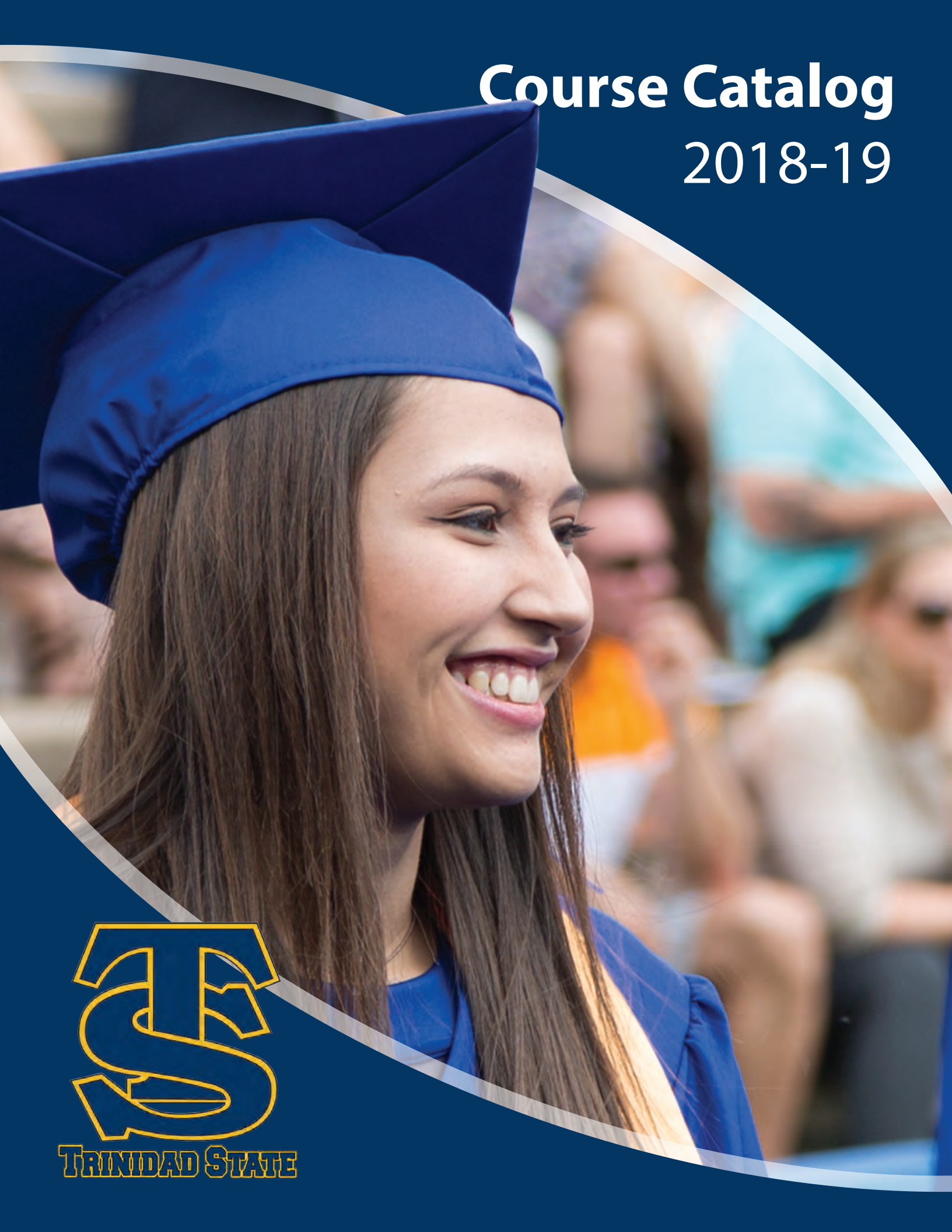


# Course Catalog

## 2018-19





# SMART PATH

## Career Path

### AGRICULTURE, NATURAL RESOURCES and ENERGY

- Agriculture
- Aquaculture
- Line Technician

### BUSINESS

- Accounting
- Business Management
- Economics
- Entrepreneurship

### HEALTH SCIENCES

- Dental Assisting
- Emergency Medical Services
- Medical Assistant
- Nurse Aide
- Nursing
- Occupational Safety & Health

### HUMAN SERVICES

- Addictions Counseling
- Barbering
- Cosmetology
- Early Childhood Human Services
- Massage Therapy/Holistic Health

### PUBLIC SAFETY

- Law Enforcement Academy

### SKILLED TRADES

- Automotive Service
- Diesel Mechanics
- Gunsmithing
- Heavy Equipment
- Line Technician
- Machining
- OSHA
- Welding

## Transfer Path

### AGRICULTURE

- Agriculture

### ART, COMMUNICATION and HUMANITIES

- Art
- Communication
- History
- Music
- Philosophy
- Theater

### SCIENCE, ENGINEERING, TECHNOLOGY and MATH

- Astronomy
- Biology
- Chemistry
- Mathematics
- Nursing
- Physics
- Pre-Engineering



### SOCIAL and BEHAVIORAL SCIENCE

- Criminal Justice
- Geography
- History
- Psychology
- Sociology

## Career/Transfer Path

### BUSINESS

- Accounting
- Business Management
- Economics
- Entrepreneurship

### EDUCATION

- Early Childhood Education
- Elementary Education

Find your Path. Visit [www.trinidadstate.edu/smartpath](http://www.trinidadstate.edu/smartpath)

# TRINIDAD STATE JUNIOR COLLEGE

## CATALOG 2018-2019



Release Date: 8/20/18

*Nothing in this Catalog is intended to create (nor shall be construed as creating) an expressed or implied contract. Trinidad State Junior College reserves the right to modify, change, delete, or add to, as it deems appropriate, the policies, procedures, and other general information in this Catalog. For the most current information, please go to [www.trinidadstate.edu/academics/catalog](http://www.trinidadstate.edu/academics/catalog).*

## ABOUT THE CATALOG

The 2018-2019 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 their advisor, faculty member, or student services offices.

**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.**

### CHANGES

**Attention: Changes can and are made to this catalog!**

In an effort to offer our students the best educational choices

possible our programs are reviewed from time to time. Programs can be added, dropped and/or changed as needed. Please check [www.trinidadstate.edu](http://www.trinidadstate.edu) for the current information.

Trinidad State Junior College reserves the right at any time, without notice, to change, modify, or cancel any course, procedure, policy, financial requirements, or disciplinary arrangements set forth in this catalog whenever, in its sole discretion, it determines such action to be appropriate.

### **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. For more information, contact the Registrar.

**Trinidad State Junior College** is your college. We take pride in offering a variety of classes designed to meet your unique needs. From accounting to welding, we have it all and it's all here for you. We hope you find this schedule useful as you plan your future. Whether you're a returning student, a lifelong learner, or a person considering a new career, Trinidad State can help you reach your goals.

We offer courses on two great campuses in beautiful southern Colorado and we are committed to providing you with personalized attention and endless opportunity. With a student to faculty ratio of 13-to-1, we look forward to giving you the one-on-one attention you deserve as you pursue your dreams.

Come by and see us, visit our website at [www.trinidadstate.edu](http://www.trinidadstate.edu), or give us a call at (800) 621-8752. We hope to see you in one of our classrooms soon.

Your future awaits!

Warmest regards,

A handwritten signature in black ink that reads 'Carmen M. Simone'.

Carmen M. Simone, Ph.D.

President



*Enriching our diverse communities through quality educational experiences and lifelong learning.*

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## **RIGHTS OF PERSONS WITH DISABILITIES**

No “otherwise 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.

Trinidad State Junior College is an Equal Opportunity Institution, which is committed to the educational pursuits of all, including members of “special populations.” The special Populations/Disability Services Office (SPDSO) is committed to facilitating access to educational opportunities in order for students receiving services to reach their highest possible potential. TSJC will provide accommodations for qualified students with disabilities. To request an accommodation or for more information regarding the SPDSO please visit our webpage at <http://www.trinidadstate.edu/students/disability.html>, or contact the special Populations/Disability Services Coordinator on your respective campus: Trinidad Campus Coordinator is located in the Library Room 222 or at (719) 846-5567. The Valley Campus Coordinator is located on the Alamosa Main Campus, Room LRC 203 or at (719) 589-7067.

## **NOTICE OF NON-DISCRIMINATION**

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

The College has designated its Human Resources Director as its Affirmative Action Officer/Equal Opportunity Coordinator/Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Trinidad Campus Human Resources, 600 Prospect Street, Trinidad, CO 81082, 719-846-5534 or Valley Campus Human Resources, 1011 Main Street, Alamosa, CO 81101, (719) 589-7050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Trinidad State Junior College is an equal opportunity educational institution and does not discriminate on the basis of race, color, creed, national origin or ancestry, sex, veteran status, age, sexual orientation, or disability in employment in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504, Age Discrimination Act, and Title II of the ADA. The College has designated the Director of Human Resources as its Affirmative Action Officer with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Trinidad Campus Director of Human Resources, 600 Prospect Street, Trinidad, CO, 81082, (719) 846-5534; or the Valley Campus Director of Human Resources, 1011 Main Street, Alamosa, CO 81011, (719) 589-7050, or Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, CO, 80204, (303) 844-2981, TDD (303) 844-3417.

## **CAREER SERVICES OFFICE**

The TSJC Career services office is committed to serving the diverse career development needs of our students by providing career skills development and education in order to be successful in an ever-changing job market. For more information on career services, please visit our webpage at <http://www.trinidadstate.edu/students/career-services.html> or contact the Career and Special Services Coordinator on your respective campus: Trinidad Campus Coordinator is located in the Library Room 222 or by phone at (719) 846-5567. The Valley Campus Coordinator is located on the Alamosa Main Campus, room LRC 203 or by phone (719) 589-7067.

## **DERECHOS DE LAS PERSONAS CON DISCAPACIDADES**

Ningún “individuo calificado” con una discapacidad deberá, por motivo de discapacidad, ser excluido de la participación o denegado de los beneficios de los servicios, programas o actividades de Trinidad State Junior College, o ser objeto de discriminación por parte de la Institución Educativa.

Trinidad State Junior College es una Institución con Igualdad de Oportunidades, que está comprometida con las actividades educativas de todos, incluidos los miembros de “poblaciones especiales”. La Oficina de Servicios a Poblaciones Especiales o con Discapacidad (SPDSO) se compromete a facilitar el acceso a oportunidades educativas para que los estudiantes que reciben servicios alcancen su potencial más alto posible. TSJC proporcionará los ajustes necesarios a estudiantes con discapacidades. Para solicitar asistencia o para obtener más información sobre el SPDSO, visite nuestra página web en <http://www.trinidadstate.edu/students/disability.html>, o comuníquese con el coordinador de Servicios a Poblaciones Especiales o con Discapacidad en su campus respectivo: El coordinador del campus de Trinidad está ubicado en la sala de la biblioteca 222 o llamando al (719) 846-5567. El coordinador del campus del Valle se encuentra en el campus de Alamosa, la oficina 202B o llamando al (719) 589-7067.

## **AVISO DE NO DISCRIMINACIÓN**

Trinidad State Junior College prohíbe todas las formas de discriminación y acoso, incluyendo aquellas que violan la ley federal y estatal o las políticas 3-120 y 4-120 de la Junta Estatal de Instituciones Comunitarias y de Educación Ocupacional. La institución educativa no discrimina por razón de sexo/género, raza, color, edad, credo, origen nacional o étnico, discapacidad física o mental, estado veterano, estado de embarazo, religión, información genética, identidad de género, u orientación sexual en sus prácticas de empleo, programas y actividades educativas. Trinidad State Junior College tomará las medidas apropiadas para asegurar que la falta de habilidades en el idioma inglés no sean un obstáculo para la admisión y participación en sus programas y actividades educativas.

La institución educativa ha designado a su director de recursos humanos como el ente responsable de coordinar sus actividades de cumplimiento de derechos civiles y procedimientos de quejas, acción afirmativa/ igualdad de oportunidades y Título IX. Para obtener información, comuníquese con el director de recursos humanos en Trinidad State Junior College, 600 Prospect Street, Trinidad, Co, 81082, 719-846-5534 o a la oficina del Campus del Valle, 1011 Main Street, Alamosa, CO 81101, (719) 589-7050.

También puede contactar a la oficina de derechos civiles, Departamento de Educación de los Estados Unidos, región VIII, edificio de oficinas federales, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, teléfono (303) 844-3417.

Trinidad State Junior College es una institución educativa que ofrece igualdad de oportunidades y no discrimina por motivos de raza, color, credo, origen nacional o ascendencia, sexo, condición de veterano, edad, orientación sexual o discapacidad en el empleo en sus actividades, programas o las prácticas de empleo como lo requieren el Título VI, el Título IX y la Sección 504, la Ley de Discriminación por Edad y el Título II de la ADA. La Institución ha designado al Director de Recursos Humanos como el ente responsable de coordinar sus actividades de cumplimiento de los derechos civiles, Acción Afirmativa y los procedimientos de quejas. Para obtener información, comuníquese con el Director de recursos humanos del campus de Trinidad, 600 Prospect Street, Trinidad, CO, 81082, (719) 846-5534; o el Director de Recursos Humanos de Campus del Valle, 1011 Main Street, Alamosa, CO 81011, (719) 589-7050, o la Oficina de Derechos Civiles, Departamento de Educación de los EE. UU., Región VIII, Edificio de la Oficina Federal, 1244 North Speer Blvd., Suite 310, Denver, CO, 80204, (303) 844 - 2981, TDD (303) 844 - 3417.

## **OFICINA DE SERVICIOS PROFESIONALES**

La oficina de servicios profesionales de TSJC se compromete a atender las diversas necesidades de desarrollo profesional de nuestros estudiantes al proporcionar el desarrollo de habilidades profesionales y educación para tener éxito en un mercado laboral en constante cambio. Para obtener más información sobre los servicios profesionales, visite nuestra página web en <http://www.trinidadstate.edu/students/career-services.html> o comuníquese con el Coordinador de Carreras y Servicios Especiales en su respectivo campus: Coordinador del campus de Trinidad se encuentra en la Biblioteca, oficina 222 o llamando al teléfono al (719) 846-5567. El coordinador del campus del Valle se encuentra en el campus de Alamosa, oficina 202B o llamando al teléfono (719) 589-7067.

# ABOUT TRINIDAD STATE

## HISTORY

Trinidad State Junior College (TSJC), the first two-year college in Colorado, offers both Academic and Career and Technical Education programs. 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, TSJC became a member of the Colorado Community College System (CCCS). The College is governed by the State Board for Community Colleges and Occupational Education (SBCCOE). In 1994, to expand the College's service area, TSJC merged with the San Luis Valley Educational Center, in Alamosa, Colorado, forming the TSJC Valley Campus. TSJC has an Advisory Council, composed of seven members, who are 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 college also takes input from two Community Councils, each made up of 12 people, representing the Trinidad area and the San Luis Valley. The Higher Learning Commission of the North Central Association of Colleges and Schools has continuously accredited Trinidad State Junior College since 1962. TSJC grants Associate of Arts degrees, Associate of Science degrees, Associate of General Studies degrees, Associate of Applied Science degrees, and Certificates of Completion. Trinidad State Junior College is committed to providing its students with rigorous, integrated, comprehensive academic and occupational-technical curricula, for quality academic transfer, 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, hybrid 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 modern computer labs and state-of-the-art classroom technology to enhance the learning environment. The goal at TSJC is to empower students with the ability to compete in work environments and excel in

highly mobile societies. The College will continue to explore, examine, develop and implement innovative methods to provide a comprehensive quality education.

Our faculty and staff provide the personalized attention with a student to faculty ratio of 14 to 1. The College has grown from its enrollment of thirty-seven students in 1926 to its present head-count of about 1,700 annually between the Trinidad Campus, the Valley Campus, online, and four additional locations.

## GOVERNANCE

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

## MISSION STATEMENT

Enriching our diverse communities through quality educational experiences and lifelong learning.

## VISION STATEMENT

Educate for the future.

## CORE VALUE

Students First

## ACADEMICS GENERAL EDUCATION AND TECHNICAL 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 general education that promotes tolerance, lifelong learning, and a devotion to free inquiry and free expression.

## Goals

- 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

In addition to General Education goals, students graduating from career and technical educational programs will be able to:

- Perform job related tasks
- Apply theory in an area of technical specialty
- Demonstrate work ethic and responsibility

These goals are addressed throughout a student's tenure at Trinidad State Junior College. Student learning in these areas is evaluated through components embedded within course assessments. Additionally, students may be asked to participate in various ongoing course assessment efforts. The Assessment for Improvement of Student Learning Committee (AISLC) 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 EDUCATION PROGRAM

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.

#### Goals

In addition to General Education goals, students transferring from TSJC in Arts and Sciences will be able to:

- Plan and write well-organized essays and papers that focus on interpretation, criteria analysis, and evaluation
- Use basic resources to conduct research (library, internet, and other secondary data sources)
- Think 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

### CONTINUING AND CUSTOMIZED WORKFORCE EDUCATION

The College also provides non-credit programs and offerings that are academic, vocational, and cultural in nature.

#### Goals

- 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

### TRINIDAD STATE ARTICULATION AGREEMENTS WITH 4-YEAR INSTITUTIONS

Trinidad State Junior College has transfer agreements with Colorado's four-year colleges and universities. These agreements ensure that if you complete requirements for graduation with an Associate of Arts or Associate of Science Degree, you have fulfilled general education requirements and you will be granted upper division status at the receiving institution.

### COLORADO COMMUNITY COLLEGE SYSTEM STATEWIDE ARTICULATION AGREEMENTS (DEGREES WITH DESIGNATION)

#### Agriculture Business

- Colorado State University-Fort Collins

#### Agriculture Education

- Colorado State University-Fort Collins

#### Animal Science

- Colorado State University-Fort Collins

#### Business

- Adams State University
- Colorado Mesa University
- Colorado State University-Fort Collins
- Colorado State University-Global Campus
- Colorado State University-Pueblo
- Fort Lewis College
- Metropolitan State University of Denver
- University of Colorado Boulder
- University of Colorado Colorado Springs
- University of Denver
- University of Northern Colorado
- Western State Colorado University

#### Criminal Justice

- Colorado Mesa University
- Colorado State University-Global Campus
- Metropolitan State University of Denver
- University of Colorado Colorado Springs
- University of Denver
- University of Northern Colorado

#### Early Childhood Teacher Education

- Adams State University
- Colorado State University-Fort Collins
- Fort Lewis College
- Metropolitan State University of Denver
- University of Denver
- University of Northern Colorado

**Elementary Education**

- Adams State University
- Colorado Mesa University
- Colorado Mountain College
- Colorado State University-Pueblo
- Fort Lewis College
- Metropolitan State University of Denver
- University of Colorado Boulder
- University of Colorado Colorado Springs
- University of Denver
- University of Northern Colorado
- Western State Colorado University

**Environmental Horticulture-Landscape Business**

- Colorado State University-Fort Collins

**Equine Science**

- Colorado State University-Fort Collins

**Geography**

- Adams State University
- Metropolitan State University of Denver
- University of Colorado Boulder
- University of Colorado Colorado Springs
- University of Denver
- University of Northern Colorado

**History**

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

**Mathematics**

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

**Physics**

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

**Pre-Engineering**

- Colorado School of Mines
- Colorado State University-Fort Collins
- Colorado State University-Pueblo
- Fort Lewis College
- Metropolitan State University of Denver
- University of Colorado Boulder
- University of Colorado Colorado Springs

**Psychology (BA)**

- Adams State University
- Colorado Mesa University
- Colorado State University-Pueblo
- Metropolitan State University of Denver
- University of Colorado Boulder
- University of Colorado Colorado Springs
- University of Denver
- University of Northern Colorado
- Western State Colorado University

**Psychology (BS)**

- Colorado State University-Fort Collins
- Colorado State University-Pueblo
- University of Denver

**Soil and Crop Sciences**

- Colorado State University-Fort Collins

**Theater**

- Adams State University
- Colorado State University-Fort Collins
- Fort Lewis College
- Metropolitan State University of Denver
- University of Colorado Boulder
- University of Colorado Colorado Springs
- University of Northern Colorado
- Western State Colorado University

**Business Agreements**

- Western Governors University, website information:  
<https://partners.wgu.edu/Pages/Transfer.aspx?iid=493>

**Nursing Agreements**

- Adams State University
- Colorado State University-Pueblo
- Metropolitan State University of Denver
- University of Colorado Colorado Springs

**AAS to BA Interdisciplinary Studies with Adams State University**

- Cosmetology
- Diesel Technology
- Gunsmithing

**ACCREDITATIONS AND AFFILIATIONS****Trinidad State Junior College is accredited by:**

The Higher Learning Commission of the  
North Central Association of Colleges and Schools  
230 South LaSalle St., Suite 7-500  
Chicago, Illinois 60602-1411  
(800) 621-7440; (312) 263-0456

*The most recent comprehensive evaluation for continued accreditation at the Associates' degree-granting level occurred in 2016, with a result of continued ten-year accreditation.*

**Program Accreditations and governance:****Barbering and Cosmetology Programs**

Division of Professions and Occupations  
Department of Regulatory Agencies  
1560 Broadway, Suite 1350  
Denver, CO 80202  
Phone: (303) 894-7800  
Fax: (303) 869-0364  
Email: [dora\\_barbers-cosmetology@state.co.us](mailto:dora_barbers-cosmetology@state.co.us)

**Certified Addiction Counselor Program**

Division of Professions and Occupations  
Department of Regulatory Agencies  
1560 Broadway, Suite 1350  
Denver, CO 80202  
Phone: (303) 894-2430  
Fax: (303) 894-2821

**Colorado Law Enforcement Training Academy**

Criminal Justice Section-Colorado Peace Officers Standards and Training Board  
1300 Broadway, 9<sup>th</sup> Floor  
Denver, CO 80203  
Phone: (720) 508-6721  
Email: [post@state.co.us](mailto:post@state.co.us)

**Early Childhood**

National Association for the Education of Young Children  
1313 L St. NW, Suite 500  
Washington, D.C. 20005  
(202)232-8777; (800)424-2460

**Heavy Equipment-EPIC**

National Center for Construction Research and Education  
13614 Progress Boulevard  
Alachua, FL 32615  
Phone: (888) 622-3720  
Fax: (386) 518-6303

**Massage Therapy Program**

Office of Massage Therapy Registration  
Department of Regulatory Agencies  
1560 Broadway, Suite 110  
Denver, CO 80202  
Phone: (303) 894-7855  
Toll Free: (800) 886-7675

**Nursing Program**

Colorado State Board for Nursing  
1560 Broadway, Suite 1350  
Denver, CO 80202  
Phone: (303) 894-7800  
Fax: (303) 894-7693  
Email: [dora\\_registrations@state.co.us](mailto:dora_registrations@state.co.us)  
[www.dora.state.co.us/nursing/](http://www.dora.state.co.us/nursing/)

**The Accreditation Commission for Education in Nursing**

Accreditation Commission for Education in Nursing  
3343 Peachtree Road NE, Suite 850  
Atlanta, Georgia 30326  
<http://acenursing.org/>

**Certified Nursing Assistant Program**

Colorado State Board for Nursing  
1560 Broadway, Suite 1350  
Denver, CO 80202  
Phone: (303) 894-7800  
Fax: (303) 894-7693  
Email: [dora\\_registrations@state.co.us](mailto:dora_registrations@state.co.us)  
[www.dora.state.co.us/nursing/](http://www.dora.state.co.us/nursing/)

**Occupational Safety and Health Technology**

AAS degree program is accredited by Applied Science Accreditation Commission of ABET  
All statements on accreditation status must refer only to those programs that are accredited.  
415 North Charles Street  
Baltimore, MD 21201  
Phone: (410) 347-7700  
Fax: (410) 625-2238  
[www.abet.org](http://www.abet.org)

**Welding-EPIC**

National Center for Construction Research and Education  
13614 Progress Boulevard  
Alachua, FL 32615  
Phone: (888) 622-3720  
Fax: (386) 518-6303

# CALENDAR

## ACADEMIC CALENDAR 2018-2019 2018 FALL SEMESTER

March 20 <sup>th</sup>	Friday	(8:00 am – 5:00pm)	Registration/Advising/Placement Testing
August 14 <sup>th</sup> -16 <sup>th</sup>	Tuesday-Thursday	(3 contract days)	In-service Days
August 17 <sup>th</sup>	Friday	(1 contract day)	Planning/Registration
August 20 <sup>th</sup>	Monday		Classes Begin
September 3 <sup>rd</sup>	Monday	(no classes)	Labor Day Holiday
October 8 <sup>th</sup> -12 <sup>th</sup>	Monday-Friday		Midterms
November 19 <sup>th</sup> -21 <sup>st</sup>	Monday-Wednesday	(no classes)	Fall Break – College Open
November 22 <sup>nd</sup>	Thursday	(no classes)	Thanksgiving Day – College Closed
November 23 <sup>rd</sup>	Friday	(no classes)	Fall Break – College open
December 10 <sup>th</sup>	Monday		Last class Day
December 11 <sup>th</sup> -13 <sup>th</sup>	Tuesday-Thursday	(Final Exam Days)	Final Examinations
December 14 <sup>th</sup>	Friday	(1 contract day)	Mandatory Assessment Activities
December 18 <sup>th</sup>	Tuesday		<b>Deadline for grades to be entered through Web for Faculty and Assessment reporting is 5:00 pm.</b>

### CENSUS DATES and WITHDRAWAL DATES:

<b>CENSUS DATE:</b>	9/5/2018
<b>Withdrawal Date:</b>	11/19/2018
<b>Fall Session:</b>	16.5 Weeks

## 2019 SPRING SEMESTER

October 19 <sup>th</sup>	Friday	(8:00 am – 5:00 pm)	Registration/Advising/Placement Testing
January 9 <sup>th</sup> -11 <sup>th</sup>	Wednesday-Friday	(3 contract days)	In-service Days
January 14 <sup>th</sup>	Monday		Classes Begin
March 4 <sup>th</sup> -8 <sup>th</sup>	Monday-Friday		Midterms
March 18 <sup>th</sup> -22 <sup>nd</sup>	Monday-Friday	(no classes)	Spring Break – College Open
April 26 <sup>th</sup>	Friday	(no classes)	“A” Day: Assessment Day
May 6 <sup>th</sup>	Monday		Last Day of Class
May 7 <sup>th</sup> -9 <sup>th</sup>	Tuesday-Thursday		Final Examinations
May 10 <sup>th</sup>	Friday		Graduation
May 14 <sup>th</sup>	Tuesday		<b>Deadline for grades to be entered through Web for Faculty and Assessment reporting is 5:00 pm.</b>

### CENSUS DATES and WITHDRAWAL DATES:

<b>CENSUS DATE:</b>	1/30/2019
<b>Withdrawal Date:</b>	4/15/2019
<b>Spring Session:</b>	16.5 Weeks



# WHERE WE MEET

## TRINIDAD CAMPUS

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

The City of Trinidad, with a population of approximately 9,000 is nestled along the Purgatoire River and is surrounded by pinon-studded hills and is known for its moderate, dry climate and clean air. It is located about 200 miles south of Denver and about fifteen miles north of the New Mexico state line on Interstate Highway 25.

Trinidad boasts the convenience and friendliness of a small town. Amtrak's Southwest Chief stops only three blocks from our campus daily, heading west in the morning and east in the evening.

The Trinidad campus prides itself in being large enough to offer a wide selection of programs in the academic transfer and career and technical education areas, yet 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.

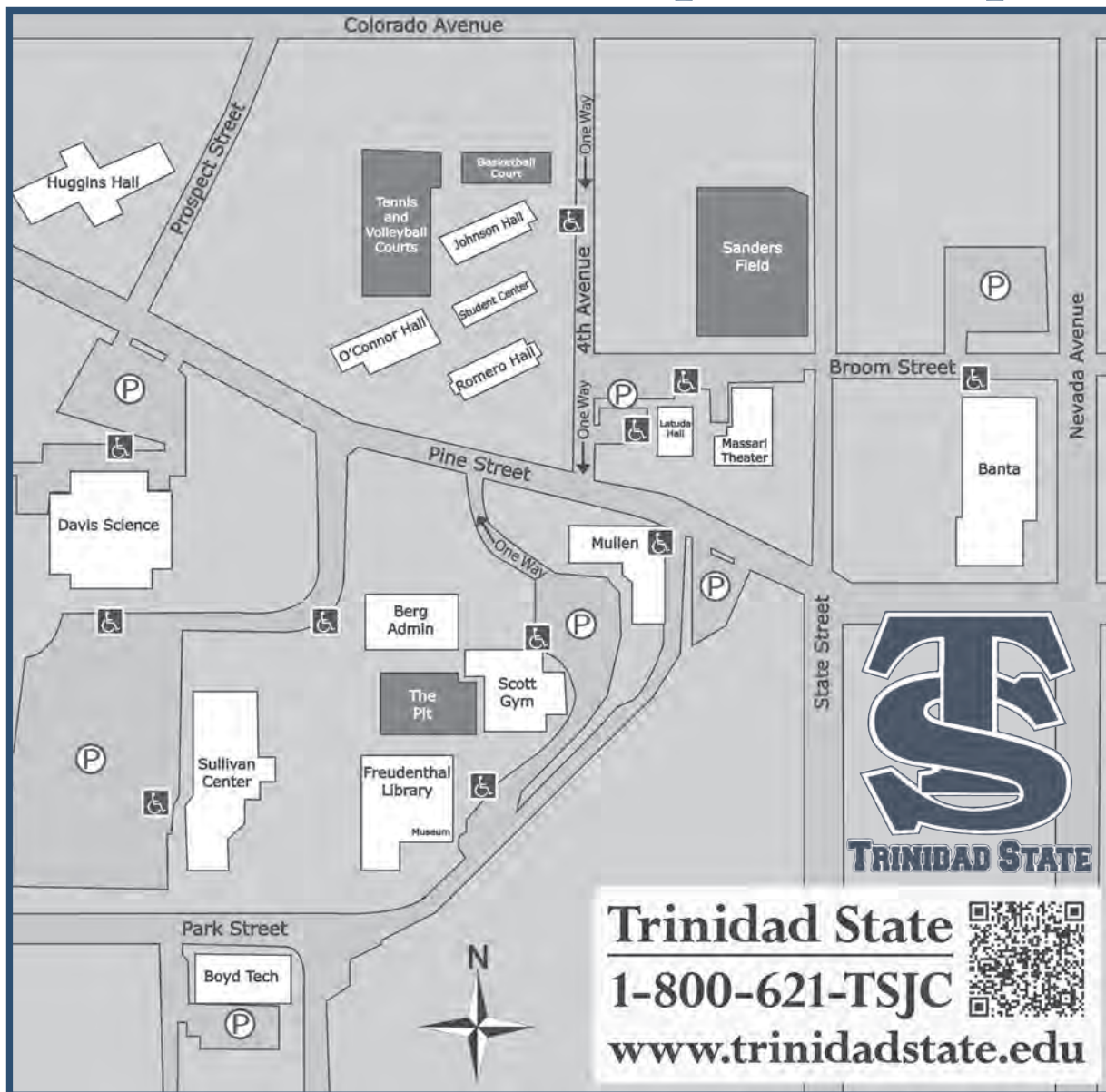
## VALLEY CAMPUS

The Valley Campus is located in Alamosa, Colorado, in the center of the San Luis Valley, which has an average elevation of 7,500 feet above sea level. Circled by mountains, the Valley encompasses an area 22 miles long and 74 miles wide, and is the highest alpine desert in America; eleven "fourteeners" (mountains of at least 14,000 foot elevation) surround the Valley. The sun sets over the beautiful San Juan mountain range in the west.

To the east, at the base of the spectacular Sangre de Cristo Mountains, is the largest natural sand dunes in America: the Great Sand Dunes National Park. 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 nearly 10,000, Alamosa is the hub of the valley and is located only 40 miles from the New Mexico border.



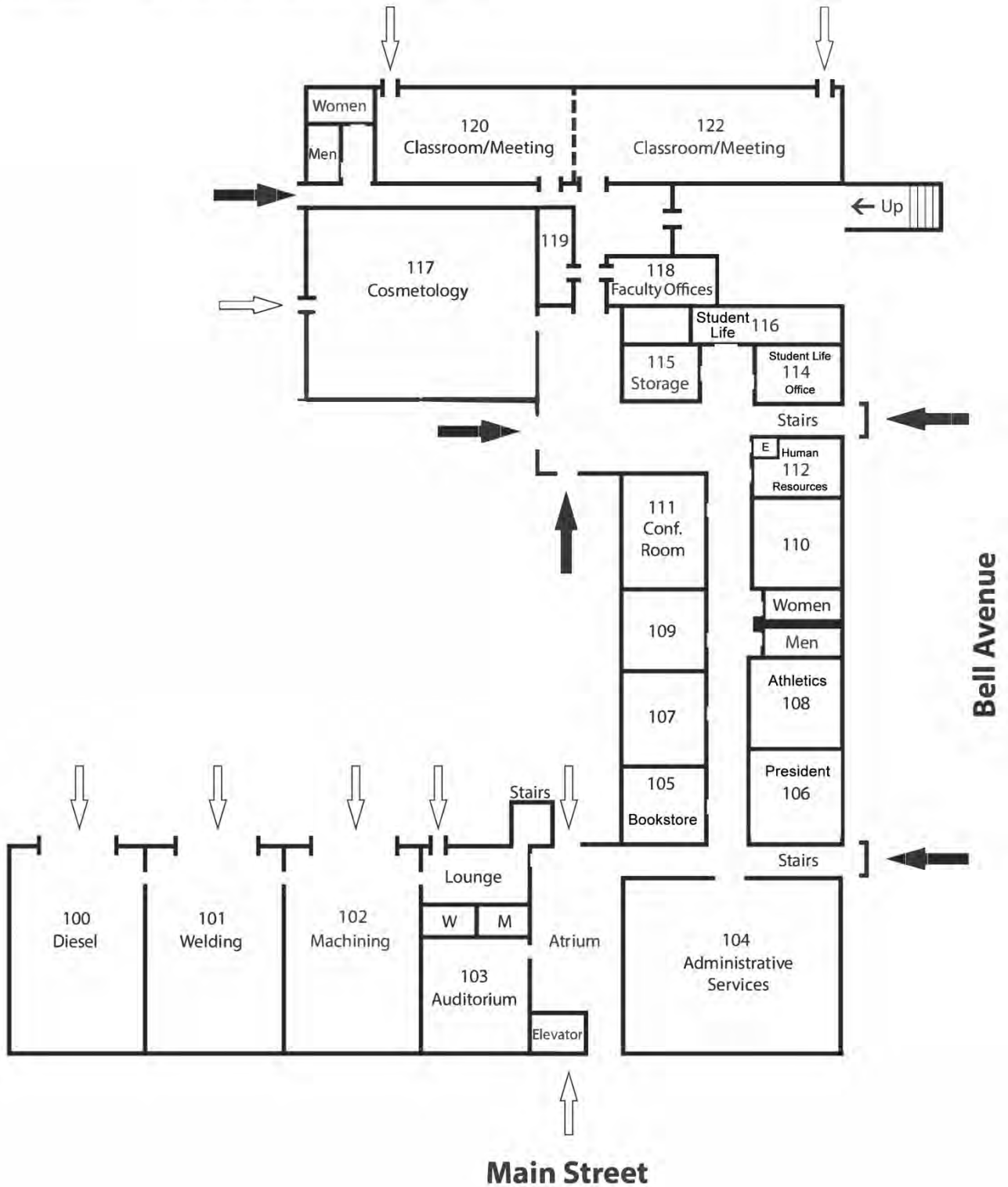
# Trinidad Campus Map



Campuses

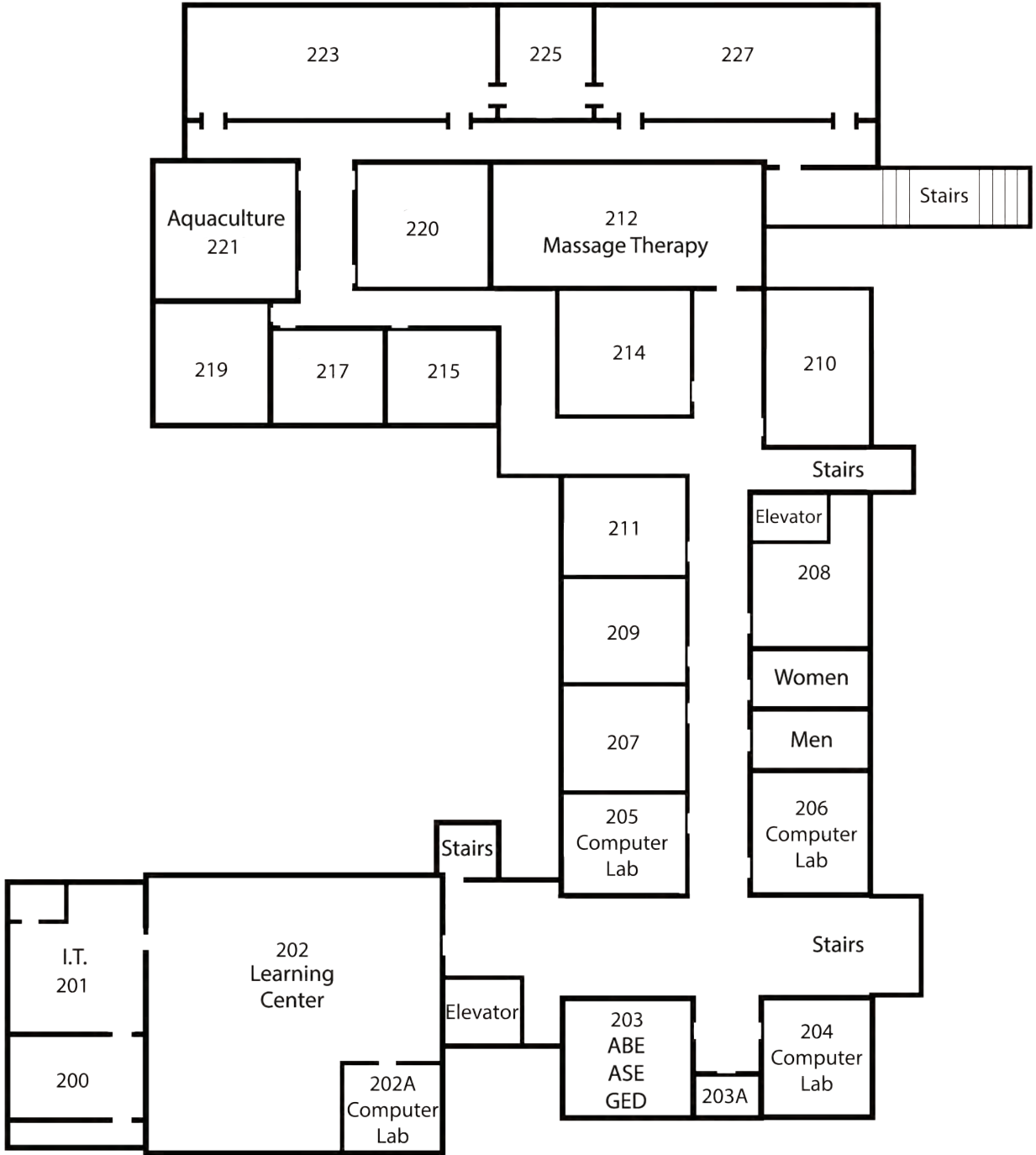
- Banta** - Auto Mechanics, Maintenance Headquarters, Massage Therapy, Welding
- Berg Admin** - Academic Affairs Office, Admissions, Business Office, Classrooms, Financial Aid, Human Resources, Registrar, President's Office
- Boyd Tech** - Classrooms, Multimedia Facility, Marketing
- Davis Science** - Classrooms, IT Department, Nursing
- Freudenthal Library** - Academic Advising, Job Placement, Archaeology Museum, Classrooms, Learning Center, Library, Student Success Center, Writing Center
- Johnson Hall** - Residence Hall
- Latuda Hall** - Adult Education Services, GED Testing

- Huggins Hall** - Residence Hall
- Massari Theater** - Performance Arts Classrooms, Theater
- Mullen** - Cosmetology, Gunsmithing
- O'Connor Hall** - Residence Hall
- Romero Hall** - Residence Hall
- Sanders Field** - Soccer Field
- Scott Gym** - Cardio Room, Coaches Offices, Gymnasium, Physical Education Classrooms, Weight Room
- Student Center** - Game Room, TV Lounge, Computer Lab, Kitchen, Student Activities
- Sullivan Center** - Aerobics Classroom, Bookstore, Cafeteria, Leone Lounge, Pioneer Room



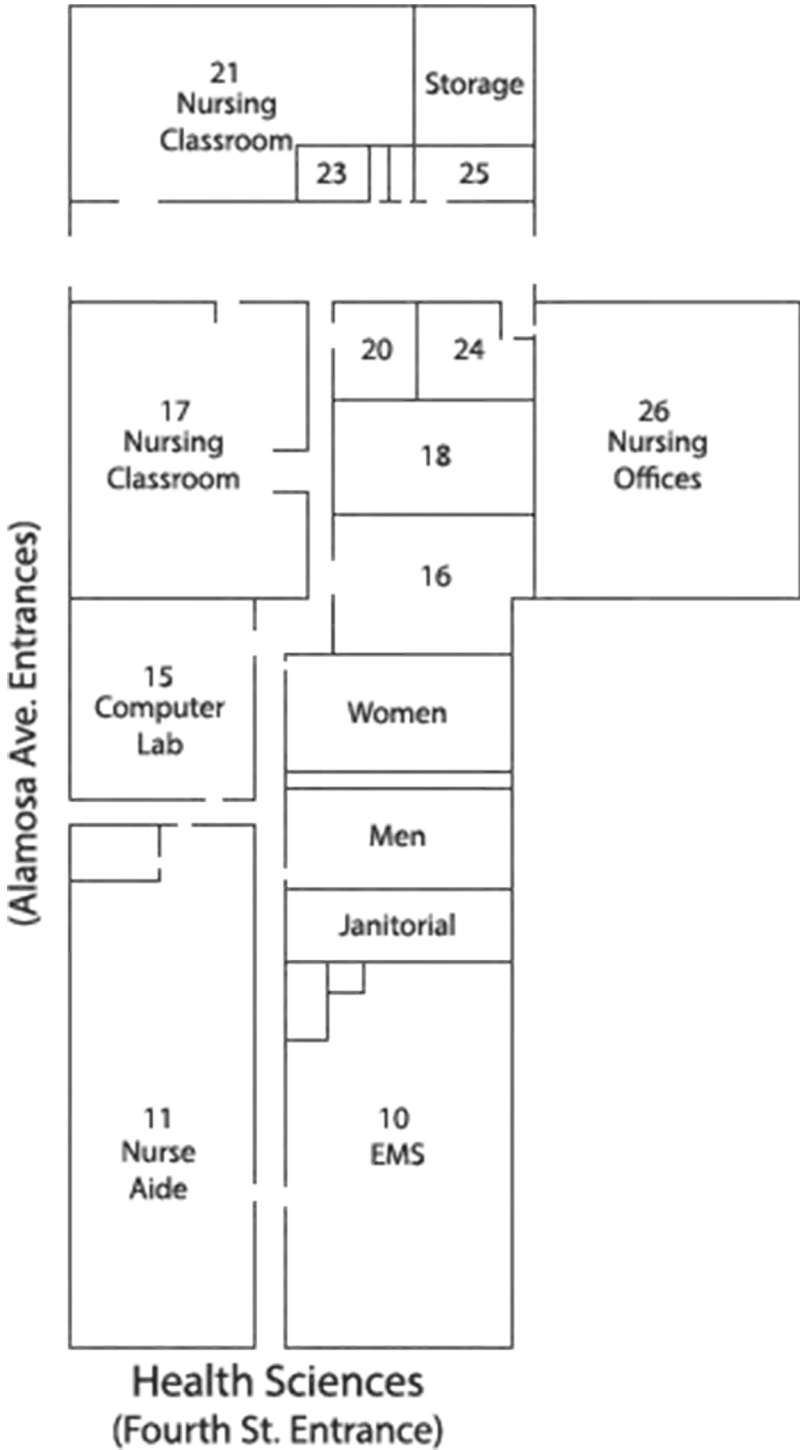
Campuses

Campuses



# Valley Campus

## Health Sciences Building



Campuses

# HOW TO GET STARTED

## ADMISSIONS

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. Admission to Trinidad State Junior College does not ensure acceptance of an individual student in a particular course or program. If an applicant does not meet the requirements for a particular program, the student will be advised of special courses or programs available to them. Admissions are subject to space availability.

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

## 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 as a continuing student
- *Readmitted Student:* Have not attended TSJC within the past one or more semesters and are reentering

## APPLICATION AND ENROLLMENT PROCEDURES

Detailed application procedures can be found at [www.trinidadstate.edu](http://www.trinidadstate.edu). In general, enrollment in Trinidad State Junior College consists of the following;

### 1. Apply for Admission (It's FREE!)

Apply online at [www.trinidadstate.edu](http://www.trinidadstate.edu) by clicking Apply on the drop-down Admissions menu or from the Quick Links at the bottom of the home page or complete a paper application from the Admissions and Records Office. If you have questions, email [tsjc.info@trinidadstate.edu](mailto:tsjc.info@trinidadstate.edu).

Once you have been accepted, you will be given a Student ID Number (S#). You will receive your S Number in your acceptance letter. You will need your S# to take

the Accuplacer test, log into the portal, log onto school computers, for registration, etc.

### 2. Apply for Financial Assistance

Complete the Free Applications for Federal Student Aid (FAFSA) to apply for federal, state, and institutional grants, work-study, and student loans at [www.fafsa.gov](http://www.fafsa.gov). The priority deadline for the FAFSA is May 1 every year. Allow at least 4-6 weeks for processing. After May 1 you can still apply, but funding may be limited. Our school code when filling out the FAFSA is 001368.

If you have been a Colorado resident for twelve consecutive months, you are entitled to a state stipend for attending college! Did you check the box to apply for COF in your application? If not, sign up for the College Opportunity Fund (COF) online at <https://cof.college-assist.org> and go to the apply link. Once you apply, you'll be asked to authorize COF when you register for classes. \*\*Note: COF is not the same as federal student aid\*\*

Be sure to apply for scholarships! For more information visit: <http://trinidadstate.edu/scholarships/index.html> Scholarships deadlines vary. Check the website for details.

### 3. Meet the Academic Placement Requirements

Take the placement test. The test is an untimed, online/computer-based, multiple-choice placement test, to assess your current academic skill levels in reading, math, and English for placement into classes. You must bring your Student ID number and a government issued ID with picture to take the test.

You may qualify for an exemption to the test if you have recent ACT or SAT scores (within the last five years), or meet the exemption requirements. Please bring a copy of unofficial high school or college transcripts, Accuplacer scores, ACT or SAT scores when you meet with an Academic Advisor.

To schedule a test contact:

Trinidad Campus: Krystalee Moreno  
600 Prospect  
Library 1st Floor  
Trinidad, CO 81082  
719-846-5657  
[krystalee.moreno@trinidadstate.edu](mailto:krystalee.moreno@trinidadstate.edu)

Valley Campus: Sharon Windhorst  
Second Floor in the Learning Center - 202E  
Alamosa, CO 81101  
719-589-7040  
sharon.windhorst@trinidadstate.edu

**4. Meet with an Academic Advisor**

An Advisor will help interpret your options for placement test exemption, review educational goals, interpret academic placement results, create an educational plan and review program requirements. Always bring your student photo ID for service.

**5. Log into the TSJC Portal (Student Account and Activate your TSJC e-mail)**

From the TSJC website go to the Portal link at the bottom of the TSJC home page. To log in for the first time, use your S# and your 6-digit birth date (mmddyy) as the password at the login screen. You will be asked to reset your password when you first log in, for security purposes. You can check e-mail, search and register for classes, pay tuition, view financial aid status, access online courses, and more in the Portal.

All official communication from Trinidad State are delivered through your student email. For assistance with portal login, contact IT Support Desk Trinidad:(719) 846-5663; IT Support Desk Valley: (719) 589-7105

**6. Register for Classes**

To register online, login to the Portal and click on the “Student” tab to register for classes. Use the 5-digit CRN# in the class schedule to add a class to your schedule. Verify your Academic Plan in Degree Works, located in the Portal, under the “Student” tab.

To register in person, meet with an Academic Advisor.

Print or save your schedule.

**7. Get your Student ID**

Get your official TSJC ID card. Your ID card gives you access to the library, computer labs, and other services on campus in addition to discounts around town. Bring a state-issued photo ID, your current class schedule, and S number to the admissions office on either campus.

**8. Complete the Payment Process**

Login to the Portal. Click on the “Pay My Bill” icon. TSJC accepts credit card payments through the portal. If you need to speak with someone in the business office. If you anticipate receiving financial aid, you may be eligible to charge your books at the bookstore. For more information, visit the admissions office on the Valley Campus or the Cashier on the Trinidad Campus.

You will receive a refund card in the mail 7-10 days after registration. Go online to activate your card and select your refund preference. Note: After you receive your refund card, if you need assistance with your card see the Student Success Center in the Library (Trinidad), or the Business Office on the Valley Campus.

**9. Purchase Books & Supplies**

Books and supplies are available at the Bookstore on either campus. Bring your printed class schedule, photo ID, and tuition calculation (if applicable) to buy your books and supplies at the TSJC Bookstore.

**10. Be Successful!**

TSJC is proud to provide academic support to every student who needs it.

TRiO Support - Trinidad: (719) 846-5664

TRiO Support - Valley: (719) 589-7063

Student Success Center Trinidad: (719) 846-5664

Learning Center Valley: (719) 589-7067

**ADVISORS**

Advising is available in the Student Success Center on the Trinidad Campus or in the Learning Center on the Valley Campus. Advisors are available to meet for individual sessions with students. Services available include academic advising, degree work evaluation, transfer and scholarship information. Students are encouraged to meet with an advisor at the beginning of each semester. All students are encouraged to meet with an advisor early and often throughout the semester. Advisors are available throughout the academic year. NOTE: Self-advising is discouraged at TSJC. Students that choose not to meet with their advisor may take courses that will not apply to their certificate or degree program, or transfer to four-year institutions.

Transfer advising is available for TSJC students hoping to attend a four-year college. It is important to get transfer advising, which is different than course registration. Once a student begins classes, transfer advisers can assist with selection of colleges, understanding the necessary steps to be transfer-ready, and assurance that the student is taking the appropriate courses for the major they want to take.

Students who need academic assistance of any type should inquire in the Student Success Center on the Trinidad Campus or the Learning Center on the Valley Campus.

**REGISTRATION HOLDS**

Academic and administrative offices can place holds on a student’s account for many reasons (academic, financial aid, business office, etc.). These holds prevent registration and changes to the student’s current registration, including adds, drops, and withdrawals.

A registration hold is placed on all new student accounts at TSJC. It will be removed once the student has met with an Advisor. The student must clear each hold with the office involved before they can access registration. If a hold is placed on a student's registration after they have registered, the student will not have access to their registration to adjust their schedule or to register for subsequent terms until the hold is cleared. It is the student's responsibility to ensure that course drops, withdrawals and deadlines are met regardless of a hold status on a student account. If a student has a hold and needs to drop or withdraw from a course, they will need to contact their advisor to do so.

## TUITION CLASSIFICATION

Colorado law requires a student be classified as in-state or out-of-state for tuition purposes. Tuition classification is based upon information supplied on the application for admission.

Students previously classified as out-of-state may have their classification changed through a Tuition Classification Petition process. Petitions and information concerning documentation may be obtained in the Student Services Office. Petition applications must be received by the Registrar's Office by the first Friday of class each semester.

A student classified as "Out-of-State" may request a change in tuition classification. The procedures require that a student must submit a petition for a change from "out-of-state" to "in-state" tuition status. The tuition classification officer must request and maintain adequate documentation to support any applicant's claim for a change in status. Members of the armed forces, their spouse, and dependent children whose permanent duty is in Colorado will be charged in-state tuition, even if the permanent duty station changes, as long as the student (armed forces member, their spouse or dependent child) is continually enrolled in classes. The policy for tuition classification is outlined in the Colorado Community College System (CCCS) System President's Procedure 4-40. For more information, go to <https://www.cccs.edu/sp-4-40-in-state-tuition-classification/>

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. A minor under 23 years of age who is not emancipated and whose parents move their domicile from Colorado is considered a nonresident and will be assessed nonresident tuition at the next registration. A student must notify the Student Services Office of a change in residency status from resident to nonresident.

**ANY STUDENT WHO WILLFULLY GIVES WRONG INFORMATION TO AVOID PAYING NONRESIDENT**

**TUITION IS SUBJECTED TO DISCIPLINARY AND LEGAL ACTION.**

## TUITION CLASSIFICATION APPEAL PROCEDURES

When a decision is rendered and the student is not in agreement with the decision, the student may appeal the decision to the "Tuition Classification Panel" by contacting the Chief Student Services Officer on each respective campus. The student will be required to present supporting documentation to a panel of institutional representatives for review and resolution. The student will be notified of the decision made by the appeals panel and the reasons behind the decision. The decision of the appeals panel is final.

**Deadlines:** Students have until the first Friday of each semester to submit a petition for a change in Tuition Classification. Once the petition is submitted, the College will make a determination by the census date.

## COLLEGE OPPORTUNITY FUND (COF)

Be sure to sign up for the College Opportunity Fund (COF), which provides a stipend to eligible college students in Colorado. Students who do not apply for and authorize the use of the COF funding will be responsible for the full amount of in-state tuition.

## CREDIT HOURS

To be considered a full-time student under federal financial aid guidelines, students must be enrolled in at least 12 credit hours. If you are a full-time career and technical education student, you may not take more than 22 credit hours without the approval of the dean.

## REGISTRATION DEADLINE

The deadline for registering for classes is the first Friday of class or as designated in the TSJC schedule. Students requesting to register after the deadline date must obtain approval from the department Dean for the authorization and registration into a class after the deadline date.

## COURSE CANCELLATIONS

The College reserves the right to cancel programs or courses, to change instructors, and to change times or locations of classes. The Dean's office will have current, up-to-date information on scheduled classes.

## PRIOR LEARNING CREDIT

Prior learning credit is college-equivalent education acquired through non-traditional schooling, work or other life experiences. These might include skills from military, job-related training and volunteer arenas. Students demonstrate and earn credit for prior learning through such methods as nationalized testing, challenge exams, and portfolio examination. For more information about how you might



gain credit for prior learning, inquire with the Registrar's Office or refer to information on our website.

Transfer of credit for career and technical education courses is determined by the Dean of Instruction in which the student is seeking a degree. See the Registrar for more information about how to receive credit for career and technical education courses.

## PRIOR LEARNING ASSESSMENT (PLA)

Procedure:

- I. Students who follow one of the state's 34 statewide transfer articulation agreements, which result in an associate degree with academic designation (such as in Business, Psychology, or Elementary Education), are protected against credit loss if some of the associate degree credit was awarded through PLA or transferred in from an out of state institution. This recommendation will require four-year institutions to accept in transfer all GT Pathways credits used to meet the requirements of an associate degree regardless of how the credit was earned. This recommendation is aligned with SB 18-069: "A state institution of higher education that admits as a junior a student who holds an associate of arts degree, associate of applied science degree, or associate of science degree that is the subject of a statewide degree transfer agreement shall not require the student to complete any additional credits to fulfill general education requirements."

Publicizing PLA Credit Opportunities to Students:

- A. Students should have clear and concise information concerning how PLA Credit may help them.
- B. Each college will provide students with information necessary to seek PLA Credit and will publish procedures on how to do so.
- C. Information will be available for new students, as well as currently enrolled and returning students and any person seeking information about the institution.

### II. Standards for Awarding PLA Credit:

- A. PLA Credit is not awarded for experience, but rather for college-level learning which entails knowledge, skills and competencies that students have obtained as a result of their prior learning experiences.
- B. Once a student has been admitted to the college and has chosen a program of study, the student becomes eligible for PLA Credit.
- C. Academic credit will be awarded only for those courses directly applicable to the student's declared program as outlined in college publications.

