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# PUBLISHING INFORMATION

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[www.CCD.edu](http://www.CCD.edu)

This catalog is effective Summer 2017 through Spring 2018. 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. Nothing in this catalog is intended to create (nor shall be construed as creating) an expressed or implied contract. The College reserves the right to modify, change, delete, or add to, as it deems appropriate, the policies, procedures, and other general information in this catalog.

Information on occupations, rates for completion and placement, program costs, and median loan debt may be found at [www.CCD.edu/GainfulEmployment](http://www.CCD.edu/GainfulEmployment).

Students may be contacted by automated dialing/texting.

Visit [www.CCD.edu](http://www.CCD.edu) for updated information. This publication is available in alternative formats. Call 303.556.3300.

# ACCREDITATION

www.avma.org

## Institutional Accreditation

CCD is regionally accredited by The Higher Learning Commission and is a member of the North Central Association. For more information, contact these organizations.

### 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.ncahlc.org

## Memberships

CCD is a member of the following associations:

### American Association of Community Colleges (AACC)

One Dupont Circle NW, Suite 410  
Washington, DC 20036  
Phone: 202.728.0200  
Fax: 202.883.2467  
www.aacc.nche.edu

### Hispanic Association of Colleges and Universities (HACU)

8415 Datapoint Drive, Suite 400  
San Antonio, TX 78229  
Phone: 210.692.3805  
Fax: 210.692.0823  
www.hacu.net

### The Council for Adult and Experiential Learning (CAEL)

55 East Monroe Street, Suite 2710  
Chicago IL 60603  
Phone: 312.499.2600  
www.cael.org

## CCD Program Accreditation

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

### Dental Hygiene

American Dental Association (ADA)  
Commission on Dental Accreditation (CODA)  
211 East Chicago Ave, Suite 1900  
Chicago, IL 60611-2678  
Phone: 312.440.4653  
Fax: 312.440.2707  
www.ada.org

### Human Services

Council for Standards in Human Service Education (CSHSE)  
3337 Duke Street  
Alexandria, VA 22314  
Phone: 571.257.3959  
www.cshse.org

### Radiologic Technology

Committee on Allied Health Education and Accreditation  
Joint Review Committee on Education in Radiologic Technology (JRCERT)  
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  
Fax: 847.925.1329

# PRESIDENT'S MESSAGE

## Message from Everette J. Freeman

**Community College of Denver - Start Here. Go Anywhere!**

For nearly 50 years, CCD has been welcoming people from all over the world and helping them achieve their personal goals. Start Here. Go Anywhere! Here, you'll study in a real-world setting that prepares you not just for academic success, but also for success in a chosen career field. All you need is curiosity and a mind resolute toward personal and academic growth. We recognize that it takes grit and determination to excel academically and our staff and faculty are dedicated to your success.

That success requires an investment of time and resources and we hope you will take it as seriously as we do. If we push you, it is because we care and know fully that you can travel this course from start to finish.

CCD's 2017-2018 Catalog provides a wealth of information about college life and educational programs that are available to you. Treat this catalog as your academic "yellow pages," namely, a resource you can always find answers to questions about CCD, the course we offer, academic majors and their requirements, and much, much more.

Highlights of CCD:

- Choose from over 100 degree or certificate programs representing options that will prepare you for a four-year degree or provide job-specific skills.
- CCD guarantees students who graduate with an Associate of Arts (AA) or Associate of Science (AS) degree will be able to transfer credits to Colorado public colleges and universities.
- CCD has achieved the designation of Hispanic Serving Institution (HSI). Because 27 percent of our students are Hispanic, CCD receives federal funding and grant opportunities, which offer scholarships and learning programs for HSI colleges.
- Several programs are available to assist you in achieving academic success including the Tutoring Center, TRIO Student Support Services, the Resource Center, and the Career & Transfer Center.

With nearly 9,000 students, CCD is a community of curious, active learners who understand what it means to try and try again—and grow in the doing. Try us. Stay with us. Graduate.

Welcome to CCD!

Warm regards,

Dr. Everette J. Freeman

CCD President

# WELCOME TO THE CCD CATALOG

## About This Section

The information in this section will provide students with basic information about CCD, including a message from CCD President Dr. Everette Freeman, information about the college's history, diversity, and its mission and institutional outcomes. Use this section to learn more and get started.

### Start Here

- How This Catalog Can Help Students Succeed
- Academic Calendar
- President's Message
- About CCD
- Accreditation
- Publishing Information

## How This Catalog Can Help Students Succeed

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### A Valuable Tool

This catalog is a valuable tool for answering questions and helping students who attend Community College of Denver. The CCD catalog is organized to guide students through each step of their college career.

- Admission and Registration
- Tuition and Fees
- Financial Aid
- Campus Services
- Selected Policies
- Degree and Certificate Requirements
- Course Descriptions

Please see a CCD Academic Advisor to answer any questions about the material in this catalog or for help in planning educational goals.

### Additional Publications

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

- Admissions & Registration Guide -- a publication of classes offered. The specific courses offered at CCD are viewable online.
- Student Handbook -- an annual publication of regulations and resources at CCD. The handbook is distributed to students attending orientation and is available for pick-up at the Welcome Center or the Lowry Campus.

### Helpful to Know

Each 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 online class schedule.

Nothing in the Catalog, Admissions & Registration Guide, or Student Handbook is intended to create (nor shall be construed as creating) an expressed or implied contract. CCD reserves the right to modify, change, delete, or add to, as it deems appropriate, the policies, procedures, and other general information in the Catalog, Admissions & Registration Guide, or Student Handbook.

### Which Catalog To Use

This catalog is effective summer semester 2017 through spring semester 2018. First time students at Community College of Denver should use this catalog.

Continuing students who have not had a 12-month lapse in enrollment since first enrolling at CCD have the following "catalog of record" options

for meeting their graduation requirements. A student may use the catalog in effect when the student

- is admitted to CCD;
- first registers at CCD;
- submits a Program of Study Change Request form;
- or applies 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 three years for certificate programs. Students who do not maintain continuous enrollment (attend at least one term during each 12-month period) must be readmitted and are subject to the catalog in effect, beginning with the term in which they are readmitted.

CCD retains the right to cancel or change programs or course offerings where enrollments are insufficient or for any other reason.

### Where to Find Catalog Updates

This catalog is true and accurate at the time of publication. Additions and changes may occur because of changes in state, system or college regulations, or accreditation requirements. Updates, changes, and addenda to this catalog can be found at

[www.CCD.edu/Updated-Course-Schedule](http://www.CCD.edu/Updated-Course-Schedule)

# ACADEMIC CALENDAR

Extended Academic Calendar | [www.CCD.edu/Academic-Calendar](http://www.CCD.edu/Academic-Calendar)

Events Calendar | [www.CCD.edu/Calendar](http://www.CCD.edu/Calendar)

## Summer 2017

### MAY 29

Memorial Day (no classes/all locations closed)

### May 30

Classes begin; check schedule for alternative late start classes

### June 9

Census day; last day to drop and receive a refund (F10)

### July 4

Independence Day (no classes/all locations closed)

### July 24

Last day to Withdraw (F10)

### August 7

Last day of classes

## Fall 2017

### August 21

Classes begin; check schedule for alternative late start classes

### September 4

Labor Day (no classes/all locations closed)

### September 7

Census day; last day to drop and receive a refund (F15)

### November 20

Last day to Withdraw (F15)

### November 20 - 25

Fall Break (no classes/offices open M-W & F)

### November 23

Thanksgiving Holiday (no classes/all locations closed)

### December 11

Last day of classes

### December 25 - January 1

Winter Break (no classes/all locations closed)

## Spring 2018

### January 15

Martin Luther King Jr. Holiday (no classes/all locations open)

### January 16

Classes begin; check schedule for alternative late start classes

### February 2

Census day; last day to drop and receive a refund (F15)

### March 19 - 24

Spring Break (no classes/all locations open)

### April 16

Last day to Withdraw (F15)

### May 7

Last day of classes

# ABOUT CCD

## Start Here. Go Anywhere!

Community College of Denver's educational programs are designed to enrich the social, civic, and economic fabric of our community, nation, and world. Through innovation, open exploration of ideas, and preparation of a well-trained workforce, CCD enriches our democracy and supports a vibrant local economy. Programs and strategies that promote access—as well as academic and personal success for underserved students—are the foundation of CCD operations.

CCD is dedicated to expanding access, particularly for under-served, first-generation and minority students. Nearly 50 percent of CCD students are first generation and over 60 percent qualify for financial aid. At CCD, students have the opportunity to become the person they aspire to be—to reach and strive to improve their lives and make their dreams a reality.

### CCD Creates

- Access and opportunities for non-traditional students
- Workforce development and training resources for economic growth
- Strategic partnerships with the community, K-12, and higher education to ensure high school graduation and college success

### Special Features

- Open admissions
- Academic and student support services to ensure success
- Military Friendly School
- Member of the American Association of Community Colleges and the Hispanic Association of Colleges and Universities
- CCD does not discriminate on the basis of race, color, creed, national origin, sex, sexual orientation, age, or disability in admission or access to, or treatment or employment in its educational programs or activities.

## Mission & Principles

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### CCD Vision Statement

Every member of our community will attain the education he or she desires.

### CCD Mission Statement

CCD provides our diverse community an opportunity to gain quality higher education and achieve personal success in a supportive and inclusive environment.

### CCD Values

- Involvement
- Student-Focus
- Integrity
- Lifelong Learning
- Excellence
- Healthy Work Environment

### Targets 2019

CCD will serve as the model of community college education that successfully integrates the entire college to support student learning and success.

CCD will provide all students with thoughtfully designed program tracks that align with institutional outcomes and workforce needs.

CCD will double the percentage of students who complete certificates and degrees.

CCD will re-energize and redefine the college as the destination for high-quality transfer and workforce preparation.

### Strategic Priorities

These priorities are vital to help us reach our 2019 targets:

#### 1. Student Learning & Success

CCD will prioritize student learning and successful completion of educational goals.

#### 2. Organizational Integration & Effectiveness

CCD will re-envision internal relationships to maximize college assets and provide an environment for excellence.

#### 3. External Engagement & Partnerships

CCD will build bridges into the community to address needs, improve engagement and create opportunities.

#### 4. Culture of Evidence, Transparency & Shared Information

CCD will increase access to information and data to enhance institutional decision making.

## Institutional Outcomes

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### CCD Has Established the Following Institutional Outcomes

- A CCD graduate is a **Complex Thinker**. Students will explore and evaluate multiple sources of information, which they will synthesize to solve problems; they will extract meaning from texts, instruction, experience, and other relevant sources to construct new problem-solving approaches based on their insights. Students will make relevant connections between classroom and out-of-classroom learning.
- A CCD graduate is an **Effective and Ethical User of Technology**. Students will exhibit technological literacy and the skills to effectively use it; they will demonstrate the responsible application of intellectual property and privacy; students will use technology ethically and effectively to communicate, solve problems, and complete tasks; students will remain current with technological innovations.
- A CCD graduate is an **Effective Communicator**. Students will convey meaning by writing and speaking coherently and effectively in a way that others understand; students will write and speak after reflection; students will influence others through writing, speaking, or artistic expression that is appropriate for the context and audience; students will use appropriate syntax and grammar; students will listen attentively to others and respond appropriately. Students will understand and apply conventions of effective writing and oral communication in academic, public, and professional discourse.
- A CCD graduate is **Globally Aware**. Students will consider the interconnectedness of our community and world; they will understand how cultural differences (such as beliefs, traditions, religion, ethnicity, sexuality, and gender) impact personal and community participation; they are aware of the social, environmental, and economic impacts of their actions; they evaluate how technology links individuals and communities and are aware of the social, environmental, technological, and economic impacts of their actions.
- A CCD graduate is **Personally Responsible**. Students will incorporate ethical reasoning into action; they will explore and articulate the values of professionalism in personal decision-making. They exemplify dependability, honesty, and trustworthiness and accept personal accountability for their choices and actions. Students will exhibit self-reliant behaviors, including: managing time effectively, accepting supervision and direction as needed, perseverance, valuing contributions of others, and holding themselves accountable for obligations.
- A CCD graduate is a **Numeric Thinker**. Students will select relevant data and use several methods such as algebraic, geometric, and statistical reasoning to solve problems; they will interpret and draw inferences from data and mathematical models; they are able to represent mathematical information symbolically, graphically, numerically, and verbally.

## Diversity at CCD

### A College of Diversity

CCD provides an educational environment that fosters cultural diversity, international understanding, and global awareness. CCD is dedicated to expanding access, particularly for underserved, first-generation, and minority students. CCD's commitment to diversity is reflected by the student population:

- The average age of students is 25.
- 56 percent of students are female.
- Minority students comprise nearly half of the student body.
- Hispanic students make up 26 percent of CCD's population, which makes CCD a Hispanic Serving Institution (HSI).
- Over 75 percent of students in 2015-2016 received financial aid awards at CCD.

### Notice of Non-Discrimination

[www.CCD.edu/Notice-Non-Discrimination](http://www.CCD.edu/Notice-Non-Discrimination)

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 unlawful 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:

Patty Davies HR Director, Title IX/EO Coordinator  
303.352.3310  
Administration Building, Room 310  
Campus Box 240  
P.O. Box 173363  
Denver, CO 80217-3363

## CCD History

### CCD: The Only Community College in the Nation to Share a Campus with Two Four-Year Universities

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 retail 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.

It also is the only community college in the nation to share a campus with two four-year universities—Metropolitan State University of Denver and the University of Colorado Denver. The three institutions share classroom buildings, a regional library, recreational facilities, a performing arts center, and a student union.

CCD is one of 13 institutions in the Colorado Community College System. It is the third largest with around 5,400 full-time equivalent students and an unduplicated student headcount of nearly 15,000. CCD is the only community college in the City and County of Denver.

## Gainful Employment

### CCD's Career and Technical Education Programs Report Gainful Employment Data

[www.CCD.edu/GainfulEmployment](http://www.CCD.edu/GainfulEmployment)

Learn more with information on occupations, rates for completion and placement, program costs, and median loan debt.

## Transfer Guarantees

### We Guarantee Your Transfer

To help eliminate the guesswork of transferring course credits and associate degrees, Colorado has developed a statewide guaranteed transfer program called GT Pathways (guaranteed transfer pathways) and many statewide articulation agreements. Community College of Denver adheres to these established programs and agreements in order to guarantee the transfer of credits.

GT Pathways applies to all Colorado public colleges and universities, including Community College of Denver. After starting at any public college or university in Colorado and, upon acceptance to another, students can transfer up to 31 credits of previously and successfully (C or better) completed GT Pathways coursework. These courses will automatically transfer and continue to count toward general education core or graduation requirements for any liberal arts or science associate's or bachelor's degree. Students should check with the school that they wish to attend so that they are clear about which credits will transfer beyond any that are guaranteed by GT Pathways.

### Purpose

The purpose of a statewide transfer articulation agreement is to identify the courses a student at a Colorado public community college must complete as part of an Associate of Arts (AA) or Associate of Science (AS) degree in order to be guaranteed the ability to complete a bachelor's degree program (BA or BS) at any public four-year college or university that offers that bachelor's degree program. Students should check with an Academic Advisor at CCD and the four-year school where they wish to transfer in order to ensure that they are registering for the appropriate courses. These statewide transfer articulation agreements are also referred to as Degrees with Designation. For more information, visit the Colorado Department of Higher Education to view information on Guaranteed Transfer and Guide Pathways.

### Other Transfer Agreements

Besides GT Pathways and the statewide transfer articulation agreements listed above, many colleges and universities have other transfer agreements that may apply to students. For students who complete an Associate of Arts (AA) or Associate of Science (AS) degree, 60 credit hours of their AA or AS degree are guaranteed to transfer to a Colorado public four-year school once they are 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. Students are encouraged to speak with an Academic Advisor for additional information.

## Campus Information

### Auraria Campus

The Auraria Campus is also home to two four-year universities—Metropolitan State University of Denver and the University of Colorado Denver. This unique partnership creates a one-of-a-kind campus experience, allowing CCD students to participate in amazing extracurricular activities and access a university-caliber library, student union, recreation opportunities, and more. The campus also has a very unique history, beginning with a gold strike near the site of the campus in 1858.

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. The Auraria Campus is 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 the NBA Nuggets; Elitch Gardens; and the Downtown Aquarium.

### Auraria Higher Education Center (AHEC)

Auraria Higher Education Center (AHEC) is committed to providing an effective, comprehensive, and supportive environment, which facilitates the missions of the Community College of Denver, Metropolitan State University of Denver, and the University of Colorado Denver.

## Satellite Locations

During the summer of 1999, CCD's Center for Health Sciences moved to the Lowry Campus. Former Lowry Air Force Base classrooms were renovated to house the health sciences programs. The former Air Force base dental clinic was adapted for CCD's Dental Hygiene program. The Lowry Campus borders east Denver and west Aurora.

In 2003, CCD entered into a unique partnership with Denver Public Schools (DPS), 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's degree. Southwest Early College is also recognized by the Colorado Department of Education as an official early college.

Additionally, CCD offers concurrent enrollment courses at many local high schools. Students participating in concurrent enrollment earn both high school and college credit for these courses. For a full listing, please visit the College Pathways website at [www.CCD.edu/CollegePathways](http://www.CCD.edu/CollegePathways).

In 2015, the Community College of Denver's Advanced Manufacturing Center (AMC) opened at 2570 31st Street, four miles northwest of Auraria. The AMC houses two trades programs: fabrication welding and machine technologies.

# ENROLLMENT & STUDENT SERVICES

## About This Section

The information in this section guides students through the entire enrollment process, including the steps to a successful enrollment, resources for new students, and other important information on getting academic advising and registering for classes.

### Start Here

- Getting Started
- Financial Information
- Academic Information
- Student Support Services

## Getting Started

### About This Section

Students getting started at CCD can use this section as a guide during the enrollment process, including applying to college and the guidelines included in that process, meeting with an Academic Advisor, registering for classes, and much more.

### Questions?

The Welcome Center on the first floor of the Confluence building is designed specifically for students. Students can get help with any of these areas by stopping by the Welcome Center.

### Start Here

- Steps to Successful Enrollment
- Resources for New Students
- Admission Guidelines
- International Student Admission
- Tuition Classification (Residency)
- College Readiness and Placement
- Academic Advising
- Registration
- CCDConnect

## Steps to Successful Enrollment

### Step 1. Apply for Admission

Get started by filling out a free online application at [www.CCD.edu/Apply](http://www.CCD.edu/Apply). Applying is free; and students at least 17 years of age will be automatically accepted. CCD will send an acceptance letter via email with the Student ID number and instructions to log into the CCDConnect Student Portal.

### Step 2. Apply for Financial Aid & Scholarships

Fill out the Free Application for Federal Student Aid (FAFSA). This is the application for all federal and state aid, including grants, loans and work-study. CCD's school code is 009542. The priority deadline for the FAFSA and CCD scholarships is April 15. For assistance, contact the Educational Opportunity Center, 303.352.8746.

Apply for CCD scholarships at [www.CCD.edu/Scholarships](http://www.CCD.edu/Scholarships).

### Step 3. Demonstrate College Readiness

All students must demonstrate college readiness prior to starting classes. CCD provides several options to demonstrate college readiness, detailed at [www.CCD.edu/CollegeReady](http://www.CCD.edu/CollegeReady).

### Step 4: Complete Orientation

Register for an on-campus or online orientation at [www.CCD.edu/Orientation](http://www.CCD.edu/Orientation). The on-campus orientation is full service, helping all students to demonstrate college readiness, meet with an academic advisor

- Register for classes

- Start/update/finish a financial aid package
- Tour campus
- Get campus ID/bus pass

Online orientation is available if a student cannot or chooses not to attend on-campus orientation .

### STEP 4a Meet with an Advisor

Academic Advisors will help students pick the right classes, understand program requirements, and register for classes according to chosen program pathways. For details about Academic Advisors and how to make appointments visit [www.CCD.edu/Advising](http://www.CCD.edu/Advising).

### STEP 4b Register for Classes

Students not registering during New Student Orientation may register online by accessing the CCDConnect student account by going to [CCD.edu](http://CCD.edu) and clicking "CCDConnect" at the top right corner of the page. Register early for the best selection of classes and times.

Authorize CCD to apply your COF Stipend to discount the tuition bill through the "Authorize COF" link on CCDConnect under the Student Finance tab.

### Step 5: Pay Tuition & Confirm Financial Aid

After registering for classes, students must have done one of the following

- Make sure financial aid award covers your whole tuition & fees bill
- Pay your tuition in full
- Set up a payment plan

Note: If you register after the payment deadline, payment is due by the following Monday to avoid being dropped for non-payment. If you miss the deadline, you may be dropped from all classes and your seat will be offered to other students.

Students should ensure that their mailing addresses are up to date on CCDConnect as instructions will be sent on how to select refund preferences should any refund be issued to you by CCD. This information will be mailed within 7-10 business days after registering for classes.

### Next Steps

- Log into CCDConnect to review book list and purchase books and supplies
- Purchase student ID
- Pick up RTD Bus Pass
- Contact the Accessibility Center
- Email Academic Advisor

### Helpful Contact Information

#### Admissions, Registration & Records

[www.CCD.edu/ARR](http://www.CCD.edu/ARR) | 303.556.2420 | Confluence 114

#### Academic Advising Center

[www.CCD.edu/Advising](http://www.CCD.edu/Advising) | 303.556.2481 | Confluence 123

#### Accessibility Center

[www.CCD.edu/Access](http://www.CCD.edu/Access) | 303.556.3300 | Confluence 121

#### Cashier's Office

[www.CCD.edu/Cashier](http://www.CCD.edu/Cashier) | 303.556.2075 | Confluence 119

#### Center for Health Sciences at Lowry

[www.CCD.edu/Health](http://www.CCD.edu/Health) | 303.365.8300 | Lowry Campus, Bldg. 849

#### Educational Opportunity Center

[www.CCD.edu/EOC](http://www.CCD.edu/EOC) | 303.352.TRIO (8746) | Cherry Creek 137

The EOC provides one-on-one admissions and financial aid assistance, call for appointment.

#### Financial Aid

[www.CCD.edu/FinAid](http://www.CCD.edu/FinAid) | 303.556.5503 | Confluence 120

**Health Center at Auraria**

[www.MSUDenver.edu/HealthCenter](http://www.MSUDenver.edu/HealthCenter) | 303.556.2525 | Plaza Building, Room 150

**New Student Orientation**

[www.CCD.edu/Orientation](http://www.CCD.edu/Orientation) | 303.556.3788 | Confluence 115

**Resource Center's First Year Experience Program**

[www.CCD.edu/FYE](http://www.CCD.edu/FYE) | 303.556.4964 | Cherry Creek 141

**Testing Center**

[www.CCD.edu/Testing](http://www.CCD.edu/Testing) | 303.556.3810 | Confluence 216

**Student Life**

[www.CCD.edu/StudentLife](http://www.CCD.edu/StudentLife) | 303.556.2597 | Tivoli 309

## Resources for New Students

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CCD has many services to help students make the most of their time at the college, so that they leave with the knowledge and skills needed for career success or to transfer to a four-year institution.

### New Student Orientation

[www.CCD.edu/Orientation](http://www.CCD.edu/Orientation) | 303.352.3166

All students who are new to CCD must sign up for and attend student orientation. Students will leave orientation prepared to meet with their advisors and register for classes.

