestock based on knowledge of phenotype, performance information, and/or carcass merit.

ASC 225

Title: Feeds and Feeding

Credit Hours: 4

Description: Focuses on the basic nutrients, common feeds and feed additives, anatomy of digestive systems, and basic feeding practices for beef, sheep, and dairy. The lab portion of the class is devoted to calculating and balancing rations to fulfill nutrient requirement for farm animals for growth, finishing, reproduction, lactation, work, and wool production. Explores least cost ration balancing on the computer.

RAM 205

Title: Range Management

Credit Hours: 3

Description: Presents the historical and current status of the range live-stock industry. Management principles for private and public range-lands, range plant identification and range plant communities are covered.

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 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 chemotherapeutic is stressed.

AQT 104

Title: Fish Nutrition

Credit Hours: 4

Description: Introduces students to the nutritional aspects of both warm water and cold water 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

Max Credit: 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

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.

AQT 288

Title: Aquaculture Practicum

Credit Hours: 1

Max Credit: 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

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.

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 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 forms, 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 hand building and throwing on the potter's wheel.

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 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.

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 meteoroid. 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

Max Credit: 15

Description: Introduces automotive electricity and includes basic electrical theory, circuit designs, and wiring methods. Focuses on multi-meter 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.

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

Max Credit: 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 antilock 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 260

Title: Advanced 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 related to customer vehicles.

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

Max Credit: 6

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

BARBERING

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 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 108

Title: Intermediate Shaving, Honing, & Stropping

Credit Hours: 1

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.

BAR 110

Title: Intro to Hair Coloring

Credit Hours: 3

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.

BAR 111

Title: Intermediate 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 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 121

Title: Intermediate Hair Cutting

Credit Hours: 3

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.

BAR 130

Title: Introduction to Hair Styling

Credit Hours: 3

Description: Combines theory with the practical application of air-forming 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 140

Title: Intro to Permanent Waves/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 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 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 combina-

tion of supervised work and specialized classes.

PreRequisite: 16 years of age

BAR 166

Title: Introduction to Facial Massage & Skin Care

Credit Hours: 1

Description: Emphasizes basic understanding of facial massage manipulations and the study of skin in both practical and theory applications. Covers the benefits derived from proper facial massage and a good skin care routine.

BAR 167

Title: Intermediate Facial Massage & Skin Care

Credit Hours: 1

Description: Focuses on practical application dealing with anatomy, skin disorders, skin types and facial shapes. Students help patrons select proper skin care treatments.

BAR 203

Title: Advanced Hair and Scalp

Credit Hours: 1

Description: Focuses on advanced theory and practical training of hair, scalp treatments and shampooing in a supervised salon setting. Advanced techniques prepare the student for employment. Covers student preparation for the State Board Licensing Examination on theory and practical procedures.

BAR 207

Title: Advanced Shaving, Honing & Stropping

Credit Hours: 1

Description: Focuses on advanced training in shaving, honing and stropping. Practical and theory application is completed in specialized classes or supervised clinical training. Student will be prepared for State Board license exam

BAR 211

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 220

Title: Advanced Hair Cutting

Credit Hours: 3

Description: Provides theory and advanced techniques in all phases of hair cutting to ready the student for employment. Covers student preparation for State Board licensing examination on theory and practical procedures. Training is a combination of supervised work and specialized classes.

BAR 230

Title: Preparation for State Board

Credit Hours: 1

Description: Allows students the opportunity to practice written examinations as preparation for the State Board Barber Examination. Hours will be arranged.

BAR 231

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.

BAR 241

Title: Advanced Permanent Waves/Chemical Relaxers

Credit Hours: 2

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.

BAR 266

Title: Advanced Facial Massage & Skin Care

Credit Hours: 1

Description: Emphasizes anatomy, skin disorders, skin types and facial shapes. Students guide patrons on selection of proper skin care treatments. Covers student preparation for State Board licensing examination on theory and practical procedures.

BAR 275

Title: Special Topics

Credit Hours: 1-12

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

BAR 280

Title: Internship

Credit Hours: 1-12

Description: This course provides students with the opportunity to supplement coursework with practical work experience related to their educational programs. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

BAR 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

BAR 288

Title: Practicum

Credit Hours: 1-12

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.

BAR 290

Title: Advanced Barber Studies

Credit Hours: 1-12

Description: Allows advanced training in all course areas and focuses on student training for the State Board of Barber Licensing Examination. Hours will be arranged.

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 discipline. Explores biology as a science a process of gaining new knowledge as is the impact of biological science on society. Includes laboratory experiences. Designed for non-science majors.

BIO 106

Title: Basic Anatomy and Physiology

Credit Hours: 4

Description: Focuses on basic knowledge of body structures and function, and provides a foundation for understanding deviations from normal and disease conditions. This course is designed for individuals interested in health care and is directly applicable to the Practical Nursing Program, Paramedic Program and the Medical Office Technology program.

BIO 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.

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 integument, skeletal, articulation, 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 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 organelle. 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 216

Title: Human Pathophysiology

Credit Hours: 4

Description: Focuses on the alterations in physiological, cellular, and biochemical processes, the associated homeostatic responses, and the manifestations of disease. Prior knowledge of cellular biology, anatomy, and physiology is essential for the study of pathophysiology.

BIO 220

Title: General Zoology

Credit Hours: 5

Description: Focuses on the study of invertebrate and vertebrate animals and examines structure, evolutionary development, ecology, clas-

sification, 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.

BUS 221

Title: Business Law I

Credit Hours: 3

Description: Introduces Business Law and covers the foundations of the legal system, contract, property, and cyber law.

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 Speed building 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 Speed building 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

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.

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 rebar and welded wire fabric.

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 133

Title: Construction Framing & Safety

Credit Hours: 4

Description: Utilizes hands on techniques to illustrate basic framing methods and materials. Floor/Wall/and Roof framing will be discussed/demonstrated and taught. There will be extensive utilization of modern and western residential framing methods. The course will also include 10 hours of OSH Approved safety instruction, which will qualify the student for their "10 hour safety card."

CAR 134

Title: Exterior Finishes & Trims

Credit Hours: 4

Description: Utilizes hands on techniques to illustrate exterior moisture, trim, and exterior door and window installation. Student will explore various residential materials and methods. Estimation of time and material will be discussed as well as general business practices.

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 144

Title: Interior Trim & Finish Methods

Credit Hours: 4

Description: Utilizes hands on techniques to illustrate basic interior finishing methods. This class guides the student through the techniques utilized in sheetrock, tape and texture, interior doors, and trim.

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 Builtins

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 170

Title: Clinical: Construction Lab I

Credit Hours: 1

Max Credit: 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

Max Credit: 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 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.

CAR 205

Title: Advanced Site Layout

Credit Hours: 2

Description: Expands upon CAR 105 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 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 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 270

Title: Clinical: Construction Lab I

Credit Hours: 0.5

Max: 6.0

Description: Continues to build upon the principles that are expected to be understood by students in the construction discipline.

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

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.

COM 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.

COM 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.

COMPUTER INFORMATION SYSTEMS

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.

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 165

Complete Presentation Graphics

Credit Hours: 3

Description: Focuses on the development of presentation graphics materials including graphs, charts, illustrations, and diagrams. Emphasizes effective communication through computerized presentations. Covers features of the software and effective presentation techniques.

CIS 167

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 263

PC Help Desk Skills

Credit Hours: 3

Description: Enables the student to understand and develop appropriate help desk techniques. Includes roles of help desk personnel, and how to troubleshoot hardware and software problems.

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.

CIS 275

Title: Health Care Information Systems

Credit Hours: 1

Max Credit Hours: 12

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

COMPUTER & NETWORKING TECHNOLOGY

CNG 120

Title: A+ Certification Preparation

Credit Hours: 4

Description: Prepares students for the CompTIAA+ certification examination. Hardware and software concepts are reviewed using A+ techniques.

CNG 123

Title: Network Server Basics: Server +

Credit Hours: 3

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

CNG 124

Title: Networking I: Network +

Credit Hours: 3

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

CNG 125

Title: Networking II: Network +

Credit Hours: 3

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

CNG 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

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 136

Title: Guide to Disaster Recovery

Credit Hours: 3

Description: Presents methods to identify vulnerabilities and take appropriate countermeasure to prevent and mitigate failure risks for an organization. It will take an enterprise-wide approach to developing a disaster recovery plan.

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, IPvoice, and computer networks.

CNG 175

Title: Special Topics

Credit Hours: 1

Max Credits: 12

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

CNG 180

Title: Internship I

Credit Hours: 1

Max Credit: 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

Max Credit: 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

Max Credit: 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

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 258

Title: Computer Forensics

Credit Hours: 4

Description: Exposes the student to the field of Computer Forensics and investigation. Provides the student with methods to properly conduct a computer forensics investigation beginning with a discussion of ethics. Topics covered include fundamental concepts, history of computer forensics, file structures, data recovery techniques, computer forensic tools and analysis. The curriculum and objectives map to the International Association of Computer Investigative Specialists (IACIS) certification.

CNG 260

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.

CNG 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.

COMPUTER SCIENCE

CSC 105

Title: Computer Literacy

Credit Hours: 3

Description: Introduces computers and includes the history of computers and their impact on society. Focuses on microcomputer terminology as well as criteria for evaluating hardware and software. Enables students to develop a working knowledge of an operating system, the internet, and several microcomputer applications.

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.

CSC 154

Introduction to MS Visual Basic .NET (OOP)

Credit Hours: 3

Description: Provides students with the knowledge and skills needed to develop applications in Microsoft Visual Basic .NET for the Microsoft .NET platform. Focuses on user interfaces, program structure, language syntax, and implementation details. This is the first course in the Visual Basic .NET curriculum and serves as the entry point for other .NET courses

CSC 155

Introduction to C# Programming with MS .NET

Credit Hours: 3

Description: Teaches students the fundamental skills that are required to design and develop object oriented applications for the Web and Microsoft Windows by using C# and the Microsoft Visual Studio .NET development environment.