- D. A student may use PLA Credit to fulfill any degree, certificate or graduation requirement but a mandatory 25% of credit must be earned at the institution that will confer the degree or certificate.
- E. All work assessed for PLA Credit must meet or exceed "C" level work. Minimum cut-off scores on standardized tests are set at "C" level work.
- F. PLA Credit will be assessed by faculty subject matter experts as determined by the institution.

### III. Methods for Awarding PLA Credit:

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

#### A. Standardized Tests:

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

#### B. Institutional Challenge Examinations:

- i. Institutionally approved examinations such as objective tests; essays; and oral, hands-on or simulated demonstrations will be used to evaluate the student's competencies specific to the course being challenged.
- ii. Institutional challenge examinations are the equivalent of a comprehensive final examination for the course being challenged.

#### C. Published Guides:

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

- i. Educational Experience in the Armed Services as documented on the Joint Services Transcript (JST): The credit recommendations of the American Council on Education (ACE), as published in The Guide to the Evaluation of Educational Experiences in the Armed Services, will be used to evaluate military training and learning experiences.

- ii. ACE Workforce Training as documented on the ACE Transcript: National Guide to College Credit for Workforce Training.
- iii. Workforce and other Non-Accredited Training as documented on The National College Credit Recommendations Service (NCCRS) transcript. In the event of conflicting credit recommendations between the ACE and NCCRS organizations for the same training or credential, the ACE recommendations will take precedence.
- iv. Workforce and other Non-Accredited Training as documented on The National College Credit Recommendations Service (NCCRS) transcript. In the event of conflicting credit recommendations between the ACE and NCCRS organizations for the same training or credential, the ACE recommendations will take precedence.

**D. Portfolios:**

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

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

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

**IV. Transfer of Credit:**

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

**V. PLA Credit Crosswalk Matrix:**

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

**VI. Additional Provisions:**

- A. Posting of Credit: A student may apply for PLA Credit at any time as long as the student is admitted and has identified a program of study to which the PLA Credit will apply.
- B. FTE Considerations: Credits awarded for prior learning will not be counted for FTE enrollments or state entitlement.
- C. Records and Transcripts: Official transcripts shall designate all PLA Credit awarded. Such credit shall be identified by specific course, number of semester credit hours, and PLA Credit method of award. No letter grades will be posted for PLA Credit.

All documentation used as a basis for PLA Credit awarded will be maintained by the college consistent with institutional policies on record retention.

- D. Cost: Colleges may charge assessment fees to the student based on the method of assessment and as determined in the PLA Credit Cost Matrix in the CCCS PLA Credit Manual.
- E. Students should be given the information necessary to understand that PLA Credit fees are non-refundable even if the student fails to earn credit.
- F. Students should be given the information necessary to understand that requests for re-evaluation will be charged at the same rate as first time assessments.
- G. Students who follow one of the state's 34 statewide transfer articulation agreements, which result in an associate degree with academic designation (such as in Business, Psychology, or Elementary Education), are not protected against credit loss if some of the associate degree credit was awarded through PLA or transferred in from an out of state institution. This recommendation will require four-year institutions to accept in transfer all GT Pathways credits used to meet the requirements of an associate degree regardless of how the credit was earned. This recommendation is aligned with SB 18-069. The department recommends that the Commission approve the following language to be included in the PLA policy, pursuant to SB 18-069: "A state institution of higher education that admits as a junior a student who holds an associate of arts degree, associate of applied science degree, or associate of science degree that is the subject of a statewide degree transfer agreement shall not require the student to complete any additional credits to fulfill general education requirements."

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

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

\*\*These exams are offered through the Trinidad State Testing Center.

For additional information about PLA, visit the online Credit for Prior Learning Student Handbook (revised 2014) at [www.trinidadstate.edu/pla/index.html](http://www.trinidadstate.edu/pla/index.html).

## DROPS, WITHDRAWING AND REPEATING A COURSE

It is important to know the drop and withdrawal dates for all your classes. The dates are listed on the academic calendar or in your course syllabus.

What's the difference between "drop" and "withdraw"? If you drop a class before the census date, you will receive a tuition refund, and you will not lose College Opportunity Fund (COF) credits. You can withdraw between the census and withdrawal dates. It won't affect your grade point average. However you will not get a refund, and you will lose COF credits.

A student who earns a grade of D, F or U may repeat the course once for the purpose of improving the grade point average (GPA). The highest grade earned is entered on the transcript and will be counted in calculating the cumulative grade point average. Duplicate credit is not granted for repeating a course.

It is the student's responsibility to drop or withdraw from classes if they stop attending. You can withdraw from courses for the semester you are enrolled in on the student portal. Look at your detailed class schedule available on the student tab of your Trinidad State Portal for drop and withdraw deadlines specific to each class. It is recommended that you speak with an advisor prior to dropping or withdrawing from a course. It is important to check with the business and financial aid offices regarding any outstanding balances and/or financial consequences.

If you are an online student, please contact:  
Admissions Coordinator (Trinidad Campus) 719-846-5621  
Admissions Coordinator (Valley Campus) 719-589-7026

If you are on campus and wish to withdraw, you can do so by completing, signing and submitting a withdrawal form in the Admissions and Records Office on your campus.

If a student decides to withdraw from a class after the census date, but before the last 20% of the class, and has a passing grad, the grade will be recorded as a "W". A "W" is not counted in computing grade point averages. If a student withdraws during the last 20% of the class, a regular grade will be assigned that does not count in computing grade point averages. Requests for exception to this procedure may be made to the appropriate Dean. Official drops from a class prior to census date (the last day to drop a class without

penalty), a 100% tuition refund will be made. There are no refunds if the student withdraws after the class census date.

**Course Repeats:** All college-level courses may be repeated, with the following limitations:

- Students will be limited in the number of times they can take the same course
- Certain courses are exempt from the repeat course procedure due to the nature/offering of the course
- If a student has taken a course and attempts to register for the course a second time, the student will be notified of possible financial aid implications, available support services and how to access services.
- If a student has taken a course twice and attempts to register for the course a third time, the student will not be able to register for that particular course until an action plan is created and approval granted by the appropriate academic Dean. Please note that the student can register for other courses without an action plan or approval.
- If the Dean does not feel the registration is warranted, the student may appeal to the Vice President of Academic Affairs.
- If a student has taken a course three times and wants to register for the course a fourth time, the student must request approval through the Vice President of Academic Affairs.

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

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

Repeated courses may be applied only one time to a certificate or degree, except for variable credit courses and designated courses that may be repeated for professional development. Developmental courses are eligible to be repeated. All developmental courses will appear on the transcript.

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

## REFUND POLICY

If a student officially drops from classes prior to the class census date, a 100% refund of tuition will be made. To be eligible for tuition refunds, students must officially drop 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 a refund of tuition.

## DEGREE/CERTIFICATE REQUIREMENTS

To earn a degree or certificate, students must satisfy all program, course and/or curriculum requirements for the curriculum under which they are registered and attain a cumulative grade point average of 2.0 or higher. Developmental education courses do not count toward a degree. Familiarize yourself with the provisions and regulations about your program. See your advisor when in doubt. TSJC will make every effort to assist you in meeting requirements for graduation. Final responsibility, however, rests with the student.

## DEVELOPMENTAL COURSES

Developmental courses include academic skills courses that are a 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. Eligibility for financial aid assistance in developmental courses may vary. Please see the TSJC Financial Aid Director for additional requirements and information regarding financial aid in developmental courses.

## IMMUNIZATION REQUIREMENTS

Colorado Law requires that all full-time students born after January 1, 1957, show proof of immunization against measles, mumps, and rubella. Students residing in student housing are required to show proof of immunization against meningococcal disease or the student or parent/guardian must sign a waiver. Proof of immunization is required at the time of registration. Certification forms are available at the Student Services Office.

## INTERNATIONAL STUDENTS

Information for international students is available online at [www.Trinidadstate.edu](http://www.Trinidadstate.edu) or contact a TSJC admission specialist. International students may apply for admission for the fall, spring or summer semesters. Admission steps for international students include:

1. Apply for admission. There is no application fee. You can apply online or complete a paper application.

2. Submit the International Student Supplemental Information Form. This form verifies specific information required to complete the I-20 immigration document accurately.
3. Submit the International Student Statement of Financial Support. This document, along with the required paperwork documentation (bank statements, affidavits of support, sponsorship letters, etc.) verifies the student's ability to cover the cost of their academic program and cost of living while attending Trinidad State.
4. Submit verification of Secondary School Completion. International students must provide proof that they have completed their post-secondary education. Typical proof includes an academic transcript or certificate from the high school or program.
5. Submit proof of English proficiency as indicated by a TOEFL score of 153 computer-based or 53 internet based or IELTS score of at least 6.0.
6. Provide certified English translations of high school transcripts indicating graduation date and/or College transcripts from any college or university attended (U.S. or foreign).
7. International students are required to carry medical insurance while studying at Trinidad State. When you arrive in the U.S. you will need to bring a copy of your current medical insurance card and policy details. Insurance coverage must meet the following minimums (in U.S. Dollars):
 

Medical Coverage – Accident or Sickness	\$100,000
Accidental Death and Dismemberment	\$10,000
Repatriation	\$15,000
Medical Evacuation	\$50,000
8. Upon receipt of all of the above-required documents, Trinidad State will issue the United States Immigration Form I-20. You then will apply for an F-1 Visa through the U.S. Consulate in your home country.
9. If you have not taken college level math and English at an accredited University in the United States, you will take a placement test to ensure you are placed in the correct course level. You may be able to have this test proctored in your country. However, you may also take the test once you arrive.
10. Immigration regulations allow you to travel to the U.S. no earlier than 30 days before the start of the semester. You are required to schedule an appointment with the Designated School Official upon your arrival in Colorado. Please bring your I-20, I-94, Visa and passport with you. Be prepared to provide proof of medical insurance and residency

Contact Miguel Chaparro at 719-589-7090 with questions about this process.

## INTERNATIONAL TRANSFER STUDENTS

If you are transferring from another U.S. institution, you must provide documentation of transfer eligibility signed by your previous school's International Office and copies of your visa, passport, I-94, and previous I-20 with your application materials.

## INTERNATIONAL ADMISSION TO TSJC

After all materials are reviewed, TSJC will issue the United States Immigration Form I-20. You then will apply for an F-1 visa through the U.S. Consulate in your home country. When you arrive in Colorado, you must report to the designated school official and bring your I-20, visa, passport and medical insurance documentation.

## UNDERAGE ADMISSION

According to CRS 23-60-103(3), TSJC admits students who are 17 years of age or older. Students wishing to secure a waiver of the minimum age for admission to the college must meet the criteria as outlined in State Board Policy BP4-10. Qualified students must demonstrate readiness for the course by meeting all established cut scores, recommended preparation, and prerequisites for the course.

Students are required to discuss special considerations, including expectations of college enrollment and appropriateness of course selection, with an advisor or designee, as well as complete the underage admission waiver.

The underage admission waiver must be signed by the student and parent, or legal guardian, indicating that the student and parent/guardian have been advised regarding the expectations of the college.

## HIGH SCHOOL STUDENTS SEEKING CONCURRENT ENROLLMENT

High school students attending TSJC may earn both college and high school credit for their courses. Students approved by their school district may have tuition costs paid for approved classes. A written agreement must be completed, approved by the school district and submitted to TSJC. Interested students can obtain more information from their high school or speak with Admission staff at Trinidad State.

## MILITARY/VETERANS AND THEIR FAMILIES

Trinidad State Junior College takes pride in being able to meet the educational needs of military service members, their families and veterans, and is approved by the Colorado State Approving Agency for Veterans Education. Military tuition assistance, veteran's education benefits, and veteran's

vocational rehabilitation are administered by the Financial Aid office on both campuses.

Each semester, active duty military members and veterans using or wanting to use educational benefits must report to the Financial Aid Office. To maintain your educational benefits in good standing with your Service and/or the Department of Veterans Affairs you must immediately inform the Financial Aid office if you:

- drop, add or audit classes;
- stop attending classes;
- have a class canceled, withdraw or are withdrawn from classes or the college;
- are unable to attend classes or;
- make any changes to your enrollment status.

If you are a military dependent or the dependent of a disabled veteran you may be eligible for a variety of educational benefits. We recommend that you visit one of our Financial Aid Offices for more information. The TSJC Certifying Official is located in the Financial Aid Office on the Trinidad Campus in Berg Building, Room 209 and can be contacted by calling 719-846-5555. The TSJC Veteran's complete checklist is available on the TSJC website at [www.trinidadstate.edu](http://www.trinidadstate.edu)

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.

## NEW STUDENT ORIENTATION AND CURRICULUM ADVISING

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. Students learn about the College, its offerings and requirements, social and leadership opportunities and advising and counseling services available at TSJC.

## PLACEMENT TEST

The State of Colorado requires all incoming college students who cannot provide documentation of college readiness in English and/or math complete an assessment of basic skills to determine course placement. Students should enroll in classes based on assessment outcomes. Students must complete the test or secure an exemption before registering for courses.

Reasonable accommodations will be provided upon request for persons with documented disabilities. If you require

accommodations please notify the Career and Disability Office on campus.

## ASSESSMENT EXCEPTIONS

You may not have to take the placement test if you:

1. Possess an Associate of Arts, Associate of Science degree or higher from a regionally-accredited college or university.
2. Completed college-level English composition (to be exempt from English and reading tests) and/or college-level mathematics course to be exempt from math test) with a grade of "C" or better at a regionally accredited college or university.
3. ACT or SAT scores may exempt you from the assessment. Scores must be from ACT or SAT testing within the past 5 years. Check with the testing center on campus for the required scores.
4. Completed high school level pre-calculus or a higher math course with a B or higher within the past 18 months to be eligible for college-level math or complete 11th grade English or higher with a "B" or better within the past 24 months.
5. Currently enrolled in a Colorado regionally accredited college or university and already assessed into college-level courses.
6. Enrollment in only one course for either employment enhancement or personal interest.
  - A. Students under 20 years of age are not eligible for the one-course waiver. CDHE requires that all students under the age of 20 be assessed or provide the required waiver exemption for reporting to the secondary schools.

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 and are encouraged to complete them as early as possible.

## REGISTRATION

Students are encouraged to register early for classes. Registration dates and procedures are announced to currently enrolled students on our website [www.trinidadstate.edu](http://www.trinidadstate.edu), in official informal notices, via e-mail, 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 campus Admissions Office.

To be eligible for registration, 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 for an instructor to admit that person into his/her class. The deadline for registering for classes is the first Friday of class or as designated in the TSJC schedule. Students requesting to register after the deadline date must obtain approval from the departmental dean for late authorization and registration into a class after the deadline date.

## RESIDENCE HALLS

The Trinidad Campus has four residence halls on campus to house students. Residence halls are staffed with two full-time housing employees, and a supporting staff of resident coordinators and resident assistants. Students living in the residence halls are required to have a meal plan through the cafeteria. The food service company, Sodexo, strives to serve the students with a variety of menus, quality service, and unlimited seconds for most meals. For more information about housing go to <http://trinidadstate.edu/residence-life/index.html>.

## SPECIAL POPULATIONS

Trinidad State Junior College is an equal opportunity institution committed to education for all, including members of special populations. The term “special populations” includes persons with disabilities, educationally and economically disadvantaged persons (including foster children), persons with limited English proficiency, persons eligible for programs designed to eliminate sex bias, and persons from correctional institutions.

In accordance with the Americans with Disabilities Act (ADA), Trinidad State Junior College will provide accommodations for qualifying students with disabilities. To request an accommodation, contact the Special Populations Coordinator at 719-846-5567.

The Special Populations Office is located in the Library. On the Valley campus, the office is located in the Learning Center. Call 719-589-7067.

## READMISSION

(Former students): Any students who have previously attended TSJC and who are returning after an absence of one academic year or three 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.

## SELECTIVE ADMISSIONS PROGRAMS

Admission to the college does not guarantee enrollment in any specific course or program.

TSJC has a number of selective admission programs. These programs of study have specific deadlines, prerequisites and other admission criteria. Selective Admissions at TSJC include:

Addictions Counseling, Dental Assisting, Early Childhood, Emergency Medical Services (EMS), Gunsmithing, Law Enforcement Academy, Medical Assistant Professional, Nursing, Rocky Mountain Line Tech

Selective admission programs have a limited number of openings each year and have specific entry-level admission requirements that must be met before selection for admission to the program. If you are interested in any of the following programs, please visit the TSJC website for admission requirements and application instructions. In addition, you should meet with a TSJC advisor as early as possible.

Admission to each of the selective admission programs is highly competitive. Therefore, you should review the admission requirements and submit an application as early as possible.

Learn more about the selective admission programs and admission requirements at TSJC online.

## BACKGROUND CHECKS

All accepted applicants to the Addictions Counseling, Dental Assisting, Early Childhood, Emergency Medical Services (EMS), Gunsmithing, Law Enforcement Academy, Medical Assistant Professional, Nursing, and Rocky Mountain Line Tech programs at Trinidad State Junior College are required to complete a criminal background check.

The Nursing and EMS programs also require drug screening as part of the admissions process.

Instructions for completing required background check and/or drug screening will be included with your acceptance letter. Your acceptance is conditional and will depend on the results of your background check and drug screening (if required). If an accepted applicant or student tests positive for an illegal or un-prescribed drug, that individual will be denied admission or terminated from their program.

Separate criminal background checks and urine drug screens may be required by clinical sites prior to placement. Students

denied by a clinical site that is a required component of their program will be dismissed from the program and their registration withdrawn from courses related to that program. If the student tests positive for an illegal or un-prescribed drug, the student will be denied admission or terminated from any health sciences program even if a denied placement was not required to meet program competencies.

Successful reports of criminal background checks and urine drug screens do not assure eligibility for specific clinical site placement, program completion, and/or eligibility to sit for professional licensure/board examinations.

You should remember that licensing boards for certain professions may deny, suspend, or revoke a license or may deny an individual the opportunity to sit for an examination if it is determined that an applicant has a criminal history or has been convicted of, or pleads guilty, or pleads nolo contendere or the like to a felony or other serious crime.

Successful completion of a program of study at Trinidad State Junior College does not guarantee licensure, the opportunity to sit for a licensure examination, certification or employment in the relevant occupation.

Students may be automatically denied admission or, if enrolled, dismissed from the program if they have not been truthful or have provided inaccurate information on the application or on any other form or submission. Students who have questions or concerns are encouraged to contact Vice President of Academic Affairs, at 719-846-5559.

*PLEASE NOTE: TSJC will only accept criminal background checks and drug screens performed by a college approved vendor. Criminal background checks are completed online and must be paid for by the student. Information and instructions will be given to applicants once accepted.*

## DENIAL OF ADMISSION

The College may deny admission to any individual whose personal history and background indicates that his or her presence at the college would endanger the health, safety, welfare or property of the college community, or interfere with the orderly and effective performance of the college's functions. TSJC has the right to deny admission or continued enrollment to any individual who has misrepresented his or her credentials or background.

Persons who seek enrollment under CRS 16-11-212 9 (Work and Education Release Programs) will be given timely notification of acceptance or denial of admission as required by the statute. Review of a denial of admission or denial of continued enrollment or re-enrollment of students shall be in accordance with the TSJC's disciplinary and program procedures.

## TRIO STUDENT SUPPORT PROGRAMS

Trinidad State Junior College offers several federally funded programs designed to assist students in achieving success. TRIO programs offered at TSJC include:

- Educational Opportunity Center
- Math Science Upward Bound Programs  
For more information about Math Science Upward Bound, call 719-846-5674.
- Student Support Services

## TRIO EDUCATIONAL OPPORTUNITY CENTER

The Southern Colorado Educational Opportunity Center at Trinidad State Junior College is one of five in the State of Colorado. It is a federally funded program in which the efforts are geared toward serving the "nontraditional" student, generally meaning those individuals returning to school after a long absence, and also those with dependents. Although high school juniors and seniors can be assisted with various college forms and applications, priority is given to those who are: 1) low-income; 2) first-generation (those whose parents do not have a four-year college degree); and 3) other. Each participant receives information about postsecondary education, admissions, and financial aid guidelines and opportunities. Clients will also be given intensive assistance in filling out forms, initial direction in selecting the most appropriate course of study, and extensive follow-up toward completing the educational objectives of the participant. The Trinidad EOC office is located in Berg 209. The phone number is 719-846-5689.

## TRIO 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 involved in the SSS program are more than twice as likely to remain in college as 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.

Student Support Services (SSS) at both campuses of Trinidad State Junior College help first-generation and low-income students stay in college and meet their educational goals. Eligible participants may receive the following services:

- Tutoring and study group assistance for any student in any TSJC course.



- Drop-in assistance in completing writing assignments for any course.
- Drop-in assistance for all students in any level of mathematics.
- State-of-the-art computer lab for word processing and writing assignments.
- Financial Aid guidance and counseling including assistance with completion of applications and forms.
- Grant aid for qualified participants.
- Guidance in identifying a course of study & defining career goals for SSS eligible students.
- Advising and visits (all expenses paid) to assist in transferring to a four-year college or university for SSS eligible students.

Student Support Services are located in the library on the main floor of the Trinidad Campus and in the Learning Center on the Valley Campus. For additional information, call (719) 846-5664 or (719)-589-7135.

### **TRIO 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.

### **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, and 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. For more information about adult education in Trinidad call 719-846-5640. In Alamosa, call 719-589-7137.

### **LIBRARY**

The Samuel Freudenthal Memorial Library serves the students, staff and faculty of the Trinidad and Valley campuses. The TSJC library card catalog can be accessed from any computer on or off campus at: <http://www.trinidadstate.edu/library-ts/card-catalog.html>. Library hours are subject to change without notice, please contact the library for current hours. The library's phone number is: (719) 846-5593.

The library has a computer lab with workstations that provide internet, e-mail, and word processing capabilities for registered students. Wireless internet is available for registered students in the library. The library also has four computers that are open to the public for their use. There are several research databases available via the Internet and Host. The library is a member of the CLC (Colorado Library Card) program and participates in borrowing items through interlibrary loan.

Library services for Valley Campus students are available through the Nielson Library at Adams State University and the Alamosa Public Library. The Nielson Library is located six blocks from the Valley Campus in Alamosa. Students have computer access to on-line electronic databases, including Britannica Online, SIRS, First Search, EBSCOhost and ProQuest.

### **TRANSFER**

Each applicant for admission who has attended another institution or college may not disregard a previous collegiate record. Transfer students will be applying for admissions as a first-time freshman. A student who wishes to transfer to Trinidad State Junior College may do so provided that the student is in good standing at the college from which he/she wishes to transfer.

An official transcript must be sent directly to the college from the institution where the credits were earned. The student may be admitted upon receipt of an application form and a transcript of all work completed at previous institutions. College transcripts will be evaluated prior to registration to ascertain acceptable credits that will apply to the student's program of study. Courses for which the student has earned a grade of "D" or "F" will not be accepted for credit.

Students with a GPA below 1.5 may be admitted on academic probation. In determining academic standing while attending TSJC, the GPA of a transfer student is computed on the basis of credits attempted at Trinidad State Junior College only and will not include credits and grade points earned at other colleges. Remedial classes do not transfer. It is always up to the receiving institution to decide the transfer of credit.

### ACADEMIC RENEWAL POLICY

The purpose of academic renewal is to allow a student the opportunity to remove a maximum of 30 semester credit hours of poor academic performance from the GPA calculation. Academic renewal applies only to courses taken at TSJC and may be awarded only one time, and only to currently enrolled students. The original grades and credit hours remain on the permanent academic transcript, and credit hours are deducted from the student's remaining COF stipend eligible hours. A notation indicates that academic renewal has been awarded, and the GPA has been adjusted. Once academic renewal is granted, it is irreversible. Credit excluded from the GPA calculation cannot be used to satisfy the requirements for completion of a TSJC certificate or degree. Students applying for academic renewal must see the Registrar for further instructions.

The following conditions must be met to apply for academic renewal:

1. The student must wait at least two calendar years after the coursework was completed to apply for academic renewal. The student cannot be enrolled in classes at TSJC during those two years.
2. The student must complete 6 semester credit hours with grades of "C" or better.
3. The transcript of a student awarded academic renewal will reflect the entire academic record, but the courses covered under academic renewal will be excluded from GPA calculations and will be so identified.
4. Only grades of D or F are eligible for academic renewal and exclusion from GPA calculation.

A student concerned about a poor academic record is encouraged to meet with an advisor to discuss TSJC's strategies for academic success.

The Academic Renewal Policy is only applicable to classes taken at Trinidad State Junior College. Students applying for academic renewal are responsible for investigating the impact of renewal on transfer admission, financial aid, remaining COF stipend eligible hours, and Veterans Administration benefits. For clarification of the scope and definition of this policy, contact the Registrar at 719-846-5550.

### STATE AUTHORIZATION

Trinidad State Junior College is currently working cooperatively with higher education authorities in all states and other U.S. jurisdictions to ensure compliance with state authorization requirements that govern the offering of courses in those states, including complaint processes. TSJC will continue to monitor developments in the jurisdictions in which it enrolls students, and, if authorization or licensure is or becomes necessary, it will obtain approvals or provide notice here of the jurisdictions in which it is not authorized to offer courses or programs.

Currently TSJC has the approval to offer courses in the following states:

Alabama, Alaska, Arkansas, Arizona, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming

TSJC is currently NOT authorized to offer courses in the following states:

Massachusetts, District of Columbia

If you are not an on-campus student at TSJC and plan to enroll in distance education classes, please check the information provided above to verify that your state has either authorized or exempted our college to offer such classes or programs to you as a resident of that state.

If you reside in an "unauthorized" state and plan to take distance education classes, please note that we are not authorized or exempted to offer distance education classes or programs to you as a resident of an "unauthorized" state. Contact the Registrar's Office at 719-846-5550 for any questions.

# CONSUMER INFORMATION

## RIGHTS RESERVED

The college reserves the right to change any provision or requirement of this catalog, including academic calendar dates, tuition and fees pursuant to law, the rules of the State Board for Community Colleges and Occupational Education or the Colorado Community College System or college policy.

The college reserves the right to cancel any course or program described in this catalog, at any time, without notice, and to change any other aspect of any course or program.

The college reserves the right to require a student to withdraw at any time for health or other reasons, pursuant to appropriate policies and procedures, and to impose sanctions, according to established policy. Any admission based on false statements or documents may be grounds for dismissal and loss of all credit for work that may have been completed.

## VOTER REGISTRATION

Trinidad State Junior College supports and advocates that students register to vote. Voter registration forms are available on the Colorado Secretary of State website at <https://www.sos.state.co.us/voter-classic/pages/pub/olvr/verifyNewVoter.xhtml>.

There is also a paper form that can be selected and mailed to the Secretary of State's office. The URL for the paper form is: <http://www.sos.state.co.us/pubs/elections/vote/VoterRegFormEnglish.pdf>

Students have three ways in which they can register to vote:

- Submitting an application through the mail, a voter registration agency, a local driver's license examination facility, or the on-line voter registration system through the eighth day prior to an election; except that, if the eighth day before an election is a Saturday, Sunday, or legal holiday, the elector is permitted to register on the next day that is not a Saturday, Sunday, or legal holiday;
- Appearing in-person at the elector's county clerk and recorder's office at any time during which registration is permitted at the office; or
- Appearing in-person at a voter service and polling center at any time during which the voter service and polling center is open, including on Election Day.

To register on campus, please contact the Special Populations office in the Valley Campus Learning Center or in the Library on the Trinidad Campus. For more information about voter registration call 719-846-5567 or 719-589-7067.

## NOTICE OF NON-DISCRIMINATION

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

The College has designated its Human Resources Director as its Affirmative Action Officer/Equal Opportunity Coordinator/Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Trinidad Campus Human Resources, 600 Prospect Street, Trinidad, CO 81082, 719-846-5534 or Valley Campus Human Resources, 1011 Main Street, Alamosa, CO 81101, 719-589-7050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Trinidad State Junior College is an equal opportunity educational institution and does not discriminate on the basis of race, color, creed, national origin or ancestry, sex, veteran status, age, sexual orientation, or disability in employment in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504, Age Discrimination Act, and Title II of the ADA. The College has designated the Director of Human Resources as its Affirmative Action Officer with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Trinidad Campus Director of Human Resources, 600 Prospect Street, Trinidad, CO, 81082, (719) 846-5534; or the Valley Campus Director of Human Resources, 1011 Main Street, Alamosa, CO 81011, (719) 589-7050, or Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, CO, 80204, (303) 844-2981, TDD (303) 844-3417.

## TITLE IX COMPLIANCE OFFICER

TSJC does not unlawfully discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission or access to, or treatment, or employment in its educational programs or activities. Inquiries may be referred to: TSJC Title IX Compliance Officer Trinidad Campus, Lorrie Velasquez, Berg Building, Trinidad, Colorado 81082 (719) 846-5691, Valley Campus, Robert Martinez, Room 112 Main Building, Alamosa, Colorado, 81011 (719) 589-7050, or Director of Affirmative Action for the Colorado Community College System, 9101 East Lowry Boulevard, Denver, CO 80230 (303) 595-1552, or to the Office for Civil Rights, U.S. Department of Education, 1961 Stout St., Denver, CO 80294.

## STUDENT BILL OF RIGHTS

The General Assembly of the State of Colorado implemented the Student Bill of Rights (C.R.S. 23-1-125) to assure that students enrolled in public institutions of higher education have the following rights:

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

## CAMPUS SAFETY

Security and college staff are available on each campus and prepared to respond to and make reports of incidents, criminal activity or other emergency situations which arise. Security risks due to design, maintenance, or operation of

buildings, grounds or equipment should be directed to the Physical Plant Director. Should an incident occur, it should be reported to a supervisor or administrator immediately. Administrative responsibility for TSJC campus security is assigned to the College Physical Plant Director, 719-846-5619.

Students, staff, faculty and guests are encouraged to report all crimes and public safety related incidents in a timely manner. To report a crime or an emergency on the Trinidad Campus, call 911 for the Trinidad Police Department. To report a non-emergency security or public safety related manner contact TSJC Campus Security at 719-845-6042/719-846-5618 or the office of Student Services at 719-846-5643. To report a crime or an emergency on the Valley Campus, call 911 for the Alamosa Police Department. To report a non-emergency security or public safety related manner contact a Dean or Administrator on the Valley campus 719-589-7020.

### TSJC Student Right-To-Know and Campus Security Act Campus Policies Regarding Student Right-to-Know (SRK):

The Student Right-to-Know and Campus Security Act of 1990 (Title I of Public Law 101-542) is a federal law that requires institutions of higher education receiving federal assistance to make available several key points of information. Those points include:

1. The college graduation and/or completion rate for its full time degree seeking students: The rate for first-time, degree-seeking students who enrolled at TSJC in the Fall of 2014 and who graduated or transferred to a Colorado 2 year or 4 year institution by the fall of 2016 is 45 percent. This does not include students who continue to be enrolled at TSJC.
2. The college retention rate for its degree-seeking students: The retention rate for the 2015 cohort returning in 2016 was 55 percent.
3. The college's crime statistics and security policy information: TSJC will begin a contract agreement with the City of Trinidad to provide campus security beginning in August 2016 through the Trinidad Police Department. Crime statistics for 2017, including statistics on two prior years, are included in the Annual Security Report.

Students and employees are to report criminal actions or other emergencies occurring on campus to the local Police Department and Vice President of Student Services - Berg 201 or a Dean or Administrator on the Valley Campus - Room 104.

The College provides security on each campus through the City of Trinidad Police Department on the Trinidad Campus and the City of Alamosa Police Department in Alamosa. Students and staff are encouraged to report any crimes to the

Vice President of Student Services and the respective police departments in each community. All crime victims and witnesses are strongly encouraged to immediately report the crime to campus security and the appropriate police agency.

The College campus is open during normal work hours, as defined (8:00 AM - 5:00 PM). After hours, College personnel have limited access to facilities as needed. Any student or College personnel desiring use of College facilities beyond the normal work hours must schedule and obtain written approval for the use of facilities through Karen Harrell at 719-846-5618.

## CRIME STATISTICS

The Office of Student Services prepares an Annual Security Report to comply with the Jeanne Clery Disclosure of Campus Crime Statistics Act and the Violence Against Women Act. The full text of the report can be found on TSJC's website at [www.trinidadstate.edu](http://www.trinidadstate.edu). This report is prepared in cooperation with local law enforcement agencies surrounding our campuses, the housing office, the Valley Campus and the Vice President of Student Services. Each entity provides updated information on their efforts and programs to comply with Federal requirements.

The Annual Security Report is required by Federal law and contains statements and crime statistics for TSJC. The statements address TSJC's policies and procedures concerning safety, prevention and security. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school and on public property within or adjacent to the campuses. This report is available online at [www.trinidadstate.edu](http://www.trinidadstate.edu). You may also request a paper copy of the report from the Student Services Office on the Trinidad Campus or the Student Services Office on the Valley Campus.

Campus crime, arrest and referral statistics include those reported to Campus Security, designated campus officials (including but not limited to directors, deans, department heads, and designated staff), Campus Security Authorities and local law enforcement agencies. Each year, an email notification is made to all enrolled students that provides the web site to access this report. Faculty and staff receive similar notification. Copies of the report may also be obtained at the TSJC Office of Student Services. All prospective employees may obtain a copy from Human Resources or by calling (719) 846-5643.

## FIRE SAFETY REPORT

The annual Fire Safety Report compliance document is available within the Annual Security Report and is available online at [www.trinidadstate.edu](http://www.trinidadstate.edu) or you may request a copy by calling the Office of Student Services at 719-846-5643.

Per federal law, TSJC is required to annually disclose statistical data on all fire and fire safety procedures that occur in on-campus student housing facilities. The Annual Campus Security and Fire Safety Report contains information regarding campus security and personal safety including topics such as: crime prevention, fire safety and other matters related to safety on campus.

## GRIEVANCE PROCEDURE

Colorado Community College System President's Procedure (SP 4-31) and State Board Policy (BP 4-31) outline the Student Grievance Procedure for TSJC. The Student Grievance Procedure is intended to allow students an opportunity to present an issue which they feel warrants action, including the right to secure educational benefits and services.

If the basis of the claim is discrimination and/ or harassment based on federal or state civil rights laws, the student must file a grievance under the Civil Rights Grievance and Investigation Process. If the accused (respondent) is a student, please refer to SP 4-31a. If the respondent is a CCCS employee, please refer to SP 3-50a.

All complaints shall be made as promptly as possible after the occurrence. Complaint forms and filing information can be found in the Admissions Office on each campus and by contacting the Vice President of Student Services. A delay in reporting may be reasonable under some circumstances; however, an unreasonable delay in reporting is an appropriate consideration in evaluating the merits of a complaint or report.

## TRINIDAD STATE JUNIOR COLLEGE STUDENT CODE OF CONDUCT

Conduct that violates student rights and freedoms and is subject to disciplinary action includes, but is not limited to:

1. **Academic Misconduct:** Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the instructor and to disciplinary action as outlined in the Trinidad State Junior College disciplinary procedures.
2. **Disruptive Behavior:** Engaging in any disruptive behavior that negatively affects or impedes teaching or learning (regardless of the mode of delivery or class setting); or disrupts the general operation of Trinidad State Junior College.
3. **Deceitful Acts:** Engaging in deceitful acts, including, but not limited to: forgery, falsification, alteration, misrepresentation, non-disclosure, or misuse of

documents, records, identification and/or educational materials.

4. **Conduct that is Detrimental to College or to Safety:** Conduct that is deemed detrimental, harmful and/or damaging to Trinidad State Junior College and/or that jeopardizes the safety of others as determined by the Chief Student Services Officer. Examples include, but are not limited to, slamming doors, throwing chairs, and/or defacing of college property.
5. **Physical/Non-physical Abuse:**
  - Physical abuse or conduct that threatens or endangers another person's health or safety.
  - Non-physical abuse, threats, intimidation, coercion, influence, or any unwelcome conduct in any form that is sufficiently severe, pervasive or persistent that it alters the conditions of the learning environment or employment.
  - Knowingly falsifying, publishing or distributing, in any form, material that tends to impeach the honesty, integrity, virtue or reputation of another person.
6. **Harassment and/or Discrimination:** Discrimination or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation.
7. **Sexual Misconduct:** Sexual Misconduct offenses include, but are not limited to Sexual Harassment, Non-Consensual Sexual Contact (or attempts to commit same), Non-Consensual Sexual Intercourse (or attempts to commit same), and/or Sexual Exploitation. (See SP 4-120a for more information: <http://www.cccs.edu/SBCCOE/Policies/SP/PDF/SP4-120a.pdf>)
8. **Weapons:** Possession or distribution of any unauthorized firearms, ammunition, explosives, fireworks and/or other dangerous weapons (or chemicals/flammable liquids) or use/threat of use of any instrument (including but not limited to paint ball guns, pellet guns, air soft guns, bow and arrows, knives) as a weapon to intimidate, harass, or cause harm to others.
9. **Narcotics/Alcohol:** Use, being under the influence, manufacturing, possession, cultivating, distribution, purchase, or sale of alcohol and/or drugs (illegal and/or dangerous or controlled substance) and/or alcohol/drug paraphernalia while on college owned or college controlled property, and/or at any function authorized or supervised by Trinidad State Junior College and/or in state owned or leased vehicles.

Note: Although possession and use of marijuana consistent with the requirements of the Colorado Constitution are no longer a crime in the State of

Colorado, the possession and use of marijuana remain illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on college owned or college controlled property, and/or any function authorized or supervised by Trinidad State Junior College and/or in state owned or leased vehicles.

10. **Dress Code:** Dress or personal hygiene that fails to meet the established safety or health standards of specific classes or activities offered by Trinidad State Junior College.
11. **Leaving Children Unattended:** Leaving children unattended or unsupervised in campus buildings or on campus grounds unless enrolled or participating in authorized campus activities.
12. **Violation of Laws, Directives, and Signage:**
  - Violating any municipal, county, state or federal law that adversely impacts the conditions of the educational or employment environment.
  - Violations of College traffic and parking rules, regulations, or signage.
  - Creating an intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular. This includes, but is not limited to leading or inciting to disrupt college activities. Failure to comply with the lawful directives of Trinidad State Junior College employees acting within the scope of their duties, including those directives issued by a Trinidad State Junior College administrator to ensure the safety and well-being of others.
  - Violations of college policies, protocols, procedures or signage.
13. **Illegal Gambling:** Participation in illegal gambling activities on college owned or college controlled property, and/or any function authorized or supervised by Trinidad State Junior College and/or in state owned or leased vehicles.
14. **Unauthorized Entry and/or Unauthorized Possession:** Entry into, or use of any building, room, or other Trinidad State Junior College owned or Trinidad State Junior College controlled property, grounds, or activities without authorized approval. This also includes, but is not limited to the unauthorized possession, duplication or use of college keys, lock combinations, access codes, and access cards and/or credentials and/or propping open or tampering with doors/windows.

- 15. Unacceptable Use of College Equipment, Network or System:** Unacceptable uses of any Trinidad State Junior College owned or operated equipment, network or system including, but not limited to: knowingly spreading computer viruses; reposting personal communications without author's consent; copying protected materials; using the network for financial or personal gain, commercial activity, or illegal activity; accessing the network using another individual's account; unauthorized downloading/uploading software and/or digital video or music; downloading/uploading, viewing or displaying pornographic content, or any other attempt to compromise network integrity.
- 16. Unauthorized Pets/Animals:** Possession of any unauthorized pet or animals and or assistance animals, while on college-owned or college-controlled property.
- 17. Tampering with Student Organization, Election, or Vote:** Tampering with the process of any college recognized student organization, election or vote.
- 18. Group or Organization Conduct:** Students who are members of a college recognized student organization or group and commit a violation of the Student Code of Conduct may be accountable both as an individual and as a member of the student organization.
- 19. Abuse of the Student Disciplinary and/or Grievance Procedure:** Abuse of the Student Disciplinary and/or Grievance Procedure includes, but is not limited to the following:
- Disruption or interference with the orderly conduct of the student disciplinary / grievance procedure.
  - Falsification, distortion, or misrepresentation, or knowingly pursuing malicious, frivolous, or fraudulent charges.
  - Attempting to discourage an individual's proper participation in, or use of, the student disciplinary / grievance procedure.
  - Attempting to influence the impartiality of a participant and/or the student disciplinary / grievance procedure.
  - Harassment (verbal or physical) and/or intimidation of a participant in the student disciplinary / grievance procedure.
  - Failure to comply with directives and/or sanctions imposed under student disciplinary / grievance procedure.
  - Influencing or attempting to influence another person to commit an abuse of the student disciplinary / grievance procedure.

- Engaging in retaliatory acts in any form against any person or person(s) involved in the student disciplinary / grievance procedure

- 20. Unauthorized Entry into College Events:** Entering or attempting to enter any Trinidad State Junior College sponsored activity without proper credentials for admission.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

### **Family Education Rights and Privacy Trinidad State Junior College Notification of Rights Under FERPA**

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines. Therefore, it is imperative that the faculty and staff have a working knowledge of FERPA guidelines before releasing educational records.

#### **Privacy: Trinidad State Jr College Notification of Rights under FERPA**

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

- 1. The right to inspect and review the student's education records within 45 days of the date that Trinidad State Jr College receives a request for access.** A student must submit to the Admissions and Records Office a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, they shall advise the student of the correct official to whom the request should be addressed.
- 2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights.** A student who wishes to ask Trinidad State Jr College to amend a record should write the Registrar, who will notify the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures

will be provided to the student when notified of the right to a hearing.

3. **The right to provide written consent before Trinidad State Jr College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception which permits disclosure without consent is disclosure to College officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic, research, volunteers, or support staff position (including law enforcement unit personnel and health staff); Trinidad State employees' with appropriate access can view student's information found in the student information system – Banner. This access is authorized by the Vice President of Academic Affairs or the Vice President of Student Services and is approved only for the College Employee with a right to perform necessary administrative tasks. In addition, disclosure may be to a person or company with whom the College has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); a person serving on the College Board; or state and federal agencies, such as the U.S. Department of Veterans Affairs, or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. TSJC has designated the National Student Clearinghouse as a College official. A College official (includes TSJC advisors for PTK, Alpha Delta Nu Nursing Society, and other honorary or leadership programs) has a legitimate educational interest if the official needs to review education records in order to fulfill his or her professional responsibilities for the College. Upon request, the college discloses education records, without a student's consent to officials of another school in which a student seeks or intends to enroll, or after enrollment.

The College may share educational records with parents in the following circumstances: for a student who is dependent under I.R.S. tax code; a student under 21 years old who has violated a law or the school's rules or policies governing alcohol or substance abuse; and when the information is needed to protect the health or safety of the student or other individuals in an emergency. Requests from parents to access student information under the tax code should be sent to the Office of the Registrar.

**FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use.** As of January 3, 2012, the U.S. Department of Education's FERPA regulations

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

**The Colorado Community College System considers the following to be directory information and Trinidad State College** staff may disclose this information, without prior consent, to anyone inquiring in person, by phone, or in writing: student name; major field of study; participation in officially recognized activities and sports; Height and Weight if college athlete and high school attended (only for students in officially recognized activities and sports); dates of student attendance, enrollment status (i.e. full-time, three-quarter-time, half-time, less than half-time, withdrawn, graduated or deceased); degrees/certificates and awards student has earned; and the most recent educational institution attended by the student. Directory information is limited to the current academic year only.

Addresses (including mail and e-mail) are considered PII and are not released as Directory Information except for the following:



- Graduation lists released to news media, which may include the student's city of residence.
- Other listings to the news media and college personnel for special awards, honors, and events
- Notification to Phi Theta Kappa Honor Society and other academic honor societies for students who are eligible to be considered for membership.

Additionally, name, address, phone number, date and place of birth, level of education, most recently attended college, field of study, and degree(s) received of students may be released to military recruiters upon request in accordance with the Solomon Amendment. All other information contained in student records is considered private and not open to the public without the student's written consent. Students who do not want their directory/public information released to third parties or students who do not want to be listed in the College online e-Directory should complete a form to suppress directory information available online or at the Registrar's Office or Office of Admissions and Records by the first day of the semester.

All other information contained in student records is considered private and not open to the public without the student's written consent. Students who do not want their directory/public information released to third parties should complete the Request to Prevent Disclosure of Directory Information form to suppress directory information; the form is available online, at the Registrar's Office, or at the Office of Admissions and Records, and must be submitted by the first day of the semester.

**4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-5901

**FAIR AND ACCURATE CREDIT TRANSACTIONS ACT**

In accordance with the Fair and Accurate Credit Transactions Act (FACTA) of 2003, FRCC adheres to the Federal Trade Commission's (FTC) Red Flag Rule (A Red Flag is any pattern, practice, or specific activity that indicates the possible existence of identity theft.), which implements Section 114 of the FACTA and to the Colorado Community College System's Identity Theft Prevention and Detection Program, which is intended to prevent, detect and mitigate identity theft in connection with establishing new covered accounts or an

existing covered account held by the Colorado Community College System (System or CCCS) or one of its thirteen (13) community colleges, and to provide for continued administration of the Program. If a transaction is deemed fraudulent, appropriate action will occur. Action may include, but is not limited to, canceling of the transaction, notifying and cooperating with law enforcement, reporting to the Student Code of Conduct Office, and notifying the affected parties. For more information on FACTA, Red Flag Rules, and Identity Theft Consumer Information, please see the links provided below.

Federal Trade Commission Statute: <http://www.ftc.gov/os/statutes/fcradoc.pdf>

Red Flag Rules: <http://www.ftc.gov/bcp/edu/microsites/redflagrule/index.shtml>

Identity Theft Consumer Information: <http://www.consumer.ftc.gov/features/feature-0014-identity-theft>

**SEXUAL MISCONDUCT PROCEDURE**

The Trinidad State Junior College community has the right to be free from sexual violence. All members of the CCCS and TSJC community are expected to conduct themselves in a manner that does not infringe upon the rights of others. TSJC believes in a zero tolerance policy for sex/gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this policy, serious sanctions will be implemented to reasonably ensure that such actions are never repeated.

Colorado Community College System President's Procedure (SP 3-120a) outlines the Sexual Misconduct Procedure. This procedure applies to all Administrators/Professional Technical employees, Faculty and Adjunct Instructors, Classified employees (TSJC employees), students, authorized volunteers, guests and visitors within the Colorado Community College System (CCCS) and Trinidad State Junior College (TSJC).

When a complainant(s) and respondent(s) are employees and/or guests or visitors, Trinidad State Junior College will comply with Title VII of the Civil Rights Act of 1964. When a complainant(s) and/or respondent(s) is a student, Trinidad State Junior College will comply with Title IX of the Education Amendments of 1972 (Title IX).

**TOBACCO-FREE BUILDINGS**

The use of tobacco products, including smokeless tobacco, snuff and chewing tobacco, is allowed only in designated areas and is prohibited in all College buildings and College facilities.

## COPYRIGHT INFORMATION

Article 1, Section 8, of the United States Constitution states, The Congress shall have Power ... To promote the Progress of Science and useful Arts, by securing for limited Times to Authors and Inventors the exclusive Right to their respective Writings and Discoveries.

Title 17 of the United States Code states that copyright protection exists in any original work of authorship fixed in any tangible medium of expression. Works of authorship include literary works, musical works (including any accompanying words), dramatic works (including any accompanying music), pantomimes and choreographic works, pictorial, graphic, and sculptural works, motion pictures and other audiovisual works, sound recordings, and architectural works. With limited exceptions, known as Fair Use (see 17 USC 107 and 108), copyright protection provides exclusive rights to the owner of the copyrighted work.

Trinidad State Junior College is a state system community college governed by the State Board for Community Colleges and Occupational Education. Board Policy's 3-125d and 3-90 outline the college procedures and guidelines

<https://www.cccs.edu/bp-3-90-copyrights-and-patents/>

<https://www.cccs.edu/sp-3-125d-electronic-communications-management-and-retention-procedures-2/>

## SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to copy, distribute, perform, or display a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at <https://www.copyright.gov/help/faq/>.

## CONSEQUENCES OF MISUSE

In addition to being in violation of U.S. law, copyright infringement is also in violation of college policy. Individuals who infringe copyrighted materials on Trinidad State Junior College computers or networks are subject to disciplinary action as specified within the Trinidad State Junior College Student Handbook, Electronic Communication Policy and outlined in the Student Code of Conduct. At a minimum, upon receipt of a copyright infringement notification access to the infringing materials will be blocked until such time as the situation has been resolved as per the Student Conduct process.

## LEGAL ALTERNATIVES

For legal alternatives to illegal downloading, please see <http://www.educause.edu/legalcontent>.

## NOTIFICATION OF COPYRIGHT INFRINGEMENT

To report suspected electronic copyright infringement originating at Trinidad State Junior College, notify the designated agent as per the Digital Millennium Copyright Act (DMCA), Public Law 105-304:

Security and Information Policy Officer, Trinidad State Junior College IT Department:

Email: [Support.Desk@trinidadstate.edu](mailto:Support.Desk@trinidadstate.edu)

U.S. Mail: 600 Prospect, Trinidad, CO 810082

## COLLEGE PLAN TO ADDRESS COPYRIGHT INFRINGEMENT

In order to comply with federal laws and regulations such as the Higher Education Opportunity Act, Trinidad State Junior College employs technology-based deterrents including: bandwidth monitoring to identify the largest bandwidth users, log correlation techniques to match the reported IP address to a likely user, and vigorous enforcement of infringement notifications.

The Student Services Office also educates the Trojan community regarding copyright laws through web-based materials including the Student Handbook.

Trinidad State Junior College periodically reviews the effectiveness of its plan to combat copyright infringement through discussions with the Information Technology Director, Colorado Community College System and the Office of the Vice President of Student Services. Changes to the plan will be made to address any identified issues.

# 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.**

## 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 set by the State of Colorado, federal government and Trinidad State Junior College. Awards may consist of one or a combination of the various financial aid.

Financial Aid recipients are notified of their award by mail, online or in person (providing an award has been made). Award estimates are NOT made. Funding of all financial awards is contingent upon the State and Federal funding of the financial aid program at TSJC.

All students who receive financial aid must meet the standards of satisfactory progress. The standards outlined

in the General Information Publication available on request from the Financial Aid Office.

## APPLICATION FOR FINANCIAL AID

- File an application for admission to TSJC (required only once during attendance at TSJC 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](http://www.fafsa.ed.gov). Federal code for TSJC is 001368.
- After FAFSA receives the student and/or the parent signatures, a Student Aid Report (SAR), will be sent in the mail or e-mailed directly to the student within 10 days.
- 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 or online at [www.Trinidadstate.edu](http://www.Trinidadstate.edu). 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 is 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, you will be mailed an award notice indicating how much, and the different types of aid you have been awarded. This is the amount of financial aid that you have available to assist you with your educational expenses, beginning with your tuition and fees. Keep this for your records.
- Depending on your award notice, you may then seek a work-study position and/or a student loan. Inquire at the Financial Aid Office for further details.

## APPLICATION DEADLINE

The deadline for early consideration for financial aid is May 1, preceding the college year for which assistance is desired. The final deadline for financial aid applications is June 15th of the current academic year.

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

## VERIFICATION POLICY AND 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: 2018-19 academic year, June 30, 2019 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 cumulative term grade point average of 2.0 or above for all classes attempted; AND
2. Successfully complete a minimum of 67% of attempted credit hours.

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 notified through a warning, probation or letter of eligibility from the Financial Aid Director.

### ***Credit hours successfully completed result in the following Satisfactory Progress Status***

TSJC defines and assigns 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.

\*refer to page 58 for guaranteed transfer requirements\*

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.

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

## MAXIMUM TIME LENGTH

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

**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" remedial coursework or credit-bearing 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 Colorado Community College System, up to 30 credit hours of remedial/ESL credits will NOT be included in the calculation when determining if the student has exceeded the maximum time length (150% of the hours required) for the declared program of study provided that the courses are not applicable to the declared program of study.

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

### **FINANCIAL AID ALERT, WARNING, PROBATION AND INELIGIBLE STATUSES**

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.

Financial aid recipients will be placed on an alert status if they have reached 110% to 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.

Students will be placed on financial aid warning:

- If they fail to successfully complete at least 67% of the total attempted hours
- If they earn a term GPA below 2.0

Students are eligible for payment of aid during the probationary term. Students are not able to appeal probation. If at the end of the probationary term under the first two bullet points above, students successfully complete 67% of their attempted hours with a minimum cumulative GPA of 2.0, they will automatically be removed from financial aid probation.

All financial aid recipients will be ineligible for financial aid consideration for the next semester of attendance if:

- They fail to complete 67% of the credit hours they attempt **and/or**
- They earn less than a 2.0 cumulative 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.

### **FINANCIAL AID APPEALS**

TSJC maintains an initial review and financial aid appeal committee process for students to appeal the primary decision

of the Financial Aid Appeal Committee. All decisions made at the Financial Aid Appeal Committee are final.

A student may appeal when they do not meet the GPA standard or the 67% minimum completion rate. Appeals must be submitted in writing 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 may also appeal the following:

- Extension of the maximum allowable credit hours for the currently enrolled program, or
- Funding for an additional degree and/or certificate, **MAY** be required to meet with an academic advisor or counselor to discuss the accumulation of attempted hours beyond the degree requirements and/or the educational purpose of a subsequent degree and/or certificate.

An appeal form can be obtained from the Financial Aid Office or online at the [www.Trinidadstate.edu](http://www.Trinidadstate.edu) website. 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 by the Financial Aid Appeal Committee. The committee is made up of five members. The committee will notify the student within five days of the decision.

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 FEDERAL FINANCIAL AID 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.

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

The College will return to the Federal Financial Aid 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. Within 45 days from the date TSJC determined that the student withdrew, TSJC will return unearned funds for which TSJC is responsible. 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.

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.

### POST-WITHDRAWAL DISBURSEMENT:

If a student withdraws or drops and as a result of applying the institutional refund policy the school reverses, reduces or cancels a student's charges, the return to Title IV Financial Aid requirements still apply. An otherwise eligible student who begins attendance at a school and is disbursed or could have been disbursed Title IV grant or loan funds prior to a withdrawal or drop earns a portion of these funds.

Students dropping all courses during the add/drop period may be eligible for a Post Withdrawal Disbursement based on the amount of time they were in attendance. Any otherwise eligible student who began attendance at an institution and was disbursed or could have been disbursed Title IV grant or loan funds prior to a withdrawal has earned a portion of those Title IB fund (668.22 (a) and 668.22 (1) (4). The charges used in the return calculation are always the charges on the student's account prior to withdrawal or drop.

## 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, athletic (male and female), and institutional scholarships like automatic merit, finish line and learn local. Trinidad State Junior College scholarships may be renewed provided the recipient continues to meet the eligibility requirements of the scholarship.

In addition, the Trinidad State Junior College Educational Foundation offers a number of endowed scholarships to TSJC students. Some scholarships are specific to campus, program, or financial need. Please see the TSJC Educational Foundation Scholarship Guide for specific information ([http://trinidadstate.edu/pdf/students/fia/foundation\\_scholarship\\_guide.pdf](http://trinidadstate.edu/pdf/students/fia/foundation_scholarship_guide.pdf)).

**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/](http://www.trinidadstate.edu/) and click on prospective students under the admissions tab.**

## LOANS

- **Federal Direct Loan Stafford Student Loan Program**  
The Federal Stafford Subsidized and Unsubsidized Loan enables students to borrow from the Department of Education at a low interest (variable) rate. You may borrow each year based on a scale available in the Financial Aid Office.
- **Federal Direct Loan 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 the Financial Aid Office or on line at [www.trinidadstate.edu](http://www.trinidadstate.edu). Students must complete a FAFSA form.