At orientation, students will have the opportunity to learn about services on campus, develop community with other new students, and become prepared for success in classes. Orientation will allow students to become familiar with the syllabus and classroom expectations. During orientation, students will learn how to use CCD Connect, Degree Works, and Desire to Learn (D2L). Students will also learn extensively about services and programs that are integral to success at CCD, including Academic Advising, the Transfer Success Center, the Career Development Center, Financial Aid, the Recreation Center, the Auraria Library, and more.

By attending orientation, students will be prepared to register for and be successful in classes.

### Academic Advising Center (AAC)

[www.CCD.edu/Advising](http://www.CCD.edu/Advising) | Confluence 123 | 303.556.2481

CCD's Academic Advisors are an important part of a student's success team.

The relationship that students have with their assigned Academic Advisor is important, ensuring that students choose the right major or program for their educational and career goals and reach the goal of graduation and/or transfer.

New/transfer students are assigned an Advisor based on their declared program or major within two weeks of the beginning of their first semester.

### Advising Pathways

All degrees and certificate programs are clustered into seven Advising Pathways, each with their own advising experts. Students will meet with the same Advisor the whole time they are at CCD, giving continuity and a single point of contact.

The Advising Pathways are as follows:

- Arts, Humanities, & Design
- Business & Public Administration
- Health Sciences
- Science, Engineering, Technology, & Math
- Industry, Manufacturing, and Construction
- Education & Teaching
- Social & Behavioral Sciences

Students may go to the Academic Advising Center website to learn more about the Pathways and CCD's degrees and certificates: [www.CCD.edu/Advising](http://www.CCD.edu/Advising).

### Faculty

CCD faculty members are experts in their subject areas. They can inform students about jobs, salaries, and four-year colleges and universities where students can continue their education.

### The Resource Center

[www.CCD.edu/RC](http://www.CCD.edu/RC) | Cherry Creek 141 | 303.556.4964

The Resource Center's mission is to enhance the academic success of all students at Community College of Denver. Staff is available to assist students throughout their whole journey—from application to graduation and transfer. Students are provided guidance, information, and resources that are essential to creating and growing their "tool box" of strategies that will enhance success in the domains of academic, financial, and personal wellness. The Resource Center also houses the First Year Experience

Program, which guides the transition into college for first-time college students. In addition, the Resource Center provides programming that coaches Denver Scholars to help ensure that they keep their scholarships and maintain success as college students.

### TRIO Programs - Funded By the U.S. Department of Education

#### Educational Opportunity Center (EOC)

[www.CCD.edu/EOC](http://www.CCD.edu/EOC) | Cherry Creek, Suite 137 | 303.352.8746 (TRIO)

The Educational Opportunity Center (EOC) is a community-service program that provides educational planning, information, and assistance. These services, which are free and open to the general public, include:

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

#### Student Support Services (SSS)

[www.CCD.edu/TRIO](http://www.CCD.edu/TRIO) | Cherry Creek 137 | 303.352.8746 (TRIO)

The Student Support Services (SSS) program serves low-income, first-generation college students and students with documented disabilities. The SSS staff and peer mentors provide students with many services, including academic advising and course selection, academic tutoring, financial aid application assistance, scholarship search assistance, transfer guidance, career exploration, a Summer Bridge Program, and social-cultural activities.

#### Summer Bridge Program

[www.CCD.edu/SummerBridge](http://www.CCD.edu/SummerBridge) | 303.352.8746 (TRIO)

Prior to each fall semester, as a part of SSS, the Summer Bridge Program is offered to participants, which provides a foundation for a successful college education. This program serves freshmen and returning students who enter CCD in either the summer or fall semester. In this program, students prepare to take classes, learn about financial assistance, explore career options, participate in a variety of enrichment activities, and learn about student services at CCD.

## Admission Guidelines

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### Admission Policy

CCD has an open-door admissions policy and accepts applicants 17 years of age or older. Admission to the college does not guarantee enrollment into a particular course or program. An admission application will remain active for two subsequent semesters after the term indicated on the application.

### Application for Admission

[www.CCD.edu/Apply](http://www.CCD.edu/Apply)

Prior to enrolling at the college, applicants must complete an application for admission online. Acceptance letters are sent by e-mail or by regular U.S. mail.

### Re-Admission (Former Students)

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

### Special Application Procedures

Select programs have a separate application process due to limited space and prerequisites designed to facilitate successful completion. Students need to review program requirements in this catalog and contact the appropriate Academic Advisor for assistance with special application procedures.

### 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 cannot be a

student's social security number. This number is the student identification number (SID), which is assigned when a student applies to the college. A social security number is required for financial aid, the College Opportunity Fund, VA benefits, and records integrity and tax purposes.

## Underage Admission

Applicants under age 17 wishing to secure a waiver of the minimum age for admission must meet the following criteria:

- Applicant must demonstrate readiness for college-level work.
- Applicant not in the CCD College Pathways Concurrent Enrollment Program must meet with Academic Advising Center (AAC) to determine the appropriate class(es) and get the underage waiver request form.
- Applicant and parent must meet with the Dean of Student Development and Retention to determine eligibility for admission and appropriateness of course selection, to review college expectations, and to complete the acknowledgment form.
- Applicant's parent or guardian must sign the acknowledgment form, indicating that the parent has been advised regarding expectations of the college.

Applicant will receive the final request decision from the Dean of Student Development and Retention.

## Denial of Admission

The college may deny admission to anyone whose background indicates that their presence would interfere with the function of the college or would endanger the health, safety, welfare, or property of others. CCD has the right to deny admission or continued enrollment to anyone who has misrepresented their credentials or background.

## Privacy

In applying 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).

## Immunization

Metro State University of Denver Health Center | [www.MSUDenver.edu/HealthCenter](http://www.MSUDenver.edu/HealthCenter)

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.

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.

## International Student Admission

### Admission Requirements

Non-immigrant, international students who wish to obtain a student visa (F-1) to study at Community College of Denver must complete the following requirements:

1. Complete an Application for International Admission available on the CCD website.
2. Submit non-refundable application fee of \$75 (USD).
3. Submit official copies of high school and college transcripts (if available). All documents must be accompanied by a certified English translation.
4. Submit documents of financial support or bank statements showing a minimum balance of \$25,565 (USD) to cover expenses for each academic year. Students who have a sponsor must submit an Affidavit of Support along with financial documents.
5. Submit evidence of English proficiency.
  - Meet the minimum test scores through one of the following: Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), or Michigan Test. For specific test score requirements, refer to the website for information on International Admissions at [www.CCD.edu/International](http://www.CCD.edu/International).
  - 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.

- Students who test below the college level must enroll in developmental coursework.
- English proficiency may be waived for applicants who:
  - i have graduated from a U.S. high school,
  - ii have attended at least three semesters on a full-time basis at an English-speaking institution of higher education, or
  - iii are nationals of countries where English is the official language of instruction in the educational system.

6. Students transferring from a U.S. college/university must submit:

- Official transcript(s).
- Current financial statement(s).
- Passport, Visa, and I-94 Arrival-Departure Record.
- Copy of Form I-20 issued by the institution from which they are transferring.

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

## Submission of Application Materials

All required materials must be received by the application deadline.

- The application deadline for international students (F-1), who are currently in the United States, is two weeks prior to the start of the term.
- The application deadline for students who are outside of the United States is three months prior to the start of the term as shown below.

Term	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  
1501 5th Street  
Denver, CO 80204  
Tel: 303.556.3564 or 303.352.3300

## International Students Must Maintain the Following to Keep Their F-1 Student Status

- International students must maintain full-time enrollment and good academic standing with a grade point average (GPA) of 2.0 or higher each term.
- To achieve full-time enrollment, international students may not repeat classes which they have completed with a grade of C or higher.
- Internships and/or off-campus employment may be recommended under specific circumstances with USCIS/Designated School Official (DSO) approval.
- Students are expected to notify the DSO of any changes that may impact their non-immigrant student status.
- New student orientation is mandatory for all international students.

## Tuition Classification (Residency)

### Colorado 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. CCD is required to apply the rules set forth in the law and does not have the 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 their intent to remain in Colorado permanently. This includes, but is not limited to:

- surrendering legal ties with their former state of residence,
- obtaining Colorado Driver's License/Identification within the statutory period,
- registering motor vehicle within the statutory period,
- registering to vote in Colorado,
- obtaining permanent employment in Colorado,
- filing income tax in Colorado,
- any other factors that document the individual's intent to establish a permanent home in Colorado.

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

Eligible non-U.S. citizens may be requested to provide immigration documents, which may include but are not limited to, I-94 Arrival-Departure Record, Permanent Residency Card, or other required documents.

### Initial Classification

Students are classified as resident or non-resident for tuition purposes based on the information provided on the Application for Admission to CCD. Failure to answer all questions could lead to initial classification as a 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

New students who believe that their initial tuition classification was based on incomplete information and wish to prove eligibility must submit an Amended Application form by census date of the earliest part-of-term in which they are 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 form. If sufficient evidence is not presented by the published deadline, the classification becomes final as to that term.

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 college disciplinary proceedings and may face criminal charges.

### Appeal Procedure

Students who are denied in-state tuition will not be allowed to drop courses after the census date. Students are responsible for dropping all courses by census date, even if a decision on the 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 Tuition Classification Appeal form must be received before the last day of the semester for which in-state tuition classification is sought. 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.

### Tuition Classification for Reverse Transfer Degrees

When awarding a Reverse Transfer Degree to a non-active student, CCD will use the last known residency as listed in CCD's student information system. This will not impact tuition classification as the student will have a registration hold placed for the term in which the degree is being awarded. Students will be made inactive for any future terms and must reapply for admission if they seek re-enrollment at CCD.

### Colorado ASSET Bill

Senate Bill 13-033, also known as Colorado ASSET, allows U.S. Citizens, Permanent Residents, and students without lawful immigration status to receive in-state tuition through attendance and graduation from a Colorado high school or through attendance at a Colorado high school combined with obtaining a GED.

#### To qualify for in-state tuition under ASSET, students must:

- Have attended a public or private high school in Colorado for at least three years immediately preceding the date that the student either graduated from a Colorado high school or completed a general equivalency diploma in Colorado; and
- Be admitted to a Colorado college or university within 12 months of graduation from a Colorado high school or completion of a Colorado GED.
- Students without lawful immigration status must apply for COF and complete an affidavit stating that the student has applied for lawful presence or will apply as soon as they are eligible to do so.
- Students without lawful immigration status who graduated or completed their GED prior to September 1, 2013, but were not admitted to a college or university within twelve months after graduating or completing the GED must have been physically present in Colorado on a continuous basis for at least 18 months preceding the start of the semester.
- As with the traditional domicile path, residency classification will be determined based on the information and documents submitted by the student. The burden of proof is on the individual seeking in-state tuition.

### Western Undergraduate Exchange (WUE)

Students who are residents of Western Interstate Commission for Higher Education (WICHE) states may be eligible to request a reduced Western Undergraduate Exchange (WUE) tuition rate, which is less than the non-resident 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 one of the qualifying states and will be required to reapply for WUE each academic year.

#### Requirements

- The WUE application form must be submitted to Admissions, Registration & Records by the earliest drop (census) date for the student's courses. | [www.CCD.edu/StudentForms](http://www.CCD.edu/StudentForms)
- Students 22 years old and younger will need to submit at least two intent items from the parent that date back one year prior to the start of classes to document the parent is a resident of one of the qualifying states.
- Students 23 years old and older will need to submit at least two intent items that date back one year prior to the start of class with the WUE application to document the student is a resident of one of the qualifying states.
- Students are not permitted to apply time spent in the WUE program toward satisfaction of Colorado residency requirements for tuition purposes.
- Online courses are not eligible for the WUE tuition rate.

### Military/Special Residency Requirement Waivers

The tuition law recognizes the special circumstances regarding military personnel, honorably discharged veterans, Olympic athletes, inmates, recent Colorado high school graduates or GED recipients, and individuals who relocate to Colorado for employment purposes. Admissions, Registration & Records can be contacted at 303.556.2420 for information on specific circumstances.

Active duty members of the armed forces, as well as their spouse and dependent children, whose permanent duty station is in Colorado will be eligible for 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. Service members should contact their military base Education Office for documentation.

#### Active-Duty Military Members

Active-Duty Military Members are current members of the Armed Forces of the United States (U.S.). Qualifying U.S. active duty armed forces include: Army, Navy, Air force, Marine Corps, Coast Guard, Public Health

Service, NOAA Corps, and members of the Canadian Military. Active-duty Military Members and their dependents are eligible for in-state tuition if all requirements are met.

#### Requirements

- The Active-Duty Military Waiver form must be submitted within 30 days of the first day of class. | [www.CCD.edu/StudentForms](http://www.CCD.edu/StudentForms)
- This form is to be completed by an Active-Duty Military Member of the U.S. Armed Forces and their legal dependents stationed in Colorado on a permanent change-of-station basis or on a temporary assignment to duty in Colorado or a member of the military force of Canada and their legal dependents claiming exemption to in-state residency requirements.
- The Active-Duty Military Waiver should be submitted with the student's military ID (front and back copy required).
- The Active-Duty Military Waiver is valid for one semester unless the Education Services Officer signs and approves additional semesters on the form.
- The military member, military's spouse, or dependent child must reside in Colorado prior to the first day of class in order to be eligible for in-state tuition.
- The Active-Duty Military Member, spouse or dependent child attending class is eligible for the College Opportunity Fund (COF) stipend but must apply and authorize it in order to receive the stipend. | [www.CCD.edu/COF](http://www.CCD.edu/COF)

#### U.S. Armed Forces Veteran Residency Requirement Waiver

U.S. Armed Forces Veterans were members of the Armed Forces of the United States and can receive educational benefit under Chapters 30, 33, 35, 1606, and 1607. The U.S. Armed Forces Veteran and their dependents are eligible for in-state tuition if all requirements are met.

#### Requirements

- The U.S. Armed Forces Veteran Residency Requirement Waiver form must be submitted within 30 days of the first day of class to apply for in-state tuition. | [www.CCD.edu/StudentForms](http://www.CCD.edu/StudentForms)
- This form is for Honorably Discharged Veterans of the Armed Forces of the United States (Army, Navy, Air Force, Marines, Coast Guard) who are not members of the Colorado National Guard, who otherwise would not qualify for in-state tuition as one-year residents of Colorado.
- The U.S. Armed Forces Veteran Residency Requirement Waiver should be submitted with the military veteran's DD214 (whose character of service is listed to be as "Honorable"). The discharged military service member must document more than 90 days of service on their DD214. In addition, the student should submit at least two intent items (legal ties) from Colorado. The following can be used to document intent: Colorado driver license or valid Colorado ID, Colorado motor vehicle registration, Colorado paystub, Colorado voter registration, Colorado state income taxes, or Colorado warranty deed. For more information regarding Colorado intent items, please view our website at [www.CCD.edu/Residency](http://www.CCD.edu/Residency).
- The U.S. Armed Forces Veteran Residency Requirement Waiver is valid for three semesters only.
- The military veteran, veteran's spouse, or veteran's dependent child must reside in Colorado prior to the first day of class in order to be eligible for in-state tuition.
- The military veteran, veteran's spouse, or veteran's dependent child attending class is eligible for the College Opportunity Fund (COF) stipend but must apply and authorize it in order to receive the stipend. | [www.CCD.edu/COF](http://www.CCD.edu/COF)

#### Veterans Access, Choice and Accountability Act (VACA)

U.S. Armed Forces Veterans were members of the Armed Forces of the United States and can receive educational benefit (Chapters 30 and 33, respectively, of Title 38, U.S. Code) while living in Colorado. The U.S. Armed

Forces Veteran and their dependents are eligible for in-state tuition under VACA if requirements are met.

#### Requirements

- The U.S. Armed Forces Veteran Residency Requirement Waiver must be submitted within 30 days of the first day of class. It is only valid for three consecutive semesters. | [www.CCD.edu/StudentForms](http://www.CCD.edu/StudentForms)
- This form is for Honorably Discharged Veterans of the Armed Forces of the United States (Army, Navy, Air Force, Marines, Coast Guard) who are not members of the Colorado National Guard, who otherwise would not qualify for in-state tuition as one-year residents of Colorado, to apply for in-state tuition.
- The U.S. Armed Forces Veteran Residency Requirement Waiver should be submitted with the military veteran's DD214 (whose character of service is listed to be as "Honorable"). The discharged military service member must document more than 90 days of service on their DD214 and the discharge date on the DD214 should not be longer than 3 years old from the first day of class. Student's intent items are not needed if in-state tuition is approved under VACA.
- The military veteran, veteran's spouse, or veteran's dependent child must reside in Colorado prior to the first day of class in order to be eligible for in-state tuition.
- The military veteran, veteran's spouse, or veteran's dependent child attending class is eligible for the College Opportunity Fund (COF) stipend but must apply and authorize it in order to receive the stipend. | [www.CCD.edu/COF](http://www.CCD.edu/COF)

## College Readiness and Placement

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### Demonstrate College Readiness

[www.CCD.edu/CollegeReady](http://www.CCD.edu/CollegeReady)

Testing Center | [www.CCD.edu/Testing](http://www.CCD.edu/Testing) | Confluence, 2nd Floor

Students may be able to demonstrate college readiness by showing proof of one or more of the following:

- Minimum assessment scores from within the past five years.
- Minimum ACT or SAT scores from within the past five years.
- 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 assessment scores from an approved institution from within the past five years. It is strongly recommended to take the assessment test again if scores are more than two years old.
- Sufficient scores on specific Advanced Placement Exams, International Baccalaureate Exams and/or CLEP Exams from within the past five years.
- Completion of high school coursework from within the past 18 months and a minimum accumulated GPA of 3.0. To see if you are eligible for this exemption, please schedule an appointment for the assessment test at [www.CCD.edu/Testing](http://www.CCD.edu/Testing).

Please note that all submissions to the Testing Center must 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 the applicant has met the requirements.

The State of Colorado mandates that incoming students to Colorado's state-supported institutions of higher education complete a basic skills assessment test and enroll in appropriate courses based on the test outcomes.

For the most up-to-date information about placement, as well as prep materials, placement scores, and fees, please visit our website at [www.CCD.edu/Testing](http://www.CCD.edu/Testing).

## Credit for Prior Learning Exams

The CCD Testing Center offers the College-Level Examination Program (CLEP) tests and DSST exams. Both nationally recognized tests allow students to receive college credit for learning acquired outside the traditional college classroom. See Prior Learning Assessment Credit.

## Academic Advising

### Academic Advising Center (AAC)

[www.CCD.edu/Advising](http://www.CCD.edu/Advising) | Confluence 123 | 303.556.2481

CCD's Academic Advisors are an important component of students' success team.

The relationship that students have with their assigned Academic Advisor is important, ensuring that students choose the right major or program for their educational and career goals and reach the goal of graduation and/or transfer.

New/transfer students are assigned an Advisor based on their declared program or major within two weeks after each semester begins. The Academic Advising Center is located on the first floor of the Confluence building, Suite 123.

### Advising Pathways

All degrees and certificate programs are clustered into seven Advising Pathways, each with their own advising experts. Students will meet with the same Advisor the whole time they are at CCD, giving students continuity and a single point of contact.

The Advising Pathways are as follows:

- Arts, Humanities, & Design
- Business & Public Administration
- Health Sciences
- Science, Engineering, Technology, & Math
- Industry, Manufacturing, and Construction
- Education & Teaching
- Social & Behavioral Sciences

Go to the Academic Advising Center website at [www.CCD.edu/Advising](http://www.CCD.edu/Advising) to learn more about the Advising Pathways and CCD's Degrees and Certificates.

## Declaring or Changing Your 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 online via CCDConnect each semester. New students should consult this catalog or an Academic Advisor to determine available programs of study.

Students may request to change their program of study with the Admissions, Registration & Records office and/or may need to see their Academic Advisor for select programs and approvals. All students are advised to meet with their Academic Advisor to discuss program requirements before changing their program of study. All Center for Health Sciences programs and some Career and Technical Education (CTE) programs require department approval in order for Admissions, Registration & Records to change 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

Students are encouraged to meet with their assigned Academic Advisor to ensure appropriate course placement and degree progress before registering for classes through CCDConnect. Registration instructions and

deadlines are published each semester in various college publications. It is each student's responsibility to stay informed of all deadlines and policies.

## Add/Drop Classes

It is each student's responsibility to add or drop classes by the published deadline.

- Students can add classes until 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 Admissions & Registration Guide. Census dates vary, so it is important to know if a class is a traditional 15-week class (fall and spring term) or a traditional 10-week class (summer term); all other census dates are specified in the student schedule. Census dates can also be verified with an Academic Advisor 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, which may include any required corequisite 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, until 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.

## Auditing Classes

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

Audited classes are not eligible for the College Opportunity Fund stipend. Students will be responsible for the full in-state or out-of-state tuition. Audited classes do not meet the credit-hour requirements for financial aid or veteran benefits and may not be applied to certificate or degree requirements. Class 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.

## Developmental Students

### Metropolitan State University of Denver Developmental Students

CCD's developmental education is available to Metropolitan State University of Denver (MSU Denver) students who require basic skills remediation. MSU Denver students must register for CCD developmental courses at their home institution and adhere to MSU Denver's registration procedures and deadlines. Final grades will appear on both CCD and MSU Denver transcripts. If a student should transfer from MSU Denver to CCD, these courses will be included in the student's Satisfactory Academic Progress (SAP) calculation for financial aid at CCD.

### University of Colorado Denver Developmental Students

CCD offers Algebraic Literacy (MAT 055) to CU Denver students who require remediation in mathematics. CU Denver students must register for MAT 055 at their home institution and must adhere to registration procedures and deadlines set by CU Denver. Final grades will appear on both CCD and CU Denver transcripts. If a student should transfer from CU Denver to CCD, these courses will be included in the student's Satisfactory Academic Progress (SAP) calculation for financial aid at CCD.

## Prerequisite Requirements

If a course has a prerequisite, students must have certain knowledge to be successful in the course. The prior knowledge may be demonstrated through an exam or a successful completion of a prior course (ex. must

have completed CCR 092 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, W, or I grades are not acceptable. It is the student's obligation to know and meet course prerequisites as stated in the course description section of the CCD Catalog. Prerequisites will be checked at registration and the student may be dropped if prerequisites are not met.

If the prerequisite requirements are for college composition and reading, math, or English-as-a-Second-Language courses, the Testing Center enters the basic skills test exemption on the student's record to allow registration. 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.

If the prerequisite requirement is not for college composition and reading or math, students may request that the college also review previous transcripts from a regionally-accredited college or university to approve and enter a prerequisite waiver. All requests for prerequisite waivers must be submitted to the Testing Center. Refer to the college online schedule or program requirements for specific requirements.

### **Biology Prerequisite Requirement**

Students intending to enroll in BIO 201 or BIO 204 are required to complete BIO 111 with a grade of C or better or pass the Biology 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, students must indicate that they would like a biology prerequisite override so that their assigned Academic Advisor and/or an Academic Advisor in the STEM Advising Pathway can be notified. Although the college can transfer in a BIO 111 course that is up to 10 years old for prerequisite waivers, some Center for Health Sciences programs require that BIO 111 must be completed no more than seven years prior to enrollment in BIO 201 or BIO 204.

### **Maximum Course Load**

Eighteen (18) credit hours is the maximum course load for all students. Students cannot register for more than 18 credits in any given semester without review and approval by the Senior Advisor for the Advising Pathway that contains their program or major. Students should first connect with their assigned Academic Advisor to initiate this process.

