COMMUNITY COLLEGE OF
DENVER

CATALOG 20 11 12

COMMUNITY
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CATALOG
FALL 2011 & SPRING 2012

Information on occupations, rates for completion and placement, program costs and median loan debt may be found at www.ccd.edu/gainfulemployment.

Visit www.ccd.edu for updated information. This publication is available in alternative formats. Call 303-556-3300.

♻ Printed on recycled paper.

COMMUNITY COLLEGE OF
DENVER

Welcome To CCD

Office of the President
Message from Cliff Richardson

Welcome to the Community College of Denver!
As Interim President of the Community College of Denver, I am committed to building on the strengths that have established us as one of the premier community colleges in the nation. At CCD we offer a college experience that is affordable, accessible, and relevant to student needs. With a deep commitment to our students and a dedicated, quality faculty, we offer a personalized approach to learning.

CCD continues to provide many new and valuable programs designed to prepare students for today's workforce. As a part of the Colorado Community College System for nearly 30 years, I recognize the quality of the programs at CCD and the excellence of the faculty. The commitment to continue to meet the needs of the students and businesses in the Denver region is unparalleled. With an eye toward the future, the Community College of Denver provides an optimal experience for students, providing a variety of degree and certificate programs, and offering comprehensive support in getting started and staying focused.
At CCD, our educational programs are designed to enrich the social, civic, and economic fabric of our community. We believe the preparation of a well trained workforce is vital to a vibrant economy. CCD provides access and opportunity for traditional and non-traditional students, workforce development and training for area businesses, and collaborative community partnerships. Highlights of what to expect at Community College of Denver:

- Choose from over 100 degree or certificate programs representing career options that will provide job specific skills or prepare you for a four-year degree.
- CCD guarantees students who graduate with an Associate of Arts (AA) or Associate of Science (AS) will be able to transfer credits to Colorado public colleges and universities.
- CCD has achieved the designation of Hispanic Serving Institution (HSI). Because 25 percent of our students are Hispanic, CCD receives federal funding and grant opportunities that provide scholarships and learning programs for HSI colleges.
- FastStart is a nationally recognized program designed to accelerate students through multiple semesters of remedial course-work, helping to improve student performance and shorten the learning curve.
- The ASSET Program provides several programs to assist students in achieving academic success. TRiO Student Support Services include the Educational Opportunity Center and the Denver Transfer Initiative.
- Serving the business community, Performance Solutions provides customized and contract training to satisfy the needs of the business community.

With nearly 17,000* students, the Community College of Denver is located in downtown Denver, providing an energized, diverse, urban experience. CCD changes lives and helps make dreams come true through education. Take the first step and see what CCD has to offer. We believe you'll like what you see.

Sincerely,

Cliff Richardson

Cliff Richardson
Interim President
Community College of Denver

* unduplicated headcount for one calendar year

Dr. Nancy McCallin, System President

Colorado Community College System

The State of Colorado approves CCD's operation. All program approval is by the Colorado State Board for Community Colleges and Occupational Education. The Colorado Commission on Higher Education reviews and approves all programs that lead to an associate's degree.

Accreditation — CCD is accredited by The Higher Learning Commission and a member of the North Central Association, and is an Academic Quality Improvement Program (AQIP) Participant

For more information, contact:

    The Higher Learning Commission
    230 South LaSalle Street, Suite 7-500
    Chicago, Illinois 60604-1413
    Phone: (800) 621-7440 / (312) 263-0456
    Fax: (312) 263-7462
    www.ncahigherlearningcommission.org

CCD is a member of the American Association of Community Colleges and the Hispanic Association of Colleges and Universities.

Specific programs are accredited (or approved) through professional organizations as follows:

The Applied Associate Nursing degree and
Practical Nursing certificate programs
Approved by Colorado Board of Nursing
Candidacy with National League for Nursing
Accrediting Commission (NLNAC)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
Phone: (404) 975-5000
Fax: (404) 975-5020
www.nlnac.org

Children's College Lab School at the Auraria Campus

Four-star rated Qualistar facility
Qualistar Colorado
3607 Martin Luther King Boulevard
Denver, CO 80205
(303) 339-6801
www.qualistar.org

Comprehensive Medical Assisting Program

Commission of Accreditation of Allied Health
Education Programs (CAAHEP)
1361 Park Street
Clearwater, FL 33756
Phone: (727) 210-2350
Fax: (727) 210-2354
www.caahep.org

Dental Hygiene

American Dental Association (ADA)
Commission on Dental Accreditation (CODA)
211 E. Chicago Ave, Suite 1900
Chicago, IL 60611-2678
Phone: (312) 440-4653
www.ada.org

Human Services

Council for Standards in Human Service Education
1935 S. Plum Grove Road
PMB 297
Palatine, IL 60067
www.cshse.org

Radiologic Technology

Committee on Allied Health Education and Accreditation
Joint Review Committee on Education for Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone: (312) 704-5300
Fax: (312) 704-5304
www.jrcert.org

Veterinary Technology

American Veterinary Medical Association (AVMA)
1931 N. Meacham Road, Suite 100
Schaumburg, IL 60173-4360
Phone: (800) 248-2862
www.avma.org

Reading Guide to CCD's Catalog

Catalog 101

College catalogs contain so much information! This reference page should help you understand the importance of the catalog and how it can help you set your educational goals. No one at CCD expects you to navigate college by yourself! The college has services to help you make the most of your time at CCD so that you leave with all the knowledge and skills you need for your career or transfer to a four-year institution. CCD advisors, case managers and faculty are expecting your questions so don't be afraid to ask! Here are some quick tips.

New to CCD? After admissions, visit the Educational Planning & Advising Center (EPAC) in SO 134 and get to know an advisor. Once you have been at CCD for a semester or more, you will find others who can answer your questions, but don't forget your EPAC advisors! They are always there to help. Stop by or call 303-556-2600.

Enjoying your classes? CCD faculty are experts in their subject areas. They've also been to college, usually for more than one degree. Get to know your instructors! Ask them about their own careers. They can tell you about jobs, salaries and four-year colleges and universities where you can continue your education. CCD faculty have been where you want to go. Don't be afraid to ask questions! Your instructors are expecting questions and are eager to provide answers.

Life getting in your way? Most CCD students have jobs, families and commitments outside of school. Your Educational Case Manager is there to help you succeed in college and manage your other responsibilities. Don't feel like you're alone! CCD has case managers in each of its academic centers, at all of its satellite locations, and in special programs for first-generation college students. Student ambassadors who work for CCD case managers will help track your progress and remind you about deadlines and answer questions. To find your case manager, visit the academic center that houses your major area of emphasis (see the definitions that follow). Those centers include:

- Center for Career & Technical Education, PL 262
- Center for Health Sciences at Lowry
- Center for Language, Arts & Behavioral Sciences, SO 307
- Center for Math & Science, SO 306

If you're enrolled in developmental and remedial classes — those with course numbers below 100 — you can talk to the case manager in the Center for Educational Advancement.

First-generation students — students whose parents have not completed a bachelors degree — will find programs and people who can help with their unique needs at First Generation Student Success or TRIO Student Support Services programs. Visit SO 244 or call 303-556-4964.

Still have questions? College is a whole new world with all new rules and vocabulary. CCD offers a class to help students understand the rules, define the new words and feel comfortable in college. AAA 101 College 101 will help you learn the ropes. In this one-credit class, you'll also set academic and career goals.

Understand CCD'S Degree & Certificate Programs

The college offers an Associate of Arts degree and an Associate of Science degree. These degrees have a generic major of Liberal Arts. No designation of an emphasis area or concentration may appear on a transcript or diploma other than "Liberal Studies." The area of emphasis refers to the student's subject field in which the student takes 12 or more credit hours. See a faculty advisor for detailed information about the transferability of courses within an emphasis in Liberal Arts.

Capstone Courses — These courses, usually taken during the student's final semester at CCD, review and assess the skills a student has learned in his or her program of study. All courses identified as capstone courses require a grade of "C" or better for graduation. Capstone courses must be taken at CCD.

Core Curriculum — These courses fulfill lower-division general education requirements as defined and agreed on between the State Board for Community Colleges and Occupational Education and the governing boards of all public four-year institutions in Colorado.

Corequisite — This is a course or requirement that must be completed during the same semester as the course that identifies the corequisite.

Credit Hour — This is the basic unit of academic credit. Generally, one credit hour is earned by attending a lecture class for a 50-minute period, once a week, for a full semester. In a laboratory course, one-credit hour is granted for two to three 50-minute periods per week in the laboratory.

Credit Hours in Parentheses — For each academic program listed in this catalog, credit hours for some classes are in parentheses. These classes are optional and you may choose to take one or more to fulfill the requirements for your program. Always review your choices with your case manager or advisor.

General Education — General education is the liberal arts component of a baccalaureate degree that may include lower- and upper-division courses as defined by each institution.

Late Start/Accelerated — Courses designated as Late Start / Accelerated allow students to start at various times. The student must complete all course requirements by the end of the semester.

Prerequisite — This is a required course that must be completed satisfactorily before registering for the course that identifies that prerequisite. All college level courses have a reading skill prerequisite and a required assessment score. If a student takes a course without the appropriate preparation, they may not have the skills needed to be successful in the course.

Speech Intensive Courses — Associate of Applied Science "Speech Intensive" courses combine the requirements of SPE 115 with the content of vocational classes. Students who transfer a course from another college that is noted as "speech intensive" at CCD may meet the SPE 115 requirements only by taking SPE 115 as a separate course.

Statewide Guaranteed Transfer Courses — Some of the classes you take at CCD are guaranteed to transfer to any public college or university in the state and count toward your four-year degree as though you took the class at that institution. In the Course Description section of the catalog, those classes Guaranteed Transfer Courses include a code such as "GT-SC1" which indicates that the class is guaranteed to transfer as a science credit.

Telephone Directory

Academic Technology Center	303-556-2520
Academic Support Center	
(see Center for Educational Advancement)	
Admissions, Registration & Records	303-556-2420
Admissions; Transfer Credit; Graduation; International Student Services; Registration; Records; Veterans Affairs	
Auraria Interfaith Center	303-352-7555
Auraria Operator	303-556-2400
Voice/TDD	303-556-3300
Bookstore, Auraria	303-556-4286
Campus Closure	303-556-2401
Campus Police	303-556-5000
Campus Recreation	303-556-3210
Career Development Center	303-352-3306
Cashier	303-556-2075
CCD Call Center	303-556-2600
Center for Allied Health & Nursing at Lowry	303-365-8300
Dental Hygiene; Electroneurodiagnostics; Emergency Medical Services; Health Information Technology; Medical Office Technology; Nursing (LPN); Nurse Aide; Nutrition; Radiologic Technology; Radiation Therapy; Veterinary Technology	
Center for Career & Technical Education	303-556-2487
Accounting; Aerospace Technology; Business Administration; Business Technology; Computer Information Systems; Economics; Energy Technology; Engineering Graphics; Geography; Information Technology; Machine Technologies; Political Science; Criminal Justice; Fabrication Welding	
Center for Educational Advancement	303-556-8455
Developmental English; Developmental Math; English as a Second Language; FastStart@CCD; GED Institute/Adult Basic Education, Reading/Study Skills	
Academic Support Center	303-556-2497
Center for Language, Arts & Behavioral Sciences	303-556-2473
Anthropology; Arabic; Art; American Sign Language; Chinese; Communication; Dance; English; French; German; Graphic Design; History; Human Services; Humanities; Italian; Journalism; Literature; Music; Paralegal; Philosophy; Psychology; Sociology; Spanish; Theatre	
Center for Math & Science	303-556-2460
Astronomy; Biology; Chemistry; Computer Science; Geology; Human Nutrition; Mathematics; Physics; Pre-Aerospace; Pre-Dental; Pre-Engineering; Pre-Medical; Pre-Pharmacy; Pre-Physical Therapy; Pre-Veterinary Science; Science	
Center for Persons with Disabilities	303-556-3300
CCD Children's College	303-556-2439
College Pathways	303-352-3301
Concurrent Enrollment; ASCENT; Early & Middle Colleges	
Computer Labs	303-556-2520
Cooperative Education	303-556-3607
Corporate Training Center (see Performance Solutions)	
Dental Hygiene	303-365-8303
(see Center for Allied Health and Nursing at Lowry)	
Denver Transfer Initiative	303-556-2461
Early/Middle Colleges	303-352-3301
Educational Opportunity Center/TRiO	303-629-9226
Educational Planning & Advising Center	303-556-2481
Educational Talent Search/TRiO	303-629-9226
Emergency	9-911
Financial Aid	303-556-5503
First Generation Student Success	303-556-4964
Gay, Lesbian, Bisexual, Transgender (GLBT)	
Student Services at Auraria	303-556-6333
Information Technology	303-556-2487
Institutional Research & Planning	303-556-6178
Instructional Support	303-352-3302
International Student Services	303-556-3564
Library, Auraria	303-556-2639
Multicultural Resource Center	303-352-3351
Nursing & Allied Health Programs	
(see Center for Allied Health & Nursing at Lowry)	
Orientation Office	303-352-3341
Parking & Transportation, Auraria	303-556-2000
Performance Solutions —	
Customized & Contract Training	303-352-6925
President's Office	303-556-3786
Provost	303-352-3048
Records (see Admissions, Registration & Records)	303-556-2420
Recruitment & Student Outreach	303-556-6089
Registration & Records (See Admissions, Registration & Records)	
Satellite Location — CCD North	303-289-2243
Student Life	303-556-2597
Teacher Education Academy	303-556-2439
Early Childhood Education; Elementary Education; Paraeducator Children's College	
Teaching/Learning Center	303-556-3787
Testing Center	303-556-3810
Transfer Coordinator	303-556-2481
TRIO/Student Support Services	303-556-4964
Veterans Office	303-556-6200
Vice President for Student Development	303-352-3074
Vocational Tutoring Services	
(see Center for Educational Advancement)	
Workplace Learning Project	303-352-6920

About CCD

WELCOME TO COMMUNITY COLLEGE OF DENVER

CCD faculty, administration and staff will get you on the right track and help you stay there, whether you are taking a few refresher courses or working toward a certificate or associate degree. We will give you the individualized attention you need and want. CCD provides many learner-support services, including tutoring, advising, mentoring and career planning. We guarantee you'll be competent for a job in your area of study — what you learn here will apply to your work and we guarantee that many of the credits you earn at CCD will transfer from our school to any four-year Colorado public college or university. (See College Guarantees)

Education at CCD is affordable, whether you study at Auraria — the main campus — Centers for Allied Health and Nursing at Lowry, CCD North at 6221 Downing St., Denver or online. Financial aid is available to qualified students, and we offer convenient payment options. You can choose from day, evening, weekend or online classes. CCD will help you learn anyway, anyplace and anytime.

Auraria Campus is in the heart of the city and within walking distance of downtown, Larimer Square, the 16th Street Mall, LoDo, the Denver Pavilions, Colorado Convention Center and the Denver Center for the Performing Arts Complex. At Auraria, you're also close to Invesco Field at Mile High, home of the Denver Broncos; Coors Field, home of the Colorado Rockies; the Pepsi Center, home of the NHL Colorado Avalanche and NBA Nuggets; Six Flags Elitch Gardens; and the Downtown Aquarium.

We know you will get a lot out of your experience at CCD, and we are glad you are here! We want you to succeed because your success is our success!

Have a great first year at CCD!

CCD recommends all new degree and certificate seeking students take AAA 101. In this course we will help you connect your major to your career plans, create a plan of action for the future and learn how to set goals and manage your time while being successful in all of your courses. You will also meet other new students, learn how to make the most of the Auraria campus and its resources and plan for transfer or other next steps. Don't wander through classes and lose time with wasted courses and lower grades. Get the right start!

CCD wants to make college a little less overwhelming. Whether you just finished high school or are coming back to school after several years away, you'll find that college is a whole new world! You need to learn about credit hours, academic majors, degrees, certificates, financial aid and scholarships on top of what you learn in the classroom.

CCD's AAA 101: First Year Experience class could make your life a whole lot easier. This one-credit, interactive seminar class is designed to help you succeed in college.

You'll learn about all resources and services that CCD offers and meet other students who are in the same boat — struggling to navigate the tricky waters of college. You may find that college is smooth sailing when you know how everything works and you've made friends who are having the same experiences.

The class will help you set academic and career goals, balance your lifestyle with your academic commitments and develop an appreciation for diversity and community involvement.

All students who are new to the Auraria campus are encouraged to sign up for and attend an orientation. You can complete testing and advising/registration activities before or after orientation but be sure to prepare for testing before you take the Accuplacer — your scores determine your eligibility for courses!

At Orientation you will have the opportunity to learn about services and areas on campus, meet other students and learn from current students how to be successful on campus. Essential online services such as D2L, student e-mail, CCDConnect (student registration and more), and campus technology use will be included. The Library, Campus Recreation and other enrichment programs will also be introduced. At the end, students will have the chance to learn about special services and programs on and off campus, including housing and banking, while eating lunch, getting their student ID, and other tasks completed in the Tivoli.

Recruitment & Student Outreach (RSO) also offers New Student Orientation sessions in a four-hour format or Red Carpet Days, a full-day orientation session that includes testing, advising and registration.

Ask your advisor about AAA 101 and New Student Orientation or contact RSO at 303-556-2600 for more information.

CCD Accountability

Community College of Denver is recognized nationally for its success in recruiting, enrolling and retaining first-generation, low income and minority college students. The college is equally acclaimed for seeing students through to graduation or transfer to a four-year institution.

Our Philosophy and Vision

The Community College of Denver is a comprehensive student and learning-centered urban college. It provides open access and admission to a diverse population.

CCD VISION STATEMENT

Community College of Denver embraces its heritage as a leader in higher education, encourages an expectation of excellence in all we do and all we ask of others, engages the many diverse communities we serve, and represents the transformational power of learning and individual potential.

CCD's Mission, Values and History

CCD MISSION STATEMENT

The mission of Community College of Denver is to achieve excellence in the interrelated areas of teaching and learning, student development, and community engagement. The College provides superior and innovative educational opportunities at the two-year level in developmental education, articulation and transfer, career/technical education, economic/workforce development and community service. CCD contributes to the advancement of an increasingly diverse society by producing a well-educated citizenry, intellectually and personally prepared to take their places in the 21st century. In collaboration with the State of Colorado, the Colorado Community College System and Auraria Higher Education Center, and acknowledging the Aurarians who gave their neighborhood to provide a legacy of educational access, Community College of Denver benefits the state's economy and serves its citizens through public programs and community service.

CCD VALUES
- Student Learning and Development
- Excellence and Innovation
- Educational Access and Diversity
- Integrity, Accountability and Collaboration

CCD HISTORY

The Colorado Legislature created CCD in 1967. Three years later, classes began in a renovated auto showroom close to Denver's Civic Center. When enrollment increased rapidly, the college expanded into rental storefronts near the main building.

In 1975, CCD moved to the 124-acre Auraria Higher Education Center campus in downtown Denver. It sits on the west bank of Cherry Creek, originally the site of the 1858 frontier town of Auraria. The campus has the oldest-standing structure in Denver — the former Temple Emmanuel, now the Emmanuel Gallery, an exhibition space for student and faculty artwork.

CCD is one of 13 institutions in the Colorado Community College System. It is the third largest with more than 5,000 full-time equivalent students and an unduplicated student headcount of more than 14,000. CCD is the only community college in the City and County of Denver and the only truly urban community college in the state. It also is the only community college in the nation to share a campus with a four-year college and a university — Metropolitan State College of Denver and University of Colorado Denver. The three institutions share classroom buildings, a regional library, recreational facilities, a performing arts center and a student union. At Auraria, CCD offers two-year programs, awards two-year degrees and certificates, provides basic skills instruction, adult basic skills education and GED preparation.

CCD Satellite Locations
In 1985, CCD North opened at 6221 Downing St., six miles northeast of Auraria. CCD North houses two trades programs: welding and precision machining.

In 2003, CCD entered into a unique partnership with Denver Public Schools, launching the CEC Middle College of Denver. Middle College students earn dual high school and college credit for classes they take during their junior and senior years.

Under a similar arrangement with CCD in fall 2004, DPS opened Southwest Early College, a charter school. In the students' "13th year" of school, they can graduate with both a high school diploma and an associate degree.

The Centers for Allied Health and Nursing are located on the former Lowry Air Force Base bordering east Denver and west Aurora. Lowry is the home for the college's Allied Health and Nursing Programs which also includes the Dental Hygiene Clinic.

Diversity at CCD
CCD believes all learners are entitled to a quality education that provides them with an understanding and appreciation of our interdependence as individuals and nations.

The education must be meaningful to multi-ethnic students and provide CCD students, faculty and staff with an understanding of cultural pluralism. To that end, CCD provides an educational environment that fosters cultural diversity, international understanding and global awareness.

CCD recognizes that the environment can exist only with an administration, faculty and staff who reflect the cultural diversity of its students. Therefore, the administration unconditionally endorses affirmative action.

Auraria Higher Education Center (AHEC)
The Community College of Denver has a direct relationship and partnership with Auraria Higher Education Center (AHEC).

AHEC is committed to providing an effective, comprehensive and supportive environment which facilitates the missions of Community College of Denver, Metropolitan State College of Denver and the University of Colorado Denver, including The Auraria Campus Police Department (ACPD) . ACPD is committed to enhancing the quality of life on the Auraria Campus by protecting life and property, and providing a wide range of services to prevent crime and resolve problems.

COLLEGE GUARANTEES
We guarantee your transfer
CCD guarantees that many of the credits students earn at CCD will transfer to all Colorado public and some private colleges and universities. CCD has articulation agreements that guarantee credits a student earned at CCD. Degrees other than Associate of Arts (AA) and Associate of Science (AS) do not transfer except on a course-by-course basis with any given four-year school. The Associate of General Studies (AGS) degree provides an educational plan for the student to create a personalized program. It allows the blending of both career and technical and transfer courses without the constraints of specialization. Transferability of the AGS depends upon the courses taken and the receiving institution. See you advisor if you have questions about transferability. Developmental Education courses may not be used to meet degree requirements.

CCD guarantees:
* that those who graduate with Associate of Arts (AA) and Associate of Science (AS) degrees will be able to transfer credits to all Colorado public colleges and universities.
* that students who complete the CCD general education core curriculum will fulfill the lower-division general education requirements for liberal arts and sciences majors at all Colorado public colleges and universities.
* that many credits earned toward an Associate of General Studies (AGS) or an Associate of Applied Science (AAS) degree will transfer into Colorado college and university professional schools with which CCD has articulation agreements.

CCD's faculty & staff are committed to a teaching/ learning process that:
1. Enables students to become independent learners.
2. Demonstrates a commitment to student outcomes — job readiness, computer literacy, skill levels, mastery of subject matter.
3. Provides an opportunity for critical thinking and problem solving.
4. Demonstrates an excitement about teaching and learning.
5. Maintains high but realistic expectations.
6. Demonstrates an appreciation and an understanding of a diverse student population.
7. Practices an individualized, learning-centered approach to encourage growth in student self-esteem.

CCD is a Learning College where policies, programs and practices support learning as the major priority.

Maps & Location Options
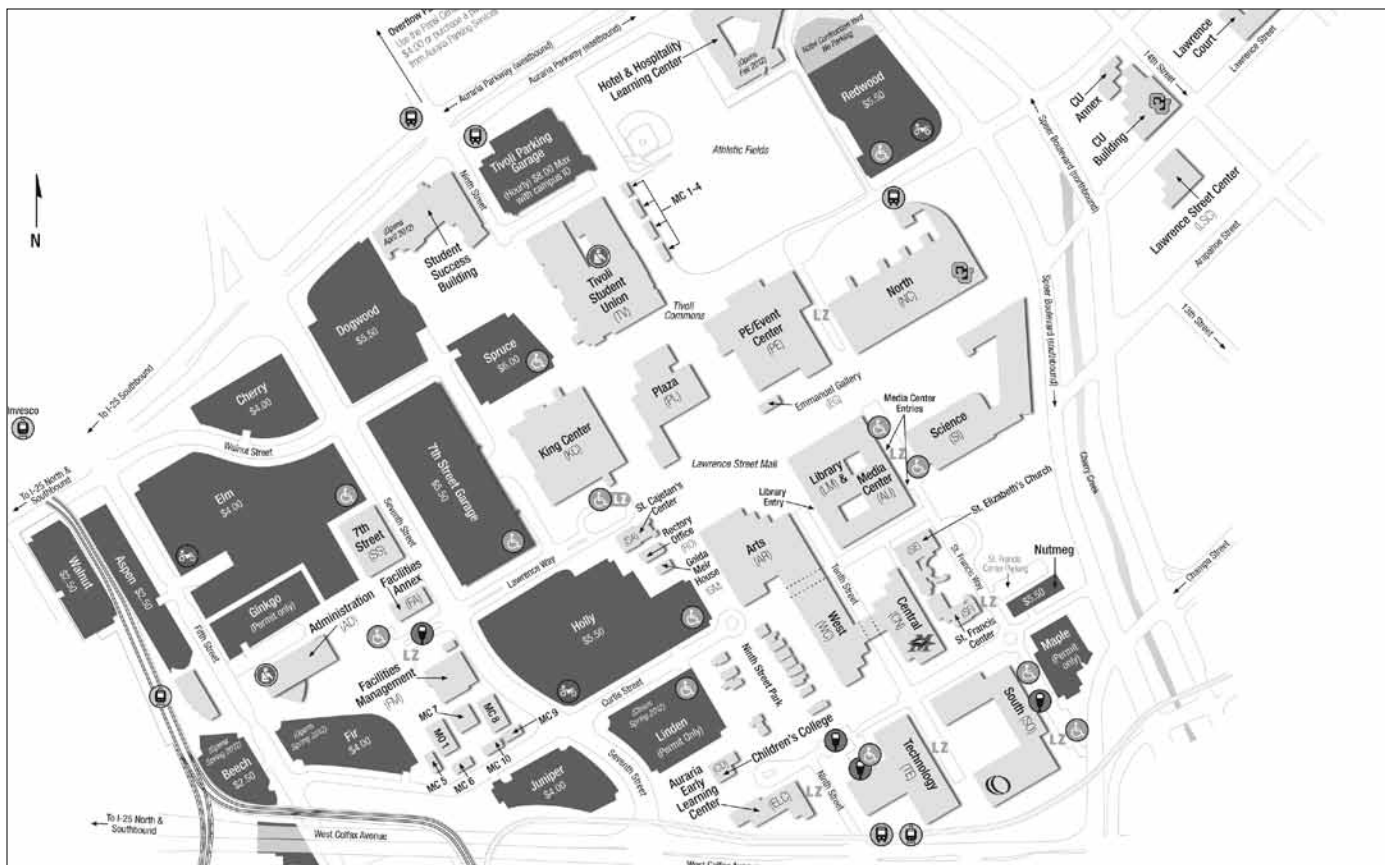
Auraria Main Campus | 303-556-2600

1111 W. Colfax Ave., P. O. Box 173363, Denver, CO 80217-3363

RTD Light Rail Stations on Auraria Campus
- West Colfax Avenue, between Lipan and Mariposa streets
- Adjacent to the Administration Building at 1201 Fifth St.

RTD Routes to the Auraria Campus
- Via Auraria Parkway: #0, #15
- Via Colfax Avenue: #1, #16, #16L #29L, #30, #31, #36L
- Via Seventh Street: #10

* *Four hours of free parking in Tivoli Auraria Parking Structure (TAPS) are available for prospective students who are testing and/or registering. Bring your ticket to South Classroom Building Room 136 for validation.*

Your Auraria student fee-paid Regional Transportation District (RTD) bus pass entitles you to ride buses and Light Rail free in the Denver area and now gives you regional service, too.

Center for Health Sciences at Lowry | 303-365-8300

1070 Alton Way, Building 849, Denver, CO 80230

CCD Dental Hygiene Clinic | 303-365-8338

1062 Akron Way, Building 753, Denver, CO 80230
RTD Routes: #10, #73, #6, #3, #3L, #105, #65, #65A, #11, #15, #15L

CCD North | 303-289-2243

6221 Downing St., Denver, CO 80216
RTD Route: #7
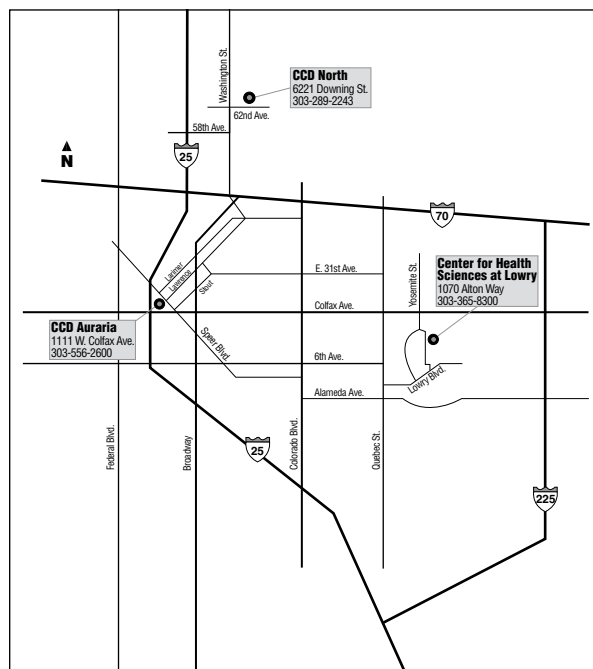
Learning Options

CCD offers traditional semester courses, English as a Second Language, GED preparation and a number of "late-start, accelerated and online" courses on the main Auraria Campus. CCD's administrative offices also are located at Auraria.

PERFORMANCE SOLUTIONS

CCD Performance Solutions provides training and consulting services to Denver businesses. Training can be provided at the employer's work site, or hosted at a college facility. With a networked computer lab, instruction in a range of software packages is convenient and affordable for Denver's business community. Computer lab rental is available. Contact Performance Solutions at 303-352-6922 or www.ccd.edu/CEO.

For non-credit professional development opportunities, Performance Solutions offers online and classroom-based learning options. Learn more at www.ccd.edu/CE. www.ccd.edu/CEO.

THE SMALL BUSINESS DEVELOPMENT CENTER

The Small Business Development Center (SBDC) provides small business owners and would-be entrepreneurs with guidance in small business planning, start-up preparation, loan and bid package preparation, contract identification and marketing plan development. SBDC staff works with grant writing and funding for small businesses, small business computerized databases and information networking. Visit the SBDC at 1445 Market St., or call 303-620-8076.

CCD ONLINE LEARNING

Online courses through CCD have a professor and a class of 12 to 25 learners. Please note: CCCOnline sections can have up to 999 learners. There are specific beginning and ending dates for online courses and, week by week, learners cover specific material and have due dates for assignments. Learners retain control over their daily schedules. They don't need to be at the computer at a specific time on a specific day. Class participation and the exchange of ideas is the foundation of CCD Online or CCCOnline. Although students and professors are geographically remote, they definitely are well connected. E-mail access is required.

EVENING AND WEEKEND CLASSES

Evening and weekend courses are for adult students who want the highest quality education available in a convenient evening and weekend format. The program offers classes during fall, spring and summer semesters that are taught by experienced, effective teachers who have a master's or higher degree, are committed to academic excellence and specialize in the content areas they teach. Small class sizes allow teachers to provide students with personalized attention.

Students can earn certificates or degrees, advance their career opportunities and marketability, or prepare for transfer to a four-year college of university. Core courses lead to the Associate of Science and Associate of Applied Science degrees.

For complete listings, see the current schedule of classes, available online at www.ccd.edu.

CCCONLINE

CCD is part of a group of community colleges in Colorado offering an Associate of Applied Science (AAS) degree in business, advanced placement nursing and other courses online. For more information, visit www.ccconline.org.

WORKPLACE LEARNING

Workplace Learning offers credit essential skills courses for quick entry into the workforce and expanding and upgrading work force skills.

An Essential Skills certificate, available in several career tracks, has three components:
1. training in workplace core courses, such as communication, writing and speaking for the workplace, reading, English as a Second Language, math and computational skills;
2. vocational core courses specific to each vocational track;
3. cooperative education in the student's field of interest involving job coaching and mentoring.

For more information, contact Workplace Learning, 1201 5th St., Suite 260, Denver, 303-352-6920.

INTERINSTITUTIONAL PROGRAM WITH METROPOLITAN STATE COLLEGE OF DENVER (MSCD) AND UNIVERSITY OF COLORADO (UC DENVER)

CCD and neighbor institutions MSCD and UC Denver have an inter-institutional agreement. CCD students are able to take selective courses at MSCD or UC Denver if space is available. The tuition will be paid at CCD excluding any fees that may be required for selective courses. CCD students must complete an interinstitutional application form from the Admissions, Registration & Records office and submit to the host institution according to dates published each term by MSCD or UC Denver.

MSCD or UC Denver students can take selective courses at CCD if space is available. The host students must obtain pre-approved interinstitutional forms including instructions and deadlines from their home institution. All students are required to meet course prerequisites, which include assessment testing. Students registering for any courses requiring an English, math or reading prerequisite requirements must submit transcripts indicating they have met the prerequisite requirement to the Testing Center to waive/exempt the assessment.

Courses taken at the host institutions in no way alter existing degree requirements, but may apply toward degree requirements subject to approval by the home school. Students are advised to confer with the department chairs and/or coordinators, academic advisors, or case managers before registering interinstitutionally. Students should ascertain before enrolling at an institution that the desired courses will satisfy degree requirements at the home institution. There is also a limitation on transferability. Students must follow policy and procedures at both institutions.

INTERINSTITUTIONAL INSTRUCTIONS FOR MSCD OR UC DENVER STUDENTS TAKING COURSES AT CCD.

1. Obtain interinstitutional forms at your home institution (MSCD/UC Denver). Meet with your advisor to ensure the course(s) you will be registering for are acceptable at your home institution.
2. Submit an application by applying at www.ccd.edu.
3. After acceptance to CCD, an acceptance letter may be sent via e-mail or U.S. postal mail. This letter will provide you with your student identification number along with instructions to proceed with the registration process. You may also obtain your student ID from the Admissions, Registration and Records office, South Classroom 133.
4. Register for course(s) according to registration dates at CCD. The amount of credits taken at CCD must be equal to or less than the amount of credits taken at your home institution. Note: The online

and extended campus classes are not part of this agreement; MSCD and UC Denver students are not allowed to register for these courses.

5. Submit interinstitutional forms to CCD after completion of the application and registration process. At this time CCD will process your forms to prevent tuition assessment. The student is responsible to register.
6. Submit interinstitutional forms to your home institution; tuition will be assessed at your home institution.

INTERINSTITUTIONAL INSTRUCTIONS FOR CCD STUDENTS TAKING COURSES AT MSCD OR UC DENVER

CCD Students taking Course(s) at Metropolitan State College (MSCD) or University of Colorado Denver (UC Denver) must:

1. Apply according to published deadlines at host institution (MSCD/UC Denver) with the interinstitutional application form.
2. Register for course(s) according to registration dates at CCD. You must be registered at CCD in order to register for course(s) at the host institution. Registration for courses must be done prior to deadline established at both home and host institution.
3. Register for course(s) according to registration dates at the host institution. The amount of credits taken at the host institution must be equal to or less than the amount of credits taken at CCD (home institution). There may be credit limits at the host institutions. Verify with the registrar's office. *Note: The online and extended campus classes are not part of this agreement; CCD students are not allowed to register for these courses.*
4. Submit interinstitutional forms to CCD after completion of the interinstitutional application and registration process at the host institution including a copy of your registration from the host institution.
5. CCD must be notified of any course changes; submit a copy of your registration from the host institution. If you drop the course at the host institution, you must drop the course at CCD as well.
6. The course(s) will be registered as consortium course(s) at CCD (the course numbers at the host institution will not appear during the registration process). The course will be entered in with a title of interinstitutional course once CCD has receipt of grades at the end of the term.
7. Tuition will be assessed at CCD with the consortium course.
8. When grades are submitted by the host institution, the title of the course(s) will be added to your records with your grade.
9. Interinstitutional courses may be considered as transferable course(s) at the host institution; please make sure you do not go over your limit of transfer. Verify the transferable course(s) with an advisor at the host institution.

Academic Calendar

FALL 2011	
Aug. 22	**Classes begin** Check schedule for other late start dates
Sept. 5	**Labor Day Holiday** (No classes/all locations closed)
Nov. 24	**Thanksgiving Holiday** (No classes/all locations closed)
Nov. 21-27	**Fall Break** (No classes/offices open M-W & F)
Dec. 12	**Last day of classes**
Dec. 26-Jan. 2	**Holiday Break** (No classes/all locations closed)
SPRING 2012	
Jan. 16	**Martin Luther King, Jr. Holiday** (No classes/all locations open)
Jan. 17	**Classes begin,** Check schedule for alternative late start dates
March 19-25	**Spring Break** (No classes/all locations open)
May 7	**Last day of classes**
May 11	**CCD Commencement**

Getting Started

STEPS TO SUCCESSFUL ENROLLMENT

1. APPLY TO CCD AT WWW.CCD.EDU

You need to apply for admission to Community College of Denver if you are new to college, transferring from another institution or returning to CCD after an absence of more than one year. Our open admission policy provides access to all who desire a higher education or seek to enhance their knowledge and skills. There is no application fee. Apply online at www.ccd.edu. Colorado residents also should apply for the College Opportunity Fund (COF) at www.ccd.edu/cof. COF pays a portion of your total in-state tuition. You must authorize the use of your stipend through CCDConnect.

Admissions, Registration & Records, 303-556-2420, South 133
Educational Opportunity Center, 303-629-9226 *Call for appointment to receive admissions and financial aid assistance.*
CCD Cyber Center, South 136

2. APPLY FOR FINANCIAL AID

Fill out the Free Application for Federal Student Aid (FAFSA) at www.FAFSA.gov. It is the first step in receiving federal financial aid money such as Pell Grants and Federal Direct Stafford Loans. The financial aid process takes six to eight weeks, and some funds run out quickly, so start early! Also, be sure to apply for local CCD scholarships at www.ccd.edu.

Educational Opportunity Center, 303-629-9226 *Call for appointment*
Financial Aid, 303-556-5503, South 135

3. VISIT THE TESTING CENTER

In order to register for classes, ALL students, including transfer students and previously degreed students, must be assessed. Assessment allows us to make sure that you get into the correct courses. You can meet the assessment requirements in one of the following ways:
- Take the Basic Skills Assessment Tests (BSAT) in Accuplacer English, reading and mathematics. Study Guides are available at www.ccd.edu. You may also submit test scores from within the past five years from another regionally accredited institution; or
- Show transcript of an Associate or higher degree showing a grade of "C" or better in English 121 and Math 121, or their equivalents. Unofficial transcripts can be faxed or emailed to the CCD Testing Center for review. Please visit www.ccd.edu/testing for instruction and contact information, or
- Show proof of completing developmental or college courses with a grade of "C" or better within the last 5 years, or
- Show proof of minimum scores from the ACT or SAT from within the past 5 years.
  - Minimum ACT scores:17 reading, 18 English, and 19 math
  - Minimum SAT scores: 430 verbal for reading, 440 verbal for English and 460 math.

If you do not have a high school diploma or GED, you also must take the Ability to Benefit Test (ATB).

Testing Center, 303-556-3810, South 223

4. ATTEND A GETTING STARTED SESSION

Our Getting Started sessions will teach you important information about enrolling at CCD, including how to apply for the College Opportunity Fund (COF), how to activate your CCD email account, about immunization requirements, how to check your financial aid status, and how to register for classes. Session dates and times are listed at www.ccd.edu/department/EducationalPlanningandAdvising.

Educational Planning & Advising Center, 303-556-2481, South 134
Recruitment & Student Outreach, 303-556-2600, South 136

5. GET ADVISING

If you are new to college, visit with the Educational Planning and Advising Center (EPAC). They will help you to review your assessment scores, help you decide which classes you should take. You may call to make an appointment with an advisor.

If you are transferring to CCD with more than 15 college credits, you should meet with an Academic Case Manager based on your major. Go to www.ccd.edu/department/EducationalPlanningandAdvising for a list of case managers.

Educational Planning & Advising Center, 303-556-2481, South 134
Center For Persons With Disabilities, 303-556-3300, South 134

6. REGISTER ONLINE FOR CLASSES

Register through CCDConnect at www.ccd.edu. You can download step-by-step instructions to guide you through the process. Colorado residents, also be sure to authorize your College Opportunity Fund (COF). Once you've registered, be sure to print your schedule as you will need it to receive a Student ID.

7. COMPLETE THE PAYMENT PROCESS

Pay your tuition and fees in full by the payment deadline. If you're receiving financial aid, make sure that your award is enough to cover your charges. You may arrange to pay your tuition through FACTS, CCD's monthly payment plan. If you register for a course after the payment deadline, payment is due at the time you register. Activate your CCCS Refund Card to select your refund preferences once you receive the card in the mail.

8. PURCHASE BOOKS, SUPPLIES AND STUDENT ID

9. ATTEND NEW STUDENT ORIENTATION

Take an Auraria Campus tour, meet other students, learn how to get involved and succeed in college. You also can sign up for AAA 101: College 101, a one-credit-hour class designed to help you succeed in college. Find us on Facebook at www.facebook.com/comcolden to get updated about involvement, events, scholarships and discussion.

Student Life, 303-556-2597, Tivoli 309

10. ATTEND CLASSES! BE SUCCESSFUL

There are people and programs all around campus to support your efforts: instructors, classmates, academic advisors, educational case managers, peer mentors, administrators, student support services and many others.

WHICH CATALOG TO USE

This catalog is effective beginning Fall Semester 2011 for students who will be enrolling at the Community College of Denver for the first time.

Continuing students who have not had a 12 month lapse in enrollment since first enrolling at CCD can use the catalog that was in effect when they first registered at CCD, the catalog in effect when the student submitted a change of major form, or the catalog in effect when they apply for graduation.

Students cannot combine major requirements from multiple catalogs for graduation purposes.

ADMISSION

CCD is open to all high school graduates and non-graduates who are 17 years or older. The college may deny admission to anyone whose background indicates that his or her presence would endanger the health, safety, welfare, or property of others, or would interfere with the function of the college. CCD has the right to deny admission or continued enrollment to anyone who has misrepresented his or her credentials or background. CCD does not require transcripts from previous high schools or colleges for admission, but they are sometimes used for residency and financial aid.

Students wishing to secure a waiver of the minimum age for admission must meet the following criteria:
1. Qualified students must demonstrate readiness for college level work by meeting all state established cut scores for college level English, reading and mathematics.
2. Students must meet with the College Pathways department or Director of Educational Planning & Advising Center (EPAC) to determine eligibility for admission and appropriateness of course selection, review college expectations, and complete the acknowledgment form. Completed forms will be forwarded to the Director of Educational Planning & Advising Center (EPAC) for final approval.
3. A responsible parent or guardian must sign the acknowledgment form indicating that the parent has been advised regarding expectations of the college.

Application for Admission

Prior to enrolling at the college, students must complete an online application for Admission. The online application is available at www.ccd.edu, select "enroll online/apply to CCD" and follow the directions.

Readmissions (Former Students)

Former students who return after an absence of 12 months or more must reapply for admission. Current catalog degree and certificate requirements will apply at the time of readmission.

Special Application Procedures

Some programs, such as nursing and allied health programs, have limited space and require special admissions procedures. Please review program requirements in this catalog and contact the appropriate center for assistance.

Residency Determination for Tuition Classification

Tuition classification is governed by state law (Colorado Revised Statutes §23-7-101, et. seq.) and by judicial decisions that apply to all public institutions of higher education in Colorado. The college is required to apply the rules set forth in the law and does not have authority to make exceptions unless specifically permitted by law.

Students are classified as resident or non-resident for tuition purposes based on the information provided on the application for admission. Failure to answer all questions could lead to initial classification as non-resident. After the student's status is determined, it remains unchanged in the absence of satisfactory evidence to the contrary.

Any new student who believes his/her initial tuition classification was based on incomplete information and wishes to prove eligibility must submit an Amended Application Form by census date of the earliest part-of-term in which he/she is enrolled. Continuing students who attended and paid non-resident tuition or individuals emancipated prior to 22 years of age shall have up to 30 days from the first day of class to complete the Petition for In-State Tuition.

Students who are denied in-state tuition will not be allowed to drop courses after census date. Students are responsible for dropping all courses by census date even if decision of petition for in-state tuition has not yet been received.

Students who are denied in-state tuition may appeal the decision of the Tuition Classification Officer. The decision of the appeals committee is final and will not be overturned by CDHE.

Information submitted to qualify for in-state classification is subject to independent verification. Individuals submitting false information or falsified supporting documents are subject to both criminal charges and college disciplinary proceedings.

In-state status requires domicile in Colorado for one year prior to the first day of class. Domicile is defined as an individual's true, fixed, and permanent home and place of habitation. An individual may only have one domicile at any one time.

To demonstrate domiciliary intent, individuals should surrender legal ties with their former state of residence and obtain CO Driver's License/Identification, vehicle registration, voter registration, employment, or file income tax in CO one year prior to the first day of class.

Individuals are qualified to begin the one-year domicile period upon reaching 22 years of age, and thus, would satisfy the one-year domicile requirement at 23 years of age. The one-year domicile period also begins upon marriage or emancipation if the individual is under 22 years of age. The one-year domicile period begins only after the date of emancipation.

Individuals under age of 23 are eligible for in-state tuition if a parent or court-appointed legal guardian meets the requirements of the tuition law.

The tuition law recognizes the special circumstances regarding Military Personnel, Olympic athletes, inmates, recent Colorado High School graduates and GED recipients, etc. For more information, please visit the Colorado Department of Higher Education's website at http://highered.colorado.gov or contact the Admissions, Registration & Records Office at 303-556-2420.

Active-duty members of the armed forces, their spouse, and dependent children whose permanent duty station 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. Contact your military base Education Office for documentation.

CCD reserves the right to correct tuition classification after the deadline in cases where the college believes an error was made.

House Bill 1023 Verification of Lawful Presence

On August 1, 2006, HB06S-1023 became effective, requiring verification of lawful presence for all applications for public postsecondary education benefits. These benefits include in-state tuition, the College Opportunity Fund, some types of state and institutional funding, and any other state-funded benefits that entail any payment or financial assistance.

Any students whose lawful presence is verified through the process of completing a College Opportunity Fund (COF) application or who are verified through the FAFSA may be considered to have met the requirements. Students who are not verified through FAFSA or COF must complete an Affidavit of Lawful Presence and provide a copy of valid identification supporting lawful presence in the US.

Applicants who fail to meet verification requirements will be subject to non-resident tuition and removal of state funded benefits.

HB 1023 Form of Required Identification
- Valid (unexpired) Colorado Driver's License.
- Valid (unexpired) Colorado Identification Card (issued by Department of Motor Vehicle).
- United States Military Card.
- United States Military Dependent Identification Card.
- United States Coast Guard Merchant Mariner Card.
- Native American Tribal Document.
- I-94 with refugee or asylum status.
- Unexpired foreign passport bearing an unexpired "Processed for I-551" stamp or with the attached unexpired "Temporary I-551" visa.
- U.S. Citizenship or Naturalization Document (U.S. Passport not acceptable).
- An unexpired out-of-state driver's license from one of the following states: AL, AZ, AR, CA, CT, DC, DE, FL, GA, ID, IA, IN, KS, KY, LA, ME, MN, MS, MO, MT, NV, NH, NJ, NY, ND, OH, OK, PA, RI, SC, SD, VA, WV, WY.
- Unexpired resident alien or permanent resident card or employment authorization card (employment authorization does not grant in-state tuition; however, it applies for lawful presence for other state benefits).

Alternate forms of acceptable identification:
- Copy of applicant's birth certificate from any state, the District of Columbia and all United State territories.
- United States Passport, except for "limited" passports, issued for less than five years.
- Report of Birth Abroad of a United States Citizen, form FS-20
- Certificate of Birth issued by a Foreign Service Post (FS-545) or Certification of Report of Birth (DS-1350). These are available from the Department of the State.
- Certificate U.S. Citizenship or Naturalization Document (N-550 or N-570).
- Certificate of Citizenship (N-560 or N-561). This document is issued to those persons who derive U.S. Citizenship through a parent.
- U.S. Citizen Identification Card (I-97). These were last issued in 1974.
- Northern Mariana identification Card: those born in the Northern Mariana Islands prior to November 3, 1986 were collectively naturalized.
- Statement provided by a U.S. consular officer certifying that the individual is a U.S. citizen. (This document is provided to an individual born outside the U.S. who derived citizenship through a parent but does not have form FS-240, FS-545 or DS-1350.)
- American Indian Card with Classification code "KIC" and a statement on the back identifying U.S. Citizen Member of the Texas Band of Kickapoos.

For more information, please refer to http://highered.colorado.gov.

Western Undergraduate Exchange (WUE) Program
Students who are residents of Western Interstate Commission for Higher Education (WICHE) states may be eligible to request a reduced WUE tuition rate of 150% of the resident rate. WICHE states include Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming. A student applying for the WUE program must submit an application for admission to CCD, the WUE application, and they must provide evidence of residency in any of the qualifying states. Students who are accepted in the WUE program are ineligible to petition for in-state tuition during the time of attendance at CCD. The WUE Application can be found at www.ccd.edu.

Students must apply for WUE each academic year.

International Student Admission
Federal law authorizes CCD to enroll non-immigrant, alien students with F-1 Visas. CCD is not authorized to accept students without the following requirements:
1. International Student Application for Admission, www.ccd.edu
2. International Student Application fee ($ 20)
3. Official copies of high school and required college transcripts (if available) from your country. If not in English, a translated certified version must be submitted.
4. Financial support documents: A United States or international bank showing parents/sponsors have a minimum of $27,500 U.S. dollars for a nine-month academic year for tuition, books, and living expenses for the stay in the U.S. If you have an American sponsor, you may submit an Affidavit of Support with other financial statement(s), bank affidavits. You can get the affidavit at CCD or on the United States Citizenship and Immigration Services (USCIS) Web site www.uscis.gov (formerly known as the INS).
5. Evidence of proficiency in the English language: a minimum score of 477 on the Test of English as a Foreign Language (TOEFL), or 53 on the Internet-Based. An official TOEFL score report may be sent directly to CCD by indicating the Institution code 4137 when taking the exam.
   OR
   A Michigan test score of 75 or higher
   OR
   Successful Completion of an intensive program of English as a Second Language at an approved institution. Students are required to take the English Writing Test at CCD. If CCD assessment test scores are below English composition level, mandatory placement in lower English classes must be pursued.

TOEFL is not required for applicants who: (a) have graduated from an American High School, (b) have attended two to three semesters full-time at an English-speaking higher education institution, or (c) are nationals of countries where English is the official language of instruction in the educational system.

Foreign students applying to CCD and seeking to obtain form I-20 to apply for an F-1 Student Visa should visit the International Student Services office in Admissions, Registration & Records to obtain an application form or apply online at www.ccd.edu.

Application Deadline
The application deadline for international students who are in the United States and currently hold a student (F-1) visa is two weeks prior to the beginning of each semester.

The application deadline for students who are outside of the United States is three months prior to the beginning of the semester.

Semester	Approximate time period	Application deadline
Fall	Mid-August to Mid-December	June 1
Spring	Mid-January to Mid-May	November 1
Summer	June to Mid-August	March 1

All required materials must be received by the application deadline. Once you are accepted, CCD will issue you the Form I-20 and a letter of admission with more information about enrollment. If applying from abroad, you must present the form to the U.S. embassy/consulate with a valid passport, an I-901 SEVIS fee receipt, and separate financial support documentation to request the student (F-1) visa.

If transferring from another U.S. educational institution, official transcripts and a copy of the I-20 issued by that institution must be submitted in addition to current financial statement(s), passport, I-94 and proof of purchase of health insurance on enrollment.

During orientation, you will be asked to submit a copy of your passport, I-94 card and proof of health insurance (or you may purchase health insurance when you enroll). International students must establish themselves in full-time status and maintain status (grade point average of at least 2.0). Internships and/or work off campus may be recommended under specific circumstances and should be discussed with an advisor prior to commencing work.

Admissions, Registration, and Records
Campus Box 201, PO Box 173363, Denver, CO 80217-3363

For express deliveries (such as UPS, FedEx, DHL, etc.), please use:
International Student Admission, Room # 133
1111 W. Colfax Ave.
Denver, CO 80217
Tel: 303.556.3564 or 303.352.3300
Fax: 303.556.2431

Veterans Affairs
Veterans seeking VA educational benefits may apply through the VA web site, www.GIBILL.VA.GOV. It is the veteran's responsibility to assemble all needed materials and submit them to the VA regional office and the VA certifying official at the college. The VA certifying official provides information about veteran's benefits and certifies enrollment throughout the veteran's attendance at the college. It is the Veteran's responsibility to notify the VA certifying official of any registration updates. Veterans who are eligible for educational benefits may apply for advanced payment with the on-site VA certifying official at CCD. The last day to apply for advanced payment is 45 days prior to the first day of classes. Full payment of tuition and fees is due by the deadline posted in the schedule.

Required Documentation: To be eligible for VA benefits, students must submit:
1. A copy of their VA WorkSheet (receive from School Official).
2. A copy of original application (22-1990 or 22-5490) for benefits or change of training place (22-1995 or 22-5495).
3. A copy of the Certificate of Eligibility (sent by the VA to eligible students 6-8 months after the student has applied for benefits).

Please provide this document to your school's Veterans Coordinator upon receiving this important information.

Admissions, Registration, and Records
Veterans Coordinator, South Classroom 133, 303-556-6200

Student Identification Number
A state law initiated in 2003 requires that each Colorado post-secondary institution assign to each student a unique ID number that shall not be a student's social security number. This number is your student identification number (SID). A social security number is required for financial aid, the college opportunity fund, and for tax purposes.

Transfer Students
Students who want to earn transfer credit for courses completed at other post-secondary institutions must complete a Transfer Credit Evaluation Request form and have official transcripts from all prior schools sent directly to the Admissions, Registration & Records office. Transfer credit will be evaluated for degree-seeking students only. Transfer credit will not be evaluated until all transcripts have been received. Please allow up to 30 days for the transfer credit evaluation to be completed. Students will be notified via their student email account once the transfer credit evaluation is complete. For additional details on the evaluation process, refer to the Transferring Credit to CCD on page 31 section of the catalog.

Academic Year
- Freshman: Successful completion of fewer than 30 college-level semester credit hours.
- Sophomore: Successful completion of 30 or more college-level semester credit hours.
- Unclassified: Awarded a degree at the associate level or above.

Immunization
All new and continuing students must provide the Health Center at Auraria proof of immunization against Measles, Mumps and Rubella (MMR). Proof of immunization must be provided to the Health Center in the Plaza Building. The Health Center can provide low-cost immunization if you are unable to access your immunization records. For more information call 303-556-2525 or go to: http://www.mscd.edu/student/resources/health/immunization.htm.

Students who do not comply with the immunization requirement at CCD will receive a registration hold. The hold will not be released until the student complies with the immunization requirement.

Privacy
In completing their application to CCD students must act on their own behalf. Others may not access student information without the student's prior written approval. (see Family Education Rights and Privacy Act on page 41).

NEW STUDENT ORIENTATION
All new students are encouraged to go through new student orientation, to help them learn about the services and programs available at CCD. Review each semester schedule for scheduled dates and times. To sign up go to www.ccd.edu, attend an orientation or call 303-556-5522.

ASSESSMENT TEST FOR PLACEMENT
The State of Colorado mandates that incoming students to Colorado's state-supported institutions of higher education complete an assessment test of basic skills and enroll in appropriate courses based on the test outcomes. At CCD, students must complete the placement test or secure an exemption before registering for courses.

Basic Skills Assessment Test (BSAT)
Any CCD student who is studying for a degree or certificate must meet the assessment requirement by taking Accuplacer, which covers reading, English and math. The purpose of assessment is to help students succeed by placing them in classes that are appropriate for their skill level. The test assesses student's skill levels in English, reading, and mathematics. Components of this process may include the assessment of reading comprehension, word usage and mechanics, essay writing (Write-Placer) and mathematics. The assessment test is computerized, untimed, and requires approximately two hours to complete.

Students are required to meet minimum scores to enroll in specific classes. However, if the minimum scores are not achieved, this does not affect the student's admission to the college.

Assessment helps students succeed by placing students into courses that are appropriate to the academic skill level. Based on the test results, an advisor can place the student in the appropriate class level. See our website at www.ccd.edu/testing for study guides to review skills before taking the exam.

The test scores for placement are available in the Educational Planning and Advising Center, the Testing Center, and online at www.ccd.edu/testing.

See Biology Prerequisite Requirements for more information.

Meet the Assessment Requirement
1. Take the Basic Skills Assessment Tests in Accuplacer Reading, English, Mathematics.
2. Show proof of an Associate or higher degree with a C or better in English 121 and Math 121 or their equivalents. Complete the Transcript Intake form and submit with your transcripts.
3. Show proof of successfully completing developmental or college courses with a C or better within the last 10 years.
4. Show proof of ACT scores with a mimimum of 18 in English, 19 in Math, and 17 in Reading, OR SAT scores with a minimum of 430 in Reading, 440 in English and 460 in math.
5. Show proof of Accuplacer scores from another institution from within the past 5 years.

Assessment Test Exemptions
To receive an exemption from taking all or part of the BSAT, students can submit copies of college transcripts from a regionally accredited college or university or test scores to the CCD Testing Center at Auraria campus. All test scores must be no more than five years old, although it is strongly recommended to take the assessment test if scores are more than two years old.

Student may waive or be exempt from the assessment test by providing one of the following:
- College transcripts indicating successful completion of basic skills in reading, writing, or math from a regionally accredited institution;
- College transcripts indicating successful completion, with a grade of 'C' or better, in a college-level course in English and/or math at another regionally accredited institution;
- College transcripts indicating successful completion of an Associate of Arts Degree, Associate of Science Degree, Bachelor's Degree, Master's Degree, or Doctorate Degree from a regionally accredited institution.
- ACT scores with a minimum of 17 in reading, 18 in English, and 19 in math; or
- SAT scores with a minimum of 430 in reading, 440 in English, and 460 in math.
- Accuplacer scores from another institution.

Credit for Prior Learning Exams
The Testing Center at Auraria offers the College-Level Examination Program (CLEP) tests, and DSST or DANTES Subject Standardized tests. Both nationally recognized tests give students a chance to receive college credit for learning acquired outside the traditional college classroom. See Credit for Prior Learning on page 31.

ACADEMIC ADVISING
Educational Planning & Advising Center (EPAC)
New students should go to SO 134 or call 303-556-2481 and make an appointment with an advisor. Academic advising is critical to your academic success. CCD integrated advising program assist the students to explore life and career goals, examine academic and career skills, and select instructional programs and courses.

CCD recommends EPAC be the first point of contact at the college. Continuing students are encouraged to meet with an advisor at least once each semester. Students and advisor or educational case manager share the responsibility of the advising process.

Advising is more than choosing classes! Advisors are available to assist with the enrollment process, interpret placement test scores, strengthen academic skills in English, math, and reading, select classes required to earn a certificate or an associate degree, and provide information for transfer to a four-year college or university. Advisors will help plan college programs and assist in removing barriers that may interfere with success in school and life.

All first-time, full-time, degree-seeking students and any student on academic probation or suspension must see an EPAC advisor before registering. EPAC advisors help students explore the programs CCD offers in order to select a major field of study in college-level courses numbered 100 or above.

Once students have selected an area of study and completed 12-15 hours, each student must meet with an educational case manager in the insructional center of the program. Case managers can assist students with their educational planning guide. See Catalog 101 on page 4.

Meet with the Right Advisor!

New Students
Go to the Educational Planning & Advising Center
SO 134, 303-556-2481

Continuing Students
Get Program Specific Advising with an Educational Case Manager after you complete your basic skills.

Language, Arts, & Behavioral Sciences
Victoria Karst, 303-352-3068, KC 590
Human Services, Paralegal, Art, Behavioral Sciences, English/Journalism/Literature, Graphic Design, History, Music, Theatre, World Languages

Pre-Health, Math, & Sciences
Paula Ogilvie, 303-556-8588, SO 312D
Biology, Chemistry, Computer Science, Mathematics, Science, Physics, Pre-Aerospace Engineering Technology, Pre-Engineering, Pre-Dental, Pre-Medical, Pre-Pharmacy, Pre-Physical Therapy, Pre-Physician Assistant, Pre-Veterinary Science, Dental Hygiene, Nursing, Radiologic Technology, Veterinary Technology

Career & Technical Education
Petia Ouzounova, 303-556-2487, PL 262N
Christine Smith-Olsey, 303-556-2485
Aerospace Technology, Accounting, Energy Technology, Information Technology, Public Security, Education, Business Administration, Economics, Early Childhood Education, Elementary Education, Political Science, Applied Technology, Business Technology, Engineering Graphics/Drafting

Educational Advancement
Rosie Sanchez, 303-556-2790 REA/ENG
Rosalinda Martinez, 303-352-3355 Fast Start
Joanna Conlin, 303-556-5419 Fast Start
John Leicham, 303-352-3325 ESL
Kobra Rezaikhah, 303-352-3337 Math

Center for Health Sciences at Lowry
Chad Logan, 303-365-8376 — Nursing
LaVerne Donelson, 303-365-8378 — Nursing
Mary Ann Matheny-Smith, 303-365-8383 — Allied Health

Declaring or Changing Program of Study

Students should indicate their program of study when completing the Application for Admission. A student declares a program of study when first enrolling and should verify the program by checking their online student account each semester. New students should consult this catalog to determine available programs of study.

Students may request to change to a program of study with the Admissions, Registration & Records office. All students are advised meet with a case manager or advisor to discuss program requirements before changing their program of study. Some programs will require approval from the department before Admissions, Registration & Records can change a program of study. All programs held at the Lowry campus require department approval.

Students should consult with Financial Aid and Veteran's Affairs before changing their program of study as it may impact their financial eligibility.

REGISTRATION

All new students should meet with an advisor in the Educational Planning and Advising Center. All other students are required to register online with CCDConnect. Registration instructions and schedules are published at www.ccd.edu for each semester, or may be obtained from the south classroom lobby area, the Admissions, Registration & Records office, Educational Planning and Advising Center, or with a case manager in the center of program.

• Register online with CCDConnect located at www.ccd.edu. Download CCDConnect quick guides on proper registration steps at www.ccd.edu.
• Register in person with an advisor in the Educational Planning and Advising Center or with a case manager.

Personal Identification Number (PIN)

CCD Students may access their accounts with their assigned student identification number (SID) and their PIN number. For security reasons the student PIN is not provided over the phone or via e-mail. If a CCD student forgets their PIN they can request it online through CCDConnect. Students may also go to the Admissions, Registration & Records office to reset their PIN; they must present valid identification (no exceptions).

Your PIN is confidential. Keep it in a secure place.

Prerequisite Requirements

A prerequisite is a required course that must be completed satisfactorily before registering for the course. If a student takes a course without the appropriate preparation, they may not have the skills needed to be successful in the course.

If the prerequisite requirements are for an English, math, reading, or English-as-a-Second-Language, the Testing Center must enter in the remediation requirements on the student record. This is required in order for the college to be in compliance with the Colorado Commission of Higher Education Statewide Remedial Education Policy, Section I, Part E. In addition this will allow registration to take place.

If the prerequisite requirement is not an English, math, or reading requirement the college department, case manager, or advisor may review previous college transcripts from a regionally accredited college or university to approve a prerequisite override. Refer to the college schedule or program requirements for specific requirements.

Biology Prerequisite Requirement

Students intending to enroll in BIO 201 or BIO 204 are required to complete BIO 111 with a grade of 'C' or better or pass the Science Placement Test. Transfer students who have taken an equivalent majors college biology class should submit previous college transcripts from a regionally accredited college or university to the academic advisors for approval of the prerequisite requirement. BIO 111 must be completed no more than seven years prior to enrollment in BIO 201 or 204. BIO 090 will not be accepted as a prerequisite after summer semester 2010.

Academic Standing

Students on academic suspension are unable to register for courses. See Standards and Practices on page 24 for more information.

Auditing Classes

Students may audit a course (receive no credit) at the regular tuition rate. Request for audit will be accepted through the census date of the course only. An audit cannot change to a credited course after the census date. The grade of "AU" will appear on official transcripts.

By auditing a course, a student may participate in course activities. Students must indicate intent to audit a course at registration. The course must be paid in full before the audit is processed. Audited courses are not eligible for the College Opportunity Fund stipend. Audited courses do not meet the credit hour requirements for financial aid or veteran benefits and will not be applied to certificate or degree programs. Obtain class audit forms from the Admissions, Registration & Records office.

Course Load

The common definition for student load is the same for summer, fall and spring: 12 credits = full time; 9 credits = 3/4 time; and 6 credits = 1/2 time. Anything less than 6 credits is considered part-time. During fall and spring semesters the typical course load for full-time students is 15 credit hours. For tuition and certification purposes, students who register for fewer than 12 credit hours are considered part-time during the academic year.

Eighteen (18) credit hours is the maximum load for all students without special permission. Students must obtain special permission from their academic advisor or educational case manager if requesting to register for more than 18 credit hours in one semester.

Add/Drop Classes

Currently enrolled students can add or change classes to their class schedules up to the last day to register according to published deadlines. It is the student's responsibility to add or drop their courses by the published deadline.

Students may drop courses for a full refund by the census date (the last day to drop and receive a refund or not be charged for the class). Dates are published in the course schedules, which are published each semester. In addition, census dates vary; it is important to know if you are registered for a traditional 15-week course (spring and fall term) or a traditional 10-week course (summer term); all other census dates are specified in the course schedule or in the syllabi provided by your instructors. Verify your census dates with an advisor, case manager, or with the Admissions, Registration & Records office. Students may be dropped with a refund for failure to pay their outstanding balance or for non-attendance. If dropped for non-payment after the course census date, the student will not be permitted back into the course. Students who do not attend by census date may be dropped for non-attendance and will not be permitted back into the course.

Classes dropped before the census date will not appear on an official transcript. After the census date, students have the option to withdraw without a refund.

Financial aid recipients should check with the Financial Aid Office prior to dropping or withdrawing from any classes as this could affect their financial aid award and students may have to repay awards.

Withdrawals
Classes dropped after census will receive a grade of "W." Students are able to withdraw from classes up to the last date to withdrawal according to published deadlines. Withdrawal dates vary; it is important to know if you are registered for a traditional 15-week course (spring and fall term) or a traditional 10-week course (summer term); all other courses withdraw date are specified in the term schedule.

Verify your withdraw dates with an advisor, case manager, or with the Admissions, Registration & Records office. Financial aid recipients should check with the Financial Aid Office prior to dropping or withdrawing from any classes as this could affect their financial aid award and students may have to repay awards. Veterans should consult with the VA Coordinator prior to withdrawing from a course as it may impact their educational benefits.

Interinstitutional Registration
CCD degree or certificate seeking students who want to take classes at Metropolitan State College of Denver (MSCD) or at the University of Colorado Denver (UC Denver) may apply and register at MSCD or UC Denver with the interinstitutional registration approval forms from the Admissions, Registration & Records office. Review the instructions and deadlines before submitting the forms. Students who participate in the interinstitutional program are responsible for following the procedures and deadlines set by all institutions involved. The interinstitutional program allows students to register for classes at the host school and pay for tuition at CCD. This does not include fees that may be required for particular classes at the host institution.

MSCD or UC Denver students who want to take classes at CCD may obtain interinstitutional forms from their home institution. These forms must be authorized by their home institution prior to acceptance at CCD. Application and registration must adhere to the published deadlines. The amount of credit taken at CCD must be equal to or less than the amount of credit taken at the home institution. CCCOnline courses are not part of this agreement; the host students are not allowed to register for these courses. After completion of the application and registration process, CCD will process the forms to prevent tuition assessment at CCD. Students are responsible for paying for these courses at the home institution. Schedule adjustments must be processed according to the published deadlines at the home institution and CCD.

Metropolitan State College of Denver (MSCD) Developmental and Remedial Students
CCD and MSCD have a developmental and remedial agreement which allows MSCD students to register for CCD developmental and remedial courses at their home institution. MSCD students are required to process all registration at their home institution. In addition, the coursework, including final grades, will appear on a CCD transcript and on a Metro transcript.

CCD CONNECT
Instant online access!
Get to CCDConnect through www.ccd.edu

The CCDConnect site is CCD's online student information system, where you can get instant 24/7 access to the following services:
- Access student email
- Register for classes
- Pay your tuition
- Access financial aid information
- View your grades
- plus much more!

For step-by-step instructions on how to access CCDConnect download an Enrollment Quick Guide at www.ccd.edu.

YOUR RESPONSIBILITIES REGARDING ENROLLMENT
You are responsible to make sure that you:
1. Follow the Steps to Successful Enrollment
2. Verify residency status.
3. Affirm that you have met the HB 1023 requirements for lawful presence. If you have received a COF stipend or have been approved for financial aid, you are verified. All other students must submit a HB 1023 Affidavit with a copy of proper identification.
4. Provide up-to-date address and phone number.
5. Ensure that you are registered for the appropriate course(s), and that your name appears on the class roster.
6. Verify that you have received your College Opportunity Fund stipend.
7. Meet college deadlines published in the schedule, catalog and online at www.ccd.edu, particularly the refund and payment deadlines.
8. Verify that your financial aid is approved by the payment deadline. (If not, you are expected to make payment arrangements.)
9. Verify that your third-party payments have been received prior to the payment deadline.
10. Follow the syllabus requirements and attend courses.
11. Sign in on CCDConnect site periodically to ensure that you have not been dropped (i.e. drop for non-attendance or non-payment). You can verify your COF stipend, financial aid awards, payments received and address information through CCDConnect. It is important to check your CCDConnect file frequently for new information, especially if you are receiving financial aid or scholarships.

free student email

CCD offers
FREE student e-mail accounts.

It is how the college will send you all official documents and notifications: admissions, registration and financial aid information, communication with your instructors, campus closures and emergency notifications.

Your CCD e-mail account will be the only official means of communication between you and the college.

Activate your account today! Log on to CCD-**Connect** is located at www.ccd.edu, go to the student tab, select the "Student Email" icon, and t and proceed with the steps.

Call 303.556.2600 for more information.

CCDConnect

instant online access!

Get to CCD**Connect** through **www.ccd.edu**

The CCD**Connect** site is CCD's online student information system, where you can get instant 24/7 access to the following services:
- Apply to the college
- Register for classes
- Pay your tuition
- Access financial aid information
- View your grades
- plus much more!

For step-by-step instructions on how to access CCD**Connect** download a Quick Guide PDF at: www.ccd.edu/EnrollmentQuickGuides.

Financial Matters

TUITION AND FEES*

The State Board for Community Colleges and Occupational Education determines tuition, which is subject to change annually. Fees also can change. Tuition rates and refund deadlines vary for CCCOnline courses. Contact the Cashier's Office at 303-556-2075 with questions about CCCOnline tuition and payment. Updated information on CCD tuition and fees is online at www.ccd.edu under "Current Students."
Rates are subject to change without notice.

Tuition Rates per Credit Hour (Academic year, 2011-2012)
Fees apply. See fee explanation below

	RESIDENT			NON-RESIDENT		
	Tuition	COF Stipend*	Your share	Tuition	COF Stipend*	Your share
Standard Tuition	$167.85	[$62]	$105.85	$434.30	-0-	$434.30
Differential Tuition						
Dental Hygiene	$269.70	[$62]	$207.70	$434.30	-0-	$434.30*
Nursing	$216.25	[$62]	$154.25	$434.30	-0-	$434.30*
CCC\CCD Online	$249.15	[$62]	$187.15	$285.20	-0-	$285.20

* Fees and refund deadlines vary for CCCOnline courses.

Student Fee Chart
The following information is an explanation of fees per credit hour.

Hrs	1
Student Fees	$5.90
Bond Fee	$35.95
Clean Energy Fee	$5.00
Health Center Fee	$24.00
Building/Renovation Fee	$4.00
Resr Fee	$4.25
RTD Fee	$70.00
Reg Fee	$11.65
Immunization Fee	$2.00
Total Fees	$162.75

Fee Descriptions
Students at CCD's Auraria Campus pay set fees that cover a variety of services and programs. CCD satellite campuses pay only the Student Activity Fee.

Auraria Bond Fee ($35.95 for 1-3 credits, $49.75 for 4-6 credits, $66.30 for 7-11 credits, $75.99 for 12 credits or more): Auraria Campus students voted to approve a fee to pay off the bonds that funded construction on the Tivoli Student Union, Auraria Early Learning Center, campus health, physical education and recreation facilities. Students at all three Auraria institutions pay this fee.

RTD Bus Pass Fee ($70.00 per term): The Auraria Student RTD Pass covers fares for local bus service in the Denver-metro area, Light Rail and all Express or Express Regional services. With the pass, students get a $3.75 discount on all SkyRide routes. The pass is for special services like the BroncosRide, RockiesRide, Access-a-Ride and Guaranteed Ride Home.

Student Activity Fee ($5.90 per credit hour): This fee supports CCD Student Life staff and programs, including New Student Orientation and First Year Experience, CCD Student Government, The Campus Connection student newspaper, Student Handbook publication, child care scholarships, lending library, food bank, recreational activities, student events, Tivoli Student Computer Lab, Auraria Student Health Center, Gay, Lesbian, Bisexual and Trans-gender Student Services and the Phoenix Center at Auraria.

Auraria Higher Education Center Resource Library Fee ($4.25 per credit hour): This fee supports Auraria Library functions.

Clean Energy Fee ($5.00 per term): This student-approved fee is for purchasing clean, renewable, electrical power for the Auraria Campus.

Health Center Fee ($24.00 per term) This fee enable all CCD students to have access to all of the medical, health and safety services offered by the Health Center.

Immunization Fee ($2.00 per term) This fee supplements the provision of immunizations on campus for CCD Students.

Building/Renovation Fee ($4.00 per credit hour)
This fee supports the construction of the Student Learning & Success Building and the renovation of South Classroom Building.

All CCD students pay the following fees: Registration Fee: The Colorado Community College System charges a mandatory $11.65 per semester registration fee to students at all 13 of its colleges. Instructional Fees: CCD charges a $6.15 per credit hour instructional program fee for high- and medium-cost classes. Other fees and charges may apply.

College Opportunity Fund (COF)
The College Opportunity Fund Provides a tuition stipend for both new and continuing in-state students, completing undergraduate course work either full- or part-time, at a public or participating private college or university in Colorado. The stipend is money the State of Colorado pays to colleges and universities on behalf of individual students to help fund their education.

This stipend is deducted from the total in-state tuition amount.

Apply early, Apply once, Apply now! — How to apply

- Students may apply for the stipend online at www.CollegeInColorado.org. Click on the College Opportunity Fund logo.
- Students must be at least 13 years of age to apply for COF.
- Students are not required to know which college or university they plan to attend before applying for the stipend.
- Students need apply only once. Students then authorize use of the tuition stipend at the college or university they attend.
- There are no income qualifications for students attending participating public colleges in Colorado.

How much is the stipend?
The amount of the tuition stipend varies each year and is subject to change based on state funding. Check your CCD billing statement for the current COF stipend amount.