## 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.

## EMPLOYMENT

- **Federal Work-study 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 \$6,120 during the two-semester college year. Through this program students may work up to 20 hours per week while attending classes. In order to qualify for federal college work-study, students must demonstrate financial need. They then must find a job on their own. A work-study employment booklet is available in the Financial Aid Office.
- **Colorado Work-study 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 \$6,120 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. It is the student's responsibility to secure their own work-study position. A work-study employment booklet is available in the Financial Aid Office.

# ACADEMIC MATTERS

## FULL-TIME AND PART-TIME ENROLLMENT

To be considered a full-time student at Trinidad State Junior College, you must be enrolled in at least 15 credit hours. Federal Financial Aid recognizes a student carrying 12 credit hours to be full-time. A student who registers for fewer than 12.0 hours within a semester is a part-time student.

A student enrolled in an academic program may not register for more than 18.0 credit hours without permission from his or her advisor and the approval of the appropriate Instructional Dean. A student enrolled in a career and technical education program may not register for more than 22.0 credit hours without permission from his or her advisor and the appropriate Instructional Dean.

## GRADE POINT AVERAGE (GPA)

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

GRADE EARNED	QUALITY POINTS EARNED
A – Superior	4 credit points per credit hour.
B – Good	3 credit points per credit hour.
C – Average	2 credit points per credit hour.
D – Deficient, but passing	1 credit point per credit hour.
F - Failure	0 credit points per credit hour.
S – Satisfactory	0 credit points per credit hour.
U – Unsatisfactory	0 credit points per credit hour.
W - Withdrawal Passing	0 credit points per credit hour.
AU – Audit	0 credit points per credit hour.
SP- Satisfactory Progress	0 credit points per credit hour.

Grades of “AU”, “I”, “S”, “U”, and “W” are not assigned quality points and are not computed into the grade point average.

The computation of a student’s grade point average takes into consideration the grades received for successful completion of classes, the quality points earned for those classes, and the total number of completed credit hours. Please note, transfer credits do not include the transfer of quality points or calculated grade point average.

<i>Example:</i>	Grade Earned	Credit Hours	Grade Points	Quality Points
Sociology 251	B	3	X 3	= 9
Biology 111	A	5	X 4	= 20
English 121	C	3	X 2	= 6
History 201	W	3	X 0	= 0

Total credit hours completed (11). Total quality points (35). The grade point average (GPA) is computed as follows:

GPA = Total Quality Points (35), divided by total credit hours earned (11),  $35/11= 3.1818$  GPA.

## Cumulative Grade Point Average

To compute the cumulative GPA, add the # of credit hours earned for each semester completed and add the total quality points earned for each semester. Divide the total quality points by the total credit hours earned.

Example:

Semester	Earned Hours	Quality Points
Fall	15	40
Spring	13	32
Total	28	72

$72/28 = 2.57$  cumulative GPA. A cumulative GPA of 2.0 is required to graduate with a degree or certificate.

## AU - AUDIT

By auditing a course, a student may participate in course activities, but does not receive a formal transcript grade. Students must indicate intent to audit a course at registration or by the deadline listed in the course schedule. Audited courses are not eligible for the College Opportunity Fund stipend. Students will be responsible for the full in-state or out-of-state tuition and all applicable fees. Audited courses do not meet the credit hour requirements for financial aid or veteran benefits and may not be applied to certificates or degrees.

## INCOMPLETE

The “Incomplete” (I) grade is a temporary grade and is designed for students who, because of documented illness or circumstances beyond their control, are unable to complete their course work within the semester, but have completed a majority of the course work (defined as at least 75% of all course assignments and tests) in a satisfactory manner (grade C or better).

Students are encouraged to let instructors know, as soon as possible (before withdraw date), if they are having difficulties that may prevent them from completing a test or assignments at the end of the term. In requesting an Incomplete grade the student must present to the instructor the documentation of circumstances justifying an Incomplete grade.

Instructors will fill out an “Incomplete Contract Agreement”



with the terms, i.e. assignments and/or tests to be completed and deadlines for completion. The agreement will be signed by the instructor and student.

In the event that a student and instructor cannot reach resolution concerning an Incomplete, the student can seek mediation with the appropriate Dean.

Military personnel and emergency management officials who are required to go TDY in the middle of a term should contact their instructor for special consideration. Documentation of an official TDY assignment is required and must be approved by the appropriate Dean.

Incomplete grades that are not converted to a letter grade by the instructor after one subsequent semester (not including the summer semester) will revert to an F grade unless a higher default grade has been assigned by the instructor.

## FINAL EXAMINATIONS

Final exams and/or final evaluations are given the last full week of classes during regular class times.

## GRADE APPEAL

The Grade Appeal Procedures are THE ONLY method by which a student may challenge a final grade issued by an instructor at Trinidad State Junior College.

1. The student must contact the instructor after the grade is issued to discuss any change in grade. The student must contact the instructor within 90 calendar days of the end of the semester during which student was enrolled. If student is unable to contact instructor, contact the appropriate Instructional Dean on the respective campus.
2. If the student is dissatisfied with the instructor's response, the student may appeal the instructor's decision by sending, in writing, a written request to the appropriate Instructional Dean requesting a review.
3. The appropriate Instructional Dean will contact the instructor notifying him/her of student's request to appeal the grade.
4. Within fourteen (14) calendar days of receipt of the student's written request, the appropriate Instructional Dean shall either sustain the instructor's grade or recommend a grade change to be carried out by the instructor. This decision shall be mailed to both the student and the instructor. Failure to receive a response within fourteen (14) calendar days from the instructor does not constitute or imply a grade will be changed without proper documentation from the student.
5. A recommendation to change a grade requires that the instructor complete and submit a Change of Grade request via email/written documentation within seven

(7) calendar days after receiving the written notice of the student grade appeal. An administrative change of grade is made when the instructor fails to comply or is unable to complete the request.

6. Either the instructor or the student may appeal the decision in writing within seven (7) working days to the Scholastic Standards Committee, via the Instructional Dean.
7. If the grade is appealed, the appeal shall be heard by the Scholastic Standards Committee. The committee shall be comprised of:
  - A. One faculty member, preferably in the discipline, but not the instructor whose grade is in dispute.
  - B. One representative appointed by the appropriate Student Services Administrator.
  - C. The committee shall be chaired by the appropriate Instructional Dean, who shall not have a voting right.
8. Both the student and the instructor shall be notified of the date, time and place of the hearing. Both shall be available to the Committee should further clarification be necessary. Attendance is not mandatory. (While the student and/or instructor may invite third parties to the meeting, the student and/or instructor shall present their case and no third party may cross-examine or represent any individual.)
9. The decision of the Scholastic Standards Committee will be communicated in writing to both the student and instructor via the committee chairperson. Either the student and/or instructor may appeal the Committee's decision to the Instructional Dean within seven (7) working days.

In the event of an appeal, the Instructional Dean or designee shall give written notice to the other party (e.g., if the student appeals, the appeal is shared with the instructor who may also wish to file a response), and then the Instructional Dean or designee will draft a response memorandum (also shared with all parties).

All appeals and responses are forwarded to the Instructional Dean for initial review to determine if the appeal meets the limited grounds and is timely. The original finding and sanction will stand if the appeal is not timely or substantively eligible, and the decision is final. If the appeal has standing, the documentation is forwarded for consideration. Because the committee findings are presumed to have been decided reasonably and appropriately, the party appealing the decision must specifically cite the error(s) in the original determination on which the appeal is based. The ONLY grounds for appeal standing are:

1. A material procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures); which must be explained in the written appeal; or
2. To consider new evidence, unavailable during the investigation or hearing that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included in the written appeal, as well as the reasons the new evidence was not available during the original proceeding.

If the Instructional Dean determines that a material procedural or substantive error occurred, it may return the complaint to the Scholastic Standards Committee or designee with instructions to reconvene to cure the error. In rare cases, where the procedural or substantive error cannot be cured by the Committee or in cases of bias, the Instructional Dean may order a new hearing be held by a different Scholastic Standards Committee. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on the two applicable grounds for appeals.

If the Instructional Dean determines that new evidence should be considered, it will return the complaint to the Committee Chairperson to reconsider in light of the new evidence, only.

If the subject matter pertains to discrimination and/or harassment pursuant to SP 4-31a, the appeals officer or committee will return the complaint to the Title IX/EO Coordinator to reconsider in light of the new evidence, only. The reconsideration of the Instructional Dean, designee, or Title IX/EO Coordinator is not appealable.

The procedures governing the hearing of appeals include the following:

- All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
- If the appeals officer or committee determines there is new evidence or error in the original proceeding, every opportunity to return the appeal to the instructor or designee for reconsideration (remand) should be pursued;
- Appeals are not intended to be full re-hearings of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal;
- An appeal is not an opportunity for a Scholastic Standards committee to substitute their judgment for that of the Instructional Dean or designee merely because they disagree with its finding and/or sanctions.
- Appeals decisions are to be deferential to the original decision, making changes to the findings only where there is clear error and a compelling justification to do so.
- Sanctions imposed are implemented immediately unless the Instructional Dean or designee stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
- The Scholastic Standards Committee Chairperson or committee will render a written decision on the appeal to all parties within four (4) days from receiving the appeal request. The committee's decision to deny appeal requests is final.

## ACADEMIC PROGRESS POLICY

All Trinidad State Junior College students are expected to achieve satisfactory progress as required by the Colorado Community College System (CCCS), System President's Procedure (SP4-20d). Through the Academic Alert Process students will be informed when they are not making satisfactory academic progress. The following outlines the standards and practices of the CCCS Academic Process Policy:

1. The Academic Process Procedure applies to all students who have completed nine (9) or more credits in residence while attending a Colorado Community College System college.
2. During the student's first 8 credit hours of enrollment, TSJC will monitor satisfactory progress through the Academic Alert process.
3. A student is considered in "Good Standing" when the student's cumulative GPA is at least 2.0 or greater for all courses completed at TSJC.
4. A student is placed on Probation (initial) when the student's cumulative GPA is less than 2.0 for all courses completed at TSJC.
5. A student is considered on Probation (continuing) when the student's cumulative GPA remains less than 2.0 for all courses completed at TSJC and the student's last term GPA is 2.0 or greater.
6. A student is placed on Suspension (initial) when his/her cumulative GPA is less than 2.0 for all classes completed at the College and the last term GPA is also below 2.0. A student placed on Suspension (initial) is not permitted to register at any CCCS college for the next term, excluding summer term, after the term of suspension unless a suspension appeal is approved. A student may appeal for unusual or mitigating circumstances by meeting with an academic advisor and submitting an academic plan to the

Vice President of Student Affairs for approval. A student who is approved to register for classes will remain on probation (continuing) and must complete the semester with a semester GPA of 2.0 to continue enrollment.

Initial suspension is for one term.

7. A student is placed on Suspension (second) when his/her cumulative GPA is less than 2.0 for all classes completed at TSJC and the last term GPA is less than 2.0 for the second time. A student placed on Suspension (second) is not permitted to register for the next two terms after the term of suspension unless a suspension appeal is approved, excluding summer term. A student may appeal for unusual or mitigating circumstances by meeting with an academic advisor and submitting an academic plan to the Vice President of Student Affairs for approval. A student who is approved to register for classes will remain on probation (continuing) and must complete the semester with a semester GPA of 2.0 to continue enrollment.
8. A student is placed on Suspension (third) when his/her cumulative GPA is less than 2.0 for all classes completed at the College and the last term GPA is also below 2.0 for the third time. A student placed on Suspension (third) is not permitted to register for the next two years after the term of suspension. The student must meet with an advisor from the CCCS college the student wishes to attend in order to get their suspension hold removed.
9. Summer term may NOT be used as a “suspension term.”

## ATTENDANCE POLICY

Students are expected to attend all scheduled meetings of each course and the encouragement of regular class attendance remains with the instructor while the actual responsibility remains with the student. Students may be administratively withdrawn from a class for excessive absences. Each course syllabi provides information on course attendance. Absence, for any reason, does not relieve the student of the responsibility of completing all of the work for the course to the satisfaction of the instructor.

### Attendance definitions

*Contact hour:* A contact hour is fifty minutes of clock time.

*Class period:* That period of time during which the Instructor meets with the Student in a classroom, lab or other educational setting, beginning and ending at previously announced times. It may include one or more contact hours. Students should expect to spend approximately two hours on out of class assignments and preparation for every one hour of class time.

*Excused Absence:* Any absence caused by travel to and attendance of any function approved by a coach of a recognized college sport or sponsor of an approved campus

club by a current team or club member. Any absence caused by illness if the student presents a written statement from a certified health care provider. Any other reasonable excuse that is acceptable to the Instructor.

## REPEATING A COURSE

Students will be limited in the number of times that they can take the same course. Certain courses are exempt from the repeat course procedure due to the nature/offering of the course. If a student has taken a course and attempts to register for the course a second time, the student may have financial aid implications.

## GENERAL EDUCATION GUARANTEED TRANSFER PROGRAM

A student completing an AA or AS degree, containing a minimum of 38 credit hours of State Guaranteed Transfer Courses and passing all coursework with a “C” or higher is guaranteed to have a minimum of 60 credit hours transfer to any 4-year state college/ university in Colorado. For further information, contact a community/junior college advisor.

## GRADUATION REQUIREMENTS

TSJC awards the Associates of Arts (A.A.) Degree, Associate of Science (A.S.) Degree, Associate of General Studies (A.G.S.) Degree, Associate of Applied Science (A.A.S.) Degree, and various Certificates. The following graduation requirements generally apply for each degree or certificate conferred:

To be eligible for the Associate of Arts (A.A.) Degree, Associate of Science (A.S.) Degree, Associate of General Studies (A.G.S.) Degree or the Associate of Applied Science (A.A.S.) Degree granted by Trinidad State Junior College, the student 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 common core of general education courses as prescribed by the program selected.
3. Have earned a minimum cumulative grade point average 2.0.
4. Have completed a minimum of fifteen (15) semester hours at TSJC.

*Note:* Students who complete all required courses in the appropriate areas with grades of “C” or better will have their transcript stamped “core transfer program completed.” When a student has not satisfactorily completed the core courses prior to transfer, the receiving institution will review and accept courses on a course-by-course basis in relation to college/university requirements.

To be eligible for a Certificate granted by TSJC, students must:

1. Fulfill the curricular requirements of the occupational program pursued as outlined in the College catalog.
2. Have earned a minimum cumulative grade point average 2.0.
3. Have completed a minimum of fifteen (15) semester hours at TSJC.

## APPLYING FOR GRADUATION

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

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

1. Confirm that the course and area of study is correct for the Current Academic Program;
2. Confirm that all transfer credit and Credit for Prior Learning that applies to the student's current program has been posted on the transcript;
3. 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;
4. To participate in the graduation ceremony please submit a complete 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;
5. Complete Exit Interview with Financial Aid Office.

The Application for Graduation Form must be completed and returned to the Office of the Registrar, Berg 201 or Valley Campus Student Services Office, prior to the following Graduation Application Deadlines to be eligible to participate in the graduation ceremony:

Fall	November 1
Spring	March 1
Summer	June 30

Applications for Graduation are available from the following areas: Registrar's Office, Student Services Office, or

[www.trinidadstate.edu](http://www.trinidadstate.edu) web page.

Commencement Program: Graduate's name, program and hometown will be listed in the Spring commencement program.

## GRADUATION HONORS

Graduation honors recognize outstanding academic achievement throughout a student's academic career at the home institution. The honors are awarded to students who complete the requirements for an associate degree and earn a 3.5 or better cumulative grade point average at the institution. Only college level courses completed at the institution will be included in the GPA calculation. For those students transferring credits from another institution, Trinidad State Junior College requires a minimum of 15 credits to be earned in residence to be eligible for graduation honors. The three levels of recognition are defined as follows and will be posted on the student's transcript.

### **Cum Laude** ("with honor")

3.50 to 3.749 Cumulative GPA

### **Magna Cum Laude** ("with great honor")

3.75 to 3.990 Cumulative GPA

### **Summa Cum Laude** ("with greatest honor")

4.00 Cumulative GPA

*Phi Theta Kappa (PTK) Honor Graduates:* Phi Theta Kappa is recognized by the American Association of Community and Junior Colleges as the only official honor fraternity for two-year colleges. PTK recognizes and encourages scholarship among college students. PTK provides opportunity for stimulation of interest in continuing academic excellence, for the development of leadership and service and for lively fellowship of scholars. The Gamma Xi Chapter, the oldest PTK Chapter in Colorado, was chartered at Trinidad State Junior College in 1937. Students will be invited to join Gamma Xi chapter if they perform academically as follows: A grade point average of 3.5 must be obtained during a semester in which a student is enrolled in a minimum of 12 college-level credit hours. A cumulative 3.5 GPA must be maintained to retain membership. Membership is open to all students without regard to their status as candidates for a degree. PTK members in good standing are permitted to wear the PTK gold stole at graduation indicating their participation in the Honor Fraternity.

*Psi Beta (ΨB)* is a scholastic honor society that recognizes academic achievement among students in the field of Psychology at Two-Year Colleges. The society was incorporated in Chattanooga, Tennessee on November 5, 1981, and admitted to the Association of College Honor Societies in 1994. Psi Beta honor society has active chapters across the United States, and a total membership

of approximately 38,000. The mission of Psi Beta honor society is professional development of psychology students at two-year colleges through promotion and recognition of excellence in scholarship, leadership, research, and community service.

*Veteran Honor Cords:* The red, white, and blue honor cords are one way to show graduating veterans how much Trinidad State appreciates their service, through their self-sacrifice and service to our country, in addition to the pride we feel for their latest academic success. We hope these cords will inspire a sense of pride and patriotism not only in our veteran graduates, but in every one of us.

*Scholastic Achievement List:* Students who excel in their courses of study at TSJC may qualify to be named to the Scholastic Achievement List.

*President's List:* Students who enroll in twelve or more college credit hours and earned a 4.0 grade point average are recognized on the President's List.

*Vice-President's List:* Students who enroll in twelve or more college credit hours and earn a grade point average between 3.75 and 3.99 are recognized on the Vice-President's List.

*Dean's List:* Students who enroll in twelve or more college credit hours and earn a grade point average between 3.5 and 3.749 are recognized on the Dean's List.

## GAINFUL EMPLOYMENT DISCLOSURE INFORMATION

Beginning July 1, 2011, the US Department of Education began requiring colleges to disclose a variety of information for any financial aid eligible program that "prepares students for gainful employment in a recognized occupation." The required information for these programs offered at Trinidad State Junior College is available at <http://www.trinidadstate.edu/academics/programs/gainful-employment>.

The information provided at this website represents only one year's data, but will be updated as more statistics become available in the future.

Trinidad State Junior College is committed to providing current and prospective students with the information they need to make informed education and career decisions. We hope this information is helpful to you. If you have any questions regarding the data provided and what it means to you as a student, please feel free to contact the Vice President of Student Affairs at [kerry.gabrielson@www.trinidadstate.edu](mailto:kerry.gabrielson@www.trinidadstate.edu).

## 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. Students who interrupt their studies for one year or more will enter under the current catalog.

## SELECTING YOUR EMPHASIS

Students may choose one or more area of 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, their doing so will help those planning to transfer to a four-year college or university and aid them in setting educational and career objectives. Completion of an AA or AS degree is guaranteed to transfer to any four-year college or university in Colorado.

## 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 hours 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 two 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. The student will be charged full tuition for an "Audit". 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.

## ACADEMIC DISHONESTY

Trinidad State Junior College students are expected to maintain the highest standards of academic honesty and integrity. Unless specified otherwise, all work submitted by a student is to be the original creation of that student. Penalties for plagiarism, including self-plagiarism, cheating, falsifying work, or other acts of academic dishonesty may include, but are not limited to: verbal or written warning to the student, no credit, or reduced credit for an assignment, administrative withdrawal from the course F grade for the course, and the sanctions outlined in the Code of Conduct section of this Handbook.

Plagiarism is defined as using the words, images, thoughts and structural patterns of someone else's work without giving credit to the source through in text citation and reference of works cited page. Plagiarism also include excessive use of quotations, summarization and/or paraphrasing.

Self-plagiarism is defined as a student's resubmission of all or part of a written oral or artistic work he or she has previously submitted to another class. Self-referenced work must be pre-approved by the instructor.

When a student commits an act of academic dishonesty the faculty member is required to meet with the student to discuss the alleged violation of academic integrity and the evidence available. Following the meeting the faculty member decides on the course related sanction to be given to the student (i.e., no credit or reduced credit for an assignment, F grade for the course, etc.). The faculty member will report the incident to his/her Dean and the Code of Conduct Officer. In the report the faculty member should provide a brief summary of the case, the evidence available and the academic sanction given. The Code of Conduct Officer will follow the process outlined in the Code of Conduct section of this Handbook.

## DISTANCE EDUCATION

Distance Education consists of various media styles including online, hybrid, two-way video/audio, or other combinations of media to deliver instruction at a distance or where the student is not normally required to be on campus in a traditional classroom. TSJC offers a number of methods of alternative delivery including;

- Online courses delivered through a Learning Management System (LMS).
- Hybrids are those courses delivered partially (30% or more) through a LMS with reduced contact hours.

Polycom/CISCO Telepresence are two-way video/audio systems for courses where a network, linking the Trinidad campus to the Valley Campus or other locations such as area high schools and other Colorado Community Colleges provides opportunity for interactive video conferencing.

To find the current offerings of each of these types of classes in addition to the traditional face-to-face classes see [www.trinidadstate.edu](http://www.trinidadstate.edu).

Trinidad State Junior College also offers many classes on-line through CCCOnline. See the schedule of CCCOnline classes on [www.cconline.org/courses](http://www.cconline.org/courses).

Trinidad State Junior College has several programs that can be completed online. One such program is our nationally recognized Occupational Safety and Health Technology Program delivered via Distance Learning visit <http://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. If interested please call (719) 846-5052.

Trinidad State Junior College continues to update computer laboratories, equipment, and peripherals needed to achieve student success and retention.

## ASSESSMENT AND CONTINUOUS IMPROVEMENT OF STUDENT LEARNING

Trinidad State Junior College is committed to the assessment of student learning as a strategy for understanding, confirming, and improving student learning in academic curriculum, programs, and services offered by the college. The Higher Learning Commission and TSJC share a common definition of assessment, as "a participative and iterative process" that:

- Provides information regarding student learning,
- Engages stakeholders in analyzing and using information on student learning to confirm and improve teaching and learning,
- Produces evidence that confirms achievement of intended student learning outcomes, and
- Guides broader educational and organizational improvement.

Because students, faculty, staff, and administrators all play a role in student learning, assessment activities at TSJC are conducted by academic, administrative, business, and student affairs departments and units. Assessment of student learning and satisfaction may take the form of surveys, standardized tests, program evaluation forms, focus groups, student projects, student reflective activities, or any of a variety of other mechanisms. Some assessment instruments are given to specific groups of students. Assessments may be administered both inside and outside of the classroom. Some assessments may be voluntary; others may be required. Educational support unit and academic program assessment includes business and industry input; analysis of general education, learning, and program outcomes; and indirect measures such as surveys, student data, and other items as appropriate.

TSJC's Assessment for Improvement of Student Learning Committee (AISLC) oversees all academic assessment efforts at Trinidad State Junior College. This committee's principle task is to help improve student learning through improvement of assessment processes, review of data, regular reporting, discussion and course or program enhancement efforts.

Assessment-related data are kept confidential for individual students and are released only in aggregate form. Unless the

assessment tool is also part of the assignments for a course, student performance in the assessment activity does not affect course grades or progress toward graduation.

Additional information about assessment at TSJC can be found on the assessment web site at: <http://www.trinidadstate.edu/assessment/>.

# WHAT WE OFFER

## AREAS OF STUDY

### ASSOCIATE OF SCIENCE (AS)

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

### 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 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 30 credit hours of general education courses including 25 of these credit hours in prescribed general education courses. An additional 30 credit hours of electives, in Career and Technical Education courses or any other area of interest is required. This is an excellent degree completion option for certificate holders where no AAS is available.

### ASSOCIATE OF APPLIED SCIENCE (AAS)

This degree, with a specific occupational field, is designed to prepare individuals in skilled and/or paraprofessional occupations or to upgrade/enhance 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. Many Articulation Agreements exist between Trinidad State Junior College and four year institutions. The required general education component for the Associate of Applied Science degree is a minimum of 15 semester hours.

## CERTIFICATES

Trinidad State offers numerous certificates, which are designed to prepare individuals to either enhance current employment skills or provide new ones. The common goal for all certificate programs is to prepare students for employment in specific occupations. Some programs consist of major courses as well as related general education courses. While many of these courses may transfer to a four-year College or university, the programs themselves do not have transferability as their primary goal. Students are encouraged to discuss career goals and educational objectives with an Advisor prior to enrollment. Some certificates require prerequisites and selective entry so it is important to read the catalog carefully to understand what is required.

## CO-CURRICULAR ACTIVITIES

Trinidad State offers numerous certificates, which are designed to prepare individuals to either enhance current employment skills or provide new ones. The common goal for all certificate programs is to prepare students for employment in specific occupations. Some programs consist of major courses as well as related general education courses. While many of these courses may transfer to a four-year College or university, the programs themselves do not have transferability as their primary goal. Students are encouraged to discuss career goals and educational objectives with an Advisor prior to enrollment. Some certificates require prerequisites and selective entry so it is important to read the catalog carefully to understand what is required.



Program	Pg #	Trinidad Campus	Valley Campus	Transfer Information
Accounting Clerk Certificate	63			
Addictions Counseling Associate of Applied Science Degree	64			
Addictions Counseling Level I Certificate	66			
Addictions Counseling Level II Certificate	67			
Advanced Ad Science Certificate	68			
Agribusiness Associate of Applied Science Degree	69			
Agribusiness Certificate	71			
Agriculture Business Associate of Science Degree	72			<a href="https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_AG_Business_FINAL.pdf">https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_AG_Business_FINAL.pdf</a>
Agriculture Education Associate of Science Degree	74			<a href="https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_AG_Education_Final.pdf">https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_AG_Education_Final.pdf</a>
Agriculture Mechanics Certificate	76			
Animal Science Associate of Science Degree	77			<a href="https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_Animal_Science_Final.pdf">https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_Animal_Science_Final.pdf</a>
Animal Science Certificate	79			
Applied Technology Associate of Applied Science Degree	80			
Aquaculture Associate of Applied Science Degree	81			
Aquaculture Technician Certificate	83			
Aquaculture Technology Certificate	84			
Associate of Arts	85			
Associate of General Studies	87			
Associate of Science	89			
Automotive Electrical Certificate	90			
Automotive Service Technology Associate of Applied Science Degree	91			
Automotive Service Technology Certificate	93			
Automotive Transmission Certificate	95			
Barbering Associate of Applied Science	96			
Barbering Certificate	98			
Basic Law Enforcement Associate of Applied Science Degree	100			
Basic Law Enforcement Certificate	102			
Brakes Certificate	103			
Business Associate of Arts Degree	104			<a href="https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_BUSINESS_Final.pdf">https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_BUSINESS_Final.pdf</a>
Business Management Associate of Applied Science Degree	106			
CNC Machining Certificate	108			
Cosmetology Associate of Applied Science	109			
Cosmetology Certificate	111			
Criminal Justice Associate of Applied Science	113			
Criminal Justice Associate of Arts Degree	115			<a href="https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_CRIMINAL_JUSTICE_Final.pdf">https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_CRIMINAL_JUSTICE_Final.pdf</a>
Crop Science Certificate	117			
Dental Assisting Certificate	118			
Diesel Technology Associate of Applied Science Degree	119			
Diesel Technology Certificate	121			

Program	Pg #	Trinidad Campus	Valley Campus	Transfer Information
Director of Education Certificate	122			
Early Childhood Associate of Applied Science Degree	123			
Early Childhood Teacher Associate of Arts Degree	125			<a href="https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_ECE_Master_Agreement.pdf">https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_ECE_Master_Agreement.pdf</a>
Early Childhood Teacher Certificate	127			
Economics Associate of Arts Degree	128			<a href="https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_ECONOMICS_FINAL.pdf">https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_ECONOMICS_FINAL.pdf</a>
Elementary Teacher Education Associate of Arts Degree	130			<a href="https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_ELED_Final_Agreement.pdf">https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_ELED_Final_Agreement.pdf</a>
Electrical Technology Fundamentals Certificate	132			
Emergency Medical Services Associate of Applied Science Degree	133			
Emergency Medical Intermediate Certificate	135			
Emergency Medical Technician Certificate	136			
Engine Repair Certificate	137			
Engine Performance Certificate	138			
Entrepreneurial Operations Certificate	139			
Environmental Horticulture Associate of Science Degree	140			<a href="https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_ENVIRON-HORTICULTURE_Landscape_Business_Final.pdf">https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_ENVIRON-HORTICULTURE_Landscape_Business_Final.pdf</a>
Equine Science Associate of Science Degree	142			<a href="https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_Equine_Science_Final.pdf">https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_Equine_Science_Final.pdf</a>
Esthetician Certificate	144			
Geography Associate of Arts Degree	145			<a href="https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_GEOGRAPHY_Final.pdf">https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_GEOGRAPHY_Final.pdf</a>
Graphic Design Certificate	147			
Gunsmithing Associate of Applied Science Degree	148			
Gunsmithing Certificate	150			
Gunsmithing Fine Arts Certificate	152			
Gunsmithing Technician Certificate	153			
Hairstylist Certificate	154			
Health and Wellness Certificate	156			
Heavy Equipment Technology Associate of Applied Science Degree	157			
Heavy Equipment Technology Certificate	159			
Herbology Certificate	160			
History Associate of Arts Degree	161			<a href="https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_HISTORY_Final.pdf">https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_HISTORY_Final.pdf</a>
Holistic Health Associate of Applied Science Degree	163			
Human Services Associate of Applied Science Degree	165			
Human Services Level I Certificate	167			
Human Services Level II Certificate	168			
HVAC Certificate	169			
Infant/Toddler Supervisor Certificate	170			
Line Technician Associate of Applied Science Degree	171			
LPN to RN Associate of Applied Science Degree	172			
Manicurist Certificate	173			

Program	Pg #	Trinidad Campus	Valley Campus	Transfer Information
Manual Machining Certificate	174			
Manual Transmission Certificate	175			
Massage Therapy Certificate	176			
Manufacturing Technology Associate of Applied Science Degree	177			
Mathematics Associate of Science Degree	179			<a href="https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_MATHEMATICS_Final.pdf">https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_MATHEMATICS_Final.pdf</a>
Medical Assistant Professional Associate of Applied Science Degree	181			
Medical Assistant Professional Certificate	183			
NRA Firearms Safety Instructor Certificate	184			
Nurse Aide Certificate	185			
Occupational Safety and Health Technology of Applied Science Degree	186	Online	Online	
Occupational Safety and Health Certificate	188	Online	Online	
Office Professional Certificate	189			
Physics Associate of Science Degree	190			<a href="https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_PHYSICS_Final.pdf">https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_PHYSICS_Final.pdf</a>
Power Construction Supervision Associate of Applied Science Degree	192			
Precision Machining Certificate	193			
Pre-Engineering Associate of Science Degree	194			<a href="https://highered.colorado.gov/Academics/Transfers/TransferDegrees.html">https://highered.colorado.gov/Academics/Transfers/TransferDegrees.html</a>
Professional Nurse with PN Exit Certificate	196			
Psychology Associate of Arts Degree	197			<a href="https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_PSYCHOLOGY_BA_Final.pdf">https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_PSYCHOLOGY_BA_Final.pdf</a>
Psychology Associate Science Degree	199			<a href="https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_PSYCHOLOGY_BS_Final.pdf">https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_PSYCHOLOGY_BS_Final.pdf</a>
Reflexology Certificate	201			
Registered Nurse Associate of Applied Science Degree	202			
Rocky Mountain Line Technician Certificate	204			
Soil and Crop Sciences Associate of Science Degree	205			<a href="https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_Soil_and_Crop_Sciences_Final.pdf">https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_Soil_and_Crop_Sciences_Final.pdf</a>
Suspension and Steering Technology Certificate	207			
Teacher Preparation for Rural Education Program (TPREP) at Trinidad State with University of Colorado Denver, CU School of Education and Human Development Associate of Arts	208			
Theatre Associate of Arts Degree	210			<a href="https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_THEATER_Final.pdf">https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_THEATER_Final.pdf</a>
Welding Technology Associate of Applied Science Degree	212			
Welding Technology Certificate	214			

Program	Pg #	Transfer Information
<b>AGRICULTURE, NATURAL RESOURCES and ENERGY</b>		
Advanced Ag Science Certificate	68	
Agribusiness Associate of Applied Science Degree	69	
Agribusiness Certificate	71	
Agriculture Business Associate of Science Degree	72	<a href="https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_AG_Business_FINAL.pdf">https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_AG_Business_FINAL.pdf</a>
Agriculture Education Associate of Science Degree	74	<a href="https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_AG_Education_Final.pdf">https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_AG_Education_Final.pdf</a>
Agriculture Mechanics Certificate	76	
Crop Science Certificate	117	
Environmental Horticulture Associate of Science Degree	140	<a href="https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_ENVIRON-HORTICULTURE_Landscape_Business_Final.pdf">https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_ENVIRON-HORTICULTURE_Landscape_Business_Final.pdf</a>
Soil and Crop Sciences Associate of Science Degree	205	<a href="https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_Soil_and_Crop_Sciences_Final.pdf">https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_Soil_and_Crop_Sciences_Final.pdf</a>
Animal Science Associate of Science Degree	77	<a href="https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_Animal_Science_Final.pdf">https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_Animal_Science_Final.pdf</a>
Animal Science Certificate	79	
Equine Science Associate of Science Degree	142	
Aquaculture Associate of Applied Science Degree	81	
Aquaculture Technician Certificate	83	
Aquaculture Technology Certificate	84	
Electrical Technology Fundamentals Certificate	132	
Line Technician Associate of Applied Science Degree	171	
Power Construction Supervision Associate of Applied Science Degree	192	
Rocky Mountain Line Technician Certificate	204	
<b>BUSINESS</b>		
Accounting Clerk Certificate	63	
Business Associate of Arts Degree	104	<a href="https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_BUSINESS_Final.pdf">https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_BUSINESS_Final.pdf</a>
Business Management Associate of Applied Science Degree	106	
Economics Associate of Arts Degree	128	<a href="https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_ECONOMICS_FINAL.pdf">https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_ECONOMICS_FINAL.pdf</a>
Entrepreneurial Operations Certificate	139	
Graphic Design Certificate	147	
Office Professional Certificate	189	
<b>HEALTH SCIENCES</b>		
Dental Assisting Certificate	118	
Emergency Medical Services Associate of Applied Science Degree	133	
Emergency Medical Intermediate Certificate	135	
Emergency Medical Technician	136	
Medical Assistant Professional Associate of Applied Science Degree	181	
Medical Assistant Professional Certificate	183	
LPN to RN Associate of Applied Science Degree	172	
Nurse Aide Certificate	185	
Professional Nurse with PN Exit Certificate	196	

Program	Pg #	Transfer Information
Registered Nurse Associate of Applied Science Degree	202	
<b>HUMAN SERVICES</b>		
Addictions Counseling Associate of Applied Science Degree	64	
Addictions Counseling Level I Certificate	66	
Addictions Counseling Level II Certificate	67	
Barbering Associate of Applied Science	96	
Barbering Certificate	98	
Cosmetology Associate of Applied Science	109	
Cosmetology Certificate	111	
Esthetician Certificate	144	
Hairstylist Certificate	154	
Manicurist Certificate	173	
Director of Education Certificate	122	
Early Childhood Associate of Applied Science Degree	123	
Early Childhood Teacher Associate of Arts Degree	125	<a href="https://higherred.colorado.gov/Academics/Transfers/Agreements/STAA_ECE_Master_Agreement.pdf">https://higherred.colorado.gov/Academics/Transfers/Agreements/STAA_ECE_Master_Agreement.pdf</a>
Early Childhood Teacher Certificate	127	
Infant/Toddler Supervisor Certificate	170	
Health and Wellness Certificate	156	
Herbology Certificate	160	
Holistic Health Associate of Applied Science Degree	163	
Massage Therapy Certificate	176	
Reflexology Certificate	201	
Human Services Associate of Applied Science Degree	165	
Human Services Level I Certificate	167	
Human Services Level II Certificate	168	
<b>PUBLIC SAFETY</b>		
Basic Law Enforcement Associate of Applied Science Degree	100	
Basic Law Enforcement Certificate	102	
<b>SKILLED TRADES</b>		
Automotive Electrical Certificate	90	
Automotive Service Technology Associate of Applied Science Degree	91	
Automotive Transmission Certificate	95	
Automotive Service Technology Certificate	93	
Brakes Certificate	103	
Engine Performance Certificate	138	
Engine Repair Certificate	137	
HVAC Certificate	169	
Manual Transmission Certificate	175	
Suspension and Steering Technology Certificate	207	
CNC Machining Certificate	108	
Manual Machining Certificate	174	
Manufacturing Technology Associate of Applied Science Degree	177	

Program	Pg #	Transfer Information
Precision Machining Certificate	193	
Diesel Technology Associate of Applied Science Degree	119	
Diesel Technology Certificate	121	
Gunsmithing Associate of Applied Science Degree	148	
Gunsmithing Certificate	150	
Gunsmithing Fine Arts Certificate	152	
Gunsmithing Technician Certificate	153	
NRA Firearms Safety Instructor Certificate	184	
Heavy Equipment Technology Associate of Applied Science Degree	157	
Heavy Equipment Technology Certificate	159	
Occupational Safety and Health Technology of Applied Science Degree	186	
Occupational Safety and Health Certificate	188	
Welding Technology Associate of Applied Science Degree	212	
Welding Technology Certificate	214	
<b>ARTS AND HUMANITIES</b>		
History Associate of Arts Degree	161	<a href="https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_HISTORY_Final.pdf">https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_HISTORY_Final.pdf</a>
Theatre Associate of Arts Degree	210	<a href="https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_THEATER_Final.pdf">https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_THEATER_Final.pdf</a>
<b>SCIENCE, ENGINEERING, TECHNOLOGY AND MATH</b>		
Mathematics Associate of Science Degree	179	<a href="https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_MATHEMATICS_Final.pdf">https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_MATHEMATICS_Final.pdf</a>
Registered Nurse Associate of Applied Science Degree	202	
Physics Associate of Science Degree	190	<a href="https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_PHYSICS_Final.pdf">https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_PHYSICS_Final.pdf</a>
Pre-Engineering Associate of Science Degree	194	<a href="https://highered.colorado.gov/Academics/Transfers/TransferDegrees.html">https://highered.colorado.gov/Academics/Transfers/TransferDegrees.html</a>
<b>SOCIAL AND BEHAVIORAL SCIENCE</b>		
Criminal Justice Associate of Applied Science	113	
Criminal Justice Associate of Arts Degree	115	<a href="https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_CRIMINAL_JUSTICE_Final.pdf">https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_CRIMINAL_JUSTICE_Final.pdf</a>
Geography Associate of Arts Degree	145	<a href="https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_GEOGRAPHY_Final.pdf">https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_GEOGRAPHY_Final.pdf</a>
Psychology Associate of Arts Degree	197	<a href="https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_PSYCHOLOGY_BA_Final.pdf">https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_PSYCHOLOGY_BA_Final.pdf</a>
Psychology Associate of Science Degree	199	<a href="https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_PSYCHOLOGY_BS_Final.pdf">https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_PSYCHOLOGY_BS_Final.pdf</a>
<b>EDUCATION</b>		
Early Childhood Associate of Applied Science Degree	123	
Early Childhood Teacher Associate of Arts Degree	125	<a href="https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_ECE_Master_Agreement.pdf">https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_ECE_Master_Agreement.pdf</a>
Elementary Teacher Education Associate of Arts Degree	130	<a href="https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_ELED_Final_Agreement.pdf">https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_ELED_Final_Agreement.pdf</a>

# Program: Accounting Clerk Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_BMAC

CIP Code: 52.0201

## First Semester

Course Code	Course Name	Credit Hours
ACC 115	Payroll Accounting	3
ACC 121	Accounting Principles I	4
ACC 132	Tax Help Colorado Practicum	2
BTE 108	Ten-Key by Touch	1
CIS 155	PC Spreadsheet Concepts	3
	<b>Total</b>	<b>13</b>

## Second Semester

Course Code	Course Name	Credit Hours
ACC 122	Accounting Principles II	4
ACC 133	Tax Help Colorado Site Lab	1
ACC 135	Spreadsheet Applications for Accounting	3
ACC 245	Computerized Accounting with a Professional Package	3
	<b>Total</b>	<b>11</b>

**TOTAL: 24 credits**

# Program: Addictions Counseling

## Associate of Applied Science

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: AAS\_AD1

CIP Code: 42.2803

### First Semester

Course Code	Course Name	Credit Hours
ENG 121	English Composition I: GT-CO1	3
PSY 101	General Psychology I: GT-SS3	3
PSY 235	Human Growth and Development: GT-SS3	3
CSL 245	Professional Ethics I	1
CSL 251	Pharmacology I for Addictions Counselors	1
CSL 260	Client Records Management	1
CSL 265	Culturally Informed Treatment	1
CSL 268	Addictions Counseling Skills	1.5
	<b>Total</b>	<b>14.5</b>

### Second Semester

Course Code	Course Name	Credit Hours
COM 115 or 125	Public Speaking or Interpersonal Communication	3
MAT 120 or 121	Mathematic for the Liberal Arts GT: MA1 or College Algebra: GT-MA1	4
PSY 102	General Psychology II: GT-SS3	3
CSL 255	Infectious Diseases-Counselors	1
CSL 269	Principles of Addictions	1.5
AH1, AH2, AH3, AH4 or SS1, SS2, SS3 or SC1, SC2	BIO 111, HIS 122, MUS 120, PHI 111, PHI 112, SPA 211	3
	<b>Total</b>	<b>15.5</b>

### Third Semester

Course Code	Course Name	Credit Hours
PSY 226	Social Psychology: GT: SS3	3
PSY 249	Abnormal Psychology: GT-SS3	3
SOC 101	Introduction to Sociology I: GT-SS3	3
CSL 250	Motivational Interviewing	1.5



## Addictions Counseling Associate of Applied Science (continued)

CSL 254	Trauma Informed Care	1
AH1, AH2, AH3, AH4 or SS1, SS2, SS3 or SC1, SC2	BIO 111, HIS 122, MUS 120, PHI 111, PHI 112, SPA 211	3
	<b>Total</b>	<b>14.5</b>

### Fourth Semester

Course Code	Course Name	Credit Hours
SOC 102	Introduction to Sociology II: GT-SS3	3
CSL 249	Differential Assessment of Problems Related to Psychoactive Drug Use	1
CSL 252	Pharmacology II for Addictions Counselors	1
CSL 253	Cognitive Behavioral Therapy	1
CSL 256	Co-occurring Disorders	1
CSL 257	Professional Counseling Ethics II	1
CSL 258	Group Counseling Skills	1.5
AH1, AH2, AH3, AH4 or SS1, SS2, SS3 or SC1, SC2	PHI 111, BIO 111, HIS 122, MUS 120, PHI 112, SPA 211	3
AH1, AH2, AH3, AH4 or SS1, SS2, SS3 or SC1, SC2	PHI 111, BIO 111, HIS 122, MUS 120, PHI 112, SPA 211	3
	<b>Total</b>	<b>15.5</b>

**TOTAL: 60 credits**

# Program: Addictions Counseling Level I Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_AD2

CIP Code: 42.2803

## First Semester

Course Code	Course Name	Credit Hours
CSL 245	Professional Ethics I	1
CSL 251	Pharmacology I for Addictions Counselors	1
CSL 260	Client Records Management	1
CSL 265	Culturally Informed Treatment	1
CSL 268	Addictions Counseling Skills	1.5
	<b>Total</b>	<b>5.5</b>

## Second Semester

Course Code	Course Name	Credit Hours
CSL 255	Infectious Diseases-Counselors	1
CSL 269	Principles of Addictions	1.5
	<b>Total</b>	<b>2.5</b>

**TOTAL: 8 credits**

## Program: Addictions Counseling Level II Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_AD3

CIP Code: 42.2803

### Third Semester

Course Code	Course Name	Credit Hours
CSL 250	Motivational Interviewing	1.5
CSL 254	Trauma Informed Care	1
	<b>Total</b>	<b>2.5</b>

### Fourth Semester

Course Code	Course Name	Credit Hours
CSL 249	Differential Assessment of Problems Related to Psychoactive Drug Use	1
CSL 252	Pharmacology II for Addictions Counselors	1
CSL 253	Cognitive Behavioral Therapy	1
CSL 256	Co-occurring Disorders	1
CSL 257	Professional Counseling Ethics II	1
CSL 258	Group Counseling Skills	1.5
	<b>Total</b>	<b>6.5</b>

**TOTAL: 9 credits**

## Program: Advanced Ag Science Certificate

Campus: Trinidad Alamosa Campus (TAC)

Program Code: CER\_AG2B

CIP Code: 01.0101

### First Semester

Course Code	Course Name	Credit Hours
ACC 121	Accounting Principles I	4
AGE 208	Agricultural Finance	3
AGY 100	General Crop Production	4
ASC 100	Animal Science	3
ECO 201	Principles of Macroeconomics: GT-SS1	3
RAM 205	Principles of Range Management	3
	<b>Total</b>	<b>20</b>

### Second Semester

Course Code	Course Name	Credit Hours
ASC 225	Feeds and Feeding	4
BIO 111	General College Biology I: GT-SC1	5
CHE 101, 111, 112	Introduction to Chemistry I with Lab: GT-SC1, General College Chemistry I with Lab: GT-SC1, or General College Chemistry II with Lab: GT-SC1	5
MAT 135	Introduction to Statistics: GT-MA1	3
	<b>Total</b>	<b>17</b>

**TOTAL: 37 credits**

## Program: Agribusiness Associate of Applied Science

Campus: Trinidad Alamosa Campus (TAC)

Program Code: AAS\_AGB1

CIP Code: 01.0101

### First Semester

Course Code	Course Name	Credit Hours
ENG 115 or 121	Technical English and Communication or English Composition I: GT-CO1	3
COM 115 or 125	Public Speaking or Interpersonal Communications	3
MAT 107, 121, or 135	Career Math, College Algebra: GT-MA1, or Introduction to Statistics: GT-MA1	3
AGY 100	General Crop Production	4
ASC 100	Animal Science	3
	<b>Total</b>	<b>16</b>

### Second Semester

Course Code	Course Name	Credit Hours
AGP 107	Irrigation management	2
ASC 225	Feeds and Feeding	4
ASC 250	Live Animal and Carcass Evaluation	3
HLT 101	Introduction to Horticulture	4
AH1, AH2, AH3, AH4 or SS1, SS2, SS3 or SC1, SC2	ANT 101, ART 110, AST 101, ENV 101, ENV 110, GEO 105, HIS 121, HIS 122, PHI 112, PSY 101, SCI 105	3
	<b>Total</b>	<b>16</b>

### Third Semester

Course Code	Course Name	Credit Hours
AGE 205	Farm and Ranch Management	3
AGE 208	Agricultural Finance	3
BUS 115	Introduction to Business	3
RAM 205	Principles of Range Management	3
AH1, AH2, AH3, AH4 or SS1, SS2, SS3 or SC1, SC2	ANT 101, ART 110, AST 101, ENV 101, ENV 110, GEO 105, HIS 121, HIS 122, PHI 112, PSY 101, SCI 105	3
	<b>Total</b>	<b>15</b>

## Agribusiness Associate of Applied Science (continued)

### Fourth Semester

Course Code	Course Name	Credit Hours
AGE 210	Agricultural Marketing	3
AGY 240	Introduction to Soil Science: GT-SC1	4
CIS 118	Introduction to PC Applications	3
AGP 180	Production Ag Internship	3
	<b>Total</b>	<b>13</b>

**TOTAL: 60 credits**

# Program: Agribusiness Certificate

Campus: Trinidad Alamosa Campus (TAC)

Program Code: CER\_AGT

CIP Code: 01.0101

## First Semester

Course Code	Course Name	Credit Hours
ACC 121	Accounting Principles I	4
AGE 102 or ECO 201	Agriculture Economics: GT-SS1 or Principles of Macroeconomics: GT-SS1	3
AGE 205	Farm and Ranch Management	3
AGE 208	Agricultural Finance	3
ASC 100	Animal Science	3
	<b>Total</b>	<b>16</b>

## Second Semester

Course Code	Course Name	Credit Hours
AGE 210	Agricultural Marketing	3
BUS 115	Introduction to Business	3
CIS 118	Intro to PC Applications	3
MAT 107, 121, or 135	Career Math, College Algebra: GT-MA1, or Introduction to Statistics: GT-MA1	3
Approved Electives	ASC 225 or ASC 250	4
	<b>Total</b>	<b>16</b>

**TOTAL: 32 credits**

# Program: Agriculture Business Associate of Science

Campus: Trinidad Alamosa Campus (TAC)

Program Code: AS\_AS

Concentration: AGBU

CIP Code: 24.0199

## First Semester

Course Code	Course Name	Credit Hours
ENG 121	English Composition I: GT-CO1	3
MAT 121	College Algebra: GT-MA1	4
BIO 111	General College Biology I with Lab: GT-SC1	5
ASC 100	Animal Science	3
	<b>Total</b>	<b>15</b>

## Second Semester

Course Code	Course Name	Credit Hours
ENG 122	English Composition II: GT-CO1	3
HI1	HIS 101, HIS 102, HIS 121, HIS 122	3
COM 115	Public Speaking	3
ECO 201	Principles of Macroeconomics: GT-SS1	3
Elective	ACC 121, ASC 225	4
	<b>Total</b>	<b>16</b>

## Third Semester

Course Code	Course Name	Credit Hours
CHE 101 or CHE 111	Introduction to Chemistry I with Lab: GT-SC1 or General College Chemistry I with Lab: GT-SC1	5
AH1, AH2, AH3, AH4	ART 110, ART 111, MUS 120, PHI 111, SPA 211, THE 105	3
AGE 102	Agriculture Economics: GT-SC1	3
Elective	AGE 205, AGE 208, ASC 250, RAM 205	3
	<b>Total</b>	<b>14</b>



## Agriculture Business Associate of Science (continued)

### Fourth Semester

Course Code	Course Name	Credit Hours
AH1, AH2, AH3, AH4	ART 112, MUS 121, MUS 125, LIT 115, PHI 113, PHI 112	3
AGE 210	Agricultural Marketing	3
AGR 260	World Interdependence: Population and Food: GT-SS3	3
CIS 118	Intro to PC Applications	3
Elective	AGE 205, AGE 208, ASC 250, RAM 205	3
	<b>Total</b>	<b>15</b>

**TOTAL: 60 credits**

**Statewide Transfer Articulation Agreement for a Bachelor's Degree from this Colorado Public Four-Year Institution:**

- **Colorado State University-Fort Collins**

*For the most current information on this transfer articulation agreement, please go to the following website:  
[https://highered.colorado.gov/Academics/Transfers/Agreements/STAA\\_AG\\_Business\\_FINAL.pdf](https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_AG_Business_FINAL.pdf)*

# Program: Agriculture Education

## Associate of Science

Campus: Trinidad Alamosa Campus (TAC)

Program Code: AS\_AS

Concentration: AGRD

CIP Code: 24.0199

### First Semester

Course Code	Course Name	Credit Hours
ENG 121	English Composition I: GT-CO1	3
BIO 111	General College Biology I with Lab: GT-SC1	5
AGY 100	General Crop Production	4
ASC 100	Animal Science	3
	<b>Total</b>	<b>15</b>

### Second Semester

Course Code	Course Name	Credit Hours
ENG 122	English Composition II: GT-CO1	3
HI1	HIS 101, 102, 121, 122	3
MAT 121	College Algebra: GT-MA1	4
ASC 250	Live Animal and Carcass Evaluation	3
Program Elective	ASC 224, ASC 250, EDU 221, HLT 101, HWE 100, RAM 205	3-4
	<b>Total</b>	<b>16</b>

### Third Semester

Course Code	Course Name	Credit Hours
CHE 101 or CHE 111	Introduction to Chemistry I with Lab: GT-SC1 or General College Chemistry I with Lab: GT-SC1	5
AH1, AH2, AH3, AH4	ART 110, ART 111, MUS 120, PHI 111, SPA 211, THE 105	3
AGE 102	Agriculture Economics: GT-SS1	3
Program Elective	ASC 224, ASC 250, EDU 221, HLT 101, HWE 100, RAM 205	3-4
Program Elective	ASC 224, ASC 250, EDU 221, HLT 101, HWE 100, RAM 205	3-4
	<b>Total</b>	<b>17</b>

## Agriculture Education Associate of Science (continued)

### Fourth Semester

Course Code	Course Name	Credit Hours
AH1, AH2, AH3, AH4	ART 112, MUS 121, MUS 125, LIT 115, PHI 113, PHI 112	3
AGY 240	Intro to Soil Science: GT-SC1	4
AGR 260	World Interdependence: Population and Food: GT-SS3	3
AME 105	Basic Agricultural Mechanic Skills	2
EDU 221	Intro to Education	3
	<b>Total</b>	<b>15</b>

**TOTAL: 63 credits**

**Statewide Transfer Articulation Agreement for a Bachelor's Degree from this Colorado Public Four-Year Institution:**

- **Colorado State University-Fort Collins**

*For the most current information on this transfer articulation agreement, please go to the following website:  
[https://highered.colorado.gov/Academics/Transfers/Agreements/STAA\\_AG\\_Education\\_Final.pdf](https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_AG_Education_Final.pdf)*

# Program: Agriculture Mechanics Certificate

Campus: Trinidad Alamosa Campus (TAC)  
 Program Code: CER\_AG5  
 CIP Code: 01.0101

## First Semester

Course Code	Course Name	Credit Hours
ASE 120	Basic Auto Electricity	2
ASE 123	Starting & Charging System	2
DPM 100	Introduction to Diesel Mechanics	2
DPM 103	Diesel Engines I	4
Approved Electives	ASE 130, ASE 132, DPM 105, DPM 122, DPM 203, DPM 205	2-4
Approved Electives	ASE 130, ASE 132, DPM 105, DPM 122, DPM 203, DPM 205	2-4
Approved Electives	ASE 130, ASE 132, DPM 105, DPM 122, DPM 203, DPM 205	2-4
	<b>Total</b>	<b>16</b>

## Second Semester

Course Code	Course Name	Credit Hours
ADE 135	Small Gasoline Engines	4
DPM 121	Hydraulic Systems I	3
MAT 107	Career Math	3
Approved Electives	ASE 130, ASE 132, DPM 105, DPM 122, DPM 203, DPM 205	2-4
Approved Electives	ASE 130, ASE 132, DPM 105, DPM 122, DPM 203, DPM 205	2-4
Approved Electives	DPM 105, DPM 122, DPM 203, DPM 205	3-4
	<b>Total</b>	<b>17</b>

**TOTAL: 33 credits**

## Program: Animal Science Associate of Science

Campus: Trinidad Alamosa Campus (TAC)

Program Code: AS\_AS

Concentration: ANSC

CIP Code: 24.0199

### First Semester

Course Code	Course Name	Credit Hours
ENG 121	English Composition I: GT-CO1	3
MAT 121	College Algebra: GT-MA1	4
BIO 111	General College Biology I with Lab: GT-SC1	5
ASC 100	Animal Science	3
	<b>Total</b>	<b>15</b>

### Second Semester

Course Code	Course Name	Credit Hours
ENG 122	English Composition II: GT-CO1	3
AH1, AH2, AH3, AH4	ART 110, ART 111, MUS 120, PHI 111, SPA 211, THE 105	3
ASC 225	Feeds and Feeding	4
ASC 230	Farm Animal Anatomy & Physiology	3
ASC 250	Live Animal and Carcass Evaluation	3
	<b>Total</b>	<b>16</b>