PreRequisite: CSC116 or permission of Instructor

CSC 160

Title: Computer Science I: (language)

Credit Hours: 4

Description: Introduces students to the discipline of computer science. Covers algorithm development, data representation, logical expressions, sub-programs and input/output operations using a structured programming language. Requires intensive lab work outside of class time.

CSC 161

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 JavaApplets into HTML.

PreRequisite: Permission of the instructor

CSC 285

Title: Independent Study

MinCredit: 0.5

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

COMPUTER/WEB DESIGN

CWB 164

Title: XML

Credit Hours: 3

Description: Provides students with an introduction to the XML language's structure and syntax. Examines supporting tools such as XSL and CSS. This course is not designed to focus on a particular implementation of XML, but examine the possibilities of using XML with popular technologies such as Java SAX, SOAP, RDF, and the DOM.

CWB 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 based on a cookie value, setting flags, working with frames, creating objects in a hidden frame, using the History Object, writing HTML to another window, determining browser and detecting keystrokes.

CWB 210

Title: Advanced Web Scripting

Credit Hours: 3

Description: Covers CGI and Perl programming. Includes foundations of CGI, database integration, building CGI programs, processing HTML forms, and Perlprogramming. A basic understanding of UNIX is required, including directories, files, permissions, and text editing. Covers a brief review of UNIX.

CONSTRUCTION TECHNOLOGY

CON 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

CON 128

Title: Cost Estimation

Credit Hours: 2

Description: Provides an overview of the estimation process. Bid requirements, and package are discussed along with an introduction to the CSI divisions.

CON 140

Title: Introduction to Building Codes & Enforcement

Credit Hours: 3

Description: Introduces the basic concepts of code enforcement.

CON 145

Title: Construction Project Management I

Credit Hours: 2

Description: Covers the principles of project planning, scheduling, estimating and management. The participant learns the basic skills required to supervise personnel, with the introduction of technologies as they become commonly accepted.

CON 146

Title: Construction Project Scheduling

Credit Hours: 2

Description: Covers the principles of project planning and scheduling. Techniques and tools for effective scheduling are introduced and investigated. The participant learns the basic skills required to supervise personnel. New technologies will be introduced as they become commonly accepted. Several case studies are included.

CON 231

Title: Construction Ethics

Credit Hours: 3

Description: Covers aspects of the trade and how to assure an ethical approach is taken when dealing with owners/customers, contractors, and suppliers. Discussion is encouraged and required as many aspects will have several points of view. Industry standards, customer expectations, warranty issues, and bid practices are all topics which will be discussed.

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 110

Title: Intro to Hair Color

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.

COS 111

Title: Intermediate Hair Color

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.

COS 120

Title: Intro to Hair Cutting

Credit Hours: 2

Description: Introduction to the theory relevant to patron protection, angles, elevations, and the analysis of hair textures as related to hair cutting. Covers the proper use and care of hair cutting implements. Focuses on basic hair cutting techniques using all cutting implements. Disinfection, sanitation procedures as they relate to haircutting.

COS 121

Title: Intermediate Hair Cutting

Credit Hours: 2

Description: Focuses on theory related facial shapes, head and body forms to determine the client's appropriate haircut. Incorporates practical applications of hair cutting techniques in specialized classes or in the supervised salon (clinical setting).

COS 130

Title: Intro to Hair Styling

Credit Hours: 2

Description: Combines theory with the practical application of roller placement, shaping, pincurls, finger waves, ariforming iron curling, soft pressing and hard pressing.

COS 131

Title: Intermediate I Hair Styling

Credit Hours: 2

Description: Focuses on the accepted methods of styling hair, air forming roller sets, finger waves, pin curls braiding and hair pressing.

COS 140

Title: Intro to Chemical Texture

Credit Hours: 1

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 relaxing. Provides training in a classroom or lab setting on mannequins or live models.

COS 141

Title: Intermediate I: Chemical Texture

Credit Hours: 1

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.

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 have on the student, licensed individual, salons and school owners.

COS 160

Title: Introduction to Disinfection, Sanitation & Safety

Credit Hours: 2

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: 1

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.

tion, sanitation and safety procedures. Also includes customer service in a supervised salon (clinical) setting or specialized class.

PreRequisite: 16 years of age

COS 203

Title: Shampoos/Rinses/Conditioners II

Credit Hours: 1

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 210

Title: Intermediate Hair Color 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.

COS 211

Title: Advanced Hair Color

Credit Hours: 2

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. Prepares the student for the State Board Licensing Examination pertaining to hair coloring.

COS 220

Title: Intermediate II Hair Cutting

Credit Hours: 2

Description: Provides continued instruction in the theory related to facial shapes, head and body forms to determine the client's appropriate haircut. Incorporates practical applications of haircutting techniques.

COS 221

Title: Advanced Hair Cutting

Credit Hours: 2

Description: Focuses on advanced cutting techniques using all the cutting tools. Emphasizes current fashion trends. Includes student preparation for the State Licensure examination.

COS 230

Title: Intermediate II Hair Styling

Credit Hours: 2

Description: Provides continued instruction on accepted methods of styling hair, air forming, roll set, finger waves and hair pressing. Examines techniques in specialized classes or in a supervised salon setting

COS 231

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 241

Title: Advanced Chemical Texture

Credit Hours: 1

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.

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 275001

Title: Special Topics: Hair Color Techniques

Credit Hours: 1

Max Credits: 12

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

COS 275002

Title: Special Topics: Hair Cutting Techniques

Credit Hours: 1

Max Credits: 12

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

COS 275003

Title: Special Topics: Hair Styling Techniques

Credit Hours: 1

Max Credits: 12

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

COS 275004

Title: Special Topics: Chemical Texture Techniques

Credit Hours: 1

Max Credits: 12

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

COS 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.

COS 288

Title: Practicum

Credit Hours: 1

Max Credits: 12

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.

CRIMINAL JUSTICE

CRJ 101

Title: Basic Law Enforcement Academy

Credit Hours: 6

Description: Conforms to POST standards and state certification re-

quirements 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

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 118

Title: Report Writing

Credit Hours: 3

Description: Identifies the areas of concern in regards to proper documentation of police related activities. Focuses on report writing skills, proper structuring of interviews and chronological documentation of events. Incorporates proper sentence structuring, the use of correct terminology and accuracy in written reports.

CRJ 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

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.

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.

**COMMERCIAL VEHICLE
OPERATION CERTIFICATE**

DRV 175

Title: Special Topics in Commercial Driving

Credit Hours: 1

Max Credits: 12

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

DRV 247

Title: Commercial Driver's license

Credit Hours: 1

Description: Studies with the manuals and study guides to prepare for the written test. Will learn to conduct the walk around inspections and become familiar with the course layout and driving portion of the test.

DRV 275

Title: Special Topics in Heavy Truck Operation

Credit Hours: 6

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

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.

DIESEL MECHANICS

DPM 100

Title: Intro to Diesel Mechanics

Credit Hours: 2

Description: Focuses on the student identifying and describing the many different types of diesel powered vehicles. Emphasis is placed on being able to research information in maintenance manuals and parts manuals along with demonstration of their abilities in properly identifying and select mechanical fastener for a particular application. Specific coverage of precision fastener, fuels, fluids as they relate to the diesel industry.

DPM 101

Title: Diesel Shop Orientation

Credit Hours: 2

Description: Focuses on maintaining a safe and clean working heavy duty diesel shop. Emphasis is placed on the proper use and care for hand, electric, air and hydraulic tools safely. Covers how to clean equipment properly, to handle and dispose of hazardous materials correctly, and to apply mandated regulations. Emphasis is also placed on proper lifting equipment.

DPM 103

Title: Diesel Engines I

Credit Hours: 4

Description: Covers the theory and operation of diesel engines with emphasis on cylinder heads and valve trains diagnosis and repair. Also introduces the cooling system's importance with diagnosis and repair. Enables students to diagnose, test, and repair cylinder heads and cooling systems on diesel engines.

DPM 105

Title: Heavy Duty PowerTrains I

Credit Hours: 3

Description: Focuses on drive axles and universal joints of heavy duty trucks and equipment. Students will cover operations, tests, removal, inspections, and repair of heavy duty drivelines, axles, and differentials.

DPM 106

Title: Diesel Fuel Systems

Credit Hours: 3

Description: Covers the theory of operation and repair of fuel injection systems. Provides laboratory assignments that involve disassembly, assembly, and service procedures on fuel system components.

DPM 111

Title: Prevent Maintenance I

Credit Hours: 3

Description: Enables the student to perform preventive maintenance on heavy equipment and trucks, and complete appropriate maintenance records. Addresses the process of diagnostics and troubleshooting. Focuses on the importance of preventive maintenance.

DPM 121

Title: Hydraulic Systems I

Credit Hours: 3

Description: Offers instruction on the basic fundamentals of hydraulics and their applications. Diagnosis, service, and testing along with safety are stressed within this course

DPM 122

Title: Hydraulic Systems II

Credit Hours: 3

Description: Offers instruction on the repair, replacement, measuring, and subsequent adjustments of components. Identification and repairing pumps, control valves, and cylinders is stressed within this course.

DPM 170

Title: Lab Experience I

Credit Hours: 1

Max Credits: 12

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

DPM 203

Title: Diesel Engines II

Credit Hours: 4

Description: Covers the theory of operation and repair of diesel engines with emphasis on the cylinder block in big bore engines. Enables students to disassemble, inspect, and reassemble engines.

DPM 205

Title: Heavy Duty PowerTrains II

Credit Hours: 3

Description: Teaches students to diagnosis clutch and transmission problems. Focuses on clutch, transmission, additional assembly operation, testing, and repairing. Students will learn removal, rebuilding, inspection, repairing, and replacement of all components. Covers electrical systems on transmissions and related assemblies.

