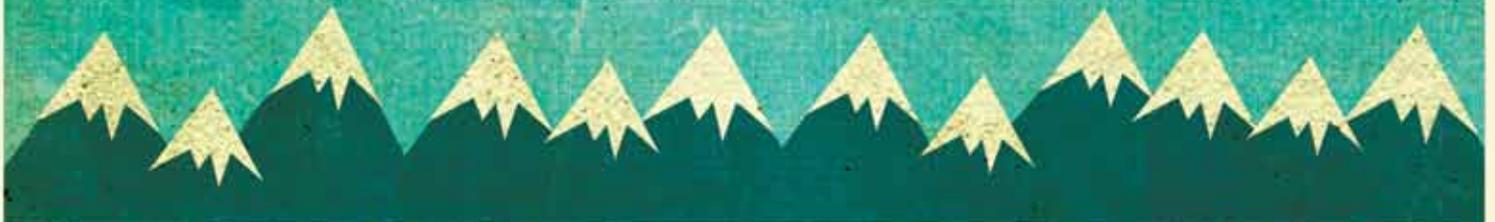




2012-2013

COMMUNITY COLLEGE OF DENVER

CATALOG



WWW.CCD.EDU

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2012/13

**COMMUNITY COLLEGE
OF DENVER**

CATALOG



Published by Community College of Denver | March 2012
www.ccd.edu



PROUD HOME OF THE CITYHAWKS

CCD reserves the right to change provisions, requirements and fees that are listed in this catalog. Without notice, CCD may cancel any course or program or change its content, description, timing, availability, location, academic credit, or any other aspect.

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.

WELCOME TO COMMUNITY COLLEGE OF DENVER



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 offer 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, offering a variety of degree and certificate programs along with 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 offers 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 offer scholarships and learning programs for HSI colleges.
- FastStart is a nationally recognized program designed to accelerate students through multiple semesters of remedial coursework, helping to improve student performance and shorten the learning curve.
- Several programs are available to assist students in achieving academic success including TRIO Student Support Services, 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, CCD 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

A handwritten signature in black ink, appearing to read 'Cliff Richardson'. The signature is fluid and cursive, written in a professional style.

INTERIM PRESIDENT COMMUNITY COLLEGE OF DENVER

INSTITUTIONAL ACCREDITATION



INSTITUTIONAL ACCREDITATION

CCD is accredited by The Higher Learning Commission and a member of the North Central Association.

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

MEMBERSHIPS

 CCD is a member of the following:

American Association of Community Colleges
Hispanic Association of Colleges and Universities

CCD PROGRAM ACCREDITATIONS

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

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

PRACTICAL NURSING CERTIFICATE

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

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

HOW THIS CATALOG CAN HELP STUDENTS SUCCEED



This catalog is a valuable tool in answering your questions and helping you while you are at Community College of Denver. The CCD Catalog is organized to guide you through each step of your college career at this institution:

- **ADMISSION/REGISTRATION**
- **TUITION AND FEES**
- **FINANCIAL AID**
- **CAMPUS SERVICES**
- **SELECTED POLICIES**
- **DEGREE AND CERTIFICATE REQUIREMENTS**
- **COURSE DESCRIPTIONS**
- **FACULTY AND STAFF INFORMATION**

If you have any questions about the material in this catalog or need help in planning your educational goals, please see a CCD Advisor or Educational Case Manager.

This catalog is one of three publications that are essential to a student's success at Community College of Denver. The other two publications are:

- **SCHEDULE OF CLASSES** | a semester publication of classes offered. The schedule is available online and in print.
- **STUDENT HANDBOOK** | an annual publication of regulations and resources at CCD. The handbook is distributed to students attending orientation and available for pick-up at the Welcome Center.

Which Catalog To Use

This catalog is effective Summer Semester 2012 through Spring Semester 2013. First time students at Community College of Denver and former CCD students who are returning after not having attended during the past 12 months should use this catalog. A continuing student is subject to the requirements of the catalog that was in effect for the term in which they were admitted to CCD. Students also have the option of using the catalog that was in effect when they 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.

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. Some courses are taught only when there is a demand for specific instruction to complete a major curriculum. For a list of courses available each semester, students should consult the current class schedule.

Where to Find Catalog Updates

This catalog is true and accurate at time of publication. Additions and changes may occur because of changes in state, system, or college regulations, or accreditation requirements. Updates, changes, and addendums to this catalog can be found on the CCD website: www.ccd.edu.

TELEPHONE DIRECTORY

303-556-2481	Academic Advising Center
303-556-2497	Academic Support Center
303-556-2520	Academic Technology Center
303-556-2420	Admissions, Registration & Records Admissions; Graduation; College Opportunity Fund (COF); International Student Services; Records; Registration, Residency; Transfer Credit; Veterans Affairs
303-556-2400	Auraria Operator
303-556-3300	Voice/TDD
303-556-4286	Bookstore, Auraria
303-556-2401	Campus Closure
303-556-5000	Campus Police
303-556-3210	Campus Recreation
303-352-3306	Career Development Center
303-556-6305	Career & Technical Tutoring Services
303-556-2075	Cashier
303-556-2600	CCD Call Center
303-556-2487	Center for Career & Technical Education Accounting; Business Administration; Business Technology; Computer Information Systems; Criminal Justice; Early Childhood Education; Economics; Education; Elementary Education; Engineering Graphics; Fabrication Welding; Geography; Information Technology, Machine Technologies; Political Science
303-556-8455	Center for Educational Advancement Developmental English; Developmental Math; English as a Second Language; FastStart@CCD; GED Institute/Adult Basic Education; Reading/Study Skills
303-365-8300	Center for Health Sciences at Lowry Dental Hygiene; Electroneurodiagnostics; Emergency Medical Services; Health Information Technology; Medical Office Technology; Nursing (LPN); Nurse Aide; Radiologic Technology; Radiation Therapy; Veterinary Technology
303-556-2473	Center for Language, Arts & Behavioral Sciences 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; Women's Studies
303-556-2460	Center for Math & Science Astronomy; Biology; Chemistry; Computer Science; Geology; Human Nutrition; Mathematics; Nutrition; Physics; Pre-Dental; Pre-Engineering; Pre-Medical; Pre-Pharmacy; Pre-Physical Therapy; Pre-Veterinary Science; Science
303-556-3300	Center for Persons with Disabilities (CPD)/ Accessibility Center
303-556-2439	Children's College Early Childhood Education; Elementary Education
303-352-3301	College Pathways Concurrent Enrollment; ASCENT; Early & Middle Colleges

303-556-2520	Computer Labs
	Corporate Training Center <i>(see Performance Solutions)</i>
303-365-8303	Dental Hygiene
	Early & Middle Colleges <i>(see College Pathways)</i>
303-629-9226	Educational Opportunity Center/TRIO
9-911	Emergency
303-556-5503	Financial Aid
303-556-4964	First Generation Student Success (FGSS)/ First Year Experience (FYE)
303-556-6333	Gay, Lesbian, Bisexual, Transgender (GLBT) Student Services at Auraria
303-556-2487	Information Technology
303-556-6178	Institutional Research & Planning
303-352-3302	Instructional Support
303-556-3564	International Student Services
303-556-2639	Library, Auraria
303-352-3351	Multicultural Resource Center
	Nursing & Allied Health Programs <i>(see Center for Health Sciences)</i>
303-556-2000	Parking & Transportation, Auraria
303-352-6925	Performance Solutions — Customized & Contract Training
303-556-3786	President's Office
303-352-3048	Provost
303-556-2420	Records <i>(See Admissions, Registration & Records)</i>
303-556-6089	Recruitment & Student Outreach
303-352-3788	New Student Orientation
	Registration & Records <i>(see Admissions, Registration & Records)</i>
303-289-1249	Satellite Location — CCD North
303-556-2597	Student Life
303-556-4964	Student Support Services/TRIO
303-556-3787	Teaching/Learning Center (TLC)
303-556-3810	Testing Center
303-556-2461	Transfer Success Center
303-556-6200	Veterans Office
303-352-3074	Vice President for Student Development
	Vocational Tutoring Services <i>(see Center for Career & Technical Education)</i>
303-352-6920	Workplace Learning Project

ABOUT COMMUNITY COLLEGE OF DENVER



WELCOME TO CCD

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 towards a certificate or 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.

Education at CCD is affordable, whether you study at the main Auraria campus, one of our satellite locations, 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 any way, any place, and any time.

We know you'll 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!

CCD GUIDING PRINCIPLES

Vision

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.

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, CCD benefits the state's economy and serves its citizens through public programs and community service.

Values

- **STUDENT LEARNING AND DEVELOPMENT**
- **EXCELLENCE AND INNOVATION**
- **EDUCATIONAL ACCESS AND DIVERSITY**
- **INTEGRITY, ACCOUNTABILITY AND COLLABORATION**

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 is an equal opportunity educational institution and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender expression, age, veteran status, or disability. It also does not tolerate acts of ethnic intimidation, which are unlaw-

ful acts against persons or groups because of race, color, ancestry, religion, or national origin for the purpose of inciting and provoking bodily injury or damage to property.

The following office has been designated to handle inquiries regarding nondiscrimination policies:

HUMAN RESOURCES/TITLE IX OFFICER

PO Box 173363, Campus Box 240
Denver, CO 80217-3363
303-352-3037

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 17,000. 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.

CAMPUS INFORMATION

Auraria Campus

CCD's main 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 Sports Authority 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; Elitch Gardens; and the Downtown Aquarium.

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.

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 Center for Health Sciences is located on the former Lowry Air Force Base bordering east Denver and west Aurora.

GAINFUL EMPLOYMENT

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

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 transfer of 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

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 towards a certificate or degree.

constraints of specialization. Transferability of the AGS depends upon the courses taken and the receiving institution. See your 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 faculty & staff are committed to the following institutional outcomes.

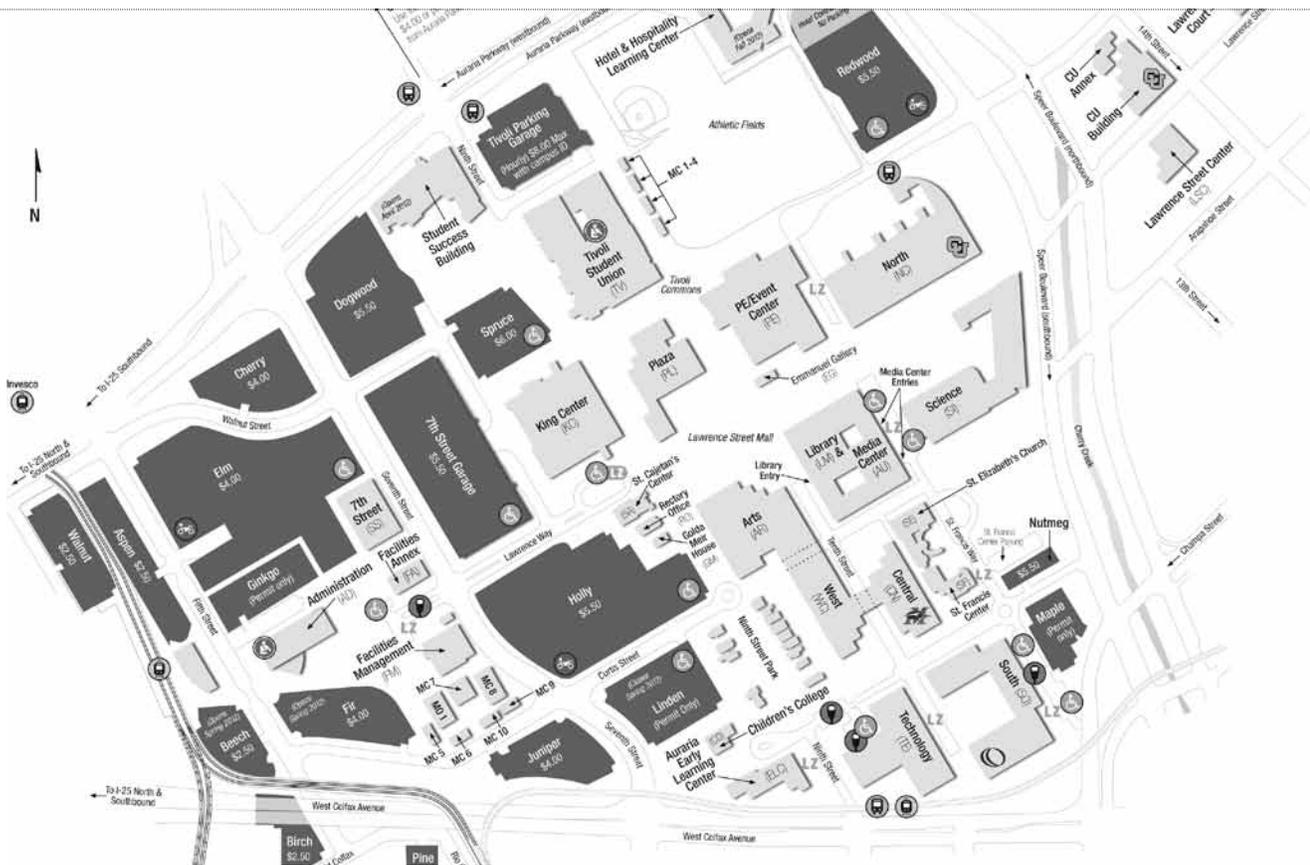
A CCD graduate will be:

1. A numeric thinker who is able to draw conclusions from relevant data and mathematical information.
2. Personally responsible and able to exhibit ethical decision making and professional behavior.
3. Globally aware and will understand the value of community, embrace cultural differences and acknowledge the impact of his or her actions.
4. An effective communicator who is able to express himself or herself coherently and effectively in writing and speech.
5. A complex thinker who will explore and evaluate multiple sources of information and make relevant connections to solve problems.
6. An effective and ethical user of technology who exhibits current technological skills and who is responsible and aware of legal parameters when using technology to complete tasks and solve problems. 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., South Classroom Building
 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

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

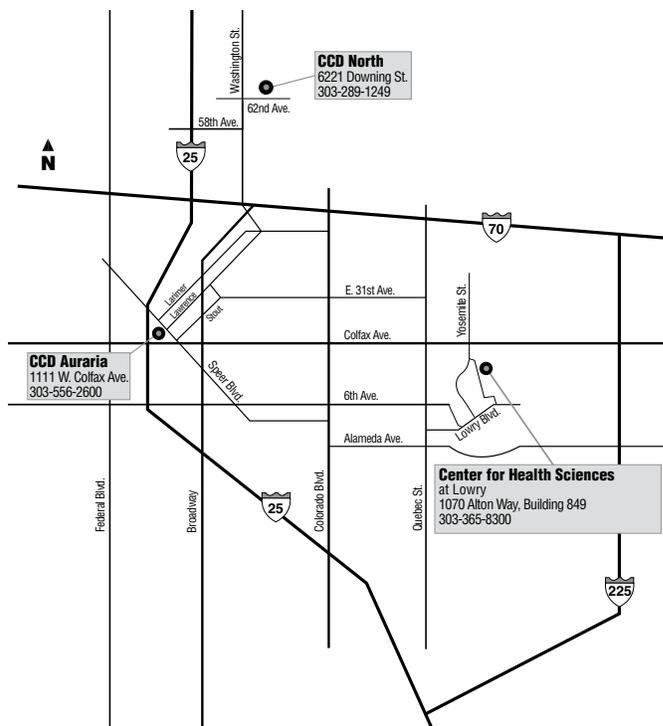
Centers for Health Sciences, 1070 Alton Way, Building 849
 Denver, CO 80230
 RTD Routes: #10, #73, #6, #3, #3L, #105, #65, #65A, #11, #15, #15L

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 | 303-289-1249

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



ACADEMIC CALENDAR



SUMMER 2012

- MAY 29** Classes begin, check schedule for alternative late start dates
- JULY 4** Independence Day *(No classes/all locations open)*
- AUG. 6** Last day of classes

FALL 2012

- AUG. 20** Classes begin, check schedule for other late start dates
- SEPT. 3** Labor Day Holiday *(No classes/all locations closed)*
- NOV. 22** Thanksgiving Holiday *(No classes/all locations closed)*
- NOV. 19-25** Fall Break *(No classes/offices open M-W & F)*
- DEC. 10** Last day of classes
- DEC. 25-JAN.1** Holiday Break *(No classes/all locations closed)*

SPRING 2013

- JAN. 21** Martin Luther King, Jr. Holiday *(No classes/all locations open)*
- JAN. 22** Classes begin, check schedule for alternative late start dates
- MARCH 25-31** Spring Break *(No classes/all locations open)*
- MAY 13** Last day of classes
- MAY (TBD)** CCD Commencement

LEARNING OPTIONS

To meet the diverse needs of students, Community College of Denver offers a variety of ways for students to reach their educational goals.

TRADITIONAL-STYLE COURSES

CCD offers traditional-style courses in which students are required to attend lecture and/or lab on specific days and times. Regular classes run for 15 weeks during fall and spring semesters. Regular classes in summer run for 10 weeks. Classroom instruction includes a minimum of 15 hours of personal contact per credit hour. Instruction may include lectures, small group discussion, labs, field trips, or other in-person delivery methods. Many traditional-style courses now include online exercises.

HYBRID COURSES

Hybrid courses include both in-class sessions and online meetings, exercises, and/or scheduled discussions. This format combines the flexibility of online courses with the opportunity to meet face-to-face with the instructor and classmates.

ONLINE COURSES

CCD Online Courses

Online courses offered through CCD operate as any class with a professor and up to 25 students. There are specific beginning and ending dates for online courses, and week by week, learners cover designated material with due dates for assignments. Learners retain control over their daily schedules and don't need to be at the computer at a specific time on a specific day. Class participation and the exchange of ideas are the foundation of CCD Online courses. Although students and professors may be geographically remote, they are definitely well connected. E-mail access and computer literacy are required.

CCOnline Courses

CCOnline is a consortium of all the community colleges in Colorado. Your teacher and classmates may come from any of the 13 community colleges. For more information, visit www.ccconline.org.

LATE-START COURSES

Late-start courses are designed to meet the needs of students who prefer to begin class during the third week of the semester or later. Late-start courses are also designed for students who enroll after the first day of classes. These courses begin late but end on the normal last day of the semester. Credit earned through late-start courses is identical to credit earned through any other CCD course.

EVENING AND WEEKEND COURSES

Evening and weekend courses are intended for students who may not be able to attend classes on weekdays. Like traditional-style courses, evening and weekend courses require attendance on specific days and times. Many evening and weekend courses may also be late-start or accelerated.

ACCELERATED COURSES

Accelerated courses offer fast-paced, intensive learning options for motivated students and are ideal for working adults who can work independently and successfully complete course work in less time than a full semester. Many accelerated courses require extensive homework, some due on the first day of class. Check class requirements and class dates carefully, as some accelerated courses are also late-start courses.

SELF-PACED COURSES

Self-paced courses start at the beginning of the semester and must be completed in one semester, allowing the student to progress at his or her own pace during the semester. Self-paced courses may have required due dates on certain assignments, depending on the course and instructor.

FASTSTART@CCD COURSES

FastStart@CCD is a program with a holistic approach designed to accelerate students through multiple semesters of developmental coursework. Students who self select into FastStart courses after meeting with the FastStart educational specialist/case manager 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. FastStart students meet for three hours, two days a week for each sequence and an additional day for AAA 101 and review sessions. Refer to page 32 for additional information on FastStart@CCD.

INTER-INSTITUTIONAL COURSES WITH MSCD & UCD

CCD and neighbor institutions Metropolitan State College of Denver (MSCD) and University of Colorado-Denver (UCD) have an inter-institutional agreement that allows CCD student to take selective courses at MSCD or UCD if space is available. The tuition will be paid at CCD, excluding any fees that may be required for selective courses. MSCD and UCD students can also take selective courses at CCD if space is available. For instruction on how to register for inter-institutional courses, please refer to Inter-institutional Registration on page 18.

WORKPLACE LEARNING COURSES

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, and math;
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, 303-352-6903.

PERFORMANCE SOLUTIONS

CCD Performance Solutions provides non-credit 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.

STUDENT SERVICES

TERMS

Academic Calendar: The period that makes up the school year. CCD's academic calendar consists of two 15-week semesters (Fall and Spring) and one 10-week Summer semester. There are set start and end dates for each semester. Payment, drop, and grading policies are run by this calendar. Not all classes follow the traditional 15-week (or 10-week in Summer) schedule.

Academic Year: Students are assigned an academic year depending upon the number of college-level credit hours that they have completed.

- 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.

Census Date: The last date a student can drop a class and receive a refund. This is also the last date a student can drop a class without it showing up on their academic record. Courses withdrawn from after this date will show on the academic record with a grade of "W". The census date varies depending upon the length of the course. Students should refer to their schedule of classes to determine the census date for each course.

Co-Requisite: When a course has a co-requisite, it means that a student is required to take another course concurrent with (or prior to) enrollment in the course. Knowing the information presented in the co-requisite course is considered necessary in order for a student to be successful in the course. It is the student's obligation to know and meet course co-requisites. These are stated in the course description section of the CCD Catalog and the Schedule of Classes. Co-requisites will be checked at registration. The student may be required to file proof of meeting co-requisites.

College-Level Courses: Courses numbered 100 or higher (e.g. MAT 121). Grades received in college-level courses are used when calculating GPA. These courses can be used to satisfy graduation requirements.

College Opportunity Fund (COF): A stipend provided to eligible undergraduate students who are Colorado residents. The stipend pays a portion of total in-state tuition for students attending a Colorado public institution or a participating private institution. The stipend is paid on a per credit hour basis to the institution at which the student is enrolled. The credit-hour amount is set annually by the General Assembly.

Consortium: A written agreement between two schools that allows a student to be co-enrolled at CCD and another institution and receive financial aid based on the combined enrollment at both institutions.

Course Load: During fall and spring semesters the typical course load for full-time CCD students is 12 or more credit hours. For tuition and certification purposes, students who register for fewer than 12 credit hours are considered part-time during the academic year.

For enrollment verification purposes, student course load (fall, spring, or summer) is defined:

- 12 credits is full time
- 9 credits is 3/4 time
- 6 credits is 1/2 time
- Less than 6 credits is less than half-time

Educational Case Manager: An advisor who is assigned to a specific academic center or special program. ECMs help students track their academic progress, provide information about important deadlines and answer questions. ECMs are available for students who have completed at least 15 credits.

Emancipation: For residency requirement purposes, a student under the age of 23 can claim emancipation if their parents or legal guardians have surrendered the right to his/her care, custody, and earnings and who no longer claim him/her as a dependent for tax purposes.

FAFSA: The Free Application for Federal Student Aid (FAFSA) is the application that must be submitted annually in order to determine eligibility for financial aid.

FERPA: Family Educational Rights and Privacy Act of 1974. Federal regulation which protects the privacy of a student's academic records.

GPA: Grade Point Average. The average grade earned by a student. This is a measure of a student's academic achievement and is calculated by dividing the total number of grade points earned by the total number of credits attempted. Only grades received in college-level courses taken at CCD are used to calculate GPA.

Home Institution: For both consortium agreements and inter-institutional registration, the home institution refers to the institution from which the student is seeking a certificate or degree. Typically, the student receives financial aid from the degree-granting institution (the home institution).

Host Institution: For both consortium agreements and inter-institutional registration, the host institution refers to the institution where the student will be visiting and taking classes to transfer back to the home institution.

Inter-Institutional Registration: CCD and neighbor institutions Metropolitan State College of Denver (MSCD) and University of Colorado-Denver (UCD) have an inter-institutional agreement that allows CCD students to take selective college-level courses at MSCD and UCD if space is available. Inter-institutional registration also allows MSCD and UCD students to take selective college-level courses at CCD if space is available.

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.

Major: The field of academic study in which a student specializes. The selected major will determine which courses are required for a student's program of study.

Pre-Requisite: When a course has a prerequisite, it means that a student must have certain knowledge to be successful in the course. The prior knowledge may be a test score or a successful completion of a prior course (e.g. must have completed ENG 060 with a grade of C or better). Completion of the prerequisite is required prior to enrolling in the course, and U/D, U/F, D, F, SP, or I grades are not acceptable. It is the student's obligation to know and meet course prerequisites. These are stated in the course description section of the CCD catalog and the Schedule of Classes. Prerequisites will be checked at registration. The student may be required to file proof of meeting prerequisites.

Remedial Courses: Courses numbered below 100 (e.g. MAT 090). Grades received in remedial courses are not used when calculating GPA and these courses generally cannot be used to satisfy graduation requirements. These are also sometimes referred to as developmental courses.

Satisfactory Progress: The status of a student who has met or exceeded the cumulative 2.0 GPA requirement as specified in CCD's Academic Progress procedures. A student must meet the Satisfactory Progress requirements in order to continue enrollment at CCD. Failure to meet Satisfactory Progress requirements could also affect financial aid eligibility.

Sequence: Set of two or more courses in one subject area usually taken in numerical order (e.g. ENG 121, ENG 122).

Withdrawal Date: The last date a student can drop a class and receive a grade of "W". No refund will be given for classes withdrawn from after the census date. Students must withdraw from their course(s) via their CCDConnect account. Students who merely stop attending classes will receive failing grades. The withdrawal date varies depending upon the length of the course. Students should refer to their schedule of classes to determine the withdrawal date for each course.

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. Apply online at www.ccd.edu.
- Record your student identification number, which should be included in your acceptance letter, in a secure location.
- Colorado residents are eligible for the College Opportunity Fund (COF) which pays a portion of your total in-state tuition. You can apply for COF through the admissions application or online at www.ccd.edu/cof.
- To transfer credit from any regionally accredited institution, provide official transcripts and complete the Transfer Credit Evaluation Request Form.

CCD Cyber Center | South 136

Drop-in help filling out your application

Educational Opportunity Center | 303-629-9226

One-on-one admissions and financial aid assistance, Call for appointment.

Admissions, Registration & Records

303-556-2420 | South 133

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 priority deadline for the FAFSA is March 1 of every year. CCD's Title IV School Code is 009542. 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.
- Check your CCDConnect account and be sure to submit any requests for documentation to the Financial Aid office as soon as possible.

Educational Opportunity Center | 303-629-9226

Admissions and financial aid assistance, call for appointment

Financial Aid | 303-556-5503 | South 135

3. MEET THE ASSESSMENT REQUIREMENT

In order to register for classes, ALL students, including transfer students and previously degreed students, must meet assessment requirements in the areas of math, reading and English. Assessment allows us to make sure that you are placed into appropriate courses. To meet the assessment requirements, you must do one of the following:

- Assess your current academic skill level by taking the placement test. You are strongly encouraged to prepare for the test by completing the Accuplacer Preparation Workbook (available at www.ccd.edu/testing and in South 136). Bring the completed workbook with you when you come to test.

OR

- Provide a copy of ACT or SAT scores (no more than five years old) with the following scores for review and possible exemption from one or all required areas.

Assessment	ACT	SAT
Reading	17	430 (Critical Reading)
English	18	440 (Critical Reading)
Math	19	460

OR

- Provide a copy of college transcripts from a regionally accredited institution to the testing center, along with the Transcript Intake form (found at www.ccd.edu/testing) for review and possible exemption from one or all required areas.

If you are here to improve your English language skills, please visit the English-as-a-Second-Language case manager in South 312 before coming to take the ESL Test.

If you believe you will need accommodations for your test due to a disability, contact the Center for Persons with Disabilities at 303-556-3300.

Testing Center • 303-556-3810 | South 223

www.ccd.edu/testing | Fax: 303-556-8027

4. ATTEND A GETTING STARTED SESSION

- Our Getting Started sessions will teach you important information about enrolling at CCD, including: how to activate your CCD email account, how to authorize the College Opportunity Fund (COF), 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/departments/AcademicAdvising.
- Activate your CCD email account. It is the official means of communication between you and the college. Record your email address and password in a secure location.