### **Waitlist**

Students may place their name on a waitlist when a course is at maximum capacity and closed for registration. CCD honors the order of the waitlist and extends enrollment availability to students via a notification email sent to their student email account in the order in which they appear on the list. It is the student's responsibility to register for the class via CCDConnect prior to the deadline indicated in the notification email. No exceptions will be allowed for students who miss a notification. Students may have less than 24 hours to register if the deadline allowed overlaps the last day to register. Payment must be made in accordance with the payment policy. Faculty must honor the waitlist if there are openings in their classes and cannot sign any students into a closed course.

### **Withdrawals**

Withdrawing from a class after census date will result in a grade of W. Withdrawal dates vary, so it is important to know if a class is a traditional 15-week class (fall and spring term) or a traditional 10-week class (summer term); all withdrawal dates are specified in the course schedule. Withdrawal dates can also be verified with an Academic Advisor or with the Admissions, Registration and 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.

### **About the Auraria Campus Inter-Institutional Program**

[www.CCD.edu/InterInstitutional](http://www.CCD.edu/InterInstitutional)

Under the inter-institutional registration program, CCD and its partners on the Auraria Campus (MSU Denver and CU Denver) allow students to

take select college-level courses at a host institution if space is available. CCD students have the advantage of paying a lower tuition rate for courses offered by the host institution, while MSU Denver and CU Denver students have access to a diverse selection of electives and courses that may not be available at their home institutions.

Online, off-campus, or extended campus classes are not covered under this agreement.

### **CCD Students**

CCD certificate or degree seeking students who want to take classes at MSU Denver or CU Denver must submit both the Inter-Institutional Application and Inter-Institutional Registration forms, which can be obtained at CCD's Admissions, Registration and Records Office. Students who participate in the inter-institutional program must adhere to the procedures and deadlines established by their home and host institutions. CCD students are required to meet MSU Denver or CU Denver course prerequisites prior to registration and may not register for more credits at the host institution than what they are registered for at CCD. Students may be subject to additional course fees at the host institutions and are responsible for paying these fees directly to MSU Denver or CU Denver.

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 their assigned Academic Advisor prior to registering for an inter-institutional course. Inter-institutional course registration does not alter certificate and degree requirements. Students may be required to submit a Course Substitution Form and an official transcript from the host institution in order to have inter-institutional courses apply to their program requirements for graduation.

### **MSU Denver & CU Denver Students**

MSU Denver and CU Denver students are permitted to take classes at CCD through the inter-institutional registration process after obtaining an inter-institutional form from their home institutions. Forms must be completed with required approvals and signatures from the home institution prior to submission at CCD. Students must submit an online application for admission at CCD and must adhere to procedures and deadlines established by their home and host institutions. This includes meeting the required course prerequisites at CCD prior to registration. Students are not permitted to register for more credits at CCD than what they are registered for at their home institutions. Students may be subject to additional course fees and must pay them directly to CCD.

### **Colorado School of Mines Inter-Institutional Registration**

CCD and Colorado School of Mines (CSM) have an inter-institutional agreement. CCD students who are registered for six credit hours or more at CCD may apply to register for EPICS 151, Engineering Design I, at CSM during the same term. This registration is intended to allow prospective CSM transfer students to be integrated into the CSM community in advance of their formal transfer from CCD to CSM. As part of the CSM inter-institutional program, CCD students must meet the following requirements: be degree-seeking, be registered for six or more credit hours at CCD, and be co-enrolled in MAT 201 or have completed MAT 201. CCD degree seeking students who want to take classes at Colorado School of Mines (CSM) can pick-up the inter-institutional registration form from Admissions, Registration & Records. Students who participate in the inter-institutional program are responsible for following the procedures and deadlines set by the two institutions. Students submit completed forms to Admissions, Registration & Records for processing. Students will receive an email from CSM once their registration is approved with the course information. Waitlisted students must diligently check their CSM email for the registration notification. If a student fails to register within the allotted time, the student will need to re-waitlist; registration is not guaranteed. There are no exceptions for students who do not register within the time allowed.

CSM students are permitted to take one elective course, not offered at CSM, and they should obtain the inter-institution application and registration from their home school. These forms are authorized by their home institution prior to submitting them to CCD. CSM students must adhere to all published deadlines. Colorado School of Mines students are able to register for online and extended campus courses. All students are required to meet course prerequisites, which may include assessment testing. After submission of forms, CCD will process the forms to prevent tuition assessment. The

student will be responsible for paying for the course at their home institution. Schedule adjustments must be processed according to the published deadlines at Colorado School of Mines and CCD. Courses taken at the host institution in no way alter existing degree requirements, but may apply toward degree requirements, subject to approval by the home institution. Students are advised to confer with department chairs and academic advisors before registering inter-institutionally. Students should confirm, before enrolling, that desired courses will satisfy degree requirements at the home institution. Students may only receive financial aid at their home institution.

## CCDConnect

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### CCDConnect: CCD's Online Student Portal

Students are responsible for utilizing CCDConnect to:

- Access student email
- Register for classes
- Pay tuition
- Obtain financial aid information
- View grades and unofficial transcripts
- Review degree progression via Degree Works
- Order official transcripts
- Obtain official enrollment verification
- Authorize COF
- Plus much more!

Step-by-step instructions for accessing CCDConnect are available at [www.CCD.edu/QuickGuides](http://www.CCD.edu/QuickGuides).

## Financial Information

### About This Section

CCD is committed to helping our students obtain funding to pay for college. Students may use this guide to determine cost of tuition, additional fees, and payment options. This section also includes information on all the different types of financial aid available to help pay for college including grants, scholarships, work-study, loans, and how to apply for these types of financial aid.

Questions?

Cashier's Office | [www.CCD.edu/Cashier](http://www.CCD.edu/Cashier) | 303.556.2075

Financial Aid & Scholarships | [www.CCD.edu/FinAid](http://www.CCD.edu/FinAid) | 303.556.5503

### Start Here

- Tuition & Fees
- Financial Aid

## Tuition and Fees

Cashier's Office | [www.CCD.edu/Tuition](http://www.CCD.edu/Tuition) | 303.556.2075

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 with questions about CCCOnline tuition and payment.

*Rates are subject to change without notice.*

Fees apply. See fee explanation below.

### Resident

	Tuition	COF Stipend	Your Share
Standard Tuition	\$211.90	(\$75)	\$136.50
Dental Hygiene	\$347.40	(\$75)	\$272.40
CCC\CCD Online	\$316.95	(\$75)	\$241.95

### Non-Resident

	Tuition	COF Stipend	Your Share
Standard Tuition	\$561.65	-0-	\$561.65
Dental Hygiene	\$569.65	-0-	\$569.65
CCC\CCD Online	\$368.90	-0-	\$368.90
BAS Dental Hygiene	\$561.65	-0-	\$561.65

*Fees and refund deadlines vary.*

### Student Fee Chart

The following information is an explanation of fees.

AHEC Resource Library Fee	\$4.86 Per Credit Hour
Auraria Bond Fee	\$39.41 1-3 Credit Hours
	\$54.52 4-6 Credit Hours
	\$72.67 7-11 Credit Hours
	\$83.29 12 Credit Hours or More
Building/Renovation Fee	\$8.00 Per Credit Hour
Clean Energy Fee	\$5.14 Flat Per Semester
Health Center Fee	\$24.00 Flat Per Semester
Immunization Fee	\$2.00 Flat Per Semester
Malpractice Insurance	\$8.50 Flat Per Academic Year
Mental Health Counseling Fee	\$10.00
Registration Fee	\$13.30 Flat Per Semester
RTD Bus Pass Fee	\$105.00 Flat Per Semester
Student Activity Fees	\$7.26 Per Credit Hour
Tivoli Park/Student Space Fee	\$5.18 Flat Per Semester

Students at the Auraria Campus pay set fees that support a variety of services and programs. Students enrolled exclusively online or at CCD's satellite campuses pay all fees except the AHEC Bond Fee, RTD Pass, Student Facilities Fee, and AHEC Clean Energy Fee.

### Auraria Higher Education Center Resource Library Fee | \$4.86 per credit hour

This fee supports Auraria Library functions.

### Auraria Bond Fee

\$39.41 for 1-3 credits, \$54.52 for 4-6 credits, \$72.67 for 7-11 credits, \$83.29 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. The students of all three Auraria institutions pay this fee.

### Building/Renovation Fee | \$8.00 per credit hour

This fee supports the construction of the Confluence building and the renovation of the Cherry Creek Classroom building.

### Clean Energy Fee | \$5.14 per term

This student approved fee is for purchasing clean, renewable electrical power for the Auraria Campus.

### Health Center Fee - MSU Denver Medical Center | \$24.00 per term

This fee allows students use of the medical center located on the Auraria Campus.

### Immunization/Vaccination Fee | \$2.00 per term

This fee supplements the provision of immunizations on campus for CCD Students.

### Malpractice Insurance Fee | \$8.50 PER Academic Year

A Malpractice Insurance fee is assessed to those Health Science courses that require clinical activity, see the course description for more information.

### Mental Health Counseling Fee | \$10.00

### Registration Fee | \$13.30

The CCCS charges a mandatory \$13.30 per semester registration fee to students at all 13 of its colleges.

### RTD Bus Pass Fee | \$105.00 per term

The RTD Bus Pass is offered only to students taking on-campus classes. 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 discount on all Sky-Ride routes. The pass is not valid for special services like the BroncosRide, RockiesRide, Access-a-Ride, and Guaranteed Ride Home.

### Student Activity Fee | \$7.26 per credit hour

This fee supports CCD Student Life staff and programs, including New Student Orientation and First Year Experience, CCD Student Government, Student Handbook publication, child care scholarships, lending library, food bank, recreational activities, student events, Tivoli Student Computer Lab, Auraria Student Health Center, LGBTQ Student Resource Center, and the Phoenix Center at Auraria.

### Student Facilities Fee | \$5.18 per term

This fee supports the Tivoli Park/Student Spaces.

### Additional Fees

#### Instructional Fees | \$6.95

CCD charges a \$6.95 per credit hour instructional program fee for high- and medium-cost classes. Other fees and charges may apply.

#### Program Fees

Please be aware that certain departments, majors, or classes may assess specific fees in order to offset associated costs, such as textbook fees, lab fees, or tool kit fees.

These fees are subject to change.

## College Opportunity Fund

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### In-State Resident's Tuition Stipend

[www.CCD.edu/COF](http://www.CCD.edu/COF)

The College Opportunity Fund (COF) provides a tuition stipend for in-state resident students completing undergraduate coursework at a public or participating private college. The amount of the per-credit-hour tuition stipend is set annually by the General Assembly and pays a portion of students' total in-state tuition.

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

## Tuition Refund Policy

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### About This Policy

Students may receive a refund of tuition and fees for any classes dropped by the census date or for any classes cancelled by the college. The census date for standard classes is listed in the Admissions & Registration Guide and in the Academic Calendar online at [www.CCD.edu/Academic-Calendar](http://www.CCD.edu/Academic-Calendar). The census date varies depending upon the length of the class. Students should refer to their schedule of classes to determine the census date for each class. It is the student's responsibility to drop classes 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 class.

Students who are owed a refund will be required to pay for all classes 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 classes for failure to pay their outstanding balances or for non-attendance, which may include any required corequisite class regardless of attendance in that class. If dropped prior to census, students are not responsible for the tuition for dropped classes. If dropped after census for non-payment or non-attendance, the student will not be permitted back into the class.

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

## Student Refund Accounts

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### How the Refund Process Works

All enrolled students 17-years old and older will be mailed information to set up the student refund account after registering for classes. Upon receipt, the student must select their refund preferences. Students may select to have their refunds credited to their student refund account, may have their refunds credited to their existing bank account via ACH, or may request a paper check.

## Financial Aid

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Financial Aid & Scholarships | [www.CCD.edu/FinAid](http://www.CCD.edu/FinAid) | 303.556.5503

### What is FAFSA?

CCD uses the Free Application for Federal Student Aid (FAFSA) to determine a student's eligibility for all forms of student financial aid, including grants, scholarships, work-study, and loans. Some student financial aid awards are based on limited funding and are awarded on a first-come, first-served basis. For this reason, CCD encourages students to apply early each year. The FAFSA is available at [www.FAFSA.gov](http://www.FAFSA.gov) each year on October 1 for the following fall, spring, and summer semesters.

## Eligibility

In order to determine eligibility, students are advised to 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.
- Have a high school diploma, GED, or foreign school equivalent.
- Students who first enrolled in a program of study prior to July 1, 2012 may qualify under previously existing rules for meeting Ability to Benefit criteria. Please check with the Financial Aid Office for any questions about this eligibility status.
- Be registered with Selective Service (male students only).
- 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 education credits are not eligible for financial aid for additional developmental coursework.
- Students who have attempted a course more than twice may not be eligible to receive financial aid for the same course a third time 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 aid only)
- Students attending CCD under DACA or ASSET do not qualify for federal or state financial aid but are encouraged to apply for scholarships at CCD after completing the FAFSA. See [www.CCD.edu/Asset-Daca](http://www.CCD.edu/Asset-Daca) for more information.

## FAFSA Application Process

1. Create an FSA ID at [fsaid.ed.gov](http://fsaid.ed.gov). The FSA ID must be used each year to electronically sign the FAFSA. A dependent student must also have a parent apply for a FSA ID.
2. Complete the FAFSA online at [www.FAFSA.gov](http://www.FAFSA.gov). The FAFSA becomes available on October 1 each year for the following fall, spring, and summer semesters. Students are advised to link their FAFSA to the IRS when possible.
  - a. Students who do not elect the "Link to the IRS" option may be required to submit a copy of federal tax return transcripts to the Financial Aid Office.
  - b. In order to send the FAFSA to CCD, students can use CCD's school code: 009542.
3. After completing the FAFSA, 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 FSA ID to make corrections to the FAFSA online.
4. 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 before being awarded financial

aid at CCD. This information will also be available online through CCDConnect.

- a. All required documentation must be submitted by April 15 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.

5. When the student's file is completed in the Financial Aid Office, the student will receive an Award Notice. This information will also be available online through CCDConnect.

## Cost of Attendance

Cost of Attendance (COA) includes actual educational expenses (tuition, fees, books, and supplies) and estimated living expenses (room and board, transportation, medical, and personal expenses based on Colorado Department of Higher Education guidelines). A student's financial aid cannot exceed the COA and there is no guarantee that a student's financial aid will cover all costs.

Sample Budget (actual amounts are subject to change)

Resident	Per Year	Per Month
Living with parents	\$15,031	\$1,670
Living away from parents	\$19,927	\$2,214
Non-Resident	Per Year	Per Month
Living with parents	\$24,464	\$2,718
Living away from parents	\$29,360	\$3,262

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

[www.CCD.edu/SAP](http://www.CCD.edu/SAP)

Federal regulations require all financial aid recipients to maintain Satisfactory Academic Progress (SAP) in order to receive financial aid. In order to maintain SAP standards at CCD, students must earn a minimum 2.0 cumulative GPA, complete at least 67 percent of their overall attempted coursework, and complete at least one attempted credit each attending semester. 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. If determined ineligible for aid, students may appeal to have aid reinstated at the Financial Aid Office.

## Financial Aid Repayment

Complete Return to Title IV Policy | [www.CCD.edu/Title-IV](http://www.CCD.edu/Title-IV)

Students are only eligible to receive aid for courses in which they establish attendance. If a student does not establish attendance in a course and/or fails to drop a course before the published census date, the student may be charged tuition and fees. The student may also be required to repay any aid released. Corequisite courses may also be dropped if non-attendance is reported for either course.

Students who do not complete at least one credit hour for each part of term may be required to repay a portion of any financial aid received to CCD and/or the U.S. Department of Education. If CCD reports an amount owed to the U.S. Department of Education, the student will not be eligible to receive aid at any institution until the funds are repaid in full.

## 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 U.S. Department of Education.

## Grants

All grants at CCD are need-based and do not need to be repaid. Award amounts and eligibility depend on EFC and enrollment status. Most grant

payments will be reduced if a student is not enrolled full-time. Half-time enrollment (six or more credits) will result in receiving half or less of a grant. Students do not need to attend full-time to receive grant funds, if eligible.

## Work-Study

Regardless of financial need as determined by the FAFSA, 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 (six or more credits) to qualify. Students can gain employment experience in an area directly related to their field of study while being paid bi-weekly. Eligible students are notified of their maximum work-study eligibility through the Financial Aid Award Notice and CCDConnect.

## Scholarships

[www.CCD.edu/Scholarships](http://www.CCD.edu/Scholarships)

Scholarships are 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 private scholarships are posted in the Financial Aid & Scholarship section of the college website. Students apply annually starting in January for the upcoming academic year.

Priority is given to students who apply on or before April 15.

## Federal Direct Student Loans

Federal Direct Student Loans are guaranteed by the U.S. Department of Education and do not require a credit check. Students must be enrolled at least half-time to receive Direct Loans. Most Direct Loans must be repaid six months after the student is no longer enrolled at least half-time in an eligible program.

Federal annual limits apply to loans, depending on the student's grade level and dependency status. To accept Direct Loans, students must accept the amount needed online via CCDConnect and complete an Entrance Counseling session and a Master Promissory Note (MPN) at [www.StudentLoans.gov](http://www.StudentLoans.gov). Students must also complete Exit Counseling when no longer enrolled at least half time.

Students who borrowed their first Direct Loans between July 2012 and July 2014 must begin repayment after dropping below half-time enrollment and do not qualify for the six month grace period. For additional repayment information, students can call 1.800.848.0979 or visit [www.StudentLoans.gov](http://www.StudentLoans.gov).

## Federal Direct Subsidized Loan

Interest (3.76%) 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. In repayment, the student assumes responsibility for interest payments.

## Federal Direct Unsubsidized Loan – Not Need-Based

Interest (3.76%) accrues and capitalizes while the student is enrolled. While the student is not required to make payments on any Direct Loans while enrolled at least half-time, the student is strongly encouraged to make interest payments while in school.

## Federal Direct PLUS Loans (Parents)

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 Direct Loans.

## Academic Information

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### About This Section

The information in this section is centered around helping CCD students understand what is expected of them as a member of the community. For academic integrity and standards, use this as a guide to navigate toward student success. This guide will also assist students in determining graduation requirements and transfer options.

#### Start Here

- Academic Policies & Standards
- Academic Integrity Policy
- Academic Progress Guidelines
- Academic Renewal Policy
- Academic Standards
- CCD Celebrates Student Success
- Credit Complete Progress
- Graduation Requirements
- Learning Options
- Special Academic Programs
- Transfer Options
- Transferring Credit to CCD

CCD has policies and standards to help students know what to expect of CCD and what CCD expects of students. The following is a summary of the information students need to know. An Academic Advisor or anyone on the Enrollment Administration and Student Success staff can help students understand these policies, standards, and rights.

### CCD Grade Policy

Achievement in a course is measured by meeting specific course objectives. CCD students are evaluated using a letter-grade system. Instructors have the authority to assign grades. The following explains what each grade means. For more information, visit [www.CCD.edu](http://www.CCD.edu), consult the course syllabus or ask the instructor to explain their grading system.

### CCCS Inventory of Common Grading Symbols

#### 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.

An incomplete grade which is 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 - Satisfactory

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 - Unsatisfactory

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.

#### Last Day 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.

### 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.

- To receive an Extenuating Circumstance Appeal packet, students must first meet with their Academic Advisor.
- Students must submit a completed Extenuating Circumstance Appeal packet and supporting documentation within one calendar year from the end of the semester for which the student is appealing.
- 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 of the committee's decision within 30 calendar days. Written notification will also be mailed to the student's address on file.

- The appeal packet must include all required signatures to be considered.
- 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.
- If an appeal is denied, a student may request to have the appeal reconsidered by the committee, only 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.
- 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.

## 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 (GPA)

Grade points measure a student's achievement for the credit hours completed.

### Calculating GPA

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 points
F	=	0 grade points

*Note: All other grades (Satisfactory, Unsatisfactory, S/A, S/B, S/C, SP, I, W, AU, AW, NC, 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 101 Cultural 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)
<b>Totals</b>	<b>17</b>		<b>44</b>

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 Degree Works for GPA calculation assistance.

## Repeating Courses

All CCD college-level courses may be repeated twice at CCD. For most courses, once a student attempts to register for the same course a third time, they will be directed to an advisor and must be approved for registration. If a student is denied registration, they have the right to appeal through the Repeat Appeals committee. A fourth repeat attempt will require an appeal, which must be approved by the Repeat Appeals committee.

Each grade received will be listed on the transcript. The transcript notation will follow the course indicating that the course was repeated and designate whether the course will be included in the GPA. The highest grade will be used in the GPA calculation. 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. If the same grade is earned two or more times for a repeated course, the most recent instance of the duplicate grade will be included in the term and cumulative GPA. All other duplicate grades will be excluded from the term and cumulative GPA. 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 and Records Office. If students do not see the repeated designation, they may submit a "Petition for Repeat Courses" form to Admissions, Registration and 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 and Records Office in order for the developmental coursework to be reviewed.

Appeal forms can be found in the Document Library at [www.CCD.edu/StudentForms](http://www.CCD.edu/StudentForms) under the "Academic Advising Center." Completed appeal documents should be turned into the Academic Advising Center, Confluence 123 – to the attention of the Repeat Appeals Committee.

## Academic Integrity Policy

### About This Policy

Students at Community College of Denver are expected to behave as responsible members of the college community and to be honest and ethical in their academic work. CCD strives to provide students with the knowledge, skills, judgment, and 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 and is a disservice to the student, faculty, and staff community. All members of the CCD 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.
- 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

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 cell phone, 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

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.
- Mis-citing or incorrectly quoting 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.
- Submitting 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:

- 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 not been authorized or is 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 policy.

### Multiple Submission

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

## Academic Misconduct Procedure

Academic integrity is a foundational value of CCD. If there is an allegation of any academic misconduct, a report needs to be filed with the Office of Student Conduct as academic misconduct is considered a violation of the Student Code of Conduct.

When an incident of Academic Misconduct occurs, the faculty member has the autonomy to address the incident directly and immediately. This includes any grade implications. The faculty will then file an Academic Misconduct report with the Office of Student Conduct. The Office of Student Conduct will send out official communication, process the incident, investigate when necessary, and respond with appropriate institutional sanctions. This includes, but is not limited to probation, suspension, or expulsion in addition to possible educational sanctions which will be added to a student's conduct file.

When an incident of Academic Misconduct occurs outside of class or is reported after the fact, the Office of Student Conduct will investigate the situation. Once a finding has been determined, the Office of Student Conduct will relay information to the responsible faculty member for any academic grade determinations.

A student has a right to appeal all proceedings. Similar to the investigatory process, the student has a 2-pronged appeal opportunity (grade and/or conduct sanctions).

In order to appeal the grade, the student must follow the Grade Appeal Process. All grade decisions by the supervising dean are final. If the student wants to appeal the institutional sanction(s), the student may appeal the conduct decision with the Vice President of Enrollment Administration and Student Success or designee through the conduct appeal process. All conduct sanction appeal decisions by the Vice President of Enrollment Administration and Student Success or designee are final. Information can be found at [www.CCD.edu/StudentCode](http://www.CCD.edu/StudentCode).