DPM 206

Title: Heavy Duty Break Systems I

Credit Hours: 3

Description: Focuses on the various braking systems incorporated in heavy-duty trucks and heavy equipment. Includes a study of hydraulic brake systems and covers the diagnosis and service of the mechanical and electrical components.

DPM 211

Title: Preventive Maintenance II

Credit Hours: 3

Description: Focuses on preventive maintenance on heavy duty equipment as well as recording critical information for customer. Enables students to grasp the importance of preventive maintenance while gaining an understanding of how components work.

DPM 275

Title: Special Topics

Credit Hours: 0

Max Credits: 12

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

DPM 280

Title: Internship

Credit Hours: 1

Max Credits: 12

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.

DPM 285

Title: Independent Study

Credit Hours: 1

Max Credits: 12

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

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.

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 partic-

ipation 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

Max Credit: 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

Max Credit: 6

Description: Provides students with an experiential learning opportunity.

ECE 179

Title: Seminar

Credit Hours: 0.5

Max Credit: 6

Description: Provides students with an opportunity to examine aspects of early childhood education in detail.

ECE 180

Title: Internship

Credit Hours: 1

Max Credit: 6

Description: Focuses on work experience in an early childhood setting.

ECE 185

Title: Independent Study

Credit Hours: 1

Max Credit: 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

Max Credit: 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

Max Credit: 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.

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

Max Credit: 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

Max Credit: 6

Description: Provides students with an experiential learning opportunity.

ECE 279**Title: Seminar**

Credit Hours: 0.5

Max Credit: 6

Description: Provides students with an opportunity to examine aspects of early childhood education in detail.

ECE 280**Title: Internship**

Credit Hours: 1

Max Credit: 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

Max Credit: 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

Max Credit: 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

Max Credit: 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

Max Credit: 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, infla-

tion, 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

Description: 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 188

Title: Practicum I

Credit Hours: 1

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 education facility and with the direct guidance of the instructor.

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 intelligence. 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.

LINE TECHNICIAN

EIC 103

Title: Safety & Industrial Certificate

Credit Hours: 4

Description: Learn a comprehensive review of electrical industry safety standards. When applicable, the student will earn a permit and/or certification in the following areas: CDL Licensing, First Aid/CPR/AED, Flagging, OSH 1910.269, National Electric Safety Code Rescue Procedures, Excavation Safety and use of Personal Protective Equipment.

EIC 105

Title: Basics of AC & DC Electricity

Credit Hours: 4

Description: Focuses on resistance, current, voltage and power in AC and DC circuits; measurements; computations of series and parallel circuits; circuit analysis and troubleshooting with basic test equipment.

EIC 106

Title: Power Theory and High Voltage Apparatus

Credit Hours: 3

Description: Focuses on Ohm's Law, measurements, fundamentals of AC and DC circuits, with an emphasis on transformers and transformer connections, identify key elements in high voltage electrical systems from the generation station to the end consumer.

EIC 121

Title: Electric Distribution Theory

Credit Hours: 5

Description: Learns general safety and knowledge of line tech theory practice. Topics will include pole setting techniques, framing methods

and specifications, climbing, sagging and splicing of conductors, energizing and de-energizing of lines, installation of protective grounds, power circuits, grounds, and personal communication skills.

EIC 122

Title: Electric Distribution Theory II

Credit Hours: 6

Description: Learns topics pertaining to electrical distribution: installing and operation of protective equipment, transformer hookups, voltage regulators/regulation, hotstick maintenance, troubleshooting, and gloving from platforms and the pole.

EIC 123

Title: Electrical Distribution Lab

Credit Hours: 5

Description: Studies thoroughly the National Electric Safety Code, learns proper equipment operation and maintenance, maintaining material records, knot tying, installing protective grounds, pole climbing, replacing insulators, replacing cross arms, conductor ties, and constructing overhead lines safely and properly.

EIC 136

Title: Advanced Electrical Distribution

Credit Hours: 6

Description: Focuses on meter reading, transmission line construction and maintenance, substation, reclosures, meter hookups.

EIC 140

Title: Underground Power Systems

Credit Hours: 7

Description: Learn safety practices and related safety manual regulations, terminology, tool usage, fault finding, cable locating, equipment operation, switching procedures, installation of terminal devices, cable pulling, splicing, material identification, transformer and apparatus applications.

EIC 142

Title: Hot Line Procedures

Credit Hours: 3

Description: Focuses on intensive training conducted by field specialists in hotline maintenance and underground installation.

EIC 175

Title: Special topics: Overhead Procedures

Credit Hours: 9

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

EIC 180

Title: Internship

Credit Hours: 1

Max Credits: 12

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.

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 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.

PreRequisite: 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 Prehospital Care program for EMT Basic level IV approval. Examines criteria, procedures and techniques for ICV therapy, discusses fluid and electrolyte balance and principles and treatment for shock.

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 162

Title: Wilderness EMT Upgrade

Credit Hours: 2

Description: Designed for currently certified EMT-Basic's, Paramedics and RN's who want to enhance their assessment and treatment skills in a remote challenging environment. This course is part of a Wilderness EMS program and builds on the American Health and Safety Institutes (ASHI) Wilderness EMT upgrade course focusing on wilderness concepts and skills with many role-playing scenarios. Students will receive an ASHI Wilderness Upgrade Certification.

PreRequisite: Proof of current license or certification as an EMT-B, EMT-P, or RN is required. Must provide proof of current license or certification as an EMT-B, EMT-P, or RN.

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

Max Credit: 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

Max Credit: 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, HEPB vac, Current CPR cads, 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

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-Pin 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

Max Credit: 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

Max Credit: 6

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

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 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.

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 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 Makeup

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

Max Credit: 3

Description: Provides preparation for Skate 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 hours: 3

Description: 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 wood worker 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: Door making

Credit Hours: 4

Description: Focuses on the planning, design, selection and purchase of materials, construction, finishing and hanging of a door that the student has constructed. Examines assorted styles of door construction, joinery, glues and fabrication techniques.

FIW 175

Title: Special Topics

Credit Hours: 1

Max Credit: 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

Max Credit: 6

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 nonsite, 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 available, their sources, shop drawings, various construction and finishing methods and reasonable design and technical skills.

FIW 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.

FIW 276

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.

FIW 277

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.

FIW 285

Title: Independent Study

Credit Hours: 0.5

Max Credit: 6

Description: 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 NFPA1001, 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 NFPA1001, 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.

FST 104

Title: Fire Protection Systems

Credit Hours: 3

Description: Addresses principles and functions involved in the instal-

lation 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.

FIRE SCIENCE

FSW 100

Title: S-190 Introduction to Wild Land Fire Behavior

Credit Hours: 1

Description: Provides instruction in the primary environmental factors that affect the start and spread of wildfire and recognition of potentially hazardous situations. This course can be taught in conjunction with or prior to Firefighting Training S-130.

FSW 101

Title: S-130 Firefighting Training

Credit Hours: 2

Description: Provides entry-level firefighter skills. A version of the L-180, Human Factors on the Fire line, is included as part of the course. Credit should be issued for S130.

FSW 102

Title: S131 Firefighting Type I

Credit Hours: 0.5

Description: Designed to meet the training needs of the Firefighter Type 1. It contains several tactical decision modules designed to facilitate learning the objectives and class discussion. This course is designed to be interactive in nature. Topics include Fire line reference materials, communications, and tactical decision making.

FSW 103

Title: D-110 Dispatch Recorder

Credit Hours: 1

Description: Trains potential dispatch recorders on the structure of an expanded dispatch organization and how to effectively perform within that organization. Course will provide the student with a working knowledge of the purpose and process of completing the resource order and other dispatch forms. It will also provide instruction on established dispatch procedures.

FSW 104

Title: I-100 Introduction to ICS

Credit Hours: 0.25

Description: Address the ICS organization basic terminology, and common responsibilities. It provides a foundation upon which to enable entry-level personnel to function appropriately in the performance of incident related duties. For students continuing through more complex ICS modules, this course may be used as precourse work.

FSW 105

Title: L-180 Human Factors on the Fire Line

Credit Hours: 0.25

Description: Designed for unit level supervisors to use when delivering orientation training to new crew members. Presentation of the course involves a few short lecture segments, but the primary content is delivered by video and is supported with small group exercises. Topics include: situation awareness, basic communication responsibilities, attitude and stress barriers, decision making processes, and teamwork principles.

FSW 140

Title: S-200 Initial Attack Incident Commander

Credit Hours: 1

Description: Designed to meet the training needs of the ICT4. It is presented in a lecture/discussion format and supplemented with group exercises. The six instructional units cover: Readiness and Mobilization; Size-up, Planning, and Ordering; Deployment and Containment; Administrative Requirements; and Post-Fire Evaluation.

FSW 141

Title: S-203 Introduction to Incident Info

Credit Hours: 2

Description: Provides students with the knowledge and skills they need to serve as type 3 information officers (IOF3). It touches on virtually all aspects of establishing and maintaining an incident information operation, communicating with internal and external audiences to handling special situations.

FSW 142

Title: S-211 Portable pumps and Water Use

Credit Hours: 1.5

Description: Consists of three areas: supply, delivery, and application of water. Students will be required to demonstrate their knowledge of correct water use, basic hydraulics, and equipment care. The module requires set up, operation, and maintenance of pump equipment. To receive credit for this course, students must have modules observed and approved.

FSW 143

Title: S-212 Wild Fire Chain Saws

Credit Hours: 2

Description: Provides introduction to the function, maintenance and use of internal combustion, engine-powered chain saws and their tactical wildland fire application. Modules support entry-level training for firefighters with little or no previous experience in operating a chain saw and provides hands-on cutting in surroundings similar to Fire line situations.