Academic Advising Center | 303-556-2481 | South 134

5. GET ADVISING

- If you are new to college or are transferring in 15 or fewer college credits, visit with the Academic Advising Center. They will review your assessment scores and help you decide which classes you should take. You may call to make an appointment with an academic advisor.

OR

- If you are transferring to CCD with more than 15 college credits, you should meet with an educational case manager based on your major. Go to www.ccd.edu/departments/AcademicAdvising for a list of case managers.

OR

- If you are interested in a health sciences program, you should meet with the educational case manager at the Health Sciences Center at Lowry.

OR

- If you need advising in English-as-a-Second-Language classes or in 030, 060 or 090 math, reading or English classes, visit the Center for Educational Advancement

- If you believe you will need accommodations for your courses, contact the Center for Persons with Disabilities/Accessibility Center. Accommodations can take time to arrange so it is best to do this as early as possible.

Academic Advising Center | 303-556-2481 | South 134

Center for Health Sciences | 303-365-8300

1070 Alton Way, Denver, CO 80230

Center for Educational Advancement

303-556-8455 | South 313

Center for Persons With Disabilities/Accessibility Center

303-556-3300 | South 134

6. REGISTER FOR CLASSES

- Class schedules are available online at www.ccd.edu or in the South Classroom Lobby.
- 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 class schedule; you will need it to receive a Student ID card and RTD sticker.

CCD Cyber Center | South 136
Drop-in help registering for classes

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 or through a CCD promissory note. If you register for a course after the payment deadline, payment is due at the time you register. If you miss the payment deadline, you may be dropped from all classes and will need to re-register, and your original classes may not be available. Refer to the Schedule of Courses for payment deadlines.
- Activate your HigherOne/CCCS Refund Card to select your refund preferences once you receive the card in the mail.

Cashier's Office | 303-556-2075 | South 136J

8. PURCHASE BOOKS, SUPPLIES & STUDENT ID

The Student ID Center is located in the Tivoli Student Union. Make sure to bring a copy of your current schedule and a valid, government-issued photo ID. CCD ID cards cost \$15. The Auraria Campus Bookstore is also located in the Tivoli.

9. ATTEND NEW STUDENT ORIENTATION

- Take an Auraria Campus tour, meet other students, learn how to get involved and succeed in college. Session dates and times are listed at www.ccd.edu/orientation.

Recruitment & Student Outreach
303-556-3788 | South 136

10. ATTEND CLASSES! BE SUCCESSFUL

- There are many people to support your efforts: instructors, classmates, academic advisors, educational case managers, peer mentors, administrators, student support services and many others. Contact Student Life to get involved with student clubs and organizations, to find out about campus events, plus much more. Find CCD on Facebook at www.facebook.com/comcolden.

Student Life | 303-556-2597 | Tivoli 309

RESOURCES FOR NEW STUDENTS

No one at CCD expects you to navigate college by yourself! The college has many services to help new students make the most of their time at CCD so they leave with all the knowledge and skills needed for career success or transfer to a four-year institution.

Getting Started Sessions

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, how to satisfy 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.

New Student Orientation

All students who are new to the Auraria campus are encouraged to sign up for and attend an orientation. We recommend that you complete testing and advising, and registration activities before orientation. Be sure to prepare for testing before you take the Accuplacer because test scores determine a student's eligibility for courses.



At Orientation students will have the opportunity to learn about services on campus, meet other students, and learn how to be successful from current CCD students. A variety of services and programs that are integral to your success at CCD will be discussed, including the Recreation Center, the Student Life office, Financial Aid, the Career Development Center, the Auraria Library, and more. At the end of orientation, students will have the chance to learn about special services and programs offered on and off campus, including student housing and banking, food services, how to obtain a student ID, and many other resources and opportunities in the Tivoli or around campus.

Contact the New Student Orientation Coordinator at (303) 556-3788 for more information.

Academic Advising Center (AAC)

Visit the Academic Advising Center (AAC) in SO 134 and get to know an advisor. After you've completed 15 credits, you will find others who can answer your questions, but don't forget your AAC advisors! They are always there to help. Stop by or call 303-556-2481.

Faculty

CCD faculty are experts in their subject areas. 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.

Educational Case Managers

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 and in special programs for first-generation college students. Student ambassadors who work for CCD 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, SCI 1003

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

First Generation Student Success (FGSS)/ First Year Experience (FYE)

First-generation students - students who are first to attend college in their family - will find programs and people who can help with their unique needs at First Generation Student Success (FGSS)/First Year Experience (FYE) or TRIO Student Support Services programs. Visit SO 244 or call 303-556-4964.

AAA 101 - College 101: The Student Experience

CCD recommends all new degree and certificate seeking students take AAA 101 - College 101: The Student Experience. This one-credit, interactive seminar class is designed to help you succeed in college.

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!

ADMISSION

CCD maintains an "open-door" admission policy and accept applicants 17 years of age or older. Admission to the college does not guarantee enrollment into a particular course or program.

Application for Admission

Prior to enrolling at the college, applicants must complete an Application for Admission. The online application is available at www.ccd.edu, select "enroll online / apply to CCD." Acceptance letters are sent by e-mail or by regular U.S. mail.

Readmission (Former Students)

Former students who return after an absence of 3 consecutive semesters or more must reapply for admission. Re-admitted students will be subject to the requirements of the current catalog.

Special Application Procedures

The Center for Health Science programs have limited space and prerequisites designed to facilitate successful completion. Please review program requirements in this catalog and contact the appropriate center for assistance.

Underage Admission

Applicants wishing to secure a waiver of the minimum age for admission must meet the following criteria:

1. Applicants must demonstrate readiness for college level work by meeting all state established cut scores for college level English, reading and mathematics.
2. Applicants must meet with the College Pathways Department or Director of Academic Advising Center (AAC) to determine eligibility for admission and appropriateness of course selection, review college expectations, and complete the acknowledgment form.
3. Applicant's parent or guardian must sign the acknowledgment form indicating that the parent has been advised regarding expectations of the college.

International Student Admission

Nonimmigrant international students who wish to obtain a student visa (F-1) to study at the Community College of Denver must complete the following procedures to be admitted to the college:

1. Submit a completed Application for International Admission available on the CCD website.
2. 20\$ Non-Refundable Application Fee.
3. Official copies of high school and college transcripts (if available) are required. All documents must be accompanied by a certified English translation.
4. Documents of financial support or bank statements from a U.S or international bank showing a minimum amount of \$27,500 U.S. dollars to cover expenses for each academic year. If you have a sponsor, you may submit an Affidavit of Support along with other financial documents. The affidavit is available at CCD and on the United States Citizenship and Immigration Services (USCIS) website: www.uscis.gov.
5. Evidence of English proficiency.
 - A minimum score of 477 (53 for internet-based) on the Test of English as a Foreign Language (TOEFL), or
 - Michigan test score of 75 or higher, or
 - International English Language Testing System (IELTS) score of 5.0 or higher, or
 - Successful completion of an intensive program of English as a Second Language (ESL) 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.

English proficiency requirement can be waived for applicants who: (1) have graduated from high school in the U.S, (2) have attended two to three semesters full-time at an English-speaking higher education institution, or (3) are nationals of countries where English is the official language of instruction in the educational system.

Students transferring from another U.S college/university

1. Official transcripts and a copy of the I-20 issued by the institution they are transferring from
2. Current financial statement(s)
3. Passport and I-94 Arrival-Departure Record

CCD will issue Form I-20 and an acceptance letter with enrollment information once all the requirements are satisfied. 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.

International students must maintain full-time status and good academic standing (grade point average of at least 2.0). Internships and/or off-campus employment may be recommended under specific circumstances and should be discussed with an advisor prior to commencing work. Health insurance and new student orientation is mandatory for all international students.

Application Deadline

All required materials must be received by the 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	APPLICATION DEADLINE
Fall	June 1
Spring	November 1
Summer	March 1

Please send application materials to:

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

For express deliveries (UPS, FedEx, DHL, etc.), please use:

Admissions, Registration & Records
South Classroom 133
1111 W. Colfax Ave., Denver, CO 80217
Tel: 303.556.3564 or 303.352.3300

Health Insurance Requirements

All international students (F-1) are required to participate in the college-sponsored health insurance program unless proof can be provided that the student has comparable outside health insurance coverage that is currently valid.

Denial of Admission

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.

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 38).

Immunization

All students must provide documented proof of immunization against Measles, Mumps and Rubella (MMR) to the Health Center at Auraria. For more information, please call 303-556-2525 or visit: <http://www.mscedu/healthcenter/>.

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

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.

RESIDENCY DETERMINATION FOR TUITION CLASSIFICATION

Tuition classification is governed by state law (Title 23, Article 7, of the Colorado Revised Statutes of 1973, as amended) and by judicial decisions that apply to all public institutions of higher education in Colorado and is subject to change at any time. 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.

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.

At the beginning of the one year period, individuals are expected to take appropriate actions to demonstrate the intent to remain in CO permanently. This includes, but is not limited to:

- surrendering legal ties with their former state of residence
- obtaining CO Driver's License/Identification within the statutory period
- registering motor vehicle within the statutory period
- registering to vote in CO

- obtaining permanent employment in CO
- filing income tax in CO
- any other factors that document the individual's intent to establish a permanent home in CO.

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. 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, honorably discharged veterans, Olympic athletes, inmates, and recent CO high school graduates or GED recipients. Eligible non-US citizens must provide immigration documents, which may include, but is not limited to I-94 Arrival-Departure Record, Green Card, or other required documents.

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.

Initial Classification

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.

Change in Tuition Classification

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 s/he 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.

Information submitted to qualify for in-state classification is subject to independent verification and will not be returned to students. Individuals submitting false information or falsified supporting documents are subject to both criminal charges and college disciplinary proceedings.

Appeal Procedure

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 the Colorado Department of Higher Education (CDHE).

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

For more information regarding residency and tuition classification, please visit the Colorado Department of Higher Education's website at <http://higher.ed.colorado.gov> or contact the Admissions, Registration & Records Office at 303-556-2420.

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 which is less than the out of state rate. WICHE states include Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming.

Students applying for the WUE program must provide evidence of domicile in the qualifying states and will be required to re-apply for WUE each academic year.

Students are not permitted to apply time spent in the exchange program toward satisfaction of residency requirements for tuition purposes. Additionally online courses are not eligible for the WUE tuition rate.

House Bill 1023 Verification of Lawful Presence

HB06S-1023 was enacted in July 2006 and requires the college to verify the lawful presence in the U.S for each person eighteen years of age or older who applies for a state or local public benefit or for a federal public benefit. These benefits include in-state tuition, WUE 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.

Applicants must complete an Affidavit of Lawful Presence stating that he or she is a U.S citizen or legal permanent resident; or that he or she is otherwise lawfully present in the U.S pursuant to federal law and provide a valid form of identification specified in the law.

Students receiving in-state tuition who fail to meet verification requirements will be subject to nonresident tuition and removal of such benefits.

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 student at CCD who wishes to enroll in courses and/or pursue a degree or certificate must meet the assessment requirement by taking Accuplacer exam. The purpose of assessment is to help students succeed by placing them in classes that are appropriate for their skill level. Based on the test results, an advisor can place the student in the appropriate classes. The Accuplacer exam may include reading comprehension, sentence skills, essay writing, and mathematics. The assessment test is computerized, untimed, and requires approximately 2 hours to complete. See our website at www.ccd.edu for study guides to review skills before taking the exam.

Students are required to meet minimum scores to enroll in specific classes. Please note that if the minimum scores are not achieved, this does not affect the student's admission to the college. Test scores may influence financial aid eligibility. Please refer to the information regarding Ability to Benefit. The test scores for placement and Ability to Benefit are available in the Academic Advising Center and the Testing Center.

Other Ways to Meet the Assessment Requirement:

Students may be able to receive an exemption from taking all or part of the BSAT by showing proof of one or more of the following:

- ACT or SAT scores from within the past 5 years – ACT score minimum requirements: 17 in reading, 18 in English, and 19 in math. SAT score minimum requirements: 430 on critical reading for Reading, 440 on critical reading for English, 460 in math.
- Transcript of 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.
- Successful (C or higher) completion of college level courses in English and/or math (less than 10 years old) at a regionally accredited institution.
- Successful (C or higher) completion of basic skills courses in reading, writing, or math (less than 10 years old) from a regionally accredited institution.
- Appropriate Accuplacer scores from an approved institution from within the past 5 years. It is strongly recommended to take the assessment test again if scores are more than 2 years old.
- Sufficient scores on specific Advanced Placement Exams, International Baccalaureate Exams, and/or CLEP Exams from within the past 5 years.



Please note that all submissions to the Testing Center need to include the student's name, the institution, and the grades/scores as part of the transcript and be accompanied by a Transcript Intake Form. Differing names on the transcript and the student's account may require additional documentation. Unofficial transcripts are acceptable as long as they meet the requirements.

Credit for Prior Learning Exams

The CCD Testing Center offers the College-Level Examination Program (CLEP) tests and DSST exams. 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 30.

Ability to Benefit

Students must identify themselves as Ability to Benefit (ATB) to testing center staff, prior to taking the placement test. See the Ability to Benefit criteria under the Financial Aid Eligibility section.

ACADEMIC ADVISING

Academic Advising Center (AAC)

The Academic Advising Center (AAC) is located in the South Classroom Building, Room 134. All new students are required to attend a "Getting Started" session prior to being advised in AAC. "Getting Started" sessions allow students to be prepared when meeting with their Academic Advisor. Academic Advisors assist degree-seeking first semester students through their first academic year. AAC may advise students up to 15 college-level credit hours. All new students are encouraged to meet with an Academic Advisor. Students are assigned an Academic Advisor by last name and will be contacted monthly by their Advisor with important information necessary to be successful at CCD.

Academic Advisors will assist new students with:

- Assessment test score interpretation.
- Assist with course selection.
- Provide information about degree options (terminal degrees vs. transfer degrees vs. certificates).
- Discuss appropriate course load.
- Assist with BIO 201, 202 and 204 prerequisites requirements.

Advisors will assist continuing degree-seeking students with information regarding their degree by assisting with:

- Extenuating Circumstances Appeals and Academic Appeals.
- Degree Check (using DegreeWorks) navigation.
- Early Alert System.
- Monthly email notifications for important information and dates.

Once students have reached 12-15 college level credits, they will be expected to attend group advising sessions with their Academic Advisor. AAC provides students with information regarding their declared major and a demonstration of Degree Check. Students interested in Certificate Programs

and specific CTE programs will be referred directly to their Educational Case Manager for advising.

Once students have reached 15 or more credits they will be referred to an Educational Case Manager, located in an academic center. An Educational Case Manager will provide advising specific to the degree/major of the students choice.

English-as-a-Second-Language (ESL) students will be advised by the ESL Advisor located in the South Classroom Building, Room 312.

Meet with the Right Advisor

NEW STUDENTS | Go to the Academic Advising Center (AAC), South Classroom Building, Room 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 | King Center (KC) 590
Human Services, Paralegal, Art, Behavioral Sciences, English/Journalism/
Literature, Graphic Design, History, Music, Theatre, World Languages

MATH, & SCIENCES (4 YEAR TRANSFER)

Paula Ogilvie | 303-556-8588 | Science (SI) Building 1006C
Biology, Chemistry, Computer Science, Mathematics, Science, Physics,
Pre-Aerospace Engineering Technology, Pre-Engineering, Pre-Health,
Pre-Dental, Pre-Medical, Pre-Pharmacy, Pre-Physical Therapy,
Pre-Physician Assistant, Pre-Veterinary Science

CAREER & TECHNICAL EDUCATION

Petia Ouzounova | 303-556-3831
Education, Business Administration, Economics, Elementary Education,
Political Science, Applied Technology, Engineering Graphics/Drafting,
Criminal Justice, Associate of General Studies
Christine Smith-Olsey | 303-556-2485
Accounting, Information Technology, Early Childhood Education,
Business Technology, Computer Information Systems, Welding,
Machine Technologies, Business Administration, AAS and Certificates

EDUCATIONAL ADVANCEMENT

Rosie Sanchez | 303-556-2790, SO 312H | Reading and English
Rosalinda Martinez | 303-352-3355, SO 312J | FastStart
Joanna Leibelt | 303-556-5419, SO 312G | FastStart
John Leicham | 303-352-3325, SO 312E | English-as-a-Second-Language (ESL)
Kobra Rezaikhah | 303-352-3337, SO 313B | Math
Chad Logan | 303-352-3249, SO 142Q | Math
Coral Scherma | 303-352-3248, SO 142Q | English

CENTER FOR HEALTH SCIENCES AT LOWRY, Building 849

LaVerne Donelson | 303-365-8378 | Practical Nursing Certificate (PN)
Lew Hazen | 303-365-8357 | Nursing Assistant Certificate (NA)
Mary Ann Matheny-Smith | 303-365-8383
Dental Hygiene, Electroneurodiagnostic Technology (END), Radiology
Technology, Radiation Therapy, Veterinary Technology, Comprehensive
Medical Assistant (CMA), Computed Tomography (CT), Emergency Medical
Services (EMT), Mammography, Radiation Therapy

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 their program of study with the Admissions, Registration & Records office. All students are advised to meet with an Educational Case Manager or Academic 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 Center for Health Sciences programs and most Career and Technical Education (CTE) programs, with the exception of the Associate of Arts degree, require department approval prior to changing a student's program of study.

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

REGISTRATION

All new students should meet with an advisor in the Academic Advising Center. All other students are required to register online through CCDConnect. Registration instructions and schedules are published at www.ccd.edu for each semester, or may be obtained from the South Classroom Building lobby area, the Admissions, Registration & Records office, Academic Advising Center, or from an Educational Case Manager.

Prerequisite Requirements

When a course has a prerequisite, it means that a student must have certain knowledge to be successful in the course. The prior knowledge may be a test score or a successful completion of a prior course (e.g. must have completed ENG 060 with a grade of C or better). Completion of the prerequisite is required prior to enrolling in the course, and U/D, U/F, D, F, SP, or I grades are not acceptable. It is the student's obligation to know and meet course prerequisites. These are stated in the course description section of the CCD catalog and the Schedule of Classes. Prerequisites will be checked at registration. The student may be required to file proof of meeting prerequisites.

If the prerequisite requirements are for English, math, reading, or English-as-a-Second-Language courses, the Testing Center must enter the basic skills test exemption on the student's record. This is required in order for the college to be in compliance with the Colorado Commission on 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 for English, math, or reading, the college department, Educational Case Manager, or Academic Advisor may review previous transcripts from a regionally accredited college or university to approve a prerequisite waiver. Refer to the college schedule or program requirements for specific requirements. Most CCD courses require minimum basic skill assessment scores.

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 college biology class should submit previous transcripts from a regionally accredited college or university to the Testing Center for approval of the prerequisite requirement. When submitting to the Testing Center, a student must indicate that they would like a biology prerequisite override so the Academic Advisor can be notified. Although the college can transfer in a BIO 111 course that is up to ten years old, some Allied Health programs require that BIO 111 must be completed no more than seven years prior to enrollment in BIO 201 or 204.

Auditing Classes

By auditing a course, a student may participate in course activities, but does not receive a formal transcript grade. Students must indicate intent to audit a course at registration or by the registration deadline listed in the course schedule. Students must pay for the course in full before an audit request will be processed. Once a student has indicated his or her intent to audit a course and the audit has been approved, the course cannot be changed to a credited course.

Audited courses are not eligible for the College Opportunity Fund stipend. Students will be responsible for the full in-state or out-of-state tuition. Audited courses do not meet the credit hour requirements for financial aid or veteran benefits and may not be applied to certificates or degrees. Course credits for which an AU (Audit) grade is earned will not count in Attempted Hours and Earned Hours. No Quality Points will be assigned, and there will be no impact on either the Term or Cumulative GPA.

Maximum Course Load

Eighteen (18) credit hours is the maximum load for all students. Students must obtain special permission from the Director of Academic Advising, Dean of Student Development and Retention, or Center Dean if requesting to register for more than 18 credit hours in one semester.

Add/Drop Classes

It is the student's responsibility to add or drop his or her courses by the published deadline.

- Students can add classes to their class schedules up to the last day to register according to published deadlines.
- 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 each semester in the course schedule. It is important to know if the course is 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. Verify your census dates with an Academic Advisor, Educational Case Manager, or with the Admissions, Registration & Records office. Students may be dropped for failure to pay their outstanding balance. Students who do not attend by census date may be dropped for non-attendance. Any student dropped after the last day to register 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, if the withdrawal is before the published last date to withdraw.

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 the VA Certifying Official prior to dropping a course as it may impact their educational benefits.

Withdrawals

Withdrawing from classes after census date will result in a grade of W. Withdrawal dates vary so it is important to know if a course is 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 withdrawal dates with an Academic Advisor, Educational Case Manager, or with the Admissions, Registration & Records office. No academic credit is awarded for a withdrawal. A withdrawn course will count in attempted credits.

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 Certifying Official prior to withdrawing from a course as it may impact their educational benefits.

Inter-Institutional Registration

CCD and neighbor institutions Metropolitan State College of Denver (MSCD) and University of Colorado-Denver (UCD) have an inter-institutional agreement that allows CCD students to take selective college-level courses at MSCD or UCD if space is available. Inter-institutional registration also allows MSCD and UCD students to take selective college-level courses at CCD if space is available. Online and off-campus/extended campus courses are not part of this agreement and students will not be permitted to register for these courses. For detailed instructions on how to register for inter-institutional courses, please refer to www.ccd.edu.

CCD Students

CCD certificate or degree seeking students who want to take classes at MSCD or at UCD may apply and register at MSCD or UCD with an inter-institutional registration approval form, which can be obtained at the CCD Admissions, Registration & Records office. Students who participate in the inter-institutional program are responsible for following the procedures

and deadlines established by all institutions involved. The inter-institutional program allows students to register for classes at the host school (MSCD or UCD) and pay for tuition at CCD. MSCD or UCD may charge additional course fees. The student is responsible for paying these fees directly to MSCD or UCD. CCD students are required to meet all MSCD or UCD course prerequisites prior to registration. CCD students may not register for more credits at MSCD/UCD than what they are registered for at CCD.

In order to ensure that an inter-institutional course will transfer to CCD and apply towards the student's certificate or degree program, CCD encourages students to meet with an Academic Advisor or Educational Case Manager prior to registering for an inter-institutional course. Inter-institutional course registration does not alter certificate and degree requirements.

MSCD and UCD Students

MSCD and UCD students are permitted to take classes at CCD by using the inter-institutional registration process. MSCD/UCD students must obtain an inter-institutional forms from their home institution (MSCD or UCD). These forms must be authorized by MSCD/UCD prior to acceptance at CCD. Students who participate in the inter-institutional program are responsible for following the procedures and deadlines established by all institutions involved. The inter-institutional program allows students to register for classes at CCD and pay for tuition at MSCD/UCD. CCD may charge additional course fees. The student is responsible for paying these fees directly to CCD. MSCD/UCD students are required to meet all CCD course prerequisites prior to registration. MSCD/UCD students may not register for more credits at CCD than what they are registered for at MSCD/UCD.

In order to ensure that an inter-institutional course will transfer to MSCD/UCD and apply towards the student's degree program, CCD encourages students to meet with a MSCD/UCD Academic Advisor prior to registering for an inter-institutional course.

Metropolitan State College of Denver (MSCD) Developmental Students

CCD and MSCD have a developmental agreement which allows MSCD students to register for CCD developmental courses through MSCD. MSCD students registering for CCD developmental courses are required to follow all MSCD registration procedures and deadlines. Final grades will appear on both the CCD transcript and MSCD transcript.

University of Colorado-Denver (UCD) Developmental Students

CCD and UCD have an agreement which allows UCD students to register for CCD's Intermediate Algebra (MAT 099) developmental course through UCD. UCD students registering for this course are required to follow all UCD registration procedures and deadlines. Final grades will appear on both the CCD transcript and UCD transcript.

CCDCONNECT

CCDConnect is CCD's online portal where students can access to the following services:

- Student email
- Register for classes
- Pay tuition
- Financial aid information
- View grades
- DegreeWorks
- plus much more!

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

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 **CCDConnect** is located at www.ccd.edu, go to the student tab, select the "Student Email" icon, and proceed with the steps.

Call 303.556.2600 for more information.

CCDConnect

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:

- Student email
- Register for classes
- Pay tuition
- Financial aid information
- View grades
- DegreeWorks
- plus much more!

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



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.

Student Fee Chart

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

Student Fees	\$5.90 Per Credit Hour
Bond Fee	\$35.95 1-3 Credit Hours \$49.75 4-6 Credit Hours \$66.30 7-11 Credit Hours \$75.95 12 Credit Hours and Over
Clean Energy Fee	\$5.00 Flat Per Semester
Health Center Fee	\$24.00 Flat Per Semester
Building/Renovation Fee	\$4.00 Per Credit Hour
Resource Fee	\$4.25 Per Credit Hour
RTD Fee	\$70.00 Flat Per Semester
Reg Fee	\$11.65 Flat Per Semester
Immunization Fee	\$2.00 Flat Per Semester

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, \$75.95 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 Transgender 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 enables 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 in-state students completing undergraduate coursework at a public or participating private college. The amount of the tuition stipend is set annually by the General Assembly and pays a portion of students' total in-state tuition.

In-state students must create a lifetime account at www.ccd.edu and authorize the use of the stipend each semester through CCDConnect. Students who fail to apply and/or authorize the use of the COF stipend within the time allowed will be responsible for the full cost of their education.



Tuition Refund Policy

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

No refunds are given after the census date. Students receiving financial aid may have their aid adjusted and should check with the Financial Aid Office prior to dropping a course.

Students who are owed a refund will be required to pay for all courses added after refunds are issued. Check your class schedule for any amount owed to the college. Get more information regarding your account balance online at CCDConnect.

Prior to the census date, students may be dropped with a refund for failure to pay their outstanding balance or for non-attendance. If dropped for non-payment or non-attendance, the student will not be permitted back into the course.

Higher One

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 the Higher One refund card and select the preferred method of payment. Students may select to have their refunds credited to their HigherOne refund card, may have their refunds credited to their existing bank account via ACH, or may request a paper check.

Students who are eligible for refunds may have their refunds credited electronically to their HigherOne refund card or bank within 5-7 business days. HigherOne will mail checks to a student's home address within 21 days if a student selects a paper check.

Extenuating Circumstance Appeal Process

The Extenuating Circumstance Appeals Committee may approve a late withdrawal and/or tuition credit for emergencies that exist beyond the student's control preventing compliance with the established dates and deadlines for that term.

1. To receive an Extenuating Circumstance Appeal packet, students must first meet with their Academic Advisor or Educational Case Manager.
2. Students must submit a completed Extenuating Circumstance Appeal packet and supporting documentation by the end of the next consecutive semester for which they are appealing.
3. The Extenuating Circumstance Appeal will be denied if the student failed to comply with the deadline if the extenuating circumstance allowed for submission in a timely manner.
4. The Extenuating Circumstance Appeal packet must include all required application forms and all supporting documentation. Completed Extenuating Circumstance 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.
5. If an appeal is denied, a student may request to have the appeal reconsidered by the committee, if the student can supply additional documentation to support the extenuating circumstance. When a second review is requested, the decision made by the committee is final.
6. Students who have received financial aid and are granted an Extenuating Circumstance Appeal may not receive refunds. Credit balances will be used to repay federal aid first. Contact the Financial Aid office for more information.

The appeal packet must include all required signatures to be considered.

FINANCIAL AID

The US Department of Education uses the Free Application for Federal Student Aid (FAFSA) to determine a student's eligibility for Title IV financial aid, including grants, scholarships, work study and loans. The amount of financial aid offered could depend, in part, on the date a student completes a financial aid file with the Financial Aid Office. Students are strongly encouraged to apply early each year.