### Third Semester

Course Code	Course Name	Credit Hours
CHE 111	General College Chemistry I with Lab: GT-SC1	5
AGE 102	Agriculture Economics: GT-SC1	3
Elective*	AGE 205, AGE 208, AGE 210, ACC 121, CIS 118	3-5
Elective*	AGE 205, CHE 112, CIS 118, ECO 201, RAM 205	3-5
	<b>Total</b>	<b>15</b>

## Animal Science Associate of Science (continued)

### Fourth Semester

Course Code	Course Name	Credit Hours
AH1, AH2, AH3, AH4	ART 112, MUS 121, MUS 125, LIT 115, PHI 113, PHI 112	3
COM 115	Public Speaking	3
HI1	HIS 101, 102, 121, 122	3
AGR 260	World Interdependence: Population and Food: GT-SS3	3
ASC 288	Livestock Practicum	2
	<b>Total</b>	<b>14</b>

**TOTAL: 60 credits**

**Statewide Transfer Articulation Agreement for a Bachelor's Degree from this Colorado Public Four-Year Institution:**

- **Colorado State University-Fort Collins**

*For the most current information on this transfer articulation agreement, please go to the following website:  
[https://highered.colorado.gov/Academics/Transfers/Agreements/STAA\\_Animal\\_Science\\_Final.pdf](https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_Animal_Science_Final.pdf)*

## Program: Animal Science Certificate

Campus: Trinidad Alamosa Campus (TAC)

Program Code: CER\_AG3A

CIP Code: 01.0101

### First Semester

Course Code	Course Name	Credit Hours
AGE 205	Farm and Ranch Management	3
AGE 208	Agricultural Finance	3
ASC 100	Animal Science	3
BIO 111	General College Biology I with Lab: GT-SC1	5
RAM 205	Principles of Range Management	3
	<b>Total</b>	<b>17</b>

### Second Semester

Course Code	Course Name	Credit Hours
ASC 225	Feeds and Feeding	4
ASC 250	Live Animal and Carcass Evaluation	3
CIS 118	Introduction to PC Applications	3
MAT 107, 121, or 135	Career Math, College Algebra: GT-MA1, or Introduction to Statistics: GT-MA1	3
Approved Electives	AGE 102, AGE 210, ASC 100, ASC 250, CHE 111	4
	<b>Total</b>	<b>17</b>

**TOTAL: 34 credits**

## Program: Applied Technology Associate of Applied Science

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: AAS\_APT1

CIP Code: 41.9999

### First Semester

Course Code	Course Name	Credit Hours
COM 115 or 125	Public Speaking or Interpersonal Communications	3
ENG 121 or 131	English Composition I : GT-CO1 or Technical Writing I	3
MAT 107	Career Math	3
AH1, AH2, AH3, AH4 or SS1, SS2, SS3 or SC1, SC2	See catalog for complete listing of Guaranteed Transfer courses in Arts and Expression, Literature and Humanities, Ways of Thinking, World Languages, History, Natural and Physical Sciences (with and without Laboratory), Economic or Political Systems, Geography and Human Behavior, Culture, or Social Frameworks	6
	<b>Total</b>	<b>15</b>

### Second Semester

Course Code	Course Name	Credit Hours
	Transfer of up to 45 credit hours from Area Technical College coursework completed with a grade of C or better. If student has earned less than minimum 45 Career and Technical Education credits, elective course at Trinidad State will be required to reach the necessary credits for completion of degree as approved by the appropriate Dean of Instruction.	
	<b>Total</b>	<b>45</b>

**TOTAL: 60 credits**



## Program: Aquaculture Associate of Applied Science

Campus: Trinidad Alamosa Campus (TAC)

Program Code: AAS\_AQCT

CIP Code: 01.0303

### First Semester

Course Code	Course Name	Credit Hours
ENG 115 or ENG 121	Technical Writing and Communication or English Composition I: GT-CO1	3
AQT 101	Introduction to Aquaculture	3
AQT 103	Diseases of Fish	5
AQT 105	Water Quality for Fishes	4
	<b>Total</b>	<b>15</b>

### Second Semester

Course Code	Course Name	Credit Hours
MAT 107, 121, or 135	Career Math, College Algebra: GT-MA1, or Introduction to Statistics: GT-MA1	3
AQT 102	Fish and Biology and Ichthyology	5
ASC 225	Feeds and Feeding	4
AH1, AH2, AH3, AH4 or SS1, SS2, SS3 or SC1, SC2	AST 101, HIS 121, ECO 202, ART 111, SCI 105	3
	<b>Total</b>	<b>15</b>

### Third Semester

Course Code	Course Name	Credit Hours
AGE 205	Farm and Ranch Management	3
AQT 110	Aquaculture I	3
Electives	AGE 210, AGY 240, ASC 100, BIO 111, CHE 101, CHE 111	4
AH1, AH2, AH3, AH4 or SS1, SS2, SS3 or SC1, SC2	AGY 240, BIO 105, GEO 105, HIS 122, MUS 120, SOC 101	3
AH1, AH2, AH3, AH4 or SS1, SS2, SS3 or SC1, SC2	ANT 101, ART 110, ECO 201, ENV 101, PHI 112, PSY 101	3
	<b>Total</b>	<b>16</b>

## Aquaculture Associate of Applied Science (continued)

### Fourth Semester

Course Code	Course Name	Credit Hours
AGE 210	Agricultural Marketing	3
AQT 210	Aquaculture II	5
AQT 288	Aquaculture Practicum	6
	<b>Total</b>	<b>14</b>

**TOTAL: 60 credits**

# Program: Aquaculture Technician Certificate

Campus: Trinidad Alamosa Campus (TAC)

Program Code: CER\_AQTC

CIP Code: 01.0303

## First Semester

Course Code	Course Name	Credit Hours
AQT 101	Introduction to Aquaculture	3
AQT 103	Diseases of Fish	5
AQT 105	Water Quality for Freshwater Fishes	4
	<b>Total</b>	<b>12</b>

## Second Semester

Course Code	Course Name	Credit Hours
AQT 210	Aquaculture II	5
	<b>Total</b>	<b>5</b>

**TOTAL: 17 credits**

# Program: Aquaculture Technology Certificate

Campus: Trinidad Alamosa Campus (TAC)

Program Code: CER\_AQTC

CIP Code: 01.0303

## First Semester

Course Code	Course Name	Credit Hours
AGE 205	Farm and Ranch Management	3
AQT 101	Introduction to Aquaculture	3
AQT 103	Diseases of Fish	5
AQT 105	Water Quality for Freshwater Fishes	4
AQT 110	Aquaculture I	3
	<b>Total</b>	<b>18</b>

## Second Semester

Course Code	Course Name	Credit Hours
AQT 102	Fish and Biology and Ichthyology	5
MAT 107	Career Math	3
Approved Electives	AGY 240, BIO 111, CHE 101, CHE 111	4-5
	<b>Total</b>	<b>12</b>

**TOTAL: 30 credits**

## Program: Associate of Arts

Program Code: AS\_AA

CIP Code: 24.0101

### First Semester

Course Code	Course Name	Credit Hours
ENG 121	English Composition I: GT-CO1	3
MA1	Mathematics for Liberal Arts: GT-MA1 or Introduction to Statistics: GT-MA 1 preferred	3
HI1	HIS 101, HIS 102, HIS 121, HIS 122	3
SC1, SC2	AGY 240, AST 101, BIO 111, BIO 220, CHE 111, ENV 101	4-5
COM 115 or 125	COM 115 Public Speaking or COM 125 Interpersonal Communications	3
	<b>Total</b>	<b>16</b>

### Second Semester

Course Code	Course Name	Credit Hours
ENG 122	English Composition II: GT-CO1	3
SC1, SC2	ANT 111, BIO 105, BIO 221, ENV 111, SCI 105,	3-5
SS1, SS2, SS3	ANT 101, ECO 201, GEO 105, POS 105, PSY 101, SOC 101	3
AH1, AH2, AH3, AH4	ART 110, HUM 121, LIT 115, MUS 120, PHI 111, SPA 111	3
Elective*	AGE 102, ART 121, BUS 115, BUS 216, BUS 226, CIS 118	3
	<b>Total</b>	<b>15</b>

### Third Semester

Course Code	Course Name	Credit Hours
SS1, SS2, SS3	ANT 102, ECO 202, GEO 106, POS 105, PSY 102, SOC 102	3
AH1, AH2, AH3, AH4	ART 111, LIT 115, MUS 121, PHI 112, SPA 111, THE 105	3
Elective*	ACC 121, CRJ 110, CRJ 111, CRJ 112, CRJ 125, CRJ 145	3
Elective*	ECE 101, ECE 102, HPE 100, HPE 101, HPE 200, HPE 231	2-3
Elective*	MAR 216, MAT 112, ECO 202, EDU 240, LIT 201	3
	<b>Total</b>	<b>14</b>

## Associate of Arts (continued)

### Fourth Semester

Course Code	Course Name	Credit Hours
AH1, AH2, AH3, AH4	ART 112, HUM 121, LIT 115, MUS 125, PHI 113, SPA 111	3
Elective *	ART 121, BIO 220, BIO 221, CRJ 210, CRJ 216, CSC 160	3-4
Elective*	CRJ 220, CRJ 225, CRJ 230, CRJ 245, CRJ 257, ECE 220	3
Elective*	ECE 225, ECE 226, ECE 240, ECE 260, EDU 221, EDU 240	3
Elective*	ENG 131, HUM 115, HUM 121, HUM 122, HUM 123, LIT 201	3
	<b>Total</b>	<b>15</b>

**TOTAL: 60 credits**

\* Electives with the PED prefix are approved for this degree; students may not repeat HPE or PED coursework to meet graduation requirements.

## Program: Associate of General Studies

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: AGS\_AGS

CIP Code: 24.0102

**\*\*Semester planning for this degree will vary. Students are encouraged to work with closely with a Trinidad State advisor to plan their degree path.**

### First Semester

Course Code	Course Name	Credit Hours
English and Communications	One Guaranteed-Transfer English course is required and the second course may be in English or Communications.  ENG 121 English Composition I: GT-CO1, ENG 122 English Composition II: GT-CO2 and one Communications course: COM 115 Public Speaking or COM 125 Interpersonal Communications	6
Mathematics	MAT 107 Career Math, MAT 120 Mathematics for Liberal Arts: GT-MA1, MAT 121 College Algebra: GT-MA1, MAT 122 College Trigonometry: GT-MA1, MAT 125 Survey of Calculus: GT-MA1, MAT 135 Introduction to Statistics: GT-MA 1, MAT 155 Integrated Math I, MAT 156 Integrated Math II, MAT 166 Pre-Calculus: GT-MA1, MAT 201 Calculus I: GT-MA1, MAT 202 Calculus II: GT-MA1, MAT 203 Calculus III: GT-MA1 or MAT 204 Calculus III with Engineering Applications: GT-MA1	3
Physical and Life Sciences	Approved courses from the following prefixes: AST, BIO, CHE, ENV, GEY, PHY, and SCI	4
Social and Behavioral Sciences	Approved courses from the following prefixes: HIS, ECO, POS, GEO, ANT, PSY, SOC	6
Arts and Humanities	Approved courses from the following prefixes: ART, MUS, THE, SPA, HUM, and LIT	6
AH1, AH2, AH3, AH4, CO1, CO2, HI1, MA1, SC1, SC2, SS1, SS2, SS3	Elective credit hours from Guaranteed-Transfer courses	5
Electives**	**Students are encouraged to work closely with an advisor on course selection for electives	30

**TOTAL: 60 credits**

# Program: Associate of Science

Program Code: AS\_AS

CIP Code: 24.0199

## First Semester

Course Code	Course Name	Credit Hours
ENG 121	English Composition I: GT-CO1	3
MA1	MAT 121, MAT 125, MAT 166, MAT 201, MAT 202	4-5
HI1	HIS 101, 102, 121, 122	3
SC1, SC2 *	AST 101, BIO 111, BIO 201, BIO 220, CHE 111, CSC 160	3-5
COM 115 or 125	COM 115 Public Speaking or COM 125 Interpersonal Communications	3
	<b>Total</b>	<b>16</b>

## Second Semester

Course Code	Course Name	Credit Hours
ENG 122	English Composition II: GT-CO1	3
SC1, SC2*	AST 102, BIO 112, BIO 202, BIO 221, CHE 112, ENV 110	3-5
SS1, SS2, SS3	ANT 101, ECO 201, GEO 105, POS 105, PSY 101, SOC 101	3
AH1, AH2, AH3, AH4	ART 110, HUM 121, LIT 115, MUS 120, PHI 111, SPA 111	3
Elective*	MAT 121, MAT 122, MAT 125, MAT 135, MAT 203, MAT 204	3-4
	<b>Total</b>	<b>15</b>

## Third Semester

Course Code	Course Name	Credit Hours
SS1, SS2, SS3	ANT 102, ECO 202, GEO 106, POS 105, PSY 102, SOC 102	3
AH1, AH2, AH3, AH4	ART 111, LIT 115, MUS 121, PHI 112, SPA 111, THE 105	3
Elective *	CHE 111, CHE 112, PHY 111, PHY 112, PHY 211, PHY 212	5
Elective*	BIO 111, BIO 112, BIO 220, BIO 221, CHE 111, CHE 112	5
	<b>Total</b>	<b>16</b>



## Associate of Science (continued)

### Fourth Semester

Course Code	Course Name	Credit Hours
MA1, SC1, SC2	Approved Guaranteed Math or Science Elective courses - must be in sequential order	3
Elective*	CHE 111, CHE 112, PHY 111, PHY 112, PHY 211, PHY 212	5
Elective*	BIO 111, BIO 112, BIO 220, BIO 221, CHE 111, CHE 112	5
	<b>Total</b>	<b>13</b>

**TOTAL: 60 credits**

\* All electives must be in Math or Sciences disciplines. Physical and Life Sciences must complete a sequence of courses.

# Program: Automotive Electrical Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_AAEE

CIP Code: 47.0604

## First Semester

Course Code	Course Name	Credit Hours
ASE 102	Introduction to the Automotive Shop	2
ASE 120	Basic Automotive Electricity	2
ASE 122	Automotive Elective Safety Systems	1
ASE 123	Starting and Charging System	2
ASE 221	Automotive and Diesel Body Electrical	4
	<b>Total</b>	<b>11</b>

**TOTAL: 11 credits**

## Program: Automotive Service Technology Associate of Applied Science

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: AAS\_ATC

CIP Code: 47.0604

### First Semester

Course Code	Course Name	Credit Hours
MAT 107, 120, or 135	Career Math, Mathematics for Liberal Arts: GT-MA1 or Introduction to Statistics: GT-MA1	3
ASE 102	Introduction to the Automotive Shop	2
ASE 110	Brakes I	2
ASE 111	Automotive Brake Service II	2
ASE 120	Basic Automotive Electricity	2
ASE 122	Automotive Elective Safety Systems	1
ASE 123	Starting and Charging System	2
ASE 210	Automotive Power and ABS Brake Systems	2
ASE 221	Automotive and Diesel Body Electrical	4
	<b>Total</b>	<b>20</b>

### Second Semester

Course Code	Course Name	Credit Hours
ENG 115 or ENG 121	Technical Writing and Communication or English Composition I: GT-CO1	3
ASE 130	General Engine Diagnosis	2
ASE 132	Ignition Systems Diagnosis & Repair	2
ASE 140	Suspension and Steering I	2
ASE 141	Suspension and Steering II	2
ASE 160	Automotive Engine Repair	2
ASE 162	Automotive Engine Service	2
ASE 240	Suspension and Steering III	2
	<b>Total</b>	<b>17</b>

## Automotive Service Technology Associate of Applied Science (continued)

### Third Semester

Course Code	Course Name	Credit Hours
COM 115 or 125	Public Speaking or Interpersonal Communications	3
AH1, AH2, AH3, AH4 or SS1, SS2, SS3 or SC1, SC2	AST 101, HIS 121, ECO 202, ART 111, SCI 105	3
ASE 150	Manual Drive Train and Axle Maintenance	2
ASE 151	Automotive Manual Transmission/Transaxles & Clutches	2
ASE 152	Automotive Manual Transmission/Transaxles & Clutches II	2
ASE 250	Automatic Transmission/Transaxle Service I	1
ASE 251	Automotive Transmission and Transaxle Repair	3
	<b>Total</b>	<b>16</b>

### Fourth Semester

Course Code	Course Name	Credit Hours
AH1, AH2, AH3, AH4 or SS1, SS2, SS3 or SC1, SC2	AGY 240, BIO 105, GEO 105, HIS 122, MUS 120, SOC 101	3
ASE 134	Automotive Fuel and Emission Systems I	2
ASE 231	Automotive Computers and Ignition Systems	2
ASE 233	Automotive Fuel and Emission Systems II	4
ASE 264	Introduction to Automotive Heating and Air Conditioning	1
ASE 265	Heating and Air Conditioning Systems	4
	<b>Total</b>	<b>16</b>

**TOTAL: 69 credits**

# Program: Automotive Service Technology Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_ATC

CIP Code: 47.0604

## First Semester

Course Code	Course Name	Credit Hours
ASE 102	Introduction to the Automotive Shop	2
ASE 110	Brakes I	2
ASE 111	Automotive Brake Service II	2
ASE 120	Basic Automotive Electricity	2
ASE 122	Automotive Elective Safety Systems	1
ASE 123	Starting and Charging System	2
ASE 210	Automotive Power and ABS Brake Systems	2
ASE 221	Automotive and Diesel Body Electrical	4
	<b>Total</b>	<b>17</b>

## Second Semester

Course Code	Course Name	Credit Hours
ASE 130	General Engine Diagnosis	2
ASE 132	Ignition Systems Diagnosis & Repair	2
ASE 140	Suspension and Steering I	2
ASE 141	Suspension and Steering II	2
ASE 160	Automotive Engine Repair	2
ASE 162	Automotive Engine Service	2
ASE 240	Suspension and Steering III	2
	<b>Total</b>	<b>14</b>

## Third Semester

Course Code	Course Name	Credit Hours
ASE 150	Manual Drive Train and Axle Maintenance	2
ASE 151	Automotive Manual Transmission/Transaxles & Clutches	2
ASE 152	Automotive Manual Transmission/Transaxles & Clutches II	2
ASE 250	Automatic Transmission/Transaxle Service I	1
ASE 251	Automotive Transmission and Transaxle Repair	3
	<b>Total</b>	<b>10</b>

## Automotive Service Technology Certificate (continued)

### Fourth Semester

Course Code	Course Name	Credit Hours
ASE 134	Automotive Fuel and Emission Systems I	2
ASE 231	Automotive Computers and Ignition Systems	2
ASE 233	Automotive Fuel and Emission Systems II	4
ASE 264	Introduction to Automotive Heating and Air Conditioning	1
ASE 265	Heating and Air Conditioning Systems	4
	<b>Total</b>	<b>13</b>

**TOTAL: 54 credits**

# Program: Automotive Transmission Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_AAUT

CIP Code: 47.0604

## First Semester

Course Code	Course Name	Credit Hours
ASE 102	Introduction to the Automotive Shop	2
ASE 250	Automatic Transmission/Transaxle Service I	1
ASE 251	Automotive Transmission and Transaxle Repair	3
	<b>Total</b>	<b>6</b>

**TOTAL: 6 credits**

# Program: Barbering Associate of Applied Science

Campus: Trinidad Alamosa Campus (TAC)  
Program Code: AAS\_BRBG  
CIP Code: 12.0402

## First Semester

Course Code	Course Name	Credit Hours
COS 103	Shampoo/Rinses/Conditioners I	1
COS 120	Introduction to Hair Cutting	2
COS 130	Introduction to Hair Styling	2
COS 140	Introduction to Chemical Textures	1
COS 150	Laws, Rules, and Regulations	1
EST 110	Intro to Facials and Skin Care	3
MAT 107	Career Math	3
	<b>Total</b>	<b>13</b>

## Second Semester

Course Code	Course Name	Credit Hours
COS 110	Introduction to Hair Coloring	2
COS 111	Intermediate Hair Coloring	2
COS 121	Intermediate I: Hair Cutting	2
COS 131	Intermediate I: Hair Styling	2
COS 141	Intermediate I: Chemical Texture	1
COS 203	Shampoo/Rinses/Conditioners II	1
COS 210	Intermediate: Hair Coloring	2
COS 220	Intermediate II: Hair Cutting	2
COS 230	Intermediate II: Hair Styling	2
COS 231	Advanced Hair Styling	1
COS 240	Intermediate II: Chemical Texture	1
	<b>Total</b>	<b>18</b>



## Barbering Associate of Applied Science (continued)

### Third Semester

Course Code	Course Name	Credit Hours
BAR 107	Introduction to Shaving, Honing, & Stropping	1
BAR 108	Intermediate Shaving, Honing & Stropping	1
BAR 207	Advanced Shaving, Honing, & Stropping	1
BAR 220	Advanced Hair Cutting	3
BAR 231	Advanced Hair Styling	3
COS 211	Advanced Hair Coloring	2
COS 221	Advanced Hair Cutting	2
COS 250	Management, Ethics, Interpersonal Skills & Salesmanship	1
COS 288	Practicum	3
	<b>Total</b>	<b>17</b>

### Fourth Semester

Course Code	Course Name	Credit Hours
ENG 115 or ENG 121	Technical English and Communication or English Composition I: GT-CO1	3
COM 115 or COM 125	Public Speaking or Interpersonal Communications	3
Elective	ECO 201, ECO 202, PSY 101, PSY 102, SOC 101, SOC 102	3
Elective	ECO 201, ECO 202, PSY 101, PSY 102, SOC 101, SOC 102	3
	<b>Total</b>	<b>12</b>

### TOTAL: 60 credits

This rotation is accurate as of March 2018. Unforeseen events could impact the offering of a particular course; however, Academic Administration will make every effort to assure the least negative impact on students should a change in rotation be required. Questions should be directed to the Vice President of Academic Affairs at: [lynette.bates@trinidadstate.edu](mailto:lynette.bates@trinidadstate.edu)

# Program: Barbering Certificate

Campus: Trinidad Alamosa Campus (TAC)

Program Code: CER\_BRBG

CIP Code: 12.0402

## First Semester

Course Code	Course Name	Credit Hours
COS 103	Shampoo/Rinses/Conditioners I	1
COS 120	Introduction to Hair Cutting	2
COS 130	Introduction to Hair Styling	2
COS 140	Introduction to Chemical Textures	1
COS 150	Laws, Rules, and Regulations	1
COS 160	Introduction to Disinfection, Sanitation & Safety	2
COS 161	Intermediate I: Disinfection, Sanitation & Safety	1
EST 110	Intro to Facials and Skin Care	3
	<b>Total</b>	<b>13</b>

## Second Semester

Course Code	Course Name	Credit Hours
COS 110	Introduction to Hair Coloring	2
COS 111	Intermediate Hair Coloring	2
COS 121	Intermediate I: Hair Cutting	2
COS 131	Intermediate I: Hair Styling	2
COS 141	Intermediate I: Chemical Texture	1
COS 203	Shampoo/Rinses/Conditioners II	1
COS 210	Intermediate: Hair Coloring	2
COS 220	Intermediate II: Hair Cutting	2
COS 230	Intermediate II: Hair Styling	2
COS 231	Advanced Hair Styling	1
COS 240	Intermediate II: Chemical Texture	1
	<b>Total</b>	<b>18</b>

## Barbering Certificate (continued)

### Third Semester

Course Code	Course Name	Credit Hours
BAR 107	Introduction to Shaving, Honing, & Stropping	1
BAR 108	Intermediate Shaving, Honing & Stropping	1
BAR 141	Intermediate Permanent Waves/Chemical Relaxers	3
BAR 207	Advanced Shaving, Honing, & Stropping	1
BAR 241	Advanced Permanent Waves/Chemical Relaxers	2
COS 211	Advanced Hair Coloring	2
COS 221	Advanced Hair Cutting	2
COS 250	Management, Ethics, Interpersonal Skills & Salesmanship	1
COS 260	Intermediate II Disinfection, Sanitation & Safety	2
COS 261	Advanced Disinfection, Sanitation & Safety	1
COS 288	Practicum	3
	<b>Total</b>	<b>19</b>

### TOTAL: 50 credits

This rotation is accurate as of March 2018. Unforeseen events could impact the offering of a particular course; however, Academic Administration will make every effort to assure the least negative impact on students should a change in rotation be required. Questions should be directed to the Vice President of Academic Affairs at: [lynette.bates@trinidadstate.edu](mailto:lynette.bates@trinidadstate.edu)

## Program: Basic Law Enforcement Associate of Applied Science

Campus: Trinidad Alamosa Campus (TAC)

Program Code: AAS\_CRBL

CIP Code: 43.0103

### First Semester

Course Code	Course Name	Credit Hours
LEA 101	Basic Police Academy I	6
LEA 105	Basic Law	8
LEA 106	Arrest Control Techniques	3
	<b>Total</b>	<b>17</b>

### Second Semester

Course Code	Course Name	Credit Hours
LEA 102	Basic Police Academy II	12
LEA 107	Law Enforcement Driving	3
LEA 108	Firearms	3
	<b>Total</b>	<b>18</b>

### Third Semester

Course Code	Course Name	Credit Hours
ENG 115 or ENG 121	Technical English and Communication or English Composition I: Gt-CO1	3
MAT 107, MAT 120, 121, or 135	Career Math, Mathematics for the Liberal Arts: GT-MA1, College Algebra: GT-MA1, or Introduction to Statistics: GT-MA1	3
Electives	CRJ 216, CRJ 220, CRJ 225, CRJ 230, CRJ 245, CRJ 257	3
Electives	CRJ 216, CRJ 220, CRJ 225, CRJ 230, CRJ 245, CRJ 257	3
AH1, AH2, AH3, AH4 or SS1, SS2, SS3 or SC1, SC2	SCI 105, HIS 122, PSY 101, SOC 101, PHI 112, CHE 111	3
	<b>Total</b>	<b>15</b>

## Basic Law Enforcement Associate of Applied Science (continued)

### Fourth Semester

Course Code	Course Name	Credit Hours
COM 115 or COM 125	Public Speaking or Interpersonal Communications	3
Electives	CRJ 216, CRJ 220, CRJ 225, CRJ 230, CRJ 245, CRJ 257	3
Electives	CRJ 216, CRJ 220, CRJ 225, CRJ 230, CRJ 245, CRJ 257	3
AH1, AH2, AH3, AH4 or SS1, SS2, SS3 or SC1, SC2	SCI 105, HIS 122, PSY 101, SOC 101, PHI 112, CHE 111	3
	<b>Total</b>	<b>12</b>

**TOTAL: 62 credits**

# Program: Basic Law Enforcement Certificate

Campus: Trinidad Alamosa Campus (TAC)

Program Code: CER\_CRJL

CIP Code: 43.0103

## First Semester

Course Code	Course Name	Credit Hours
LEA 101	Basic Police Academy I	6
LEA 105	Basic Law	8
LEA 106	Arrest Control Techniques	3
	<b>Total</b>	<b>17</b>

## Second Semester

Course Code	Course Name	Credit Hours
LEA 102	Basic Police Academy II	12
LEA 107	Law Enforcement Driving	3
LEA 108	Firearms	3
	<b>Total</b>	<b>18</b>

**TOTAL: 35 credits**

## Program: Brakes Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_AB1

CIP Code: 47.0604

### First Semester

Course Code	Course Name	Credit Hours
ASE 102	Introduction to the Automotive Shop	2
ASE 110	Brakes I	2
ASE 111	Automotive Brake Service II	2
ASE 210	Automotive Power and ABS Brake Systems	2
	<b>Total</b>	<b>8</b>

**TOTAL: 8 credits**

## Program: Business Associate of Arts

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: AA\_AA

Concentration: BSTR

CIP Code: 24.0101

### First Semester

Course Code	Course Name	Credit Hours
ENG 121	English Composition I: GT-CO1	3
MAT 121	College Algebra: GT-MA1	4
HI1	HIS 101, HIS 102, HIS 121, HIS 122	3
ECO 201	Principles of Macroeconomics: GT-SS1	3
BUS 115	Introduction to Business	3
	<b>Total</b>	<b>16</b>

### Second Semester

Course Code	Course Name	Credit Hours
ENG 122	English Composition II: GT-CO1	3
MAT 125	Survey of Calculus: GT-MA1	4
ECO 202	Principles of Microeconomics: GT-SS1	3
BUS 216	Legal Environment of Business	3
COM 115	Public Speaking	3
	<b>Total</b>	<b>16</b>

### Third Semester

Course Code	Course Name	Credit Hours
SC1, SC2	AGY 240, AST 101, BIO 105, CHE 101, CHE 111, SCI 105 <i>*One course must be lab-based (GT-SC1)</i>	3-4
AH1, AH2, AH3, AH4	ART 110, HUM 121, LIT 115, MUS 120, PHI 112, SPA 111	3
ACC 121	Principles of Accounting I	4
BUS 226	Business Statistics	3
	<b>Total</b>	<b>14</b>



## Business Associate of Arts (continued)

### Fourth Semester

Course Code	Course Name	Credit Hours
SC1, SC2	AGY 240, AST 101, BIO 105, CHE 101, CHE 111, SCI 105 <i>*One course must be lab-based (GT-SC1)</i>	3-4
AH1, AH2, AH3, AH4	ART 110, HUM 121, LIT 115, MUS 120, PHI 112, SPA 111	3
ACC 122	Principles of Accounting II	4
BUS 217	Business Communication & Report Writing	3
	<b>Total</b>	<b>14</b>

**TOTAL: 60 credits**

**Statewide Transfer Articulation Agreement for a Bachelor's Degree from these Colorado Public Four-Year Institution:**

- Adams State University
- Colorado Mesa University
- Colorado Mountain College (as four-year institution)
- Colorado State University-Fort Collins
- Colorado State University-Global Campus
- Colorado State University-Pueblo
- Fort Lewis College
- Metropolitan State University of Denver
- University of Colorado Boulder
- University of Colorado Colorado Springs
- University of Colorado Denver
- University of Northern Colorado
- Western State Colorado University

For the most current information on this transfer articulation agreement, please go to the following website:  
[https://highered.colorado.gov/Academics/Transfers/Agreements/STAA\\_BUSINESS\\_Final.pdf](https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_BUSINESS_Final.pdf)

# Program: Business Management Associate of Applied Science

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: AAS\_BUSS

CIP Code: 52.0201

## First Semester

Course Code	Course Name	Credit Hours
ENG 115 or ENG 121	Technical English and Communication or English Composition I: GT-CO1	3
MAT 107, MAT 120 or MAT 135	Career Math, Mathematics for the Liberal Arts: GT-MA1 or Introduction to Statistics: GT-MA1	3
BUS 115	Introduction to Business	3
CIS 118	Intro to PC Applications	3
MAN 102	Ethics and Values	1
MAN 117	Time Management	1
	<b>Total</b>	<b>14</b>

## Second Semester

Course Code	Course Name	Credit Hours
BUS 102	Entrepreneurial Operations	3
BUS 217	Business Communications & Report Writing	3
CIS 155	PC Spreadsheets Concepts	3
MAR 160	Customer Services	3
MAT 112	Financial Mathematics	3
	<b>Total</b>	<b>15</b>

## Third Semester

Course Code	Course Name	Credit Hours
ACC 121	Accounting Principles I	4
BUS 216	Legal Environment of Business	3
MAN 226	Principles of Management	3
MAR 216	Principles of Marketing	3
Elective	ECO 201, ECO 202, PSY 101, PSY 102, SOC 101, SOC 102	3
	<b>Total</b>	<b>16</b>

## Business Management Associate of Applied Science (continued)

### Fourth Semester

Course Code	Course Name	Credit Hours
ACC 245	Computerized Accounting w/Pro Package	3
MAN 200	Human Resource Management	3
Elective	ECO 201, ECO 202, PSY 101, PSY 102, SOC 101, SOC 102	3
COM 115 or COM 125	Public Speaking or Interpersonal Communications	3
Elective	ACC 122, ACC 132, ACC 133, ACC 226, BUS 226, CIS 155	3
	<b>Total</b>	<b>15</b>

**TOTAL: 60 credits**

# Program: CNC Machining Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_MIN1

CIP Code: 15.0613

## First Semester

Course Code	Course Name	Credit Hours
MAC 101	Introduction to Machine Shop	3
MAC 201	Introduction to CNC Turning Operations	3
MAC 205	Introduction to CNC Milling Operations	3
MAC 240	CAD/CAM 2D	3
	<b>Total</b>	<b>12</b>

**TOTAL: 12 credits**

## Program: Cosmetology Associate of Applied Science

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: AAS\_COS2

CIP Code: 12.0401

### First Semester

Course Code	Course Name	Credit Hours
COS 103	Shampoos/Rinses/Conditioners I	1
COS 120	Introduction to Hair Cutting	2
COS 130	Introduction to Hair Styling	2
COS 140	Introduction to Chemical Texture	1
EST 110	Introduction to Facials and Skin Care	3
NAT 110	Introduction to Manicures & Pedicures	3
NAT 111	Intermediate Manicures & Pedicures	2
COS 150	Laws, Rules, and Regulations	1
NAT 210	Advanced Manicures & Pedicures	2
	<b>Total</b>	<b>17</b>

### Second Semester

Course Code	Course Name	Credit Hours
COS 110	Introduction to Hair Coloring	2
COS 111	Intermediate Hair Coloring	2
COS 121	Intermediate I: Hair Cutting	2
COS 131	Intermediate I: Hair Styling	2
COS 141	Intermediate I: Chemical Texture	1
COS 203	Shampoos/Rinses/Conditioners II	1
COS 210	Intermediate: Hair Coloring	2
COS 220	Intermediate II: Hair Cutting	2
COS 230	Intermediate II: Hair Styling	2
COS 231	Advanced Hair Styling	1
COS 240	Intermediate II: Chemical Texture	1
EST 111	Intermediate Facials and Skin Care	2
	<b>Total</b>	<b>20</b>

## Cosmetology Associate of Applied Science (continued)

### Third Semester

Course Code	Course Name	Credit Hours
COS 211	Advanced Hair Coloring	2
COS 221	Advanced Hair Cutting	2
COS 241	Advanced Chemical Texture	1
COS 250	Management, Ethics, Interpersonal Skills & Salesmanship	1
EST 210	Advanced Massage and Skin Care	2
EST 211	Facial Makeup	1
EST 212	Hair Removal	3
NAT 211	Application of Artificial Nails	5
	<b>Total</b>	<b>17</b>

### Fourth Semester

Course Code	Course Name	Credit Hours
MAT 107	Career Math	3
ENG 115 or ENG 121	Technical English and Communication or English Composition I: GT-CO1	3
COM 115 or COM 125	Public Speaking or Interpersonal Communications	3
Elective	ECO 201, ECO 202, PSY 101, PSY 102, SOC 101, SOC 102	3
Elective	ECO 201, ECO 202, PSY 101, PSY 102, SOC 101, SOC 102	3
	<b>Total</b>	<b>15</b>

### TOTAL: 69 credits

This rotation is accurate as of March 2018. Unforeseen events could impact the offering of a particular course; however, Academic Administration will make every effort to assure the least negative impact on students should a change in rotation be required. Questions should be directed to the Vice President of Academic Affairs at: [lynette.bates@trinidadstate.edu](mailto:lynette.bates@trinidadstate.edu)

## Program: Cosmetology Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_COS2

CIP Code: 12.0401

### First Semester

Course Code	Course Name	Credit Hours
COS 103	Shampoos/Rinses/Conditioners I	1
COS 120	Introduction to Hair Cutting	2
COS 130	Introduction to Hair Styling	2
COS 140	Introduction to Chemical Texture	1
EST 110	Introduction to Facials and Skin Care	3
NAT 110	Introduction to Manicures & Pedicures	3
NAT 111	Intermediate Manicures & Pedicures	2
COS 150	Laws, Rules, and Regulations	1
NAT 210	Advanced Manicures & Pedicures	2
COS 160	Intro to Disinfection, Sanitation, & Safety	2
COS 161	Intermediate I: Disinfection, Sanitation, & Safety	1
	<b>Total</b>	<b>20</b>

### Second Semester

Course Code	Course Name	Credit Hours
COS 110	Introduction to Hair Coloring	2
COS 111	Intermediate Hair Coloring	2
COS 121	Intermediate I: Hair Cutting	2
COS 131	Intermediate I: Hair Styling	2
COS 141	Intermediate I: Chemical Texture	1
COS 203	Shampoos/Rinses/Conditioners II	1
COS 210	Intermediate Hair Color II	2
COS 220	Intermediate II: Hair Cutting	2
COS 230	Intermediate II: Hair Styling	2
COS 231	Advanced Hair Styling	1
COS 240	Intermediate II: Chemical Texture	1
EST 111	Intermediate Facials and Skin Care	2
	<b>Total</b>	<b>20</b>

## Cosmetology Certificate (continued)

### Third Semester

Course Code	Course Name	Credit Hours
COS 211	Advanced Hair Coloring	2
COS 221	Advanced Hair Cutting	2
COS 241	Advanced Chemical Texture	1
COS 250	Management, Ethics, Interpersonal Skills and Salesmanship	1
COS 260	Intermediate II: Disinfection, Sanitation, & Safety	2
COS 261	Advanced Disinfection, Sanitation, & Safety	1
EST 210	Advanced Massage and Skin Care	2
EST 211	Facial Makeup	1
EST 212	Hair Removal	3
NAT 211	Application of Artificial Nails	5
	<b>Total</b>	<b>20</b>

#### **TOTAL: 60 credits**

This rotation is accurate as of March 2018. Unforeseen events could impact the offering of a particular course; however, Academic Administration will make every effort to assure the least negative impact on students should a change in rotation be required. Questions should be directed to the Vice President of Academic Affairs at: [lynette.bates@trinidadstate.edu](mailto:lynette.bates@trinidadstate.edu)



## Program: Criminal Justice Associate of Applied Science

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: AAS\_CRJ2

CIP Code: 43.0103

### First Semester

Course Code	Course Name	Credit Hours
ENG 121	English Composition I: GT-CO1	3
MAT 107, 120, 121 or 135	Career Math, Mathematics for Liberal Arts: GT-MA1, College Algebra: GT-MA1, or Introduction to Statistics: GT-MA1	3
CRJ 110	Introduction to Criminal Justice	3
CRJ 111	Substantive Criminal Law	3
Elective	CRJ 245, CRJ 257, HIS 122, PSY 101, SOC 101,	3
	<b>Total</b>	<b>15</b>

### Second Semester

Course Code	Course Name	Credit Hours
COM 115 or 125	COM 115 Public Speaking or COM 125 Interpersonal Communications	3
AH1, AH2, AH3, AH4, SS1, SS2, SS3, SC1, SC2	AGY 240, ART 110, BIO 105, CHE 101, CHE 111, PHI 112, SCI 105	3
CRJ 112	Procedural Criminal Law	3
CRJ 125	Law Enforcement Operations	3
Elective	CRJ 245, CRJ 257, HIS 122, PSY 101, SOC 101,	3
	<b>Total</b>	<b>15</b>

### Third Semester

Course Code	Course Name	Credit Hours
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
	<b>Total</b>	<b>15</b>

## Criminal Justice Associate of Applied Science (continued)

### Fourth Semester

Course Code	Course Name	Credit Hours
AH1, AH2, AH3, AH4, SS1, SS2, SS3, SC1, SC2	AGY 240, ART 110, BIO 105, CHE 101, CHE 111, PHI 112, SCI 105	3
CRJ 225	Crisis Intervention	3
CRJ 230	Criminology	3
Elective	CRJ 245, CRJ 257, HIS 122, PSY 101, SOC 101	3
Elective	CRJ 245, CRJ 257, HIS 122, PSY 101, SOC 101	3
	<b>Total</b>	<b>15</b>

**TOTAL: 60 credits**

# Program: Criminal Justice

## Associate of Arts

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: AA\_AA

Concentration: CRJT

CIP Code: 24.0101

### First Semester

Course Code	Course Name	Credit Hours
ENG 121	English Composition I: GT-CO1	3
*	Please review the Statewide Transfer Articulation Agreement for the correct Math course	3-4
SOC 101	Introduction to Sociology I: GT-SS1	3
CRJ 110	Introduction to Criminal Justice	3
CRJ 125	Policing Systems	3
	<b>Total</b>	<b>15</b>

### Second Semester

Course Code	Course Name	Credit Hours
ENG 122	English Composition II: GT-CO1	3
COM 115 or 125	COM 115 Public Speaking or COM 125 Interpersonal Communications	3
SC1, SC2	AGY 240, AST 101, BIO 105, CHE 101, CHE 111, SCI 105 <i>*One course must be lab-based (GT-SC1)</i>	3-4
HI1	HIS 101, HIS 102, HIS 121, HIS 122	3
CRJ 145	Correctional Process	3
	<b>Total</b>	<b>15</b>

### Third Semester

Course Code	Course Name	Credit Hours
SC1, SC2	AGY 240, AST 101, BIO 105, CHE 101, CHE 111, SCI 105 <i>*One course must be lab-based (GT-SC1)</i>	3-4
AH1, AH2, AH3, AH4	ART 110, HUM 121, LIT 115, MUS 120, PHI 112, SPA 111	3
CRJ Elective	CRJ 127, CRJ 135, CRJ 230, or CRJ 257	3
Elective	ANT 201, POS 111, POS 125, PSY 226, PSY 249, SOC 231	3
Elective	ANT 201, POS 111, POS 125, PSY 226, PSY 249, SOC 231	3
	<b>Total</b>	<b>15</b>

## Criminal Justice Associate of Arts (continued)

### Fourth Semester

Course Code	Course Name	Credit Hours
SS1, SS2, SS3	ANT 101, GEO 105, POS 105, PSY 101, PSY 249, SOC 102	3
AH1, AH2, AH3, AH4	ART 110, HUM 121, LIT 115, MUS 120, PHI 112, SPA 111	3
CRJ Elective	CRJ 127, CRJ 135, CRJ 230, or CRJ 257	3
CRJ Elective	CRJ 127, CRJ 135, CRJ 230, or CRJ 257	3
Elective	ANT 201, POS 111, POS 125, PSY 226, PSY 249, SOC 231	3
	<b>Total</b>	<b>15</b>

**TOTAL: 60 credits**

**Statewide Transfer Articulation Agreement for a Bachelor's Degree from these Colorado Public Four-Year Institution:**

- **Colorado Mesa University**
- **Colorado State University-Global Campus**
- **Metropolitan State University of Denver**
- **University of Colorado Colorado Springs**
- **University of Colorado Denver**
- **University of Northern Colorado**

*For the most current information on this transfer articulation agreement, please go to the following website:  
[https://highered.colorado.gov/Academics/Transfers/Agreements/STAA\\_CRIMINAL\\_JUSTICE\\_Final.pdf](https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_CRIMINAL_JUSTICE_Final.pdf)*

## Program: Crop Sciences Certificate

Campus: Trinidad Alamosa Campus (TAC)

Program Code: CER\_AG2A

CIP Code: 01.0101

### First Semester

Course Code	Course Name	Credit Hours
AGE 205	Farm and Ranch Management	3
AGY 100	General Crop Production	4
BIO 111	General College Biology I with Lab: GT-SC1	5
MAT 107, 121, or 135	Career Math, College Algebra: GT-MA1 , or Introduction to Statistics: GT-MA1	3
	<b>Total</b>	<b>15</b>

### Second Semester

Course Code	Course Name	Credit Hours
ADE 135	Small Gasoline Engines	4
AGP 107	Irrigation management	2
AGY 240	Introduction to Soil Science: GT: SC1	4
CIS 118	Introduction to PC Applications	3
Approved Electives	AGE 102, AGE 208, ASC 100, HLT 101, HWE 100, RAM 205	3
Approved Electives	AGE 102, AGE 208, ASC 100, HLT 101, HWE 100, RAM 205	3
	<b>Total</b>	<b>19</b>

**TOTAL: 34 credits**

# Program: Dental Assisting Certificate

Campus: Trinidad Alamosa Campus (TAC)

Program Code: CER\_DEA1

CIP Code: 51.0601

## First Semester

Course Code	Course Name	Credit Hours
DEA 101	Dental Terminology	1
DEA 120	Introduction to Dental Practices	1
DEA 123	Dental Materials I	3
DEA 126	Infection Control	3
	<b>Total</b>	<b>8</b>

## Second Semester

Course Code	Course Name	Credit Hours
DEA 102	Principles of Clinical Practices	3
DEA 125	Dental Radiography	3
DEA 132	Medical Emergencies in the Dental Office	2
DEA 181	Clinical Internship	2
	<b>Total</b>	<b>10</b>

**TOTAL: 18 credits**

# Program: Diesel Technology Associate of Applied Science

Campus: Trinidad Alamosa Campus (TAC)

Program Code: AAS\_DETH

CIP Code: 47.0605

## First Semester

Course Code	Course Name	Credit Hours
OSH 127	10-Hr. Construction Industry Standards	1
ASE 120	Basic Automotive Electricity	2
ASE 123	Starting and Charging System	2
DPM 103	Diesel Engines I	4
DPM 106	Diesel Fuel Systems	3
DPM 203	Diesel Engines II	4
	<b>Total</b>	<b>16</b>

## Second Semester

Course Code	Course Name	Credit Hours
BUS 121	Basic Workplace Skills	1
DPM 105	Heavy Duty Powertrains I	3
DPM 121	Hydraulic Systems I	3
DPM 122	Hydraulic Systems II	3
DPM 205	Heavy Duty Powertrains II	3
DPM 206	Heavy Duty Brakes I	3
	<b>Total</b>	<b>16</b>

## Third Semester

Course Code	Course Name	Credit Hours
ENG 115 or 121	Technical English and Communication or English Composition I: GT-CO1	3
MAT 107, 121 or 135	Career Math, Mathematics for Liberal Arts: GT-MA1, College Algebra: GT-MA1 or Introduction to Statistics: GT-MA1	3
COM 115 or 125	Public Speaking or Interpersonal Communications	3
AH1, AH2, AH3, AH4, SS1, SS2, SS3, SC1, SC2	AGE 205, ANT 101, AST 101, BIO 105, GEO 105, SCI 105	3
AH1, AH2, AH3, AH4, SS1, SS2, SS3, SC1, SC2	AGY 240, ECO 201, ENV 101, HIS 122, PHI 112, PSY 101	3
	<b>Total</b>	<b>15</b>

## Diesel Technology Associate of Applied Science (continued)

### Fourth Semester

Course Code	Course Name	Credit Hours
Electives	ADE 135, DPM 103, WEL 102	4
Electives	BUS 102, BUS 115, CIS 118, WEL 121, WEL 122	3
Electives	BUS 102, BUS 115, CIS 118, WEL 121, WEL 122	3
Electives	BUS 102, BUS 115, CIS 118, WEL 121, WEL 122	3
	<b>Total</b>	<b>13</b>

**TOTAL: 60 credits**



## Program: Diesel Technology Certificate

Campus: Trinidad Alamosa Campus (TAC)  
Program Code: CER\_DETH  
CIP Code: 47.0605

### First Semester

Course Code	Course Name	Credit Hours
OSH 127	10-Hr. Construction Industry Standards	1
ASE 120	Basic Automotive Electricity	2
ASE 123	Starting and Charging Systems	2
DPM 103	Diesel Engines I	4
DPM 106	Diesel Fuel Systems	3
DPM 203	Diesel Engines II	4
	<b>Total</b>	<b>16</b>

### Second Semester

Course Code	Course Name	Credit Hours
BUS 121	Basic Workplace Skills	1
DPM 105	Heavy Duty Powertrains I	3
DPM 121	Hydraulic Systems I	3
DPM 122	Hydraulic Systems II	3
DPM 205	Heavy Duty Powertrains II	3
DPM 206	Heavy Duty Brakes I	3
	<b>Total</b>	<b>16</b>

**TOTAL: 32 credits**

## Program: Director of Education Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_ED3

CIP Code: 13.1210

### First Semester

Course Code	Course Name	Credit Hours
ECE 101	Introduction to Early Childhood Professions	3
ECE 103	Guidance Strategies for Young Children	3
ECE 111	Infant and Toddler Theory and Practice	3
ECE 240	Administration of Early Childhood Care and Education Programs	3
PSY 238	Child Development: GT: SS3	3
	<b>Total</b>	<b>15</b>

### Second Semester

Course Code	Course Name	Credit Hours
ECE 102	Introduction to Early Childhood Education Lab Techniques	3
ECE 205	ECE Nutrition, Health and Safety	3
ECE 220	ECE Curriculum Development: Methods and Techniques	3
ECE 241	Administration: Human Relations for Early Childhood Education	3
ECE 260	Exceptional Child	3
	<b>Total</b>	<b>15</b>

**TOTAL: 30 credits**

## Program: Early Childhood Associate of Applied Science

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: AAS\_ECE

CIP Code: 13.1210

### First Semester

Course Code	Course Name	Credit Hours
ENG 121	English Composition I: GT-CO1	3
MAT 107, 120, 121 or 135	Career Math, Mathematics for Liberal Arts: GT-MA1, College Algebra: GT-MA1 or Introduction to Statistics: GT-MA1	3
ECE 101	Introduction to Early Childhood Professions	3
ECE 103	Guidance Strategies for Young Children	3
ECE 111	Infant and Toddler Theory and Practice	3
	<b>Total</b>	<b>15</b>

### Second Semester

Course Code	Course Name	Credit Hours
ECE 102	Introduction to Early Childhood Education Lab Techniques	3
ECE 112	Intro to Infant/Toddler Lab Techniques	3
ECE 205	ECE Nutrition, Health and Safety	3
ECE 220	ECE Curriculum Development: Methods and Techniques	3
ECE 225	Language and Cognition for the Young	3
	<b>Total</b>	<b>15</b>

### Third Semester

Course Code	Course Name	Credit Hours
AH1, AH2, AH3, AH4, SS1, SS2, SS3, SC1, SC2	GEO 105, HIS 121, MUS 120, ART 110, LIT 115, SCI 105	3
PSY 101 or PSY 102	General Psychology I: GT-SS3 or General Psychology II: GT-SS3	3
ECE 226	Creativity and the Young Child	3
PSY 238	Child Development: GT: SS3	3
ECE 240	Administration of Early Childhood Care and Education Programs	3
	<b>Total</b>	<b>15</b>

## Early Childhood Associate of Applied Science (continued)

### Fourth Semester

Course Code	Course Name	Credit Hours
CIS 118	Intro to PC Applications	3
ECE 241	Administration: Human Relations for Early Childhood Education	3
ECE 260	Exceptional Child	3
ECE 288	Practicum: Early Childhood Education	3
ECE 289	Capstone: Early Childhood Education	3
	<b>Total</b>	<b>15</b>

**TOTAL: 60 credits**

## Program: Early Childhood Teacher Education Associate of Arts

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: AA\_AA

Concentration: ECTD

CIP Code: 24.0101

### First Semester

Course Code	Course Name	Credit Hours
ENG 121	English Composition I	3
MAT 120	Mathematics for the Liberal Arts	4
PSY 101	General Psychology	3
ECE 101	Intro to Early Childhood Ed	3
ECE 103	Guidance Strategies for Young Children	3
	<b>Total</b>	<b>16</b>

### Second Semester

Course Code	Course Name	Credit Hours
ENG 122	English Composition II	3
GEO 105	World Regional Geography	3
HI1	HIS 101, 102, 121, 122	3
ECE 102	Intro to ECE Lab Techniques	3
ART 110, MUS 120 or THE 105	Art Appreciation, Music Appreciation or Theater Appreciation	3
	<b>Total</b>	<b>15</b>

### Third Semester

Course Code	Course Name	Credit Hours
SCI 155	Integrated Science I w/Lab	4
LIT 115 or LIT 255	Introduction to Literature or Children's Literature	3
ECE 238	Child Growth and Development	3
Elective*	ECE 111, ECE 112, ECE 240, ECE 241, ECE 205, ECE 260	3
	<b>Total</b>	<b>13</b>

## Early Childhood Teacher Education Associate of Arts (continued)

### Fourth Semester

Course Code	Course Name	Credit Hours
SCI 156	Integrated Science II w/Lab	4
ECE 220	Curriculum Methods and Techniques	3
ECE 256	Working with Parents, Families and Communities	3
Elective*	COM 115, ECE 226, ECE 228, MAT 135, PSY 102, PSY 235	3
Elective*	ECE 111, ECE 112, ECE 240, ECE 241, ECE 205, ECE 260	3
	<b>Total</b>	<b>16</b>

### TOTAL: 60 credits

\*It is the student's responsibility to work with a transfer advisor to determine which elective courses are required for their transfer path.

#### Statewide Transfer Articulation Agreement for a Bachelor's Degree from these Colorado Public Four-Year Institution:

- Adams State University
- Colorado State University-Fort Collins
- Fort Lewis College
- Metropolitan State University of Denver
- University of Denver
- University of Colorado Denver

For the most current information on this transfer articulation agreement, please go to the following website:  
[https://highered.colorado.gov/Academics/Transfers/Agreements/STAA\\_ECE\\_Master\\_Agreement.pdf](https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_ECE_Master_Agreement.pdf)

## Program: Early Childhood Teacher Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_ED2T

CIP Code: 13.1210

### First Semester

Course Code	Course Name	Credit Hours
ECE 101	Introduction to Early Childhood Professions	3
ECE 103	Guidance Strategies for Young Children	3
	<b>Total</b>	<b>6</b>

### Second Semester

Course Code	Course Name	Credit Hours
ECE 102	Introduction to Early Childhood Education Lab Techniques	3
ECE 220	ECE Curriculum Development: Methods and Techniques	3
PSY 238	Child Development: GT: SS3	3
	<b>Total</b>	<b>9</b>

**TOTAL: 15 credits**

## Program: Economics Associate of Arts

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: AA\_AA

Concentration: ECON

CIP Code: 24.0101

### First Semester

Course Code	Course Name	Credit Hours
ENG 121	English Composition I: GT-CO1	3
MAT 135	Introduction to Statistics: GT-MA1	3
HI1	HIS 101, HIS 102, HIS 121, HIS 122	3
ECO 201	Principles of Macroeconomics: GT-SS1	3
Elective	PSY 101, SOC 101, PHI 112, PHI 113, POS 105	3
	<b>Total</b>	<b>15</b>

### Second Semester

Course Code	Course Name	Credit Hours
ENG 122	English Composition II: GT-CO1	3
SC1, SC2	AGY 240, AST 101, BIO 105, CHE 101, CHE 111	4
ECO 202	Principles of Microeconomics: GT-SS1	3
AH1, AH2, AH3, AH4	ART 110, MUS 120, MUS 125, PHI 111, SPA 111	3
AH1, AH2, AH3, AH4	ART 111, HUM 121, LIT 115, MUS 121, PHI 112, THE 105	3
	<b>Total</b>	<b>16</b>

### Third Semester

Course Code	Course Name	Credit Hours
MAT 201	Calculus I: GT-MA1	5
SC1, SC2	AGY 240, AST 102, BIO 111, ENV 101	4
AH1, AH2, AH3, AH4	ART 112, LIT 115, MUS 125, PHI 113	3
Elective	PSY 101, SOC 101, PHI 112, PHI 113, POS 105	3
	<b>Total</b>	<b>15</b>



## Economics Associate of Arts (continued)

### Fourth Semester

Course Code	Course Name	Credit Hours
Elective	AGY 240, BIO 220, BIO 221, CHE 101, MAT 121, MAT 201	4
Elective	AGY 240, BIO 220, BIO 221, ENV 101, MAT 121, MAT 201	4
Elective	ART 110, MUS 120, PHI 111, PHI 112, PSY 101, SOC 101	3
Elective	ART 111, AGE 102, MUS 121, MUS 122, SCI 105, THE 105	3
	<b>Total</b>	<b>14</b>

**TOTAL: 60 credits**

**Statewide Transfer Articulation Agreement for a Bachelor's Degree from these Colorado Public Four-Year Institution:**

- **Adams State University**
- **Colorado State University-Fort Collins**
- **Fort Lewis College**
- **Metropolitan State University of Denver**
- **University of Colorado Boulder**
- **University of Colorado Colorado Springs**
- **University of Colorado Denver**
- **University of Northern Colorado**
- **Western State Colorado University**

*For the most current information on this transfer articulation agreement, please go to the following website:  
[https://highered.colorado.gov/Academics/Transfers/Agreements/STAA\\_ECONOMICS\\_FINAL.pdf](https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_ECONOMICS_FINAL.pdf)*

## Program: Elementary Teacher Education Associate of Arts

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: AA\_AA

Concentration: EMTD

CIP Code: 24.0101

### First Semester

Course Code	Course Name	Credit Hours
ENG 121	English Composition I: GT: CO1	3
MAT 155	Integrated Math I	3
HIS 121	U.S. History to Reconstruction: GT-HI1	3
GEO 105	World Regional Geography: GT-SS2	3
COM 115 *	Public Speaking	3
	<b>Total</b>	<b>15</b>

### Second Semester

Course Code	Course Name	Credit Hours
ENG 122	English Composition II: GT-CO1	3
MAT 156	Integrated Math II	3
PSY 238 *	Child Development: GT-SS3	3
Elective	HIS 101, ART 110, MUS 120, PHI 111	3
Elective	HIS 102, PSY 101, SOC 101, THE 105	3
	<b>Total</b>	<b>15</b>

### Third Semester

Course Code	Course Name	Credit Hours
SCI 155	Integrated Science I-Physics and Chemistry with Lab: GT-SC1	4
POS 111	American Government: GT-SS1	3
EDU 221 *	Introduction to Education	3
Elective **	HIS 111, MAT 120, PHI 112, PSY 235, SCI 105	3
Elective **	ANT 101, ECO 202, HIS 112, MAT 135, PHI 113	3
	<b>Total</b>	<b>16</b>

## Elementary Teacher Education Associate of Arts (continued)

### Fourth Semester

Course Code	Course Name	Credit Hours
SCI 156	Integrated Science II-Earth and Science with Lab: GT-SC1	4
LIT 115 or LIT 201	Introduction to Literature: GT-AH2 or World Literature to 1600: GT-AH2	3
Elective **	BIO 105, BIO 112, BIO 204, MAT 121	4
Elective **	ECO 201, GEO 106, MAT 122, POS 105	3
	<b>Total</b>	<b>14</b>

### TOTAL: 60 credits

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

\*\* Check with receiving 4-year institution for specific elective courses needed. Options may include courses from the following depending upon the receiving 4-year institution: ECE 102, ECE 205, ECE 226, ECE 241, ECE 260, ENG 122, EDU 221, EDU 260, HWE 100, and/or LIT 255. It is the student's responsibility to work with a transfer advisor to determine which electives are required for their transfer path.