FSW 144

Title: S-215 Fire Operations in Wild Land/Urban

Credit Hours: 2

Description: Designed to assist structure and wildland firefighters who will be making tactical decisions when confronting wildland fire that threatens life, property, and improvements in the wildland/urban interface. Instructional units include interface awareness, size up, initial strategy and incident action plan, structure triage, structure protection tactics, incident action plan assessment and update, follow up and public relations, and firefighter safety in the interface.

FSW 145

Title: S-230 Crew Boss

Credit Hours: 1.5

Description: Designed to produce student proficiency in the performance of duties associated with the single-resource boss position from initial dispatch through demobilization to the home unit. Topics include operational leadership, preparation and mobilization, assignment preparation, risk management, entrapment avoidance, safety and tactics, offline duties, demobilization and post-incident responsibilities.

FSW 146

Title: S-231 Engine Boss

Credit Hours: 1

Description: Designed to produce student proficiency in the performance of the duties associated with engine boss, single resource (ENGB). Topics include engine and crew capabilities and limitations, information sources, fire size up considerations, tactics and wildland/urban interface.

FSW 147

Title: S-234 Ignition Operations

Credit Hours: 2

Description: Provides training in the functional roles and responsibilities connected with firing operations. The course covers planning, ignition procedures and techniques, and equipment applicable to wild land and prescribed fire. This course also addresses the role of the ignition specialist or firing boss as the organization manages escalation from a non-complex to a complex situation.

FSW 148

Title: S-248 Status/Check In Recorder

Credit Hours: 1

Description: Designed to introduce students to the tools and techniques used to perform the duties of status check-in recorder (SCKN). The course provides an overview of what a student can expect if dispatched to an incident. Each student will need access to a computer that has the most current incident automation software (currently I-Suite).

FSW 149

Title: S-260 Interagency Business Management

Credit Hours: 1

Description: Designed to meet the general training needs of all positions for which an understanding of interagency incident business management is required. The Interagency Incident Business Management Handbook, PMS 902, is used as the primary job aid to supplement this course. It provides the basic policy and direction for incident business management

FSW 150

Title: S-261 Applied Interagency Incident Business Management

Credit Hours: 1

Description: Designed for entry-level finance positions. It is designed to be taken after completion of Interagency Business Management (S-260).

FSW 151

Title: S-270 Basic Air Operations

Credit Hours: 1

Description: Covers aircraft types and capabilities, aviation management and safety for flying in and working with agency aircraft, tactical and logistical uses of aircraft, and requirements for helicopter take-off and landing areas.

FSW 152

Title: S-271 Helicopter Crew Member

Credit Hours: 1

Description: Provide student proficiency in all areas of the tactical and logistical use of helicopters to achieve efficiency and standardization. Topics include: aviation safety, aircraft capabilities and limitations, aviation life support equipment, aviation mishap reporting, pre-flight checklist and briefing/debriefing, aviation transportation of hazardous materials, crash survival, helicopter operations, and helicopter field exercise. This course contains the follow OAS modules: A-101, A104, A-105, A-106, A-108, A-110, A-113, A-209, and A-210

FSW 153

Title: SO-209 Intermediate Wild Land Fire Behavior

Credit Hours:

Description: Designed to prepare the prospective supervisor to undertake safe and effective fire management operations.

FSW 154

Title: Wild Land Fire Origin & Cause Determination

Credit Hours: 2.5

Description: Provides a consistent knowledge and skill base for the Wild land Fire Origin and Cause Determination Investigator (INVF). The concepts taught in this course will help an INVF perform at an acceptable level on a national basis without regard to geographic boundaries. The course is presented by lecture, electronic presentations, field exercises, and class discussion.

FSW 155

Title: I-200, IS-200, Q-436 Basic ICS: ICS for Single Resources and Initial Action Incidents

Credit Hours: 1.5

Description: Introduce students to the principles of the Incident Command System (ICS) associated with incident-related performance. Topics include leadership and management, delegation of authority and management by objectives, functional areas and positions, briefings, organizational flexibility, transitions and transfers. This course was developed in conjunction with the US Fire Administration (Q-463) and the Emergency Management Institute (IS-200). These courses are built on the same lesson objectives and content as the NWCG I-200 course and are inter-changeable; they are all National Incident Management System (NIMS) compliant.

FSW 156

Title: L-280 Followership/Leadership

Credit Hours: 1

Description: Combines one day of instruction followed by a second day with students working through a series of problem-solving events. This course is for individuals preparing to step into a leadership role. Topics include: leadership values and principles, transition challenges for new leaders, situational leadership, team cohesion factors, and ethical decision-making.

FSW 175

Title: Special Topics

Credit Hours: 1

Max Credits: 12

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

FSW 176

Title: Special Topics

Credit Hours: 1

Max Credits: 12

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

FSW 177

Title: Special Topics

Credit Hours: 1

Max Credits: 12

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

FSW 200

Title: S-300 Extended Attack Incident Commander

Credit Hours: 1

Description: Designed to meet the training needs of the incident commander type 3 (CT3). The six instructional units cover Information Gathering, Planning, Supporting Organization, Operations, Transitioning, and Demobilization/Administrative Requirement.

FSW 201

Title: S-330 Task Force/ Strike Team Leader

Credit Hours: 1.5

Description: Designed to meet the training requirements outlined in the Wild land Fire Qualification System Guide and the Positions Task Books (PTB) developed for the positions of Task Force Leaders and Strike Team Leader. Examples and exercises in this package are specific to wild land fire suppression.

FSW 202

Title: SO-336 Tactical Decision Making In Wild Land Fire

Credit Hours: 2

Description: Designed to meet training requirements in the Operations Section of the Incident Command System. Examples and exercises in this package are specific to wildland fire suppression.

FSW 203

Title: S-339 Division Group Supervisor

Credit Hours: 1

Description: Prepares the student to perform in the role of division/group supervisor. It will provide instruction in the support of

the specific tasks of division/group supervisor. Topics include division/group management, organizational interaction, and division operations.

FSW 204

Title: S-359 Medical Unit Leader I

Credit Hours: 1

Description: Designed to provide the skills and knowledge needed to perform in the role of medical unit leader (MEDL). Topics include gathering information, organizing, supervising, evaluating, documenting, and demobilizing the medical unit.

FSW 205

Title: S-390 Intro to Fire Behavior Calculations I

Credit Hours: 2

Description: Develop knowledge and skills required for effective fire behavior prediction. This course introduces fire behavior calculations by manual methods, using nomograms. The student gains an understanding of the determinants of fire behavior through studying input (wind, slope, fuels, and fuel moisture.) Students also learn how to interpret fire behavior output. Local and regional environmental differences are stressed.

FSW 206

Title: I-300 Introduction to ICS for Supervisors

Credit Hours: 1.5

Description: Provides a greater description and detail of the Incident Command System (ICS) organization and operations, including application of essential principles and description of air operations. This course comprises five of the 17 instructional modules making up the ICS curriculum. These include Organization and Staffing (Module 7), Organizing for Incidents or Events (Module 8), Incident Resources Management (Module 9), Air Operations (Module 10), and Incident and Event Planning (Module 11).

FSW 240

Title: S-440 Planning Section Chief

Credit Hours: 1

Description: Designed to meet a portion of the training needs of the planning section chief type 2 (PSC2). Topics include information gathering, strategies and briefings, incident action plan (IAP), interactions, forms, documents, supplies, demobilization, and an optional technology section. In the final module, the students observe a simulated planning meeting and use the information derived to find errors in an incident action plan (IAP).

FSW 241

Title: I-400 Advanced ICS for Command and General Staff & Complex Incidents

Credit Hours: 1.5

Description: Directs the student towards an operational understanding of large single-agency and complex multi-agency/multi-jurisdictional incident responses. Presented in an intense participative classroom environment, this course focuses on area command and staff issues, as well as the planning, logistical and fiscal considerations associated with complex incident management and interagency coordination. This course comprises four of the 17 instructional modules making up the ICS curriculum. These include Command and General Staff (Module 12), Unified Command (Module 13), Major Incident Management (Module 14), Area Command (Module 15).

FSW 242

Title: M-480 Multi Agency Coordinating MAC Group

Credit Hours: 0.5

Description: Designed to train and orient potential Multi-Agency Coordinating (MAC) Group members and MAC Group Coordinators. It will provide the students with a working knowledge of the Multi-Agency Coordination System and the organization that helps support MAC Group activities.

FSW 275

Title: Special Topics

Credit Hours: 0

Max Credits: 12

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

FSW 276

Title: Special Topics

Credit Hours: 0

Max Credits: 12

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

FSW 277

Title: Special Topics

Credit Hours: 0

Max Credits: 12

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

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 131

Title: Global Positioning Systems

Credit Hours: 3

Description: Introduces the terminology, hardware, and technological principles of GPS. Students will receive an introduction in the fundamentals of using a basic hand-held GPS unit. Data will be integrated with preexisting spatial data. Fundamentals of mapping and map read-

ing will be covered. Garmin GPS units will be used initially, followed with Trimble GeoExplorers and Pathfinder Office software. Final student projects integrate GPS data within ArcView projects.

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 frame-work of shifting crustal plates. Course includes laboratory experience.

PreRequisite: GEY111 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 101

Title: Introduction to Gunsmithing

Credit Hours: 7

Description: Learn basic gunsmithing theory and practice. Topics include history of firearms and ammunition, firearms parts nomenclature, cycles of operation, basic troubleshooting and repair procedures, shop safety, the care and use of common hand tools, basic metallurgy, the layout and making of tools and gun parts. Emphasis on Shop Safety, and hand work including the proper use of measuring tools, layout, drilling, sawing, filing, soldering, silver soldering, forging, heat treatment, case hardening and hand polishing.

GUS 105

Title: Machine Shop 1

Credit Hours: 7

Description: Learn the theory and practice of basic metalworking lathe and milling machine operations. Also includes the use of precision

measuring tools, bench grinders and other machine tools as needed. Projects involve making specialized gunsmithing tools. General machine shop safety practices are strongly emphasized.