Eligibility

In order to determine eligibility, submit the FAFSA following the application process provided below. Eligible students must meet all of the following criteria:

- Be a citizen or eligible non-citizen of the United States
- Be accepted for admission at CCD in a degree or eligible certificate program
- Meet Ability to Benefit criteria:
 - Students who first enroll in a program of study on or after July 1, 2012, must have a high school diploma or GED
 - Students who began a program at CCD prior to July 1, 2012 may not be required to provide a high school diploma or GED due to meeting minimum qualifications on an Ability to Benefit assessment approved by the US Department of Education
- Be registered with Selective Service if applicable
- Be in good standing at the college and meet Satisfactory Academic Progress (SAP) requirements
- Not be in default on a student loan or owe a repayment of a federal grant

Other factors that impact eligibility:

- Students enrolled in programs that require fewer than 16 credits with less than 15 weeks of coursework are not eligible for financial aid.
- Students who have attempted more than 30 developmental course credits are not eligible for financial aid for additional developmental coursework.
- Students who have attempted a course more than once may not be eligible to receive financial aid for the same course and are encouraged to contact the Financial Aid Office to determine eligibility.

Eligible Non-Citizens

To qualify for financial aid as a non-citizen, a student must be able to provide documentation of one of the following to the Financial Aid Office:

- An Alien Registration Receipt Card (I-151 or I-551) or a Conditional Permanent Resident Card (I-151C)
- 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 (considered for grant aid and Federal Work Study only)

Application Process

1. Apply for a PIN (personal identification number) online at www.pin.ed.gov. The PIN must be used each year to electronically sign the FAFSA. A dependent student must also have a parent apply for a PIN.
2. Complete the FAFSA online at www.fafsa.gov. The FAFSA becomes available on January 1 each year for the following fall, spring and summer semesters. A student can estimate tax information in order to avoid a delay in processing. A student may also opt to "Link to the IRS" if taxes have already been filed.
 - a. Students who do not elect the "Link to the IRS" option will be required to submit a copy of federal tax transcripts to the Financial Aid Office.

- b. In order to send the FAFSA to CCD, students can use CCD's school code: 009542.
- Two-to-Four weeks after completing the FAFSA online, the Federal Processor will send the student a Student Aid Report (SAR), outlining each response provided on the FAFSA. If necessary, students can use the PIN to make corrections to the FAFSA.
 - When CCD receives the student's FAFSA, the Financial Aid Office will send the student a Missing Information Letter, informing the student of additional required documentation in order to qualify for Title IV aid.
 - All required documentation must be submitted by April 15th in order for the student to be considered for priority awarding of first-come, first-served funding, including some grants, scholarships and work study funds.
 - When the student's file is completed in the Financial Aid Office, the student will receive an Award Notice.
 - The status of required documents is viewable and financial aid can be accepted online via the student's CCDConnect account.

Types of Aid

The FAFSA not only determines a student's eligibility for financial aid but also determines the types of aid available to the student. Financial aid may be need-based or non-need-based, depending on the Estimated Family Contribution (EFC) as determined by the US Department of Education.

Grants – Grants are need-based and do not need to be repaid. Award amounts and eligibility depend on EFC and enrolment status. Students do not need to attend full time to receive grant funds, if eligible.

Student Loans – Stafford loans are guaranteed by the US Department of Education and do not require a credit check. Students must be enrolled at least half time to receive Stafford loans. Most Stafford loans must be repaid six months after the student is no longer enrolled at least half time (six or more credits) in an eligible program. Students who borrow their first Stafford loan between July 2012 and July 2014, however, must begin repayment after dropping below half time enrolment and do not qualify for the six month grace period. Federal annual limits apply, depending on the student's grade level and dependency status. To accept Stafford loans, students must accept the amount needed online via CCDConnect and complete an Entrance Counseling session and a Master Promissory Note (MPN). Students must also complete Exit Counseling when no longer enrolled at least half time.

Federal Stafford Subsidized Loan - need-based. Interest is paid by the federal government on behalf of the student while the student is enrolled at least half time. Repayment begins six months after the student is no longer enrolled at least half time.

Federal Stafford Unsubsidized Loan - not need-based. Interest accrues while the student is enrolled. While the student is not required to make payments on any Stafford loans while enrolled at least half-time, the student is strongly encouraged to make interest payments while in school.

Federal Direct Loans to Parents (PLUS) – Parents may borrow directly from the federal government on behalf of the student. Repayment typically begins within 60 days after disbursement. The parent has up to 10 years to repay the loan. Credit checks are required and not all loans are guaranteed. If a parent is denied a PLUS loan due to credit, the student may borrow additional unsubsidized Stafford loans.

Work-Study – Both Federal and Colorado Work Study may be available on a first-come, first-served basis. Students earn work study through part time employment on or off campus and must be enrolled at least half time to qualify. Work study provides an excellent opportunity, regardless of financial need determined by the FAFSA. Students can gain employment experience in an area directly related to their field of study while being paid bi-weekly from an initial award through the Financial Aid Office.

Scholarships – A form of gift aid that does not need to be repaid. Scholarship criteria may include academic achievement, need, talent, special qualities or a combination of these factors. Institutional and community scholarships are posted on the web at www.ccd.edu. Students apply annually between April and October.

Cost of Attendance

The Colorado Department of Higher Education (CDHE) determines Cost of Attendance (COA) based on factors such as residency, living situation and program of study. A student's COA includes actual out-of-pocket educational expenses (tuition, fees, books and supplies) and estimated living expenses (room and board, transportation, medical and personal expenses). While a student may not be offered financial aid to meet the COA due to federal limits, a student's financial aid cannot exceed the COA.

Sample Budget (actual amounts are subject to change)

Resident	per year	per month
Living with Parents	\$13,791	\$1,532
Living Away from Parents	\$18,462	\$2,051
Non-Resident	per year	per month
Living with Parents	\$21,561	\$2,396
Living Away from Parents	\$26,232	\$2,915

Students may request budget increases for certain expenses such as child care, a one-time computer purchase or for medical expenses by contacting the Financial Aid Office. Such requests, if granted, do not guarantee the availability of additional funds.

Satisfactory Academic Progress (SAP)

Federal regulations require all financial aid recipients to maintain Satisfactory Academic Progress both prior to applying and during semesters aid may be received. In order to maintain SAP standards, students must earn a minimum 2.0 cumulative GPA and complete at least 67 percent of their coursework. SAP standards also require students to complete their degree/program within 150 percent of the published length of the program. All credit hours taken at CCD, including all credits attempted when not receiving financial aid and all transfer hours, are included in determining a student's SAP status.

Financial Aid Repayment

Students are only eligible for aid for courses in which they establish attendance. If a student does not establish attendance in a class, the student is not only charged tuition and fees if the class is not dropped before the published census date but the student must also repay any aid that was released to the student.

Students receiving Title IV financial aid must complete at least one credit hour for each part of term for which aid is received. Students who do not successfully complete any courses within the class term and cannot document active participation in a course for over 60 percent of the class term must repay a portion of the financial aid received. Such students will also be responsible for repayment of any unearned grant aid to the federal government. CCD must report the amount owed to the US Department of Education and the student will not be eligible to receive aid at any institution until the funds are repaid in full. The complete Return to Title IV policy is available 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 Academic 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

All CCD students are expected to maintain satisfactory academic progress. The Academic Progress procedure applies to all students who have completed 13 or more college level credit hours while attending CCD. A student's cumulative Grade Point Average (GPA) is based on college-level courses completed at CCD. Summer semester counts as a term of non-enrollment.

CCD has established the following practices for measuring and notifying students of their academic standing.

Standards and Practices

- A student is considered in "Good Standing" with a cumulative GPA of at least a 2.0.
- A student is placed on "Probation Initial" when a cumulative GPA is less than 2.0.
- A student is considered on "Probation Continuing" with a cumulative GPA remains less than 2.0 and the most recent term GPA is 2.0 or greater.
- A student is placed on "Suspension Initial" with a cumulative GPA that is less than 2.0 and the most recent term GPA is below 2.0. A student placed on "Suspension Initial":
 - is not permitted to register for the next term after the term of suspension.
 - may appeal the suspension due to unusual or mitigating circumstances. Granting of a student's appeal does not guarantee that the student will be permitted to enroll without a break in enrollment.
- when returning from "Suspension Initial," a student will remain on "Probation Continuing" and must complete the semester with a GPA of

2.0 or higher to continue enrollment.

- A student is again placed on "Suspension Second" when the cumulative GPA is less than a 2.0 and the most recent term GPA is less than 2.0 for the second time. A student placed on "Suspension Second":
 - is not permitted to register for the next two terms following the term of suspension.
 - may appeal the suspension due to unusual or mitigating circumstances. Granting of a student's appeal does not guarantee that the student will be permitted to enroll without a break in enrollment.
- when returning from "Suspension Second," a student will remain on "Probation Continuing" and must complete the semester with a GPA of 2.0 or higher to continue enrollment.
- A student is placed on "Suspension Third" when the cumulative GPA is less than a 2.0 and the most recent term GPA is below a 2.0. for the third time. A student placed on "Suspension Third":
 - is not permitted to register for the next two calendar years.
 - may appeal the suspension due to unusual or mitigating circumstances. Granting of a student's appeal does not guarantee that the student will be permitted to enroll without a break in enrollment.

Academic Suspension Reinstatement Procedures

The Academic Suspension Reinstatement procedures require that a student meet with an Academic Advisor or Educational Case Manager to obtain an Academic Suspension Reinstatement plan. Students must then follow these procedures:

1. Attach an unofficial copy of academic record.
2. Attach a DegreeWorks audit.
3. Attach a Letter of Appeal with supporting documentation outlining the circumstances that led to suspension.
4. Attach an academic plan for the semester the student plans on being reinstated.

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 courses taken at CCD, and may be awarded one time only. The original grades and credits 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 conditions 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 cannot be enrolled at CCD for two calendar years to be eligible for Academic Renewal.
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 Educational 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 Academic Advisor or Educational Case Manager to discuss other academic progress options and strategies for academic success.

The Academic Renewal Policy is only applicable to CCD. Other institu-

tions 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, veteran's benefits, and other agencies and organizations.

ACADEMIC INTEGRITY POLICY

Community College of Denver students are expected to behave as responsible members of the college community, and to be honest and ethical in their academic work. The Community College of Denver strives to provide students with the knowledge, skills, judgment, and critical thinking needed to function in society. 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, is a disservice to the student, faculty and staff community. All members of the Community College of Denver community share the responsibility and authority to challenge and report acts of academic dishonesty.

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 others 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 can be viewed as errors in form and mechanics rather than true academic dishonesty.

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.

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.
- The sale or purchase of examinations, papers, projects or assignments.

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

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

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, examination, or course.

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

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 resolve this matter. Within ten (10) working days, the dean will issue written notification of the decision to the student, faculty member, and the Provost. The dean's decision is the final step of the academic dishonesty complaint procedure.

For questions/comments regarding the contents or procedures of this policy, please contact the appropriate Academic Dean on page 45 at the Community College of Denver, 303-556-2600.

ACADEMIC STANDARDS

CCD Curriculum Standards

The Community College of Denver (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, CCD uses existing academic structures in the development of courses and curricula.

Attendance

Attendance in 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 day of class. Faculty may report any student who does not attend the first 15 percent (census date) 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. However, accommodations may not be made for missed course assignments, participation, quizzes, tests, or class sessions. Students are responsible for learning the material that was taught during the absence and completing all class assignments.

The attendance policy for health sciences and 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. 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, or ask the instructor to explain their grading system.

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
iP	In Progress
NC	No Credit
CPL	Credit for Prior Learning

I — Incomplete

The I or incomplete grade is a temporary grade. It is designed for students who 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), but are unable to complete within the semester due to documented illness or circumstances beyond their control.

If circumstances prevent the student from completing a test or assignments by 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 the event that a student and instructor cannot reach resolution concerning an incomplete, then the student should contact the Department Chair.

In requesting an incomplete grade, the student must present the instructor with documentation of circumstances justifying an incomplete grade. The instructor and student 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.

Military personnel and emergency management officials who are required to go on Temporary Duty (TDY) during 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 become an F grade unless a higher default grade has been assigned by the instructor.

To avoid duplicate payment of a course, students should 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. These grades are not included in the GPA calculation or in quality points. The course will count for attempted and earned credits.

U — Unsatisfactory

The unsatisfactory grade is equivalent to a D or F grade. These grades are not included in the GPA calculation. The course will count in attempted credits, but will not carry earned credits.

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 W or 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 (SP) grade is a temporary grade and is assigned in only some developmental and remedial courses. 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 grade will revert to a U/F. No academic credit is awarded until the course is completed and the grade has been changed. The course will count in attempted credits, but will not carry earned credits.

To avoid duplicate payment of a course, students should not re-enroll in a class in which an SP grade is pending.

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 E will indicate exclude from earned hours and GPA calculation.

CREDIT HOURS

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, all courses including online, hybrid, and accelerated, are designed and facilitated 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 these time requirements in mind.

GRADE APPEALS

Appeals regarding final grades should be initiated by the student 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 Center 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, S/A, S/B, S/C, SP, I, W, AU, AW, NC, U, U/D, U/F) are not calculated into the CCD GPA.

The following is an example of how to calculate 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 118 Introduction to PC Applications	3	B	9= (3 x 3)
ENG 121 English Comp. I	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.

Students may use DegreeCheck (DegreeWorks) for GPA calculation assistance.

REPEATING COURSES

All CCD college-level courses may be repeated at CCD. 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. The Repeat Policy does not apply to courses transferred to CCD.

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 and submit a "Petition for Repeat Courses" form to the Admissions, Registration & Records Office in order for the developmental coursework to be reviewed.

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, completing at least 30 credit hours at CCD with a 3.5 or better cumulative grade point average at CCD. 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

CCD provides an opportunity for students to be recognized with Academic Honors, on a semester-by-semester basis. CCD has three recognized Honors: (1) Dean's List, (2) Vice President's List, and (3) President's List. Students who qualify will receive a notation for that term on their official transcripts. Students must complete a minimum of 12 college-level credits during the term to be eligible for this recognition.

Term GPAs required to qualify for these Term Academic Honors are as follows:

Honor	Required Term GPA
Dean's List	3.50-3.749
Vice President's List	3.75-3.999
President's List	4.0

Phi Theta Kappa

Phi Theta Kappa is the international honor society for two-year community and junior colleges and recognizes student academic excellence, while promoting academic community through its Alpha Mu Mu chapter at CCD.

To be eligible for membership in Phi Theta Kappa, students must have at least 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. Eligible students are invited to join each semester, becoming lifetime members.

Phi Theta Kappa members are honored at graduation for their outstanding academic achievements. Only Phi Theta Kappa members are eligible for over \$37 million in Transfer Scholarship money.

In Spring 2012, 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 CCD Phi Theta Kappa's Facebook page, Alpha Mu Mu, or contact the faculty sponsor, William Ashcraft, by calling 303-556-3859, or via e-mail at william.ashcraft@ccd.edu.

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 Program of Study Change Request form, or the catalog in effect when they apply for graduation.

When students interrupt their continuous attendance at CCD for 12 or more months they 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. Not all courses listed in the catalog will be offered every semester.

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

Before Students 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 published deadline.

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

Graduation Checklist

- Students are encouraged to meet with an Educational Case Manager to ensure certificate/degree requirements have been met.
- If applying for an AA, AS or AGS degree, students must submit a completed Graduation Application to Admissions, Registration & Records by the published deadline.
- If applying for a certificate or an AAS degree, Graduation Application and Department Chair Review forms must be submitted. Students should

- contact their Educational Case Manager before the published deadline to discuss completion of this paperwork. Graduation Applications submitted without a Department Chair Review form will be denied.
- Students requesting credit for previous college course work must have all official transcripts sent to Admissions, Registration & Records and submit the Transfer Credit Evaluation Request form. The evaluation request form must be submitted prior to the end of the semester of graduation. Students must check their unofficial transcript to ensure the transfer credit has been applied to their record.
 - Credit for Prior Learning (CPL) may be applied toward a student's degree or certificate only after formal processing and granting of credit. The student must also receive approval to use CPL credit towards graduation. The CPL evaluation must be completed prior to the end of the semester of graduation.
 - Diplomas will be printed with the name currently on record with CCD's student information system. All requests for name changes must be submitted to Admissions, Registration & Records before or during the semester the graduation application was submitted.
 - Each degree/certificate requires a separate Graduation Application and, if applicable, a Department Chair Review Form.
 - An incomplete grade will result in a denied graduation.
 - If the Graduation Application is disapproved for any reason, the student must reapply during the semester of graduation. All application deadlines apply.
 - Degree/certificates will be mailed to students approximately 8 weeks after grades have posted for the semester of graduation. All financial obligations to CCD or other Colorado Community College System (CCCS) college must be cleared before a degree, certificate, or transcript will be released. Diplomas will be mailed to the address currently on record with CCD's student information system.
 - Commencement is held once a year in the spring semester. The summer, fall and spring graduates are invited to participate. For more information regarding commencement, check www.ccd.edu 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.

Associate Degree 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. For additional information, please visit the Colorado Community College System (CCCS) website.

The diploma received at the time of graduation will list the degree only. The diploma will not list an area of emphasis, unless majoring in an Associate of Applied Science, Associate of Arts with designation, or Associate of Science with designation.

Associate degree applicants must meet all of the following requirements. The Department Chair and Center Dean may approve exceptions.

- Earn a cumulative grade point average of 2.0 — a "C" average — or better. All courses considered for graduation require a "C" or better. Students should check with their Center Dean, Department Chair, or Educational Case Manager for information about these requirements as some programs may have higher GPA requirements. Only the Center Dean 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 within the selected program of study.
- Credit for Prior Learning will apply toward degree requirements, but not toward guaranteed transfer or residency requirements.
- CCD Online and CCCOnline (registration through CCD and CCD declared as home institution) courses will be included in residency hours.
- To obtain a second degree from CCD, a student must meet all degree requirements as well as complete 15 additional semester hours at CCD that apply towards the second program of study.

- No more than six semester hours of independent study course work can be applied toward an associate degree program.
- Special topics credit hours may be limited when applied towards a degree. In individual cases, the limit is determined by the program area. Students are responsible for consulting with their Educational Case Manager before registering for special topics courses in order to determine how these credits apply toward a degree.
- Quarter hour transfer credits will be converted to semester credit hours using the formula 1 quarter hour credit = 2/3 semester credit hour. Thus a 4 quarter credit course becomes 2.7 semester credits. For the purpose of awarding a degree, CCD will allow up to a one-credit course substitution per course for this insufficient credit, as long as the course substitution is not being used for a major course, an Associate of Arts degree with designation, or an Associate of Science degree with designation. Students with insufficient credit due to quarter hour conversions must speak with their Educational Case Manager to see if they qualify for a course substitution.

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 "C" average or better in coursework included in the certificate program. All courses considered for graduation require a "C" grade or better unless otherwise approved. Check with the instructional center and Educational Case Manager for information about the minimum grade point average required for graduation as some certificates may have higher GPA requirements.
- Complete the specified requirements of an approved vocational/technical program.
- Complete a minimum of 15 credits or 25 percent of the selected program of study at CCD.
- If required by program, complete the capstone course at CCD.
- CCD Online and CCCOnline (registration through CCD and CCD declared as home institution) courses will be included in residency hours.
- Quarter hour transfer credits will be converted to semester credit hours using the formula 1 quarter hour credit = 2/3 semester credit hour. Thus a 4 quarter credit course becomes 2.7 semester credits. For the purpose of awarding a certificate CCD will allow up to a one-credit course substitution per course for this insufficient credit, as long as the course substitution is not being used for a major course. Students with insufficient credit due to quarter hour conversions must speak with their Educational Case Manager to see if they qualify for a course substitution.

Check Your Progress Toward Graduation

Degree Check (DegreeWorks) is a web-based degree audit and advising tool that allows students to view requirements for all degrees and certificates and see how completed credits apply towards a selected degree plan.

How to do a Degree Check on CCDConnect:

1. Log into CCDConnect.
2. Click on the "Student" tab.
3. Click "Degree Check (DegreeWorks)" in the "Steps to Graduate" box in the right-hand column.
 - The audit for your officially declared program(s) will appear in a new window.
 - If you are pursuing multiple programs (i.e. a certificate and an Associate's) or have changed your major in a previous term, you can select the correct program from the "Program Type" drop-down box at the top of the page.
 - Note: If you do not have a correct degree declared with Admissions, Registration, and Records, submit a "Program Change Form." Allow seven business days for DegreeWorks to be up-dated with your corrected degree.
4. Print your DegreeWorks audit by clicking "Print" at the top center of the page.



To see how completed coursework will fit in another major, students can do a “What-If” audit. On the left-hand side of the screen click on “What-If” and a new screen will open:

- Under the What-if “Program Type” select a degree option, or click on “Certificate” for any of the certificate options.
- For “Academic Year” select the year you began your coursework, or the current academic year.
- If you have a specific “Program” or “Concentration” select that as well.
- Click the “Process What-If” button.

TRANSFERRING CREDIT TO CCD

- 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 transferrable to CCD.
- 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.
- 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.
- Admissions, Registration & Records will evaluate transcripts on a course-by-course basis. To be considered for transfer, courses must be offered at CCD or determined as equivalent to CCD courses. College-level classes that are not equivalent to CCD courses may transfer in as electives. Students must meet with their Educational Case Manager to determine if, and how, the accepted transfer credit will apply to their intended program.
- Courses must have a grade of C or better to be considered for transfer.
- Credit for remedial, developmental, preparatory or non-college-level coursework is not transferrable to CCD.
- 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.
- 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 better.
- Graduate and/or doctoral level course work will not automatically transfer into CCD. These credits must be approved from the instructional Center Dean or Department Chair.

- 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 section on page 29.
- Transfer credit evaluations will only be assessed in person. The college will not provide any official evaluation via phone, e-mail or fax.
- Students who have attended international institutions and want transfer credits evaluated must have the 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.
- 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 the original sealed envelope and marked “official.” All received and/or evaluated transcripts become the property of CCD.

Time Limits on Transfer Credits

- Health Sciences – Science prerequisites for the Nursing, Dental Hygiene, and Veterinary Technology programs must be no older than seven years. Prerequisite science courses that are over seven years old can be transferred in (those taken within the last ten years) but must be repeated if older than seven years for these selected Health Science programs.
- Business Technology – It is recommended that courses applied to Business Technology degrees and certificates be no more than 5 years old.
- Early Childhood Education – It is recommended that courses applied to Early Childhood Education programs be no more than 7 years old.
- Computer Information Systems/Information Technology – To ensure student success, it is strongly recommended that courses applied to the Computer Information Systems or the Information Technology programs comply with 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 recommendations for applicable courses may be waived. See the appropriate department 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 Technical College, Pickens Tech Center, Delta-Montrose Area Vocational Technical Center and San Juan Basin Technical College. Credits for a certificate completed at the AVTS are transferrable for an AAS in Applied Technology. In addition, some individual courses may be approved for transfer on a course-by-course basis and applied to selected degrees. Refer questions about the transfer of individual courses to the center Educational Case Manager.

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 AAC 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. In some circumstances, an Associate of Applied Science or Associate of General Studies degree may transfer.

If students intend to transfer, it is very important to become familiar with the requirements of the school they plan to attend as early as possible. For more information, consult the Transfer Success Center (TSC), an Educational Case Manager, or the Academic Advising Center (AAC).

TSC 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. To get additional information visit TSC online or call 303-556-2461. Visit the Colorado Community College System (CCCS) at <http://www.cccs.edu/EdServices/Transfer.html> for links to some of the four-year institutions that have articulation or transfer agreements with CCD. Additional information about state-wide guaranteed transfer and articulation agreements is available at the Colorado Department of Higher Education website.

Representatives from four-year colleges and universities visit CCD regularly. Information about campus visits can be acquired in the TSC office or call 303-556-2461.

60 + 60 Transfer

For students who complete an Associate of Arts or Associate of Science degree, 60 credit hours of the A.A. or A.S. degree are guaranteed to transfer to a four-year school, once the student has been accepted for admission. Students may be able to finish a Bachelor of Arts or Bachelor of Science degree within another 60 credit hours. This is called a 60 + 60 transfer plan. Note that some bachelor's degrees require more than an additional 60 credits to complete. When in doubt, students are encouraged to speak to an Advisor.

* *See an Advisor in Academic Advising Center (AAC) as soon as possible for a list of applicable degrees. After 15 college credits, students should see an Educational Case Manager. If students have not selected a major or are unsure of which Educational Case Manager to see, they should visit the AAC and someone will assist them in locating the correct Educational Case Manager for their degree plan. CCD has special articulation, or transfer, agreements. Please see *Statewide Transfer Degree Programs* on page 49 for additional information.*

Certain majors require that students take essential lower-division prerequisites before transfer to a four-year institution. Students should contact their Educational Case Manager for help in selecting lower division credit hours and for additional information regarding transfer to a four-year degree.

Credit for Prior Learning, such as CLEP and Advanced Placement, that is approved by CCD and applied towards an AA or AS degree is not guaranteed to transfer. The transferring institution will evaluate these credits according to its own policies. Transfer credits from other institutions and the age of credits may also change the guarantee of transfer under the 60+60 transfer plan.

STUDENT SUPPORT SERVICES

Community College of Denver offers an array of learner services that have one goal, to increase access to quality education and help students achieve educational goals.

ACADEMIC SUPPORT CENTER (ASC)

CCD's Academic Support Center provides individual tutoring and software programs that help students to develop effective strategies to achieve academic success. ASC tutors address students' individual learning needs in the following areas:

- 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 provides computers with language-learning software.
- GED Lab (Colorado High School Equivalency Diploma) instructors prepare students to pass the GED tests and earn a Colorado High School Equivalency Diploma in the GED Institute Lab.
- Mathematics tutors help students gain greater experience with math principles and practice skills using online computer tutorials, course videos, specialized workshops and study groups.
- Reading and Study Skills tutors help students strengthen reading, note-taking, organization, and test-taking skills.
- Writing tutors help students plan, compose and revise their college papers.
- The Online Writing Lab (OWL) is a resource to help students with writing assignments. Students can submit a paper or a specific writing question to the lab and a tutor will respond with comments within 48 hours. Visit OWL online at <http://www.ccd.edu/ccd.nsf/html/WEBB8CEESG-OWL>

ACADEMIC TECHNOLOGY CENTER (ATC)

The Academic Technology Center, located in TE 104, provides access to computers for all students. Students can access e-mail, 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 Auraria Early Learning offers childcare for 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 offered for children up to 8 years of age. Call 303-556-3188 or see our web page, www.aurariaearlylearning.org, for more information and program cost.

AURARIA LIBRARY

The Auraria Library provides a wide range of learning resources, research services, and study environments to support student learning. The Auraria Library collection contains nearly 1 million print books and e-books, more than 65,000 print and e-journals, and media including CDs, DVDs and streaming videos. Nearly 300 databases provide access to full-text articles, journal citations, images, statistics, legal and business data, and a multitude of other disciplines. These materials may be discovered using the Auraria Library home page <http://library.auraria.edu>.

Students can visit the Ask Us Desk for assistance with basic research questions, to borrow items for a class (Course Reserves) or from the Library's collection, to request materials from regional libraries via Prospector or

national libraries via Interlibrary Loan, and more. Use the Self Check Out machines to expedite borrowing Library books. For more in-depth research questions, visit the Research Help Desk or go to the Ask A Librarian webpage <http://library.auraria.edu/services/researchhelp> where students are able to contact Librarians who are able to assist them via walk-in, appointment, phone, email, IM, or text message.

For more information about Auraria Library services, call the Ask Us Desk at 303-556-2639.