You must sign up for COF!
Sign up for COF at www.CollegeInColorado.org, or through www.ccd.edu; select COF. All students who are residents of Colorado must sign up for the COF stipend, which will pay a portion of your total in-state tuition. **Once you are enrolled you must authorize COF through**

CCDConnect. Colorado residents who have not signed up or authorized their COF are responsible for the FULL amount of their tuition bills. This will include both tuition and the stipend amount that would have been applied. Review your COF stipend allocation on your tuition bill online through CCDConnect.

For more information:
- Visit www.CollegeInColorado.org
- Call 720-264-8550. Outside metro area, call 800-777-2757.

Tuition Refund Policy

Students may receive a 100 percent refund of tuition and fees for any classes they dropped and for any classes the college cancelled through the census date. The census date for standard classes is listed in the Schedule of Classes or in the Academic Calendar online at www.ccd.edu. The census date for all classes can be found online. It is the student's responsibility to drop their courses by the published deadline.

No refunds or financial credits are given after the census date or for courses concentrated into one week or less. Students receiving financial aid may have their aid adjusted and should check with the Financial Aid Office.

Students will receive all refunds through the HigherOne Refund process. All enrolled students 17 years old and older will be mailed a HigherOne Refund Card. Upon the receipt of the card, the student must activate their Refund Card and select their preferred method of payment. Students may select to have their refunds credited to their HigherOne Refund Card or may have their refunds credited to their existing bank account via ACH or may request a paper check.

Students who are eligible for refunds as of the close of business on Wednesday may have their refunds credited to their HigherOne Refund Card on the following Monday. Students who select wire transfers to existing accounts may have funds available on Tuesday. For students who select paper checks, HigherOne will mail their check to their home address within 21 days.

Students who are owed a refund will be required to pay for all classes added after refunds are issued. Please check your class schedule for any amount owed to the college. Get more information regarding your account balance online at www.ccd.edu. Sign in at CCDConnect.

Students may be dropped with a refund for failure to pay their outstanding balance or for non-attendance. If dropped for non-payment after the course census date, the student will not be permitted back into the course. Students who do not attend by census date may be dropped for non-attendance and will not be permitted back into the course.

Extenuating Circumstance Appeal Process

An appeal process is available when a student experiences an emergency that is beyond the student's control and negatively affects their ability to be successful in the course. Students submitting an Extenuating Circumstance Appeal will abide by the policies of the college. The Extenuating Circumstance Appeals Committee may approve a late withdrawal and/or tuition credit for circumstances that exist beyond the student's control which prevented him or her from complying with the established dates and deadlines for that term.

1. Students must submit a completed Extenuating Circumstance Appeal packet and supporting documentation by the end of the next consecutive semester for which they are applying for a tuition credit and/or late withdrawal.
2. The Extenuating Circumstance Appeal will be denied if the student failed to comply with the published deadline above and the extenuating circumstance allowed for submission in a timely manner.
3. The Extenuating Circumstances Appeal packet must include all required application forms and all supporting documentation. Completed Extenuating Circumstances Appeal packets will be reviewed

and the student will be notified (by CCD email or phone number on file) of the committee's decision within 30 calendar days. Written notification will also be mailed to the student's address on file.

4. If an appeal is denied, a student may request to have the appeal reconsidered by the committee, but only if the student can supply additional documentation to support the extenuating circumstances. If a second review is requested, the decision made by the committee is final.
5. Students who have received financial aid and are granted an Extenuating Circumstance Appeal may not receive refunds. Credit balances may be applied to financial aid program first. Contact Financial Aid for more information.

To receive an Extenuating Circumstance Appeal packet, students must first meet with their Academic Advisor or Educational Case Manager. The appeal packet must include the signature of the staff member who provided you with an Extenuating Circumstance appeal.

FINANCIAL AID
Apply Early!

Financial Aid administers federal and state aid programs to help eligible students meet the cost of their CCD education. Financial aid funds are limited. Students are strongly encouraged to start the application process as soon as possible as this can be a timely process. Information on federal, state, and scholarship aid at CCD is available by visiting the web at www.ccd.edu or dropping by the Financial Aid Office. For addresses and phone numbers, see Maps & Location Options on page 8.

Need financial assistance?

Review financial aid application steps at www.ccd.edu or contact the Educational Opportunity Center at 303-629-9226 to apply for financial aid. Financial assistance, grants, scholarships, work study and loans are available to help eligible students. To find out if you're eligible, apply online at www.fafsa.gov. The financial aid process can take additional time, so start early!

Application Procedures

The first step in the financial aid process is to complete the Free Application for Federal Student Aid (FAFSA). Completion of this online application determines your eligibility for federal and state aid which includes grants, work study, Federal Direct Loans and some scholarships. Loans and scholarships require additional applications and steps. Completion of a FAFSA is required for each academic year. The website for FAFSA completion is www.fafsa.gov.

After submitting your online FAFSA to the federal processor, you will receive a Student Aid Report (SAR). Review it for correctness. CCD will electronically receive the results if you include our school code — 009542 — on your application.

Financial aid applicants may have to supply supporting documents, such as Federal Income Tax forms to CCD. There are messages on the SAR that will alert you of potential problems or will alert you if you have been selected for verification. By reviewing these messages, you can gather the additional documents that CCD will request after your FAFSA is received and reviewed. Students who have been admitted to CCD may check their financial aid files online using CCDConnect. The information on CCDConnect is 'real-time' and allows students to view additional requests or updates immediately.

Priority in awarding financial aid goes to students who apply early. To be considered an early applicant, you must complete your financial aid file and submit all documents by April 15. Applications received after those dates will be considered based on the availability of funds. Federal Pell Grant and Federal Direct Loans are available throughout the academic year, but you must apply by the Federal Deadlines.

Student Budget

The out-of-pocket costs of a CCD education include tuition, fees, books and supplies. Additional 'living' expenses such as room and board, transportation, medical and personal items are included in cost of attendance (COA) or student budget. The standard student budget (COA) is a total of the estimated out-of-pocket educational expenses (tuition/fees, books, and supplies) plus estimated living expenses which would be incurred regardless of attending school. The estimated living costs are provided by the Colorado Department of Higher Education (CDHE). Budgets are adjusted for living arrangements, such as living with parents, and the length of enrollment. The standard monthly living allowances for fall and spring enrollment are as follows.

Resident	per year	per month
Living with Parents	$13,542	$1,505
Living Away from Parents	$18,462	$2,051
Non-Resident	**per year**	**per month**
Living with Parents	$21,312	$2,368
Living Away from Parents	$25,983	$2,887

Students may request budget Increases for certain incurred expenses such as child care, one-time computer purchases or medical expenses. A child care allowance may be added if you pay eligible day care expenses to attend CCD. Allowances are subject to change without advanced notice. Contact the Financial Aid Office for information about eligible budget increases.

Ability to Benefit

To be eligible for financial aid, you must have a high school diploma or GED. If you are entering CCD without a high school diploma or GED, you are not eligible for financial aid. You may meet the ability to benefit requirements by:

1. meeting minimum qualifications on a test approved by the U.S. Department of Education for determining eligibility to receive financial aid, and
2. being admitted as a regular student, seeking a degree or certificate, and
3. completing the regular assessment process and planning a schedule with an advisor.

Students who are 17 years old or older who do not have a high school diploma or GED and are not currently in high school or home school, may be eligible to receive financial aid if they have successfully complete six college level credits applicable to their degree/certificate without receiving financial aid. Check with the Financial Aid Office to see if the courses qualify them for financial aid eligibility without testing. Students with test scores high enough to meet the Ability to Benefit requirements are eligible to apply for financial aid.

Note: Only a maximum of 30 credits of developmental courses, which are numbered 099 or below, can be covered by Financial Aid funds.

Eligibility

To be determined as eligible for financial aid, you must meet each of the following requirements:

1. be a citizen or eligible non-citizen of the United States.
2. be accepted for admission at CCD in a degree or eligible certificate program.
3. have earned a high school diploma, passed the General Educational Development (GED) test, or be over the age of 17 and have a passing score on a federally-approved Ability to Benefit test administered by the CCD Testing Center. Community College of Denver reserves the right to evaluate High School diploma(s) presented by

the student. We may, at any time, request a copy of a high school transcript to validate the High School diploma. As provided in the Federal Register (Section 668.16[p]) we may withhold Financial Aid funds or require the student to take and pass an Ability to Benefit test as a requirement to receiving Financial Aid.

4. be registered with the Selective Service if you are a male be-tween the ages of 18 and 25. Male students born during or after 1960 and who are older than 25 must have registered with Selective Service prior to age 25.
5. be in good standing at the college and maintain "satisfactory academic progress."
6. not be in default on a student loan or owe a repayment on a federal grant.
7. plan to attend classes on at least a half-time basis — 6 credit hours or more. Federal Pell Grant recipients may qualify on a less-than-half-time basis.
8. have completed a FAFSA application and completed the required process.
9. have officially calculated financial need for need-based funds. Some scholarships and loans are NOT need-based.
10. have supplied CCD Financial Aid with any additional application material or documentation required to be considered for financial aid.
11. meet other state and federal eligibility requirements.

Other items that affect financial aid eligibility:

1. Students who received their first Federal Pell Grant on or after July 1, 2008, are limited to a maximum of 18 semesters or the equivalent. Information about remaining eligibility is provided to the student on their SAR.
2. Students enrolled in programs that require fewer than 16 credits are not eligible for financial aid.
3. All Colorado state financial aid programs require enrollment in at least 6 credit hours and Colorado state residency for tuition purposes.

Financial need, which determines most types of financial aid awards, is the difference between the budget or cost of attending college, your EFC and your available resources. When your FAFSA is processed, you will receive your Expected Family Contribution (EFC). This is the result of the federal calculation which considers your resources including parent earnings, your earnings, spouse earnings, and other income sources. The EFC reflects an estimate of your ability to contribute to your education. This EFC is not necessarily the out-of-pocket expenses you will need to pay and there are non-need based forms of aid to assist you in meeting your needs.

Satisfactory Academic Progress

Financial aid applicants must maintain satisfactory academic progress both prior to applying and during the semester(s) aid is received. The minimum requirements are a 2.0 cumulative grade point average and a 67 percent cumulative completion rate for all attempted course work. To remain eligible for aid, students must complete their degree/program within 150% of the published length of the program. As an example, if a student is enrolled in an Associates Program that requires 60 credit hours of coursework, the student is only eligible for financial aid if they can complete their program within 90 attempted credit hours (60 X 150% = 90 hours). All credit hours taken at CCD and transfer hours are counted to determine satisfactory academic progress, even if no financial aid was received.

Contact Financial Aid for more information. Students denied aid, based on this policy, may appeal. Appeal forms and copies of the complete policy are available at www.ccd.edu.

Eligible Non-Citizens

To be eligible for federal, state and most college financial assistance, you must be a U.S. citizen, national or eligible permanent resident non-citizen. An eligible non-citizen is one who:

1. has an Alien Registration Receipt Card (I-151 or I-551), or is a conditional permanent resident (I-151C);
2. has an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations:
   - refugee, asylum granted;
   - Cuban-Haitian entrant;
   - indefinite parole;
   - citizen of the Freely Associated States — Republic of the Marshall Islands, Federated States of Micronesia or the Republic of Palau (may receive only Pell Grant, Federal SEOG, and federal Work-study); or
3. can provide acceptable documentation from the Department of Homeland Security that he or she is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident.

Financial Aid Programs
Grants and Work-study

- Federal Pell Grant — Federally-funded Pell Grants assist with educational expenses. Award amounts are determined by the Federal Department of Education based enrollment and EFC. Amounts range up to $5,550 depending on student eligibility and enrollment status.
- Colorado Student Grants (CSG) are available to Colorado residents based on financial need. Awards average $850 per academic year. Funding is limited and based on availability.
- Federal Supplemental Educational Opportunity Grant (SEOG) — Federally-funded grants range from $200 to $700 depending on financial need. Federal Pell Grant recipients with the lowest family contributions receive priority.
- Colorado Work Study — The Colorado Work Study program provides part-time employment opportunities for Colorado residents who demonstrate financial need. Awarded students are limited to a maximum 20 hours of employment weekly.
- Federal Work Study — The Federal Work Study program provides part-time employment for students who demonstrate financial need. Awarded students are limited to a maximum 20 hours of employment weekly.
- Colorado Work Study (No Need) — Colorado also provides limited funds to employ students part-time who do not demonstrate financial need, and who are Colorado residents for tuition purposes. Awarded students are limited to a maximum 20 hours of employment weekly.

Scholarships

Institutional and community scholarships are posted on the web at www.ccd.edu.* The Educational Opportunity Center, 303-629-9226, has other scholarship listings and information, or visit fastweb.com.

Scholarship search assistance is available and most searches are free. Avoid scholarship and financial aid scams — do not participate in programs that 'guarantee' funds and require you to pay. Contact the Financial Aid Office if you have any questions.

A list of institutional private scholarships is available on our website at www.ccd.edu.

Student Loans

Loan applicants first must complete the FAFSA online application.
- Federal Stafford Subsidized Loan is a need-based program. These funds must be repaid. No credit check is required. For loans disbursed after July 1, 2010, the interest rate is currently 4.5 %. Interest

is paid (subsidized) by the federal government while the student is enrolled in at least 6 credits. Loans have a six-month grace period prior to the first payment. Federal program limits allow students to borrow up to $3,500 per year as freshmen. Students are considered sophomores once they have successfully completed 30 credit hours of college-level work. Sophomores may borrow up to $4,500 per year.
- Federal Stafford Unsubsidized Loan program provides loans for student's remaining loan eligibility. These funds must be repaid. No credit check is required. For loans disbursed after July 1, 2010, the interest rate is currently 6.8%. Students may borrow the cost of education minus any other aid. Students are responsible for the interest from the date of disbursement (payment to the student's account). Students can accrue the interest charges and begin paying both principal and interest when they enter repayment. When determining eligibility, no family contribution (EFC) is subtracted from the cost of education when determining Unsubsidized Stafford eligibility. Independent students may borrow up to $6,000. Dependent students may borrow up to $2,000 in additional Unsubsidized Stafford Loan.
- Federal Direct Loans to Parents — Parents may borrow for their students from the Direct PLUS Loan program. Repayment typically begins within 60 days after disbursement. The interest rate is currently 7.9%, and the parent has up to 10 years to repay the loan. A credit check is required.

When a student is offered an award package, CCD determines the type of loan that the student is eligible to receive based on need, class level (freshman or sophomore), dependency status, other awarded aid, and the student's available aggregate loan availability. As CCD wants to limit the debt of our students, loans are offered as the last type of aid. We strongly caution students to be aware of the total amounts they borrow to complete their education. Financial Literacy Programs are available to assist students make these difficult financial decisions.

To complete the loan process, a student must accept the amount of loan they wish to borrow, complete an entrance counseling session, and complete a Master Promissory Note (MPN). Students must complete an exit counseling session when they are no longer enrolled half-time or when they graduate.

Financial Aid Repayment

If you do not start attending a class, you are not eligible to receive financial aid for the class. You will be charged tuition and fees if you fail to officially withdraw by the published census date. Any aid paid to the student's account must be repaid by the student.

If you receive Title IV financial aid from CCD and then withdraw from all classes or stop attending all courses prior to the completion of 60 percent of the semester, you will have to repay a portion of the financial aid you received. The institution is required to pay back a portion of the tuition and fees charged to the financial aid funds from which you were paid. That amount will be billed to you. You will also be responsible to repay any unearned grant aid owed to the federal government. CCD must report the amount that you owe to the U.S. Department of Education, and you will not be eligible to receive aid at CCD or ANY school until the funds are repaid.

Students who receive Title IV financial aid and do not successfully complete at least 1 credit hour are considered to have unofficially withdrawn and must repay the calculated unearned aid. Students who are considered unofficially withdrawn but have completed more than 60% of the term may appeal the calculated amount by submitting official written documentation of their last date of attendance within 30 days of the grade posting to the Financial Aid Office.

Students who cannot document official course activities through the 60% point of the course cannot appeal. There are NO exceptions as this is a Federal Title IV Regulation.

Title IV funds include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Direct Stafford Loans, and Federal Direct Loans to Parents.

The following formula is used to calculate the refund by CCD and the student repayment for Title IV fund recipients:

Number of days not attended divided by number of days in the term multiplied by Federal aid received = Total to be repaid.

Any amount owed by the student to a grant program is reduced by 50 percent. Any amount owed by the student to a loan program will be repaid using the normal repayment schedule.

Financial aid refunds by CCD and repayments by the student will be distributed in the following order.
1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant

The complete policy is available from Financial Aid and online at www.ccd.edu.

Academic Matters

CCD has policies and standards that help students know what to expect of CCD and what CCD expects of our students. Following is a summary of the information students need to know. An advisor, educational case manager or anyone on the Student Development staff can help you understand these policies, standards and your rights as a CCD student.

ACADEMIC PROGRESS

CCD strives to enroll students in courses appropriate to their level of academic preparedness and goals as determined by mandatory assessment and academic advising. All CCD students are expected to achieve satisfactory progress as required by the Colorado Community College System (CCCS).

Recognizing the value of measuring academic progress for all students, CCCS has established the following practices for measuring and notifying students of their academic progress standing.

Standards and Practices
1. The Academic Progress Procedure applies to all students who have completed 13 or more semester hours of credit in residence while attending a college in the Colorado Community College System.
2. During the student's first twelve credit hours of enrollment, CCD will monitor satisfactory progress through the College's Academic Alert process.
3. A student is considered in "Good Standing" when their Cumulative Grade Point Average is at least a 2.0 or greater for all classes completed at CCD.
4. A student is placed on Probation (Initial) when their Cumulative Grade Point Average is less than 2.0 for all classes completed at CCD.
5. A student is considered on Probation (Continuing) when their Cumulative Grade Point Average remains less than 2.0 for all classes completed at CCD and their last term Grade Point Average is 2.0 or greater.
6. A student is placed on Suspension (initial) when their Cumulative Grade Point Average is less than 2.0 for all classes completed at CCD and the last term Grade Point Average is also below 2.0. A student placed on Suspension (Initial):
   a. is not permitted to register for the next term after the term of suspension
   b. may be permitted to register for the subsequent term after meeting with an academic advisor
   c. may appeal the suspension due to unusual or mitigating circumstances
   d. granting of a student's appeal does not guarantee that the student will be permitted to enroll without a break in enrollment
   e. a student returning from suspension will remain on Probation (continuing) and must complete the semester with a GPA of 2.0 or higher to continue enrollment
7. A student is again placed on Suspension (Second) when the Cumulative Grade Point Average is less than a 2.0 for all courses completed CCD and the last term Grade Point Average is less than 2.0 for the second time. A student placed on Suspension (Second):
   a. is not permitted to register for the next two terms following the term of suspension
   b. may be permitted to register for the subsequent term after meeting with an academic advisor
   c. may appeal the suspension due to unusual or mitigating circumstances
   d. Granting of a student's appeal does not guarantee that the student will be permitted to enroll without a break in enrollment
   e. A student returning from suspension will remain on Probation (Continuing) and must complete the semester with a GPA of 2.0 or higher to continue enrollment

8. A student is placed on Suspension (Third) when the Cumulative Grade Point Average is less than a 2.0 for all classes completed at CCD and the last term Grade Point Average is also below a 2.0. for the third time. A student placed on Suspension (Third):
   a. is not permitted to register for the next two calendar years
   b. may appeal the suspension due to unusual or mitigating circumstances
   c. granting of a student's appeal does not guarantee that the student will be permitted to enroll without a break in enrollment
9. Summer semester counts as a term of non-enrollment.

Academic Progress Appeals Procedures
1. The Academic Progress Appeals process will secure equitable solutions to problems of an academic nature that affect a student's academic progress. Students will be required to meet with an academic advisor or case manager to obtain an academic reinstatement plan.
2. Attach unofficial copy of academic record.
3. Attach a personal statement outlining the circumstances that led to suspension.
4. Attach an academic plan including an academic plan for the next two semesters.

ACADEMIC RENEWAL POLICY

The purpose of academic renewal is to allow a student the one-time opportunity to remove a maximum of 30 semester credit hours of poor academic performance from the grade point average (GPA) calculation.

Academic renewal applies only to the courses taken at CCD, and may be awarded one time only. The original grades and credit remain on the permanent academic transcript, and credit hours are deducted from the student's remaining COF stipend eligible hours. A notation indicating "Academic Renewal Awarded" will be made on the official transcript and the grades will be excluded from the GPA. 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 certificate or degree.

The following condition must be met to apply for Academic Renewal:
1. Up to 30 hours can be excluded from GPA, but those grades will remain on student's transcript.
2. The student must be out of school for two calendar years after the coursework was completed to be eligible for Academic Renewal. The student cannot be enrolled at CCD during those two years.
3. The student must be enrolled and have completed at least 6 semester credit hours with a minimum 2.0 GPA since returning to CCD.
4. The Academic Renewal Form must include an academic advisor's or case manager's signature.
5. Only grades of D and 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 or case manager to discuss other academic progress options and strategies for academic success.

The Academic Renewal Policy is only applicable to CCD. Other institutions receiving a CCD transcript for transfer are not bound by CCD's policy and may choose to calculate the student's transfer GPA to include all grades, even those excluded by CCD under this policy.

Students applying for Academic Renewal are responsible for investigating the potential impact of Academic Renewal on transfer admission, financial aid, Veterans benefits, and other agencies and organizations.

ACADEMIC INTEGRITY POLICY

Students of Community College of Denver are expected to behave as responsible members of the college community, and to be honest and ethical in their academic work. CCD strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education, and is a disservice to the student, faculty and staff community. All members of the Community College of Denver community, students, faculty, and staff share the responsibility and authority to challenge and make known acts of academic dishonesty. Further, students, faculty and staff should ensure that policies regarding academic integrity are clearly outlined in course materials, including course syllabi.

Guidelines for Academic Integrity

Students assume full responsibility for the content and integrity of the coursework they submit.

The following are guidelines to assist students in observing academic integrity:

- Students must do their own work and submit only their own work on examinations, reports, and projects, unless otherwise permitted by the instructor.
- Students are encouraged to contact their instructor about appropriate citation guidelines.
- Students may benefit from working in groups. However, students must not collaborate or cooperate with other students on graded assignments, examinations, or other academic exercises unless clearly directed to do so by the instructor.
- Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes, and evaluations.
- Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

Forms of Academic Dishonesty

Note: The Community College of Denver recognizes that when students make a good faith attempt to credit sources, some mistakes in citation format or use of quotations should be viewed as errors in form and mechanics rather than true plagiarism.

Actions constituting violations of academic integrity include, but are not limited to, the following:

CHEATING: intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
Examples of cheating include, but are not limited to:

- Copying from another's assignment or receiving unauthorized assistance from another during an academic exercise or in the submission of academic material.
- Using a calculator, computer or other materials when not authorized by the instructor.
- Collaborating with another student or students during an academic exercise without the consent of the instructor.

FABRICATION: intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

FACILITATING ACADEMIC DISHONESTY: intentionally or knowingly helping or attempting to help another to violate any provision of this Code.

MULTIPLE SUBMISSION: submission of academic work for which academic credit has already been earned, and when such submission is made without authorization.

PLAGIARISM: intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.
The following are considered to be forms of plagiarism:

- Word-for-word copying of another person's ideas or words.
- Interspersing one's own words within a document while, in essence, copying another's work.
- Rewriting another's work, yet still using the original author's fundamental idea or theory.
- Inventing or counterfeiting sources.
- Submission of another's work as one's own.
- Neglecting quotation marks on material that is otherwise acknowledged.

MISUSE OF ACADEMIC MATERIALS: the misuse of academic materials includes, but is not limited to, the following:

- Stealing or destroying college or library reference materials, or computer equipment and/or programs.
- Stealing or destroying another student's notes or materials, or having such materials in one's possession without the owner's permission.
- Receiving assistance in locating or using sources of information in an assignment when such assistance has been forbidden by the instructor.
- Illegitimate possession, disposition, or use of examinations, test banks or answer keys to examinations.
- Unauthorized alteration, forgery, or falsification of academic records.
- Unauthorized sale or purchase of examinations, papers, projects or assignments.

COMPLICITY IN ACADEMIC DISHONESTY: Complicity involves knowingly contributing to another's acts of academic dishonesty.

Penalties for Academic Dishonesty

If a student is found responsible for violating academic integrity policies, any one or a combination of the following penalties may be imposed by the faculty member, or by the faculty member and his/her supervisor:

- Verbal or written warning.
- Request to have student repeat assignment, project, or examination in question.
- A grade of "F" for the assignment, project, or examination.

Note: if the weighted grade of "F" for the assignment, project, or examination results in a cumulative grade of "F" in the course, then the assignment of a grade of "F" in the course is appropriate. Otherwise, a final grade of "F" for the course or an "F" that overrides a student withdrawal from the course should not be imposed until after an Honor Board is convened (see Honor Board procedures).

The Provost or designee may also issue the following disciplinary sanctions, in accordance with the Code of Student Conduct:

- Disciplinary admonition and warning.
- Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any college rule during the probation period may be grounds for suspension or expulsion from the college.
- Suspension from the Community College of Denver for a definite period of time. (i.e., suspension of the privilege to attend the Community College of Denver for a specified period of time).
- Other disciplinary action as deemed appropriate may include, but is not limited to: referral to support services and/or programs; assignment of written apology or essay; participation in community service activities.

Academic Dishonesty Complaint Procedures

1. The faculty member observing or investigating the apparent act of academic dishonesty documents the commission of the act by writing down the time, date, place, and a description of the act.
2. The faculty member collects evidence, often by photocopying the plagiarized assignment and creating a paper trail of all that occurs after the alleged act of academic dishonesty. In most cases, the evidence will include various samples of the student's work showing a radical disparity in style or ability.
3. The faculty member provides the student an opportunity to explain the incident.
4. The faculty member explains to the student the procedures and penalties for academic dishonesty and gives the student a copy of the Community College of Denver's Academic Integrity Policy and the Student Code of Conduct.
5. The faculty member may resolve the matter by determining an appropriate course of action, which may include a verbal or written warning, a grade of "F" on an assignment, project, or examination, or no further action. Note: Faculty should report all violations of academic integrity and the course of action taken to the Provost or his/her designee.
6. If the accused student contests the faculty member's decision, a meeting with the center dean may be requested to informally resolve this matter.
7. If this matter cannot be resolved with the center dean, or if the student contests the decision made in consultation with the division dean, or if the faculty member wishes to initiate further action (e.g. assign a lower grade or a grade of "F" for the course or recommend academic program dismissal based solely on academic dishonesty), the student is entitled to an honor board hearing (see Honor Board Procedures below).

Honor Board Procedures

Please note: During the Honor Board process it is likely that the student will continue to be enrolled in the course in which the allegation is made. It is imperative that both the student and the faculty observe proper conduct during that time. Neither the student nor the faculty shall retaliate in any way when an allegation of academic dishonesty is reported. Doing so shall result in immediate disciplinary action.

1. An Honor Board hearing may be requested by a student who contests the decision made by the faculty member (in consultation with the center dean) OR by the faculty member who wishes to initiate further action or cannot resolve the matter as specified above.
    *   Student request for Honor Board hearing: the student requestinging the hearing must submit a Request for Honor Board Hearing to the Office of the Provost within ten (10) days of notification of academic dishonesty decision by faculty (or center dean).
    *   Faculty request for Honor Board hearing: The faculty member must submit a copy of the Academic Integrity Violation Dishonesty Report and any additional evidence to the Provost within ten (10) working days of the alleged act of academic dishonesty (or within ten (10) working days of meeting with center dean).
2. Within ten (10) working days of receiving an Academic Integrity Violation Report, or a Request for Honor Board Hearing, the Provost or designee will notify all parties in writing of the date, time and location of the Honor Board hearing.
3. The Honor Board shall be comprised of no less than five (5) members and shall include:
    *   One current CCD student in good standing appointed or selected by the current elected student government association;
    *   Two faculty members. One shall be the current Faculty Council chair, and one shall be appointed by the Provost;
    *   One full-time student services staff member appointed by the Provost; and

*   An instructional dean who shall oversee the honor board process.
4. In addition to the above honor board members, the faculty member who made the allegation shall also be invited to attend. The faculty member may bring a representative from Faculty Council to serve as support, but may not present the case.
5. At the Honor Board meeting, both the faculty member and the student will have the opportunity to hear the charges and present his/her side of the case.
6. The student may bring an advisor, who may advise and support the student but may not present the case.
7. If the student misses the hearing, the Honor Board may proceed with the process to completion.
8. Following the Honor Board hearing, members shall make a recommendation for action to the Provost. This recommendation shall be in writing within five (5) working days of the honor board meeting. The Provost will determine if the action recommended by the honor board is appropriate, and will issue a final decision.
9. In addition, the Provost or designee may also issue the following disciplinary sanctions, in accordance with the Student Code of Student Conduct, pursuant to State Board of Community College's Student Disciplinary Procedure (SP 4-30)
    *   Disciplinary admonition and warning.
    *   Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any college rule during the probation period may be grounds for suspension or expulsion from the college.
    *   Suspension from the Community College of Denver for a definite period of time. (i.e., suspension of the privilege to attend the Community College of Denver for a specified period of time).
    *   Expulsion from the Community College of Denver (i.e., removal of the privilege to attend the Community College of Denver).
    *   Other disciplinary action as deemed appropriate may include: referral to support services and/or programs; assignment of written apology or essay; participation in community service activities.
10. Within ten (10) working days of the hearing, the Office of the Provost will issue written notification of the decision to the student, faculty member, and center dean, and/or associate dean/director.

For Questions/Comments regarding the contents or procedures of this policy, please contact the appropriate academic dean on page 48 at the Community College of Denver, 303-556-2600.

ACADEMIC STANDARDS

CCD Curriculum Standards

CCD follows the Colorado state mandated common course descriptions, competencies and outlines for any course offered, regardless of the method of delivery. For online, hybrid and accelerated courses, the College uses existing academic structures in the development of courses and curricula; class syllabi must reflect the content and learning outcomes of the same face-to-face course. CCD follows the Colorado Commission on Higher Education recommendation that "for every hour of credit, students must engage in a minimum of 12.5 hours of instructional time" (15 week semester = 50 minutes per week per credit). Therefore, we design and facilitate all our courses, including online and hybrid and accelerated courses, so that students have the opportunity to devote enough time to meet course objectives.

As a general rule, for every hour spent in class, students should also plan to dedicate at least two hours (three hours for math/science courses) outside of class to study and complete assignments. When deciding on a course load, students should keep this extra time in mind.

Attendance

Attendance at all class sessions is critical for academic success. Regular and punctual attendance is expected, and each instructor will keep a complete record of student attendance for the entire length of each course. Students will be counted absent from missed class meetings, beginning with the first official date of enrollment or the first day of classes, whichever is later. Faculty may report any student who does not attend the first 15 percent of the course and the student will be dropped and not be allowed to re-register for the course. Faculty may give a failing grade to any student who has missed at least 15 percent of a class, after the first class meeting. Students are responsible for properly processing a withdrawal from a class if they want to avoid receiving a failing grade. Students must provide instructors with a valid reason for an absence in a timely manner. Students are responsible for learning the material that was taught during the absence and completing all class assignments.

The attendance policy for health care and certain other programs may differ because of clinical requirements or rules set by approving agencies.

COMMON GRADING SYMBOLS

CCD Grade Policy

Achievement in a course is measured by meeting specific course objectives. At the beginning of a course, the instructor explains objectives and the criteria on which grades are assigned. CCD students are evaluated using a letter-grade system. The following explains what each grade means. For more information, visit www.ccd.edu, consult the course syllabus, ask the instructor to explain their grading system, or contact the Provost at 303-352-3048.

Colorado Community College System Inventory of Common Grading Symbols

A	Excellent or Superior
B	Good
C	Average
D	Deficient
F	Failure
I	Incomplete
S	Satisfactory
U	Unsatisfactory
S/A	Satisfactory (A-level) work in a developmental and remedial course
S/B	Satisfactory (B-level) work in a developmental and remedial course
S/C	Satisfactory (C-level) work in a developmental and remedial course
U/D	Unsatisfactory (D-level) work in a developmental and remedial course
U/F	Unsatisfactory (F-level) work in a developmental and remedial course
W	Withdrawal
AW	Administrative Withdrawal
AU	Audit (No credit awarded)
SP	Satisfactory Progress

Other Grading Symbols:

R	Repeated Course
SP	Satisfactory Progress
IP	In Progress

I — Incomplete

The "Incomplete" 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 percent of all course assignments and tests) in a satisfactory manner (grade C or better).

If circumstances beyond the student's control prevent the student from completing a test or assignments at the end of the term, then it is the student's responsibility to initiate the request for an "Incomplete" grade from the instructor. The instructor will determine whether the student has a reasonable chance of satisfactorily completing the remaining course activities in a timely manner.

In requesting an "incomplete" grade the student must present the instructor with documentation of circumstances justifying an "Incomplete" grade. The instructor will sign an "Incomplete Grade" form and submit it to the center dean for approval. While waiting for the work to be completed, the instructor will assign an Incomplete Grade on the grade roster. Once the "Incomplete Grade" form has all required signatures, it will be submitted to Admissions, Registration & Records.

Students are encouraged to let instructors know, as soon as possible, if they are having difficulties with any part of the course. In the event that a student and instructor cannot reach resolution concerning an Incomplete, then the student should contact the center 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 official TDY assignment is required and must be approved by the Provost.

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

Students may not re-enroll in a class in which an incomplete grade is pending, since according to the college's definition of enrollment, they are still enrolled.

S — Satisfactory
The satisfactory grade is equivalent to a grade of "C" or better. The course will count in attempted and earned credits, but will not carry quality points.

U — Unsatisfactory
The unsatisfactory grade is equivalent to a "D" or "F" grade. The course will count in attempted credits, but will not carry earned credits or quality points.

S/A, S/B, S/C
These are satisfactory grades awarded only for developmental and remedial courses. The A, B and C indicate the level of satisfactory performance. These grades are not included in the GPA calculation. The course will count for attempted and earned credits.

U/D, U/F
These are unsatisfactory grades awarded only for developmental and remedial courses. The D and F indicate the level of unsatisfactory performance. These grades are not included in the GPA calculation. The course will count in attempted credits, but will not carry earned credits.

W — Withdrawal

The "Withdrawal" grade is assigned when a student officially withdraws from a course after the course census date. A withdrawal can only be processed during the first 80 percent of the course. No academic credit is awarded. The course will count in attempted hours.

AW — Administrative Withdrawal

The "AW" or administrative withdrawal is assigned by the college when a student has been administratively withdrawn. No academic credit is awarded. The course will count in attempted hours. CCD only grants "AW" grades for extenuating circumstances that are documented, appealed and approved by the Extenuating Circumstance Appeal Committee.

SP — Satisfactory Progress

The Satisfactory Progress grade is a temporary grade and is assigned in developmental and remedial courses only. Students must have met course attendance requirements and successfully completed at least 60 percent of course work requirements. All course objectives must be complete before the end of the next consecutive semester, not including summer, or the "SP" will revert to a "U/F." No academic credit is awarded until the course is completed and the grade has been changed.

Last Date of Attendance

Faculty are required to provide the last date of attendance for each student who is awarded an F, I, U or U/F.

Repeat Field Indicators - I or E

Assigned for repeated courses on the student's transcript, an "I" will indicate include in earned hours and GPA calculation or an "E" will indicate exclude from earned hours and GPA calculation.

COURSE LOAD

The common definition for student load is the same for summer, fall and spring: 12 credits = full time; 9 credits = 3/4 time; and 6 credits = 1/2 time. Anything less than 6 credits is considered part-time. During fall and spring semesters the typical course load for full-time students is 15 credit hours. For tuition and certification purposes, students who register for fewer than 12 credit hours are considered part-time during the academic year.

Eighteen (18) credit hours is the maximum load for all students without special permission. Students must obtain special permission from their academic advisor or educational case manager.

As a general rule, for every hour spent in class, students should also plan on dedicating at least two (math & science classes require three) hours outside of class to study and complete assignments. When deciding on a course load, students should keep this extra time in mind.

CREDIT HOURS

In general, students attend 50 minutes of lecture or class each week, for 15 weeks, for each credit hour earned. Class time requirements differ for certain lab, lecture/lab and hybrid courses. Typically, students spend a minimum of two hours on class assignments for every one hour in class.

GRADE APPEALS

The student should initiate appeals regarding final grades within 60 calendar days after the date grades are posted for the semester in which the grade was awarded. Before making an appeal, the student should first discuss the grade with the instructor, and then, if necessary, with the department chair. If there is no resolution, the student can appeal the grade by submitting a written statement to the center dean explaining the problem. The dean will investigate and respond in

writing within 15 days. The dean's decision is the final step of the grade appeal process.

GRADE POINT AVERAGE

Grade points measure a student's achievement for the credit hours completed. To calculate the GPA, multiply the number of grade points by the number of credit hours received for each course. Total the number of credits and the number of grade points separately. Divide the total grade points by the total credits.

A	=	4 grade points
B	=	3 grade points
C	=	2 grade points
D	=	1 grade point
F	=	0 grade points

Note: All other grades (Satisfactory, Unsatisfactory, SP, I, W, AU, AW) are not calculated into the CCD GPA.

The following example will help you calculate your grade point average:

Course		Credits	Grade	Points
ANT 111	Physical Anthropology	3	A	12 (3 x 4)
BIO 111	General College Biology	5	A	20 (5 x 4)
CIS 115	Introduction to Computing	3	B	9 (3 x 3)
ENG 121	English Comp. Essay Writing	3	D	3 (3 x 1)
POS 111	American Government	3	F	0 (3 x 0)
Totals		**17**		**44**

Total grade points divided by total credits equals the cumulative grade point average. Therefore, the grade point average for the above example is 44 divided by 17 for a 2.59 GPA.

REPEATING COURSES

All CCD college-level courses may be repeated at CCD. Transfer courses do not apply to this policy. Each registration for the course and each grade received will be listed on the transcript. The transcript 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 is 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. Repeating a course may impact a student's financial aid eligibility. In the event that the same grade is earned two or more times for a repeated course, the most recent instance of the duplicate grade will be included in the term and cumulative GPA. All other duplicate grades will be excluded from the term and cumulative GPA.

Repeated courses may be applied only one time to a certificate or degree, except for variable credit courses and designated courses that may be repeated within program requirements. CCD will designate courses that may be repeated within program requirements.

If both the initial and the repeated course were taken in fall 2006 or after, the system should automatically remove the lower grade from the GPA. If either the initial or the repeated course (or both) were taken

prior to fall 2006, then the student must complete a "Petition for Repeat Courses" form and submit it to the Admissions, Registration & Records Office. If students do not see the repeated designation, they may submit a "Petition for Repeat Courses" form to Admissions, Registration & Records.

For Developmental Courses only: The grading system for developmental courses changed beginning fall 2006, and developmental grades are no longer included in the cumulative GPA calculation. However, if either the initial course or the repeated course (or both) were taken prior to fall 2006, then the student must complete a "Petition for Repeat Courses" form for the developmental coursework and submit it to the Admissions, Registration & Records Office.

CCD CELEBRATES STUDENT SUCCESS

Graduation Honors
Graduation honors recognize outstanding academic achievement throughout a student's academic career. The honors are awarded to students who complete the requirements for an associate degree, complete at least 30 credit hours at CCD and earn a 3.5 or better cumulative grade point average at CCD and complete 15 credit hours of honors coursework. Only college level courses completed with CCD will be included in the GPA calculation. The three levels of recognition are defined as follows and will be posted on the students transcript. Cum Laude ("with honor") – 3.50 to 3.749 cumulative GPA; Magna Cum Laude ("with great honor") – 3.75–3.99 cumulative GPA; Summa Cum Laude ("with highest honor") – 4.0 cumulative GPA.

Semester Honors
Each semester, students taking 12 or more hours may be eligible for honors. All eligible hours must have been completed. S/U grades and grades for Developmental and Remedial Education course work (beginning fall 2006) are not included in the Grade Point Average Calculation. The semester Grade Point Average (GPA) required to qualify for the Dean's Honors List must be 3.50 to 3.749. To qualify for the Vice President's Honors List the Grade Point Average must be 3.75 to 3.999. The President's Honors List consists of students with a 4.0 Grade Point Average the semester before graduation. The President's Honor List, the Vice President's Honor List and the Dean's Honor List recipients will have the honor printed on their academic transcript.

Phi Theta Kappa
Phi Theta Kappa, the international honor society for two-year community and junior colleges, recognizes student academic excellence at CCD and promotes academic community at the college.

To be eligible for membership in CCD's Alpha Mu Mu Chapter of Phi Theta Kappa, students must have a 3.5 grade point average after completing 12 or more credit hours of college-level work, and carry three or more credit hours during the current academic year. Phi Theta Kappa members are honored at graduation for their outstanding academic achievements. Eligible students are invited to join each semester.

In spring 2005, Alpha Mu Mu once again was designated as a five-star Distinguished Chapter. Alpha Mu Mu has also earned the Pinnacle Award for the group's recruitment success and increased membership.

For more information, interested and eligible students should visit Phi Theta Kappa on Facebook or contact the faculty sponsor, William Ashcraft, by calling 303-556-3859.

GRADUATION REQUIREMENTS

CCD Catalog Requirements for Graduation
Students enrolling at the Community College of Denver will follow the provisions of the catalog in use at the time of admission. Continuing students who have not had a 12 month lapse in enrollment since first enrolling at CCD can use the catalog that was in effect when they first registered at CCD, the catalog in effect when the student submitted a change of major form, or the catalog in effect when they apply for graduation.

When students interrupt their continuous attendance at CCD for 12 or more months, or change their degree or certificate program, will become subject to the provisions of the catalog current with their next enrollment.

The catalog of record can be used for only six years for degree programs and only three years for certificate programs. The college retains the right to cancel or change programs or course offerings where enrollments are insufficient or for any other reason. Every course listed in the catalog may not be offered every semester.

Students cannot combine major requirements from multiple catalogs for graduation purposes.

Before You Can Graduate
Degrees and certificates will be granted during the semester in which the final requirements are completed. Students need to apply for graduation by the deadline date published in the class schedule. If the graduation application is submitted after the deadline, the student will automatically be added to the next semester's graduating class.

An "I" grade in a course required for graduation in the final semester will result in a denial for graduation and student must submit a new graduation application by the posted deadline.

General Education Requirements
All associate degrees have general education requirements that meet goals for general education established by the Colorado State Board for Community Colleges and Occupational Education.

They are:
1. to build skills for advanced and lifelong learning.
2. to expose students to the mainstream of thought and interpretation in the humanities, sciences, mathematics, social sciences, communications and the arts.
3. to integrate learning in ways that cultivate a student's broad understanding and ability to think about a large and complex subject, formulate and analyze valid concepts, solve problems and clarify values.

CCD, the Colorado Community College System and the Colorado Commission on Higher Education have adopted the following rationale for the Associate of Arts (AA) and Associate of Science (AS) general education core curriculum, which was developed by faculty.

General education addresses the needs of all students — regardless of the program area, degree sought, or major — since all people share certain experiences and have certain life goals that are unrelated to any specific discipline of study. The core curriculum is a set of courses that satisfies the general education portion of the requirements for an AA, an AS, or an Associate of General Studies (AGS) degree. All courses in the core curriculum are designed to transfer to four-year baccalaureate, degree-granting colleges and universities. Core courses are academically rigorous, high-quality classes. Students who successfully complete the core courses at CCD can be sure they will be able to compete successfully when they transfer to a four-year public institution.

The core curriculum classes stimulate students to think deeply, clearly and logically about a variety of human questions. These classes provide a balanced, broad-based program that requires students to develop

critical-thinking and problem-solving skills, to analyze, synthesize and communicate information, and to use knowledge and technology intelligently and responsibly.

These core offerings:
- develop students' understanding of the inter-relationships among the humanities, sciences, communications, mathematics, social sciences and arts fields of study.
- expand students' interpersonal, intercultural and international understanding and develop their perceptions of the evolving nature of societies and the interdependence among all peoples.
- to help students achieve personal independence and develop self-understanding, communication, math and reasoning skills.
- develop students' leadership and group dynamics skills.
- increase students' knowledge of the value of physical and environmental well-being to help them fulfill their roles as citizens within a free and changing society.

Degree Requirements

The diploma you receive at the time of graduation will list the degree only. The diploma will not list the area of emphasis you selected, unless you are majoring in an Associate of Applied Science.

If you are applying for a CCD degree program, you must meet all of the following requirements. The program department chair and Center Dean may approve exceptions.
- Earn a cumulative grade point average of 2.0 — a "C" average. All courses considered for graduation require at least a "C" or better. Students should check with their center dean, department chair, or advisor for information about the requirement. Only the center dean and provost may approve exceptions for the minimum grade earned towards a degree.
- Complete a minimum of 60 semester hours of credit in approved course work.
- Complete a minimum of 15 credits at CCD in program area.
- You can apply no more than six semester hours of courses numbered "299" (independent study course work) toward an associate degree program.
- There may be a limit on special topics courses allowed to count toward a degree. In individual cases, the limit is determined by the program area. Students are responsible for consulting with their advisor or case manager before registering for special topics courses in order to determine how these credits apply toward a degree.
- Credit for Prior Learning will apply toward degree requirements, but not toward guaranteed transfer or residency requirements.
- To obtain a second degree from CCD, a student must meet all degree requirements as well as complete 15 additional semester hours at CCD.
- CCD Online and CCCOnline (registration through CCD and CCD declared as home institution) courses will be included in residency hours.
- For purpose of awarding a degree or certificate, the Community College of Denver will allow up to a 1 credit course substitution for insufficient credit, as long as the course substitution is not being used for a major course. If a course substitution is used the student must have the remaining credit hours to meet the minimum number of credit hours required for the certificate or degree program. Department Chairs and Deans must submit an approved course substitution form at the time of graduation to the Graduation Coordinator in Admissions, Registration & Records.

Certificate Requirements

All CCD graduates for certificate programs must meet the following requirements. The program department chair and Center Dean may approve exceptions.
- Earn a cumulative grade point average of 2.0 ("C"). Some programs may require you to earn at least a "C" grade in specific course work.

Check with your instructional center and your advisor for information about the minimum grade point average required for graduation.
- Complete the specified requirements of an approved vocational/technical program.
- Complete a minimum of 15 credits or 25 percent of your program area at CCD.
- Complete the capstone course.
- CCD Online and CCCOnline (registration through CCD and CCD declared as home institution) courses will be included in residency hours.
- For purpose of awarding a degree or certificate, the Community College of Denver will allow up to a 1 credit course substitution for insufficient credit, as long as the course substitution is not being used for a major course. If a course substitution is used the student must have the remaining credit hours to meet the minimum number of credit hours required for the certificate or degree program. department chairs and Center Deans must submit an approved course substitution form at the time of graduation to the Graduation Coordinator in Admissions, Registration & Records.

Graduation Checklist
- Meet with your academic advisor or case manager to review your record and make sure you are a viable candidate for graduation.
- Students requesting credit for previous college course work must have all official transcripts sent to Admissions, Registration & Records and complete the Transfer Credit Evaluation Form. The evaluation must be completed prior to submitting your graduation application. Check your unofficial transcript to ensure that your transcript has been received and credit has been posted to your record.
- Credit for Prior Learning can be applied toward a student's degree or certificate only after formal processing and credit has been posted. The evaluation must be completed prior to submitting your graduation application.
- All documentation for name changes to be printed on diplomas must be submitted to Admissions, Registration & Records before or during the semester the graduation application was submitted. Diplomas will only be printed with the name currently on record with CCD's student information system.
- Submit your completed graduation application to Admissions, Registration & Records by the posted deadlines as found on www.ccd.edu and in the schedule of classes.
- Submit a Graduation Department Chair Review form along with your Graduation Application if applying for graduation with an Associate of Applied Science (AAS) degree or Certificate. Graduation Applications missing this form will be denied. You can get graduation forms online at www.ccd.edu or from your academic advisor or case manager.
- Each degree/certificate requires a separate Graduation Application and if applicable a Department Chair Review.
- An incomplete grade will result in your application being denied and you will have to submit another Graduation Application. All application deadlines apply.
- If your Graduation Application is disapproved for any reason, you must reapply during the semester you plan to graduate. All application deadlines apply.
- Degree/certificates will be mailed to students approximately 8 weeks after grades have posted. All financial obligations to CCD must be cleared before a degree, certificate, or transcript will be released.
- Commencement is held once a year in the Spring semester. The summer, fall and spring graduates are invited to participate. Check the web page for more information or contact the Admissions, Registration and Records office.
- Diplomas that are returned to CCD due to incorrect address will be held for one year, after which they will be destroyed. Duplicate copies may be requested for $25 each.

TRANSFERRING CREDIT TO CCD

1. CCD will only accept transfer credit from post-secondary institutions accredited by one of the six regional accrediting associations. Credits earned at nationally accredited or unaccredited institutions are not transferable to CCD.
2. CCCS has established a common course numbering system and guaranteed transfer agreement (GT Pathways) among Colorado state colleges and universities. The GT Pathways agreement guarantees the transfer of certain general studies courses. Colleges and universities outside Colorado are not considered part of the guaranteed transfer agreement or the common course numbering system. The common course numbering system and GT Pathways can be reviewed at www.cccs.edu.
3. CCD will perform a transfer credit evaluation only after the student has declared a degree program and submitted both a Transfer Credit Evaluation Request form and official transcripts from all prior schools.
4. Admissions, Registration & Records will evaluate transcripts on a course-by-course basis. To be considered for transfer, courses must be offered at CCD, equivalent to CCD courses and have a grade of "C" or better. College-level classes that are not equivalent to CCD courses may transfer in as electives. Students must meet with their program advisor or educational case manager to determine how, and if, the accepted transfer credit will apply to their intended program.
5. Credit for remedial, preparatory or non-college-level coursework is not transferable to CCD.
6. All credit is evaluated on the semester-hour basis. Credits from institutions which operate on a quarter system calendar are transferred by multiplying the quarter hours earned by two thirds.
7. Courses with a "pass" or "satisfactory" grade will only transfer if the official transcript or college catalog documents that a "pass" or "satisfactory" grade is equivalent to a grade of 'C' or higher.
8. Graduate and/or doctoral level course work will not automatically transfer into CCD. This will need approval from the instructional center dean or department chair.
9. Coursework older than 10 years will not automatically transfer into CCD. These will be reviewed on a case-by-case basis to ensure that the course is not obsolete and that the course content is equivalent to current offerings. Students are required to provide syllabi or course descriptions for applicable courses completed more than 10 years ago. Some individual programs have set time limits on certain prerequisite courses and transfer credits. For additional details, refer to the Time Limits on Transfer Credits on page 31 section.
10. Transfer credit evaluations can only be assessed in person. The college cannot provide any official evaluation via phone, e-mail or fax.
11. Students who have attended international institutions and want their transfer credits evaluated must have their international transcripts translated and evaluated by a recognized member of the National Association of Credential Evaluation Services (NACES) and have a course-by-course credit evaluation report sent directly to CCD. A complete list of approved NACES members can be found at: www.naces.org/members.htm.
12. Official transcripts from prior schools should be sent directly to the Admissions, Registration & Records Office, Campus Box 201, P.O. Box 173363, Denver, CO 80217-3363. For transcripts to be considered official, they must be sent directly from the other college or delivered in a sealed envelope and marked "official." All received and/or evaluated transcripts become the property of CCD.

Time Limits on Transfer Credits

1. Associate of Science – Credits for math and science courses that are older than seven years old at the time of the evaluation will not be transferable for students pursuing the Associate of Science degree.
2. Health Sciences – Science prerequisites for all health sciences degrees must be no older than seven years. Prerequisite science courses that are over seven years old are not transferable and therefore must be repeated.
3. Computer Information Systems/Information Technology – Courses transferred into the Computer Information Systems or the Information Technology degree/certificate options have the following time limits:

   * Application courses - 5 years
   * Programming courses – 5 years
   * Networking/hardware courses – 5 years
   * Certification courses – 3 years
   * General education courses – 10 years
   * Business courses – 10 years
   * Note: If the transferring student has current industry experience, the time limit for applicable courses may be waived upon approval of the program chair.

Transfer of Credits from Area Vocational Technical Schools to CCD

Students who complete the technical coursework contained in a state-approved career and technical education certificate program at one of the four Area Vocational Technical Schools (AVTS) can take additional academic credit hours at CCD and earn an A.A.S. degree in Applied Technology. The four AVTS are: Emily Griffith Opportunity School, Pickens Tech Center, Delta-Montrose Area Vocational Technical Center and San Juan Basin Technical College. Credit is only transferable if a certificate is completed at the AVTS. Credits completed at the AVTS are transferred in as a single block of Career Technical Education electives. Individual courses are not transferable. AVTS credits cannot be applied to any degree program other than the AAS in Applied Technology. Academic counselors at the AVTS or an EPAC advisor can provide more information.

AVTS certificate programs and instruction areas include:

* apprenticeships and related activities;
* business and computer technology;
* consumer and family studies;
* health occupations;
* marketing education;
* technical, trades and industrial education;
* high school and continuing education; and
* English as a second language.

Credit for Prior Learning

Students may earn credit for college-equivalent education acquired through prior schooling, work or other life experiences. Such prior learning must be comparable to CCD courses or curricula and must relate to the student's educational objectives. Credit for prior learning may be earned through standardized tests, challenge exams, published guides or portfolio assessment.

1. **Standardized Tests**
   a. **Advanced Placement Program (AP)** — Students can receive credit through AP examinations completed while in high school.
   b. **International Baccalaureate** — CCD recognizes the International Baccalaureate program and accords special consideration for students presenting IB credentials on an individual basis.
   c. **College Level Examination Program (CLEP)** — The College Level Examination Program (CLEP) is a series of examinations in 34 introductory college subjects. CCD recognizes selected CLEP general examinations and subject examinations. CLEP examinations may be taken at the CCD Testing Center.
   d. **DANTES Subject Standardized Tests (DSST)** — Most DSSTs are recognized by CCD as acceptable tests for college credit. DSSTs may be taken at the CCD Testing Center.
   e. To receive college credit, students who take any standardized test must request that their scores be sent to CCD. A complete

list of acceptable AP, IB, CLEP and DSST exams along with cut-off scores and CCD course equivalencies can be found online at www.cccs.edu.

2. **Challenge Examinations:** Currently enrolled students may challenge most courses by taking a comprehensive examination. Only one exam for a particular course may be arranged. The cost for a Challenge Exam is 50 percent of the current tuition rate for the course being challenged.

3. **Published Guides**
   ACE-Military — CCD uses the credit recommendation of the American Council on Education (ACE), as published in The Guide to the Evaluation of Educational Experiences in the Armed Services, to evaluate military training and learning experiences.
   ACE-Non-Collegiate — CCD uses the credit recommendations from the ACE program on Non-Collegiate Sponsored Instruction, as published in the National Guide to Educational Credit for Training Programs, to evaluate industrial and corporate training programs.

4. **Portfolio of Learning Outcomes:** Currently enrolled students may petition for credit by developing a portfolio that describes and documents pertinent learning experiences comparable to those available in CCD courses. A faculty member in the appropriate program area evaluates the portfolio and determines what, if any, credit will be given. Only one portfolio evaluation for a particular course will be arranged during any one semester. The cost for a portfolio evaluation is 50 percent of the current tuition rate for the course being challenged.

A student may receive a maximum of 50 percent of the requirements for a degree or certificate through Credit for Prior Learning options. For more details on Credit for Prior Learning options, contact your case manager or an EPAC advisor in SO 134, 303-556-2481.

Note: Credit evaluated for general acceptance may or may not be applicable to specific degree or certificate programs. At least one CCD credit hour must be transcribed on a student's record before any Credit for Prior Learning is awarded.

TRANSFER OPTIONS

Transferring to Four-Year Institutions

CCD's Associate of Arts and Associate of Science degrees are guaranteed* to transfer to Colorado public four-year colleges and universities. Students with AA and AS degrees enter four-year institutions as juniors. CCD also offers the Associate of General Studies Degree that may transfer.

In some circumstances, the Associate of Applied Science degree may transfer. You must consult your educational Case Manager for information. If you intend to transfer, become familiar with the requirements of the school you plan to attend. Consult the Education Planning and Advising Center (EPAC) Advisor, or your Educational Case Manager.

EPAC has reference catalogs, transfer guides, and application materials from Colorado's four-year colleges and universities, as well as catalogs from several out-of-state, four-year colleges and universities. Visit http://www.cccs.edu/EdServices/Transfer.html or links to some of the four-year institutions that have articulation or transfer agreements with CCD.

Admission counselors from four-year colleges and universities visit CCD regularly. Information about campus visits can be acquired in the EPAC office SO 134 or call 303-556-2481. A transfer bulletin board by SO 134 has postings of campus visits and a display case near SO 134 contains a monthly calendar of upcoming visits from four-year college representatives and pertinent information about transferring.

60 + 60 transfer
If you
1. complete your AA or AS degree including 35 credits of state-guaranteed general education courses, AND
2. earn a 'C' grade or better in each course

Then
1. at least 60 hours of your AA or AS degree will transfer completely, if you are admitted to a baccalaureate liberal arts and sciences major at any of Colorado's public four-year institutions AND
2. you are guaranteed to be able to finish your liberal arts and sciences baccalaureate degree in just another 60 hours.

* See an advisor in EPAC as soon as possible for a list of applicable degrees. After 15 college credits, you should see an Educational Case Manager. If you have not selected a major or are unsure of whom your case manager is, please visit the Educational Planning and Advising Center and someone will assist you in locating your case manager for your degree plan. CCD has special articulation —or transfer — agreements. Please see Statewide Transfer Degree Programs on page 50 for additional information.

Certain majors require that students take essential lower-division pre-requisites before transfer to a four-year institution. For information regarding transferring to a four year institution contact your educational case manager, who will help you select lower division credits that will speed you on your way to finishing the baccalaureate degree.

Credit earned for prior learning, Advanced Placement, correspondence courses, CLEP and other tested-only credit that CCD approved might not transfer. The institution you transfer to will evaluate these credits according to its own policies. Transfer credits from other institutions and age of credits might also change the guarantee of transfer.

Services for Students

If you're new to CCD, Welcome! Every member of the faculty and staff is committed to giving highest quality service and educational experience — from your application process to your classroom experience.

CCD Student Development staff will continue to assist students in becoming comfortable with college and with CCD. They will assist students to plan with education and career goals, schools, classes, learn the college, get involved and stay active with enriching student activities.

Friendly people who can assist with many life issues that might get in the way of success in college are located in:
- Dean of Enrollment Services/Registrar, South Classroom 133
- Admissions, Registration & Records, South Classroom 133
- Dean of Student Development and Retention, South Classroom 134
- Educational Planning & Advising, South Classroom 134
- Financial Aid, South Classroom 135
- Recruitment & Student Outreach, South Classroom 136
- Student Life, Tivoli Student Union 309

Community College of Denver offers an array of learner services that have one goal — to increase your access to quality education and help you achieve your educational goals. Our services are listed in alphabetical order for your convenience.

ACADEMIC SUPPORT CENTER (ASC)

CCD's Academic Support Center provides one-to-one tutoring and software programs that help learners to develop effective strategies to achieve academic success. ASC tutors address students' individual learning needs in the areas of English as a Second Language, math, reading, study skills and writing.

ASC is located in the South Classroom Building 142. Stop by or call 303-556-2497. Lab schedules are posted at the entrance to SO 142 and outside each lab.

Students who visit the ASC become active and independent learners through the individualized one-to-one tutoring and software-supported processes we offer. Learners are welcomed into a respectful environment. Students and tutors engage in the tutoring relationship as full partners by negotiating an agenda and asking questions. We seek input from learners to document and assess our impact on learning. We differentiate our strategies to match students' diverse learning needs. We develop collaborative relationships with CCD faculty to help our students succeed as they assimilate into Community College of Denver's unique culture.

AAA 099 — Active Learning Skills is a required one-credit, lab-based course that is a co-requisite for all developmental and remedial courses with prefixes AAA, ENG, ESL, MAT, and REA.

English as a Second Language (ESL) tutors help with pronunciation, conversation, grammar, reading and other subject areas such as math, biology, chemistry and computer science. The ESL Lab also has computers loaded with language-learning software to help students.

GED Lab (Colorado High School Equivalency Diploma) instructors prepare students to pass the GED tests and earn a Colorado High School Equivalency Diploma in SO 142J, the GED Institute Lab.

Mathematics tutors help students gain greater experience with math principles and practice their skills using online computer tutorials, course videos, specialized workshops and study groups.

Reading and Study Skills tutors help students strengthen their reading, notetaking, organization, and test taking skills. Personal computers enhance and reinforce students' learning.

Writing tutors work with students on all types of writing at every level. The Writing Lab staff helps students plan, compose and revise their college papers. Students can use the lab's computers to work on assignments, do Internet research or connect to the Auraria Library.

The Online Writing Lab (OWL) is another resource to help students with writing assignments. Students can submit a paper or a specific writing question to the lab, and a tutor will read it and respond with comments within 48 hours. Please visit us online at https://quickforms.ccd.edu/Tutoring/login.aspx?ID=4.

ACADEMIC STUDENT SUPPORT AND EDUCATIONAL TRANSITION (ASSET) CENTER

The Academic Student Support and Educational Transition (ASSET) Center encompasses a group of programs that provide access and equity services for low income, first generation, disabled, and disadvantaged students. ASSET programs are grant funded, by the U.S. Department of Education, to provide one on one and group services that educate and assist current and potential students in completing the college going process, aimed at lifelong success.

ASSET Center programs include:
- Title IV Denver Transfer Initiative (DTI) — fostering a CCD to UCD transfer pipeline;
- TRIO Educational Talent Search (ETS) — serving middle and high school students in the Northwest quadrant of Denver;
- TRIO Educational Opportunity Center (EOC) — serving adult learners in the counties surrounding Denver;
- TRIO Student Support Services (SSS) — serving TRIO eligible students at CCD.

Educational Opportunity Center

The Educational Opportunity Center (EOC) is a community service program that provides educational planning, information and assistance, including:
- career counseling;
- college/university admission assistance;
- vocational-technical school enrollment assistance;
- academic assessment coordination;
- federal and state student financial aid application (FAFSA) assistance; and
- educational planning workshops.

Services are free. Before enrolling at CCD or to get help finding a scholarship or selecting a career, call EOC for an appointment at 303-629-9226. EOC is located in the Administration Building, Room 325, on the Auraria Campus. Visit www.ccd.edu/eoc for more information.

Educational Talent Search

The Educational Talent Search (ETS) program is a federally funded TRIO Program, servicing middle and high school students in the Northwest quadrant of Denver. ETS focuses on college readiness for students who are first-generation and/or low income.

To find out more information about our services and/or target school please visit our web site at www.ccd.edu/ets or contact our office at 303-629-9226.

Title V Denver Transfer Initiative

The Denver Transfer Initiative (DTI) is funded by the Department of Education, Title V. DTI provides you with continuous assistance, guidance, and support as you work your way from the Community College of Denver to the University of Colorado Denver.

For more information, contact the Transfer Success Center at 303-556-2461, or email ccd.dti@ccd.edu

TRIO Student Support Services (SSS)

If you are new to the college experience, you might need some help finding your way around campus, filling out forms, meeting deadlines, learning how to study, making and sticking to a plan for your education and career. Accordingly, the TRIO Student Support Services (SSS) program serves low-income, first generation college students and students with documented disabilities. The staff includes Educational Case Managers and peer mentors who will help you balance college with all other aspects of your life. CCD's TRIO SSS program has an amazing track record! Of the 200 students the program works with each year, more than 80 percent stay in school to reach their goals!

Summer Bridge Program — The Summer Bridge program is a well-established, intensive learning program that gives participants a firm foundation for successful college education. Students prepare for taking classes and navigating college. They learn about financial assistance and other student services at CCD, explore their career options and participate in a variety of enrichment activities. Summer Bridge motivates students to pursue a college education and equips them with the skills and confidence needed to complete it. For more information and for specific entrance requirements, contact TRIO Student Support Services, in SO 244, 303-556-4964 or go to www.ccd.edu/trioscholars

TRIO SSS helps students in a variety of ways! We provide:
- Counseling, support and advocacy
- Academic advising and course selection
- Learning Communities
- Goal setting
- Tutoring
- Financial aid application assistance
- Scholarship search assistance
- Transfer assistance
- College visits to four-year institutions
- Career guidance and exploration
- Cultural events and services
- Workshops on college and life survival skills
- A connection to community resources

To apply for TRIO Student Support Services and/or the Summer Bridge Program, visit the office in SO 244, call 303-556-4964 or go to www.ccd.edu/trioscholars

ACADEMIC TECHNOLOGY CENTER (ATC)

The Academic Technology Center, located in TE 104, provides access to personal computers loaded with CD burners, DVD-ROMs, Windows XP, and Microsoft 2007 for all students. In the ATC, students can access e-mail and the Internet, print class work, access Desire2Learn (D2L) for online classes, get help with programming, software support, and help with CIS class work assignments. Students may check-out course materials or headsets with a valid student ID.

AURARIA EARLY LEARNING CENTER

The center provides care for children of students, faculty and staff on the Auraria Campus. It is fully licensed by the Colorado Department of Human Services and rated by Qualistar. The center has 250 spaces for children ages 1 to 6 years old. During the summer semester a summer camp program is also provided for children up to the age of 8 years old. Call 303-556-3188 or see our web page, www.aurariaearlylearning.org, for more information.

AURARIA LIBRARY

The Auraria Library has more than 700,000 volumes of books, microforms and bound periodicals, and more than 1,700 current periodical and newspaper subscriptions. As a member of the Colorado Alliance of Research Libraries (CARL), the Auraria Library has access to an ad-ditional six million volumes through inter-library loans.

Students can take a 50-minute, self-guided, audiotape tour of the library to become familiar with its services and resources, including: computerized bibliographic searches, library orientation and instruction for groups and individuals, a depository of U.S. and Colorado government publications and media listening and viewing facilities. Rooms for individual study, group conferences and typing also are available. For information about library services and hours, call 303-556-2639.

CAMPUS RECREATION

Campus Recreation at Auraria (CRA) is a comprehensive fitness, recreational and leisure service provided to the students, staff, and faculty of the Community College of Denver. CRA offers programs and services to a broad spectrum of students through the Fitness program, Outdoor Adventure program, Intramural/Club Sports program, and Informal Recreation program. CRA is located in the PE Event Center which includes a competitive size pool, fitness centers, racquetball, squash, dance studio, basketball courts and locker facilities. For more information including facility and activity schedules, you may stop by PE 108 in the Event Center, visit www.mscd.edu/campusrec/, or call 303 556-3210.

CAREER DEVELOPMENT CENTER

The Career Development Center (CDC) mission is "to serve the diverse career development needs of CCD students by providing lifelong career skills development and education in order to be successful in an ever-changing economy." The CDC staff is committed to helping students find their career and academic path, to gain career experience, and to help with job search preparedness skills such as resumes and interviewing. The CDC provides career workshops and advising sessions, as well as the "Career Connections" database, which is an online site for students to find part-time and work study jobs while attending CCD, as well as internship and full-time jobs after graduation.

The CDC is located in the Tivoli Student Union 221, but also has a presence in the South Classroom, with frequent workshops and informational tables for students to access. If you would like more information on the Career Development Center, please contact us at 303-352-3306 or online at www.ccd.edu/career.

CCD ALUMNI ASSOCIATION

Stay connected with your CCD family — classmates, instructors, advisors and other staff — through the CCD Alumni Association. Graduates, former and current students who have taken at least three credit hours at CCD are encouraged to sign up and take advantage of this great opportunity to network with fellow alumni and continue a great relationship with CCD. Call 303-352-3214 for more information.

CENTER FOR PERSONS WITH DISABILITIES

The Community College of Denver (CCD) is committed to providing equal access for persons with disabilities in accordance with the Americans with Disabilities Act of 1990 (ADA), including changes made by the ADA Amendments Act of 2008 and Section 504 of the Rehabilitation Act of 1973. In support of its commitment to provide equal access to all students, CCD offers disability support services through the Center for Persons with Disabilities (CPD). The CPD Office provides accommodations and services to students with disabilities in order to provide equal opportunities to access all programs, services and activities offered at CCD.

Students with documented disabilities who need reasonable accommodation to access their courses and college activities should notify the Center for Persons with Disabilities to apply for services and accommodations including: sign language interpreting, alternative media production, note taking, assistive technology, ADA classroom furniture assistance and extended time on tests. CPD is located in Room 134,

South Classroom Building, 1st Floor. Telephone 303-556-3300 or fax 303-352-3003. Visit www.ccd.edu for additional information. We hope that your experiences here will prepare you for the adventures of life!

CCD complies with and fully supports Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) including changes made by the ADA Amendments Act of 2008, regarding nondiscrimination on the basis of disability (documentation required). Refer questions concerning these acts to Leslie McClellon, Vice President, Student Development, CCD Campus Box 200, P.O. Box 173363, Denver, CO 80217-3363, SO 305, 303-352-3059, or to the Office for Civil Rights, U.S. Department of Education, 1244 Speer Blvd., Suite. 300, Denver, CO 80204-3582 or www.ed.gov/ocr/know.html.

CCD CHILDREN'S COLLEGE LAB SCHOOL
The Children's College Lab School is the experiential component of studies for students enrolled in the Early Childhood Education programs at Community College of Denver. The lab school provides opportunities for students to engage in the modeling of developmentally appropriate practices and current research in the study of child growth and development. The lab school experience provides students with opportunities to interact with children on a regular basis. The Children's College serves children 2 1/2 through 5 years of age. The center gives priority to CCD students, faculty and staff, however, is also open to serve the community. The Children's College is a fully licensed program by the Colorado Department of Human Services. It also has obtained a 4-star Qualistar rating, further ensuring the level of excellence in the quality of care provided. The Creative Curriculum is the program of choice of the Children's College which focuses on planning across all areas of children's development by providing hands-on, child driven interests, around the domains of physical (doing), cognitive (knowing), language (communicating), social (relating to others), and affective (relating to themselves) development.

The Children's College Lab School hours of operation are Monday through Friday, 7:30 a.m. – 5:30 p.m.

The Children's College offers competitive tuition rates and a highly trained and committed staff. Please contact the Children's College at 303-556-2439 for additional information or questions.

COLLEGE PATHWAYS

Concurrent Enrollment at CCD
The Concurrent Enrollment Programs Act was signed into law in June 2010, and it specifies how students can take college classes while in high school. According to the Colorado Department of Higher Education, the collective intent is to broaden access to and improve the quality of concurrent enrollment programs, improve coordination between institutions of higher education and ensure financial transparency and accountability. This legislation also established the ASCENT program to allow students--who have met the graduation requirements of their high school, have earned a minimum of twelve transferable college credits and are deemed college-ready--to complete a year of college while enrolled in a fifth year of high school. Concurrent enrollment students can take CCD classes at their high school campus as well as at the Auraria campus, and college credits may be used for high school credit. For more information, please contact the professional school counselor at your high school or the director of College Pathways at 303-352-3301.

FASTSTART@CCD
CCD recognizes that working adults may have academic needs that are different from other students. FastStart@CCD Learning Communities help adults who require developmental and remedial courses in reading, English and math accelerate through those classes. FastStart orients students to the college environment on a schedule that is compatible with their family and job obligations and keeps them from feeling socially isolated.

FastStart students can take a variety of pairings: two or more levels of developmental reading and English, two levels of developmental math, or a reading or English course paired with a transfer level course. Students also enroll in the 1-credit AAA 101 College 101 course. Students meet for three hours, two days a week, for each sequence and an additional day for College 101 and review sessions.

FastStart provides students with supportive, interactive instruction throughout the semester and an opportunity to share their knowledge and experiences with other students in the learning community setting. An educational case manager — with help from three student ambassadors — monitors FastStart students' progress and directs them to whatever services they need to succeed.

FIRST GENERATION STUDENT SUCCESS (FGSS)
If you are the first in your family to go to college, you might need some help finding your way around, filling out forms, meeting deadlines, learning how to study, making and sticking to a plan for your education and career. The people you trust the most — your family — can provide plenty of encouragement, but not much help if they haven't had the college experience.

CCD wants you to stay in college and graduate. As a first-generation college student, you have some unique needs. In the FGSS program, you'll get the help you need to get through your first 15 credit hours of college-level classes at CCD.

The FGSS staff includes Educational Case Managers, student ambassadors and peer mentors who will help you balance college with all your other obligations. If you need help in a class, your Educational Case Manager can help you access tutoring or help you enroll in classes that are right for you. Student ambassadors and peer mentors will be your role models. They've been where you are. They can help you overcome any obstacles that stand between you and your educational success.

FGSS helps students with a variety of services:
- Counseling, support and advocacy
- Academic advising and course selection
- Goal setting
- Accessing tutoring services
- Financial aid application assistance
- Scholarship search assistance
- Career guidance and exploration
- Individual support with college and life survival skills
- Connection to community and campus resources and events

To apply for FGSS, visit the office in SO 244, or call 303-556-4964.

GAY, LESBIAN, BISEXUAL, TRANSGENDER STUDENT SERVICES AT AURARIA

Tivoli 213, 303-556-6333,info@glbtss.org
Open Monday-Friday, 9am-6pm
- **Support Services** – Addresses issues concerning coming out, AIDS, relationships, transphobia, homophobia, etc. for GLBT students, friends, and families.
- **Advocacy**– Supports GLBT students in discrimination and harassment situations, and works to improve the advocacy system on campus.
- **Resource Center** – Provides information related to GLBT issues to students, faculty, and staff.
- **Speaker's Bureau** – Provides speaker's training for student volunteers, and schedules speaking engagements for campus classes and events.
- **Programming** – Offers GLBT Awareness Month, LGBTQIA Develop-

ment, Welcome Back receptions, leadership training, panels, speakers, and entertainment.

GED INSTITUTE — AURARIA CAMPUS
The GED Institute conducts GED preparation classes on and off campus. In addition, ESL classes are conducted at various community sites. For more information on locations, scheduled classes and admission requirements, call 303-556-3805. The GED Institute office is located in the South Classroom Building, Room 142H on the Auraria Campus. GED testing is administered at 4440 Navajo Street.

HEALTH SERVICES
CCD students taking at least one credit hour are eligible for services at the Auraria Student Health Center. Student health insurance is NOT required to use the Health Center. Physicians, physician assistants, nurse practitioners, radiology technologists and medical assistants staff the facility. Students must complete a sign-in sheet and show a current student ID.

Services include treatment of illness and injuries, lab testing, medications, physical exams, annual gynecological exams, sexually transmitted disease information and testing, birth control information/services, minor surgery, cholesterol screening, immunizations, HIV testing, blood pressure checks, casting, suturing and X-ray. All services listed are low cost. Payment is required at time of service. The Health Center is a in-network specialty provider for BC/BS insurance, please have your BC/BS card available when seeking care. Health related classes are offered free to students each semester.

Walk-in services begin at 8 a.m., Monday through Friday. Access is on a first-come, first-served basis. The daily closure time for walk-in care varies depending on when all patient slots are filled. Patients are encouraged to check in as early as possible. The Health Center is in the Plaza Building, Suite 150, on the lower level. For more details, call 303-556-2525 or visit www.mscd.edu/student/resources/health.