### Statewide Transfer Articulation Agreement for a Bachelor's Degree from these Colorado Public Four-Year Institution:

- Adams State University
- Colorado Mesa University
- Colorado Mountain College (as four-year institution)
- Colorado State University-Pueblo
- Fort Lewis College
- Metropolitan State University of Denver
- University of Colorado Boulder
- University of Colorado Colorado Springs
- University of Colorado Denver
- University of Northern Colorado
- Western State Colorado University

For the most current information on this transfer articulation agreement, please go to the following website: [https://higher.ed.colorado.gov/Academics/Transfers/Agreements/STAA\\_ELED\\_Final\\_Agreement.pdf](https://higher.ed.colorado.gov/Academics/Transfers/Agreements/STAA_ELED_Final_Agreement.pdf)

# Program: Electrical Technology Fundamentals Certificate

Campus: Off Campus  
Program Code: CER\_EFT  
CIP Code: 46.0303

## First Semester

Course Code	Course Name	Credit Hours
EIC 103	Safety & Industry Certifications	4
EIC 106	Power Theory & High Voltage Apparatus	3
EIC 125	Electrical Principles & Applied Calculations	3
EIC 140	Underground Power Systems	7
	<b>Total</b>	<b>17</b>

**TOTAL: 17 credits**

## Program: Emergency Medical Services Associate of Applied Science

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: AAS\_EMS2

CIP Code: 51.0904

### First Semester

Course Code	Course Name	Credit Hours
ENG 115 or ENG 121	Technical Writing or English Composition I: GT-CO1	3
EMS 121	EMT Fundamentals	3
EMS 122	EMT Medical Emergencies	4
EMS 123	EMT Trauma Emergencies	2
EMS 170	EMT Basic Clinical	1
	<b>Total</b>	<b>13</b>

### Second Semester

Course Code	Course Name	Credit Hours
MAT 107, MAT 120 or MAT 135	Career Math, Mathematics for the Liberal Arts: GT-MA1, or Introduction to Statistics: GT-MA1	3
BIO 111 or 201	General College Biology I with Lab: GT: SC1 or Human Anatomy & Physiology I with Lab: GT: SC2	4-5
AH1, AH2, AH3, AH4, SS1, SS2, SS3, SC1, SC2	AGE 205, ANT 101, AST 101, BIO 105, GEO 105, SCI 105	3
EMS 130	EMT Intravenous Therapy	2
Program Elective*	COM 115, COM 125, PSY 101, PSY 235, PHI 112	3
	<b>Total</b>	<b>15</b>

### Third Semester

Course Code	Course Name	Credit Hours
EMS 203	EMT Intermediate I	6
EMS 270	Clinical: EMS Intermediate	3
Program Elective*	COM 115, COM 125, PSY 101, PSY 235, PHI 112	3
Program Elective*	BIO 106, BIO 202, BIO 216, SPA 111	4-5
	<b>Total</b>	<b>16</b>

## Emergency Medical Services Associate of Applied Science (continued)

### Fourth Semester

Course Code	Course Name	Credit Hours
EMS 205	EMT Intermediate II	6
EMS 282	EMT Intermediate Internship	2
HPR 120	Advanced Cardiac Life Support (ACLS)	1
AH1, AH2, AH3, AH4, SS1, SS2, SS3, SC1, SC2	AGY 240, ECO 201, ENV 101, HIS 122, PHI 112, PSY 101	3
Program Elective*	BIO 106, BIO 202, BIO 216, SPA 111	4-5
	<b>Total</b>	<b>16</b>

**TOTAL: 60 credits**

\*Program electives must total fourteen credit hours minimum.

## Program: Emergency Medical Intermediate Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_EMT1

CIP Code: 51.0904

### First Semester

Course Code	Course Name	Credit Hours
EMS 130	EMT Intravenous Therapy	2
EMS 203	EMT Intermediate I	6
EMS 270	Clinical: EMS Intermediate	3
	<b>Total</b>	<b>11</b>

### Second Semester

Course Code	Course Name	Credit Hours
EMS 205	EMT Intermediate II	6
EMS 282	EMT Intermediate Internship	2
HPR 120	Advanced Cardiac Life Support (ACLS)	1
	<b>Total</b>	<b>9</b>

**TOTAL: 20 credits**

# Program: Emergency Medical Technician Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_EMTB

CIP Code: 51.0904

## First Semester

Course Code	Course Name	Credit Hours
EMS 121	EMT Fundamentals	3
EMS 122	EMT Medical Emergencies	4
EMS 123	EMT Trauma Emergencies	2
EMS 170	EMT Basic Clinical	1
	<b>Total</b>	<b>10</b>

**TOTAL: 10 credits**



## Program: Engine Repair Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_AB4

CIP Code: 47.0604

### First Semester

Course Code	Course Name	Credit Hours
ASE 102	Introduction to the Automotive Shop	2
ASE 130	General Engine Diagnosis	2
ASE 160	Automotive Engine Repair	2
ASE 162	Automotive Engine Service	2
	<b>Total</b>	<b>8</b>

**TOTAL: 8 credits**

## Program: Engine Performance Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_AT4

CIP Code: 47.0604

### First Semester

Course Code	Course Name	Credit Hours
ASE 102	Introduction to the Automotive Shop	2
ASE 132	Ignition Systems Diagnosis & Repair	2
ASE 134	Automotive Fuel and Emission Systems I	2
ASE 231	Automotive Computers and Ignition Systems	2
ASE 233	Automotive Fuel and Emission Systems II	4
	<b>Total</b>	<b>12</b>

**TOTAL: 12 credits**

# Program: Entrepreneurial Operations Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_BAM4

CIP Code: 52.0201

## First Semester

Course Code	Course Name	Credit Hours
BUS 115	Introduction to Business	3
BUS 216	Legal Environment of Business	3
	<b>Total</b>	<b>6</b>

## Second Semester

Course Code	Course Name	Credit Hours
BUS 102	Entrepreneurial Operations	3
BUS 217	Business Communications & Report Writing	3
BUS 289	Business Capstone	2
MAT 112	Financial Mathematics	3
	<b>Total</b>	<b>11</b>

**TOTAL: 17 credits**

# Program: Environmental Horticulture-Landscape Business Associate of Science

Campus: Trinidad Alamosa Campus (TAC)

Program Code: AS\_AS

Concentration: EHLD

CIP Code: 24.0199

## First Semester

Course Code	Course Name	Credit Hours
ENG 121	English Composition I: GT-CO1	3
MAT 166	Pre-Calculus: GT-MA1	5
ECO 201	Principles of Macroeconomics: GT-SS1	3
AGY 100 or HLT 100	General Crop Production or Introduction to Horticulture	4
	<b>Total</b>	<b>15</b>

## Second Semester

Course Code	Course Name	Credit Hours
ENG 122	English Composition II: GT-CO1	3
BIO 112	General College Biology II with Lab: GT-SC1	5
ECO 202	Principles of Microeconomics: GT-SS1	3
HI1	HIS 101, HIS 102, HIS 121, HIS 122	3
	<b>Total</b>	<b>14</b>

## Third Semester

Course Code	Course Name	Credit Hours
CHE 101 or CHE 111	Introduction to Chemistry or General Chemistry I: GT-SC1	5
ACC 121	Accounting Principles I	4
AH1, AH2, AH3, AH4	ART 110, HUM 121, LIT 115, MUS 120, PHI 112,	3
CIS 118	Introduction to PC Applications	3
	<b>Total</b>	<b>15</b>

## Environmental Horticulture-Landscape Business Associate of Science (continued)

### Fourth Semester

Course Code	Course Name	Credit Hours
AGY 240	Introductory Soil Science-GT: SC1	4
SPA 111	Spanish Language I	5
AH1, AH2, AH3, AH4	ART 112, LIT 115, MUS 125, PHI 111, PHI 113	3
HLT 202	Plant Health Care	4
	<b>Total</b>	<b>16</b>

**TOTAL: 60 credits**

**Statewide Transfer Articulation Agreement for a Bachelor's Degree from this Colorado Public Four-Year Institution:**

- **Colorado State University-Fort Collins**

*For the most current information on this transfer articulation agreement, please go to the following website:*

*[https://highered.colorado.gov/Academics/Transfers/Agreements/STAA\\_ENVIRON-HORTICULTURE\\_Landscape\\_Business\\_Final.pdf](https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_ENVIRON-HORTICULTURE_Landscape_Business_Final.pdf)*

## Program: Equine Science Associate of Science

Campus: Trinidad Alamosa Campus (TAC)

Program Code: AS\_AS

Concentration: EQSD

CIP Code: 24.0199

### First Semester

Course Code	Course Name	Credit Hours
ENG 121	English Composition I: GT-CO1	3
MAT 121 or MAT 125	College Algebra: GT-MA1 or Survey of Calculus: GT-MA1	4
ASC 102	Introduction to Equine Science	4
AGE 102	Agriculture Economics	3
	<b>Total</b>	<b>14</b>

### Second Semester

Course Code	Course Name	Credit Hours
ENG 122	English Composition II: GT-CO1	3
BIO 111	General College Biology I with Lab: GT-SC1	5
ECO 202	Principles of Microeconomics: GT-SS1	3
HI1	HIS 101, HIS 102, HIS 121, HIS 122	3
ASC 250	Live Animal & Carcass Evaluation	3
	<b>Total</b>	<b>17</b>

### Third Semester

Course Code	Course Name	Credit Hours
CHE 101 or CHE 111	Introduction to Chemistry or General Chemistry I with Lab: GT: SC1	5
MAT 135	Introduction to Statistics: GT-MA1	3
AH1, AH2, AH3, AH4	ART 110, HUM 121, LIT 115, MUS 120, PHI 112,	3
Elective	AGE 205, AGE 208, ACC 121, ECO 201	3
	<b>Total</b>	<b>14</b>

## Equine Science Associate of Science (continued)

### Fourth Semester

Course Code	Course Name	Credit Hours
AGE 260	World Interdependence: GT-SS3	3
AH1, AH2, AH3, AH4	ART 112, LIT 115, MUS 125, PHI 111, PHI 113	3
ASC 230	Anatomy Physiology	3
COM 115	Public Speaking	3
Elective	CIS 118, AGE 205, AGE 208, ECE 201	3
	<b>Total</b>	<b>15</b>

**TOTAL: 60 credits**

#### Statewide Transfer Articulation Agreement for a Bachelor's Degree from this Colorado Public Four-Year Institution:

- **Colorado State University-Fort Collins**

For the most current information on this transfer articulation agreement, please go to the following website:  
[https://higherred.colorado.gov/Academics/Transfers/Agreements/STAA\\_Equine\\_Science\\_Final.pdf](https://higherred.colorado.gov/Academics/Transfers/Agreements/STAA_Equine_Science_Final.pdf)

## Program: Esthetician Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_CSMC

CIP Code: 12.0409

### First Semester

Course Code	Course Name	Credit Hours
COS 150	Laws, Rules, and Regulations	1
COS 160	Introduction to Disinfection, Sanitation, & Safety	2
COS 250	Management, Ethics, Interpersonal Skills and Salesmanship	1
EST 110	Introduction to Facials and Skin Care	3
	<b>Total</b>	<b>7</b>

### Second Semester

Course Code	Course Name	Credit Hours
EST 111	Intermediate Facials and Skin Care	2
	<b>Total</b>	<b>2</b>

### Third Semester

Course Code	Course Name	Credit Hours
COS 260	Intermediate II: Disinfection, Sanitation, & Safety	2
COS 262	Advanced II: Disinfection, Sanitation & Safety	3
EST 212	Hair Removal	3
EST 210	Advanced Massage and Skin Care	2
EST 211	Facial Makeup	1
	<b>Total</b>	<b>11</b>

**TOTAL: 20 credits**



## Program: Geography

### Associate of Arts

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: AA\_AA

Concentration: GEOM

CIP Code: 24.0101

#### First Semester

Course Code	Course Name	Credit Hours
ENG 121	English Composition I: GT-CO1	3
MA1*	MAT 135, MAT 120, MAT121	3
GEO 105	World Regional Geography: GT-SS2	3
AH1, AH2, AH3, AH4	ART 110, ART 111, MUS 120, PHI 111, SPA 211, THE 105	3
Elective	ART 110, HIS 101, MUS 120, PHI 111, GEO 111	3
	<b>Total</b>	<b>15</b>

#### Second Semester

Course Code	Course Name	Credit Hours
ENG 122	English Composition II: GT-CO2	3
GEO 106	Human Geography: GT-SS2	3
AH1, AH2, AH3, AH4	ART 112, MUS 121, MUS 125, LIT 115, PHI 113, PHI 112	3
SS1, SS2, SS3	ANT 101, ECO 202, GEO 106, PSY 102, SOC 102	3
Elective	ECO 202, GEO 105, GEO 112, HIS 112, POS 105	3
	<b>Total</b>	<b>15</b>

#### Third Semester

Course Code	Course Name	Credit Hours
SC1, SC2*	BIO 111, CHE 101	5
GEO 111	Physical Geography: GT-SC1	4
SS1, SS2, SS3	ANT 101, ECO 201, GEO 105, PSY 101, SOC 101	3
HI1	HIS 111, HIS 102, HIS 121, HIS 122	3
	<b>Total</b>	<b>15</b>

## Geography Associate of Arts (continued)

### Fourth Semester

Course Code	Course Name	Credit Hours
SC1, SC2*	BIO 111, CHE 101	5
GEO 112	Physical Geography – Weather & Climate: GT-SC1	4
Elective	AGY 240, ANT 111, ECO 201, ENV 110, MAT 120, SCI 105	3
Elective	ANT 101, GEO 106, HIS 111, MAT 122, PHI 111	3
	<b>Total</b>	<b>15</b>

### TOTAL: 60 credits

\*Check with the receiving 4-year institution for specific elective courses needed. It is the student's responsibility to work with a transfer advisor to determine which course is required for their transfer path. Adams State University students MUST take BIO 111 (General College Biology I: GT-SC1) and CHE 101 (Introduction to Chemistry I: GT-SC1).

#### Statewide Transfer Articulation Agreement for a Bachelor's Degree from these Colorado Public Four-Year Institution:

- Adams State University
- Metropolitan State University of Denver
- University of Colorado Boulder
- University of Colorado Colorado Springs
- University of Colorado Denver
- University of Northern Colorado

For the most current information on this transfer articulation agreement, please go to the following website: [https://highered.colorado.gov/Academics/Transfers/Agreements/STAA\\_GEOGRAPHY\\_Final.pdf](https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_GEOGRAPHY_Final.pdf)

## Program: Graphic Design Certificate

Campus: Trinidad Main Campus (TMC)

Program Code: CER\_GDB1

CIP Code: 52.0201

### First Semester

Course Code	Course Name	Credit Hours
MGD 114	Adobe InDesign	3
MGD 133	Graphic Design I	3
MGD 141	Web Design I	3
	<b>Total</b>	<b>9</b>

### Second Semester

Course Code	Course Name	Credit Hours
MGD 111	Adobe Photoshop I	3
MGD 112	Adobe Illustrator I	3
MGD 289	Business Capstone	1
Elective	ART 121, ART 239, BUS 102, BUS 115, BUS 216	3
	<b>Total</b>	<b>10</b>

**TOTAL: 19 credits**

# Program: Gunsmithing

## Associate of Applied Science

Campus: Trinidad Main Campus (TMC)

Program Code: AAS\_GSM

CIP Code: 47.0402

### First Semester

Course Code	Course Name	Credit Hours
ENG 115 or ENG 121	Technical English and Communication or English Composition I: GT-CO1	3
GUS 100	Orientation & Firearms Safety	0.5
GUS 102	Introduction to Firearms	2
GUS 110	Firearms Bench Metal	5
GUS 112	Firearms Machine Shop I	5
WEL 135	Tig Welding for Gunsmiths	2
	<b>Total</b>	<b>17.5</b>

### Second Semester

Course Code	Course Name	Credit Hours
MAT 107, 120, 121 or 135	Career Math, Mathematics for Liberal Arts: GT-MA1, College Algebra: GT-MA1, or Introduction to Statistics: GT-MA1	3-4
Elective	BUS 115, HIS 122, MAR 216, PSY 101, SCI 105	3
BUS 121	Basic Workplace Skills	1
GUS 127	Firearms Machine Shop II	4
GUS 135	Firearms Conversions	5
GUS 136	Firearms Metal Finishing	2
GUS 139	Stock Duplication	2
	<b>Total</b>	<b>20</b>

### Third Semester

Course Code	Course Name	Credit Hours
Elective	ART 110, BUS 216, ENV 101, GEO 105, MAN 226	3
GUS 119	Stockmaking I	5
GUS 147	Firearms Repair I	5
GUS 205	Firearms Machine Shop III	4
	<b>Total</b>	<b>17</b>

## Gunsmithing Associate of Applied Science (continued)

### Fourth Semester

Course Code	Course Name	Credit Hours
Elective	ACC, ANT 101, AST 101, HIS 121, PHI 112	3
GUS 245	Stockmaking II	5
GUS 247	Firearms Repair II	7
GUS 265	Comprehensive Skills Evaluation	0.5
Elective	GUS 153, GUS 162, GUS 208, GUS 240, GUS 250, GUS 251, GUS 268, GUS 269	3
	<b>Total</b>	<b>18.5</b>

**TOTAL: 73 credits**

# Program: Gunsmithing Certificate

Campus: Trinidad Main Campus (TMC)  
Program Code: CER\_GSM  
CIP Code: 47.0402

## First Semester

Course Code	Course Name	Credit Hours
GUS 100	Orientation & Firearms Safety	0.5
GUS 102	Introduction to Firearms	2
GUS 110	Firearms Bench Metal	5
GUS 112	Firearms Machine Shop I	5
WEL 135	Tig Welding for Gunsmiths	2
	<b>Total</b>	<b>14.5</b>

## Second Semester

Course Code	Course Name	Credit Hours
BUS 121	Basic Workplace Skills	1
GUS 127	Firearms Machine Shop II	4
GUS 135	Firearms Conversions	5
GUS 136	Firearms Metal Finishing	2
GUS 139	Stock Duplication	2
	<b>Total</b>	<b>14</b>

## Third Semester

Course Code	Course Name	Credit Hours
GUS 119	Stockmaking I	5
GUS 147	Firearms Repair I	5
GUS 205	Firearms Machine Shop III	4
	<b>Total</b>	<b>14</b>

## Gunsmithing Certificate (continued)

### Fourth Semester

Course Code	Course Name	Credit Hours
GUS 245	Stockmaking II	5
GUS 247	Firearms Repair II	7
GUS 265	Comprehensive Skills Evaluation	0.5
Elective	GUS 153, GUS 162, GUS 208, GUS 240, GUS 250, GUS 251, GUS 268, GUS 269	3
	<b>Total</b>	<b>15.5</b>

**TOTAL: 58 credits**

## Program: Gunsmithing Fine Arts Certificate

Campus: Trinidad Main Campus (TMC)

Program Code: CER\_GSMF

CIP Code: 47.0402

### First Semester

Course Code	Course Name	Credit Hours
ART 275	Basic Drawing-Special Topics	2
GUN 140	Checkering	2
GUN 141	Gunstock Carving	2
GUN 292	Scrimshaw	2
GUS 129	Introductory Hand Engraving	3
GUS 208	Alternative Metal Finishes	2
GUS 229	Advanced Hand Engraving	3
GUS 289	Capstone	2
	<b>Total</b>	<b>18</b>

**TOTAL: 18 credits**



# Program: Gunsmithing Technician Certificate

Campus: Trinidad Main Campus (TMC)

Program Code: CER\_GSM2

CIP Code: 47.0402

## First Semester

Course Code	Course Name	Credit Hours
GUN 104	Bluing and Metal Finishes	2
GUN 116	Basic Precision Welding	2
GUN 120	Basic Machine Shop	2
GUN 121	Advanced Machine Shop	2
GUN 192	Gunsmithing Hand Tools	2
Electives	GUS prefix electives as approved by Dean of Instruction	6
	<b>Total</b>	<b>16</b>

**TOTAL: 16 credits**

# Program: Hairstylist Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_HST2

CIP Code: 12.0407

## First Semester

Course Code	Course Name	Credit Hours
COS 103	Shampoos/Rinses/Conditioners I	1
COS 120	Introduction to Hair Cutting	2
COS 130	Introduction to Hair Styling	2
COS 140	Introduction to Chemical Texture	1
COS 150	Laws, Rules, and Regulations	1
COS 160	Introduction to Disinfection, Sanitation, & Safety	2
COS 161	Intermediate I: Disinfection, Sanitation, & Safety	1
COS 262	Advanced II: Disinfection, Sanitation & Safety	3
	<b>Total</b>	<b>13</b>

## Second Semester

Course Code	Course Name	Credit Hours
COS 110	Introduction to Hair Coloring	2
COS 111	Intermediate: Hair Color	2
COS 121	Intermediate I: Haircutting	2
COS 131	Intermediate I: Hair Styling	2
COS 141	Intermediate I: Chemical Texture	1
COS 203	Shampoos/Rinses/Conditioners II	1
COS 220	Intermediate II: Hair Cutting	2
COS 230	Intermediate II: Hair Styling	2
COS 231	Advanced Hair Styling	1
COS 240	Intermediate II: Chemical Texture	1
	<b>Total</b>	<b>16</b>

## Third Semester

Course Code	Course Name	Credit Hours
COS 210	Intermediate II: Hair Coloring	2
COS 211	Advanced Hair Coloring	2
COS 221	Advanced Hair Cutting	2

## Hairstylist Certificate (continued)

COS 241	Advanced Chemical Texture	1
COS 250	Management, Ethics, Interpersonal Skills & Salesmanship	1
COS 260	Intermediate II: Disinfection, Sanitation, & Safety	2
COS 261	Advanced Disinfection, Sanitation, & Safety	1
	<b>Total</b>	<b>11</b>

**TOTAL: 40 credits**

## Program: Health and Wellness Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_HH6

CIP Code: 51.3306

### First Semester

Course Code	Course Name	Credit Hours
HHP 107	Managing Life's Stresses	1
HHP 161	Meditation for Health	1
HWE 100	Human Nutrition	3
HWE 103	Community First Aid and CPR	1
MST 105	Lifestyle Wellness	2
	<b>Total</b>	<b>8</b>

### Second Semester

Course Code	Course Name	Credit Hours
HHP 254	Holistic Health Level II	2
HWE 109	Weight Management and Exercise	2
HWE 124	Fitness and Wellness	2
OSH 226	Introduction to Ergonomics	3
	<b>Total</b>	<b>9</b>

**TOTAL: 17 credits**

# Program: Heavy Equipment Technology

## Associate of Applied Science

Campus: Trinidad Main Campus (TMC)

Program Code: AAS\_EPIC

CIP Code: 49.0202

### First Semester

Course Code	Course Name	Credit Hours
MAN 125	Team Building	1
OSH 127	10-Hr. Construction Industry Standards	1
DPM 100	Introduction to Diesel Mechanics	2
DPM 101	Diesel Shop Orientation	2
HEQ 150	Basic Principles of Engine Operation and Drive Train	2
HEQ 220	Motor Grader I	2
HEQ 225	Backhoe I	2
HEQ 240	Basic Bulldozer I	2
HEQ 246	Front End Loader II	2
HEQ 250	On-Road Dump Trucks	2
	<b>Total</b>	<b>18</b>

### Second Semester

Course Code	Course Name	Credit Hours
BUS 121	Basic Workplace Skills	1
DPM 111	Cab & Electrical PMI	1.5
DPM 112	Engine Systems PMI	1.5
HEQ 200	Heavy Equipment Grading and Staking	2
HEQ 221	Motor Grader II	2
HEQ 210	Heavy Equipment Basic Pipelaying	3
HEQ 226	Backhoe II	2
HEQ 230	Hydraulic Excavator	2
HEQ 241	Bulldozer II	2
	<b>Total</b>	<b>17</b>

### Third Semester

Course Code	Course Name	Credit Hours
ENG 115 or 121	Technical Writing and Communication or English Composition I: GT-CO1	3

## Heavy Equipment Technology Associate of Applied Science (continued)

MAT 107, 120 or 135	Career Math, Mathematics for Liberal Arts: GT-MA1 or Introduction to Statistics: GT-MA1	3
COM 115 or 125	COM 115 Public Speaking or COM 125 Interpersonal Communications	3
AH1, AH2, AH3, AH4, SS1, SS2, SS3, SC1, SC2	AGE 205, ANT 101, AST 101, BIO 105, GEO 105, SCI 105	3
AH1, AH2, AH3, AH4, SS1, SS2, SS3, SC1, SC2	AGY 240, ECO 201, ENV 101, HIS 122, PHI 112, PSY 101	3
	<b>Total</b>	<b>15</b>

### Fourth Semester

Course Code	Course Name	Credit Hours
Electives	ASE 120, ASE 123, BUS 102, BUS 115, CIS 118	6
Electives	DPM 103, WEL 102, WEL 113, WEL 121, WEL 122	6
	<b>Total</b>	<b>12</b>

**TOTAL: 62 credits**

# Program: Heavy Equipment Technology Certificate

Campus: Trinidad Main Campus (TMC)

Program Code: CER\_EPIC

CIP Code: 49.0202

## First Semester

Course Code	Course Name	Credit Hours
MAN 125	Team Building	1
OSH 127	10-Hr. Construction Industry Standards	1
DPM 100	Introduction to Diesel Mechanics	2
DPM 101	Diesel Shop Orientation	2
HEQ 150	Basic Principles of Engine Operation and Drive Train	2
HEQ 220	Motor Grader I	2
HEQ 225	Backhoe I	2
HEQ 240	Basic Bulldozer I	2
HEQ 246	Front End Loader II	2
HEQ 250	On-Road Dump Trucks	2
	<b>Total</b>	<b>18</b>

## Second Semester

Course Code	Course Name	Credit Hours
BUS 121	Basic Workplace Skills	1
DPM 111	Cab & Electrical PMI	1.5
DPM 112	Engine Systems PMI	1.5
HEQ 200	Heavy Equipment Grading & Staking	2
HEQ 221	Motor Grader II	2
HEQ 210	Heavy Equipment Basic Pipelaying	3
HEQ 226	Backhoe II	2
HEQ 230	Hydraulic Excavator	2
HEQ 241	Bulldozer II	2
	<b>Total</b>	<b>17</b>

**TOTAL: 35 credits**

# Program: Herbology Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_HH7

CIP Code: 51.3306

## First Semester

Course Code	Course Name	Credit Hours
HHP 108	Introduction to Aromatherapy	1
HHP 111	Herbology I	1
HHP 145	Digestive Wellness	1
HHP 200	Bach's Essences	2
MST 106	Anatomy & Physiology for Massage Therapy	4
MST 217	Pharmacology for Massage	1
	<b>Total</b>	<b>10</b>

## Second Semester

Course Code	Course Name	Credit Hours
HHP 211	Herbology II	2
HHP 288	Holistic Health Professional Practicum	2
MST 105	Lifestyle Wellness	2
MST 216	Pathology for Massage Therapy	3
	<b>Total</b>	<b>9</b>

**TOTAL: 19 credits**



## Program: History Associate of Arts

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: AA\_AA

Concentration: HIST

CIP Code: 24.0101

### First Semester

Course Code	Course Name	Credit Hours
ENG 121	English Composition I: GT-CO1	3
MAT 120	Mathematics for the Liberal Arts: GT-MA1	4
HI1	Western Civilization: Antiquity-1650: GT-HI1	3
COM 115 or COM 125	Public Speaking or Interpersonal Communications	3
AH1, AH2, AH3, AH4	ART 110, HUM 121, LIT 115, MUS 120, PHI 112, THE 105	3
	<b>Total</b>	<b>16</b>

### Second Semester

Course Code	Course Name	Credit Hours
ENG 122	English Composition II: GT-CO1	3
SC1, SC2	AGY 240, ANT 111, AST 101, BIO 105, CHE 101, ENV 101*** One Science course is required to be GT-SC1 course with lab	4
SS1, SS2, SS3	ANT 101, ECO 201, GEO 105, POS 105, PSY 101, SOC 101	3
HIS 102	Western Civilization: 1650-Present: GT-HI1	3
AH1, AH2, AH3, AH4	ART 111, MUS 120, PHI 111, SPA 111	3
	<b>Total</b>	<b>16</b>

### Third Semester

Course Code	Course Name	Credit Hours
SC1, SC2	ENV 110, SCI 105	3
AH1, AH2, AH3, AH4	ART 112, LIT 115, MUS 125, PHI 113	3
HIS 121	U.S. History to Reconstruction: GT-HI1	3
Elective	AST 101, MAT 135, POS 111, SCI 105, SOC 101	3
Elective	AGY 240, ANT 111, BIO 220, BIO 221, ENV 101	4
	<b>Total</b>	<b>16</b>

## History Associate of Arts (continued)

### Fourth Semester

Course Code	Course Name	Credit Hours
SS1, SS2, SS3	ANT 102, ECO 202, GEO 106, POS 105, PSY 102, SOC 102	3
HIS 122	U.S. History Since the Civil War: GT-HI1	3
HIS 225 or 247	Colorado History or 20th Century World History	3
Elective	ANT 101, GEO 105, MUS 122, PHI 111, POS 105	3
	<b>Total</b>	<b>12</b>

**TOTAL: 60 credits**

**Statewide Transfer Articulation Agreement for a Bachelor's Degree from these Colorado Public Four-Year Institution:**

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

*For the most current information on this transfer articulation agreement, please go to the following website: [https://highered.colorado.gov/Academics/Transfers/Agreements/STAA\\_HISTORY\\_Final.pdf](https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_HISTORY_Final.pdf)*

## Program: Holistic Health Associate of Applied Science

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: AAS\_HH1

CIP Code: 51.3306

### First Semester

Course Code	Course Name	Credit Hours
HHP 116	Introduction to Massage Technique I	1
HHP 161	Meditation for Health	1
HHP 208	Advanced Musculoskeletal Anatomy	2
MST 106	Anatomy & Physiology for Massage Therapy	4
MST 111	Basic Massage Therapy	4
MST 184	Clinical Massage	2
HHP 188	Practicum	2
	<b>Total</b>	<b>16</b>

### Second Semester

Course Code	Course Name	Credit Hours
BUS 115	Introduction to Business	3
HHP 117	Introduction to Massage Technique II	1
HPR 117	Anatomical Kinesiology	3
MST 113	Professional Massage	3
MST 216	Pathology for Massage Therapy	3
MST 284	Clinical Massage	2
MST 289	Capstone	1
	<b>Total</b>	<b>16</b>

### Third Semester

Course Code	Course Name	Credit Hours
ENG 121	English Composition I: GT-CO1	3
AH1, AH2, AH3, AH4, SS1, SS2, SS3, SC1, SC2	ART 110, ECO 201, MUS 120, PHI 112, PSY 101, THE 105	3
Elective	HHP 108, HHP 111, HHP 145, HHP 164, HHP 166, HHP 260	1
Elective	HHP 108, HHP 111, HHP 145, HHP 164, HHP 166, HHP 260	1

## Holistic Health Associate of Applied Science (continued)

Elective	HHP 200, HHP 211, MST 216	2
Elective	HHP 108, HHP 111, HHP 145, HHP 164, HHP 166, HHP 260	1
Elective	HHP 200, HHP 211, MST 216	2
	<b>Total</b>	<b>13</b>

### Fourth Semester

Course Code	Course Name	Credit Hours
MAT 107, MAT 120, 121 or 135	Career Math, Mathematics for the Liberal Arts: GT-MA1 College Algebra: GT-MA1 or Introduction to Statistics: GT-MA1	3-4
COM 115 or 125	COM 115 Public Speaking or COM 125 Interpersonal Communications	3
AH1, AH2, AH3, AH4, SS1, SS2, SS3, SC1, SC2	ART 111, ECO 202, MUS 121, PHI 111, PSY 235, SOC 101	3
Elective	HHP 108, HHP 111, HHP 145, HHP 164, HHP 166, HHP 260	1
Elective	HHP 200, HHP 211, MST 216	2
Elective	HHP 108, HHP 111, HHP 145, HHP 164, HHP 166, HHP 260	1
Elective	HHP 200, HHP 211, MST 216	2
	<b>Total</b>	<b>15</b>

**TOTAL: 60 credits**

## Program: Human Services Associate of Applied Science

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: AAS\_HSE1

CIP Code: 51.1508

### First Semester

Course Code	Course Name	Credit Hours
MAT 120 or 135	Mathematics for Liberal Arts: GT-MA1 or Introduction to Statistics: GT-MA1	3-4
PSY 101	General Psychology I: GT-SS3	3
BUS 217	Business Communication & Report Writing	3
HSE 106	Survey of Human Services	3
HSE 107	Interviewing Principles and Practices	3
	<b>Total</b>	<b>16</b>

### Second Semester

Course Code	Course Name	Credit Hours
ENG 121	English Composition I: GT-CO1	3
SOC 101	Introduction to Sociology: GT-SS3	3
HSE 205	Human Services for Groups	3
HSE 206	Human Services for Families	3
HSE 209	Crisis Theory and Intervention	3
	<b>Total</b>	<b>15</b>

### Third Semester

Course Code	Course Name	Credit Hours
COM 115 or 125	Public Speaking or Interpersonal Communication	3
HSE 109	Social Issues in Human Services	3
HSE 207	Community Organization	3
HSE 226	Case Management for Human Services Practitioners	3
Elective	PSY 102, PSY 226, PSY 227, PSY 231, PSY 236, SOC 102	3
	<b>Total</b>	<b>15</b>

## Human Services Associate of Applied Science (continued)

### Fourth Semester

Course Code	Course Name	Credit Hours
HSE 188	Human Services Practicum I	3
HSE 215	Introduction to Delinquency & Justice	3
HSE 275	Disability Services	3
Elective	SOC 102, SOC 205, SOC 231	3
Elective	PSY 102, PSY 226, PSY 227, PSY 231, PSY 236	3
	<b>Total</b>	<b>15</b>

**TOTAL: 61 credits**

## Program: Human Services Level I Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_HSL1

CIP Code: 51.1508

### First Semester

Course Code	Course Name	Credit Hours
BUS 217	Business Communications & Report Writing	3
HSE 106	Survey of Human Services	3
HSE 107	Interviewing Principles and Practices	3
	<b>Total</b>	<b>9</b>

### Second Semester

Course Code	Course Name	Credit Hours
HSE 205	Human Services for Groups	3
HSE 206	Human Services for Families	3
HSE 209	Crisis Theory and Intervention	3
	<b>Total</b>	<b>9</b>

**TOTAL: 18 credits**

# Program: Human Services Level II Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_HSL2

CIP Code: 51.1508

## First Semester

Course Code	Course Name	Credit Hours
HSE 109	Social Issues in Human Services	3
HSE 207	Community Organization	3
HSE 226	Case Management for Human Services Practitioners	3
	<b>Total</b>	<b>9</b>

## Second Semester

Course Code	Course Name	Credit Hours
HSE 188	Human Services Practicum I	3
HSE 215	Introduction to Delinquency & Justice	3
HSE 275	Disability Services	3
	<b>Total</b>	<b>9</b>

**TOTAL: 18 credits**



## Program: HVAC Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_AB

CIP Code: 47.0604

### First Semester

Course Code	Course Name	Credit Hours
ASE 102	Introduction to the Automotive Shop	2
ASE 264	Introduction to Automotive Heating and Air Conditioning	1
ASE 265	Heating and Air Conditioning Systems	4
	<b>Total</b>	<b>7</b>

**TOTAL: 7 credits**

# Program: Infant/Toddler Supervisor Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_ED4

CIP Code: 13.1210

## First Semester

Course Code	Course Name	Credit Hours
ECE 101	Introduction to Early Childhood Professions	3
ECE 103	Guidance Strategies for Young Children	3
ECE 111	Infant and Toddler Theory and Practice	3
PSY 238	Child Development: GT: SS3	3
	<b>Total</b>	<b>12</b>

## Second Semester

Course Code	Course Name	Credit Hours
ECE 102	Introduction to Early Childhood Education Lab Techniques	3
ECE 112	Intro to Infant/Toddler Lab Techniques	3
ECE 220	ECE Curriculum Development: Methods and Techniques	3
	<b>Total</b>	<b>9</b>

**TOTAL: 21 credits**

## Program: Line Technician Associate of Applied Science

Campus: Off Campus  
Program Code: AAS\_RMLT  
CIP Code: 46.0303

### First Semester

Course Code	Course Name	Credit Hours
EIC 103	Safety & Industry Certifications	4
EIC 106	Power Theory & High Voltage Apparatus	3
EIC 125	Electrical Principles & Applied Calculations	3
EIC 140	Underground Power Systems	7
EIC 141	Overhead Power Systems	9
	<b>Total</b>	<b>26</b>

### Second Semester

Course Code	Course Name	Credit Hours
ENG 115	Technical English and Communication	3
MAT 107, MAT 120 or MAT 135	Career Math, Mathematics for Liberal Arts: GT-MA1 or Introduction to Statistics: GT-MA1	3-4
PSY 101	General Psychology I: GT-SS3	3
SOC 101	Introduction to Sociology I: GT-SS3	3
OSH 125	Construction Industry Standards	3
	<b>Total</b>	<b>15</b>

### Third Semester

Course Code	Course Name	Credit Hours
COM 115 or COM 125	Public Speaking or Interpersonal Communications	3
BUS 216	Legal Environment of Business	3
CIS 118	Intro to PC Applications	3
MAN 226	Principles of Management	3
OSH 215	Accident Prevention	3
EIC 180	Electricity Industrial and Commercial Internship (variation of credits based upon choice of mathematics course)	4
	<b>Total</b>	<b>19</b>

**TOTAL: 60 credits**

## Program: Licensed Practical Nurse to Registered Nurse Option Associate of Applied Science

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: AAS\_NR11

CIP Code: 51.3801

### First Semester

Course Code	Course Name	Credit Hours
NUR 189	Transition from LPN to ADN	3
	<b>Total</b>	<b>3</b>

### Second Semester

Course Code	Course Name	Credit Hours
NUR 206	Advanced Concepts of Medical Surgical Nursing I	6.5
NUR 211	Nursing Care of Psychiatric Clients	4
NUR 212	Pharmacology II	2
	<b>Total</b>	<b>12.5</b>

### Third Semester

Course Code	Course Name	Credit Hours
NUR 216	Advanced Concepts of Medical Surgical Nursing II	5
NUR 230	Transition to Professional Nursing Practice	4
Elective	PSY 101, SOC 101	3
	<b>Total</b>	<b>12</b>

**TOTAL: 27.5 credits\*\*** This is conditional based upon student transferring Level I credits from a regionally accredited institution with appropriate coursework.

## Program: Manicurist Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_MNCT

CIP Code: 12.0410

### First Semester

Course Code	Course Name	Credit Hours
COS 150	Laws, Rules, and Regulations	1
COS 160	Intro to Disinfection, Sanitation, & Safety	2
COS 161	Intermediate I: Disinfection, Sanitation, & Safety	1
NAT 110	Introduction to Manicures & Pedicures	3
NAT 111	Intermediate Manicures & Pedicures	2
	<b>Total</b>	<b>9</b>

### Second Semester

Course Code	Course Name	Credit Hours
COS 250	Management, Ethics, Interpersonal Skills & Salesmanship	1
COS 260	Intermediate II: Disinfection, Sanitation, & Safety	2
COS 261	Advanced Disinfection, Sanitation, & Safety	1
NAT 210	Advanced Manicures & Pedicures	2
NAT 211	Application of Artificial Nails	5
	<b>Total</b>	<b>11</b>

**TOTAL: 20 credits**

## Program: Manual Machining Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_MIN2

CIP Code: 15.0613

### First Semester

Course Code	Course Name	Credit Hours
MAC 101	Introduction to Machine Shop	3
MAC 110	Introduction to the Engine Lathe	3
MAC 111	Intermediate Engine Lathe	3
MAC 120	Introduction to Milling Machine	3
	<b>Total</b>	<b>12</b>

**TOTAL: 12 credits**

## Program: Manual Transmission Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_AUTQ

CIP Code: 47.0604

### First Semester

Course Code	Course Name	Credit Hours
ASE 102	Introduction to the Automotive Shop	2
ASE 150	Manual Drive Train and Axle Maintenance	2
ASE 151	Automotive Manual Transmission/Transaxles & Clutches	2
ASE 152	Automotive Manual Transmission/Transaxles & Clutches II	2
	<b>Total</b>	<b>8</b>

**TOTAL: 8 credits**

# Program: Massage Therapy Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_MSGT

CIP Code: 51.3501

## First Semester

Course Code	Course Name	Credit Hours
HHP 116	Introduction to Massage Technique I	1
HHP 208	Advanced Musculoskeletal Anatomy	2
MST 111	Basic Massage Therapy	4
MST 184	Clinical Massage	2
	<b>Total</b>	<b>9</b>

## Second Semester

Course Code	Course Name	Credit Hours
HPR 117	Anatomical Kinesiology	3
MST 113	Professional Massage	3
MST 216	Pathology for Massage Therapy	3
MST 284	Clinical Massage	2
	<b>Total</b>	<b>11</b>

**TOTAL: 20 credits**



## Program: Manufacturing Technology Associate of Applied Science

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: AAS\_MFT

CIP Code: 15.0613

### First Semester

Course Code	Course Name	Credit Hours
MAC 101	Introduction to Machine Shop	3
MAC 110	Introduction to the Engine Lathe	3
MAC 120	Introduction to Milling Machine	3
MAC 201	Introduction to CNC Turning Operations	3
MAC 205	Introduction to CNC Milling Operations	3
MAC 240	CAD/CAM 2D	3
	<b>Total</b>	<b>18</b>

### Second Semester

Course Code	Course Name	Credit Hours
BUS 121	Basic Workplace Skills	1
MAC 111	Intermediate Engine Lathe	3
MAC 121	Intermediate Milling Machine	3
MAC 202	CNC Turning Operations II	3
MAC 206	CNC Milling Operations II	3
MAC 245	CAD/CAM 3D	3
	<b>Total</b>	<b>16</b>

### Third Semester

Course Code	Course Name	Credit Hours
ENG 115 or 121	Technical Writing or English Composition I: GT-CO1	3
MAT 107, 120, 121 or 135	Career Math, Mathematics for Liberal Arts: GT-MA1, College Algebra: GT-MA1, or Introduction to Statistics: GT-MA1	3
COM 115 or 125	COM 115 Public Speaking or COM 125 Interpersonal Communications	3
AH1, AH2, AH3, AH4, SS1, SS2, SS3, SC1, SC2	AGE 205, ANT 101, AST 101, BIO 105, GEO 105, SCI 105	3
	<b>Total</b>	<b>12</b>

## Manufacturing Technology Associate of Applied Science (continued)

### Fourth Semester

Course Code	Course Name	Credit Hours
AH1, AH2, AH3, AH4, SS1, SS2, SS3, SC1, SC2	AGY 240, ECO 201, ENV 101, HIS 122, PHI 112, PSY 101	3
Electives	DPM 103, WEL 102, WEL 113, WEL 121, WEL 122	3-4
Electives	DPM 103, WEL 102, WEL 113, WEL 121, WEL 122	3-4
Electives	DPM 103, WEL 102, WEL 113, WEL 121, WEL 122	3-4
Electives	ASE 120, ASE 123, BUS 102, BUS 115, CIS 118	2-3
	<b>Total</b>	<b>14</b>

**TOTAL: 60 credits**

## Program: Mathematics Associate of Science

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: AS\_AS

Concentration: MATH

CIP Code: 24.0101

### First Semester

Course Code	Course Name	Credit Hours
ENG 121	English Composition I: GT-CO1	3
MAT 201	Calculus I: GT-MA1	5
PHY 211	Physics: Calculus-Based I with Lab: GT-SC1	5
SS1, SS2, SS3	ANT 101, GEO 105, HIS 101, ECO 201, PSY 101, SOC 101	3
	<b>Total</b>	<b>16</b>

### Second Semester

Course Code	Course Name	Credit Hours
ENG 122	English Composition II: GT-CO1	3
MAT 202*	Calculus II: GT-MA1	5
PHY 212	Physics: Calculus-Based II with Lab: GT-SC1	5
AH1, AH2, AH3, AH4	ART 110, MUS 120, MUS 121, PHI 111, SPA 111	3
	<b>Total</b>	<b>16</b>

### Third Semester

Course Code	Course Name	Credit Hours
MAT 203	Calculus III: GT-MA1	4
AH1, AH2, AH3, AH4	ART 112, LIT 115, MUS 125, PHI 113	3
SS1, SS2, SS3	ANT 101, GEO 105, HIS 122, ECO 202, PSY 102, SOC 102	3
COM 115 or COM 125	Public Speaking or Interpersonal Communications	3
	<b>Total</b>	<b>13</b>

### Fourth Semester

Course Code	Course Name	Credit Hours
CSC 160*	Computer Science I	4
HI1	HIS 101, HIS 102, HIS 121, HIS 122	3

## Mathematics Associate of Science (continued)

AH1, AH2, AH3, AH4	ART 111, MUS 122, MUS 125, PHI 112	3
Elective	BIO 111, BIO 112, BIO 221, CHE 101, CHE 102, MAT 204	5
	<b>Total</b>	<b>15</b>

### TOTAL: 60 credits

\*It is the student's responsibility to work with a transfer advisor to determine courses required for their transfer path.

#### Statewide Transfer Articulation Agreement for a Bachelor's Degree from these Colorado Public Four-Year Institution:

- **Adams State University (B.A. Mathematics)**
- **Colorado Mesa University (B.S. Mathematics)**
- **Colorado State University-Fort Collins (B.S. Mathematics)**
- **Colorado State University-Pueblo (B.A. Mathematics, B.S. Mathematics)**
- **Fort Lewis College (B.A. Mathematics, B.S. Mathematics)**
- **Metropolitan State University of Denver (B.A. Mathematics)**
- **University of Colorado Boulder (B.A. Mathematics)**
- **University of Colorado Colorado Springs (B.A. Mathematics, B.S. Mathematics)**
- **University of Colorado Denver (B.S. Mathematics)**
- **University of Northern Colorado (B.S. Mathematics)**
- **Western State Colorado University (B.A. Mathematics)**

*For the most current information on this transfer articulation agreement, please go to the following website: [https://highered.colorado.gov/Academics/Transfers/Agreements/STAA\\_MATHEMATICS\\_Final.pdf](https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_MATHEMATICS_Final.pdf)*

# Program: Medical Assistant Professional Associate of Applied Science

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: AAS\_MOAT

CIP Code: 51.0710

## First Semester

Course Code	Course Name	Credit Hours
BIO 106	Basic Anatomy and Physiology	4
CIS 135	Complete PC Applications	3
HPR 178	Medical Terminology	2
MAP 110	Medical Office Administration	4
MAP 120	Medical Office Financial Management	4
MAP 140	Medical Assisting Clinical Skills	4
	<b>Total</b>	<b>21</b>

## Second Semester

Course Code	Course Name	Credit Hours
EMS 175	First Aid for Medical Assistants	0.25
HPR 102	CPR for Professionals	0.5
HPR 137	Human Diseases	4
MAP 138	Medical Assistant Laboratory	4
MAP 150	Pharmacology for Medical Assistants	3
MAP 189	Review for Medical Assistant National Exam	1
MOT 175	Scribe for Medical Assistants	4
	<b>Total</b>	<b>16.75</b>

## Third Semester

Course Code	Course Name	Credit Hours
MAP 183	Medical Assistant Internship	4
Program Elective	BIO 201, BIO 202, BIO 204, NUA 101	3-4
Program Elective	BIO 201, BIO 202, BIO 204, NUA 101	3-4
	<b>Total</b>	<b>10</b>

## Medical Assistant Professional Associate of Applied Science (continued)

### Fourth Semester

Course Code	Course Name	Credit Hours
ENG 121	English Composition I: GT-CO1	3
MAT 107, 121 or 135	Career Math, College Algebra: GT-MA1 or Introduction to Statistics: GT-MA1	3
COM 115 or 125	COM 115 Public Speaking or COM 125 Interpersonal Communications	3
General Ed Electives	BIO 201, PSY 101, PSY 235, SOC 101, SOC 102	3-4
General Ed Electives	BIO 201, PSY 101, PSY 235, SOC 101, SOC 102	3-4
	<b>Total</b>	<b>15</b>

**TOTAL: 62.75 credits**

# Program: Medical Assistant Professional Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_MDA1

CIP Code: 51.0710

## First Semester

Course Code	Course Name	Credit Hours
BIO 106	Basic Anatomy and Physiology	4
CIS 135	Complete PC Applications	3
HPR 178	Medical Terminology	2
MAP 110	Medical Office Administration	4
MAP 120	Medical Office Financial Management	4
MAP 140	Medical Assisting Clinical Skills	4
	<b>Total</b>	<b>21</b>

## Second Semester

Course Code	Course Name	Credit Hours
EMS 175	First Aid for Medical Assistants	0.25
HPR 102	CPR for Professionals	0.5
HPR 137	Human Diseases	4
MAP 138	Medical Assistant Laboratory	4
MAP 150	Pharmacology for Medical Assistants	3
MAP 189	Review for Medical Assistant National Exam	1
MOT 175	Scribe for Medical Assistants	4
	<b>Total</b>	<b>16.75</b>

## Third Semester

Course Code	Course Name	Credit Hours
MAP 183	Medical Assistant Internship	4
	<b>Total</b>	<b>4</b>

**TOTAL: 41.75 credits**

# Program: NRA Firearms Safety Instructor Certificate

Campus: Trinidad Main Campus (TMC)  
 Program Code: CER\_NRAS  
 CIP Code: 47.0402

## First Semester

Course Code	Course Name	Credit Hours
COM 115	Public Speaking	3
GUR 101	NRA Home Firearm Safety Course	0.5
GUR 106	NRA Basic Pistol Shooting	0.5
GUR 107	NRA Basic Shotgun Shooting	1
GUR 108	NRA Muzzleloading Pistol Shooting	1
GUR 109	NRA Muzzleloading Rifle Shooting	1
GUR 110	NRA Basic Rifle Shooting	1
GUR 111	NRA Muzzleloading Shotgun Shooting	1
GUR 112	NRA Personal Protection Course	1
GUR 120	NRA Range Safety Officer Course	0.5
GUR 200	NRA Basic Instruction Training	0.5
GUR 201	NRA Home Firearms Safety Instructor	0.5
GUR 206	NRA Basic Pistol Shooting Instructor	1
GUR 207	NRA Basic Shotgun Shooting Instructor	1
GUR 208	NRA Muzzleloading Instructor	1
GUR 210	NRA Basic Rifle Shooting Instructor	1
GUR 212	Personal Protection Instructor	1
GUR 220	NRA Chief Range Safety Officer	0.5
GUR 250	Instructional Leadership	1
	<b>Total</b>	<b>18</b>

Degrees/Certificates

**TOTAL: 18 credits**



## Program: Nurse Aide Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_NR3

CIP Code: 51.3902

### First Semester

Course Code	Course Name	Credit Hours
NUA 101	Nurse Aid Health Care Skills	4
NUA 170	Nurse Aid Clinical	1
	<b>Total</b>	<b>5</b>

**TOTAL: 5 credits**

# Program: Occupational Safety & Health Technology

## Associate of Applied Science

Campus: Online

Program Code: AAS\_OSHT

CIP Code: 15.0701

### First Semester

Course Code	Course Name	Credit Hours
ENG 121	English Composition I: GT-CO1	3
COM 115 or 125	Public Speaking or Interpersonal Communication	3
OSH 114	General Industry Standards	3
OSH 145	Fire Safety	3
OSH 156	Environmental Regulations	3
OSH 165	Trench & Excavation Safety (recommended elective)	1
	<b>Total</b>	<b>16</b>

### Second Semester

Course Code	Course Name	Credit Hours
ENG 131	Technical Writing I	3
MAT 135	Introduction to Statistics: GT-MA1	3
PSY 268	Organizational Psychology	3
OSH 125	Construction Industry Standards	3
OSH 134	Case Study Evaluation	3
OSH 146	Hazardous Materials	3
	<b>Total</b>	<b>18</b>

### Third Semester

Course Code	Course Name	Credit Hours
CHE 101	Introduction to Chemistry with Lab: GT-SC1	5
OSH 215	Accident Prevention	3
OSH 225	Industrial Hygiene	3
OSH 226	Introduction to Ergonomics	3
	<b>Total</b>	<b>14</b>

## Occupational Safety & Health Technology Associate of Applied Science (continued)

### Fourth Semester

Course Code	Course Name	Credit Hours
BIO 106	Basic Anatomy and Physiology	4
PHI 205	Business Ethics: GT-AH3	3
OSH 236	Workers' Compensation	2
OSH 245	Safety Program Management	3
OSH 248	Safety Training Methods	3
OSH 256	Industrial Hygiene Instrument Lab	3
	<b>Total</b>	<b>18</b>

**TOTAL: 66 credits**

# Program: Occupational Safety & Health Technology Certificate

Campus: Online

Program Code: CER\_OSHT

CIP Code: 15.0701

## First Semester

Course Code	Course Name	Credit Hours
OSH 114	General Industry Standards	3
OSH 145	Fire Safety	3
OSH 215	Accident Prevention	3
OSH 225	Industrial Hygiene	3
OSH 226	Introduction to Ergonomics	3
	<b>Total</b>	<b>15</b>

## Second Semester

Course Code	Course Name	Credit Hours
OSH 125	Construction Industry Standards	3
OSH 146	Hazardous Materials	3
OSH 236	Workers' Compensation	2
OSH 245	Safety Program Management	3
OSH 248	Safety Training Methods (recommended elective)	3
	<b>Total</b>	<b>14</b>

**TOTAL: 29 credits**

## Program: Office Professional Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_BOFP

CIP Code: 52.0201

### First Semester

Course Code	Course Name	Credit Hours
ACC 101	Fundamentals of Accounting	3
BTE 102	Keyboarding Apps I	2
BTE 108	Ten-Key by Touch	1
	<b>Total</b>	<b>6</b>

### Second Semester

Course Code	Course Name	Credit Hours
ACC 245	Computerized Accounting with a Professional Package	3
BUS 115	Introduction to Business	3
CIS 118	Intro to PC Applications	3
	<b>Total</b>	<b>9</b>

### Third Semester

Course Code	Course Name	Credit Hours
BTE 225	Office Management	3
BUS 217	Business Communications & Report Writing	3
CIS 135	Complete PC Word Processing	3
CIS 155	PC Spreadsheets Concepts	3
	<b>Total</b>	<b>12</b>

**TOTAL: 27 credits**

## Program: Physics Associate of Science

Campus: Trinidad Main Campus (TMC)

Program Code: AS\_AS

Concentration: PHYS

CIP Code: 24.0101

### First Semester

Course Code	Course Name	Credit Hours
ENG 121	English Composition I: GT-CO1	3
MAT 201	Calculus I: GT-MA1	5
PHY 211	Physics: Calculus-Based I with Lab: GT-SC1	5
SS1, SS2, SS3	ANT 101, GEO 105, HIS 101, ECO 201, SOC 101	3
	<b>Total</b>	<b>16</b>

### Second Semester

Course Code	Course Name	Credit Hours
ENG 122	English Composition II: GT-CO1	3
MAT 202*	Calculus II: GT-MA1	5
PHY 212	Physics: Calculus-Based II with Lab: GT-SC1	5
AH1, AH2, AH3, AH4	ART 110, MUS 120, MUS 125, PHI 111, SPA 111	3
	<b>Total</b>	<b>16</b>

### Third Semester

Course Code	Course Name	Credit Hours
MAT 203*	Calculus III: GT-MA1	4
PHY 213*	Physics: Calculus-Based II: Modern Physics	3
CHE 111*	General College Chemistry I with Lab: GT-SC1	5
AH1, AH2, AH3, AH4	ART 112, LIT 115, MUS 125, PHI 113	3
	<b>Total</b>	<b>15</b>

### Fourth Semester

Course Code	Course Name	Credit Hours
MAT 265*	Differential Equations: GT-MA1	3
CSC 160 or CHE 112*	Computer Science I or General College Chemistry II with Lab: GT-SC1	4-5

## Physics Associate of Science (continued)

HI1	HIS 101, HIS 102, HIS 121, HIS 122	3
AH1, AH2, AH3, AH4	ART 111, MUS 121, MUS 125, PHI 112	3
	<b>Total</b>	<b>13-15</b>

### TOTAL: 60 credits

\*It is the student's responsibility to work with a transfer advisor to determine courses required for their transfer path.