CAMPUS RECREATION

Campus Recreation at Auraria (CRA) is a comprehensive fitness, recreational and leisure service programs provided to the students, staff, and faculty of the Community College of Denver. 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, visit PE 108 in the Event Center, www.mscd.edu/campusrec/, or call 303 556-3210.

CAREER DEVELOPMENT CENTER (CDC)

The Career Development Center (CDC) helps students find their career and academic path, gain career experience, and assists with job search preparedness skills such as resume writing and interviewing. CDC provides career workshops and advising sessions. CDC maintains 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 internships and full-time jobs after graduation.

For more information on the Career Development Center, please contact us at 303-352-3306 or online at www.ccd.edu/career.

CCD CHILDREN'S COLLEGE LAB SCHOOL

The Children's College Lab School is the practical component of studies for students enrolled in the Early Childhood Education programs at the 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, while interacting with children on a regular basis. Master teachers work with students in actual preschool classrooms.

Children 2 1/2 through 5 years of age are enrolled in preschool classrooms fully licensed by the Colorado Department of Human Services. The program is open to the community, with priority to CCD students, faculty, and staff.





Hours of operation are Monday through Friday, 7:30 a.m. – 5:30 p.m., with competitive tuition rates. The Children's College Lab School has a 4-star Qualistar rating, attesting to the level of excellence within the program. For additional information, call 303-556-2439.

CENTER FOR PERSONS WITH DISABILITIES (CPD)/ ACCESSIBILITY CENTER

The Center for Persons with Disabilities (CPD)/Accessibility Center office provides accommodations and services to students with documented 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 (CPD)/Accessibility Center 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. The Center for Persons with Disabilities (CPD)/Accessibility Center 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.

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.

COLLEGE PATHWAYS

Concurrent Enrollment at CCD

The Concurrent Enrollment Programs Act of 2010 governs how students can take college classes while in high school. The 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.

EDUCATIONAL OPPORTUNITY CENTER (EOC)/TRIO

The Educational Opportunity Center (EOC) is a community service program that provides educational planning, information and assistance, including:

- career counseling
- college/university admission
- vocational-technical school enrollment
- academic assessment coordination
- federal and state student financial aid application (FAFSA) assistance
- 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.

FASTSTART@CCD

FastStart@CCD Learning Communities help students who require developmental or remedial courses in reading, English and/or math accelerate through those classes. For example, 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 meet together for three hours, two days a week, for each sequence and an additional day for 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 student ambassadors, monitors FastStart students' progress and refers them to the services they might need to succeed. To get more information on the FastStart program, visit www.ccd.edu/faststart, email ccd.faststart@ccd.edu, or call 303-352-3355.

FIRST GENERATION STUDENT SUCCESS (FGSS)/ FIRST YEAR EXPERIENCE (FYE)

The FYE program assists first-time college students with transitioning into their first semester of college at CCD. Students will be assigned an Educational Case Manager (ECM) who will provide guidance, support, advocacy, and coaching through individual and group sessions that will address the following areas:

- Navigating the CCD website and the CCDConnect student portal, including how to register for classes
- Maintaining financial aid and scholarship eligibility
- Developing a program plan
- Understanding graduation requirements
- Basic computer skills
- Time management and study skills
- CCD's Code of Conduct

- Differences between high school and college
- CCD and Auraria Campus resources including but not limited to:
- Auraria Library
- Testing Center
- Office of Student Life
- Career Development Center
- Transfer Success Center
- Educational Opportunity Center

Denver Scholarship Foundation (DSF) recipients are required to participate in the FYE program. Students interested in applying to the First Year Experience Program can call 303-556-4964 for more information.

GAY, LESBIAN, BISEXUAL & TRANSGENDERED (GLBT) STUDENT SERVICES AT AURARIA

GLBT Student Services provides the following services to the Auraria campus:

- **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 training for student volunteers and schedules speaking engagements for campus classes and events.
- **Special Events** – Offers GLBT Awareness Month, LGBTQIA Development, Welcome Back receptions, leadership training, panels, speakers, and entertainment.
- GLBT Student Services is located in the Tivoli Student Union, Room 213 and is open Monday-Friday, 9am-6pm. For more information, contact GLBT Student Services at 303-556-6333 or info@glbtss.org.

GED INSTITUTE - AURARIA CAMPUS

The GED Institute conducts GED preparation and ESL classes on and off campus. For more information on locations, class schedules, and admission requirements, call 303-556-3805. The GED Institute office is located on the Auraria Campus. GED testing is administered at 4440 Navajo Street.

HEALTH SERVICES

CCD students who are enrolled in at least one credit hour and have a current student ID are eligible for services at the Auraria Student Health Center. The facility is staffed by physicians, physician assistants, nurse practitioners, radiology technologists, and medical assistant. The Health Center provides low cost services. This includes, but is not limited to, immunizations, 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, HIV testing, blood pressure checks, casting, suturing and X-ray.

Payment is required at time of service. While student health insurance is not required to use the Health Center, the facility is an in-network specialty provider for Blue Cross/Blue Shield (BC/BS) insurance. BC/BS members should have their BC/BS card available when seeking care. Free health related classes are also offered 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.

Students who have concerns about infectious diseases should contact the Health Center. 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.

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.

HEALTH INSURANCE

Students may purchase an accident and sickness insurance plan after registering. Information is available through CCDConnect or at the Admissions, Registration & Records Office, 303-556-2420.

PARKING AND TRANSPORTATION SERVICES

Parking is available in daily fee lots ranging in price from \$2.50 to \$10. There are two parking garages that are available for a daily fee: the 7th Street Parking Garage (located at Seventh Street and Lawrence Way) and the Tivoli Parking Garage (located north of the Tivoli Student Union). 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 in various locations around campus. For parking meters, student should use nickels to get the maximum number of minutes. Parking at Satellite Locations is nominal or free.

Prospective students who come to the Auraria Campus for advising, New Student Orientation, basic skills assessment, financial aid workshops or registration may park in the Tivoli Parking Garage and get their parking tickets validated. Once registered, students no longer are eligible for parking validation.

Parking and Transportation Services also offers the following services:

- carpool parking discounts.
- free on-campus transportation for disabled students on the wheelchair-accessible Handivan.
- free campus shuttle service for evening students on the Auraria Night Rider Service (Monday through Thursday, dusk to 10 p.m.)

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. Parking maps and fee information are available at www.ahcc.edu/parking/

THE PHOENIX CENTER AT AURARIA

The Phoenix Center provides education, training, and resource referral for issues of interpersonal violence (IPV) along with 24/7 response and support services. All services are free and confidential for CCD students, staff, and faculty.

Individuals who have experienced IPV (whether recently or in the past) can contact the Phoenix Center at Auraria for emotional support and to discuss options and available resources. The Phoenix Center provides academic advocacy and facilitates discussions to assist students in feeling safe on campus. They also 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.

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

STUDENT LIFE

The Student Life office provides opportunities for personal and social growth outside of the classroom. Student Life offers a variety of services including:

- overseeing Student Conduct procedures
- referrals for day care, health, housing and employment services
- in-house food bank and textbook lending library to help students who are struggling financially
- CCD Student Government
- The Campus Connection (the student newspaper)
- student organizations and clubs
- leadership training

Visit Student Life on the third floor of the Tivoli Student Union, Room 309, call 303-556-2597, or learn more online at www.ccd.edu/studentlife

STUDENT SUPPORT SERVICES (SSS)/TRIO

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 to assist students.

TRIO SSS Provides:

- 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
- Connection to community resources

Summer Bridge Program — Prior to each fall semester, TRIO offers a Summer Bridge program, which gives participants a foundation for a successful college education. This program serves entering freshmen and learners returning to education who enter CCD in either summer or fall semester. In this program, students prepare to take classes and navigate a college community. Students learn about financial assistance, explore career options, participate in a variety of enrichment activities, and learn about student services at CCD. Summer Bridge motivates students to pursue a college education and equips them with the skills and confidence needed to complete it.

For more information or to apply for TRIO Student Support Services and/or the Summer Bridge Program call 303-556-4964 or go to www.ccd.edu/trioscholars.

TOURS OF CAMPUS

Campus Tour Visits are available to prospective students and/or their families. Both one-on-one and group tours are available. Campus Tour Visits include an informal presentation on CCD services and a tour of the Auraria Campus. Contact Recruitment & Student Outreach at 303-352-3079 to arrange a visit. Campus Tour Visits can also be scheduled online at www.ccd.edu

TESTING CENTER

The Testing Center and the Computer Based Testing Center offer a variety of testing services, including:

- College placement for English, reading, math, Spanish, French, and biology.
- Credit for Prior Learning tests, such as CLEP.
- Licensure exams and entrance exams, such as the Graduate Record Exam (GRE) and Test of English as a Foreign Language (TOEFL).

For more information go to www.ccd.edu or call 303-556-3810.

TRANSCRIPT REQUESTS

Students may request copies of their CCD academic records from the Admissions, Registration & Records office. All transcripts must be requested in writing or ordered online at www.ccd.edu.

Transcript will not be released for students who have financial and/or academic holds on their accounts. This includes past due balances and other financial obligations due to CCD or any other Colorado Community College.

The cost of transcripts depends on the Service Option selected by the student. See chart below for available service options and charges.



Payments may be made by cash, check or credit card and are due at the time of the request. Processing time does not include delivery time. Transcripts are processed within the time specified, sent to the Auraria campus mail room, 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

TRANSFER SUCCESS CENTER (TSC)

The Transfer Success Center (TSC) provides services, tools, and resources to assist students with transfer to any 4-year college or university. Specific service areas include: transfer tours, expos, and workshops. TSC is also home to the Denver Transfer Initiative (DTI) which provides continuous assistance, guidance, and support as students persist 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 on the web at www.ccd.edu/department/TransferSuccessCenter.

VETERANS AFFAIRS

Veterans seeking VA educational benefits must 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 CCD.

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 CCD's VA Certifying Official. The last day to apply for advanced payment is 30 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 for more information.

Required Documentation

Students must provide all of the following documents to CCD's VA Certifying Official before CCD will begin the VA Payment Process:

- VA Worksheet (available from the VA Certifying Official).
- Copy of original application for benefits (22-1990 or 22-5490) or change of training place (22-1995 or 22-5495).
- Copy of the Certificate of Eligibility (sent by the VA to eligible students 6-8 months after the student has applied for benefits).
- Notice of Student Responsibility Form (receive from VA Certifying Official).

Veterans Need to Know

Course Selection: The VA does not generally pay for courses that are not required for the student's program of study or count toward graduation requirements. VA benefits cannot be used towards a repeated course that has been successfully completed, even if the student intends on repeating the course in order to raise their cumulative GPA. A course for which a grade of "D" was assigned may be repeated if a higher grade is required for the program of study. The VA will not pay for online remedial courses. Only remedial courses taken on campus are eligible for VA benefits.

CCD's VA Certifying Official must send certification of classes to the VA once the student has registered. When an enrollment adjustment after initial certification must be submitted due to adding or reducing the number of credit hours onto a student schedule, it can result in significant delays to benefits and may also increase the likelihood of overpayment.

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

Veteran Orientations: Orientations are held in the Fall and Spring Semester. Please see the VA Certifying Official 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.

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 enrollment 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 the course requirements in order to receive an "SP." 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" and the veteran's enrollment certification will be adjusted back to the beginning date of the term in which the "SP" grade was received.

Attendance: Students who stop attending class but do not 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. Students must submit evidence that they applied for tutorial aid, consulted the CCD VA Certifying Official or consult 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. Physical training (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.

Because the actual Army ROTC classes at Auraria Campus are taught at Metropolitan State College of Denver, students must register using the inter-institutional process. The process incurs no additional costs. The Army ROTC classes at CCD use the ARM prefix (Metro State uses MILR). If you need help with the inter-institutional registration process, contact CCD Admissions, Registration, and Records at 303-556-2420.

For more information about Army ROTC, contact the Department of Military Science office at 303-352-7079, visit www.colorado.edu/AROTC, or e-mail armyrotc@colorado.edu.

COOPERATIVE EDUCATION PROGRAM

Students in CCD's Cooperative Education program 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 the Educational Case Manager in the appropriate center.

DEVELOPMENTAL STUDIES PROGRAM

CCD has a comprehensive developmental studies program for students who need to upgrade reading, English, math, and/or study 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, 303-556-8455.

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, contact the Honors 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:

- CCD Student ID card
- 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, including The Amendments Act of 2008 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 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 Current Students, Student Resources, Center for Persons with Disabilities (CPD)/Accessibility Center. Contact Admissions, Registration & Records for a complete description of the FERPA policy.

NOTICE OF NONDISCRIMINATION

The Community College of Denver does not discriminate on the basis of race, color, creed, national origin, ancestry, sex, sexual orientation, pregnancy status, religion, veteran status, age, or disability in its employment practices and educational programs and activities. Individuals with limited English proficiency interested in career and technical education programs will be assessed and offered options to support their participation in CCD programs. The following person has been designated to handle inquiries regarding the non-discrimination policies or discrimination complaints: Rhonda Pylican, Director of Human Resources, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, Administration Building, Room 310, Denver, CO 80217-3363, Telephone: 303-352-3037.

AVISO "NO A LA DISCRIMINACIÓN"

El Community College of Denver (CCD por sus siglas en inglés), no discrimina por motivos de raza, color, credo, nacionalidad, ascendencia, sexo, orientación sexual, embarazo, religión, militar en servicio activo y/o pasivo, edad, o personas con discapacidad especificada en su política de empleo, o en su programa de educación, y/o en otras actividades. Personas con conocimientos limitados de inglés interesadas en programas de educación profesional y/o técnicas, serán evaluadas y se les ofrecerá opciones para apoyar su participación en los programas educativos de CCD. La siguiente persona ha sido designada para manejar las preguntas con respecto a las políticas de no discriminación o denuncias de discriminación: Rhonda Pylican, Directora de Recursos Humanos, Coordinadora del Título IX, Título VII/Equal Opportunity Coordinator (EO por sus siglas en inglés), Coordinadora ADA/Sec 504, Administración Building, Oficina 310, Denver, CO 80217-3363, Teléfono: 303-352-3037.

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, the Auraria Police Department, and the Auraria Health Center as a college official. CCD has also designated Metropolitan State College of Denver (MSCD) and the University of Colorado at Denver (UCD) as college officials for students taking developmental courses through these institutions, inter-institutional registration, and physical education courses. A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the college. Upon request, the college discloses education records, without a student's consent, to officials of another school, in which a student seeks or intends to enroll or after enrollment.

The college may share educational records 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, 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.

Although possession and use of marijuana for certain medical conditions consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on campus.

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 policy on page 40 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.
- you see a crime in progress.
- you see someone or something suspicious.
- you feel threatened by a person or a situation.
- someone is injured or ill.
- you see fire or smell smoke
- you see someone driving dangerously.

- you think you see a drunken driver.
- you see a chemical spill.
- if you have any questions or concerns regarding your safety.

Auraria Campus

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

If you are a victim, or a witness of a crime, you should report it to the Auraria 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 telephones, payphones or cell phones call 303-556-5000.

Victims of stalkers or persons with restraining orders against another party are strongly encouraged to notify the Auraria Police Department of the threat, and to provide the Auraria Police Department with a copy of the restraining order so that Police Officers have the information on hand.

The Auraria 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 Auraria Police Department office 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. The Auraria Police Department patrols the Auraria Higher Education Center 24 hours a day because of its open nature.

Center for Health Sciences at Lowry

The Center for Health Sciences 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 Center for Health Sciences 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 Center for Health Sciences 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.

The Clery Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires that crime data is collected, reported and disseminated to the campus community and also submitted to the Department of Education. The act is intended to provide students and their families, as higher education consumers, with accurate, complete and timely information about safety on campus so they can make informed decisions.

You may view the CCD Campus Security and Safety Report at <http://www.ahec.edu/campuspolice/ccd-clery.pdf>

STUDENT CODE OF CONDUCT

CCD values Student Learning and Development, Excellence and Innovation, Educational Access and Diversity, and Integrity, Accountability and Collaboration. In the spirit of these values, we have the expectation that students adhere to a Code of Conduct which is reflective of the values of the College.

The Office of Student Conduct believes that student learning takes place outside the classroom as well as inside the classroom. Our goal is to use the adjudication process as a tool for educating the student on personal conduct, ethical reasoning and community responsibility. We will treat each case individually and each student with respect. We will involve the entire community in a culture of conversation, where reporting is a natural byproduct of a sincere commitment to the safety, security and learning environment of the campus.

Please refer to the following website for the finalized/updated version of the Code of Conduct: <http://www.ccd.edu/ccd.nsf/html/CCD+Student+Code+of+Conduct>.

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:

- 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.
- Formal:**
 - 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.

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

- 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.
- 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).
- 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 appeal process.

Formal Grievance Procedure

- 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.
- 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.
- If the matter is determined to be grievable, the CSSO or designee shall hear the Grievance.
- 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.
- All hearings will be closed unless the both the grievant and respondent agree in writing to an open hearing. At the request of the Griev-

ant 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 be 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 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.

The Report can be found at: <http://www.ahec.edu/campuspolice/ccd-clery.pdf>.

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).

The Clery Report can be viewed at: <http://www.ahec.edu/campuspolice/ccd-clery.pdf>

Statement Regarding Registered Sex Offenders

Colorado Revised Statutes 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

The following forms of sexual harassment are prohibited by Colorado Community College System policy.

Quid Pro Quo Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by one in a position of power or influence constitute quid pro quo sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic status in course, program or activity; or
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that student.

Hostile Environment Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute hostile environment sexual harassment when such conduct is directed toward an individual because of her or his gender is severe and/or pervasive, and has the purpose or effect of:

1. Creating an intimidating, hostile, or offensive academic or work environment; or
2. Unreasonably interfering with another's academic performance or work.

Gender Stereotyping

Harassment based on stereotypes and assumptions about abilities, traits, appearance, behavior, or the performance of individuals on the basis of sex.

To report the sexual harassment of yourself or another student, contact Rhonda Pylican, Director of Human Resources, Title IX Coordinator, Administration Building, Room 310, Denver, CO 80217-3363, Telephone: 303-352-3037.

Auraria Campus Sexual Assault Policy

1. Statement of Purpose: This Policy was developed collaboratively 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.S.C. § 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 activities. 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 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 policies 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 confidentially 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.denervictims.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:

COLORADO ANTI-VIOLENCE PROGRAM

303-839-5204

(gay, lesbian, bisexual, transgender and queer)

24-hour crisis: 303-852-5094 / 1-888-557-4441

www.coavp.org

ACADEMIC CENTERS

CENTER FOR LANGUAGE, ARTS & BEHAVIORAL SCIENCES

303-556-2473 Amy Beth Rell, Ph.D., Dean

ART

303-556-2520 Lincoln Phillips
lincoln.phillips@ccd.edu

BEHAVIORAL SCIENCES

(Anthropology, Psychology, Sociology)

303-352-3055 Roger Carver
roger.carver@ccd.edu

COMMUNICATION (SPEECH), THEATRE

303-556-5439 Adam Glick
adam.glick@ccd.edu

ENGLISH, JOURNALISM

303-556-3748 Stephen Thomas
stephen.thomas@ccd.edu

WORLD LANGUAGES

303-556-3855 Maria Langley
maria.langley@ccd.edu

GRAPHIC DESIGN

303-352-3075 John Kjos
john.kjos@ccd.edu

HISTORY, HUMANITIES, LITERATURE, PHILOSOPHY

303-556-3860 Michael Mackey
michael.mackey@ccd.edu

HUMAN SERVICES

303-556-4581 Leigh Sinclair
susan.sinclair@ccd.edu

MUSIC

303-556-3856 Cathleen Whiles
cathleen.whiles@ccd.edu

PARALEGAL

Stacey Beckman 303-352-3054
stacey.beckman@ccd.edu

CENTER FOR CAREER & TECHNICAL EDUCATION

303-352-3221 Christopher Budden, Ed.D., Dean

ACCOUNTING

303-352-3080 Diane Lewis-Lamb
diane.lewis-lamb@ccd.edu

BUSINESS ADMINISTRATION, ECONOMICS, POLITICAL SCIENCE

303-556-6858 Carol Miller, Ph.D.
carol.miller@ccd.edu

BUSINESS TECHNOLOGY

303-556-3829 Jackie Carpio
jackie.carpio@ccd.edu

CRIMINAL JUSTICE

303-556-3627 Dan Miraflor
Daniel.Miraflor @ccd.edu

EARLY CHILDHOOD EDUCATION, EDUCATION, ELEMENTARY EDUCATION

303-352-3211 Gary Sawyer
gary.sawyer@ccd.edu

ENGINEERING GRAPHICS, TRADES & INDUSTRY

303-556-8393 Rick Glesner
rick.glesner@ccd.edu

INFORMATION TECHNOLOGY, ELECTRONICS

303-556-5601 Eric Hamilton
eric.hamilton@ccd.edu

WORKPLACE LEARNING

303-352-6910 Marsha Mattingly
marsha.mattingly@ccd.edu

CENTER FOR EDUCATIONAL ADVANCEMENT

303-556-3801 Nancy Story, Dean

ACADEMIC ACHIEVEMENT

303-352-3256 Roseann Bohar
roseann.bohar@ccd.edu

DEVELOPMENTAL ENGLISH

303-556-8455 Brian Dickson
brian.dickson@ccd.edu

DEVELOPMENTAL MATHEMATICS

303-556-3581 Linda Hoops
linda.hoops@ccd.edu

DEVELOPMENTAL READING

303-556-8157 Sandra Dawson
sandra.dawson@ccd.edu

ENGLISH AS A SECOND LANGUAGE (ESL)

303-352-3335 Roberta Ware
roberta.ware@ccd.edu

GENERAL EDUCATION DEVELOPMENT (GED)

303-556-2774 Glenda Sinks
glenda.sinks@ccd.edu

First term student performs in "The Girl Who Fell Through a Hole in Her Sweater" by Naomi Wallace, Spring 2011. Students in CCD theatre courses have immediate opportunity to perform.





CENTER FOR HEALTH SCIENCES

303-365-8300 Connie Strand, Dean of Health Sciences

DENTAL HYGIENE

303-365-8334 Stephanie Harrison
stephanie.harrison@ccd.edu

EMERGENCY MEDICAL SERVICES

303-602-2533 Christy Allen
christy.allen@dhha.org

**MEDICAL OFFICE TECHNOLOGY/
HEALTH INFORMATION TECHNOLOGY**

303-365-8390 Darla Ruff
darla.ruff@ccd.edu

NURSING

303-365-8386 Ashley Weycer
ashley.weycer@ccd.edu

NURSE AIDE

303-365-8357 Arthur (Lew) Hazen
arthur.hazen@ccd.edu

RADIATION THERAPY

303.365.8379 Phyllis DeBaun
phyllis.debaun@ccd.edu

**RADIOLOGIC TECHNOLOGY/COMPUTED TOMOGRAPHY/
MAMMOGRAPHY**

303-365-8391 Cathy Masters
catherine.masters@ccd.edu

VETERINARY TECHNOLOGY

303-365-8374 Shannon Burkhalter
shannon.burkhalter@ccd.edu

CENTER FOR MATH & SCIENCE

303-556-3819 Heidi Loshbaugh, Ph.D., Dean

MATHEMATICS

303-556-3816 Jean Hindie
jean.hindie@ccd.edu

303-556-5514 Sara Pangle
sara.pangle@ccd.edu

BIOLOGY, NUTRITION, GEOLOGY, SCIENCE

303-352-3168 Terry Williams
terry.williams@ccd.edu

CHEMISTRY, ASTRONOMY, PHYSICS

303-352-3195 Claire Miller
claire.miller@ccd.edu

ACADEMIC TERMS



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: When a course has a co-requisite, it means that a student is required to take another course concurrent with (or prior to) enrollment in the course. Knowing the information presented in the co-requisite course is considered necessary in order for a student to be successful in the course. It is the student's obligation to know and meet course co-requisites. These are stated in the course description section of the CCD Catalog and the Schedule of Classes. Co-requisites will be checked at registration. The student may be required to file proof of meeting co-requisites.

Course Number: A three-digit number is assigned to all college courses. Courses listed in the 100s are designated for freshman level; 200s are intended for sophomore level. Courses numbered below 100 are developmental and generally cannot be used towards degree or certificate requirements and are not transferable to four-year institutions (ex. ENG 121 = English Composition I).

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.

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 required for the program or plan of study. An average, full-time student course load is 15 credit hours.

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 Advisor or Educational Case Manager.

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.

Prefix: Each course has a three-letter code designating the instructional department or division. For example, ENG is the prefix for English courses.

Prerequisite: When a course has a prerequisite, it means that a student must have certain knowledge to be successful in the course. The prior knowledge may be a test score or a successful completion of a prior course (e.g. must have completed ENG 060 with a grade of C or better). Completion of the prerequisite is required prior to enrolling in the course, and U/D, U/F, D, F, SP, or I grades are not acceptable. It is the student's obligation to know and meet course prerequisites. These are stated in the course description section of the CCD catalog and the Schedule of Classes. Prerequisites will be checked at registration. The student may be required to file proof of meeting prerequisites.

Section Number: A three-digit number or letter combination is assigned to all college courses. The section number is found immediately following the course number (ex. ENG 121-111 = Section 111 of English Composition I). This number is not indicative of the number of sections offered at CCD.

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.

PROGRAM TITLES OR COURSE PREFIXES

Academic Achievement	AAA
Accounting	ACC
American Sign Language	ASL
Anthropology	ANT
Architecture/Engineering/	AEC
Construction	AEC
Arabic	ARA
Art	ART
Astronomy	AST
Biology	BIO
Business Administration	BUS
Business Technology	BTE
Chemistry	CHE
Chinese	CHI
Communication	COM
Community Health Worker	CHW
Computed Tomography	RTE
Computer Aided Drafting	CAD
Computer Information Systems	CIS
Computer Networking	CNG
Computer Science	CSC
Computer Web	CWB
Criminal Justice	CRJ
Dance	DAN
Dental Hygiene	DEH
Early Childhood Education	ECE
Economics	ECO
Education	EDU
Electroneurodiagnostic Technologist	END
Electronics	ELT
Emergency Medical Services	EMS
Engineering	EGG
Engineering Graphics	EGT
Engineering Technology	ENT
English	ENG
English as a Second Language (ESL)	ESL
Environmental Science	ENV
Finance	FIN
French	FRE
General Education Development	GED
Geography	GEO
German	GER

Geology	GEY
Graphic Design & Multimedia	MGD
Health & Wellness	HWE
Health Professions	HPR
History	HIS
Human Services	HSE
Humanities	HUM
Italian	ITA
Japanese	JPN
Journalism	JOU
Literature	LIT
Machine Technologies	MAC
Management	MAN
Manufacturing Technology	MTE
Marketing	MAR
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
Physical Education	PED
Radiation Therapy	RTH
Radiologic Technology	RTE
Reading	REA
Science	SCI
Sociology	SOC
Spanish	SPA
Technology	TEC
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	page 49
Early Childhood Education Associate of Arts Degree Plan	page 49
Economics Associate of Arts Degree Plan	page 49
History Associate of Arts Degree Plan	page 50
Mathematics Associate of Science Degree Plan	page 51
Psychology Associate of Arts Degree Plan	page 61
Psychology Associate of Science Degree Plan	page 52
Spanish Associate of Arts Degree Plan	page 52

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
or	
ENG 122 English Composition II:	GT-CO2 3
and a GT-CO3 course	GT-CO3 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 (GT-AH1, GT-AH2, GT-AH3, GT-AH4)	
History	3
One guaranteed transfer History course GT-HI1	
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)	
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.