Students who have concerns about infectious diseases should contact the Health Center, Plaza Bldg., Suite 150, 303-556-2525. The college will follow procedures defined by the Colorado Department of Human Services to ensure the health and safety of all students, faculty and staff.

HEALTH INSURANCE
Students may purchase an accident and sickness insurance plan after registering. Information is available through your student account, CCDConnect, or at the Admissions, Registration & Records Office, South Classroom Building 133.

IMMUNIZATION POLICY
All the colleges on the Auraria campus require all students to provide documentation of immunizations to the Health Center. The records needed are Mumps, Measles, and Rubella (MMR). This will be required for continued enrollment. If students do not supply proof of immunization records a registration hold will be placed on the student account to prevent future registration. Proof of immunization is provided at the Student Health Center located in the Plaza Building.

INTERNATIONAL STUDENT INFORMATION
Federal law authorizes CCD to enroll non-immigrant, alien students with F-1 Visas. CCD is not authorized to accept students without the following requirements:
1. International Student Application for Admission, www.ccd.edu
2. International Student Application fee ($20)
3. Official copies of high school and required college transcripts (if available) from your country. If not in English, a translated certified version must be submitted.
4. Financial support documents: A United States or international bank showing parents/sponsors have a minimum of $27,500 U.S. dollars for a nine-month academic year for tuition, books, and living expenses for the stay in the U.S. If you have an American sponsor, you may submit an Affidavit of Support with other financial statement(s), bank affidavits. You can get the affidavit at CCD or on the United States Citizenship and Immigration Services (USCIS) website www.uscis.gov (formerly known as the INS).
5. Evidence of proficiency in the English language: a minimum score of 477 on the Test of English as a Foreign Language (TOEFL), or 53 on the Internet-Based. An official TOEFL score report may be sent directly to CCD by indicating the Institution code 4137 when taking the exam.
OR
A Michigan test score of 75 or higher
OR
Successful Completion of an intensive program of English as a Second Language at an approved institution. Students are required to take the English Writing Test at CCD. If CCD assessment test scores are below English composition level, mandatory placement in lower English classes must be pursued.

TOEFL is not required for applicants who: (a) have graduated from an American High School, (b) have attended two to three semesters full-time at an English-speaking higher education institution, or (c) are nationals of countries where English is the official language of instruction in the educational system.

Foreign students applying to CCD and seeking to obtain form I-20 to apply for an F-1 Student Visa should visit the International Student Services office in Admissions, Registration & Records to obtain an application form or apply online at www.ccd.edu.

Application Deadline
The application deadline for international students who are in the United States and currently hold a student (F-1) visa is two weeks prior to the beginning of each semester.

The application deadline for students who are outside of the United States is three months prior to the beginning of the semester.

Semester	Approximate Time Period	Application Deadline
Fall	Mid-August to Mid-December	June 1
Spring	Mid-January to Mid-May	November 1
Summer	June to Mid-August	March 1

All required materials must be received by the application deadline. Once you are accepted, CCD will issue you the Form I-20 and a letter of admission with more information about enrollment. If applying from abroad, you must present the form to the U.S. embassy/consulate with a valid passport, an I-901 SEVIS fee receipt, and separate financial support documentation to request the student (F-1) visa.

If transferring from another U.S. educational institution, official transcripts and a copy of the I-20 issued by that institution must be submitted in addition to current financial statement(s), passport, I-94 and proof of purchase of health insurance on enrollment.

During orientation, you will be asked to submit a copy of your passport, I-94 card and proof of health insurance (or you may purchase health insurance when you enroll). International students must establish themselves in full-time status and maintain status (grade point average of at least 2.0). Internships and/or work off campus may be recommended under specific circumstances and should be discussed with an advisor prior to commencing work.

Admissions, Registration, and Records
Campus Box 201, PO Box 173363, Denver, CO 80217-3363

For express deliveries (such as UPS, FedEx, DHL, etc.), please use:
International Student Admission, South Classroom 133
1111 W. Colfax Ave., Denver, CO 80217
Tel: 303.556.3564 or 303.352.3300
Fax: 303.556.2431

PARKING AND TRANSPORTATION SERVICES

Prospective students who come to the Auraria Campus for advising, orientation, basic skills assessment, financial aid workshops or registration may park in the TAPS Garage (beginning August 15, 2011 the TAPS lot will be called the Tivoli Parking Garage), just north of the Tivoli Student Union, and get their parking tickets validated in SO 134 for four hours of free parking. Once you register, you no longer are eligible for free parking.

Parking is available in daily fee lots ranging in price from $2.50 to $10. The parking garage at Seventh Street and Lawrence Way, 7th Street Parking Garage, is currently $5.50 all day.

A student ID is required for parking in Lot R, near the intersection of Speer Boulevard and Auraria Parkway. A limited number of monthly permits are available for other lots around campus and are sold at the beginning of each semester. Four-hour parking meters are available for student use on the east side of the South Classroom Building and in Lot N. In Lot N, use nickels to get the maximum number of minutes. The Parking Office, located on the first floor of the 7th Street Parking Garage, is open Monday through Friday from 7:30 a.m. to 5:30 p.m. Call 303-556-2000 for more information about:

- carpool parking discounts
- free on-campus transportation for disabled students on the wheel-chair-accessible Handivan
- parking at Satellite Locations is nominal or free
- free campus shuttle service for evening students on the Auraria Night Rider Service (Monday through Thursday, dusk to 10 p.m.)

THE PHOENIX CENTER AT AURARIA

The Center provides 24/7 response and support services, education and training, and resource referral for issues of interpersonal violence (IPV). We serve all students, staff and faculty on the Auraria Campus. All our services are free and confidential. Our mission is: To implement campus response services, provide education, and facilitate dialogue related to IPV in the Auraria community.

If you or a loved one has experienced IPV (whether recently or in the past), the Phoenix Center at Auraria can provide emotional support, discuss options, and help connect you to resources. We can provide academic advocacy to ensure success in your studies and facilitate discussions to assist you in feeling safe on campus. We provide campus education, primary prevention initiatives, and outreach from large scale events to classroom presentations on IPV and its effects.

The Phoenix Center at Auraria provides services to all who need them regardless of race, color, national origin, age, religion, ability, sexual orientation, gender, gender identity, marital status, and veteran status

We are located in the Tivoli Student Center 227
Main Office: 303-556-6011, 24/7 helpline: 303-556-CALL (2255),
Email:pcauraria@gmail.com, www.thepca.org

STUDENT LIFE

CCD's Student Life office is a resource for current students in other areas of their lives — outside of the classroom. The office has programs and activities that provide experiences to stimulate personal and social growth and add to students' enjoyment of life at CCD. The staff also provides referrals for day care, health, housing and employment services. Student Life operates an in-house food bank and textbook lending library to help students who are struggling financially.

Student Life also oversees CCD Student Government, The Campus Connection (the student newspaper), career services, student organizations and clubs and leadership training. Visit Student Life on the third floor of the Tivoli Student Union, TV 309, call 303-556-2597, or learn more online at www.ccd.edu/studentlife

TOURS OF CAMPUS

If you're a new student or simply considering CCD for your college choice, contact Recruitment & Student Outreach at 303-556-2600 to arrange a tour of the Auraria Campus.

TESTING CENTER

The Testing Center offers a variety of testing services, including placement for English, reading, math, Spanish, French, and biology and credit for prior learning tests. The Computer Based Testing Center, which is part of CCD's Testing Center, offers a number of licensure exams and entrance exams, such as the Graduate Record Exam (GRE), PRAXIS (teacher licensure), and Test of English as a Foreign Language (TOEFL). Contact the Testing Center at 303-556-3810 for information about dates, times, applications and registration fees, stop by SO 223, or visit www.ccd.edu/testing.

Official GED Testing Center | GED Tests are administered through the Community College of Denver at the Quigg Newton Community Center at 4440 Navajo St, Denver, CO 80211. Call 720-865-0105 for testing times and registration information. Tests are available in English and Spanish.

TRANSCRIPTS REQUESTS

You may request copies of your academic records accumulated while at CCD from Admissions, Registration & Records. All transcripts must be requested in writing by the student, or ordered online at www.ccd.edu.

Transcript requests cannot be honored for students whose financial and academic records at the college are not cleared. This includes financial obligations at another Colorado community college as well.

Transcripts processed within the normal 3-5 day processing time are free of charge. A service charge may be incurred if a transcript is being requested outside of the normal 3-5 day processing time. Payments may be made by cash, check or credit card. Processing time does not include delivery date. Transcripts are processed within the time specified, sent to the Auraria campus mailroom and forwarded on to USPS.

Transcripts requested for pick-up will be destroyed if not picked up within one month.

Service Options Available

Service Option	Processing Time	Service Charge
Normal processing	Within 3-5 working days	Free
Next working day	By end of next working day	$5.00 each
RUSH official	Same day	$15.00 each
Express Mail official	Same day & sent via USPS Express Mail	$25.00 each

VETERANS AFFAIRS

Veterans seeking VA educational benefits may apply through the VA website, www.GIBILL.VA.GOV. It is the veteran's responsibility to assemble all needed materials and submit them to the VA regional office and the VA certifying official at the college. The VA certifying official provides information about veteran's benefits and certifies enrollment throughout the veteran's attendance at the college. It is the veteran's responsibility to notify the VA certifying official of any registration updates. Veterans who are eligible for educational benefits may apply for advanced payment with the on-site VA certifying official at CCD. The last day to apply for advanced payment is 45 days prior to the first day of classes. Full payment of tuition and fees is due by the deadline posted in the schedule. Call 303-556-6200 or visit the VA certifying official in South Classroom 133 for more information.

Required Documentation: To be eligible for VA benefits, students must submit:
1. A copy of their VA WorkSheet (receive from School Official).
2. A copy of original application (22-1990 or 22-5490) for benefits or change of training place(22-1995 or 22-5495).
3. A copy of the Certificate of Eligibility (sent by the VA to eligible students 6-8 months after the student has applied for benefits).

Please provide this document to your School Veterans Coordinator upon receiving this important information.

Veteran's Need to Know

Course Selection: Please note that the VA does not generally pay for courses that are not required for your program of study or count toward graduation requirements. Benefits are not payable for repeating a course that has been successfully completed. A course for which a grade of "D" was assigned may be repeated if a higher grade is required for the academic program. Benefits are not payable for repeating courses solely to raise your cumulative grade point average (GPA).

Your School Certifying Official must send your certification of classes to the VA once you have registered. When an enrollment adjustment after initial certification must be submitted, which is typically due to adding or reducing the number of credits onto a student schedule, it can result in significant delays to your benefits and may also increase the likelihood of overpayment.

Overpayment: An overpayment may occur when a student withdrawals, drops, or decreases the amount of credits they are registered for without adding any additional credit hours after initial certification has been sent. It is the responsibility of the student to pay back the VA if an overpayment is to occur. If you have questions concerning this please ask your VA school representative.

Veteran Orientations: Orientations are held in the Fall and Spring Semester. Please see your school Veterans Coordinator for more information.

Veterans' Academic Standards of Progress: The following policy applies to all students who are eligible to receive veterans' educational benefits, including U.S. military veterans and their dependants. See Academic Progress Policy.

Grade Point Requirement: Veterans must maintain a cumulative grade point average of 2.0 for all course work attempted. Veterans whose cumulative GPA is below 2.0 will be placed on academic probation for the next term of study. The veteran must bring the GPA up to or above a 2.0 GPA during the probationary period. If a 2.0 or higher GPA is not earned, the student will be suspended for one academic term and may only be reinstated after approved counseling. See the Academic Progress Policy for more information.

Other Special Grades
AU Grade - The Veterans Administration will not certify a grade of AU, indicating a course that was audited, or taken for no credit.

I Grade - An incomplete or "I" grade must be made up no later than the next consecutive 15-week semester. For veterans, if an "I" grade is not completed during the required period, the "I" will revert to "F" — and the veteran's certification will be adjusted back to the beginning date of the term in which the "I" grade was received.

SP Grade - Students must have met course attendance requirements and successfully completed at least 60 percent of coursework requirements. All course objectives must be complete before the end of the next consecutive semester (fall or spring) or the "SP" will revert to a "U/F."

Attendance: Students who stop attending class, but don't officially withdraw, will earn a grade of "F" for the course. Veterans who fail to inform the VA Certifying Official of a withdrawal, may receive an overpayment. Veteran students are financially responsible for reimbursement of any VA overpayment.

Mitigating Circumstances for Veterans: Mitigating circumstances — as defined by P.L. 94-502 — that directly hinder an eligible veteran's or dependant's pursuit of a course and are judged to be out of the student's control include, but are not limited to:

- serious illness of the eligible veteran or dependant.
- serious illness or death in the eligible veteran's or other dependant's immediate family.
- immediate family or financial obligations that require a change in terms or place of employment and preclude the veteran or dependant from pursuing course work.
- the college discontinues a course.
- active military duty, including active duty for training.
- withdrawal from a course or receipt of a non-punitive grade upon completion of a course because of unsatisfactory work may be considered mitigating circumstances if the student can demonstrate good faith pursuit of the course up to the point of withdrawal or completion. You must submit evidence that you applied for tutorial aid, consulted a VA counselor or consulted a CCD academic advisor in an attempt to remedy the unsatisfactory work before withdrawal or completion.

When mitigating circumstances prevail, CCD will attempt to intervene on behalf of the veteran with the Veterans Administration.

Special Academic Programs

ARMY RESERVE OFFICERS TRAINING CORPS (AROTC)

The Military Science Army ROTC Program is offered on the Auraria campus for all interested men and women students enrolled at Community College of Denver. The Department of Military Science offers programs leading to an officer's commission in the active Army, Army Reserve, or National Guard in conjunction with an undergraduate or graduate degree. Military science courses are designed to supplement a regular degree program by providing practical leadership and management experience. Enrollment in the Basic Course (freshman and sophomore years) incurs no military obligation except for Army scholarship recipients.

Students may participate in activities with the Buffalo Battalion's Charlie Company located on the Auraria campus, to include color guard, intramural sports, running club, and ranger challenge. Weekly or Saturday Leadership labs provide cadets with practical leadership experience and performance-oriented, hands-on instruction outside the classroom. Leadership labs are compulsory for enrolled cadets. PT is conducted three times a week with the purpose of developing muscular strength, endurance, and cardio-respiratory endurance.

Scholarship Programs: Applications for 2nd and 3rd year scholarships are open to all community college students, but acceptance of an ROTC scholarship requires enrollment at a four-year degree granting university. For more information about scholarships, contact the Enrollment/Scholarship officer at 303-492-3549.

For more information about Army ROTC, contact the Department of Military Science office, which is conveniently located in the South Classroom Building 213 A/B, Auraria Campus, 303-352-7079. You can also visit www.colorado.edu/AROTC, or e-mail armyrotc@colorado.edu.

Registration: Because the actual Army ROTC classes at Auraria Campus are taught at Metro State, register using the Inter-Institutional process. For instructions, see http://www.ccd.edu/Admissions/Inter-Institutional.aspx. The process incurs no additional costs. The Army ROTC classes at CCD use the ARM prefix (Metro State uses MILR). If you need help, contact CCD Admissions, Registration, and Records in South Classroom 133, 303-556-2420; or call the Army ROTC office at 303-352-7079.

COOPERATIVE EDUCATION PROGRAM

Students in CCD's Cooperative Education program do supplemental course work or get practical work experience related to their educational and career goals. They can earn credit for working part-time in a job that is directly related to their field of study. Students must apply at least one semester before their cooperative education experience is supposed to start. For more information, contact your advisor in the appropriate center.

DENVER PUBLIC SAFETY CADET PROGRAM

As a Denver Public Safety Cadet, you will be an integral member of the Department of Safety Team. You will work 25 hours per week during the school year and 39 hours per week during the summer. You will have the opportunity to work in assignments within the Fire, Police, and Sheriff Departments, in addition to other public safety agencies. As a member of the public safety team you'll receive in-depth training in areas such as CPR, defensive driving, safety procedures, health and fitness, along with many other public safety related topics. Through the Cadet Program you can build a foundation for a career as a Police Officer, Firefighter, or Deputy Sheriff.

Program Requirements
- High School Diploma or GED
- U.S. Citizen
- No felony convictions
- No illegal soft drug use within one year prior to the date of application
- No illegal hard drug use within three years prior to the date of application
- Possession of valid driver's license at time of application
- Must meet minimum qualifications for acceptance in the Community College of Denver, Metropolitan State College of Denver or University of Colorado Denver
- Applicant must have no more than two years of college education completed.

DEVELOPMENTAL AND REMEDIAL STUDIES PROGRAM

To be successful at CCD, students must be able to use reading, math, writing and study skills. CCD has a comprehensive academic program for those who need to upgrade these skills. It includes:
1. an evaluation or assessment of a student's basic academic skills;
2. an interpretation of assessment test results by skilled faculty and advisors;
3. skill development courses in reading, mathematics, writing and study skills;
4. support with computer-assisted instruction;
5. preparation for GED; and
6. English-as-a-Second-Language instruction and support.

For more information, contact the Center for Educational Advancement, SO 313, 303-556-8455. The Developmental and Remedial Studies Program is also available at some satellite locations.

HONORS PROGRAM

The Honors Program gives qualified students honors credit for signing a contract with an instructor and doing individual honors work within existing courses or by taking designated honors courses. Honors work helps students develop sophisticated, creative, critical thinking and research skills while enhancing their academic résumés. For more information, visit the Honors Program office in SO 307G, or contact the program coordinator at 303-556-3861.

CCD Rights

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 and Occupational Educational 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.

In-Person Student Transactions

For each in-person student services transaction students are required to present an acceptable identification document before any action is taken. Examples of services transactions include but are not limited to those listed below.

- Issuing of student identification cards
- Financial Aid verification
- Registration and Records transactions
- Transcript requests and releases
- Cashier transactions
- Testing services
- Admissions services
- Release of any part of the student record as defined by FERPA

Valid Identity and Verification of Age Documents:
- Colorado driver's license
- Colorado identification card
- A valid U.S. Passport
- Valid out-of-state driver's license
- Foreign passport with photo
- Military ID/Common Access Card
- Certificate of Naturalization with photo
- Certificate of Citizenship with photo
- Valid I-551
- Valid EAH/Temporary Resident
- Refugee/Asylee I-94 with photo
- BIA identification card with photo
- VA Card with photo

Legal Notices

AMERICANS WITH DISABILITIES ACT AND CCD COMPLIANCE

The Americans with Disabilities Act prohibits discrimination based on disability in admission to, access to and the operation of programs, services or activities at CCD. The college is committed to providing an environment where all students have the opportunity to attain their educational goals. CCD provides both physical and programmatic access for all students. Reasonable accommodations will be made in instructional delivery and evaluation methods to ensure full educational opportunities for all students. Appropriate documentation of a student's disability is required.

Questions, complaints and requests for additional information may be directed to the Office of the Vice President of Student Development, Campus Box 200, P.O. Box 173363, Denver, CO 80217-3363, 303-352-3074. Or visit www.ccd.edu and look under Educational Planning and Advising Center. Contact ARR for a complete description of the FERPA policy.

NOTICE OF NONDISCRIMINATION

Community College of Denver recognizes that administration, faculty and staff reflect the diversity of its students and community and prohibits employment and student discrimination based on race, color, religion, sex, age, disability, national origin and sexual orientation. This includes opportunities for the Center for Career and Technical Education employees, students, and parents/guardians. The Director of Human Resources is the contact regarding ADA, Age Discrimination, Title VI and Title IX for CCD. The Director of HR can be reached at 303-352-3037 and is located at 1201 5th Street, Suite 310B, Denver, CO, 80217. The Director Center for Persons with Disabilities is the alternate contact for ADA and also the contact for Section 504. The Director of CPD can be reached at 303-352-3069 and is located in the South Classroom, Room 134 F1, on the Auraria Campus.

El Colegio de la Comunidad de Denver reconoce que la administración, la facultad y el personal reflejan la diversidad de sus estudiantes y su Comunidad prohíbiendo el empleo y la discriminación del estudiante por razón de raza, color, religión, sexo, edad, incapacidad, origen nacional y orientación sexual. Esto incluye las oportunidades que ofrece el Centro de Carreras y de Educacion Técnica a losempleados, estudiantes y a los padres/guardianes . La falta de habilidades en inglés no será barrera para la admisión y la participación en programas de CTE. El Director de Recursos Humanos es la persona responsable para todos los trámites relacionados con ADA, Discriminación por Edad, Título VI y Título IX del "Community College of Denver", su dirección es 1202 de la calle quinta, oficina # 310B, Denver – CO, 80217 y su número telefónico es 303-352-3037. Por otro lado, el Director del Centro para Personas con Deficiencias es el representante alternativo de ADA y de la Sección 504, su oficina está ubicada en el 1111 oeste de la avenida Colfax, oficina # 134 F1 en "Auraria Campus" y su teléfono es el 303 352 3069.

FAMILY EDUCATION RIGHTS & PRIVACY ACT OF 1974
CCD 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 day Community College of Denver receives a request for access.** A student should submit to the Office of Admissions & Records 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, the Registrar will make arrangements to obtain those records.

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 Community College of Denver 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 Community College of Denver 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, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); a person serving on the College Board; or state and federal agencies, such as the veteran's administration, 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. CCD has designated the National Student Clearinghouse and the Auraria Police Department as a college official. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfil 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 Admissions & Records.

The Colorado Community College System considers the following to be directory information and the Community College of Denver staff may disclose this information, without prior consent, to anyone inquiring in person, by phone, or in writing:

- Student name;
- Birth year;
- Major field of study;
- Participation in officially recognized activities and sports;
- Dates of student attendance;
- Part-time or full-time enrollment status;
- Degrees/certificates and awards student has earned;
- Most recent educational institution attended by the student;
- College issued student e-mail account;

Additionally, address, phone number and e-mail addresses of students may be released to military recruiters upon request in accordance with the Solomon Amendment.

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.

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 a form to suppress directory information. The form is available online or at the Admissions, Registration and Records office and must be received by the first day of the semester.

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

DRUG-FREE SCHOOLS
In compliance with the Drug-Free Schools and Communities Act Amendment of 1989, CCD has a strict rule against students or employees unlawfully manufacturing, distributing, dispensing, possessing or using alcohol or illicit drugs on college property or during college activities. Any student or employee convicted of any such drug violation is subject to criminal penalties under local, state and federal law, as well as disciplinary action by the college.

For information on substance abuse, contact the Auraria Student Health Center in PL 150, 303-556-2525; or for a referral, contact CCD Student Life in TV 309 or at 303-556-2597

The Colorado Department of Health offers counseling, treatment, rehabilitation and re-entry programs for drug and alcohol abusers. For more information visit www.cdphe.state.co.us or e-mail cdphe.information@state.co.us.

ELECTRONIC COMMUNICATIONS POLICY
CCD has adopted a policy to guide usage of all forms of electronic communication, including e-mail, Internet services, voice mail, audio and video conferencing, and fax messages that are sent or received by faculty, staff, students and other authorized users of CCD resources.

In general, CCD provides various forms of electronic communication for teaching, learning and college operations. All records created through the electronic communication equipment CCD provides are the property of the college. People who are authorized to use e-mail and voice mail provided by CCD may make personal use of those media as long as there is no direct cost to the college.

All electronic communication at CCD must meet the standards of conduct, laws and regulations published in such official CCD, state and federal documents as the CCD catalog, CCD Student Code of Conduct, any CCD faculty handbook and the Colorado State Employees Handbook.

CCD electronic communications may not be used for commercial purposes; to send copies of documents in violation of copyright laws; to transmit information that is restricted by laws or regulations; to intimidate, threaten, or harass other individuals, or to interfere with the ability of others to conduct CCD business; forge communication so it appears to be from someone else; to get unauthorized access to data, files or other communication; to breach security measures to access electronically stored information in any way; sending chain letters or jokes of any nature.

For information about CCD student e-mail accounts please review the Student E-mail on page 43 in the CCD Catalog. For more information or directions on how to activate your student e-mail visit http://www.coloradocommunitycolleges.com/start/campusemail.html. CCD requires that all students learn to use e-mail as many courses require it.

LAW ENFORCEMENT AT CCD
Call the police from any CCD location if:
- you need to report a crime
- someone is injured or ill
- you see fire or smell smoke
- you see anyone or anything suspicious
- you see someone stealing something
- you think you see a drunken driver
- you see a chemical spill

Auraria Campus
Auraria Campus Police Department employs certified officers who receive their police authority via the provisions of the Colorado Revised Statutes, Title 24, Article 7, Part 1. The Auraria Campus Police Department is authorized to enforce campus rules and regulations as well as Municipal, State Laws and Federal Statutes.

If you are a victim or a witness of a crime, you should report it to the Auraria Campus Police Department immediately. The department's services are available 24 hours a day, seven days a week. Priority is given to reports of incidents that threaten the life or safety of people, the security of property and the peace of the community.

Colorado Revised Statutes, 18-8-115, "Duty to Report a Crime," require all persons who believe a crime has been committed to report the suspected crime promptly to law enforcement authorities. To report a crime on campus, use one of the emergency telephones located in every classroom building for immediate, direct access. Call 911 from any campus phone for emergencies or dial 6-5000 for other police assistance. From off campus call 303-556-3271.

Victims of stalkers or persons with restraining orders against another party are strongly encouraged to notify the Auraria Campus Police Department of the threat and to provide Campus Police a copy of the restraining order so that campus officers may enforce it.

Auraria Campus Police Department has the primary responsibility to coordinate locking and unlocking of most campus buildings. Campus Police work closely with Facilities Management to maintain building security and key control. Access to facilities after normal building hours is limited and coordinated with Campus Police. A satellite police and security unit is located in the Tivoli Student Union — which houses student and media operations plus a variety of retail outlets, a movie theater, a bar and restaurants. Police patrol the Tivoli 24 hours a day because of its open nature.

Centers for Allied Health and Nursing at Lowry
The Centers for Allied Health and Nursing at Lowry are monitored by Lowry Campus Security 24 hours a day 7 days a week. Lowry Campus Security personnel are not certified police officers but can make arrests. The Denver Police and Aurora Police departments are the official law enforcement agencies for the campus and both patrol the Lowry Campus frequently

The Centers for Allied Health and Nursing at Lowry are divided between the City of Denver and the City of Aurora. Different cities have jurisdiction depending on the building where an incident occurs. However, if you are a victim of a crime, witness a crime or need the fire department,

law enforcement, or an ambulance while at the Lowry Campus, contact the Denver metro-area emergency response system by dialing 911 or 303-892-9111 from any telephone including pay phones.

For non-emergency crimes, contact Aurora Police at 303-627-3100 or Denver Police at 303-913-2000.

In addition, report all crimes and other emergencies to Lowry Campus Security at 303-419-5557 after calling 911. The Director of Lowry Security can be reached at 720-858-2733.

The buildings for the Centers for Allied Health and Nursing at Lowry are open during normal business hours, Monday through Friday, 8 a.m. until 5 p.m. Classroom buildings are open at 7 a.m. and locked as scheduled activities end, which may be as late as 11 p.m. Contact Lowry Campus Security at 303-419-5557 with questions on building access and after hours maintenance.

CCD North
The property is monitored during regular business hours by CCD North maintenance staff. College personnel are not certified police and cannot make arrests or other legal decisions. The Adams County Sheriff is the official law enforcement agency for the location.

If you are a victim of a crime, a witness to a crime or need the fire department, law enforcement or an ambulance while at CCD North, contact the Adams County Sheriff's Department by calling 911 from any telephone, including pay phones. Report crimes and other emergencies immediately to the nearest CCD North faculty, staff or administrator. For non-emergency crimes, contact the Adams County Sheriff's Department at 303-288-1535.

CCD North's maintenance staff has the primary responsibility for opening and closing the location. Buildings are generally open Monday through Thursday from 7:30 a.m. to 9 p.m. and on Fridays from 7:30 a.m. to 5 p.m. Access to CCD North after regular business hours is limited and coordinated with the location director and the maintenance department, or as arranged by individual instructors.

STATUS OF CAMPUS SAFETY
Although located in an urban environment, the Auraria Campus has one of the lowest campus crime rates in the state primarily because most CCD students commute.

Timely advisories are made to the campus community on crimes that are reported to Auraria Campus Police or local police and may be considered a threat to other students or employees. These reports are made using one or a combination of the following methods:
- news releases;
- crime advisories;
- making reports available to the media through campus newspaper, radio and television;
- advertising in campus publications; and
- distributing the above information to campus employees.

STUDENT CODE OF CONDUCT
Community College of Denver has the right to protect its educational purpose and its students from the irresponsible conduct of others. The rules and regulations in the Student Rights, Freedom and Code of Conduct have been established to explain how CCD expects its students to conduct themselves. A student who violates the student code of conduct may face disciplinary action which includes, but is not limited to: probation, suspension or permanent removal from CCD. Every CCD student should read and understand this policy. Visit www.ccd.edu for the entire text or pick up a copy of the Student Handbook from the office of Recruitment & Student Outreach, SO 136, 303-556-2600.

STUDENT E-MAIL
CCD offers free student e-mail accounts. It is how the college will send you all official documents and notifications, admissions, registration and financial aid information, communication with your instructors, campus closures and emergency notification. Your CCD e-mail account will be the only official means of communication between you and the college. Log on to CCDConnect located at www.ccd.edu, and activate your new account.

The Colorado Community College System (CCCS) assigned student email account will be the primary official means of communication with students. CCD expects that students sign in and check their college issued e-mail account on a frequent and consistent basis as students are responsible for all information sent to them via their system-assigned email account. This account is free of charge and active throughout your college experience at any CCCS institution.

The use of student email is a privilege, not a right; and the System maintains the right to limit access. Email is subject to disclosure to third parties through subpoena or other processes. Call 303-556-2600 for more information.

STUDENT GRIEVANCE PROCEDURE
This Student Grievance Procedure is intended to give students an opportunity to present an issue that they feel warrants action, including the right to secure educational benefits and services without regard to sex, race, national origin or ancestry, creed, color, sexual orientation, disability, or age and have the issue considered in a prompt and equitable fashion.

Definitions:
Grievant: Enrolled student, client or volunteer who is providing a service to benefit the college under the supervision and control of a college employee. A client or volunteer may only grieve a decision that bans him or her from the campus.

Grievance: A grievable offense is any alleged action that violates or inequitably applies written college policies or procedures. The Grievant must be personally affected by such violation or inequitable action. A grievance must be brought to the formal stage within 20 calendar days of the date the student knew or reasonably should have known about the action.

Chief Student Services Officer (CSSO): The college employee designated by the college president to administer student grievances. Grievances alleging discrimination may be referred to the employee responsible for ensuring equal opportunity and access.

Remedy: The relief that the Grievant is requesting.

Respondent(s): Another student, volunteer, client, faculty member and/or administrator identified by the Grievant as causing or contributing to the grievance.

Non-grievable matters: The following matters are not grievable under this procedure except as noted: matters over which the college is without authority to act; grades and other academic decisions unless there is an allegation that the decision was motivated by illegal discrimination; and disciplinary actions taken pursuant to State Board for Community Colleges and Occupational Education (SBCCOE) policy.

Procedures:

1. **Informal.** Grievant is encouraged to resolve the issue with the Respondent or his/her supervisor. In case of grievances based upon one's race, color, creed, national origin or ancestry, disability, age or gender, the Grievant may first contact the college employee responsible for affirmative action to seek informal resolution of the issues. If the complaint alleges facts that might constitute a violation of the Colorado Community College System President's Procedures concerning sexual harassment, the administrator shall investigate and process the complaint under the procedure. While the Grievant is encouraged to use the informal process, he/she may at any time elect to go to the formal stage by following the process outlined below.

2. **Formal.**
   a. Grievant, in a timely manner, files a written statement of the actions complained of and describes the remedy he/she is seeking with the Chief Student Services Officer (CSSO). A matter also could be referred to the process by the College president or his/her designee. Once a written grievance is filed or referred, the CSSO or designee will determine whether or not the situation states a grievable offense. The matter will be closed if the situation is determined not grievable and the Grievant will be notified of the reasons.
   b. If the matter is determined to be grievable, the CSSO or designee (which may be an individual or a committee) shall hear the Grievance. A hearing will be held to give the Grievant, Respondent, and other interested parties invited to appear, the opportunity to explain what they know about the issues surrounding the grievance. Considering the oral and written statements and documents, the CSSO or designee shall issue a decision within 10 calendar days of close of the hearing. The decision shall be served upon the Grievant and the Respondent personally or by certified mail to the addresses on file in the Admissions, Registration and Records office. The decisions shall reject the grievance or grant the grievance and make recommendation(s) to resolve the issue(s). The CSSO or designee's decision is final unless either party files a Petition for Review with the college president within five (5) calendar days of service of the decision.

3. Upon receipt of a Petition for Review, the college president will review the record and issue a written decision within 10 calendar days of receipt of the Petition for Review. The president's decision is final.

4. The CSSO or designee may extend the scheduling timelines described above for good cause.

5. If the grievance is against the CSSO, the Chief Academic Officer or other person designated by the president shall perform the duties of the CSSO.

Informal Grievance Procedure

This informal grievance procedure must be initiated as soon as possible after the Grievant knows of the matter that gives rise to the grievance.

1. The Grievant shall discuss and attempt to resolve the problem with the Respondent(s). The Grievant shall keep all records relevant to the alleged grievance.

2. If the problem is not mutually resolved at this time, the Grievant shall confer and attempt to resolve the problem with the immediate supervisor(s) and/or the administrator of the respondent(s).

3. If satisfactory resolution is still not achieved, the Grievant must confer and attempt to resolve the problem with the CSSO or designee. Matters involving grade changes or academic appeals should follow the grade process appeal.

Formal Grievance Procedure

1. If the grievance is not resolved by the Informal Grievance Procedure or if the student wishes to bypass that course of action and is not limited to a change of grade, the student has the right to file a written grievance with the CSSO. The filing must occur within 20 calendar days of the date the student knew or reasonably should have known about the action. This written allegation should document all steps taken to resolve the complaint. If the CSSO determines that the allegation is grievable, a copy of the written grievance must be mailed or hand-delivered to the Respondent(s) by the CSSO within five (5) working days of the filing of the formal grievance.

2. Upon receipt of the notice of a grievable offense, the CSSO will establish a Grievance Committee within 10 working days. The time may be increased if the notice is given during a school break or during a semester change. The CSSO is responsible for keeping all records pertaining to grievances. If the grievance is against the CSSO, the Chief Academic Officer or other person designated by the president shall perform the duties of the CSSO.

3. If the matter is determined to be grievable, the CSSO or designee shall hear the Grievance.

4. The CSSO or designee (which may be an individual or committee) will convene the hearing, set the date of the meeting and notify all involved persons. If a committee is convened, the CSSO will be responsible for informing the Grievance Committee of its role and responsibilities. A record of the proceedings and recommendations will be made and retained by the CSSO.

5. All hearings will be closed unless the both the grievant and respondent agree in writing to an open hearing At the request of the Grievant or respondent, interested parties may be included subject to the approval of the CSSO. In the case of sexual harassment grievances, the procedure will assure confidentiality to the extent possible for Grievant and witnesses.

6. If either the Grievant or Respondent fails to appear at the hearing, the committee may proceed and determine its resolution of the problem in the person's absence.

7. The Grievance Committee's decision will be based on the greater relevant evidence.

8. The Committee will deliver a copy of its recommendation to the CSSO within three (3) working days following the conclusion of the hearing.

9. The CSSO will render a decision regarding the recommendation within 10 working days, and both parties must notified in writing of the decision.

10. The Grievant may withdraw the grievance in writing at any point in the proceedings.

11. The CSSO may grant an extension of the time limits for reasonable cause. This extension must be documented and is not automatic. The decision to grant an extension must be written and communicated to all concerned parties.

12. Within five (5) working days of the committee's decision, either party may file a petition for review with the college president. The president's decision is final.

13. This policy is being implemented in accordance with the SBCCOE policy and the due process.

In the event that two individuals or groups of individuals from different Auraria Campus institutions are involved in a grievance, the procedures normally followed by the institution whose constituent is being charged with the grievance would apply. The CSSO from the other institution involved will be informed of the filing of the grievance and the outcome of the grievance procedure.

STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT

This report was prepared by the Auraria Higher Education Center (AHEC) Campus Police Department and the Community College of Denver Dean of Students to comply with Federal Law No.101- 542, the Student Right-to-Know and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1999 (formerly the Campus Security Act of 1990).

For a paper copy of this report, contact the Associate Dean of Student Life/Student Conduct Officer at 303-556-8164. The report describes security practices and procedures at the Auraria Higher Education Center and other Community College of Denver Satellite Locations, and lists crime statistics for the most recent calendar year and the two preceding calendar years. Since 1992, these institutions have been required to report each year on the status of campus security to all current students and employees.

Campus Crime Information

During the past three years, the following crimes were reported to have been committed on the Auraria Higher Education Center Campus and, CCD Center for Allied Health and Nursing at Lowry. CCD strives to provide a safe and healthy environment that enhances the learning process. Each student and employee should be able to attend classes, work on campus and participate in activities with a feeling that they are in an environment that is safe and secure. The college provides to all prospective students and CCD employees the Campus Security Policies and Procedures and the most recent campus crime statistics. This is part of the Federal Law No.101-542, the Student Right-to-Know and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1999 (formerly the Campus Security Act of 1990).

Reported criminal offenses on the Auraria Campus **

Offense	2007	2008	2009
Murder	0	0	0
Manslaughter	0	0	0
Sex Offences: Forcible	1*	1*	4*
Sex Offences: Non-Forcible	0	0	0
Robbery	2	1	2
Aggravated Assault	2	0	4
Burglary	43	24	16
Vehicle theft	9	5	7
Hate Crimes	0	0	2
Arson	1	0	0

Arrests for the following reported crimes on the Auraria Campus **

Offense	2007	2008	2009
Liquor Law Violations	0	2	2
Drug Abuse Violations	21	10	18
Illegal Weapons Possession	1	1	1

* This was a forcible oral sexual assault.
** Does not include satellite locations.

Statement Regarding Registered Sex Offenders

Colorado Revised Statuses requires that "each institution of post secondary education in the state shall provide a statement to its campus community identifying the name and location at which members of the community may obtain the law enforcement agency information collected pursuant to 19-3-412(6.3), C.R.S., concerning registered sex offenders."

Information concerning persons who are required by Colorado law to register as sex offenders, including registered sex offenders who are enrolled, employed, or volunteering at CCD, may be obtained from the Denver Police Department, 1331 Cherokee St. (720-913-2000) or the Auraria Campus Police (303- 556-3271).

CCD Sexual Harassment Policies

Within the provisions of our Policies and Practices, CCD assures that all employees and students or users of college facilities are able to enjoy a campus environment free of all forms of unlawful discrimination.

It is CCD's intent that no employee or student, male or female, shall be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. It is the employees' role and responsibility to address concerns of sexual harassment and to discourage inappropriate behavior in the classroom and workplace. In general, guidelines for determining sexual harassment are as follows:

- Unwelcome sexual advances, requests for sexual favors and other similar verbal, visual, or physical conduct.
- Submission being expressed or implied as a condition of employment or education.
- Interference with an individual's work or academic performance or creating a hostile, intimidating or offensive working or learning environment.
- Such conduct or behavior was known by the actor to be unwelcome, harmful or offensive; or a person of average sensibilities would clearly have understood that the behavior or conduct was unwelcome, harmful or offensive.

If you believe that you may have been a victim of sexual harassment you should:
- Immediately inform the alleged offender to stop the unwelcome, harmful or offensive behavior
- Contact the Director of CCD Human Resources.

Auraria Campus Sexual Assault Policy

I. **Statement of Purpose:** This Policy was developed corroboratively by the Auraria Higher Education Center ("Center") and its constituent institutions—the Community College of Denver, the Metropolitan State College of Denver, and the University of Colorado Denver—for the purpose of implementing provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.C.S. ß 1092(f), relating to the response of the Auraria Campus Police Department and the constituent institutions to students who are victims of sexual assault. The Auraria Campus is committed to responding appropriately to all reports of sexual assaults and to working collaboratively with other law enforcement and government and community agencies.

In the development of this Policy, the Auraria Campus also collaborated with the Sexual Assault Interagency Council and adhered to the spirit of the Denver Sexual Assault Response Protocol, which was signed by the chief executives of the constituent institutions on November 7, 2005. This Protocol is available online at http://www.denversaic.org.

This Policy provides general guidelines for responding to students of the constituent institutions who are victims of sexual assault on the Auraria Campus or during other institutionally-sponsored ac-

tivities. For institution-specific procedures and resources, contact the following representatives or campus judicial officers:

Community College of Denver | 303-352-3037
Director of Human Resources
Office of Human Resources, Administration Building (AD) 310
CCD Campus Box 240, PO Box 173363, Denver, CO 80217-3363

University of Colorado Denver | 303-556-3399
Assistant Director of Students, Student Conduct
Office of Student Life, Tivoli 303
UC Denver Box 83, PO Box 173364, Denver, CO 80217-3364

Metropolitan State College of Denver | 303-556-3559
Assistant Dean of Student Life, Judicial Officer
Office of Student Life, Tivoli 311
Campus Box 74, PO Box 173362, Denver, CO 80217-3362

Auraria Higher Education Center | 303-556-5000
Chief of Police
Auraria Campus Police Department
1201 5th Street
Campus Box E , PO Box 173361, Denver, CO 80217-3361

II. Policy Statement: The Center and its constituent institutions prohibit sexual assault, attempted sexual assault and other sexual offenses on property owned or controlled by the Center or its constituent institutions, at institutionally-sponsored or supervised activities, or at functions of recognized student organizations. The Federal Bureau of Investigation's National Incident Based Reporting System of the Uniform Crime Report defines a sex offense in general as "any sexual act directed against another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent."

Penalties for violations of this policy or the internal polices of the Center or its constituent institutions by their employees or students are determined by their specific internal policies and procedures but may include termination or expulsion for instances of sexual assault or attempted sexual assault, and lesser penalties, including suspension, probation and assessment of financial penalties for other offenses, as appropriate.

III. Sexual Assault Prevention on the Auraria Campus: The Auraria Campus institutions provide ongoing education about sexual assaults and prevention through new student orientation programs that take place during each fall and spring semester, and through scheduled educational programming through campus activities offices. The Auraria Campus Police Department offers sexual assault education and information programs to Auraria Campus students and employees upon request. For Center or institution specific information or literature on sexual assault education and campus response, contact the representatives listed in Section I of this Policy.

IV. Sexual Assaults / Offenses: Students who believe they have been the victims of a sexual assault or attempted sexual assault on the Auraria Campus should first ensure that they are in a place that is safe and that they are receiving any necessary medical treatment.

Students should report any incident of sexual assault or attempted sexual assault immediately to the Auraria Campus Police Department at 303-556-5000, or by dialing '911' from any campus telephone. Reports may be made anonymously. Students may also report to their institution's representative listed in Section I, a faculty member or an administrative official. In the interests of campus safety, the representative, faculty or staff member should immediately notify the Auraria Campus Police of the incident and also may be required to report the incident in accordance with their institution's internal policies—see paragraph V.5 below. The identity of the student involved in or reporting the incident is not essential for reporting—see paragraph V.6 below.

If they wish, students may have the assistance of campus administrative staff in reporting incidents of sexual assault. Care should be taken in such instances to file the report as soon as possible after the incident and to preserve all physical evidence of the crime to aid in the police investigation. These procedures are particularly important in the case where the assailant is unknown to the victim and may be a threat to the campus community.

V. Options for Student Victim of Sexual Assaults / Other Sexual Offenses: The victim of an alleged sexual assault, a threatened sexual assault, or other sexual offenses on the Auraria Campus has several options that may be pursued individually or in combination with other options:

1. To get immediate crisis counseling (24 hours a day) contact the Rape Assistance and Awareness Program (RAAP) hotline 303-322-7273.

2. To file criminal charges with the police department. (In this case, the victim will likely be interviewed by police investigators and possibly by government attorneys, and if the case goes to trial, will likely be called to testify in court.)

3. To file a civil lawsuit or restraining order request against the accused. (In this case, the victim may need a private attorney to assist with these options, and the victim will likely be required to give testimony in court.)

4. To file charges against an accused assailant through the Center or institution's appropriate process. If the victim chooses this option, he or she can expect:

    a. To be interviewed by an official designated by the Center or institution, who will develop a written incident statement and explain the complaint and disciplinary process;

    b. To be notified whether the charge will result in a hearing following the preliminary review by the Center or institution's officials;

    c. To give testimony and to answer questions about the case before an official or board, the accused and an advocate for the accused, should the charge result in a hearing;

    d. To be afforded those rights available to the accused as outlined in the Center or institution's specific student code of conduct or employment policies;

    e. That both the victim and the accused will be informed of the outcome, except when prohibited by law, of any hearing that may take place;

    f. That the incident may be referred for criminal prosecution independent of the Center or institution's internal process.

5. Inform Center or institution officials without filing formal charges. However, the Center or institution may have a legal obligation to investigate the incident and take action against the accused. In that case, the victim can have the same expectations as described in subparagraphs 4.a-f above.

6. Make an anonymous report to a campus official without including student identifiers.

Special notes:

1. Student victims have the option to request adjustments to their academic schedules after a reported sexual assault, if such changes are reasonably available. Each such request will be handled on a case-by-case basis by the student's institution.

2. Both the accuser and the accused are entitled to the same opportunities to have others present during any disciplinary hearing.

3. Both the accuser and the accused will be informed of the outcome, except when prohibited by law, of any Center or institutional disciplinary proceeding that is brought alleging a sex offense.

VI. Support for Victims: Students who are victims of sexual offenses have access to various confidential counseling options with staff that are specifically trained in the area of sexual offenses and crisis intervention. Victims of sexual offenses can be seen confiden-

tially through the Health Center at Auraria. During regular business hours, victims should call the Health Center at 303-556-2525 for immediate care or an appointment. After hours, victims should seek immediate assistance from Denver Health Medical Center at 8th and Bannock in Denver. For additional resources, see below or contact the institutional representative listed in Section I.

ON THE AURARIA CAMPUS:
Health Center at Auraria, Plaza 150
303-556-2525
(available to any student—fees may apply)
http://www.mscd.edu/student/resources/health/

The Phoenix Center at Auraria, Tivoli Student Center, 227
Main Office: 303-556-6011
24/7 helpline: 303-556-CALL (2255),
www.pcauraria@gmail.com, www.thepca.org

Dean of Student Development
303-556-3605

LOCAL LAW ENFORCEMENT AGENCIES:
Denver District Attorney's Office
720-913-9000
Victims Compensation: 720-913-9253
www.denverda.org

Denver Police Department
Emergency: 911
TDD/TTY: 720-913-2000
Non-Emergency: 720-913-2000
Victim Assistance Unit: 720-913-6035
Sex Crimes Unit: 720-913-6050
Sex Crimes Hotline: 720-913-6359
www.denvergov.org/police

COMMUNITY AGENCIES/RESOURCES AVAILABLE IN THE DENVER/METRO AREA:
Colorado Coalition against Sexual Assault (CCASA)
303-861-7033
www.ccasa.org

Denver Center for Crime Victims
Hotline: 303-894-8000
TTY: 303-860-9555
Administrative line: 303-894-0660
www.denvervictims.org

Moving to End Sexual Assault (MESA)
(formerly the Boulder County Rape Crisis Team)
Hotline: 303-443-7300
Administrative Office: 303-443-0400
www.joinmesa.org

Rape Assistance and Awareness Program (RAAP)
Hotline: 303-322-7273
Spanish: 303-329-0031
TTY: 303-329-0023
Administrative Office: 303-329-9922 (M-F 9am-5pm)
www.raap.org

WINGS Foundation
303-238-8660
(Survivors of childhood sexual abuse; support groups for men and women.)
Toll free: 800-373-8671
www.wingsfound.org

COMMUNITY SPECIFIC SERVICES/RESOURCES:
Anti-Violence Project of Colorado
303-839-5204
(gay, lesbian, bisexual & transgender)
24-hour crisis: 303-852-5094/1-888-557-4441

Academic Centers

Center for Language, Arts & Behavioral Sciences

Amy Beth Rell, Dean 303-556-2473
Art
Lincoln Phillips 303-556-2530
lincoln.phillips@ccd.edu
Behavioral Sciences
(Anthropology, Psychology, Sociology)
Roger Carver 303-352-3055
roger.carver@ccd.edu
Communications (Speech), Theatre
Kristi Strother...303-556-5495
kristi.strother@ccd.edu
English, Journalism
Stephen Thomas..303-556-3748
stephen.thomas@ccd.edu
World Languages
Maria Langley 303-556-3855
maria.langley@ccd.edu
Graphic Design
John Kjos 303-352-3075
john.kjos@ccd.edu
History, Humanities, Literature, Philosophy
Michael Mackey 303-556-3860
michael.mackey@ccd.edu
Human Services
Jeronimo Fransua...303-556-2423
jeronimo.fransua@ccd.edu
Music
Cathleen Whiles 303-556-3856
cathleen.whiles@ccd.edu
Paralegal
Stacey Beckman..303-352-3054
stacey.beckman@ccd.edu...

Center for Career & Technical Education

Christopher Budden, EdD, Dean 303-352-3221
Accounting
Diane Lewis-Lamb 303-352-3080
diane.lewis-lamb@ccd.edu
Aerospace..303-556-2487
Business Administration, Economics, Political Science
Carol Miller, Ph.D. 303-556-6858
carol.miller@ccd.edu
Business Technology
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Program Titles or Course Prefixes

Accounting	ACC
Aerospace	AER
American Sign Language	ASL
Anthropology	ANT
Architecture/Engineering/ Construction	AEC
Arabic	ARA
Art	ART
Astronomy	AST
Biology	BIO
Business Administration	BUS, MAN, MAR
Business Technology	BTE
Chemistry	CHE
Chinese	CHI
Communications	COM
Community Health Worker	CHW
Computed Tomography	RTE
Computer Information Systems	CIS
Computer Networking	CNG
Computer Science	CSC
Computer Web	CWB
Criminal Justice	CRJ
Critical Care Nursing	CCN
Dance	DAN
Dental Hygiene	DEH
Early Childhood Education	ECE
Economics	ECO
Education	EDU
Electroneurodiagnostic Technologist	END
Electronics	ELT
Emergency Medical Services	EMS
Energy	ENY
Engineering Graphics	CAD, EGT, TEC
English	ENG
English as a Second Language (ESL)	ESL
Electronics	ELT
French	FRE
General Education Development	GED
Geography	GEO
German	GER
Geology	GEY
Graphic Design & Multimedia	MGD
Health & Wellness	HWE

Health Professions	HPR
History	HIS
Health Information Technology	HIT
Human Services	HSE
Humanities	HUM
Italian	ITA
Japanese	JPN
Journalism	JOU
Literature	LIT
Machine Technologies	MAC
Mathematics	MAT
Medical Office Technology	MOT
Music	MUS
Nurse Aide	NUA
Nursing	NUR
Occupational Safety	OSH
Paralegal	PAR
Philosophy	PHI
Physics	PHY
Political Science	POS
Practical Nursing	NUR
Psychology	PSY
Radiation Therapy	RTH
Radiologic Technology	RTE
Reading	AAA, REA
Science	SCI
Sociology	SOC
Spanish	SPA
Theatre	THE
Veterinary Technology	VET
Fabrication Welding	WEL

Certificates & Degrees

STATEWIDE TRANSFER DEGREE PROGRAMS

Community College of Denver students who follow the prescribed program in the following areas will be able to transfer their degrees and enroll as juniors in any Colorado public four-year program: Business, Economics, History, Mathematics, Psychology (both AA and AS), Spanish, a General Associate of Arts and a General Associate of Science. All courses must be completed with a grade of "C" or better. Course substitutions are not permitted with any Statewide Transfer Degree Plan.

Business Associate of Arts Degree Plan

Required Courses That Fulfill General Education Requirements:			**37**
Communication			**6**
ENG 121	English Composition I:	GT-CO1	3
ENG 122	English Composition II:	GT-CO2	3
Mathematics			**8**
MAT 121	College Algebra:	GT-MA1	4
	or		
MAT 123	Finite Mathematics:	GT-MA1	
MAT 125	Survey of Calculus:	GT-MA1	4
	or		
	a higher level Calculus course		
Arts & Humanities			**6**
Two guaranteed transfer Arts & Humanities courses			
ART 110, 111, 112		GT-AH1	
MUS 120, 121, 122, 123		GT-AH1	
THE 105, 211, 212		GT-AH1	
HUM 115, 121, 122, 123		GT-AH2	
LIT 115, 201, 202, 205, 211, 212, 225		GT-AH2	
PHI 111, 112, 113, 114, 218		GT-AH3	
FRE 211, 212		GT-AH4	
GER 211, 212		GT-AH4	
ITA 211, 212		GT-AH4	
JPN 211, 212		GT-AH4	
SPA 211, 212		GT-AH4	
History			**3**
One guaranteed transfer History course		GT-HI1	
HIS 101, 102, 111, 112, 201, 202, 225, 236, 243, 244, 247, 249, 255			
Social & Behavioral Sciences			**6**
ECO 201	Principles of Macroeconomics:	GT-SS1	3
ECO 202	Principles of Microeconomics:	GT-SS1	3
Natural & Physical Sciences			**8**
Two guaranteed transfer Natural & Physical			
Sciences courses		GT-SC1/GT-SC2	
AST 101, 102			
BIO 105, 111, 112, 201, 202, 204, 220, 221			
CHE 101, 102, 111, 112			
GEY 111, 121			
PHY 105, 111, 112, 211, 212			
SCI 155, 156			

Additional Required Courses		**23**
ACC 121	Accounting Principles I	4
ACC 122	Accounting Principles II	4
BUS 115	Introduction to Business	3
BUS 216	Legal Environment of Business	3
BUS 217	Business Communications and Report Writing	3
BUS 226	Business Statistics	3
COM 115	Public Speaking	3
	Total	**60**

NOTE: Course substitutions are not permitted for any Statewide Transfer Degree program.

Economics Associate of Arts Degree Plan

Required Courses That Fulfill General Education Requirements:			**37**
Communication			**6**
ENG 121	English Composition I:	GT-CO1	3
ENG 122	English Composition II:	GT-CO2	3
Mathematics			**5**
MAT 201	Calculus I:	GT-MA1	5
Arts & Humanities			**9**
Three guaranteed transfer Arts & Humanities courses			
ART 110, 111, 112		GT-AH1	
MUS 120, 121, 122, 123		GT-AH1	
THE 105, 211, 212		GT-AH1	
HUM 115, 121, 122, 123		GT-AH2	
LIT 115, 201, 202, 205, 211, 212, 225		GT-AH2	
PHI 111, 112, 113, 114, 218		GT-AH3	
FRE 211, 212		GT-AH4	
GER 211, 212		GT-AH4	
ITA 211, 212		GT-AH4	
JPN 211, 212		GT-AH4	
SPA 211, 212		GT-AH4	
History			**3**
One guaranteed transfer History course		GT-HI1	
HIS 101, 102, 111, 112, 201, 202, 225, 236, 243, 244, 247, 249, 255			
Social & Behavioral Sciences			**6**
ECO 201	Principles of Macroeconomics:	GT-SS1	3
ECO 202	Principles of Microeconomics:	GT-SS1	3
Natural & Physical Sciences			**8**
Two guaranteed transfer Natural & Physical			
Sciences courses		GT-SC1/GT-SC2	
AST 101, 102			
BIO 105, 111, 112, 201, 202, 204, 220, 221			
CHE 101, 102, 111, 112			
GEY 111, 121			
PHY 105, 111, 112, 211, 212			
SCI 155, 156			
Additional Required Courses			**3**
MAT 135	Introduction to Statistics:	GT-MA1	3
Electives			**20**
Please see an advisor or department chair for appropriate electives for this program.			
	Total		**60**

NOTE: Course substitutions are not permitted for any Statewide Transfer Degree program.

History Associate of Arts Degree Plan

Required Courses That Fulfill General Education Requirements: **34**

Communication			**6**
ENG 121	English Composition I:	GT-CO1	
	and	GT-CO2	
ENG 122	English Composition II:		
	or		
ENG 122	English Composition II:	GT-CO3	
	and a GT-CO3 course		
ENG 201	English Composition III:	GT-CO3	

Mathematics			**3**
One guaranteed transfer Mathematics course but not			
MAT 155 or MAT 156			
MAT 120, 121, 123, 125, 135, 201, 202, 204		GT-MA1	

Arts & Humanities			**9**
Three guaranteed transfer Arts & Humanities courses			
ART 110, 111, 112		GT-AH1	
MUS 120, 121, 122, 123		GT-AH1	
THE 105, 211, 212		GT-AH1	
HUM 115, 121, 122, 123		GT-AH2	
LIT 115, 201, 202, 205, 211, 212, 225		GT-AH2	
PHI 111, 112, 113, 114, 218		GT-AH3	
FRE 211, 212		GT-AH4	
GER 211, 212		GT-AH4	
ITA 211, 212		GT-AH4	
JPN 211, 212		GT-AH4	
SPA 211, 212		GT-AH4	

History			**3**
HIS 101	Western Civ: Antiquity-1650:	GT-HI1	
	or		
HIS 111	The World: Antiquity-1500:	GT-HI1	

Social & Behavioral Sciences			**6**
Two guaranteed transfer Social & Behavioral Sciences courses			
ECO 201, 202		GT-SS1	
POS 105, 111, 125, 205		GT-SS1	
GEO 105		GT-SS2	
ANT 101, 107, 111, 201, 215		GT-SS3	
JOU 105		GT-SS3	
PSY 101, 102, 205, 217, 226, 227, 235, 238, 240, 249		GT-SS3	
SOC 101, 102, 205, 207, 215, 216, 218, 220, 231, 237		GT-SS3	

Natural & Physical Sciences			**7**
Two guaranteed transfer Natural & Physical			
Sciences courses		GT-SC1/GT-SC2	
AST 101, 102			
BIO 105, 111, 112, 201, 202, 204, 220, 221			
CHE 101, 102, 111, 112			
GEY 111, 121			
PHY 105, 111, 112, 211, 212			
SCI 155, 156			

Additional Required Courses			**15**
HIS 102	Western Civ: 1650-Present:	GT-HI1	3
	or		
HIS 112	The World: 1500-Present:	GT-HI1	
HIS 201	US History to Reconstruction:	GT-HI1	3
HIS 202	US History since the Civil War	GT-HI1	3
One additional guaranteed transfer History course			3
HIS 225, 236, 243, 244, 247, 249, 255		GT-HI1	
COM 115	Public Speaking		3
	or		
COM 125	Interpersonal Communications		

Electives	**11**

Please see an advisor or department chair for appropriate electives for this program.

	Total	**60**

NOTE: Course substitutions are not permitted for any Statewide Transfer Degree program.

Mathematics Associate of Science Degree Plan

Required Courses That Fulfill General Education Requirements: **39**

Communication			**6**
ENG 121	English Composition I:	GT-CO1	
ENG 122	English Composition II:	GT-CO2	
	or		
ENG 122	English Composition II:	GT-CO2	
	and a GT-CO3 course		
ENG 201	English Composition III:	GT-CO3	

Mathematics			**5**
MAT 201	Calculus I:	GT-MA1	

Arts & Humanities			**9**
Three guaranteed transfer Arts & Humanities courses			
ART 110, 111, 112		GT-AH1	
MUS 120, 121, 122, 123		GT-AH1	
THE 105, 211, 212		GT-AH1	
HUM 115, 121, 122, 123		GT-AH2	
LIT 115, 201, 202, 205, 211, 212, 225		GT-AH2	
PHI 111, 112, 113, 114, 218		GT-AH3	
FRE 211, 212		GT-AH4	
GER 211, 212		GT-AH4	
ITA 211, 212		GT-AH4	
JPN 211, 212		GT-AH4	
SPA 211, 212		GT-AH4	

History			**3**
One guaranteed transfer History course		GT-HI1	
HIS 101, 102, 111, 112, 201, 202, 225, 236, 243, 244, 247, 249, 255			

Social & Behavioral Sciences			**6**
Two guaranteed transfer Social & Behavioral Sciences courses			
ECO 201, 202		GT-SS1	
POS 105, 111, 125, 205		GT-SS1	
GEO 105		GT-SS2	
ANT 101, 107, 111, 201, 215		GT-SS3	
JOU 105		GT-SS3	
PSY 101, 102, 205, 217, 226, 227, 235, 238, 240, 249		GT-SS3	
SOC 101, 102, 205, 207, 215, 216, 218, 220, 231, 237		GT-SS3	

Natural & Physical Sciences			
PHY 211	Physics: Calculus-based I with Lab:	GT-SC1	5
PHY 212	Physics: Calculus-based II with Lab:	GT-SC1	5

Additional Required Courses			**16-17**
COM 115	Public Speaking		3
	or		
COM 125	Interpersonal Communication		3
MAT 202	Calculus II:	GT-MA1	5
MAT 203*	Calculus III: (*not available at CCD)	GT-MA1	4-5
	or		
MAT 204	Calculus III with		
	Engineering Applications	GT-MA1	
CSC 160	Computer Science I		4

Electives	**4-5**

Please see an advisor or department chair for appropriate electives for this program.

	Total	**60**

NOTE: Course substitutions are not permitted for any Statewide Transfer Degree program.

Psychology Associate of Arts Degree Plan

Required Courses That Fulfill General Education Requirements: **34-36**

Communication			**6**
ENG 121	English Composition I:	GT-CO1	
	and	GT-CO2	
ENG 122	English Composition II:		
	or		
ENG 122	English Composition II:	GT-CO3	
	and a GT-CO3 course		
ENG 201	English Composition III:	GT-CO3	
Mathematics			**3-4**
MAT 121	College Algebra:	GT-MA1	
Arts & Humanities			**9**

Three guaranteed transfer Arts & Humanities courses
No more than two (2) courses from any one category

ART 110, 111, 112	GT-AH1
MUS 120, 121, 122, 123	GT-AH1
THE 105, 211, 212	GT-AH1
HUM 115, 121, 122, 123	GT-AH2
LIT 115, 201, 202, 205, 211, 212, 225	GT-AH2
PHI 111, 112, 113, 114, 218	GT-AH3
FRE 211, 212	GT-AH4
GER 211, 212	GT-AH4
ITA 211, 212	GT-AH4
JPN 211, 212	GT-AH4
SPA 211, 212	GT-AH4

History		**3**

One guaranteed transfer History course   GT-HI1
HIS 101, 102, 111, 112, 201, 202, 225, 236, 243, 244, 247, 249, 255

Social & Behavioral Sciences		**6**

Two guaranteed transfer Social & Behavioral Sciences courses

ECO 201, 202	GT-SS1
POS 105, 111, 125, 205	GT-SS1
GEO 105	GT-SS2
ANT 101, 107, 111, 201, 215	GT-SS3
JOU 105	GT-SS3

PSY courses - see Additional Required Courses below

SOC 101, 102, 205, 207, 215, 216, 218, 220, 231, 237	GT-SS3

Natural & Physical Sciences		**7**

One guaranteed transfer BIOLOGY - must be
GT-SC1 (course with lab)   GT-SC1-BIO
BIO 105, 111, 112, 201, 202, 204, 220, 221
One guaranteed transfer Natural & Physical Sciences
course of the student's choosing   GT-SC1/GT-SC2

AST 101, 102
CHE 101, 102, 111, 112
GEY 111, 121
PHY 105, 111, 112, 211, 212
SCI 155, 156

Additional Required Courses			**18**
PSY 101	General Psychology I:	GT-SS3	3
PSY 102	General Psychology II:	GT-SS3	3
Three guaranteed transfer PSYCHOLOGY courses		GT-SS3	9
PSY 205, 217, 226, 227, 235, 238, 240, 249			
COM 115	Public Speaking		3
	or		
COM 125	Interpersonal Communications		
Electives			**6-8**

Please see an advisor or department chair for appropriate electives for this program.

Total	**60**

NOTE: Course substitutions are not permitted for any Statewide Transfer Degree program.

Psychology Associate of Science Degree Plan

Required Courses That Fulfill General Education Requirements: **38**

Communication			**6**
ENG 121	English Composition I:	GT-CO1	
	and	GT-CO2	
ENG 122	English Composition II:		
	or		
ENG 122	English Composition II:	GT-CO3	
	and a GT-CO3 course		
ENG 201	English Composition III:	GT-CO3	
Mathematics			**4**
MAT 121	College Algebra:	GT-MA1	
Arts & Humanities			**3**
PHI 111	Introduction to Philosophy	GT-AH3	
	or		
PHI 112	Ethics	GT-AH3	

Six additional credits from at least two different categories of
guaranteed transfer Arts & Humanities courses   **6**

ART 110, 111, 112	GT-AH1
MUS 120, 121, 122, 123	GT-AH1
THE 105, 211, 212	GT-AH1
HUM 115, 121, 122, 123	GT-AH2
LIT 115, 201, 202, 205, 211, 212, 225	GT-AH2
PHI 113, 114, 218	GT-AH3
FRE 211, 212	GT-AH4
GER 211, 212	GT-AH4
ITA 211, 212	GT-AH4
JPN 211, 212	GT-AH4
SPA 211, 212	GT-AH4

History		**3**

One guaranteed transfer History course   GT-HI1
HIS 101, 102, 111, 112, 201, 202, 225, 236, 243, 244, 247, 249, 255

Social & Behavioral Sciences		**6**

Two guaranteed transfer Social & Behavioral Sciences courses

ECO 201, 202	GT-SS1
POS 105, 111, 125, 205	GT-SS1
GEO 105	GT-SS2
ANT 101, 107, 111, 201, 215	GT-SS3
JOU 105	GT-SS3
PSY 205, 217, 226, 227, 235, 238, 240, 249	GT-SS3
SOC 101, 102, 205, 207, 215, 216, 218, 220, 231, 237	GT-SS3

Natural & Physical Sciences			
BIO 111	General College Biology I (with lab)	GT-SC1	5
CHE 111	General College Chemistry (with lab)	GT-SC1	5
Additional Required Courses			**9**
PSY 101	General Psychology I:	GT-SS3	3
PSY 102	General Psychology II:	GT-SS3	3
COM 115	Public Speaking		3
	or		
COM 125	Interpersonal Communications		
Electives			**13**

Please see an advisor or department chair for appropriate electives for this program.

Total	**60**

NOTE: Course substitutions are not permitted for any Statewide Transfer Degree program.

Spanish Associate of Arts Degree Plan

Required Courses That Fulfill General Education Requirements: **34**

Communication			**6**
ENG 121	English Composition I:	GT-CO1	
	and	GT-CO2	
ENG 122	English Composition II:		

	or		
ENG 122	English Composition II:	GT-CO3	
	and a GT-CO3 course		
ENG 201	English Composition III:	GT-CO3	
Mathematics			**3**

One guaranteed transfer Mathematics course but not MAT 155 or MAT 156

MAT 120, 121, 123, 125, 135, 201, 202, 204	GT-MA1	
Arts & Humanities		**9**
SPA 211	Spanish Language III:	GT-AH4	3
SPA 212	Spanish Language IV:	GT-AH4	3
One guaranteed transfer Arts & Humanities course		3

ART 110, 111, 112	GT-AH1
MUS 120, 121, 122, 123	GT-AH1
THE 105, 211, 212	GT-AH1
HUM 115, 121, 122, 123	GT-AH2
LIT 115, 201, 202, 205, 211, 212, 225	GT-AH2
PHI 111, 112, 113, 114, 218	GT-AH3
FRE 211, 212	GT-AH4
GER 211, 212	GT-AH4
ITA 211, 212	GT-AH4
JPN 211, 212	GT-AH4
SPA courses - see Additional Required Courses above and below	

*PLEASE NOTE: Those students who have a higher proficiency level than is required for SPA 211 or SPA 212 should substitute other Arts & Humanities courses. Heritage speakers may want to substitute SPA 261(Grammar-Heritage Lang Speaker) and SPA 262 (Comp-Heritage Lang Speaker), if available.

History			**3**
HIS 244	History of Latin America	GT-HI1	
	or another guaranteed transfer History course (GT-HI1)		
	focusing on the Spanish-speaking world (non-U.S.) or		
	another guaranteed transfer non-U.S. History course.		
	(Please see an Educational Case Manager for assistance.)		
Social & Behavioral Sciences			**6**

Two guaranteed transfer Social & Behavioral Sciences courses

ECO 201, 202	GT-SS1
POS 105, 111, 125, 205	GT-SS1
GEO 105	GT-SS2
ANT 101, 107, 111, 201, 215	GT-SS3
JOU 105	GT-SS3
PSY 101, 102, 205, 217, 226, 227, 235, 238, 240, 249	GT-SS3
SOC 101, 102, 205, 207, 215, 216, 218, 220, 231, 237	GT-SS3
Natural & Physical Sciences	**7**

Two guaranteed transfer Natural & Physical Sciences courses. One of these courses must have the required laboratory - GT-SC1   GT-SC1/GT-SC2

AST 101, 102
BIO 105, 111, 112, 201, 202, 204, 220, 221
CHE 101, 102, 111, 112
GEY 111, 121
PHY 105, 111, 112, 211, 212
SCI 155, 156

Additional Required Courses			**13**
SPA 111	Spanish Language I		5
SPA 112	Spanish Language II		5

*PLEASE NOTE: SPA 111 or SPA 112 may be waived, based on a student's proficiency level. Students should consult a departmental advisor at the four-year college or university.

COM 115	Public Speaking (recommended)	3
	or	
COM 125	Interpersonal Communications	

Electives	**11**

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

Total	**60**

NOTE: Course substitutions are not permitted for any Statewide Transfer Degree program.

ASSOCIATE OF GENERAL STUDIES DEGREE

The Community College of Denver offers the Associate of General Studies Generalist degree. It requires lower-division core general education courses that transfer to all majors at all state baccalaureate colleges and universities. Only grades of "C" or better are acceptable for the core general education requirements. Up to four credits of physical education may apply toward this degree.

Associate of General Studies Generalist Degree (AGS-G)

In addition to the general education core requirements, the degree allows students to self-select 18-26 credits of transfer and/or Career and Technical Education (CTE) courses. The general education core courses fully meet the general education requirements of all baccalaureate schools. Transferability of career courses is not guaranteed. If students select this option, they should consult with a faculty advisor or educational case manager. A student can complete this program in four semesters, going full time and carrying the required number of hours. A student may choose, because of personal circumstances, to extend the amount of time for completion.

Any CCD career/CTE course from any CCD location may count as an elective for the AGS-G degree. Advising is available in Plaza 262.

Program Admission Requirements
See individual articulated degree options.

Credit Hours
Credits are the hours of credit awarded to the course. An associate degree requires a minimum of 60 credits. Credit hours in parenthesis, e.g., (3), are options from which students may choose. They are not included in the total credit hours listed below. An average full-time student course load is 15 credit hours. An AGS degree takes four semesters of 15 credits each semester, assuming that all courses count toward the degree.

Associate of General Studies Degree, Generalist
Auraria Campus

AGS Liberal Arts Core
Core course requirements may NOT be waived or substituted.

AGS Degree Program Requirements
Communications

You must take both ENG courses and one COM course.		**9**
Intro. Writing Course		
ENG 121	English Composition I: GT-CO1	
Intermediate Writing Course		
ENG 122	English Composition II: GT-CO2	

COM course requirement is a Colorado Community College System requirement and is in addition to the State Guaranteed General Education Transfer Courses. IT IS NOT GUARANTEED TO TRANSFER.

COM 115	Public Speaking	
OR		
COM 125	Interpersonal Communication	
Mathematics		**3-5**

You must take one course from the list below.

MAT 120, MAT 121, MAT 122, MAT 123, MAT 135, MAT 155*, MAT 156*, MAT 201, MAT 202, MAT 204, MAT 266: GT-MA1

* MAT 155 and MAT 156 must BOTH be taken to meet the core math requirements.

Arts & Humanities	9

Select 3 courses from the following with no more than 2 courses from one category:

Arts & Humanities:

ART 110, 111, 112:	GT-AH1
MUS 120, 121, 122, 123:	GT-AH1
THE 105, 211, 212:	GT-AH1

Literature and Humanities:

HUM 115, 121, 122, 123:	GT-AH2
LIT 115, 201, 202, 205, 211, 212, 225:	GT-AH2

Ways of Thinking

PHI 111, 112, 113, 114, 218:	GT-AH3

Foreign Languages

ARA 111, 112, 211, 212	
CHI 111, 112, 211, 212	
FRE 111, 112, 211, 212:	GT-AH4
GER 111, 112, 211, 212:	GT-AH4
ITA 111, 112, 211, 212:	GT-AH4
JPN 111, 112, 211, 212:	GT-AH4
SPA 111, 112, 211, 212:	GT-AH4

History

You must take a minimum of one course from the list below.

HIS 101, 102, 111, 112, 201, 202, 225, 236, 243, 244, 247, 249, 255:	GT-HI1

Social & Behavioral Sciences

You must take two courses (minimum 6 credits) from this list.

Economic and Political Systems

ECO 201, 202:	GT-SS1
POS 105, 111, 125, 205:	GT-SS1

Geography

GEO 105:	GT-SS2

Human Behavior and Social Systems

ANT 101, 107, 111, 201, 215:	GT-SS3
JOU 105: GT-SS3	
PSY 101, 102, 205, 217, 226, 227, 235, 238, 240, 249:	GT-SS3
SOC 101, 102, 205, 207, 215, 216, 218, 220, 231, 237:	GT-SS3

Natural and Physical Sciences	4-5

Select 1 laboratory-based course from the following:

AST 101, 102:	GT-SC1
BIO 105, 111, 112, 201, 202, 204, 208, 220, 221:	GT-SC1
CHE 101, 102, 111, 112:	GT-SC1
GEY 111, 121:	GT-SC1
PHY 105, 111, 112, 211, 212:	GT-SC1
SCI 155 AND SCI 156	

Electives

18-26 additional credits needed to reach at least 60. Minimum of 6 credits must be 200 Level courses.

Total	**60**

Exactly 60 credits are required for the AGS degree. Credits above that amount might not transfer.

Please note: Any course whose number begins with "0" in any prefix will not meet requirements for the AGS-G degree. English and mathematics courses numbered before the core general education courses will not meet requirements for the AGS-G. All General Education courses must be completed with a C grade or better for all AGS degrees.

ASSOCIATE OF ARTS DEGREE AND PLANS OF STUDY
University Parallel, Transfer Program

An Associate of Arts (AA) degree provides a learning foundation in communications, social sciences, arts or humanities. Some students work toward the AA degree for purposes of personal enrichment. Many others plan to transfer to four-year colleges and universities to continue their work toward baccalaureate degrees and pre-professional training in such fields as law, business, education, the arts and social sciences. A student can complete this program in four semesters, going full-time and carrying the required number of hours. A student may choose, due to personal circumstances, to extend the amount of time for completion. The AA degree sometimes is referred to as a "university parallel" or "transfer" degree. The general education core requirements, when completed at CCD, meet the lower-division general education requirements of all public baccalaureate colleges and universities in Colorado. Students graduating with the AA degree may transfer into liberal arts programs in most public baccalaureate colleges and universities with junior standing. Courses to be counted toward the general education core curriculum must be completed with a grade of "C" or higher. Students planning to transfer should familiarize themselves with the full requirements of the school they plan to attend. These are available in the Transfer Center in South Classroom Building 134.