#### Statewide Transfer Articulation Agreement for a Bachelor's Degree from these Colorado Public Four-Year Institution:

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

For the most current information on this transfer articulation agreement, please go to the following website:  
[https://higher.ed.colorado.gov/Academics/Transfers/Agreements/STAA\\_PHYSICS\\_Final.pdf](https://higher.ed.colorado.gov/Academics/Transfers/Agreements/STAA_PHYSICS_Final.pdf)

# Program: Power Construction Supervision

## Associate of Applied Science

Campus: Off Campus  
 Program Code: AAS\_PWRS  
 CIP Code: 46.0303

### Pre-Requisite

Course Code	Course Name	Credit Hours
	Proof of Department of Labor approved apprenticeship completion of 7500 hours; Prior Learning Assessment portfolio completed with Registrar and pre-approval from Dean of Instruction.	
	<b>Total</b>	<b>45</b>

### Second Semester

Course Code	Course Name	Credit Hours
COM 115 or COM 125	Public Speaking or Interpersonal Communications	3
ENG 115	Technical English and Communication	3
MAT 107, MAT 120 or MAT 135	Career Math, Mathematics for Liberal Arts: GT-MA1 or Introduction to Statistics: GT-MA1	3-4
PHI 205	Business Ethics: GT-AH3	3
PSY 101	General Psychology I: GT-SS3	3
	<b>Total</b>	<b>15</b>

**TOTAL: 60 credits**



# Program: Precision Machining Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_MTPM

CIP Code: 15.0613

## First Semester

Course Code	Course Name	Credit Hours
MAC 101	Introduction to Machine Shop	3
MAC 110	Introduction to the Engine Lathe	3
MAC 120	Introduction to Milling Machine	3
MAC 201	Introduction to CNC Turning Operations	3
MAC 205	Introduction to CNC Milling Operations	3
MAC 240	CAD/CAM 2D	3
	<b>Total</b>	<b>18</b>

## Second Semester

Course Code	Course Name	Credit Hours
BUS 121	Basic Workplace Skills	1
MAC 111	Intermediate Engine Lathe	3
MAC 121	Intermediate Milling Machine	3
MAC 202	CNC Turning Operations II	3
MAC 206	CNC Milling Operations II	3
MAC 245	CAD/CAM 3D	3
	<b>Total</b>	<b>16</b>

**TOTAL: 34 credits**

## Program: Pre-Engineering Associate of Science

Campus: Trinidad Main Campus (TMC)

Program Code: AS\_AS

Concentration: EGGT

CIP Code: 24.0199

Students planning to complete an engineering bachelor's degree, please recognize that credits below are not guaranteed to apply toward the engineering degree. It is imperative that students contact a Trinidad State and engineering advisor at the 4-year institution by the end of the first semester to clarify course work appropriate for their intended engineering major and to identify the community courses and GPA necessary to meet the competitive admission requirements.

For the most current information on this transfer articulation agreement, please go to the following website: <https://highered.colorado.gov/Academics/Transfers/TransferDegrees.html>

### First Semester

Course Code	Course Name	Credit Hours
English and Communications	As recommended by four-year institution	
Mathematics	As recommended by four-year institution	
Physical and Life Sciences	As recommended by four-year institution	
Social and Behavioral Sciences	As recommended by four-year institution	
Arts and Humanities	As recommended by four-year institution	
Elective*	As recommended by four-year institution	
	<b>Total</b>	<b>15 credits minimum</b>

### Second Semester

Course Code	Course Name	Credit Hours
English and Communications	As recommended by four-year institution	
Mathematics	As recommended by four-year institution	
Physical and Life Sciences	As recommended by four-year institution	
Social and Behavioral Sciences	As recommended by four-year institution	
Arts and Humanities	As recommended by four-year institution	
Elective*	As recommended by four-year institution	
	<b>Total</b>	<b>15 credits minimum</b>

## Pre-Engineering Associate of Science (continued)

### Third Semester

Course Code	Course Name	Credit Hours
English and Communications	As recommended by four-year institution	
Mathematics	As recommended by four-year institution	
Physical and Life Sciences	As recommended by four-year institution	
Social and Behavioral Sciences	As recommended by four-year institution	
Arts and Humanities	As recommended by four-year institution	
Elective*	As recommended by four-year institution	
	<b>Total</b>	<b>15 credits minimum</b>

### Fourth Semester

Course Code	Course Name	Credit Hours
English and Communications	As recommended by four-year institution	
Mathematics	As recommended by four-year institution	
Physical and Life Sciences	As recommended by four-year institution	
Social and Behavioral Sciences	As recommended by four-year institution	
Arts and Humanities	As recommended by four-year institution	
Elective*	As recommended by four-year institution	
	<b>Total</b>	<b>15 credits minimum</b>

### TOTAL: 60 credits

\* It is the student's responsibility to work with a transfer advisor to determine which elective courses are required for their transfer path.

#### Statewide Transfer Articulation Agreement for a Bachelor's Degree from these Colorado Public Four-Year Institution:

- Colorado Mesa University
- Colorado School of Mines
- Colorado State University
- Colorado State University-Pueblo
- Fort Lewis College
- Metropolitan State University of Denver
- University of Colorado Boulder
- University of Colorado Colorado Springs
- University of Colorado Denver

## Program: Associate of General Studies

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: AGS\_\_AGS

CIP Code: 24.0102

### First Semester

Course Code	Course Name	Credit Hours
ENG 121	English Composition I: GT-CO1	3
BIO 201	Anatomy and Physiology I: GT-SC1	4
PSY 235	Human Growth and Development: GT-SS3	3
HPR 108	Dietary Nutrition	1
	<b>Total</b>	<b>11</b>

**TOTAL: 11 credits required prior to program admittance**

## Program: Professional Nurse with PN Exit Option

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_NR1

CIP Code: 51.3801

### Second Semester

Course Code	Course Name	Credit Hours
BIO 202 or 216	Anatomy and Physiology II: GT-SC1 or Pathophysiology ** As recommended by Dean of Instruction	4
NUR 109	Fundamentals of Nursing	6
NUR 112	Basics of Pharmacology	2
	<b>Total</b>	<b>12</b>

### Third Semester

Course Code	Course Name	Credit Hours
NUR 106	Medical Surgical Nursing Concepts	7
NUR 150	Maternal-Child Nursing	6
NUR 169	Transition to Practical Nursing	4
	<b>Total</b>	<b>17</b>

**TOTAL: 40 credits (includes credits required prior to program admittance)**

## Program: Psychology

### Associate of Arts

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: AA\_AA

Concentration: PSYA

CIP Code: 24.0101

#### First Semester

Course Code	Course Name	Credit Hours
ENG 121	English Composition I: GT-CO1	3
MA1*	<b>MAT 135</b> , MAT 120, 121	3
PSY 101	General Psychology I: GT-SS3	3
HI1	HIS 101, HIS 102, HIS 121, HIS 122	3
SS1, SS2, SS3	ANT 101, GEO 105, HIS 101, ECO 201, SOC 101	3
	<b>Total</b>	<b>15</b>

#### Second Semester

Course Code	Course Name	Credit Hours
ENG 122	English Composition II: GT-CO1	3
PSY 102	General Psychology II: GT-SS3	3
SS1, SS2, SS3	GEO 106, HIS 121, ECO 202, POS 105, SOC 102	3
AH1, AH2, AH3, AH4	ART 110, MUS 120, MUS 125, PHI 111, SPA 111	3
AH1, AH2, AH3, AH4	ART 111, HUM 121, LIT 115, MUS 121, PHI 112, THE 105	3
	<b>Total</b>	<b>15</b>

#### Third Semester

Course Code	Course Name	Credit Hours
SC1, SC2	AGY 240, AST 101, BIO 105, CHE 101, CHE 111, SCI 105 *** One course is required to be GT-SC1 course with lab	3-5
Core Psychology	PSY 227, PSY 235, PSY 238, PSY 249	3
AH1, AH2, AH3, AH4	ART 112, LIT 115, MUS 125, PHI 113	3
Elective	ANT 111, GEO 106, MAT 122, MUS 121, PHI 112, PSY 102	3
Elective	ART 111, AGE 102, BIO 220, MAT 201, SOC 101, THE 105	3
	<b>Total</b>	<b>15</b>

## Psychology Associate of Arts (continued)

### Fourth Semester

Course Code	Course Name	Credit Hours
SC1, SC2	AGY 240, AST 101, BIO 105, CHE 101, CHE 111, SCI 105 *** One course is required to be GT-SC1 course with lab	3-5
Core Psychology	PSY 227, PSY 235, PSY 238, PSY 249	3
Core Psychology	PSY 227, PSY 235, PSY 238, PSY 249	3
COM 115 or COM 125	Public Speaking or Interpersonal Communications- Required	3
Elective	ANT 101, GEO 105, MAT 121, MUS 125, PHI 111, POS 105	3
	<b>Total</b>	<b>15</b>

### TOTAL: 60 credits

\* MAT 135 is preferred by most 4-year receiving institutions in Colorado. It is the student's responsibility to work with a transfer advisor to determine which MAT course is required for their transfer path.

#### Statewide Transfer Articulation Agreement for a Bachelor's Degree from these Colorado Public Four-Year Institution:

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

For the most current information on this transfer articulation agreement, please go to the following website:  
[https://highered.colorado.gov/Academics/Transfers/Agreements/STAA\\_PSYCHOLOGY\\_BA\\_Final.pdf](https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_PSYCHOLOGY_BA_Final.pdf)

## Program: Psychology Associate of Science

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: AS\_AS

Concentration: PSYS

CIP Code: 24.0199

### First Semester

Course Code	Course Name	Credit Hours
ENG 121	English Composition I: GT-CO1	3
MAT 121	College Algebra: GT-MA1	4
PSY 101	General Psychology I: GT-SS3	3
BIO 111 or CHE 111	General College Biology I with Lab: GT-SC1 or General College Chemistry I with Lab: GT-SC1	5
	<b>Total</b>	<b>15</b>

### Second Semester

Course Code	Course Name	Credit Hours
ENG 122	English Composition II: GT-CO1	3
PSY 102	General Psychology II: GT-SS3	3
PHI 111 or PHI 112	Introduction to Philosophy: GT-AH3 or Ethics: GT-AH3	3
HI1	HIS 101, HIS 102, HIS 121, HIS 122	3
SS1, SS2, SS3	ANT 101, ECO 201, GEO 105, HIS 121, POS 105, SOC 101	3
	<b>Total</b>	<b>15</b>

### Third Semester

Course Code	Course Name	Credit Hours
BIO 111 or CHE 111	General College Biology I with Lab: GT-SC1 or General College Chemistry I with Lab: GT-SC1	5
COM 115 or COM 125	Public Speaking or Interpersonal Communications	3
AH1, AH2, AH3, AH4*	ART 110, MUS 120, PHI 111, PHI 112, PHI 113	3
Elective***	ANT 111, GEO 106, MAT 122, MUS 121, PHI 112	3
	<b>Total</b>	<b>14</b>

## Psychology Associate of Science (continued)

### Fourth Semester

Course Code	Course Name	Credit Hours
SS1, SS2, SS3	ECO 201, GEO 105, HIS 121, POS 105, SOC 101	3
AH1, AH2, AH3, AH4	ART 111, HUM 121, LIT 115, MUS 121, PHI 112, THE 105	3
Elective**	ANT 101, ART 111, MAT 201, SOC 101, THE 105	3
Elective**	ART 112, MUS 125, ECO 201, ECO 202, SOC 102	3
Elective**	ANT 111, BIO 201, BIO 202, BIO 204, ENV 101	4
	<b>Total</b>	<b>16</b>

### TOTAL: 60 credits

\* No more than two (2) course from any one category in Arts and Humanities.

\*\* Students transferring to UCD should complete both BIO 111 & 112 AND CHE 111 & 112; and electives are restricted to non-Psychology courses.

### Statewide Transfer Articulation Agreement for a Bachelor's Degree from these Colorado Public Four-Year Institution:

- Colorado State University-Fort Collins
- Colorado State University-Pueblo
- University of Colorado Denver

For the most current information on this transfer articulation agreement, please go to the following website:  
[https://higher.ed.colorado.gov/Academics/Transfers/Agreements/STAA\\_PSYCHOLOGY\\_BS\\_Final.pdf](https://higher.ed.colorado.gov/Academics/Transfers/Agreements/STAA_PSYCHOLOGY_BS_Final.pdf)



# Program: Reflexology Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_HH3A

CIP Code: 51.3306

## First Semester

Course Code	Course Name	Credit Hours
HHP 145	Digestive Wellness	1
HHP 161	Meditation for Health	1
HHP 168	Reflexology of the Hands and Feet	3
HHP 270	Holistic Health Professional Clinical	3
MST 105	Lifestyle Wellness	2
	<b>Total</b>	<b>10</b>

## Second Semester

Course Code	Course Name	Credit Hours
BUS 115	Introduction to Business	3
HHP 260	Advanced Reflexology	2
HHP 188	Holistic Health Professional Practicum	2
	<b>Total</b>	<b>6</b>

**TOTAL: 16 credits**

## Program: Associate of General Studies

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: AGS\_\_AGS

CIP Code: 24.0102

### First Semester

Course Code	Course Name	Credit Hours
ENG 121	English Composition I: GT-CO1	3
BIO 201	Anatomy and Physiology I: GT-SC1	4
PSY 235	Human Growth and Development: GT-SS3	3
HPR 108	Dietary Nutrition	1
	<b>Total</b>	<b>11</b>

**TOTAL: 11 credits required prior to program admittance**

## Program: Registered Nurse Associate of Applied Science

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: AAS\_NR1

CIP Code: 51.3801

### Second Semester

Course Code	Course Name	Credit Hours
BIO 202	Anatomy and Physiology II: GT-SC1	4
NUR 109	Fundamentals of Nursing	6
NUR 112	Basics of Pharmacology	2
	<b>Total</b>	<b>12</b>

\*Or approved coursework with

**TOTAL: 64.5 credits (include**

### Third Semester

Course Code	Course Name	Credit Hours
BIO 216	Pathophysiology *	4
NUR 106	Medical Surgical Nursing Concepts	7
NUR 150	Maternal-Child Nursing	6
	<b>Total</b>	<b>17</b>

## Registered Nurse Associate of Applied Science (continued)

### Fourth Semester

Course Code	Course Name	Credit Hours
NUR 206	Advanced Concepts of Medical-Surgical Nursing I	6.5
NUR 211	Nursing Care of Psychiatric Clients	4
NUR 212	Pharmacology II	2
	<b>Total</b>	<b>12.5</b>

### Fifth Semester

Course Code	Course Name	Credit Hours
NUR 216	Advanced Concepts of Medical Surgical Nursing II	5
NUR 230	Transition to Professional Nursing Practice	4
Elective	PSY 101, SOC 101	3
	<b>Total</b>	<b>12</b>

h NUR prefix

s credits required prior to program admittance)

# Program: Rocky Mountain Line Technician Certificate

Campus: Off Campus

Program Code: CER\_RMLT1

CIP Code: 46.0303

## First Semester

Course Code	Course Name	Credit Hours
EIC 103	Safety & Industry Certifications	4
EIC 106	Power Theory & High Voltage Apparatus	3
EIC 125	Electrical Principles & Applied Calculations	3
EIC 140	Underground Power Systems	7
EIC 141	Overhead Power Systems	9
	<b>Total</b>	<b>26</b>

**TOTAL: 26 credits**

## Program: Soil and Crop Science Associate of Science

Campus: Trinidad Alamosa Campus (TAC)

Program Code: AS\_AS

Concentration: SOSC

CIP Code: 24.0199

### First Semester

Course Code	Course Name	Credit Hours
ENG 121	English Composition I: GT-MA1	3
MAT 121 or MAT 125	College Algebra : GT-MA1 or Survey of Calculus	4
BIO 111	General College Biology I with Lab: GT-SC1	5
AGY 100	General Crop Production	4
	<b>Total</b>	<b>16</b>

### Second Semester

Course Code	Course Name	Credit Hours
ENG 122	English Composition II: GT-CO1	3
PHI 113	Logic: GT-AH3	3
AGY 240	Introductory Soil Science: GT-SC1	4
ASC 225	Feeds and Feeding	4
	<b>Total</b>	<b>14</b>

### Third Semester

Course Code	Course Name	Credit Hours
CHE 101 or CHE 111	Introduction to Chemistry I with Lab: GT-SC1 or General College Chemistry I with Lab: GT-SC1	5
AGE 102	Agriculture Economics: GT-SS1	3
AGE 205	Farm and Ranch Management	3
AGE 208	Agriculture Finance	3
	<b>Total</b>	<b>14</b>

## Soil and Crop Science Associate of Science (continued)

### Fourth Semester

Course Code	Course Name	Credit Hours
AH1, AH2, AH3, AH4	One GT Pathways course from the AH category	3
COM 115	Public Speaking	3
HI1	HIS 101, HIS 102, HIS 121, HIS 122	3
AGR 260	World Interdependence: GT-SC1	3
ACC 121	Accounting Principles I	4
	<b>Total</b>	<b>16</b>

### TOTAL: 60 credits

\*Electives must be a minimum of 14 credit hours. If credits are not required for the major at a receiving 4-year institution, they will be applied to the Bachelor's as elective credit towards graduation.

#### Statewide Transfer Articulation Agreement for a Bachelor's Degree from this Colorado Public Four-Year Institution:

- **Colorado State University-Fort Collins**

For the most current information on this transfer articulation agreement, please go to the following website: [https://highered.colorado.gov/Academics/Transfers/Agreements/STAA\\_Soil\\_and\\_Crop\\_Sciences\\_Final.pdf](https://highered.colorado.gov/Academics/Transfers/Agreements/STAA_Soil_and_Crop_Sciences_Final.pdf)

# Program: Suspension and Steering Technology Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_AB8

CIP Code: 47.0604

## First Semester

Course Code	Course Name	Credit Hours
ASE 102	Introduction to the Automotive Shop	2
ASE 140	Suspension and Steering I	2
ASE 141	Suspension and Steering II	2
ASE 240	Suspension and Steering III	2
	<b>Total</b>	<b>8</b>

**TOTAL: 8 credits**

# Program: Teacher Preparation for Rural Education Program (TPREP) at Trinidad State with University of Colorado Denver, CU School of Education and Human Development Associate of Arts

Campus: Trinidad Main Campus (TMC)  
Program Code: AA\_AA  
CIP Code: 24.0101

## First Semester

Degrees/Certificates

Course Code	Course Name	Credit Hours
Year 1 Semester 1	EDU 221 Introduction to Education EDU 188 Practicum ENG 121 English Composition I: GT-CO1 POS 111 American Government or approved course PSY 101 General Psychology I: GT-SS3 Arts and Humanities Guaranteed Transfer Approved Elective	16
Year 1 Semester 2	EDU 234 Multicultural Education or EDU 261 Teaching, Learning and Technology ENG 122 English Composition II: GT-CO2 LIT 115 Introduction to Literature I: GT-AH2 GEO 105 World Geography: GT-SS2 Science with lab as approved by transfer advisor	16
Year 2 Semester 1	EDU 240 Teaching Exceptional Learners EDU 288 Practicum PSY 238 Child Development: GT-SS3 COM 115 Public Speaking MAT 135 Introduction to Statistics: GT-MA1	15
Year 2 Semester 2	EDU 234 Multicultural Education or EDU 261 Teaching, Learning and Technology Science without lab as approved by transfer advisor HIS 121 U.S. History to Reconstruction: GT-HI1 Math or Science Guaranteed Transfer Approved Elective	13
Year 3 Semester 1	Literacy Learning Clinical Block with University of Colorado Denver, CU School of Education and Human Development	11-14
Year 3 Semester 2	Diverse Learners Clinical Block with University of Colorado Denver, CU School of Education and Human Development <b>** Apply for Professional Year</b>	12
Summer Semester	Coursework as approved by University of Colorado Denver, CU School of Education and Human Development	9-12
Year 4 Residency Semester 1	Coursework as approved by University of Colorado Denver, CU School of Education and Human Development <b>** Pass Praxis</b>	16



## Teacher Preparation for Rural Education Program (TPREP) at Trinidad State with University of Colorado Denver, CU School of Education and Human Development Associate of Arts

Year 4 Residency Semester 2	Coursework as approved by University of Colorado Denver, CU School of Education and Human Development	16
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For more information about this program, please contact the following:  
Trinidad State Vice President of Academic Affairs: [lynette.bates@trinidadstate.edu](mailto:lynette.bates@trinidadstate.edu)  
University of Colorado Denver: [education@ucdenver.edu](mailto:education@ucdenver.edu)

## Program: Theatre Associate of Arts

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: AA\_AA

Concentration: THRD

CIP Code: 24.0101

### First Semester

Course Code	Course Name	Credit Hours
ENG 121	English Composition I: GT-CO1	3
MAT 120	Mathematics for Liberal Arts: GT-MA1	3-4
THE 105	Theatre Appreciation: GT-AH1	3
THE 116	Technical Theatre	3
THE 111	Acting I	3
	<b>Total</b>	<b>15</b>

### Second Semester

Course Code	Course Name	Credit Hours
ENG 122	English Composition II: GT-CO1	3
SC1, SC2	AGY 240, ANT 111, AST 101, BIO 105, ENV 101 <i>*One science (1) course must be lab-based (GT-SC1)</i>	4
SS1, SS2, SS3	ANT 101, ECO 201, GEO 105, HIS 101, PSY 101, SOC 101	3
THE 108	Theatre Script Analysis: GT-AH1	3
Core Theatre	THE 131, 132, 231, 232	3
	<b>Total</b>	<b>16</b>

### Third Semester

Course Code	Course Name	Credit Hours
HI1	HIS 101, HIS 102, HIS 121, HIS 122	3
THE 211	Development of Theatre 1: Greek to Renaissance: GT-AH1	3
SS1, SS2, SS3	ANT 101, ECO 202, GEO 106, HIS 122, PSY 102, SOC 102	3
Elective *	ANT 101, GEO 105, MAT 121, MUS 125, PHI 111, POS 105	3
Elective *	ANT 111, GEO 106, MAT 122, MUS 121, PHI 112, PSY 102	3
	<b>Total</b>	<b>15</b>

## Theatre Associate of Arts (continued)

### Fourth Semester

Course Code	Course Name	Credit Hours
SC1, SC2	SCI 105: GT-SC1	3
THE 212	Development of Theatre II: Restoration to Modern: GT-AH1	3
THE 215	Playwriting: GT-AH1	3
Elective *	ART 110, MAT 166, MUS 122, PHI 113, PSY 101, SOC 102	3
Elective *	ART 111, AGE 102, BIO 220, MAT 201, SOC 101, THE 105	3
	<b>Total</b>	<b>15</b>

### TOTAL: 60 credits

\*Check with receiving 4-year institution for specific elective courses. It is the student's responsibility to work with a transfer advisor to determine which electives are required for their transfer path.

#### Statewide Transfer Articulation Agreement for a Bachelor's Degree from these Colorado Public Four-Year Institution:

- Adams State University
- Colorado State University-Fort Collins
- Fort Lewis College
- Metropolitan State University of Denver
- University of Colorado Boulder
- University of Colorado Colorado Springs
- University of Northern Colorado
- Western State Colorado University

For the most current information on this transfer articulation agreement, please go to the following website:  
[https://higher.ed.colorado.gov/Academics/Transfers/Agreements/STAA\\_THEATER\\_Final.pdf](https://higher.ed.colorado.gov/Academics/Transfers/Agreements/STAA_THEATER_Final.pdf)

# Program: Welding Technology

## Associate of Applied Science

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: AAS\_EPIW

CIP Code: 48.0508

### First Semester

Course Code	Course Name	Credit Hours
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 124	Introduction to Gas Tungsten Arc Welding	4
WEL 125 or WEL 224	Introduction to Gas Metal Arc Welding or Advanced Gas Tungsten Arc	4
	<b>Total</b>	<b>18</b>

### Second Semester

Course Code	Course Name	Credit Hours
BUS 121	Basic Workplace Skills	1
WEL 122	Structural Welding II	3
WEL 125 or WEL 224	Introduction to Gas Metal Arc Welding or Advanced Gas Tungsten Arc	4
WEL 203	Flux Cored Arc Welding I	4
WEL 230	Pipe Welding I	4
WEL 231	Pipe Welding II	4
	<b>Total</b>	<b>20</b>

### Third Semester

Course Code	Course Name	Credit Hours
ENG 115 or 121	Technical English and Communication or English Composition I: GT-CO1	3
MAT 107, 120, 121 or 135	Career Math, Mathematics for Liberal Arts: GT-MA1, College Algebra: GT-MA1 or Introduction to Statistics: GT-MA1	3
COM 115 or 125	COM 115 Public Speaking or COM 125 Interpersonal Communications	3

## Welding Technology Associate of Applied Science (continued)

AH1, AH2, AH3, AH4, SS1, SS2, SS3, SC1, SC2	AGE 205, ANT 101, AST 101, BIO 105, GEO 105, SCI 105	3
	<b>Total</b>	<b>12</b>

### Fourth Semester

Course Code	Course Name	Credit Hours
AH1, AH2, AH3, AH4, SS1, SS2, SS3, SC1, SC2	AGY 240, ECO 201, ENV 101, HIS 122, PHI 112, PSY 101	3
Electives	ADE 135, BUS 102, BUS 115, CIS 118, DPM 103	3-4
Electives	DPM 103, WEL 102, WEL 121, WEL 122	3-4
Electives	BUS 102, BUS 115, CIS 118, ADE 135, DPM 103	3-4
	<b>Total</b>	<b>12</b>

**TOTAL: 62 credits**

# Program: Welding Technology Certificate

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: CER\_EPIW

CIP Code: 48.0508

## First Semester

Course Code	Course Name	Credit Hours
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 124	Introduction to Gas Tungsten Arc Welding	4
WEL 125 or WEL 224	Introduction to Gas Metal Arc Welding or Advanced Gas Tungsten Arc	4
	<b>Total</b>	<b>18</b>

## Second Semester

Course Code	Course Name	Credit Hours
BUS 121	Basic Workplace Skills	1
WEL 122	Structural Welding II	3
WEL 125 or WEL 224	Introduction to Gas Metal Arc Welding or Advanced Gas Tungsten Arc	4
WEL 203	Flux Cored Arc Welding I	4
WEL 230	Pipe Welding I	4
WEL 231	Pipe Welding II	4
	<b>Total</b>	<b>20</b>

**TOTAL: 38 credits**

# COURSE DESCRIPTIONS

## Course Descriptions

The credit courses offered by the College are listed in alphabetical order by discipline/program area. A general description of the content of each course is included. Special Topics are courses that are numbered 075-077, 175-177, and 275-277 and the credits will vary depending on course content. The description and outline is approved by the Dean and filed with the Registrar.

In December 2005, the Colorado Commission on Higher Education established a statewide transfer policy for general education course credits. This policy is also known as GT-Pathways, and more information can be found on the Colorado Department of Education website at <http://higherred.colorado.gov/Academics/Transfers/gtPathways/curriculum.html> and <http://higherred.colorado.gov/Academics/Transfers/TransferDegrees.html>. Although Trinidad State Junior College does not offer all of the courses listed, if you are transferring any of these courses to Trinidad State from an accredited post-secondary institution, these courses will be accepted at Trinidad State Junior College.

## ACCOUNTING

### ACC 101 Fundamentals of Accounting

3 Credits

Presents the basic elements and concepts of accounting, with emphasis on the procedures used for maintaining journals, ledgers, and other related records, and for the completion of end-of-period reports for small service and merchandising businesses.

### ACC 115 Payroll Accounting

3 Credits

Studies federal and state employment laws and their effects on personnel and payroll records. The course is non-technical and is intended to give students a practical working knowledge of the current payroll laws and actual experience in applying regulations. Students are exposed to computerized payroll procedures.

### ACC 121 Accounting Principles I

4 Credits

Introduces the study of accounting principles for understanding of the theory and logic that underlie procedures and practices. Major topics include the accounting cycle for service and merchandising companies, special journals and subsidiary ledgers, internal control principles and practices, notes and interest, inventory systems and costing, plant assets and intangible asset accounting, and depreciation methods and practices.

### ACC 122 Accounting Principles II

4 Credits

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

### ACC 132 Tax Help Colorado Practicum

2 Credit

Prepares the students for preparation of federal and state income tax returns for individuals. Emphasis is placed on form preparation with the use of tax software.

### ACC 133 Tax Help Colorado Site Lab

1 Credits

This course allows students to prepare actual federal and state income tax returns for individuals in the real time environment.

### ACC 135 Spreadsheet Apps/ Accounting

3 Credits

Introduces spreadsheets as an accounting tool. Using an accounting perspective, the student applies fundamental spreadsheet concepts. The spreadsheet is used as a problem solving and decision making tool.

### ACC 226 Cost Accounting

3 Credits

Studies cost accumulation methods and reports. Focuses on the concepts and procedures of job order, process, standard and direct cost systems, budgeting, planning, and control of costs.

### ACC 245 Computerized Acct Prof Pkg

3 Credits

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

## AGRICULTURE

### AGR 260

#### World Interdependence - Population and Food: GT-SS3

3 Credits

Covers the study of world population and food production and distribution. Problems and opportunities concerning population and food are discussed in a global context. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SS3.**

**AGRICULTURE DIESEL & EQUIPMENT****ADE 135 Small Gasoline Engines**

4 Credits

Teaches the theory of both the 2-cycle and 4-cycle engines to help the student effectively adjust, maintain, overhaul, and trouble-shoot these engines in a minimum amount of time.

**AGRICULTURE ECONOMICS****AGE 102 Agriculture Economics: GT-SS1**

3 Credits

Focuses on economic principles as applied to agriculture through price discovery with producer supply and consumer demand, governmental policies, rural development, and resource management. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SS1.**

**AGE 205 Farm and Ranch Management**

3 Credits

Provide students with practical experience in applying principles of economics, business, marketing and finance to the management of a farm/ranch operation.

**AGE 208 Agricultural Finance**

3 Credits

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 Agriculture Marketing**

3 Credits

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

**AGRICULTURE MECHANICS****AME 105 Basic Ag Mechanics Skills**

2 Credits

Covers safety, proper tool use, tool reconditioning, A.C. electricity, D.C. electricity, domestic water supply and farm sanitation systems.

**AGRICULTURE PRODUCTION****AGP 107 Practical Irrigation Management**

2 Credits

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 180 Production Ag Internship**

Variable Credits

Students are employed at work or at home in a production agriculture setting, either farming or ranching. This work experience must cover a minimum of 320 hours, involving the student in all facets of the operation. Guidance and supervision is the responsibility of the supervising employer and Coordinator of Production Ag. Emphasizes records, managerial decisions, and production agriculture skills.

**AGRICULTURE CROPS & SOILS****AGY 100 General Crop Production**

4 Credits

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

**AGY 240 Introductory Soil Science: GT-SC1**

Focuses on formation, physical properties, chemical properties and management of soils emphasizing conditions that affect plant growth. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SC1.**

**ANTHROPOLOGY****ANT 101 Cultural Anthropology: GT-SS3**

3 Credits

Studies human cultural patterns and learned behavior including linguistics, social and political organization, religion, culture and personality, culture change, and applied anthropology. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SS3.**

**ANT 111 Biological Anthropology with Lab: GT:SC1**

4 Credits

Focuses on the study of the human species and related organisms, and examines principles of genetics, evolution, anatomy, classification, and ecology, including a survey of human variation and adaptation, living primate biology and behavior, and primate and human fossil evolutionary history. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT:SC1.**

**AQUACULTURE****AQT 101 Introduction to Aquaculture**

3 Credits

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 Fish Biology and Ichthyology**

5 Credits

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 Diseases of Fish**

5 Credits

Introduces students to the most common diseases that inflict aquacultured 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 chemotherapeutants is stressed.

### **AQT 105 Water Quality for Freshwater Fishes**

4 Credits

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.

### **AQT 110 Aquaculture I**

3 Credits

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 background for the advanced Aquaculture II classes in which the student will raise some of the fish species introduced in Aquaculture I.

### **AQT 210 Aquaculture II**

5 Credits

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**

### **AQT 288 Aquaculture Practicum**

Variable Credits

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 A.A.S. 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.

## **ART**

### **ART 110 Art Appreciation GT-AH1**

3 Credits

Introduces the cultural significance of the visual arts, including media, processes, techniques, traditions, and terminology. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-AH1.**

### **ART 111 Art History Ancient to Medieval: GT-AH1**

3 Credits

Provides the knowledge base to understand the visual arts, especially as related to Western culture. Surveys the visual arts from the Ancient through the Medieval periods. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-AH1.**

### **ART 112 Art History Renaissance to Modern: GT-AH1**

3 Credits

Provides the knowledge base to understand the visual arts, especially as related to Western culture. Surveys the visual arts from the Renaissance to 1900. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-AH1.**

### **ART 121 Drawing I**

3 Credits

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

**ART 124 Watercolor I**

3 Credits

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 145 Digital Darkroom**

3 Credits

Teaches computer aided photography and darkroom techniques. The emphasis of this course is image-editing software, which can be used to color correct, retouch and composite photographic images. Other topics include image acquisition, storage, file management, special effects, hard copy and web based image output.

**ART 151 Painting I**

3 Credits

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 221 Drawing II**

3 Credits

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

**ART 239 Digital Photography II**

3 Credits

Expands upon the beginning digital photography class. Focuses on digital photography in terms of design and communication factors including color, visual design, lighting, graphics, and aesthetics.

**ART 251 Painting II**

3 Credits

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.

**ANIMAL SCIENCE****ASC 100 Animal Sciences**

3 Credits

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 225 Feeds and Feeding**

4 Credits

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.

**ASC 230 Farm Animal Anatomy & Physiology**

3 Credits

Introduces students to the basic concepts of farm animal anatomy and physiology with emphasis on concepts relating to nutrition, reproduction, Immunology, and growth of the basic farm species. ~Anatomy and Physiology is taught in the context of applying basic principles to production practices in the industry including reproductive management, livestock nutrition management, and animal health practices.

**ASC 250 Live Animal and Carcass Evaluation**

3 Credits

Explores meat carcass evaluation and the related yield and quality grading system. Emphasizes selection of breeding stock based on performance data. Covers comparative selection, grading, and judging of market and breeding classes of livestock based on knowledge of phenotype, performance, information, and/or carcass merit.

**AUTO SERVICE TECHNOLOGY****ASE 102 Introduction to the Automotive Shop**

2 Credits

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

**ASE 110 Brakes I**

2 Credits

Covers basic operation of automotive braking systems. This includes operation, diagnosis and basic repair of disc, drum and basic hydraulic braking systems.

**ASE 111 Brakes II**

2 Credits

Teaches skills to perform service checks and procedures to automotive foundation braking system and to identify components and types of ABS and traction control systems.

**ASE 120 Basic Automotive Electricity**

2 Credits

Introduces vehicle electricity and includes basic electrical theory, circuit designs, and wiring methods. It also focuses on multimeter usage and wiring diagrams.

**ASE 122 Automotive Electrical Safety Systems**

1 Credit

Teaches the student to identify operation of vehicle lighting systems, Supplemental Inflatable Restraints (SIR), windshield wiper, driver warning systems and vehicle accessories.

**ASE 123 Starting and Charging System**

2 Credits

Covers the operation, testing and servicing of vehicle battery, starting and charging systems. Includes voltage testing of starter and generator, load testing and maintenance of a battery.

**ASE 130 General Engine Diagnosis**

2 Credits

Teaches students how to perform basic engine diagnosis to determine condition of engine. This will include engine support systems.

**ASE 132 Ignition System Diagnosis and Repair**

2 Credits

Focuses on lecture and related laboratory experiences in the diagnosis, service, adjustments and repair of various automotive ignition systems.

**ASE 134 Automotive Fuel and Emissions Systems I**

2 Credits

Focuses on lecture and laboratory experiences in the diagnosis and repair of automotive fuel emission control systems, filter systems and spark plugs. Course also includes maintenance to diesel (DEF) systems.

**ASE 140 Suspension and Steering I**

2 Credits

Focuses on lecture and related experiences in the diagnosis and service of suspensions and steering systems and their components.

**ASE 141 Suspension and Steering II**

2 Credits

Covers design, diagnosis, inspection, and service of suspension and steering systems used on light trucks and automobiles. Course includes power steering and SRS service.

**ASE 150 Manual Drive Train and Axle Maintenance**

2 Credits

Studies the operating principles and repair procedures relating to axle-shaft and universal joints.

**ASE 151 Automotive Manual Transmission/Transaxles & Clutches**

2 Credits

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

**ASE 152 Manual Transmission, Transaxles and Clutches II**

2 Credits

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

**ASE 160 Automotive Engine Repair**

2 Credits

Focuses on lecture and laboratory experiences in the service of cylinder head, valve-train components and components of the cooling system. Course also includes engine removal and re-installation and re-mounting systems.

**ASE 162 Auto Engine Service**

2 Credits

Covers engine sealing requirements and repair procedures; engine fasteners, bolt torque and repair of fasteners. Course will also cover cooling system and basic engine maintenance.

**ASE 210 Automotive Power and ABS Brake Systems**

2 Credits

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

**ASE 221 Automotive and Diesel Body Electrical**

2 Credits

Provides a comprehensive study of the theory, operation, diagnosis, and repair of vehicle accessories.

**ASE 231 Automotive Computers and Ignition Systems**

2 Credits

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

**ASE 233 Auto Fuel Injection and Emissions Systems II**

4 Credits

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

**ASE 235 Driveability and Diagnosis**

2 Credits

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 driveability problems.

**ASE 236 Advanced Driveability and Diagnosis/Repair**

4 Credits

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

**ASE 240 Suspension and Steering III**

2 Credits

Covers operation of steering and power steering systems. It will also include different alignment types and procedures.

**ASE 250 Automatic Transmission/Transaxle Service**  
1 Credit  
Focuses on practical methods of maintaining, servicing, and performing minor adjustments on an automatic transmission and transaxle.

**ASE 260 Advanced Engine Diagnosis**  
2 Credits  
Focuses on lecture and related laboratory experiences in the diagnosis and necessary corrective actions of automotive engine performance factors related to customer vehicles.

**ASE 264 Intro to HVAC Systems**  
1 Credit  
Covers basic operation of the Heating and Air Conditioning components.

**ASE 265 Heating and Air Conditioning Systems**  
4 Credits  
Emphasizes lecture and related laboratory experiences in the diagnosis and service of vehicle heating and air conditioning systems and their components.

## ASTRONOMY

**AST 101 Planetary Astronomy w/Lab: SC1**  
4 credits  
Focuses on the history of astronomy, naked-eye sky observation, tools of the astronomer, contents of the solar system and life in the universe. Incorporates laboratory experience. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SC1.**

**AST 102 Stellar Astronomy w/Lab: SC1**  
4 credits  
Emphasizes the structure and life cycle of the stars, the sun, galaxies, and the universe as a whole, including cosmology and relativity. Stellar phenomena including white dwarves, black holes will be explored. Incorporates laboratory experience. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum. GT-SC1**

## BARBER

**BAR 107 Introduction to Shaving, Honing & Strapping**  
1 Credit  
Introduces the general principles of shaving to include hair texture, grain of the beard and analysis of the skin. Theory is combined with the practical application of proper shaving procedures and cutting strokes used on the face.

**BAR 108 Intermediate Shaving, Honing & Strapping**  
1 Credit  
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 141 Intermediate Permanent Waves & Chemical Relaxers**

3 Credits  
Focuses on theory and practical application of permanent waves and chemical relaxers in specialized classes or supervised salon setting. Students practice different wrapping techniques that are required by trend styles.

**BAR 207 Advanced Shaving, Honing & Strapping**  
1 Credit

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

**BAR 241 Advanced Permanent Waves & Chemical Relaxers**

2 Credits  
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.

## BIOLOGY

**BIO 105 Science of Biology with Lab: GT-SC1**  
4 Credits  
Examines the basis of biology in the modern world and surveys the current knowledge and conceptual framework of the discipline. Explores biology as a science - a process of gaining new knowledge - as is the impact of biological science on society. Includes laboratory experiences. Designed for non-science majors. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SC1.**

**BIO 106 Basic Anatomy And Physiology**  
4 Credits  
Focuses on basic knowledge of body structures and function, and provides a foundation for understanding deviations from normal and disease conditions. This course is designed for individuals interested in health care and is directly applicable to the Practical Nursing Program, Paramedic Program and the Medical Office Technology program.

**BIO 111 General College Biology I with Lab: GT-SC1**  
5 Credits  
Examines the fundamental molecular, cellular and genetic principles characterizing plants and animals. Includes cell structure and function, and the metabolic processes of respiration, and photosynthesis, as well as cell reproduction and basic concepts of heredity. The course includes laboratory experience. **This course is approved as part of**

**the Colorado Statewide Guaranteed Transfer curriculum GT-SC1.**

**BIO 112 General College Biology II with Lab: GT-SC1**

5 Credits

Continues Biology I. Includes ecology, evolution, classification, structure, and function in plants and animals. Includes laboratory experience. **Prerequisite: BIO 111. This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SC1.**

**BIO 201 Human Anatomy and Physiology I with Lab: GT-SC1**

4 Credits

Focuses on an integrated study of the human body including the histology, anatomy, and physiology of each system. Examines molecular, cellular, and tissue levels of organization plus integuments, skeletal, articulations, muscular, nervous, and endocrine systems. Includes a mandatory hands-on laboratory experience covering experimentation, microscopy, observations, and dissection. This is the first semester of a two-semester sequence. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SC1.**

**BIO 202 Human Anatomy and Physiology II with Lab: GT-SC1**

4 Credits

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. This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SC1.**

**BIO 204 Microbiology with Lab: GT-SC1**

4 Credits

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 BIO 201. This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SC1.**

**BIO 216 Pathophysiology**

4 Credits

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 General Zoology with Lab: GT-SC1**

5 Credits

Focuses on the study of invertebrate and vertebrate animals and examines structure, evolutionary development, ecology, classification, physiology, reproduction, and zoogeography. A survey of zoological diversity emphasizing the characteristics, zoological contributions, and classification of animal phyla and major classes, this course requires hands-on laboratory and field experience. This course is designed for biology majors. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SC1.**

**BIO 221 Botany with Lab: GT-SC1**

5 Credits

Studies nonvascular and vascular plants, emphasizing photosynthetic pathways, form and function, reproduction, physiology, genetics, diversity, evolution, and ecology. This course requires mandatory hands-on laboratory and field experience. This course is designed for biology majors. **Prerequisite: BIO 111. This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SC1.**

## BUSINESS TECHNOLOGY

**BTE 102 Keyboarding Applications I**

2 Credits

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 THE INSTRUCTOR**

**BTE 108 Ten-Key by Touch**

1 Credit

Introduces touch control of the ten-key pad. Emphasizes the development of speed and accuracy using proper technique.

**BTE 225 Office Management**

3 Credits

Emphasis is placed on functions of the office. Includes office organization, work in the office, office layout, equipment and supplies, procurement and control, workflow, forms design, record storage and retrieval systems, personnel administration and problems, and government control.

## BUSINESS

**BUS 102 Entrepreneurial Operations**

3 Credits

Covers the major aspects of small business management to enable the entrepreneur to successfully begin his own business. This course provides the basic concepts of marketing, principles of management and finance needed to

manage a small business. Further it develops the business plan and suggests methods of obtaining the financing required to launch the business.

**BUS 115 Introduction to Business**

3 Credits

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 121 Basic Workplace Skills**

1 Credit

Examines techniques for communicating effectively on the job including both verbal and written communication; identifies the roles of individuals and companies and necessary critical thinking and problem solving skills; examines relationship skills, effective self-presentation, and workplace issues such as sexual harassment, stress, and substance abuse.

**BUS 216 Legal Environment of Business**

3 Credits

Emphasizes public law, regulation of business, ethical considerations, and various relationships existing within society, government, and business. Specific attention is devoted to economic regulation, social regulation, regulation and laws impacting labor-management issues, and environmental concerns. Students develop an understanding of the role of law in social, political, and economic change.

**BUS 217 Business Communication & Report Writing**

3 Credits

Emphasizes effective business writing and cover letters, memoranda, reports, application letters, and resumes. Includes the fundamentals of business communication and an introduction to international communication.

**BUS 226 Business Statistics**

3 Credits

Focuses on statistical study, descriptive statistics, probability, binominal distribution, index numbers, time series, decision theory, confidence intervals, linear regression, and correlation. Intended for the business major.

**BUS 289 Capstone**

2 Credits

Demonstrates the culmination of learning within a given program of study.

**COLLEGE COMPOSITION AND READING**

**CCR 091 Composition and Reading Lab**

1 credit

Supports skill development for students registered in CCR 092 College Composition and Reading who score below RC 40 or SS 50. Topics covered in the course include those

defined in CCR 092 and/or any foundational skills needed by the student. Any student enrolled in CCR 091 is required to co-enroll in CCR 092.

**CCR 092 Composition and Reading**

5 credits

Integrates and contextualizes college level reading and writing. Students will read and understand complex materials and respond to ideas and information through writing informative and/or persuasive texts.

**CCR 094 Studio 121**

3 credits

Integrates and contextualizes reading and writing strategies tailored to co-requisite ENG 121 coursework. Students will read and understand complex materials, and respond to ideas and information through writing informative and/or persuasive texts.

**CHEMISTRY**

**CHE 101 Introduction to Chemistry I with Lab: GT-SC1**

5 credits

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. The Colorado Commission on Higher Education has approved CHE 101 for inclusion in the Guaranteed Transfer (GT) Pathways program in the GT- SC1 category. For transferring students, successful completion with a minimum C- grade guarantees transfer and application of credit in this GT Pathways category. For more information on the GT Pathways program, go to <http://higher.ed.colorado.gov/academics/transfers/gtpathways/curriculum.html>. For REQUIRED SYLLABUS information that is to be included on all syllabi starting Spring, 2018 go to <https://www.cccs.edu/education-services/required-information-for-all-gt-pathways-course-syllabi/#GT-SC1>. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SC1.**

**CHE 102 Intro to Chemistry II/Lab: SC1**

5 credits

Focuses on introductory organic and biochemistry (sequel to Introduction to Chemistry I). This course includes the study of hybridization of atomic orbitals for carbon, nomenclature of both organic and biochemical compounds, physical and chemical properties of various functional groups of organic chemistry, and physical and chemical properties of biochemical compounds along with their biochemical pathways. Laboratory experiments are included. The Colorado Commission on Higher Education has approved CHE 102 for inclusion in the Guaranteed Transfer (GT) Pathways program in the GT- SC1 category. For transferring

students, successful completion with a minimum C– grade guarantees transfer and application of credit in this GT Pathways category. For more information on the GT Pathways program, go to: <http://higher.ed.colorado.gov/academics/transfers/gtpathways/curriculum.html>. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SC1.**

**CHE 111 General College Chemistry I with Lab: GT-SC1**

5 Credits

Focuses on basic chemistry and measurement, matter, chemical formulas, reactions and equations, stoichiometry. This course covers the development of atomic theory culminating in the use of quantum numbers to determine electron configurations of atoms, and the relationship of electron configuration to chemical bond theory. The course includes gases, liquids, and solids and problem-solving skills are emphasized through laboratory experiments. The Colorado Commission on Higher Education has approved CHE 111 for inclusion in the Guaranteed Transfer (GT) Pathways program in the GT-SC1 category. For transferring students, successful completion with a minimum C- grade guarantees transfer and application of credit in this GT Pathways category. For more information on the GT Pathways program, go to <http://higher.ed.colorado.gov/academics/transfers/gtpathways/curriculum.html>. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SC1.**

**CHE 112 General College Chemistry II with Lab: GT-SC1**

5 credits

Presents concepts in the areas of solution properties, chemical kinetics, chemical equilibrium, acid-base and ionic equilibrium, thermodynamics, and electrochemistry. This course emphasizes problem solving skills and descriptive contents for these topics. Laboratory experiments demonstrate qualitative and quantitative analytical techniques. The Colorado Commission on Higher Education has approved CHE 112 for inclusion in the Guaranteed Transfer (GT) Pathways program in the GT-SC1 category. For transferring students, successful completion with a minimum C- grade guarantees transfer and application of credit in this GT Pathways category. For more information on the GT Pathways program, go to <http://higher.ed.colorado.gov/academics/transfers/gtpathways/curriculum.html>. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SC1.**

**CHE 205 Introductory Organic Chemistry with Lab**  
5 Credits

Focuses on compounds associated with the element carbon, their reactions, and synthesis. Includes structure, physical properties, reactivities, synthesis and reactions of aliphatic hydrocarbons and selected functional group families including alcohols, ethers, aromatics, aldehydes, ketones, amines, amides, esters, and carboxylic acids. Covers

nomenclature, stereochemistry, and reaction mechanisms. Includes reactions and reaction mechanisms of aromatic compounds. Designed for students needing one semester of organic chemistry.

**CHE 211 Organic Chemistry I with Lab**

5 Credits

Focuses on compounds associated with the element carbon including structure and reactions of aliphatic hydrocarbons and selected functional group families. The course covers nomenclature of organic compounds, stereochemistry, reaction mechanisms such as SN1, SN2, E1 and E2. Laboratory experiments demonstrate the above concepts plus the laboratory techniques associated with organic chemistry.

## COMPUTER INFORMATION SYSTEM

**CIS 115 Intro to Computer Information Systems**

3 Credits

Focuses on an overview of the needs for and roles of computer information systems. Emphasizes computer requirements in organizations, history, hardware functions, programming, systems development, and computer operations. Introduces computer applications.

**CIS 118 Intro to PC Applications**

3 Credits

Introduces basic computer terminology, file management, and PC system components. Provides an overview of office application software including word processing, spreadsheets, databases, and presentation graphics. Includes the use of a web browser to access the Internet. **Prerequisite: BASIC SKILLS ASSESSMENT**

**CIS 135 Complete PC Word Processing (software package)**

3 Credits

Explores a complete array of word processing skills. The skills needed to create, edit, format, and print documents are covered. Other topics include character, paragraph, and page formats, the use of spelling checkers and thesaurus, hyphenation, tables, mail merge, document design, and graphics. **Prerequisite: COMPUTER LITERACY: PERMISSION OF THE INSTRUCTOR**

**CIS 155 PC Spreadsheet Concepts: (software package)**

3 Credits

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 167 Desktop Publishing: (Software)**

3 Credits

Introduces the concepts and applications for desktop publishing. Emphasizes page layout and design with techniques for incorporating text and graphics and final production of printed documents. **Prerequisite: KNOWLEDGE OF WORD PROCESSING**

**COMMUNICATION****COM 115 Public Speaking**

3 Credits

Combines the basic theories of communication with public speech performance skills. Emphasis is on speech preparation, organization, support, audience analysis, and delivery.

**COM 125 Interpersonal Communication**

3 Credits

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.

**COSMETOLOGY****COS 103 Shampoo/Rinses/Conditioners I**

1 Credit

Introduces various types of scalp treatments and shampoos. Enables student to recognize and treat disorders of hair and scalp. Covers product knowledge and proper massage techniques to help control disorders and to cleanse the hair and scalp. Includes terminology dealing with hair structure, scalp, and hair disorders. Provides training in a lab or classroom setting.

**COS 110 Introduction to Hair Coloring**

2 Credits

Provides theory pertaining to the law of color, theory of color, chemistry of color, product knowledge, and analysis of hair and scalp. Covers basic techniques and procedures for the application of hair coloring.

**COS 111 Intermediate: Hair Coloring**

2 Credits

Focuses on theory and practical application of color products, formulations of color, level and shades of color. Examines techniques in a specialized class or in a supervised salon setting.

**COS 120 Introduction to Hair Cutting**

2 Credits

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

**COS 121 Intermediate I: Haircutting**

2 Credits

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

**COS 130 Introduction to Hair Styling**

2 Credits

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

**COS 131 Intermediate I: Hair Styling**

2 Credits

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

**COS 140 Intro to Chemical Texture**

1 Credit

Introduces a combination of theory and practice focusing on the analysis of hair and scalp, proper equipment and product knowledge. Includes basic techniques in permanent waving and chemical relaxing. Provides training in a classroom or lab setting on mannequins or live models.

**COS 141 Intermediate I: Chemical Texture**

1 Credit

Emphasizes theory and practical application of permanent waves and chemical relaxers in specialized classes or a supervised salon setting. Enables the student to practice different wrapping techniques required by trend styles.

**COS 150 Laws, Rules and Regulations**

1 Credit

Provides instruction on the laws, rules and regulations and how they govern the cosmetology and barber industry. The affects these on the student, licensed individual, salons and school owners.

**COS 160 Introduction to Disinfection, Sanitation & Safety**

2 Credits

Introduces the various methods of disinfection, sanitation, and safety as used in the cosmetology industry. Includes classroom study of bacteriology and the terminology dealing with cosmetology.