## Academic Progress Guidelines

### About This Procedure

All CCD students are expected to maintain satisfactory academic progress. Recognizing the value of measuring academic progress for all students, CCD has established the following practice and procedure for measuring academic standing. This procedure is intended to be informational and helpful, but also establishes clear standards of academic progress that must be met and maintained in order to be a successful student at CCD. A student's academic standing at one Colorado Community College System (CCCS) college will impact academic standing at other CCCS colleges.

### Process

For students who have attempted fewer than 9 credit hours, CCD will monitor satisfactory progress through an Academic Alert process. These students are not subject to Academic Standing.

Academic Standing applies to all students who have attempted 9 or more credits at a CCCS college, regardless of the number of term credits they attempt from that point forward. Academic Standing is applied consistently and uniformly within each CCCS institution. CCD will determine Academic Standing following the posting of the majority of term grades for each semester. Students placed on probation or suspension will be notified of their status. Suspended students will not be allowed to attend any CCCS college in the subsequent semester/s unless an appeal is approved. Academic Standing status will be noted on the advising, official, and unofficial transcripts. The Academic Standing of a student is not specific or limited to CCD, as it will impact a student's enrollment at other CCCS colleges.

### Definitions

- Only college-level classes will be used to calculate term and cumulative GPAs. This includes summer-term courses.
- Only courses taken at CCD will be used for this procedure. Courses taken elsewhere and transferred in do not apply. The GPA calculations for this procedure may not match those used for financial aid purposes.

### Standards

#### Initial Standing

Student has attempted fewer than 9 cumulative credit hours with a cumulative GPA that is greater than or equal to 2.00 for all classes attempted.

### Academic Alert

Student has attempted fewer than a cumulative 9 credits with a cumulative GPA less than 2.00 for all classes attempted.

### Good Standing

Student has attempted at least 9 cumulative credit hours and has a cumulative GPA greater than or equal to 2.0 for all classes attempted.

### Probation

Student has attempted at least 9 cumulative credit hours and has a cumulative GPA less than 2.0 for all classes attempted.

### Returning to Good Standing

By the conclusion of the Academic Probation term, the student must raise their cumulative GPA to at least 2.0. If this condition is met, the student returns to Good Standing.

### Probation (continuing)

If a student on Academic Probation earns a term GPA of at least 2.00 for all classes attempted during the term, but fails to raise their cumulative GPA to at least 2.0 for all classes attempted, the student will be allowed to attend the next term, but will remain on Academic Probation.

### Suspension

If a student on Academic Probation earns a term GPA of less than 2.0 for all classes attempted, the student will be suspended and will not be allowed to enroll at any CCCS college for the next term, excluding summer term (as summer term may not be used as a "suspension term").

### Suspension Rules

- Summer term may not be used as a "suspension term."
- Summer term may be used to remediate (improve) the GPA if approved by CCD. If a student wishes to enroll for summer term after being suspended, they will need to follow CCD's Suspension Reinstatement Procedure.
- Initial suspension is for one term, excluding summer term.
- A second suspension is for two terms, excluding summer term.
- A third suspension is for two full years, or four academic terms, excluding summers.
- A student who has served the suspension time for initial suspension, second suspension, or third suspension, will be required to submit an Academic Suspension Appeals Packet and meet with their Academic Advisor to review and sign the packet.
- If approved by the Academic Appeals Committee, the student will be reinstated for two classes and be required to complete an accountability contract during their semester of reinstatement.

### Appeals

- Students may appeal their suspension by following the CCD Suspension Reinstatement Procedure. If a student intends to transfer to another CCCS college, the student may appeal to the transferring CCCS college.
- If the student's suspension appeal is approved, the student will be reinstated for the semester approved.
- Students put on Suspension will be dropped from all courses for any future terms. Students will not be able to register for courses until they meet the requirements outlined in the Suspension Reinstatement Procedure. Students are ultimately responsible for their enrollment and need to check their enrollment schedule for accuracy.

### Reinstatement Procedure

The Academic Suspension Reinstatement procedures require that a student meet with their Academic Advisor to review the Academic Suspension Reinstatement Packet prior to submitting it to the Academic Appeals Committee for review. The completed and reviewed packet should be turned into the Academic Advising Center.

The Academic Suspension Packet can be found in the Document Library at [www.CCD.edu/StudentForms](http://www.CCD.edu/StudentForms). Students should be prepared for the session with their Academic Advisor by reading and completing the forms in the packet. The following should be presented to the Advisor for review and signature:

- An unofficial transcript/copy of academic record.

- A printed Degree Works audit.
- A typed Letter of Appeal.
- Any supporting documentation outlining the circumstances that led to suspension.

After the Academic Appeals Committee reviews all appeals, an Academic Suspension Committee member will notify students of their reinstatement status via their CCCS email account and by phone. If the student is approved for reinstatement, the student must follow the planned and approved courses outlined in the Academic Reinstatement Plan and sign a reinstatement contract with the AAC Suspension Advisor. In order to continue enrollment at CCD, students must meet all requirements outlined in their Reinstatement Contract.

## Academic Renewal Policy

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### About This 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 only be awarded once. 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. After being granted, Academic Renewal 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:

- Up to 30 hours can be excluded from GPA, but those grades will remain on the student's transcript.
- For courses to be eligible for Academic Renewal, the student must not be enrolled at CCD for two calendar years.
- The student must then be enrolled and have completed at least six semester credit hours with a minimum 2.0 GPA since returning to CCD. For Reverse Transfer Degree only, the student may fulfill this requirement by demonstrating enrollment in at least 6 credit hours with a 2.0 term GPA during the last semester of attendance at the four year institution.
- The Academic Renewal Form must include an Academic Advisor's signature.
- 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 to discuss other academic progress options and strategies for academic success.

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

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

## Academic Standards

### CCD Curriculum Standards

CCD follows the Colorado state mandated common course descriptions, competencies, and outlines for any course offered, regardless of the method of delivery. For online, hybrid, and accelerated courses, 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. Any corequisite 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.

## CCD Celebrates Student Success

### Academic Honors

[www.CCD.edu/CCD-Honor-Students](http://www.CCD.edu/CCD-Honor-Students)

#### 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 with a 3.5 or better cumulative GPA 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 student's 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 Academic Honors: Dean's List, Vice President's List, and 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 semester to be eligible for this recognition. Developmental courses are not included in the calculation for semester honors.

Semester 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

### Honors Program

[www.CCD.edu/Honors](http://www.CCD.edu/Honors)

The CCD Honors Program was established in 1990 to recognize outstanding talent among CCD students and to provide a supportive, stimulating support community for them throughout their time at CCD.

Students in CCD's Honors Program go a step beyond the routine, turning ordinary courses into extraordinary learning experiences. Student transcripts will reflect the individual Honors courses and the overall completion of the Honors Program, providing recognition that will serve students as they transfer to other institutions, seek scholarships, and pursue career goals.

All CCD students are welcome in the program. To participate, students contract with individual instructors to do work above and beyond the ordinary class requirements. Once they have completed this supplemental work, the class will be transcribed as an "Honors course." There is no fee to join the Honors Program.

Students who complete the Honors Program (15 credits worth of Honors courses with a 3.5 or better cumulative GPA) will have their degrees and/or certificates awarded with Honors. Honors Program graduates receive special recognition in the CCD annual commencement program. Also, CCD's Honors Program can be transferred to MSU Denver's Honors Program.

To learn more, or contact the Honors Program Coordinator at 303.556.3861.

### National Society for Leadership and Success

The National Society for Leadership and Success (Sigma Alpha Pi) is the nation's largest leadership honor society. Students are selected by their college for membership based on either academic standing or leadership potential. Candidacy is a nationally recognized achievement of honorable distinction. With 496 chapters, the Society currently has 541,402 members nationwide.

### Phi Theta Kappa

[www.CCD.edu/PTK](http://www.CCD.edu/PTK)

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. 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.

For more information, interested and eligible students should visit CCD Phi Theta Kappa's Facebook page, Alpha Mu Mu, or visit [www.CCD.edu/PTK](http://www.CCD.edu/PTK).

## **Psi Beta**

Psi Beta is the national honor society in psychology for community and junior colleges. Its mission is to encourage professional development and psychological literacy of all students at two-year colleges through promotion and recognition of excellence in scholarship, leadership, research, and community service.

Psi Beta members gain recognition for achieving the honor of membership and are eligible for national awards, annual awards, and other benefits.

For more information, interested and eligible students should contact Student Life at 303.556.2597 for the name(s) of the faculty advisor(s).

## **Commencement**

[www.CCD.edu/Commencement](http://www.CCD.edu/Commencement)

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, visit [www.CCD.edu/Commencement](http://www.CCD.edu/Commencement) or contact the Admissions, Registration & Records office.

## Credit Completion Progress

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Recognizing the value of credit completion for all students with regard to retention, transfer, and credential attainment, CCD has established the following practices and procedures for measuring credit completion progress. Students must meet the standards of credit completion progress in order to be successful at CCD.

### Process

For students who have attempted fewer than 9 credit hours, CCD will monitor credit completion through an Alert process. These students are not subject to the Credit Completion Progress guideline.

Credit Completion Progress standards apply to all students who have attempted 9 or more credits at CCD, regardless of the number of term credits they attempt from that point forward. Credit Completion Progress standards will be applied consistently and uniformly within each CCCS college. CCD will determine Credit Completion Progress standards following the posting of the majority of term grades for each semester. Students placed on warning 1, warning 2, or warning 3 will be notified of their status. Credit Completion Progress status will be noted on the advising and unofficial transcripts only (it will not be noted on official transcripts). The Credit Completion Progress status of a student is specific to CCD and does not impact a student's enrollment at other CCCS colleges.

### Definitions

- Credit Completion Progress includes all credit bearing classes (developmental and college-level), which will be used to calculate the percentage of attempted credits passed. This includes summer-term courses.
- Only courses taken "in residence" will be used for this calculation; "In residence" means taken at CCD. Courses taken elsewhere and transferred in do not apply. The credit completion rate for this procedure will not necessarily match those used for financial aid purposes or athletic eligibility.
- Grades considered to be passing when computing the percentage of attempted credits passed are as follows: A, B, C, D, S/A, S/B, S/C, and S.
- Grades considered to be failing when computing the percentage of attempted credits passed are as follows: I, F, U/D, U/F, W, and AW.
- Course Completion Rate is calculated by dividing the total attempted credits by the number of credits successfully completed as per the definitions above.

### Standards

#### Initial Standing

Student has attempted fewer than 9 cumulative credit hours and will not be assessed for credit completion.

#### Good Standing

Student has attempted at least 9 cumulative credit hours and has a cumulative course completion rate of at least 50%.

#### Warning 1

Student has attempted at least 9 cumulative credit hours and has a cumulative course completion rate of less than 50% for the first time.

#### Warning 2

Student has attempted at least 9 cumulative credit hours and has a cumulative course completion rate of less than 50% for the second time.

#### Warning (Continued)

If a student on Credit Completion Warning passes 50% or more of their attempted term credits, but fails to raise their cumulative completion rate to 50%, they will be allowed to continue the next term, but will remain on Credit Completion Warning.

#### Warning 3

Student has attempted at least 9 cumulative credit hours and has a cumulative course completion rate of less than 50% for the third time.

## Warning Rules

- Students on Warning 1 will receive a communication regarding their credit completion status and will be given information on student support services at CCD.
- Students on Warning 2 will receive a communication regarding their credit completion status and will have a credit completion registration hold placed on their CCD student account. The student will not be able to make any changes to their student account until they meet with their Academic Advisor to appeal.
- Students on Warning 3 will receive a communication regarding their credit completion status and will have a credit completion registration hold placed on their CCD student account. The student will not be able to make any changes to their student account until they meet with their Academic Advisor to appeal. CCD reserves the right to limit the number of credit hours the student may enroll in when placed on Warning 3 status.
- Reviews of appeals are completed by the Academic Appeals Committee.
- Appeal forms can be found in the Document Library at [www.CCD.edu/StudentForms](http://www.CCD.edu/StudentForms).
- Completed Credit Completion Warning appeal documents should be turned in to the Academic Advising Center.

## Graduation Requirements

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### Catalog Requirements for Graduation

This catalog is effective summer semester 2017 through spring semester 2018. First-time students at CCD who are admitted during this period should use this catalog.

Continuing students who have not had a 12-month lapse in enrollment since first enrolling at CCD have the following "catalog of record" options for meeting their graduation requirements. A student may use the catalog in effect when the student

- is admitted to CCD;
- first registers at CCD;
- submits a Program of Study Change Request form;
- or applies 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 three years for certificate programs. Students who do not maintain continuous enrollment (attend at least one term during each 12 month period) must be readmitted and are subject to the catalog in effect beginning with the term for which they are readmitted.

CCD retains the right to cancel or change programs or course offerings where enrollments are insufficient or for any other reason. Each 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.

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 incomplete 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.

Mid-way through the fall or spring semester, the Admissions, Registration & Records office will research records of students who have 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.

Reverse Transfer allows students who have transferred from CCD to a Colorado four-year institution to combine credits from both institutions and apply them towards an associate's degree. This can be done either by opting in to the Degree within Reach program when notified by the four-year institution (students will only be eligible for the AA, AGS, or AS degrees) or

students may initiate this process by submitting their official transcript from a four-year institution along with a completed CCD Graduation Application to the CCD Admissions, Registration & Records Office.

## Graduation Checklist

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### Preparation Checklist

- Students are encouraged to meet with their Academic Advisor 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 Academic Advisor 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. Official transcripts must be submitted prior to the end of the semester of graduation. Students must check their unofficial CCD transcripts to ensure the transfer credit has been applied to their records.
- Prior Learning Assessment Credit (PLAC) may be applied toward a student's degree or certificate only after formal processing and granting of credit. The PLAC 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 is 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 new semester of graduation. All application deadlines apply.
- Degree/certificates may be picked up from Admissions, Records & Registration or will be mailed to students approximately eight weeks after grades have posted for the semester of graduation. All financial obligations to CCD or other Colorado Community College System (CCCS) colleges 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.
- Diplomas that are returned to CCD due to incorrect addresses will be held for one year, after which they will be destroyed.
- Duplicate copies of diplomas may be requested for \$25 each.

## Degree Requirements

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### Degree Requirements

All 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 ([www.CCCS.edu](http://www.CCCS.edu)) 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 Degree with Designation, or Associate of Science Degree with Designation.

### Associate Degree Requirements

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 Department Chair, Center Dean, or Academic Advisor 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. If a grade lower than a C is approved, it may nullify certain transfer agreements

and does not guarantee that it will be accepted at other institutions of higher education.

- 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.
- Prior Learning Assessment Credit 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 Academic Advisor 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 one quarter hour credit = 2/3 semester credit hour. Thus, a four 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 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 Academic Advisor 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 Academic Advisor 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 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 one quarter hour credit = 2/3 semester credit hour. Thus a four 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. Students with insufficient credit due to quarter hour conversions must speak with their Academic Advisor to see if they qualify for a course substitution.

## Check Your Progress Toward Graduation

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### How to Use Degree Works

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

1. Log into CCDConnect.
2. Click on the "Student" tab.
3. Click "Degree Works" in the "Steps to Graduate" box in the right-hand column.
  - The audit for officially declared program(s) will appear in a new window.
  - If a student is pursuing multiple programs (i.e. a certificate and an associate degree) or has changed their major in a previous term, the desired program can be selected from the "Program Type" drop-down box at the top of the page.
  - Note: If a student does not have a correct degree declared with Admissions, Registration & Records, the student may submit a "Program Change Form." It will take seven business days for Degree Works to be updated with the corrected degree.
4. Print the Degree Works audit by clicking "Print" at the top center of the page.

### What-If Audit

To see how 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.

1. Under the What-if "Program Type," select a degree option or click on "Certificate" for any of the certificate options.
2. For "Academic Year," select the year coursework was begun or the current academic year.
3. Select a specific "Program" or "Concentration," if applicable.
4. Click the "Process What-If" button.

## Learning Options

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To meet the diverse needs of students, CCD 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 lectures and/or labs on specific days and times. Regular classes run for 15 weeks during fall and spring semesters, and for 10 weeks during summer semesters. Classroom instruction includes a minimum of 15 hours of in-person contact per credit hour. Instruction may include lectures, small group discussions, labs, field trips, or other in-person delivery methods. Many traditional-style courses include online exercises.

### Hybrid Courses

Hybrid courses include both traditional-style, 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

Class participation and the exchange of ideas are the foundation of CCD online courses. CCD online courses have specific beginning and ending dates, and learners cover designated material with weekly due dates for assignments. Learners retain control over their daily schedules and do not need to be at the computer at a specific time on a specific day. Email access and computer literacy are required.

#### CCCOonline Courses

CCCOonline is a consortium of all the community colleges in Colorado. For more information, visit [www.CCCOonline.org](http://www.CCCOonline.org).

### Evening & Weekend Courses

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 and may meet for longer class sessions than traditional-style courses.

### Late-Start Courses

Late-start courses are designed to accommodate students who enroll after the term begins. Credit earned through late-start courses is identical to credit earned through any other CCD course. Class duration, start dates, and end dates vary; students should check the course schedule for complete details.

### Accelerated Courses

Accelerated courses offer fast-paced, intensive learning options for motivated students and are ideal for those who can work independently. Check class requirements and class dates, as some accelerated courses are also late-start courses.

### Inter-Institutional Courses with MSU Denver & CU Denver

CCD and neighboring institutions, Metropolitan State University of Denver (MSU Denver) and University of Colorado Denver (CU Denver), have an inter-institutional agreement that allows CCD students to take select courses at MSU Denver or CU Denver if space is available. The tuition will be paid at CCD, excluding any fees that may be required. MSU Denver and CU Denver students can also take select courses at CCD, if space is available. For instructions on how to register for inter-institutional courses, please refer to Inter-Institutional Registration.

## Special Academic Programs

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### Army Reserve Officers' Training Corps (AROTC)

The Military Science Army Reserve Officers' Training Corps (AROTC) Program is offered on the Auraria Campus to all interested students 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 of 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.

Applications for second- and third-year scholarships are open to all community college students, but acceptance of an AROTC scholarship requires enrollment at a four-year, degree-granting university. For more information about scholarships, contact the Enrollment/Scholarship officer at 303.492.3549.

Since AROTC classes at Auraria Campus are taught at MSU Denver, students must register using the inter-institutional process, which incurs no additional costs. The AROTC classes at CCD use the ARM prefix (MSU Denver uses MILR).

For assistance with the inter-institutional registration process, contact CCD's Admissions, Registration & Records office at 303.556.2420.

More information about AROTC is available by contacting the Department of Military Science office at 303.352.7419.

### Developmental Education Program

CCD has a comprehensive developmental education program for students who need to upgrade reading, English, math, and/or study skills. It includes:

- an evaluation or assessment of a student's basic academic skills;

- an interpretation of assessment test results by skilled faculty and advisors;
- skill development courses in reading, mathematics, writing, and study skills;
- support with computer-assisted instruction;
- preparation for GED; and
- English-as-a-Second-Language instruction and support.

For more information, contact the Testing Center, Academic Advising, the Center for Math & Science (303.556.3812), or the Center for Arts and Humanities (303.556.2473).

## Experiential Learning

Experiential learning is education that emphasizes personal experience of the learner rather than learning from lectures, books, and other second-hand sources. This includes cooperative education, academic internships, apprenticeships, and registered apprenticeships. For more information, students should contact their Academic Advisor and review the Internship Handbook.

## Honors Program

The CCD Honors Program was established in 1990 to recognize outstanding talent among CCD students and to provide a supportive, stimulating community for them throughout their time at CCD.

Students in CCD's Honors Program go a step beyond the routine, turning ordinary courses into extraordinary learning experiences. Student transcripts will reflect the individual Honors courses and the overall completion of the Honors Program, providing recognition that will serve students as they transfer to other institutions, seek scholarships, and pursue career goals.

All CCD students are welcome in the program. To participate, students contract with individual instructors to do work above and beyond the ordinary class requirements. Once they have completed this supplemental work, the class will be transcribed as an "Honors course." There is no fee to join the Honors Program.

Students who complete the Honors Program (15 credits worth of Honors Courses with 3.5 or better cumulative GPA) will have their degrees and/or certificates awarded with Honors. Honors Program graduates receive special recognition at CCD's annual commencement ceremony. Also CCD's Honors Program can be transferred to MSU Denver's Honors Program.

To learn more, please visit [www.CCD.edu/Honors](http://www.CCD.edu/Honors) or contact the Honors Program Coordinator at 303.556.3861.

## Transfer Options

### Transferring to Four-Year Institutions

CCD's Associate of Arts (AA) and Associate of Science (AS) 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 (AAS) or Associate of General Studies (AGS) degree may transfer.

### Transfer Success Center

[www.CCD.edu/Transfer](http://www.CCD.edu/Transfer) | 303.556.2461

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), and students' assigned Academic Advisor in 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.

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.

### Colorado Community College System (CCCS)

[www.CCCS.edu](http://www.CCCS.edu)

Visit the CCCS for links to some of the four-year institutions that have articulation or transfer agreements with CCD.

### Colorado Department of Higher Education

[www.HigherEd.Colorado.gov](http://www.HigherEd.Colorado.gov)

Additional information about statewide guaranteed transfer and articulation agreements is available at the Colorado Department of Higher Education.

## Statewide Transfer Articulation Agreements / Degrees with Designation

A Statewide Transfer Articulation Agreement is an agreement among Colorado community colleges and universities. These agreements allow a student to graduate from a community college with a 60-credit Associate of Arts (AA) or Associate of Science (AS) degree with designation, such as an Associate of Arts in Business; enroll with junior status at a university; and complete the bachelor's degree in no more than an additional 60 credits (for a total of 120 credits). If a student attends full-time (15 credits per semester) and follows the structured schedule, the student can complete a bachelor's degree in four years.

Note: Some bachelor's degrees require more than an additional 60 credits to complete. When in doubt, students are encouraged to speak to their Academic Advisor. Information can also be found at the CCCS website: [www.cccs.edu/current-students/transfers-articulations/](http://www.cccs.edu/current-students/transfers-articulations/)

Students should see their Academic Advisor in the Academic Advising Center for a list of applicable degrees. If students have not selected a major or are unsure about who their Advisor is, they should visit the Academic Advising Center in the Confluence building for assistance in getting connected. CCD has special articulation or transfer agreements as well. Please connect with an Academic Advisor for more information.

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

Prior Learning Assessment Credit, 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 for statewide agreements and transfer of credits in general.

## Transferring Credit to CCD

### Guidelines

CCD adheres to the following guidelines and policies for the evaluation of transfer credit:

- CCD will also accept secure, certified electronic transcripts for credit evaluation. Students should order their official transcript(s) to be sent to [Transcripts@ccd.edu](mailto:Transcripts@ccd.edu) ([transcripts@ccd.edu](mailto:transcripts@ccd.edu)). This method is only for colleges that use any of the of the following methods for sending transcripts: Parchment, E-Transcripts, Credentials Solutions, Inc., National Student Clearinghouse. Transcripts emailed directly from the student are not considered official.
- CCD will accept transfer credit from post-secondary institutions accredited by one of the seven regional accrediting associations. Credits earned at nationally accredited or unaccredited institutions may be considered for transfer, and will be evaluated on a course-by-course basis.
- 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 of 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](http://www.CCCS.edu).
- CCD will perform a transfer credit evaluation only after the student has been admitted to CCD, declared a program of study, and submitted

official transcripts from their prior school(s). Students are responsible for requesting official transcripts from their prior school(s).

