COMMUNITY COLLEGE OF DENVER
Second Addendum to the 2013-2014 Online and Printed Catalogs
Additions/changes in yellow

December 2013

This addendum is an integral part of the college's 2013-2014 Academic Catalog; the purpose of this document is to amend current information or include additional information. The information published herein is effective for the 2013-2014 school-year. If any of these changes impact a student's ability to graduate, please contact the dean for your area.

House Bill 1023 Verification of Lawful Presence

This new paragraph amends the original information provided in the 13-14 catalog per recent changes in legislation. The new paragraph is as follows:

HOUSE BILL 1023 VERIFICATION OF LAWFUL PRESENCE:

House Bill 06S-1023 was enacted in July 2006 and requires the college to verify the lawful presence in the U.S. for each person 18 years of age or older who applies for educational benefits. These benefits include in-state tuition, WUE tuition, the College Opportunity Fund, some types of state and institutional funding, or any other state funded benefits that entail any payment or financial assistance. On April 29, 2013, Senate Bill 13-033 was signed into law and amended the requirements of House Bill 1023. State institutions of higher education are no longer required to verify lawful presence. Students who were enrolled prior to Summer 2013 are still subject to the requirements of House Bill 1023, and must meet the verification requirements to avoid removal of such benefits.

Student Bill of Rights

23-1-125. COMMISSION DIRECTIVE - STUDENT BILL OF RIGHTS

The Colorado General Assembly hereby finds that students enrolled in public institutions of higher education shall have the following rights:

(a) Students should be able to complete their Associate of Arts and Associate of Science degree programs in no more than sixty credit hours or their baccalaureate programs in no more than one hundred twenty credit hours unless there are additional degree requirements recognized by the commission;

(b) A student can sign a two-year or four-year graduation agreement that formalizes a plan for that student to obtain a degree in two or four years, unless there are additional degree requirements recognized by the commission;

(c) Students have a right to clear and concise information concerning which courses must be completed successfully to complete their degrees;

(d) Students have a right to know which courses are transferable among the state public two-year and four-year institutions of higher education;

(e) Students, upon completion of core general education courses, regardless of the delivery method, should have those courses satisfy the core course requirements of all Colorado public Institutions of higher education;

(f) Students have a right to know if courses from one or more public higher education institutions satisfy the students; degree requirements;

(g)   A student's credit for the completion of the core requirements and core courses shall not expire for ten years from the date of initial enrollment and shall be transferable.

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 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 college-owned or college-controlled property,
- at any function authorized or supervised by the college,
- and/or in state owned or leased vehicles.

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

All changes are shaded yellow.

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.

ALCOHOL AND DRUG POLICY
By Gubernatorial decree and in compliance with applicable laws, the illegal use of alcohol, other drugs, or controlled substances when on campus is prohibited.

In addition to the policy described above, education, training, and treatment programs are available through the Student Life Programs at each institution and through Auraria Human Resources. The campus may take action when policies on the use, possession, distribution, manufacture, and sale of illegal drugs have been violated. AHEC also cooperates with local, state and federal authorities in the detection and possession of drug offenses.

AHEC alcohol policies apply to the Auraria Campus and institution-sponsored activities. Administrators, alumni, faculty, guests, staff and students must adhere to all applicable state and local laws and regulations related to the sale and use of alcoholic beverages. The most common laws related to alcohol use and sales are as follows:
– The sale of alcoholic beverages is prohibited except in areas, at times, and on dates licensed by the Colorado State Department of Revenue.
– Persons under 21 years of age cannot legally possess or consume alcoholic beverages of any kind. The furnishing of alcoholic beverages to under-aged persons is prohibited.
– Alcohol cannot be consumed or carried in open containers on any street, sidewalk, alley, automobile, or public area (except as noted herein).

SERVING ALCOHOL
Those persons or organizations that control the service of alcoholic beverages are responsible for compliance with applicable laws and campus policies. Those policies are:
– Service of alcoholic beverages is planned to stop before the close of the event.
– The burden of proof for showing legal age is on the alcohol consumer. No alcohol will be served unless clear evidence of legal age is presented. It is the responsibility of those in charge of an event to ensure that no one who is under age is served or consumes any alcoholic beverages.
– Alcohol may not be consumed or carried in open containers in common areas or "public" areas of any building or grounds except as follows: for group activities or events where a liquor license (if required) has been obtained and the scheduling officer has approved the event.

ILLEGAL DRUGS
The policy for Auraria and the institutions prohibit the sale, manufacture, distribution, use or possession of illegal drugs on the Auraria Campus. This policy applies equally to administrators, faculty, staff, and students.

NOTE: Although possession and use of marijuana 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 college owned or college controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles.

VIOLATION OF DRUG POLICY
Sale, distribution or manufacturing of illegal drugs by a member of the Auraria Campus community will normally result in the administration taking action to curtail the activity. This policy applies within or upon the grounds, buildings, or any other facilities of the campus. Sanctions may be imposed upon individuals found in violation of these policies, as well as violation of laws controlling drugs and alcohol.