Student Performance Objectives for Transfer Education

Students will plan and write well-structured compositions demonstrating the writing capabilities to express, inform, analyze, evaluate, persuade, argue, conduct research, and use primary and secondary sources logically and stylistically. Students will compose and deliver oral presentations, providing ideas and information and using delivery skills suitable to the topic, purpose and audience. Students will demonstrate an understanding of speeches and be able to evaluate speeches. Students will read and think critically about a variety of interdisciplinary topics, demonstrating college-level reading skills in a variety of disciplines, including humanities, social sciences and the natural sciences. Students will demonstrate orally and in writing the critical thinking skills of analysis, synthesis and evaluation. Students will analyze and use numerical data and qualitative reasoning skills, including applying proper formulas to mathematical data and calculating results, illustrating quantitative data graphically, rearranging general formulas to solve for any missing information, and interpreting graphic data and assessing the importance of the portrayed trends.

AA Degree Program Entry

Students must apply for entry to the AA degree program. Students are encouraged to apply to a program by the time they have completed 12 credits of 100-level college-transfer courses. At the time of application, students are encouraged to identify an area of study. Students should contact the Academic Center that houses their program of interest to obtain an Education Planning Guide and meet with a faculty advisor or educational case manager.

We recommend that students meet frequently with the appropriate faculty advisor or educational case manager in the Center for Language, Arts and Behavioral Sciences, South Classroom Building 307, while completing degree requirements.

For the Associate of Arts - Economics, Political Science, Business Administration and Elementary Education areas of study, the appropriate faculty advisor or educational case manager is in the Center for Career and Technical Education, Plaza 262. For AA-Early Childhood Education the appropriate faculty advisor or educational case manager is in the Children's College.

Program Admission Requirements
1. Meet minimum assessment scores or prerequisites required for general education courses in the program.

2. Meet with a faculty program advisor or educational case manager and complete a signed Education Planning Guide.

AA Degree Program Requirements

Within the AA degree, the college offers a plan of study in the following areas: Art, Behavioral Sciences (other than Psychology), English/Journalism/Literature, World Languages, Graphic Design, Music, Political Science and Theatre. The same course may not count toward both the general education requirements and the area of study. An area of study consists of four identified courses in one academic area. If students do not select a plan of study or have fewer than 60 credit hours with their core courses and plan of study, they should take transfer electives (GT Pathways) as needed to complete the 60 credit hours required for the AA degree. Up to 4 credits of physical education may apply to this degree. All courses must be completed with a grade of "C" or better. All graduates of the AA degree must meet the following program requirements.

Associate of Arts Degree Plan

Required Courses That Fulfill General Education Requirements:		**37**
Written Communication		**6**
ENG 121	English Composition I:	GT-CO1
	and	GT-CO2
ENG 122	English Composition II:	
	or	
ENG 122	English Composition II:	GT-CO3
	and a GT-CO3 course	
ENG 201	English Composition III:	GT-CO3
Oral Communication		**3**
COM 115	Public Speaking	
	or	
COM 125	Interpersonal Communication	
	or	
COM 220*	Intercultural Communication (*not available at CCD)	
Mathematics		**3**
MAT 120 or higher		
Any guaranteed transfer Math course except MAT 155/156		
MAT 120, 121, 123, 125, 135, 201, 202, 204		GT-MA1
Arts & Humanities/Social & Behavioral Sciences Combined		**18**

(6-A&H and 6-S&B and 6-History including 3/Student Option)

Two guaranteed transfer Arts & Humanities courses from two different areas (GT-AH1, GT-AH2, GT-AH3, GT-AH4) and two guaranteed transfer Social & Behavioral Sciences courses from two different areas (GT-SS1, GT-SS2, GT-SS3) and one additional guaranteed transfer course from either Arts & Humanities or Social & Behavioral Sciences (GT-AH2, GT-AH3, GT-AH4, GT-HI1, GT-SS1, GT-SS2, GT-SS3) and one additional guaranteed transfer History course (GT-HI1)

Arts & Expression	GT-AH1
ART 110, 111, 112	
MUS 120, 121, 122, 123	
THE 105, 211, 212	
Literature & Humanities	GT-AH2
HUM 115, 121, 122, 123	
LIT 115, 201, 202, 205, 211, 212, 225	
Ways of Thinking	GT-AH3
PHI 111, 112, 113, 114, 218	
Foreign Language	GT-AH4
FRE 211, 212	
GER 211, 212	
ITA 211, 212	
JPN 211, 212	
SPA 211, 212	

History	GT-HI1
HIS 101, 102, 111, 112, 201, 202, 225, 236, 243, 244, 247, 249, 255	
Economic or Political Systems	GT-SS1
ECO 201, 202	
POS 105, 111, 125, 205	
Geography	GT-SS2
GEO 105 World Regional Geography:	
Human Behavior, Culture or Social Frameworks	GT-SS3
ANT 101, 107, 111, 201, 215	
JOU 105	
PSY 101, 102, 205, 217, 226, 227, 235, 238, 240, 249	
SOC 101, 102, 205, 207, 215, 216, 218, 220, 231, 237	
Natural & Physical Sciences	**7**
Two guaranteed transfer Natural & Physical Sciences courses including at least one lab course	GT-SC1/GT-SC2
AST 101, 102	
BIO 105, 111, 112, 201, 202, 204, 220, 221	
CHE 101, 102, 111, 112	
GEY 111, 121	
PHY 105, 111, 112, 211, 212	
SCI 155, 156	
Electives	**23**
Please see an advisor or department chair for appropriate electives for this program.	
Total	**60**

AA Degree Subject Area Plans of Study (Recommended)

An Plan of Study consists of at least 4 courses from the same or a related subject area (course prefix). Students should confer with faculty advisors in the areas of study in order to determine whether or not courses will transfer.

Art

ART 121	Drawing I	3
ART 221	Drawing II (Prerequisite ART 121, Drawing I)	3
ART 131	2-D Design	3
ART 132	3-D Design (Prerequisite ART 131, 2-D Design)	3
ART 151	Painting I (Prerequisite ART 131, 2-D Design)	3
ART 251	Painting II	
	(Prerequisite ART 151, Painting I and ART 131 or permission of the program chair)	3
	Total	**18**

The following may be taken as Art electives		4-7
ART 124	Watercolor I (Prerequisite ART 121, Drawing I)	(3)
ART 138	Film Photography I	(3)
ART 139	Digital Photography I	
	(Prerequisite MGD 101, Intro to Computer Graphics)	(3)
ART 128	Figure Drawing I (Prerequisite ART 121 Drawing I)	(3)
ART 252	Painting III	
	(Prerequisite ART 151, Painting I and ART 251 Painting II or permission of the program chair)	(3)
ART 253	Painting IV	
	(Prerequisite ART 151, Painting I and ART 251, Painting II or permission of the program chair)	(3)
MGD 101	Introduction to Computer Graphics	(3)
MGD 116	Typography I (Co-requisite MGD 101, Introduction to Computer Graphics)	(3)

Students choosing the AA Degree with electives in ART must elect to take the following courses from the Arts and Humanities list under the General Education Requirements. See the Educational Planning Guide available from your Faculty advisor.

ART 111	Art History Ancient to Medieval: GT-AH1		3
ART 112	Art History Renaissance to Modern: GT-AH1		3
	Total Art Area of Study		**24-26**

Behavioral Sciences

Select 4 courses, either from one option or from among the three options listed below. At least 6 credits of 200-level courses are recommended.

	Total		**12**
Anthropology (Choose 4)			
ANT 101	Cultural Anthropology:	GT-SS3	3
ANT 107	Introduction to Archaeology:	GT-SS3	3
ANT 111	Physical Anthropology:	GT-SS3	3
ANT 201	Introduction to Forensic Anthropology:	GT-SS3	3
ANT 215	Indians of North America	GT-SS3	3
ANT 225	Anthropology of Religion		3
ANT 260	Sex, Gender and Culture		3
Psychology (Choose 4)			
PSY 101	General Psychology I:	GT-SS3	3
PSY 102	General Psychology II:	GT-SS3	3
PSY 110	Career Development		3
PSY 112	Psychology of Adjustment		3
PSY 205	Psychology of Gender:	GT-SS3	3
PSY 207	Introduction to Forensic Psychology		3
PSY 217	Human Sexuality:	GT-SS3	3
PSY 226	Social Psychology:	GT-SS3	3
PSY 227	Psychology of Death and Dying:	GT-SS3	3
PSY 235	Human Growth and Development:	GT-SS3	3
PSY 238	Child Development:	GT-SS3	3
PSY 240	Health Psychology:	GT-SS3	3
PSY 249	Abnormal Psychology:	GT-SS3	3
PSY 258	Introduction to Neuropsychology		3
PSY 265	Psychology of Personality		3
PSY 268	Organizational Psychology		3
PSY 269	Psychology of Leadership		3
Sociology (Choose 4)			
SOC 101	Introduction to Sociology I:	GT-SS3	3
SOC 102	Introduction to Sociology II:	GT-SS3	3
SOC 201	Introduction to Gerontology		3
SOC 203	Urban Socio-Anthropology		3
SOC 205	Sociology of Family Dynamics.	GT- SS3	3
SOC 207	Environmental Sociology:	GT-SS3	3
SOC 210	Technology and Society		3
SOC 215	Contemporary Social Problems:	GT-SS3	3
SOC 216	Sociology of Gender:	GT-SS3	3
SOC 218	Sociology of Diversity:	GT-SS3	3
SOC 220	Sociology of Religion:	GT-SS3	3
SOC 223	Chicanos in a Changing Society		3
SOC 231	Sociology of Deviant Behavior:	GT-SS3	3
SOC 237	Sociology of Death and Dying:	GT-SS3	3
SOC 265	Violence and Culture		3

Early Childhood Education Transfer Degree

The following courses represent the statewide transfer agreement between the Colorado Community College System and all Colorado four-year intuitions offering Early Childhood Education programs. The first 54 credit hours are common for all transfer institutions. The final 6 credits must be determined with the assistance of an advisor as they are specific to the transfer institution.

General Education AA Core (AS General Education Core is acceptable)

I. Communications   **9**

ENG 121	English Composition I:	GT-CO1	3
ENG 122	English Composition II:	GT CO1	3
COM 115	Public Speaking		3

Note: ENG 121 and COM 115 must be completed with a 'B' or better for transfer

II. Mathematics: (two courses):   **6**

MAT 120	Mathematics for Liberal Arts:	GT-MA1	
	OR		(4)
MAT 121	College Algebra:	GT-MA1	
	AND		(4)
MAT 135	Introduction to Statistics:	GT-MA1	3

Students can also choose both of the classes below to meet the math requirement:

MAT 155	Integrated Math I		
	AND		3
MAT 156	Integrated Math II		3

III. Social & Behavioral Sciences   **9**

GEO 105	World Regional Geography:	GT-SS2	3
HIS 201	United States History I:	GT-HI1	3
POS 111	American Government:	GT-SS1	3

IV. Humanities   **6**

(Select two courses from the following:)

ART 110	Art Appreciation:	GT-AH1	3
MUS 120	Music Appreciation:	GT-AH1	3
LIT 115	Introduction to Literature:	GT-AH2	3
LIT 255	Children's Literature		3

V. Physical & Biological Sciences (must complete both courses) 8

SCI 155	Integrated Science I:	GT-SCI1	
	AND		4
SCI 156	Integrated Science II:	GT-SCI1	4
	General Education Subtotal		**38**

Students must complete the following Early Childhood Educations courses for the AA Degree.

ECE 101	Introduction to Early Childhood Education	3
ECE 102	Introduction to Early Childhood Lab Techniques	3
ECE 205	Nutrition, Health & Safety	3
ECE 238	Child Growth & Development	4
ECE 241	Human Relations for Child Development	3

Electives should be determined by the transferring institution. Please speak to your advisor   6

	Subtotal	**22**
	Total	**60**

Elementary Education Transfer Degree

The following courses represent the statewide transfer agreement between the Colorado Community College System and all Colorado four-year institutions offering Elementary Education teacher preparation programs. The first 41 credit hours are common for all transfer institutions. The final 19 elective credits must be determined with the assistance of an advisor as they are specific to the receiving institution. ENG 121 and COM 115 must be completed with a grade of B or better for transfer. All interested students should call the Center for Career and Technical Education at 303-556-2487 to meet with an advisor or case manager and to select appropriate electives.

General Education Core

English/Communications   **9**

ENG 121	College Composition:	GT-CO1	3
ENG 122	Composition II:	GT-CO1	3

COM 115	Public Speaking		3
Mathematics:			**6**
MAT 155	Integrated Math I:	GT-MA1	3
MAT 156	Integrated Math II:	GT-MA1	3
Physical & Biological Sciences			**8**
SCI 155	Integrated Science I -	GT-SC1	4
SCI 156	Integrated Science II -	GT-SC1	4
Social & Behavioral Sciences			**9**
GEO 105	World Regional Geography:	GT-SS2	3
HIS 201	United States History I:	GT-HI1	3
POS 111	American Government:	GT-SS1	3
Humanities			**3**
LIT 115	Introduction to Literature:	GT-AH2	
	OR		3
LIT 201	Masterpieces of Literature I:	GT-AH2	
	OR		3
LIT 202	Masterpieces of Literature II:	GT-AH2	
	OR		3
LIT 211	Survey of American Literature I:	GT-AH2	3
Education			**6**
EDU 221	Introduction to Education		3
PSY 238	Child Development:	GT-SS3	3
Electives			

To be determined with advisors and case managers from the home and transferring institution. Electives can be found at: http://highered.colorado.gov/Academics/Transfers/Agreements/eled-other19.pdf

			19
	Total		**60**

English/Journalism Plan of Study
Select 4 courses from the following

JOU 105	Introduction to Mass Media:	GT-SS3	3
JOU 106	Fundamentals of Reporting		3
JOU 206	Intermediate Newswriting & Editing		
JOU 225	Internet Media		3
JOU 241	Feature and Magazine Writing		3
	Total		**12**

Electives   9-12 additional credits
Select from the AA/AS Approved Electives Course List. It is highly recommended that you take 6 credit hours in 200-level courses.

English/Writing Plan of Study
Select 4 courses from the following

ENG 201	Writing for Public Discourse:	GT-CO3	3
ENG 221	Creative Writing I		3
ENG 227	Poetry Writing		3
ENG 230	Creative Nonfiction		3
JOU 106	Fundamentals of Reporting		3
JOU 241	Feature and Magazine Writing		3
	Total		**12**
Electives		**9-12 additional credits**	

Select from the AA/AS Approved Electives Course List. It is highly recommended that you take 6 credit hours in 200-level courses.

Graphic Design Plan of Study

ART 121	Drawing I		3
ART 131	2-D Design		3
MGD 101	Introduction to Computer Graphics		3
MGD 105	Typography and Layout		3
MGD 112	Adobe Illustrator I		3
MGD 116	Typography I		3
	Subtotal		**18**

Add 1 to 2 courses from one of the following:

ART 132	3-D Design		(3)
ART 211	Painting I		(3)
MGD 114	Adobe InDesign		(3)
	Total		**21-24**

Students choosing the AA Degree with study in Graphic Design must elect to take the following courses from the Art and Humanities list under the General Education Core Requirements. See the Educational Planning Guide available from your Faculty advisor.

ART 111	Art History I: GT-AH1		3
ART 112	Art History II: GT-AH1		3

Music Industry Studies/Music Business/Recording Arts Plan of Study for transfer to UC Denver
Students should meet with 4-year school advisor if planning to transfer prior to their third semester

First Semester — Fall

MUS 100	Introduction to Music Theory I	3
MUS 151	Ensemble I	1

Second Semester — Spring

MUS 105	Introduction to Computer Music Applications	3
MUS 141	Private Instruction I	2
MUS 152	Ensemble II	1

Third Semester — Fall (meet with UC Denver advisor)

MUS 110	Music Theory I	3
MUS 112	Ear Training/Sight-Singing I Lab	1
MUS 131	Music Class I: Piano	2
MUS 142	Private Instruction II	2

Fourth Semester — Spring

MUS 111	Music Theory II	3
MUS 113	Ear Training/Sight-Singing II Lab	1
MUS 132	Music Class II: Piano	2
	Total	**24**

Music Performance Plan of Study
First Semester — Fall

MUS 100	Introduction to Music Theory I	3
MUS 141	Private Instruction I	2
MUS 151	Ensemble I	1

Second Semester — Spring

MUS 142	Private Instruction II	2

Third Semester — Fall
(meet with 4-year school advisor if planning to transfer)

MUS 110	Music Theory I	3
MUS 112	Ear Training/Sight-Singing I Lab	1
MUS 131	Music Class I: Piano	2
MUS 241	Private Instruction III	2

Fourth Semester — Spring

MUS 111	Music Theory II	3
MUS 113	Ear Training/Sight-Singing II Lab	1
MUS 132	Music Class II: Piano	2
MUS 242	Private Instruction IV	2
	Total	**24**

Students choosing the either AA Degree with Music area of study must elect to take 2 of the following courses from the Art and Humanities list under the General Education Core Requirements. See the Educational Planning Guide available from your Faculty advisor.

MUS 120	Music Appreciation:	GT-AH1	3
MUS 121	Music History Medieval -Classical:	GT-AH1	3
MUS 122	Music History Romantic-Present	GT-AH1	3
MUS 123	Survey of World Music:	GT-AH1	3

Political Science Plan of Study

POS 105	Introduction to Political Science		3
POS 111	American Government		3
POS 125	American State and Local Government		3
POS 205	International Relations		3
	Total		**12**

Theatre Performance Plan of Study

Select 5 courses from the following:

THE 105	Introduction to Theatre Arts:	GT-AH1	(3)
(May be applied toward Arts & Humanities Core Requirement)			
THE 108	Play Reading		(2)
(Optional, based on the total of core-curriculum credits earned.)			
THE 111	Acting I		(3)
THE 112	Acting II		(3)
THE 115	Stage Movement for Actors		(3)
THE 131	Theatre Production I		(3)
THE 150	Comedy		(3)
THE 284	Internship: Theatre		(2)
	Total		**13-15**

World Languages Plans of Study

French

Take the following 4 courses for the French Language.

FRE 111	French Language I		5
FRE 112	French Language II		5
FRE 211	French Language III:	GT-AH4	3
FRE 212	French Language IV:	GT-AH4	3
Choose 2 to 6 additional credits from the AA approved electives			
course list			2-6

German

Take the following 4 courses for the German Language.

GER 111	German Language I		5
GER 112	German Language II		5
GER 211	German Language III:	GT-AH4	3
GER 212	German Language IV:	GT-AH4	3
Choose 2 to 6 additional credits from the AA approved electives			
course list			2-6

Spanish

Take the following 4 courses for the Spanish Language.

SPA 111	Spanish Language I		5
SPA 112	Spanish Language II		
SPA 211	Spanish Language III:	GT-AH4	3
SPA 212	Spanish Language IV:	GT-AH4	3

Spanish Electives

SPA 115	Spanish for the Professional I		3
SPA 215	Spanish for the Professional II		3
OR may choose 2-6 additional credits from the AA approved electives			
course list			6
	Total Foreign Language Requirements		**16**

ASSOCIATE OF SCIENCE (AS) DEGREES AND PLANS OF STUDY

University Parallel, Transfer Program

The AS degree provides a learning foundation in mathematics and the sciences. Although some students work toward the AS degree for personal enrichment, many plan to transfer to four-year colleges and universities to continue work toward a baccalaureate degree and professional training in such fields as engineering, medicine, mathematics, biology, chemistry and physics. A student can complete this program in four semesters, going full-time and carrying the required number of hours. A student may choose, due to personal circumstances, to extend the amount of time for completion.

The AS degree is sometimes referred to as a "university parallel" or "transfer" degree. The general education core requirements, when completed at CCD, meet the lower-division general education requirements of all public baccalaureate colleges and universities in the state of Colorado. Students graduating with the AS degree may transfer into liberal arts or sciences programs in all public baccalaureate colleges and universities with junior standing. Courses to be counted toward the general education core curriculum must be completed with a grade of C or higher. Students planning to transfer should familiarize themselves with the full requirements of the school they plan to attend. Many of these guides are available in the Transfer Center in South Classroom Building 134. Students should also check the website of their transfer school as well for the most recent information.

Student Performance Objectives for Transfer Education (AS Degree)

Students will plan and write well-structured compositions demonstrating the writing capabilities to express, inform, analyze, evaluate, persuade, argue, conduct research, and use primary and secondary sources logically and stylistically.

Students will compose and deliver oral presentations, providing ideas and information and using delivery skills suitable to the topic, purpose and audience. Students will demonstrate an understanding of others' speeches and be able to evaluate others' speeches.

Students will read and think critically about a variety of interdisciplinary topics, demonstrating college-level reading skills in a variety of disciplines, including humanities, social sciences and the natural sciences. Students will demonstrate orally and in writing the critical-thinking skills of analysis, synthesis and evaluation.

Students will analyze and use numerical data and qualitative reasoning skills, including applying proper formulas to mathematical data and calculating results, illustrating quantitative data graphically, rearranging general formulas to solve for any missing information, and interpreting graphic data and assessing the importance of the portrayed trends.

AS Degree Program Requirements

Within the AS degree, the college offers 13 plans of study: Biology, Chemistry, Computer Science, Pre-Engineering, Mathematics, Pre-Dental, Pre-Medical, Pre-Pharmacy, Pre-Physician's Assistant, Pre-Physical Therapy, Pre-Veterinary Science, Physics and Pre-Aerospace. The general AS planning guide can be tailored to meet other areas of study. An associate degree can be earned without completing a study area. Students must complete a total of 60 credit hours for the associate degree. Of the 60 hours, 24 credit hours may come from courses within a study area. The same course cannot count toward both a general education and an area of study. Requirements in four-year or professional programs sometimes change yearly. Students should meet regularly with their faculty advisor or center case manager to ensure satisfactory progress is being made toward completion of the AS degree and transferability of credit to a four-year institution or professional program.

Note: Prerequisite classes for math and science courses must have been taken 7 years or less at the time of the evaluation. If prerequisites are older than 7 years, students have the option of either repeating the prerequisite course or taking an assessment over the prerequisite material, which is available in the Testing Center.

Associate of Science Degree Plan

	Required Courses That Fulfill General Education Requirements:		**39**
Written Communication			**6**
ENG 121	English Composition I:	GT-CO1	
	and	GT-CO2	
ENG 122	English Composition II:		
	or		
ENG 122	English Composition II:	GT-CO3	
	and a GT-CO3 course		
ENG 201	English Composition III:	GT-CO3	
Oral Communication			**3**
COM 115	Public Speaking		
	or		
COM 125	Interpersonal Communication		
	or		
COM 220*	Intercultural Communication (*not available at CCD)		
Mathematics			**3**
MAT 121	College Algebra	GT-MA1	
	or		
MAT 122	College Trigonometry	GT-MA1	
	or		
MAT 166*	Pre-Calculus (*not available at CCD)	GT-MA1	
	or		
MAT 201	Calculus I or higher	GT-MA1	
Arts & Humanities			**6**

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

Arts & Expression		GT-AH1
ART 110, 111, 112		
MUS 120, 121, 122, 123		
THE 105, 211, 212		
Literature & Humanities		GT-AH2
HUM 115, 121, 122, 123		
LIT 115, 201, 202, 205, 211, 212, 225		
Ways of Thinking		GT-AH3
PHI 111, 112, 113, 114, 218		
Foreign Language		GT-AH4
FRE 211, 212		
GER 211, 212		
ITA 211, 212		
JPN 211, 212		
SPA 211, 212		

History		GT-HI1	**3**

One guaranteed transfer History course
HIS 101, 102, 111, 112, 201, 202, 225, 236, 243, 244, 247, 249, 255

Social & Behavioral Sciences			**6**
History		GT-HI1	
HIS 101, 102, 111, 112, 201, 202, 225, 236, 243, 244, 247, 249, 255			
Economic or Political Systems		GT-SS1	
ECO 201, 202			
POS 105, 111, 125, 205			
Geography		GT-SS2	
GEO 105			
Human Behavior, Culture or Social Frameworks		GT-SS3	
ANT 101, 107, 111, 201, 215			
JOU 105			
PSY 101, 102, 205, 217, 226, 227, 235, 238, 240, 249			
SOC 101, 102, 205, 207, 215, 216, 218, 220, 231, 237			
Natural & Physical Sciences			**12**

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

GT-SC1

(For example: BIO 111 and BIO 112 are a 2-lab sequence. BIO 111 and BIO 201 are NOT a sequence. A third lab science course is required. Extra credits would apply toward electives.) GT-SC1

AST 101, 102	
BIO 111, 112, 201, 202, 204, 220, 221	
CHE 111, 112	
GEY 111, 121	
PHY 111, 112, 211, 212	
Electives	**21**

Please see an advisor or department chair for appropriate electives for this program.

	Total	**60**

General Education Associate of Science Core
Biology Plan of Study

BIO 111	General College Biology with Lab	GT-SC1	5
BIO 112	General College Biology II with Lab	GT-SC1	5
CHE 111	General College Chemistry I:	GT-SCI	5
CHE 112	General College Chemistry II:	GT-SCI	5
MAT 122	College Trigonometry	GT-MA1	3
MAT 201	Calculus I:	GT MA1	5
PHY 111	Physics: Algebra-Based I with Lab	GT-SC1	5
PHY 112	Physics: Algebra-Based II with Lab	GT-SC1	5

Chemistry Plan of Study

CHE 111	General College Chemistry I:	GT-SC1	5
CHE 112	General College Chemistry II:	GT-SC1	5
MAT 122	College Trigonometry:	GT-MA1	3
MAT 201	Calculus I:	GT-MA1	5
MAT 202	Calculus II:	GT-MA1	5
MAT 204	Calculus III/Engineer App:	GT-MA1	5
PHY 211	Physics: Calculus-Based I with Lab:	GT-SC1	5
PHY 212	Physics: Calculus-Based II with Lab:	GT-SC1:	5

Computer Science Plan of Study

CHE 111	General College Chemistry I:*	GT-SC1	5
CSC 160	Computer Science I: (Language, C++)*		4
CSC 161	Computer Science II: (Language, Data Structure)*		4
MAT 122	College Trigonometry:	GT-MA1	3
MAT 201	Calculus I:	GT-MA1	5
MAT 202	Calculus II:	GT-MA1	5
MAT 204	Calculus III with Engineering Applications:*	GT-MA1	5
PHY 211	Physics: Calculus-Based I with Lab:	GT-SC1	5
PHY 212	Physics: Calculus-Based II with Lab:	GT-SC1	5
MAT 266	Differential Equations w/Linear Algebra *		4

Check with four-year school for transferability.

Mathematics Plan of Study

CSC 160	Computer Science I: (Language, C++) *		4
MAT 122	College Trigonometry:	GT-MA1	3
MAT 201	Calculus I:	GT-MA1	5
MAT 202	Calculus II:	GT-MA1	5
MAT 204	Calculus III with Engineering Applications:	GT-MA1	5
MAT 266	Differential Equations with Linear Algebra*		4
PHY 211	Physics: Calculus-Based I with Lab:	GT-SC1	5
PHY 212	Physics: Calculus-Based II with Lab:	GT-SC1	5
CHE 111	General College Chemistry I:	GT-SC1	5

Check with four-year school for transferability.

Pre-Aerospace Engineering Technology Plan of Study

MAT 201	Calculus I:	GT-MA1	5
MAT 202	Calculus II:	GT-MA1	5
CHE 111	General College Chemistry I:	GT-SC1	5

PHY 211	Physics: Calculus-Based I with Lab:	GT-SC1	5
PHY 212	Physics: Calculus-Based II with Lab:	GT-SC1	5
ECO 201	Principles of Macroeconomics:	GT-SS1	3
MAN 241	Project Management in Organizations		3
PHI 112	Ethics:	GT AH3	3
HIS 242	Aviation History		3
	**Interinstitutional MSCD—AES 2050		
EGG 271	Theoretical Mechanics - Statics		3
	**Interinstitutional MSCD — MET 2150		
ENT 275	Special Topics: CSMARTS		3
	**Interinstitutional MSCD —MET 1050		
MTE 120	Manufacturing Processes		
	**Interinstitutional MSCD — MET 1010		3
EGG 275	Special Topics: Principles of Quality Assurance		3
	**Interinstitutional MSCD — MET 1310		

Check with four-year school for transferability.
*** offered as an interinstitutional class at MSCD.*

Pre-Dental Plan of Study

BIO 111	General College Biology I with Lab:	GT-SC1	5
BIO 112	General College Biology II with Lab:	GT-SC1	5
BIO 204	Microbiology:	GT-SC1	4
CHE 111	General College Chemistry I:	GT-SC1	5
CHE 112	General College Chemistry II:	GT-SC1	5
MAT 122	College Trigonometry:	GT-MA1	3
PHY 111	Physics: Algebra-Based I with Lab:	GT-SC1	5
PHY 112	Physics: Algebra-Based II with Lab:	GT-SCI	5

Pre-Engineering Plan of Study

CHE 111	General College Chemistry I:	GT-SC1	5
CHE 112	General College Chemistry II:	GT-SC1	5
MAT 122	College Trigonometry:	GT-MA1	3
MAT 201	Calculus I:	GT-MA1	5
MAT 202	Calculus II:	GT-MA1	5
MAT 204	Calculus III with Engineering Applications:	GT-MA1	5
MAT 266	Differential Equations w/Linear Algebra *		4
PHY 211	Physics: Calculus-Based I with Lab:	GT-SC1	5
PHY 212	Physics: Calculus-Based II with Lab:	GT-SC1	5
ECO 201	Principals of Macroeconomics:	GT-SC1	3

Check with four-year school for transferability.

Pre-Medical Plan of Study

BIO 111	General College Biology I with Lab:	GT-SC1	5
BIO 112	General College Biology II with Lab:	GT-SC1	5
CHE 111	General College Chemistry I:	GT-SCI	5
CHE 112	General College Chemistry II:	GT-SCI	5
PHY 111	Physics: Algebra-Based I with Lab	GT-SC1	5
PHY 112	Physics: Algebra-Based II with Lab	GT-SC1	5
MAT 122	College Trigonometry:	GT-MA1	3
MAT 201	Calculus I:	GT-MA1	5

Pre-Pharmacy Plan of Study

BIO 111	General College Biology I with Lab:	GT-SC1	5
BIO 112	General College Biology II with Lab:	GT-SC1	5
BIO 201	Human Anatomy and Physiology I:	GT-SC1	4
BIO 202	Human Anatomy and Physiology II:	GT-SC1	4
BIO 204	Microbiology:	GT-SC1	4
CHE 111	General College Chemistry I:	GT-SC1	5
CHE 112	General College Chemistry II:	GT-SC1	5
ECO 202	Principles of Microeconomics:	GT-SS1	3
MAT 122	College Trigonometry:	GT-MA1	3
MAT 201	Calculus I:	GT-MA1	5

PHY 111	Physics: Algebra-Based I with Lab:	GT-SC1	5

Pre-Physical Therapy Plan of Study

BIO 111	General College Biology I with Lab:	GT-SC1	5
BIO 112	General College Biology II with Lab:	GT-SC1	5
CHE 111	General College Chemistry I:	GT-SC1	5
CHE 112	General College Chemistry II:	GT-SC1	5
MAT 122	College Trigonometry:	GT-MA1	3
MAT 201	Calculus I:	GT-MA1	5
MAT 135	Introduction to Statistics:	GT-MA1	3
PHY 111	Physics: Algebra-Based I with Lab	GT-SC1	5
PHY 112	Physics: Algebra-Based II with Lab	GT-SC1	5
PSY 235	Human Growth and Development:	GT-SS3	3
PSY 249	Abnormal Psychology:	GT-SS3	3

Pre-Physician's Assistant Plan of Study

BIO 111	General College Biology I with Lab:	GT-SC1	5
BIO 112	General College Biology II with Lab:	GT-SC1	5
CHE 111	General College Chemistry I:	GT-SCI	5
CHE 112	General College Chemistry II:	GT-SCI	5
PHY 111	Physics: Algebra-Based I with Lab	GT-SC1	5
PHY 112	Physics: Algebra-Based II with Lab	GT-SC1	5
MAT 122	College Trigonometry:	GT-MA1	3
MAT 201	Calculus I:	GT-MA1	5

Pre-Veterinary Science Plan of Study

BIO 111	General College Biology I with Lab:	GT-SC1	5
BIO 112	General College Biology II with Lab:	GT-SC1	5
CHE 111	General College Chemistry I:	GT-SC1	5
CHE 112	General College Chemistry II:	GT-SC1	5
MAT 122	College Trigonometry:	GT-MA1	3
MAT 135	Introduction to Statistics:	GT-MA1	3
PHY 111	Physics: Algebra-Based I with Lab:	GT-SC1	5
PHY 112	Physics: Algebra-Based II with Lab:	GT-SC1	5

Physics Plan of Study

MAT 122	College Trigonometry:	GT-MA1	3
MAT 201	Calculus I:	GT-MA1	5
MAT 202	Calculus II:	GT-MA1	5
MAT 204	Calculus III with Engineering Applications:	GT-MA1	5
MAT 266	Differential Equations with Linear Algebra*		4
CHE 111	General College Chemistry I:	GT-SC1	5
CHE 112	General College Chemistry II:	GT-SC1	5
PHY 211	Physics: Calculus-Based I with Lab:		5
PHY 212	Physics: Calculus-Based II with Lab:		5

Check with four-year school for transferability.

ASSOCIATE OF APPLIED SCIENCE DEGREE (A.A.S.)

The A.A.S. degree prepares students for entry-level employment in a given occupation or upgrades employable skills. While not intended for transfer to a baccalaureate degree program, all A.A.S. degrees have limited transferability. In each A.A.S. program, some of the courses are articulated with and accepted by at least one specific baccalaureate program. Talk with an advisor for specific details.

Student Performance Objectives for Career and Technical Education (CTE) A.A.S. degree programs
Students who complete CTE programs will be able to perform the following:
1. Basic and advanced academic skills appropriate to the profession.
   a. Basic skills: reading, writing, mathematics, speaking, listening and basic computer skills.
   b. Thinking skills: ability to learn, reason, make decisions, solve problems.
2. General occupational skills appropriate to the profession.
   a. Information: ability to acquire and evaluate data, organize and maintain files, use computers to process information.
   b. Interpersonal: ability to work on teams and with people, teach others, serve customers, lead, negotiate, value and serve, work well with and for people from diverse cultures.
   c. Personal: responsibility, self-management, integrity, personal, professional and social ethics.
   d. Resources: ability to allocate time, money, materials, space and staff.
   e. Systems: understand technological, organizational and social systems; monitor and correct performance; design or improve systems.
   f. Technology: select equipment, apply technology to specific tasks.
3. Specific occupational skills that involve all aspects of the profession include planning, management, finances, underlying principles of technology, technical skills, labor and community issues, health and safety and environmental issues.

Each CTE program area has identified student performance objectives. These performance objectives are given to students during the advising process.

Career and Technical Tutoring Services (CTTS)

Career and Technical Tutoring Services (CTTS) provides free individualized and small group tutoring in most subjects for students who have declared a Career and Technical Education (CTE) major or concentration, or are in a CTE class and are registered and attending classes at CCD. CTTS is a federally-funded Perkins activity that serves hundreds of CCD students each year; activity staff work with CTE faculty and staff to provide the most appropriate services for each student. To access this free service, call 303-556-6305 or 303-556-3406 or stop by SO 142D or SO 142E for application assistance.

A.A.S. Degree Program Entry

Students must apply for entry to all A.A.S. degree programs. Students are encouraged to apply to a program by the time they have completed 12 credits of 100-level courses. At the time of application, students must identify which Associate of Applied Science degree program they desire to enter. If interested in Nursing or an allied health program, contact an advisor at the Center for Health Sciences at Lowry. Program application forms are in CTE and LABS.

A.A.S. Degree Program Requirements

See your department for details on each A.A.S. degree.

CERTIFICATES

Specially designed certificate courses are offered in cooperation with businesses, community agencies and local government. These certificates provide opportunity and rewards for persons who desire to begin work or improve skills in their occupational fields. Courses in certificate sequences usually apply to appropriate Associate of Applied Sciences (AAS) degree programs.

Student Performance Objectives for Career and Technical Education (CTE) Certificate Programs
Please refer to the objectives in the Associate of Applied Sciences (AAS) as they are the same.

Certificate Program Entry Requirements
Students must apply for entry to all certificate programs. Program application forms are available in Plaza Building 262 and Center for Health Sciences at Lowry.

ACCOUNTING
Associate of Applied Science Degree in Accounting
CCD Auraria

ACCOUNTING EMPHASIS
The Accounting A.A.S. degree program provides a solid foundation of general education and occupational courses for students interested in working in the accounting field. Students are prepared for entry-level jobs such as accounting technician, accounts payable or receivable clerk, payroll clerk, tax examiner, cost accountant, and other related jobs in both the public and private sector. Students planning to transfer to a four-year institution as an accounting major should talk with their advisor about completing the Associate of Arts (AA) in Business Administration.

General Education Requirements

CIS 118	Introduction to PC Applications		3
COM 115	Public Speaking		3
ECO 201	Principles of Macroeconomics:	GT-SS1	3
ENG 121	English Composition I:	GT-CO1	3
MAT 123	Finite Math		4
	Subtotal		**16**

Core Requirements

ACC 115	Payroll Accounting	3
ACC 116	Computerized Billing (Peachtree)	3
ACC 121	Accounting Principles I	4
ACC 122	Accounting Principles II	4
ACC 132	Tax Help Colorado	2
ACC 133	Individual Income Tax Site Lab	1
ACC 135	Spreadsheet Applications for Accounting	3
ACC 245	Computerized Accounting with Professional Package	3
BTE 100	Computer Keyboarding I	1
BTE 108	Ten-Key by Touch	1
BUS 217	Business Communications and Report Writing	3
CIS 155	PC Spreadsheet Concepts: Excel	3
	Subtotal	**31**

Select 5 electives from the following

ACC 101	Fundamentals of Accounting		(3)
ACC 131	Income Tax		(3)
ACC 226	Cost Accounting		(3)
ACC 287	Cooperative Education		(3)
BUS 115	Introduction to Business		(3)
ENG 122	English Composition II:	GT-CO1	(3)

MAN 226	Principles of Management	(3)
MAR 160	Customer Service	(3)
PAR 211	Legal Research	(3)
	Subtotal	**15**
	Total	**62**

Certificates in Accounting
CCD Auraria

ACCOUNTING SKILLSET ACCELERATOR
* Not Federal-Title IV Financial Aid Eligible*
This one semester certificate is designed for students with work experience who want to enhance their accounting knowledge. The appropriate candidate for this certificate would have previous administrative and computer work experience.

Requirements

ACC 101	Fundamentals of Accounting	(3)
	or	
ACC 121	Accounting Principles I	(4)
ACC 116	Computerized Billing	3
ACC 245	Computerized Accounting with Professional Package	3
	Total	**9-10**

Certificate in Accounting
CCD Auraria
Bookkeeping/Payroll Technician
This two semester certificate is designed to prepare you as a bookkeeper. You will obtain the skills you need to perform as an accounts payable , accounts receivable, and payroll technician with knowledge of QuickBooks, Peachtree, and double-entry bookkeeping.

Requirements

ACC 101	Fundamentals of Accounting	3
ACC 115	Payroll Accounting	3
ACC 116	Computerized Billing (Peachtree)	3
ACC 245	Computerized Accounting with Professional Package	3
BTE 100	Computer Keyboarding I	1
BTE 102	Keyboarding Applications I	2
BTE 108	Ten-Key by Touch	1
CIS 118	Introduction to PC Applications	3
CIS 155	PC Spreadsheet Concepts: Excel	3
MAR 160	Customer Service	3
	Total	**25**

Certificate in Accounting
CCD Auraria

COMPUTERIZED ACCOUNTING TECHNICIAN
Computerized Accounting Technician is for students with work experience who want to enhance or increase their accounting knowledge. It prepares students with skills necessary to complete both manual and computerized full-charge bookkeeping activities, including financial statements, general journals, ledgers, accounts payable and receivable, bank reconciliation, and payroll. You will be ready for a job as a full-charge bookkeeper, computerized accounting clerk, computerized payroll clerk, or accounting assistant.

Requirements

ACC 101	Fundamentals of Accounting	3
ACC 116	Computerized Billing	3
ACC 132	Tax Help Colorado	2
ACC 133	Individual Income Tax Site Lab	1
ACC 245	Computerized Accounting with Professional Package	3
BTE 108	Ten-Key by Touch	1
BUS 115	Introduction to Business	3

BUS 217	Business Communications and Report Writing	3
CIS 118	Introduction to PC Applications	3
CIS 145	Complete PC Database	3
CIS 155	PC Spreadsheet Concepts: Excel	3
	Total	**28**

AEROSPACE TECHNOLOGY
Associate of Applied Science Degree
Aerospace Technology
CCD Auraria
This program prepares students to work in the aerospace industry as technicians that provide assembly, manufacturing, and technical support of aerospace systems.

AER 101	Introduction to Aerospace Workplace	3
AER 105	Aerospace Mechanics	4
ELT 106	Fundamentals of DC/AC	3
AER 121	Aerospace Materials & Processes I	3
AER 125	Aerospace Safety & Quality	3
AER 211	Aerospace Structural Fabrication I	3
AER 225	Electronics Fabrication & Fiber Optics	3
AER 221	Aerospace Materials & Processes II	3
AER 111	Aerospace Systems	4
AER 212	Aerospace Structural Fabrication II	3
AER 289	Technical Task Analysis	12
AER 255	Aerospace Fluid Systems	3
AER 265	Aerospace Tests & Measurements	4
CIS 118	Introduction to PC Applications	3
	Total	**54**

General Education Courses
Arts & Humanities

PHI 112	Ethics		3
English			
ENG 131	Technical Writing		3
Math			
MAT 108	Technical Math		4
Science			
PHY 105	Conceptual Physics:	GT-SC1	4
Social & Behavioral Science			
ECO 201	Macroeconomics		3
Other			
COM 125	Interpersonal Communication		3
	Total		**20**
	Grand Total		**74**

APPLIED TECHNOLOGY
Associate of Applied Science Degree in
Applied Technology
CCD Auraria

APPLIED TECHNOLOGY
Students desiring to complete the Associate of Applied Science (AAS) Degree in Applied Technology will complete the technical course work contained in a state-approved career and technical education program certificate* at one of the four area vocational technical schools (AVTS). The four AVTS are: Delta-Montrose Area Vocational Technical Center, Emily Griffith Opportunity School, San Juan Basin Area Vocational Technical School and Pickens Technical College.

The general education and other degree requirements will be completed at Community College of Denver (CCD). The AAS degree in Applied Tech-

nology will be conferred by Community College of Denver after the general education and other degree requirements have been completed.

The approved career and technical education certificate program at the AVTS prepare students with technical, applied academic, and employability skills. Credit in varying amounts from these certificate programs will be applicable to the CCD Applied Technology AAS degree. Students may enroll concurrently at an AVTS and Community College of Denver. Students must comply with the regulations and requirements relating to admission and attendance at each institution.

A state-approved career and technical education program is a program that is approved by the State Board for Community Colleges and Occupational Education (SBCCOE) and is current.

Minimum requirements:
1. 60 semester credits of course work.
2. CCD will accept up to 42-45 credit hours of course work from an approved Certificate at an AVTS.
3. Cumulative GPA of 2.0 or higher.
4. General education course credits of 15-18 semester credits.
5. Minimum of 15 credit hours of general education requirements must be earned at CCD (see below).
6. Students completing an AVTS certificate of less than 42 credit hours must complete additional credit hours at CCD from the approved General Education list. These credit hours should be selected to complement the certificate from the AVTS and be consistent with the student's future plans. Students transferring a certificate with thirty or fewer hours will complete a minimum of twelve hours in a single technology-based discipline. The disciplines are: Engineering Graphics, Information Technology, and Fabrication Welding. The specific courses must be selected in consultation with a faculty advisor and be approved by the advisor.

ENG 121	English Composition I:	GT CO-1	3
	OR		
ENG 131	Technical Writing		(3)
COM 115	Public Speaking		3
	or		
COM 125	Interpersonal Communication		(3)
MAT 107	Career Math		3
	OR		
MAT 121	College Algebra:	GT –MA1	(4)

Select 1 course from the following Physical and Biological Sciences requirements   3
AST 101, 102; BIO 105, 111, 112, 201, 202, 204, 208, 220, 221;
CHE 101, 102, 111, 112 GEY 111, 121; PHY 105, 111, 112, 211, 212
Select 1 course from the following Social and Behavioral Sciences requirements   3
HIS 101, 102, 111, 112, 201, 202, 225, 236, 242; GEO 105
ECO 201, 202; POS 105, 111, POS 125, 205;
ANT 101, 107, 111, 201, 215; JOU 105
PSY 101, 102, 205, 217, 226, 227, 235, 238, 240, 249
SOC 101, 102, 205, 207, 215, 216, 218, 220, 231, 237

BUSINESS ADMINISTRATION
Associate of Applied Science Degrees in Business Administration
CCD Auraria

BUSINESS ADMINISTRATION
The Associate of Applied Science (AAS) degree prepares students for entry level employment or provides the opportunity to upgrade skills. These programs are not intended to transfer to baccalaureate degree program. However, certain courses and degrees may be accepted toward a baccalaureate degree in some institutions. All occupational degrees are approved by the State Board for Community College and Oc-

cupational Education. All AAS degrees have a minimum of 60 credits. The general education courses, the degree requirements, and electives will vary with the specific degree. Certificates are available in some disciplines. Students are urged to contact an educational case manager about the specific programs of interest.

The Community College of Denver currently offers an Associates of Applied Science degree in Business Administration with a number of plans of study that allows students to select an area of emphasis . The plans of study are as follows:

Associate of Applied Science Degree in Business Administration
CCD Auraria

INTERNATIONAL BUSINESS PLAN OF STUDY
This program is for individuals and businesses to explore the possibilities of conducting or improving their business in international markets. Contact your advisor in the Center for Career and Technical Education, Plaza Building 262, 303-556-2487.

General Education Requirements
CIS 118	Introduction to PC Applications		3
COM 115	Public Speaking		3
ECO 201	Principles of Macroeconomics:	GT-SS1	3
ENG 121	English Composition I:	GT-CO1	3
MAT 123	Finite Math		4

Core Requirements
ACC 121	Accounting Principles I	4
ACC 122	Accounting Principles II	4
BUS 115	Introduction to Business	3
BUS 216	Legal Environment of Business	3
BUS 217	Business Communications and Report Writing	3
BUS 226	Business Statistics	3
MAN 226	Principles of Management	3
MAR 216	Principles of Marketing	3

Major Requirements
BUS 203	Intro to International Business		3
GEO 105	World Regional Geography:	GT-SS2	3
MAR 240	International Marketing		3
POS 105	Introduction to Political Science:	GT-SS1	3
POS 205	International Relations:	GT-SS1	3
	Select any Foreign Language		3-5
	Total		**60-62**

Associate of Applied Science Degree in Business Administration
CCD Auraria

MANAGEMENT PLAN OF STUDY
This program is for individuals interested in a career in management.

Program Admission Requirements
Meet minimum assessment scores or prerequisites required for general education courses in the program.

General Education Requirements
CIS 118	Introduction to PC Applications		3
COM 115	Public Speaking		3
ECO 201	Principles of Macroeconomics:	GT-SS1	3
ENG 121	English Composition I:	GT-CO1	3
MAT 123	Finite Mathematics:	GT-MA1	4

Core Requirements
ACC 121	Accounting Principles I	4
ACC 122	Accounting Principles II	4

BUS 115	Introduction to Business		3
BUS 216	Legal Environment of Business		3
BUS 217	Business Communications and Report Writing		3
BUS 226	Business Statistics		3
MAN 200	Human Resources Management I		3
MAN 226	Principles of Management		3
MAR 216	Principles of Marketing		3

Major Requirements

BUS 287	Cooperative Education		3
MAN 216	Small Business Management		3
MAN 116	Principles of Supervision		3
MAN 241	Project Management in Organizations		3
MAR 160	Customer Service		3
	Total		**60**

Associate of Applied Science Degree in Business Administration
CCD Auraria

MARKETING PLAN OF STUDY
This program is for individuals interested in a career in marketing or retail operations.

Program Admission Requirements
Meet minimum assessment scores or prerequisites required for general education courses in the program.

General Education Requirements

CIS 118	Introduction to PC Applications		3
COM 115	Public Speaking		3
ECO 201	Principles of Macroeconomics:	GT-SS1	3
ENG 121	English Composition I:	GT-CO1	3
MAT 123	Finite Mathematics:	GT-MA1	4

Core Requirements

ACC 121	Accounting Principles I		4
ACC 122	Accounting Principles II		4
BUS 115	Introduction to Business		3
BUS 216	Legal Environment of Business		3
BUS 217	Business Communications and Report Writing		3
BUS 226	Business Statistics		3
MAN 200	Human Resources Management I		3
MAN 226	Principles of Management		3
MAR 216	Principles of Marketing		3

Major Requirements

BUS 287	Cooperative Education		3
MAR 111	Principles of Sales		3
MAR 160	Customer Service		3
MAR 220	Principles of Advertising		3
Select a 3 credit elective from prefix PSY, SOC, ECO, ART, MAN, or with permission of your advisor, another prefix.			3
	Total		**60**

Associate of Applied Science Degree in Business Administration
CCD Auraria

REAL ESTATE PLAN OF STUDY
The Business Administration - Real Estate AAS degree program is offered jointly by CCD and Emily Griffith Opportunity School. An official school transcript showing completion of Emily Griffith Opportunity School's real estate courses is required for program advising. Contact your advisor in the Center for Career and Technical Education, Plaza Building 262, 303-556-2487.

This program emphasis consists of a total of 15 credit hours of real estate specific credits. Students must earn 12 of these credits via technical education course work at Emily Griffith Opportunity School.

General Education Requirements

CIS 118	Introduction to PC Applications		3
COM 115	Public Speaking		3
ECO 201	Principles of Macroeconomics:	GT-SS1	3
ENG 121	English Composition I:	GT-CO1	3
MAT 123	Finite Mathematics:	GT-MA1	4

Core Requirements

ACC 121	Accounting Principles I		4
ACC 122	Accounting Principles II		4
BUS 115	Introduction to Business		3
BUS 216	Legal Environment of Business		3
BUS 217	Business Communications and Report Writing		3
BUS 226	Business Statistics		3
MAN 200	Human Resources Management I		3
MAN 226	Principles of Management		3
MAR 216	Principles of Marketing		3

Major Requirements

BUS 287	Cooperative Education		3
*REE 201	Real Estate Brokers I		6
*REE 202	Real Estate Brokers II		6
	Total for Certificate		**60**

These courses are offered at Emily Griffith Opportunity school; for more information, call 720-423-4700.

BUSINESS TECHNOLOGY
Associate of Applied Science Degree in Business Technology
CCD Auraria

ADMINISTRATIVE ASSISTANT A.A.S. DEGREE
This program prepares students to enter the business world with high-level business technology skills. The Administrative Assistant degree is an in-depth educational experience with the inclusion of general education and additional business courses. A graduate from this program will be prepared to be an assistant in a business; proficient in the use of Microsoft Office suite (Word, Excel, Power Point, & Access), understand standard business documentation, assist in decision-making, and develop processes and procedures. Graduates can work in positions such as executive assistant, administrative professional, administrative assistant, office specialist, and office professional.

Program Admission Requirements
1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Or, in place of the above requirements, have completed the Administrative Assistant certificate program.

General Education Requirements

CIS 118	Introduction to PC Applications		3
COM 115	Public Speaking		3
ENG 121	English Composition I:	GT-CO1	3
MAT 107	Career Math		3
PSY 101	General Psychology I:	GT-SS3	3
	or		
POS 105	Introduction to Political Science:	GT-SS1	(3)
	or		
ECO 201	Principles of Macroeconomics:	GT-SS1	(3)

Core Requirements

BTE 100	Computer Keyboarding I	1
BTE 102	Keyboarding Applications I	2
BTE 225	Administrative Office Management	3
BUS 217	Business Communications and Report Writing	3
CIS 135	Complete PC Word Processing/Word (software package)	3
CIS 155	PC Spreadsheet Concepts: Excel	3
CIS 218	Advanced PC Applications	3

Major Requirements

ACC 101	Fundamentals of Accounting	3
BTE 103	Keyboarding Applications II	3
BTE 108	Ten-Key by Touch	1
BTE 111	Keyboarding Speedbuilding I	2
BTE 125	Records Management	3
CIS 145	Complete PC Database	3
CIS 165	Complete Presentation Graphics	3
MAR 160	Customer Service	3
Select an additional 6 credit hours with Business Technology advisor's approval.		3
	Total	**60**

Certificate in Business Technology
CCD Auraria

ADMINISTRATIVE ASSISTANT CERTIFICATE

The Administrative Assistant program prepares students to use and understand personal computers, including the use of e-mail, the Internet, and Microsoft Office Suite (Word, Excel, Power Point, & Access), write business letters, and input data. Graduates are prepared to enter positions as word processors, office assistants, office specialists, administrative assistants, and receptionists.

Program Admission Requirements
Meet minimum assessment scores, or co-enrollment in REA 060, MAT 030 and/or ENG 060.

Requirements

BTE 100	Computer Keyboarding I	1
BTE 102	Keyboarding Applications I	2
BTE 103	Keyboarding Applications II	3
BTE 225	Administrative Office Management	3
BUS 217	Business Communication & Report Writing	3
CIS 118	Introduction to PC Applications	3
CIS 135	Complete PC Word Processing	3
CIS 145	Complete PC Database/Access	3
CIS 155	PC Spreadsheet Concepts: Excel	3
CIS 165	Complete Presentation Graphics: PowerPoint	3
CIS 218	Advanced PC Applications	3
MAR 160	Customer Service	3
	Total	**33**

Certificate in Business Technology
CCD Auraria

OFFICE ASSISTANT CERTIFICATE

This certificate prepares students for entry-level positions in the business world. This certificate is appropriate for those students that desire a few basic office skills necessary to start a career or are planning to pursue an Associate of Applied Science or higher degree. Students completing this certificate can work in positions such as receptionists, office assistants, or clerks.

Program Admission Requirements
Meet minimum assessment scores, or co-enrollment in REA 060, MAT 030 and/or ENG 060.

Requirements

ACC 101	Fundamentals of Accounting	3
BTE 100	Computer Keyboarding I	1
BTE 102	Keyboarding Applications I	2
BTE 111	Keyboarding Speedbuilding I	2
CIS 118	Introduction to PC Applications	3
CIS 135	Complete PC Word Processing/Word (software package)	3
MAR 160	Customer Service	3
	Total	**17**

Associate of Applied Science Degree in Business Technology
CCD Auraria

LEGAL ADMINISTRATIVE ASSISTANT A.A.S. DEGREE

This program prepares students to enter in the legal business community with a high level of skill in office technology. A graduate from this program will be prepared to perform as an assistant in a legal organization; proficient in the use of the Microsoft Office Suite (Word, Excel, Power Point, & Access), understand standard business/legal documents, assist in decision-making, and develop processes and procedures. Graduates can work in positions such legal administrative assistants with both private and public sector law offices, legal departments in non-profit organizations, and court systems. Many students in this program couple the paralegal certificate with this degree to enhance their legal knowledge.

Program Admission Requirements
Meet minimum assessment scores or prerequisites required for general education courses in the program.

General Education Requirements

CIS 118	Introduction to PC Applications		3
COM 115	Public Speaking		3
ENG 121	English Composition I		3
MAT 107	Career Math		3
PSY 101	General Psychology I:	GT-SS3	3
	or		
POS 105	Introduction to Political Science:	GT-SS1	(3)
	or		
ECO 201	Principles of Macroeconomics:	GT-SS1	(3)

Core Requirements

BTE 100	Computer Keyboarding I	1
BTE 102	Keyboarding Applications I	2
BTE 226	Machine Transcription	3
BTE 225	Administrative Office Management	3
BUS 217	Business Communications and Report Writing	3
CIS 155	PC Spreadsheet Concepts: Excel	3
CIS 218	Advanced PC Applications	3

Major Requirements

ACC 101	Fundamentals of Accounting	3
BTE 103	Keyboarding Applications II	3
BTE 111	Keyboarding Speedbuilding I	2
BTE 112	Keyboard Speedbuilding II	2
BTE 125	Records Management	3
BUS 216	Legal Environment of Business	3
CIS 135	Complete PC Word Processing	3
PSY 110	Career Development	3
PAR 115	Introduction to Law	3

| PAR 211 | Legal Research | | 3 |
| | **Total** | | **61** |

Associate of Applied Science Degree in Business Technology
CCD Auraria

MEDICAL ADMINISTRATIVE ASSISTANT A.A.S. DEGREE

This program prepares students to enter in the medical business community with high-level skills in office technology. A graduate from this program will be prepared to be an office assistant to a medical institution; proficient in the use of the Microsoft Office Suite (Word, Excel, Power Point, & Access), understand standard business/medical documentation, assist in decision-making, develop processes and procedures, understand medical terminology and medical filing. Graduates can work in positions as medical administrative assistants with private and public medical offices, clinics, and hospitals.

The degree offers a more in-depth educational approach to Medical Administrative Assistant with the inclusion of general education and more medical and business courses.

Program Admission Requirements

Meet minimum assessment scores, or co-enrollment in REA 060, MAT 030, and /or ENG 060.

General Education Requirements

CIS 118	Introduction to PC Applications		3
COM 115	Public Speaking		3
ENG 121	English Composition I		3
MAT 107	Career Math		3
PSY 101	General Psychology I:	GT-SS3	3
	or		
POS 105	Introduction to Political Science:	GT-SS1	(3)
	or		
ECO 201	Principles of Macroeconomics:	GT-SS1	(3)

Core Requirements

BTE 100	Computer Keyboarding I	1
BTE 102	Keyboarding Applications I	2
BTE 225	Administrative Office Management	3
BUS 217	Business Communications and Report Writing	3
CIS 135	Complete PC Word Processing/Word (software package)	3
CIS 155	PC Spreadsheet Concepts: Excel	3
CIS 218	Advanced PC Applications	3

Major Requirements

ACC 101	Fundamentals of Accounting	3
BTE 103	Keyboarding Applications II	3
BTE 108	Ten-Key by Touch	1
BTE 111	Keyboarding Speedbuilding I	2
BTE 226	Machine Transcription	3
BTE 287	Cooperative Education	3
HPR 178	Introduction to Medical Terminology	2
MAR 160	Customer Service	3
MOT 120	Medical Office Financial Management	3
MOT 130	Insurance Billing and Coding	3
MOT 124	Medical Filing	2
	Total	**61**

Certificate in Business Technology
CCD Auraria

MEDICAL ADMINISTRATIVE ASSISTANT CERTIFICATE

Prepares students for jobs such as medical records clerks, medical secretaries, etc.

Program Admission Requirements

Meet minimum assessment scores or co-enrollment in REA 060, MAT 030, and ENG 060.

Requirements

ACC 101	Fundamentals of Accounting	3
BTE 100	Computer Keyboarding I	1
BTE 102	Keyboarding Applications I	2
BTE 103	Keyboarding Applications II	3
BTE 108	Ten-Key by Touch	1
BTE 111	Keyboarding Speedbuilding I	2
BTE 225	Administrative Office Management	3
BTE 226	Machine Transcription	3
BTE 287	Cooperative Education/Internship	3
CIS 135	Complete PC Word Processing/Word (software package)	3
HPR 178	Seminar: Intro to Medical Terminology	2
MOT 120	Medical Office Financial Management	3
MOT 124	Medical Filing	2
	Total	**31**

Certificate in Business Technology
CCD Auraria

MICROSOFT OFFICE SPECIALIST CERTIFICATE

This certificate program prepares students to test for the Microsoft Office Specialist examinations. You will learn the various programs in the Microsoft Office Suite (Word, Excel, Power Point, & Access) and office management. Graduates from this program will not only receive a certificate from the Community College of Denver as a Microsoft Specialist, they will also be eligible to take the series of examinations offered by Microsoft ™ to become nationally certified as a Microsoft Office Specialist. All of the courses in this program transfer into a Business Technology (BTE) degree; many students couple this certificate with one of the BTE AAS degrees. When coupled with a BTE AAS degree or Computer Information Systems (CIS) AAS degree, the skills learned in pursuit of this certificate are powerful additions to your computer user capabilities.

Program Admission Requirements

Keyboarding speed of 30 wpm or completion of BTE 100 and 102 with a grade of C or better.

Requirements

BTE 103	Keyboarding Applications II	3
CIS 149	Microsoft Office Specialist Certification Prep: Access	1
CIS 118	Introduction to PC Applications	3
CIS 135	Complete PC Word Processing/Word (software package)	3
CIS 136	Microsoft Office Specialist Certification: Word	1
CIS 145	Complete PC Database	3
CIS 155	PC Spreadsheet Concepts: Excel	3
CIS 159	Microsoft Office Certification Prep: Excel	1
CIS 165	Complete Presentation Graphics: PowerPoint	3
CIS 169	Microsoft Office Specialist Certification Prep: PowerPoint	1
	Total	**22**

Associate of Applied Science Degree in Business Technology

CCD Auraria

OFFICE MANAGER A.A.S. DEGREE

This program prepares students to enter the business community, ready to become an important part of the management team, using high level skills in office technology and knowledge of management principles. The Office Manager degree offers an in-depth educational experience in office management, with the inclusion of general education, management and business courses. A graduate from this program will be able to proficiently use the Microsoft Office Suite (Word, Excel, Power Point, & Access), understand standard business documentation, assist in higher level decision-making, develop processes and procedures, and balance accounts. Graduates can work in positions as office managers or program assistants with business/industry, non-profit agencies, or in the public sector.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Or, in place of the above requirements, have completed the Administrative Assistant certificate program.

General Education Requirements

CIS 118	Introduction to PC Applications		3
COM 115	Public Speaking		3
ENG 121	English Composition I:	GT-CO1	3
MAT 107	Career Math		3
Select 1 course from the following			3
ECO 201	Principles of Macroeconomics:	GT-SS1	(3)
POS 105	Introduction to Political Science:	GT-SS1	(3)
PSY 101	General Psychology I:	GT-SS3	(3)

Core Requirements

BTE 100	Computer Keyboarding I	1
BTE 102	Keyboarding Applications I	2
BTE 225	Administrative Office Management	3
BUS 217	Business Communications and Report Writing	3
CIS 135	Complete PC Word Processing/Word	3
CIS 155	PC Spreadsheet Concepts: Excel	3
CIS 218	Advanced PC Applications	3

Major Requirements

ACC 101	Fundamentals of Accounting	3
BTE 103	Keyboarding Applications II	3
BTE 111	Keyboarding Speedbuilding I	2
BTE 125	Records Management	3
BUS 216	Legal Environment of Business	3
CIS 145	Complete PC Database	3
CIS 165	Complete Presentation Graphics	3
MAN 200	Human Resources Management I	3
MAN 226	Principles of Management	3
MAR 160	Customer Service	3
	Total	**62**

Certificate in Business Technology

CCD Auraria

OFFICE MANAGER CERTIFICATE

This program prepares students to enter the business community, ready to become an important part of the management team, using high level skills in office technology and knowledge of management principles. A graduate from this program will be able to proficiently use the Microsoft Office Suite (Word, Excel, Power Point, & Access), understand standard business documentation, assist in decision-making,

and balance accounts. Graduates can work in positions as office managers or program assistants with business/industry, nonprofit agencies, or in the public sector.

Requirements

ACC 121	Accounting Principles I	4
ACC 245	Computerized Accounting with Professional Package	3
BTE 100	Computer Keyboarding I	1
BTE 102	Keyboarding Applications I	2
BTE 108	Ten-Key by Touch	1
BTE 111	Keyboarding Speedbuilding I	2
BUS 217	Business Communications and Report Writing	3
CIS 118	Introduction to PC Applications	3
CIS 135	Complete PC Word Processing/Word (software package)	3
CIS 155	PC Spreadsheet Concepts: Excel	3
MAN 200	Human Resources Management I	3
	Total	**28**

COMPUTER INFORMATION SYSTEMS
Associate of Applied Science Degree in Computer Information Systems

CCD Auraria

This transferable degree prepares students to obtain entry-level employment in the Information Technology (IT) industry. The business core ensures that students will have the business foundation necessary to compete in the workforce. Potential students should see an IT advisor for more information on transferability.

This degree transfers to Metropolitan State College of Denver's Bachelors of Science Degree in Computer Information Systems.

General Education Requirements

ENG 121	English Composition I:	GT-CO1	3
ENG 122	English Composition II:	GT-CO2	3
MAT 123	Finite Mathematics:	GT-MA1	4
POS 105	Introduction to Political Science:	GT-SS1	3
PSY 101	General Psychology I:	GT-SS3	3
COM 115	Public Speaking		3
	Total		**19**

Core Requirements

ACC 121	Principles of Accounting		4
BUS 216	Legal Environment of Business		3
BUS 217	Business Communication & Report Writing		3
ECO 201	Principles of Macroeconomics:	GT-SS1	3
ECO 202	Principles of Microeconomics:	GT-SS1	3
MAR 216	Principles of Marketing		3
	Total		**19**

Major Requirements

BTE 100	Computer Keyboarding	1
CIS 118	Introduction to PC Applications	3
CIS 267	Management of Information Systems	3
CSC 119	Introduction to Programming	3
CNG 101	Introduction to Networking	3
CNG 102	Local Area Networks	3
CNG 116	Microcomputer Hardware	3
CNG 120	A+ Certification Prep	4
	Total	**23**
	TOTAL	**61**

Certificate in Computer Information Systems
Computer Technology Certificate

CCD Auraria

This one semester certificate is designated to prepare students for employment as computer technicians. Students completing this certificate will be prepared to take the CompTIA A+ certification examinations.

CIS 118	Introduction to PC Applications	3
CNG 101	Introductions to Networking	3
CNG 102	Local Area Networks	3
CNG 116	Microcomputer Hardware	3
CNG 120	A+ Certification Preparation	4
	Total	**16**

Credit Transfer Limitations:
Courses transferred into the Computer Information Systems or the Information Technology degree/certificate options have the following time limits:

Application courses	5 years
Programming courses	5 years
Networking Courses	5 years
Certification courses	3 years
General education course	10 years
Business courses	10 years

If the transferring student has current industry experience, the time limit for applicable courses may be waived upon approval of the program chair.

CRIMINAL JUSTICE
Associate of Applied Science Degree in Criminal Justice

CCD Auraria

This program prepares graduates for the critical work in community corrections. These courses may be accepted, on an individual basis, when pursuing a baccalaureate degree in Criminal Justice in preparation for a career in law enforcement, corrections, probation and parole environments.

CRIMINAL JUSTICE

CRJ 110	Intro to Criminal Justice	3
CRJ 125	Law Enforcement Operations	3
CRJ 145	Correctional Process	3
CRJ 205	Principles of Criminal Law	3
CRJ 236	CRJ Research Methods	3
	Subtotal	**15**

General Education Courses

Arts & Humanities	3
English (ENG 121 or higher)	3
Math (MAT 107 or higher)	3
Science	3
Social & Behavioral Science	3
Subtotal	**15**

Electives: select from the following;	30
CRJ 208 Criminal Evidence	3
CRJ 201 Emergency Dispatching	5
CRJ 246 Traffic Investigation	3
PSM 221 Forensic Computer Analysis: Computer Forensics I	3
PSM 222 Forensic Computer Analysis: Computer Forensics II	3
PSM 104 Introduction to Emergency Management	3
PSM 110 School Violence	3

PSM 204 Terrorism, Intelligence, and Justice	3
CRJ 239 Managing Emergency Worker Stress	3
CRJ 146 Community Based Corrections	3
CRJ 210 Constitutional Law	3
CRJ 215 Constitutional Rights of Inmates	3
CRJ 230 Criminology	3
CRJ 275 Special Topics	3
CRJ 250 Computer Crime Investigations	3
CRJ 135 Judicial Function	3
TOTAL	**60**

Certificate in Criminal Justice

CCD Auraria

APPLIED FORENSICS (DIGITAL OR INVESTIGATIVE) CERTIFICATE
This program prepares students for jobs in the field of forensic science, and combines hands-on opportunities with theoretical research to prepare students for entry-level jobs, career enhancement or further education. Provides students with the latest technology and expertise being used in the field.

Requirements

CRJ 110	Introduction to Criminal Justice	3
CRJ 125	Law Enforcement Operations	3
CRJ 127	Crime Scene Investigation	3
CRJ 205	Principles of Criminal Law	3
CRJ 231	Introduction to Forensic Science and Criminalistics	3
CRJ 236	CRJ Research Methods	3
CRJ 264	Practical Crime Scene Investigation/ Medical Legal Death Investigation	3
	Subtotal	**21**

Electives: Select 3 courses from the following:		**9**
CRJ 145	Correctional Process	3
CRJ 201	Dispatching	5
CRJ 208	Criminal Evidence	3
CRJ 246	Traffic Investigations	3
CRJ 250	Computer Crime Investigations	3
CRJ 275	Special Topics	3
PSM 221	Forensic Computer Analysis	3
CRJ 135	Judicial Function	3
PSM 222	Forensic Computer Analysis II	3
	TOTAL	**30**

Certificate in Criminal Justice

CCD Auraria

HOMELAND SECURITY CERTIFICATE
This program prepares students for positions in policing with an emphasis in Homeland Security. Integrates current practices and technologies used by first responders and the government to protect the public against safety threats.

Requirements

CRJ 110	Introduction to Criminal Justice	3
CRJ 125	Law Enforcement Operations	3
CRJ 145	Correctional Process	3
CRJ 205	Principles of Criminal Law	3
CRJ 236	CRJ Research Methods	3
	Subtotal	**15**

Electives: Select 5 courses from the following:		15
CRJ 201	Dispatching	5
CRJ 208	Criminal Evidence	3
CRJ 246	Traffic Investigations	3
CRJ 250	Computer Crime Investigations	3
CRJ 275	Special Topics	3
PSM 221	Forensic Computer Analysis	3
PSM 222	Forensic Computer Analysis II	3
CRJ 135	Judicial Function	3
	TOTAL	30

DENTAL HYGIENE
Associate of Applied Science Degree in Dental Hygiene
Center for Allied Health at Lowry

DENTAL HYGIENE

This program prepares the student to practice as a professional dental hygienist following successful completion of 28 credit hours of pre-professional prerequisites and 67 Credit Hours of professional study. Successful completion of the prerequisite courses and the full Dental Hygiene curriculum results in an Associate of Applied Science (AAS) degree in Dental Hygiene. After receiving the AAS degree, students are eligible to take the written national board dental hygiene exam and regional/state clinical board exams. These exams are necessary to become a licensed, registered dental hygienist.

Dental hygienists are licensed preventive oral health professionals who provide educational, clinical and therapeutic services in dentistry. Dental hygienists perform procedures such as oral prophylaxis, application of preventive agents, and exposure of dental radiographs, patient education and nutritional counseling. Career opportunities for hygienists are available in a variety of settings, including private dental practices, community dental health clinics, public schools, clinical and basic science research laboratories, state and federal health facilities and management positions.

Dental Hygiene applications are available July 1st and must be submitted and postmarked no later than December 1st of each year to be considered for admission into the class beginning fall of the next academic year. Eligible applicants are selected according to GPA of the required prerequisite courses, Health Occupations Aptitude test scores, interview presentations, letters of reference, observations, Colorado residency and dental experience. Because of the competitive admissions process, all prerequisite courses must be taken for a letter grade. Once accepted into the program, all grading is conducted on a 7 point grade scale. A student cannot earn lower than a "C" in any Dental Hygiene course in order to progress to the next level or graduate.

To find out more information about the dental hygiene program and application process, visit www.ccd.edu/dental

Dental Hygiene prerequisites

BIO 201	Human Anatomy and Physiology I:	GT-SC1	4
BIO 202	Human Anatomy and Physiology II:	GT-SC1	4
BIO 204*	Microbiology:	GT-SC1	
*BIO 208 will compensate for BIO 204			4
CHE 109*	General, Organic and Biochemistry		
*CHE 101 and 102 or CHE 111 and 112 will compensate for CHE 109			4
COM 115*	Public Speaking		
*COM 125, 126 will compensate for COM 115			3
ENG 121*	English Composition I:	GT-CO1	
*ENG 122 will compensate for ENG 121			3
PSY 101*	General Psychology I:	GT-SS3	
*PSY 102, 226, 235, 240 will compensate for PSY 101			3
SOC 101*	Introduction to Sociology I:	GT-SS3	

*SOC 102, 218, ANT 101 will compensate for SOC 101		3
	Subtotal	**28**

DEH 175	Dental Hygiene Basic & Terminology I	1

DEH 175 course is taken after acceptance into the program the summer prior to your first semester.

Requirements

DEH 101	Preclinical Dental Hygiene Lecture	2
DEH 102	Preclinical Dental Hygiene Care	3
DEH 103	Dental Anatomy and Histology	3
DEH 104	Dental Radiology	3
DEH 111	Dental and Medical Emergencies	2
DEH 116	Preventive Dentistry and Special Needs Patients	2
DEH 122	Periodontics I	2
DEH 123	Head and Neck Anatomy	1
DEH 126	Dental Materials	3
DEH 132	Applied Pharmacology	2
DEH 133	Local Anesthesia	2
DEH 134	Advanced Clinical Skills	1
DEH 138	Nitrous Oxide/Oxygen Sedation	1
DEH 153	Clinical Theory of Dental Hygiene I	2
DEH 170	Clinical Practice of Dental Hygiene I	4
DEH 171	Clinical Practice of Dental Hygiene I-A	1
DEH 202	Applied Nutrition in Dentistry	2
DEH 204	Community Dental Health I	2
DEH 213	General and Oral Pathology	3
DEH 221	Ethics and Practice Management	2
DEH 225	Community Dental Health II: Field Experience	1
DEH 242	Periodontics II	2
DEH 268	Clinical Theory of Dental Hygiene II	2
DEH 270	Clinical Practice of Dental Hygiene II	6
DEH 271	Clinical Practice of Dental Hygiene III	7
DEH 282	Periodontics III	1
DEH 285	Clinical Theory of Dental Hygiene III	2
	Total DEH Courses	**65**
DEH 266	National Board Review (optional)	2

EARLY CHILDHOOD EDUCATION
Associate of Applied Science Degree in
Early Childhood Education
CCD Auraria

EARLY CHILDHOOD EDUCATION A.A.S. DEGREE

This program meets the vocational training needs for personnel involved in the care and education of young children (birth through 8 years) and all Colorado Department of Human Services licensing academic requirements. A grade of C or better is required in all degree classes. Students completing the degree requirements will have met the requirements for both Early Childhood Education Group Leader certificates and an Early Childhood Education Director certificate.

ECE credits older than seven years would not be valid towards a currently offered certificate or degree.

Spanish Language Supported Classes imply that course lectures will be delivered in English. Course lecture materials will be provided in English and Spanish and will be available in Desire2Learn class forums.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program.