- 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. Students must obtain their own copy of transcripts for testing and/or advising purposes.
- Transcripts are evaluated 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 an Academic Advisor to determine if, and how, the accepted transfer credit will apply to their intended program.
- Only those courses that apply to the selected degree or certificate program will be transferred into CCD. Additional courses may be transferred in if they satisfy course prerequisites or if they are similar to required courses.
- Courses must have a grade of C or better to be considered for transfer.
- 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.
- Credit for remedial, developmental, preparatory, or non-college-level coursework is not transferable to CCD.
- Graduate and/or doctoral level course work will not automatically transfer into CCD. These credits must receive approval 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 section.
- 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.
- Transfer credit evaluations will only be assessed in person. The college will not provide any official evaluation via phone, e-mail, or fax.

## Transfer of Credits from Area Vocational Technical Schools

Students who complete the technical coursework contained in a state-approved career and technical education certificate program at one of the three Area Vocational Technical Colleges (AVTC) can take additional academic credit hours at CCD and earn an AAS degree in Applied Technology. The three AVTC are: Emily Griffith Technical College, Pickens Technical College, and Delta-Montrose Area Technical College. Credits for a certificate completed at the AVTS are transferable 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 appropriate Academic Advisor.

## Transfer of International Credits

- Students who have attended international institutions and want their transfer credits evaluated must first have the international transcripts translated and evaluated by a recognized member of the National Association of Credential Evaluation Services (NACES) and have an official copy of their course-by-course credit evaluation report sent directly to CCD. Any translations or evaluations completed by companies that are not members of NACES will not be accepted by CCD for transfer credit review purposes.
- A complete list of approved NACES members can be found at [www.NACES.org](http://www.NACES.org).
- CCD will perform a transfer credit evaluation only after the student has been admitted to CCD, declared a program of study, and submitted an official copy of their NACES course-by-course credit evaluation report.

- Students may also be required to provide English-translated course descriptions for courses that they wish to have transferred.

## Time Limits on Transfer Credits

### Health Sciences

Science prerequisites for the Dental Hygiene, Medical Office Technology, and Veterinary Technology programs must be no older than seven years.

### Business Technology

It is recommended that courses applied to Business Technology degrees and certificates be no more than five years old.

### Early Childhood Education

It is recommended that courses applied to Early Childhood Education programs be no more than seven 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.

## Prior Learning Assessment Credit (PLAC)

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. Prior Learning Assessment Credit may be earned through standardized tests, challenge exams, published guides, or portfolio assessment. Students must have applied to CCD and declared a major. PLAC will only be awarded for courses in a student's declared degree or certificate.

### Types of Credit

#### Standardized Tests

##### *Advanced Placement Program (AP)*

Students can receive credit through AP examinations completed while in high school.

##### *International Baccalaureate (IB)*

CCD recognizes the International Baccalaureate program and accords special consideration for students presenting IB credentials on an individual basis.

##### *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.

##### *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.

**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](http://www.CCCS.edu).**

## 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 \$45 per credit hour.

## 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.

## 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 subject matter expert in the appropriate program area evaluates the portfolio and determines what, if any, credit will be given.

A student may use Prior Learning Assessment Credit to fulfill all degree/certificate graduation requirements except for the mandatory 25 percent residency requirement. For more details on Prior Learning Assessment options, students should contact their Academic Advisor who will begin the paperwork and get them connected to the Senior Advisor in their Advising Pathway for completion of this process.

*Note: Credit evaluated for general acceptance may or may not be applicable to specific degree or certificate programs.*

## Student Support Services

There are numerous Student Support Services to assist students throughout their time at CCD. These consist not just of CCD Resources, but also Campus Resources to help students get around the Auraria Campus. Use the Helpful Terms below to get started.

## Helpful Terms

### Academic Advisor

Advising experts serving new and continuing students based on CCD's Advising Pathways and students' declared majors/programs. They serve as the main point of contact to help students confirm their choice of major/program, discuss placement test results, complete an academic plan, understand academic policies and procedures, track their progress towards graduation or transfer, provide support as needed, and connect to campus resources. Ideally, based on CCD's 1 student, 1 Advisor model, students will connect with one Academic Advisor throughout their entire academic career at CCD.

### Academic Calendar

[www.CCD.edu/Academic-Calendar](http://www.CCD.edu/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, registration, and grading policies are set in accordance to the academic calendar. Not all classes follow the traditional 15-week (or 10-week in summer) schedule.

### Academic Progress

Academic Progress is a College policy that dictates the minimum GPA students must maintain to continue enrollment at CCD. Failure to meet Academic Progress requirements could affect financial aid eligibility.

### Academic Year

Students are assigned an academic year depending upon the number of college-level credit hours 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 on which students can drop a class and receive a refund. Classes dropped before the census date will not appear on a student's academic record. Students who withdraw from a class after census date will not receive a refund. Withdrawn classes will appear on the academic record with a grade of W. The census date varies depending upon the length of the class. Students should refer to their schedule of classes to determine the census date for each class.

## Corequisite

If a course has a corequisite, students must take the course simultaneously with another. It is the student's obligation to know and meet course corequisites as stated in the course description section of the CCD Catalog and the web course schedule. Corequisites will be checked at registration and the student may be dropped if the corequisite is not met.

## College-Level Courses

Courses numbered 100 or higher (ex. 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. 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

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 as the following:

- 12 credits is full-time
- 9 credits is three-quarter time
- 6 credits is half-time
- Fewer than 6 credits is less than half-time

## Developmental Courses

Courses numbered below 100 (ex. MAT 050). Grades received in developmental courses are not used when calculating GPA and these courses cannot be used to satisfy graduation requirements.

## Drop Date

See "Census Date" above

## Emancipation

For tuition classification (residency) purposes, unmarried students under the age of 23 whose parents do not live in Colorado who are emancipated are eligible to establish their own domicile upon reaching 22 years of age. Students may only establish domicile after being emancipated. Thus, an individual emancipated at age 22 may be considered for in-state tuition based on their domicile in Colorado after turning 23.

## FAFSA

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

## FERPA

Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law that protects the privacy of a student's education records.

**GPA**

Grade Point Average (GPA) is 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 courses to transfer back to the home institution.

**Inter-Institutional Registration**

CCD students may take select college-level courses at MSU Denver, Colorado School of Mines, or CU Denver under the inter-institutional agreement, if space is available. Under this agreement, MSU Denver and CU Denver students may take select college-level courses at CCD, if permitted by their home institution.

**Late Start/Accelerated**

Courses designated as Late Start/Accelerated have varying start and end dates compared to the traditional 15-week semester courses.

**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.

**Prerequisite**

If a course has a prerequisite, students must have certain knowledge to be successful in the course. The prior knowledge may be demonstrated through a test score or a successful completion of a prior course (ex. must have completed CCR 092 with a grade of C or better). Completion of the prerequisite is required prior to enrolling in the course. Grades of U/D, U/F, D, F, W, or Incompletes are not acceptable. It is the student's obligation to know and meet course prerequisites as stated in the course description section of the CCD Catalog and the web course schedule. Prerequisites will be checked at registration and the student may be dropped if a prerequisite is not met.

**Sequence**

Set of two or more courses in one subject area usually taken in numerical order (ex. 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 stop attending classes without withdrawing 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.

**CCD Resources****Academic Technology Center (ATC)**

The Academic Technology Center, located in Boulder Creek Building, Room 104, provides access to computers for all students. Students can access e-mail, print class work, access Desire2Learn (D2L), 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.

**Accessibility Center**

[www.CCD.edu/Access](http://www.CCD.edu/Access) | 303.556.3300

The Accessibility Center provides accommodations and services to students with documented disabilities in order to provide equal access to 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 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.

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).

**Questions?**

Patty Davies  
Director of Human Resources  
Title IX/Title VII/ADA/Sec 504 Coordinator  
Administration Building, Room 310  
Campus Box 240  
P.O. Box 173363  
Denver, CO 80217-3363

Telephone: 303.352.3310

Or

Office for Civil Rights  
U.S. Department of Education  
1244 Speer Blvd., Suite. 300  
Denver, CO 80204-3582

US Department of Education (Office of Civil Rights) | <http://www2.ed.gov/about/offices/list/ocr/know.html>

**Campus Tours**

[www.CCD.edu/Schedule-Your-Visit](http://www.CCD.edu/Schedule-Your-Visit) | 303.352.3166

Campus Tours are available to prospective students and their families. Individual or group tours are available. Campus Tours include an informal presentation about CCD services and a tour of the Auraria Campus.

**Career and Technical Tutoring Services (CTTS)**

Career and Technical Tutoring Services (CTTS) provides free individualized and small group tutoring in many 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.

**Career Development Center**

[www.CCD.edu/Career](http://www.CCD.edu/Career) | 303.352.3306

The Career Development Center (CDC) helps students find their career and academic path and gain career experience. It also assists with job search preparedness skills such as resume writing and interviewing. The CDC provides career workshops and advising sessions. The CDC also 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.

**College Pathways**

[www.CCD.edu/CollegePathways](http://www.CCD.edu/CollegePathways) | 303.352.3301

College Pathways is CCD's concurrent enrollment program. Concurrent enrollment students can take CCD classes at their high school campus, as well as on the Auraria campus, and college credits may be used for high school credits.

The Concurrent Enrollment Programs Act of 2010 is intended 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 in order to allow students who have met the graduation requirements of their high schools, 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.

For more information, students should contact either the professional school counselor at their high school or CCD's College Pathways office.

### Cyber Center

The Cyber Center, located on the first floor of the Confluence building, is a bank of 40 computers that serves as CCD's Registration Lab for new and current students. Students can access CCD's website, CCDConnect, and student email year round to stay up to date on the college's important dates and events. While students cannot print classwork or access D2L in the Cyber Center, they can apply to CCD as well as complete important registration and financial aid requirements during the steps to enrollment process. The Cyber Center is surrounded by the Offices of Admissions, Registration & Records, Financial Aid & Scholarships, Academic Advising Center, Cashier's Office, Accessibility Center, and the Testing Center to serve as a one-stop-shop for students to get a successful start at CCD.

### Foundational Skills Institute

www.CCD.edu/GED | 303.556.3805

The Foundational Skills Institute conducts high school equivalency test preparation classes, community English-as-a-Second-Language (ESL) classes, and basic math skills classes. More information, including locations, class schedules, and admission requirements is available online.

### Resource Center

www.CCD.edu/RC | 303.556.4964 | Cherry Creek 141

The Resource Center's mission is to enhance the academic success of all students at the Community College of Denver. Staff are available to assist students throughout their whole college journey -- from application to graduation.

Programs and services of the Resource Center are holistic; the delivery of services utilizes a wrap-around approach to assist the student in areas relating to academic wellness, financial wellness, and personal wellness. Students are assigned a Retention Specialist and receive guidance and coaching with the following: academic advising, course selection, graduation and transfer planning, understanding the financial aid process, financial aid and scholarship assistance, budgeting, career planning, time management, study skills, access to tutors, test taking skills, access to campus and community events and resources, and opportunities to participate in community service projects.

- The First Year Experience Program - Guides the transition into college for all first-time college students.
- The Link - Provides links to on campus and off campus resources that will enhance the academic success of all students at CCD.
- The Denver Scholars Program - Assists students so that they keep their scholarships and maintain success as college students.
- Student Success Workshops - Free workshops to strengthen wellness in students' academic, personal, and financial lives. The workshops are available to all students at CCD.

### Student Life

www.CCD.edu/StudentLife | 303.556.2597 | Tivoli Student Union, Room 309

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

- Referrals for day care, health, housing, and employment services
- In-house food bank and textbook lending library to help students who are struggling financially
- Student Government Association
- Student organizations and clubs
- Leadership training
- Student conduct procedures oversight

### Testing Center

www.CCD.edu/Testing

The Testing Center offers a variety of testing services, including:

- Assessment testing for English, reading, and math placement
- Placement exams for Spanish, French, Chinese, and biology

- Prior Learning Assessment, such as CLEP and DANTES
- Licensure exams and entrance exams, such as the Graduate Record Exam (GRE) and Test of English as a Foreign Language (TOEFL)
- GED testing
- Test proctoring for CCD and distance learning students

### 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 through their student account at www.CCD.edu/Transcripts.

Transcripts will not be released for students who have financial 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 30 days of the request.

### Service Options Available

Service Option (electric or paper)	Delivery Option	Service Charge <sup>1</sup>
Electronic Transcript	Electronic	\$3.00 each
Paper Transcript (Mailed)	Standard USPS	\$3.00 each
Paper Transcript	Pick-up	\$10.00 each
Paper Transcript with Attachment (Mailed)	Standard USPS	\$10.00 each
Paper Transcript with Attachment	Pick-up	\$10.00 each

<sup>1</sup> Prices subject to change. Expedited mailing incurs an additional fee.

### Transfer Success Center

www.CCD.edu/Transfer | 303.556.2461

The Transfer Success Center (TSC) provides services, tools, and resources designed to support students transferring to any four-year college or university. Specific service areas include

- transfer advising and planning
- tours to four-year institutions
- college fairs
- monthly recruiter visits from in-state and out-of-state colleges
- transfer sessions, events, and activities

### TRIO Program

TRIO Programs - Funded by the U.S. Department of Education

### Educational Opportunity Center (EOC)

www.CCD.edu/EOC | 303.352.8746 (TRIO) | Cherry Creek Building, Suite 137

The Educational Opportunity Center (EOC) is a community service program that provides educational planning, information, and assistance. These services, which are free and open to the general public, include:

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

**Student Support Services (SSS)**

www.CCD.edu/TRIO | 303.352.TRIO

The Student Support Services (SSS) program serves low-income, first-generation college students, and students with documented disabilities. The SSS staff and peer mentors provide students with many services, including:

- academic advising and course selection
- financial aid application assistance
- scholarship search assistance
- career guidance and exploration
- workshops on college and life survival skills
- and much more

**Summer Bridge Program**

www.CCD.edu/SummerBridge | 303.352.TRIO

Prior to each fall semester, as part of SSS, a Summer Bridge Program is offered to provide a foundation for a successful college education. This program serves freshmen and returning students who enter CCD in either summer or fall semesters. In this program, students prepare to take classes, learn about financial assistance, explore career options, participate in a variety of enrichment activities, and learn about student services at CCD.

**Tutoring Centers at CCD**

CCD's Tutoring Centers provide individual tutoring and software programs that help students to develop effective strategies to achieve academic success. Located on the 4th floor of Confluence, tutors address students' individual learning needs in the following areas:

- English-as-a-Second-Language (ESL) tutors help with pronunciation, conversation, grammar, reading, writing, and computer skills.
- Foundational Skills Institute (Colorado High School Equivalency Diploma) classes prepare students to pass the GED tests and earn a Colorado High School Equivalency Diploma in the Foundational Skills 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.
- Student Success Center tutors help students strengthen reading, note-taking, organization, and test-taking skills.
- Writing Center tutors help students plan, compose, and revise their college papers.
- Brainfuse is a free online tutoring service available to help CCD students with math, all types of writing, and many other subjects. Students can access Brainfuse through their Desire2Learn account.

**Veteran Support Services**

www.CCD.edu/Veterans

Veterans seeking Veterans Affairs (VA) educational benefits must apply through the VA website (www.GiBill.va.gov). It is the veteran's responsibility to assemble and submit all needed materials to the VA Regional Office and CCD's VA Certifying Official.

CCD's VA Certifying Official provides information about veterans' benefits and certifies enrollment throughout the veteran's attendance at the college. It is the veteran's responsibility to notify CCD's 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. Although students may apply for advanced payment, the VA may not issue funds prior to the first day of class. Students must pay their tuition in full or set up a payment plan by the deadline posted in the Admissions and Registration Guide.

For more information, visit the VA Certifying Official in the Admissions, Registration & Records office, or visit www.CCD.edu/Veterans.

**Required Documentation**

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

- 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 six to eight weeks after the student has applied for benefits).
- VA Enrollment Form (available at www.CCD.edu/Veterans).
- Notice of Student Responsibility Form (available at www.CCD.edu/Veterans).
- Copy of DD 214 member 4

**Course Selection**

The VA does not generally pay for courses that are not required for the student's program of study. 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 developmental courses. Only developmental courses taken on campus are eligible for VA benefits.

CCD's VA Certifying Official will send certification of classes to the VA once the student has registered and submitted the required documentation. If students increase or decrease their credit hours after the initial certification has been submitted, it can result in significant delays to benefits and may also increase the likelihood of overpayment.

**Attendance**

Students who stop attending class but do not officially withdraw will earn an F grade for the course. Veterans who fail to inform CCD's VA Certifying Official that they have stopped attending a course may receive an overpayment or debt notification from the VA.

**Overpayment**

An overpayment may occur if a student withdraws, drops, or decreases the amount of credit hours for which they are registered. Courses dropped on or after the start date will create a student debt. It is the responsibility of the student to pay back the VA if an overpayment occurs. For questions concerning this, please ask CCD's VA School Certifying Official.

**Veterans' Academic Standards of Progress**

Students using VA educational benefits are responsible for following CCD's Academic Progress Policy, which explains student GPA requirements and academic probation processes.

**Special Grades**

AU - The VA will not certify a grade of AU, which indicates that a course was audited or taken for no credit.

I - An incomplete or I grade must be made up no later than the next consecutive 15-week semester. If an I grade is not completed during the required period, the I will become an 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.

**Mitigating Circumstances for Veterans**

When mitigating circumstances prevail, CCD will attempt to intervene on behalf of the veteran with the Veterans Administration. Mitigating circumstances (as defined by P.L. 94-502) that directly hinder an eligible veteran's or dependent'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 dependent.
- serious illness or death in the eligible veteran's or other dependent's immediate family.
- immediate family or financial obligations that require a change in terms or place of employment and preclude the veteran or dependent 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 CCD's VA Certifying Official, or consulted a CCD

Academic Advisor in an attempt to remedy the unsatisfactory work before withdrawal or completion.

## Campus Services

### Auraria Higher Education Center

www.AHEC.edu

The Auraria Campus is a dynamic and vibrant higher education community located in the heart of downtown Denver. The 150-acre campus is shared by three separate and distinct institutions of higher learning: Community College of Denver, Metropolitan State University of Denver, and University of Colorado Denver. The Auraria Higher Education Center is a separate state entity whose role is to provide and manage shared services, facilities, and property to support these prominent institutions in achieving their goals. The collective student population is nearly 42,000, with an additional 5,000 faculty and staff.

### Auraria Early Learning Center

www.AHEC.edu | 303.556.3188

The Auraria Early Learning Center 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 one to six. During the summer semester, a summer camp program is offered for children up to eight years of age.

### Auraria Library

Library.Auraria.edu

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 one 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 can be found at the Auraria Library website, Library.Auraria.edu.

### Ask Us Desk

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 from national libraries, via interlibrary loan, and more. Self check-out machines are available to expedite borrowing library books.

For more in-depth research questions, visit the "Research Help Desk" or go to the "Ask A Librarian" website Library.Auraria.edu/services/researchhelp where students can 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 303.556.2639.

### LGBTQ Student Resource Center

www.GLBTSS.org | 303.556.6333 Tivoli Student Union, Room 213

LGBTQ Student Resource Center provides the following services to the Auraria campus:

- Support Services – Addresses issues concerning coming out, HIV/AIDS, relationships, transphobia, homophobia, etc. for LGBTQ students, friends, and families.
- Advocacy – Supports LGBTQ students in discrimination and harassment situations and works to improve the advocacy system on campus.
- Resource Center – Provides information related to LGBTQ 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 LGBTQ Awareness Month, Safe Zone Ally trainings, Welcome Back receptions, leadership training, panels, speakers, and entertainment.

### Health Center at Auraria

www.MSUDenver.edu/HealthCenter | 303.556.2525 Plaza Building, Suite 150, on the lower level

CCD students who are enrolled in at least one credit hour and have a current student ID are eligible for services at the Health Center at Auraria. The facility is staffed by physicians, physician assistants, nurse practitioners, radiology technologists, and medical assistants. The Health Center provides low-cost services. These include, but are 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-rays.

Payment is required at time of service. While student health insurance is not required to use the Health Center at Auraria, 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

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 in order to ensure the health and safety of all students, faculty, and staff.

### Parking & Transportation Services at Auraria

www.AHEC.edu/Parking | 303.556.2000 | The Parking Office, located on the first floor of the 7th Street Parking Garage

Parking is available in daily fee lots, ranging in price from \$3.25 to \$10.00. There are three parking garages that are available for a daily fee: the 5th Street Parking Garage (located at Walnut and 5th Street), 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.

Prospective students who come to the Auraria Campus for services 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 (303.556.2001), and
- free campus shuttle service for evening students on the Auraria Night Rider Service (Monday through Thursday, dusk to 10 p.m.) (303.556.2001).

### The Phoenix Center at Auraria

www.ThePCA.org | 303.556.6011 | Tivoli Student Union, Room 227

24/7 Free & Confidential Helpline: 303.556.CALL (2255)

The Phoenix Center at Auraria 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. The Phoenix Center at Auraria does not discriminate and provides services to all who need them. 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 at Auraria also provides academic advocacy and facilitates discussions to assist students in feeling safe on campus.

# PROGRAMS & COURSES

## About This Section

CCD students can choose from more than 100 degrees and certificates in 45 different programs of study that prepare them for a new career or for transfer to a four-year school.