More specific and detailed information about Auraria and institutional policies addressing drugs and alcohol concerns can be found in operations manuals, student handbooks, personnel offices or administrative policy information. Faculty, staff and students are encouraged to obtain this information through the Student Life or administrative areas of Community College of Denver, Metropolitan State University of Denver, University of Colorado Denver or the Auraria Higher Education Center Administrative office.
Auraria Police Department
1201 5th Street, Suite 110
Denver, CO 80204
Police Communications (303) 556-5000
Fax (303) 556-4731
E-Mail   dispatch@ahec.edu

All changes are shaded yellow.

HEALTH RISKS OF ALCOHOL AND DRUG USE

Alcohol Affects the Body
Alcohol is a drug. It is important for students and staff to understand that alcohol abuse impairs judgment and the peripheral and central nervous system. Alcohol affects different people in different ways. Some of the characteristics that determine the way alcohol affects people include:
- Gender
- Mood
- Body Weight
- Type of Alcohol
- Full/Empty Stomach
- Speed of Consumption
- Use of Medication or Other Drugs

For most people, the effects of alcohol are determined by simple volume.

ALCOHOL IMPAIRMENT
When a person drinks alcohol, it can enter the bloodstream as soon as they begin to drink. The molecular structure of alcohol (or ethanol) is small, so the alcohol can be absorbed or transferred into the blood through the mouth, the walls of the stomach, and the small intestine.

The stomach has a relatively slow absorption rate; it is the small intestine that absorbs most of the alcohol. It is important to keep the alcohol in the stomach as long as possible by eating food, which dilutes the alcohol and keeps it from entering the small intestine so quickly. Once alcohol gets into the bloodstream it moves through the body and comes into contact with virtually every organ. However, some of the highest concentrations, and the highest impact, are caused by the alcohol that reaches the brain.

The body is quite efficient when it comes to dealing with alcohol. The liver is designed to metabolize the alcohol as it is consumed. Enzymes break down the alcohol into harmless products and then it is excreted. However, the liver can only handle so much alcohol at a time. For a person of average weight and body type, the liver and small intestine can handle alcohol at a rate of about one drink per hour.

If a person drinks at a faster rate than one drink per hour, the alcohol stays in the body, waiting to be metabolized. If there is more alcohol in the body than can be metabolized, the result is increasing levels of intoxication.

Information source: http://www.bacchusnetwork.org

For information regarding the affects of illicit drugs on the body, we recommend: http://www.justice.gov/dea/druginfo/factsheets.shtml

POTENTIAL SANCTIONS FOR VIOLATIONS OF THE ALCOHOL AND DRUG POLICY
At the Community College of Denver, any student who is found to be in violation of the alcohol and/or drug policy will be adjudicated under the Student Code of Conduct: http://www.ccd.edu/ccd.nsf/html/CCD+Student+Code+of+Conduct. If found responsible for a violation, the student may face sanctions which range from warning to expulsion.

RESOURCES FOR STUDENTS AND EMPLOYEES
If a student or employee has questions about alcohol or drug use and is in need of counseling, treatment or rehabilitation programs, information is available through the Auraria Health Center at 303.556.2525

Family Education Rights & Privacy Act of 1974 (FERPA)

CCD NOTIFICATION OF RIGHTS UNDER FERPA
The Family Educational Rights and Privacy Act of 1974 (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:

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 Admissions, Registration, and Records Office a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar will make arrangements to obtain the requested records.

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 CCD decides not to amend the record as requested, CCD 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.

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 CCD in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom CCD 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 Health Center at Auraria as college officials. CCD has also designated Metropolitan State University of Denver (MSUD), the Auraria Higher Education Center (AHEC), and the University of Colorado at Denver and Health Sciences (UCD) as college officials for the purpose of sharing student educational records. 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 education 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.

FERPA ANNUAL NOTICE TO REFLECT POSSIBLE FEDERAL AND STATE DATA COLLECTION AND USE

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

The Colorado Community College System considers the following to be directory information and Community College of Denver staff may disclose this information, without prior consent, to anyone inquiring in person, by phone, or in writing: Student name; Degrees/certificates and awards student has earned; Major field of study; Dates of student attendance; Part-time or full-time enrollment status; Most recent educational institution attended by the student; Participation in officially recognized activities and sports; If participating in an officially recognized activity or sport, height or weight.

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

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.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by CCD 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

All changes are shaded yellow.

AUTO CONFERRAL
Mid-way through the semester the Office of Admissions, Registration & Records will research records of those who attended CCD in the previous three semesters to identify and automatically award those who are determined to be eligible for a general AA degree, a general AS degree, or an AGS degree based on courses taken at CCD. Awards will be posted at the end of the semester.