GUS 125

Title: Machine Shop II

Credit Hours: 6

Description: Learn the theory and practice of machine tools as they are related to basic barrel fitting techniques; emphasis on flat breach type guns, similar to the Mauser Model 98. Projects to include jigs and fixtures required for basic action truing techniques, fitting, chambering and turning of a barrel from a blank. Safety and liability issues are discussed.

GUS 135

Title: Firearms Conversion

Credit Hours: 5

Description: Learn the techniques of the conversion of military rifle actions into customized sportier rifle actions. Bolt handles, safeties, iron sights, scope mounts, adjustable triggers, and trigger guard contouring and other custom conversion and accessory will be included. This course deals with the miscellaneous jobs brought into the gun shop other than normal repairs related to the bolt action rifle.

GUS 136

Title: Firearms Metal Finishing

Credit Hours: Learn the skills necessary to perform firearms bluing and parkerizing techniques. Topics include necessary equipment, chemical mixing procedures, and safety as they apply to hot caustic bluing, rust bluing, parkerizing and metal preparation.

Description:

GUS 140

Title: Stockmaking 1

Credit Hours: 7

Description: Learn an overview of the building of a sporter style rifle stock from a stock blank. Study in stock design, wood cutting hand tools and their application, stock layout, wood selection, routing and in setting, forend tip and grip cap installation, shaping, recoil pad installation, sanding, finishing and refinishing with oil based finishes.

GUS 147

Title: Firearms Repair I

Credit Hours: 5

Description: Learn an overview of firearms repair theory and practice, targeting new students. Topics include necessary tools, design, function, takedown, troubleshooting, assembly and repair of selected semi-automatic handguns, single action revolvers, pump and semi-automatic shotguns, and various .22 rim fire rifles.

GUS 225

Title: Machine Shop III

Credit Hours: 4

Description: Learn the theory and practice of more advance fitting and chambering techniques for the gunsmith. Emphasis on coned or recessed breech faces and extractor cuts. Projects include the current precision methods of fitting and chambering a barrel for an action that requires a coned or recessed breech, and/or extractor cuts. Also covered will be theory on rim fire cartridges, improved cartridges, octagon or fluted barrels, and an introduction to CAD/CAM and its application to the modern gunshop and gunsmith.

GUS 245

Title: Stockmaking II

Credit Hours: 5

Description: Learn stockmaking techniques starting from a semi-in-letted for one and two piece gun stock of both wood and synthetic materials. Techniques in glass bedding, gun fitting, installation of custom hardware and finishing techniques will be studied.

GUS 247

Title: Firearms Repair II

Credit Hours: 8

Description: Learn an advanced gunsmithing course in firearms repair theory and practice. Topics include design, function, takedown, troubleshooting, assembly and repair of selected shotguns, rifles, and handguns. Also included is the use of specialized tools and fixtures.

GUS 265

Title: Comprehensive Skills Evaluation

Credit Hours: 0.5

Description: Learn competencies through a comprehensive evaluation after students have completed the Gunsmithing Program curriculum.

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 in setting, 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, in setting, 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.

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, take-down, troubleshooting, assembly and repair of selected semiautomatic handgun, single action revolvers, pump and semiautomatic shotguns, and various .22 rim fire 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 rim fire 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 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 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.

HEAVY EQUIPMENT OPERATOR

HEQ 150

Title: Basic Principals of Engine Operation and Drive Train

Credit Hours: 4

Description: Covers the theory of operation and the maintenance of engines, drive trains and related power equipment used in heavy equipment operations.

HEQ 220

Title: Motor Grader I

Credit Hours: 2

Description: Covers the safe operation of a motor grader and perform a variety of operations using the grader.

HEQ 221

Title: Motor Grader II

Credit Hours: 2

Description: Focuses on the safe operation of a motor grader and aggregate road maintenance and building.

HEQ 225

Title: Backhoe I

Credit Hours: 2

Description: Designed for operators with little or no experience in operating a back-hoe. Covers performing pre-trip inspection, greasing and lubing equipment, nomenclature, and identifying and understanding all controls. Includes use of front-end loader to load dirt, using backhoe attachment to dig trenches of specific depth and length, replacing a cutting edge, and OSHA and industry standards of open excavations.

HEQ

Title: 226 Backhoe II

Credit Hours: 2

Description: Covers coordinating locates, preparing sub-base, digging on uneven surfaces, backfilling trenches, loading trucks with backhoe, digging trenches to grade, use of a transit and hand held level, crossing trenches, setting up on open excavations, benching techniques, and OSHA and industry safety standards.

HEQ

Title: 230 Hydraulic Excavator

Credit Hours: 2

Description: Covers the safe operation of the hydraulic excavator. Allows the student to perform a variety of operations with the excavator.

HEQ

Title: 240 Basic Bulldozer I

Credit Hours: 2

Description: Teaches performing walk-around inspections, using proper terms and definitions associated with the bulldozer, and using proper safety procedures. Includes performing rough ditching and spreading, performing ripping operations, cutting and building a gentle slope bench, using the bulldozer on unstable soil, and replacing cutting edges on blades and teeth on rippers.

HEQ 241

Title: Bulldozer II

Credit Hours: 2

Description: Teaches how to perform excavation in confined space, construct an elevated roadway, perform finish work, move large obstacles, perform bull-dozing operations on a slope. Includes identifying and repairing drainage problems, stockpiling materials, use of a transit or hand level to create a 3:1 slope, and OSHA, MSHA and industry safety standards.

HEQ 246

Title: Front End Loader II

Credit Hours: 2

Description: Enables the student to learn the safe operation of a front-end loader and perform a variety of tasks. Build on skills such as excavating, stockpiling, and backfilling with different types of attachments.

HEQ 275

Title: Independent Study

Credit Hours: 0

Max Credits: 12

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

HEQ 285

Title: Independent Study

Credit Hours: 0

Max Credits: 12

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

MASSAGE THERAPY

HHP 100

Title: Complementary Healing Methods

Credit Hours: 1

Description: Explores some of the more widely used alternative/complimentary healing methods. Expands the student's health horizons and enables the student to converse in a knowledgeable manner with patients and practitioners.

HHP 101

Title: Infant Massage

Credit Hours: 1

Description: Presents part of a parent enrichment program that cultivates love, compassion, respect and well being for infants and children through touch. Infant massage promotes positive interaction between caregiver and infant using systematic manual manipulations of soft tissues of the body, incorporating movements such as rubbing, pressing and rolling for therapeutic purposes.

HHP 103

Title: Introduction to the Circle of Healing

Credit Hours: 1

Description: Enables the student to synthesize different energy methods in order to work as part of a healing group using intuition and group consensus of imagery as the vehicle to create the healing environment.

HHP 122

Title: Qigong

Credit Hours: 1

Description: Emphasizes the application of the 18 soft exercises found in Qigong to help relax, increase strength, agility, and vitality while calming the mind.

HHP 145

Title: Digestive Wellness

Credit Hours: 1

Description: Provides the student with information on nutritional and herbal selfcare treatments.

HHP160

Title: Learn To Meditate

Credit Hours: 0.5

Description: Focuses on techniques to meditate and explores the life-enhancing benefits of meditation

HHP 165

Title: Visualization of Health

Credit Hours: 1

Description: Focuses on visualization to improve athletic ability, to enhance the natural healing process, and to ease the damaging effects of stress. Discover how this mental rehearsal can give an additional dimension over life and performance.

HHP 200

Title: Bach's Essences: Health Through Mental Harmony

Credit Hours: 2

Description: Introduces students to the concepts of energy work and complementary healing modalities that impact health and wellness. This class will aid students in identification of the impact of stressors

on health, and through identification of stressors, aid them in restoring balance and harmony to their lives, by application of appropriate essences.

HHP 166

Title: Introduction To Reflexology

Credit Hours: 1

Description: Teaches the student foot anatomy, basic hand stroke and foot reflex points.

HHP 200

Title: Bach's Essences: Health Through Mental Harmony

Credit Hours: 2

Description: Introduces students to the concepts of energy work and complementary healing modalities that impact health and wellness. This class will aid students in identification of the impact of stressors on health, and through identification of stressors, aid them in restoring balance and harmony to their lives, by application of appropriate essences.

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 neuro-physiology 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 208

Title: Advanced Musculoskeletal Anatomy

Credit Hours: 2

Description: Presents an intensive study of the musculoskeletal system. Focus will be on understanding the bony structures and the relationship of the muscular system to the skeletal system from a dynamic perspective. Classes include lecture and work with the Mani keno system – building muscles with clay on a scaled down and anatomically accurate skeleton. Clinical connections will be made to take the study of anatomy out of the purely technical arena, and into the practical. The other nine systems of the body will be touched on briefly, because to clinically understand the practical applications of anatomy, you have to be aware of the interconnectedness of all the systems of the body.

HHP 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

Max Credit: 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 prehistoric era to 1650. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline.

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 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

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 108

Title: Dietary Nutrition

Credit Hours: 1

Description: Studies the basic principles in clinical practice involved in the assistance of health care. The course will cover factors which influence the nutritional status of individuals, methods of nutritional assessment and support, and diet modification for specific disease states.

HPR 117

Title: Anatomical Kinesiology

Credit Hours: 3

Description: Studies the Anatomical Bases of Human Movement.

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

Credit ours: 3

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 100

Title: Human Nutrition

Credit Hours: 3

Description: Introduces basic principles of nutrition with emphasis on personal nutrition. Satisfies nutrition requirement of students entering health care professions

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 HCPCPR 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

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.

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.

LIT 278

Title: Seminar: Honors

Credit Hours: 3

Description: Explores particular authors, topics, themes in depth.

MACHINING TECHNOLOGY

MAC 101

Title: Introduction to Machine Shop

Credit Hours: 3

Description: Covers safety procedures, use of bench tools, layout tools, power saws, drill presses, precision measurement tools, and various hand tools related to the machine shop. Also included are sharpening drill bits and general purpose turning tools for the lathe and determining speeds and feeds for both the lathe and the milling machine.