### Start Here

- Academic Programs A-Z
- Academic Terms
- Certificates & Degrees
- Courses A-Z

## Academic Centers

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### Center for Arts & Humanities | 303.556.3850

Ruthanne Orihuela, Executive Dean

Art - Visual Art | 303.556.2530

Lincoln Phillips | Lincoln.Phillips@ccd.edu

### Communication | 303.556.5439

Adam Glick | Adam.Glick@ccd.edu

### College Composition & Reading (CCR) | 303.556.4709

Bret Hann | Bret.Hann@ccd.edu

### English | 303.556.3748

Stephen Thomas | Stephen.Thomas@ccd.edu

### English as a Second Language (ESL) | 303.352.3335

Roberta Ware | Roberta.Ware@ccd.edu

### Graphic Design | 303.352.3075

John Kjos | John.Kjos@ccd.edu

### Humanities, Literature, Philosophy | 303.556.3860

Michael Mackey | Michael.Mackey@ccd.edu

### Journalism | 303.556-5495

Kristi Strother | Kristi.Strother@ccd.edu

### World Language | 303.556.5421

Erin Farb | Erin.Farb@ccd.edu

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### Center for Career and Technical Education (CCTE) | 303.352.3221

James "Jim" Kynor, Dean

Accounting | 303.556.3826

Jacob S. Webb | Jacob.Webb@ccd.edu

### Architecture/Engineering (AEC)/Computer Assisted Design (CAD) | 303.556.3586

Mark Broyles | Mark.Broyles@ccd.edu

### Business Technology Education | 303.556.3829

Jackie Carpio | Jackie.Carpio@ccd.edu

### Business Administration, Economics, Management and Marketing | 303.556.6858

Carol Miller | Carol.Miller@ccd.edu

### Criminal Justice | 303.352.3194

Thomas Williams | Thomas.Williams@ccd.edu

### Early Childhood Education | 303.352.3910

Anne Fulton | Anne.Fulton@ccd.edu

### Engineering Graphics | 303.556.8393

Rick Glesner | Rick.Glesner@ccd.edu

### Information Technologies/Computer Information Systems | 303.556.3267

Mohammad Alsaffar | Mohammad.Alsaffar@ccd.edu

Mary Murphy | Mary.Murphy@ccd.edu

### Advanced Manufacturing | 303.289.1125

Anthony Rubino | Anthony.Rubino@ccd.edu

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### Center for Health Sciences | 303.365.8388

Stephanie Harrison, Dean

Dental Hygiene | 303.365.8334

Michelle Kohler | Michelle.Kohler@ccd.edu

### Health and Wellness | 303.365.8391

Michelle Hoffer | Michelle.Hoffer@ccd.edu

### Nurse Aid/Medical Office Technology | 303.365.8390

Derek Patton | Derek.Patton@ccd.edu

### Radiation Therapy | 303.365.8356

Don McCoy | Donald.Mccoy@ccd.edu

### Radiologic Technology, Computed Tomography & Mammography | 303.365.8372

Lorraine Yost | Lorraine.Yost@ccd.edu

### Veterinary Technology | 303.365.8374

Shannon Burkhalter | Shannon.Burkhalter@ccd.edu

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### Center for Math & Science | 303.556.3819

Heidi Loshbaugh, Dean

Advanced Academic Achievement | 303.352.4046

Brenda Garrison | Brenda.Garrison@ccd.edu

### Astronomy, Geology, Physics | 303.556.2466

Steffanie Peterson | Steffanie.Peterson@ccd.edu

### Biology | 303.352.3168

Terry Williams | Terry.Williams@ccd.edu

### Integrated Science | 303.556.5432

Mark Haefele | Mark.Haefele@ccd.edu

### Mathematics | 303.556.5514

Teresa Adams | Teresa.Adams@ccd.edu

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**Center for Performing Arts, Behavioral & Social Science | 303.352.3064**

**Bob Studinger, Dean**  
**Anthropology, Sociology, Women's Studies | 303.352.3056**

Danielle Langworthy | Danielle.Langworthy@ccd.edu

**Dance, Music, Theatre | 303.556.3856**

Cathleen Whiles | Cathleen.Whiles@ccd.edu

**Geography, History, Political Science | 303.556.3859**

William Ashcraft | William.Ashcraft@ccd.edu

**Human Services | 303.556.4581**

Leigh Sinclair | Susan.Sinclair@ccd.edu

**Paralegal | 303.352.3054**

Stacey Beckman | Stacey.Beckman@ccd.edu

**Psychology | 303.352.3064**

Jeffery Froyd | Jeff.Froyd@ccd.edu

## List of Academic Programs

Program Name	Degree Type
Accounting	AAS
Accounting - Bookkeeping/Payroll	Certificate
Accounting - Tax Preparation	Certificate
Advanced Manufacturing - See Engineering Graphics (CAD), Machine Technologies, Fabrication Welding	
Anthropology Designation	AA <sup>1</sup>
Applied Technology	AAS
Architectural Technologies	AAS
Architectural Technologies - Basic Architectural Technologies	Certificate
Architectural Technologies - Intermediate Architectural Technologies	Certificate
Architectural Technologies - Architectural Technologies Professional Development	Certificate
Architectural Technologies - Architectural Technologies Architecture Professional Studies (ARE PREP)	Certificate
Architectural Technologies - REVIT	Certificate
Architectural Technologies - Architectural Computer Visualizations	Certificate
Art History Designation	AA <sup>1</sup>
Art - Studio Art Designation	AA <sup>1</sup>
Associate of Arts	AA
Associate of General Studies	AGS
Associate of Science	AS
Biology Designation	AS <sup>1</sup>
Business Administration - Management	AAS
Business Administration - Marketing	AAS
Business Administration - Real Estate	AAS
Business Administration - Customer Service	Certificate
Business Administration - Entrepreneurship	Certificate
Business Administration - Retail Management	Certificate
Business Designation	AA <sup>1</sup>
Business Technology - Administrative Professional	AAS
Business Technology - Legal Administrative Assistant	AAS
Business Technology - Healthcare Administration	AAS
Business Technology - Administrative Assistant	Certificate
Business Technology - Office Assistant	Certificate

Business Technology - Healthcare Administration	Certificate
Chemistry Designation	AS <sup>1</sup>
Communication Designation	AA <sup>1</sup>
Computer Information Systems	AAS
Computer Information Systems - Computer Technology	Certificate
Computer Information Systems - Cybersecurity	Certificate
Criminal Justice	AAS
Criminal Justice Designation	AA <sup>1</sup>
Criminal Justice - Homeland Security	Certificate
Dental Hygiene	BAS
Dental Hygiene	AAS
Early Childhood Education	AAS
Early Childhood Education - Early Childhood Education Director	Certificate
Early Childhood Education - Early Childhood Education Teacher, Level I	Certificate
Early Childhood Education - Early Childhood Education Teacher, Level II	Certificate
Early Childhood Teacher Education Designation	AA <sup>1</sup>
Economics Designation	AA <sup>1</sup>
Elementary Education Designation	AA <sup>1</sup>
Engineering Graphics - Mechanical Designer	AAS
Engineering Graphics - Intermediate Mechanical Designer	Certificate
Engineering Graphics - Basic Mechanical Designer	Certificate
Engineering Graphics - Inventor	Certificate
Engineering Graphics - Solidworks	Certificate
Engineering Graphics - Scanned Input 3D Modeling	Certificate
English-Literature Emphasis Designation	AA <sup>1</sup>
Fabrication Welder	AAS
Fabrication Welder - Basic Welding	Certificate
Fabrication Welder - Intermediate Welding	Certificate
Fabrication Welder - ARC Welder	Certificate
Fabrication Welder	Certificate
Fermentation Science Designation	AS <sup>1</sup>
Food, Nutrition & Wellness	Certificate
French Designation	AA <sup>1</sup>
Geography Designation	AA <sup>1</sup>
Geology Designation	AS <sup>1</sup>
Graphic Design	AAS
Graphic Design	Certificate
History Designation	AA <sup>1</sup>
Human Services Transfer Degree	AAS
Human Services Pre-Social Work Degree	AAS
Human Services	Certificate
Information Technology	AAS
Information Technology - Computer Service and Support	Certificate
Information Technology - Healthcare	Certificate
Information Technology - Network Security	Certificate
Journalism (See Multimedia Journalism)	Certificate
Machine Technologies - CNC Manufacturing	AAS
Machine Technologies - CNC Management	AAS
Machine Technologies - Basic Machining	Certificate
Machine Technologies - Intermediate Machining	Certificate
Machine Technologies - CNC Machine Tool Operator	Certificate
Machine Technologies - Industrial Maintenance Technologies	Certificate
Machine Technologies - Multi Axis Lathe	Certificate
Machine Technologies - CNC Wire EDM	Certificate
Machine Technologies - Five Axis Milling Machine	Certificate
Mathematics Designation	AS <sup>1</sup>
Medical Assisting	AAS

Medical Assisting	Certificate
Multi-Media Journalism	Certificate
Music Designation	AA <sup>1</sup>
Nurse Aide	Certificate
Paralegal	AAS
Paralegal - Transfer	AAS
Paralegal - General Paralegal	Certificate
Philosophy Designation	AA <sup>1</sup>
Phlebotomy	Certificate
Physics Designation	AS <sup>1</sup>
Political Science Designation	AA <sup>1</sup>
Psychology Designation	AS <sup>1</sup>
Psychology Designation	AA <sup>1</sup>
Radiation Therapy	Certificate
Radiologic Technology	AAS
Radiologic Technology - Computed Tomography, Non-distance	Certificate
Radiologic Technology - Computed Tomography, Distance	Certificate
Radiologic Technology - Mammography	Certificate
Sociology Designation	AA <sup>1</sup>
Spanish Designation	AA <sup>1</sup>
Surgical Technology	AAS
Theater Designation	AA <sup>1</sup>
Veterinary Technology	AAS
Veterinary Technology - Veterinary Technology Assistant	Certificate

<sup>1</sup> Denotes a "Degree with Designation" (DWD) that has a Statewide Transfer Degree Plan or a Statewide Transfer Articulation Program in place and is fully transferable in its entirety into any Colorado public four-year program. DWDs are awarded with a specific program designation major on the transcript. See an Academic Advisor for more information.

- AA - Associate of Arts
- AAS - Associate of Applied Science
- AGS - Associate of General Studies
- AS - Associate of Science
- BAS - Bachelor of Applied Science

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

## Academic Terms

### Capstone Courses

These courses, usually taken during students' final semester at CCD, review and assess the skills students have learned in the 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.

### College-Level Courses

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

### 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 corequisite, it means that students are required to take another course concurrent with (or prior to) enrollment in the course. Knowing the information presented in the corequisite course is considered necessary in order for students to be successful in the course. It is the student's obligation to know and meet course corequisites. These are stated

in the course description section of the CCD Catalog and the Schedule of Classes. Corequisites will be checked at registration. The student may be required to file proof of meeting corequisites.

### Course Number

A three-digit number is assigned to each college course. Courses listed in the 100s are designated for freshman level; 200s are intended for sophomore level. Courses numbered below 100 are developmental and cannot be used towards degree or certificate requirements and are not transferable to four-year institutions.

### 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 parentheses, ex. (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.

### Developmental Courses

Courses numbered below 100 (ex. CCR 092) Grades received in developmental courses are not used when calculating GPA and these courses cannot be used to satisfy graduation requirements.

### 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.

### Guaranteed Transfer Courses (GT)

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

### 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.

### 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 demonstrated by a test score or successful completion of a prior course (ex. must have completed ENG 121 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, 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.

NOTE: Students who have taken prerequisite courses longer than seven years ago are strongly encouraged to take an assessment over the prerequisite material to ensure adequate prior knowledge to be successful in future courses. The outcome of the assessment will help determine whether the prerequisite course needs to be retaken. The assessment is available in the CCD Testing Center.

For Health Science degrees, because of program accreditation requirements, students must have completed all science courses within the previous seven years before the first day of class in a health program.

## Section Number

A three-digit number or letter combination is assigned to each college course. 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.

## Certificates and Degrees

### About This Section

This section of the catalog is designed to give students information about each degree or certificate offered at CCD, with details on courses, degree plans, and more. With this knowledge, students can start to map out their best route to complete a degree at CCD. It will also give students the best tools to transfer from CCD to a four-year college or university.

### Start Here

- Bachelor of Applied Science Degree - Dental Hygiene
- Degrees with Designation/Statewide Transfer Degrees
- Associate of Arts Degree
- Associate of Science Degree
- Associate of Applied Science Degree & Certificates
- Associate of General Studies Degree

### CCD's Institutional Outcomes

- A CCD graduate is a **COMPLEX THINKER**
- A CCD graduate is an **EFFECTIVE AND ETHICAL USER OF TECHNOLOGY**
- A CCD graduate is an **EFFECTIVE COMMUNICATOR**
- A CCD graduate is **GLOBALLY AWARE**
- A CCD graduate is **PERSONALLY RESPONSIBLE**
- A CCD graduate is a **NUMERIC THINKER**

Each CTE program area has identified student performance objectives. These performance objectives are provided to students in course syllabi.

## Bachelor of Applied Science Degree

### Now offered at CCD!

[www.CCD.edu/Dental](http://www.CCD.edu/Dental)

Offered completely online, the Bachelor of Applied Science (BAS) Degree in Dental Hygiene is a degree completion program. The program is designed to allow registered dental hygienists (RDH) an avenue to advance their dental hygiene education and increase their employment options. The RDH to BAS program will expand career options for individuals currently holding a Certificate or Associate Degree in Dental Hygiene. The program offers flexibility in scheduling and the ability to continue working while advancing your education and ultimately your career opportunities.

Admission to the BAS program requires an Associate of Arts (AA), Associate of Applied Science (AAS), or Certificate in Dental Hygiene from a Commission on Dental Accreditation (CODA) accredited dental hygiene program from which the Community College of Denver (CCD) will accept transfer credits.\*\* Candidates for the BAS Degree Program will decide where they would like to place the emphasis of their course work. Candidates can choose either public health or clinical teaching/education. Regardless of the path chosen, the coursework and internship experiences will facilitate the development of skills in administration, planning, leadership and research.

\*\*CCD will only accept transfer credit from post-secondary institutions accredited by one of the six regional accrediting associations. Credits earned at nationally accredited or unaccredited institutions are not transferable to CCD.

Dental hygienists who have earned a Bachelor of Applied Science degree in dental hygiene can be employed in a variety of settings beyond the traditional private practice dental setting. Career opportunities are expanded and can include:

- community dental health clinics

- public schools
- clinical and basic science research laboratories
- state and federal health facilities
- office management
- dental hygiene education
- sales and marketing representatives
- entrepreneurial ventures

Bachelor degree trained dental hygienists can develop program plans for public health institutions and organizations, participate in research, educate dental, dental hygiene students and community groups, be employed within dental sales, medical sales, marketing organizations and consulting firms. Dental hygienists with an entrepreneurial spirit can develop their own unique niche to support dentistry and dental hygiene through continuing education, practice management and publications.

Applications for the Bachelor of Applied Science in Dental Hygiene program are available beginning February 1<sup>st</sup>. There is one application cycle per year. A maximum of 25 individuals who meet the following criteria will be accepted into the BAS program. Applications will close once 25 students have been accepted into the program.

- Satisfactory completion of all Community College of Denver general admissions criteria and admittance to CCD
- Completion of a Commission on Dental Accreditation (CODA) accredited AA, AAS, or Certificate in Dental Hygiene including 90 credit hours that can be accepted into the Community College of Denver for transfer credit
- A cumulative GPA of 2.5 or higher in all transferring dental hygiene degree course work and dental hygiene prerequisite courses
- Dental hygiene licensure. Students in the program must have an active license to practice dental hygiene in at least one state within the United States.
- Two Letters of Recommendation
- Proof of Colorado residency or residency within a state under the WICHE Reciprocity Agreement
- Completion of a writing sample. Specific directions and criteria for the writing sample will be provided with the Application materials.

### BAS Degree Dental Hygiene Prerequisites

Before applying, you must meet the prerequisites for this program.

- Graduation from a CODA Accredited Dental Hygiene Program\*
  - Unofficial transcripts from your AA, AAS, or Certificate Dental Hygiene program, including prerequisite dental hygiene coursework must be submitted with your application for evaluation and review.
- Satisfactory completion of all CCD general admissions criteria
- Current dental hygiene licensure to practice within the United States
- A cumulative GPA of 2.5 or higher in all transferring dental hygiene degree course work and dental hygiene prerequisite courses.
- Basic computer skills are necessary, including proficiency in Microsoft Excel, PowerPoint and Word, communication via email, and use of the Internet.
- Ready access to a computer with a stable internet connection is mandatory as all coursework will be completed online.
- Attend an Orientation session on campus approximately one month prior to the start of the Fall semester.

Prior Dental Hygiene Coursework	60
MAT 135 Intro to Statistics: GT-MA1	3
Dental Hygiene General Education <sup>1</sup>	28
DEH 301 Advanced Careers in Dental Hygiene	3
DEH 302 Research Methodologies	3
DEH 355 Social Issues in Oral Health	3
Dental Hygiene Electives <sup>2</sup>	15
Additional DEH credits for CCD AAS Dental Hygiene graduates or additional Electives for Transfer Students <sup>3</sup>	5
<b>Total Credits</b>	<b>120</b>

- <sup>1</sup> AAS General Education Credits can be from the following prefixes:  
ANT, BIO, CHE, COM, ENG, PSY, or SOC
- <sup>2</sup> Choose 15 credits from the following:  
DEH 325 Advanced Concepts in Oral Health Promotion and Community Planning I  
DEH 341 Clinical Teaching Methods  
DEH 345 Advanced Dental Nutrition  
DEH 387 Leadership and Administration  
DEH 411 Teaching Methods  
DEH 425 Advanced Concepts in Oral Health Promotion and Community Planning II  
DEH 476 Diversity & Cultural Research I  
DEH 478 Diversity & Cultural Research II  
DEH 481 Public Health Internship I  
DEH 482 Public Health Internship II  
DEH 488 Dental Hygiene Clinical Capstone Practicum
- <sup>3</sup> Choose up to 5 credits from the following (General electives at the 100/200 level can be taken to supplement dental hygiene entry level education when credits are less than 65 credit hours. These courses may not be substituted for 300/400 level coursework.)  
ANT 101 Cultural Anthropology: GT-SS3  
ASL 121 American Sign Language I  
COM 126 Communication in Healthcare  
SPA 115 Spanish for the Professional I

Note: A minimum of 24 credit hours must be taken at the 300/400 level from BAS Dental Hygiene courses. A minimum of 30 credit hours in residence at the Community College of Denver is required to earn the Bachelor of Applied Science in Dental Hygiene degree.

## Degrees with Designation/Statewide Transfer Degrees

Community College of Denver students who follow the prescribed program in the following areas will be able to transfer their degrees or programs and enroll as juniors in any Colorado public four-year program: Anthropology, Art History, Biology, Business, Chemistry, Communication, Criminal Justice, Early Childhood Education, Economics, Elementary Education, English (Literature emphasis), Fermentation Science, French, Geography, Geology, History, Mathematics, Music, Philosophy, Physics, Political Science, Psychology (both AA and AS), Sociology, Spanish, Studio Art, and Theater. All courses must be completed with a grade of C or better. Course substitutions are not permitted with any Statewide Transfer Articulation Plan.

**NOTE:** Students who have taken prerequisite courses longer than seven years ago are strongly encouraged to take an assessment test over the prerequisite material to ensure adequate prior knowledge to be successful in future courses. The outcome of the assessment test will help the student determine whether or not he or she needs to re-take the prerequisite course. The assessment test is available in the CCD Testing Center.

For Health Science degrees, because of program accreditation requirements, students must have completed all science courses within the previous seven years before the first day of class in a health program.

Program Name	Degree Type
Anthropology Designation	AA
Art History Designation	AA
Art - Studio Art Designation	AA
Biology Designation	AS
Business Designation	AA
Chemistry Designation	AS
Communication Designation	AA
Criminal Justice Designation	AA
Early Childhood Teacher Education Designation	AA
Economics Designation	AA
Elementary Education Designation	AA
English-Literature Emphasis Designation	AA
Fermentation Science Designation	AS
French Designation	AA
Geology Designation	AS

Geography Designation	AA
History Designation	AA
Mathematics Designation	AS
Music Designation	AA
Philosophy Designation	AA
Physics Designation	AS
Political Science Designation	AA
Psychology Designation	AA
Psychology Designation	AS
Sociology Designation	AA
Spanish Designation	AA
Theater Designation	AA

Note: Course substitutions are allowed on a case-by-case basis if both CCD and the receiving institution agree. Students should see an Academic Advisor for assistance. Credits brought into a DWD through Prior Learning Assessment might not transfer to a four-year school. Students should discuss PLA credit transfers with the receiving institution.

## Associate of Arts

An Associate of Arts (AA) degree provides a learning foundation in communications, social sciences, arts, and 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 better. Students planning to transfer should familiarize themselves with the full requirements of the school to which they plan to transfer and should consult with their Academic Advisor.

## Associate of Science

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. All courses must be completed with a grade of C or better. 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 Success Center. Students should also check the website of their transfer school for the most recent information.

## Associate of Arts Degree - Anthropology Designation

### Course Requirements

Course	Title	Credits
<b>First Semester</b>		
ANT 101	Cultural Anthropology: GT-SS3 <sup>1</sup>	3
ENG 121	English Composition I : GT-CO1 <sup>1,2</sup>	3
COM 115	Public Speaking	3

or COM 125	Interpersonal Communication	
or COM 220	Intercultural Communication: GT-SS3	
MAT 135	Intro to Statistics: GT-MA1 <sup>1,3</sup>	3
	Guaranteed Transfer Arts & Humanities course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)	3
Subtotal		15
<b>Second Semester</b>		
ANT 107	Introduction to Archaeology: GT-SS3	3
ENG 122	English Composition II: GT-CO2 <sup>2</sup>	3
	Guaranteed Transfer Natural & Physical Sciences course (GT-SC1)	4
	Guaranteed Transfer Social & Behavioral Sciences course (GT-SS1, GT-SS2, GT-SS3)	3
	Guaranteed Transfer History course (GT-HI1)	3
Subtotal		16
<b>Third Semester</b>		
ANT 111	Biological Anthropology with Laboratory: GT-SC1	4
	Guaranteed Transfer ANT course (GT-SS3)	3
	Guaranteed Transfer Natural & Physical Sciences course (GT-SC1)	4
	Guaranteed Transfer Arts & Humanities course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)	3
	Elective	3
Subtotal		17
<b>Fourth Semester</b>		
	Guaranteed Transfer Social & Behavioral Sciences (GT-SS1, GT-SS2, GT-SS3)	3
	Guaranteed Transfer Social & Behavioral Sciences (GT-SS2, GT-SS3)	3
	Guaranteed Transfer Arts & Humanities course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)	3
	Elective	3
Subtotal		12
Total Credits		60

<sup>1</sup> Building Block course

<sup>2</sup> Students can take ENG 122 and an additional GT-CO3 course instead of ENG 121 and ENG 122.

<sup>3</sup> One GT-MA1 course; Prefer MAT 135: Introduction to Statistics, except: # University of Colorado Denver requires either MAT 135: Introduction to Statistics or MAT 121: College Algebra; Western State Colorado University requires MAT 121: College Algebra.

CSC 160	Computer Science I: (Language)
CSC 161	Computer Science II: (Language)
DAN & PED - all courses (up to 4 credits total)	
ECE 101	Introduction to Early Childhood Education
ECE 102	Introduction to Early Childhood Education Techniques
ECE 205	Nutrition, Health and Safety
ECE 238	ECE Child Growth and Development
ECE 241	Administration: Human Relations for Early Childhood Education
ECO - all courses	
EDU 221	Introduction to Education
ENG - all courses 121 and higher	
ENV 101	Environmental Science with Lab: GT-SC1
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	Human Nutrition
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	
SOC - all courses	
SPA - all courses 111 and higher	
THE - all courses	
WST - all courses	

NOTE: Additional ANT courses beyond the 4 courses (12 credit hours) identified above may not count toward the Anthropology major at the receiving four-year institution. Please see an Academic Advisor for more information.

## Electives

Not all courses are available at CCD

AAA 109	Advanced Academic Achievement
ACC 121	Accounting Principles I
ACC 122	Accounting Principles II
ANT - all courses (see NOTE below)	
ARA - all courses 111 and higher	
ART - all courses	
ASL - all courses 121 and higher	
AST - all courses	
BIO - all courses	
BUS 115	Introduction to Business
BUS 216	Legal Environment of Business
BUS 217	Business Communication and Report Writing
BUS 226	Business Statistics
CHE - all courses	
CHI - all courses 111 and higher	
CIS 118	Introduction to PC Applications
COM - all courses	
CRJ 110	Introduction to Criminal Justice: GT-SS3

## Associate of Arts Degree - Art History Designation

### Course Requirements

Course	Title	Credits
<b>First Semester</b>		
ART 111	Art History Ancient to Medieval: GT-AH1	3
ENG 121	English Composition I : GT-CO1 <sup>2,3</sup>	3
MAT 120	Math for Liberal Arts: GT-MA1 <sup>2</sup>	4
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4) <sup>1,4</sup>		3
Elective (ART 110 Art Appreciation: GT-AH1 recommended) <sup>1</sup>		3
Subtotal		16
<b>Second Semester</b>		
ART 112	Art History Renaissance to Modern: GT-AH1	3
ENG 122	English Composition II: GT-CO2 <sup>3</sup>	3
Guaranteed Transfer History Course (GT-H11)		3
Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1)		4
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)		3
Subtotal		16
<b>Third Semester</b>		
ART 121	Drawing I	3
ART 131	Visual Concepts 2-D Design	3
Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1 or GT-SC2)		3
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4) <sup>1,4</sup>		3
Elective <sup>5</sup>		3
Subtotal		15
<b>Fourth Semester</b>		
ART 132	Visual Concepts 3-D Design	3
ART 207	Art History 1900 to Present: GT-AH1	3
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)		3
Elective <sup>5</sup>		4
Subtotal		13
Total Credits		60

<sup>1</sup> ART 110 can be counted as an GT-AH or as an elective class, if taken as a GT-AH class, student should chose another elective.