General Education Requirements

ENG 121	English Composition I:	GT-CO1	3
COM 115	Public Speaking		3
MAT 107	Career Math		3
	OR		
MAT 155	Integrated Math I		(3)
Social & Behavioral Sciences (Select 1 course from the following)			3
PSY 101	General Psychology I		(3)
PSY 102	General Psychology II		(3)
SOC 101	Introduction to Sociology		(3)
Humanities (Select 1 course from the following):			3
MUS 120	Music Appreciation		(3)
ART 110	Art Appreciation		(3)
	Subtotal		**15**

Major Requirements

ECE 101	Introduction to Early Childhood Education	3
ECE 102	Introduction to Early Childhood Lab	3
ECE 103	Guidance Strategies for Young Children	3
ECE 108	The Assessment Process in Early Childhood Education	1
ECE 188	Practicum: Early Childhood Education	3
ECE 205	Nutrition, Health and Safety	3
ECE 209	Observing and Utilizing Young Children's Assessment Instruments	1
ECE 236	Child Growth/Developmental Lab	1
ECE 220	Curriculum Development: Methods and Techniques	3
ECE 238	Child Growth and Development:	3
ECE 240	Administration of Early Childhood Care and Education Programs	3
ECE 241	Administration: Human Relations for Early Childhood Education	3
ECE 256	Working with Parents, Families and Community System	3
ECE 288	Practicum: Early Childhood Education	3
	Subtotal	**36**

Select 9 credits from the following curriculum electives		**9**
ECE 111	Infant and Toddler Theory and Practice	(3)
ECE 112	Introduction to Infant/Toddler Lab Techniques	(3)
ECE 226	Creativity and the Young Child	(3)
ECE 228	Language and Literacy	(3)
ECE 260	Exceptional Child	(3)
	Total	**60**

Certificate in Early Childhood Education
CCD Auraria

EARLY CHILDHOOD EDUCATION DIRECTOR CERTIFICATE
This program prepares graduates for director-qualified positions in early childhood care and education settings. A grade of C or better is required in all certificate and degree programs. Students completing the degree requirements also will have met the requirements for an Early Childhood Education Group Leader certificate and an Early Childhood Education Director certificate.

This curriculum meets Colorado Human Services licensing education requirements. In addition to this academic requirement, the Colorado Department of Human Services requires 24 months (3,640 hours) of work experience.

ECE credits older than seven years would not be valid towards a currently offered certificate or degree.

Spanish Language Supported Classes imply that course lectures will be delivered in English. Course lecture materials will be provided in English and Spanish and will be available In Desire2Learn class forums. Graduate exit competency is measured by successful development

(80 percent) of the Early Childhood Education (ECE) capstone course portfolio. Any student not completing CCD's capstone course must successfully develop a portfolio prior to approval for graduation.

Program Admission Requirements
Meet minimum assessment scores or prerequisites required for general education courses in the program.

Requirements

ECE 101	Introduction to Early Childhood Education	3
ECE 102	Introduction to Early Childhood Lab Techniques	3
ECE 103	Guidance Strategies for Young Children	3
ECE 111	Infant and Toddler Theory and Practice	3
ECE 205	Nutrition, Health and Safety	3
ECE 220	Curriculum Development: Methods and Techniques	3
ECE 236	Child Growth/Developmental Lab	1
ECE 238	Child Growth and Development:	3
ECE 240	Administration of Early Childhood Care and Education Programs	3
ECE 241	Administration: Human Relations for Early Childhood Education	3
ECE 256	Working with Parents, Families and Community System	3
ECE 260	Exceptional Child	3
	Subtotal	**34**
Select 1 course from the following		3
ECE 226	Creativity and the Young Child	(3)
ECE 228	Language and Literacy	(3)
	Total	**37**

Certificate in Early Childhood Education
CCD Auraria

GROUP LEADER — PRESCHOOL CERTIFICATE
This program prepares graduates for group leader positions in early childhood care and education settings. A grade of C or better is required in all certificate and degree programs. Students completing this sequence will receive a Colorado Group Leader certificate from CCD.

In addition to this academic requirement, the Colorado Department of Human Services requires nine months (1,392 hours) of work experience.

All Early Childhood Education Group Leader certificate program credits apply toward the requirements of the AAS degree in Early Childhood Education.

ECE credits older than seven years would not be valid towards a currently offered certificate or degree.

Spanish Language Supported Classes imply that course lectures will be delivered in English. Course lecture materials will be provided in English and Spanish and will be available In Desire2Learn class forums.

Program Admission Requirements
Meet minimum assessment scores or prerequisites required for general education courses in the program.

Group Leader — Preschool

ECE 101	Introduction to Early Childhood Education	3
ECE 102	Introduction to Early Childhood Lab	3
ECE 103	Guidance Strategies for Young Children	3
ECE 220	Curriculum Development: Methods and Techniques	3
ECE 236	Child Growth/Developmental Lab	1
ECE 238	Child Growth and Development	3
	Total	**16**

Certificate in Early Childhood Education

CCD Auraria

GROUP LEADER — INFANT/TODDLER CERTIFICATE

This program prepares graduates for group leader positions in early childhood care and education settings. A grade of C or better is required in all certificate and degree programs. Students completing this sequence will receive a Colorado Group Leader certificate from CCD.

In addition to this academic requirement, the Colorado Department of Human Services requires nine months (1,392 hours) of work experience.

All Early Childhood Education Group Leader certificate program credits apply toward the requirements of the AAS degree in Early Childhood Education.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program.

Requirements

ECE 101	Introduction to Early Childhood Education		3
ECE 102	Introduction to Early Childhood Lab		3
	or		
ECE 112	Introduction to Infant/Toddler Lab Techniques		(3)
ECE 103	Guidance Strategies for Young Children		3
ECE 111	Infant and Toddler Theory and Practice		3
ECE 238	Child Growth and Development		3
ECE 236	Child Growth/Developmental Lab		1
	Total		**16**

ELECTRONEURODIAGNOSTIC TECHNOLOGY
Associate of Applied Science Degree in Electroneurodiagnostic Technology

Center for Allied Health at Lowry

ELECTRONEURODIAGNOSTIC TECHNOLOGY

This program prepares the student for an entry-level position as an Electroneurodiagnostic (END) technologist in a variety of clinical settings, including the hospital. The programs course work includes classroom, laboratory and clinical internship experience. Graduates earn an AAS degree and are eligible to apply for registration by the American Board of Registration of Electroencephalographic and Evoked Potential Technologists Inc. (ABRET).

Program Admission Requirements

1. Submit the CCD application to Admissions, Registration and Records, South Classroom Building 133 on the Auraria Campus.
2. Meet minimum assessment scores or prerequisites required for general education courses in the program.
3. Complete the General Education requirements and apply for admission with the Center for Allied Health at Lowry.
4. Submit a completed Electroneurodiagnostic application form and packet.

General Education Requirements

BIO 106	Basic Anatomy and Physiology		4
	or		
BIO 201	Human Anatomy and Physiology I:	GT-SC1	(4)
	AND		
BIO 202	Human Anatomy and Physiology II:	GT-SC1	(4)
ENG 121	English Composition I:	GT-CO1	3
MAT 121	College Algebra:	GT-MA1	4
CIS 118	Introduction to PC Applications		3

SOC 101	Introduction to Sociology I:	GT-SS3	3
	or		
PSY 101	General Psychology I:	GT-SS3	(3)
	or		
PSY 235	Human Growth and Development:	GT-SS3	(3)
	Subtotal		**17-21**

Requirements

END 102	Electroencephalography (EEG) I	4
END 103	Instrumentation/Principles	3
END 112	Electroencephalography (EEG) II	3
END 115	Patient Care and Safety	3
END 206	Neuroanatomy and Physiology	3
END 207	Evoked Potential	6
END 210	Clinical Neurology	3
END 251	Related Modalities	3
END 280	Internship Technology	6
END 281	Clinical I	5
END 282	Clinical Internship II	5
	Subtotal	**43**
	Total	**60-64**

EMERGENCY MEDICAL SERVICES
Certificate in Emergency Medical Services

Center for Allied Health at Lowry

EMERGENCY MEDICAL TECHNICIAN (EMT)-BASIC CERTIFICATE

Not Financial Aid Approved

The Emergency Medical Technician (EMT)-Basic certificate option in the Emergency Medical Services (EMS) program provides students with the knowledge and skills necessary to obtain employment in ambulance, rescue, or other pre-hospital emergency service settings. Program graduates provide direct patient care, scene management, and patient transportation under the direction of EMS service physician advisors. Courses within the EMT-Basic certificate program must be taken in specific succession for students to be eligible to sit for the EMT-Basic National Registry certification exams.

Elective courses in the EMS program are either: 1) admission-selective courses which require that a student must be EMT-Basic certified and admitted into the EMS program to enroll in EMS courses or 2) open enrollment courses which allow students with an interest in the subject to enroll in EMS courses. Admission-selective courses provide students with EMT-Basic certification with knowledge and skills needed for additional certifications or increased job marketability. Open enrollment courses are particularly suited for students with an allied health background.

Program Application and Admission and Requirements

Prior to registration for this program the following criteria must be met and approved by the EMS Program Director at Denver Health.
1. Take and pass the CCD Basic Skills Assessment Test (BSAT) in the Testing Center in South Classroom Building 223, 303-556-3810. Score at least the following on the BSAT test:
   a. English: ENG 090
   b. Reading: REA 090
   c. Math: MAT 090

   If you have taken the SAT/ACT and your scores are high enough, you may be waived from taking the BSAT. Possession of a bachelor or associates degree waives the BSAT and/or SAT/ACT requirements.
2. A background check must be submitted through: www.healthcareex.com and reviewed prior to registration.

3. Upon completion, contact the Denver Health EMS Education Department for approval to continue the registration process at: christy.allen@dhha.org
4. Offices and classes are located at Rita Bass Trauma Institute, 190 W. 6th Ave., Denver, 303-602-2533
5. For more information go to www.denverems.org/education.

Major Requirements

HPR 102	CPR for Professionals	0.5
EMS 125	EMT Basic	9
EMS 170	EMT Basic Clinical	1
	Total	**10.5**

Electives

EMS 130	*EMT Intravenous Therapy	(2)
HPR 190	Basic EKG Interpretation	(2)
EMS 126	EMT Refresher	(2)

Student must be Colorado EMT-Basic certified and accepted into the EMS program to enroll in EMS 130.

ENERGY TECHNOLOGY
Residential Energy Analyst Certificate
CCD Auraria

This program prepares students to perform residential energy analysis to identify home improvements to save energy.

ENY 102	Building Energy Audit Tech	3
OSH 127	10HR Construction Industry Standards	1
AEC 121	Construction Material/Systems	3
AEC 218	Sustainable Building Systems	3
AEC 221	Building Electrical/Mechanical Systems	3
ENY 235	Energy Systems Design	3
	Total	**16**

ENGINEERING GRAPHICS
Starting in the fall of 2010 the Engineering Graphics Program included two different design/drafting areas that allow students to pursue their area of interest in greater depth. Please note students who are interested in the Mechanical Designer Program will be asked to sign up for classes Monday through Thursday morning (8 a.m. to 12 noon), also Monday and Wednesday evening (6 p.m. to 10 p.m.). Students wishing to sign up for the Architectural Designer program will be asked to sign up for classes Monday through Thursday afternoon (1 p.m. to 5 p.m.), also Tuesday and Thursday evening (6 p.m. to 10 p.m.)

Associate of Applied Science Degree in Engineering Graphics
CCD Auraria

MECHANICAL DRAFTER A.A.S. DEGREE
The Engineering Graphics Mechanical Designer program offered by Community College of Denver allows a student to pursue an Associate of Applied Science Degree that provides an opportunity to learn the skills needed to become a CAD/Designer in many of the important industries throughout Colorado and the country. This degree program will include the skills from 2D CAD drafting to 3D parametric modeling. Along the degree path, students will also have opportunities to augment their CAD skills with rapid prototyping, using a state-of-the-art 3D printer, as well as exposure to Computer Aided Machining programs such as Gibbs CAM and MasterCAM. Also in the degree plan, students will be trained in Machine Shop Safety and Practices, and mechanical design, and will develop an understanding of mechanical design with an eye towards manufacturability.

Program Admission Requirements
1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with Program Chair or Center Educational Case Manager. Call 303-556-8393 to make an appointment.

General Education Requirements

CIS 118	Introduction to PC Applications		3
COM 115	Public Speaking		3
ENG 121	English Composition I:	GT-CO1	3
MAT 108	Technical Math		4
PHY 105	Introduction to Physics		4

Major Requirements

CAD 101	Computer Aided Drafting I	3
CAD 102	Computer Aided Drafting II	3
CAD 240	Inventor I--AutoDesk	3
EGT 103	Technical Drafting III	3
EGT 106	Introduction to Axonometric Views	3
EGT 107	Introduction to Sections and Auxiliary Views	3
EGT 160	Introduction to Industrial Drafting and Design	3
EGT 250	Advanced Industrial Drafting and Design	6
EGT 289	Capstone: Projects in 3-D for Industrial Drafting & Design	6
MAC 101	Introduction to Machine Shop	3
MTE 101	Introduction to Manufacturing	3
MTE 230	Design for Manufacturability	3
TEC 205	Geometric Dimensioning & Tolerancing	3
	Total	**62**

Associate of Applied Science Degree in Engineering Graphics
CCD Auraria

ARCHITECTURAL DRAFTER A.A.S. DEGREE
The Engineering Graphics Architectural Designer program offered by Community College of Denver allows a student to pursue an Associate of Applied Science Degree that provides an opportunity to learn the skills needed to become an Architectural CAD Designer throughout Colorado and the rest of the country. This degree program will include skills from hand drafting/rendering, 2D CAD drafting and 3D design using SketchUp. In addition, the program includes 3D parametric modeling using the latest version of REVIT Architecture. The student will be introduced to Building Information Modeling (BIM), sustainable design issues and architectural materials and methods used in residential and light commercial architecture.

Program Admission Requirements
1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with Program Chair or Center Educational Case Manager. Call 303-556-8393 to make an appointment.

General Education Requirements

CIS 118	Introduction to PC		3
COM 115	Public Speaking		3
ENG 121	English Composition I:	GT-CO1	3
MAT 108	Technical Math.		4
PHY 105	Introduction to Physics		4

Major Requirements

AEC 101	Basic Architectural Drafting	4
AEC 104	Architectural Drawing Theory	4
ARC 107	Print Reading	3
ARC 117	Presentation Drawings & Models	3
ARC 125	History of Architecture	3

ARC 151	Architectural Drafting I	3
CAD 101	Computer Aided Drafting I	3
CAD 102	Computer Aided Drafting II	3
CAD 115	Sketchup	3
CAD 224	Revit	3
EGT 160	Introduction to Industrial Drafting and Design	3
EGT 250	Advanced Industrial Drafting and Design	6
EGT 289	Capstone: Projects in 3-D for Industrial Drafting & Design	6
	Total	**64**

Certificate in Engineering Graphics
CCD Auraria

ENGINEERING GRAPHICS MECHANICAL DRAFTER CERTIFICATE
Engineering Graphics prepares students for job-entry positions in mechanical or architectural drafting on drafting teams for local, state and federal agencies, architectural companies, and various planning and development companies. All program credits apply toward the AAS degree in Engineering Graphics, Mechanical or Architectural Drafter emphasis.

Program Admission Requirements
1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with Program Chair or Center Educational Case Manager. Call 303-556-8393 to make an appointment.

Requirements

CIS 118	Introduction to PC Applications	3
MAT 108	Technical Mathematics	4
CAD 101	Computer Aided Drafting I	3
CAD 102	Computer Aided Drafting II	3
CAD 224	Revit	3
CAD 240	Inventor I--AutoDesk	3
EGT 103	Technical Drafting III	3
EGT 106	Introduction to Axonometric Views	3
EGT 107	Introduction to Sections and Auxiliary Views	3
EGT 160	Introduction to Industrial Drafting and	3
	Total	**31**

Certificate in Engineering Graphics
CCD Auraria

AUTOCAD DRAFTING CERTIFICATE FOR MECHANICAL OR ARCHITECTURAL DRAFTER
Not Federal Title IV Financial Aid Eligible
This two-semester certificate provides currency and skill upgrade training for individuals working in the field, individuals in a related field wishing to obtain AutoCAD skills and/or mechanical/architectural drafting graduates whose skills are dated. This program includes two introductory courses, students with little or no background in Auto-CAD should select this program.

Program Admission Requirements
1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with Program Chair or Center Educational Case Manager. Call 303-556-8393 to make an appointment.

Requirements

CAD 101	Computer Aided Drafting I	3
CAD 102	Computer Aided Drafting II	3
EGT 106	Introduction to Axonometric Views	3
CAD 240	Inventor I — AutoDesk	3
	Total	**12**

Certificate in Engineering Graphics
CCD Auraria

REVIT CERTIFICATE
Not Federal Title IV Financial Aid Eligible
This one-semester certificate provides currency and skill upgrade training for individuals working in the field or individuals in a related field wishing to obtain Revit skills beyond the entry level. Drafting graduates whose skills are dated and wish to update should use one of these 6 credit hour certificates to gain those skills required in industry. Students with little or no background in AutoCAD should not select this program.

Program Admission Requirements
1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with Program Chair or Center Educational Case Manager. Call 303-556-8393 to make an appointment.

Requirements

CAD 224	Revit	3
CAD 227	Advanced Revit	3
	Total	**6**

Certificate in Engineering Graphics
CCD Auraria

INVENTOR CERTIFICATE
Not Federal Title IV Financial Aid Eligible
This one-semester certificate provides currency and skill upgrade training for individuals working in the field or individuals in a related field wishing to obtain Inventor skills beyond the entry level. Drafting graduates whose skills are dated and wish to update should use one of these 6 credit hour certificates to gain those skills required in industry. Students with little or no background in AutoCAD should not select this program.

Program Admission Requirements
1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with Program Chair or Center Educational Case Manager. Call 303-556-8393 to make an appointment.

Requirements

CAD 224	Revit	3
CAD 244	Advanced Inventor	3
	Total	**6**

ESSENTIAL SKILLS
Certificate in Essential Skills
CCD Auraria

BUSINESS CERTIFICATE

Certificate Requirements

AAA 109	Advanced Academic Achievement	3
	or	
REA 130	Applied and Technical Reading	(2)
BTE 100	Computer Keyboarding I	1
BTE 108	Ten-Key by Touch	1
CIS 117	Introduction to Technical Applications	2
CIS 140	Microsoft Outlook	1
COM 100	Workplace Communication	1
	or	
MAR 158	Basic Customer Service	(1)
BTE 120	Electronic Office Procedures	3

MAR 160	Customer Service	(3)
ACC 101	Fundamentals of Accounting	3
	or	
MAT 112	Financial Mathematics	(3)
BUS 287	Cooperative Education	2
	Total	**16-17**

Certificate in Essential Skills
CCD Auraria

COMMUNITY HEALTH WORKER CERTIFICATE

This program prepares students to work in a position as a community health worker. Community health workers provide health education, such as how to access health care, information about health plans and resource referrals. Community health workers may find employment in hospitals, clinics and community-based organizations.

The program is offered as a one-semester program that combines academics and an internship in one of the above areas.

Career Requirements

| CHW 120 | Community Health Issues | 3 |
| CHW 130 | Community Health Resources | 3 |

Workplace Requirements

CIS 118	Introduction to PC Applications	3
COM 126	Communication in Healthcare	3
	or	
COM 125	Interpersonal Communication	(3)
ENG 121	English Composition I: GT-CO1	3
CHW 297	Community Health Worker Field Experience	2
(With the exception of CHW 297, all courses are offered online)		
	Total	**17**

Certificate in Essential Skills
CCD Auraria

FINANCIAL SERVICES CERTIFICATE

The Financial Services training program is a one-semester certificate program that combines college level coursework with on-the-job training through an internship at a financial institution. The curriculum was developed with input from credit unions and banks about the skills they need entry-level employees to possess.

Requirements

BTE 100	Computer Keyboarding I	1
BTE 108	Ten-Key by Touch	1
CIS 117	Introduction to Technical Applications	2
CIS 140	Microsoft Outlook	1
FIN 105	Principles of Banking	3
COM 100	Workplace Communication	1
MAT 112	Financial Mathematics	3
REA 130	Applied and Technical Reading	2
	or	
AAA 109	Advanced Academic Achievement	(3)
BUS 287	Cooperative Education	2
	Total	**16-17**

Certificate in Essential Skills
CCD Auraria

MEDICAL-CLERICAL CAREER TRACK CERTIFICATE

This track prepares students to work in an administrative capacity in a medical setting. Entry-level occupations include patient account representative, admissions clerk, medical receptionist and medical clerk. Medical Clerk is a one-semester certificate program that combines

college level coursework with on the job training through an internship at a medical facility.

Career Requirements

HPR 178	Seminar: Intro to Medical Terminology	2
MOT 110	Medical Office Administration	4
MOT 181	Administrative Internship	2

Workplace Requirements

BTE 100	Computer Keyboarding I	1
BTE 102	Keyboarding Applications I	2
COM 100	Workplace Communication	1
HPR 101	Customer Service in HealthCare	2
REA 130	Applied and Technical Reading	(2)
	or	
AAA 109	Advanced Academic Achievement	(3)
	Total	**16-17**

GRAPHIC DESIGN
Associate of Applied Science Degree in Graphic Design
CCD Auraria

GRAPHIC DESIGN A.A.S. DEGREE

This program provides the skills necessary for entry into the field of graphic design. The graphic design profession involves graphic and advertising design, illustration and pre-press. The Graphic Design program allows students to develop basic skills common to all three specialties, while developing an emphasis in one.

Successful students may enjoy careers in book/publication design, Web page design, package design, ad/promotional design, and where creative typography and image are needed to move ideas and information.

Students are expected to buy their own tools and materials. The beginning program courses require an original investment of between $100 and $300, and students are expected to add needed tools and materials as the program progresses.

Program Admission Requirements
1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with a faculty program advisor and obtain an authorized signature.

General Education Requirements

ART 111	Art History Ancient to Medieval:	GT-AH1	3
ART 112	Art History Renaissance to Modern:	GT-AH1	3
COM 115	Public Speaking		3
ENG 121	English Composition I:	GT-CO1	3
MAT 120	Math for Liberal Arts:	GT-MA1	4
	Subtotal		**16**

Major Requirements

ART 121	Drawing I	3
ART 131	2-D Design	3
ART 132	3-D Design	3
ART 139	Digital Photography I (formerly ART 143 Digital Photography)	3
ART 151	Painting I (formerly ART 211 Painting I)	3
MGD 101	Introduction to Computer Graphics	3
MGD 105	Typography and Layout	3
MGD 111	Adobe PhotoShop I	3
MGD 112	Adobe Illustrator I	3
MGD 114	Adobe in Design	3
MGD 116	Typography I	3
MGD 141	Web Design I	3

MGD 203	Design and Concept	3
MGD 213	Electronic Pre-press	3
MGD 289	Capstone: Studio Art/Portfolio (Graphic Design)	3
	Subtotal	**45**
	Total	**61**

Certificate in Graphic Design
CCD Auraria

GRAPHIC DESIGN CERTIFICATE
Courses in the certificate sequence are applicable to the AAS degree and normally can be completed in two semesters. On completion of major requirements, students may choose one of three emphases, each of which will prepare students for a career in graphic design. MGD 101 is pre-requisite to all computer classes.

Program Admission Requirements
Meet minimum assessment scores or prerequisites required for general education courses in the program.

Major requirements
ART 121	Drawing I	3
ART 131	2-D Design	3
MGD 101	Introduction to Computer Graphics	3
MGD 105	Typography and Layout	3
MGD 111	Adobe Photoshop I	3
MGD 112	Adobe Illustrator I	3
MGD 116	Typography I	3
MGD 203	Design and Concept	3
MGD 213	Electronic Pre-press	3
	Subtotal	**27**
Capstone (Required)		
MGD 289	Capstone: Studio Art/Portfolio (Graphic Design)	3
	Total	**30**

HEALTH INFORMATION TECHNOLOGY
Certificates in Health Information Technology
Center for Allied Health at Lowry

Health information technology (Health IT) makes it possible for health care providers to better manage patient care through secure use and sharing of health information. Health IT includes the use of electronic health records (EHRs) instead of paper medical records to maintain people's health information. Funded by the Office of the National Coordinator for Health IT, U.S. Department of Health and Human Services.

HIT IMPLEMENTATION AND TECHNICAL SUPPORT CERTIFICATE
This certificate program provides a comprehensive foundation for understanding technical healthcare infrastructure and its relevance to the implementation of the electronic health record (EHR). Emphasis is on current clinical vocabularies, healthcare culture, delivery systems, patient privacy, technical standards, hardware infrastructure, project management, and practical experience with EHR's.

Program Admission Requirements
Students entering this program should have 3-5 years working experience in the Information Technology or Healthcare industry and have achieved a higher education AA or BA degree. Students will take only the courses they need to be competent in the field of implementing HIT systems. There is the opportunity to receive credit by portfolio and previous experience.

Core Courses Required Based on Experience and Prior Learning
CIS 114	Computing for Health IT	3
HPR 178	Medical Terminology	3
	Subtotal	**6**

HIT Implementation and Technical Support Certificate
HIT 120	Working with Health IT Systems	3
HIT 121	Networking and Health Information Ex-change	2.5
HIT 122	Fundamentals of Health Workflow Process Analysis and Redesign	2
HIT 123	Configuring EHR's	2
HIT 261	Healthcare Software	3
MAN 241	Project Management in Organizations	3
	Total	**21.5**

HEALTH INFORMATION TECHNOLOGY TRAINER CERTIFICATE
This certificate prepares students to design and deliver training programs, using adult learning principles, to employees in clinical and public health settings. These training programs will prepare professionals to implement Health IT and utilize Electronic Health Records.

Program Admission Requirements
To be admitted to this program, individuals should have experience as a health professional, health information management specialist, or medical librarian. Experience as a trainer in the classroom is also desired. Relevant experience or training should be documented by work experience or prior education.

Core Courses Required Based on Experience and Prior Learning
CIS 114	Computing for Health IT	3
HPR 178	Medical Terminology	3
	Subtotal	**6**

HIT Trainer Certificate
EDU 222	Effective Teaching	1
HIT 111	Health Information Management Systems	3
HIT 122	Fundamentals of Health Workflow Process Analysis and Redesign	2
HIT 262	Usability and Human Factor	2
HPR 101	Customer Service in Healthcare	2
	Total	**16**

HEALTH INFORMATICS FOR PRACTITIONER CERTIFICATE
Professionals will work with the staff of a medical practice to maximize the meaningful use of Electronic Health Records. This professional will document the processes in use at the medical practice and design a process to implement Electronic Health Records to replace the manual processes currently in place. These professionals will help medical practices meet the Meaningful Use Stages that are required to be implemented.

Program Admission Requirements
To be admitted to this program, individuals should be licensed or certified as clinical or public health professionals. In the case of public health, they should have significant experience in federal, state, or local public health agencies. Examples of federal, state, or local public health agencies are Centers for Disease Control (CDC; federal), the Dept. of Public Health and Denver Health (state) and Hospitals (public health agency).

Core Courses Required Based on Experience and Prior Learning
CIS 114	Computing for Health IT	3

Health Informatics for Practitioners Certificate
HIT 111	Health Information Management Systems	3
HIT 120	Working with Health IT Systems	3
HIT 122	Fundamentals of Health Workflow Process Analysis and Redesign	2
HIT 141	Leadership for Health IT	1
HIT 175	Special Topics: Vendor Software	1
HIT 222	Quality Management	3
	Total	**16**

HUMAN SERVICES
Associate of Applied Science Degree in Human Services
CCD Auraria

HUMAN SERVICES (AAS)
This program prepares students for entry-level employment in communities and institutions that serve clients with a variety of human needs. Students may choose to focus on specific skill areas, such as social service agencies, health care centers, youth services, substance abuse programs, geriatric centers, child abuse programs, community corrections facilities, crisis centers and domestic violence programs. With the exception of MAT 107 and ENG 131, the AAS in Human Services degree at CCD may be transferred to the Human Services Department at MSCD. However, transfer oriented students should complete the Human Services AAS-Transfer Degree option. AAS students in Human Services must earn a grade of C or better in all general education and major course requirements. The program is accredited by the Council for Standards in Human Service Education.

Program Admission Requirements
1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Signature authorization on program application from Human Services faculty advisor or educational case manager.

General Education Requirements

COM 115	Public Speaking		3
ENG 121	English Composition I:	GT-CO1	3
MAT 107	Career Math (or MAT 120 or MAT 121 or higher)		3
PSY 101	General Psychology I:	GT-SS3	
	OR		
PSY 235	Human Growth and Development:	GT-SS3	(3)
	OR		
SOC 101	Introduction to Sociology I:	GT-SS3	(3)
Select 1 course from the Associate of Arts or Science, GT Arts & Humanities requirements			3
	Subtotal		**15**

Major Requirements

HSE 105	Introduction to Social Welfare	3
HSE 106	Survey of Human Services	3
HSE 107	Interviewing Principles and Practices	3
HSE 108	Introduction to Therapeutic Systems	3
HSE 109	Social Issues in Human Services	3
HSE 188	Human Services Practicum I	4
HSE 205	Human Services for Groups	3
HSE 206	Human Services for Families	3
HSE 207	Community Organization	3
HSE 208	Social Welfare Policy	3
HSE 209	Crisis Theory and Intervention	3
HSE 288	Human Services Practicum II	4
HSE 289	Human Services Practicum III Capstone	7
	Subtotal	**45**
	Total	**60**

Associate of Applied Science Transfer Degree in Human Services
CCD Auraria

HUMAN SERVICES A.A.S. TRANSFER DEGREE
The following courses represent the CCD/Metropolitan State College of Denver Human Services transfer agreement. Students completing these degree requirements will be eligible to transfer to MSCD as juniors in the Human Services bachelor's program. AAS transfer students in Human Services must earn a grade of C or better in all general education and major course requirements. The program is accredited by the Council for Standards in Human Service Education.

Program Admission Requirements
1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Signature authorization on program application from Human Services faculty advisor or educational case manager.

General Education Requirements

Communications			**9**
ENG 121	English Composition I:	GT-CO1	3
ENG 122	English Composition II:	GT-CO2	3
COM 115	Public Speaking		3
Mathematics			**3-5**
You must take one course from the list below			
MAT 120, 121, 122, 123, 125, 135, 201, 202, 204:		GT-MA1	
Arts and Humanities			**6**
Select 2 courses from the following			
ART 110, 111, 112, 207:		GT-AH1	
MUS 120, 121, 122, 123:		GT-AH1	
THE 105, 211, 212:		GT-AH1	
HUM 115, 121, 122, 123:		GT-AH2	
LIT 115, 201, 202, 205, 211, 212, 225:		GT-AH2	
PHI 111, 112, 113, 114, 218:		GT-AH3	
FRE 211, 212:		GT-AH4	
GER 211, 212:		GT-AH4	
ITA 211, 212:		GT-AH4	
JPN 211, 212:		GT-AH4	
SPA 211, 212:		GT-AH4	
Social and Behavioral Systems			**9**

Select 3 courses, 1 of which must be a History, and no more than 2 courses from one category.

History			
HIS 101, 102, 111, 112, 201, 202, 225, 236, 243, 244, 247, 249, 255:		GT-HI1	
Economic and Political Systems:			
ECO 201, 202:		GT-SS1	
POS 105, 111, 125, 205:		GT-SS1	
Geography:			
GEO 105:		GT-SS2	
Human Behavior and Social Systems:			
ANT 101, 107, 111, 201, 215:		GT-SS3	
PSY 101, 102, 205, 217, 226, 227, 235, 238, 240, 249:		GT-SS3	
SOC 101, 102, 205, 215, 216, 220, 231:		GT-SS3	
JOU 105:		GT-SS3	
Natural and Physical Sciences			**4-5**
You must take one course from the list below.			
Science labs are not listed separately.			
AST 101, 102:		GT-SC1	
BIO 105, 111, 112, 201, 202, 204, 208, 220, 221:		GT-SC1	
CHE 101, 102, 111, 112:		GT-SC1	
GEY 111, 121:		GT-SC1	
PHY 105, 111, 112, 211, 212:		GT-SC1	
	Total CORE:		**31-34**

(Depending on specific Mathematics and Science courses taken).

Major Requirements

HSE 106	Survey of Human Services	3
HSE 107	Interviewing Principles and Practices	3
HSE 108	Introduction to Therapeutic Systems	3
HSE 188	Human Services Practicum I	4
HSE 205	Human Services for Groups	3
HSE 206	Human Services for Families	3

HSE 288	Human Services Practicum II	4
HSE 289	Human Services Practicum III Capstone	7
	Subtotal	**30**
	Total	**61-64**

Certificate in Human Services
CCD Auraria

RESIDENTIAL AIDE/CASE MANAGEMENT CERTIFICATE

This program prepares students for entry-level positions as case management aides or residential aides. The certificate program is transferable to the AAS and AGS in Human Services. Students must complete all certificate course work with a grade of C grade or better.

Program Admission Requirements
1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Signature authorization on program application from Human Services faculty advisor or educational case manager.

Requirements
Electives	Guaranteed Transfer (GT) General Education Core	6
HSE 106	Survey of Human Services	3
HSE 107	Interviewing Principles and Practices	3
HSE 108	Introduction to Therapeutic Systems	3
HSE 188	Human Services Practicum I	4
HSE 209	Crisis Theory and Intervention	3
Choose any Human Services elective		3
	Total	**25**

INFORMATION TECHNOLOGY
Associate of Applied Science Degree in Information Technology
CCD Auraria

INFORMATION TECHNOLOGY

This program prepares students to obtain an entry-level position in the Information Technology industry. This degree offers students a broad educational background in computer information systems. Students can choose to specialize in a specific IT category by using the nine elective credits to focus on a particular area. Students completing this degree will qualify for the CompTIA A+ certification exams, and gain experience in networking, computer security and database management. Students will enhance their communication skills, and obtain an exposure to the business environment.

Program Admission Requirements
1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Completion of 6 credit hours of college-level work.

General Education Requirements
CIS 118	Introduction to PC Applications		3
COM 115	Public Speaking		3
ENG 131	Technical Writing I		3
MAT 121	College Algebra:	GT-MA1	4
PSY 101	General Psychology I:	GT-SS3	3
	Subtotal		**16**

Core Requirements
CIS 124	Introduction to Operating Systems	3
CIS 240	Database Design and Development	3
CIS 267	Management of Information Systems	3
CSC 119	Introduction to Programming	3
CNG 101	Introduction to Networking	3

CNG 105	Internet Technologies	3
CNG 116	Microcomputer Hardware	3
CNG 120	A+ Certification Preparation	4
CNG 131	Network Security Fundamentals	3
	Subtotal	**28**

Business Requirements
BTE 100	Computer Keyboarding I	1
BUS 115	Introduction to Business	3
BUS 217	Business Communications and Report	3
MAR 160	Customer Service	3
	Subtotal	**10**

Additional Requirements
Select at least 9 additional credits from the following prefixes:
BTE, CIS, CNG, CWB, or CSC with advisor's written approval.	**9**
Total	**63**

Certificate in Information Technology
CCD Auraria

COMPUTER SERVICE AND SUPPORT CERTIFICATE

This program prepares students as entry-level computer service technicians. Students completing this certificate will be prepared for the CompTIA A+ certification exams and the MCDST (Microsoft Certified Desktop Service Technician) certification exams. Students will obtain the skills necessary to assemble and repair personal computers and peripherals, install software applications, and configure personal computers on the network.

Requirements
CIS 118	Introduction to PC Applications	3
CIS 124	Introduction to Operating Systems	3
CIS 135	Complete PC Word Processing/Word (software package)	3
CIS 155	PC Spreadsheet Concepts: Excel	3
CIS 145	Complete PC Database	3
CNG 101	Introduction to Networking	3
CNG 102	Local Area Networks	3
CNG 116	Microcomputer Hardware	3
CNG 120	A+ Certification Preparation	4
CNG 211	Windows XP Configuration	3
	Total	**31**

Certificate in Information Technology
CCD Auraria

NETWORK SECURITY CERTIFICATE

This program prepares students as entry-level network security specialists. Students can choose the Network Security emphasis to obtain skills in network infrastructure security and cryptography, or choose the Forensics emphasis to become versed in digital investigations and data recovery techniques.

Program Admission Requirements
Meet minimum assessment scores or prerequisites required for general education courses in the program.

Requirements
CIS 118	Introduction to PC Applications	3
CNG 101	Introduction to Networking	3
CNG 102	Local Area Networks	3
CNG 116	Microcomputer Hardware	3
CNG 131	Network Security Fundamentals	3
CNG 132	Principles of Information Security	3
CNG 211	Windows XP Configuration	3
	Students must select an additional 3 credit CNG or	

	PSM course with advisor approval	3
	Total	**24**

Credit Transfer Limitations:
Courses transferred into the Computer Information Systems or the Information Technology degree/certificate options have the following time limits:

Application courses	5 years
Programming courses	5 years
Networking Courses	5 years
Certification courses	3 years
General education courses	10 years
Business courses	10 years

If the transferring student has current industry experience, the time limit for applicable courses may be waived upon approval of the program chair.

JOURNALISM/MASS MEDIA
Certificate in Journalism/Mass Media
CCD Auraria

This certificate program teaches basic journalism principles, theories, and techniques--students will be qualified for opportunities in the local industry, including entry level positions in a variety of mediums. This program also prepares students to transfer to four-year institutions in Colorado. Within the program, students are introduced to convergent media as well as terms and technology standard in the industry. The program offers a variety of classes to give students an expansive knowledge of different mediums and their importance to the industry. The certificate program is transferable to an AGS or AA degree; please see an advisor to review transferability of courses. Students must complete all certificate course work with a grade of "C" or better.

Program Admission Requirements
1. Meet minimum assessment scores and/or pre-requisites for courses in the program.
2. Signature authorization on Degree Planning Guide from Journalism Faculty Advisor or Educational Case Manager.

Requirements

JOU 105	Introduction to Mass Media:	GT-SS3	3
JOU 106	Fundamentals of Reporting		3
JOU 225	Internet Media		3
JOU 241	Feature and Magazine Writing (prerequisite ENG 121)		3
	Subtotal		**12**

Choose two of the following courses		**6**
ART 139	Digital Photography (formerly ART 143 Digital Photography - prerequisite MGD 101)	3
JOU 102	Introduction to Editing for Media	3
JOU 206	Intermediate News Writing and Editing (pre-requisite JOU 106)	3
JOU 221	Newspaper Design I (prerequisite JOU 106)	3
JOU 222	Newspaper Design II (prerequisite JOU 221)	3
MAR 111	Principles of Sales (prerequisite BUS 115)	3
MAR 220	Principles of Advertising	3
MGD 101	Introduction to Computer Graphics	3
	Total	**18**

MACHINE TECHNOLOGIES
Associate of Applied Science Degree in Machine Technologies
CCD North

CNC MANUFACTURING A.A.S. DEGREE
This program prepares students with the entry level skills necessary to perform tasks of developing 3D programming to run a Computer Numerical Controlled (CNC) machining center. All program credits apply toward the CNC Machining Technologies Certificate.

Program Admission Requirements
1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Or, in place of the above requirements, have completed the CNC Machine Tool Operator certificate program.

General Education Courses

CIS 118	Introduction to PC Applications		3
COM 115	Public Speaking		3
ENG 121	English Composition I:	GT-CO1	3
	or		
ENG 131	Technical Writing I		(3)
HUM 123	The Modern World:	GT-AH2	3
MAT 108	Technical Mathematics		4
	Subtotal		**16**

Major Requirements

CAD 101	Computer Aided Drafting I	3
MAC 101	Introduction to Machine Shop	3
MAC 102	Blueprint Reading	3
MAC 110	Introduction to Engine Lathe	3
MAC 111	Intermediate Engine Lathe	3
MAC 112	Advanced Engine Lathe	3
MAC 120	Introduction to Milling Machine	3
MAC 121	Intermediate Milling Machine	3
MAC 122	Advanced Milling Machine Operations	3
MAC 145	Production Manufacturing Concepts	3
MAC 205	Introduction to CNC Milling Operations	3
MAC 207	CNC Milling Lab	3
MAC 240	CAD/CAM 2-D	3
MAC 245	CAD/CAM 3-D	3
MAC 252	Practical Metallurgy	3
	Total	**61**

Associate of Applied Science Degree in Machine Technologies
CCD North

CNC MANAGEMENT A.A.S. DEGREE
This program prepares students with the entry level skills necessary to perform tasks of developing 3D programming to run a Computer Numerical Controlled machining center.

Program Admission Requirements
1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Or, in place of the above requirements, have completed the CNC Machine Tool Operator certificate program.

General Education Requirements

CIS 118	Introduction to PC Applications		3
COM 115	Public Speaking		3
ENG 121	English Composition I:	GT-CO1	
	or		3

ENG 131	Technical Writing I	(3)
HUM 123	The World GT-AH3	3
MAT 108	Technical Math	4
	Subtotal	**16**

Major Requirements

CAD 101	Computer Aided Drafting I	3
MAC 101	Introduction to Machine Shop	3
MAC 102	Blueprint Reading	3
MAC 110	Introduction to Engine Lathe	3
MAC 111	Intermediate Engine Lathe	3
MAC 112	Advanced Engine Lathe	3
MAC 120	Introduction to Milling Machine	3
MAC 121	Intermediate Milling Machine	3
MAC 122	Advanced Milling Machine Operations	3
MAC 145	Production Manufacturing Concepts	3
MAC 205	Introduction to CNC Milling Operations	3
MAC 240	CAD/CAM 2-D	3
MAN 116	Principles of Supervision	3
MTE 230	Design for Manufacturability	3
MTE 244	Lean Manufacturing. Practices and Processes	3
BUS 175*	Special Topics (*see Department Chair for additional information)	3
	Total	**64**

Certificate in Machine Technologies
CCD North

BASIC MACHINING CERTIFICATE
* Not Financial Aid Eligible*
This program will instruct a student in the basics of shop safety, drill presses, saws, engine lathes, milling machines, measuring instruments, and basic drafting.

Program Admission Requirements
Meet minimum assessment scores or co-enrollment in REA 060 and MAT 060.

Requirements

MAC 101	Introduction to Machine Shop	3
MAC 102	Blueprint Reading	3
MAC 110	Introduction to Engine Lathe	3
MAC 120	Introduction to Milling Machine	3
	Total	**12**

Certificate in Machine Technologies
CCD North

CNC MACHINE TOOL OPERATOR CERTIFICATE
Computer Numeric Control (CNC) Machine Tool Operator is a program that prepares students with the job-entry skills necessary to perform most operations on the vertical mill, horizontal mill, lathe, grinder/shaper, CNC mill and CNC lather. Graduates are prepared to enter positions as CNC Machine Tool Operators. All program credits apply toward the AAS Machining Technologies degree with an emphasis in either CNC Machining Technologies Manufacturing or Management.

Program Admission Requirements
Meet minimum assessment scores, or co-enrollment in REA 060, ENG 060 and MAT 060.

Requirements

CAD 101	Computer Aided Drafting I	3
MAC 101	Introduction to Machine Shop	3
MAC 102	Blueprint Reading	3
MAC 110	Introduction to Engine Lathe	3
MAC 111	Intermediate Engine Lathe	3
MAC 112	Advanced Engine Lathe	3
MAC 120	Introduction to Milling Machine	3
MAC 121	Intermediate Milling Machine	3
MAC 122	Advanced Milling Machine Operations	3
MAC 205	Introduction to CNC Milling Operations	3
MAC 207	CNC Milling Lab	3
MAC 240	CAD/CAM 2-D	3
	Total	**36**

Optional

MAC 178	Machining Workshop	1-6
MAC 245	CAD/CAM 3-D	3
MAC 246	CAD/CAM 3-D Lab	3

Certificate in Machine Technologies
CCD North

INDUSTRIAL MAINTENANCE TECHNOLOGIES CERTIFICATE

Program Admission Requirements
Meet minimum assessment scores, or co-enrollment in REA 060, MAT 060 and ENG 060.

This 36 credit hour certificate is designed to provide a rounded understanding of the entry-level skills in Computer Aided Drafting, Machining, and Welding. This set of skills would allow a student to enter manufacturing equipment servicing and repair.

Requirements

CAD 101	Computer Aided Drafting I	3
CAD 102	Computer Aided Drafting II	3
CAD 202	Computer Aided Drafting/3-D	3
CAD 240	Inventor I--AutoDesk	3
MAC 101	Introduction to Machine Shop	3
MAC 102	Blueprint Reading	3
MAC 110	Introduction to Engine Lathe	3
MAC 120	Introduction to Milling Machine	3
WEL 101	Allied Cutting Processes	4
WEL 102	Oxyacetylene Joining Processes	4
WEL 103	Basic Shielded Metal Arc I	4
	Total	**36**

Certificate in Machine Technologies
CCD North

INTERMEDIATE MACHINING CERTIFICATE
This program prepares a student with the job-entry skills necessary to perform most operations on the vertical mill, horizontal mill, lathe, and grinder/shaper. This is a great starting point for the student to work on the CNC Machine Tool Operator 36 credit hour certificate.

Program Admission Requirements
Meet minimum assessment scores or co-enrollment in REA 060, MAT 060, and ENG 060.

Requirements

MAC 101	Introduction to Machine Shop	3
MAC 102	Blueprint Reading	3
MAC 110	Introduction to Engine Lathe	3
MAC 111	Intermediate Engine Lathe	3
MAC 120	Introduction to Milling Machine	3
MAC 121	Intermediate Milling Machine	3
	Total	**18**

MEDICAL OFFICE TECHNOLOGY PROGRAM
Center for Allied Health at Lowry

The Medical Office Technology program offers a certificate in Comprehensive Medical Assisting, and a certificate in Healthcare Coding (also known as Medical Billing and Coding)

The program provides gateway career and technical education in healthcare. Learners are prepared with the critical thinking foundation for continued education in healthcare careers through a combination of academic and hands-on clinical coursework. This combination of instructional coursework requires the student to show attention to detail, self-motivation and the ability to perform within time constraints. Graduates have gone on to work at Denver area hospitals and clinics.

This certificate program begins fall semester of each year. Students must complete the admissions requirements before they can enroll in the required courses for the certificate.

Certificate Admission Requirements
1. Attend mandatory information session. Please call CCD Lowry, 303-365-8300 for information session dates and times or visit the Medical Office Technology program page on the CCD website.
2. Complete an online admission application to CCD. at http://www.ccd.edu/Admissions/Apply.aspx
3. Complete the Accuplacer test. Contact the CCD Testing Center at 303-556-3810.
4. Meet the minimum Accuplacer assessment scores in ENG 060, MAT 060, REA 090.
5. Clinical agencies used during the program require that students successfully complete immunizations, criminal background checks and/or urine drug screens.
6. Complete program application packet which includes documentation of meeting minimum Accuplacer scores, documentation of required immunizations, completion of a passing criminal background check, and completed program application.
7. Turn in the completed program application packet in person to the Allied Health case manager.
8. All program application packet requirements must be met, prior to enrollment into Fall courses.

Certificates in Medical Office Technology
Center for Allied Health at Lowry

COMPREHENSIVE MEDICAL ASSISTANT CERTIFICATE
Students are prepared to perform front office tasks, complete insurance forms, make office appointments, perform ICD-9 and CPT coding, conduct patient evaluations, take and record clinical measurements, give injections and provide other patient treatments, usually in hospital or clinic settings.

Graduates may obtain national certification by examination through the American Association of Medical Assisting. Graduates are prepared to enter positions as certified medical assistants and medical assistants. The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). Commission on Accreditation of Allied Health Education Programs 1361 Park Street Clearwater, Florida 33756. (727) 210-2350.

Students who follow the program plan, can obtain the Comprehensive Medical Assistant Certificate in 9 months.

Fall Semester (Only offered in the Fall)
HPR 106	Law and Ethics for Health Professions	2
MOT 110	Medical Office Administration	4
MOT 120	Medical Office Financial Management	3
MOT 130	Insurance Billing and Coding	3
	Subtotal	**12**

Spring Semester (Only offered in the Spring)
MOT 136	Introduction to Clinical Skills	2
MOT 138	Medical Assisting Laboratory Skills	4
MOT 140	Medical Assisting Clinical Skills	4
MOT 150	Pharmacology for Medical Assistants	3
	Subtotal	**13**

Summer Semester (Only offered in the Summer)
MOT 183	Medical Assistant Internship	4
MOT 189	Review Medical Assistant Nat'l Exam	1
	Subtotal	**5**
	Total	**30**

Certificate in Medical Office Technology
Center for Allied Health at Lowry

HEALTHCARE CODING CERTIFICATE
The certificate in Healthcare Coding prepares students to use CPT-4 and ICD-9 coding in medical insurance billing settings, such as doctor's offices, hospital patient accounts and insurance companies. The student is prepared to work as a patient account representative, medical coder, medical insurance billing specialist and similar job titles.

Certificate Admission Requirements
1. Attend mandatory information session. Please call the Center for Allied Health at Lowry, at 303-365-8300 for information session dates and times or visit the Medical Office Technology program page on the CCD website.
2. Complete an online admission application to CCD: http://www.ccd.edu/Admissions/Apply.aspx
3. Complete the Accuplacer test. Contact the CCD Testing Center at 303-556-3810.
4. Meet the minimum Accuplacer assessment scores in ENG 090, MAT 090, REA 090.
5. Complete the Pre-requisite Requirements.
6. Clinical agencies used during the program require that students successfully complete immunizations, criminal background checks and/or urine drug screens.
7. Complete program application packet which includes transcript documenting completion of pre-requisites with a "C" or better, documentation of required immunizations, completion of a passing criminal background check, and completed program application.
8. Turn in the completed program application packet in person to the Allied Health case manager.
9. All program application packet requirements must be met, prior to enrollment into courses.

Pre-requisites
BIO 106	Basic Anatomy and Physiology	4
CIS 118	Introduction to PC Applications	3
HPR 178	Medical Terminology	2
	Subtotal	**9**

Healthcare Coding Required Courses
HPR 106	Law and Ethics for Health Professions	2
HPR 146	Relation Theory	2
	(Offered only in the fall)	
MOT 120	Medical Office Financial Management	3
MOT 130	Insurance Billing and Coding	3
MOT 131	Advanced Insurance Billing and Coding	3
MOT 181	Administrative Internship	2
	Subtotal	**15**
	Total	**24**

NURSING
Certificate in Nurse Aide
Center for Nursing at Lowry

NURSE AIDE CERTIFICATE
* Not Financial Aid Eligible*
The Nurse Aide Certificate Program prepares the student to perform fundamental nursing skills for direct personal care to clients; helping the patient bathe, dress, walk, eat and other daily activities in a long-term facility or hospital. The skills are covered in theory, lab and 40 hours of clinical practice.

Clinical practice of a Nurse Aide is regulated by the Colorado Board of Nursing. Colorado has a mandatory Nurse Aide Practice Act, which means that no one may practice as a Certified Nurse Aide without obtaining certification. Students successfully completing the Certificate in Nurse Aide Program at CCD satisfy the education requirement for the Colorado Nurse Aide Certification Exam.

Program Admission Requirements
1. Admission to CCD. Contact Admissions, Registration & Records at 303-556-2420 or apply online (http://www.ccd.edu).
2. Completion of Certificate in Nurse Aide Program application.
3. Completion of Basic Skills Assessment Test Accuplacer with a minimum score of:
    a. Arithmetic – 40
    b. Sentence skills – 50
    c. Reading comprehension – 40
    d. If you have ACT or SAT scores or a prior degree you may obtain a waiver from all or part of the Accuplacer testing. Please contact the Testing Center at the Auraria Campus at 303-556-3810.
4. Submit all required documentation to the Center for Health Sciences at Lowry.

Refer to www.ccd.edu/nursing for documents required prior to acceptance into the Nurse Aide Program.

Program Requirements
NUA 101	Nurse Aide Health Care Skills	4
NUA 170	Nurse Aide Clinical Experience	1
	Total	**5**

**PLEASE NOTE: The Colorado Board of Nursing, which is responsible for overseeing Nurse Aides in Colorado, has varied restrictions that may affect persons with a history of a felony conviction. Community College of Denver assumes no responsibility for the denial of licensure by the State Board of Nursing. Prospective students are responsible for contacting the Board of Nursing at 303-894-2432 with any questions regarding their eligibility for licensure. Incomplete packets will not be considered for admission.

CERTIFICATE IN PRACTICAL NURSING (PN)
Center for Nursing at Lowry
This program is designed for students who seek employment in the field of nursing as a Licensed Practical Nurse. Graduates of this program are eligible to take the National Council Licensure Exam (NCLEX-PN) to become a licensed practical nurse.

The PN Program has been coordinated with local healthcare agencies, and is approved by the Colorado State Board of Nursing and The Colorado Community College System. The PN Program has earned candidacy with the National League for Nursing Accrediting Commission (NLNAC) 3343 Peachtree Road N.E. Suite 500, Atlanta GA 30326, 404-957-5000.

The courses in the PN Program are progressive in nature, with one course building on the preceding course. A student will not be allowed to continue in the Nursing Program if he/she receives any combina-

tions of two "D", "F" or "W" in a course with an NUR prefix. All courses with a prefix other than NUR must be completed within the last seven years. Please call 303-365-8300 for more information.

The PN Program is a limited-access program. Admission to College does not imply acceptance to the Nursing Program. Students must apply and be admitted to the college and to the nursing program prior to registering for nursing courses.

Students are selected for admission on a competitive basis using a point system. Points are awarded for each area of the minimum criteria required, identified for the PN Program.

CERTIFICATE IN PRACTICAL NURSING
Center for Nursing at Lowry

Minimum criteria required to apply to the Extended Practical Nurse Program Includes:
1. Admission to CCD
2. Completion of Basic Skills Assessment (Accuplacer) testing with minimum scores indicated below, complete indicated coursework, or obtains a waiver for the assessment.

	Accuplacer	or ACT	or SAT	Following course with a grade of "C" or better
Reading	RC 79	17	430	REA 090
English	SS 94	18	440	ENG 090
Mathematics	EA 60	19	460	MAT 090

3. Completion of the Certificate in Practical Nursing Program application.
4. Official transcripts from all post-secondary educational institutions must be submitted.
5. A current resume including:
    a. Educational history
    b. Honors
    c. Awards and certifications
    d. All other work and volunteer experiences over the last five years.
6. Complete Assessment Technology Institute, Inc. (ATI) Test of Essential Academic Skills (TEAS) and the Test of Critical Thinking. To be considered for admission into the Certificate in Practical Nursing Program, applicants must obtain the following minimum scores.

ATI Test of Critical Thinking	20th percentile program rank
ATI TEAS Test – English	20th percentile program rank
ATI TEAS Test – Reading	20th percentile program rank
ATI TEAS Test – Math	20th percentile program rank

Courses Required Prior to Admission
General Education Courses required prior to admission to the Certificate in Practical Nursing Program must be completed with a minimum grade of "C". The cumulative grade point average in these courses must be a minimum of 2.5. The courses include the following:

BIO 106	Basic Anatomy and Physiology		4
	OR		
BIO 201	Human Anatomy and Physiology I:	GT-SC1	(4)
	AND		
BIO 202	Human Anatomy and Physiology II:	GT-SC1	(4)
ENG 121	English Composition I:	GT-CO1	3
HPR 108	Introduction to Nutrition		1
	Minimum Total		**8**

Following Acceptance into Program

Following notification of acceptance into the PN Program, students will be advised regarding additional admission requirements including: background checks, American Heart CPR certification, and immunizations.

Certificate in Practical Nursing Course Sequence

Semester 1		13
NUR 101	Pharmacology Calculations	1
NUR 103	Health Assessment for the PN	1
NUR 105	PN Arts and Skills	6.5
NUR 131	Clinical I: Appl Arts & Skills	4.5
Semester 2		**12**
NUR 102	Alterations in Adult Health I	4
NUR 110	Pharmacology Practical Nursing	3
NUR 115	Basic Concepts of Mental Health	1
NUR 116	Basic Concepts of Geri Nursing	1
NUR 132	Clinical II Appl Adult Health	3
Semester 3		**16**
NUR 104	Alterations in Adult Health II	5
NUR 113	Basic Concepts of OB Nursing	2
NUR 114	Basic Concepts of Peds Nursing	2
NUR 111	Socialization into Practical Nursing	1
NUR 133	Clinical III Appl of Basic Concepts Maternal Child	1.5
NUR 134	Clinical IV Adv Adult Health	4.5
	Total	**41**
	Minimum Total (including general education courses)	**49**

PARALEGAL
Associate of Applied Science Degree in Paralegal
CCD Auraria

PARALEGAL A.A.S. DEGREE

This program prepares students for entry into the paralegal field. Emphasis is placed on practical skills such as interviewing, research and document drafting.

Please note that due to accreditation standards and CCD's graduation requirement, beginning Fall 2009 semester, CCD will accept a maximum of 2 CCCOnline PAR courses to apply toward the A.A.S. Paralegal course requirements: PAR 115 – Introduction to Law and one PAR Elective course. Please see a Paralegal Faculty Advisor or Educational Case Manager for advising.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with a faculty program advisor or educational case manager and obtain an authorized signature and educational planning guide.

General Education Requirements

COM 115	Public Speaking	3
ENG 121	English Composition I: GT-CO1	3
MAT 107	Career Math (or MAT 120 or MAT 121 or higher)	3
	Subtotal	**9**

Select 1 course from the Associate of Arts or Science, Arts & Humanities requirements	3
Select 1 course from the Associate of Arts or Science, Social & Behavioral Sciences requirements	3
Subtotal	**6**

Major Requirements

PAR 115	Introduction to Law	3
PAR 201	Civil Litigation	3
PAR 202	Evidence	3
PAR 209	Constitutional Law	3
PAR 211	Legal Research	3
PAR 212	Legal Writing	3
PAR 280	Internship: Paralegal	6
PAR 289	Capstone: Paralegal Synthesis	3
	Subtotal	**27**

Select 6 courses from the following

PAR 116	Torts	(3)
PAR 117	Family Law	(3)
PAR 118	Contracts	(3)
PAR 125	Property Law	(3)
PAR 126	Administrative Law	(3)
PAR 205	Criminal Law	(3)
PAR 206	Business Organizations	(3)
PAR 208	Probate and Estates	(3)
PAR 210	Sexual Orientation and the Law	(3)
PAR 217	Environmental Law	(3)
PAR 218	Bankruptcy Law	(3)
CIS 135	Complete Word Processing*	(3)

* This course is highly recommended for students lacking word processing proficiency

	Subtotal	**18**
	Total	**60**

Associate of Applied Science Transfer Degree in Paralegal
CCD Auraria

PARALEGAL A.A.S. TRANSFER DEGREE

The following courses represent the CCD/UC-Denver paralegal transfer agreements. Students completing these degree requirements will have completed their lower-division general education requirements and will be eligible to transfer to the University of Colorado at Denver as juniors in sociology or political science in the College of Liberal Arts and Sciences or as criminal justice/criminology majors in the School of Public Affairs.

Please note that due to accreditation standards and CCD's graduation requirements, CCD will accept a maximum of 6 credits (two courses) of CCCOnline paralegal courses toward any of the paralegal degrees, including the A.A.S. Transfer degree: PAR 115 - Introduction to Law and one paralegal elective course are the only two courses permitted in the online format. Please see a paralegal Faculty Advisor or Education Case Manager for advising.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education and paralegal courses in the program.
2. Meet with a faculty program advisor or educational case manager and obtain an authorized signature and program planning guide.

General Education Requirements

Communications			9
ENG 121	English Composition I:	GT-CO1	3
ENG 122	English Composition II:	GT-CO2	3
COM 115	Public Speaking		3

Mathematics		**3-5**
You must take one course from the list below		
MAT 120, 121, 122, 123, 125, 135, 201, 202, 204	GT-MA1	
Arts & Humanities		**6**
Select 2 courses from the following		
ART 110, 111, 112;	GT-AH1	
MUS 120, 121, 122, 123:	GT-AH1	
THE 105, 211, 212:	GT-AH1	
HUM 115, 121, 122, 123:	GT-AH2	
LIT 115, 201, 202, 205, 211, 212, 225:	GT-AH2	
PHI 111, 112, 113, 114, 218:	GT-AH3	
FRE 211, 212:	GT-AH4	
GER 211, 212:	GT-AH4	
ITA 211, 212:	GT-AH4	
JPN 211, 212:	GT-AH4	
SPA 211, 212:	GT-AH4	

Social and Behavioral Systems		**9**

Select 3 courses, 1 of which must be a History, and no more than 2 courses from one category.

History		
You must take a minimum of one course from the list below		
HIS 101, 102, 111, 112, 201, 202, 225, 236, 243, 244, 247, 249, 255:		
	GT-HI1	
Economic and Political Systems		
ECO 201, 202:	GT-SS1	
POS 105, 111, 125, 205:	GT-SS1	
Geography		
GEO 105:	GT-SS2	
Human Behavior and Social Systems		
ANT 101, 107, 111, 201, 215:	GT-SS3	
PSY 101, 102, 205, 217, 226, 227, 235, 238, 240, 249:	GT-SS3	
SOC 101, 102, 205, 215, 216, 220, 231:	GT-SS3	
JOU 105:	GT-SS3	
Natural and Physical Sciences		**4-5**
You must take one course from the list below.		
Science labs are not listed separately.		
AST 101, 102:	GT-SC1	
BIO 105, 111, 112, 201, 202, 204, 208, 220, 221:	GT-SC1	
CHE 101, 102, 111, 112:	GT-SC1	
GEY 111, 121:	GT-SC1	
PHY 105, 111, 112, 211, 212:	GT-SC1	

	Total CORE:	**31-34**

(Depending on specific Mathematics and Science courses taken).

Major Requirements:		**27 Credits**
PAR 115	Introduction to Law	3
PAR 201	Civil Litigation	3
PAR 202	Evidence	3
PAR 209	Constitutional Law	3
PAR 211	Legal Research	3
PAR 212	Legal Writing	3
PAR 280	Internship: Paralegal	6
PAR 289	Capstone: Paralegal Synthesis	3
	Subtotal	**27**

Paralegal Electives:		**12 credits**
Select 4 courses from the following		
PAR 116	Torts	(3)
PAR 117	Family Law	(3)
PAR 118	Contracts	(3)
PAR 125	Property Law	(3)
PAR 126	Administrative Law	(3)
PAR 205	Criminal Law	(3)
PAR 206	Business Organizations	(3)
PAR 208	Probate and Estates	(3)
PAR 210	Sexual Orientation and the Law	(3)
PAR 217	Environmental Law	(3)
PAR 218	Bankruptcy Law	(3)
CIS 135	Complete Word Processing*	(3)

This course is highly recommended for students lacking word processing proficiency

	Subtotal	**12**
	Total for the A.A.S. Paralegal Transfer Degree	**70-73**

Certificate in Paralegal

CCD Auraria

GENERAL PARALEGAL CERTIFICATE

This program prepares individuals with job-entry skills for the general paralegal field. Emphasis is placed on practical skills such as interviewing, researching and document drafting.

Please note that due to accreditation standards and CCD's graduation requirements, beginning Fall 2009 semester, CCD will accept a maximum of 2 CCCOnline PAR courses to apply toward the Paralegal Certificate course requirements: PAR 115 – Introduction to Law and one PAR Elective course. Please see a Paralegal faculty Advisor or Educational Case Manger for advising.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with a faculty program advisor or educational case manager and obtain an authorized signature and educational planning guide.

Requirements

PAR 115	Introduction to Law	3
PAR 201	Civil Litigation	3
PAR 202	Evidence	3
PAR 209	Constitutional Law	3
PAR 211	Legal Research	3
PAR 212	Legal Writing	3
PAR 280	Internship: Paralegal	6
PAR 289	Capstone: Paralegal Synthesis	3
Elective		
PAR 116; PAR 117; PAR 118; PAR 125; PAR 126; PAR 205;PAR 206;		
PAR 208; PAR 209; PAR 210, PAR 217; PAR 218;CIS 135*		6

This course is highly recommended for students lacking word processing proficiency

	Total	**33**

RADIATION THERAPY PROGRAM

Center for Allied Health at Lowry

A.A.S. DEGREE OR CERTIFICATE IN RADIATION THERAPY

Upon successful completion of the Radiation Therapy Programs, graduates are eligible to apply for registration by the American Registry of Radiologic Technologists (ARRT) in Radiation Therapy. The revised programs will prepare the ARRT Registered Radiologic Technologists (RT) and non-ARRT Registered applicants for an entry-level position as a radiation therapist in a variety of medical settings, including the hospital. The certificate and degree programs are an intensive combination of classroom and clinical experience. Certificate is obtained over 4 semesters. AAS degree is obtained over 5 semesters. A new class begins in the fall semester of each year. For information on the application process,

please refer to the webpage for the Radiation Therapy program located at www.ccd.edu/radiationtherapy.

Application Information A.A.S. Degree and Certificate
Steps to a Successful Application
- Admissions packets will be evaluated based on competitive point system. Qualified candidates will be invited to participate in an objective, panel-style interview process for the next matriculating class. Number of applicants invited to interview is dependent on participating clinical sites.
- Read and follow each step.
- Complete the CCD application and contact Mary Ann Matheny-Smith, Health Sciences Educational Case Manager & Advisor at CCD, Lowry Branch. Students without a degree or ARRT RT Certification must take an Assessment Test at the CCD Testing Center that measures their current skill levels in Reading, English and Math. You may be exempt from one or more of these tests if you meet one or more of the criteria outlined in the college catalog under Assessment Exemptions.
- Download and complete the Radiation Therapy Application
- Official transcripts for pre-requisite courses should be sent to main Auraria Campus of CCD to Admissions, Registration & Records Department. Official transcripts are not required for pre-requisites taken at CCD. If you are submitting pre-requisites from an institution other than a community college in the state of Colorado, you should include a copy of the course descriptions from that institution.
- Official Transcripts should be sent to:
  > Community College of Denver
  > Admissions, Registration & Records
  > P.O.Box 173363
  > Campus Box 201
  > Denver, CO 80217-3363
- Three Professional Structured References should be obtained from a current or past employer, college professor or someone else who can attest to your professionalism, commitment to learning or similar attributes. Family members do not make good reference sources. Radiation Therapy Program Structured Reference forms are found on the Radiation Therapy Web Page. www.ccd.edu/radiationtherapy
- Submit completed Radiation Therapy Admissions packet from April 15th – May 15th for fall class to:
  > **Community College of Denver Lowry Branch**
  > **Radiation Therapy Program**
  > Attention: Phyllis DeBaun or Mary Ann Matheny-Smith
  > 1070 Alton Way, Bldg. 849
  > Denver, CO 80230

Late application packages will only be accepted and reviewed if enrollment is not met. Qualified applicants will be notified of invitation for interview at Community College of Denver on or after May 31st. For Complete Radiation Therapy Program Application Package Submission and Acceptance requirements please visit the Radiation Therapy Program Web Page located at the CCD website, www.ccd.edu/radiationtherapy.

Associate of Applied Science Degree in Radiation Therapy

Program Admission Requirements
Acceptance requirements for Radiation Therapy AAS pathway

BIO 201	Human Anatomy and Physiology I:	GT-SC1	4
	AND		
BIO 202	Human Anatomy and Physiology II:	GT-SC1	4
ENG 121	English Composition I:	GT-CO1	3
MAT 121	College Algebra:	MA1	4

SOC 101	Introduction to Sociology I:	GT-SS3	3
	or		
PSY 101	General Psychology I :	SS3	(3)
RTE 101	Introduction to Radiography		2

RADIATION THERAPY A.A.S. DEGREE
Fall

RTH 221	Principle-Radiation Therapy I	3
RTH 225	Oncology Pathophysiology	3
RTE 141	Radiographic Equipment & Imaging	3
RTH 245	Portal Design I	3
Spring		
RTH 222	Principle-Radiation Therapy II	2
RTE 255	Multiplaner Sectional Imaging	2
RTH 281	Internship I	8
Summer		
RTH 244	Oncology Principle and Practice II	2
RTH 282	Internship II	8
RTH 243	Onocology Principle and Practice I	2
Fall		
RTH 246	Portal Design II	2
RTH 242	Radiation Physics	3
RTH 283	Internship III	8
Spring		
RTH 247	Portal Design III	2
RTH 261	Treatment Planning	3
RTH 284	Internship IV	8
	Total	**82**

RADIATION THERAPY CERTIFICATE CURRICULUM
Fall

RTH 221	Principle-Radiation Therapy I	3
RTH 242	Radiation Physics	3
RTH 225	Oncology Pathophysiology	3
RTH 281	Internship I	8
Spring		
RTH 222	Principle-Radiation Therapy II	2
RTE 255	Multiplaner Sectional Imaging	2
RTH 261	Treatment Planning	3
RTH 282	Internship II	8
Summer		
RTH 243	Oncology Principle and Practice I	2
RTH 244	Oncology Principle and Practice II	2
RTH 283	Internship III	8
Fall		
RTH 289	Capstone	2
RTH 284	Internship IV	8
	Total	**54**

RADIOLOGIC TECHNOLOGY
Associate of Applied Science Degree in Radiologic Technology

Center for Allied Health at Lowry
The Radiologic Technology program prepares the student for an entry-level position as a radiographer in a variety of medical settings, including the hospital. The program may be completed in five semesters of course work, to include classroom, laboratory and clinical internship experience. Graduates who are disciplined in their study habits will earn an AAS degree in Radiologic Science. The program is held to high standards of accreditation by the JRCERT, in order to assure that graduates are well-prepared to be successful in their examination with the American Registry of Radiologic Technologists (ARRT).

The program begins in the fall semester of each year; Information and requirements may be obtained from the Auraria Educational Planning and Advising Center, or the Radiologic Technology program coordinator at CCD Lowry, 303-365-8300. Information sessions for the program are held on the third Tuesday of most months at 5:00 pm at the Center for Allied Health at Lowry in room #117. Sessions are not held in March, May, July or December. Additional program information is also available at www.ccd.edu/radiography.

An AAS in Radiologic Technology from CCD is eligible to articulate with select four-year institutions toward a Bachelor's of Science Degree. RTE Admission Process

I. Complete General Education Pre-requisite Requirements. (see website for details www.ccd.edu/radiography)
   Note: G.P.A. is a factor in candidate evaluation for program acceptance
II. Admissions Packet: Annually, from April 15 to May 15, candidates who have successfully completed their pre-requisite course work may submit an application packet to the Radiography Program faculty at the Lowry Health Sciences Center.
III. Admissions packets that are fully completed will be evaluated by Radiography Program faculty, and approximately the top scoring 45 candidates will be invited to participate in an objective, panel-style interview process for enrollment in the next matriculating class.
   Note: The number of applicants who are invited to participate in the interviews depends upon the number of clinical placement sites which are available. We currently have nearly 30 spots and will interview 150% of this number to fill those positions.
IV. The highest scoring candidates from the panel interview and admissions document evaluation criteria will be invited to enter the Radiography program.
   Note: A score of below 70% disqualifies the candidate from program entry.
V. Candidates who are not selected to enter the program will be provided with advisement, if desired, and allowed to re-apply one additional time the following year.

General Education Pre-requisite Requirements

ENG 121	English Composition I: GT-CO1		3
Select either BIO 106 or the combination of BIO 201 & 202			4-8
BIO 106	Basic Anatomy and Physiology		4
	OR		
BIO 201	Human Anatomy and Physiology I:	GT-SC1	(4)
	AND		
BIO 202	Human Anatomy and Physiology II:	GT-SC1	(4)
MAT 099	Intermediate Algebra		4
	or higher		

Select 1 course from the following

PSY 101	General Psychology I:	GT-SS3	3
SOC 101	Introduction to Sociology I:	GT-SS3	(3)

Radiology Program Pre-requisites

RTE 101	Introduction to Radiography	2

Note: Must obtain 80% or higher for program enrollment

HPR 178	Seminar: Intro to Medical Terminology	1-2

Fall Semester

RTE 111	Radiographic Patient Care	2
RTE 121	Radiologic Procedures I	3
RTE 141	Radiographic Equipment/Imaging I	3
RTE 181	Radiographic Internship I	1.5

Spring Semester

RTE 122	Radiologic Procedures II	3
RTE 131	Radiographic Pathology and Image Evaluation I	1.5
RTE 132	Radiographic Pathology and Image Evaluation I	1.5
RTE 142	Radiographic Equipment/Imaging II	3
RTE 182	Radiographic Internship II	5

Summer Semester

RTE 183	Radiographic Internship III	7

Fall Semester

RTE 221	Advanced Medical Imaging	3
RTE 231	Radiation Biology/Protection	2
RTE 281	Radiographic Internship IV	8

Spring Semester

RTE 282	Radiographic Internship V	8
RTE 289	Radiographic Capstone	3
	Total	**74-80**

Certificate in Computed Tomography
Center for Allied Health at Lowry

COMPUTED TOMOGRAPHY CERTIFICATE
The medical imaging modality of Computed Tomography is critical in diagnosis and treatment of trauma, as well as in the evaluation of many pathological processes. The CT technologist requires specific knowledge and skills, and must obtain certification from the ARRT.

The online Computed Tomography program at Community College of Denver is designed to provide working technologists guided instruction, and prepare them to successfully complete the ARRT/CT examination.

Program admission requires current ARRT/ NMTCB certification in Radiologic Technology, Nuclear Medicine, and/or Radiation Therapy. Applicants for clinical placement must have a minimum of one year experience in direct patient care.

This certificate program may be completed in 1-2 semesters and offers a need-based clinical component. The program is offered each semester; courses may be taken concurrently or consecutively.

Program Admission Requirements
www.ccd.edu/radiography
1. Apply to the Community College of Denver. *Note: admission to the college does not guarantee admission to the CT program. Admission to the CT clinical component is dependent upon clinical site availability and fulfillment of the other program admission requirements.*

   Student must hold current certification in Radiography, Radiation Therapy, or Nuclear Medicine, by the ARRT or NMTCB. Applicant must be in good standing

   For clinical internship application, submit the following additional documentation to Lowry Health Sciences Center 1070 Alton Way, Building 849, Denver, CO 80230: Documents must be received a minimum of 4 weeks prior to the start date of the semester, see website www.ccd.edu/radiography
   a. Computed Tomography Program application
   b. Copy of current ARRT or NMTCB certification card
   c. Current CPR for Healthcare Providers certification
   d. Immunization record documenting the following: PPD done within the last 3 months, MMR—2 immunizations or documentation of immunity, Hepatitis B series, Varicella—immunization or documentation of disease, Tetanus/Diphtheria Toxoid (TD).
   e. Background check
   f. Documentation of current Qualitative Respiratory Fit Test

Requirements for CT Certificate

RTE 240	Principles of CT Imaging*	3
RTE 255	Multiplanar Sectional Imaging*	2
RTE 284	CT Clinical Internship	1-6
	Total	**6-12**

* *Courses are offered online through Desire2Learn, and can be taken separately.*
* *Enrollment in RTE 240 and RTE 255 is not restricted and does not require application to program.*
* *Students who desire clinical internship must submit clinical application documents a minimum of four weeks prior to the first day of the semester. A minimum of six clinical hours are required to complete competencies.*
* *Clinical internship hours are determined on an individual basis; clinical enrolment is restricted. Placement is dependent upon clinical site availability, requiring communication and coordination with CT faculty.*

VETERINARY TECHNOLOGY
Associate of Applied Science Degree in
Veterinary Technology
Center for Allied Health at Lowry

VETERINARY TECHNOLOGY A.A.S. DEGREE

Veterinary Technicians are paraprofessional members of a veterinary team, assisting a doctor of veterinary medicine. Veterinary Technicians perform a variety of tasks, including preparing examination rooms and surgery suites, holding and restraining animals during the exam and/or treatment, collecting specimens, performing routine laboratory procedures, taking diagnostic X-rays, administering medication or treatments, assisting in surgery, performing office skills, maintaining inventory of supplies and assisting with client education.