Early Childhood Education Associate of Arts Degree Plan

Required Courses That Fulfill General Education Requirements: **32-38**

Communication	6
ENG 121 English Composition I:	GT-CO1
and	GT-CO2
ENG 122 English Composition II:	GT-CO2
Math	6
MAT 120 Mathematics for Liberal Arts	GT-MA1
or	
MAT 121 College Algebra	GT-MA1
and	
MAT 135 Introduction to Statistics	GT-MA1
or	
MAT 155 Integrated Math I	
and	
MAT 156 Integrated Math II	
Humanities	6
MUS 120 Music Appreciation	GT-AH1
ART 110 Art Appreciation	GT-AH1
LIT 115 Introduction to Literature	GT-AH2
LIT 255 Children's Literature	
Social & Behavioral Sciences	9
GEO 105 World Regional Geography	GT-SS1 3
HIS 201 U.S. History I	GT-HI1 3
POS 111 American Government	GT-SS1 3
Science	8
SCI 155 Integrated Science I	GT-SC1 4
SCI 156 Integrated Science II	GT-SC1 4
Additional Required Courses	19
ECE 101 Intro to Early Childhood Ed.	3
ECE 102 Intro to Early Childhood Lab	3
ECE 205 Nutrition, Health and Safety	3
ECE 238 Child growth and Development	3
ECE 241 Human Relations for Child Dev	3
ECE 188 Practicum	(1)
or	
ECE 209 Observing Young Children	(1)
or	
ECE 236 Child Growth/Developmental Lab	
B or better	(1)
COM 115 Public Speaking (SPE 115)	3
Electives	6
Six credits determined by transferring institution	
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: **40**

Communication	6
ENG 121 English Composition I:	GT-CO1 3
ENG 122 English Composition II:	GT-CO2 3
or	
ENG 122 English Composition II:	GT-CO3 3
and a GT-CO3 course	GT-CO3 3

Mathematics	5
MAT 201 Calculus I: GT-MA1	5
Arts & Humanities	9
Three guaranteed transfer Arts & Humanities courses (GT-AH1, GT-AH2, GT-AH3, GT-AH4)	
History	3
One guaranteed transfer History course GT-HI1	
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)	
Additional Required Courses	3
MAT 135 Introduction to Statistics: GT-MA1	3
Electives	20

NOTE: Not all courses listed below are available at CCD.

- ACC 121, 122
- ANT - all courses
- ARA - all courses 111 and higher
- ART - all courses
- ASL - all courses 121 and higher
- AST - all courses
- BIO - all courses
- BUS 115, 216, 217, 226
- CHE - all courses
- CHI - all courses 111 and higher
- CIS 118
- COM - all courses
- CRJ 110
- EDU 221
- ENG 131, ENG 221, ENG 222
- FRE - all courses 111 and higher
- GEO - all courses
- GER - all courses 111 and higher
- GEY - all courses
- HIS - all courses
- HUM - all courses
- ITA - all courses 111 and higher
- JOU - all courses
- JPN - all courses 111 and higher
- LIT - all courses
- MAT 120, 121, 123, 125, 155, 202, 204, 266
- MUS - all courses
- PHI - all courses
- PHY - all courses
- POS - all courses
- PSY 101, 102, 205, 217, 226, 227, PSY 235, 238, 240, 249
- SCI 155, 156
- SOC - all courses
- SPA - all courses 111 and higher
- THE - all courses

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: GT-CO2	

or		
ENG 122 English Composition II: GT-CO2		
and a GT-CO3 course		GT-CO3
Mathematics		3
One guaranteed transfer Mathematics course but not MAT 155 or MAT 156(GT-MA1		
Arts & Humanities		9
Three guaranteed transfer Arts & Humanities courses (GT-AH1, GT-AH2, GT-AH3, 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 (GT-SS1, GT-SS2, GT-SS3)		
Natural & Physical Sciences		7
Two guaranteed transfer Natural & Physical Sciences courses (GT-SC1, GT-SC2)		
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		
		GT-HI1 3
COM 115 Public Speaking		3
or		
COM 125 Interpersonal Communications		
Electives		11

NOTE: Not all courses listed below are available at CCD.

- ANT - all courses
- ARA - all courses 111 and higher
- ART - all courses
- ASL - all courses 121 and higher
- AST - all courses
- BIO - all courses
- CHE - all courses
- CHI - all courses 111 and higher
- CIS 118
- COM - all courses
- CRJ 110
- DAN & PED - all courses (up to 4 credits total)
- ECE 101
- ECO - all courses
- EDU 221
- ENG - all courses 121 and higher
- FRE - all courses 111 and higher
- GEO - all courses
- GER - all courses 111 and higher
- GEY - all courses
- HIS - all courses
- HUM- all courses
- HWE 100
- ITA - all courses 111 and higher
- JOU - all courses
- JPN - all courses 111 and higher
- LIT - all courses
- MAT - all courses 120 and higher
- MGD - all courses
- MUS - all courses
- PHI - all courses
- PHY - all courses
- POS - all courses

- PSY - all courses
- SCI 155, 156
- SOC - all courses
- SPA - all courses 111 and higher
- THE - all courses

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	GT-CO3

Mathematics **5**

MAT 201	Calculus I:	GT-MA1
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Arts & Humanities **9**

Three guaranteed transfer Arts & Humanities courses
(GT-AH1, GT-AH2, GT-AH3, GT-AH4)

History **3**

One guaranteed transfer History course	GT-HI1
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Social & Behavioral Sciences **6**

Two guaranteed transfer Social & Behavioral Sciences courses

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**

NOTE: Not all courses listed below are available at CCD.

- ANT - all courses
- ARA - all courses 111 and higher
- ART - all courses
- ASL - all courses
- AST - all courses
- BIO - all courses
- CHE - all courses
- CHI - all courses 111 and higher
- CIS 118
- COM - all courses
- CSC 161
- DAN, HPL and PED - all courses (up to 4 credits total)
- ECO - all courses
- EDU 211
- ENG - all courses 121 and higher
- FRE - all courses 111 and higher
- GEO - all courses
- GER - all courses 111 and higher
- GEY - all courses
- HIS - all courses
- HUM - all courses

- HWE 100
- ITA - all courses 111 and higher
- JOU - all courses
- JPN - all courses 111 and higher
- LIT - all courses
- MAT - all courses 121 and higher
- MUS - all courses
- PHI - all courses
- PHY - all courses
- POS - all courses
- PSY - all courses
- SOC - all courses
- SPA - all courses 111 and higher
- THE - all courses

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	
ENG 122	English Composition II:	GT-CO2
	or	
ENG 122	English Composition II:	GT-CO2
	and a GT-CO3 course	GT-CO3

Mathematics **3-4**

MAT 121	College Algebra:	GT-MA1
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Arts & Humanities **9**

Three guaranteed transfer Arts & Humanities courses
No more than two (2) courses from any one category
(GT-AH1, GT-AH2, GT-AH3, GT-AH4)

History **3**

One guaranteed transfer History course	GT-HI1
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Social & Behavioral Sciences **6**

Two guaranteed transfer Social & Behavioral Sciences courses
(GT-SS1, GT-SS2, GT-SS3)

Natural & Physical Sciences **7**

One guaranteed transfer BIOLOGY — must be GT-SC1 (course with lab)	GT-SC1
One guaranteed transfer Natural & Physical Sciences course of the student's choosing	GT-SC1

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

COM 115	Public Speaking	3
	or	

COM 125	Interpersonal Communications	(3)
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Electives **6-8**

NOTE: Not all courses listed below are available at CCD.

- ACC 121, 122
- ANT - all courses
- ARA - all courses 111 and higher
- ART - all courses
- ASL - all courses 121 and higher
- AST - all courses
- BIO - all courses
- BUS 115, 216, 217, 226
- CHE - all courses

- CHI - all courses 111 and higher
- CIS 118
- COM - all courses
- CRJ 110
- CSC 160, 161
- DAN & PED - all courses (up to 4 credits total)
- ECE 101, 102, 205, 238, 241
- ECO - all courses 101 and higher
- EDU 221
- ENG - all courses 121 and higher
- FRE - all courses 111 and higher
- GEO - all courses
- GER - all courses 111 and higher
- GEY - all courses
- HIS - all courses
- HUM - all courses
- ITA - all courses 111 and higher
- JOU - all courses
- JPN - all courses 111 and higher
- LIT - all courses
- MAT - all courses 121 and higher
- MGD - all courses
- MUS - all courses
- PHI - all courses
- PHY - all courses
- POS - all courses
- PSY - all courses 101 and higher
- SOC - all courses
- SPA - all courses 111 and higher
- THE - all courses

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-CO2
	and a GT-CO3 course	GT-CO3

Mathematics **4**

MAT 121	College Algebra:	GT-MA1
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Arts & Humanities **3**

PHI 111	Introduction to Philosophy	GT-AH3
	or	

PHI 112	Ethics	GT-AH3
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Six additional credits from at least two different categories of guaranteed transfer Arts & Humanities courses (GT-AH1, GT-AH2, GT-AH3, GT-AH4) **6**

History **3**

One guaranteed transfer History course		GT-HI1
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Social & Behavioral Sciences **6**

Two guaranteed transfer Social & Behavioral Sciences courses (GT-SS1, GT-SS2, GT-SS3)

Natural & Physical Sciences

BIO 111	General College Biology I (with lab)	GT-SC1	5
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CHE 111	General College Chemistry (with lab)	GT-SC1	5
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Additional Required Courses **9**

PSY 101	General Psychology I:	GT-SS3	3
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PSY 102	General Psychology II:	GT-SS3	3
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COM 115	Public Speaking		3
	or		

COM 125	Interpersonal Communications		3
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Electives **13**

NOTE: Not all courses listed below are available at CCD.

- ANT - all courses
- ARA - all courses 111 and higher
- ART - all courses
- ASL - all courses 121 and higher
- AST - all courses
- BIO - all courses 111 and higher
- CHE - all courses
- CHI - all courses 111 and higher
- CIS 118
- COM - all courses
- CSC 160, 161
- DAN & PED - all courses (up to 4 credits total)
- ECO - all courses 101 and higher
- EDU 221
- ENG - all courses 121 and higher
- FRE - all courses 111 and higher
- GEO - all courses
- GER - all courses 111 and higher
- GEY - all courses
- HIS - all courses
- HUM - all courses
- ITA - all courses 111 and higher
- JOU - all courses
- JPN - all courses 111 and higher
- LIT - all courses
- MAT - all courses 121 and higher
- MUS - all courses
- PHI - all courses
- PHY - all courses
- POS - all courses
- PSY 101,102, 200, 258 and higher
- SOC - all courses
- SPA - all courses 111 and higher
- THE - all courses

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	GT-CO3

Mathematics **3**

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

Arts & Humanities **9**

SPA 211	Spanish Language III:	GT-AH4	3
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SPA 212	Spanish Language IV:	GT-AH4	3
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One guaranteed transfer Arts & Humanities course (AH-1, AH-2, AH-3, AH-4) **3**

* 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 (GT-SS1, GT-SS2, GT-SS3)	
Natural & Physical Sciences	7
Two guaranteed transfer Natural & Physical Sciences courses. One of these courses must have the required laboratory - GT-SC1	
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) or	3
COM 125 Interpersonal Communications	
Electives	11
NOTE: Not all courses listed below are available at CCD.	
ANT 101, 211, 212	
DAN 117, 118, 119	
EDU 231	
ETH 106, 224	
GEO 105	
HIS 209, 225, 244, 246, 247, 260	
HUM 237	
LIT 201, 202, 205	
MUS 123	
POS 205	
SPA 201, 202, 215, 235, 261, 262	
FOR 111 - any foreign language other than SPA	
FOR 112 - any foreign language other than SPA	
FOR 211 - any foreign language other than SPA	
FOR 212 - any foreign language other than SPA	
Total	60

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

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, Early Childhood Education, 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.

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 GT-CO3

Oral Communication 3

COM 115 Public Speaking
or

COM 125 Interpersonal Communication
or

COM 220 Intercultural Communication

Mathematics 3

MAT 120 or higher

Any guaranteed transfer Math course except MAT 155 or MAT 156 (GT-MA1)

Arts & Humanities/Social & Behavioral Sciences Combined 18

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

Six (6) credits of guaranteed transfer courses from Arts & Humanities in two different areas (GT-AH1, GT-AH2, GT-AH3, GT-AH4)

Six (6) credits of guaranteed transfer Social & Behavioral Sciences courses from two different areas (GT-SS1, GT-SS2, GT-SS3)

Three (3) credits of guaranteed transfer History courses (GT-HI1)
and

Three (3) credits of guaranteed transfer of the student's choosing from any courses in the above areas (GT-AH1, GT-AH2, GT-AH3, GT-AH4, GT-HI1, GT-SS1, GT-SS2, GT-SS3.)

Arts & Humanities GT-AH1

Literature & Humanities GT-AH2

Ways of Thinking GT-AH3

Foreign Language GT-AH4

History GT-HI1

Economic or Political Systems GT-SS1

Geography GT-SS2

Human Behavior, Culture or Social Frameworks GT-SS3

Natural & Physical Sciences 7

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

Electives 23

NOTE: Not all courses listed below are available at CCD.

ACC 121, 122

ANT - all courses

ARA - all courses 111 and higher

ART - all courses

ASL - all course 121 and higher

AST - all courses

BIO - all courses

BUS 115, 216, 217, 226

CHE - all courses

CHI - all courses 111 and higher

CIS 118

COM - all courses

CRJ 110

DAN & PED - all courses (up to 4 credits total)

ECE 101, 102, 205, 238, 241

ECO - all courses

EDU 221

ENG - all courses 121 and higher

FRE - all courses 111 and higher

GEO - all courses

GEY - all courses

HIS - all courses

HUM - all courses

HWE 100

ITA - all courses 111 and higher

JOU - all courses

JPN - all courses 111 and higher

LIT - all courses

MAT - all courses 120 and higher

MGD - all courses

MUS - all courses

PHI - all courses

PHY - all courses

POS - all courses

PSY - all courses

SCI 155, 156

SOC - all courses

SPA - all courses 111 and higher

THE - all courses

Total 60

AA Degree Subject Area Plans of Study (Recommended)

A 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 200	Research Methodology		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 231	Positive Psychology		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

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 Educational 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

SCI 155	Integrated Science I :	GT-SC1	4
SCI 156	Integrated Science II :	GT-SC1	4

Social & Behavioral Sciences

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

LIT 115	Introduction to Literature:	GT-AH2	3
	OR		3
LIT 201	World Literature to 1600:	GT-AH2	3
	OR		3
LIT 202	World Literature After 1600:	GT-AH2	3
	OR		3
LIT 211	American Literature to Civil War:	GT-AH2	3

Education

EDU 221	Introduction to Education		3
PSY 238	Child Development:	GT-SS3	3

Electives

<i>To be determined with advisors and case managers from the home and transferring institution. Electives can be found at: http://higher.ed.colorado.gov/Academics/Transfers/Agreements/eled-other19.pdf</i>			
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		3
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 226	Fiction Writing		3
ENG 227	Poetry Writing		3
ENG 228	Writing for the Graphic Novel		3
ENG 230	Creative Nonfiction		3
ENG 236	Writing the Film		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 141	Private Instruction I		2
MUS 152	Ensemble II		1
MUS 161	Computer Music Applications I		3

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 162	Computer Music Applications II		3

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			25

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
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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	Theatre Appreciation:	GT-AH1	(3)
(May be applied toward Arts & Humanities Core Requirement)			
THE 108	Theatre Script Analysis		(2)
(Optional, based on the total of core-curriculum credits earned.)			
THE 110	Theatre in Denver		(3)
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		5
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 12 plans of study: Biology, Chemistry, Computer Science, Mathematics, Physics, Pre-Dental, Pre-Engineering, Pre-Medical, Pre-Pharmacy, Pre-Physician's Assistant, Pre-Physical Therapy, and Pre-Veterinary Science. 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

<i>Required Courses That Fulfill General Education Requirements:</i>			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	GT-CO3	
Oral Communication			3
COM 115	Public Speaking		
	or		
COM 125	Interpersonal Communication		
	or		
COM 220	Intercultural Communication		

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	
Literature & Humanities		GT-AH2	
Ways of Thinking		GT-AH3	
Foreign Language		GT-AH4	
History			3
One guaranteed transfer History course			
Social & Behavioral Sciences			6
Two (2) guaranteed transfer Social & Behavioral courses from two different areas (GT-HI1, GT-SS1, GT-SS2, GT-SS3)			
History		GT-HI1	
Economic or Political Systems		GT-SS1	
Geography		GT-SS2	
Human Behavior, Culture or Social Frameworks		GT-SS3	
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.)			
Electives			21
<i>NOTE: Not all courses listed below are available at CCD.</i>			
ANT	-	all courses	
ARA	-	all courses 111 and higher	
ART	-	all courses	
ASL	-	all courses	
AST	-	all courses	
BIO	-	all courses 111 and higher	
CHE	-	all courses 111 and higher	
CHI	-	all courses 111 and higher	
CIS		118	
COM	-	all courses	
CSC		160, 161	
DAN, HPL & PED	-	all courses (up to 4 credits total)	
ECO	-	all courses	
EDU		221	
ENG	-	all courses 121 and higher	
FRE	-	all courses 111 and higher	
GEO	-	all courses	
GER	-	all courses 111 and higher	
GEY	-	all courses	
HIS	-	all courses	
HUM	-	all courses	
HWE		100	
ITA	-	all courses 111 and higher	
JOU	-	all courses	
JPN	-	all courses 11 and higher	
LIT	-	all courses	
MAT	-	all courses 111 and higher	
MUS	-	all courses	
PHI	-	all courses	
PHY	-	all courses 111 and higher	
POS	-	all courses	

- PSY - all courses
- SOC - all courses
- SPA - all courses 111 and higher
- THE - all courses

Total **60**

General Education Associate of Science Core

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, LIT 259

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**

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.

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.)

All occupational degrees are approved by the State Board for Community College and Occupational Education and have a minimum of 60 credits. 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 or Educational Case Manager 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, and solve problems.
2. General occupational skills appropriate to the profession.
 - a. Information: ability to acquire and evaluate data, organize and maintain files, and use computers to process information.
 - b. Interpersonal: ability to work on teams and with people, teach others, serve customers, lead, negotiate, value and serve, and work well with and for people from diverse cultures.
 - c. Personal: responsibility, self-management, integrity, personal, and 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 and 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

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. 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. Program application forms are available in Center for Career & Technical Education, Plaza Building 262, and LABS, South Classroom Building 303.

A.A.S. Degree Program Requirements

See your program for details on each A.A.S. degree.

CERTIFICATES

Certificates are designed to provide students with skills needed for entry-level positions in occupational fields and to enhance skills of those already employed in occupational fields. To accelerate opportunities within an occupational field, students enroll in certificates that build to an AAS. Courses in certificates usually apply to Associate of Applied Sciences (AAS) degrees within the program.

Students requiring developmental education courses must complete the developmental courses before declaring an AAS degree or certificate. Students may enroll in courses within their chosen program, if they meet the prerequisites, before declaring a program.

Certificate Program Entry Requirements

Students must apply for entry to all certificate programs. Program application forms are available in the Center for Career & Technical Education, Plaza Building 262, and Center for Health Sciences at Lowry.

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.

ACCOUNTING

Associate of Applied Science Degree in Accounting

CCD Auraria

Accounting

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 Practicum		1
ACC 135	Spreadsheet Applications for Accounting	3	
ACC 245	Computerized Accounting with Professional Package		3
BTE 108	Ten-Key by Touch		1
BUS 217	Business Communications and Report Writing		3
CIS 155	PC Spreadsheet Concepts: Excel		3
Subtotal			30

Select at least 15 credits of electives from the following:

ACC 101	Fundamentals of Accounting		3
ACC 103	Fundamentals of Accounting Lab		1
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			15-16
Total			61-62

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 103	Fundamentals of Accounting Lab		1
ACC 115	Payroll Accounting		3
ACC 116	Computerized Billing (Peachtree)		3
ACC 245	Computerized Accounting with Professional Package		3
BUS 115	Introduction to Business		3
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 103	Fundamentals of Accounting Lab	1
ACC 116	Computerized Billing	3
ACC 132	Tax Help Colorado	2
ACC 133	Individual Income Tax Practicum	1
ACC 245	Computerized Accounting with Professional Package	3
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
	or	
MAR 160	Customer Service	(3)
CIS 155	PC Spreadsheet Concepts: Excel	3
	Total	28

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) including Delta-Montrose Area Vocational Technical Center, Emily Griffith Technical College, San Juan Basin Area Vocational Technical School, and Picken's Technical College.

The general education and other degree requirements will be completed at Community College of Denver (CCD). The AAS degree in Applied Technology 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 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		
	or		3
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. Students planning to transfer to a four-year institution, as a business major, should talk with their advisor about completing the Associate of Arts (AA) in Business Administration.

The Community College of Denver currently offers an Associates of Applied Science degree in Business Administration with a number of plans of study that allow 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

This program is for individuals 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	

Certificate in Business Administration

CCD Auraria

International Business

This program is for individuals and businesses to explore the possibilities of conducting or improving their business in international markets.

Note: ENG 121 is a prerequisite for POS 205. We recommend you register for this course in the first semester to ensure you have met the prerequisite requirement.

Requirements

ACC 121	Accounting Principles I	4	
BUS 115	Introduction to Business	3	
BUS 203	Intro to International Business	3	
BUS 216	Legal Environment of Business	3	
BUS 217	Business Communications and Report Writing	3	
CIS 118	Introduction to PC Applications	3	
ECO 201	Principles of Macroeconomics:	GT-SS1	3
MAN 200	Human Resource Management	3	
MAR 240	International Marketing	3	
POS 205	International Relations	3	
Total		31	

Associate of Applied Science Degree in Business Administration

CCD Auraria

Management

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 116	Principles of Supervision	3
MAN 216	Small Business Management	3
MAN 241	Project Management in Organizations	3
MAR 160	Customer Service	3
Total		60

Certificate in Business Administration

CCD Auraria

Entrepreneurship

This certificate is designed for those who are interested starting their own business. The certificate is designed to give the student the basic tools for immediate use including a business plan. Learn the skill set necessary to work for yourself and also what it takes to build a successful business.

Requirements

ACC 101	Fundamentals of Accounting	3
BUS 110	Working for Yourself	2
BUS 115	Introduction to Business	3
MAN 160	Entrepreneurship	3
MAN 216	Small Business Management	3
MAR 111	Principles of Sales	3
MAR 160	Customer Service	3
MAR 216	Principles of Marketing	3
Total		23

Certificate in Business Administration:

CCD Auraria

Retail Management

The retail management certificate is designed for individuals with career interests in the retail management field. It is especially appropriate for those seeking the skills and knowledge that may prepare them for career advancement. The 10 required courses are practical and relevant for anyone working in, or supporting, a retail environment.

NOTE: BUS 115, Introduction to Business, is a prerequisite for a number of the courses in this program. We recommend you register for this course in the first semester to ensure you have met the prerequisite requirement.

Requirements

CIS 118	Intro to PC Applications	3
MAN 128	Human Relations in Organizations	3
MAN 200	Human Resource Management	3
MAN 226	Principles of Management	3
MAR 117	Principles of Retailing	3
MAR 216	Principles of Marketing	3

Select one from each of the following:

ACC 101	Fundamentals of Accounting	3
or		
ACC 121	Accounting Principles I	(4)
BUS 217	Business Communication & Report Writing	3
or		
ENG 121	English Composition I: GT-CO1	(3)
MAT 107	Career Math	3
or		
MAT 108	Technical Mathematics	(4)
or		
MAT 112	Financial Mathematics	(3)
or		

MAT 120	Mathematics for Liberal Arts: GT-MA1	(4)
	or	
BUS 226	Business Statistics	(3)
COM 115	Public Speaking	3
	or	
COM 125	Interpersonal Communication	(3)
Total		30-32

Associate of Applied Science Degree in Business Administration

CCD Auraria

Marketing

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 Technical College. An official school transcript showing completion of Emily Griffith Technical College'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 up to 12 credit hours of real estate specific credits. Students must earn 12 or 14 credits via technical education course work at Emily Griffith Technical College.

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

Real Estate Broker

BUS 287	Cooperative Education	3
*REE 201	Real Estate Brokers I	6
*REE 202	Real Estate Brokers II	6

OR

Real Estate Appraiser-Licensed

BUS 287	Cooperative Education	1
CIS 118	Intro to PC Applications	3
*REE 117	Intro to Real Estate Appraising	1
*REE 119	15-Hour National USPAP	1
*REE 120	Basic Appraisal Principles	2
*REE 121	Basic Appraisal Procedures	2
*REE 125	Residential Market Analysis	1
*REE 126	Residential Appraiser Site Val	1
*REE 127	Residential Sales Comparison	2
*REE 128	Residential Report Writing	1
Total		60-63

* These courses are offered at Emily Griffith Technical College; 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 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 120	Electronic Office Procedures	3
BTE 125	Records Management	3
BTE 287	Internship	3
BUS 115	Introduction to Business	3
CIS 145	Complete PC Database	3
MAR 160	Customer Service	3
Select an additional 2 credit hours with Business Technology advisor's approval.		2
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 120	Electronic Office Procedures	3
BUS 115	Introduction to Business	3
BUS 217	Business Communication & Report Writing	3
CIS 118	Introduction to PC Applications	3
CIS 135	Complete PC Word Processing	3
CIS 155	PC Spreadsheet Concepts: Excel	3
CIS 218	Advanced PC Applications	3
MAR 160	Customer Service	3
Total		30

Certificate in Business Technology

CCD Auraria

General 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
BUS 115	Introduction to Business	3
CIS 118	Introduction to PC Applications	3
CIS 135	Complete PC Word Processing/Word (software package)	3
MAR 160	Customer Service	3
Total		18

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 nonprofit 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 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 117	Legal Terminology & Procedures	3
BTE 125	Records Management	3
BTE 287	Internship	3
BUS 115	Introduction to Business	3
BUS 216	Legal Environment of Business	3
CIS 135	Complete PC Word Processing	3
PAR 115	Introduction to Law	3
PAR 211	Legal Research	3
Total		60

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

BUS 115	Introduction to Business		3
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 120	Electronic Office Procedures		3
BTE 125	Records Management		3
BTE 287	Cooperative Education		3
HPR 178	Introduction to Medical Terminology		2
HPR 208	Advanced Med Terminology		2
MAR 160	Customer Service		3
	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 120	Electronic Office Procedures		3
BTE 125	Records Management		3
BTE 225	Administrative Office Management		3
CIS 135	Complete PC Word Processing/Word (software package)		3
HPR 178	Seminar: Intro to Medical Terminology		2
HPR 208	Advanced Med Terminology		2
	Total		26

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, nonprofit 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

ECO 201	Principles of Macroeconomics:	GT-SS1	3
	or		
POS 105	Introduction to Political Science:	GT-SS1	(3)
	or		
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 125	Records Management		3
BUS 115	Introduction to Business		3

BUS 216	Legal Environment of Business	3
CIS 145	Complete PC Database	3
MAN 200	Human Resources Management I	3
MAN 226	Principles of Management	3
MAR 160	Customer Service	3
Total		60

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 101	Fundamentals of Accounting	3
BTE 100	Computer Keyboarding I	1
BTE 102	Keyboarding Applications I	2
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 135	Complete PC Word Processing/Word (software package)	3
CIS 155	PC Spreadsheet Concepts: Excel	3
MAN 200	Human Resources Management I	3
MAR 160	Customer Service	3
Total		28

Time Limits:

To ensure success in the program, courses transferred into BTE degree/certificate options or previously taken at CCD should be no more than five years old upon entering the program.

COMPUTER INFORMATION SYSTEMS

Associate of Applied Science Degree in Computer Information Systems

CCD Auraria

Credit Transfer Limitations:

To ensure success in the program, courses transferred into the Computer Information Systems or the Information Technology degree/certificate options or previously taken at CCD should 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.