MAC 102

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

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 175

Title: Special Topics

Credit Hours: 0

Max Credits: 12

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

MAC 178

Title: Machining Workshop

Credit Hours: 0

Max Credits: 12

Description: Provides students with an experiential learning opportunity.

MAC 201

Title: Introduction to CNC Turning Operations

Credit Hours: 3

Description: Covers computer numerical control (CNC) lathe operations, control functions, the letter address system, the program format, and machine setup. G & M codes, control functions, the letter address system, and math issues related to CNC are included.

MAC 205

Title: Introduction to CNC Milling Operations

Credit Hours: 3

Description: Provides transitional information between conventional machining applications and the typical applications found in Computer Numerical Control Machining. Topics may consist of Numerical Control Systems, The Cartesian Coordinate System, High Efficiency Tooling Applications, Objectives of Numerical Control, Calculating Speed and Feed Rates, Defining and Calculating Tool Motion, Fixturing Requirements, Basic Program Structure, Programming Codes, and Basic Conversational Programming. Operations of NC machines will be required.

MAC 206

Title: CNC Milling Operations II

Credit Hours: 3

Description: Exposes the student to the principle operations of both vertical and horizontal CNC milling machines via lecture instruction methods, multi-media instruction methods, and manufacturing hands-on methods. The student will be exposed to the basic CNC machining center, principle operations, manual controls, programming methods, tool-offsets, G54-G59 work offsets, cutter radius compensation and tool selection methods. General operator skills and basic setup skills will be stressed.

MAC 221

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 sur-

faces 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 240

Title: CAD/CAM 2D

Credit Hours: 3

Description: Provides the student with the essential concepts and techniques that are required to successfully create part geometry, generate tool path, verify tool path models, and post process the NC codes. The student will be exposed to a 2-axis machining, 3-axis machining wire frame and surface modeling, lathe programming, and DNC systems. Programming projects and models will be demonstrated in the CNC manufacturing lab.

MAC 275

Title: Special Topics

Credit Hours: 0.5

Max Credit: 6

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

MAC 278

Title: Machining Workshop

Credit Hours: 0

Max Credits: 12

Description: Provides students with an experiential learning opportunity.

MAC 285

Title: Independent Study

Credit Hours: 0.5

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.

MANAGEMENT

MAN 102

Title: Business Ethics and Values

Credit Hours: 1

Description: Discusses behavior and identifies what is ethical and appropriate behavior and what is not. This course will identify the role of integrity, character, honesty, self-control, self-sacrifice, and core values in developing ethical and effective behavior in the workplace.

MAN 105

Title: Logistics Management

Credit Hours: 3

Description: Explores the logistic system from in-bound movement of materials and freight into the organization, through physical distribution of the completed product to the consumer. Transportation systems, government regulations, material handling, inventory management, and distribution centers are covered.

MAN 117

Title: Time Management

Credit Hours: 1

Description: Provides students with the conceptual knowledge and tools to make better use of their time in the management function.

MAN 125

Title: Team Building

Credit Hours: 1

Description: Introduces the concept of working as a team member. Activities and assignments will emphasize the ability to negotiate, work together, build consensus, and make quality decisions.

MAN 160

Title: Entrepreneurship

Credit Hours: 6

Description: Teaches entrepreneurs planning skills from business concept development to the actual development of a comprehensive business plan. This practical approach includes one-on-one counseling with the instructor and professional volunteer counselors. Guest speakers are an integral part of the course. Topics include marketing strategies and tactics, profitability, human resource management, financial management and projections, innovations, and loan negotiations.

MAN 200

Title: Human Resource Management

Credit Hours: 3

Description: Provides the student with a broad overview of the contemporary issues, theories and principles used to effectively manage human resources. Topics include recruiting, hiring, compensation and benefits, training and development, employee relations and legal issues.

MAN 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 160

Title: Customer Service

Credit Hours: 3

Description: Enables students to learn the relationship of self to customers, problem solve and understand the importance of communicating with customers. Specific emphasis is given to managing customer expectations by building customer rapport and creating positive outcomes.

MAR 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

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

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 204

Title: Calculus III with Engineering Applications: GT-MA1

Credit Hours: 5

Description: Includes all the topics of MAT 203 Calculus III with an additional emphasis on word problems and problem solving. This is the third course in the three-course calculus sequence. This course will additionally contain a thorough examination of multiple integration. This will include double and triple integrals, line integrals, Stokes' and Green's Theorems, and their applications. A graphing calculator is required for this course.

Pre-requisite: MAT 202 or equivalent

MAT 261

Title: Differential Equations with Engineering Applications: GT-MA1

Credit Hours: 4

Description: Introduces ordinary differential equations. The content of this course includes all the topics of MAT 265 Differential Equations with an additional emphasis on applications and problem solving. A graphing calculator is required for this course.

Pre-requisites: 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 concerns 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 155

Title: Light Wave I

Credit Hours: 3

Description: Introduces students to LightWave's Modeler program with an emphasis on modeling techniques. It also touches on LightWave's Layout program for setting up scenes with texture maps and lighting. There will also be instruction on how to import models from other programs.

MGD 164

Title: Digital Video Editing I

Credit Hours: 3

Description: Introduces to digital non-linear video editing. Students will capture, compress, edit, and manipulate video images using a personal computer. Assembly techniques including media management, editing tools, titles, and motion control; transitions and filters, and special effects are explored.

MGD 175

Title: Special Topics

Credit Hours: 0.5

Max Credit: 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

Max Credit: 6

Description: Provides students with an experiential learning experience.

MGD 180

Title: Internship

Credit Hours: 0.5

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.

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 241

Title: Web Design II

Credit Hours: 3

Description: Expands on previously learned fundamentals of HTML introducing cascading style sheets, DHTML, JavaScripts and CGI forms. Color usage and interface design principles are emphasized in this course. In this course we'll examine Web sites that employ more complex structures, optimal site architecture and navigation necessary for larger and more complex sites.

MGD 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 264

Title: Digital Video Editing II

Credit Hours: 3

Description: Looks at the more complex and advanced techniques of digital video editing. Areas of editing such as masking, filtering, blue/green screening, track mattes, and image mattes will be examined. Students will produce a movie project in this class and discuss practical ways to distribute to various audiences.

MGD 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

Max Credit: 6

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

MGD 280

Title: Internship

Credit Hours: 0.5

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.

MGD 285

Title: Independent Study

Credit Hours: 0.5

Max Credit: 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

Max Credit: 6

Description: A demonstrated culmination of learning within a given program of study.

MEDICAL OFFICE TECHNICIAN

MOT 120

Title: Medical Office Financial

Credit Hours: 3

Description: Covers the practical uses of accounts and records with emphasis on accounting principles and analysis for use in a medical office.

MOT 130

Title: Insurance Billing and Coding

Credit Hours: 3

Description: Introduces outpatient coding with an ultimate goal to present a clear picture of medical procedures and services performed (CPT codes), correlating the diagnosis, symptom, complaint or condition (ICD-9 codes), thus establishing the medical necessity required for third-party reimbursement.

MOT 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.

MOT 136

Title: Introduction to Clinical Skills

Credit Hours: 2

Description: Provides hands on experience with the basic clinical skills required for assisting with patient care in an ambulatory setting. De-

livers the theory behind each skill presented as well as proper technique for performing each skill. Includes knowledge and/or performance of universal precautions/OSHA regulations, HIPAA, medical asepsis, procedural gowning and gloving, patient draping and positioning, and measurement of vital signs.

MOT 150

Title: Pharmacology for Medical Assistants

Credit Hours: 3

Description: Provides an overview of pharmacology language, abbreviations, systems of measurement and conversions. The Controlled Substances Act, prescriptions, forms of medications, patient care applications, drug classifications/interactions, and safety in drug therapy and patient care are presented. Information regarding the measurement of medications, dosage calculations, routes of administration, and commonly prescribed drugs in the medical office is provided.

MOT 175

Title: Medical Terminology

Credit Hours: 1

Max Credit Hours: 12

Description: Instructs students in clinical and anatomical laboratory vocabulary used in the pathology laboratory. Assists the health care practitioner who is interested in updating vocabulary specific to the laboratory or for the novice student who is developing career skills. This course includes a lecture/self-study combination.

MOT 183

Title: Medical Assistant Internship

Credit Hours: 1

Max Credit Hours: 12

Description: Provides supervised placement in contracted facility for guided experience in application of knowledge and skill acquired in the classroom. The student assists with a variety of business and clinical procedures. Positions are non-paid due to CAAHE Prerequirement. Student must have permission by program coordinator to begin internship.

MOT 189

Title: Review for Medical Assistant National Exam

Credit Hours: 1

Description: Prepares the candidate sitting for the National Registration/Certification Examination for Medical Assistant through review and practice. These examinations are given with the intent of evaluating the competency of entry-level practitioners in Medical Assisting, therefore supporting quality care in the office or clinic.

MOT 275

Title: Medical Office Administration

Credit Hours: 0

Max Credit Hours: 12

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

MASSAGE THERAPY

MST 105

Title: Lifestyle Wellness

Credit Hours: 2

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 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

Max Credit: 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 216

Title: Pathology for Massage Therapy

Credit Hours: 3

Description: Focuses on basic knowledge of disease and injury to assist the massage therapist to promote healing, ease pain and discomfort, and avoid complications during therapy. With a broad perspective of pathology and specific pathophysiology of diseases contributing to the need for massage therapy, this course provides the foundational science for safe practice.