ADD/DROP CLASSES
It is the student's responsibility to add or drop classes 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 classes for a full refund by the published census date for each class.

Dates are published each semester in the course schedule. Census dates vary so it is important to know if the course is a traditional 15-week course (Fall and Spring term) or a traditional 10-week course (Summer term); all other census dates are specified in the course schedule. Census dates can also be verified with a General Studies Advisor, Program Advisor or with the Admissions, Registration and 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, which may include any required co-requisite course regardless of attendance in that course. 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, up to 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 class as it may impact their educational benefits.

TUITION REFUND POLICY
Students may receive a refund of tuition and fees for any courses dropped by the census date or for any courses the college canceled. 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 varies depending upon the length of the course. Students should refer to their schedule of classes to determine the census date for each course. 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. Account balances can be viewed and paid online at CCDConnect.

Prior to the census date, students may be dropped from their courses for failure to pay their outstanding balance or for non-attendance, which may include any required co-requisite course regardless of attendance in that course. If dropped prior to census, students are not responsible for the tuition for dropped courses. If dropped after census for non-payment or non-attendance, the student will not be permitted back into the course.

Military students who are called to active duty during the semester should talk to the Admissions, Registration and Records office to discuss the tuition refund policy.

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 for a course from which the student is dropped due to non attendance. This includes any co-requisite course that may also be dropped if non attendance is reported for either course.

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 U.S. 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.

All changes are shaded yellow.

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. Any co-requisite required for a course that is dropped for non attendance may also be dropped. 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.

New Programs and Plans of Study

ENGINEERING GRAPHICS PROFESSIONAL DEVELOPMENT CERTIFICATE

This certificate is designed to improve the skill set of practicing professionals. It emphasizes developing skills and retooling professionals for the new challenges of the job market. It targets the aspects of the architectural profession that are rapidly evolving in the shift to Building Information Modeling. It also examines aspects of the profession that develop across the course of time, such as Building Codes and Sustainable Systems

Requirements

AEC	218	Sustainable Systems	3 (3 Cr/Hours)
AEC	236	International Building Codes	3 (3 Cr/Hours)
CAD	115	Sketchup	3 (3 Cr/Hours)
CAD	224	Revit	3 (3 Cr/Hours)
CAD	227	Advanced Revit	3 (3 Cr/Hours)
		Total	**15**

Changes to Programs and Plans of Study

CNC MACHINE TOOL OPERATOR CERTIFICATE
1st Semester Requirements
MAC 120 is the correct course number for Introduction to Milling Machine, not MAC 111.

CNC MANUFACTURING AAS DEGREE
1st Semester Requirements
MAC 120 - Introduction to Milling Machine replaces MAC 111 which is required in the 1st Semester.

CRIMINAL JUSTICE AAS DEGREE
Add to the Elective options:
CRJ 127, CRJ 231.

CRIMINAL JUSTICE HOMELAND SECURITY CERTIFICATE
Add to the Elective options:
CRJ 127, CRJ 231, CRJ 257, CRJ 230, PSM 204

DENTAL HYGIENE AAS
Add to the program:
DEH 150 Lasers: Theory and Practice, 1 credit hour

EARLY CHILDHOOD TEACHER EDUCATION ASSOCIATE OF ARTS TRANSFER DEGREE
ECE 236 (Child Growth/Developmental Lab) has been added as an option along with ECE 188 or ECE 209 as an additional Required Course.

All changes are shaded yellow.

ECONOMICS ASSOCIATE OF ARTS DEGREE WITH DESIGNATION
Add MAT 122 (College Trigonometry) as an acceptable elective.

ELECTRONEURODIAGNOSTIC TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE
Remove HPR 102: CPR for Professionals, .5 credits) from this degree. Update the total credits to 62.

FRENCH ASSOCIATE OF ARTS DEGREE WITH DESIGNATION
All Guaranteed Transfer (GT) courses will be accepted electives.
DAN 117, 118, and 229 will no longer be accepted electives.

MULTI MEDIA JOURNALISM CERTIFICATE
Electives
Add JOU 231 Intro to Public Relation and ENG 221 Creative Writing I

NURSE AIDE CERTIFICATE
The program admission requirements have been amended to read:
- 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 test score of:
    Arithmetic – ACAR 40 (MAT 050, ACTM 19, or SATM 460 will also meet this requirement)
    Sentence skills – ACSS 50 (CCR 092, ACTE 18, or SATV 440 will also meet this requirement)
    Reading Comprehension - ACRC 40 (CCR 092, ACTR 17, or SATV 430 will also meet this requirement)

POLITICAL SCIENCE ASSOCIATE OF ARTS DEGREE WITH DESIGNATION
Electives
POLITICAL SCIENCE ASSOCIATE OF ARTS DEGREE WITH DESIGNATION
Electives
Delete BUS 111, Add BUS 115.
Add PSY 238.