This degree transfers to Metropolitan State College of Denver's Bachelors of Science Degree in Computer Information Systems.

This 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.

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
Sub-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	
Sub-Total			19

Major Requirements

BTE 100	Computer Keyboarding	1	
CIS 118	Introduction to PC Applications	3	
CIS 267	Management of Information Systems	3	
CNG 116	Microcomputer Hardware	3	
CNG 120	A+ Certification Prep	4	
CNG 124	Networking I: Network+	3	
CNG 125	Networking II: Network+	3	
CSC 119	Introduction to Programming	3	
Sub-Total			23
Total			61

Certificate in Computer Information Systems

CCD Auraria

Computer Technology Certificate

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 116	Microcomputer Hardware	3	
CNG 120	A+ Certification Preparation	4	
CNG 124	Networking I: Network+	3	
CNG 125	Networking II: Network+	3	
Total			16

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:

CRJ 135 Judicial Function	3
CRJ 146 Community Based Corrections	3
CRJ 201 Emergency Dispatching	5
CRJ 208 Criminal Evidence	3
CRJ 210 Constitutional Law	3
CRJ 215 Constitutional Rights of Inmates	3
CRJ 230 Criminology	3
CRJ 239 Managing Emergency Worker Stress	3
CRJ 246 Traffic Investigation	3
CRJ 250 Computer Crime Investigations	3
CRJ 257 Victimology	3
CRJ 275 Special Topics	3
PSM 104 Introduction to Emergency Management	3
PSM 110 School Violence	3
PSM 204 Terrorism, Intelligence, and Justice	3
PSM 221 Forensic Computer Analysis: Computer Forensics I	3
PSM 222 Forensic Computer Analysis: Computer Forensics II	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:

CRJ 135 Judicial Function	3
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 257 Victimology	3
CRJ 275 Special Topics	3
PSM 221 Forensic Computer Analysis	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:

CRJ 135 Judicial Function	3
CRJ 201 Dispatching	5
CRJ 208 Criminal Evidence	3
CRJ 246 Traffic Investigations	3
CRJ 250 Computer Crime Investigations	3
CRJ 257 Victimology	3
CRJ 275 Special Topics	3
PSM 221 Forensic Computer Analysis	3
PSM 222 Forensic Computer Analysis II	3
Total	30

DENTAL HYGIENE

Associate of Applied Science Degree in Dental Hygiene

Center for Health Sciences 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.

All dental hygiene students should enter the program with basic computer skills to include, but not limited to, word processing, creation of power point presentations, email and use of D2L. Students must have

access to a computer as most of the faculty utilize email and D2L for communication.

To find out more information about the dental hygiene program and application process, visit www.ccd.edu/department/dental

Dental Hygiene prerequisites

1. Dental Hygiene Science prerequisites must show a cumulative GPA of 3.0. (Grades for like course(s) taken within 7 years, will be averaged)
2. Dental Hygiene General prerequisites must show a cumulative GPA of 2.5 (Grades for like course(s) taken within 10 years, will be averaged)
3. Overall cumulative GPA (combination of general and science Dental Hygiene prerequisites) must not be lower than 2.8
4. Math 090 (Introductory Algebra) or the Math Basic Skills Assessment score of "55" or higher

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 substitute 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 100 Dental Hygiene Basic & Terminology I 1
 DEH 100 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.

This curriculum meets Colorado Human Services licensing education requirements. In addition to the academic requirement, the Colorado Department of Human Services requires 24 months (3,640 hours) of work experience.

To ensure success in the program, ECE credits older than seven (7) years should not be used towards a currently offered certificate or degree. Though exceptions may be made, by the program chair, for those students continually employed in the field (at least 3/4 time) since completing the course.

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):

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 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 288	Practicum: Early Childhood Education	3
Subtotal		36

<i>Select 9 credits from the following curriculum electives</i>		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 Director certificate requirements also will have met the requirements for an Early Childhood Education Group Leader 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.

To ensure success in the program, ECE credits older than seven (7) years should not be used towards a currently offered certificate or degree. Though exceptions may be made, by the program chair, for those students continually employed in the field (at least 3/4 time) since completing the course.

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 of ENG 060 (English Assessment score of 070), REA 060 (Reading Assessment score of 62), and Math Assessment score of 24 (AR).

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

<i>Select 1 course from the following</i>		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.

To ensure success in the program, ECE credits older than seven (7) years should not be used towards a currently offered certificate or degree. Though exceptions may be made, by the program chair, for those students continually employed in the field (at least 3/4 time) since completing the course.

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 of ENG 060 (English Assessment score of 070), REA 060 (Reading Assessment score of 62), and Math Assessment score of 24 (AR).

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 of ENG 060 (English Assessment score of 070), REA 060 (Reading Assessment score of 62), and Math Assessment score of 24 (AR).

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 236	Child Growth/Developmental Lab	1
ECE 238	Child Growth and Development	3
Total		16

ELECTRONEURODIAGNOSTIC TECHNOLOGY

Associate of Applied Science Degree in Electroneurodiagnostic Technology

Center for Health Sciences 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 program's 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

- 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.
- Meet minimum assessment scores or prerequisites required for general education courses in the program.
- Complete the General Education requirements. Apply for admission with the Center for Health Sciences at Lowry by submitting a completed Electroneurodiagnostic application 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		5
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 Health Sciences at Lowry

Emergency Medical Technician (EMT) Certificate

****Not Financial Aid Approved****

The Emergency Medical Technician (EMT) 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 certificate program must be taken in specific succession for students to be eligible to sit for the EMT National Registry certification exams.

Elective courses provide students with EMT certification, 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.

- 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.
- Take and pass the CCD Basic Skills Assessment Test (BSAT) in the Testing Center in South Classroom Building, Room 223, Phone 303-556-3810. Score at least the following on the BSAT test:
 - English: ENG 090
 - Reading: REA 090
 - Math: MAT 060

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 from a regionally accredited college waives the BSAT and/or SAT/ACT requirements.

- Offices and classes are located at Rita Bass Trauma Institute, 190 W. 6th Ave., Denver, 303-602-2533
- For more information go to ccd.edu/department/EmergencyMedicalServices

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 certified and accepted into the EMS program to enroll in EMS 130.

ENGINEERING GRAPHICS

The Engineering Graphics Program includes 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 enroll in 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 enroll in the Architectural Designer program will be asked to enroll in 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 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-Rick Glesner(303-556-8393) or Center Educational Case Manager-Petia Ouzounova (303-556-3831). Call 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 153	Introduction to Pro Engineer/Basics		3
CAD 224	Revit		3
CAD 240	Inventor I — AutoDesk		3
CAD 255	Solidworks/Mechanical		
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
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-Rick Glesner (303-556-8393) or Center Educational Case Manager-Petia Ouzounova (303-556-3831). Call 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 102	Residential Const. Drawing		4
AEC 104	Architectural Drawing Theory		4
AEC 107	Print Reading Residential/Commercial Architectural		3
AEC 123	Commercial Construction Drawings		4
AEC 125	History of Architecture		3
AEC 225	Architectural Design and Development		4
AEC 280	Internship		6
or			
AEC 289	Capstone		(6)
CAD 101	Computer Aided Drafting I		3
CAD 102	Computer Aided Drafting II		3
CAD 115	Sketchup		3
CAD 224	Revit		3
Total			61

Certificate in Engineering Graphics

CCD Auraria

Engineering Graphics Intermediate Mechanical Certificate

This certificate builds on the Basic Certificate. It provides currency and skill training for individuals wanting to working in the field of Engineering Graphics Mechanical Design. This program includes skills needed to understand 3D parametric drafting using the state of the art drafting program. All the credits in this certificate apply to the Associates of Applied Science Degree in Engineering Graphics-Mechanical Designer Degree.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with Program Chair-Rick Glesner (303-556-8393) or Center Educational Case Manager-Petia Ouzounova (303-556-3831). Call to make an appointment.

Requirements

CAD 101	Computer Aided Drafting I		3
CAD 102	Computer Aided Drafting II		3
CAD 153	Introduction to ProEngineer/Basics		3
CAD 224	Revit		3
CAD 240	Inventor I--AutoDesk		3
CAD 255	Solidworks		3
CIS 118	Introduction to PC Applications		3
COM 115	Public Speaking		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		3
EGT 250	Advanced Industrial Drafting and Design		6
MAT 108	Technical Mathematics		4
TEC 205	Geometric Dimensioning		3
Total			49

Certificate in Engineering Graphics

CCD Auraria

Engineering Graphics Basic Mechanical Certificate

This four 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 AutoCAD 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-Rick Glesner (303-556-8393) or Center Educational Case Manager-Petia Ouzounova (303-556-3831). Call to make an appointment.

Requirements

CAD 101	Computer Aided Drafting I	3
CAD 102	Computer Aided Drafting II	3
CIS 118	Introduction to PC Applications	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	3
MAT 108	Technical Mathematics	4
Total		25

Certificate in Engineering Graphics

CCD Auraria

Engineering Graphics Intermediate Architectural Certificate

This certificate builds on the Basic Certificate. It provides currency and skill training for individuals wanting to working in the field of Engineering Graphics Architectural Design. This program includes skills needed to understand 2D & 3D parametric drafting using the state of the art drafting program. All the credits in this certificate apply to the Associates of Applied Science Degree in Engineering Graphics-Architectural Designer Degree.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with Program Chair-Rick Glesner (303-556-8393) or Center Educational Case Manager-Petia Ouzounova (303-556-3831). Call to make an appointment.

Requirements

AEC 101	Basic Arch. Drafting	4
AEC 102	Residential Construction Dwg	4
AEC 104	Arch. Drawing Theory	4
AEC 107	Print Reading	3
AEC 225	Architectural Design and Development	4
CAD 101	Computer Aided Drafting I	3
CAD 102	Computer Aided Drafting II	3
CAD 115	Sketchup	3
CAD 224	Revit	3
CIS 118	Introduction to PC Applications	3
COM 115	Public Speaking	3
ENG 121	English Composition	3
MAT 108	Technical Mathematics	4
Total		44

Certificate in Engineering Graphics

CCD Auraria

Engineering Graphics Basic Architectural Certificate

This certificate provides currency and skill training for individuals wanting to working in the field of Engineering Graphics Architectural Drafting. This program includes skills needed to understand 2D drafting using the AutoDesk/AutoCAD drafting program. This certificate is designed for the student with little or no background in Engineering Graphics and AutoCAD programs.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with Program Chair-Rick Glesner (303-556-8393) or Center Educational Case Manager-Petia Ouzounova (303-556-3831). Call to make an appointment.

Requirements

AEC 101	Basic Arch. Drafting	4
AEC 104	Arch. Drawing Theory	4
AEC 107	Print Reading	3
CAD 101	Computer Aided Drafting I	3
CAD 102	Computer Aided Drafting II	3
CAD 115	Sketchup	3
CIS 118	Introduction to PC Applications	3
MAT 108	Technical Mathematics	4
Total		27

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

Meet with Program Chair-Rick Glesner (303-556-8393) or Center Educational Case Manager-Petia Ouzounova (303-556-3831). Call 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

Meet with Program Chair-Rick Glesner (303-556-8393) or Center Educational Case Manager-Petia Ouzounova (303-556-3831). Call to make an appointment.

Requirements

CAD 240	Inventor	3
CAD 244	Advanced Inventor	3
Total		6

Certificate in Engineering Graphics

CCD Auraria

Solidworks 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

Meet with Program Chair-Rick Glesner (303-556-8393) or Center Educational Case Manager-Petia Ouzounova (303-556-3831). Call to make an appointment.

Requirements

CAD 255	Solidworks/Mechanical	3
CAD 259	Advanced Solidworks	3
Total		6

ESSENTIAL SKILLS

Certificate in Essential Skills

CCD Auraria

Business Certificate

Certificate Requirements

BTE 100	Computer Keyboarding I	1
BUS 116	Personal Finance	3
BUS 117	Business Writing	1
BUS 118	Business Survival Skills	3
BUS 287	Coop/Internship	2
CIS 117	Introduction to Technical Applications	2
CIS 140	Microsoft Outlook	1
MAR 158	Basic Customer Service	1
REA 130	Applied and Technical Reading	2
Total		16

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 (With the exception of CHW 297, all courses are offered online)	2
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 course-work 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 prerequisite 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

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		3
or			
MAT 120	Mathematics for Liberal Arts:	GT-MA1	(4)
or			
MAT 121 or higher	College Algebra:	GT-MA1	(4)
PSY 101	General Psychology I:	GT-SS3	3
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	15-16

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			60-61

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	
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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, 259:	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	
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Economic and Political Systems:

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

Geography:

GEO 105:	GT-SS2	
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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 116	Microcomputer Hardware	3
CNG 120	A+ Certification Preparation	4
CNG 124	Networking I: Network+	3
CNG 131	Network Security Fundamentals	3
Elective	CNG prefix only; requires instructor approval	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 on page 94, CIS on page 97, CNG on page 99,		
CWB on page 102, or CSC on page 101		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 examinations and the CompTIA Network+ certification exam. 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 116	Microcomputer Hardware	3
CNG 120	A+ Certification Preparation	4
CNG 124	Networking I: Network+	3
CNG 125	Networking II: Network+	3
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 will be trained in state of the art security practices that will provide them with the skills necessary to maintain a network and protect the network from internal and external security threats. Students completing this certificate will be prepared for the CompTIA Network+ and the CompTIA Security+ certification examinations.

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 116	Microcomputer Hardware	3
CNG 124	Networking I: Network+	3
CNG 125	Networking II: Network+	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 on page 99 or PSM on page 126 course with advisor approval		3
Total		24

Credit Transfer Limitations:

To ensure success in the program, courses transferred into the Computer Information Systems or the Information Technology degree/certificate options or previously taken at CCD should 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 prerequisites 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
BUS 115	Introduction to Business	3
JOU 102	Introduction to Editing for Media	3
JOU 206	Intermediate News Writing and Editing (prerequisite JOU 106)	3
JOU 221	Newspaper Design I (prerequisite JOU 106)	3
JOU 222	Newspaper Design II (prerequisite JOU 221)	3
MGD 101	Introduction to Computer Graphics	3

MAR 111	Principles of Sales (prerequisite BUS 115)	3
MAR 220	Principles of Advertising	3
MAR 216	Principles of Marketing (prerequisite BUS 115)	3
REA 223	Critical Reading and Analysis	3
Total		18

MACHINE TECHNOLOGIES

Certificate in Machine Technologies

CCD North

Basic Machining Certificate

This program will instruct a student in the basics of shop safety, drill presses, saws, engine lathes, milling machines, measuring instruments, and basic drafting. This certificate is the logical starting point for the more comprehensive certificates and degrees in the Machine Technologies program.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program. (Grade of C or better in MAT 060 or Math assessment score of 45 (EA) or better). Students may take individual courses, if the course prerequisites are met, prior to being accepted into this program.

Requirements

MAC 100	Machine Shop Safety	1
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
MAT 108	Technical Math	4
Total		17

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 certificate is the second logical step for the more comprehensive certificates and degrees in the Machine Technologies program.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program. (Grade of C or better in MAT 060 or Math assessment score of 45 (EA) or better). Students may take individual courses, if the course prerequisites are met, prior to being accepted into this program.

Requirements

1st Semester		
MAC 100	Machine Shop Safety	1
MAC 101	Introduction to Machine Shop	3
MAC 102	Blueprint Reading	3
MAC 110	Introduction to Engine Lathe	3
MAT 108	Technical Math	4
Subtotal		14

2nd Semester

MAC 111	Intermediate Engine Lathe	3
MAC 120	Introduction to Milling Machine	3
MAC 121	Intermediate Milling Machine	3
Subtotal		9
Total		23

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 lathe. 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 prerequisites required for general education courses in the program. (Grade of C or better in MAT 060 or Math assessment score of 45 (EA) or better). Students may take individual courses, if the course prerequisites are met, prior to being accepted into this program.

Requirements

1st Semester		
MAC 100	Machine Shop Safety	1
MAC 101	Introduction to Machine Shop	3
MAC 102	Blueprint Reading	3
MAC 110	Introduction to Engine Lathe	3
MAC 111	Introduction to Milling Machine	3
MAT 108	Technical Math	4
Subtotal		17

2nd Semester

CAD 101	Computer Aided Drafting I	3
CIS 118	Introduction to PC Applications	3
MAC 111	Intermediate Engine Lathe	3
MAC 121	Intermediate Milling Machine	3
Subtotal		12

3rd Semester

MAC 145	Production Manufacturing Concepts	3
MAC 201	Introduction to CNC Turning Operations	3
MAC 205	Introduction to CNC Milling Operations	3
MAC 240	CAD/CAM 2-D	3
Subtotal		12
Total		41

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

This 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 the field of manufacturing equipment servicing and repair.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program. (Grade of C or better in MAT 060 or Math assessment score of 45 (EA) or better). Students may take individual courses, if the course prerequisites are met, prior to being accepted into this program.

Requirements

1st Semester

MAC 100	Machine Shop Safety	1
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
MAT 108	Technical Math	4
Subtotal		17

2nd Semester

CAD 101	Computer Aided Drafting I	3
CAD 102	Computer Aided Drafting II	3
CAD 240	Inventor 1-Autodesk	3
CIS 118	Introduction to PC Applications	3
Subtotal		12

3rd Semester

WEL 101	Allied Cutting Processes	4
WEL 102	Oxyacetylene Joining Processes	4
WEL 103	Basic Shielded Metal Arc I	4
Subtotal		12
Total		41

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.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program. Refer to the Course Descriptions section of this catalog for course prerequisites. Students may take individual courses, if the course prerequisites are met, prior to being accepted into this program.

Requirements

1st Semester

MAC 100	Machine Shop Safety	1
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
MAT 108	Technical Mathematics	4
Subtotal		17

2nd Semester

CAD 101	Computer Aided Drafting I	3
CIS 118	Introduction to PC Applications	3
ENG 121	English Composition I: GT-CO1	3
or		
ENG 131	Technical Writing I	(3)
MAC 111	Intermediate Engine Lathe	3
MAC 121	Intermediate Milling Machine	3
Subtotal		15

3rd Semester

COM 115	Public Speaking	3
MAC 145	Production Manufacturing Concepts	3
MAC 201	Introduction to CNC Turning Operations	3
MAC 205	Introduction to CNC Milling Operations	3
MAC 240	CAD/CAM 2-D	3
Subtotal		15

4th Semester

MAC 220	Modern Production Manufacturing	3	
MAC 245	CAD/CAM 3-D	3	
MAC 250	Advanced Inspection Techniques	3	
MAC 252	Practical Metallurgy	3	
POS 105	Introduction to Political Science:	GT-SS1	3
or			
SOC 101	Introduction to Sociology I:	GT-SS3	(3)
Subtotal			15
Total			62

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(C.N.C.) machining center.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program. Refer to the Course Descriptions section of this catalog for course prerequisites. Students may take individual courses, if the course prerequisites are met, prior to being accepted into this program.

Requirements

1st Semester

MAC 100	Machine Shop Safety	1
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
MAT 108	Technical Mathematics	4
Subtotal		17

2nd Semester

CAD 101	Computer Aided Drafting I	3
CIS 118	Introduction to PC Applications	3
ENG 121	English Composition I: GT-CO1	3
or		
ENG 131	Technical Writing I	(3)
MAC 111	Intermediate Engine Lathe	3
MAC 121	Intermediate Milling Machine	3
Subtotal		15

3rd Semester

COM 115	Public Speaking	3
MAC 145	Production Manufacturing Concepts	3
MAC 201	Introduction to CNC Turning Operations	3
MAC 205	Introduction to CNC Milling Operations	3
MAC 240	CAD/CAM 2-D	3
Subtotal		15

4th Semester

MAC 220	Modern Production Manufacturing	3	
MAC 250	Advanced Inspection Techniques	3	
MTE 230	Design for Manufacturability	3	
MTE 244	Lean Manufacturing. Practices and Processes	3	
POS 105	Introduction to Political Science:	GT-SS1	3
or			
SOC 101	Introduction to Sociology I:	GT-SS3	(3)
Subtotal			15
Total			62

MEDICAL OFFICE TECHNOLOGY PROGRAM

Center for Health Sciences at Lowry

The Medical Office Technology program offers a certificate in Comprehensive Medical Assisting.

The program provides a gateway career 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 requires the student to show attention to detail, self-motivation and the ability to perform within time constraints.

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

- Attend mandatory information session. Please call CCD Lowry, 303-365-8300 for information sessions, dates and times or visit the Medical Office Technology program page at <http://www.ccd.edu/department/MedicalOfficeTechnology>
- 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.
- To take the Accuplacer test, contact the CCD Testing Center at 303-556-3810.
- Meet the minimum Accuplacer assessment scores in
 - ENG 090
 - MAT 090
 - REA 090
- The program requires that students successfully complete immunizations, criminal background checks and/or urine drug screens and fingerprints.
- Complete program application packet which includes: documentation of meeting minimum Accuplacer scores, documentation of required immunizations, completion of a passing criminal background check, date of attendance to the information meeting and completed program application.
- Turn in the completed program application packet in person to the Allied Health case manager or mail it to Allied Health Educational Case Manager @ 1070 Alton Way, Building 849, Denver CO 80230.

Certificates in Medical Office Technology

Center for Health Sciences at Lowry

Comprehensive Medical Assistant Certificate

Students are prepared to perform front office tasks, complete insurance forms, make office appointments, perform ICD-9 and ICD-10 CPT coding, conduct patient evaluations, take and record clinical measurements, give injections and provide other patient treatments, usually in hospital or clinic settings.

Graduates are eligible to take the national certification by examination through the American Association of Medical Assisting. Graduates are prepared to enter positions as a 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.

Recommended pre-requisites: If student has no previous Human Anatomy and Physiology and Medical Terminology course work, it is strongly recommended that the student complete the following courses:

BIO 106	Basic Anatomy and Physiology	4
	or	
BIO 201	Human Anatomy and Physiology I	(4)
	AND	
BIO 202	Human Anatomy and Physiology II	(4)
HPR 178	Medical Terminology	2
	Subtotal	6-10

Students who follow the program plan, can obtain the Comprehensive Medical Assistant Certificate in 9 months.

Fall Semester (Front Office Courses Only)

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 (Back Office Courses Only)

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 (Capstone)

MOT 183	Medical Assistant Internship Elective	4
MOT 189	Review Medical Assistant Nat'l Exam	1
	Subtotal	5
	Total	30

NURSING

Certificate in Nurse Aide

Center for Health Sciences 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, hospital or home. 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 are eligible to take the Colorado Nurse Aide Certification Exam.

Program Admission Requirements

- 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.
- Complete Nurse Aide Program application.
- Complete Basic Skills Assessment Test Accuplacer with a minimum score of:
 - Arithmetic – MAT 030
 - Sentence skills – ENG 060
 - Reading comprehension – REA 060
- 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.
- Submit all required documentation to the Center for Health Sciences at Lowry.

Refer to www.ccd.edu/department/nursing for additional documents to be completed, 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

For additional information call 303-365-8300

****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 Health Sciences 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 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 combination of two D, F, or W grades in a course with an NUR prefix. All pre-requisite science courses must be completed within the last seven years. Please call 303-365-8300 for more information.

The PN Program is a limited-access program. Students are selected for admission on a competitive basis using a point system identified by the PN program. Points are awarded for each area of the minimum criteria required. Students must apply and be admitted to the college and to the nursing program prior to registering for nursing courses. Admission to college does not imply acceptance to the Nursing Program.

Minimum criteria required to apply to the Extended Practical Nurse Program include:

- 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.
 - Completion of Basic Skills Assessment (Accuplacer) testing with minimum scores indicated below, complete indicated coursework, or obtains a waiver for the assessment.
 - Attendance at a Nursing Information Session
 - Completion of the Certificate in Practical Nursing Program application.
 - Official transcripts from all post-secondary educational institutions must be submitted to the Office of Admissions, Registration and Records.
 - A current resume including:
 - Educational history
 - Honors
 - Awards and certifications
- All other work and volunteer experiences over the last five years.
- 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
or			
HWE 100	Human Nutrition		(3)
Minimum Total			8-14

Following Acceptance into Program

Following notification of acceptance into the PN Program, students will be advised regarding additional admission requirements including: background checks, drug screening, American Heart CPR certification, and immunizations.

Certificate in Practical Nursing Full Time Course Sequence

Semester 1

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
Subtotal		13

Semester 2

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
Subtotal		12

Semester 3

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
Subtotal		11
Total		41

Minimum Total (including general education courses) 49

Certificate in Practical Nursing Part Time Course Sequence

Semester 1

NUR 105	Practical Nursing Arts and Skills	6.5
NUR 131	Clinical I: Appl Arts & Skills	4.5
Subtotal		11

Semester 2

NUR 101	Pharmacology Calculations	1
NUR 103	Basic Health Assessment for the Practical Nurse	1

NUR 115	Basic Concepts of Mental Health and Illness	1
NUR 116	Basic Concepts of Gerontological Nursing	1
NUR 110	Pharmacology	3
Subtotal		7
Semester 3		
NUR 113	Basic Concepts of Maternal-Newborn Nursing	2
NUR 114	Basic Concepts of Peds Nursing	2
NUR 133	Clinical III Application of Maternal Child	1.5
Subtotal		5.5
Semester 4		
NUR 102	Alterations in Adult Health I	4
NUR 132	Clinical II : Application of alterations in Adult Health I	3
Subtotal		7
Semester 5		
NUR 111	Socialization	1
NUR 104	Alterations in Adult Health II	5
NUR 134	Clinical IV: Advanced Adult Health II	4.5
Subtotal		10.5
Total		41

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 CCOOnline 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 CCOOnline 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	
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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, 259:	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

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

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. 70-73

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 CCOOnline 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
<i>Electives</i>		6

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*

* This course is highly recommended for students lacking word processing proficiency

Total 33

RADIATION THERAPY PROGRAM

Center for Health Sciences 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 registry by the American Registry of Radiologic Technologists (ARRT) in Radiation Therapy. The 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 three semesters. AAS degree is obtained over five semesters. A new class begins in the fall semester of each year.

Application Information A.A.S. Degree and Certificate

See program application process at our website www.ccd.edu/department/radiationtherapy.

Qualified applicants will be notified on or before April 30. Upon program acceptance, background check, fingerprinting and drug screening must be completed prior to the start of classes.

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: and	GT-SC1	4
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: or	GT-SS3	3
PSY 101	General Psychology I:	SS3	(3)
RTE 101	Introduction to Radiography		2
Total			20

Effective Fall 2013 |

* Sciences courses must be taken within the previous 7 years and prior to the start of the program.

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
RTH 243	Oncology Principle and Practice I	2
RTH 281	Internship I	8

Summer

RTH 244	Oncology Principle and Practice II	2
RTH 282	Internship II	8
RTE 255	Multiplaner Sectional Imaging	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 **62**

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
RTH 243	Oncology Principle and Practice I	2
RTH 261	Treatment Planning	3
RTH 282	Internship II	8

Summer

RTE 255	Multiplaner Sectional Imaging	2
RTH 244	Oncology Principle and Practice II	2
RTH 283	Internship III	8

Total **44**

RADIOLOGIC TECHNOLOGY

Associate of Applied Science Degree in Radiologic Technology

Center for Health Sciences 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 Educational Case Manager for Health Sciences at CCD Lowry, 303-365-8383. Information sessions for the program are held on the third Tuesday of the month, except in March, May, July or December at 5:00 pm at the Center for Health Sciences at Lowry in Room #117. Additional program information is also available at www.ccd.edu/Department/Radiography.

An AAS in Radiologic Technology from CCD is eligible to articulate with select four-year institutions toward a Bachelor's of Science Degree.