**COS 161 Intermediate I: Disinfection, Sanitation & Safety**

1 Credit

Focuses on the theory and daily practice of proper methods of disinfection, sanitation and safety procedures as related to all phases of cosmetology. Covers terminology and training of disinfection, sanitation and safety procedures. Also includes customer service in a supervised salon (clinical) setting or specialized class.



**COS 203 Shampoos/Rinses/Conditioners II**

1 Credit

Provides theory and practical training in shampoos, rinses and conditioners. Examines advanced techniques to prepare the student for employment. Includes preparation for the State Board Licensing Examination in shampoos, rinses and conditioners.

**COS 210 Intermediate II: Hair Coloring**

2 Credits

Provides continued instruction in the theory and practical application of color products, formulations of color, level and shades of color. Enables students to practice techniques in a specialized class or in a supervised salon setting.

**COS 211 Advanced Hair Coloring**

2 Credits

Provides continued instruction on advanced theory and practical techniques in hair coloring. Focuses on the recognition of color problems and color correction procedures. Covers advanced techniques and product knowledge to prepare the student for employment. Prepares the student for the State Board Licensing Examination pertaining to hair coloring.

**COS 220 Intermediate II: Haircutting**

2 Credits

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

**COS 221 Advanced Hair Cutting**

2 Credits

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

**COS 230 Intermediate II: Hair Styling**

2 Credits

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

**COS 231 Advanced Hair Styling**

1 Credit

Focuses on theory and advanced techniques in all phases of hair styling to prepare the student for employment. Training is a combination of supervised salon (clinical) work and specialized classes. Includes student preparation for the State Board Licensing Examination relating to hairstyling.

**COS 240 Intermediate II: Chemical Texture**

1 Credit

Provides continued instruction in the theory and practical application of permanent waves and chemical relaxers in

specialized classes or a supervised salon setting. Enables students to practice different wrapping techniques required by trend styles.

**COS 241 Advanced Chemical Texture**

1 Credit

Focuses on advanced techniques to prepare the student for employment and the changes in current industry standards. Instruction is provided in specialized classes or supervised salon (clinical) setting. Includes student preparation for the State Board Licensing Examination pertaining to permanent waves and chemical relaxers.

**COS 250 Management, Ethics, Interpersonal Skills & Salesmanship**

1 Credit

Emphasizes the importance of salon management and the knowledge and skills necessary to build a successful business. Focuses on the importance of interpersonal skills and basic techniques in salesmanship and customer services. Integrates job readiness skills and professional ethics.

**COS 260 Intermediate II: Disinfection, Sanitation & Safety**

2 Credits

Provides continued study of theory and practice of proper methods of sterilization, disinfection, sanitation and safety procedures as related to all phases of the industry. Covers terminology and training of disinfection, sanitation and safety procedures. The individual responsibility to provide a safe work environment is practiced.

**COS 261 Advanced Disinfection, Sanitation & Safety**

2 Credits

Provides advanced training on decontamination and safety practices in a supervised salon and/or classroom setting. Examines advanced techniques that prepare the student for employment. Includes student preparation for the State Board Licensing Examination in decontamination and safety for all aspects of the industry. Study of OSHA requirements for schools and salon are done in a theory or practical setting.

**COS 262 Advanced II: Disinfection, Sanitation & Safety**

3 Credits

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 288    Practicum**

Variable Credits

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 110    Introduction to Criminal Justice: SS3**

3 Credits

Introduces students to the basic components of the criminal justice system in the United States. Concepts of crime, crime data, victimization, perspectives and views of crime, theory, and law are discussed. Particular attention to the criminal justice process, interaction and conflict between criminal justice agencies, and current criminal justice issues are examined. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SS3.**

### **CRJ 111    Substantive Criminal Law**

3 Credits

Teaches legal definitions of crime, purposes and functions of the law, historical foundations, and the limits of the criminal law.

### **CRJ 112    Procedural Criminal Law**

3 Credits

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

### **CRJ 125    Policing Systems**

3 Credits

Examines policing in the United States, including: historical foundations, emerging issues, and the relationship between law enforcement and the community. The various types of law enforcement agencies, their administrative practices, and the behavior of those involved in the delivery of police services are examined from the perspective of democratic values, racial and ethnic diversity, and societal perceptions of police effectiveness. Career requirements, including current and future trends, are also presented.

### **CRJ 135    Judicial Function**

3 Credits

Provides an overview of the structure and function of the dual American judicial system and the behavior of actors (judges/justices, lawyers, law clerks, interest groups, etc.) within the system. Emphasis is placed on the organization and administration of state and federal courts, criminal court procedures, juries, selection of judges, decision-

making behavior of juries, judges and justices, and the implementation and impact of judicial policies.

### **CRJ 145    Correctional Process**

3 Credits

Examines the history and total correctional process from law enforcement through the administration of justice, probation, prisons, correctional institutions, and parole. Also examines the principles, theories, phenomena and problems of the crime, society, and the criminal justice system from the perspective of criminology and the criminal justice system in general. Emphasizes the role of sociology and other interdisciplinary approaches to the field of corrections and society's response.

### **CRJ 210    Constitutional Law**

3 Credits

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    Juvenile Law and Procedures**

3 Credits

Conduct an in-depth analysis of the socio-legal operation of the Juvenile Justice System emphasizing the substantive and due process rights of minors. Analysis of legal reasoning underlying the juvenile law as it operates all levels of government.

### **CRJ 220    Human Relations and Social Conflict**

3 Credits

Exploration of the environmental, organizational and socio-psychological dimensions of social control. Includes the study of individual attitudes, beliefs and behavior involved in role conflicts, community relations and conflict management in the social structure.

### **CRJ 225    Crisis Intervention**

3 Credits

Exploration of information and application of crisis theories in working with diverse populations. Understanding of the interventionist role with regards to the field of crisis intervention.

### **CRJ 230    Criminology**

3 Credits

Provides an introduction to the study of crime, understanding the causes of crime, and examines, theoretical frameworks and theories to explain criminal behavior. Within a social context, consideration is given to how theories have emerged and understand how social context contributes to explanations of crime. Examination of the nature of crime, crime victimization, crime patterns, types of crime, crime statistics, and criminal behavior is also included.

**CRJ 245 Interview and Interrogation**

3 Credits

Exploration of 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 257 Victimology**

3 Credits

Demonstrates to the student the role the crime victim plays in the criminal justice system. The traditional response that a crime victim receives from the system will be studied and the psychological, emotional and financial impact these responses have on victimization will be analyzed. **PREREQUISITE: CRJ 110**

**COMPUTER SCIENCE****CSC 160 Computer Science I: (Language)**

4 Credits

Introduces students to the discipline of computer science and programming. Algorithm development, data representation, logical expressions, sub-programs and input/output operations using a high-level programming language are covered. Intensive lab work outside of class time is required.

**Prerequisite: MAT 121****COUNSELING****CSL 245 Professional Ethics I**

1 Credit

This course focuses on ethical issues specific to the practice of addiction counseling and on jurisprudence, which is the law and the practice of psychotherapy in Colorado. The class will cover the Colorado Mental Health Practice Act and introduce the student to the regulatory system and the role of DORA (Dept. of Regulatory Agencies) and DBH (Division of Behavioral Health) in the development and credentialing of the addiction counselor. There will be emphasis on developing ethical decision making skills, knowledge of confidentiality and the prohibited activities in the Mental Health Practice Act. Students will become familiar with the NAADAC Code of Ethics and acquire the tools for ethical and legal practice.

**CSL 249 Differential Assessment of Problems Related to Psychoactive Drug Use**

1 Credit

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. **Prerequisite: CSL 260**

**CSL 250 Motivational Interviewing I**

0.5 Credits

Provides the 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 will be discussed. Student opportunity for skills practice during class that includes skill sets specific to each stage of client readiness will be used. Presentation of assessment instruments to evaluate client readiness for change.

**Prerequisite: CSL 268****CSL 251 Pharmacology I for Addiction Counselors**

1 Credit

This class will provide a solid base of knowledge about the drugs of abuse including what is happening in human physiology and behaviors, and will enhance the ability of the counselor to offer treatment services in a manner that respects gender, race and ethnicity, sexual orientation, cultural, familial, systemic and socioeconomic diversity.

**CSL 252 Pharmacology II for Counselors**

1 Credit

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.

**Prerequisite: CSL 251****CSL 253 Cognitive Behavior Therapy**

1 Credit

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 254 Trauma Informed Care**

1 Credit

Covers the concept of trauma-informed care, an approach being adopted within human services based upon an increased awareness of the ways trauma impacts functioning. Course will define what trauma informed care is and ways a traditional treatment setting can be modified to increase the sense of safety experienced by clients. Participants will learn how to incorporate trauma-informed practices into treatment with diverse populations, such as military veterans, women, and people with co-occurring disorders. **Prerequisite: CSL 265**

**CSL 255 Infectious Diseases-Counselors**

1 Credit

This class will help prepare addiction professionals to identify diseases frequently associated with drug abuse, determine client risk for infection, educate clients about

disease prevention and treatment options, and assist clients in obtaining appropriate treatment as needed. This class will enhance the ability of the counselor to offer treatment services in a manner that respects gender, race and ethnicity, sexual orientation, cultural, familial, systemic and socioeconomic diversity.

### **CSL 256 Co-occurring Disorders**

1 Credit

Presents the basics of working with clients with co-occurring mental health and substance abuse disorders. This class will address clinical assessment, treatment philosophy, strategies, and guidelines to provide integrated treatment with co-occurring disorders. It will include an introduction to the diagnostic criteria for the mental disorders most often seen with substance use disorders. The essential values, attitudes, and competencies of the counselor working with this population are discussed. **Prerequisite:** CSL 249

### **CSL 257 Professional Counseling Ethics II**

1 Credit

Provides participants with an overview of ethical and risk management issues related to addiction treatment services with an emphasis on professional conduct, professional boundaries, boundary crossings, boundary violations, dual relationships and an appropriate use of counselor self-disclosure. Class will focus on issues of professional distance, modeling and maintaining healthy therapeutic boundaries. The ethics of delivering professional counseling to persons of culturally diverse backgrounds will be discussed along with issues of professional readiness and professional development. **Prerequisite:** CSL 245

### **CSL 258 Group Counseling Skills**

0.5 Credits

Provides students with the skills that allow one therapist to facilitate a group process that help a number of clients simultaneously, and provides positive peer support and pressure for recovery. This class will help the student understand the use of group therapy and be able to demonstrate the skills necessary to facilitate a therapy group. The class will focus on group process and discuss diversity within groups, as well as challenges for group leaders.

### **CSL 260 Client Records Management**

1 Credit

This class will provide the counselor with an understanding of the clinical record and the continuum of client care that the record documents and tracks. The class presents screening, assessment and evaluation, diagnosis, ASAM patient placement criteria, treatment planning, progress note completion, documentation requirements and discharge planning. It emphasizes the confidentiality of the client record and includes releases of information, mandatory disclosure and informed consent among others.

### **CSL 265 Culturally Informed Treatment**

1 Credit

This class will provide a basic foundation for understanding how cultural competence; awareness and sensitivity can improve quality of care and increase positive outcomes. Cultural variables to be considered will include age, gender, sexual orientation, religious affiliation, language, educational level, physical ability, economic status and social class as well as racial and ethnic backgrounds. This course is intended to provide participants with basic skills to recognize and respect the behavior, ideas, attitudes, values, beliefs, customs, language, rituals, ceremonies and practices characteristic of diverse groups of people. Course design will include definitions and descriptions of culture including concepts of assimilation and acculturation. Exercises will involve self-examination and discussion of the evolution of one's own personal beliefs, values and attitudes.

### **CSL 268 Addictions Counseling Skills**

0.5 Credits

This class will provide a framework and counseling model for working with clients with substance abuse or dependence. This course will teach the counseling skills needed to help clients process their information and move toward the change process. The models utilized in this class are client-centered, counselor-directed therapy using a motivational style and spirit.

### **CSL 269 Principles of Addiction**

0.5 Credits

Focuses on the major theories of addiction in an historical and theoretical context. Includes an elaboration on NIDA's Principles of Drug Addiction Treatment. This class meets the principles of addictions training requirement for the Counselor I level of the Colorado Alcohol and Drug Abuse Program.

## **DENTAL ASSISTING**

### **DEA 101 Dental Terminology**

1 Credit

Includes colloquial versus professional terminology, word elements and structure as they apply to dental terminology.

### **DEA 102 Principles of Clinical Practice**

3 Credits

Includes techniques used in four handed dentistry, instrument identification, and armamentarium for tray set-ups. Covers sterilization and aseptic procedures.

### **DEA 120 Introduction to Dental Practices**

1 Credit

Includes roles and responsibilities of the dental health team; educational background for the various specialties including general practitioner, hygienist, dental assistant; history, legal implications, ethical responsibilities and the role of professional organizations.

**DEA 123 Dental Materials I**

3 Credits

Includes fundamentals of dental materials as they apply to clinical and laboratory applications of cements, bases, liners, dental metals, resins, glass ionomers, ceramics and dental abrasives.

**DEA 125 Dental Radiography**

3 Credits

Focuses on the science of radiography, the application of radiographic techniques, and aseptic techniques.

**DEA 126 Infection Control**

3 Credits

Includes basic information concerning infection and disease transmission in the dental office. Emphasizes knowledge of microorganisms, with an emphasis on aseptic techniques, sterilization, and hazardous communication management.

**DEA 132 Medical Emergencies in the Dental Office**

2 Credits

Includes techniques for taking and reading vital signs. Emphasizes recognition, prevention, and management of medical emergency situations in the dental office. Covers completing and updating patient health history. Addresses pharmacology.

**DEA 181 Clinical Internship I**

2 Credits

Includes the opportunity for clinical application of dental assisting techniques in a dental office or clinical setting as part of the American Dental Association's requirement of 300 clinical internship hours.

**DIESEL POWER MECHANICS****DPM 100 Introduction to Diesel Mechanics**

2 Credits

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

**DPM 101 Diesel Shop Orientation**

2 Credits

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

**DPM 103 Diesel Engines I**

4 Credits

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

**DPM 105 Heavy Duty Powertrains I**

3 Credits

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

**DPM 106 Diesel Fuel Systems**

3 Credits

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 Cab & Electrical PMI**

1.5 Credits

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 112 Engine Systems PMI**

1.5 Credits

Enables the student to perform preventive maintenance on heavy equipment and truck diesel engine systems, and complete appropriate maintenance records. Addresses the process of diagnostics and troubleshooting. Focuses on the importance of preventive maintenance.

**DPM 121 Hydraulic Systems I**

3 Credits

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

**DPM 122 Hydraulic Systems I**

3 Credits

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 203 Diesel Engines II**

4 Credits

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

**DPM 205 Heavy Duty Powertrains II**

3 Credits

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.

**DPM 206 Heavy Duty Brakes I**

3 Credits

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.

**EARLY CHILDHOOD EDUCATION****ECE 101 Introduction to Early Childhood Education**

3 Credits

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. This course addresses children ages birth through 8 years.

**ECE 102 Introduction to Early Childhood Education Lab Techniques**

3 Credits

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.

**Prerequisite: ECE 101.****ECE 103 Guidance Strategies for Young Children**

3 Credits

Explores guidance theories, applications, goals, and techniques, as well as factors that influence behavioral expectations of children. This course includes classroom management and pro-social skills development of young children in early childhood (EC) program settings. This course addresses children ages birth through 8 years.

**Prerequisite: ECE 101.****ECE 111 Infant and Toddler Theory and Practice**

3 Credits

Presents an overview of theories, applications (including observations), and issues pertinent to infant and toddler development in-group and/or family settings. Includes state requirements for licensing, health, safety and nutrition. Focuses on birth through age three.

**ECE 112 Intro to Infant\Toddler Lab Techniques**

3 Credits

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 205 ECE Nutrition, Health and Safety**

3 Credits

Focuses on nutrition, health, and safety as key factors for optimal growth and development of young children. This course includes nutrition knowledge, menu planning, food program participation, health practices, management and safety, appropriate activities, and communications with families for early childhood educators. This course addresses children ages birth through 12 years.

**ECE 220 Curriculum Development: Methods and Techniques**

3 Credits

Provides an overview of early childhood curriculum development. This course includes processes for planning and implementing developmentally appropriate environments, materials, and experiences that represent best practices in early childhood (EC) program settings. This course addresses children ages birth through 8 years.

**ECE 225 Language and Cognition for the Young Child**

3 Credits

Examines theories of cognitive and language development as a framework for conceptualizing the way children acquire thinking skills. Includes observing, planning, facilitating, creative representation, and evaluating strategies within the context of play. Focuses on language, science, math, problem solving and logical thinking. Addresses ages birth through age 8.

**ECE 226 Creativity and the Young Child**

3 Credits

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 238 ECE Child Growth and Development**

3 Credits

Covers the growth and development of the child from conception through the elementary school years. This course emphasizes physical, cognitive, language, social, and emotional domains of development as they pertain to the concept of the whole child. It also includes ways adults can provide a supportive early childhood care and educational environment through teamwork and collaboration.

**ECE 240 Administration of Early Childhood Care and Education Programs**

3 Credits

Provides foundational knowledge in early childhood program business operations, program development, and evaluation. This course covers administrative skills, ethical decision-making, risk and resource management, and components of quality Early Childhood Education (ECE) programs serving children ages birth through 12 years.

**ECE 241 Administration: Human Relations for Early Childhood Education**

3 Credits

Focuses on the human relations component of an early childhood professional's responsibilities. This course includes director-staff relationships, staff development, leadership strategies, family-professional partnerships, and community interaction.

**ECE 256 Working with Parents, Families, and Community Systems**

3 Credits

Examines personal attitudes regarding families, family values systems, and how personal attitudes affect parent-professional partnerships in the early childhood education program. This course covers communication, problem-solving, and conflict resolution strategies. Effective activities and resources to support family involvement in the classroom will be created. This course addresses children ages birth through 8 years.

**ECE 260 The Exceptional Child**

3 Credits

Presents an overview of critical elements related to educating young children with disabilities or special needs in the early childhood setting. Topics include: typical and atypical development; legal requirements; research-based practices related to inclusion; teaming and collaboration; and accommodations and adaptations. This course examines how a disability or special need may impact a young child's learning process. This course addresses children ages birth through 8 years.

**ECE 288 Practicum: Early Childhood Education**

Variable Credits

Provides students with advanced field experience opportunities in early childhood education programs.

**ECE 289 Capstone: Early Childhood Education**

Variable Credits

Incorporates a demonstrated culmination of learning within a given program of study.

**ECONOMICS**

**ECO 201 Principles of Macroeconomics: GT-SS1**

3 Credits

Focuses on the study of the American economy, stressing the interrelationships among household, business, and

government sectors. Explores saving and investment decisions, unemployment, inflation, national income accounting, taxing and spending policies, the limits of the market and government, public choice theory, the Federal Reserve System, money and banking, and international trade. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SS1.**

**ECO 202 Principles of Microeconomics: GT-SS1**

3 Credits

Studies the firm, the nature of cost, and how these relate to the economy as a whole. Analyzes economic models of the consumer, perfect competition, monopoly, oligopoly and monopolistic competition. Explores economic issues including market power, population growth, positive and negative externalities, income distribution, poverty and welfare, discrimination, and international economic interdependence. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SS1.**

**EDUCATION**

**EDU 188 Practicum I**

Variable Credits

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 221 Introduction to Education**

3 Credits

Focuses on the historical, social, political, philosophical, cultural and economic forces that shape the United States public school system. Includes current issues of educational reform, technology as it relates to education and considerations related to becoming a teacher in the state of Colorado. Special interest will be paid to the topic of diversity in the K-12 school system.

**EDU 240 Teaching the Exceptional Learner**

3 Credits

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.

**ENGINEERING**

**EGG 100 Introduction to Engineering**

1 Credit

Introduces the math and science required in a variety of engineering disciplines. The particular engineering disciplines examined are: Civil Engineering, Mechanical Engineering, Electrical Engineering, Industrial Engineering,

and Computer Science. For each discipline the course will examine certification requirements, program of study, types of work and tasks in each discipline and compensation ranges. Tours and speakers will be arranged.

## ELECTRICITY INDUSTRIAL/COMMERCIAL

### **EIC 103 Safety & Industry Certifications**

4 Credits

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 106 Power Theory & High Volt Apparatus**

3 Credits

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 125 Electrical Principles and Applied Calculations**

3 Credits

Provide the fundamental principles that are involved with all electrical calculations and operations as well as practical applications of various concepts.

### **EIC 140 Underground Power Systems**

7 Credits

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 141 Overhead Power Systems**

9 Credits

Learn safety practices, terminology, material identification, construction standards as per specification books, equipment identification and use, pole climbing, and overhead construction.

## EMERGENCY MEDICAL SERVICE

### **EMS 116 First Responder Refresher**

2 Credits

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 EMT Fundamentals**

3 Credits

Introduces the Emergency Medical Technician (EMT) student to prehospital emergency care. The topics included in this course are Emergency Medical Services (EMS) systems, well being of the EMT, communications, documentation, anatomy, airway management, and patient assessment.

### **EMS 122 EMT Medical Emergencies**

4 Credits

Provides the Emergency Medical Technician (EMT) student with the knowledge and skills to effectively provide emergency care and transportation to a patient experiencing a medical emergency. This course focuses on the integration of the physical exam, medical history, and pathophysiology when assessing and treating the medical patient.

### **EMS 123 EMT Trauma Emergencies**

2 Credits

Provides the Emergency Medical Technician (EMT) student with the knowledge and skills to provide appropriate emergency care and transportation of a patient who has suffered a traumatic injury. The concepts of kinematics and the biomechanics of trauma, along with pathophysiology and injury patterns will provide the student with the ability to assess and manage the trauma patient.

### **EMS 126 EMT Basic Refresher**

2 Credits

Provides the student with a refresher course designed to meet the recertification requirements for the State of Colorado and/or a portion of the recertification requirements for National Registry.

### **EMS 130 EMT Intravenous Therapy**

2 Credits

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 IV therapy, discusses fluid and electrolyte balance, medication administration, and principles and treatment for shock. **Prerequisite: CURRENT EMS BASIC CERTIFICATION, OR PROPER LICENSURE**

### **EMS 170 EMT Basic Clinical**

1 Credit

Provides the EMT student with the clinical experience required of initial and some renewal processes.

### **EMS 175 Special Topics**

Variable Credits

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

### **EMS 178 EMS Seminar**

Variable Credits

Provides the student with the opportunity to explore local interests and needs in a less formal setting.



**EMS 203 EMT Intermediate I**

6 Credits

Course provides preparatory information and is the first part of the EMT Intermediate program. **Prerequisite: EMS 121, EMS 122, AND EMS 123**

**EMS 205 EMT Intermediate II**

6 Credits

Serves as the second course for EMT Intermediate certification. **Prerequisite: EMS 121, EMS 122, and EMS 123**

**EMS 206 EMT Intermediate Refresher**

3 Credits

Meets or exceeds minimum requirements for renewing EMT Intermediate or EMT Intermediates in the re-entry program.

**Prerequisite: EMS 121, EMS 122, and EMS 123**

**EMS 270 Clinical: EMS Intermediate**

3 Credits

Provides the EMT-I student with the required field experiences as required by the Colorado Department of Health. **Prerequisite: EMS 121, EMS 122, and EMS 123**

**EMS 282 EMT Intermediate Internship**

Variable Credits

Provides the EMT- Intermediate with a supervised clinical learning experience that meets or exceeds the requirements for the State of Colorado Department of Public Health and Environment. Enables the student to work with a preceptor for clinical and internship experience to develop an understanding of advanced life support patient care and assessment.

**EMS 285 Independent Study**

Variable Credits

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

**ENGLISH****ENG 115 Technical English and Communication**

3 Credits

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 English Composition I: GT-CO1**

3 credits

Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. This course includes a wide variety of compositions that stress analytical, evaluative, and persuasive/argumentative writing. **This course is approved**

**as part of the Colorado Statewide Guaranteed Transfer curriculum GT-C02.**

**ENG 122 English Composition II: GT-CO2**

3 credits

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 argumentative compositions. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-C02.**

**ENG 131 Technical Writing I**

3 Credits

Develops skills one can apply to a variety of technical documents. Focuses on principles for organizing, writing, and revising clear, readable documents for industry, business, and government.

**ENVIRONMENTAL SCIENCE****ENV 101 Environmental Science with Lab: GT-SC1**

4 credits

Provides an introduction to the basic concepts of ecology and the relationship between environmental problems and biological systems. Includes interdisciplinary discussions on biology, chemistry, geology, energy, natural resources, pollution, and environmental protection. Using a holistic approach, students will study how the foundations of natural sciences interconnect with the environment. This course includes laboratory experience. ~ **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SC1.**

**ENV 110 Natural Disasters: GT-SC2**

3 credits

Introduces the student to the different types of natural hazards, their causes, effects, and what can be done to reduce the risks to human populations. Scientific advances related to understanding, predicting, and preparing for natural disasters are discussed. This course also covers anthropogenic changes to Earth systems which may be increasing the frequency and severity of these events. ~ **This course is one of the Statewide Guaranteed Transfer courses. GT-SC2**

**ESTHETICIAN****EST 110 Introduction to Facials and Skin Care**

3 Credits

Provides a basic understanding of massage manipulations when providing facials and the study of skin in both theory and practical applications. Benefits derived from proper facial and good skin care routines. Training is conducted in a classroom or lab setting using mannequins or models.

**EST 111 Intermediate Facials & Skin Care**

2 Credits

Covers theory and practical application pertaining to anatomy, skin disorders, skin types and facial shapes. Students help patrons to select the proper skin care treatment. Practical and theory application can be done in specialized classes or supervised salon (clinical) setting using models or customer service.

**EST 210 Advanced Massage & Skin Care**

2 Credits

Provides the student with advanced techniques in massage, skin care, and lash/brow tinting. Theory and practical procedures ready the student for employment. Instruction is provided in specialized classes or in a supervised salon (clinical) setting. Student preparation for State Board Licensing Examination.

**EST 211 Facial Make-up**

1 Credit

Provides instruction on cosmetics and their functions. The importance of color theory, facial types and skin tones as they relate to facial makeup. Instruction from the basic makeup application to the corrective makeup procedure is taught. Disinfection and sanitation is taught as it pertains to all aspects of makeup.

**EST 212 Hair Removal**

3 Credits

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.

**GEOGRAPHY****GEO 105 World Regional Geography: GT-SS2**

3 Credits

Examines the spatial distribution of environmental and societal phenomena in the world's regions; environmental phenomena may include topography, climate, and natural resources; societal phenomena may include patterns of population and settlement, religion, ethnicity, language, and economic development. Analyzes the characteristics that define world regions and distinguish them from each other. Examines the relationships between physical environments and human societies. Examines globalization, emphasizing the geopolitical and economic relationships between more developed and less developed regions. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SS2.**

**GEO 106 Human Geography: GT-SS2**

3 Credits

Introduces students to geographic perspectives and methods in the study of human societies by examining the spatial

characteristics of populations, language, religion, ethnicity, politics, and economics. Examines the relationships between physical environments and human societies. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SS2.**

**GEO 111 Physical Geography: Landforms with Lab: GT-SC1**

4 Credits

Introduces students to the principles of Earth's physical processes, emphasizing landforms, soils, and hydrology. Examines the formation and distribution of landforms, such as mountains, valleys, and deserts, and their shaping by fluvial and other processes. The course incorporates an integrated process of lectures, discussion, and laboratory assignments. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SC1.**

**GEO 112 Physical Geography - Weather and Climate with Lab: GT-SC1**

4 Credits

Introduces the principles of meteorology, climatology, world vegetation patterns, and world regional climate classification. The course includes investigating the geographic factors, which influence climate such as topography, location, elevation, winds, and latitude. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SC1.**

**GEO 165 Human Ecology**

3 Credits

Provides a current outlook for the global environment, describing the threats imposed on different natural ecological systems. Students develop ways of thinking about the environment to evaluate environmental problems.

**GUNSMITHING NRA****GUN 104 Blueing and Metal Finishes**

2 Credits

Serves as a one-week course that includes instruction and hands-on training in metal preparation, hot blueing, nitre blueing, parkerizing, Teflon coating, and coating with Gun Kote. Students supply their own guns or parts to refinish.

**GUN 116 Basic Precision Welding**

2 Credits

Serves as a forty-hour block of hands-on instruction in four welding processes: Oxy/Acetylene; Shielded Arc Welding; Gas Metal Arc Welding (MIG); and Gas Tungsten Arc Welding (TIG). Emphasizes fabrication and repair of small metal fixtures and parts relating to the gunsmithing industry.

**GUN 120 Basic Machine Shop**

2 Credits

Incorporates instruction and hands-on experience in machine tool operation. Focuses on experience with the drill press, metalworking lathe, and milling machine in the manufacture of parts and tools. Enrollment is limited to 14 students.

**GUN 121 Advanced Machine Shop**

2 Credits

Provides further instruction and practice on machine tool operations. Focuses on rifle rebarreling techniques and advanced machine shop operations. Projects vary according to individual interests, but could include tool making or octagon barrels. Enrollment is limited to 14 students.

**GUN 140 Checkering**

2 Credits

Focuses on pattern design and layout, scribing, pattern transfer, checkering technique development, and finishing. Includes instruction in the use of hand and power checkering tools.

**GUN 141 Gunstock Carving**

2 Credits

Introduces basic gunstock carving techniques. Students learn basic use of tools, layout and design, relief carving (fish scale and basketweave checkering) and how to find artwork. Students finish one complete design by the end of class.

**GUN 192 Gunsmithing Hand Tools**

2 Credits

Introduces gunsmithing tools and their use. Enables the student to make various specialized gunsmithing hand tools. Includes filing, layout work, forging, soldering, brazing, basic metallurgy and heat-treating, and shop safety.

**GUN 292 Scrimshaw**

2 Credits

Introduces the student to the basics of scrimshaw. Focuses on selection and preparation of the medium, layout, and execution of various scrimshaw designs. Covers synthetic ivory, bone, antler and assorted synthetic materials. Students work with micarta and other materials. Special artistic ability or experience is NOT needed to succeed in this class.

**GUN RANGE****GUR 101 NRA Home Firearm Safety Course**

0.5 Credits

To teach the basic knowledge and skills and to explain the attitude necessary for the safe handling and storage of guns in the home.

**GUR 106 NRA Basic Pistol Shooting**

0.5 Credits

Provides the basic knowledge, skills, and attitude necessary to safely own and use a pistol.

**GUR 107 NRA Basic Shotgun Shooting**

1 Credit

Introduces the basic knowledge, skills, and attitude necessary to safely own and use a shotgun.

**GUR 108 NRA Muzzleloading Pistol Shooting**

1 Credit

Introduces the basic knowledge, skills, and attitude necessary to safely own and use a Muzzleloading pistol.

**GUR 109 NRA Muzzleloading Rifle Shooting**

1 Credit

Introduces the basic knowledge, skills, and attitude necessary to safely own and use a Muzzleloading rifle.

**GUR 110 NRA Basic Rifle Shooting**

1 Credit

Introduces the basic knowledge, skills, and attitude necessary to safely own and use a rifle.

**GUR 111 NRA Muzzleloading Shotgun Shooting**

1 Credit

Introduces the basic knowledge, skills, and attitude necessary to safely own and use a muzzleloading shotgun.

**GUR 112 NRA Personal Protection Course**

1 Credit

Introduces the basic knowledge, skills, and attitude necessary for the safe and proper use of a handgun, and provides information on the Citizen's right of self-defense. It is of benefit to beginning and experienced shooters alike.

**GUR 120 NRA Range Safety Officer Course**

0.5 Credits

Designed for persons who have been assigned by a ranger owner, operator, or manager to oversee range safety. Course content includes: ensuring the range is safe to use; conducting range safety briefings for shooters; handling ammunition and firearm malfunctions safely; supervising safety aspects of shooting activities; and handling emergency procedures as established by the range management.

**GUR 200 NRA Basic Instruction Training**

0.5 Credits

Covers teaching principles, instructional techniques, and training aids used to teach the NRA Basic Firearms Training Courses.

**GUR 201 NRA Home Firearm Safety Instructor**

0.5 Credits

Covers teaching principles, instructional techniques, and training aids used to organize and conduct the NRA Home Firearms Safety Instructor Course.

**GUR 206 NRA Basic Pistol Shooting Instructor**

1 Credit

Designed to develop NRA Certified Instructors who possess

the knowledge, skills, and attitude necessary to organize and safely conduct the NRA Basic Pistol Shooting Course.

**GUR 207 NRA Basic Shotgun Shooting Instructor**

1 Credit

Covers teaching principles, instructional techniques, and training aids used to teach the NRA Basic Shotgun Shooting Instructor course.

**GUR 208 NRA Muzzleloading Instructor**

1 Credit

Develops NRA Certified Instructors who possess the knowledge, skills, and attitude necessary to organize and safely conduct the NRA Basic Muzzleloading Course/s.

**GUR 210 NRA Basic Rifle Shooting Instructor**

1 Credit

Covers teaching principles, instructional techniques, and training aids used to organize and conduct the NRA Basic Rifle Shooting Instructor Course.

**GUR 212 NRA Personal Protection Instructor**

1 Credit

Develops NRA Certified Instructors who possess the knowledge, skills, and attitude necessary to organize and safely conduct the NRA Personal Protection Course.

**GUR 220 NRA Chief Range Safety Officer**

0.5 Credits

Develops NRA Certified Range Safety Officers who possess the knowledge, skills, and attitude necessary to train and supervise NRA Range Safety Officers and to provide the essential information to develop Range Standard Operating Procedures.

**GUR 250 Instructional Leadership**

1 Credit

Provides practical application of the teaching and organizational skills learned in the TSJC/NRA Shooting and Firearms Safety course series using an internship model. The student will assist in the planning, promotion, teaching, and follow up documentation for one NRA Firearms Safety class. This is the final course in the TSJC/NRA Firearms Safety Instructor Certificate program.

## GUNSMITHING

**GUS 100 Orientation and Firearms Safety**

0.5 Credits

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 102 Introduction to Firearms**

2 Credits

Explores the history of firearms and ammunition, firearms design and the function of modern firearms.

**GUS 110 Firearms Bench Metal**

5 Credits

Emphasizes shop safety and hand work, including: the proper use of measuring and hand tools, layout, drilling, sawing, filing, soldering, silver soldering, forging, heat treatment, and hand polishing.

**GUS 112 Firearms Machine Shop I**

5 Credits

Introduces theory and practice of shop safety, metalworking lathe, and milling machine operations. Students will demonstrate proper use of machine tools while making specialized gunsmithing tools.

**GUS 119 Stockmaking I**

5 Credits

Introduces stockmaking techniques for a bolt-action rifle from semi-inletted blanks. The course will cover inletting the barrel and trigger guard, glass bedding, installing grip cap, recoil pad, fore-end tip, swivels, shaping, sanding and finishing.

**GUS 127 Firearms Machine Shop II**

4 Credits

Continues the theory and practice of shop safety, metalworking lathe, and milling machine operations. Students will demonstrate proper use of machine tools while making specialized gunsmithing tools and fitting, chambering, and contouring a barrel for a bolt-action rifle.

**GUS 129 Introductory Hand Engraving**

3 Credits

Learn the basic concepts and skills related to hammer and chisel engraving. Special emphasis will be placed on tool sharpening, pattern theory, designing, transferring and cutting patterns.

**GUS 135 Firearms Conversions**

5 Credits

Examines various techniques for conversion of military rifle actions into customized sporter rifle actions. Bolt handles, safeties, iron sights, scope mounts, adjustable triggers, and trigger guard contouring and other custom conversions and accessories will be included.

**GUS 136 Firearms Metal Finishing**

2 Credits

Focuses on 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.

**GUS 139 Stock Duplication**

2 Credits

Introduces gunstock woods, stock layout, and basic stock duplicating machine operations. Students will sharpen chisels, design and cut a semi-inletted gunstock.

**GUS 147 Firearms Repair I**

5 Credits

Explores firearms repair theory and practice. Topics include necessary tools, design, function, takedown, troubleshooting, assembly and repair of selected handguns, shotguns, and rifles.

**GUS 205 Firearms Machine Shop III**

4 Credits

Continues the study of machine tool operation with special emphasis on gunsmithing procedures. Course work includes safety, milling, lathe, and advanced barrel fitting and chambering.

**GUS 208 Alternative Metal Finishes**

2 Credits

Examines alternative spray-on and transfer coatings available to the modern gunsmith.

**GUS 229 Advanced Hand Engraving**

3 Credits

Learn the advanced concepts and skills related to push engraving, hammer and chisel engraving. Special emphasis will be placed on scroll types, precious metal inlay, bulino and banknote engraving, restoring engraving and lettering.

**GUS 245 Stockmaking II**

5 Credits

Explores advanced stockmaking techniques for one and two-piece gunstocks of both wood and synthetic materials. Techniques in glass bedding, gun fitting, installation of custom hardware and finishing techniques will also be studied.

**GUS 247 Firearms Repair II**

7 Credits

Provides 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 Comprehensive Skills Evaluations**

0.5 Credits

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

**GUS 289 Capstone**

2 Credits

To be determined by instructor

**HEAVY EQUIPMENT****HEQ 150 Basic Principles of Engine Operation and Drive Train**

2 Credits

Covers the theory of operation and the maintenance of

engines, drive trains and related power equipment used in heavy equipment operations.

**HEQ 200 Heavy Equipment Grading and Staking**

2 Credits

Examines the use of various types of heavy equipment to finish and cut grades and slopes of roads, pads, ditches, and other structures. Determine types of stakes and measurements, specifications used for grading; and procedures for checking the final grade.

**HEQ 210 Heavy Equipment Basic Pipelaying**

3 Credits

Examines methods for preparing the trench for pipe installation, including stabilization, bedding, and initial backfill soil behavior as they relate to trench failures, including common indications of an unstable trench. Introduces typical shoring, shielding, and sloping methods appropriate equipment use and elevations as they relate to the setup of these instruments.

**HEQ 220 Motor Grader I**

2 Credits

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

**HEQ 221 Motor Grader II**

2 Credits

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

**HEQ 225 Backhoe I**

2 Credits

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

**HEQ 226 Backhoe II**

2 Credits

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

**HEQ 230 Hydraulic Excavator**

2 Credits

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

**HEQ 240 Basic Bulldozer I**

2 Credits

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

**HEQ 241 Bulldozer II**

2 Credits

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

**HEQ 246 Front End Loader II**

2 Credits

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 250 On-Road Dump Trucks**

2 Credits

Examines the use of on-road dump trucks in construction and other types of work. This course covers instructions for inspection, maintenance, and safe operation, including startup and shutdown, of dump trucks used to carry loads on public highways.

**HOLISTIC HEALTH PROFESSIONAL****HHP 107 Managing Life's Stresses**

1 Credit

Work with energy, confidence and enthusiasm in your life by learning specific skills that will give you control over stressful situations or people in your life. This experiential class is designed for all who are interested in a higher quality of life and want to reach their full potential. Learn how to relax quickly, improve self-image, improve concentration, and how to control your worry. You can experience freedom from old patterns that create stress, fatigue and restricting beliefs.

**HHP 108 Introduction to Aromatherapy**

1 Credit

Provides an introductory level of information about the historical origins, safety precautions, as well as various applications and uses of essential oils to reduce stress, aid in relaxation and benefit health. Students receive a starter kit, learn about the various types and properties of common essential oils/remedies, how to safely use for self and with others as a supplement to other holistic treatment modalities.

**HHP 111 Herbology I**

1 Credit

Explores the pharmacokinetics and composition of herbs and their effect on the body systems. Focuses on the habitat, harvesting, storage and usage of a select group of herbs. The use of herbs in health maintenance and the healing of disease predates written history. Herbs have been found by archeologists in Paleolithic burials and throughout literature on the ancient Chinese and Egyptians verified by modern scientific research.

**HHP 116 Introduction to Massage Technique I**

1 Credit

Teaches basic muscle anatomy as it relates to massage as well as the specific hands-on techniques to complete a full body massage. Provides a general history of massage as a healing treatment, its connection to other holistic modalities and its ability to have both a physiological as well as psychological impact on overall health and healing. Swedish massage techniques and strokes are performed and experienced by each student.

**HHP 117 Introduction to Massage Technique II**

1 Credit

Builds upon techniques learned in the Introduction to Massage Therapy course. Students expand their knowledge and skills to learn application and adaptation of massage techniques with special populations. Course also explores integrating related therapeutic approaches such as hydrotherapy and acupressure in a professional massage practice.

**HHP 145 Digestive Wellness**

1 Credit

Provides the student with information on nutritional and herbal self-care treatments.

**HHP 161 Meditation for Health**

1 Credit

Incorporates the practice of fundamental techniques for training your mind to be quiet and peaceful; to focus your thoughts on what you choose; to stimulate the Mind-Body conversation to enhance your own health.

**HHP 164 Introduction to Hand Reflexology**

1 Credit

Teaches hand anatomy, basic stroke techniques and hand reflex points. Reflexology is a gentle art that holistically facilitates opening the channels for healing energy to circulate to all parts of the body. The benefits of reflexology include stress reduction and deep relaxation, improved circulation, cleansing of body toxins and impurities, energy revitalization and preventative health care.

**HHP 166 Introduction to Reflexology**

1 Credit

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

**HHP 200 Bach's Essences**

2 Credits

Teaches the history and development of Bach Essences. Explores how stress and emotions affect our physical body. Scientific theories that explain how energy medicine works will also be introduced. Students will learn the purpose of all-38 remedies, proper blending techniques and applications of appropriate remedies to aid them in restoring emotional balance and harmony.

**HHP 208 Advanced Musculoskeletal Anatomy**

2 Credits

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 Maniken 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 211 Herbology II**

2 Credits

Continues Herbology I (HHP 111) and explores the advanced usage of herbs in prevention and treatment of disease. The exploration of pharmacokinetics, composition of herbs, and affects on the body will also be explored.

**HHP 254 Holistic Health Level II**

2 Credits

Provides a more comprehensive study of holistic modalities used to strengthen the whole person in the process of facilitating healing and maintaining optimal health, expanding upon the basic theory of holism discussed in Holistic Health I. Expanded application of holistic health concepts and body-mind responses are used as guides for each modality studied. Discussion of the holistic therapeutic relationship is included.

**HHP 260 Advanced Reflexology**

1 Credit

Demonstrate and perform advanced reflexology techniques. Acquire advanced conceptual content on new information and skill sets about reflexology for hands and feet and introduce anatomy and reflexology of the ear in order to learn the process of describing and applying reflexology protocols for specific issues. Students will assimilate information from previous coursework in order to complete the outline for the final research paper, discuss ethics & business plans and prepare for the reflexology practicum.

**HHP 270 Clinical**

Variable Credits

Continues to build upon the principles that are expected to be understood by students in the holistic health discipline.

**HHP 275 Special Topics**

Variable Credits

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

**HHP 288 Practicum**

Variable Credits

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.

**HISTORY****HIS 101 Western Civilization: Antiquity-1650: GT-H11**

3 Credits

Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from the prehistoric era to 1650. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-H11.**

**HIS 102 Western Civilization: 1650-Present: GT-H11**

3 Credits

Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from 1650 to the present. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-H11.**

**HIS 111 The World: Antiquity-1500: GT-H11**

3 Credits

Explores a number of peoples, groups, ideas, institutions, and trends that have shaped World History from the prehistoric era to 1500. Reflects the multiple perspectives of gender, class, religion, and ethnic groups in a broad global sense. Focuses on the common denominators among all people. This approach goes beyond political borders to provide a better appreciation for different cultures. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-H11.**

**HIS 112 The World: 1500-Present: GT-H11**

3 Credits

Explores a number of peoples, groups, ideas, institutions, and trends that have shaped World History from 1500 to the present. Reflects the multiple perspectives of gender, class, religion, and ethnic groups in a broad global sense. Focuses on the common denominators among all people. This approach goes beyond political borders to provide a better appreciation for different cultures. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-H11.**

**HIS 121 U.S. History to Reconstruction: GT-H11**

3 Credits

Explores events, trends, peoples, groups, cultures, ideas, and institutions in North America and United States history, including the multiple perspectives of gender, class, and ethnicity, between the period when Native American Indians were the sole inhabitants of North America, and the American Civil War. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-H11.**

**HIS 122 United States History Since the Civil War: GT-H11**

3 Credits

Explores events, trends, peoples, groups, cultures, ideas, and institutions in United States History, including the multiple perspectives of gender, class, and ethnicity, between the period of the American Civil War and the present. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-H11.**

**HORTICULTURE****HLT 100 Horticulture Science**

4 Credit

Introduces students to the principles of the plant science as they relate to horticulture. The course emphasizes the application of plant sciences to the propagation, improvement, culture and utilization of horticultural plants.

**HLT 101 Introduction to Horticulture**

4 Credits

Introduces the biology of horticultural plants, and basic horticultural practices.

**HLT 202 Plant Health Care**

4 Credits

Introduces the fundamental concepts of integrated pest management and plant health care. Teaches students to

diagnose pest and disease problems and formulate site-specific prevention and control strategies.

**HLT 240 Introductory Soil Science**

4 Credits

Discusses the formation, physical properties, chemical properties and management of soils emphasizing conditions that affect plant growth. The principles of soil fertility and practice of fertilizer use is also discussed.

**HUMAN PERFORMANCE AND EXERCISE****HPE 100 Introduction to Physical Education and Sport**

2 Credits

Focuses on the field of physical education and sports. Includes trends, precedents and their effects in the health and total wellness of those involved.

**HPE 101 Introduction to Coaching**

2 Credits

Acquaints the learner with the knowledge, requirements and responsibilities of coaching, including sport philosophy, sport medicine, and sport management. Fulfills requirements for ACEP Leader Level I.

**HPE 200 Perspectives in PE and Sport**

3 Credits

This course discusses the breadth, scope, and nature of the profession. It is an orientation to the history and philosophy of human performance and the factors that influence its evolution. Special consideration is giving to the history of sport from antiquity to the present, particularly the Olympic Games.

**HPE 231 Care and Prevention of Athletic Injuries**

3 Credits

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

**HEALTH PROFESSIONAL****HPR 102 CPR for Professionals:(List Certification)**

0.5 Credits

Meets the requirements 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 this course is basic patient assessment, basic airway management, rescue breathing, AED use and CPR for infant, children and adult patients.

**HPR 106 Law & Ethics for Health Professions**

2 Credits

Introduces student to the study and application medico-legal concepts in medical careers. This course seeks to establish a foundation for ethical behavior and decision making in health professions.



**HPR 108 Dietary Nutrition**

1 Credit

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

**HPR 116 Computers in Health Care**

1 Credit

Introduces the learner to use of personal computer technology and the concepts of software applicable to health care.

Basic features of selected software, terminology related to hardware, software and online resources (which include PC, word processing, email) and electronic health-based research will be emphasized. Provides opportunities for practical applications of computer skills to nursing care.

**HPR 117 Anatomical Kinesiology**

3 Credits

Studies the Anatomical Basis of Human Movement.

**HPR 120 ACLS**

1 Credit

Presents the required material for ACLS completion. It will cover arrhythmias, medications, therapeutic modalities for life threatening arrhythmias, airway management, and other treatment modalities used in cardiac and respiratory arrest.

**HPR 137 Human Diseases**

4 Credits

Covers basic knowledge of the deviations that occur in the human body with disease and injury. An integrated study of signs/symptoms, diagnostic tests and treatment.

**HPR 178 Medical Terminology**

2 Credits

Introduces the student to the structure of medical terms with emphasis on using and combining the most common prefixes, roots and suffixes. Includes terms related to major body systems, oncology, psychiatry, as well as clinical laboratory and diagnostic procedures and imaging. Class structure provides accepted pronunciation of terms and relative use in the healthcare setting.

**HPR 190 Basic EKG Interpretation**

2 Credits

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.

**HUMAN SERVICES****HSE 106 Survey of Human Services**

3 credits

Provides a philosophical, political, statutory and contemporary overview of the role, values, knowledge

and intervention strategies encountered by human service professionals in addressing social problems.

**HSE 107 Interviewing Principles and Practices**

3 credits

Provides a beginning level of information on theoretical concepts, primary principles, strategies and interventions implemented in the practice and delivery of human services to individuals and families using the human services interview.

**HSE 109 Social Issues in Human Services**

3 credits

Provides an analytical overview of the social functions of human services. Examines the welfare system from various political perspectives. Presents idealism and pragmatism of the present state of human services and trends for the future.

**HSE 188 Human Services Practicum I**

Variable credits

Provides experience in various service agencies to familiarize students with agency work. Emphasizes developing observational skills, individual growth in self-awareness, interviewing skills, introduction to agencies and client systems. A weekly classroom seminar complements the agency experience.

**HSE 205 Human Services for Groups**

3 credits

Introduces the concepts, principles, goals and skills of group work as a method of providing human services. Emphasis is on basic practice skills and intervention techniques.

**HSE 206 Human Services for Families**

3 credits

Introduces family theory and practice. Covers such topics as systems theory, communications theories, structure therapists, developmental theory and future directions in family therapy research.

**HSE 209 Crisis Theory and Intervention**

3 credits

Introduces basic theories and principles of crisis intervention from a historical and practical orientation. Offered spring semester.

**HSE 215 Introduction to Delinquency and Justice**

3 credits

Provides a historical and philosophical background of theories, ideologies, statutes, political processes and policies of the American Juvenile Justice System. Examines juvenile processes from predelinquency and adjudication, through corrections.

**HSE 226 Case Management for Human Services Practitioners**

3 credits

Introduces an advanced program of study incorporating the

theory and practice strategies of case management utilizing the specialist model approach.

### **HSE 275 Special Topics**

Variable credits

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

## **HUMANITIES**

### **HUM 115 World Mythology: GT-AH2**

3 Credits

Introduces students to a multidisciplinary approach to world mythology. Common themes are illustrated and connected to religion, philosophy, art, literature, music, and contemporary culture. In addition, students will study various ways of interpreting myth. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-AH2.**

### **HUM 121 Humanities: Early Civilization: GT-AH2**

3 Credits

Introduces students to the history of ideas that have defined cultures through a study of the visual arts, literature, drama, music, and philosophy. It emphasizes connections among the arts, values, and diverse cultures, including European and non-European, from the Ancient world to 1000 C.E. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-AH2.**

### **HUM 122 Humanities: Medieval-- Modern: GT-AH2**

3 Credits

Examines written texts, visual arts and musical compositions to analyze and reflect the evolution and confluence of cultures in Europe, Asia and the Americas from 800 C.E. to 1750 C.E. Any two of the three Survey of Humanities courses equal a sequence. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-AH2.**

### **HUM 123 Humanities: Modern World: GT-AH2**

3 Credits

Examines the cultures of the 17th through the 20th centuries by focusing on the interrelationships of the arts, ideas, and history. Considers the influences of industrialism, scientific development and non-European peoples. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-AH2.**

## **HEALTH AND WELLNESS**

### **HWE 100 Human Nutrition**

3 Credits

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

### **HWE 103 Community First Aid and CPR**

1 Credit

Prepares the student for certification in CPR and Basic First Aid. Skills will include basic life support, airway obstruction, control of bleeding, shock, and patient care for the unconscious.

### **HWE 109 Weight Management & Exercise**

2 Credits

Offers guided instruction in weight management and exercise to students interested in learning more about weight control. Emphasis is placed on the development of weight management programs, review of current trends and diets, essential nutrients, eating disorders, special populations, and the role of exercise in weight management.

### **HWE 117 Mental Health First Aid**

1 Credit

Train the public and first responders on the most common mental disorders and mental health crises. Train first responders in the basic action steps to assist with the mental

health issue. This course is not for the trained Mental Health Professional.

### **HWE 124 Fitness and Wellness**

2 Credits

Provides information on fitness and wellness and to serve as a guide to design, implement, and evaluate a complete personal fitness and wellness program. The course integrates the basic components of fitness and wellness in understanding human health in order to achieve well-being. This course offers current information in the health field and provides self-assessments for health risk and wellness behaviors. This includes lifestyle modification, nutrition, weight management, stress management, cardiovascular and cancer risk reduction, exercise and aging, exercise related injury, exercise and the environment, prevention of sexually transmitted diseases, substance abuse (including tobacco, alcohol and other psychoactive drugs), and analysis and interpretation of research publications and web sites in health and wellness.

## **LAW ENFORCEMENT ACADEMY**

### **LEA 101 Basic Police Academy I**

6 Credits

Conforms to POST standards and Colorado state certification requirements as well as the basic skills and knowledge necessary to perform the entry-level duties of a peace officer. Emphasis will be on simulating actual situations utilizing both a lecture and laboratory mode of learning.

### **LEA 102 Basic Police Academy II**

12 Credits

Conforms to POST standards and state certification requirements as well as the basic skills and knowledge to perform the entry-level duties of a peace officer. Emphasis

will be on simulating actual situations utilizing a lecture and laboratory mode of learning.

### **LEA 105 Basic Law**

8 Credits

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

### **LEA 106 Arrest Control Techniques**

8 Credits

Exploration of the skills, knowledge and abilities necessary to effectively maintain control of a suspect when making an arrest. Explains the continuum of force and de-escalation of force.

### **LEA 107 Law Enforcement Driving**

3 Credits

Exploration of the skills, knowledge and abilities required for operation of a law enforcement vehicle. Emphasizes defensive driving. Enables students to demonstrate skills by driving a vehicle under simulated conditions.

### **LEA 108 Firearms**

3 Credits

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 be able to explain the firearms role within the continuum of force.

## LITERATURE

### **LIT 115 Introduction to Literature I: GT-AH2**

3 Credits

Introduces students to fiction, poetry, and drama. Emphasizes active and responsive reading. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-AH2.**

### **LIT 201 World Literature to 1600: GT-AH2**

3 Credits

Examines significant writings in world literature from the ancients through the Renaissance. Emphasizes careful readings and understanding of the works and their cultural backgrounds. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-AH2.**

### **LIT 202 World Literature After 1600: GT-AH2**

3 Credits

Examines significant writings in world literature from the seventeenth century to the present. Emphasizes careful

reading and understanding of the works and their cultural backgrounds. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-AH2.**

### **LIT 211 American Literature to Civil War: GT-AH2**

3 Credits

Provides an overview of American literature from the Native American through the nineteenth century Romantics. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-AH2.**

### **LIT 212 American Literature After the Civil War I: GT-AH2**

3 Credits

Provides an overview of American literature from the mid-nineteenth century to the present. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-AH2.**

### **LIT 255 Children's Literature**

3 Credits

Examines the criteria for selecting appropriate literature for children. Explores literature through a variety of genres, age levels, values taught through literature, and literary and artistic qualities of various texts.

## MACHINING

### **MAC 101 Introduction to Machine Shop**

3 Credits

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

### **MAC 102 Print Reading for Machinists**

3 Credits

Instructs students in reading and understanding industrial prints. This course covers basic drafting and print standards, fundamentals of shape description, fundamentals of size description and annotation, industrial drawing types, and specialized parts and prints. Symbol interpretation, Tolerancing and dimensioning standards are also covered.

### **MAC 110 Introduction to Engine Lathe**

3 Credits

Introduces basic lathe applications which will consist of identifying lathe components and controls, understanding turning safety, calculating speeds and feeds, using various tools and tool holders, identifying basic tool geometry, and the use of common lathe spindle tooling. Students will

perform basic lathe operations, which will consist of facing, center-drilling, chuck turning, turning between centers, boring, grooving, tapers, knurling, and single point threading. Students will be required to produce specified parts to a tolerance of +/- .004 in. and perform competencies set by manufacturing standards.

### **MAC 111 Intermediate Engine Lathe**

3 Credits

Teaches students to prepare single point external and internal 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, and MAC 110

### **MAC 112 Advanced Engine Lathe**

3 Credits

Prepares students to form radius, single-point isometric threads, turn spherical radius, use a radius gauge, and work within .0005 inches tolerance externally. **Prerequisite:** MAC 111

### **MAC 113 Engine Lathe Setups and Operations IV**

3 Credits

Teaches students to hold .0005 tolerance internally, use an arbor and a sine bar, and taper within one minute angular tolerance. **Prerequisite:** MAC 120

### **MAC 120 Introduction to Milling Machine**

3 Credits

Teaches students to identify the major parts of the vertical mill, align a vise, use an indicator, edge finder, and boring head, determine speeds and feeds perform simple indexing, mill flat, square surfaces and slots, drill, bore, and tap holes, and work within a plus or minus .002 inch tolerance.