RADIOLOGIC TECHGNOLOGY AAS DEGREE
Add to Math requirement: MAT   121 (College Algebra) or higher 3-4
Update Total Credits to 73-80

SPANISH ASSOCIATE OF ARTS DEGREE WITH DESIGNATION
All Guaranteed Transfer (GT) courses will be accepted electives.
DAN 117, 118, and 119 will no longer be accepted electives.

Program Corrections

ASSOCIATE OF GENERAL STUDIES DEGREE
Change the Social & Behavioral Sciences requirement to read: "You must take two courses (minimum 6 credits from this list:"

ASSOCIATE OF ARTS ECONOMICS DEGREE WITH DESIGNATION
Change the Communications requirement to read, "ENG 121 English Composition I; ENG 122 English Composition II."

All changes are shaded yellow.

List of Academic Programs

The following is a list of academic programs offered at CCD. Please note programs designated as 'plans of study' will be awarded Associate of Science or Associate of Arts degrees without noting the specific plan of study on students' transcripts or degrees.

Accounting .... AAS
    Bookkeeping/Payroll Technician C
    Computerized Accounting C
Anthropology ....AA**
Applied Technology .... AAS
Art Plan of Study ....AA
Biology Plan of Study ....AS
Business ....AA**
Business Administration
    Entrepreneurship C
    International Business .... AAS, C
    Management .... AAS
    Marketing... AAS
    Real Estate.. AAS
    Retail Management C
Business Technology
    Legal Administrative Assistant .... AAS
    Medical Administrative Assistant .... AAS, C
    Office Manager...AAS, C
    Administrative Assistant.. AAS, C
    General Office Assistant...C
Chemistry Plan of Study...AS
Computer Information Systems.. AAS
    Computer Technology..C
Computer Science Plan of Study ....AS
Criminal Justice.. AAS
    Applied Forensics (Digital or Investigative) C
    Homeland Security C
Dental Hygiene .... AAS
Early Childhood Education Transfer Agreement ....AA
    Early Childhood Education .... AAS
    Early Childhood Education Director..C
    Group Leader - Preschool..C
    Group Leader - Infant/Toddler...C
Economics...AA**
Education Transfer Agreement ....AA
Electroneurodiagnostic Technology .... AAS
Emergency Medical Services..C
Engineering ....AS**
Engineering Graphics
    Architectural Drafter .... AAS
    Mechanical Drafter .... AAS
    Intermediate Architectural C
    Intermediate Mechanical C
    Basic Architectural C
    Basic Mechanical C
    Inventor C
    Revit C
    Solidworks C
English/Journalism Plan of Study .... AA
English/Writing Plan of Study.. AA
French..AA**
General Studies .... AGS
German.. AA
Graphic Design Plan of Study .... AA, AAS, C
History ....AA**

Human Services .... AAS
    Human Services Transfer Degree.. AAS
    Residential Aide/Case Management...C
Information Technology.. AAS
    Computer Service and Support C
    Network Security..C
Machine Technologies
    CNC Management.. AAS
    CNC Manufacturing.. AAS
    Basic Machining...C
    Intermediate Machining...C
    CNC Machine Tool Operator...C
    Industrial Maintenance Technologies...C
Mathematics .... AS**
Multi-Media Journalism C
Music
    Music Industry Studies/Music Business/Recording Arts **Plan of Study** ....AA
    Music Performance **Plan of Study** ....AA
Nursing
    Nurse Aide C
    Practical Nursing (PN) C
Paralegal .... AAS
    Paralegal Transfer Degree .... AAS
    General Paralegal C
Physics Plan of Study..AS
Political Science ....AA**
Pre-Dental Plan of Study .... AS
Pre-Engineering Plan of Study .... AS
Pre-Medical Plan of Study..AS
Pre-Pharmacy Plan of Study ....AS
Pre-Physical Therapy Plan of Study ....AS
Pre-Physician's Assistant Plan of Study ....AS
Pre-Veterinary Science Plan of Study ....AS
Psychology ....AA**
    Psychology ....AS**
Radiation Therapy .... AAS
    Radiation Therapy C
Radiologic Technology .... AAS
    Computed Tomography C
    Mammography C
Sociology ....AA**
Spanish ....AA**
Theater Plan of Study...AA
Veterinary Technology .... AAS
Welding and Fabrication
    Fabrication Welder .... AAS
    Basic Welding C
    Intermediate Welding C
    Arc Welder C
    Fabrication Welder C

AWARDS: **AA – Associate of Arts**
                AAS – Associate of Applied Science
                AS – Associate of Science
                C – Certificate

** *Denotes a "Degree with Designation"(DWD) that has a Statewide Transfer Degree Plan in place and is fully transferable in its entirety into any Colorado public four-year program. DWDs are awarded with a specific program designation on the transcript. See a Program Advisor for more information.*

An AA or AS degree, awarded without a specific program designation, is transferable in part or whole. See a Program Advisor for more information.