Career opportunities for Veterinary Technicians are available in a variety of settings, including private veterinary practices, research laboratories, kennels, zoos, and local, state, and federal agencies. These experiences can lead to other job opportunities such as sales, hospital administration, teaching in a Veterinary Technology program and animal advocacy.

The program is a blend of academic and clinical coursework that requires attention to detail, motivation and the ability to complete tasks within a specified time frame. The students of Community College of Veterinary Technology Program are encouraged to be self-directed in their learning and to establish high standards of professional and personal excellence.

Graduates are eligible to take the Veterinary Technician National Examination, and have been able to rapidly find placement in the veterinary health care community. Community College of Denver Veterinary Technology program is one of only two Community College of Colorado programs located in the state offering an Associate of Applied Science degree in Veterinary Technology.

Community College of Denver offers one of the most respected veterinary technology programs in the state.

Application process
7 Steps to a Successful Application
Read and follow each step. Submit completed applications with all accompanying forms, postmarked by June 1 for fall class and October 1 for spring class, to:
> **CCD Veterinary Technology Program**
> Attention: Shannon Burkhalter
> 1070 Alton Way, Bldg. 849 Denver, CO 80230

** If you have previously applied to our program within the last 2 years and want to reactivate your application, you must resubmit the Main Application (step 1). You must provide written and signed documentation requesting that the following be reactivated: Verification of Observation (step 2). Transcripts (step 3 — note: You must submit a new official transcript if any changes/updates have occurred since your last submission). Reference Form (step 4), and the Letter of Agreement (step 5). **

STEP 1: Download and complete the main application. The application may be typed or printed; blue or black ink should be used.
Go to the website for application: http://www.ccd.edu/Vet-Tech/Admissions.aspx

STEP 2: Regardless of current or past experiences, you are required to observe at least 2 different veterinary technicians, not veterinarians, for a minimum of 4 hours each. Signatures and other pertinent information should be filled out on the Verification of Observation form. Submit this form with your application. Form can be accessed at the website http://www.ccd.edu/Vet-Tech/Admissions.aspx.

STEP 3: For each college or university attended, you must submit an official transcript. Order your official transcripts from the previous college/university and have them sent directly to the CCD Admissions, Registration and Records Office:
> **Admissions, Registration and Records**
> Campus Box 201
> PO Box 173363
> Denver, CO 80217-3363

Official transcripts are not required for prerequisites taken at CCD. To obtain an official transcript from another college or university, complete the transfer request form found on the CCD website and send the request to that institution. Do not submit this form with your application. If you are submitting prerequisites from an institution other than a community college in the state of Colorado, you must include a copy of the course descriptions from this institution.

STEP 4: Two references are required. Print two copies of the form found on the website, and complete the top section only; your reference will complete the bottom portion. Each person writing a reference should place it in a sealed envelope, sign the back of the envelope and return it to you. DO NOT OPEN THE ENVELOPE. Place the sealed envelopes in your application packet. References should be obtained from a current or past employer, college professor or someone else who can attest to your professionalism, commitment to learning or similar attributes. Family members do not make good reference sources. The Reference Form can be accessed at the website http://www.ccd.edu/Vet-Tech/Admissions.aspx.

STEP 5: The last form to complete is the Letter of Agreement. Read the letter carefully, sign it and submit it with your application packet. The Letter of Agreement can be found at the website http://www.ccd.edu/Vet-Tech/Admissions.aspx.

STEP 6: Enclose a self-addressed, stamped envelope. The envelope will be mailed back informing you of one of the following: that your application is complete and the specifics of the next step, that your application is incomplete and what is needed; or that your application does not meet the minimum qualifications.

STEP 7: After completing all the information listed above, submit everything in a single envelope to the following address:
> **CCD Veterinary Technology Program**
> Attention: Shannon Burkhalter
> 1070 Alton Way, Bldg. 849
> Denver, CO 80230

Due to the large volume of applications received, we ask you DO NOT contact our office inquiring about your application status. Please wait

for the arrival of your self-addressed, stamped envelope, which will be mailed by June 30 for fall class and October 31 for spring class.

General Education Requirements

BIO 111	General College Biology I with Lab:	GT-SC1	5
COM 115	Public Speaking		3
ENG 121	English Composition I:	GT-CO1	3
MAT 107	Career Math		3
PSY 101	General Psychology I:	GT-SS3	3
	Total		**17**

VET 106	Exotic Animal Handling	2
VET 108	Introduction to Laboratory Procedures	3
VET 115	Surgical Nursing	2
VET 116	Humane Treatment and Handling of Animals	3
VET 120	Office Procedures and Relations	2
VET 134	Diagnostic Imaging	2
VET 182	Internship I	3
VET 187	Cooperative Education: Diagnostic Imaging	1
VET 205	Veterinary Anatomy and Physiology I	4
VET 206	Veterinary Anatomy and Physiology II	4
VET 224	Pharmacology for Veterinary Technicians	3
VET 225	Anesthesiology	3
VET 227	Animal Nutrition	2
VET 240	Veterinary Medicine and Surgery	4
VET 241	Clinical Laboratory Procedures	4
VET 242	Veterinary Critical Care	2
VET 243	Veterinary Diagnostics Microbiology	3
VET 250	Clinical Competency Evaluation	1
VET 281	Internship II	4
VET 282	Internship III	5

FABRICATION WELDER
Associate of Applied Science Degree in Fabrication Welder
CCD North

FABRICATION WELDER A.A.S. DEGREE

This program prepares the student as an entry-level specialist to work with most operations in oxyacetylene welding, shielded metal arc welding, gas metal arc welding, and gas tungsten arc welding on metals that range from heavy plate and pipe to thin-gauge sheet metals. Various steels and aluminum metals are used. Upon successful completion of this program, graduates are prepared to test for certification in SMAW, MIG/TIG. Graduates are prepared to enter positions such as arc welders, industrial welders, production welders, fabrication welders, and MIG or TIG welders.

Program Admission Requirements
1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Or, in place of the above requirements, have completed the Fabrication Welder certificate.

General Education Requirements

CIS 118	Introduction to PC Applications		3
ENG 121	English Composition I:	GT-CO1	3
POS 105	Introduction to Political Science:	GT-SS1	3
ECO 105*	Introduction to Economics (*not available at CCD)		3
MAT 107	Career Math		3
	Subtotal		**15**

Requirements

WEL 101	Allied Cutting Processes	4
WEL 102	Oxyacetylene Joining Processes	4
WEL 103	Basic Shielded Metal Arc I	4
WEL 104	Basic Shielded Metal Arc II	4
WEL 106	Blueprint Reading for Welders and Fitters	4
WEL 110	Advanced Shielded Metal Arc I	4
WEL 111	Advanced Shielded Metal Arc II	4
WEL 124	Introduction to Gas Tungsten Arc Welding	4
WEL 125	Introduction to Gas Metal Arc Welding	4
WEL 202	Gas Metal Arc Welding II	4
WEL 224	Advanced Gas Tungsten Arc Welding	4
WEL 230	Pipe Welding I	4
	Total	**63**

Certificate in Fabrication Welder
CCD North

ARC WELDER CERTIFICATE

Arc Welder prepares students with the entry level skills necessary to perform most operations in arc welding. Graduates are prepared to enter positions as arc, plate, and construction welders. All Arc Welder certificate program credits apply toward the Fabrication Welder AAS degree program requirements.

Program Admission Requirements
1. Meet minimum assessment scores, or co-enrollment in REA 060 and MAT 060.
2. Must take WEL 102 as a pre-requisite for WEL 101.

Requirements

WEL 101	Allied Cutting Processes	4
WEL 103	Basic Shielded Metal Arc I	4
WEL 104	Basic Shielded Metal Arc II	4
WEL 110	Advanced Shielded Metal Arc I	4
WEL 111	Advanced Shielded Metal Arc II	4
	Total	**20**

Certificate in Fabrication Welder
CCD North

BASIC WELDING CERTIFICATE
Not Federal Title IV Financial Aid Eligible

This program prepares students with entry level knowledge in cutting processes, oxyacetylene joining processes, and basic shielded metal arc.

Requirements

WEL 101	Allied Cutting Processes	4
WEL 102	Oxyacetylene Joining Processes	4
WEL 103	Basic Shielded Metal Arc I	4
	Total	**12**

Certificate in Fabrication Welder
CCD North

FABRICATION WELDER CERTIFICATE

Fabrication Welder prepares students with the entry level skills necessary to perform most operations in oxyacetylene welding, shielded metal arc welding, gas metal arc welding, and gas tungsten arc welding on materials that range from heavy plate to thin-gauge sheet metals. Various steels and aluminum are used. Upon successful completion of this program, graduates are prepared to test for certification in SMAW, MIG/TIG. Graduates are prepared to enter positions as arc welders, plate welders, industrial welders, production welders, fabrication welders, construction welders, and TIG or MIG welders.

The Fabrication certificate program credits and the previously listed General Studies Core credits complete the requirements of the A.A.S. degree in Fabrication Welder.

Program Admission Requirements
Meet minimum assessment scores, or co-enrollment in REA 060, MAT 060 and ENG 060.

Requirements

WEL 101	Allied Cutting Processes	4
WEL 102	Oxyacetylene Joining Processes	4
WEL 103	Basic Shielded Metal Arc I	4
WEL 104	Basic Shielded Metal Arc II	4
WEL 106	Blueprint Reading for Welders and Fitters	4
WEL 110	Advanced Shielded Metal Arc I	4
WEL 111	Advanced Shielded Metal Arc II	4
WEL 124	Introduction to Gas Tungsten Arc Welding	4
WEL 125	Introduction to Gas Metal Arc Welding	4
WEL 202	Gas Metal Arc Welding II	4
WEL 224	Advanced Gas Tungsten Arc Welding	4
WEL 230	Pipe Welding I	4
	Total	**48**

Certificate in Fabrication Welder

CCD North

INTERMEDIATE WELDING CERTIFICATE
This program prepares students with entry level knowledge in cutting processes, oxyacetylene joining processes, and basic shielded metal arc. Included are college level mathematics and an introduction to personal computers.

Program Admission Requirements
Meet minimum assessment scores for CIS 118 and MAT 107 or be co-enrolled in MAT 060, ENG 060, and REA 060.

Requirements

CIS 118	Introduction to PC Applications	3
MAT 107	Career Math	3
WEL 101	Allied Cutting Processes	4
WEL 102	Oxyacetylene Joining Processes	4
WEL 103	Basic Shielded Metal Arc I	4
	Total	**18**

Course Decription Prefixes

Course Descriptions

AAA — ADVANCED ACADEMIC ACHIEVEMENT COURSES

AAA 090 Academic Achievement Strategies
3 credit hours
Develops personalized approaches to learn and succeed for easier transition into college. Topics include goal-setting, time management, textbook reading strategies, note-taking, test-taking, listening techniques, concentration and memory devices, and critical thinking for student success.

AAA 101 College 101: The Student Experience
1 credit hour
Introduces students to college culture and prepares them for the challenges they will face in higher education. Through a series of interactive adventures, students discover learning in a multicultural environment and use college and community resources to attain education and career goals.

AAA 109 Advanced Academic Achievement
3 credit hours
Prerequisite for classes taught off campus: REA 090 with a grade of "C" or better or Reading assessment score of 80-120 or instructor's permission. Corequisite for classes taught on campus: ENG 090 or MAT 090 or REA 090.
Examines theories and practices associated with successful learning to enhance college success. Areas of study include education and career planning, effective communication, personal management, critical and creative thinking, development of community and awareness of diversity, leadership, and techniques for successful academic performance.

ACC — ACCOUNTING COURSES

ACC 101 Fundamentals of Accounting
3 credit hours
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 credit hours
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 116 Computerized Billing (Peachtree)
3 credit hours
Prerequisite: ACC 101, CIS 118
Introduces the concepts and operations of a computerized billing system. Topics include searches, queries, enteries and posting account charges and payments, corrections and audits of journals, and preparation and printing of reports.

ACC 121 Accounting Principles I
4 credit hours
Prerequisite: MAT 090
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 credit hours
Prerequisite: ACC 121
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 131 Income Tax
3 credit hours
Corequisite: ACC 121
Studies the basic concepts of federal income taxation, including gross income, deductions, accounting periods and methods, and property transactions with emphasis on taxation of individuals and sole proprietorships.

ACC 132 Tax Help Colorado
2 - 3 credit hours
This course prepares the students for preparation of federal and state income tax returns for individuals. Emphasis is placed on form preparation with the use of tax software.

ACC 133 Tax Help Colorado Site Lab
1 credit hour
This course allows students to prepare actual federal and state income tax returns for individuals in a real time environment.

ACC 135 Spreadsheet Applications for Accounting
3 credit hours
Prerequisite: ACC 121, ACC 122, CIS 155
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 credit hours
Prerequisite: ACC 121, ACC 122
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 Accounting with Professional Package (Quickbook)
3 credit hours
Prerequisite: ACC 101 and CIS 118 or instructor consent.
Integrates accounting principles and practices with a computerized accounting package such as Peachtree, DacEasy, or other professional package. Emphasizes computerized functions of the general ledger and integrated accounts payable, accounts receivable, invoicing and payroll systems.

ACC 287 Cooperative Education
3 credit hours
Provides an opportunity to gain practical experience in applying occupational skills and/or to develop specific skills in a practical work setting. The instructor works with the student to select an appropriate work site, establish learning objectives, and coordinate learning activities with the employer or work site supervisor. For Accounting majors only.

AEC — ARCHITECTURE/ ENGINEERING/ CONSTRUCTION COURSES

AEC 101 Basic Architectural Drafting
4 credit hours
Introduces the student to basic architectural drafting techniques. Topics explored in lecture and through project work include: use of instruments, geometric construction, multi-view, oblique and isometric projections, and basic construction drawings.

AEC 104 Architectural Drawing Theory
4 credit hours
Print reading, construction assemblies, terminology, isometric drawings, orthographic projections, and oblique sketching.

AEC 121 Construction Materials and Systems
3 credit hours
Examines building materials and construction techniques. Topics include a study of soils, concrete, brick, masonry, steel, timber, and plastics and a study of types of building structural systems and components. Principles of interpreting light commercial construction drawings (blueprints) for structural and trade information are also introduced.

AEC 218 Sustainable Building Systems
3 credit hours
Investigates the technologies and strategies related to sustainable (green) materials and systems for buildings. Topics include: energy and environmental consciousness/regulations; the high performance building envelope; alternative construction techniques (adobe, cob, rammed earth, straw bale); microclimate/site factors; sustainable/green materials; and passive solar; active thermal solar, photovoltaic energy, wind energy conversion, on site water use/reuse and waste disposal systems.

AEC 221 Building Electrical and Mechanical Systems
3 credit hours
Acquaints the student with electrical and mechanical equipment and systems in buildings. Lectures cover the basic principles of electrical distribution, artificial lighting, fire protection, plumbing systems and heating, ventilating, and air conditioning (HVAC) systems.

AER — AEROSPACE COURSES

AER 101 Intro to Aerospace Workplace
3 credit hours
Covers aerospace industry terminology and acronyms as well as hands-on activities related to tools, procedures, and standard practices. Covers inspection procedures, workplace rules and regulations, safety procedures, good housekeeping practices, and lessons learned.

AER 105 Aerospace Mechanics
4 credit hours
This course takes a hands-on approach to the identification, uses, and care of tools and equipment used in aerospace systems. Blueprint reading, geometric dimensioning and tolerancing, and English and metric measuring systems are included.

AER 111 Aerospace Systems
4 credit hours
This course covers an introduction to expendable and reusable Space Launch Vehicle (SLV) systems including hydraulic, pneumatic, electrical, propulsion, mechanical, HVAC (heating, ventilation and air conditioning), and ECLSS (Environmental Control and Life Support Systems). How systems interact with computer and data acquisition systems is also covered.

AER 121 Aerospace Materials and Processes I
3 credit hours
This course covers the physical properties and characteristics of common materials and commodities used in the aerospace industry. Materials compatibility, basic metallurgy, and treatment processes are also covered.

AER 125 Aerospace Safety and Quality
3 credit hours
This course covers identification of hazards, personal protective equipment, safe practices, and protection of personnel, property, and equipment in the aerospace environment. Safety procedures, including OSHA regulations and hazardous materials handling, are also covered. Basic principles of quality assurance engineering relating to work processes will be discussed. The use of computer based tools for analysis and reporting will be covered.

AER 211 Aerospace Structural Fabrication I
3 credit hours
This course provides an introduction to basic metalworking through use of blueprints (drawings), mathematics, standard metal shop tools, and fabrication techniques tailored for construction of an aerospace project.

AER 212 Aerospace Structural Fabrication II
3 credit hours
A continuation of Aerospace Structural Fabrication I. Knowledge, techniques, and skills are refined and enhanced. Projects are completed using composites.

AER 221 Aerospace Materials and Processes II
3 credit hours
This course provides information of nature and behavior of non-metallic materials and processes used in aerospace applications with an emphasis on composites. The study of reinforcing fibers, laminating resins, adhesives, manufacturing/repair and assembly processes, and inspection techniques are covered.

AER 225 Aerospace Electronics Fabrication and Fiber Optics
3 credit hours
Experience a hands-on approach to the soldering, wire wrapping, potting, crimping and cable lacing of electronic components, and the basics of fiber optics and the fabrication of fiber optic cable assemblies, using a variety of connectors and splicing techniques. Printed circuit construction and repair are also covered as well as cable installation and troubleshooting.

AER 255 Aerospace Fluid Systems
3 credit hours
This course includes a familiarization of fluid system components, characteristics, and applications. Cryogenic and hypergolic materials and high pressure systems are also covered.

AER 265 Aerospace Tests and Measurements
4 credit hours
This course covers electrical and mechanical testing procedures (primarily non-destructive testing), equipment, measurements, and instrumentation involved in aerospace systems. Verification of tool and equipment calibration is also covered.

AER 289 Technical Task Analysis
12 credit hours
Prerequisite: Last semester or instructor permission.
A capstone course in the Aerospace Technology Program. This course applies the knowledge and skills acquired in previous classes through project completion. Tools, equipment, supplies, processes, and materials are selected and used as required for a given task.

ANT — ANTHROPOLOGY COURSES

ANT 101 Cultural Anthropology: GT-SS3
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Studies human cultural patterns and learned behavior. Includes linguistics, social and political organization, religion, culture and personality, culture change and applied anthropology. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

ANT 107 Introduction to Archaeology: GT-SS3
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Introduces the science of recovering the human prehistoric and historic past through excavation, analysis, and interpretation of material remains. Includes a survey of the archaeology of different areas of the Old and New Worlds. Also includes the works of selected archaeologists and discussions of major archaeological theories. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

ANT 111 Physical Anthropology: GT-SS3
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT score.
Studies human biology and its effects on behavior. Includes principles of genetics and evolution, vertebrates and primates, human origins, human variations and ecology. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

ANT 201 Intro to Forensic Anthropology: GT-SS3
3 credit hours
Prerequisite: ENG 121 with a grade of "C" or better.
Studies the basic principles of forensic anthropology, an applied field within the discipline of physical anthropology. Includes the study of the human skeleton, practical application of physical anthropology and archaeology, and judicial procedure, as they relate to the identification of human remains within a medico-legal context. The course is one of the Statewide Guaranteed Transfer Courses. GT-SS3

ANT 215 Indians of North America: GT-SS3
3 credit hours
Prerequisite: ENG 121 with a grade of "C" or better.
Studies the Indians of North America from the origins of native peoples in the New World, through the development of geographic culture areas, to European contact and the subsequent contemporary Native American issues. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

ANT 225 Anthropology of Religion
3 credit hours
Prerequisite: ENG 121 with a grade of "C" or better.
Explores the culturally universal phenomenon of religion. Cross-cultural varieties of beliefs in the supernatural and the religious rituals people employ to interpret and control their worlds are examined.

ANT 260 Sex, Gender and Culture
3 credit hours
Prerequisite: ENG 121 with a grade of "C" or better.
Explores the anthropology of gender. Includes the relationship between biology and culture in human evolution, archaeological evidence of gender distinctions in prehistory, cross-cultural constructions of masculinity, femininity, and sexuality, variations in the sexual division of labor and economic stratification, gender differences in ritual and religion, and the impact of gender issues In contemporary global culture change.

ANT 285 Independent Study
0-12 credit hours
Prerequisite: ENG 121 with a grade of "C" or better.
Allows the student to independently study certain aspects of anthropology. It provides opportunity to investigate an area of interest that developed in introductory courses.

ARA — ARABIC COURSES

ARA 101 Conversational Arabic I
3 credit hours
Introduces beginning students to conversational Arabic and focuses on understanding and speaking Arabic. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

ARA 102 Conversational Arabic II
3 credit hours
Prerequisite: ARA 101
Continues the sequence for students who wish to understand and speak Arabic. Covers basic conversational patterns, expressions, and grammar.

ARA 111 Arabic Language I
5 credit hours
Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the Arabic language.

ARA 112 Arabic Language II
5 credit hours
Prerequisite: ARA 111
Continues Arabic Language I in the development of functional proficiency in listening, speaking, reading and writing the Arabic language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

ARA 211 Arabic Language III
3 credit hours
Prerequisite: ARA 111 and ARA 112.
Continues Arabic I and II in the development of increased functional proficiency in listening, speaking, reading and writing the Arabic language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

ARA 212 Arabic Language IV
3 credit hours
Prerequisite: ARA 211
Continues Arabic Language I, II, and III in the development of increased functional proficiency in listening, speaking, reading and writing the Arabic language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

ARA 285 Independent Study
0-12 credit hours
Prerequisite: Instructor consent.
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

ARC — ARCHITECTURE COURSES

ARC 107 Blueprint Reading
3 credit hours
Covers the interpretation and reading of blueprints and related documents as used in the building trades industry and architect's office.

ARC 117 Presentation Drawings and Models
3 credit hours
Covers freehand sketching; pencil rendering techniques; perspective; and principles of light, shadow, and shade. After completion of the

previous material, each student will then choose an area of interest, either presentation rendering or model building for additional projects.

ARC 125 History of Architecture
3 credit hours
Covers major periods of architectural development. Social and cultural values influencing architecture will be highlighted as well as the inter-action of art, engineering and architecture as forms of expression.

ARC 151 Architectural Drafting I
3 credit hours
Presents the same content as first portion of ARC 101, Architectural drawings including: architectural lettering, use of the scale, orthographic projection, pictorial drawings, and building details.

ART — ART COURSES

ART 110 Art Appreciation: GT-AH1
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Introduces the cultural significance of the visual arts, including media, processes, techniques, traditions, and terminology. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

ART 111 Art History Ancient to Medieval: GT-AH1
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Provides the knowledge base to understand the visual arts, especially as related to Western culture. Surveys the visual arts from the Ancient through the Medieval periods. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

ART 112 Art History Renaissance to Modern: GT-AH1
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Provides the knowledge base to understand the visual arts, especially as related to Western culture. Surveys the visual arts from the Renaissance through the Modern periods. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

ART 121 Drawing I
3 credit hours
Investigates the various approaches and media that students need to develop drawing skills and visual perception.

ART 124 Watercolor I
3 credit hours
Prerequisite: ART 121
Provides an introduction to the basic techniques and unique aspects of materials involved in the use of either transparent or opaque water media or both. Color theory is included.

ART 128 Figure Drawing I
3 credit hours
Prerequisite: ART 121
Introduces the basic techniques of drawing the human figure.

ART 131 Visual Concepts 2-D Design
3 credit hours
Examines the basic elements of design, visual perception, and artistic form and composition as they relate to two-dimensional media.

ART 132 Visual Concepts 3-D Design
3 credit hours
Prerequisite: ART 131
Focuses on learning to apply the elements and principles of design to three dimensional problems.

ART 138 Film Photography I
3 credit hours
Introduces black and white photography as a fine art medium and develops skills necessary for basic camera and lab operations.

ART 139 Digital Photography I
3 credit hours
Prerequisite: MGD 101 or instructor consent.
Introduces the basic concepts of digital imaging as applied to photography. Using applicable technology and hands-on experience, modern developments are presented leading to the present applications of digital imaging which combine traditional photographic ideas with electronic media. Enables the student to learn how to operate image manipulation software using a variety of scanning equipment, software tools and output devices by executing new assignments and applying these technologies to their photographic process.

ART 140 Color Photography I
3 credit hours
Prerequisite: ART 138
Covers the fundamentals of color photography such as color theory and light, production, processing and printing color negatives.

ART 151 Painting I
3 credit hours
Prerequisite: ART 131
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 credit hours
Prerequisite: ART 121
Explores expressive drawing techniques with an emphasis on formal composition, color media and content or thematic development.

ART 238 Film Photography II
3 credit hours
Prerequisite: ART 138
This course is an exploration in camera and lab operations with an emphasis on individual creativity. It includes the development of a comprehensive portfolio.

ART 239 Digital Photography II
3 credit hours
Prerequisite: ART 139
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 credit hours
Prerequisite: ART 151 and ART 131 or permission of Program Chair.
Further explores techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development.

ART 252 Painting III
3 credit hours
Prerequisite: ART 121 and ART 251.
Provides continued exploration of techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development.

ART 253 Painting IV
3 credit hours
Prerequisite: ART 121 and ART 252 or permission of the Program Chair.
Explores advanced techniques, materials, and concepts used in opaque painting processes, with emphasis on the development of themes and a cohesive body of work.

ART 255 Mural Painting I
3 credit hours
Prerequisite: ART 121, ART 131, and ART 151 or instructor consent.
This course introduces the student to the history, techniques, materials and concepts of mural painting with an emphasis on composition and content development.

ART 285 Independent Study
0-12 credit hours
Prerequisite: ART 217, or comparable experience and instructor consent.
Provides structured and guided, individualized research that is organized and tailored around the interests and needs of the individual student.

ASL — AMERICAN SIGN LANGUAGE COURSES

ASL 121 American Sign Language I
5 credit hours
Prerequisite: ENG 090 and REA 090 with a grade of "C" or better, or English assessment score of 95 or better and Reading assessment score of 80 or better, or equivalent ACT/SAT scores.
Exposes the student to American Sign Language. Readiness activities are conducted focusing on visual/receptive skills and basic communication. Utilizes the direct experience method. Students must complete this course with a "B" or higher or pass the ASL proficiency test with a score of at least 80% or better prior to registering for ASL 122 if planning to enroll in the Interpreter Preparation Program.

ASL 122 American Sign Language II
5 credit hours
Prerequisite: ASL 121 with a grade of "C" or better, or instructor consent.
Develops a basic syntactic knowledge of American Sign Language (ASL), basic vocabulary and basic conversational skills. Incorporates vital aspects of deaf culture and community. The direct experience method is used to enhance the learning process. Students must complete this course with a "B" or higher or pass the ASL 121 proficiency test at 80% or better prior to acceptance into the Interpreting and Transliterating Preparation program.

ASL 123 American Sign Language III
5 credit hours
Prerequisite: ASL 122
Provides the student an opportunity to develop a stronger grasp of American Sign Language (ASL), as well as the cultural features of the language. ASL vocabulary is also increased. The direct experience method is used to further enhance the learning process. This course is a continuation of ASL 122 with more emphasis on expressive skills in signing.

ASL 285 Independent Study
0-12 credit hours
Prerequisite: Instructor consent.
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

AST — ASTRONOMY COURSES

AST 101 Astronomy I: GT-SC1
4 credit hours
Prerequisite: Grade of "C" or better in ENG 090, REA 090 and MAT 090, or English assessment score of 95 or better, Reading assessment score of 80 or better, and Math assessment score of 61 or better, or approval by chair or instructor.
Focuses on the history of astronomy, the tools of the astronomer and the contents of the solar system including the planets, moons, asteroids, comets, and meteoroids. Incorporates laboratory experience. This course is one of the Statewide Guaranteed Transfer Courses. GT-SC1

AST 102 Astronomy II: GT-SC1
4 credit hours
Prerequisite: Grade of 'C' or better in ENG 090, REA 090 and MAT 090 or English assessment score of 95 or better, Reading assessment score of 80 or better, and Math assessment score of 61 or better, or approval by chair or instructor.
Emphasizes the structure and life cycle of the stars, the sun, galaxies, and the universe as a whole, including cosmology and relativity. Incorporates laboratory experience. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

BIO — BIOLOGY COURSES

BIO 105 Science of Biology: GT-SC1
4 credit hours
Prerequisite: Grade of "C" or better in ENG 090, REA 090 and MAT 090 or English assessment score of 95 or better, Reading assessment score of 80 or better and Math assessment score of 61 or better.
Examines the basis of biology in the modern world and surveys the current knowledge and conceptual framework of the discipline. Explores biology as a science - a process of gaining new knowledge - as is the impact of biological science on society. Includes laboratory experiences. Designed for non-science majors. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

BIO 106 Basic Anatomy and Physiology
4 credit hours
Prerequisite: Grade of "C" or better in ENG 090, REA 090 and MAT 090, or English assessment score of 95 or better, Reading assessment score of 80 or better, and Math assessment score of 61 or better.
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 credit hours
Prerequisite: Grade of "C" or better in REA 090, ENG 090 and MAT 090 or English assessment score of 95 or better, Reading assessment score of 80 or better, and Math assessment score of 61 or better.
Examines the fundamental molecular, cellular and genetic principles characterizing plants and animals. Includes cell structure, function and the metabolic processes of respiration and photo-synthesis, as well as cell reproduction and basic concepts of heredity. The course includes laboratory experience. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

BIO 112 General College Biology II with Lab: GT-SC1
5 credit hours
Prerequisite:: Grade of "C" or better in BIO 111.
A continuation of Biology I. Includes ecology, evolution, classification, structure, and function in plants and animals. This course includes

laboratory experience. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

BIO 115 Human Genetics
3 credit hours
Prerequisite: Grade of "C" or better in REA 090, ENG 090 and MAT 090 or English assessment score of 95 or better, Reading assessment score of 80 or better, and Math assessment score of 61 or better.
Focuses on a study of the inheritance of human traits. It is a non-mathematical study for the non-science major. Includes Mendelian, non-Mendelian, sex-linked, blood type traits, inherited diseases and ethics.

BIO 201 Human Anatomy and Physiology I: GT-SC1
4 credit hours
Prerequisite: Grade of "C" or better in BIO 111.
Focuses on an integrated study of the human body including the histology, anatomy, and physiology of each system. Examines molecular, cellular, and tissue levels of organization plus integuments, skeletal, articulations, muscular, nervous, and endocrine systems. Includes a mandatory hands-on laboratory experience covering experimentation, microscopy, observations, and dissection. This is the first semester of a two-semester sequence. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

BIO 202 Human Anatomy and Physiology II: GT-SC1
4 credit hours
Prerequisite: Grade of "C" or better in BIO 201.
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, nutrition, respiratory, reproductive, and development. Includes a mandatory hands-on laboratory experience involving experimentation, microscopy, observations, and dissection. This is the second semester of a two-semester sequence. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

BIO 204 Microbiology: GT-SC1
4 credit hours
Prerequisite: Grade of "C" or better in BIO 202 or BIO 111.
Designed for health science majors. Examines microorganisms with an emphasis on their structure, development, physiology, classification, and identification. The laboratory experience includes culturing, identifying, and controlling microorganisms with an emphasis on their role in infectious disease. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

BIO 216 Human Pathophysiology
4 credit hours
Prerequisite: A grade of "C" or better in ENG 121 AND BIO 204 OR a grade of "C" or better in ENG 121 and corequisite of BIO 204.
Focuses on the alterations in physiological, cellular, and biochemical processes, the associated homeostatic responses, and the manifestations of disease. Prior knowledge of cellular biology, anatomy, and physiology is essential for the study of pathophysiology.

BIO 220 General Zoology: GT-SC1
5 credit hours
Prerequisite: Grade of "C" or better in BIO 111, OR BIO 105 with instructor permission.
Focuses on the study of invertebrate and vertebrate animals and examines structure, evolutionary development, ecology, classification, physiology, reproduction, and zoogeography. A survey of zoological diversity emphasizes the characteristics, zoological contributions, and classification of animal phyla and major classes. Requires hands-on laboratory and field experience. Designed for biology majors. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

BIO 221 Botany I: GT-SC1
5 credit hours
Prerequisite: Grade of "C" or better in BIO 111.
This course is designed for biology majors. It is a study of nonvascular and vascular plants. It emphasizes photosynthetic pathways, form and function, reproduction, physiology, genetics, diversity, evolution, and ecology. This course requires mandatory hands-on laboratory and field experience. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

BTE — BUSINESS TECHNOLOGY COURSES
BTE 100 Computer Keyboarding I
1 credit hour
Designed for students who have minimal or no keyboarding skills. Introduces the touch method of keyboarding, as well as the basic operation and functions of the equipment. Emphasizes learning the alphanumeric keyboard, proper technique, and speed control.

BTE 102 Keyboarding Applications I
2 credit hours
Prerequisite: BTE 100 or instructor consent (keyboarding skills of 20 wpm).
Designed for students with minimal keyboarding skills. Introduces letters, tables, memos and manuscripts. Emphasizes speed and accuracy.

BTE 103 Keyboarding Applications II
3 credit hours
Prerequisite: BTE 102
Reinforces basic keyboarding formats and procedures. Productivity and decision-making skills are exercised. Emphasizes speed and accuracy.

BTE 108 Ten-Key by Touch
1 credit hour
Introduces the student to touch control of a ten-key pad. The class emphasizes the development of speed and accuracy using proper technique.

BTE 111 Keyboarding Speedbuilding I
2 credit hours
Prerequisite: BTE 100 or instructor consent.
Designed to increase speed and improve accuracy in keyboarding on the PC through the use of correct techniques and concentrated effort.

BTE 112 Keyboard Speedbuilding II
2 credit hours
Prerequisite: BTE 111 or instructor consent.
Continues the skill building sets from BTE 111. This course is designed to further increase speed and improve accuracy in keyboarding on the PC through the use of correct techniques and concentrated effort.

BTE 120 Electronic Office Procedures
3 credit hours
Provides instruction in the latest electronic office procedures using business technologies which include: e-mail, FAX, Windows, presentation graphics, telephone techniques, internet, electronic calendaring and appointment scheduling.

BTE 125 Records Management
3 credit hours
Instructs on how records are created, stored and retrieved. Covers the basic filing rules — classifying, indexing, coding, storing, and retrieving as applied to the basic methods — alphabetic, chronological, subject, numeric, and geographic. Emphasizes "hands-on" records management through the use of simulations, which includes manual and/or computer software.

BTE 225 Administrative Office Management
3 credit hours
Emphasis is placed on functions of the office. Includes office organization, work in the office, office layout, equipment and supplies, procurement and control, work flow, forms design, record storage and retrieval systems, personnel administration and problems, and government control.

BTE 226 Machine Transcription
3 credit hours
Prerequisite: BTE 103 or acceptable keyboarding proficiency.
Designed to help students become more proficient in transcribing memos, letters and other documents from machine transcription. Includes exercises to improve language arts skills. Introduces proper dictation techniques.

BTE 287 Cooperative Education/Internship
3 credit hours
Provides students with the opportunity to supplement course work with practical work experience related to their educational program and occupational objectives. Students are placed at approved work sites that are related to their program of study. They work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor/coordinator.

BUS — BUSINESS ADMINISTRATION COURSES

BUS 110 Working for Yourself
2 credit hours
Prerequisite: BUS 115
Introduces small business start-up and offers practical training designed to provide students with a fundamental understanding of the special concerns of self-employment. The course also provides an overview of the subjects needed to become an entrepreneur, including financing, law insurance, government regulations, record keeping, and taxes. Guest speakers with expertise in the various topics add to the weekly discussion.

BUS 115 Introduction to Business
3 credit hours
Prerequisite: Grade of "C" or better in ENG 060, REA 060 and MAT 030, or English assessment scores of 70 or better, Reading assessment score of 62 or better and Math assessment score of 57 (AR) or better.
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 203 Introduction to International Business
3 credit hours
Prerequisite: BUS 115
Provides student with an understanding of the interdisciplinary nature of international business. Course will cover the development of international business, theories and methods of international trade, financing mechanisms and terms used in export documentation and export finance, the effects of economics, political and cultural environment on international business and trade, impact of geography in business transactions, legal aspects of international business, and developing an effective international marketing strategy.

BUS 216 Legal Environment of Business
3 credit hours
Prerequisite: BUS 115
Emphasizes public law, regulation of business, ethical considerations, and various relationships existing within society, government and business. Specific attention will be devoted to economic regulation, social regulation, regulation and laws impacting labor management issues and environmental concerns. Students will develop an understanding of the role of law in social, political and economic change.

BUS 217 Business Communications and Report Writing
3 credit hours
Prerequisite: REA 090, or Reading assessment score of 80 or better, or equivalent ACT/SAT scores.
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 credit hours
Prerequisite: BUS 115, and MAT 090 or MAT 107 and REA 090, or BUS 115 and Math assessment score of 45 or better, and Reading assessment score of 80 or better.
Focuses on statistical study, descriptive statistics, probability, and the binomial distribution, index numbers, time series, decision theory, confidence intervals, linear regression, and correlation. Intended for the business major.

BUS 287 Cooperative Education
3 credit hours
Provides students with the opportunity to supplement course work with practical work experience related to their educational program and occupational objectives. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor/coordinator. Students are placed at approved work stations related to their program of study.

CAD — COMPUTER ASSISTED DESIGN COURSES

CAD 101 Computer Aided Drafting I
3 credit hours
Focuses on basic computer aided drafting skills using the latest release of CAD software. Includes file management, Cartesian coordinate system, drawing set-ups, drawing aids, layer usage, drawing geometric shapes, editing objects, array, text applications, basic dimensioning, and Help access.

CAD 102 Computer Aided Drafting II
3 credit hours
Prerequisite: CAD 101 or instructor consent.
Focuses on advanced computer aided drafting skills using the latest release of CAD software. Includes blocks and wblocks, polylines, multilines, polyline editing, advanced editing, editing with grips, hatching, isometric drawings, dimensions and dimension variables, paper space and viewports, templates, external references, and printing/plotting.

CAD 115 Sketchup
3 credit hours
Focuses on the understanding of basic concepts of the software program Google SketchUp ®. Students will learn how to draw and extrude building shapes, stairs, roofs, and interiors utilizing advanced modeling techniques.

CAD 202 Computer Aided Drafting/3-D
3 credit hours
Prerequisite: CAD 102 or instructor consent.
Focuses on construction of three-dimensional objects using the latest release of CAD software. Includes wireframe construction, surface modeling, solid modeling, extrusions, Boolean operations, 3D editing, 3D views, rendering, materials and advanced lighting, walkthrough and flyby animations and 3D to 2D construction.

CAD 224 Revit
3 credit hours
Prerequisite: CAD 101 or instructor consent.
Provides students with the software application training in AutoDesk Revit necessary to produce 3D Architectural models and 2D drawings utilizing AIA standards.

CAD 227 Advanced Revit
3 credit hours
Prerequisite: CAD 224 or instructor consent.
This course focuses on the advanced applications of the Revit software. Includes Family Editing, Topographic Site Plans, Work-sharing, Phases, Advanced Scheduling, Custom Annotation, and Presentation Techniques.

CAD 240 Inventor I — AutoDesk
3 credit hours
Prerequisite: CAD 101 or instructor consent.
Introduces basic non-parametric 3D concepts to build confidence in 3D thinking and moves on to three-dimensional parameters. The student learns to construct, modify, and manage complex parts in 3D space as well as how to produce 2D drawings from the 3D models.

CAD 244 Advanced Inventor
3 credit hours
Prerequisite: CAD 240 or instructor consent.
This course focuses on the advanced applications of the parametric software Inventor. Includes management of design data, advanced assembly and analysis of model creations and constraints, documentation of bill of materials and parts lists, rendering and animation and testing a model assembly.

CAD 255 SolidWorks/Mechanical
3 credit hours
Prerequisite: CAD 101 or instructor consent.
Introduces basic non-parametric 3D concepts to build confidence in 3D thinking and progresses to three-dimensional parameters. The student learns to construct, modify, and manage complex parts in 3D space as well as to produce 2D drawings from the 3D models.

CAD 259 Advanced SolidWorks
3 credit hours
Prerequisite: CAD 255 or instructor consent.
This course focuses on the advanced applications of the parametric software SolidWorks. Includes management of design data, advanced assembly and analysis of model creations and constraints, documentation of bill of materials and parts lists, rendering and animation and testing a model assembly.

CHE — CHEMISTRY COURSES
CHE 101 Introduction to Chemistry I: GT-SC1
5 credit hours
Prerequisite: Grade of "C" or better in ENG 090, REA 090 and MAT 090, or English assessment score of 95 or better, Reading assessment score of 80 or better, and Math assessment score of 61 or better.
Includes the study of measurements, atomic theory, chemical bonding, nomenclature, stoichiometry, solutions, acid and base, gas laws, and condensed states. Laboratory experiments demonstrate the above concepts qualitatively and quantitatively. Designed for non-science majors, students in occupational and health programs, or students with no chemistry background. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

CHE 109 General, Organic and Biochemistry
4 credit hours
Prerequisite: Grade of "C" or better in ENG 090, REA 090 and MAT 090, or English assessment score of 95 or better, Reading assessment score of 80 or better, and Math assessment score of 61 or better.
Focuses on fundamentals of inorganic, organic and biochemistry primarily for students in health science, non-science majors and/or students in the occupational and health related career areas. Includes the study of measurement, atomic theory, chemical bonding, nomenclature, stoichiometry, solutions, acid and base chemistry, gas laws, condensed states of matter and nuclear chemistry, nomenclature of organic compounds, properties of different functional groups, nomenclature of various biological compounds, their properties and biological pathways. Note: Recommended for allied health career areas, specifically pre-dental hygiene.

CHE 111 General College Chemistry I: GT-SC1
5 credit hours
Prerequisite: Grade of "C" or better in ENG 090, REA 090 and corequisite or prerequisite in MAT 121, or English assessment score of 95 or better, Reading assessment score of 80 or better and a College Level Math score of 63 or better, or equivalent ACT/SAT scores.
Corequisite: MAT 121 is a recommended co-requisite.
Focuses on basic chemistry and measurement, matter, chemical formulas, reactions and equations, stoichiometry and thermo-chemistry. This course covers the development of atomic theory culminating in the use of quantum numbers to determine electron configurations of atoms, and the relationship of electron configuration to chemical bond theory and molecular orbital theory. The course includes gases, liquids, and solids and problem-solving skills are emphasized through laboratory experiments. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

CHE 112 General College Chemistry II: GT-SC1
5 credit hours
Prerequisite: Grade of "C" or better in CHE 111 and MAT 121, or English assessment score of 95 or better and Math assessment score of 103 or better.
Presents concepts in the areas of solution properties, chemical kinetics, chemical equilibrium, acid-base and ionic equilibrium, thermodynamics, electrochemistry, nuclear chemistry, and organic chemistry. This course emphasizes problem-solving skills and descriptive contents for these topics. Laboratory experiments demonstrate qualitative and quantitative analytical techniques. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

CHI — CHINESE COURSES
CHI 101 Conversational Chinese I
3 credit hours
Introduces beginning students to conversational Chinese and focuses on understanding and speaking Chinese. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

CHI 102 Conversational Chinese II
3 credit hours
Prerequisite: CHI 101
Continues the sequence for students who wish to understand and speak Chinese. Covers basic conversational patterns, expressions, and grammar.

CHI 111 Chinese Language I
5 credit hours
Focuses on the development of functional proficiency in listening, speaking, reading and writing the Chinese language. Note: The order of the topics and methodology varies according to individual texts and instructors.

CHI 112 Chinese Language II
5 credit hours
Prerequisite: CHI 111
Continues Chinese Language I in the development of functional proficiency in listening, speaking, reading and writing the Chinese

language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

CHI 211 Chinese Language III
3 credit hours
Prerequisite: CHI 112
Focuses on the further development of functional proficiency in listening, speaking, reading and writing the Chinese language. Note: A continuation of Chinese I and Chinese II.

CHI 212 Chinese Language IV
3 credit hours
Prerequisite: CHI 211
Focuses on the further development of functional proficiency in listening, speaking, reading and writing the Chinese language. Note: A continuation of Chinese I, II and III.

CHI 285 Independent Study
0-12 credit hours
Prerequisite: Instructor consent
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

CHW — COMMUNITY HEALTH WORKER COURSES

CHW 120 Community Health Issues
3 credit hours
Prerequisite: High school diploma or GED.
Corequisite: CHW 130 and CHW 297.
Introduces students to the multiple health issues for community health workers. Develops core competencies necessary to function as a Community Health Worker.

CHW 130 Community Health Resources
3 credit hours
Prerequisite: High school diploma or GED.
Corequisite: CHW 120 and CHW 297.
Introduces students to the skills and resources necessary for community health work with clients in the community.

CHW 136 Psychological Impact of Chronic Disease
1 credit hour
Students will acquire knowledge regarding the psychosocial aspects of chronic disease. They will be able to differentiate between normal responses and problematic responses in order to identify resources, make appropriate referrals, and assist with patient decision-making.

CHW 138 Basic Patient Navigation
1 credit hour
Develop the skills and resources necessary to effectively work with clients with chronic conditions. Develop a resource directory. Refine interviewing and counseling techniques. Practice health fair planning.

CHW 137 End of Life/Palliative Care
0. 5 credit hours
Become familiar with end-of-life concepts such as advance planning, legal considerations, end-of-life choices, and palliative (comfort) care, including physical, emotional, and spiritual aspects. Learn to facilitate discussion regarding end-of-life choices, including hospice care.

CHW 297 Community Health Worker Field Experience
2 credit hours
Prerequisite: High school diploma or GED.
Corequisite: CHW 120 and CHW 130.
Provides students with an opportunity to apply Community Health Worker knowledge and to practice Community Health Worker skills in community settings.

CIS — COMPUTER INFORMATION SYSTEMS COURSES

See CNG — Computer Network Technologies on page 99
See CSC — Computer Science on page 102
See CWB — Computer Web Base on page 102

CIS 101 Alternative I/O for Computers
1 credit hour
Focuses on teaching alternative methods for inputting data into a computer. Individualized for each student, the course covers such programs as Dragon Naturally Speaking., Dragon Dictate, or Job Access with Speech (JAWS). It is designed for students who have little or no previous computer experience.

CIS 114 Computing for Health IT
3 credit hours
This is an introductory course in Computer Information Systems for Healthcare professionals. The focus of the class will be on computers as applied to Healthcare needs. The course will cover data representation, data communication, data storage, networking architecture and security. Network security will be covered as it relates to Electronic Health Records and Healthcare Privacy issues. The class will provide an introduction to computer programming and database management.

CIS 117 Introduction to Technical Applications
3 credit hours
Reviews standard software packages available to support a microcomputer-based workstation. Included are description of hands-on work with word processors, spreadsheets, electronic presentations, and other common application packages.

CIS 118 Introduction to PC Applications
3 credit hours
Prerequisite: Grade of "C" or better In ENG 060, REA 090 and MAT 030 or English assessment score of 70 or better, Reading assessment score of 80 or better and Math assessment score of 57 (AR) or better.
Introduces basic computer terminology, file management, and PC system components. Provides an overview of office application software including word processing, spreadsheets, database, and presentation graphics. Includes the use of a web browser to access the internet.

CIS 124 Introduction to Operating Systems
3 credit hours
Prerequisite: CIS 118
Introduces concepts, terminology and hands-on skills in the use of DOS and Windows. Emphasizes navigation, file manipulation, file creation and troubleshooting.

CIS 130 Introduction to Internet
1 credit hour
Enhances the student's knowledge of the Internet and its resources. Individuals learn terminology in dealing with the Internet. Includes privacy and copyright issues with information retrieved from the Internet. Students experience the use of e-commerce, multimedia and e-mail. Explores searching the Internet and credibility of information obtained with searches.

CIS 135 Complete PC Word Processing/Word (software package)
3 credit hours
Prerequisite: CIS 118
Explores a complete array of word processing skills. The skills needed to create, edit, format, and printing 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.

CIS 136 Microsoft Office Specialist Certification: Word
1 credit hour
Prerequisite: CIS 135 or instructor consent based on prior experience.
Prepares students for the Microsoft Office Specialist certification examination for Word. Students use software to determine strengths and weaknesses and elect to review and prepare for either the Core or Expert level exam.

CIS 140 Microsoft Outlook
1 credit hour
Introduces the functions used in Microsoft Outlook including e-mail messages, calendar, contacts, tasks, journals, and notes.

CIS 145 Complete PC Database
3 credit hours
Prerequisite: CIS 118 or instructor consent.
Explores a complete array of database skills. Includes table, query, form, and report creation and modification. Other topics include application integration and automation of database tasks within the database.

CIS 149 Microsoft Office Specialist Certification Prep: Access
1 credit hour
Prerequisite: CIS 145 or instructor consent based on prior experience.
Prepares students for the Microsoft Office Specialist certification examination for Access. Students use software to determine strengths and weaknesses and elect to review and prepare for the Core level Certification exam.

CIS 155 PC Spreadsheet Concepts: Excel
3 credit hours
Prerequisite: CIS 118 or instructor consent.
Exposes the student to a wide range of uses of the electronic spreadsheet with special emphasis placed on using it as a business tool. Topics include fundamentals and terms, creating and saving workbooks, entering and using formulas, formatting, printing, multiple-page workbooks, creating charts, entering and using functions, managing lists, and simple macros.

CIS 159 Microsoft Office Certification Prep: Excel
1 credit hour
Prerequisite: CIS 155 or instructor consent.
Prepares students for the Microsoft Office Specialist certification examination for Excel. Students use software to determine strengths and weaknesses and elect to review and prepare for either the Core or Expert level Certification exam. The MOUS test is not included in this course.

CIS 165 Complete Presentation Graphics: PowerPoint
3 credit hours
Prerequisite: CIS 118 or instructor consent.
Focuses on the development of presentation graphics materials including graphs, charts, illustrations, and diagrams. Emphasizes effective communication through computerized presentations. Covers features of the software and effective presentation techniques.

CIS 169 Microsoft Office Specialist Certification Prep: PowerPoint
1 credit hour
Prerequisite: CIS 165 or instructor consent based on prior experience.
Prepares students for the Microsoft Office Specialist certification examination for PowerPoint. Students use software to determine strengths and weaknesses and elect to review and prepare for the Core level Certification exam.

CIS 218 Advanced PC Applications
3 credit hours
Prerequisite: CIS 135, CIS 145, CIS 155, CIS 165 or instructor consent.
Covers the advanced capabilities of a PC software applications suite. Emphasizes solving business problems by integrating data from all of the software applications that facilitate the production of useful information. Printed documents, reports, slides, and forms are produced to communicate information.

CIS 240 Database Design and Development
3 credit hours
Prerequisite: CIS 145 or instructor consent.
Introduces the basic concepts of relational databases, data storage, and retrieval. Covers database design, data modeling, transaction processing, and introduces the Structured Query Language for databases.

CIS 243 Introduction to PL/SQL
3 credit hours
Prerequisite: CSC 119 or instructor consent.
Corequisite: CIS 145
Introduces students to creating database structures and storing, retrieving and manipulating data in a relational database. SQL is the set of statements that all users and programs must use to access data in the Oracle database. This course also focuses on SQL*Plus to manipulate SQL statements.

CIS 260 Troubleshooting Microsoft Applications
3 credit hours
Prerequisite: CIS 218 and CIS 124.
Focuses on troubleshooting techniques and procedures that are used in Microsoft Office and other applications. Includes learning how to manage the advanced configuration of Word, Excel, Access, and PowerPoint.

CIS 267 Management of Information Systems
3 credit hours
Introduces the concepts and techniques of managing computer-based information resources. Includes hardware, software, personnel, control techniques, and the placement and integration of information systems resources within the organization.

CIS 287 Cooperative Education
1 credit hour
Prerequisite: instructor consent.
Provides students an opportunity to gain practical experience in applying their occupational skills and /or to develop specific skills in a practical work setting. The instructor works with the student to select an appropriate work site, establish learning objectives, and to coordinate learning activities with the employer or work site supervisor.

CNG — COMPUTER NETWORK TECHNOLOGIES COURSES

CNG 101 Introduction to Networking
3 credit hours
Prerequisite: CIS 118
Focuses on underlying concepts of data communications, telecommunications, and networking. Emphasizes the terminology and technologies in current networking environments and provides a general overview of the field of networking as a basis for continued study in the field.

CNG 102 Local Area Networks
3 credit hours
Prerequisite: CNG 101 or instructor consent.
Introduces Local Area Networking. Focuses on discussions and

demonstrations of planning, installing, and supporting networks.

CNG 104 Introduction to TCP/IP
3 credit hours
Prerequisite: CNG 102 or instructor consent.
Outlines four important networking architectures in corporate environments today — TCP/IP, SNA, AppleTalk, and DNA. Focuses on the major components and functions of each of these architectures, as well as methods used to connect different architectures. Provides students with concepts that are important to the field of systems integration, as well as a conceptual basis for understanding network architectures.

CNG 105 Internet Technologies
3 credit hours
Prerequisite: CIS 118
Outlines the important Internet Technologies in use today. Focuses on the major components and functions of each of these technologies, as well as methods used to connect different technologies. Provides the student with concepts that are important to the field of systems integration with the Internet as well as a conceptual basis for understanding Internet Technologies.

CNG 116 Microcomputer Hardware
3 credit hours
Corequisite: CIS 118
Introduces computer hardware. Since hardware depends upon specific software to make it work properly, the course also explores relevant software topics. The course covers taking computers apart, diagnosing and fixing minor problems, and upgrading PCs with new components.

CNG 120 A+ Certification Preparation
4 credit hours
Prerequisite: CNG 116
Prepares students for the CompTIA A+ certification examination. Hardware and software concepts are reviewed using A+ techniques.

CNG 131 Network Security Fundamentals
3 credit hours
Prerequisite: CNG 101
Delivers a comprehensive overview of network security, including general security concepts. Communication Security is studied, including remote access, e-mail, the Web, directory and file transfer, and wireless data. Common network attacks are introduced, Cryptography basics are incorporated, and operation/organizational security is discussed as it relates to physical security, disaster recovery, and business continuity. Computer forensics is introduced.

CNG 132 Principles of Information Security
3 credit hours
Prerequisite: CNG 131
Examines the field of information security to prepare information systems students for their future roles as business decision-makers. The course presents a balance of managerial and the technical aspects of information security. The concepts covered in this course should be helpful for students working towards the Certified Information Systems Security Professional (CISSP) certification.

CNG 160 Telecommunications I
3 credit hours
Prerequisite: CIS 118
Introduces the background needed to understand telephony products and services in the telecommunications industry. Includes hardware and devices, transmission characteristics and codes, network configurations, software, and protocols.

CNG 211 Windows Configuration: (OS)
3 credit hours
Prerequisite: CNG 102 or instructor consent.
Provides students with the knowledge and skills necessary to address the implementation and desktop support needs of customers who are planning to deploy and support Microsoft Windows Client OS in a variety of network operating system environments.

COM — COMMUNICATIONS COURSES

COM 100 Workplace Communication
1 credit hour
Covers topics that teach students how to communicate effectively in the workplace. Includes listening, speaking, reading, and writing and emphasizes the importance of these four modes of communication in the workplace.

COM 115 Public Speaking
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores..
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 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Examines the communication involved in interpersonal relationships occurring in family, social and career situations. Relevant concepts include self-concept, perception, listening, nonverbal communication, and conflict.

COM 126 Communication in Healthcare
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Familiarizes the student with interactive concerns in settings related to patient-client care. Course includes discussions of diverse cultures, client interaction and family/caregiver issues. The student will also address the concerns of attitude, office politics, teamwork, self-initiative and conflict management as specifically experienced in the patient as client setting.

COM 205 Voice and Diction
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores..
Studies the physiological production of the speaking voice and methods for improving the quality of the spoken word in general American speech.

COM 216 Principles of Speech Communication II
3 credit hours
Prerequisite: COM 115.
Emphasizes the continued study of rhetorical theory and analysis as it relates to public speaking.

COM 226 Oral Interpretation
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Exposes the student to the artistic, interpretive, and communicative potential to be found in the reading and performance of great literature and rhetoric such as is found in prose, poetry, and drama.

COM 285 Independent Study
0-12 credit hours
Prerequisite: Instructor consent.
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

CRJ — CRIMINAL JUSTICE COURSES

CRJ 110 Introduction to Criminal Justice
3 credit hours
Prerequisite: Grade of "C" or better in ENG 090 or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Introduces a study of the agencies and processes involved in the criminal justice system: the legislature, the police, the prosecutor, the public defender, the courts, and corrections. Includes an analysis of the roles and problems of the criminal justice system in a democratic society, with an emphasis upon inter-component relations and checks and balances.

CRJ 112 Procedural Criminal Law
3 credit hours
Covers constitutional and procedural considerations affecting arrest, search and seizure, post-conviction treatment, origin, development, philosophy, and constitutional basis of evidence. Focuses on degrees of evidence and rules governing admissibility, judicial decisions interpreting individual rights, and an analysis of case studies from arrest through final appeal.

CRJ 125 Law Enforcement Operations
3 credit hours
Examines the complexity and multi-dimensional aspects of the law enforcement role and career; law enforcement discretion; law enforcement values and culture in modern America. Covers the role and functions of law enforcement in occupational, social, racial and ethnic, political and organizational context.

CRJ 127 Crime Scene Investigation
3 credit hours
Focuses on basic procedures in crime scene management to include photography and preparing initial reports and sketches. Includes processing evidence and related criminalistic procedures. Covers interviewing suspects, witnesses and victims to include the recording of identifications and descriptions. Incorporates lab and lecture.

CRJ 135 Judicial Function
3 credit hours
Examines the criminal process with an analysis of the major judicial decision-makers, i.e., prosecutors, defense attorneys, judges, and the discretionary aspects of adjudication.

CRJ 145 Correctional Process
3 credit hours
Focuses on the post-conviction corrections process, the development of a correctional philosophy, theory, and practice, a description of institutional operation, programming and management, and community-based corrections, probation, and parole.

CRJ 146 Community Based Corrections
3 credit hours
Introduces an analysis of community based correctional programs and procedures. Emphasizes the environment and the relationship to public safety, reintegration and punishment.

CRJ 150 Victims of Crime and Trauma
3 credit hours
Introduces the student to the role the crime victims plays in the Criminal Justice System. The traditional response that a crime victim receives from the system will be studied and the psychological, emotional and financial impact these responses have on victimization will be analyzed.

CRJ 201 Emergency Dispatching
5 credit hours
Focuses on the unique knowledge, skills and abilities required for working in the Emergency Telecommunications industry. The course will focus on the basics of the emergency communication center, emergency telecommunication technology, caller management, call classification, legal aspects and stress management.

CRJ 205 Principles of Criminal Law
3 credit hours
Focuses on common law and statutory law crimes, the Model Penal Code, elements defining crimes and penalties, defenses to criminal accusations, and definitions and distinctions between criminal and civil law.

CRJ 208 Criminal Evidence
3 credit hours
Reviews the basic principles of evidence in state and Federal criminal proceedings. Includes analysis of the Federal Rules of Evidence and the Colorado Evidence Rules, as well as evidentiary and procedural requirements in the courts. The course will focus on evidence questions in the context of the examination of witnesses, competency, privilege, relevancy, hearsay, burden of proof and the presentation of scientific and demonstrative evidence. Constitutional guidelines affecting evidence collection and admissibility will also be reviewed.

CRJ 231 Introduction to Forensic Science and Criminalistics
3 credit hours
Focuses on the fundamentals of forensic science that are essential for gathering evidence at the crime scene and analyzing it in the crime laboratory.

CRJ 210 Constitutional Law
3 credit hours
Focuses on the powers of government as they are allocated and defined by the United States Constitution. Includes intensive analysis of United States Supreme Court decisions.

CRJ 215 Constitutional Rights of Inmates
3 credit hours
Covers an overview of the criminal justice system as it pertains to the constitutional rights of inmates including civil and criminal liabilities, legal services and disciplinary proceedings.

CRJ 230 Criminology
3 credit hours
Examines the question of crime causation from legal, social, political, psychological and theoretical perspectives. Covers the history and development of criminology.

CRJ 236 CRJ Research Methods
3 credit hours
Introduces and applies methods for criminal justice and criminology with an emphasis on the scientific method and the role of empirical inquiry into criminal justice and criminology. This course will include the study of methodologies of data collection and analysis, the logic of research, the role of theory, measurement, sampling and research designs. Field research and the professional norms and ethics of criminal justice and criminology research will also be covered.

CRJ 239 Managing Emergency Worker Stress
3 credit hours
Provides an understanding of trauma reaction and stress management for first line responders, i.e. police officers, victim advocates, paramedics and firemen. Focuses on practical application of coping skills and stress management for first line responders.

CRJ 250 Computer Crime Investigations
3 credit hours
Provides a basic foundation of the skills and knowledge necessary to understand and investigate the computer criminal. Investigative procedures, interviewing skills and the necessity of search warrants will be covered. Legal issues regarding personal liability, privacy and wiretapping will also be discussed.

CRJ 264 Practical Crime Scene Investigation
3 credit hours
Introduces the investigation of death from the edico-legal standpoint. Discusses all aspects of an investigation from the initial findings to identification of the deceased and the determination of cause and time of death. Includes the follow-up investigation and the preparation and presentation of evidence for the criminal trial.

CRJ 275 Special Topics
Variable credits, 0-12
Provides students with a vehicle to pursue in-depth exploration of special topics of interest. The content of this course will change from year to year.

CSC — COMPUTER SCIENCE COURSES
CSC 105 Computer Literacy
3 credit hours
Introduces students to current technologies. Special focus on ensuring students become technologically competent and computer literate. Emphasis is placed on technology fundamentals and terminology through the evaluation of hardware and software. Provides students with a working knowledge of operating system use, file management and security. Introduces the Internet as a research and communication tool. Application software is covered to ensure the fundamental computer skills for personal, academic, and business use are obtained.

CSC 119 Introduction to Programming
3 credit hours
Corequisite: CIS 118 or instructor consent.
Focuses on general introduction to computer programming. Emphasizes the design and implementation of structured and logically correct programs with good documentation. Focuses on basic programming concepts, including numbering systems, control structures, modularization, and data processing. A structured programming language will be used to implement the student's program design.

CSC 150 Visual Basic Programming
3 credit hours
Prerequisite: CSC 119 or instructor consent.
Introduces programming and applications development for the Microsoft Windows Programming environment using Visual Basic for Windows.

CSC 152 Database Programming with Visual Basic
3 credit hours
Prerequisite: CSC 150
Provides an in-depth look at Visual Basic as a database application development language. Topics may include ADO, multi-tier components, data-bound controls, remote data access, SQL and ASP.

CSC 160 Computer Science I: (Language)
4 credit hours
Prerequisite: Grade of '"C" or better in MAT 099.
Introduces students to the discipline of computer science. Covers algorithm development, data representation, logical expressions, subprograms, and input/output operations using a structured programming language. Requires intensive lab work outside of class time.

CSC 161 Computer Science II: (Language)
4 credit hours
Prerequisite: CSC 160 or instructor consent.
Continues the structured algorithm development and problem solving techniques begun in Computer Science I. Enables students to gain experience in the use of data structures and design of larger software projects. Requires intensive computer laboratory experience.

CSC 240 Java Programming
3 credit hours
Prerequisite: CSC 119 or instructor consent.
Introduces students to Java programming language and covers basic graphics, events/procedures, user interface, and libraries. Enables the student to write and execute a variety of Java programs. Incorporates Java Applets into HTML.

CWB — COMPUTER WEB BASE COURSES
CWB 206 Web Data Base
3 credit hours
Corequisite: CIS 145
Emphasizes scripting languages used to create and manage web databases. Targets to multimedia authors who wish to add data-base management and search functionality to their web sites. Enables students to build an inexpensive portable database solution.

DAN — DANCE COURSE
DAN 130 Dance Sampler
1 credit hour
Introduces the beginning dancer to popular dances through a social dance sampler in Salsa, Swing, and Country Western Dance technique, footwork, body posturing, rhythms, and dance floor etiquette. Examines a variety of dances such as Salsa`s Mambo, Cha-Cha, and Rumba; Swing`s Lindy Hop (jitterbug); and Country Western`s Two Step, Cowboy Waltz, Cotton-Eyed Joe and various Country Western line dances.

DEH — DENTAL HYGIENE COURSES
DEH 101 Preclinical Dental Hygiene Lecture
2 credit hours
Prerequisite: Enrollment in Dental Hygiene program.
Corequisite: DEH 102
Explores basic dental hygiene theory and development of basic skills. Focuses on the application of diagnostic, preventative and therapeutic procedures and includes an introduction to dentistry and dental hygiene, dental and medical terminology, infection control, the removal of tooth deposits, patient medical and dental histories, preventive instruction and treatment planning.

DEH 102 Preclinical Dental Hygiene Care
3 credit hours
Prerequisite: Enrollment in Dental Hygiene program.
Corequisite: DEH 101
Focuses on clinical experiences in basic dental hygiene procedures and techniques including basic instrumentation, infection control, and patient assessment skills. Students participate in a variety of clinical learning experiences.

DEH 103 Dental Anatomy and Histology
3 credit hours
Prerequisite: Enrollment in Dental Hygiene program.
Corequisite: DEH 123
Focuses on a study of the anatomical and histological features of the teeth and other oral structures of the oral cavity. Includes terminology, anatomical landmarks, and tooth identification. Introduces histology, the embryology of the face and oral and nasal cavities, development of the teeth, and the histological features of the various components of the teeth and surrounding structures.

DEH 104 Dental Radiology
3 credit hours
Prerequisite: Enrollment in Dental Hygiene program.
Corequisite: DEH 101, 102, 103
Introduces principles of x-radiation production and safety factors; application and theory of properly exposing, processing, mounting and evaluating radiographs; identification of normal anatomic landmarks and pathologic conditions. Focuses on utilization of the laboratory in performing procedures necessary to produce quality radiographs.

DEH 111 Dental and Medical Emergencies
2 credit hours
Prerequisite: Enrollment in Dental Hygiene program.
Corequisite: DEH 103
Introduces the management of emergency situations in the dental office setting. Emphasizes reduction of risk for emergencies, identification and management of anxiety, and stress recognition protocol. Provides practical skills applicable to dental hygienists and the scope of responsibility for medical emergency management as dictated by state dental practice law. Covers the basic categories of emergencies, causes and management. Includes content and use of emergency kits and oxygen support systems.

DEH 116 Preventive Dentistry and Special Needs Patients
2 credit hours
Prerequisite: Enrollment in Dental Hygiene program.
Corequisite: DEH 103
Focuses on application of the basic sciences in maintaining healthy oral tissues for all patient populations. Emphasizes plaque and plaque related diseases and the basic philosophy involved in controlling and/or preventing disease. Addresses the role of the dental hygienist in etiology, epidemiology of disease, primary preventive efforts, oral health education, nutrition and dietary measures, and preventive agents.

DEH 122 Periodontics I
2 credit hours
Prerequisite: First-semester DEH course work.
Corequisite: DEH 153 and DEH 170.
Introduces the principles of periodontics. Focuses on recognition of the tissues in health and disease, macro and microanatomy of the periodontium, and histopathology of periodontal diseases and other related gingival conditions. Provides the theory and discussion of periodontal assessment, etiology, epidemiology, inflammatory process/immune response, and the AAP classification system.

DEH 123 Head and Neck Anatomy
1 credit hour
Prerequisite: Enrollment in Dental Hygiene program.
Corequisite: First-semester DEH courses.
Focuses on the study of head and neck anatomy with emphasis on the muscles of mastication, the lymphatics, the TMJ, the nerve and vascular supply, and the oral cavity.

DEH 126 Dental Materials
3 credit hours
Prerequisite: DEH 101, DEH 102, and DEH 103.
Provides the dental hygiene student with a sound knowledge of the science of dental materials. Covers didactic and laboratory experiences and the physical properties, basic chemistry, and the clinical applications of the materials used in the practice of dentistry.

DEH 132 Applied Pharmacology
2 credit hours
Prerequisite: First-semester DEH courses.
Corequisite: Second-semester DEH courses.
Covers general pharmacology and reviews drugs that may influence the management of dental hygiene patients. Enables the student to develop sufficient knowledge of pharmacology to permit safe and effective medical evaluation of patients for dental hygiene treatment.

DEH 133 Local Anesthesia
2 credit hours
Prerequisites: First-year DEH courses
Corequisites: DEH 103, DEH 111, DEH 123, DEH 132 and DEH 170
Provides a working knowledge of the theory and practice of local anesthesia as applied to the practice of dentistry/dental hygiene. Emphasizes mastery of the armamentarium and techniques of regional anesthesia. Covers the knowledge and skills necessary to administer local anesthetics proficiently and safely.

DEH 134 Advanced Clinical Skills
1 credit hour
Prerequisite: Successful completion of first year dental hygiene courses.
Focuses on dental hygiene theory and laboratory experiences with major topics related to advanced clinical skills, including advanced instrumentation fulcrums, root morphology, periodontal files, periodontal file sharpening, mini curettes, after five curettes, nabors probe, universal focus spray ultrasonics, and scaling implants.

DEH 138 Nitrous Oxide/Oxygen Sedation
1 credit hour
Prerequisites: DEH 101, DEH 102, DEH 103, DEH 111, DEH 132, DEH 153 and DEH 170.
Provides a working knowledge of the latest equipment and methods of nitrous oxide/oxygen sedation administration in the dental office.

DEH 153 Clinical Theory of Dental Hygiene I
2 credit hours
Prerequisites: First-semester DEH courses.
Corequisite: DEH 170
Builds on the broad theoretical basis provided in DEH 101 and DEH 102. Focuses on enhancing patient assessment skills, instrumentation and additional information on preventative and prophylactic clinical procedures.

DEH 170 Clinical Practice of Dental Hygiene I
4 credit hours
Prerequisite: DEH 101, DEH 102, DEH 103, and DEH 104.
Corequisite: DEH 153
Provides clinical experience in patient skills assessment, instrumentation and additional preventative and prophylactic clinical procedures.

DEH 171 Clinical Practice of Dental Hygiene I-A
1 credit hour
Prerequisite: DEH 101, DEH 102, DEH 103, DEH 104, DEH 123, DEH 153 and DEH 170.
Continues patient care sessions for the performance of traditional dental hygiene treatment. Enables the student to provide treatment to periodontally involved patients utilizing advanced instrumentation and power scaling.

DEH 202 Applied Nutrition in Dentistry
2 credit hours
Corequisite: DEH 270.
Gives students a fundamental understanding of general nutrition with an emphasis on the interrelationship between nutrition and dental health. Focuses on recognizing nutritional deficiencies and how to conduct and evaluate nutritional surveys on patients.

DEH 204 Community Dental Health I
2 credit hours
Prerequisite: First-semester DEH courses.
Corequisite: Third-semester DEH courses.
Provides instruction in the concepts, methods and issues of dental public health. Emphasis is placed on evidence-based criteria for effective promotion and prevention of dental disease in the public health setting. Concepts of dental health education and program planning in the community setting are reinforced through case based materials, including methods of assessment, planning, implementation and evaluation of effectiveness. Course activities will reinforce skills in speaking and writing effectively in preparation for the subsequent community dental health field experience course.

DEH 213 General and Oral Pathology
3 credit hours
Prerequisite: DEH 101, DEH 102, DEH 103, DEH 104, DEH 123
Corequisite: Second-semester DEH courses
Focuses on the fundamentals of general pathology and the disease process. Covers oral pathology with emphasis on recognition and identification of pathologic conditions that most frequently occur around the oral cavity. Helps students identify appropriate referral mechanisms to render a definitive diagnosis.

DEH 221 Ethics and Practice Management
2 credit hours
Prerequisite: Third-semester DEH courses
Corequisite: Fourth-semester DEH courses
Focuses on the transition from an educational environment to a working dental business. Enables the student to learn management skills of operating a dental office. Emphasizes opportunities for self-exploration in development of personal and professional goals. Examines professional ethics, legal issues, and the relationship to the licensed practice of dental hygiene.

DEH 225 Community Dental Health II: Field Experience
1 credit hour
Prerequisite: All 100 level courses, DEH 204, 242
Corequisite: Fourth-semester DEH courses
Provides practical application of community dental health theory and opportunities to conduct needs assessments on a variety of populations. Emphasizes meeting the educational needs of specific populations through program planning, implementation and evaluation. Incorporates supervised field experiences in low-income, school and other public health facilities, as well as private health and education oriented organizations.

DEH 242 Periodontics II
2 credit hours
Prerequisite: All DEH 100 Level
Corequisite: DEH 270
Continues to explore theoretical/clinical preparations with emphasis on dental hygiene process of care, treatment planning, non-surgical treatment, evaluation of treatment, and maintenance needs of the periodontal patient. Develops research and decision making skills with use of library and Internet resources relating to risk factors, etiologic agents, and treatment modalities. Includes comprehensive periodontal assessment, supplemental diagnostics, periodontal

pharmacology, and evidence based treatment planning.

DEH 266 National Board Review (elective)
2 credit hours
Prerequisite: Third-semester DEH course work
Corequisite: Fourth-semester DEH course work
Provides formal review sessions for second year dental hygiene students preparing to sit for the National Board Examination in March.

DEH 268 Clinical Theory of Dental Hygiene II
2 credit hours
Prerequisite: All 100 Level DEH course
Corequisite: DEH 270
Provides the didactic theory for clinical practice of dental hygiene skills at the beginning of the second year of dental hygiene curriculum. Builds on clinic theory from first year curriculum to provide the knowledge base needed for treatment of patients with more advanced periodontal disease and medical/health factors. Focuses on: periodontal charting and documentation, interpretation of periodontal factors on radiographs, use of treatment planning in the dental hygiene process of care, legal parameters of record keeping and informed consent, use of oral photography, application of sealants, treatment of dental hypersensitivity, application of chemotherapeutics and professional oral irrigation, application of ergonomics in dentistry, clinical dental hygiene treatment considerations for patients with history of cardiac complications and diabetes.

DEH 270 Clinical Practice of Dental Hygiene II
6 credit hours
Covers patient care sessions for the performance of traditional dental hygiene treatment. Continues and expands periodontal patient care and special patient care sessions. Focuses on clinical competence in margination and polishing of restorations, nutrition counseling, oral irrigation, chemotherapeutics and OSHA compliance.