### **MAC 121 Intermediate Milling Machine**

3 Credits

Prepares students to determine hole locations by coordinates and degrees, use a rotary table, use a jig bore to drill holes by the coordinate method, and work within plus or minus .001 inch tolerance.

### **MAC 122 Advanced Milling Machine Operations**

3 Credits

Prepares students to indicate the head of a vertical mill, bore holes, drill holes at an angle, and work with tolerances of .0008 inches location and diameter.

### **MAC 201 Introduction to CNC Turning Operations**

3 Credits

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 202 CNC Turning Operations II**

3 Credits

Prepares students to write basic computer numerical control (CNC) lathe part programs. G and M codes, math related to CNC, setups, speeds and feeds, straight turning, spherical turning, threading, chamfering, tapering, drilling, tapping, boring, and grooving will be covered. Cutter compensations, sub-programming techniques, repetitive cycles, and both absolute and incremental will be incorporated into programs. Students will also proof and edit the programs to make them valid.

### **MAC 205 Introduction to CNC Milling Operations**

3 Credits

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

### **MAC 206 CNC Milling Operations II**

3 Credits

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

### **MAC 240 CAD/CAM 2D**

3 Credits

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 245 CAD/CAM 3D**

3 Credits

Covers both the production and surfacing of three-dimensional geometry in a self-paced setting. Issues will be covered related to the production of wire frames, solids, surfaces, the joining of surfaces, joining of solids, managing construction planes, sweeping, rotating, and controlling parameter settings. A familiarity with Mastercam, CNC programming techniques, and CNC operations is recommended.

## MANAGEMENT

### MAN 102 Business Ethics and Values

1 Credit

Explores the foundations of business ethics, which includes influences and guidelines to help you make good decisions at work. Students will identify traits of ethical people and ethical organizations, such as, integrity, character, honesty, self-control, and self-sacrifice.

### MAN 117 Time Management

1 Credit

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

### MAN 125 Team Building

1 Credit

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 200 Human Resource Management I

3 Credits

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 230 Corporate Ethics and Social Responsibility

3 Credits

Examines the concept of corporate responsibility and the extent to which an organization's resources should be used to identify and respond to social and ethical problems. Included in the course will be topics of corporate and social responsibility, and the concept of servant leadership, and how this applies to business and management principles.

### MAN 226 Principles of Management

3 Credits

Presents a survey of the principles of management. Emphasis is on the primary functions of planning, organizing, leading and controlling with a balance between the behavioral and operational approach.

## MARKETING

### MAR 160 Customer Service

3 Credits

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 Principles of Marketing

3 Credits

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.

## MATH

### MAT 020 Quantitative Literacy Lab

1 credit

Supports skill development for students registered in MAT 050 Quantitative Literacy. Topics covered in this course include those defined in MAT 050 and/or any pre-requisite skills needed by the student.

### MAT 025 Algebraic Literacy Lab

1 Credit

Supports skill development for students registered in MAT 055 Algebraic Literacy. Topics covered in this course include those defined in MAT 055 and/or any pre-requisite skills needed by the student. **Prerequisite: FOR STUDENTS WITH ACCUPLACER SCORE EA 45-59, THIS COURSE IS A REQUIRED CO-REQUISITE WITH MAT 055 ALGEBRAIC LITERACY.**

### MAT 050 Quantitative Literacy

4 Credits

Develops number sense and critical thinking strategies, introduce algebraic thinking, and connect mathematics to real world applications. Topics in the course include ratios, proportions, percents, measurement, linear relationships, properties of exponents, polynomials, factoring, and math learning strategies. This course prepares students for Math for Liberal Arts, Statistics, Integrated Math, and college level career math courses.

### MAT 055 Algebraic Literacy

4 Credits

Develops algebraic skills necessary for manipulating expressions and solving equations. Topics in the course include radicals, complex numbers, polynomials, factoring, rational expressions, quadratic equations, absolute value equations and inequalities, systems of linear equations, related applications, and math learning strategies. This course prepares students for College Algebra and Finite Math.

### MAT 091 Applied Quantitative Lab

1 Credit

Supports skill development for students registered in MAT 107, MAT 108, MAT 109, or MAT 112. Topics covered in the course include those defined in MAT 107/108/109/112 and/or any pre-requisite skills needed by the student. Students with Accuplacer scores EA 30-59 or AR 40+, who are advised into MAT 107/108/109/112, are required to co-enroll in this course.

**MAT 092 Quant Lab**

1 credit

Supports skill development for students registered in MAT 120, MAT 135, MAT 155, or MAT 156. Topics covered in this course include those defined in MAT 120/135/155/156 and/or any pre-requisite skills needed by the student. Students with Accuplacer scores EA 80-84, who are advised into MAT 120, MAT 135, MAT 155, or MAT 156, are required to co-enroll in this course.

**MAT 093 Algebra Lab**

1 Credit

Supports skill development for students registered in MAT 121 or MAT 123. Topics covered in this course include those defined in MAT 121/123 and/or any pre-requisite skills needed by the student. Students with Accuplacer scores EA 80-84, who are advised into MAT 121/123, are required to co-enroll in this course.

**MAT 107 Career Math**

3 Credits

Covers material designed for career technical or general studies students who need to study particular mathematical topics. Topics may include measurement, algebra, geometry, trigonometry, graphs, and/or finance. These are presented at an introductory level and the emphasis is on applications.

**Prerequisite: SUCCESSFUL COMPLETION OF MAT 050 (GRADE OF "C" OR BETTER) OR MATH ASSESSMENT**

**MAT 112 Financial Mathematics**

3 Credits

Covers topics including pricing, taxes, insurance, interest, annuities, amortization, investments using financial calculators and spreadsheets. **Prerequisite: MAT 050 OR EQUIVALENT**

**MAT 120 Mathematics for the Liberal Arts: GT-MA1**

4 credits

Highlights connections between mathematics and the society in which we live and is intended for liberal arts majors. Topics include set theory and logic, mathematical modeling, probability and statistical methods, and consumer mathematics. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-MA1.**

**MAT 121 College Algebra: GT-MA1**

4 Credits

Explores topics including intermediate algebra, equations, and inequalities, functions and their graphs, exponential and logarithmic functions, linear and non-linear systems, selection of topics from among graphing of the conic sections, introduction to sequences and series permutations and combinations, the binomial theorem and theory of equations. **Prerequisite: MAT 055 OR EQUIVALENT COMPETENCY. This course is approved as part of the**

**Colorado Statewide Guaranteed Transfer curriculum GT-MA1.****MAT 122 College Trigonometry: GT-MA1**

3 Credits

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 COMPETENCY. This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-MA1.**

**MAT 125 Survey of Calculus: GT-MA1**

4 credits

Includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential, and logarithmic functions for business, life science and/or social science majors. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-MA1.**

**MAT 135 Introduction to Statistics: GT-MA1**

3 Credits

Explores and applies data presentation and summarization, introduction to probability concepts and distributions, statistical inference - estimation, hypothesis testing, comparison of populations, correlation and regression. **Prerequisite: MAT 050. This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-MA1.**

**MAT 155 Integrated Math I**

3 Credits

Engages students in the concepts of school mathematics, including the recognition of numerical and geometric patterns and their application to a variety of mathematical situations; mathematical problem-solving, reasoning, critical thinking, and communication; algebraic thinking, representation, analysis, manipulation, generalizations and extensions. **Prerequisite: MAT 050 OR EQUIVALENT COMPETENCY**

**MAT 156 Integrated Math II**

3 Credits

Furtheres MAT 155 concepts and will include fundamentals of probability, statistics, and Euclidean geometry. Mathematical problem solving, reasoning, critical thinking and communication will continue to be an integral part of this sequence. **Prerequisite: MAT 155**

**MAT 166 Pre-Calculus: GT-MA1**

5 credits

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. **This**

course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-MA1.

**MAT 201 Calculus I: GT-MA1**

5 Credits

Introduces single variable calculus and analytic geometry. It includes limits, continuity, derivatives, and applications of derivatives as well as indefinite and definite integrals and some applications. **Prerequisite: MAT 122, MAT 166, OR EQUIVALENT COMPETENCY. This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-MA1.**

**MAT 202 Calculus II: GT-MA1**

5 Credits

Continues the study 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 THE INSTRUCTOR. This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-MA1.**

**MAT 203 Calculus III: GT-MA1**

4 Credits

Focuses the traditional subject matter of the Calculus. Topics include vectors, vector-valued functions, and multivariable calculus including partial derivatives, multiple integrals, line integrals and application. **Prerequisite: MAT 202 OR EQUIVALENT COMPETENCY. This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-MA1.**

**MAT 204 Calculus III with Engineering Applications: GT-MA1**

5 Credits

Focuses on the competencies established in MAT 203 Calculus III with an additional emphasis on word problems and problem solving. This is the third course in the three-course calculus sequence. This course will additionally contain a thorough examination of multiple integration. This will include double and triple integrals, line integrals, Stokes' and Green's Theorems, and their applications. A graphing calculator is required for this course. **Prerequisite: MAT 202 OR EQUIVALENT COMPETENCY. This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-MA1.**

**MULTIMEDIA GRAPHIC DESIGN**

**MGD 111 Adobe Photoshop I**

3 Credits

Concentrates on the high-end capabilities of Adobe Photoshop as an illustration, design and photo retouching tool. Students explore a wide range of selection and manipulation techniques that can be applied to photos, graphics and videos. Course competencies and outline follow

those set out by the Adobe Certified Associate exam in Visual Communication Using Adobe Photoshop.

**MGD 112 Adobe Illustrator I**

3 Credits

Concentrates on the high-end capabilities of Adobe Illustrator as an illustration, design and vector drawing tool. Students learn how to use the tools to create digital artwork that can be used in web design, print media, and digital screen design. Course competencies and outline follow those set by the Adobe certified Associate exam in Visual Communication using Adobe Illustrator.

**MGD 114 Adobe InDesign**

3 Credits

Introduces students to InDesign, a page layout program which integrates seamlessly with other Adobe design programs. InDesign delivers creative freedom and productivity to DTP. Class discussions and independent projects supplement hands-on classroom work.

**MGD 133 Graphic Design I**

3 Credits

Focuses upon the study of design layout and conceptual elements concerning graphic design projects such as posters, advertisements, logos, and brochures.

**MGD 141 Web Design I**

3 Credits

Introduces web site planning, design and creation using industry-standards-based web site development tools. Screen-based color theory, web aesthetics, use of graphics editors and intuitive interface design are explored.

**MGD 289 Capstone**

1 Credit

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

**MEDICAL ASSISTING PROFESSIONAL**

**MAP 110 Medical Office Administration**

4 Credits

Introduces the administrative duties specifically used in medical offices.

**MAP 120 Medical Office Financial Management**

4 Credits

Covers the practical uses of accounts and records with emphasis on accounting principles and analysis for use in a medical office. 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 codes), thus establishing the medical necessity required for third-party reimbursement.

**MAP 138 Medical Assisting Laboratory**

4 Credits

Introduces the student to basic routine laboratory skills and techniques for collection, handling, and examination of laboratory specimens often encountered in the ambulatory care setting.

**MAP 140 Medical Assisting Clinical Skills**

4 Credits

Provides hands on experience with clinical skills required in medical offices. Delivers theory and skills presentations allowing for students to properly demonstrate techniques for a variety of medical needs.

**MAP 150 Pharmacology for Medical Assistants**

3 Credits

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.

**MAP 183 Medical Assistant Internship**

Variable

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. Student must have permission by program coordinator to begin internship.

**MAP 189 Review for Medical Assistant National Exam**

1 Credit

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, supporting quality care in the office or clinic.

**MEDICAL OFFICE TECHNOLOGY****MOT 110 Medical Office Administration**

4 Credits

Introduces the administrative duties specifically used in medical offices.

**MOT 120 Medical Office Financial Management**

3 Credits

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

**MOT 125 Basic Medical Sciences I**

3 Credits

Teaches the anatomy and physiology, pathophysiology and drug therapy of the immune, musculoskeletal, and digestive systems. A discussion of pediatric implications as they relate to clinical physiology will also be covered. Students may take MOT 125, MOT 133 and MOT 135 in any order, but all three courses must be completed to meet the basic medical sciences requirement.

**MOT 138 Medical Assisting Laboratory Skills**

4 Credits

Introduces the student to basic routine laboratory skills and techniques for collection, handling, and examination of laboratory specimens often encountered in the ambulatory care setting. Emphasizes hands-on experience.

**MOT 140 Medical Assisting Clinical Skills**

4 Credits

Provides hands on experience with the clinical skills required for assisting with patient care. Delivers the theory behind each skill presented as well as proper technique for performing each skill.

**MOT 150 Pharmacology for Medical Assistants**

3 Credits

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 Medical Office Technology: Special Topics**

Variable Credits

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 Medical Assistant Internship**

Variable Credits

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

**MOT 189 Review for Medical Assistant National Examination**

1 Credit

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.

## MASSAGE THERAPY

### MST 105 Lifestyle Wellness

2 Credits

Provides opportunity to learn and apply specific wellness principles to your individual lifestyle. Student completes self-analysis of health behaviors and how lifestyle affects health status.

### MST 106 A & P for Massage Therapy

4 Credits

Provides a general knowledge of the anatomy and physiology of the body systems with focus on the anatomy and physiology of the muscular and skeletal systems. This course is designed specifically for individuals specializing in massage therapy.

### MST 111 Basic Massage Therapy

4 Credits

Introduces theory and techniques of therapeutic massage, including understanding of physiological benefits of massage as well as proper body mechanics and appropriate draping. Focuses on basic strokes of Swedish massage. Students also learn techniques of seated massage.

### MST 113 Professional Massage

4 Credits

Continues the study of Integrative Therapeutic Massage techniques with emphasis on assessing and meeting client's needs. Students give massage in supervised in-class clinicals, applying appropriate therapeutic intervention.

### MST 184 Clinical Massage

Variable Credits

Applies skills in a clinical setting. Focuses on improvement of massage therapy skills, ethics, and communication.

### MST 216 Pathology for Massage Therapy

3 Credits

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 217 Pharmacology for Massage

1 Credit

Explores the relationship between massage therapy techniques and drug therapy, over the counter preparations and herbal supplements. Students gain an appreciation of

drug therapy and appropriate changes and variations in the application of massage techniques.

### MST 284 Clinical Massage

Variable Credit

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 120 Music Appreciation: GT-AH1

3 Credits

Covers the basic materials of music, musical forms, media, genres and musical periods. Emphasizes the development of tools for intelligent listening and appreciation. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-AH1.**

### MUS 121 Music History Medieval thru Classical Period: AH1

3 Credits

Studies the various periods of music history with regard to the composers, esthetics, forms, and genres of each period. Considers music from the Middle Ages through the Classical period. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-AH1.**

### MUS 122 Music History Early Romantic Period to the Present: AH1

3 Credits

Studies the various periods of music history with regard to the composers, aesthetics, forms, and genres of each period. Considers music from the early Romantic period to the present. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-AH1.**

### MUS 125 History of Jazz: GT-AH1

3 Credits

Provides a survey of the basic materials of music and the forms, media, genres, historical, and cultural style periods of jazz. It emphasizes the development of tools for intelligent listening and appreciation. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-AH1.**

## NAIL TECHNICIAN

### NAT 110 Introduction to Manicures & Pedicures

3 Credits

Provides a basic introduction in the proper use of implements used in manicures and pedicures. Theory and practical application of proper set-up, safety, sanitation, nail shapes,

anatomy, product knowledge and terminology dealing with manicures and pedicures is covered. Training is done in a classroom or lab setting using models or other techniques.

### **NAT 111 Intermediate Manicures & Pedicures**

2 Credits

Presents theory and practical application dealing with different types of manicures, pedicures, nail art and massage techniques. Theory and practical application of procedures, products, nail shapes and maintenance of natural nails is covered. Students learn to recognize different nail disorders and their proper treatment. Training is done in a specialized class or in supervised salon (clinical) setting, using models or customer service. Proper sanitation and sterilization as it pertains to all aspect of manicures, pedicures and nail art is taught.

### **NAT 210 Advanced Manicures & Pedicures**

2 Credits

Presents theory and practical application dealing with different types of manicures, pedicures massage techniques and nail art. Theory and practical application of procedures, products, nail shapes and maintenance of the natural nails is covered. Students learn to recognize different nail disorders and their proper treatment. Training is done in a specialized class or in supervised salon (clinical) setting, using models or customer service.

### **NAT 211 Application of Artificial Nails**

5 Credits

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.

## **NURSING ASSISTANT**

### **NUA 101 Nurse Aide Health Care Skills**

4 Credits

Prepares the student to perform the fundamental skills of the nurse aide. Basic nursing skills, communication skills, restorative services, personal care skills, safety and emergency care issues are covered. Includes knowledge and/or principles of asepsis, OSHA and HIPAA regulations. Ethical behaviors, cultural sensitivity and principles of mental health will be addressed, as well as patient/resident rights.

### **NUA 170 Nurse Aide Clinical Experience**

0.25-6 Credits

Applies knowledge and skill gained in NUA 101 to patient care. **Prerequisite: SUCCESSFUL COMPLETION OF NUA 101**

## **NURSING**

### **NUR 101 Pharmacology Calculations**

1 Credit

Prepares nurse to provide safe, patient-centered nursing care related to dosage calculations. This course introduces critical thinking applied to dosage calculations and communication used when interacting with patients and members of the healthcare team related to various aspects of safe administration of medications. Information technology used to document medications administered and patient technology used to deliver medications are also practiced.

### **NUR 106 Medical Surgical Nursing Concepts**

7 Credits

NUR106 is the first medical/surgical nursing course. Building on NUR109, this course provides for the acquisition of basic medical/surgical nursing theory, as well as application of mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered care to a developmentally and culturally diverse adult patient population experiencing various medical/surgical interventions. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the nurse. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of clinical settings. **Prerequisite: Successful completion of preceding required program coursework or permission of the dean.**

### **NUR 109 Fundamentals of Nursing**

6 Credits

Nursing 109 introduces the fundamental concepts necessary for safe, patient-centered nursing care to a diverse patient population while integrating legal and ethical responsibilities of the nurse. Introduces caring, critical thinking, the nursing process, quality improvement, and communication used when interacting with patients and members of the interdisciplinary team, and relates evidence-based nursing practice. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of clinical settings providing care to stable patients with common health alterations. **Prerequisite: Admission into the nursing program by the dean.**

### **NUR 112 Basic Concepts of Pharmacology**

2 Credits

Overview of the basic principles of pharmacology including major drug classifications and prototypes of commonly used medications. Principles of medication administration include aspects of best practice for safe, quality, patient-centered care. Central points include safety, quality improvement factors in the administration of medications, patient teaching, and variations encountered when administering medications to diverse patient populations across the lifespan. **Prerequisite: Successful completion of preceding required program coursework or permission of the dean.**

### **NUR 150 Maternal - Child Nursing**

6 Credits

Nursing 150 provides for the acquisition of maternal/child nursing theory, as well as application of mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, family-centered nursing care to childbearing families and children that is developmentally and culturally appropriate. Incorporates evidence-based practice, standards of practice, quality improvement, and legal and ethical responsibilities of the nurse. Application of knowledge and skills occurs in the nursing skills laboratory and in a variety of maternal/child and pediatric clinical settings. **Prerequisite: Successful completion of preceding nursing program coursework or permission of the dean.**

### **NUR 169 Transition into Practical Nursing**

4 Credits

Facilitates transition of the LPN to new roles and responsibilities of the ADN, the nursing process, critical thinking, legal and ethical issues in nursing practice, and the nursing care of childbearing families and pediatric clients. Application of knowledge and skills occurs in the laboratory and maternal/child and pediatric clinical settings. **Prerequisite: Successful completion of preceding nursing program coursework or permission of the dean.**

### **NUR 189 Transition from LPN to ADN**

3 Credits

Facilitates transition of the LPN to new roles and responsibilities of the ADN, the nursing process, critical thinking, legal and ethical issues in nursing practice, and the nursing care of childbearing families and pediatric clients. Application of knowledge and skills occurs in the laboratory and maternal/child and pediatric clinical settings. **Prerequisite: Successful completion of preceding nursing program coursework or permission of the dean and a valid Colorado Licensed Practical Nursing license.**

### **NUR 201 IV Therapy for LPNs**

2.5 Credits

Provides LPNs with an opportunity to expand their nursing roles by learning appropriate procedures for intravenous therapy and venous blood withdrawal. The course includes lecture, laboratory practice and clinical experiences. The course prepares the student for IV certification under State Board of nursing guidelines. **Prerequisite: A valid Colorado Licensed Practical Nursing license.**

### **NUR 206 Advanced Concepts of Medical-Surgical Nursing I**

6.5 Credits

NUR 206 builds on NUR106 focusing on advanced concepts of nursing applied to care of patients with high acuity medical/surgical conditions. Builds on medical/surgical nursing theory, mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered nursing care

to developmentally and culturally diverse adult patients. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse as applied in a variety of healthcare settings. Application of knowledge and skills occurs in the nursing skills laboratory and in a variety of clinical settings. **Prerequisite: Successful completion of preceding nursing program course work or permission of the dean.**

### **NUR 211 Psychiatric-Mental Health Nursing**

4 Credits

Develops concepts of psychosocial integrity and emphasizes the function and responsibility of nursing in promoting and maintaining mental health of individuals and families. This course emphasizes communication and caring through the application of the therapeutic relationship and nursing process in the care and treatment of common psychiatric clinical conditions/disorders. **Prerequisite: Successful completion of preceding nursing program course work or permission of the dean.**

### **NUR 212 Pharmacology II**

2 Credits

Builds on previously introduced pharmacological concepts and applies that learning to pharmacologic therapy to provide safe, quality, evidence-based nursing care to patients with complex healthcare needs. Focuses on safety and quality improvement factors in the administration of medications within a variety of healthcare systems. Advanced dosage calculations included. **Prerequisite: Successful completion of NUR 112 or permission of the dean.**

### **NUR 216 Advanced Concepts of Medical-Surgical Nursing II**

5 Credits

Nursing 216 is a continuation of Nursing 206, focusing on complex medical/surgical conditions of the high acuity patient. Builds on medical/surgical nursing theory, mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered nursing care to developmentally and culturally diverse adult patients experiencing high acuity medical/surgical conditions. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse as applied in the acute care and high acuity settings. Application of knowledge and skills occurs in a variety of clinical settings. **Prerequisite: Successful completion of preceding nursing program course work or permission of the dean.**

### **NUR 230 Transition to Professional Nursing Practice**

4 Credits

Nursing 230 is a seminar and practice capstone course that provides an integrative experience applying all dimensions of the professional nurse in the care of diverse patient populations across a variety of healthcare settings. All major concepts of the nursing program are addressed. Leadership and the management of multiple patients are emphasized.

Application of knowledge and skills occurs in the clinical setting to facilitate an effective transition from student to registered professional nurse. **Prerequisite: Successful completion of preceding nursing program course work or permission of the program dean.**

## OCCUPATIONAL SAFETY TECHNICIAN

### **OSH 100 Introduction to Occupational Safety & Health**

1 Credit

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 114 General Industry Standards**

3 Credits

Provides an in-depth OSHA course for general industry, including review of the current OSHA standards contained in 29 CFR 1910.

### **OSH 125 Construction Industry Standards**

3 Credits

Provides an in-depth OSHA course for the construction industry, including review of the current OSHA standards contained in 29 CFR 1926.

### **OSH 127 10-HR Construction Industry Standards**

1 Credit

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 134 Case Study Evaluation**

3 Credits

Emphasizes student analysis of OSHA court cases and courtroom proceedings, including interpretations of OSHA, Administrative Law Judges, and the Occupational Safety and Health Review Commission. Includes review of the OSH Act of 1970, the administrative judicial review process, and employer affirmative defenses to OSHA citations.

**Prerequisite: OSH 115 OR OSH 125**

### **OSH 145 Fire Safety**

3 Credits

Provides students with fundamental fire safety principles, including fire chemistry, elements of building construction, fire detection and control systems, and managing fire safety programs.

### **OSH 146 Hazardous Materials**

3 Credits

Explores the safety and health hazards associated with hazardous materials in a workplace, including the use, transportation, storage and disposal of hazardous materials; industry practices for exposure prevention and monitoring; standards used to develop and implement a comprehensive hazardous materials management program; and roles and responsibilities in emergency response.

### **OSH 156 Environmental Regulations**

3 Credits

Provides an overview of state and federal regulations that affect the environment. Regulations discussed include: RCRA, Underground Storage Tanks, SARA, CERCLA, Clean Air Act, Clean Water Act, and Oil Pollution Act, as well as EPA laws, regulations, policy, and guidance. Also covered are Environmental Management Systems.

### **OSH 165 Trench and Excavation Safety**

1 Credit

Provides detailed information on the safety aspects of trenching and excavation. OSHA standards are stressed. Various types of sloping and shoring methods are covered.

### **OSH 215 Accident Prevention**

3 Credits

Provides skills needed to recognize hazards and to apply controls through various means of accident/incident prevention.

### **OSH 225 Industrial Hygiene**

3 Credits

Provides an introduction to anticipation, identification, evaluation, and control of occupational health hazards. Includes routes of exposure; chemical, physical, and biological hazards; ventilation; noise; and instrumentation.

### **OSH 226 Introduction to Ergonomics**

3 Credits

Provides an introduction to workplace ergonomics. Topics include musculoskeletal disorders, materials handling, hand tools, controls and displays, workstation design, and elements of ergonomics programs.

### **OSH 236 Workers' Compensation**

2 Credits

Provides guidelines for developing and managing a workers' compensation program, to include cost containment, injury prevention, injury management, claims management, and post-injury procedures.

### **OSH 245 Safety Program Management**

3 Credits

Provides principles of safety program management, to include program elements, safety culture, motivation, ethics, and auditing. **Prerequisite: OSH 215**

**OSH 248 Safety Training Methods**

3 Credits

Introduces students to methods of effective safety and health training. Topics encompass various aspects of organization, preparation, and delivery.

**OSH 256 Industrial Hygiene Instrument Lab**

3 Credits

Provides a laboratory experience through which students gain knowledge of and hands-on skills with various monitoring instruments used in the safety and health profession.

Prerequisite/Corequisite: OSH 225

**OSH 281 Internship**

Variable Credits

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: ADVISOR APPROVAL TO REGISTER**

**OSH 285 Independent Study**

Variable Credits

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. **Prerequisite: ADVISOR APPROVAL TO REGISTER**

**PHYSICAL EDUCATION**

**PED 101 Conditioning Lab**

1 Credit

Offers an independent self-paced format of conditioning exercises to meet individual needs. Emphasizes the value of lifetime fitness and its contribution to achieving personal health and wellness. Students utilize cardiorespiratory, muscular strength and endurance exercises to promote positive changes in health-related fitness components.

**PED 102 Weight Training I**

1 Credit

Offers basic instruction and practice in weight training. Students utilize weight-training equipment in accordance to their abilities and goals. Emphasizes weight training equipment orientation, correct lifting techniques, and basic program design for men and women. 30 Contact Hours

**PED 103 Weight Training II**

2 Credits

Offers guided instruction and independent practice in weight training for men and women. Students practice various weight-training techniques in accordance with their abilities. Emphasizes physiological considerations, equipment orientation, correct lifting techniques, program design, and nutrition.

**PED 237 Varsity Sports**

1 credit

Allows the student-athletes an opportunity to participate in a competitive varsity sports program.

**PHILOSOPHY**

**PHI 111 Introduction to Philosophy: GT-AH3**

3 credits

Introduces significant theoretical and practical questions and emphasizes understanding the meaning and methods of philosophy. Includes: the human condition, logic, reality, knowledge, freedom, history, ethics, and religion. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-AH3.**

**PHI 112 Ethics: GT-AH3**

3 Credits

Examines human life, experience, and thought in order to discover and develop the principles and values for pursuing a more fulfilled existence. Theories designed to justify ethical judgments are applied to a selection of contemporary personal and social issues. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-AH3.**

**PHI 113 Logic: GT-AH3**

3 Credits

Studies effective thinking using language-oriented logic. Provides tools and develops skills for creative and critical thinking. Emphasizes the development of decision-making and problem solving. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-AH3.**

**PHI 114 Comparative Religions: GT-AH3**

3 Credits

Introduces students to the major world religions from both the Eastern and Western world such as Hinduism, Buddhism, Confucianism, Taoism, Zoroastrianism, Judaism, Christianity, Islam, Bahá'í, and influential pre-literate traditions. Utilizes religious studies methods (historical, sociological, legal, psychological, and phenomenological), to understand the historical development of each religious tradition in terms of communities, cultural context, and modern manifestations; paying particular attention to differences between sects, denominations, schools, and factions within each tradition. Focus will include the examination of the charismatic leaders, prophets, and narratives that inform the worldview of each tradition. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-AH3.**

**PHI 205 Business Ethics: GT-AH3**

3 Credits

Examines philosophical theories about ethics and relevant subsidiary theories about the nature of justice in order to gather ethical decision-making criteria. Such criteria will be applied through logical argumentation to various moral

issues and challenges in today's business environment. Issues covered will include economic distribution, the presuppositions of business, job discrimination, worker's rights, consumerism, advertising, responsibility to the environment, as well as compassionate and fair responsibility to society. **This course is approved as part of the Colorado Statewide Guaranteed transfer curriculum: GT:AH3.**

## PHYSICS

### **PHY 111 Physics: Algebra-Based I with Lab: GT-SC1** 5 Credits

Explores the physical world through reasoning, mathematics and experimentation. Examines kinematics, force, circular motion, energy, momentum, torque, rotational dynamics, simple harmonic motion, temperature, heat and thermodynamics. The concepts and theories presented are explored through demonstrations and hands-on experiments. It is a general physics course that is recommended for all of the health sciences and all other interested students. Students entering engineering or one of the advanced sciences should register for PHY 211. **Co-Requisite: MAT 121. This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SC1.**

### **PHY 112 Physics: Algebra-Based II with Lab: GT-SC1** 5 Credits

Expands upon PHY 111 and explores sound waves, electric fields, electric circuits, magnetic fields, light, optics, and modern physics. Explores the concepts and theories presented in class through demonstrations and hands-on experiments. **Prerequisite: PHY 111. This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SC1.**

### **PHY 211 Physics: Calculus-Based I with Lab: GT-SC1** 5 Credits

Explores the physical world through reasoning, mathematics and experimentation. Covers kinematics, force, gravity, energy, momentum, torque, rotational dynamics, and fluids, and may include thermodynamics. The concepts and theories presented in class are explored through demonstrations and hands-on experiments. This first semester calculus-based physics course is recommended for students entering engineering or one of the advanced sciences. **Co-Requisite: MAT 201. This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SC1.**

### **PHY 212 Physics: Calculus-Based II with Lab: GT-SC1**

5 Credits  
Expands upon PHY 211 and examines waves, electric fields, electric circuits, magnetic fields, light and optics, and modern physics. The concepts and theories presented in class are explored through demonstrations and hands-on experiments. **Prerequisite: PHY 211. This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SC1.**

### **PHY 213 Symbolic Logic**

3 Credits

Covers basic information in semantics and syntax of sentential and predicate logic, construction of truth trees, and derivations of natural deductive systems. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum.**

## POLITICAL SCIENCE

### **POS 105 Introduction to Political Science: GT-SS1**

3 Credits

Focuses on a survey of the discipline of political science, including political philosophy and ideology, democratic and non-democratic governments, and processes, and international relations. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SS1.**

### **POS 111 American Government: GT-SS1**

3 Credits

Includes the background of the U.S. Constitution, the philosophy of American government, general principles of the Constitution, federalism, and civil liberties. Examines public opinion and citizen participation, political parties, interest groups, and the electoral process, and the structure and functions of the national government. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SS1.**

## PSYCHOLOGY

### **PSY 101 General Psychology I: GT-SS3**

3 Credits

Focuses on the scientific study of behavior including motivation, emotion, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning, and memory. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SS3.**

### **PSY 102 General Psychology II: GT-SS3**

3 Credits

Focuses on the scientific study of behavior including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development, and social psychology. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SS3.**

### **PSY 226 Social Psychology: GT-SS3**

3 Credits

Focuses on the behavior of humans in social settings, including attitudes, aggression, conformity, cooperation and competition, prejudice, and interpersonal attraction. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SS3.**

**PSY 227 Psychology of Death and Dying: GT-SS3**  
3 Credits  
Examines the philosophies of life and death, emphasizing dying, death, mourning, and the consideration of one's own death. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SS3.**

**PSY 231 Positive Psychology: GT-SS3**  
3 Credits  
Focuses on human strengths rather than the traditional view of psychology that tends to focus on the worst of human nature. This course is designed to explore strengths-based research, concepts of happiness, helpfulness, and resiliency. The research and theories about human nature will go beyond simply not being mentally ill as a form of mental health, which will include optimism, post-traumatic growth, and how to increase emotional, psychological and social functioning. Overall, this course will be focused on understanding one's own sense of life satisfaction and how to further improve well-being. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SS3.**

**PSY 235 Human Growth and Development: GT-SS3**  
3 Credits  
Examines human development from conception through death, emphasizing physical, cognitive, emotional, and psychosocial factors. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SS3.**

**PSY 238 Child Development: GT-SS3**  
3 Credits  
Focuses on the growth and development of the individual, from conception through childhood, emphasizing physical, cognitive, emotional, and psychosocial factors. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SS3.**

**PSY 240 Health Psychology: GT-SS3**  
3 Credits  
Students will learn an overview of the scientific study of attitudes, behaviors and personality variables related health, illness and bodily systems. Emphasis is on the interaction of biological, psychological and social factors that cause illness and influence its treatment and prevention. **This course is approved as part of the Colorado Statewide Guaranteed transfer curriculum GT-SS3.**

**PSY 245 Educational Psychology**  
3 Credits  
Focuses on the relationships between theory, research, and practice in the areas of learning, child development, motivation, and educational assessment.

**PSY 249 Abnormal Psychology: GT-SS3**  
3 Credits  
Examines abnormal behavior and its classification, causes,

treatment, and prevention. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum.**

**PSY 255 Brain and Behavior**  
3 Credits  
Provides an introduction to the study of the relationship between brain function and behavior. The course presents neuroanatomy and neurophysiology as they relate to human experience and behavior. It demonstrates the application of neuroscience concepts to understand and intervene in human behaviors and disorders. Students will be introduced to modern research methods and ethics in the study of brain and behavior.

**PSY 268 Organizational Psychology**  
3 credits  
Provides a comprehensive study of psychological principles and theories as applied to organizational behavior. Topics include motivation, job satisfaction, conflict supervision, human relations and stress management.

## RANGE MANAGEMENT

**RAM 205 Range Management**  
3 Credits  
Presents the historical and current status of the range livestock industry. Management principles for private and public rangelands, range plant identification and range plant communities are covered.

## RECREATION

**REC 101 Recreation-Principles and Practice**  
3 Credits  
Examines the structure and economics of recreation in the United States as well as the inter-relationships between private, public and volunteer recreation groups. Introduces the history, philosophy and theories of recreation as well as career opportunities and professionalism in recreation.

**REC 120 Introduction to Sports Management**  
3 Credits  
Provides the student with knowledge of management in the areas of facilities, professional organizations, educational institutions, promotions, as well as the different managerial styles that can be applied. This course will also provide the student with individual topics such as quality control, leadership, strategic planning, information systems, and sport research.

**REC 210 Principles of Outdoor Recreation**  
3 Credits  
Includes lecture and practical outdoor experience relating to problems and trends in outdoor recreation.

**REC 221 Recreational Skills**

3 Credits

Focuses on skills necessary to organize effectively and conduct various recreation activities for the recreation major. Covers sports and games, community centers, fine arts, and playground skills.

**SCIENCE****SCI 105 Science in Society: SC2**

3 Credits

Examines issues relating to the way science affects society. Students will investigate issues in information technology, the environment, physics and astronomy, biology, medicine and the interaction of science with politics. The class will focus on gathering accurate scientific information and applying critical thinking skills and the scientific method to analyze how science plays both positive and negative roles in society. Emphasis will be on student research, inquiry and analysis of science related issues. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SC2.**

**SCI 155 Integrated Science I - Physics and Chemistry with Lab: GT-SC1**

4 Credits

Examines the nature of energy and matter, their interactions and changes, and the application of fundamental concepts to the study of our natural world. These concepts will be explored in hands-on laboratory experiments. This course integrates the fundamental concepts and ideas about the nature of physics and chemistry with the natural world. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SC1.**

**SCI 156 Integrated Science II - Earth and Life Science with Lab: GT-SC1**

4 Credits

Examines earth and biological systems, living and non-living environments, through the application of fundamental energy and matter concepts. These systems and concepts will be explored in hands-on laboratory experiments. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SC1.**

**SOCIOLOGY****SOC 101 Introduction to Sociology I: GT-SS3**

3 Credits

Examines the basic concepts, theories, and principles of sociology as well as human culture, social groups, and the social issues of age, gender, class, and race. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SS3.**

**SOC 102 Introduction to Sociology II: GT-SS3**

3 Credits

Examines social institutions and organizations from the macro perspective. Emphasizes issues of social change, demography, social movements, and conflicts and trends within education, religion, family, political, and economic structures. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SS3.**

**SOC 205 Sociology of Family Dynamics: GT-SS3**

3 Credits

Develops an understanding of marriage, family and kinship. It examines the family as an institution and how social, cultural and personal factors influence family relations. The stability and diversity of the family will be explored, along with current trends and some alternative life styles.

**This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SS3. Prerequisite: ENG 100, SOC 101 OR CONSENT OF THE INSTRUCTOR**

**SOC 231 The Sociology of Deviant Behavior: GT-SS3**

3 Credits

Examines the nature, identification, and explanation of deviant categories. Theories, and philosophies as well as methods of treatment related to deviancy will also be considered. The course will study society's attempts to control, change, and institutionalize those acts, individuals or groups that a population may deem unacceptable. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-SS3.**

**SPANISH****SPA 112 Spanish Language II**

5 Credits

Expands students' interpretive, interpersonal, and presentational communicative abilities in the language across the disciplines. Integrates these skills with the study of the cultures in which the language is used. Offers a foundation in the analysis of culture and develops intercultural communicative strategies.

**SPA 211 Spanish Language III: GT-AH4**

3 Credits

Continues Spanish Language I and II in the development of increased functional proficiency in listening, speaking, reading and writing the Spanish language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-AH4. Prerequisite: SPA 112 OR PERMISSION OF THE INSTRUCTOR**

**SPA 212 Spanish Language IV: GT-AH4**

3 Credits

Continues Spanish Language I, II and III in the development of increased functional proficiency in listening, speaking,



reading and writing the Spanish language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-AH4. Prerequisite: SPA 211**

## THEATRE

### **THE 105 Theatre Appreciation: GT-AH1**

3 Credits

Includes discussions, workshops, and lectures designed to discover, analyze and evaluate all aspects of the theatre experience: scripts, acting, directing, staging, history, criticism and theory. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-AH1.**

### **THE 111 Acting I**

3 Credits

Covers basic acting techniques and approaches including scene study, improvisation, and script analysis. It includes practical application through classroom performance.

**Prerequisite: THE 105 RECOMMENDED**

### **THE 112 Acting II**

3 Credits

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 THE INSTRUCTOR. THE 105 IS STRONGLY ADVISED**

### **THE 116 Technical Theatre**

3 Credits

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 131 Theatre Production I**

3 Credits

Allow 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: CCR 092 OR EQUIVALENT COMPETENCY, THE 111, AND OR THE 112 OR PERMISSION OF THE INSTRUCTOR**

### **THE 132 Theatre Production II**

3 Credits

Allow 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: THE 131 OR THE 112 OR PERMISSION OF THE INSTRUCTOR**

### **THE 211 Development of Theater Greek-Renaissance GT-AH1**

3 Credits

Surveys the history and evolution of drama from Ancient Greece to the Renaissance, emphasizing all aspects of the art from period values to analysis of dramatic literature and performance. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-AH1.**

### **THE 212 Development of Theatre Restoration to Modern: GT-AH1**

3 Credits

Surveys the history and evolution of drama from the Renaissance to the present, emphasizing all aspects of the art from period values to the analysis of dramatic literature and performance. **This course is approved as part of the Colorado Statewide Guaranteed Transfer curriculum GT-AH1.**

## WELDING

### **WEL 102 Oxyacetylene Joining Processes**

4 Credits

Introduces safety inspections, minor repairs, operating parameters, oxyacetylene welding equipment, and oxyacetylene welding, brazing, and soldering operations. Blueprint reading skills will be practiced in this course.

### **WEL 113 Oxyfuel and Plasma Cutting**

2 Credits

Outlines the skills needed to set up equipment and perform cutting and gouging operations utilizing the oxyacetylene and plasma arc cutting processes.

### **WEL 121 Structural Welding I**

3 Credits

Covers theory and practice in oxy-acetylene processes with emphasis toward AWS welder qualification with mild steel electrode E-7018 welding in the horizontal and vertical position.

### **WEL 122 Structural Welding II**

3 Credits

Continues WEL 121 with final emphasis toward AWS welder qualification with mild steel electrode E-7018 qualification test in the 2G, 3GU, and 4G position.

### **WEL 124 Introduction to Gas Tungsten Arc Welding**

4 Credits

Covers welding in all positions and on various joint configurations using the GTAW (tig) welding process on carbon steel, stainless steel and aluminum. Student should be familiar with basic metallurgy pertaining to the weldability of metals, structural joints, and safety in the welding industry.

**WEL 125 Introduction to Gas Metal Arc Welding**

4 Credits

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 135 TIG Welding for Gunsmiths**

2 Credits

Introduces the gunsmithing student to basic TIG welding practices.

**WEL 203 Flux Cored Arc Welding I**

4 Credits

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 Advanced Gas Tungsten Arc Welding**

4 Credits

Covers welding in all positions on carbon steel, stainless steel and aluminum plate and carbon steel pipe with the GTAW process. Student should be familiar with basic metallurgy pertaining to the weldability of metals, structural joints, and safety in the welding industry.

**WEL 230 Pipe Welding I**

4 Credits

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 Pipe Welding II**

4 Credits

Learn to perform safety inspections, make minor repairs, adjust operating parameters, and operate SMAW and GTAW equipment on plain carbon steel pipe joints. The student should also be able to evaluate and solve complex welding and fabrication problems, administer hands on training and supervise other students during assigned fabrication and welding operations.

**Instructional Course Type Guideline**

Note: The Colorado Department of Higher Education (CDHE) definition for a base contact hour is 750 minutes of section meeting time. CDHE has minimum guidelines expressing the minimum number of weekly contact hours expected to receive 1 credit. This varies depending upon the instruction type (e.g., lecture, lab). For example, a 3 credit hour lecture course would need to meet the equivalent of three 50-minute blocks each week (for a total of 2,250 minutes per semester.)

The U.S. Department of Education Higher Education Re-authorization Act requires institutions to define expectations for out of class student work for each credit hour. CCCS has defined the expectation as a minimum of two hours of out of class student work each week for one hour of classroom or direct faculty instruction time.

Course Type	Banner Code	Scheduling Guidelines	Contact Ratio Guidelines
Continuing Ed/Open Learning Online Continuing Education	CED/OCE	15 hours = 1 credit	(1:1) Contact Ratio
Clinical/Open Learning Clinical	CLI/OCL	30 hours = 1 credit 45 hours = 1 credit	(2:1) Contact Ratio (3:1) Contact Ratio
Co-op Education	COP	15 hours = 1 credit	(1:1) Contact Ratio
Field Instruction/Study	FLD	37.5 hours = 1 credit	(2.5:1) Contact Ratio
Internship/Open Learning Internship/On the Job Training/Open Learning Online On the Job Training/Lecture & Internship Combo	INT/OIN/OJT/ OOJ/LEI	45 hours = 1 credit	(3:1) Contact Ratio
Lab/Lab2/Open Learning Online Lab/ Open Learning Online Lab2/Open Learning Online Lab3	LAB/LB2/OLA/ OB2	30 hours = 1 credit	(2:1) Contact Ratio
Open Learning Online Lab/Open Learning Online Lab3	OLA/OL3/LL3	45 hours = 1 credit	(3:1) Contact Ratio
Lab - CTE	LLB	22.5 hours = 1 credit	(1.5:1) Contact Ratio
Lecture/Open Learning Online Lecture	LEC/OLE	15 hours = 1 credit	(1:1) Contact Ratio
Lab - Academic/Open Learning Online Lecture - Lab	LEL/OLL	1.5 hours = 1 credit	Contact Ratio
Physical Educ./Recreation/Open Learning Online Physical Education	PED/OPE	30 hours = 1 credit	(2:1) Contact Ratio
Practicum/Open Learning Practicum/ Open Learning Lecture & Practicum Combo	PRA/OPR/OPL	30 hours = 1 credit	(2:1) Contact Ratio
Private Music Instruction/Studio Music/ Open Learning Private Instruction	PRI/SMU/OPI	3.75 hours = 1 credit 7.5 hours = 1 credit 30 hours = 1 credit	(0.25:1) Contact Ratio (0.5:1) Contact Ratio (2:1) Contact Ratio
Seminar/Open Learning Seminar	SEM/OSE	15 hours = 1 credit	(1:1) Contact Ratio
Studio (Studio Art)/Studio Music/Open Learning Studio Art/Open Learning Studio Music	STU/SMU/OSA/ OSM	30 hours = 1 credit	(2:1) Contact Ratio
Directed Study/Independent Study/ Online Independent Study/Study Abroad/Open Learning Online	IND/OIS/SAB/ OLO	11.25 hours = 1 credit	(0.75:1) Contact Ratio
Online Delivery		Follows Same Guidelines as Traditional Delivery	
Hybrid Delivery		Follows Same Guidelines as Traditional Delivery	

# WHO WE ARE

## NEED MORE INFORMATION...

**Trinidad Campus Offices**  
**600 Prospect Street • Trinidad, CO 81082**  
**(719) 846-5011 / (800) 621 TSJC (8752) / FAX (719) 846-5620**

SERVICE	LOCATION	EXTENSION
Accuplacer Testing	Library	5657
Admissions	Berg 201	5621
Advising	Library - Student Success Center	5013
Adult Basic Ed. (GED)	Latuda Hall	5640
Affirmative Action/HR	Berg 101	5534
Athletics	Berg 103	5653
Bookstore	Sullivan Student Center	5610
Business Office	Berg 109	5547
Career Services/Disability Services	Library 222	5567
Dean of Instruction	Berg 210	5589
Dean of Instruction, Career & Technical Education	Berg 210	5577
Dean of Instruction, Health Sciences	Davis 118	5524
Director of Human Resources	Berg 101	5450
Educational Foundation	Davis 143	5520
Financial Aid	Berg 209	5553
Food Services	Sullivan Student Center	5629
Housing	Student Center	5497
Library	Library	5593
Maintenance	Banta Building	5618
Math Lab	Library 308	5515
Museum	Library (lower level)	5508
Nursing	Davis	5524
President	Berg 218	5541
Recruiter	Berg 201	5622
Security/Physical Plant	Banta Building	5618
Student Activities/Student Government	Student Center	5458
Student Identification Cards	Berg 201	5621
Student Services	Berg 201	5621
Student Success Center	Library	5569
TRiO Educational Opportunity Center	Berg 209	5689
TRiO Student Support Services	Library - Student Success Center	5569
TRiO Upward Bound Math Science	Library 311	5554
Transcripts	Berg 108	5550
Tutoring	Library - Student Success Center	5664
Veteran's Certifying Official	Berg 209	5555
Vice President of Academic Affairs	Berg 210	5559
Vice President for Administrative Services	Berg 109	5534
Vice President of Student Affairs	Berg 201	5643
Writing Center	Library - Student Success Center	5623

**Valley Campus Offices**  
**1011 Main Street • Alamosa, CO 81101**  
**(719) 589-7000 / (800) 621-TSJC (8752) / FAX (719) 589-7005**

<b>SERVICE</b>	<b>ROOM</b>	<b>EXTENSION</b>
Accuplacer Testing	204	7003
Admissions	104	7026
Adult Basic Ed. (GED)	202	7063
Advising	202	7026
Affirmative Action	112	7050
Bookstore	105	7029
Business Office	104	7026
Career/Disabilities Services	202	7067
Dean of Instruction	104	7017
Dean of Instruction, Career & Technical Education	104	7064
Dean of Instruction, Health Sciences	104	7064
Director of Human Resources	112	5534
Financial Aid	202	7024
Maintenance	217	7039
Nursing	HS 26	7077
President	106	7023
Recruiter/Outreach	104	7083
Student Identification Cards	104	7026
Student Life	116	7003
Transcripts	104	7026
TRiO Student Services Director	203	7063
Tutoring	202	7063
Veterans' Certifying Official	104	7024
Vice President of Academic Affairs	106	7020
Vice President for Administrative Services	106	7020
Vice President of Student Affairs	106	7020

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 B.A., University of Denver

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 B.S., Colorado Christian University  
 A.A.S., Trinidad State Junior College

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 Colorado State Board Licensure

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 A.A.S., Trinidad State Junior College  
 Certified Welder  
 Certificate, National Center for Research

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 B.A., Adams State University

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 B.A., Colorado State University - Pueblo  
 A.A., Trinidad State Junior College

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Ph.D., Colorado State University  
B.S., University of North Dakota

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Colorado Springs  
M.A., Adams State University  
B.A., Franklin Pierce University

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A.A.S., Trinidad State Junior College  
Certified Firearms Instructor,  
National Rifle Association

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(Head Coach - Women's Softball)  
B.A., University of Nebraska at Kearney

**Taylor Hill, Roberta**

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B.A., Adams State University

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B.S., Regis University  
A.A., Trinidad State Junior College  
A.A.S., Trinidad State Junior College  
A.A.S., Trinidad State Junior College

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Certificate Flight & Firefighting, United States Navy

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B.B.A., New Mexico Highlands University

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Ph.D., University of Ottawa  
B.A., Austin College

**Watson-Flores, Leslee**

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B.S., Colorado State University - Pueblo  
A.S., Trinidad State Junior College

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A.A.S., Trinidad State Junior College

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A.G.S., Trinidad State Junior College  
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Certificate, San Luis Valley Area Vocational School

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B.S., Texas Tech University  
A.A.S., Lamar Community College

**Wiley, Jack**

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B.S., New Mexico State University  
Certificate, National Center for Construction,  
Education and Research

**Williams, Norman**

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A.A.S., Trinidad State Junior College  
Apprenticeship Certification  
Instructor Certification, NCCER

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A.O.S., Denver Automotive & Diesel College

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B.A., Adams State University  
A.A., Ashworth College

**Young, Matt "Moose"**

(Assistant Housing Director)  
A.A., Casper College

**Zamora, Jimmy**

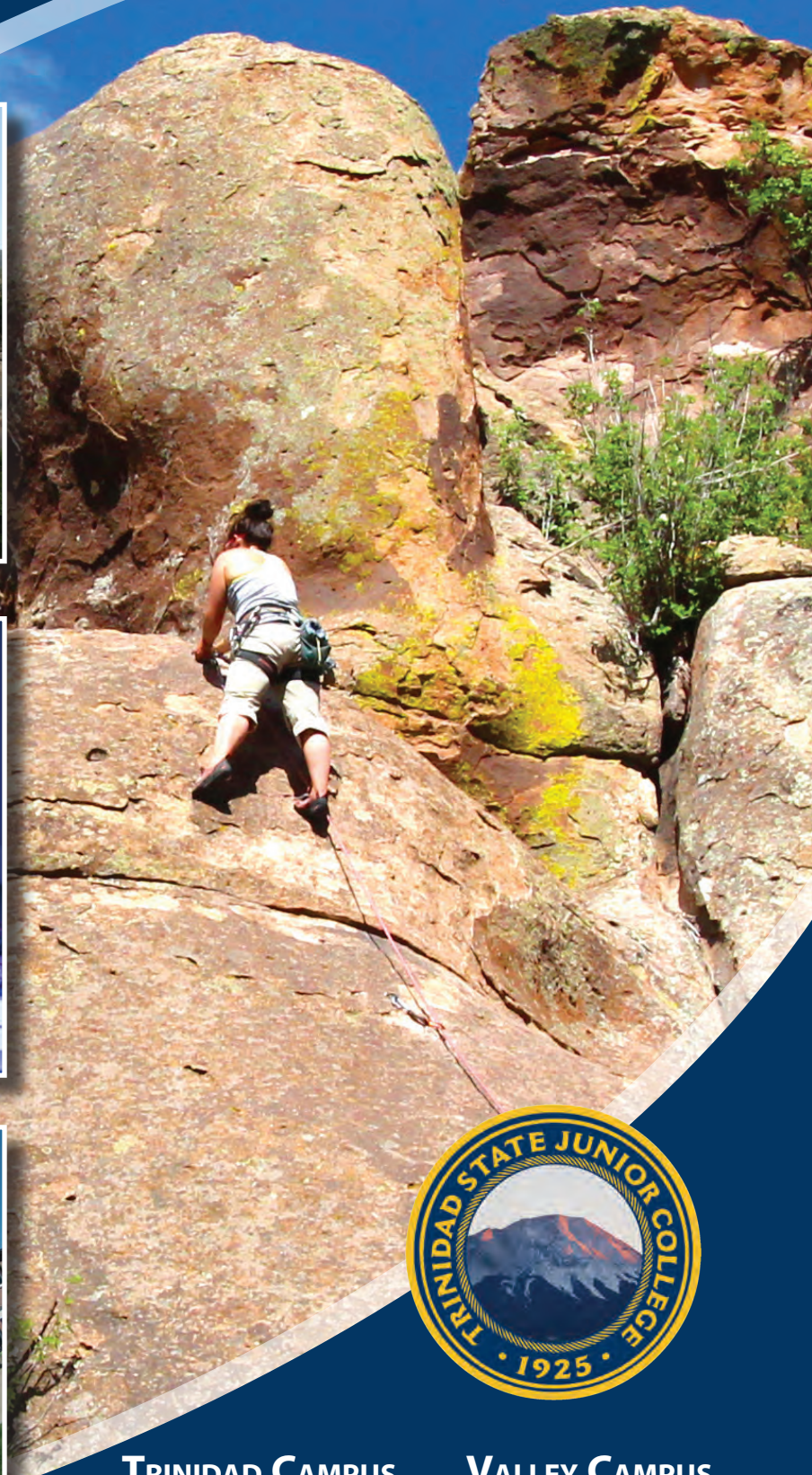
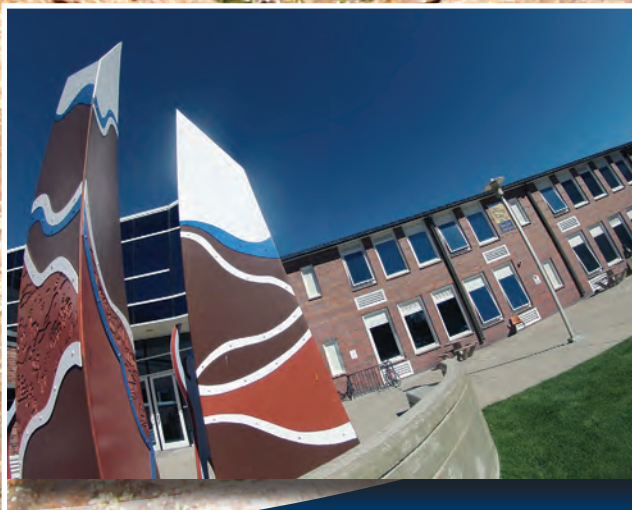
(Custodian II)



# TRINIDAD STATE JUNIOR COLLEGE

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