Prerequisite Corrections

Unless otherwise noted, MAT 050 (Quantitative Literacy) will be an alternative prerequisite for all courses requiring MAT 090.
Unless otherwise noted, MAT 055 (Algebraic Literacy) will be an alternative prerequisite for all courses requiring MAT 099.
ECE 111 (Infant and Toddler Theory and Practice) will no longer have an English prerequisite.

Course Corrections/Changes

CNG - COMPUTER NETWORK TECHNOLOGIES COURSES
CNG 131 Principles of Information Assurance
CNG 132 Network Security Fundamentals
These courses have swapped course numbers.

COM – COMMUNICATION COURSES
COM 115 Public Speaking
The Prerequisite will change to a recommendation.

EGT – ENGINEERING GRAPHICS COURSES
EGT 250 Advanced Industrial Drafting and Design
The course description for this course has changed.
Emphasizes development of drafting skills necessary to produce a complete document set for a product's design, fabrication, and assembly. All required orthographic, section, auxiliary, and isometric views will be included, as will assembly processes, materials, dimensional control, and Geometric Dimensioning & Tolerancing.

END – ELECTRONEURODIAGNOSTICS COURSES
END 115 Patient Care and Safety
The description of this course has changed to: "Develop the knowledge necessary to provide safe, ethical, culturally sensitive patient care and communication skills."

ENG – ENGLISH COURSES
ENG 030 Basic Writing Skills
This course has been deleted.
ENG 077 Special Topics
This course has been deleted.

HSE – HUMAN SERVICES COURSES
HSE 105 Introduction to Social Welfare
This course will be offered in both fall and spring semesters

HUM – HUMANTITIES COURSES
HUM 115 World Mythology: GT-AH2
The description of this course has changed to: Introduces students to a multidisciplinary approach to world mythology. Common themes are illustrated and connected to religion, philosophy, art, literature, music, and contemporary culture. In addition, students will study various ways of interpreting myth. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2

MAC – MACHINING COURSES
MAC 205 Introduction to CNC Milling Operations
The prerequisites for this course have changed to: MAC 111 and MAC 121 with a grade of C or better or Chair permission.

MAT – MATHEMATICS COURSES
MAT 107 Career Math
The prerequisites for this course have changed to: Grade of C or better in MAT 060 or MAT 50, or Math assessment score of 45 (EA) or better.
MAT 108 Technical Mathematics
The prerequisites for this course have changed to: Grade of C or better in MAT 060 or MAT 50, or Math assessment score of 45 (EA) or better.
MAT 120 Mathematics for the Liberal Arts: GT-MA1
The prerequisites for this course have changed to: Grade of C or better in MAT 090 or MAT 50, or Math assessment score of 60 (EA) or better.

All changes are shaded yellow.

MAT 135 Introduction to Statistics: GT-MA1

The prerequisites for this course have changed to: Grade of C or better in CCR 092, CCR 093, or REA 090; or reading assessment score of 80 or better, and Grade of C or better in MAT 090 or MAT 50, or Math assessment score of 60 (EA) or better, or equivalent ACT/SAT scores.

PHI – PHILOSOPHY COURSES

PHI 115 World Religions — West: GT-AH3

This course has become a Guaranteed Transfer course and the description has changed to: Introduces students to religions of the Western world: Zoroastrianism, Judaism, Christianity, Islam, Bahá'í, and influential pre-literate traditions. Utilizes religious studies methods (historical, sociological, legal, psychological and phenomenological), to understand the historical development of each religious tradition in terms of communities, cultural context, and modern manifestations; paying particular attention to differences between sects, denominations, schools, and factions within each tradition. Focus will include the examination of the charismatic leaders, prophets, and narratives that inform the worldview of each tradition. This course is one of the Statewide Guaranteed Transfer courses. GT-AH3.

PHI 116 World Religions — East: GT-AH3

This course has become a Guaranteed Transfer course and the description has changed to: Introduces students to religions of the Eastern world: Hinduism, Buddhism, Jainism, Taoism, Confucianism, Sikhism, Shinto, and influential pre-literate traditions. Utilizes religious studies methods (historical, sociological, legal, psychological, and phenomenological), to understand the historical development of each religious tradition in terms of communities, cultural context, and modern manifestations; paying particular attention to differences between sects, denominations, schools, and factions within each tradition. Focus will include the examination of the charismatic leaders, prophets, and narratives that inform the worldview of each tradition. This course is one of the Statewide Guaranteed Transfer courses. GT-AH3.

PSY – PSYCHOLOGY COURSES

PSY 265 Psychology of Personality: GT-SS3

This course has become a Guaranteed Transfer course.

REA – READING COURSES

REA 030 Basic Reading Skills

This course has been deleted.

REA 077 Special Topics

This course has been deleted.

VET – VETERINARY TECH COURSES

VET 108 Introduction to Laboratory Procedures

The co-requisites have been removed from this course.