<sup>2</sup> Building Block Course

<sup>3</sup> Students can take ENG 122 and an additional GT-CO3 course instead of ENG 121 and ENG 122.

<sup>4</sup> 6 total GT-AH credits must not be courses listed in the additional required courses.

<sup>5</sup> Students planning to transfer to CSU-FC will be required to complete a 200-level foreign language for completion of the BA in Art – Art History. Students will be expected to be prepared upon completion of the associate's degree to take an intermediate foreign language or be able to pass the CSU-FC Foreign Language placement exam at the sophomore level. It may not be possible to complete the BA in Art – Art History concentration in two years without this prior foreign language competency.

#### Electives

Not all courses listed below are available at CCD

AAA 109	Advanced Academic Achievement
ACC 121	Accounting Principles I
ACC 122	Accounting Principles II
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	Introduction to Business
BUS 216	Legal Environment of Business
BUS 217	Business Communication and Report Writing
BUS 226	Business Statistics
CHE - all courses	
CHI - all coursees 111 and higher	
CIS 118	Introduction to PC Applications
COM - all courses	
CRJ 110	Introduction to Criminal Justice: GT-SS3
DAN & PED - all courses (up to 4 credits total)	
ECE 101	Introduction to Early Childhood Education
ECE 102	Introduction to Early Childhood Education Techniques
ECE 205	Nutrition, Health and Safety
ECE 238	ECE Child Growth and Development
ECE 241	Administration: Human Relations for Early Childhood Education
ECO - all courses	
EDU 221	Introduction to Education
ENG - all courses 121 and higher	
ENV 101	Environmental Science with Lab: GT-SC1
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	Human Nutrition
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	Integrated Science with Lab: GT-SC1
SCI 156	Integrated Science II with Lab: GT-SC1
SOC - all courses	
SPA - all courses 111 and higher	
THE - all courses	
WST - all courses	

## Associate of Arts Degree - Art - Studio Art Designation

### Course Requirements

Course	Title	Credits
<b>First Semester</b>		
ART 111	Art History Ancient to Medieval: GT-AH1	3
ART 121	Drawing I	3
ENG 121	English Composition I : GT-CO1 <sup>1,2</sup>	3
MAT 120	Math for Liberal Arts: GT-MA1 <sup>1,3</sup>	4
Guaranteed Transfer Arts & Humanities Course (GT-AH2, GT-AH3, GT-AH4)		3
Subtotal		16

## Second Semester

ENG 122	English Composition II: GT-CO2 <sup>2</sup>	3
Guaranteed Transfer History Course (GT-HI1)		3
Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1)		4
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)		3
Elective <sup>4</sup>		3
Subtotal		16

## Third Semester

ART 112	Art History Renaissance to Modern: GT-AH1	3
ART 128	Figure Drawing I Or ART 221 Drawing II	3
ART 131	Visual Concepts 2-D Design	3
Guaranteed Transfer Arts & Humanities Course (GT-AH2, GT-AH3, GT-AH4)		3
Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1 or GT-SC2)		3
Subtotal		15

## Fourth Semester

ART 132	Visual Concepts 3-D Design	3
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)		3
Studio Art Course		3
Elective <sup>4</sup>		4
Subtotal		13
Total Credits		60

<sup>1</sup> Building Block Course

<sup>2</sup> Students can take ENG 122 and an additional GT-CO3 course instead of ENG 121 and ENG 122.

<sup>3</sup> One Guaranteed Transfer Math course (GT-MA1), MAT 120 is recommended.

<sup>4</sup> Students planning to transfer to CSU-FC for completion of the BA in Studio Art must complete two semesters of one foreign language for their electives OR be able to pass the CSU-FC Foreign Language placement exam at the sophomore level. It may not be possible to complete the BA in Studio Art in two years without this prior foreign language competency.

## Electives

NOTE: Not all courses listed below are available at CCD

AAA 109	Advanced Academic Achievement
ACC 121	Accounting Principles I
ACC 122	Accounting Principles II
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	Introduction to Business
BUS 216	Legal Environment of Business
BUS 217	Business Communication and Report Writing
BUS 226	Business Statistics
CHE - all courses	
CHI - all courses 111 and higher	
CIS 118	Introduction to PC Applications
COM - all courses	
CRJ 110	Introduction to Criminal Justice: GT-SS3
DAN & PED - all courses (up to 4 credits total)	
ECE 101	Introduction to Early Childhood Education
ECE 102	Introduction to Early Childhood Education Techniques
ECE 205	Nutrition, Health and Safety

ECE 238	ECE Child Growth and Development
ECE 241	Administration: Human Relations for Early Childhood Education
ECO - all courses	
EDU 221	Introduction to Education
ENG - all courses 121 and higher	
ENV 101	Environmental Science with Lab: GT-SC1
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	Human Nutrition
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	Integrated Science with Lab: GT-SC1
SCI 156	Integrated Science II with Lab: GT-SC1
SOC - all courses	
SPA - all courses 111 and higher	
THE - all courses	
WST - all courses	

## Associate of Arts Degree - Business Designation

### Course Requirements

Course	Title	Credits
<b>First Semester</b>		
BUS 115	Introduction to Business <sup>1</sup>	3
COM 115	Public Speaking	3
ENG 121	English Composition I : GT-CO1 <sup>1,2</sup>	3
MAT 123	Finite Mathematics: GT-MA1	4
Or MAT 121	College Algebra GT-MA1	
Subtotal		13
<b>Second Semester</b>		
ACC 121	Accounting Principles I <sup>1</sup>	4
ECO 201	Principles of Macroeconomics: GT-SS1	3
ENG 122	English Composition II: GT-CO2 <sup>2</sup>	3
MAT 125	Survey of Calculus: GT-MA1	4
Or higher level Calculus course		
Subtotal		14
<b>Third Semester</b>		
ACC 122	Accounting Principles II	4
BUS 217	Business Communication and Report Writing	3
ECO 202	Principles of Microeconomics: GT-SS1	3
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)		3
Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1 or GT-SC2)		4
Subtotal		17
<b>Fourth Semester</b>		
BUS 216	Legal Environment of Business	3

BUS 226	Business Statistics	3
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)		3
Guaranteed Transfer History Course (GT-HI1)		3
Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1 or GT-SC2)		4
Subtotal		16
Total Credits		60

<sup>1</sup> Building Block Course

<sup>2</sup> Students can take ENG 122 and an additional GT-CO3 course instead of ENG 121 and ENG 122.

## Associate of Arts Degree - Communication Designation

### Course Requirements

Course	Title	Credits
<b>First Semester</b>		
COM 115	Public Speaking <sup>1</sup>	3
ENG 121	English Composition I : GT-CO1 <sup>1,2</sup>	3
MAT 120	Math for Liberal Arts: GT-MA1 <sup>1,3</sup>	4
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)		3
Elective		3
Subtotal		16
<b>Second Semester</b>		
ENG 122	English Composition II: GT-CO2 <sup>2</sup>	3
COM 125	Interpersonal Communication	3
Guaranteed Transfer History Course (GT-HI1)		3
Elective		3
Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1)		4
Subtotal		16
<b>Third Semester</b>		
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)		3
COM 220	Intercultural Communication: GT-SS3	3
Guaranteed Transfer History or Social & Behavioral Sciences Course (GT-HI1, GT-SS1, GT-SS2, GT-SS3)		3
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)		3
Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1 or GT-SC2)		3
Subtotal		15
<b>Fourth Semester</b>		
COM 217	Group Communication	3
Communication Course		3
Guaranteed Transfer History or Social & Behavioral Sciences Course (GT-HI1, GT-SS1, GT-SS2, GT-SS3)		3
Elective		4
Subtotal		13
Total Credits		60

<sup>1</sup> Building Block Course

<sup>2</sup> Students can take ENG 122 and an additional GT-CO3 course instead of ENG 121 and ENG 122.

<sup>3</sup> Guaranteed Transfer Math Course (GT-MA1); MAT 120 recommended.

### Electives

AAA 109	Advanced Academic Achievement
ACC 121	Accounting Principles I
ACC 122	Accounting Principles II
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	Introduction to Business
BUS 216	Legal Environment of Business
BUS 217	Business Communication and Report Writing
BUS 226	Business Statistics
CHE	- all courses
CHI	- all courses 111 and higher
CIS 118	Introduction to PC Applications
COM	- all courses
CRJ 110	Introduction to Criminal Justice: GT-SS3
DAN & PED	- all courses (up to 4 credits total)
ECE 101	Introduction to Early Childhood Education
ECE 102	Introduction to Early Childhood Education Techniques
ECE 205	Nutrition, Health and Safety
ECE 238	ECE Child Growth and Development
ECE 241	Administration: Human Relations for Early Childhood Education
ECO	- all courses
EDU 221	Introduction to Education
ENG	- all courses 121 and higher
ENV 101	Environmental Science with Lab: GT-SC1
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	Human Nutrition
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	Integrated Science with Lab: GT-SC1
SCI 156	Integrated Science II with Lab: GT-SC1
SOC	- all courses
SPA	- all courses 111 and higher
THE	- all courses
WST	- all courses

**NOTE:** Additional COM courses beyond the 4 courses (12 credit hours) identified above in the Additional Required Courses section may not count toward the Communication major at the receiving four-year institution.

## Associate of Arts Degree - Criminal Justice Designation

### Course Requirements

Course	Title	Credits
<b>First Semester</b>		
COM 115	Public Speaking	3
or COM 125	Interpersonal Communication	
CRJ 110	Introduction to Criminal Justice: GT-SS3 <sup>1</sup>	3
ENG 121	English Composition I : GT-CO1 <sup>1,2</sup>	3
MAT 135	Intro to Statistics: GT-MA1 <sup>1,3</sup>	3
Guaranteed Transfer Arts & Humanities course (GT-AH1, GT-AH2, GT-AH3, GT-AH4) <sup>4</sup>		3
Subtotal		15
<b>Second Semester</b>		
CRJ 125	Policing Systems	3
CRJ 145	Correctional Process	3
ENG 122	English Composition II: GT-CO2 <sup>2</sup>	3
SOC 101	Introduction to Sociology I: GT-SS3	3
Guaranteed Transfer Natural & Physical Sciences (GT-SC1, GT-SC2) <sup>5</sup>		4
Subtotal		16
<b>Third Semester</b>		
CRJ xxx <sup>6</sup>		3
CRJ xxx <sup>6</sup>		3
Guaranteed Transfer Natural & Physical Sciences (GT-SC1, GT-SC2) <sup>5</sup>		4
Elective		3
Guaranteed Transfer Arts & Humanities course (GT-AH1, GT-AH2, GT-AH3, GT-AH4) <sup>4</sup>		3
Subtotal		16
<b>Fourth Semester</b>		
Guaranteed Transfer History Course (GT-HI1)		3
Guaranteed Transfer Social & Behavioral Sciences (GT-SS3)		3
Elective		3
Elective		4
Subtotal		13
Total Credits		60

- 1 Building Block Course
- 2 Students can take ENG 122 and an additional GT-CO3 course instead of ENG 121 and ENG 122.
- 3 One GT Pathways course (GT-MA1), prefer MAT 135: Introduction to Statistics, except: Colorado Mesa University requires either MAT 120: Mathematics for the Liberal Arts or MAT 121: College Algebra; University of Northern Colorado requires MAT 135: Introduction to Statistics.
- 4 Must be from two different categories. (GT-AH1, GT-AH2, GTAH3, GT-AH4)
- 5 One course must be lab-based (GT-SC1).
- 6 Choose from this list:  
 CRJ 127 Crime Scene Investigation  
 CRJ 135 Judicial Functions  
 CRJ 205 Principles of Criminal Law  
 CRJ 209 Criminal Investigations  
 CRJ 230 Criminology  
 CRJ 231 Introduction to Forensic Science & Criminalistics  
 CRJ 235 Delinquent Behavior (not offered at CCD)  
 CRJ 236 CRJ Research Methods  
 CRJ 257 Victimology  
 CRJ 268 Criminal Profiling (not offered at CCD)

### Electives

ANT 201	Introduction to Forensic Anthropology: GT-SS3
CNG 258	Computer Forensics (Not available at CCD)

COM 217	Group Communication
COM 225	Organizational Communication
POS 111	American Government : GT-SS1
POS 125	American State and Local Government: GT-SS1
PSY 207	Introduction Forensic Psychology
PSY 217	Human Sexuality: GT-SS3
PSY 226	Social Psychology: GT-SS3
PSY 249	Abnormal Psychology: GT-SS3
SOC 231	Sociology of Deviant Behavior: GT-SS3

**NOTE:** Additional CRJ courses beyond the courses identified above may not count toward the Criminal Justice major at the receiving four-year institution. Students should see an Academic Advisor for more information.

## Associate of Arts Degree - Early Childhood Teacher Education Designation

### Course Requirements

The following courses represent the statewide transfer agreement between the Colorado Community College System and all Colorado four-year institutions offering Early Childhood Teacher Education preparation programs. The first 54 credit hours are common for all transfer institutions. The final 6 elective credits must be determined with the assistance of an advisor as they are specific to the receiving institution. The four-year college or university will accept all credits in the student's early childhood education graduation agreement earned within 10 years of transfer. Courses earned more than 10 years earlier will be evaluated on an individual basis. All interested students should meet with an Academic Advisor to select appropriate electives.

Course	Title	Credits
<b>First Semester</b>		
ECE 101	Introduction to Early Childhood Education <sup>1</sup>	3
ECE 102	Introduction to Early Childhood Education Techniques	3
ENG 121	English Composition I : GT-CO1 <sup>1</sup>	3
MAT 155	Integrated Math I <sup>2</sup>	3
Arts & Humanities Course <sup>3</sup>		3
Subtotal		15
<b>Second Semester</b>		
ENG 122	English Composition II: GT-CO2	3
ECE 205	Nutrition, Health and Safety	3
MAT 156	Integrated Math II <sup>2</sup>	3
Arts & Humanities Course <sup>3</sup>		3
Subtotal		12
<b>Third Semester</b>		
COM 115	Public Speaking	3
ECE 188	Practicum: Early Childhood Education	1
Or ECE 209 Observing and Utilizing Young Children's Assessment Instruments		
Or ECE 236 Child Growth/Development Laboratory		
ECE 238	ECE Child Growth and Development	3
GEO 105	World Regional Geography: GT-SS2	3
SCI 155	Integrated Science with Lab: GT-SC1	4
Elective		3
Subtotal		17
<b>Fourth Semester</b>		
ECE 241	Administration: Human Relations for Early Childhood Education	3
HIS 121	U.S. History to Reconstruction: GT-HI1	3
POS 111	American Government : GT-SS1	3
SCI 156	Integrated Science II with Lab: GT-SC1	4

Elective <sup>4</sup>	3
Subtotal	16
Total Credits	60

- <sup>1</sup> Building Block Course
- <sup>2</sup> Choose one pair:  
 MAT 120 and MAT 135  
 MAT 121 and MAT 135  
 MAT 155 and MAT 156
- <sup>3</sup> Choose two from the following:  
 MUS 120 Music Appreciation (GT-AH1)  
 ART 110 Art Appreciation (GT-AH1)  
 LIT 115 Introduction to literature (GT-AH2)  
 LIT 255 Children's Literature (not gtPathways)
- <sup>4</sup> Meet with an Academic Advisor to choose electives

## Associate of Arts Degree - Economics Designation

### Course Requirements

Course	Title	Credits
<b>First Semester</b>		
ECO 201	Principles of Macroeconomics: GT-SS1 <sup>1</sup>	3
ENG 121	English Composition I : GT-CO1 <sup>1</sup>	3
MAT 135	Intro to Statistics: GT-MA1	3
	Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)	3
	Guaranteed Transfer History Course (GT-HI1)	3
	Subtotal	15
<b>Second Semester</b>		
ECO 202	Principles of Microeconomics: GT-SS1	3
ENG 122	English Composition II: GT-CO2	3
MAT 201	Calculus I: GT-MA1	5
	Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1 or GT-SC2)	4
	Subtotal	15
<b>Third Semester</b>		
	Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)	3
	Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)	3
	Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1 or GT-SC2)	4
	Elective	4
	Elective	3
	Subtotal	17
<b>Fourth Semester</b>		
	Elective	4
	Elective	3
	Elective	3
	Elective	3
	Subtotal	13
	Total Credits	60

- <sup>1</sup> Building Block Course

### Electives

AAA 109	Advanced Academic Achievement	
ACC 121	Accounting Principles I	
ACC 122	Accounting Principles II	
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	Introduction to Business	
BUS 216	Legal Environment of Business	
BUS 217	Business Communication and Report Writing	
BUS 226	Business Statistics	
CHE - all courses		
CHI - all courses 111 and higher		
CIS 118	Introduction to PC Applications	
COM - all courses		
CRJ 110	Introduction to Criminal Justice: GT-SS3	
EDU 221	Introduction to Education	
ENG - all courses 121 and higher		
ENV 101	Environmental Science with Lab: GT-SC1	
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	Human Nutrition	
ITA - all courses 111 and higher		
JOU - all courses		
JPN - all courses 111 and higher		
LIT - all courses		
MAT - all courses 120 and higher		
MUS - all courses		
PHI - all courses		
PHY - all courses		
POS - all courses		
PSY - all courses		
SCI 155	Integrated Science with Lab: GT-SC1	
SCI 156	Integrated Science II with Lab: GT-SC1	
SOC - all courses		
SPA - all courses 111 and higher		
THE - all courses		
WST - all courses		

## Associate of Arts Degree - Elementary Education Designation

### Course Requirements

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 must be completed with a grade of B or better for transfer. The four-year college or university will accept all credits in the student's education graduation agreement earned within 10 years of transfer. Courses earned more than 10 years earlier will be evaluated on an individual basis. All interested students should contact their Academic Advisor to select appropriate electives.

Course	Title	Credits
<b>First Semester</b>		
COM 115	Public Speaking	3
ENG 121	English Composition I : GT-CO1 <sup>1,2</sup>	3
GEO 105	World Regional Geography: GT-SS2	3
MAT 155	Integrated Math I	3
	Literature Course <sup>3</sup>	3
	Subtotal	15
<b>Second Semester</b>		
ENG 122	English Composition II: GT-CO2	3
MAT 156	Integrated Math II	3
POS 111	American Government : GT-SS1	3

PSY 238	Child Development: GT-SS3	3
Elective <sup>4</sup>		3
Subtotal		15

### Third Semester

EDU 221	Introduction to Education	3
SCI 155	Integrated Science with Lab: GT-SC1	4
Elective <sup>4</sup>		3
Elective <sup>4</sup>		3
Elective <sup>4</sup>		3
Subtotal		16

### Fourth Semester

HIS 121	U.S. History to Reconstruction: GT-HI1	3
SCI 156	Integrated Science II with Lab: GT-SC1	4
Elective <sup>4</sup>		4
Elective <sup>4</sup>		3
Subtotal		14

Total Credits 60

<sup>1</sup> Building Block Course

<sup>2</sup> Some educator preparation programs require a B- in ENG 121 as an admission requirement. However, a C- or better guarantees the general education GT-CO1 requirement has been met.

<sup>3</sup> Choose one from the following:  
 LIT 115 Introduction to Literature (GT-AH2)  
 LIT 201 Masterpieces of Literature I (GT-AH2)  
 LIT 202 Masterpieces of Literature II (GT-AH2)  
 LIT 211 Survey of American Lit I (GT-AH2)  
 LIT 221 Survey of British Literature I (GT-AH2)

<sup>4</sup> To be determined by home and transferring institution. See an Academic Advisor for more information.

## Associate of Arts Degree - English-Literature Emphasis Designation

### Course Requirements

Course	Title	Credits
<b>First Semester</b>		
COM 115	Public Speaking	3
or COM 125	Interpersonal Communication	
or COM 220: Intercultural Communication GT-SS3		
MAT 120	Math for Liberal Arts: GT-MA1 <sup>1,3</sup>	4
ENG 121	English Composition I : GT-CO1 <sup>1,2</sup>	3
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4) <sup>4</sup>		3
Literature Course (GT-AH2) <sup>5</sup>		3
Subtotal		16
<b>Second Semester</b>		
ENG 122	English Composition II: GT-CO2 <sup>2</sup>	3
Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1)		4
Guaranteed Transfer History Course (GT-HI1)		3
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)		3
Literature Course (GT-AH2) <sup>5</sup>		3
Subtotal		16
<b>Third Semester</b>		
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4) <sup>4</sup>		3
Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1 or GT-SC2)		3
Literature Course (GT-AH2) <sup>5</sup>		3
Literature Course (GT-AH2) <sup>5</sup>		3
Elective		3
Subtotal		15

### Fourth Semester

Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4) <sup>4</sup>	3	
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)	3	
Literature Course (GT-AH2) <sup>5</sup>	3	
Elective	3	
Elective	1	
Subtotal		13
Total Credits		60

<sup>1</sup> Building Block Course

<sup>2</sup> Students can take ENG 122 and an additional GT-CO3 course instead of ENG 121 and ENG 122.

<sup>3</sup> Guaranteed Transfer Math Course; MAT 120 recommended.

<sup>4</sup> GT-AH2 Literature (LIT) courses will NOT be accepted to fulfill this requirement.

<sup>5</sup> Students are required to take a total of 5 (five) LIT courses (15 credits), 4 (four) of which must be at the 200-level. Please consult with your receiving institution regarding best choices for literature courses.

### Electives

Note: not all courses listed below are available at CCD

AAA 109	Advanced Academic Achievement
ACC 121	Accounting Principles I
ACC 122	Accounting Principles II
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	Introduction to Business
BUS 216	Legal Environment of Business
BUS 217	Business Communication and Report Writing
BUS 226	Business Statistics
CHE - all courses	
CHI - all courses 111 and higher	
CIS 118	Introduction to PC Applications
COM - all courses	
CRJ 110	Introduction to Criminal Justice: GT-SS3
DAN & PED - all courses (up to 4 credits total)	
ECE 101	Introduction to Early Childhood Education
ECE 102	Introduction to Early Childhood Education Techniques
ECE 205	Nutrition, Health and Safety
ECE 238	ECE Child Growth and Development
ECE 241	Administration: Human Relations for Early Childhood Education
ECO - all courses	
EDU 221	Introduction to Education
ENG - all courses 121 and higher	
ENV 101	Environmental Science with Lab: GT-SC1
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	Human Nutrition
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 course

SCI 155 Integrated Science with Lab: GT-SC1

SCI 156 Integrated Science II with Lab: GT-SC1

SOC - all courses

SPA - all courses 111 and higher

THE - all courses

WST - all courses

## Associate of Arts Degree - French Designation

### Course Requirements

Degree names may vary according to institution. Please see an Academic Advisor for more information.