Steps to a Successful Application

- 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.
- Complete General Education Pre-requisite Requirements. (see website for details www.ccd.edu/Department/Radiography)
- Note: G.P.A. is a factor in candidate evaluation for program acceptance
- Admissions Packet: Accepted 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 Center for Health Sciences at Lowry.
- Admissions packets that are fully completed will be evaluated by Radiography Program faculty, and approximately 45 of the top scoring candidates will be invited to participate in an objective, panel-style interview 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 these positions.
- The highest scoring candidates from the panel interview and admissions document evaluation will be invited to enter the Radiography program.
- Note: A cumulative score below 70% disqualifies the candidate from program entry.
- Candidates who are not selected to enter the program will be provided with advisement, if desired, students may apply for the program a total of three times.

General Education Pre-requisite Requirements

ENG 121	English Composition I:	GT-CO1	3
BIO 106	Basic Anatomy and Physiology or		4
BIO 201	Human Anatomy and Physiology I: AND	GT-SC1	(4)
BIO 202	Human Anatomy and Physiology II:	GT-SC1	(4)
MAT 099	Intermediate Algebra or		4
MAT 121	College Algebra:	GT-MA1 (or higher)	(4)

Select 1 course from the following

PSY 101	General Psychology I:	GT-SS3	3
SOC 101	Introduction to Sociology I:	GT-SS3	(3)
or			
PSY 235	Human Growth and Development		(3)

Radiology Program Pre-requisites

RTE 101	Introduction to Radiography		2
Note: Must obtain a grade of B 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		5

Spring Semester

RTE 122	Radiologic Procedures II		3
RTE 131	Radiographic Pathology & Image Evaluation I		1.5
RTE 132	Radiographic Pathology & Image Evaluation II		1.5
RTE 142	Radiographic Equipment/Imaging II		3
RTE 182	Radiographic Internship II		5

Summer Semester

RTE 183	Radiographic Internship III		7
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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 75-79

Certificate in Computed Tomography

Center for Health Sciences 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 be ARRT certified in order to practice in Colorado.

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 1-3 semesters and offers a need-based clinical component. The program is offered each semester depending on enrollment. Courses may be taken concurrently or consecutively.

Program Admission Requirements

www.ccd.edu/Department/Radiography

Steps to a Successful Application

- 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. Note: admission to the college does not guarantee admission to the CT program. Admission to the CT program is dependent upon clinical site availability and fulfillment of the other program admission requirements.
- Only students who wish to perform a clinical internship in one of CCD's clinical affiliate facilities must apply to the program. Enrollment in RTE 240 and RTE 255 does not require a program application packet; just

register following standard college enrollment procedures.

- Students applying for clinical internship course (RTE 284) must hold current certification in Radiography, Radiation Therapy, or Nuclear Medicine, by the ARRT or NMTCB. Applicants must be in good standing or be a registry eligible graduate of an accredited program in one of the aforementioned primary modalities.
- Students must provide the Computed Tomography Program Coordinator with a complete admissions packet in order to apply for the clinical component of the program. The admissions packet consists of documents that can be downloaded from the website and includes the following:
 - Computed Tomography Program Application
 - Copy of current ARRT or NMTCB certification card
 - Proof of one year direct patient care experience (current resume will suffice)
 - Current CPR (BLS for Healthcare Providers) card
 - Documentation of current Qualitative Respiratory Fit Test
 - Background check
 - 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)
 - Requirements for CT Certificate

RTE 240	Principles of CT Imaging*	3
RTE 255	Multiplanar Sectional Imaging*	2
RTE 284	Advanced Clinica (CT)	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 enrollment is restricted. Placement is dependent upon clinical site availability, requiring communication and coordination with CT faculty.

Certificate in Mammography

Center for Health Sciences at Lowry

Mammography Certificate

The Center for Health Sciences at Community College of Denver is now offering a Certificate in Mammography. The program will assist the qualified student in obtaining the necessary didactic education and mandatory clinical competencies to prepare them to sit for the American Registry of Radiologic Technologists (ARRT) Mammography Certification Examination. The program has been designed to be in compliance with all Colorado State and U.S. Federal education requirements and will prepare students for entry-level clinical practice.

Apply to the Community College of Denver. Note: admission to the college does not guarantee admission to the Mammography program. Admission to the Mammography program is dependent upon clinical site availability and fulfillment of the other program admission requirements.

Students applying for clinical internship course (RTE 291) must hold current certification in Radiography by the ARRT. Applicants must be in good standing or be a registry eligible graduate of an accredited program.

Students must provide the Mammography Program Coordinator with a complete admissions packet a minimum of four weeks prior to the start of the semester in which they plan to start the program. The admissions packet (check list and form links below) consists of documents that can be downloaded from the website and includes the following:

Mammography Program Application

- Copy of current ARRT certification card
- Proof of one year direct patient care experience (current resume will suffice)
- Current CPR (BLS for Healthcare Providers) card
- 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)
- Annual Flu Shot
- Background Check

Mammography program applications are accepted a minimum of 4 weeks prior to the first day of every semester (verified by postmark). Internship placement is on a first come first served basis.

RTE 250	Mammography	3
RTE 291	Mammography Internship	3
Total		6

VETERINARY TECHNOLOGY

Associate of Applied Science Degree in Veterinary Technology

Center for Health Sciences 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, animal 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 Denver 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 Denver Metro 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

Steps to a Successful Application

Read and follow each step. Submit completed applications with all accompanying forms, postmarked by June 30 for fall class and October 31 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, you must provide written and signed documentation requesting that the following be reactivated: Verification of Observation, Transcripts - note: you must submit a new official transcript if any changes/updates have occurred since your last submission, Reference Form, and the Letter of Agreement. ***

- 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.
- Application for the Veterinary Technology Program can be downloaded at <http://www.ccd.edu/department/VeterinaryTechnology>
- 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. Forms can be accessed at the website <http://www.ccd.edu/department/VeterinaryTechnology>
- 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 Admissions, Registration and Records Office at:
Community College of Denver
Admissions, Registration and Records
Campus Box 201
PO Box 173363
Denver, CO 80217-3363
- Official transcripts are not required for prerequisites taken at CCD.
- 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/department/veterinarytechnology>.
- 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/department/veterinarytechnology>.
- 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.

Due to the large volume of applications received, we ask you to 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 July 30, for fall class and November 30 for spring class.

General Education Requirements

BIO 111	General College Biology I with Lab:	GT-SC1	5
	or		
	General Biology with Lab		(4)
COM 115	Public Speaking		3
ENG 121	English Composition I:	GT-CO1	3
MAT 107	Career Math (or higher)		3
PSY 101	General Psychology I:	GT-SS3	3
	or		
SOC 101	Intro to Sociology		(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
Total		74

FABRICATION WELDER

Certificate in Fabrication Welder

CCD North

Basic Welding Certificate

This program prepares students with entry level knowledge in cutting processes, oxyacetylene joining processes, and basic shielded metal arc.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program (Grade of C or better in MAT 060 or math assessment score of 45 (EA) or better). Students may take individual courses, if course prerequisites are met, prior to being accepted into this program.

Requirements

WEL 100	Safety for Welders	1
WEL 101	Allied Cutting Processes	4
WEL 102	Oxyacetylene Joining Processes	4
WEL 103	Basic Shielded Metal Arc I	4
MAT 108	Technical Math	4
Total		17

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. College level mathematics and an introduction to personal computers are included.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program. Refer to the Course Descriptions section of this catalog for course prerequisites. Students may take individual courses, if course prerequisites are met, prior to being accepted into this program.

Requirements

1st semester		
CIS 118	Introduction to PC Applications	3
MAT 108	Technical Math	4
WEL 100	Safety for Welders	1

WEL 101	Allied Cutting Processes	4
Subtotal		12

2nd semester

WEL 102	Oxyacetylene Joining Processes	4
WEL 103	Basic Shielded Metal Arc I	4
WEL 106	Blueprint Reading for Welders and Fitters	4
Subtotal		12
Total		24

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

Meet minimum assessment scores or prerequisites required for general education courses in the program. Refer to the Course Descriptions section of this catalog for course prerequisites. Students may take individual courses, if course prerequisites are met, prior to being accepted into this program.

Requirements

1st semester

MAT 108	Technical Math	4
WEL 100	Safety for Welders	1
WEL 101	Allied Cutting Processes	4
WEL 103	Basic Shielded Metal Arc I	4
WEL 104	Basic Shielded Metal Arc II	4
Subtotal		17

2nd semester

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
Subtotal		12
Total		29

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.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program (Grade of C or better in MAT 060 or math assessment score of 45 (EA) or better). Students may take individual courses, if course prerequisites are met, prior to being accepted into this program.

Requirements

1st semester

WEL 100	Safety for Welders	1
WEL 101	Allied Cutting Processes	4

WEL 102	Oxyacetylene Joining Processes	4
WEL 103	Basic Shielded Metal Arc I	4
MAT 108	Technical Math	4
Subtotal		17
2nd semester		
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 124	Introduction to Gas Tungsten Arc Welding	4
WEL 125	Introduction to Gas Metal Arc Welding	4
Subtotal		20
3rd semester		
WEL 111	Advanced Shielded Metal Arc II	4
WEL 202	Gas Metal Arc Welding II	4
WEL 224	Advanced Gas Tungsten Arc Welding	4
WEL 230	Pipe Welding	4
Subtotal		16
Total		53

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

Meet minimum assessment scores or prerequisites required for general education courses in the program (Grade of C or better in MAT 060 or math assessment score of 45 (EA) or better). Students may take individual courses, if course prerequisites are met, prior to being accepted into this program.

Requirements

1st semester		
WEL 100	Safety for Welders	1
WEL 101	Allied Cutting Processes	4
WEL 102	Oxyacetylene Joining Processes	4
WEL 103	Basic Shielded Metal Arc I	4
MAT 108	Technical Math	4
Subtotal		17
2nd semester		
CIS 118	Introduction to PC Applications	3
ENG 121	English Composition I: GT-CO1	3
or		
ENG 131	Technical Writing I	(3)
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
Subtotal		18
3rd semester		
SOC 101	Introduction to Sociology I: GT-SS3	3
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
Subtotal		15
4th semester		
POS 105	Introduction to Political Science: GT-SS1	3
WEL 202	Gas Metal Arc Welding II	4

WEL 224	Advanced Gas Tungsten Arc Welding	4
WEL 230	Pipe Welding	4
Subtotal		15
Total		65

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 Colorado 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 the Center for Career and Technical Education.

Program Admission Requirements

See individual articulated degree options.

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

You must take one course from the list below. 3-5

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, 259:	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 200 level only)
GER 111, 112, 211, 212:	(GT-AH4 200 level only)
ITA 111, 112, 211, 212:	(GT-AH4 200 level only)
JPN 111, 112, 211, 212:	(GT-AH4 200 level only)
SPA 111, 112, 211, 212:	(GT-AH4 200 level only)

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
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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 credits

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 100 Level GT courses or 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.



COURSE DESCRIPTION PREFIXES

AAA	Advanced Academic Achievement	90	HUM	Humanities	113
ACC	Accounting.....	90	HWE	Health And Wellness	113
AEC	Architecture/Engineering/Construction	91	Information Technology		
AER	Aerospace		See CIS, Computer Information Systems		
ANT	Anthropology	91	See CSC, Computer Science		
ARA	Arabic	92	See CWB, Computer Web Base		
ARC	Architecture		ITA	Italian.....	113
ART	Art.....	92	JOU	Journalism	114
ASL	American Sign Language.....	93	JPN	Japanese.....	114
AST	Astronomy	93	LIT	Literature.....	115
BIO	Biology	93	MAC	Machine Technologies.....	115
BTE	Business Technology.....	94	MAN	Management	117
BUS	Business Administration	95	MAR	Marketing.....	117
CAD	Computer Assisted Design	96	MAT	Mathematics	118
CHE	Chemistry.....	96	MGD	Multimedia Graphic Design	119
CHI	Chinese	97	MOT	Medical Office Technology	120
CHW	Community Health Worker.....	97	MTE	Manufacturing Technology	120
CIS	Computer Information Systems	97	MUS	Music	121
	Also see CNG, Computer Network Technologies		NUA	Nurse Aide	122
	Also see CSC, Computer Science		NUR	Nursing	122
	Also see CWB, Computer Web Base		OSH	Occupational Safety Technician.....	123
CNG	Computer Network Technologies	99	PAR	Paralegal.....	124
COM	Communications.....	99	PED	Physical Education.....	124
CRJ	Criminal Justice.....	100	PHI	Philosophy.....	125
CSC	Computer Science	101	PHY	Physics.....	125
CWB	Computer Web Base.....	102	POS	Political Science	126
DAN	Dance	102	PSM	Public Security Management	126
DEH	Dental Hygiene.....	102	PSY	Psychology	126
ECE	Early Childhood Education.....	104	REA	Reading.....	128
ECO	Economics.....	105	RTE	Radiologic Technology.....	128
EDU	Education.....	105	RTE	Computed Tomography	128
EGG	Engineering.....	106	RTH	Radiation Therapy.....	129
EGT	Engineering Graphics Technology.....	106	SCI	Science.....	130
ELT	Electronics	107	SOC	Sociology	130
EMS	Emergency Medical Services	107	SPA	Spanish	131
END	Electroneurodiagnostic	107	TEC	Technology.....	132
ENG	English.....	107	THE	Theatre.....	132
Engineering Graphics			VET	Veterinary Technology	133
	See CAD, Computer Assisted Design		WEL	Welding And Fabrication.....	134
	See EGT, Engineering Technology		WST	Women's Studies Courses	134
ENT	Engineering Technology.....	108			
ENV	Environmental Science				
ENY	Energy Technology				
ESL	English As A Second Language.....	109			
FIN	Finance.....	109			
FRE	French.....	109			
GED	General Education Development				
GEO	Geography.....	110			
GER	German	110			
GEY	Geology	110			
Graphic Design					
	See MGD, Multimedia Graphic Design				
HIS	History.....	110			
HIT	Health Information Technology				
HPR	Health Professions	112			
HSE	Human Services.....	112			

COURSE DESCRIPTIONS

AAA — 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. Students with 15 credit hours of transfer-level courses and a grade point average of at least 3.0 are not required to register for AAA 109 with their 090-level classes. Contact the Center for Educational Advancement: 303-556-8455 for registration override. Students enrolled in Fast Start classes are not required to take this class; Educational Case Manager will register these students.

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 103 Fundamentals of Accounting Lab

1 credit hour

Prerequisite: ACC 101 with a grade of C or better.

Designed as the practical lab portion of the Fundamentals of Accounting course. Emphasizes the demonstration of recording accounting information discussed in each chapter of ACC 101.

ACC 115 Payroll Accounting

3 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 with a grade of C or better.

Introduces the concepts and operations of a computerized billing system. Topics include searches, queries, entries 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 with a grade of C or better.

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 with a grade of C or better.

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 with a grade of C or better.

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 Practicum

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 with a grade of C or better.

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 with a grade of C or better.

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 (Quickbooks)

3 credit hours

Prerequisite: ACC 101 and CIS 118 with a grade of C or better or instructor consent.

Integrates accounting principles and practices with a computerized accounting package such as Peachtree, Quickbooks, 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. Only offered in spring semester.

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 102 Residential Construction Drawing

4 credit hours

Prerequisite: AEC 104 & CAD 102 with a grade of C or better or instructor consent.

Covers an investigation of light frame construction techniques and the production of residential construction drawings.

AEC 104 Architectural Drawing Theory

4 credit hours

Prerequisite: AEC 101 with a grade of C or better or instructor consent.

Print reading, construction assemblies, terminology, isometric drawings, orthographic projections, and oblique sketching.

AEC 107 Print Reading Residential/Commercial Architectural

3 credit hours

The interpretation and reading of construction prints and related documents as used in the building trades industry and the architect's office.

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 123 Commercial Construction Drawings

4 credit hours

Prerequisite: AEC 102 with a grade of C or better or instructor consent.

Examines the drawing of architectural plans, elevations, sections, details, and schedules. Students produce a portfolio of construction drawings of a multistory skeleton structure.

AEC 125 History of Architecture

3 credit hours

This course will cover major periods of architectural development. Social and cultural values influencing architecture will be highlighted as well as the interaction of art, engineering and architecture as forms of expression.

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.

AEC 225 Architectural Design & Development

4 credit hours

Prerequisite: AEC 104 & CAD 102 with a grade of C or better or instructor consent.

Covers conceptual design, site analysis, and architectural drafting techniques.

AEC 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.

AEC 289 Capstone

6 credit hours

Prerequisite: AEC 102 with a grade of C or better.

Applies knowledge of building construction techniques and architectural drawing conventions in developing plans, elevations, sections and details of a building structure by developing a set of construction drawings from design development drawings and specifications.

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: ANT 101 and 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 250 Medical Anthropology: GT-SS3

3 credit hours

Prerequisite: ANT 101 and ENG 121 with a grade of C or better.

Studies the basic principles of medical anthropology, an applied field within the discipline of cultural anthropology. Includes the cross-cultural study of practices and beliefs regarding illness, health, death, prevention and therapy; and the interaction of the medical systems between Western and other cultures. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

ANT 260 Sex, Gender and Culture

3 credit hours

Prerequisite: ANT 101 and ENG 121 with a grade of C or better.

Explores the anthropology of gender. Includes the relationship between biology and culture in human evolution, archeological 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 with a grade of C or better.

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 with a grade of C or better.

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 with a grade of C or better.

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 with a grade of C or better.

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.

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 122 Drawing for the Graphic Novel

3 credit hours

Prerequisite: ART 121 with a grade of C or better or instructor consent

Introduces the drawing and fine art principles used in developing illustrations for the graphic novel. Students explore the graphic novel as a vehicle for a unique, personal venue for artistic expression. Students explore the history of the graphic novel as well as examine different artistic styles used in the development of graphic novel illustrations. The application of artistic concepts in the creation of an individual graphic work and thorough examination of course material in terms of style, design considerations and visual elements are the primary focus.

ART 124 Watercolor I

3 credit hours

Prerequisite: ART 121 with a grade of C or better.

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 with a grade of C or better.

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 with a grade of C or better.

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 with a grade of C or better 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 151 Painting I

3 credit hours

Prerequisite: ART 131 with a grade of C or better

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 with a grade of C or better.

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 with a grade of C or better.

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 with a grade of C or better.

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 with a grade of C or better, 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 with a grade of C or better.

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 with a grade of C or better, 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 with a grade of C or better, 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: 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 with a grade of C or better.

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 with Lab: 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 photosynthesis, as well as cell reproduction and basic concepts of heredity. The course includes laboratory experience. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

BIO 112 General College Biology II with Lab: GT-SC1

5 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 with a grade of C or better 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 with a grade of C or better. (Keyboarding Skills of 30 wpm.)

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 with a grade of C or better 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 with a grade of C or better 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 117 Legal Terminology and Procedures

3 credit hours

Introduces legal terminology and its proper usage in legal documents, legal instruments, and legal correspondence. Emphasis will be placed on definition of legal terms and expressions, correct spelling of terms, correct pronunciation, proper usage in a legal context, and legal procedures. The student will gain a basic understanding of the various areas of the law and career opportunities.

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. Only offered in fall semester.

**BUS —
BUSINESS ADMINISTRATION COURSES****BUS 110 Working for Yourself**

2 credit hours

Prerequisite: BUS 115 with a grade of C or better.

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 116 Personal Finance

3 credit hours

Surveys the basic personal financial needs of most individuals. Emphasizes the basics of budgeting and buying, saving and borrowing money, home ownership, income tax and investments, and the wise use of insurance, wills and trusts.

BUS 117 Business Writing

1 credit hour

Focuses on specific business writing processes needed to produce business memos, email, good and bad news messages, reports, graphics in writing, electronic presentations and proofreading.

BUS 118 Business Survival Skills

3 credit hours

Provides an overall perspective for the student to understand the current domestic and world business environment and how the student as an employee fits into that environment. Roles and responsibilities of the business and the employees will be studied as they relate to alternatives for increasing positive impact in the workplace. The focus will be on practical skills application.

BUS 175 Special Topics in Business

3 credit hours

Provides students with a vehicle to pursue special topics of interest in business. The content of this course is designed on an as needed basis to provide current, up-to-date information. The content of this course will change from year to year.

BUS 203 Introduction to International Business

3 credit hours

Prerequisite: BUS 115 with a grade of C or better.

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 or CIS 118 with a grade of C or better.

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: ENG 090 with a grade of C or better or English assessment score of 095 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: Grade of C or better in BUS 115, and MAT 090 or MAT107 and REA 090, or BUS 115 and Math assessment score of 61 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 with a grade of C or better 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 153 Introduction to Pro Engineer/Basics

3 credit hours

Prerequisite: CAD 101 with a grade of C or better or instructor consent.

Introduces basic Pro/Engineer software operation including part creation, drawing creation, and assembly creation. Pro/Engineer is a 3D solid modeling software from parametric technologies.

CAD 224 Revit

3 credit hours

Prerequisite: CAD 101 with a grade of C or better or instructor approval.

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 with a grade of C or better or instructor consent.

This course focuses on the advanced applications of the Revit software. Includes Family Editing, Topographic Site Plans, Worksharing, Phases, Advanced Scheduling, Custom Annotation, and Presentation Techniques.

CAD 240 Inventor I — AutoDesk

3 credit hours

Prerequisite: CAD 101 with a grade of C or better 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 with a grade of C or better 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 with a grade of C or better 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 with a grade of C or better 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.

Focuses on basic chemistry and measurement, matter, chemical formulas, reactions and equations, stoichiometry and thermochemistry. This course covers the development of atomic theory culminating in the use of quantum numbers to determine electron configurations of atoms, and the relationship of electron configuration to chemical bond theory and molecular orbital theory. The course includes gases, liquids, and solids and problem-solving skills are emphasized through laboratory experiments. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

CHE 112 General College Chemistry II: 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

CHE 211 Organic Chemistry

5 credit hours

Prerequisite: Grade of C or better in CHE 112.

Focuses on compounds associated with the element carbon including structure and reactions of aliphatic hydrocarbons and selected functional group families. The course covers no-

menclature of organic compounds, stereochemistry, reaction mechanisms such as SN1, SN2, E1 and E2. Laboratory experiments demonstrate the above concepts plus the laboratory techniques associated with organic chemistry.

CHE 212 Organic Chemistry II

5 credit hours

Prerequisite: Grade of C or better in CHE 211.

Continues the investigation into the chemistry of carbon-based compounds, their reactions and synthesis including the structure, physical properties, reactivities, and synthesis of organic functional groups not covered in the first semester. The course explores functional groups including alcohols, ethers, aromatics, aldehydes, ketones, amines, amides, esters, and carboxylic acids and the reactions and reaction mechanisms of aromatic compounds. An introduction to biochemical topics may be included if time permits. Laboratory experiences demonstrate the above concepts and the laboratory techniques associated with organic chemistry.

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 with a grade of C or better.

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 tests and instructors.

CHI 112 Chinese Language II

5 credit hours

Prerequisite: CHI 111 with a grade of C or better.

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 with a grade of C or better

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 with a grade of C or better

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

3 credit hours

Develop skills necessary to effectively communicate and build relationships with patients, locate health resources, solve problems, and manage information and records.

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 101

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 NaturallySpeaking, Dragon Dictate, or Job Access with Speech (JAWS). It is designed for students who have little or no previous computer experience.

CIS 110 Introduction to the PC

1 credit hour

Provides the beginning computer user with hands-on experience in the elementary use of the personal computer. This course introduces the basic feature of and the terminology associated with personal computers, including topics such as database, spreadsheet, and word processing.

CIS 114 - Computing for Health IT

3 credit hours

This an introductory course in Computer Information Systems for Healthcare professionals. The focus of the class will be on computers as applied to Healthcare needs. The class will cover data representation, data communication, data storage, networking architecture and security. Network security will be covered as it relates to Electronic Health Records and Healthcare Privacy issues. The class will provide an introduction to computer programming and database management.

CIS 117 Introduction to Technical Applications

3 credit hours

Provides a basic introduction of standard software packages available to support a microcomputer-based workstation. Includes entry-level hands-on work with word processors, spreadsheets, electronic presentations and basic Internet functionality to support the technical environment.

CIS 118 Introduction to PC Applications

3 credit hours

Prerequisite: Grade of C or better in ENG 060, REA 060 and MAT 030 or English assessment score of 60 or better, Reading assessment score of 50 or better and Math assessment score of 40 (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 with a grade of C or better.

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 with a grade of C or better.

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 with a grade of C or better 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 with a grade of C or better 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 with a grade of C or better 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 with a grade of C or better 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 with a grade of C or better 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 with a grade of C or better 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 with a grade of C or better 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 and CIS 155 with a grade of C or better 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 with a grade of C or better 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 with a grade of C or better 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 with a grade of C or better.

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

Prerequisite: CIS 118 with a grade of C or better.

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: CIS 118 with a grade of C or better 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 with a grade of C or better.

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 with a grade of C or better.

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 with a grade of C or better.

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

CNG 124 Networking I: Network+

3 credit hours

Prerequisite: CIS 118 with a grade of C or better.

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

CNG 125 Networking II: Network+

3 credit hours

Prerequisite: CNG 124 with a grade of C or better.

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

CNG 131 Network Security Fundamentals

3 credit hours

Prerequisite: CNG 124 with a grade of C or better.

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 with a grade of C or better.

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 with a grade of C or better.

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 124 with a grade of C or better 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 — COMMUNICATION 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 105 Career 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.

Develops skills needed in obtaining and keeping a job. Includes job searching, applications, resumes, interviews, and the dynamics of customer, peer, and managerial relationships. Emphasizes speaking, writing, listening, critical reading skills, and vocabulary development essential to the employment world.

COM 115 Public Speaking

3 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, non-verbal 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 with a grade of C or better.

Emphasizes the continued study of rhetorical theory and analysis as it relates to public speaking.

COM 217 Group 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 group communication theories with an emphasis on leadership and group behaviors. The course provides opportunities for group participation.

COM 220 Intercultural Communication: GT-SS3

3 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 the link between culture and communication and will develop and/or enhance communication skills and the abilities appropriate to a multicultural society. Emphasis will be on understanding diversity within and across cultures. Relevant concepts include perception, worldview, context, ethics, language, and non-verbal communication. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

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 and REA 090 or Reading assessment score of 80 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

Prerequisites: Grade of C or better in ENG 090 or English assessment score of 95 or better and REA 090 or Reading assessment score of 80 or better, or equivalent ACT/SAT scores.

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

Prerequisites: Grade of C or better in ENG 090 or English assessment score of 95 or better and REA 090 or Reading assessment score of 80 or better, or equivalent ACT/SAT scores.

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

Prerequisites: Grade of C or better in ENG 090 or English assessment score of 95 or better and REA 090 or Reading assessment score of 80 or better, or equivalent ACT/SAT scores.

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

Prerequisites: Grade of C or better in ENG 090 or English assessment score of 95 or better and REA 090 or Reading assessment score of 80 or better, or equivalent ACT/SAT scores.

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

Prerequisites: Grade of C or better in ENG 090 or English assessment score of 95 or better and REA 090 or Reading assessment score of 80 or better, or equivalent ACT/SAT scores.

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

Prerequisites: Grade of C or better in ENG 090 or English assessment score of 95 or better and REA 090 or Reading assessment score of 80 or better, or equivalent ACT/SAT scores.

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

Prerequisites: Grade of C or better in ENG 090 or English assessment score of 95 or better and REA 090 or Reading assessment score of 80 or better, or equivalent ACT/SAT scores.

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

Prerequisites: Grade of C or better in ENG 090 or English assessment score of 95 or better and REA 090 or Reading assessment score of 80 or better, or equivalent ACT/SAT scores.