VET 115 Surgical Nursing

The co-requisites have been removed from this course.

VET 116 Humane Treatment and Handling of Animals

The co-requisites have been removed from this course.

VET 120 Office Procedures and Relations

The co-requisites have been removed from this course.

VET 182 Internship I

The co-requisites have been removed from this course.

VET 205 Veterinary Anatomy and Physiology I

The co-requisites have been removed from this course.

VET 206 Veterinary Anatomy and Physiology II

The co-requisites have been removed from this course.

VET 224 Pharmacology for Veterinary Techincians

The co-requisites have been removed from this course.

VET 225 Anesthesiology

The co-requisites have been removed from this course.

VET 240 Veterinary Medicine and Surgery

The co-requisites have been removed from this course.

VET 241 Clinical Laboratory Procedures

The co-requisites have been removed from this course.

VET 242 Veterinary Critical Care

The co-requisites have been removed from this course.

VET 243 Veterinary Diagnostic Microbiology

The co-requisites have been removed from this course.

VET 250 Clinical Competency Evaluation

The co-requisites have been removed from this course.

All changes are shaded yellow.

VET 281 Internship II
The co-requisites have been removed from this course.
VET 282 Internship III
The co-requisites have been removed from this course.

New Courses - Beginning Summer 2013

AAA – ADVANCING ACADEMIC ACHIEVEMENT COURSES
AAA 050 Semester Survival
2 credit hours
Emphasizes basic study skills in order to bolster their chances of completing the current semester successfully.
AAA 099- Active Learning Skills
1 credit hour
Allows students a variety of experiences in tutorial and enhanced learning activities in the reading, writing, math, and ESL. Topics include academic support, learning styles, and contextualized learning. Students will acquire reading, English composition, English as a Second Language and/or mathematics skills through the use of course tutorial software and individualized instruction.

BIO – BIOLOGY COURSES
BIO 116 Introduction to Human Disease: GT-SC2
3 credit hours
Prerequisite: BIO 105, BIO 106, or BIO 111 with a grade of C or better
Focused analysis of the causes and mechanics of human illness and death will be presented for each of the major human body systems. Selected diseases will be studied in greater detail including etiology, pathogenesis, epidemiology, sociology, and therapy. This course is one of the Statewide Guaranteed Transfer courses. GT-SC2
BIO 175 Special Topics
0-12 credit hours
Provides students with a vehicle to pursue in depth exploration of special topics of interest.
BIO 265 Techniques in Cell Culture And Protein Production
4 credit hours
Prerequisite: BIO 111 with a grade of C or better
Focuses on the methods commonly used in biotech manufacturing facilities. Includes eukaryotic cell culture, prokaryotic fermentation, and protein production and purification. Requires hands-on laboratory experience.
BIO 269 Nucleic Acid Techniques and Molecular Cloning
4 credit hours
Prerequisite: BIO 111 with a grade of C or better
Introduces Recombinant DNA technology as used in Biomedical Research. Covers basic information on the structure and function of DNA as a genetic material before students are guided through a research project involving the isolation and sequence analysis of a gene. Students perform hands-on laboratory techniques on non-infectious material to include PCR, gel electophoresis, molecular cloning, and automated DNA sequencing.
BIO 275 Special Topic
0-12 Credits
Covers a specific topic within Biology, as determined by the instructor. Reflects the special expertise of the faculty and/or the special needs of the students.

CCR – COLLEGE COMPOSITION & READING COURSES
CCR 092 Reading & Composition
5 credit hours
Prerequisite: English assessment score of 050 or better and/or Reading assessment score of 040 or better.
Integrates and contextualizes college level reading and writing. Students will read and understand complex materials and respond to ideas and information through writing informative and/or persuasive texts.
CCR 093 Studio D
3 credit hours
Prerequisite: CCR 092 with a grade of C or better, or English assessment score of 070 or better and/or Reading assessment score of 062 or better.
Integrates and contextualizes reading and writing strategies tailored to a co-requisite 100-level course within one or more of the four discipline strands. The four discipline strands are defined as: Communications, Science, Social Science, and Arts and Humanities. Non-GT courses are not eligible for this consideration. Students will read and understand complex discipline-specific materials, and respond to ideas and information through writing informative and/or persuasive texts.

All changes are shaded yellow.

CCR 094 Studio 121
 3 credit hours
Prerequisite: CCR 092 with a grade of C or better, or English assessment score of 070 or better and/or Reading assessment score of 062 or better.
Integrates and contextualizes reading and writing strategies tailored to a co-requisite ENG 121 coursework. Students will read and understand complex materials, and respond to ideas and information through writing informative and/or persuasive texts.

CNG – COMPUTER NETWORKING COURSES
CNG 209 MS Server Active Directory Configuration
4 credit hours
Prerequisite: CNG 124 with a grade of C or better
Provides students with the knowledge and skills to configure Active Directory Domain Services in a distributed environment, implement Group Policies, perform backup and restore, and monitor and troubleshoot Active Directory related issues.