MST 275001

Title: Spa Massage Special Topics

Credit Hours: 0

Max Credits: 12

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

MST 275002

Title: Business Mastery for Massage Therapists Special Topics

Credit Hours: 1

Max Credits: 12

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

MST 275003

Title: Energy Medicine Special Topics

Credit Hours: 0

Max Credits: 12

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

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, repertoire, 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. Par-

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

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 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 application of proper set-up, safety, sanitation, nail shapes, anatomy, product knowledge and terminology dealing with manicures and pedicures is covered. Training is done in a classroom or lab setting using models or other techniques.

NAT 111

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 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.

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.

NRE 127

Title: Field Monitoring Techniques

Credit Hours: 2

Description: Teaches the basic techniques utilized by land and water environmental technicians. Students will obtain training in the areas of field equipment use and calibration (inclusive of flow meters, water and soil quality instrumentation etc). Students will also learn the importance properly designed data collection efforts and the limitations imposed by data collection and interpretation activities. Application of statistics and GIS data interpretation methods will also be discussed.

NRE 280

Title: Internship

Credit Hours: 1

Max Credits: 12

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 experi-

enced personnel at the business location and with the direct guidance of the instructor.

NURSING

MAC 201

Title: Introduction to CNC Turning Operations

Credit Hours: 3

Description: Covers computer numerical control (CNC) lathe operations, control functions, the letter address system, the program format, and machine setup. G & M codes, control functions, the letter address system, and math issues related to CNC are included.

NUR 106

Title: Medical and Surgical Nursing Concepts

Credit Hours: 9

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 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 109

Title: Fundamentals of Nursing

Credit Hours: 8

Description: Introduces theories and skills basic to the role of the nurse as provider of care, manager of care and member of the nursing profession. Emphasis is placed on introduction to critical thinking and the nursing process. Students will demonstrate a beginning level of competence in providing therapeutic nursing care for clients with common health alterations across the health continuum.

NUR 112

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 169

Title: Transition into Practical Nursing

Credit Hours: 5

Description: Provides the student with a transition into the role of the practical nurse. Emphasis will be placed on distinguishing the practical nurses defined scope of practice related to clinical practice, communication, nursing process, ethical/legal issues and leadership skills. The student practices in the role of the practical nurse in the associated clinical experience.

NUR 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.

NUR 189

Title: Transition from LPN to ADN

Credit Hours: 4

Description: Focuses on assisting the LPN to transition into a new role as an Associate Degree Nursing Student. Emphasis will be placed on roles and responsibilities of the ADN, nursing process, critical thinking, legal and ethical issues and nursing practice issues related to specialized skills and the care of special populations. The clinical focus will be care of the pediatric and obstetric client.

NUR 206

Title: Advanced Concepts of Medical-Surgical Nursing I

Credit Hours: 8

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 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 212

Title: Pharmacology II

Credit Hours: 2

Description: Builds upon the concepts introduced in NUR 112 Pharmacology I regarding the safe administration of medications to clients across the health continuum. Utilizing the nursing process the student demonstrates understanding of the role of the nurse as provider of care, manager of care, and member of the profession. Emphasis is placed upon the therapeutic use of medications in the nursing care of individuals with complex health needs. The student is introduced to the calculation of complex intravenous drip rates.

NUR 216

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 230

Title: Leadership, Management & Trends

Credit Hours: 5

Description: Introduces students to current trends in leadership and management concepts affecting the healthcare continuum and the practice of nursing. The student assumes the role of provider, manager of care and member of the discipline at the entry level into professional nursing. There is a practicum for application which may occur across the healthcare continuum, as the student manages groups of clients and health care personnel. The course will facilitate transition from student to the role of the graduate nurse.

NUR 270

Title: Expanded 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 271

Title: Expanded 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 288

Title: Practicum: Health and Physical Assessment for Nursing Practice

Credit Hours: 1

Max Credit: 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

NUA101

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.

NUA105

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 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

NUA170

Title: Nurse Assistant Clinical Experience

Credit Hours: 1

Description: Applies knowledge gained from NUA101 in a clinical setting.

PreRequisite: Successful completion of NUA101

NUA171

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: NUA101, NUA170

NUA172

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: NUA101 and NUA170

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 OSH Acertification 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 OSH Acertification 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 127

Title: 10 Hr. Construction Industry Standards

Credit Hours: 1

Description: Provides a 10-Hour OSHA certification course for the construction industry and participants will review the current OSHA standards contained in 29 CFR 1926. Participants that complete the course will receive a certificate of completion from the United States Department of Labor, Occupational Safety and Health Administration. The course is taught by instructors certified by the Occupational Safety and Health Administration.

OSH 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.

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

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.

PED 143

Title: Tai Chi I

Credit Hours: 1

Description: Introduces Tai Chi as an expression of understanding of self-control, exercise and self-defense. The primary emphasis is to gain an understanding of the history (origins and changes) of Tai Chi, the movements and their names, application of movements and terminology.

PED 147

Title: Yoga

Credit Hours: 1

Description: Offers a guided instruction in yoga. Students practice yoga according to their individual fitness levels and abilities. Emphasizes enhancing general health and well-being through the performance of yoga strength, flexibility, balance and relaxation techniques and exercises.

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 232

Title: Care and Prevention of Athletic Injuries

Credit Hours: 3

Description: Focuses on techniques in prevention, care and basic rehabilitation of athletic injury

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

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.

PHY111 (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 PHY211.

PreRequisite: MAT 121

PHY112 (State Guaranteed Transfer Course)

Title: Physics: Algebra-Based II with Lab

Credit Hours: 5

Description: Expands upon PHY111 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: PHY111

PHY211 (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

PHY212 (State Guaranteed Transfer Course)

Title: Physics: Calculus-Based II with Lab

Credit Hours: 5

Description: Expands upon PHY211 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

PSY101 (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.

PSY102 (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.

PSY 116

Title: Stress Management

Credit Hours: 3

Description: Identifies the physiological, emotional and behavioral aspects of stress. Techniques of stress reduction and management are explored and applied, including nutrition, exercise, assertiveness, time management, and financial management. This course is not designed for transfer.

PSY 215

Title: Psychology of Adjustment

Credit Hours: 3

Description: Emphasizes personal growth and the development of interpersonal skills. Focuses on the practical application of psychological principles and theories in achieving self-understanding and personal growth.

PSY 227

Title: Psychology of Death and Dying

Credit Hours: 3

Description: Examines the philosophies of life and death, emphasizing dying, death, mourning, and the consideration of one's own death

PSY235 (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.

PSY237

Title: Child and Adolescent Psychology

Credit Hours: 3

Description: Explores human development from conception through adolescence, emphasizing physical cognitive, emotional, and psychosocial factors.

PSY238

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 240

Title: Health Psychology

Credit Hours: 3

Description: Students will learn an overview of the scientific study of attitudes, behaviors and personality variables related health, illness and bodily systems. Emphasis is on the interaction of biological, psychological and social factors that cause illness and influence its treatment and prevention.

PSY249

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

REA060

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

REA090

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 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.

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 desktop audio-digital and analog.

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 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 107

RTV 280

Title: Internship-TV Studio/Video Production II

Credit Hours: 3

Description: Provides experience in a commercial television station or an allied industry.

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

SPA101

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.

SPA102

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: SPA101 or permission of instructor.

SPA111

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.

SPA112

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: SPA111 or instructor permission.

SPA115

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

SPA211

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 methodology will vary according to individual texts and instructors.

PreRequisite: SPA112 or instructor permission.

SPA212

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: SPA211 or instructor permission.

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 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, REA090, 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.

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, costum-

ing, 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, REA090, 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

Max Credit: 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

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.

THE 285

Title: Independent Study

Credit Hours: 1

Max Credit: 3

Description: Emphasizes structured and guided, individualized study that is organized and tailored around the interests and needs of the individual student.

WELDING

WEL 101

Title: Allied Cutting Processes

Credit Hours: 4

Description: Covers setting up equipment and performing cutting and gouging operations utilizing the oxyacetylene, air carbon arc, exothermic, and plasma arc cutting processes. This course will also provide an introduction to blueprint reading.

WEL 102

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: WEL101 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.

WEL 122

Title: Structural Welding II

Credit Hours: 3

Description: Continues WEL121 with final emphasis toward AWS welder qualification with mild steel electrode E-7018 qualification test in the 2G, 3GU, and 4G positions.

PreRequisite: WEL121

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, 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 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 176

Title: Special Topics Plastic Pipe Welding

Credit Hours: 0

Max Credits: 12

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

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.

WEL180

Title: Internship

Credit Hours: 1

Max Credits: 2

Description: 12 Meets the needs of the student in selected specialized area in a work-based environment. Individualized instruction at the job site will be set up based on student's interest and instructor approval.

WEL203

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: WEL124 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: WEL230 or instructor permission

CoRequisite: May be taken concurrently with WEL230

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 278

Title: Workshop Elective

Credit Hours: 0

Max Credits: 12

Description: Provides students with an exceptional learning experience.