DEH 271 Clinical Practice of Dental Hygiene III
7 credit hours
Prerequisite: DEH 101, DEH 102, DEH 103, DEH 104, DEH 111, DEH 116, DEH 122, DEH 123, DEH 126, DEH 132, DEH 153, DEH 170, DEH 202, DEH 204, DEH 213, DEH 242, DEH 270
Corequisite: DEH 285
Continues patient care session with emphasis on attaining a level of competency and efficiency for successful performance in clinical board exams and private practice. Focuses on clinical skill development in tobacco cessation, product selection, patient communications, curettage and special topics developed patient treatments. Provides elective extra-mural clinical sites for additional practice.

DEH 282 Periodontics III
1 credit hour
Prerequisite: Third-semester DEH course work
Corequisite: Fourth-semester DEH course work
Provides comprehensive dental hygiene clinical management techniques for periodontal patients supported by application of basic clinical research sciences. Focus is on the "therapy" component of periodontics including instructional sessions covering the general principles of periodontal surgery, the surgical management of soft tissues and osseous defects, wound healing, implants, and the role of occlusion in periodontal therapy.

DEH 285 Clinical Theory of Dental Hygiene III
2 credit hours
Prerequisite: All 100 Level DEH courses, DEH 268 and DEH 270
Corequisite: DEH 271
Course Note: Student must receive a "B" or better in this course. Serves as the capstone course of the final semester of a two-

year curriculum. Prepares the student for two major goals: basic competence for transition to provision of dental hygiene services in private practice; and the ability to successfully pass both written National Boards examinations and regional dental hygiene clinical examinations. Emphasizes the application of case based learning. Major topics include: cosmetic bleaching, air powered polishing devices, application of the re-evaluation process in treatment planning for periodontally involved cases, preparation for the CRDTS regional clinical exam process, application of an effective tobacco cessation process, technique and process for gingival curettage, technique and process for amalgam polishing and margination, care of cosmetic dental restorations, and maintenance of implants.

ECE — EARLY CHILDHOOD EDUCATION COURSES

ECE 101 Introduction to Early Childhood Education
3 credit hours
Prerequisite: Grade of "C" or better in ENG 060, REA 060 and MAT 060 or English assessment score of 70 or better, Reading assessment score of 62 or better and Math assessment score of 45 (EA) or better.
Corequisite: ECE 102
Provides an introduction to Early Childhood Education. Includes the eight key areas of professional knowledge: Child Growth and Development, Health, Nutrition and Safety, Developmentally Appropriate Practices, Guidance, Family and Community Relationships, Diversity, Professionalism, Administration and Supervision. Focuses on ages birth through age eight.

ECE 102 Introduction to Early Childhood Lab Techniques
3 credit hours
Prerequisite: Grade of "C" or better in ENG 060, REA 060 and MAT 060 or English assessment score of 70 or better, Reading assessment score of 62 or better and Math assessment score of 45 (EA) or better.
Corequisite: ECE 101
Focuses on a classroom seminar and placement in a child care setting. The supervised placement provides the student with the opportunity to observe children, to practice appropriate interactions, and to develop effective guidance and management techniques. Addresses ages birth through age eight.

ECE 103 Guidance Strategies for Young Children
3 credit hours
Prerequisite: Grade of "C" or better in ENG 060, REA 060 and MAT 060 or English assessment score of 70 or better, Reading assessment score of 62 or better and Math assessment score of 45 (EA) or better.
Explores guidance theories, applications, goals, techniques and factors that influence expectations, classroom management issues, and prosocial skills. Addresses ages birth through age eight.

ECE 108 The Assessment Process in Early Childhood Education
1 credit hour
Focuses on exposing students to a wide variety of screening tools and evaluations appropriate for children birth to eight years of age. Enables students to gain beginning knowledge in the selection of developmental screening tools and evaluations important to the IFSP/IEP.

ECE 111 Infant and Toddler Theory and Practice
3 credit hours
Prerequisite: Grade of "C" or better in ENG 060, REA 060 and MAT 060 or English assessment score of 70 or better, Reading assessment score of 62 or better and Math assessment score of 45 (EA) or better.
Presents an overview of theories, applications (including observations), and issues pertinent to infant and toddler development in group and/or family settings. Includes state requirements for licensing, health, safety, and nutrition issues. Focuses on birth through age three.

ECE 112 Introduction to Infant/Toddler Lab Techniques
3 credits
Prerequisite: ECE 111
Includes a classroom seminar and placement in an infant and/or toddler setting. The supervised placement provides the student with the opportunity to observe, to practice appropriate interactions, and to develop effective guidance and nurturing techniques with infants and/or toddlers. Addresses ages prenatal through age two.

ECE 188 Practicum: Early Childhood Education
0 - 12 credit hours
Provides students with field experience in early childhood programs.

ECE 205 Nutrition, Health, and Safety
3 credit hours
Prerequisite: Grade of "C" or better in ENG 060, REA 060 and MAT 060 or English assessment score of 70 or better, Reading assessment score of 62 or better and Math assessment score of 45 (EA) or better.
Focuses on nutrition, health, and safety as a key factor for optimal growth and development of young children. Content includes nutrient knowledge, menu planning, food program participation, health practices, management and safety, appropriate activities, and communication with families. Addresses ages from prenatal through age eight.

ECE 209 Observing and Utilizing Young Children's Assessment Instruments
1 credit hour
Prerequisite: ECE 101 and ECE 102 or ECE 103.
Examines the current research on the continuous practice of observing children. Incorporates practice with a variety of assessment instruments currently used in Colorado ECE programs.

ECE 220 Curriculum Development: Methods and Techniques
3 credit hours
Prerequisite: ECE 101 and ECE 102, or ECE 103.
Provides an overview of early childhood curriculum development. Includes processes for planning and implementing developmentally appropriate environments, materials and experiences, and quality in early childhood programs. Focuses on birth through age eight.

ECE 226 Creativity and the Young Child
3 credit hours
Prerequisite: Grade of "C" or better in ENG 060, REA 060 and MAT 060 or English assessment score of 70 or better, Reading assessment score of 62 or better and Math assessment score of 45 (EA) or better.
Provides an emphasis on encouraging and supporting creative self expression and problem solving skills in children. Explores creative learning theories and research. Focuses on developmentally appropriate curriculum strategies in all developmental domains. Addresses ages birth through age eight.

ECE 228 Language and Literacy
3 credit hours
Prerequisite: Grade of "C" or better in ENG 060, REA 060 and MAT 060 or English assessment score of 70 or better, Reading assessment score of 62 or better and Math assessment score of 45 (EA) or better.
Presents strategies for optimum language development, literacy, social and emotional development. Supports children's language and literacy in home, classroom, and community settings. Provides appropriate teacher/child verbal interactions, classroom environments, and activities. Addresses ages birth through age eight.

ECE 236 Child Growth / Development Laboratory
1 credit hour
Prerequisite: Grade of "C" or better in ENG 060, REA 060 and MAT 060 or English assessment score of 70 or better, Reading assessment score of 62 or better and Math assessment score of 45 (EA) or better.
Corequisite: ECE 238
Covers the growth and development of the child from conception through the elementary school years. Emphasizes physical, cognitive, language, social and emotional domains, and the concept of the whole child and how adults can provide a supportive environment. Addresses ages from prenatal through age 12.

ECE 238 Child Growth and Development
3 credit hours
Prerequisite: ECE 101 and ECE 102 or ECE 103.
Corequisite: ECE 236
Covers the growth and development of the child from conception through the elementary school years. Emphasizes physical, cognitive, language, social and emotional domains, the concept of the whole child, and how adults can provide a supportive environment. Ages addressed: prenatal through age 12. (This course has an early childhood laboratory component.)

ECE 240 Administration of Early Childhood Care and Education Programs
3 credit hours
Prerequisite: ECE 101 and ECE 102 or ECE 103.
Corequisite: ECE 241
Examines Colorado's licensing requirements, as well as quality standards pertaining to the operation of programs for young children. Focuses on the director's administrative skills and role as a community advocate for young children. Addresses ages birth through age 12.

ECE 241 Administration: Human Relations for Early Childhood Education
3 credit hours
Prerequisite: ECE 101 and ECE 102 or ECE 103.
Corequisite: ECE 240
Focuses on the human relations component of an early childhood professional's responsibilities. Includes director-staff relationships, staff development, leadership strategies, parent-professional partnerships, and community interaction.

ECE 256 Working with Parents, Families, and Community System
3 credit hours
Prerequisite: Grade of "C" or better in ENG 060, REA 060 and MAT 060 or English assessment score of 70 or better, Reading assessment score of 62 or better and Math assessment score of 45 (EA) or better.
Examines attitudes and family values systems and how they affect parent-professional partnerships. Addresses communication, problem-solving and conflict resolution strategies. Plans effective activities and programs for parent involvement. Addresses ages birth through eight.

ECE 260 Exceptional Child
3 credit hours
Prerequisite: Minimum assessment scores 57 R for Math, 50 for English/ Listening, 62 for Reading, and ECE 238
Presents an overview of critical elements related to educating young children with disabilities in the early childhood setting. Topics include the following: typical and atypical development, legal requirements, research based practices related to inclusion, and accommodations and adaptations. Student will learn how a disability will impact a young child's learning process. Focus of the course is on birth through age 8.

ECE 275 Special Topics: General (advanced)
1 - 6 credit hours
Explores current topics, issues and activities related to one or more aspects of the early childhood care and education profession.

ECE 288 Practicum: Early Childhood Education
3 credit hours
Prerequisite: ECE 101, ECE 102, or ECE 103
Provides students with advanced field experience opportunities in early childhood education programs.

ECO — ECONOMICS COURSES
ECO 201 Principles of Macroeconomics: GT-SS1
3 credit hours
Prerequisite: Grade of "C" or better in ENG 090, REA 090, and MAT 090 or English assessment score of 95 or better, reading assessment score of 80 or better, and Math assessment score of 61 (EA) or better.
Focuses on the study of the American economy, stressing the inter-relationships among household, business, and government sectors. Explores saving and investment decisions, unemployment, inflation, national income accounting, taxing and spending policies, the limits of the market and government, public choice theory, the Federal Reserve System, money and banking, and international trade. This course is one of the Statewide Guarantee Transfer courses.

ECO 202 Principles of Microeconomics: GT-SS1
3 credit hours
Prerequisite: Grade of "C" or better in ENG 090, REA 090, and MAT 090 or English assessment score of 95 or better, reading assessment score of 80 or better, and Math assessment score of 61 (EA) or better.
Studies the firm, the nature of cost, and how these relate to the economy as a whole. Analyzes economic models of the consumer, perfect competition, monopoly, oligopoly and monopolistic competition. Explores economic issues including market power, population growth, positive and negative externalities, income distribution, poverty and welfare, discrimination, and international economic interdependence. This course is one of the Statewide Guaranteed Transfer courses.

EDU — EDUCATION COURSES
EDU 187 Cooperative Education
1 - 6 credit hours
Provides students an opportunity to gain practical experience in applying their occupational skills and/or to develop specific skills in a practical work setting. The instructor works with the student to select an appropriate work site, establish learning objectives, and to coordinate learning activities with the employer or work site supervisor.

EDU 188 Practicum I
4 credit hours
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 credit hours
Prerequisite: Grade of "C" or better in ENG 060, REA 060 and MAT 060 or English assessment score of 70 or better, Reading assessment score of 62 or better and Math assessment score of 45 (EA) or better.
Focuses on the historical, social, political, philosophical, cultural and economic forces that shape the United States public school system. Includes current issues of educational reform, technology as it relates to education and considerations related to becoming a teacher in the

state of Colorado. Special interest will be paid to the topic of diversity in the K-12 school system.

EDU 222 Effective Teaching
1 credit
Focuses on strategies for becoming an effective teacher. Topics included are: course goals and objectives, the first day, planning a lesson, higher levels of thought, test design and grading, assessment, and teaching and learning styles.

EDU 230 Literacy Instructional Techniques
4 credit hours
Provides students with more knowledge of instructional techniques in the teaching of language, reading, and writing. Introduces students to the phases of literacy development and explores the best practices in literacy instruction for grades K-6. Accommodating the needs of learners with special needs, including learning disabilities or second language considerations, are also covered. Theory and practical classroom applications methods are emphasized.

EDU 231 Introduction to Bilingual Education
4 credit hours
Focuses on bilingual and multicultural education with emphasis on the linguistically and culturally diverse learner. Covers historical perspectives, philosophical frameworks, legal implications, subject matter methodologies, and current issues which impact bilingual educational programs.

EDU 232 Literacy in the Multicultural/Multilingual Classroom
3 credit hours
Introduces students to the theories, methods, and techniques for teaching reading and language to children from diverse cultural and linguistic backgrounds. Includes field experience applying coursework with children.

EDU 233 English Language Learning (K-6)
3 credit hours
Prepares teachers who work with limited English proficient student to learn strategies to develop English language learners (ELLs) social and academic English and supports their transition to US culture and schools. This course is appropriate in a variety of program models: mainstream classrooms, self-contained ESL classrooms, and bilingual programs and may be adapted for use with preschool teachers.

EDU 242 Expressive Arts in the Elementary Classroom
3 credit hours
Explores the integration of visual arts, music, and physical education/ movement into the self-contained elementary classroom curriculum based upon the theory of multiple intelligences. Familiarizes the student with the Colorado Model Content Standards for each area, basic curriculum development, and the opportunities to practice their skills with students through field experiences.

EDU 261 Teaching, Learning and Technology
3 credit hours
Prerequisite: English assessment score of 95 or better, Reading assessment score of 80 or better and Math assessment score of 85 (EA) or better, or equivalent ACT/SAT scores.
Prepares students to integrate technology into their teaching curriculum. Enables the student to design educational and training materials incorporating instructional technology. Explores a variety of technologies, including the computer, Internet, multi-media, graphics, audio, and text with an emphasis on increasing learning through their use. Examines combining technology with a variety of instructional methodologies.

EDU 289 Capstone
3 credit hours
Focuses on a demonstrated culmination of learning within a given program of study.

EGG — ENGINEERING COURSES
EGG 271 Theoretical Mechanics — Statics
3 credit hours
Prerequisite: Grade of "C" or better in ENG 090 and MAT 201.
Emphasizes vectors, resolution and composition of forces in two and three dimensions, vector notation, free body diagrams, static equilibrium of rigid bodies, moments, couples, centroids, and moments of inertia.

EGG 275 Special Topics
3 credit hours
Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

EGT — ENGINEERING GRAPHICS COURSES
EGT 101 Technical Drafting I
3 credit hours
Introduces the student to basic engineering graphics technology principles through development of basic entry-level drafting skills. Enables the student to develop skills in sketching, reading drafting scales, interpreting line types, lettering techniques, geometric construction, orthographic projection, and drawing reproduction.

EGT 103 Technical Drafting III
3 credit hours
Prerequisite: EGT 101 or instructor's consent.
Introduces the student to industrial dimensioning practices. Enables the student to develop skills in dimensioning techniques and learn to apply the ASME Y14. 5M-1994 dimensioning standard.

EGT 106 Introduction to Axonometric Views
3 credit hours
Prerequisite: EGT 101 or instructor's consent.
Introduces the principles of pictorial practices. The class covers axonometric projection (isometric, oblique/cabinet and cavalier) and perspective drawing (one and two point perspectives).

EGT 107 Introduction to Sections and Auxiliary Views
3 credit hours
Prerequisite: EGT 101 or instructor consent.
Introduces the principles of how parts are represented in 2D space by using sectional views of parts to clarify internal detail, and projection of inclined planes that need to be shown in their true shape and size.

EGT 160 Introduction to Industrial Drafting and Design
3 credit hours
Prerequisite: CAD 102 or instructor consent.
Introduces the drafting principles that are expected to be understood by drafters in both the mechanical and architectural disciplines.

EGT 250 Advanced Industrial Drafting and Design
6 credit hours
Prerequisite: EGT 160 or instructor consent.
Continues to build upon the drafting principles that are expected to be understood by drafters in both the mechanical and architectural disciplines. Enables the student to develop a broader understanding of how production documents are generated.

EGT 289 Capstone-Projects in 3D for Industrial Drafting and Design
6 credit hours
Prerequisite: CAD 102 or instructor consent.
A demonstrated culmination of learning within a given program of study.

ELT — ELECTRONICS COURSE
ELT 106 Fundamentals of AC/DC
3 credit hours
Introduces the basic skills needed for many careers in electronics and related fields. Covers the operations and applications of basic DC and AC circuits consisting of resistors, capacitors, inductors, transformers, and diodes. Emphasizes the use of common test instruments in troubleshooting.

EMS — EMERGENCY MEDICAL SERVICES COURSES
EMS 125 EMT Basic
9 credit hours
Corequisite: EMS 170
Enables the student after successful completion of this course to take the EMT Certification Examination subject to the requirements of the Colorado Department of Health and Environment. Includes written and practical examinations. Student must be at least 18 years of age.

EMS 126 - EMT Basic Refresher
2 credit hours
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 credit hours
Prerequisite: EMT Basic Certification.
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 and principles and treatment for shock.

EMS 170 EMT Basic Clinical
1 credit hour
Corequisite: EMS 125
Provides the EMT student with the clinical experience required of initial and some renewal processes.

END — ELECTRONEURODIAGNOSTICS COURSES
END 102 Electroencephalography (EEG) I
4 credit hours
Prerequisite: BIO 106 or BIO 201 and BIO 202.
Introduces the history and development of electroencephalography. Introduces electrode designs, application methods, patient history taking and basic principles of laboratory management. Examines the International 10-20 system of electrode management to include the practice of electrode placement during lab sessions.

END 103 Instrumentation Principles
3 credit hours
Prerequisites: BIO 106 or BIO 201 and BIO 202.
Concentrates on basic EEG principles including electrode types and characteristics, application techniques, machine instrumentation, basic electronic principles, electrical theory and safety, equipment maintenance and troubleshooting. Addresses concepts of digital EEG and clinical observation.

END 112 Electroencephalography (EEG) II
3 credit hours
Concentrates on operational Electroencephalography (EEG) techniques, including standard and intermediate electrode placements, recording procedures, activation procedures, operational controls, artifacts, visual analysis of EEG, special electrodes, ICU recording techniques, sleep recordings, ECS recordings and other non-EEG physiologic monitoring techniques. Incorporates opportunities for hands-on use of Digital EEG and monitoring techniques.

END 115 Patient Care and Safety
3 credit hours
Emphasizes basic techniques in patient handling and on communication skills with patient, family and staff. Focuses on patients with special needs, management of medical emergencies and seizure first aid.

END 206 Neuroanatomy and Physiology
3 credit hours
Expands and explores information covered in END 102. Provides in-depth knowledge of the central nervous system (CNS) maturation and specific pertinent changes.

END 207 Evoked Potential
6 credit hours
Presents the concepts, terminology and techniques of Evoked Potential (EP) technology. Provides an overview of instrumentation related to EP's. Introduces each of three modalities (VEP, BAEP, AND SEP). Incorporates practice recordings of each EP modality on classmates during lab sessions.

END 210 Clinical Neurology
3 credit hours
Presents diseases relevant to EEG technology and electrographic clinical correlation. Includes seizure types, classifications and EEG correlation, encephalopathies, infections, psychiatric, and cerebral vascular disease, neoplasm, coma, headaches, and related clinical discical disciplines. Introduces neuropharmacology.

END 280 Internship
6 credit hours
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.

END 281 Clinical Internship I
5 credit hours
Emphasizes electroencephalographic (EEG) testing at clinical sites and includes history taking, electrode application, and recording. Emphasis will be placed on development of basic techniques and interpersonal skills.

END 282 Clinical Internship II
5 credit hours
Emphasizes evoked potential testing (EP) at clinical sites and includes evoked potential testing (EP) in the somatosensory, visual and auditory modalities. Emphasis will be placed on the observation and performance of other more specialized neurodiagnostic procedures such as intraoperative monitoring.

ENG — ENGLISH COURSES

ENG 030 Basic Writing Skills
2 credit hours
Prerequisite: Sentence Skills Assessment Score of 20-49.
Focuses on sentence and basic paragraph structure and development. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations.

ENG 060 Writing Fundamentals
3 credit hours
Prerequisite: ENG 030 with a grade of "C" or better, or English assessment score of 50-69.
Focuses on paragraph structure and development and introduces the formal essay. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations.

ENG 090 Basic Composition
3 credit hours
Prerequisite: ENG 060 or ESL 053 with a grade of "C" or better, or English assessment score of 70-94.
Emphasizes critical thinking as students explore writing for specific purposes and audiences. Enables the student to develop skills required for college-level writing, review grammar, and reviewing paragraph structure while focusing on essay development. For students with an Accuplacer score of 70-94.

ENG 121 English Composition I: GT-CO1
3 credit hours
Prerequisite: ENG 090 with a grade "C" or better or English assessment score of 95-120, or equivalent ACT/SAT scores.
Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. This course includes a minimum of five compositions that stress analytical, evaluative, and persuasive/argumentative writing. This course is one of the Statewide Guaranteed Transfer courses. GT-CO1

ENG 122 English Composition II: GT-CO2
3 credit hours
Prerequisite: ENG 121 with a grade of "C" or better.
Expands and refines the objectives of English Composition I. Emphasizes critical/logical thinking and reading, problem definition, research strategies, and writing analytical, evaluative and/or persuasive papers that incorporate research. This course is one of the Statewide Guaranteed Transfer courses. GT-CO2

ENG 131 Technical Writing I
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95-120, or equivalent ACT/SAT scores.
Develops skills one can apply to a variety of technical documents. Focuses on principles for organizing, writing, and revising clear, readable documents for industry, business, and government.

ENG 201 English Comp. III: Writing for Public Discourse: GT-CO3
3 credit hours
Prerequisite: ENG 122 with a grade of "C" or better or instructor consent
Provides students with skills necessary to enter into higher-level undergraduate academic discourse of professional workplace writing. ENG 201 extends students' rhetorical knowledge and develops critical reading, thinking and writing strategies in multiple specialized areas of discourse beyond what they encounter in ENG 122. In ENG 201, students deepen their rhetorical and writing skills by learning to analyze, synthesize, summarize complex texts and incorporate this information into specific writing conventions for a defined discipline. As a more advanced composition course, ENG 201 provides interested students with the opportunity to continue their exploration of expository writing with the added benefit of learning to write for distinct audiences (format, language, level of specificity, length, and documentation style). Students will also learn effective editing and revising techniques, discipline-specific writing strategies, and how to extend their mastery of rhetorical strategies. While ENG 201 may be taught with the focus in a variety of disciplines (science writing, gender studies, literary criticism, writing in the humanities, business writing, political geography, philosophy, and so on), every discipline will allow students the opportunity to learn how to communicate with specialized audiences and adapt content to the needs of varying rhetorical situations. The course is one of the Statewide Guaranteed Transfer courses. GT-CO3

ENG 215 Playwriting I
3 credit hours
Prerequisite: ENG 090 with a grade "C" or better or English assessment score of 95-120, or equivalent ACT/SAT scores.
Enables the student to learn and practice playwriting techniques, thereby improving creative writing skills. Emphasizes elements of dramatic structure, dialogue, styles, and theatrical practices.

ENG 221 Creative Writing I
3 credit hours
Prerequisite: ENG 090 with a grade "C" or better or English assessment score of 95-120, or equivalent ACT/SAT scores.
Teaches techniques for creative writing. Explores imaginative uses of language through creative genres (fiction, poetry, literary non-fiction) with emphasis on the student's own unique style, subject matter and needs.

ENG 222 Creative Writing II
3 credit hours
Prerequisite: ENG 221 with a grade of "C" or better or instructor consent.
Provides continued development of written expression in such forms as poetry, fiction, and/or nonfiction writing.

ENG 227 Poetry Writing
3 credit hours
Prerequisite: ENG 221 with a grade of "C" or better or instructor consent.
Teaches techniques for creating poems, including study of figurative language, forms, and sound patterns of poetry.

ENG 230 Creative Nonfiction
3 credit hours
Prerequisite: ENG 221 with a grade of "C" or better or instructor consent.
Teaches students to incorporate literary techniques into factual writing. Enables the student to survey a wide range of readings and analyze form and content. Includes critical review, biographical profiles, travel writing and memoirs. Provides the opportunity for students to write and review their own nonfiction in a supportive, constructive setting.

ENG 285 Independent Study
0-12 credit hours
Prerequisite: Instructor consent.
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

ENT — ENGINEERING TECHNOLOGY COURSES

ENT 275 Special Topics
3 credit hours
Allows flexible utilization and covers specific topics and current issues in the Engineering Technology field. Includes "as-needed" for credit appropriate to the topic(s) selected. Each individual offering of this course includes a complete description of the topic(s) selected in a course syllabus unique to that particular offering.

ENY — ENERGY TECHNOLOGY COURSES

ENY 101 Introduction to Energy Technologies
3 credit hours
Introduces the energy technologies in use today and those that are in the research stage as possible alternatives. Presents technologies including active solar heating, passive solar heating, wind energy systems, biomass, photovoltaics, co-generation, low and high head hydro, hydrogen, geothermal, power towers, and energy storage systems.

ENY 102 Building Energy Audit Tech
3 credit hours
Teaches the principles of building energy audit techniques to include diagnostic software. During the course the student will perform an energy audit. As a result of the audit, he/she will be able to recommend application of the most appropriate energy-saving treatments such as insulation, windows, appliances, and HVAC equipment.

ESL — ENGLISH AS A SECOND LANGUAGE COURSES

ESL 001 Spelling
3 credit hours
Introduces ESL students to techniques that increase basic spelling skills in English. Study includes structured word analysis, rule analysis and spelling strategies for words not governed by rules.

ESL 011 Basic Pronunciation
3 credit hours
Prerequisite: ESL 041 or ESL 071 with a grade of "C" or better or LOEP Reading assessment score of 46 or better.
Provides listening and speaking activities that help students recognize and produce English vowel and consonant sounds and common stress and intonation patterns.

ESL 012 Intermediate Pronunciation
3 credit hours
Prerequisite: ESL 041 or ESL 071 with a grade of "C" or better or LOEP Reading assessment score of 46 or better.
Provides listening, speaking and reading activities that help students recognize and produce a variety of stress and intonation patterns in English. Helps ESL students to produce problematic English sounds.

ESL 021 Basic Grammar
3 credit hours
Prerequisite: ESL Grammar assessment score of 16-30.
Assists the student in mastering basic structures in English grammar through oral and written practice.

ESL 022 Intermediate Grammar
3 credit hours
Prerequisite: ESL 021 or ESL 071 with a grade of "C" or better or ESL Grammar assessment score of 31-45.
Reviews basic grammar and introduces intermediate structures. Provides integrated practice through a variety of oral and written exercises.

ESL 023 Advanced Grammar
3 credit hours
Prerequisite: ESL 022 or ESL 072 with a grade of "C" or better or ESL Grammar assessment score of 46-65.
Reviews intermediate grammar. Introduces advanced structures with increased emphasis on written communication.

ESL 031 Basic Conversation
3 credit hours
Prerequisite: LOEP Listening assessment score of 35-49.
Focuses on listening and speaking activities that help the student communicate more competently. Provides practice with pronunciation, vocabulary, and basic grammatical patterns.

ESL 032 Intermediate Conversation
3 credit hours
Prerequisite: ESL 031 or ESL 071 with a grade of "C" or better or LOEP Listening assessment score of 50-69.
Teaches listening, pronunciation and conversation skills. Increases speed and accuracy in speaking through free and guided conversational practice.

ESL 033 Advanced Conversation
3 credit hours
Prerequisite: ESL 032 or ESL 072 with a grade of "C" or better or LOEP Listening assessment score of 70-89.
Provides students with opportunities to increase the listening and speaking skills required in academic and work situations. Emphasizes vocabulary building, listening, and note-taking strategies, as well as questioning, discussion and presentation skills.

ESL 041 Basic Reading
3 credit hours
Prerequisite: LOEP Reading Assessment Score of 25-45.
Improves comprehension of simple written texts through vocabulary building and reading strategies.

ESL 042 Intermediate Reading
3 credit hours
Prerequisite: ESL 041 or ESL 071 with a grade of "C" or better or LOEP Reading assessment score of 46-70.
Helps the student read more quickly and accurately and understand a variety of intermediate-level reading material.

ESL 043 Advanced Reading
3 credit hours
Prerequisite: ESL 042 or ESL 072 with a grade of "C" or better or LOEP Reading assessment score of 71-95.
Prepares the student for academic reading assignments. Assists the student to read more accurately and critically through the development of vocabulary knowledge and reading skills. Introduces research skills.

ESL 052 Intermediate Composition
3 credit hours
Prerequisite: ESL 022 or ESL 072 with a grade of "C" or better or ESL Grammar assessment score of 46-65.
Corequisite: ESL 023 (if not completed as a prerequisite).
Introduces the fundamentals of paragraph organization and development. Assists the student in developing sentence variety and grammatical competency within well-organized paragraphs.

ESL 053 Advanced Composition
3 credit hours
Prerequisite: ESL 052 with a grade of "C" or better or Writing Placement Test.
Reviews paragraph organization and develops the skill of writing essays using selected rhetorical modes. Emphasizes accurate

use of advanced grammatical structures. Includes summarizing, paraphrasing and research writing.

ESL 055 Computer Basics for ESL Students
2 credit hours
Prerequisite: ESL 041 or ESL 071 with a grade of "C" or better or LOEP Reading assessment score of 46 or better..
Introduces the basic skills for computer use, including word processing, text entry, document appearance, editing, spelling, and printing.

ESL 071 Basic Language Skills
9 credit hours
Prerequisite: LOEP Listening assessment score of 35-49 or LOEP Reading assessment score of 25-45.
Develops and strengthens the reading, writing, listening, speaking and grammar production skills of non-native English speakers whose assessment scores reflect a readiness to benefit from basic-level ESL courses.

ESL 072 Intermediate Language Skills
9 credit hours
Prerequisite: ESL 021 or ESL 041 or ESL 071 with a "C" or better or LOEP Reading Assessment Score of 46 or better.
Provides intermediate and high-intermediate English language students with intensive instruction and practice in reading, writing and speaking English. Teaches intermediate and advanced-level grammar concepts. Prepares students for further academic and vocational study.

FIN — FINANCE COURSE
FIN 105 Principles of Banking
3 credit hours
Explores nearly every aspect of banking as a solid foundation for any career in the financial services industry. Just as the industry is constantly changing, this course is continually being revised to provide specific up-to-date information.

FRE — FRENCH COURSES
FRE 101 Conversational French I
3 credit hours
Introduces beginning students to conversational French and focuses on understanding and speaking French. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

FRE 102 Conversational French II
3 credit hours
Prerequisite: FRE 101
Continues the sequence for beginning students who wish to understand and speak French. Covers basic conversational patterns, expressions, and grammar.

FRE 111 French Language I
5 credit hours
Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the French language.

FRE 112 French Language II
5 credit hours
Prerequisite: FRE 111 or instructor consent.
Continues French I in the development of functional proficiency in listening, speaking, reading and writing the French language.

FRE 211 French Language III: GT-AH4
3 credit hours
Prerequisite: FRE 112 or instructor consent.
Continues French I and II in the development of increased functional proficiency in listening, speaking, reading and writing the French language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. This course is one of the Statewide Guaranteed Transfer courses. GT-AH4

FRE 212 French Language IV: GT-AH4
3 credit hours
Prerequisite: FRE 211 or instructor consent.
Continues French I, II, and III in the development of increased functional proficiency in listening, speaking and writing the French language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. This course is one of the Statewide Guaranteed Transfer courses. GT-AH4

FRE 285 Independent Study
0-12 credit hours
Prerequisite: Instructor consent.
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

GEO — GEOGRAPHY COURSE
GEO 105 World Regional Geography: GT-SS2
3 credit hours
Prerequisite: Grade of "C" or better in ENG 121, REA 090 and MAT 090.
Facilitates an understanding of spatial relationships between and among the geographic regions of the world. Includes demographic and cultural (political, economic, and historic) forces related to the physical environments of selected regions. Focuses on analysis of interrelationships between developed and developing regions, and the interactions between human societies and natural environments. This course is one of the Statewide Guaranteed Transfer courses.

GER — GERMAN COURSES
GER 101 Conversational German I
3 credit hours
Introduces beginning students to conversational German and focuses on understanding and speaking German. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

GER 102 Conversational German II
3 credit hours
Prerequisite: GER 101
Continues the sequence for students who wish to understand and speak German. Covers basic patterns, expressions, and grammar.

GER 111 German Language 1
5 credit hours
Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the German language. Note: The order of the topics and methodology will vary according to individual texts and instructors.

GER 112 German Language II
5 credit hours
Prerequisite: GER 111
Continues German Language I in the development of functional proficiency in listening, speaking, reading and writing the German language. Note: the order of the topics and the methodology will vary according to individual texts and instructors.

GER 211 German Language III: GT-AH4
3 credit hours
Prerequisite: GER 112
Continues German Language I and II in the development of increased functional proficiency in listening, speaking, reading and writing the German language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. This course is one of the Statewide Guaranteed Transfer courses. GT-AH4

GER 212 German Language IV: GT-AH4
3 credit hours
Prerequisite: GER 211
Continues German Language I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the German language. *Note: The order of the topics and the methodology will vary according to individual texts and instructors.* This course is one of the Statewide Guaranteed Transfer courses. GT-AH4

GER 285 Independent Study
0-12 credit hours
Prerequisite: Instructor consent
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

GEY — GEOLOGY COURSES
GEY 111 Physical Geology GT-SC1
4 credit hours
Prerequisite: Grade of "C" or better in ENG 090 and REA 090 or English assessment score of 95 or better and Reading assessment score of 80 or better, or equivalent ACT/SAT scores.
Studies the materials of the earth, its structure, surface features and the geologic processes involved in its development. This course includes laboratory experience. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

GEY 121 Historical Geology: GT-SC1
4 credit hours
Prerequisite: Grade of "C" or better in GEY 111.
Studies the physical and biological development of the earth through the vast span of geologic time. Emphasizes the investigation and interpretation of sedimentary rocks, the record of ancient environments, fossil life forms, and physical events, all within the framework of shifting crustal plates. Course includes laboratory experience. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

GRAPHIC DESIGN COURSES
See MGD — Multimedia Graphic Design on page 122

HIS — HISTORY COURSES
HIS 101 Western Civ: Antiquity-1650: GT-HI1
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT score.
Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from the prehistoric era to 1650. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline. This course is one of the Statewide Guaranteed Transfer courses. GT-HI1

HIS 102 Western Civ.: 1650-Present: GT-HI1
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from 1650 to the present. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline. This course is one of the Statewide Guaranteed Transfer courses. GT-HI1

HIS 111 The World: Antiquity-1500: GT-HI1
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Enables the student to view history up to 1500 CE 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. The course is one of the Statewide Guaranteed Transfer courses. GT-HI1

HIS 112 The World: 1500-Present: GT-HI1
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores..
Enables students to view history post 1500 CE 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. This is one of the Statewide Guaranteed Transfer courses. GT-HI1

HIS 201 US History to Reconstruction: GT-HI1
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Explores events, trends, peoples, groups, cultures, ideas, and institutions in North America and United States history, including the multiple perspectives of gender, class, and ethnicity, between the period when Native American Indians were the sole inhabitants of North America, and the American Civil War. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline. This course is one of the Statewide Guaranteed Transfer courses. GT-HI1

HIS 202 US History Since Civil War: GT-HI1
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores..
Explores events, trends, peoples, groups, cultures, ideas, and institutions in United States History, including the multiple perspectives of gender, class, and ethnicity, between the period of the American Civil War and the present. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline. This course is one of the Statewide Guaranteed Transfer courses. GT-HI1

HIS 205 Women in World History
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores..
Examines the roles, experiences, and contributions of women in world history and explores ways in which women's history modifies the traditional interpretations of historical events.

HIS 225 Colorado History: GT-HI1
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Presents the story of the people, society, and cultures of Colorado from its earliest Native Americans, through the Spanish influx, the explorers, the fur traders and mountain men, the gold rush, railroad builders, the cattlemen and farmers, the silver boom, the tourists, and the modern state. This course is one of the Statewide Guaranteed Transfer courses. GT-HI1

HIS 236 U. S. History Since 1945: GT-HI1
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Focuses on the major political, economic, social, and cultural developments that have shaped modern America from 1945 to the present. This course is one of the Statewide Guaranteed Transfer courses. GT-HI1

HIS 243 History of Modern China: GT-HI1
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
This course traces the political, ideological, economic, religious, social, and cultural developments of modern China from the Qing dynasty through the political and economic revolutions of the 20th century. This course is one of the Statewide Guaranteed Transfer courses. GT-HI1

HIS 244 History of Latin America: GT-HI1
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Focuses on the major political, economic, social, and cultural influences that have shaped Latin America from pre-European conquest to the present. Emphasizes the early history of Latin America but connects it to the present. This course is one of the Statewide Guaranteed Transfer courses. GT-HI1

HIS 247 20th Century World History: GT-HI1
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Investigates the major political, social, and economic developments, international relationships, scientific breakthroughs, and cultural trends that have shaped the various global regions and nation-states from 1900 to the present. Emphasizes the interactions of global regions and nation-states. This course is one of the Statewide Guaranteed Transfer courses. GT-HI1

HIS 249 History of Islamic Civilization: GT-HI1
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Surveys the tenets of Islam and the political, social and cultural history of the civilizations which embraced it from the 6th century to the modern day. Focuses on the diversity and dynamism of Islamic civilizations through time by looking at legal systems, scientific and artistic accomplishments, philosophical heterogeneity and political developments. This course is one of the Statewide Guaranteed Transfer courses. GT-HI1

HIS 255 The Middle Ages: GT-HI1
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.

Focuses on political, social, cultural, economic and intellectual developments in Europe. Byzantium and the Islamic world from the collapse of Rome through the Renaissance, approximately A.D. 400-1400. This course is one of the Statewide Guaranteed Transfer courses. GT-HI1

HIS 285 Independent Study
0-12 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Incorporates structured and guided, individualized research that is organized and tailored around the interests and needs of the individual student.

HPR — HEALTH PROFESSIONS COURSES
HPR 101 Customer Service in Healthcare
2 credit hours
Introduces students to customer service theory and techniques specifically in the healthcare arena. This course will discuss therapeutic communication, conflict resolution and negotiation, as well as employee/employer relations. Exploration of diverse populations and cultural sensitivity will be addressed.

HPR 102 CPR for Professionals
0. 5 credit hours
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 the course is basic patient assessment, basic airway management, rescue breathing, AED use and CPR for infant, children and adult patients.

HPR 104 Health Career Options
1 credit hour
Discusses current market trends in the medical profession, professional opportunities, continuing education, and professional affiliations. Discussions regarding resumes, portfolios, letters of inquiry, and interviewing techniques, as well as job search information are provided. This course is primarily informational and provides information to the student about aspect of career choices.

HPR 106 Law and Ethics for Health Professions
2 credit hours
Advances student knowledge in the study and application of medico-legal concepts in medical careers and establishes a foundation for ethical behavior and decision making in health professions.

HPR 108 Dietary Nutrition
1 credit hour
Studies the basic principles in clinical practice involved in the assistance of health care. The course will cover factors which influence the nutritional status of individuals, methods of nutritional assessment and support, and diet modification for specific disease states.

HPR 146 Relation Theory
2 credit hours
Exposure to attitudes, behaviors and skills related to health care such as: teamwork, gender issues, working relationships, workplace success, computers in healthcare and community involvement.

HPR 178 Seminar: Introduction to Medical Terminology
1 - 4 credit hours
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 credit hours
Provides instruction for interpretation of EKG strips, anatomy and physiology of the heart, using three-lead monitoring as a guide. Twelve-lead EKG may be discussed.

HPR 208 Advanced Medical Terminology
2 credit hours
Continues from a beginning medical terminology course for the student with emphasis on combining complex prefixes, roots and suffixes. Includes pathophysiology for major body systems. Includes terms related to diagnostic tools per body systems, as well as commonly used medical abbreviations.

HSE — HUMAN SERVICES COURSES

HSE 105 Introduction to Social Welfare
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Course Note: Offered in fall semester only.
Examines the historical and philosophical background of statutes, ideologies, political process, policy making, decision rules and influential leaders who have had an impact on shaping the social welfare institutions in the United States.

HSE 106 Survey of Human Services
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
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 credit hours
Prerequisite: HSE 106
Co-requisite: HSE 108
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 108 Introduction to Therapeutic Systems
3 credit hours
Prerequisite: HSE 106
Co-requisite: HSE 107
Introduces basic concept of major therapeutic systems, including backgrounds, developmental theories and practices of specific systems from psychoanalysis to reality therapy.

HSE 109 Social Issues in Human Services
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Course Note: Offered in fall semester only.
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
4 credit hours
Prerequisite: HSE 107 and HSE 108
Course Note: Offered spring and summer semesters only.
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 credit hours
Prerequisite: HSE 107 and HSE 108
Course Note: Offered fall semester only.
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 credit hours
Prerequisite: HSE 107 and HSE 108
Course Note: Offered fall semester only.
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 207 Community Organization
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Course Note: Offered spring semester only.
Examines the theory and practice of organizing communities, neighborhoods, committees and advisory boards as they relate to the social services delivery system.

HSE 208 Social Welfare Policy
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores..
Course Note: Offered spring semester only.
Presents models for social policy analysis, program planning and evaluation. Applies models to relevant social welfare issues.

HSE 209 Crisis Theory and Intervention
3 credit hours
Prerequisite: HSE 107 and HSE 108
Course Note: Offered spring semester only.
Introduces basic theories and principles of crisis intervention from a historical and practical orientation..

HSE 221 Substance Abuse Counseling
4 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Course Note: Offered spring semester only.
Emphasizes two areas of drug and alcohol counselor preparatory work for state certification, including basic counseling skills and client records management. Prepares students for entry-level work in the substance abuse treatment field. Includes the development of treatment plans, clinical notes, discharge summary and demonstration.

HSE 225 Clinical Techniques in Substance Abuse
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores, or instructor consent.
Course Note: Offered fall semester only.

Applies advanced counseling skills and staff supervision techniques to clinical practices in substance abuse and mental health settings. Reviews the role of a clinical supervisor and details the process of therapeutic counseling practices.

HSE 226 Case Management for Human Services Practitioners
3 credit hours
Prerequisite: HSE 107 and HSE 108
Introduces an advanced program of study incorporating the theory and practice strategies of case management utilizing the specialist model approach.

HSE 275 Special Topics
0-12 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
The course provides students with a vehicle to pursue in depth exploration of special topics of interest.

HSE 285 Independent Study
0-12 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Provides students the opportunity to pursue advanced topics and projects in the human services discipline utilizing standard research strategies that may include field studies.

HSE 288 Human Services Practicum II
4 credit hours
Prerequisite: HSE 188
Course Note: Offered fall semester only.
Provides placement in a service agency where the student applies the values, concepts, and skills gained in theory courses to the actual process of helping people. Emphasis is on sharpening skills and knowledge, use of self in the helping process, understanding systems and use of community resources.

HSE 289 Human Services Practicum III Capstone
7 credit hours
Prerequisite: HSE 288
Course Note: Offered spring semester only.
Provides practical experience working in an approved social service agency. The student participates in various service agency functions as a group member and leader, and further develops skills and knowledge in the use of self and systems in the helping process. (AAS & AGS Capstone)

HUM — HUMANITIES COURSES
HUM 115 World Mythology: GT-AH2
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores..
Introduces students to the mythologies of various cultures. Common themes are illustrated and an interdisciplinary approach is used incorporating some of the following: religion, philosophy, art history, theater, literature, music, cultural studies, and history. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2

HUM 121 Early Civilizations: GT-AH2
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Introduces students to the history of ideas that have defined cultures through a study of the visual arts, literature, drama, music and philosophy. It emphasizes connections among the arts, values, and diverse cultures, including European and non-European, from the Ancient world to 1000 C.E. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2

HUM 122 From Medieval to Modern: GT-AH2
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Examines written texts, visual arts and musical compositions to analyze and reflect the evolution and confluence of cultures in Europe, Asia and the Americas from 800 C. E. to 1750 C. E. Any two of the three Survey of Humanities courses equal a sequence. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2

HUM 123 The Modern World: GT-AH2
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Examines the cultures of the 17th through the 20th centuries by focusing on the interrelationships of the arts, ideas, and history. Considers the influences of industrialism, scientific development, and non-European peoples. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2

HUM 285 Independent Study
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Incorporates structured and guided, individualized research that is organized and tailored around the interests and needs of the individual student.

HWE—HEALTH & WELLNESS COURSES
HWE 100 Human Nutrition
3 credit hours
Prerequisite: Grade of "C" or better in ENG 090, REA 090, and MAT 060, or English assessment score of 95 or better, Reading assessment score of 80 or better, and Math (AR) assessment score of 57 or better.
Introduces basic principles of nutrition with emphasis on personal nutrition. Satisfies nutrition requirement of students entering health care professions.

INFORMATION TECHNOLOGY COURSES
See CIS—Computer Information Systems on page 98
See CNG—Computer Network Technologies on page 99
See CSC—Computer Science on page 102
See CWB—Computer Web Base on page 102

ITA — ITALIAN COURSES
ITA 101 Conversational Italian I
3 credit hours
Provides the first course in a sequence for beginning students who wish to understand and speak Italian. The material includes basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

ITA 102 Conversational Italian II
3 credit hours
Prerequisite: ITA 101
Provides the second course in a sequence for students who wish to understand and speak Italian. The material continues to cover basic conversational patterns, expressions, and grammar.

ITA 111 Italian Language I
5 credit hours
Introduces a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the Italian language. Note: The order of the topics and methodology will vary according to individual texts and instructors.

ITA 112 Italian Language II
5 credit hours
Prerequisite: ITA 111
Continues Italian Language I in the development of functional proficiency in listening, speaking, reading and writing the Italian language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

ITA 211 Italian Language III: GT-AH4
3 credit hours
Prerequisite: ITA 112
Continues Italian Language I and II in the development of increased functional proficiency in listening, speaking, reading and writing the Italian language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. This course is one of the Statewide Guaranteed Transfer courses. GT-AH4

ITA 212 Italian Language IV: GT-AH4
3 credit hours
Prerequisite: ITA 211
Continues Italian Language I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the Italian language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. This course is one of the Statewide Guaranteed Transfer courses. GT-AH4

ITA 285 Independent Study
0-12 credit hours
Prerequisite: Instructor consent
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

JOU — JOURNALISM COURSES
JOU 102 Introduction to Editing for Media
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Focuses on the process of editing articles for publication in newspapers, newsletters, magazines and the Internet. The Associated Press style is emphasized.

JOU 105 Introduction to Mass Media: GT-SS3
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Places the mass media in a historical and cultural perspective, considering the validity, integrity and influence of the media in a democracy. This course is one of the Statewide Guaranteed Transfer courses.

JOU 106 Fundamentals of Reporting
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Introduces newswriting, reporting and interviewing with an emphasis on clarity, accuracy, completeness, timeliness and fairness.

JOU 206 Intermediate Newswriting and Editing
3 credit hours
Prerequisite: JOU 106
Presents how to gather information as an investigative reporter through research of local, state and federal government publications, how to cover police beat and city hall, how our courts and regulatory agencies function, and how to cover other challenges as the environment, religion, science, medical, public safety and business.

JOU 221 Newspaper Design I
3 credit hours
Prerequisite: JOU 106
Provides students with experience in newswriting, editing, design, layout and advertising for newspaper production. Students may be required to work on the college newspaper or other news-oriented publications.

JOU 222 Newspaper Design II
3 credit hours
Prerequisite: JOU 221
Allows students to build their newspaper production experience through work on the college newspaper or other approved news-oriented publications.

JOU 225 Internet Media
3 credit hours
Prerequisite: ENG 121 with a grade of "C" or better.
Explores techniques and approaches in the latest delivery methods for internet-based journalism. Students explore digital media outlets such as blogs, microblogs, audio and video podcasts, e-zines and social networks. Students create journalistic pieces for internet-based media, focusing on best journalistic practices, ethics of internet media, and technology emergence effecting digital journalism. Concepts in video production, photography, writing, sourcing, editing and additional relevant skills necessary for the citizen journalist are introduced. Students create all components for the online dissemination of news, documentary and infotainment.

JOU 241 Feature and Magazine Writing
3 credit hours
Prerequisite: ENG 121 with a grade of "C" or better.
Studies trade, consumer and technical markets; manuscript development with emphasis on nonfiction; submission techniques; and trends affecting the marketing of manuscripts.

JOU 280 Internship
1-6 credit hours
Prerequisite: ENG 121 and JOU 105.
Provides structured and guided individualized research that is organized and tailored around the interests and needs of the individual student who may use journalism skills and experiences acquired during previous coursework.

JOU 285 Independent Study
0-12 credit hours
Prerequisite: Instructor consent.
Meets individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

JPN — JAPANESE COURSES
JPN 101 Conversational Japanese I
3 credit hours
Introduces beginning students to conversational Japanese and focuses on understanding and speaking Japanese. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

JPN 102 Conversational Japanese II
3 credit hours
Prerequisite: JPN 101
Continues the sequence for students who wish to understand and speak Japanese. Covers basic conversational patterns, expressions and grammar.

JPN 111 Japanese Language I
5 credit hours
Introduces a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the Japanese language. Note: The order of the topics and methodology will vary according to individual texts and instructors.

JPN 112 Japanese Language II
5 credit hours
Prerequisite: JPN 111
Continues Japanese Language I in the development of functional proficiency in listening, speaking, reading and writing the Japanese language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

JPN 211 Japanese Language III: GT-AH4
3 credit hours
Prerequisite: JPN 112
Continues Japanese Language I and II in the development of increased functional proficiency in listening, speaking, reading and writing the Japanese language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. This is one of the Statewide Guaranteed Transfer courses. GT-AH4

JPN 212 Japanese Language IV: GT-AH4
3 credit hours
Prerequisite: JPN 211
Continues Japanese Language I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the Japanese language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. This is one of the Statewide Guaranteed Transfer courses. GT-AH4

JPN 285 Independent Study
0-12 credit hours
Prerequisite: Instructor consent
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

LIT — LITERATURE COURSES

LIT 115 Introduction to Literature I: GT-AH2
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Introduces students to fiction, poetry and drama. Emphasizes active and responsive reading. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2

LIT 126 Study of Poetry
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Focuses on careful reading and interpretation of various poems representing types and periods of poetry. It examines formal as well as thematic elements of poetry. Critical thinking, discussion, and writing about poetry will enhance perceptive reading skills and heighten awareness of the human condition.

LIT 201 World Literature to 1600: GT-AH2
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Examines significant writings in world literature from the ancients through the Renaissance. Emphasizes careful readings and understanding of the works and their cultural backgrounds. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2

LIT 202 World Literature After 1600: GT-AH2
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
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 is one of the Statewide Guaranteed Transfer courses. GT-AH2

LIT 205 Ethnic Literature: GT-AH2
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Focuses on significant texts by ethnic Americans including African-American, Native American, Latino/a, and Asian Americans. Emphasizes careful reading and understanding of the cultural and literary elements of the works. This course is one of the Statewide Guaranteed Transfer courses. GT- AH2

LIT 211 American Literature To Civil War: GT-AH2
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Provides an overview of American literature from the Native American through the nineteenth century Romantics. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2

LIT 212 American Literature After Civil War: GT-AH2
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Provides an overview of American literature from the mid-nineteenth century to the present. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2

LIT 225 Introduction to Shakespeare: GT-AH2
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Explores a selection of works by William Shakespeare. It focuses on careful reading and interpretation of the plays and poems, includes pertinent information about Elizabethan England, and examines formal as well as thematic elements of the selected works. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2

LIT 235 Science Fiction
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Examines the techniques and issues of science fiction through a close reading of a variety of writers in the genre.

LIT 246 Literature of Women
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Examines the techniques and themes in literature by and about women by examining women`s issues from various genres.

LIT 255 Children's Literature
3 credit hours
Prerequisite: REA 090 and ENG 090 with a grade of "C" or better, or English assessment score of 95 or better and Reading assessment score of 80 or better, or equivalent ACT/SAT scores.
Evaluates the criteria for selecting appropriate literature for children through exploration of genres, age levels, values taught through literature, and the literary and artistic quality of various texts.

LIT 267 The Bible as Literature
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Introduces the Bible as the textual centerpiece of Western literature. Students will encounter the various literary genres represented in Biblical texts, the process of canonization, ways in which the Bible has been read by its various interpretive communities, and some impacts of the Bible in such areas as law, poetry, fiction, psychology, ethics, and theology.

LIT 285 Independent Study
0-12 credit hours
Prerequisite: Instructor consent
Explores particular authors, topics, themes in depth, such as Ibsen, Faulkner or Twain, or great fiction of the nineteenth century,

MAC — MACHINE TECHNOLOGIES COURSES
MAC 101 Introduction to Machine Shop
3 credit hours
Covers safety procedures, use of bench tools, layout tools, power saws, drill presses, precision measurement tools, and various hand tools related to the machine shop. Also included are sharpening drill bits and general purpose turning tools for the lathe and determining speeds and feeds for both the lathe and the milling machine.

MAC 102 Blueprint Reading
3 credit hours
Students read blueprints and interpret symbols, notes, dimensions and tolerances.

MAC 110 Introduction to Engine Lathe
3 credit hours
Prerequisite: MAC 101
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 inches and perform competencies set by manufacturing standards.

MAC 111 Intermediate Engine Lathe
3 credit hours
Prerequisite: MAC 110
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.

MAC 112 Advanced Engine Lathe
3 credit hours
Prerequisite: MAC 110
Prepares students to form radius, single-point isometric threads, turn spherical radius, use a radius gauge, and work within . 0005 inches tolerance externally.

MAC 120 Introduction to Milling Machine
3 credit hours
Prerequisite: MAC 101
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 credit hours
Prerequisite: MAC 120
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 credit hours
Prerequisite: MAC 121
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 145 Production Manufacturing Concepts
3 credit hours
Familiarizes the student to concepts related to manufacturing environments. Topics will consist of, but not be limited to, Material Identifications, Shop Floor Management, Just-in-Time Manufacturing, Kan-Ban Systems, Statistical Quality Control, Total Quality Management. Various lectures and demonstrations of these processes will be delivered. Students may be required to research, explore, and report on particular manufacturing processes or topics.

MAC 178 Machining Workshop
1 - 6 credit hours
Provides students with an experiential learning opportunity.

MAC 205 Introduction to CNC Milling Operations
3 credit hours
Prerequisite: CAD 101 and MAC 122.
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 CNC machines will be required.

MAC 207 CNC Milling Lab
3 credit hours
Prerequisite: MAC 205
Prepares students to write programs and run parts from both blueprints provided and per individual student designs. Proofing and editing programs, sub-programs, managing cutter compensations, fixture offsets, and overall execution at the machine will be the primary focus.

MAC 240 CAD/CAM 2-D
3 credit hours
Prerequisite: MAC 207
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 3-D
3 credit hours
Prerequisite: MAC 240 or instructor consent.
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 (GibbsCAM), CNC programming techniques, and CNC operations is recommended.

MAC 246 CAD/CAM 3D Lab
3 credit hours
Corequisite: MAC 245
Requires students to produce a variety of three dimensional lab exercises on robotic machinery in a self-paced format in conjunction with MAC 225. Coursework will focus primarily on advanced geometry to include developing an understanding of CNC codes related to work offsets, cutter compensations, and tool management within CAD/CAM programs on the milling machine.

MAC 252 Practical Metallurgy
3 credit hours
Prerequisite: Instructor consent
Offers a study of metallurgical terms and definitions in an effort to understand both the behavior of metals and their service to industry. Characteristics during heating, cooling, shaping, forming, and the stresses related to their mechanical properties are covered. The theory behind the alloys, heat treatment processes, and the impact they have on strength, toughness, hardness, elasticity, ductility, malleability, wear resistance and fatigue resistances is investigated.

MAN — MANAGEMENT COURSES

MAN 116 Principles of Supervision
3 credit hours
Prerequisite: BUS 115
Studies the principles and techniques of supervising and motivating personnel. This course is designed for students who are interested in supervising others or for those currently in supervision. Course content focuses on the human interaction in supervision.

MAN 126 Total Quality Management
3 credit hours
Covers the rationale for, method of implementing and key characteristics of TQM. Topics include developing a vision of a quality culture, strategic planning for implementation, customer focus, supplier relationships, benchmarking, continuous improvement, employee empowerment, and teamwork. Through case studies students learn to apply TQM in manufacturing and service environments.

MAN 160 Entrepreneurship
3 credit hours
Prerequisite: ACC 121 and BUS 115
Teaches entrepreneurs planning skills from business concept development to the actual development of a comprehensive business plan. This practical approach includes one-on-one counseling with the instructor and professional volunteer counselors. Guest speakers are an integral part of the course. Topics include marketing strategies and tactics, profitability, human resource management, financial management and projections, innovations, and loan negotiations.

MAN 200 Human Resources Management I
3 credit hours
Prerequisite: BUS 115
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 216 Small Business Management
3 credit hours
Prerequisite: ACC 101 and BUS 115
Examines the elements necessary for the successful formation of a new small business. It is also designed to enhance the skills of those already involved in the operation of a small business. The course includes the development of a complete small business plan.

MAN 224 Leadership
3 credit hours
Prerequisite: BUS 115
Focuses on the leadership skills necessary to bring about change in an organization. Students learn to develop and communicate a shared vision, to empower employees, to manage conflict, to negotiate, and to develop organizations so that all are working toward common goals.

MAN 225 Managerial Finance
3 credit hours
Prerequisite: ACC 121 and BUS 115
Examines the concepts and techniques used to analyze financial accounting information for managerial planning, decision making and control. The focus of the course is on decision-making relating to the areas of budgets, forecasts, cost volume production, ROI and financial statements.

MAN 226 Principles of Management
3 credit hours
Prerequisite: BUS 115 and REA 090
Presents a survey of the principles of management. Emphasis is on the primary functions of planning, organizing, leading and controlling with a balance between the behavioral and operational approach.

MAN 241 Project Management in Organizations
3 credit hours
Prerequisite: MAN 226
Introduces students to the planning, implementation, and control activities of project management, including project and performance evaluation, quality control and work flow analysis. Emphasis will be on the initiating, planning, executing, controlling and closing activities of project management.

MAN 242 Project Management Tools and Techniques
3 credit hours
Prerequisite: MAN 241
Emphasizes project management techniques and tools wherein students will learn the necessary skills to track a project, keeping it on time and within budget. Students will apply software to solve project cases and to construct scheduling charts and reports.

MAR — MARKETING COURSES

MAR 111 Principles of Sales
3 credit hours
Prerequisite: BUS 115
Enables students to understand and develop ethical sales techniques and covers the role of selling the marketing process. Areas of emphasis include behavioral considerations in the buying and selling process along with sales techniques.

MAR 117 Principles of Retailing
3 credit hours
Prerequisite: BUS 115 or
Corequisite: BUS 115
Emphasizes the study of the basic principles and techniques of merchandising, operations, layout, store organization, site location, and customer service with an emphasis on retailing operations.

MAR 158 Basic Customer Service
1 credit hour
Focus on basic concepts and techniques needed to effectively serve customers. Specific emphasis given to managing customer expectations by building customer rapport and creating positive outcomes.

MAR 160 Customer Service
3 credit hours
Prerequisite: ENG 090, REA 060 and BUS 115
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 credit hours
Prerequisite: BUS 115
Presents the analysis of theoretical marketing processes and the strategies of product development, pricing, promotion and distribution, and their applications to businesses and the individual consumer.

MAR 220 Principles of Advertising
3 credit hours
Prerequisite: BUS 115
Examines the principles and practices of advertising and its relationship to business in order to promote a business organization. Areas of major emphasis include advertising principles, strategies, media, copy and layout and ethical considerations.

MAR 240 International Marketing
3 credit hours
Prerequisite: BUS 115
Enables the student to explore the international marketing for U. S. products, and to explore the increasing competitive international environment and recent changes in the environment that have challenged U. S. business. The course is designed to make the reader an "informed observer" of the global market place as well as enabling him/her to develop skills to make marketing decisions in a global context.

MAT — MATHEMATICS COURSES

MAT 030 Fundamentals of Mathematics
2 credit hours
Prerequisite: Arithmetic Assessment Score of 20-56.
Includes the vocabulary, operations and applications of whole numbers, decimals and basic fractions and mixed numbers.

MAT 060 Pre-algebra
3 credit hours
Prerequisite: MAT 030 with a grade of "C" or better or Arithmetic Assessment Score of 57 or better.
Furthers the study of fractions and mixed numbers. Also included are vocabulary, operations and applications of ratio, proportion, percent, area, perimeter, US and metric measures, integers, and an introduction to algebraic expressions and the solution of basic first-degree equations.

MAT 090 Introductory Algebra
4 credit hours
Prerequisite: MAT 060 with a "C" or better or Elementary Algebra Assessment Score of 45-60.
Includes first-degree equations, inequalities, formulas, polynomials, factoring polynomials, solving quadratic equations by factoring, coordinate geometry, graphing linear equations and applications. Algebraic fractions and systems of linear equations may be included.

MAT 099 Intermediate Algebra
4 credit hours
Prerequisite: Grade of "C" or better in MAT 090 or Math assessment score of 61 (EA) or better.
Emphasizes problem solving with further study of equations, slope, inequalities, systems of equations, polynomials, quadratic equations, rational expressions, rational exponents, radical expressions, graphing and applications. A graphing calculator or equivalent software may be utilized. For students with an Accuplacer score of 61-84.

MAT 103 Math for Clinical Calculations
3 credit hours
Prerequisite: Grade of "C" or better in MAT 090 and ENG 090 or Math assessment score of 61 (EA) or better and English assessment score of 95 or better.
Provides a review of general mathematics, introductory algebra and an opportunity to learn systems of measurement and methods of solving problems related to drug dosage and intravenous fluid administration. It is designed for students in the health disciplines. Topics may include algebra, graphs, measurement and conversion between various systems of measurement.

MAT 107 Career Math
3 credit hours
Prerequisite: Grade of "C" or better in MAT 060 or Math assessment score of 57 (AR) or better.
Covers material designed for career technical or general studies students who need to study particular mathematical topics. Topics may include measurement, algebra, geometry, trigonometry, graphs, and/or finance. These are presented on an introductory level and the emphasis is on applications.

MAT 108 Technical Mathematics
4 credit hours
Prerequisite: Grade of "C" or better in MAT 060 or Math assessment score of 45 (EA) or better.
Covers material designed for career technical or general studies students who need to study particular mathematical topics. Topics may included measurement, algebra, geometry, trigonometry, graphs and/or finance. These are presented on an introductory level and the emphasis is on applications.

MAT 111 Technology Lab for Algebra
1 credit hour
Prerequisite: Grade of "C" or better in MAT 099, Math assessment of 85 (EA) or better, or equivalent ACT/SAT scores..
Explores and applies algebraic topics in a laboratory course using graphing calculators.

MAT 112 Financial Mathematics
3 credit hours
Covers topics including pricing, taxes, insurance, interest, annuities, amortization, investments using financial calculators and spreadsheets.

MAT 120 Mathematics for Liberal Arts: GT-MA1
4 credit hours
Prerequisite: Grade of "C" or better in MAT 090 or Math assessment score of 61 (EA) or better. Students with less than a "C'" in MAT 090 or a Math assessment score of less than 61 (EA) can request department permission.
Develops mathematical and problem-solving skills. Appropriate technological skills are included. Content is selected to highlight connections between mathematics and the society in which we live. Topics include set theory and logic, mathematical modeling, probability and statistical methods, and consumer mathematics. Additional content will include one topic in geometry, numeration systems, decision theory, or management science. This course is one of the Statewide Guaranteed Transfer courses. GT-MA1

MAT 121 College Algebra: GT-MA1
4 credit hours
Prerequisite: Grade of "C" or better in MAT 099, Math assessment score of 85 (EA) or better, or equivalent ACT/SAT scores.
Includes a brief review of intermediate algebra, equations and inequalities, functions and their graphs, exponential and logarithmic functions, linear and nonlinear systems, selection of topics from among graphing of the conic sections, introduction to sequences and series permutations and combinations, the binomial theorem and theory of equations. This course is one of the Statewide Guaranteed Transfer courses. GT-MA1

MAT 122 College Trigonometry: GT-MA1
3 credit hours
Prerequisite: Grade of "C" or better in MAT 121, Math assessment score of 63 (CLM) or better.
Covers topics including trigonometric functions (with graphs and inverse functions), identities and equations, solutions of triangles, complex numbers, and other topics as time permits. This is a traditional prerequisite course to the calculus sequence. This course is one of the Statewide Guaranteed Transfer courses. GT-MA1

MAT 123 Finite Mathematics: GT-MA1
4 credit hours
Prerequisite: Grade of "C" or better in MAT 099 , Math assessment score of 85 (EA) or better, or equivalent ACT/SAT scores.
Covers topics including functions, matrix algebra, linear program-ming, and an introduction to probability and counting techniques. Emphasis is on applications. This course may include other topics such as statistics when time permits. This course is primarily intended for business, life science, or social science majors. This course is one of the Statewide Guaranteed Transfer courses. GT-MA1

MAT 125 Survey of Calculus: GT-MA1
4 credit hours
Prerequisite: Grade of "C" or better in MAT 121 or MAT 123.
Includes derivatives, integrals and their applications, with attention restricted to algebraic, exponential and logarithmic functions. For business, life science and/or social science majors. Note: This class is for business students, not science/engineering. This course is one of the Statewide Guaranteed Transfer courses. GT-MA1

MAT 135 Introduction to Statistics: GT-MA1
3 credit hours
Prerequisite: Grade of "C" or better in MAT 099 and REA 090 or Math assessment score of 85 (EA) or better and Reading assessment score of 80 or better, or equivalent ACT/SAT scores.

Includes data presentation and summarization, introduction to probability concepts and distributions, statistical inference--estimation, hypothesis-testing, comparison of populations, correlation and regression. This course is one of the Statewide Guaranteed Transfer courses. GT-MA1

MAT 155 Integrated Math I
3 credit hours
Prerequisite: Grade of "C" or better in MAT 099 or Math assessment score of 85 (EA) or better, or equivalent ACT/SAT scores.
Course Note: This course is designed for students who are seeking an AA degree with an emphasis in education.
Engages students in the concepts of school mathematics, the course will include the recognition of numerical and geometric patterns and their application to a variety of mathematical situations; mathematical problem-solving, reasoning, critical thinking, and communication; algebraic thinking, representation, analysis, manipulation, generalizations and extensions.

MAT 156 Integrated Mathematics II
3 credit hours
Prerequisite: Grade of "C" or better in MAT 155.
Course Note: This course is designed for students who are seeking an AA degree with an emphasis in education.
Furthers MAT 155 concepts, the course will include fundamentals of probability, statistics, and Euclidean geometry. Mathematical problem-solving, reasoning, critical thinking and communication will continue to be an integral part of this sequence.

MAT 201 Calculus I: GT-MA1
5 credit hours
Prerequisite: Grade of "C" or better in MAT 121 and MAT 122, or Math assessment score of 103 (CLM), or an ACT score of 28.
Introduces single variable calculus and analytic geometry. Includes limits, continuity, derivatives, and applications of derivatives as well as indefinite and definite integrals and some applications. This course is one of the Statewide Guaranteed Transfer courses. GT-MA1

MAT 202 Calculus II: GT-MA1
5 credit hours
Prerequisite: Grade of "C" or better in MAT 201.
Continuation of single variable calculus which will include techniques of integration, polar coordinates, analytic geometry, improper integrals, and infinite series. This course is one of the Statewide Guaranteed Transfer courses. GT-MA1

MAT 204 Calculus III with Engineering Applications: GT-MA1
5 credit hours
Prerequisite: Grade of "C" or better in MAT 202.
Includes all the topics of MAT 203 Calculus III with an additional emphasis on word problems and problem solving. This is the third course in the three-course calculus sequence. This course will additionally contain a thorough examination of multiple integration. This will include double and triple integrals, line integrals, Stokes' and Green's Theorems, and their applications. A graphing calculator is required for this course. This course is one of the Statewide Guaranteed Transfer courses. GT-MA1

MAT 266 Differential Equations with Linear Algebra
4 credit hours
Prerequisite: Grade of "C" or better in MAT 202.
Covers first and second order differential equations, series solutions, Laplace transforms, linear algebra, eigenvalues, first order systems of equations, and numerical techniques are covered.

MGD — MULTIMEDIA GRAPHIC DESIGN COURSES

MGD 101 Introduction to Computer Graphics
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Introduces the student to the computer system developed for graphics. The student will learn the hardware and software components for multimedia production. Each student will explore basic computer operations, ergonomics, file management, scanning techniques, archiving capabilities, and utilization of the multimedia department server and internet connection.

MGD 105 Typography and Layout
3 credit hours
Prerequisite: MGD 101 and MGD 116.
Covers the creation and production of graphic projects, emphasizing the layout creative design process, problem solving, and research. Provides experience producing thumbnails, roughs and digital layouts emphasizing refined creative typography.

MGD 111 Adobe Photoshop I
3 credit hours
Prerequisite: MGD 101
Corequisite: MGD 116
Concentrates on the high-end capabilities of photo-editing software as an illustration, design and photo retouching tool. Students explore a wide range of selection and manipulation techniques that can be applied to photos, graphics and videos.

MGD 112 Adobe Illustrator I
3 credit hours
Prerequisite: MGD 101 and MGD 116.
Acquaints students with the processes of a vector drawing program on the computer. Students learn how to use the tools to create digital artwork that can be used in web design, print media and digital screen design.

MGD 114 Adobe InDesign
3 credit hours
Prerequisite: MGD 101 and MGD 116.
Introduces students to InDesign, a page layout program which integrates seamlessly with other Adobe design programs. InDesign delivers creative freedom and productivity to DTP. Class discussions and independent projects supplement hands-on classroom work.

MGD 116 Typography I
3 credit hours
Prerequisite or Corequiste: MGD 101
Introduces the history and concepts of typography as applied to graphic communications. Explores appropriate use of typography in a variety of design applications, emphasizing the basic design principles of typographic compositions and typesetting. Covers type recognition and typographic terms.

MGD 141 Web Design I
3 credit hours
Prerequisite: MGD 101, or instructor consent and MGD 116.
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 203 Design and Concept
3 credit hours
Prerequisite: MGD 105
Covers the process of comprehensive problem solving of complex and advanced print design. Provides experience in digital production of designs, using multiple computer applications emphasizing concept.

MGD 213 Electronic Prepress
3 credit hours
Prerequisite: MGD 105
Explores in detail the electronic prepress process. Students examine steps for preparing a digital file for trapping, output considerations and proofing techniques. Creating effective electronic designs and efficient use of today's software programs are also covered.

MGD 285 Independent Study
0-12 credit hours
Prerequisite: Instructor consent
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

MGD 289 Studio Art/Portfolio (Graphic Design Capstone)
1 - 6 credit hours
Prerequisite: MGD 203
A demonstrated culmination of learning within a given program of study.

MOT — MEDICAL OFFICE TECHNOLOGY COURSES

MOT 110 Medical Office Administration
4 credit hours
Prerequisite: Permission of program chair.
Introduces the administrative duties specifically used in medical offices.

MOT 120 Medical Office Financial Management
3 credit hours
Prerequisite: Permission of program chair.
Covers the practical uses of accounts and records with emphasis on accounting principles and analysis for use in a medical office.

MOT 124 Medical Filing
2 credit hours
Introduces the student to the basic rules and principles of filing in medical facilities. Topics include numeric, terminal digit, alphabetic, and computer-assisted filing methods. Cross-referencing, color-coding, and medical records control will also be introduced.

MOT 130 Insurance Billing and Coding
3 credit hours
Prerequisite: Permission of program chair.
Introduces outpatient coding with an ultimate goal to present a clear picture of medical procedures and services performed (CPT codes), correlating the diagnosis, symptom, complaint or condition (ICD-9 codes), thus establishing the medical necessity required for third-party reimbursement.

MOT 131 Advanced Insurance Billing and Coding
3 credit hours
Prerequisite: Permission of program chair.
Prepares the student to code correctly, and optimize reimbursements for a full range of medical services by expanding coverage of diagnostic and therapeutic procedures, official coding guidelines, APG`s, APC`s, DRGs, Medicare fraud and abuse.

MOT 136 Introduction to Clinical Skills
2 credit hours
Prerequisite: Permission of program chair.
Provides hands on experience with the basic clinical skills required for assisting with patient care in an ambulatory setting. Delivers the theory behind each skill presented as well as proper technique for performing each skill. Includes knowledge and/or performance of universal precautions/OSHA regulations, HIPAA, medical asepsis,

procedural gowning and gloving, patient draping and positioning and measurement of vital signs.

MOT 138 Medical Assisting Laboratory Skills
4 credit hours
Prerequisite: Permission of program chair.
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 139 Medical Records
4 credit hours
Prerequisite: HPR 178
Corequisite: MOT 124
Explores the development and content of the medical record for the hospital, ambulatory care, long-term care, and mental health. Management of record content, medical forms and filing methods are also presented.

MOT 140 Medical Assisting Clinical Skills
4 credit hours
Prerequisite: Permission of program chair.
Corequisite: HPR 208 and MOT 138.
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 credit hours
Prerequisite: Permission of program chair.
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 medication, dosage calculations, routes of administration, and commonly prescribed drugs in the medical office is provided.

MOT 181 Administrative Internship
2 credit hours
Prerequisite: Permission of program chair.
Provides supervised placement in contracted facility for guided experience in the application of knowledge and skills acquired in the classroom. Positions are non-paid for students seeking administrative medical assistant certification as per CAAHEP requirements. Students must have permission of the program coordinator to begin internship.

MOT 183 Medical Assistant Internship
5 credit hours
Prerequisites: Permission of program chair.
Provides supervised placement in contracted facility for guided experience in the application of knowledge and skill acquired in the classroom. Students assist with a variety of business and clinical procedures. Positions are non-paid due to CAAHEP requirements. Students must have permission of program coordinator to begin internship.

MOT 189 Review for Medical Assistant National Examination
1 credit hour
Prerequisite: Permission of program chair.
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.

MTE — MANUFACTURING TECHNOLOGY COURSES
MTE 101 Introduction to Manufacturing
3 credit hours
Prerequisite: Grade of "C" or better in ENG 090 and MAT 099, or English assessment score of 95 or better and Math assessment score of 85 (EA) or better, or equivalent ACT/SAT scores.
Gives students a broad understanding of manufacturing and the role of the manufacturing technician. Students learn how manufacturing is important to Colorado and the U.S. Topics covered include manufacturing concepts, principles, and processes, cost elements, tools and techniques, safety, current trends and manufacturing in the future.

MTE 120 Manufacturing Processes
3 credit hours
Prerequisite: Grade of "C" or better in ENG 090 and MAT 099, or English assessment score of 95 or better and Math assessment score of 85 (EA) or better, or equivalent ACT/SAT scores.
Provides the student an overview of the different methods, tools and machines which are used to manufacture industrial and consumer products.

MTE 230 Design for Manufacturability
3 credit hours
Provides students with an understanding on how to design a product for test, assembly, service, rebuild/reuse/recycle, postponement and several other product attributes. The student learns the role and development of design specifications, the importance and benefits of DFM, the design rules and their application, the design/manufacturing integration, the concept of designed-in quality, the role of design tolerances, the need for standard part use and the application and importance of concurrent engineering practices. In addition the student learns the application of tools CAD, CAM, CAB, PDMS, and CIM in product development.