COM – COMMUNICATION COURSES
COM 225 Organizational Communication
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better
Focuses on the role of communication theory and skills as they apply to business and organizational settings. Topics include organizational and leadership models, effective communication skills with peers, superiors, and subordinates, environmental factors impacting communication, and interviewing skills.

CSC – COMPUTER SCIENCE COURSES
CSC 246 Mobile App Development
3 credit hours
Prerequisite: CSC 119 with a grade of C or better
Learn how to develop mobile apps using key features and frameworks. Students will learn application design and development using a mobile development platform software development kit (SDK) and corresponding programming language. Main features include: handling UI triggered and touch events, data management, simple and complex UI views, drawing, location and application settings.

DEH – DENTAL HYGIENE COURSES
DEH 150 Lasers: Theory and Practice
1 credit hour
Prerequisite: All 1st year DEH courses with a grade of C or better
Corequisite: DEH 133 and DEH 171
Integrating the theory and practice of diode lasers into dental hygiene treatment. Course instruction into the mechanics of lasers followed by hands-on lab experience and ultimate integration into the clinical setting. Students will be laser certified upon completion of the course.

EGT – ENGINEERING GRAPHICS COURSES
EGT 205 Geometric Dimension/Tolerance
3 credit hours
Prerequisite: Grade of C or better in EGT 160.
Focuses on interpreting and applying geometric dimensioning and tolerancing (GDT) in machining or drafting per the ASME Y14.5 specification. Demonstrate and distinguish GDT through math formulas, tolerancing systems, modifiers, symbols, datums, and tolerances of form, profile, orientation, run-out and location. Students examine and interpret the generation of a working drawing, and how they are developed as a team effort between design, drafting, manufacturing and quality control.

END – ELECTRONEURODIAGNOSTICS COURSES
END 209 Polysomography
4 credit hours
Prerequisites: Grade of C or better in END 112
Corequisite: ENG 282
Integrates neuodiagnostic principles with sleep data acquisition, analysis and therapeutic intervention. This is an advanced, condensed course based on knowledge learned from all of the preceding Electroneurodiagnostic Courses. Examines the physiologic effects of sleep deprivation, types of sleep disorders, consequences of untreated sleep disorders, and pharmacologic agents.

All changes are shaded yellow.

ESL – ENGLISH AS A SECOND LANGUAGE COURSES

ESL 075 Special Topics
1-12 credit hours
Provides students with a vehicle to pursue in depth exploration of special topics.

ESL 076 Special Topics
1-12 credit hours
Provides students with a vehicle to pursue in depth exploration of special topics.

ESL 077 Special Topics
1-12 credit hours
Provides students with a vehicle to pursue in depth exploration of special topics.

HIS – HISTORY COURSES

HIS 240 Cold War Era in World History
3 credit hours
Examines the Cold War as a political, ideological, economic, and military contest on a global scale.

HUM – HUMANITIES COURSES

HUM 241 Asian Arts and Cultures
3 credit hours
Prerequisite: Grade of C or better in ENG 090, or English assessment score of 95 or better, or equivalent ACT/SAT scores.
Explores the most popular religions and philosophies of China, Japan, and India and their relationships to the arts and cultures of Asia. Special emphasis will be placed on Hinduism, Buddhism, and Islam.
NOTE: This course is now one of the elective options available for the following programs:
Associate of Arts Degree Plan
Associate of Science Degree Plan
Associate of General Studies Degree Plan
Mathematics Associate of Science Degree Plan
Psychology Associate of Science Degree Plan
Economics Associate of Arts Degree Plan
History Associate of Arts Degree Plan
Political Science Associate of Arts Degree Plan
Psychology Associate of Arts Degree Plan
Sociology Associate of Arts Degree Plan

JOU – JOURNALISM COURSES

JOU 231 Intro to Public Relations
4 credit hours
Prerequisite: ENG 121 with a grade of C or better.
Focuses on public relations and its role for the individual, the non-profit organization, business and government; research methodology, principles and practices necessary to become a public relations practitioner; and media channels best suited to a persuasive appeal or crisis.

MAC – MACHINING COURSES

MAC 278 Machining Workshop
3 credit hours
Prerequisite: MAC 205 and MAT 108 with a grade of C or better, English assessment score of 95 or better, and Math assessment score of 45 (EA) or better
Provides the student with an introduction to machining in the work place.

MAT – MATHEMATICS COURSES

MAT 025 – Algebraic Literacy Lab
1 credit hour
Prerequisite: Math assessment score of 45-84 EA.
Corequisite: Math 055.
Supports skill development for students registered in MAT 055 Algebraic Literacy. Topics covered in this course include those defined in MAT 055 and/or any pre-requisite skills needed by the student.