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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Certificate of Gun Repair, Trinidad State Junior College
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B.A., Adams State College
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B.S., Colorado State University
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B.A., Fort Lewis College; M.A., Adams State College
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B.A., University of Texas at El Paso
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- HOLT, TUCK (Assistant Professor, Welding)
- HORTON, BRIAN (Math Science Upward Bound Academic Coordinator)
B.S., Eastern New Mexico University
- HOWELL, KATHY (Co-Director of Nursing/Associate Professor)
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KING, JOCELYN (CCC Online Advisor / OSH
Coordinator)

M. A. , California State University

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Automotive Service Technology)

LANE, ANTONETTE (Administrative Assistant III)

LANGFORD, KICHAEL (Administrative Assistant I)
A.A., Trinidad State Junior College

LARSON, TERESA (Upward Bound Academic/
Activities Coordinator)

B.S., Colorado State University

LEE, JUDITH (Associate Professor, English; English
ITOP Instructor-Division Chair)

B.A. University of Colorado; M.S., Indiana
University

LINDSAY, ANNA MAE RAE L (Director of Learning
Resource Center – Valley)

B.A., Adams State College

LOPEZ, FELIX (Executive Vice President)

Three-Year Degree, Centro de Estudios
Cientificos y Tecnologicos 5 in Mexico City;
A.A.S., Trinidad State Junior College; B.A.,
University of Southern Colorado; M.E.,
Colorado State University

LOPEZ, MARGARET (Outreach Education
Specialist)

B.A., Adams State College

LUCAS, ADAM (Tool Room Manager)

A.A.S., Trinidad State Junior College

LUDDEN, CHELO (Assistant Professor, English)

ESL Certificate, San Diego State University;
B.A., San Diego State University; M.A., San
Diego State University

MACLAREN, JUDITH (Professor, Mathematics,
Chemistry/Math Science Upward Bound Program
Director-Division Chair)

A.A., Trinidad State Junior College; B.A.,
University of Colorado, Boulder; M.A., Regis
University

MAESTAS, MICHAEL (Vice-President, Valley
Campus)

B.S., University of Northern Colorado;
M.B.A., Regis University; Ph.D., Colorado
Technical University

MANTELLI, LOUIS (LTC Operations I)

A.S., Trinidad State Junior College

MARTIN, LORETTA (Museum Director)

A.A., Trinidad State Junior College; B.A.,
Adams State College

MASSAROTTI, ALICIA (Math Science Upward
Bound Assistant Director)

B.A., University of Colorado, Boulder

MEDINA, MARIA ANGELA (Assistant Professor,
Nursing)

B.S.N., Adams State College

MILLER, ROBERT (Instructor of Heavy
Equipment/Diesel Mechanics)

Certificate, SLV Vocational

MINCIC, CAROL (Coordinator of Fiscal Services)

A.A., Trinidad State Junior College

MONTOYA, LAWRENCE (Computer Services
Technician)

A.A.S., Trinidad State Junior College

NESBITT, SUE (Associate Professor – Psychology)
Doctorate, University of Illinois-Chicago

NICCOLI, KIMBERLY (Marketing Assistant,
Assistant to Audio/Visual Dept.)

A.A.S., Trinidad State Junior College

NOEL, JOHNNY JOE (Admissions, Recruitment &
Retention Specialist)

B.S., Adams State College

NOLAN, DAVE (Associate Professor,
Gunsmithing-Division Chair)
A.A.S., Trinidad State Junior College

NOLAN, MELVA (Assistant to Director of
Development & College Realtions)
Certificate, Trinidad State Junior College

O'BRIEN, ERIC (Assistant Professor, Heavy
Equipment Diesel)
Certificate, Trinidad State Junior College

OLGUIN, RICHARD (Assistant Professor,
Construction Technology)
Certificate, Trinidad State Junior College

ORTA, ANDREW (Resident Life Coordinator)
Certificate, Big Berd Community College

ORTEGA, BONNIE (Assistant Professor, Psychology
& Sociology – Division Chair)
M.A., Adams State College

ORTEGA, ROSALIE (Program Assistant I-Valley)
Certificate, SLV Area Vocational

PAULSON, VERNON (Instructor of Welding – EPIC)
A.A.S., Laramie County Community College

PHILBIN, Robert A. (Professor, Physics,
Mathematics/Assessment Coordinator)
B.S., Colorado School of Mines; M.A.,
Princeton University

RALSTON, MERI (SSS Program Assistant
Coordinator)
Certificate, Assert Inc.

RASMUSSEN, GENIA (Valley Campus Professor,
Business; Student Life Coordinator-Valley)
A.A., LDS Business College; B.A., Adams
State College; M.A., Adams State College

RELYEA, JAMES (Valley Campus, Assistant Profes-
sor, Fine Woodworking)
B.S., Colorado State University

REORDA II, JOSEPH (Assistant Professor – Theatre)
M.A., CA College of Arts

RIENKS, VICKI (Data Coordinator, Upward Bound
Counselor)
A.A., Trinidad State Junior College; B.A.,
Adams State College

SALAZAR, ANNETTE (Co-Director, Children's
Garden – Valley Campus)
Certificate, Trinidad State Junior College

SALAZAR, VICTOR (Job Placement
Coordinator/Advisor)
B.A., Adams State College

SALBATO, MIKE (Web Designer/Developer)
A.A.S., Trinidad State Junior College

SANDERSON, MARGARET (Assistant to Deans of
CTE, PolyCom Coordinator)
B.A., Adams State College

SCHAIBLE, TAMMY (Volleyball Coach/Housing
Director)
A.A., Trinidad State Junior College; B.S.,
Metropolitan State College

SEGURA, BETTY L. (Math Science Upward Bound
Assistant Coordinator)
A.A., Trinidad State Junior College

SHIVELEY, SHANNON (Title V Coordinator)
A.A., Trinidad State Junior College; B.A.,
University of Southern Colorado; M.E., Lesley
University-Cambridge Massachusetts

SHOMAN, MARTA (Assistant Professor)
M.A., Naropa University

SILVA, RAMONA (Infant/Toddler Teacher)
A.A.S., Trinidad State Junior College

SMITH, JERRY (Assistant Professor, Computer
Network Technology)

SMITH, TED (Assistant Professor, Aquaculture-
Valley Campus)
B.S., Colorado State University

SOWARDS, LOUISE (Valley Campus Assistant Professor, Co-Director, Nursing Education)
A.D., Mesa State College; B.S.N., Regis University; M.S.N., UCHSC

SPENCER, LEXEY (Sis) (Associate Professor, English; Writing Center Coordinator)
B.S., Western Michigan University; M.F.A., Western Michigan University

STACY, STACEY (Controller)
A.A.S., Lamar Community College

SUMPTER, BILLEE (Instructor, Ag/Business Management)
A.A. Trinidad State Junior College

SWAZO, STEPHEN (Financial Aid Assistant; Softball Coach)
B.A., University of Nebraska

THEIMER, DONNA (Valley Campus Asst. Professor, Office Technology)
B.A., University of West Florida; M.A., University of Colorado; M.A., University of Phoenix

TRUJILLO, GAYLE (Valley Campus Professor, Cosmetology)
Cosmetology Diploma, Lea County Beauty College

ULIBARRI, DEBBIE (Dean of Arts and Sciences)
A.A. Trinidad State Junior College; A.S., Trinidad State Junior College; B.S., New Mexico Highlands University; M.A., Regis University

VALDEZ, Marty JO (Valley Campus Assistant Professor, ABE/GED/ESL)
B.A., Adams State College; M.A., Adams State College

VAN VALKENBURG, HOLLY (Pre-school Teacher)
MA, Arizona State University

VEGA, THERESA (EOC Coordinator)
B.A., University of Southern Colorado; Advanced Study, University of Colorado; University of Veracruz, Mexico

VELTRI, RALPH (Director Bookstore)
B.S., Adams State College

VELTRI, SANDRA (Vice President Student/Academic Affairs)
A.A., Trinidad State Junior College; B.A., Loretto Heights; M.Ed., Colorado State University; PhD, Colorado State University

VEZZANI, DARRYL (Structural Trades I)

WATSON-FLORES, LESLEE (Mathematics Lab Coordinator/Instructor)
A.S., Trinidad State Junior College; B.S., University of Southern Colorado

WEBER, LAURIE (Valley Campus Fiscal Coordinator/Perkins Coordinator)
B.A., University of Alaska

WERMES, MICHAEL (Valley Campus Bookstore Manager)
B.A., Ohio State University

WESTERMAN, MATHILDA (Valley Campus Administrative Assistant III)

WEURDING, MARGARET (PEGGY) (Arts & Sciences Advising Coordinator)
A.A., San Diego Community College; B.S., University of Southern Colorado; M.E., Colorado State University

WILKINSON, NANCY (Director of Adult Education Services)
B.S., Texas A & M University; Education Certificate, University of Texas; Advanced Study, M.E., Colorado State University.

WILLIAMS, NORMAN (Valley Campus Professor, Welding)
Apprenticeship Certification

WILSON, GARY (Associate Professor)
Doctorate, University of Minnesota

WOODS, RUTH ANN (President)
B.S., University of Arizona; M.Ed., North Texas State University

TRINIDAD STATE JUNIOR COLLEGE

ACADEMIC CALENDAR

2008 – 2009

2008 Fall Semester

August 25 Classes Begin
 September 1 Labor Day Holiday,
 College Closed, No Classes
September 11 CENSUS DATE
 October 13 – 15 Mid-Terms
November 19 WITHDRAWAL DATE
 November 24 – 28 Thanksgiving Holiday
 November 24 – 26 College Open, No Classes
 November 27 Thanksgiving Day,
 College Closed, No Classes
 December 15 – 16 Final Examinations

2009 Summer Semester

May 26 Registration, Advising
 and Placement Testing
 May 27 Classes Begin, First Five Week
 and Ten Week Sessions
June 1 CENSUS DATE,
 First Five Week Session
June 5 CENSUS DATE,
 Ten Week Session
June 6 CENSUS DATE,
 First Five Week Session
June 23 WITHDRAWAL DATE,
 First Five Week Session
 June 30 First Five Week Sessions Ends
 July 1 Second Five Week
 Session Begins
 July 3 College Closed, No Classes
July 6 CENSUS DATE, Second Five
 Week Session
 July 6 Classes Resume
July 28 WITHDRAWAL DATE,
 Ten Week Session
July 28 WITHDRAWAL DATE,
 Second Five Week Session
 August 4 Second Five Week and Ten Week
 Sessions End

2009 Spring Semester

January 9 Registration, Advising and
 Placement Testing
 January 12 Classes Begin
January 26 CENSUS DATE
 March 2 - 6 Mid-Term Week
 March 9 - 13 Spring Break, College Open
 April 10 - 13 Easter Break, No Classes
 April 13 College Closed, No Classes
April 15 WITHDRAWAL DATE
 May 4 - 7 Final Examinations
 May 8 Trinidad Commencement
 May 9 Alamosa Commencement



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