MTE 244 Lean Manufacturing - Practices and Processes
3 credit hours
Provides a study of the Toyota Production System (TPS), also known as Lean Manufacturing, Just-in-Time (JIT), Demand Flow, or Build-to-Order. The course covers the build-to-forecast batch-process method and compares it with TPS. The students study and develop in the lab the following TPS concepts/methods: customer expectations, seven fundamental wastes, plan-do-check-act cycle, kanban system, kanban types, material flow, group technology, manufacturing cells, point-of-use storage and support, and setup/changeover time reduction. This course also covers application of the following problem solving tools: flowchart, cause-and-effect diagram, check sheet, pareto chart, root cause analysis, statistical process control. Students investigate the basics of high-mix, low-volume manufacturing.

MUS — MUSIC COURSES
MUS 100 Introduction to Music Theory I
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Introduces the basics of music theory. Course designed to help the beginning music student, or those students with limited background in music theory, study the basic elements of music. Topics include notation, rhythm, scales, key signatures, intervals, chord, beginning level melodic and rhythm dictation, ear-training and sight-singing skills.

MUS 105 Introduction to Computer Music Applications
3 credit hours
Introduces the use of computers in the music industry. Explores current use of MIDI instrument, MIDI sequencing, MIDI editing, audio editing, notation software, and set-up of Digital Audio Workstation. No prerequisites.

MUS 106 Introduction to Songwriting
3 credit hours
Prerequisite: MUS 100
Examines the various processes and styles of songwriting and offers techniques and ideas for creating songs ranging from functional to original. You will explore the common factors in all styles of song-writing, and use them to bring out creative song ideas whether you have written songs before or have just always wanted to see if you could. A basic knowledge of music reading for any instrument and elementary music theory is recommended, but not required.

MUS 110 Music Theory I
3 credit hours
Corequisites: MUS 112 and MUS 131.
Presents music fundamentals, diatonic four-part harmony, analysis, ear training, and keyboard harmony. For music majors transferring to a 4-year program.

MUS 111 Music Theory II
3 credit hours
Prerequisite: MUS 110
Corequisite: MUS 113 AND MUS 132.
Presents chromatic four-part harmony, analysis, ear training, and keyboard harmony.

MUS 112 Ear Training/Sight-singing I Lab
1 credit hour
Corequisites: MUS 110 and MUS 131.
Presents exercises in sight-singing with melodic and rhythmic dictation.

MUS 113 Ear Training/Sight-singing II Lab
1 credit hour
Prerequisite: MUS 112
Corequisites: MUS 111 and MUS 132,
Presents exercises in sight-singing with melodic and rhythmic dictation.

MUS 120 Music Appreciation: GT-AH1
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Covers the basic materials of music, musical forms, media, genres and musical periods. Emphasizes the development of tools for intelligent listening and appreciation. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

MUS 121 Music History Medieval thru Classical Period GT-AH1
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Studies the various periods of music history with regard to the composers, esthetics, forms, and genres of each period. Considers music from the Middle Ages through the Classical period. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

MUS 122 Music History Early Romantic Period to Present GT-AH1
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Studies the various period of music history with regard to the composers, aesthetics, forms and genres of each period. Considers music from the early Romantic period to the present. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

MUS 123 Survey of World Music: GT-AH1
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Provides an overview of non-Western music from around the world;

provides basic listening skills and the historical/cultural context for a variety of world music styles to enable an understanding and appreciation of non-Western musical expression. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

MUS 131 Music Class I: Piano
2 credit hours
Prerequisite: MUS 100 or instructor consent.
Applies the fundamentals of music to the voice or specific musical instruments. This course also introduces basic techniques, repertoire, and sight-reading. First year, first term.

MUS 132 Music Class II: Piano
2 credit hours
Prerequisite: MUS 131 or MUS 141 or instructor consent.
Applies the fundamentals of music to the voice or specific musical instruments. The course also introduces basic techniques, repertoire, and sight-reading. First year, second term.

MUS 141 Private Instruction I (Cello, Composition, Conducting, Guitar/Bass, Piano, Songwriting,Viola, Violin, Voice, Woodwinds)
2 credit hours
Prerequisite: MUS 100 or instructor consent.
This course is for music majors planning to transfer to 4 year school. Offers an average of sixty minutes of private instruction per week. Regular attendance and participation in student performances is required. First year, first term.

MUS 142 Private Instruction II (Cello, Composition, Conducting, Guitar/Bass, Piano, Songwriting,Viola, Violin, Voice, Woodwinds)
2 credit hours
Prerequisite: MUS 141 or instructor consent.
This course is for music majors planning to transfer to 4 year school. Offers an average of sixty minutes of private instruction per week. Regular attendance and participation in student performances is required. First year, second term.

MUS 151 Ensemble I
1 credit hour
First year, first term. Rehearses and performs various types of musical literature.

MUS 152 Ensemble II
1 credit hour
Prerequisite: MUS 151 or instructor consent.
First year, second term. Rehearses and performs various types of musical literature.

MUS 153 Ensemble III
1 credit hour
Prerequisite: MUS 152 or instructor consent.
Rehearses and performs various types of musical literature. First year, third term.

MUS 154 Ensemble IV
1 credit hour
Prerequisite: MUS 153 or instructor consent.
Rehearses and performs various types of musical literature. First year, fourth term.

MUS 210 Music Theory III
3 credit hours
Prerequisite: MUS 111 or instructor consent.
Corequisite: MUS 212
Continues study of four-part music, including extended harmonic progressions of ninth, eleventh, thirteen chords, extended alteration, non-chord tones, modulation and compositions.

MUS 211 Music Theory IV
3 credit hours
Prerequisite: MUS 210 and 212 or instructor consent.
Corequisite: MUS 213
Offers a continuation of chromatic harmony, analysis, ear-training, and keyboard harmony. New topics will include Impressionism and 20th Century styles of composition.

MUS 212 Advanced Ear Training/Sight-singing I Lab
1 credit hour
Prerequisite: MUS 111 and MUS 113.
Corequisite: MUS 210
Presents modulating and chromatic exercises in sight-singing and dictation. Dictation includes four-part writing.

MUS 213 Advanced Ear Training/Sight-singing II Lab
1 credit hour
Prerequisite: MUS 210 and MUS 212.
Corequisite: MUS 211
Presents modulating and chromatic exercises in sight-singing and dictation. Dictation includes four-part writing.

MUS 241 Private Instruction III: (Cello, Composition, Conducting, Guitar/Bass, Piano, Songwriting,Violin, Viola, Voice, Woodwinds)
2 credit hours
Prerequisite: MUS 142 or instructor consent.
This course is for music majors planning to transfer to 4 year school. Offers an average of sixty minutes of private instruction per week. Regular attendance and participation in student performances is required. Second year, first term.

MUS 242 Private Instruction IV (Cello, Composition, Conducting, Guitar/Bass, Piano, Songwriting, Violin, Viola, Voice, Woodwinds)
2 credit hours
Prerequisite: MUS 241 or instructor consent.
This course is for music majors planning to transfer to 4 year school. Offers an average of sixty minutes of private instruction per week. Regular attendance and participation in student performances is required. Second year, third term.

MUS 244 Private Instruction IV: (Cello, Composition, Conducting, Guitar/Bass, Piano, Songwriting, Violin/Viola, Voice, Woodwinds)
2 credit hours
Prerequisite: MUS 242
This course is for music majors planning to transfer to 4 year school. Offers an average of sixty minutes of private instruction per week. Regular attendance and participation in student performances is required. Second year, fourth term. May be repeated for credit more than once per individual institution policy.

MUS 251 Ensemble I
1 credit hour
Prerequisite: MUS 152
Second year, first term. Rehearses and performs various types of musical literature.

MUS 252 Ensemble II
1 credit hour
Prerequisite: MUS 251
Second year, second term. Rehearses and performs various types of musical literature.

MUS 285 Independent Study
0-12 credit hours
Prerequisite: Instructor consent.
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

NUA — NURSE AIDE COURSES
NUA 101 Certified Nurse Aide Health Care Skills
4 credit hours
Corequisite: NUA 170
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 Assistant Clinical Experience
1 credit hour
Corequisite: NUA 101
Applies knowledge gained from NUA 101 in a clinical setting.

NUR — NURSING COURSES
NUR 101 Pharmacology Calculations
1 credit hour — 40 clinical hours
Prerequisite: Application on file in the Nursing program. Students cannot go further without passing this course.
Introduces the nursing student to the concepts and techniques of dosage calculations and medication administration by a variety of routes. Learners will apply basic math concepts to complex conversion of dosages between and among various systems of weights and volumes. Learners will apply critical thinking skills to the calculation and administration of medications.

NUR 102 Alterations in Adult Health I
4 credit hours
Prerequisite: NUR 101, NUR 103, NUR 105 and NUR 131.
Corequisite: NUR 132.
Introduces the Practical Nurse to basic concepts necessary for assessing and meeting nursing care needs of the adult and older individual. The course focuses on the concepts of acute and chronic illness, pain management, fluid and electrolyte balance, perioperative care, oncology, death and dying, infection and inflammation, and shock syndromes. Common disorders of the musculoskeletal, integumentary, respiratory and reproductive systems are presented. Relevant psychosocial and ethnocultural concepts and legal and ethical implications are integrated throughout.

NUR 103 Basic Health Assessment for the Practical Nurse
1 credit hour
Prerequisite: Admission to the program
Provides a foundation in assessment and related therapeutic communication and teaching skills within the legal role of the Practical Nurse. Information is presented to assist the learner in obtaining a health history and in performing a basic assessment on adults and older adults with predictable outcomes. Health maintenance and health promotion concepts are incorporated throughout the course. Relevant mental health, psychosocial and ethnocultural concepts are integrated. Learning theory regarding teaching and learning concepts are presented.

NUR 104 Alterations in Adult Health II
5 credit hours
Prerequisite: NUR 102, NUR 110 and NUR 132.
Corequisite: NUR 134
Continues the concepts introduced in Alterations in Adult Health I. Introduces the learner to basic concepts necessary for assessing and meeting nursing care needs of the adult and older individual. The course focuses on the common disorders of the neurological, cardiovascular, blood, lymphatic, immune, endocrine, gastrointestinal, renal and urinary systems and the special senses. Relevant psychosocial and ethnocultural concepts are integrated throughout.

NUR 105 Practical Nursing Arts and Skills
6.5 credit hours
Prerequisite: Admission to the program.
Corequisite: NUR 131
Introduces the Practical Nursing learner to the principles of basic procedures necessary in caring for clients across the lifespan with stable and predictable outcomes in selected health care settings. Emphasis is placed on use of the nursing process in providing care. Opportunities are provided in the classroom and laboratory to develop competence in the performance of nursing skills. Relevant psychosocial and ethnocultural concepts are integrated throughout. Content regarding multidisciplinary relationships, historical perspectives, and health care delivery systems is presented. (One or more credits may be given for students completing a Community College of Colorado approved CNA program.)

NUR 106 Medical and Surgical Nursing Concepts
9 credit hours
Prerequisite: NUR 109, NUR 112, MAT 103 and HPR 108.
Introduces nursing students to roles of the nurse in assessing and meeting medical/surgical nursing needs of adults across the life span in various health care settings. Students learn nursing concepts to assist the patient in achieving optimal functioning. Knowledge from foundational nursing, the sciences, pharmacology and nutrition, along with the continued integration of mental health and cultural concepts, provides foundations for nursing care planning for medical and surgical clients.

NUR 109 Fundamentals of Nursing
8 credit hours
Prerequisite: Admission to the program.
Introduces theories and skills basic to the role of the nurse as provider of care, manager of care and member of the nursing profession. Emphasis is placed on introduction to critical thinking and the nursing process. Students will demonstrate a beginning level of competence in providing therapeutic nursing care for clients with common health alterations across the health continuum.

NUR 110 Pharmacology Practical Nursing
3 credit hours
Prerequisite: Admission to the program.
Focuses on the classifications of drugs as they relate to body systems as an introductory pharmacology course. Emphasis is placed on current drug therapy and specific prototype drugs. The discussion of each drug classification concentrates on the mechanism of action, main therapeutic effects, and the adverse reactions produced by the drug. Nursing considerations and patient teaching aspects for each drug classification are stressed throughout. Students learn how to use drug reference sources in gathering data for delivering effective and safe nursing care.

NUR 111 Socialization into Practical Nursing
1 credit hour
Prerequisite: NUR 102, NUR 110, NUR 115, NUR 116 and NUR 132.
Introduces roles and responsibilities of the graduate Practical Nurse as defined by established standards, including the Colorado Nurse Practice Act. Emphasis is placed on accountability, supervision and assignment, and perspectives in health care. Career and job readiness skills are developed.

NUR 112 Basic Concepts of Pharmacology
2 credit hours
Prerequisite: Admission to the program.
Utilizes nursing process to introduce the basic concepts of pharmacology related to the actions, therapeutic and adverse effects, interactions of drugs, drug classification, and the basic pharmacology of commonly used medications. Emphasis is placed on therapeutic interventions and client education. Learners will apply knowledge gained in selected clinical settings situations in caring for a diversity of clients across the lifespan health illness continuum.

NUR 113 Basic Concepts of OB Nursing
2 credit hours
Prerequisite: NUR 102, NUR 110 and NUR 132.
Co-requisite: NUR 133
Introduces the study of families experiencing childbirth. The focus is on normal pregnancy and the physiological and psychological changes during this time including the care of the normal newborn. Selected common complications are discussed. Relevant psychosocial and ethnocultural concepts are integrated throughout. The nursing process is used as a framework to assist the learner in understanding basic maternal/newborn needs and nursing care within the role of the Practical Nurse.

NUR 114 Basic Concepts of Nursing of Children
2 credit hours
Prerequisite: NUR 102, NUR 110 and NUR 132.
Corequisite: NUR 133
Provides the learner with a basic understanding of the care of both the well and sick child within the role of the Practical Nurse. Emphasis is placed on the normal growth and development from infancy to adolescence. Nursing care of common childhood conditions is discussed. Theory is related to the nursing care of the well child, the sick child in various settings, the child with special needs, and the impact of pediatric care on the family. Relevant psychosocial, ethnocultural and family concepts are integrated throughout.

NUR 115 Basic Concepts of Mental Health
1 credit hour
Prerequisite: NUR 101, NUR 103, NUR 105 and NUR 131.
Introduces the learner to basic concepts of mental health and illness. The course focuses on clients throughout the lifespan. Emphasis is placed on mental health concepts, selected common psychiatric disorders, treatment modalities and related nursing care. This course is designed to assist the Practical Nurse in caring for clients with varied psychosocial and ethno cultural backgrounds.

NUR 116 Basic Concepts of Geri Nursing
1 credit hour
Prerequisite: NUR 101, NUR 103, NUR 105 and NUR 131.
Introduces the learner to basic knowledge of normal aging, disorders related to aging and nursing care of the older individual within the role of the Practical Nurse. Concepts regarding legal and ethical factors affecting the older individual are presented. Relevant psychosocial and ethnocultural concepts are integrated throughout.

NUR 131 Clinical I: Applications Arts & Skills
4.5 credit hours
Prerequisite: Admission to the program.
Corequisite: NUR 105
Introduces the learner to the health care environment as a foundation course. Enables the learner to begin to apply the nursing process in assessing and meeting the needs of the client within the role of the Practical Nurse. Emphasis is placed on the application of communication skills, basic and advancing nursing procedures, assessment and documentation of care in selected health care settings.

NUR 132 Clinical II Appl Adult Health
3 credit hours
Prerequisite: NUR 101, NUR 103, NUR 105 and NUR 131.
Corequisite: NUR 102
Enables the student to develop skills in applying the nursing process in delivery of increasingly complex nursing care. The course is

intended to prepare the learner for the entry role of the Practical Nurse in assessing and meeting the needs of adults and older individuals in selected health care settings.

NUR 133 Clinical III Appl Maternal Child
1.5 credit hours
Prerequisite: NUR 102, NUR 110, NUR 115, NUR 116 and NUR 132.
Corequisite: NUR 113 and NUR 114.
Introduces the learner to the childbearing, newborn, and pediatric client as a foundation course. Provides an opportunity for the learner to apply the principles learned in Basic Concepts of Maternal-Newborn Nursing and in Basic Concepts of Nursing of Children.

NUR 134 Clinical IV Adv Adult Health
4.5 credit hours
Prerequisite: NUR 102, NUR 110, NUR 115, NUR 116 and NUR 132.
Corequisite: NUR 104
Provides the learner with the opportunity to enhance the application and integration of nursing theory with multiple clients. The focus is on the scope of practice for the Practical Nurse and the transition from the role of learner to graduate Practical Nurse. Emphasis is on the physical, psychosocial, spiritual, and ethnocultural needs of multiple clients in selected care settings.

NUR 150 Obstetric & Pediatric Nursing
7 credit hours
Prerequisite: NUR 109, NUR 112, HPR 108 and MAT 103,
Provides a family centered approach to professional nursing practice of the childbearing family and children across the health continuum. Emphasis is placed on the care of the perinatal client and children from birth through adolescence. The impact of psychosocial and cultural values and practices are explored. Legal and ethical accountability are integrated throughout the course.

NUR 169 Transition into Practical Nursing
5 credit hours
Prerequisite: NUR 106, NUR 109, NUR 112, NUR 150, HPR 108 and MAT 103.
Provides the student with a transition into the role of the practical nurse. Emphasis will be placed on distinguishing the practical nurses defined scope of practice related to clinical practice, communication, nursing process, ethical/legal issues and leadership skills. The student practices in the role of the practical nurse in the associated clinical experience.

NUR 175 Special Topics
1 - 12 credit hours
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

NUR 189 Transition from LPN to ADN
4 credit hours
Prerequisite: Admission to Advance Placement Program.
Focuses on assisting the LPN to transition into a new role as an Associate Degree Nursing Student. Emphasis will be placed on roles and responsibilities of the ADN, nursing process, critical thinking, legal and ethical issues and nursing practice issues related to specialized skills and the care of special populations. The clinical focus will be care of the pediatric and obstetric client.

NUR 206 Advanced Concepts of Medical-Surgical Nursing I
8 credit hours
Prerequisite: NUR 106 and NUR 150.
Focuses on the role of the registered professional nurse as care provider, teacher, manager, professional, and advocate in meeting the nursing needs of adults across the life span. Utilizing the nursing process, the student is expected to integrate previous learning to

assist the patient and family in achieving optimal functioning in various health care settings.

NUR 211 Nursing Psych Clients
4 credit hours
Prerequisite: NUR 106 and NUR 150.
Develops concepts of psychosocial integrity and emphasizes the function and responsibility of nursing in promoting and maintaining mental health of individuals and families. This course emphasizes communication and caring through the application of the therapeutic relationship and nursing process in the care and treatment of common clinical conditions/disorders.

NUR 212 Pharmacology II
2 credit hours
Prerequisite: NUR 106 and NUR 150.
Builds upon the concepts introduced in NUR 112 Pharmacology I regarding the safe administration of medications to clients across the health continuum. Utilizing the nursing process the student demonstrates understanding of the role of the nurse as provider of care, manager of care, and member of the profession. Emphasis is placed upon the therapeutic use of medications in the nursing care of individuals with complex health needs. The student is introduced to the calculation of complex intravenous drip rates.

NUR 216 Advanced Concepts of Medical Surgical Nursing II
6 credit hours
Prerequisite: NUR 206, NUR 212 and NUR 211.
Continues to focus on the role of the registered professional nurse as care provider, teacher, manager, professional, and advocate in meeting the complex medical and surgical health care needs of adult clients. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various complex health care situations and settings.

NUR 230 Leadership Mgmt Trends
5 credit hours
Prerequisite: NUR 216
Introduces students to current trends in leadership and management concepts affecting the healthcare continuum and the practice of nursing. The student assumes the role of provider, manager of care and member of the discipline at the entry level into professional nursing. There is a practicum for application which may occur across the healthcare continuum, as the student manages groups of clients and health care personnel. The course will facilitate transition from student to the role of the graduate nurse.

NUR 275 Special Topics
1 - 12 credit hours
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

OSH —OCCUPATIONAL SAFETY TECHNICIAN COURSES
OSH 116 OSHA Voluntary Compliance
3 credit hours
Provides a 30-Hour OSHA certification course for general industry. Participants will review the current OSHA standards contained in 29 CFR 1910 and 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 126 30-hour Construction Industry Standards
Provides a 30-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 127 10-hour Construction Industry Standards
1 credit hour
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.

PAR — PARALEGAL COURSES

PAR 115 Introduction to Law
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Provides an understanding of the role of paralegals, issues facing paralegals, the working of the legal system, and ethical questions. Legal terminology and an overview of the substantive areas of law will be discussed.

PAR 116 Torts
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Focuses on tort law, including negligence, intentional torts, and strict liability, with an emphasis on personal injury litigation.

PAR 117 Family Law
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Covers domestic law, common property, dissolutions, adoptions, legal separation, and other family law issues.

PAR 118 Contracts
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, English assessment score of 95 or better, or equivalent ACT/SAT scores.
Covers the basic principles of contract law.

PAR 125 Property Law
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Covers real estate law, ownership, sale, leasing, financing and government regulation of land.

PAR 126 Administrative Law
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Introduces administrative and regulatory agencies, their jurisdiction, rule-making and decision-making processes.

PAR 201 Civil Litigation
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Provides students with an intensive study of the legal process including the Federal and Colorado Rules of Civil Procedure.

PAR 202 Evidence
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Introduces students to State and Federal Rules of Evidence, and application to the trial process.

PAR 205 Criminal Law
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Introduces basic concepts of criminal law and criminal procedure, including Colorado statutes and Rules of Procedure.

PAR 206 Business Organizations
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Focuses on the study of the major types of business organizations.

PAR 208 Probate and Estates
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Provides an understanding of the creation and administration of an estate, including wills and trusts, and the probate process.

PAR 209 Constitutional Law
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Emphasizes the study of the powers of government as they are allocated and defined by the United States Constitution.

PAR 210 Sexual Orientation and the Law
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Provides the substantive legal knowledge that students need to understand the relationship between American law and sexual minorities. Includes a comprehensive understanding of the unique legal issues facing lesbians and gay men, and covers the practical application of the law to these situations.

PAR 211 Legal Research
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Introduces students to basic legal research tools including statutes, digests, case law, citators, encyclopedias, dictionaries, and online databases.

PAR 212 Legal Writing
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
This course enables the student to practice the content and conventions of legal writing.

PAR 217 Environmental Law
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Covers state and federal laws concerning the environment, including chemical safety laws, workplace safety, and hazardous waste.

PAR 218 Bankruptcy Law
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Covers the federal and state laws and procedures involving bankruptcy.

PAR 280 Internship: Paralegal
6 credit hours
Prerequisite: PAR 115, PAR 201, PAR 211 and PAR 212.
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.

PAR 285 Independent Study
0-12 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

PAR 289 Capstone: Paralegal Synthesis
3 credit hours
Prerequisite: PAR 115, PAR 201, PAR 11 and PAR 212.
Emphasizes a synthesis of the information and skills that students have learned throughout their paralegal studies.

PED — PHYSICAL EDUCATION COURSES
Each semester, Metro State College allows CCD students to participate in their Human Performance & Leisure (HPL) courses. Courses listed on the CCD transcript as PED courses are offered and facilitated through Metro State College. Metro State College is responsible for providing the instruction/instructor. Please refer to the Metro State College catalog for specific details of each HPL course.

PHI — PHILOSOPHY COURSES
PHI 111 Introduction to Philosophy: GT-AH3
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores..
Introduces significant human questions and emphasizes understanding the meaning and methods of philosophy. Includes human condition, knowledge, freedom, history, ethics, the future, and religion. This course is one of the Statewide Guaranteed Transfer courses. GT-AH3

PHI 112 Ethics: GT-AH3
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Examines human life, experience, and thought in order to discover and develop the principles and values for pursuing a more fulfilled existence. Theories designed to justify ethical judgments are applied to a selection of contemporary personal and social issues. This course is one of the Statewide Guaranteed Transfer courses GT-AH3

PHI 113 Logic: GT-AH3
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Studies effective thinking using language-oriented logic. Provides tools and develops skills for creative and critical thinking. Emphasizes the development of decision-making and problem-solving. This course is one of the Statewide Guaranteed Transfer courses. GT-AH3

PHI 114 Comparative Religions: GT-AH3
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Introduces students to the similarities and differences among concepts predominant in the major world religions, comparing sociological, philosophical, and phenomenological similarities between major world faiths. It is designed to transfer to any four-year college philosophy, religious studies or humanities department. This course is one of the Statewide Guaranteed Transfer courses. GT-AH3

PHI 115 World Religions — West
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Introduces the student to the common and different concepts predominant in the major world religions. Includes sociological, political, psychological, and philosophical aspects of a variety of belief systems. Focuses on the concept of religion as a cultural system, and a way that people make sense of a complex world. Particular emphasis is placed on how myths, legends, and folk tales reveal religious concerns.

PHI 116 World Religions — East
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Emphasizes the diversity and richness of Eastern Religions within a cross-cultural context. Concepts such as fate, reincarnation, enlightenment and morality are analyzed.

PHI 205 Business Ethics
3 credit hours
Prerequisite: BUS 115
Analyzes of ethical behavior for business. The premise is that ethics deals with right and wrong standards of behavior that are determined by the ethical and social expectations of society in general, and further, that we expect responsible people to observe the ethical standards of our society. A case approach is used throughout the course. The ethical issues involve trade-offs among ethical decisions and economics, legal, social, and cultural concepts.

PHI 218 Environmental Ethics GT-AH3
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Critically analyzes theories of value of the natural world. Topics include the relation between scientific and moral principles; theories of the moral worth of persons, animals, plants and other natural objects; historical, religious and cultural influences on conceptions of nature; alternative accounts of human relationships and responsibilities to nature, including deep ecology and eco-feminism; and the connection between moral and political values and economic policies. This course is one of the Statewide Guaranteed Transfer courses. GT-AH3

PHI 285 Independent Study
0-12 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Focuses on directed readings and independent study on specific philosophical topics.

PHY — PHYSICS COURSES
PHY 105 Conceptual Physics: GT-SC1
4 credit hours
Prerequisite: Grade of "C" or better in ENG 090, REA 090 and MAT 090, or English assessment score of 95 or better, Reading assessment score of 80 or better, and Math assessment score of 61 (EA) or better.
Focuses on mechanics, heat, properties of matter, electricity and magnetism, light and modern physics. Incorporates laboratory experience. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

PHY 111 Physics: Algebra-Based I with Lab GT-SC1
5 credit hours
Prerequisite: Grade of "C" or better in MAT 121, REA 090 and ENG 090, or Math assessment score of 63 (CLM) or better, Reading assessment score of 80 or better and English assessment score of 95 or better, or equivalent ACT/SAT scores.
Corequisite: MAT 122
Enables the student to explore the truth about physical reality through reasoning, mathematics and experimentation. Examines kinematics, force, circular motion, energy, momentum, torque, rotational dynamics, simple harmonic motion, temperature, heat and thermodynamics. The concepts and theories presented are explored through demonstrations and hands-on experiments. It is a general physics course that is recommended for all of the health sciences and all other interested students. Students entering engineering or one of the advance sciences should register for PHY 211. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

PHY 112 Physics: Algebra-Based II with Lab: GT-SC1
5 credit hours
Prerequisite: Grade of "C" or better in PHY 111.
Expands upon PHY 111 and covers sound waves, electric fields, electric circuits, magnetic fields, optics, and modern physics. Explores the concepts and theories presented in class through demonstrations and hands-on experiments. This course is one of the Statewide Guaranteed transfer courses. GT-SC1

PHY 211 Physics: Calculus-Based I with Lab: GT-SC1
5 credit hours
Prerequisite: Grade of "C" or better in MAT 201, or department permission.
Corequisite: MAT 202
Enables the student to examine the truth about physical reality through reasoning, mathematics and experimentation. Covers kinematics, force, gravity, energy, momentum, torque, rotational dynamics, fluids and waves. The concepts and theories presented in class are explored through demonstrations and hands-on experiments. This first semester calculus-based physics course is recommended for students entering engineering or one of the advance sciences. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

PHY 212 Physics: Calculus-Based II with Lab: GT-SC1
5 credit hours
Prerequisite: Grade of "C" or better in PHY 211 and MAT 202.
Expands upon PHY 211 and examines thermodynamics, electric fields, electric circuits, magnetic fields, light and optics, and modern physics. The concepts and theories presented in class are explored through demonstrations and hands-on experiments. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

POS — POLITICAL SCIENCE COURSES
POS 105 Introduction to Political Science: GT-SS1
3 credit hours
Prerequisite: Grade of "C" or better in ENG 121 or instructor consent.
Focuses on a survey of the discipline of political science, including political philosophy and ideology, democratic and non-democratic governments and processes, and international relations. This course is one of the Statewide Guaranteed Transfer courses. GT-SS1

POS 111 American Government: GT-SS1
3 credit hours
Prerequisite: ENG 121 with a grade of "C" or better or instructor consent.
Includes the background of the U.S. Constitution, the philosophy of American government, general principles of the Constitution, federalism, and civil liberties. Examines public opinion and citizen participation, political parties, interest groups, and the electoral process, and the structure and functions of the national government. This course is one of the Statewide Guaranteed Transfer courses. GT-SS1

POS 125 American State and Local Government: GT-SS1
3 credit hours
Prerequisite: ENG 121 with a grade of "C" or better or instructor consent.
Emphasizes the structure and function of state, county, and municipal governments, including their relations with each other and with national government. Includes a study of Colorado government and politics. This is a Statewide Guaranteed Transfer course. GT-SS1

POS 205 International Relations: GT-SS1
3 credit hours
Prerequisite: ENG 121 with a grade of "C" or better or instructor consent.
Examines relationships among modern nation states. Topics include diplomacy, nationalism, ideologies, power and influence, conflict and cooperation, the role of non-state actors, the international economy, and theoretical attempts to understand international behavior. This course is one of the Statewide Guaranteed Transfer courses. GT SS1

PSM — PUBLIC SECURITY MANAGEMENT COURSES
PSM 104 Introduction to Emergency Management
3 credit hours
Offers the student an orientation to the position of Emergency Manager; the requirements for emergency preparedness in the USA, an orientation to community disaster relief; basic incident command systems, state disaster management, the role of emergency management in community preparedness, response and recovery, and the response to failure of infrastructure on individuals and communities.

PSM 105 Crime and Forensics
3 credit hours
Examines the philosophical considerations of the integration of forensic science disciplines with criminal investigations. The course encompasses and provides an overview of physical evidence and examines the major forensic sub-disciplines of pathology, toxicology, deontology, anthropology, art, firearms and tool marks, criminalistics, serology, and questioned documents. The course provides an important base for the security management professional who may become the first responder in a crime scene.

PSM 110 School Violence
3 credit hours
Provides an understanding of what leads to violence and the types of support that research has shown to be effective in preventing violence as a necessary tool for the security management

professional. Preparing for a violent confrontation or the threat of physical harm is not an everyday occurrence. Although most schools are safe, the violence that occurs in our neighborhoods and communities has found its way inside the schoolhouse door.

PSM 132 Homeland Defense: Forecasting Terrorism
3 credit hours
Examines the variety of new indicators, warning methodologies, and analytical tools available to analysts; review of the extensive academic, governmental, and policy literature on terrorism forecasting that has been developed to assess and forecast terrorism in its numerous dimensions. Students will comprehend the various analytical capabilities of the types of terrorist threats that are most likely to confront the USA and its allies in the near future, and predict how to develop proactive defenses for the long term protection of our society.

PSM 133 Homeland Security: Chemical and Biological Defense
3 credit hours
Provides an overview of the radiological, chemical, biochemical, and biological threat to Homeland Security. Analysis of the agents and means of dissemination or attack that an adversary nation, group, or terrorist cell may employ to deliver these agents; review the current and projected means, techniques, and procedures for defense against such agents; review of theory and practices in chemical and biological threats to develop proactive defensive postures to defeat these threats.

PSM 204 Terrorism, Intelligence, and Justice
3 credit hours
Provides the student with an interactive opportunity for students to develop enforcement strategies for investigating terrorism, intelligence gathering, and justice. The course will focus on the history and development of traditional and non-traditional terrorist actors, cells, supporting countries, and homeland defensive methodologies for the security professional. The operational strategies of law enforcement in combating terrorism, including electronic surveillance, intelligence operations and covert operations will be discussed and applied in role-play situations.

PSM 221 Forensic Computer Analysis: Computer Forensics I
3 credit hours
Offers the student an overview of computer forensics, while discussing the different aspects of computers as it pertains to the forensic field, loss prevention, security management, and homeland security. Introduction to the legal aspects as it pertains to the search and seizure of computers and the effects of new legislation that changes our concepts of privacy and ownership.

PSM 222 Forensic Computer Analysis: Computer Forensics II
3 credit hours
Prerequisite: PSM 221
Provides the student with enhanced materials built on the foundations of PSM 221 - Computer Forensics I. Introduces and incorporates software used within the security industry to identify and locate evidence on a computer system. The procedures of computer seizure are reintroduced along with the proper guidelines of computer seizure.

PSY — PSYCHOLOGY COURSES

PSY 101 General Psychology I: GT-SS3
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores..
Focuses on the scientific study of behavior including motivation, emotion, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning and memory. This course is one of the Statewide Guaranteed Transfer courses GT-SS3

PSY 102 General Psychology II: GT-SS3
3 credit hours
Prerequisite: ENG 090 with "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Focuses on the scientific study of behavior including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development, and social psychology. The course is one of the Statewide Guaranteed Transfer courses. GT-SS3

PSY 110 Career Development
3 credit hours
Assists students in recognizing their career potential, and provides tools for making realistic decisions concerning educational and occupational objectives.

PSY 112 Psychology of Adjustment
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Emphasizes personal growth and the development of interpersonal skills. Focuses on the practical application of psychological principles and theories in achieving self-understanding and personal growth.

PSY 205 Psychology of Gender: GT-SS3
3 credit hours
Prerequisite: ENG 121 with a grade of "C" or better.
Examines gender differences in work, courtship, family life, and sexual behavior throughout the life span. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

PSY 207 Introduction Forensic Psychology
3 credit hours
Prerequisite: ENG 121 with a grade of "C" or better.
This course explores both current research and practice in five areas: police psychology, criminal psychology, victimology, correctional psychology and the interface of psychology and the courts. The course facilitates an understanding of the numerous careers related to forensic psychology, how to prepare for them, and current research and practices in each of the five broad areas of forensic psychology.

PSY 217 Human Sexuality: GT-SS3
3 credit hours
Prerequisite: ENG 121 with a grade of "C" or better.
Surveys physiological, psychological, and psychosocial aspects of human sexuality. Topics include relationships, sexual identity, and sexual health. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

PSY 226 Social Psychology: GT-SS3
3 credit hours
Prerequisite: ENG 121 with a grade of "C" or better.
Focuses on the behavior of humans in social settings, including attitudes, aggression, conformity, cooperation and competition, prejudice, and interpersonal attraction. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

PSY 227 Psychology of Death and Dying: GT-SS3
3 credit hours
Prerequisite: ENG 121 with a grade of "C" or better.
This course examines the philosophies of life and death, emphasizing dying, death, mourning, and the consideration of one's own death. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

PSY 235 Human Growth and Development: GT-SS3
3 credit hours
Prerequisite: ENG 121 with grade of "C" or better.
Surveys human development from conception through death emphasizing physical, cognitive, emotional and psychosocial factors. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

PSY 238 Child Development: GT-SS3
3 credit hours
Prerequisite: ENG 121 with a grade of "C" or better.
Focuses on growth and development of the individual, from conception through childhood, emphasizing physical, cognitive, emotional, and psychosocial factors. The course is one of the Statewide Guaranteed Transfer courses. GT-SS3

PSY 240 Health Psychology: GT-SS3
3 credit hours
Prerequisite: ENG 121 with a grade of "C" or better.
Students will learn an overview of the scientific study of attitudes, behaviors and personality variables related health, illness and bodily systems. Emphasis is on the interaction of biological, psychological and social factors that cause illness and influence its treatment and prevention. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

PSY 249 Abnormal Psychology: GT-SS3
3 credit hours
Prerequisite: ENG 121 with a grade of "C" or better and PSY 101 or PSY 102.
Studies abnormal behavior and its classifications, causes, treatment, and prevention. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

PSY 258 Introduction to Neuropsychology
3 credit hours
Prerequisite: ENG 121 with a grade of "C" or better and PSY 101.
Focuses on introduction to basic neuropsychological terms and concepts with emphasis on application of thinking and behavior in humans.

PSY 265 Psychology of Personality
3 credit hours
Prerequisite: ENG 121 with a grade of "C" or better and PSY 102
Examines the structure, function, and development of personality. Investigates the major contemporary theories of personality. Covers psychodynamic, behavioral, cognitive-social learning, humanistic, trait, and, optionally, neurobiological, existential, and/or Eastern perspectives. The underlying assumptions and research support for these theories are appraised. Enables the student to gain an appreciation of the value of alternative theoretical approaches to this subfield of psychology.

PSY 268 Organizational Psychology
3 credit hours
Prerequisite: ENG 121 with a grade of "C" or better and PSY 101 or PSY 102.
Provides a comprehensive study of psychological principles and theories as applied to organizational behavior. Topics include motivation, job satisfaction, conflict supervision, human relations, and stress management.

PSY 269 Psychology of Leadership
3 credit hours
Prerequisite: ENG 121 with a grade of "C" or better and PSY 101 or PSY 102.
Studies and applies the theories and techniques of leadership and group processes. In addition, introduces leadership skills and experiences with applications in group and community settings.

PSY 275 Special Topics
0-12 credit hours
Prerequisite: ENG 121 with a grade of "C" or better.
Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

PSY 285 Independent Study
0-12 credit hours
Prerequisite: ENG 121 with a grade of "C" or better.
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

REA — READING COURSES
REA 030 Basic Reading Skills
2 credit hours
Prerequisite: Reading assessment Score of 20-39.
Focuses on strategies for word attack, vocabulary development, stages of reading and basic reading comprehension.

REA 060 Foundations of Reading
3 credit hours
Prerequisite: REA 030 or ESL 043 with a grade of "C" or better, or Reading assessment score of 40-61.
Focuses on strategies for vocabulary development, improved reading comprehension, and enrichment.

REA 090 College Preparatory Reading
3 credit hours
Prerequisite: REA 060 with a grade of "C" or better, or Reading assessment score of 62-79.
Enables the student to apply strategies for improving comprehension, developing vocabulary, and increasing rate for reading college textbooks.

REA 130 Applied and Technical Reading
2 credit hours
Focuses on the appropriate reading strategies to understand technical, vocational and academic texts, manuals, professional journals and pleasure materials; to complete a task in the workplace; and to comprehend a new process.

REA 151 College Reading
3 credit hours
Prerequisite: REA 090 with a grade of "C" or better, or Reading assessment score of 80-120, or instructor permission.
Covers information processing systems, analytical reasoning strategies, concept development and retention, and patterns of organization with emphasis on applying reading strategies to college expository text.

REA 223 Critical Reading and Analysis
3 credit hours
Prerequisite: REA 090, or REA 151 with a grade of "C" or better, or Reading assessment score of 80-120, or instructor permission.
Covers problem solving, goal setting, decision making, analyzing critical issues, constructing effective arguments, reasoning logically, organizing and interpreting visual perceptions, evaluating beliefs based upon experiences, and examining the symbolic nature of language. Emphasizes creating a learning environment where students are able to read and think both critically and creatively.

REA 225 Exploring Diversity Issues
3 credit hours
Prerequisite: REA 151 or REA 223 with a grade of "C" or better, or Reading assessment score of 80-120, or instructor permission.
Assist students in developing diversity awareness. Emphasizes the

strengths inherent in mastering a developmental framework for awareness and application of diversity-related concepts.

RTE — RADIOLOGIC TECHNOLOGY COURSES

RTE 101 Introduction to Radiography
2 credit hours
Prerequisites: ENG 121, MAT 099 or MAT 121 or higher, BIO 201 and BIO 202 or BIO 106, and PSY 101, SOC 101 or PSY 235.
Offers an introduction to radiology including equipment, exposure, positioning and the knowledge necessary for the radiography student to provide safe patient care including communication skills, body mechanics, patient transfer, and radiography as a profession.

RTE 111 Radiographic Patient Care
2 credit hours
Prerequisites: BIO 201 and BIO 202,or BIO 106, ENG 121, MAT 099 or MAT 121 or higher, PSY 101 or SOC 101,or PSY 235 and RTE 101.
Corequisites: RTE 121, RTE 141, RTE 181
Offers expansion of the information presented in RTE 101, including diversity, universal precautions, legal considerations and ethics. Includes lecture and laboratory experience in the patient care areas of asepsis, vital signs, venipuncture, medical emergencies, assistance with drug administration, patient with special needs, and death and dying.

RTE 121 Radiologic Procedures I
3 credit hours
Prerequisites: BIO 106 or BIO 201 and BIO 202, ENG 121, MAT 099 or MAT 121 or higher, PSY 101 or SOC 101 or PSY 235 and RTE 101.
Corequisites: RTE 111, RTE 141, RTE 181
Introduces fundamentals of radiographic positioning, including use of radiographic equipment and safety, positioning terminology, anatomy, pathology, and skills necessary to perform radiographic procedures of the chest, abdomen, upper extremity, gastrointestinal and urinary systems.

RTE 122 Radiologic Procedures II
3 credit hours
Prerequisites: RTE 111, RTE 121, RTE 131, RTE 141 and RTE 181.
Corequisites: RTE 131 RTE 132, RTE 142, RTE 182
Introduces additional material building on RTE 121 including the knowledge of anatomy, pathology, and skills necessary to perform radiographic procedures of the lower extremity, pelvis, spine, and boney thorax.

RTE 131 Radiographic Pathology and Image Evaluation I
1.5 credit hours
Prerequisites: RTE 111, RTE 121, RTE 131, RTE 141 and RTE 181.
Corequisites: RTE 122 RTE 122, RTE 142, RTE 182.
Provides a detailed anatomic discussion of respiratory, digestive, and genitourinary systems and related medical terminology. This course will also cover the details of bony anatomy including bone structure, pathology and arthrology.

RTE 132 Radiographic Pathology and Image Evaluation II
1.5 credit hours
Prerequisites: RTE 111, RTE 121, RTE 131, RTE 141 and RTE 181.
Corequisites: RTE 122, RTE 142, RTE 182.
Provides detailed anatomic/pathologic discussion of the spine, circulatory system, nervous system and skull and related medical terminology.

RTE 141 Radiographic Equipment/Imaging I
3 credit hours
Prerequisites: BIO 106 or BIO 201 and BIO 202, ENG 121, MAT 099 or 121 or higher, PSY 101 or SOC 101 or PSY 235 and RTE 101.
Corequisites: RTE 111, RTE 121, RTE 181.
Introduces the fundamental aspects of radiographic equipment, including a basic review of physics fundamentals pertaining to X-ray production, the X-ray machine, image receptors and control of scatter radiation.

RTE 142 Radiographic Equipment/Imaging II
3 credit hours
Prerequisites: RTE 101,RTE 111, RTE 121,RTE 141 and RTE 181.
Corequisites: RTE 122, RTE 131, RTE 132, RTE 182.
Expands information covered in RTE 141 and provides in-depth knowledge of radiographic exposure and the factors that effect radiographic film quality and assurance.

RTE 181 Radiographic Internship I
5 credit hours
Prerequisites: BIO 106 or BIO 201 and BIO 202, ENG 121, MAT 099 or MAT 121 or higher, PSY 101 or SOC 101, PSY 235 and RTE 101.
Corequisites: RTE 111, RTE 121, RTE 141.
Introduces the clinical education experience at the clinical education center. The student applies knowledge learned in the classroom to the actual practice of radiography.

RTE 182 Radiographic Internship II
5 credit hours
Prerequisites: RTE 101, RTE 111, RTE 121, RTE 141, RTE 181
Corequisites: RTE 122,, RTE 131, RTE 132, RTE 142
Introduces additional concepts and more complex radiographic procedures to those learned in Internship I.

RTE 183 Radiographic Internship III
7 credit hours
Prerequisites: RTE 111, RTE 121, RTE 122, RTE 131, RTE 141, RTE 142, RTE 181
Reinforces the basic concepts of Clinical Internship I and II.

RTE 221 Advanced Medical Imaging
3 credit hours
Prerequisites: RTE 111, RTE 121, RTE 131, RTE 141, RTE 142, RTE 181, RTE 182, RTE 183
Corequisites: RTE 231, RTE 281
Introduces advanced imaging techniques including radiography of the cranium, facial bones and special radiographic procedures. These concepts are combined with the basic oral communication techniques necessary for the professional radiographer.

RTE 231 Radiation Biology/Protection
2 credit hours
Prerequisites: RTE 111,RTE 121, RTE 131, RTE 141, RTE 142, RTE 181, RTE 182, RTE 183
Corequisites: RTE 221, RTE 282
Provides the basic knowledge and understanding of the biologic effects of ionizing radiation and radiation protection and safety.

RTE 240 Principles of CT Imaging
3 credit hours
Prerequisite: ARRT or NMTCB License
Exploration of the history, physical principles and instrumentation involved in Computed Tomography (CT). CT image creation, processing and display will be examined from data acquisition through post-processing and archiving. Patient factors and other related elements affecting image quality will be explained, as well artifact production and reduction. Radiation protection practices and quality control will also be explored.

RTE 255 Multiplanar Sectional Imaging
2 credit hours
Prerequisite: ARRT or NMTCB Registered
Offers a course designed to increase knowledge in multi-planar/multi-

modality sectional anatomy for imaging professionals, radiologic technology students, and other interested health care professionals. Correlative studies of line drawings, cadaverous photographs, MRI, and CT images are thoroughly studied.

RTE 281 Radiographic Internship IV
8 credit hours
Prerequisites: RTE 111, RTE 121, RTE 122, RTE 131, RTE 132, RTE 141, RTE 142, RTE 181, RTE 182, RTE 181
Corequisites: RTE 221, RTE 231
Introduces the student to the radiographic specialty areas of Pediatrics, Geriatrics, the out-patient clinic, as well as increasing proficiency in general radiography.

RTE 282 Radiographic Internship V
8 credit hours
Prerequisites: RTE 111, RTE 121, RTE 122. RTE 131, RTE 132, RTE 141, RTE 142, RTE 181, RTE 182, RTE 183, RTE 281
Corequisite: RTE 289
Introduces the student to the radiographic specialty areas of pediatrics, geriatrics, the outpatient clinic, portable and trauma radiography as well as increasing proficiency in general radiography.

RTE 284 Advanced Clinical (CT Clinical Internship)
1 - 6 credit hours
Prerequisite: ARRT or NMTCB registered
Provides the student with supervised hands-on training in advanced field of medical imaging. Allows the student to gain the clinical experience necessary to work in the specified area of advanced practice.

RTE 289 Radiographic Capstone
3 credit hours
Prerequisites: RTE 111, RTE 121, RTE 122, RTE 131, RTE 132, RTE 141, RTE 142, RTE 181, RTE 182, RTE 183, RTE 221, RTE 231, RTE 281
Corequisite: RTE 282
Prepares the radiologic technology student to effectively search for a job in radiography and sit for the American Registry of Radiologic Technology examination.

RTH — RADIATION THERAPY COURSES
RTH 221 Principles of Radiation Therapy I
3 credit hours
Introduces the radiation therapy profession. Develops understanding of the principles of the cancer management team emphasizing patient care and assessment, detection and diagnosis, and imaging and processing. Introduces treatment machines and quality assurance fundamentals for treatment procedures.

RTH 222 Principles of Radiation Therapy II
2 credit hours
Develops ability to think critically about therapist's role for continuous quality improvement in Radiation Oncology. Emphasizes the simulation process for localization of target and treatment volumes. Categorizes treatment machines, immobilization devices, and relates surface and sectional anatomy for simulation and treatment procedures.

RTH 225 Oncology Pathophysiology
3 credits
Content is designed to introduce concepts related to the disease process. An emphasis on etiological considerations, neoplasia, and associated diseases in the radiation therapy patient. Explain principles of oncologic pathophysiology and the interactions of radiation with cancer cells, tissues and the body as a whole. Discussion of the theories and principles of tolerance dose, time-dose relationships, fractionation schemes and the relationship to the clinical practice of radiation therapy will be discussed, examined and evaluated.

RTH 242 Radiation Physics
3 credit hours
Presents radiation oncology physics as it is practiced in the clinic: structure of matter, nuclear transformations, production of x-rays and interactions, measurement of ionizing radiation and absorbed dose, quality of x-ray beams, radiation protection and brachytherapy.

RTH 243 Oncology Principles and Practice
2 credit hours
Examines and evaluates the management of neoplastic disease applying concepts and principles of the patient condition, treatment and prognosis. Uses case studies to integrate physiology, histology, grading, and staging with treatment of anatomical regions and outcomes.

RTH 244 Oncology Principle & Practice II
2 credit hours
Examines and evaluates the management of neoplastic disease applying concepts and principles of the patient condition, treatment and prognosis. Uses case studies to integrate physiology, histology, grading, and staging with treatment of anatomical regions and outcomes.

RTH 245 Portal Design I
3 credits
Simulate typical radiation therapy treatment portals designed for radiation therapy treatments. To include specific anatomy and primary routes of spread for sites where radiation is traditionally indicated in a patients treatment management for the following anatomic areas : Head & Neck, Central Nervous System, Breast, Lung.

RTH 246 Portal Design II
2 credits
Simulate typical radiation therapy treatment portals designed for radiation therapy treatments. To include specific anatomy and primary routes of spread for sites where radiation is traditionally indicated in a patients treatment management for the following: Gastrointestinal Cancers, Genitourinary Cancers, Gynecological Cancers.

RTH 247 Portal Design III
2 credits
Simulate typical radiation therapy treatment portals designed for radiation therapy treatments. To include specific anatomy and primary routes of spread for sites where radiation is traditionally indicated in a patients treatment management for the following: Pediatric Cancers, Soft Tissue Sarcomas, Radiation Therapy Emergencies.

RTH 261 Treatment Planning
3 credit hours
Analyses principles of multiple beam planning to determine dose distribution for specific anatomic sites. Applies complex dose calculations. Constructs and compares isodose distributions. Interprets and critiques treatment plans and brachytherapy procedures.

RTH 275 Special Topics: Radiation Therapy Dosimetry I
3 credit hours
Presents introductory fundamentals and principles applicable to dosimetry calculations for Radiation Therapy. Provides educational background for a current clinical employment position, supplements current education and experience in radiation therapy dosimetry and assists in preparation for the certification examination administered by the Medical Dosimetry Certification Board.

RTH 281 Internship I
7 credit hours
Synthesizes the leadership skills required for patient care and management in simulation, treatment planning and delivery of treatment. The student completes core competency documentation.

There will be a scheduled 2-hour lab time for the learner to use the computer for clinical assignments as needed.

RTH 282 Internship II
8 credit hours
Synthesizes the leadership skills required for patient care and management in simulation, treatment planning and delivery of treatment. The student completes core competency documentation. There will be a scheduled 2-hour lab time for the learner to use the computer for clinical assignments as needed.

RTH 283 Internship III
11 credit hour
Synthesizes the leadership skills required for patient care and management in simulation, treatment planning and delivery of treatment. The student continues core competency documentation and assists with a brachytherapy procedure. There will be a scheduled 2-hour lab time for the learner to use the computer for treatment planning assignments as needed.

RTH 284 Internship IV
8 credit hours.
Synthesizes the leadership skills required for patient care and management in simulation, treatment planning and delivery of treatment. The student completes core competency documentation. There will be a scheduled 2-hour lab time for the learner to use the computer for clinical assignments as needed.

RTH 289 Capstone
2 credit hours
Culminates the theory and quality management for delivery of radiation therapy treatments. Prepares for job readiness and applies test-taking skills in preparation for the national registry examination.

SCI — SCIENCE COURSES
SCI 155 Integrated Science I - Physics and Chemistry: GT-SC1
4 credit hours
Prerequisite: Designed for education majors. Grade of "C" or better in MAT 090, ENG 090 and REA 090 or Math assessment score of 61 (EA) or better, English assessment score of 95 or better and Reading assessment score of 80 or better.
Course Note: This class is designed for students who are seeking an AA degree with an emphasis in education.
Examines the nature of energy and matter, their interactions and changes, and the application of fundamental concepts to the study of our natural world. These concepts will be explored in hands-on laboratory experiments. This course integrates the fundamental concepts and ideas about the nature of physics and chemistry with the natural world. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

SCI 156 Integrated Science II - Earth and Life Science: GT-SC1
4 credit hours
Prerequisite: Designed for education majors. Grade of "C" or better in MAT 090, ENG 090 and REA 090 or Math assessment score of 61 (EA) or better, English assessment score of 95 or better and Reading assessment score of 80 or better.
Course Note: This class is designed for students who are seeking an AA degree with an emphasis in education.
Examines earth and biological systems, living and non-living environments, through the application and refinement of fundamental energy and matter concepts. These systems and concepts will be explored in hands-on laboratory experiments. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

SOC — SOCIOLOGY COURSES
SOC 101 Introduction to Sociology I: GT-SS3
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Examines the basic concepts, theories, and principles of sociology as well as human culture, social groups, and the social issues of age, gender, class, and race. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

SOC 102 Introduction to Sociology II: GT-SS3
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Examines social institutions and organizations from the macro perspective. Emphasizes issues of social change, demography, social movements, and conflicts and trends within education, religion, family, political, and economic structures. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

SOC 201 Introduction to Gerontology
3 credit hours
Prerequisite: ENG 121 with a grade of "C" or better and SOC 101 or SOC 102.
Acquaints students with the major issues and concepts pertinent to the field of gerontology. The course introduces various theoretical perspectives on aging, the changing trends in life expectancy and other demographic considerations, and the interrelationship between elders and key social institutions. It provides an overview of physical, cognitive, and socioemotional factors associated with aging.

SOC 203 Urban Socio-Anthropology
3 credit hours
Prerequisite: ENG 121 with grade of "C" or better and ANT 101 or SOC 101 or SOC 102.
Examines how cities and city life are shaped by cultural, social, political, and economic forces operating at many different levels. Additionally, SOC 203 examines the history and theoretical roots of urban anthropology and sociology, ethnographic fieldwork in urban environment, and urban social organization in cross-cultural perspectives.

SOC 205 Sociology of Family Dynamics: GT-SS3
3 credit hours
Prerequisite: ENG 121 with grade of "C" or better and SOC 101 or SOC 102.
Develops an understanding of marriage, family and kinship. It examines the family as an institution and how social, cultural and personal factors influence family relations. The stability and diversity of the family will be explored, along with current trends and some alternative life styles. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

SOC 207 Environmental Sociology: GT-SS3
3 credit hours
Prerequisite: ENG 121 with a grade of "C" or better and SOC 101 or SOC 102.
Examination of humans and the environment from an ecological perspective. Focuses on industrial and economic growth versus stainability, natural resources development and management, environmental values and social movements, and comparative perspectives on people's relationship to the environment. Review of the "Green" movement and other environmental movements and their impacts upon social dynamics, the environment, and the evolution of social movements. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

SOC 210 Technology and Society
3 credit hours
Prerequisite: ENG 121 with a grade of "C" or better and SOC 101 or SOC 102.
This course analyzes the relationship between technology and human society and culture; how technology has influenced the development of society and how social and cultural forces have influenced the development of technology. The course will examine both current and historical examples of key technologies and the ways their development and utilization have been contextualized by society and culture. In particular, the course will explore the implications of living in a modern society defined by increasing dependence on complex technologies and rapid technological change.

SOC 215 Contemporary Social Problems: GT-SS3
3 credit hours
Prerequisite: ENG 121 with a grade of "C" or better and SOC 101 or SOC 102.
Explores current social issues that result in societal problems. It focuses on such issues as civil liberties, gender discrimination, substance abuse, crime, poverty, and social change. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

SOC 216 Sociology Of Gender: GT-SS3
3 credit hours
Prerequisite: ENG 121 with a grade of "C" or better and SOC 101 or SOC 102.
Gives students the theoretical and factual background necessary to understand the phenomenon of gender stratification in American and other cultures. Students will be exposed to a history of gender stratification in human societies, theoretical explanations for this and insights into the consequences of gender differentiation in our world today. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

SOC 218 Sociology of Diversity: GT-SS3
3 credit hours
Prerequisite: ENG 121 with a grade of "C" or better and SOC 101 or SOC 102.
Explores the variety of intergroup relations regarding race, nationality, ethnicity, gender, sexual orientation, and other diversity issues. Patterns of prejudice, discrimination and possible solutions to these issues will be addressed. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

SOC 220 Sociology of Religion: GT-SS3
3 credit hours
Prerequisite: ENG 121 with a grade of "C" or better and SOC 101 or SOC 102.
Provides an introduction to the sociology of religion, including a comparative and critical examination of world religions, by focusing on sociological interpretation and explanation of the role of religion in human culture. The interaction between society and religion is thus examined as are a wide variety of religious beliefs and practices. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

SOC 223 Chicanos in a Changing Society
3 credit hours
Prerequisite: ENG 121 with a grade of "C" or better.
Explores the lives and roles of Chicanos and Chicanas (Americans of Mexican descent). It introduces students to the Chicano community, its historical, political and social development. It explores the ways in which Chicano communities interrelate with Anglo and multicultural societies as well as its future prospects.

SOC 231 The Sociology of Deviant Behavior: GT-SS3
3 credit hours
Prerequisite: ENG 121 with a grade of "C" or better and SOC 101 or SOC 102.
Examines the nature, identification, and explanation of deviant categories. Theories, and philosophies as well as methods of treatment related to deviancy will also be considered. The course will study society's attempts to control, change, and institutionalize those acts, individuals or groups that a population may deem unacceptable. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

SOC 237 Sociology of Death and Dying: GT-SS3
3 credit hours
Prerequisite: ENG 121 with a grade of Grade of "C" or better and ANT 101 or PSY 101, or PSY 102 or SOC 101 or SOC 102.
Provides an opportunity to familiarize students and professionals with the needs and issues surrounding dying and death. This course will provide sociological, psychological, religious, historical and anthropological perspectives for interpreting contemporary American customs dealing with dying, death and bereavement. We will examine the professions associated with death and dying, such as hospice, funeral and crematory institutions, and medical care. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

SOC 265 Violence and Culture
3 credit hours
Prerequisite: ENG 121 with a grade of "C" or better and ANT 101 or SOC 101.
Examines the concepts, relationships, organizations, and research as they relate to violence in multiple cultural settings. This course assists in developing an understanding of societal and institutional causes of violence; explores resources for intervention and treatment; and provides service learning applications in violence assessment, treatment, and victim assistance.

SOC 275 Special Topics
0-12 credit hours
Prerequisite: ENG 121 with a grade of "C" or better.
Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

SOC 285 Independent Study
0-12 credit hours
Prerequisite: ENG 121 with a grade of "C" or better.
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

SPA — SPANISH COURSES
SPA 101 Conversational Spanish I
3 credit hours
Offers beginning students the skills necessary to understand and speak Spanish. The material includes basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

SPA 102 Conversational Spanish II
3 credit hours
Prerequisite: SPA 101
Offers students the skills necessary to understand and speak Spanish. The material continues to cover basic conversations patterns, expressions, and grammar.

SPA 111 Spanish Language I
5 credit hours
Deals with the development of functional proficiency in listening, speaking, reading and writing the Spanish language. Note: The order of the topics and methodology will vary according to individual texts and instructors.

SPA 112 Spanish Language II
5 credit hours
Prerequisite: SPA 111
Continues Spanish Language I in the development of functional proficiency in listening, speaking, reading and writing the Spanish language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

SPA 115 Spanish for the Professional I
3 credit hours
Prerequisite: SPA 111 or SPA 112 or instructor consent.
Designed as an introduction to a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others.

SPA 211 Spanish Language III: GT-AH4
3 credit hours
Prerequisite: SPA 112 or instructor consent.
Continues Spanish Language I and II in the development of increased functional proficiency in listening, speaking, reading and writing the Spanish language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. This course is one of the Statewide Guaranteed Transfer courses. GT-AH4

SPA 212 Spanish Language IV: GT-AH4
3 credit hours
Prerequisite: SPA 211 or instructor consent.
Continues Spanish Language I, II and III in the development of in-creased functional proficiency in listening, speaking, reading, and writing the Spanish language. Note: the order of the topics and methodology will vary according to individual texts and instructors. This course is one of the Statewide Guaranteed Transfer courses. GT-AH4

SPA 215 Spanish for the Professional II
3 credit hours
Prerequisite: SPA 115
Continues SPA 115 in the development of a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others.

SPA 261 Grammar for the Heritage Language Speaker
3 credit hours
Prerequisite: Instructor consent
Provides formal grammatical instruction to Foreign Language students whether native or bilingual who want to develop their existing proficiency in the target language.

SPA 262 Composition For The Heritage Language Speaker
3 credit hours
Prerequisite: Instructor consent
Provides formal composing instruction to Spanish Language students whether native or bilingual who want to develop their existing proficiency in the target language.

SPA 285 Independent Study
0-12 credit hours
Prerequisite: Instructor consent
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

TEC — TECHNOLOGY COURSE
TEC 205 Geometric Dimensioning and Tolerancing
3 credit hours
Enables students to interpret geometric dimensioning and tolerancing (GDT) in machining or drafting. The course covers math formulas, tolerancing systems, modifiers, symbols, datums, and tolerances of form, profile, orientation, runout, and location. Students learn the generation of a working drawing is a team effort between design, drafting, manufacturing, and quality control.

THE — THEATRE COURSES
THE 105 Theatre Appreciation: GT-AH1
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Includes discussions, workshops and lectures designed to discover, analyze and evaluate all aspects of the theatre experience: scripts, acting, directing, staging, history, criticism and theory. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

THE 106 Cross-Cultural Storytelling
4 credit hours
Offers international students and American students the opportunity to share ethnic/cultural experiences by using the theatre techniques of storytelling, improvisation, mime, verbal and non-verbal language, scripting and staging techniques resulting in performance projects.

THE 108 Play Reading
2 credit hours
Introduces students to methods of reading literature for the stage. The course helps students learn to read plays fluently and exercise their imaginations for visualizing how a play looks, sounds, and feels when produced.

THE 111 Acting I
3 credit hours
Covers basic acting techniques and approaches including scene study, improvisation, and script analysis. It includes practical application through classroom performance.

THE 112 Acting II
3 credit hours
Prerequisite: THE 111
Continues to explore basic acting techniques and approaches including scene study, improvisation, and intermediate script analysis. It includes practical application through classroom performance.

THE 115 Stage Movement for Actors
3 credit hours
Introduces the vocabulary of human movement, techniques of physical training, and anatomy and kinesiology for the actor. The course includes forms of basic dance and the coordination of movement with vocal delivery.

THE 129 Introduction to the Entertainment Industry
3 credit hours
Teaches the student an overview of what the entertainment industry is and what skill sets are required to enter this field.

THE 131 Theatre Production I
3 credit hours
Prerequisite: Instructor consent
Allows students to put into practice theories of theatre production. Participation in set construction, scenic artistry, costuming, lighting, sound, acting, stage managing, and administration is available.

THE 150 Comedy
3 credit hours
Helps students learn improvisation comedy skills, stand-up comedy skills for performance along with the business aspect of comedy. Students will learn the career and marketing of putting together a show for performance.

THE 151 Stagecraft I
3 credit hours
Focuses upon fundamental theories and construction of flats, plat-

forms, stair units, soft scenery and other aspects of Stagecraft.

THE 211 Development of Theatre I: GT-AH1
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores..
Surveys the history and evolution of drama from Ancient Greece to the Renaissance, emphasizing all aspects of the art from period values to analysis of dramatic literature and performance. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

THE 212 Development of Theatre II: GT-AH1
3 credit hours
Prerequisite: THE 211
Surveys the history and evolution of drama from the Renaissance to the present, emphasizing all aspects of the art from period values to the analysis of dramatic literature and performance. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

THE 215 Playwriting
3 credit hours
Prerequisite: ENG 090 with a grade of "C" or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores..
Gives students the opportunity to learn and practice playwriting techniques, thereby improving creative writing skills. Elements of dramatic structure, dialogue, styles and theatrical practices are emphasized.

THE 218 Readers Theatre
3 credit hours
Studies ensemble interpretation of literature—poetry, prose, and drama, primarily through the medium of the spoken word.

THE 220 Directing I
3 credit hours
Prerequisites: THE 105 and THE 111 or THE 215
Covers basic techniques for stage directing in contemporary theatre. Topics to be covered include stage composition, script analysis, work with actors, and the collaborative role of the director.

THE 240 Theatre Voice and Diction
3 credit hours
Provides students with individual tutorials which define, design and apply specific vocal techniques to abate singing and speech difficulties. Master class performances provide the opportunity to conjure the energy, charisma and stage command necessary for presentations.

THE 284 Internship: Theatre
1 - 6 credit hours
Prerequisite: Instructor consent
Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

THE 285 Independent Study
0-12 credit hours
Prerequisite: Instructor consent
Provides structured and guided, individualized research that is organized and tailored around the interests and needs of the individual student.

VET — VETERINARY TECHNOLOGY COURSES

VET 106 Exotic Animal Husbandry and Handling
2 credit hours
Prerequisites: BIO 111, ENG 121 and admission into the Veterinary Technology program.
Designed to provide students knowledge and skills required for veterinary technicians. This course focuses on exotic animal husbandry, handling, restraint and specific problems encountered with exotic animals.

VET 108 Introduction to Laboratory Procedures
3 credit hours
Prerequisites: BIO 111, ENG 121 and admission into the Veterinary Technology program.
Corequisites: VET 116, VET 120 and VET 205
Studies the biology, clinical appearance and laboratory diagnosis of parasitic diseases of veterinary and zoonotic importance.

VET 115 Surgical Nursing
2 credit hours
Prerequisites: VET 108, VET 116, VET 205
Corequisites: VET 206, VET 224
Constructed for the student with limited background in veterinary medicine. The course expresses the need for familiarity with instruments, surgical support equipment, and proficiency in the proper preparation of the operating room.

VET 116 Humane Treatment and Handling of Animals
3 credit hours
Prerequisite: Admission into the Veterinary Technology program.
Corequisites: VET 108, VET 120 and VET 205
Designed to give students knowledge and skills required for veterinary technicians. The course focuses upon animal welfare and humane treatment during handling and restraint, behavior, safety, equipment choice, and typical clinical procedures.

VET 120 Office Procedures and Relations
2 credit hours
Prerequisite: Admission into the Veterinary Technology program.
Corequisites: VET 108, VET 116, VET 205
Presents commonly encountered clinical procedures with the emphasis on the role of the veterinary technician in the management of veterinary patients and records. The course also includes introduction to veterinary management software and online veterinary services.

VET 134 Diagnostic Imaging
2 credit hours
Prerequisites: VET 108, VET 116, VET 205, VET 206
Corequisite: VET 187
Covers selected areas of diagnostic imaging with an emphasis on radiology. Topics will include radiation properties, x-ray production, radiographic equipment, darkroom procedures, the radiographic image, animal positioning and radiation safety. An introduction to special imaging techniques such as computed tomography (CT scan) and ultrasound will also be included.

VET 182 Internship I
3 credit hours
Prerequisites: VET 108, VET 116, VET 120, VET 205
Corequisites: VET 115, VET 206, VET 224
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.

VET 187 Cooperative Education: Diagnostic Imaging
1 credit hour
Prerequisite: VET 116, VET 205, VET 206
Corequisite: VET 134
Gains experience utilizing radiographic equipment, positioning of animals for radiographs, developing a technique chart and radiographic film. This is a one credit class which requires 45 contact hours in a private practice or research related facility.

VET 205 Veterinary Anatomy and Physiology I
4 credit hours
Prerequisite: BIO 111, ENG 121 and admission into the Veterinary Technology program.
Corequisite: VET 108, VET 116, VET 120
Provides background in the anatomy and physiology of animals. The class covers the structure and function of each body system, including skeletal, muscular, circulatory, integumentary, and respiratory. Other subjects include principles of metabolism and unique characteristics of common domestic species. Applied laboratory experiences are included.

VET 206 Veterinary Anatomy and Physiology II
4 credit hours
Prerequisites: VET 108, VET 115 VET 205
Corequisites: VET 115, VET 182, VET 224
Provides additional detail in anatomy and physiology of companion and farm animal species. The class covers interrelationships between body systems including respiratory, cardiovascular, urogenital, and reproductive. Additional topics include metabolism and digestion, acid/base balance, neuroendocrinology, and reproductive endocrinology. Applied laboratory experiences are included.

VET 224 Pharmacology for Veterinary Technicians
3 credit hours
Prerequisites: VET 108, VET 116, VET 205, VET 120, VET 206
Corequisites: VET 115, VET 182, VET 206
Provides background in pharmacology principles including topics such as: mechanism of drug action, types of drugs, anesthetic agents, pharmacy management and calculations related to drug dosages.

VET 225 Anesthesiology
3 credit hours
Prerequisites: VET 108, VET 115, VET 116, VET 120, VET 182, VET 205, VET 206, VET 224
Corequisites: VET 241, VET 281
Covers appropriate forms of injectable and gaseous anesthesia for surgical and diagnostic procedures. Other topics include anesthesia monitoring, emergency procedures, and control of post-surgical pain.

VET 227 Animal Nutrition
2 credit hours
Prerequisite: Anatomy and Physiology course or graduation from an AVMA accredited school.
Gives students a foundation in the principles of animal nutrition. The course focuses on the basic elements of nutrition including the major categories of nutrients, and their sources, digestion, and metabolism. Both large and small animal feeds and feeding will be covered. The course emphasizes the relationship between nutrition and health.

VET 240 Veterinary Medicine and Surgery
4 credit hours
Prerequisites: VET 108, VET 115, VET 116, VET 120, VET 134, VET 182, VET 187, VET 205, VET 206, VET 224, VET 225, VET 227, VET 241 and VET 281.
Corequisites: VET 242, VET 243 and VET 282.
Presents commonly encountered medical and surgical conditions of the dog and cat with the emphasis on the role of the veterinary technician in the management of these entities. The course also

includes special techniques laboratories in small animal medicine that provide a hands-on teaching experience in catheterization, collection of bone marrow aspirates, and centesis.

VET 241 Clinical Laboratory Procedures
4 credit hours
Prerequisites: VET 205, VET 206
Corequisites: VET 225, VET 281
Discusses the biochemical derangements that characterize disease. Topics include proper collection and analysis of urine, blood, and cytological samples; basic principles of anatomic pathology; necropsy procedure and sample collection.

VET 242 Veterinary Critical Care
2 credit hours
Corequisites: VET 240 , VET 241 , VET 281
Provides instruction in appropriate nursing assessment, monitoring and intervention with emergencies. Uses knowledge and understanding of overall anatomy, physiology, and disease or accident process to assist in veterinarian's diagnoses and treatment.

VET 243 Veterinary Diagnostic Microbiology
3 credit hours
Prerequisites: VET 281, VET 225, VET 227, VET 241
Corequisites: VET 240, VET 242, VET 250, VET 282
Includes the biology, clinical appearance and laboratory diagnosis of bacterial and viral diseases of veterinary and zoonotic importance.

VET 250 Clinical Competency Evaluation
1 credit hour
Prerequisites: VET 108, VET 115, VET 116, VET 120, VET 134, VET 182, VET 187, VET 205, VET 206, VET 224, VET 225, VET 227, VET 241 and VET 281.
Corequisites: VET 242, VET 243 and VET 282
Evaluates the student's clinical skills and knowledge after successful completion of the internship courses, in order to prepare for the national board examination and clinical practice. Evaluation of clinical skills and knowledge includes selected clinical laboratory techniques (parasitology, hematology, urinalysis, cytology, chemistry, serology, microbiology); diagnostic imaging; office procedures; surgical preparation, instrumentation and assistance; anesthesia induction, maintenance and monitoring; restraint and handling techniques; small, large and laboratory animal diagnostic and therapeutic techniques; and pharmacology calculations, labeling and drug classification.

VET 281 Internship II
4 credit hours
Prerequisite: VET 182
Corequisites: VET 225, VET 227 and VET 241.
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.

VET 282 Internship III
5 credit hours
Prerequisites: VET 182, VET 281
Corequisites: VET 240, VET 242, VET 243
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.

WEL — WELDING AND FABRICATION COURSES

WEL 101 Allied Cutting Processes
4 credit hours
Covers setting up equipment and performing cutting and gouging operations, utilizing the oxyacetylene, air carbon arc, exothermic, and plasma arc cutting processes. This course will also provide an introduction to blueprint reading.

WEL 102 Oxyacetylene Joining Processes
4 credit hours
Introduces safety inspections, minor repairs, operating parameters, oxyacetylene welding e1quipment, and oxyacetylene welding, brazing, and soldering operations. Blueprint reading skills will be practiced in this course.

WEL 103 Basic Shielded Metal Arc I
4 credit hours
Prerequisites: WEL 101, WEL 102
Covers performing safety inspections, making minor repairs, adjusting operating parameters, and operating SMAW equipment utilizing E-6010 electrodes. Layout procedures and practices will also be introduced.

WEL 104 Basic Shielded Metal Arc II
4 credit hours
Prerequisite: WEL 103
Covers performing safety inspections, making minor repairs, adjusting operating parameters, and operating SMAW equipment utilizing E-7018 electrodes. Layout procedures will be practiced during this class.

WEL 106 Blueprint Reading for Welders and Fitters
4 credit hours
Covers interpreting weld symbols on blueprints, identifying proper layout methods and tools, and proper joint design necessary for various welding processes.

WEL 110 Advanced Shielded Metal Arc I
4 credit hours
Prerequisite: WEL 104
Covers safety inspections, minor repairs, operating parameters, operation of SMAW equipment, and SMAW operations on groove and fillet welds utilizing E-6010 and E-7018 electrodes. Layout procedures will be practiced during this course.

WEL 111 Advanced Shielded Metal Arc II
4 credit hours
Prerequisite: WEL 110
Covers safety inspections, minor repairs, operating parameters, operation of SMAW equipment utilizing various electrodes, essential welding information from codes or other standards, and performance of weld inspections.

WEL 124 Introduction to Gas Tungsten Arc Welding
4 credit hours
Prerequisites: WEL 101, WEL 102
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 credit hours
Prerequisites: WEL 101, WEL 102
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 178 Special Topics Workshop: Welding Lab
1 - 6 credit hours
Prerequisite: WEL 101, WEL 102
Corequisite: Any other welding class, except WEL 101 and WEL 102.
Provides students with an experiential learning experience.

WEL 202 Gas Metal Arc Welding II
4 credit hours
Prerequisite: WEL 125
Covers safety inspections, minor repairs, operating parameters, operation of GMAW equipment, utilizing a variety of electrodes and base metals, and fundamental principles of welding metallurgy to welding, fabrication, and inspection.

WEL 224 Advanced Gas Tungsten Arc Welding
4 credit hours
Prerequisite: WEL 124
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 credit hours
Prerequisites: WEL 110, WEL 202 or instructor consent.
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 of other students during assigned fabrication and welding operations.

College Staff

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B.S., Metropolitan State College of Denver

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M.A., B.A., University of Wyoming

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