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

Prerequisites: Grade of C or better in ENG 090 or English assessment score of 95 or better and REA 090 or Reading assessment score of 80 or better, or equivalent ACT/SAT scores.

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

Prerequisites: Grade of C or better in ENG 090 or English assessment score of 95 or better and REA 090 or Reading assessment score of 80 or better, or equivalent ACT/SAT scores.

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 210 Constitutional Law

3 credit hours

Prerequisites: Grade of C or better in ENG 090 or English assessment score of 95 or better and REA 090 or Reading assessment score of 80 or better, or equivalent ACT/SAT scores.

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

Prerequisites: Grade of C or better in ENG 090 or English assessment score of 95 or better and REA 090 or Reading assessment score of 80 or better, or equivalent ACT/SAT scores.

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

Prerequisites: Grade of C or better in ENG 090 or English assessment score of 95 or better and REA 090 or Reading assessment score of 80 or better, or equivalent ACT/SAT scores.

Examines the question of crime causation from legal, social, political, psychological and theoretical perspectives. Covers the history and development of criminology.

CRJ 231 Introduction to Forensic Science and Criminalistics

3 credit hours

Prerequisites: Grade of C or better in ENG 090 or English assessment score of 95 or better and REA 090 or Reading assessment score of 80 or better, or equivalent ACT/SAT scores.

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 236 CRJ Research Methods

3 credit hours

Prerequisites: Grade of C or better in ENG 090 or English assessment score of 95 or better and REA 090 or Reading assessment score of 80 or better, or equivalent ACT/SAT scores.

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

Prerequisites: Grade of C or better in ENG 090 or English assessment score of 95 or better and REA 090 or Reading assessment score of 80 or better, or equivalent ACT/SAT scores.

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

Prerequisites: Grade of C or better in ENG 090 or English assessment score of 95 or better and REA 090 or Reading assessment score of 80 or better, or equivalent ACT/SAT scores.

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 257 Victimology

3 credit hours

Prerequisites: Grade of C or better in ENG 090 or English assessment score of 95 or better and REA 090 or Reading assessment score of 80 or better, or equivalent ACT/SAT scores.

Introduces the student to the role the crime victim plays in the criminal justice system. The traditional response that a crime victim receives from the system will be studied and the psychological, emotional and financial impact these responses have on victimization will be analyzed.

CRJ 264 Practical Crime Scene Investigation

3 credit hours

Prerequisites: Grade of C or better in ENG 090 or English assessment score of 95 or better and REA 090 or Reading assessment score of 80 or better, or equivalent ACT/SAT scores.

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

Prerequisites: Grade of C or better in ENG 090 or English assessment score of 95 or better and REA 090 or Reading assessment score of 80 or better, or equivalent ACT/SAT scores.

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 with a grade of C or better 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 with a grade of C or better 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 with a grade of C or better.

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: MAT 099 with a grade of C or better.

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

CSC 161 Computer Science II: (Language)

4 credit hours

Prerequisite: CSC 160 with a grade of C or better 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 with a grade of C or better 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 with a grade of C or better.

Emphasizes scripting languages used to create and manage web databases. Targets to multimedia authors who wish to add database management and search functionality to their web sites. Enables students to build an inexpensive portable database solution.

DAN — DANCE COURSES

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 100 Dental Hygiene Basic & Terminology I

1 credit

Introduces incoming dental hygiene students to the terminology they will need to build upon as they progress through the program. This includes dental terminology with specific relevance to dental hygiene, HIPAA and its legal basis, procedures and protocols relevant to a dental hygiene school setting including rudimentary ethical considerations.

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 preven-

tive 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 assess-

ment, 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

Prerequisites: All 1st year DEH courses as well as DEH 171.

Corequisites: DEH 268, DEH 242

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

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

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

Explores guidance theories, applications, goals, techniques and factors that influence expectations, classroom management issues, and pro-social 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 or English assessment score of 70 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: Grade of C or better in ENG 060 or English assessment score of 70 or better and a grade of C or better in 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

Prerequisite: Grade of C or better in ENG 060 or English assessment score of 70 or better.

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: 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 and 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: 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 and 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: 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 and 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: 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 and 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: 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 and 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: 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 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: 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 and ECE 101, ECE 102, or ECE 103; **Corequisite:** ECE 209.

Provides students with advanced field experience opportunities in early childhood education programs. Only offered in spring semester.

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 interrelationships among household, business, and government sectors. Explores saving and investment decisions, unemployment, inflation, national income accounting, taxing and spending policies, the limits of the market and government, public choice theory, the Federal Reserve System, money and banking, and international trade. This course is one of the Statewide 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 250 CTE in Colorado

1 credit

Prerequisite: Chair permission

Explores common elements of Career and Technical Education philosophy and current practices. It details the philosophy of Career and Technical Education (CTE), the federal Carl D. Perkins legislation and related guidelines for CTE,

the Colorado Technical Act, national and state regulatory agencies, the CCCS program approval process, enrollment management and advising strategies, relevant local and national issues, and quality assurance principles.

EDU 260 Adult Learning and Teaching

3 credits

Prerequisite: Chair permission

Examines the philosophy of community colleges and/or secondary schools and the roles and responsibilities of the faculty member within the college/school community. Introduces basic instructional theories and applications, with particular emphasis on adult learners. Includes syllabus development, learning goals and outcomes, and lesson plans. Emphasizes teaching to a diverse student body, classroom management, assessment and instructional technology.

EDU 261 Teaching, Learning and Technology

3 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, multimedia, 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 103 Technical Drafting III**

3 credit hours

Prerequisite: CAD 101 with a grade of C or better or instructor 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 103 with a grade of C or better or instructor 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 103 with a grade of C or better 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 with a grade of C or better 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 with a grade of C or better or Chair 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: EGT 250 with a grade of C or better or Chair 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 disciplines. Introduces neuropharmacology.

END 280 Internship

5 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: English assessment score of 24-49

Students are encouraged to register also for AAA 101, The Student Experience Class (1- credit)

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.

Students are encouraged to register for AAA 090, Academic Achievement Strategies.

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.

Corequisite: AAA 109 or 15 credits of transfer-level classes with a grade point average of 3.0.

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-C01

3 credit hours

Prerequisite: ENG 090 with a grade C or better, or English assessment score of 95 or better, 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-C02

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 C or better, or English assessment score of 95 or better, 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-C03

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 221 Creative Writing I

3 credit hours

Prerequisite: ENG 090 with a grade C or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.

Teaches techniques for creative writing. Explores imaginative uses of language through creative genres (fiction, poetry, literary nonfiction) with emphasis on the student's own unique style, subject matter and needs.

ENG 222 Creative Writing II

3 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 226 Fiction Writing

3 credit hours

Prerequisite: ENG 221 with a grade of C or better or instructor consent.

Teaches techniques for creating fiction, including the study and appreciation of the language and forms of the short story. 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 228 Writing for the Graphic Novel

3 credit hours

Prerequisite: ENG 221 with a grade of C or better or instructor consent.

Introduces story analysis and writing concepts used in writing for the graphic novel. Students explore the graphic novel as a vehicle for a unique, personal venue for written expression. Students explore the history and universal themes of the graphic novel as well as examine the principles of composition, different writing styles and processes used in the development of the graphic novel. The application of writing styles, script development and revision processes necessary for the creation of an individual graphic work and thorough examination of course material in terms of writing style, process considerations and written themes are the primary focus. Students create outlines, scripts and a final written work for a graphic novel, focusing on unity of style and techniques for authoring appropriate to story lines.

ENG 230 Creative Nonfiction

3 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 236 Writing the Film

3 credit hours

Prerequisite: ENG 221 with a grade of C or better or instructor consent.

Guides students in the development of a treatment, outline and opening act for a feature film script, focusing on specific script format, ideation, film genre conceptualization, plot structure and character development. Students complete a 30-minute spec script, as well as a full treatment and outline for a feature film.

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.

ENV 101 Environmental Science: 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.

Provides an introduction to the basic concepts of ecology and the relationship between environmental problems and biological systems. Includes interdisciplinary discussions on biology, chemistry, geology, energy, natural resources, pollution, and environmental protection. Using a holistic approach, students will study how the foundations of natural sciences interconnect with the environment. This course includes laboratory experience.

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 with a grade of C or better.

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

Develops students' interpretive, interpersonal, and presentational communicative abilities in the language. Integrates these skills in the cultural contexts in which the language is used. Offers a foundation in the analysis of culture.

FRE 112 French Language II

5 credit hours

Prerequisite: FRE 111 with a grade of C or better or instructor consent.

Expands students' interpretive, interpersonal, and presentational communicative abilities in the language across the disciplines. Integrates these skills with the study of the cultures in which the language is used. Offers a foundation in the analysis of culture and develops intercultural communicative strategies.

FRE 211 French Language III: GT-AH4

3 credit hours

Prerequisite: FRE 112 with a grade of C or better 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 with a grade of C or better 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 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.

GEO 107 Physical Geography

3 credit hours

Prerequisite: Grade of C or better in ENG 090.

Focuses on the study of the spatial relationship between humans and the natural environ-

ment. Covers five main themes: the atmosphere (weather and climate); the hydrosphere (water bodies and rivers); the lithosphere (Earth's crust and landforms); the biosphere (soil, plant, and animal relationships); and the impact of the human population on these environmental factors. Recommended for students interested in environmental studies, earth science, and geography.

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 with a grade of C or better.

Continues the sequence for students who wish to understand and speak German. Covers basic patterns, expressions, and grammar.

GER 111 German Language I

5 credit hours

Develops students' interpretive, interpersonal, and presentational communicative abilities in the language. Integrates these skills in the cultural contexts in which the language is used. Offers a foundation in the analysis of culture.

GER 112 German Language II

5 credit hours

Prerequisite: GER 111 with a grade of C or better.

Expands students' interpretive, interpersonal, and presentational communicative abilities in the language across the disciplines. Integrates these skills with the study of the cultures in which the language is used. Offers a foundation in the analysis of culture and develops intercultural communicative strategies.

GER 211 German Language III: GT-AH4

3 credit hours

Prerequisite: GER 112 with a grade of C or better.

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 with a grade of C or better.

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

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 scores.

Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from the pre-historic era to 1650. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline. 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 203 Civil War Era in American 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.

Explores the causes, course, and consequences of the American Civil War, from the Colonial period to the 21st Century, in order to understand the multiple meanings of a transforming event in American history. Students will explore the meanings of the war as defined in many ways: national, sectional, racial, gender, constitutional, individual, social, intellectual, or moral. Students will closely examine four broad themes: the crisis of union and disunion in an expanding republic; slavery, race, and emancipation as national problem, personal experience, and social process; the experience of modern, total war for individuals and society; and the political and social challenges of Reconstruction.

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 US 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 health-care 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 with a grade of C or better.

Corequisite: 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 with grade of C or better.

Corequisite: 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 with a grade of C or better.

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 with a grade of C or better.

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 with a grade of C or better.

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 with a grade of C or better.

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 with a grade of C or better.

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 with a grade of C or better.**Course note:** Offered summer and fall semester

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 with a grade of C or better.**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 175 Special Topics

0-12 credit hours

Prerequisite: Instructor consent

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

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 97

See CNG—Computer Networking on page 99

See CSC—Computer Science on page 101

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 with a grade of C or better.

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

Develops students' interpretive, interpersonal, and presentational communicative abilities in the language. Integrates these skills in the cultural contexts in which the language is used. Offers a foundation in the analysis of culture.

ITA 112 Italian Language II

5 credit hours

Prerequisite: ITA 111 with a grade of C or better.

Expands students' interpretive, interpersonal, and presentational communicative abilities in the language across the disciplines. Integrates these skills with the study of the cultures in which the language is used. Offers a foundation in the analysis of culture and develops intercultural communicative strategies.

ITA 211 Italian Language III: GT-AH4

3 credit hours

Prerequisite: ITA 112 with a grade of C or better.

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 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 with a grade of C or better.

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, mag-

azines 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 with a grade of C or better

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 with a grade of C or better.

Provides students with experience in news-writing, 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 with a grade of C or better.

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 affecting 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 with a grade of C or better.

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 with a grade of C or better.

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 the methodology will vary according to individual texts and instructors.

JPN 112 Japanese Language II

5 credit hours

Prerequisite: JPN 111 with a grade of C or better.

Continues Japanese Language I in the development of functional proficiency in listening, speaking, reading and writing the Japanese language.

JPN 211 Japanese Language III: GT-AH4

3 credit hours

Prerequisite: JPN 112 with a grade of C or better.

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 with a grade of C or better.

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 285 Independent Study

0-12 credit hours

Prerequisite: Instructor consent

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

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 sci-

ence 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 259 Survey of African American 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.

Examines African American literature from 1750 to the present, exploring 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 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: ENG 090 with a grade of C or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.

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 100 Machine Shop Safety

1 credit hour

Covers the hazards of a machine shop including health and safety, locating essential safety information from a code or other standard, location and use of safety and emergency

equipment, and identifying and applying shop safety procedures.

MAC 101 Introduction to Machine Shop

3 credit hours

Prerequisite: MAC 100 with a grade of C or better.

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 with a grade of C or better.

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 with a grade of C or better.

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 with a grade of C or better.

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 with a grade of C or better.

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 with a grade of C or better.

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 with a grade of C or better.

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

Prerequisite: MAC 102 with a grade of C or better.

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

Prerequisite: MAC 110 or MAC 120 with a grade of C or better.

Provides students with an experiential learning opportunity.

MAC 201 Introduction to CNC Turning Operations

3 credit hours

Prerequisites: MAC 121 and MAC 205 with a grade of C or better or Chair permission

Covers computer numerical control (CNC) lathe operations, control functions, the letter address system, the program format, and machine setup. G & M codes, control functions, the letter address system, and math issues related to CNC are included. This class is NOT offered on an open-entry, open-exit basis.

MAC 205 Introduction to CNC Milling Operations

3 credit hours

Prerequisite: CAD 101, MAC 111, and MAC 121 with a grade of C or better or Chair permission.

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

MAC 207 CNC Milling Lab

3 credit hours

Prerequisite: MAC 205 with a grade of C or better.

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 220 Modern Production Manufacturing

3 credit hours

Prerequisite: MAC 145 with a grade of C or better or Chair permission.

Exposes students to advanced machining processes typically found in state-of-the-art manufacturing environments. Students will learn how to use precision machining to make fixtures, tooling plates, cutting tools, and other complex designs using machining applications. Students will be required to use their skills, competencies, and knowledge to maintain and support a CNC production environment.

MAC 240 CAD/CAM 2-D

3 credit hours

Prerequisite: MAC 205 with a grade of C or better.

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 with a grade of C or better or Chair permission.

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 with a grade of C or better.

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 250 Advanced Inspection Techniques

3 credit hours

Prerequisite: MAC 145 with a grade of C or better or Chair permission.

Exposes the student to the principles of dimensional metrology. Students will learn how to use common measuring instruments relating to state-of-the-art manufacturing environments. Students will also learn the importance of Quality Control, TQM, and SPC processes as they relate to manufacturing environments. Use of a coordinate measuring machine will be delivered.

MAC 252 Practical Metallurgy

3 credit hours

Prerequisite: MAC 100 with a grade of C or better and Chair 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 with a grade of C or better.

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 128 Human Relations in Organizations

3 credit hours

Explores the importance of effective communication in our personal lives as well as in the world of business. Practical business applications such as employee motivation, handling customer complaints, and effectively resolving conflict in the workplace will be a major part of the curriculum.

MAN 160 Entrepreneurship

3 credit hours

Prerequisite: ACC 101 with a grade of C or better and BUS 115 with a grade of C or better.

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 with a grade of C or better.

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, with a grade of C or better, and BUS 115, with a grade of C or better, or CIS 118, with a grade of C or better.

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 with a grade of C or better.

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, with a grade of C or better, and BUS 115, with a grade of C or better.

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, with a grade of C or better, and REA 090, with a grade of C or better.

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 with a grade of C or better.

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 with a grade of C or better.

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 with a grade of C or better.

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 with a grade of C or better 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 manage customer expectations by building customer rapport and creating positive outcomes.

MAR 160 Customer Service

3 credit hours

Prerequisite: ENG 090, with a grade of C or better, REA 060, with a grade of C or better, and BUS 115 with a grade of C or better.

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 manag-

ing customer expectations by building customer rapport and creating positive outcomes.

MAR 216 Principles of Marketing

3 credit hours

Prerequisite: BUS 115, with a grade of C or better, or CIS 118, with a grade of C or better.

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 with a grade of C or better.

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 with a grade of C or better.

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 24-56.

Students are also advised to register for AAA 101, The Student Experience Class (1 credit)

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. Students are advised to register also for AAA 090, Academic Achievement Strategies.

Further 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.

Corequisite: AAA 109 or 15 credits of transfer level courses and a 3.0 grade point average.

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 45 (EA) 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 include 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.

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 non-linear systems, selection of topics from among graphing of the conic sections, introduction to sequences and series permutations and combinations, the binomial theorem and theory of equations. This course is one of the Statewide Guaranteed Transfer courses. GT-MA1

MAT 122 College Trigonometry: GT-MA1

3 credit hours

Prerequisite: Grade of C or better in MAT 121, Math

assessment score of 63 (CLM) or better or equivalent ACT/SAT scores.

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 programming, and an introduction to probability and counting techniques. Emphasis is on applications. This course may include other topics such as statistics when time permits. This course is primarily intended for business, life science, or social science majors. 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, or Math assessment score of 63 (CLM) or better or equivalent ACT/SAT scores.

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.

Further 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 with a grade of C or better.

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 with a grade of C or better.**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 with a grade of C or better.

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 with a grade of C or better.

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: MGD 101 with a grade of C or better, or Corequisite: 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 with a grade of C or better or instructor consent, and MGD 116 with a grade of C or better.

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 with a grade of C or better.

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 with a grade of C or better.

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 with a grade of C or better.

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 medi-

cal 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 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 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

4 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, with a grade of C or better, 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

Prerequisite: CAD 101 with a grade of C or better.

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

Prerequisite: CAD 101 with a grade of C or better.

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 106 Introduction to Songwriting

3 credit hours

Prerequisite: MUS 100 with a grade of C or better.

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 songwriting, 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 with grade of C or better

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 with a grade of C or better.

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 with a grade of C or better 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 with a grade of C or better, 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 with a grade of C or better, 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 with a grade of C or better, 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 with a grade of C or better, 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 with a grade of C or better, 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 with a grade of C or better, or instructor consent.

Rehearses and performs various types of musical literature. First year, fourth term.

MUS 161 Computer Music Application I

3 credit hours

Introduces students to the Digital Audio Workstation, current practices with MIDI instruments, MIDI sequencing, MIDI editing, music notation programs.

MUS 162 Computer Music Application II

3 credit hours

Prerequisite: MUS 161 with a grade of C or better, or instructor consent.

Designed to build on MUS 161. Course will further explore the Digital Audio Work (DAW) environment. Advanced music notation software techniques, creating unique synthesizer timbres, and audio/video synchronization will be among the topics explored.

MUS 210 Music Theory III

3 credit hours

Prerequisite: MUS 111 with a grade of C or better, or instructor consent.**Corequisite:** MUS 212

Continues study of four-part music, including extended harmonic progressions of ninth, eleventh, thirteenth chords, extended alteration, non-chord tones, modulation and compositions.

MUS 211 Music Theory IV

3 credit hours

Prerequisite: MUS 210 and MUS 212 with a grade of C or better, 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 with a grade of C or better.**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 with a grade of C or better.**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 with a grade of C or better, 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 with a grade of C or better, 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 with a grade of C or better.

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 with a grade of C or better.

Second year, first term. Rehearses and performs various types of musical literature.

MUS 252 Ensemble II

1 credit hour

Prerequisite: MUS 251 with a grade of C or better.

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 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 Aide 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

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 Health Assessment for the PN

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. It 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 ethno cultural concepts are integrated throughout.

NUR 105 PN 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 (1) or more credits may be given for students completing a Community College of Colorado approved CNA program.)

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

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 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 Peds Nursing

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 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 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: Appl 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 ethno cultural needs of multiple clients in selected care settings.

NUR 175 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 with a grade of C or better.

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 211 and PAR 212 with a grade of C or better.

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: ENG 090 with a grade of C or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores.

Analyzes 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 chair 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

Prerequisites: ENG 090 and REA 090 with a grade of C or better, or Chair 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

Prerequisites: ENG 090 and REA 090 with a grade of C or better, or Chair 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

Prerequisites: ENG 090 and REA 090 with a grade of C or better, or Chair 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 and REA 090 with a grade of C or better or Chair 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

POS 225 Comparative Government: GT-SS1

3 credit hours

Prerequisite: ENG 121 and REA 090 with a grade of C or better or Chair consent.

Focuses on a comparison of the basic features of selected developed and developing countries. Topics include ideologies, political

parties, interest groups, and governmental institutions. 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 with a grade of C or better.

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 re-introduced 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 meth-

ods, 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 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 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 200 Research Methodology

3 credit hours

Prerequisite: ENG 121 and MAT 060 with a grade of C or better.

Introduces research methods and designs including correlational studies, experimental designs and quasi-experimental designs. Additional topics include evaluations of scientific research, data analysis, report writing and research ethics.

PSY 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 231 Positive Psychology

3 credit hours

Prerequisite: ENG 121 with a grade of C or better.

Focuses on human strengths rather than the traditional view of psychology that tends to focus on the worst of human nature. This course is designed to explore strengths-based research, concepts of happiness, helpfulness, and resiliency. The research and theories about human nature will go beyond simply not being mentally ill as a form of mental health, which will include optimism, post-traumatic growth, and how to increase emotional, psychological and social functioning. Overall, this course will be focused on understanding one's own sense of life satisfaction and how to further improve well-being.

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 and PSY 101 or PSY 102 with a grade of C or better.

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 and PSY 101 with a grade of C or better

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 and PSY 102 with a grade of C or better.

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 and PSY 101 or PSY 102 with a grade of C or better.

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 and PSY 101 or PSY 102 with a grade of C or better.

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 24-39. Students are encouraged to register for AAA 101, The Student Experience (1 credit)

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. Students are encouraged to register for AAA 090, Academic Achievement Strategies.

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.**Corequisite:** AAA 109 or 15 credits of transfer-level courses with a 3.0 grade point average.

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.

Assists 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 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 bony 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 142, RTE 182.

Provides a detailed anatomic discussion of the respiratory, digestive, and genitourinary systems and related medical terminology. This course will also cover the details of bony anatomy including the 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, or 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 Clinical Internship I.

RTE 183 Radiographic Internship III

7 credit hours

Prerequisites: RTE 111, RTE 121, RTE 122, RTE 131, RTE 132

RTE 141, RTE 142, RTE 181 RTE 182

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 132 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 132, 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 as artifact production and reduction. Radiation protection practices and quality control will also be explored.

RTE 250 Mammography

3 credit hours

Introduces the fundamentals of mammography as required for ARRT mammography certification.

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 183

Corequisites: RTE 221, RTE 231

Introduces the student to the radiographic specialty areas of Pediatrics, Geriatrics, the outpatient clinic, as well as increasing proficiency in general radiography.

RTE 282 Radiographic Clinical 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 Radiology Technology student to effectively search for a job in radiography and sit for the American Registry of Radiologic Technology examination.

RTE 291 Mammography Internship

3 credit hours

Prerequisites: Acceptance into the program

Provides clinical experience for demonstrating and documenting clinical competencies required by the American Registry of Radiologic Technologist for application for registry 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 patient's 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 patient's 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 patient's 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

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 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

8 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 and SOC 101 or SOC 102 with a grade of C or better.

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 and ANT 101 or SOC 101 or SOC 102 with grade of C or better.

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 and SOC 101 or SOC 102 with grade of C or better.

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 and SOC 101 or SOC 102 with a grade of C or better.

Examination of humans and the environment from an ecological perspective. Focuses on industrial and economic growth versus sustainability, natural resources development and management, environmental values and social movements, and comparative perspectives on people's relationship to the environment. Review of the "Green" movement and other environmental movements and their impacts upon social dynamics, the environment, and the evolution of social movements. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

SOC 210 Technology and Society

3 credit hours

Prerequisite: ENG 121 and SOC 101 or SOC 102 with a grade of C or better.

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 and SOC 101 or SOC 102 with a grade of C or better.

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 and SOC 101 or SOC 102 with a grade of C or better

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 and SOC 101 or SOC 102 with a grade of C or better.

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 and SOC 101 or SOC 102 with a grade of C or better

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 and SOC 101 or SOC 102 with a grade of C or better

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 and ANT 101, or PSY 101, or PSY 102, or SOC 101 or SOC 102 with a grade of C or better.

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 and ANT 101 or SOC 101 with a grade of C or better.

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 with a C or better.

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

Develops students' interpretive, interpersonal, and presentational communicative abilities in the language. Integrates these skills in the cultural contexts in which the language is used. Offers a foundation in the analysis of culture.

SPA 112 Spanish Language II

5 credit hours

Prerequisite: SPA 111 with a grade of C or better

Expands students' interpretive, interpersonal, and presentational communicative abilities in the language across the disciplines. Integrates these skills with the study of the cultures in which the language is used. Offers a foundation

in the analysis of culture and develops intercultural communicative strategies.

SPA 115 Spanish for the Professional I

3 credit hours

Prerequisite: SPA 111 or SPA 112 with a grade of C or better 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 with a grade of C or better 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 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 with a grade of C or better or instructor consent.

Continues Spanish Language I, II and III in the development of increased functional proficiency in listening, speaking, reading, and writing the Spanish language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. This course is one of the Statewide Guaranteed Transfer courses. GT-AH4

SPA 215 Spanish for the Professional II

3 credit hours

Prerequisite: SPA 115 with a grade of C or better.

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

Prerequisite: EGT 160 with a grade of C or better or Chair consent.

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, run-out, 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 Theatre Script Analysis

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 110 Theatre in Denver

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.

Acquaints students with the range of theatre companies and productions in the Denver area. The itinerary is designed to provide the greatest variety of theatrical experiences within the logistical circumstances of a given semester's offerings. Accordingly, students will confront a broad spectrum of dramatic literature performed by various companies in distinct milieu.

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 with a grade of C or better.

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, platforms, 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: 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 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 with a grade of C or better.

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 on-line 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 1 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 students' clinical skills and knowledge after successful completion of the internship courses, in order to prepare them 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 100 Safety for Welders**

1 credit hour

Covers the hazards of welding on health and safety, locating essential safety information from a code or other standard, and identifying and applying shop safety procedures.

WEL 101 Allied Cutting Processes

4 credit hours

Prerequisite: WEL 100 with a grade of C or better.

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

Prerequisite: WEL 100 with a grade of C or better.

Introduces safety inspections, minor repairs, operating parameters, oxyacetylene welding equipment, and oxyacetylene welding, brazing, and soldering operations. Blueprint reading skills will be practiced in this course.

WEL 103 Basic Shielded Metal Arc I

4 credit hours

Prerequisite: WEL 101 with a grade of C or better.

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 with a grade of C or better.

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 with a grade of C or better.

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 with a grade of C or better.

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 and WEL 102 with a grade of C or better.

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 and WEL 102 with a grade of C or better.

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, and WEL 106 with a grade of C or better.

Corequisite: Any other welding class, except WEL 100, 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 with a grade of C or better.

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 with a grade of C or better.

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 and WEL 124 with a grade of C or better, or Chair permission.

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.



WST — WOMEN'S STUDIES COURSES

WST 200 Introduction to Women's Studies: 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 nature and function of women in society from an interdisciplinary perspective, focusing on the similarity and diversity of women's experience over time and across cultures. The course will examine topics such as sex role, socialization, political and philosophical perspectives on women's issues, and women's accomplishments in history, art, literature, science, health issues and the family. Students will gain an awareness of the limitations of traditional scholarship on women, and gain a means of practical application of the new scholarship on women's roles and nature. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

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