MAT 050 Quantitative Literacy
4 credit hours
Prerequisite: Math Assessment score of 30 (EA) or 40(AR) or better.
Develop number sense and critical thinking strategies, introduce algebraic thinking, and connect mathematics to real world applications. Topics in the course include ratios, proportions, percents, measurement, linear relationships, properties of expo-

nents, polynomials, factoring, and math learning strategies. Prerequites: Accuplacer EA 30-84 or AR > 40. This course prepares students for Math for Liberal Arts, Statistics, Integrated Math, and college level career math courses.

MAT 055 Algebraic Literacy
4 credit hours

Prerequisite: MAT 050 with a grade of C or better or Math assessment score of 60 (EA) or better. Students with EA 45-59 may be advised into MAT 055 but must co-enroll in MAT 025.

Develop algebraic skills necessary for manipulating expressions and solving equations. Topics in the course include radicals, complex numbers, polynomials, factoring, rational expressions, quadratic equations, absolute value equations and inequalities, systems of linear equations, related applications, and math learning strategies. This course prepares students for College Algebra and Finite Math.

POS – POLITICAL SCIENCE COURSES

POS 136 American Presidency
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, and REA 090 and/or Reading assessment score of 80 or better

Focuses on the office of the president as a branch of government. Examines the individuals who have occupied and shaped the presidency, and changes in the office itself.

PSY – PSYCHOLOGY COURSES

PSY 255 Brain and Behavior
3 credit hours

Prerequisite: ENG 121 with a grade of C or better

Provides an introduction to the study of the relationship between brain function and behavior. The course presents neuroanatomy and neurophysiology as they relate to human experience and behavior. It demonstrates the application of neuroscience concepts to understand and intervene in human behaviors and disorders. Students will be introduced to modern research methods and ethics in the study of brain and behavior.

VET – VETERINARY TECHNOLOGY COURSES

VET 103 Vet Assist Restraint & Handling
3 credit hours

Provides students knowledge and skills required to handle and restrain small and large animal species common to the veterinary assistant in practice. Provides experience in several common clinical procedures including muzzling, haltering, nail trimming, bathing and vaccine preparation.

VET 113 Vet Assist Surg & Nursing Care
3 credit hours

Introduces surgical assisting of the veterinarian and/or the veterinary technician, including basic knowledge of surgical instruments and surgery room hygiene. Also introduces basic nursing care of animal patients including safety concerns and nursing procedures.

VET 114 Vet Assist Lab & Clin Procedures
3 credit hours

Covers selected areas of common laboratory and diagnostic imaging procedures performed in a veterinary hospital. Emphasis is on assisting the veterinarian and/or veterinary technician with these procedures

VET 183 Internship
0-12 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.

WEL – WELDING COURSES

WEL 162 Basic Flux Cored Arc Welding
1 credit hour

Prerequisite: WEL 103 with a grade of C or better and English assessment score of 50 or better, Reading assessment score of 40 or better, and Math assessment score of 59 (EA) or 40 (AR) or better

Teaches how to safely set up and operate the flux core arc welding equipment.

WEL 175 Special Topics
3 - 4 credit hours

Prerequisite: Program Chair permission

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

All changes are shaded yellow.

WEL 176 Special Topics

3 - 4 credit hours

Prerequisite: Program Chair permission

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

WEL 177 Special Topics

3 - 4 credit hours

Prerequisite: Program Chair permission

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

WEL 203 Flux Cored Arc Welding I

4 credit hours

Prerequisite: WEL 103 with a grade of C or better and English assessment score of 50 or better, Reading assessment score of 40 or better, and Math assessment score of 59 (EA) or 40 (AR) or better

Covers safety inspections, minor repairs, operating parameters, operation of FCAW equipment utilizing self shielded wire, and principles of joint design, preparation, and material selection to welding operations.

WEL 204 Flux Cored Arc Welding II

4 credit hours

Prerequisite: WEL 103 with a grade of C or better and English assessment score of 50 or better, Reading assessment score of 40 or better, and Math assessment score of 59 (EA) or 40 (AR) or better

Covers safety inspections, minor repairs, operating parameters, operating FCAW equipment utilizing gas shielded wire, and applying fundamentals of welding applications and cost estimating to welding, fabrication, and inspection.

WST – WOMEN'S STUDIES COURSES

WST 240 Goddess/Women Anct Wrld: GT-SS3

3 credit hours

Prerequisite: Grade of C or better in ENG 090, or English assessment score of 95 or better, or equivalent ACT/SAT scores.

Surveys gender socialization and the roles, challenges, contributions, and images of women in the development of cultures. Through a study of arts, literature, music, politics, religion, philosophy, laws, and social standards students are introduced to the history of ideas that have defined women's place in societies. It examines goddesses, rituals, and ceremonies and how the image of the Feminine Divine changed from matriarchal cultures through the establishment of patriarchal cultures. These topics will be viewed through diverse cultures, including European and non-European, from the Ancient World through the Middle Ages.

All changes are shaded yellow.