NOTE: Degree tracks in "French for the Professions" and "French with Secondary Teacher Licensure" have different requirements and are not included in this agreement.

Course	Title	Credits
<b>First Semester</b>		
ENG 121	English Composition I : GT-CO1 <sup>1,2</sup>	3
FRE 111	French Language I <sup>1,3</sup>	5
MAT 120	Math for Liberal Arts: GT-MA1 <sup>1,4</sup>	4
Elective <sup>5</sup>		3
Subtotal		15
<b>Second Semester</b>		
ENG 122	English Composition II: GT-CO2 <sup>2</sup>	3
FRE 112	French Language II <sup>4</sup>	5
	Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, or GT-AH3)	3
	Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)	3
Subtotal		14
<b>Third Semester</b>		
FRE 211	French Language III: GT-AH4	3
	Guaranteed Transfer History Course (GT-HI1) <sup>6</sup>	3
	Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1)	4
Elective		3
Elective		3
Subtotal		16
<b>Fourth Semester</b>		
FRE 212	French Language IV: GT-AH4	3
	Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1 or GT-SC2)	3
Elective <sup>5</sup>		3
Elective <sup>5</sup>		3
Elective <sup>5</sup>		3
Subtotal		15
Total Credits		60

<sup>1</sup> Building Block Course

<sup>2</sup> Students can take ENG 122 and an additional GT-CO3 course instead of ENG 121 and ENG 122.

<sup>3</sup> Guaranteed Transfer Math Course (GT-MA1): MAT 120 is recommended.

<sup>4</sup> FRE 111 and/or FRE 112 may be waived, based on a student's proficiency level.

<sup>5</sup> Choose electives from the list below. It is recommended, but not required, that a student take either COM 115 (Public Speaking) or COM 125 (Interpersonal Communications).

<sup>6</sup> CSU-Ft. Collins requires two non-US History courses.

### Electives

AAA 109	Advanced Academic Achievement	3
ANT 101	Cultural Anthropology: GT-SS3	3
ANT 107	Introduction to Archaeology: GT-SS3	3
ASL 121	American Sign Language I (or higher)	5
CHI 111	Chinese Language I (or higher)	5
COM 115	Public Speaking <sup>1</sup>	3
COM 125	Interpersonal Communication <sup>1</sup>	3
EDU 231	Introduction to Bilingual Education	4
ENV 101	Environmental Science with Lab: GT-SC1	3
ETH 106	From Indios to Chicanos	3
ETH 224	Intro to Chicano Studies	3
GEO 105	World Regional Geography: GT-SS2	3
GER 111	German Language I (or higher)	5
ITA 111	Italian Language I (or higher)	5
HIS 101	Western Civilization: Antiquity-1650: GT-HI1	3
HIS 102	Western Civilization: 1650-Present: GT-HI1	3
HIS 111	The World: Antiquity-1500: GT-HI1	3
HIS 112	The World: 1500-Present: GT-HI1	3
HIS 247	20th Century World History: GT-HI1	3
HIS 255	The Middle Ages: GT-HI1	3
HIS 260	US Foreign Relations History: GT-HI1	3
HUM 237	Hispanic Arts of the Southwest	3
JPN 111	Japanese Language I	5
LIT 201	World Literature to 1600: GT-AH2	3
LIT 202	World Literature After 1600: GT-AH2	3
LIT 205	Ethnic Literature: GT-AH2	3
MUS 123	Survey of World Music: GT-AH1	3
POS 205	International Relations: GT-SS1	3
SPA 111	Spanish Language I (or higher)	5

<sup>1</sup> It is recommended, but not required, that a student take either COM 115 (Public Speaking) or COM 125 (Interpersonal Communication).

NOTE: Additional FRE courses identified above may not count toward the French major at the receiving four-year institution. Please see an Academic Advisor for more information.

## Associate of Arts Degree - Geography Designation

### Course Requirements

Course	Title	Credits
<b>First Semester</b>		
ENG 121	English Composition I : GT-CO1 <sup>1,2</sup>	3
GEO 105	World Regional Geography: GT-SS2	3
MAT 135	Intro to Statistics: GT-MA1 <sup>1,3</sup>	3
	Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3)	3
Elective		3
Subtotal		15
<b>Second Semester</b>		
ENG 122	English Composition II: GT-CO2 <sup>2</sup>	3
GEO 106	Human Geography: GT-SS2	3
	Guaranteed Transfer History Course (GT-HI1)	3
	Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1) <sup>4</sup>	4
	Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1 or GT-SS3)	3
Subtotal		16

### Third Semester

GEO 111	Physical Geography: Landforms with Lab: GT-SC1	4
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3)		3
Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1) <sup>4</sup>		4
Elective		3
Subtotal		14

### Fourth Semester

GEO 112	Physical Geography - Weather and Climate with Lab: GT-SC1	4
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1 or GT-SS3)		3
Elective		3
Elective		3
Elective		2
Subtotal		15
Total Credits		60

<sup>1</sup> Building Block Course

<sup>2</sup> Students can take ENG 122 and an additional GT-CO3 course instead of ENG 121 and ENG 122.

<sup>3</sup> One GT Pathways course (GT-MA1), prefer MAT 135: Introduction to Statistics, except: Adams State University requires MAT 121: College Algebra; Metropolitan State University of Denver requires either MAT 135: Introduction to Statistics or MAT 121: College Algebra; University of Colorado Denver requires either MAT 121: College Algebra or MAT 135: Intro to Statistics.

<sup>4</sup> NO GEO-prefix science courses  
GEY 111 (Physical Geology) not recommended  
For Adams State, students must take BIO 111 (General College Biology I, GT-SC1) and CHE 101 (Introduction to Chemistry I, GT-SC1).

### Electives

AAA 109	Advanced Academic Achievement
ACC 121	Accounting Principles I
ACC 122	Accounting Principles II
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	Introduction to Business
BUS 216	Legal Environment of Business
BUS 217	Business Communication and Report Writing
BUS 226	Business Statistics
CHE - all courses	
CHI - all courses 111 and higher	
CIS 118	Introduction to PC Applications
COM - all courses	
CRJ 110	Introduction to Criminal Justice: GT-SS3
ECE 101	Introduction to Early Childhood Education
ECE 102	Introduction to Early Childhood Education Techniques
ECE 205	Nutrition, Health and Safety
ECE 238	ECE Child Growth and Development
ECE 241	Administration: Human Relations for Early Childhood Education
EDU 221	Introduction to Education
ENV 101	Environmental Science with Lab: GT-SC1
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 120 and higher	
MUS - all courses	
PHI - all courses	
PHY - all courses	
POS - all courses	
PSY - all courses	
SCI 155	Integrated Science with Lab: GT-SC1
SCI 156	Integrated Science II with Lab: GT-SC1
SOC - all courses	
SPA - all courses 111 and higher	
THE - all courses	
WST - all courses	

Number of elective credits may vary according to the receiving institution. Students are advised to contact an advisor at the receiving institution.

## Associate of Arts Degree - History Designation

### Course Requirements

Course	Title	Credits
<b>First Semester</b>		
COM 115	Public Speaking	3
or COM 125	Interpersonal Communication	
ENG 121	English Composition I : GT-CO1 <sup>1,2</sup>	3
HIS 121	U.S. History to Reconstruction: GT-HI1 <sup>1</sup>	3
MAT 120	Math for Liberal Arts: GT-MA1 <sup>1,3</sup>	4
Elective <sup>5</sup>		3
Subtotal		16
<b>Second Semester</b>		
ENG 122	English Composition II: GT-CO2 <sup>2</sup>	3
HIS 122	U.S. History Since the Civil War: GT-HI1	3
Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1)		4
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)		3
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3,GT-AH4)		3
Subtotal		16
<b>Third Semester</b>		
HIS 101	Western Civilization: Antiquity-1650: GT-HI1 <sup>4</sup>	3
Or HIS 111: The World: Antiquity-1500: GT-HI1		
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3,GT-AH4)		3
Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1 or GT-SC2)		3
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)		3
Elective <sup>5</sup>		3
Subtotal		15
<b>Fourth Semester</b>		
HIS 102	Western Civilization: 1650-Present: GT-HI1	3
Or HIS 112 The World: 1500-Present:GT-HI1		
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3,GT-AH4)		3
Guaranteed Transfer History Course		3

Elective	4
Subtotal	13
Total Credits	60

- <sup>1</sup> Building Block course
- <sup>2</sup> Students can take ENG 122 and an additional GT-CO3 course instead of ENG 121 and ENG 122.
- <sup>3</sup> One gtPathways Mathematics course (GT-MA1), but not MAT 155 or 156
- <sup>4</sup> Students planning to transfer to University of Colorado Boulder must take either HIS 101 or HIS 102 to fulfill this requirement.
- <sup>5</sup> Students planning to transfer to CSU-Ft. Collins are advised to complete at least two semesters of one college-level foreign language.

## Electives

AAA 109	Advanced Academic Achievement
ACC 121	Accounting Principles I
ACC 122	Accounting Principles II
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	Introduction to Business
BUS 216	Legal Environment of Business
BUS 217	Business Communication and Report Writing
BUS 226	Business Statistics
CHE - all courses	
CHI - all courses 111 and higher	
CIS 118	Introduction to PC Applications
COM - all courses	
CRJ 110	Introduction to Criminal Justice: GT-SS3
DAN & PED - all courses (up to 4 credits total)	
ECE 101	Introduction to Early Childhood Education
ECE 102	Introduction to Early Childhood Education Techniques
ECE 205	Nutrition, Health and Safety
ECE 238	ECE Child Growth and Development
ECE 241	Administration: Human Relations for Early Childhood Education
ECO - all courses	
EDU 221	Introduction to Education
ENG - all courses 121 and higher	
ENV 101	Environmental Science with Lab: GT-SC1
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	Human Nutrition
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	Integrated Science with Lab: GT-SC1

SCI 156	Integrated Science II with Lab: GT-SC1
SOC - all courses	
SPA - all courses 111 and higher	
THE - all courses	
WST - all courses	

## Associate of Arts Degree - Music Designation

### Course Requirements

Course	Title	Credits
<b>First Semester</b>		
ENG 121	English Composition I : GT-CO1 <sup>1</sup>	3
MAT 120	Math for Liberal Arts: GT-MA1 <sup>2</sup>	4
MUS 110	Music Theory I	3
MUS 112	Ear Training/Sight-singing I Lab	1
MUS 131	Music Class I	2
MUS 141	Private Instruction I: (Cello, Composition, Conducting, Guitar/Bass, Piano, Songwriting, Viola, Violin, Voice, Woodwinds)	1
MUS 151	Ensemble I	1
Subtotal		15
<b>Second Semester</b>		
ENG 122	English Composition II: GT-CO2 <sup>1</sup>	3
MUS 111	Music Theory II	3
MUS 113	Ear Training/Sight-singing II Lab	1
MUS 142	Private Instruction II: (Cello, Composition, Conducting, Guitar/Bass, Piano, Songwriting, Viola, Violin, Voice, Woodwinds)	1
MUS 152	Ensemble II	1
Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1)		4
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3) <sup>3</sup>		3
Subtotal		16
<b>Third Semester</b>		
MUS 121	Music History Medieval thru Classical Period: GT-AH1	3
MUS 210	Music Theory III	3
MUS 212	Advanced Ear Training/Sight-singing I Lab	1
MUS 241	Private Instruction III: (Cello, Composition, Conducting, Guitar/Bass, Piano, Songwriting, Viola, Violin, Voice, Woodwinds)	1
MUS 251	Ensemble I	1
Guaranteed Transfer History Course (GT-HI1)		3
Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1 or GT-SC2)		3
Subtotal		15
<b>Fourth Semester</b>		
MUS 122	Music History Romantic Period to Present: GT-AH1	3
MUS 211	Music Theory IV	3
MUS 213	Advanced Ear Training/Sight-singing II Lab	1
MUS 242	Private Instruction IV: (Cello, Composition, Conducting, Guitar/Bass, Piano, Songwriting, Viola, Violin, Voice, Woodwinds)	1
MUS 252	Ensemble II	1
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)		3

Music Elective	2
Subtotal	14
Total Credits	60

- <sup>1</sup> Students can take ENG 122 and an additional GT-CO3 course instead of ENG 121 and ENG 122.  
<sup>2</sup> Any guaranteed GT-MA1 course; MAT 120 is recommended.  
<sup>3</sup> CSU-Ft. Collins requires that one of these courses be PSY 101 – General Psychology 1

## Associate of Arts Degree - Philosophy Designation

### Course Requirements

Course	Title	Credits
<b>First Semester</b>		
ENG 121	English Composition I : GT-CO1 <sup>1,2</sup>	3
MAT 120	Math for Liberal Arts: GT-MA1 <sup>1,3</sup>	4
PHI 111	Intro to Philosophy: GT-AH3	3
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH4)		3
Elective		3
Subtotal		16
<b>Second Semester</b>		
ENG 122	English Composition II: GT-CO2 <sup>2</sup>	3
PHI 112	Ethics: GT-AH3	3
Guaranteed Transfer History Course (GT-HI1)		3
Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1)		4
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)		3
Subtotal		16
<b>Third Semester</b>		
PHI 113	Logic: GT-AH3	3
Philosophy Course <sup>4</sup>		3
Philosophy Course <sup>4</sup>		3
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH4)		3
Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1 or GT-SC2)		3
Subtotal		15
<b>Fourth Semester</b>		
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)		3
Elective		1
Subtotal		13
Total Credits		60

- <sup>1</sup> Building Block Course  
<sup>2</sup> Students can take ENG 122 and an additional GT-CO3 course instead of ENG 121 and ENG 122.  
<sup>3</sup> One Guaranteed Transfer Math (GT-MA1) course; MAT 120 is recommended  
<sup>4</sup> Choose from the following:  
 PHI 214 Philosophy of Religion GT-AH3  
 PHI 218 Environmental Ethics GT-AH3  
 PHI 220 Death and Dying GT-AH3

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

### Electives

AAA 109	Advanced Academic Achievement
ACC 121	Accounting Principles I
ACC 122	Accounting Principles II
ANT - all courses	
ARA - all courses	
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	Introduction to PC Applications
COM - all courses	
CRJ 110	Introduction to Criminal Justice: GT-SS3
DAN & PED - all courses (up to 4 credits total)	
ECE 101	Introduction to Early Childhood Education
ECE 102	Introduction to Early Childhood Education Techniques
ECE 205	Nutrition, Health and Safety
ECE 238	ECE Child Growth and Development
ECE 241	Administration: Human Relations for Early Childhood Education
ECO - all courses	
EDU 221	Introduction to Education
ENG - all courses 121 and higher	
ENV 101	Environmental Science with Lab: GT-SC1
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	Human Nutrition
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 101 and higher	
SCI 155	Integrated Science with Lab: GT-SC1
SCI 156	Integrated Science II with Lab: GT-SC1
SOC - all courses	
SPA - all courses 111 and higher	
THE - all courses	
WST - all courses	

## Associate of Arts Degree - Political Science Designation

### Course Requirements

Course	Title	Credits
<b>First Semester</b>		
ENG 121	English Composition I : GT-CO1 <sup>1,2</sup>	3
MAT 135	Intro to Statistics: GT-MA1 <sup>1,3</sup>	3
POS 105	Intro to Political Science: GT-SS1 <sup>1</sup>	3
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)		3

Elective		3
Subtotal		15
<b>Second Semester</b>		
ECO 201	Principles of Macroeconomics: GT-SS1	3
ENG 122	English Composition II: GT-CO2 <sup>2</sup>	3
POS 111	American Government : GT-SS1	3
	Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)	3
Elective		3
Subtotal		15
<b>Third Semester</b>		
ECO 202	Principles of Microeconomics: GT-SS1	3
POS 225	Comparative Government: GT-SS1	3
	Guaranteed Elective Natural and Physical Sciences Course (GT-SC1)	4
Elective		3
Elective		3
Subtotal		16
<b>Fourth Semester</b>		
POS 205	International Relations: GT-SS1	3
	Guaranteed Transfer History Course (GT-HI1)	3
	Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1)	4
Elective		4
Subtotal		14
Total Credits		60

<sup>1</sup> Building Block Course

<sup>2</sup> Students can take ENG 122 and an additional GT-CO3 course instead of ENG 121 and ENG 122

<sup>3</sup> One gtPathways Mathematics course (GT-MA1), but not MAT 155 or 156

## Electives

AAA 109	Advanced Academic Achievement
ACC 121	Accounting Principles I
ACC 122	Accounting Principles II
ANT - all courses	
ARA - all courses	121 and higher
ART - all courses	
ASL - all courses	111 and higher
AST - all courses	
BIO - all courses	
BUS 115	Introduction to Business
BUS 216	Legal Environment of Business
BUS 217	Business Communication and Report Writing
BUS 226	Business Statistics
CHE - all courses	
CHI - all courses	111 and higher
CIS 118	Introduction to PC Applications
COM - all courses	
CRJ 110	Introduction to Criminal Justice: GT-SS3
ECE 101	Introduction to Early Childhood Education
ECE 102	Introduction to Early Childhood Education Techniques
ECE 205	Nutrition, Health and Safety
ECE 238	ECE Child Growth and Development
ECE 241	Administration: Human Relations for Early Childhood Education
EDU 221	Introduction to Education
ENV 101	Environmental Science with Lab: GT-SC1
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	120 and higher
MUS - all courses	
PHI - all courses	
PHY - all courses	
POS - all courses	<sup>2</sup>
PSY - all courses	
SCI 155	Integrated Science with Lab: GT-SC1
SCI 156	Integrated Science II with Lab: GT-SC1
SOC - all courses	
SPA - all courses	111 and higher
THE - all courses	
WST - all courses	

<sup>1</sup> Additional Political Science (POS) courses beyond the 4 courses (12 credit hours) identified above may not count toward the Political Science major at the receiving four-year institution. Please see an Academic Advisor for more information.

## Associate of Arts Degree - Psychology Designation

### Course Requirements

Course	Title	Credits
<b>First Semester</b>		
COM 115	Public Speaking	3
or COM 125	Interpersonal Communication	
ENG 121	English Composition I : GT-CO1 <sup>1,2</sup>	3
MAT 135	Intro to Statistics: GT-MA1 <sup>1,3</sup>	3
PSY 101	General Psychology I: GT-SS3 <sup>1</sup>	3
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4) <sup>4</sup>		3
Subtotal		15
<b>Second Semester</b>		
ENG 122	English Composition II: GT-CO2	3
PSY 102	General Psychology II: GT-SS3	3
Guaranteed Transfer Biology Course (GT-SC1)		4
Guaranteed Transfer History Course (GT-HI1)		3
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)		3
Subtotal		16
<b>Third Semester</b>		
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4) <sup>4</sup>		3
Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1)		4
Guaranteed Transfer Psychology Course (GT-SS3)		3
Guaranteed Transfer Psychology Course (GT-SS3)		3
Elective		3
Subtotal		16
<b>Fourth Semester</b>		
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4) <sup>4</sup>		3
Guaranteed Transfer Psychology Course (GT-SS3)		3
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)		3
Elective		4
Subtotal		13
Total Credits		60

<sup>1</sup> Building Block Course

<sup>2</sup> Students can take ENG 122 and an additional GT-CO3 course instead of ENG 121 and ENG 122

<sup>3</sup> One GT Pathways course (GT-MA1), prefer MAT 135: Introduction to Statistics, except: Colorado Mesa University requires either MAT 120: Mathematics for the Liberal Arts or MAT 121: College Algebra; Colorado State University – Pueblo prefers MAT 121: College Algebra; Fort Lewis College requires MAT 135: Intro to Statistics; University of Colorado Boulder requires MAT 121: College Algebra or higher; University of Colorado Colorado Springs requires MAT 121: College Algebra; Western State Colorado University requires MAT 121: College Algebra.

<sup>4</sup> No more than two (2) courses from any one category

### Electives

AAA 109	Advanced Academic Achievement
ACC 121	Accounting Principles I
ACC 122	Accounting Principles II
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	Introduction to Business
BUS 216	Legal Environment of Business
BUS 217	Business Communication and Report Writing
BUS 226	Business Statistics
CHE - all courses	
CHI - all courses 111 and higher	
CIS 118	Introduction to PC Applications
COM - all courses	
CRJ 110	Introduction to Criminal Justice: GT-SS3
CSC 160	Computer Science I: (Language)
CSC 161	Computer Science II: (Language)
DAN & PED - all courses (up to 4 credits total)	
ECE 101	Introduction to Early Childhood Education
ECE 102	Introduction to Early Childhood Education Techniques
ECE 205	Nutrition, Health and Safety
ECE 238	ECE Child Growth and Development
ECE 241	Administration: Human Relations for Early Childhood Education
ECO - all courses	
EDU 221	Introduction to Education
ENG - all courses 121 and higher	
ENV 101	Environmental Science with Lab: GT-SC1
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	Human Nutrition
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	
SOC - all courses	
SPA - all courses 111 and higher	
THE - all courses	
WST - all courses	

## Associate of Arts Degree - Sociology Designation

### Course Requirements

Course	Title	Credits
<b>First Semester</b>		
COM 115	Public Speaking	3
Or COM 125	Interpersonal Communication	
ENG 121	English Composition I : GT-CO1 <sup>1,2</sup>	3
MAT 135	Intro to Statistics: GT-MA1 <sup>1,3</sup>	3
SOC 101	Introduction to Sociology I: GT-SS3 <sup>1</sup>	3
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)		3
Subtotal		15
<b>Second Semester</b>		
ENG 122	English Composition II: GT-CO2 <sup>2</sup>	3

SOC 102	Introduction to Sociology II: GT-SS3	3
Guaranteed Transfer History Course (GT-HI1)		3
Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1)		4
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)		3
Subtotal		16
<b>Third Semester</b>		
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)		3
Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1)		4
Guaranteed Transfer Sociology Course (GT-SS3) <sup>4</sup>		3
Guaranteed Transfer Sociology Course (GT-SS3) <sup>4</sup>		3
Elective		3
Subtotal		16
<b>Fourth Semester</b>		
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)		3
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)		3
Guaranteed Transfer Sociology Course (GT-SS3) <sup>4</sup>		3
Elective		4
Subtotal		13
Total Credits		60

- 1 Building Block Course
- 2 Students can take ENG 122 and an additional GT-CO3 course instead of ENG 121 and ENG 122.
- 3 One GT Pathways course (GT-MA1)- prefer MAT 135: Introduction to Statistics, except: Adams State University prefers MAT 121: College Algebra; Colorado Mesa University requires either MAT 120: Mathematics for the Liberal Arts or MAT 121: College Algebra; University of Colorado Denver requires MAT 121: College Algebra or MAT 123: Finite Mathematics or MAT 135: Intro to Statistics; Western State Colorado University requires MAT 120: Math for Liberal Arts
- 4 Choose from the following:  
 SOC 205 Sociology of Family Dynamics: GT-SS3  
 SOC 207 Environmental Sociology: GT-SS3  
 SOC 215 Contemporary Social Problems: GT-SS3  
 SOC 216 Sociology of Gender: GT-SS3  
 SOC 218 Sociology of Diversity: GT-SS3  
 SOC 220 Sociology of Religion: GT-SS3  
 SOC 231 Sociology of Deviant Behavior: GT-SS3  
 SOC 237 Sociology of Death and Dying: GT-SS3

**Electives**

AAA 109	Advanced Academic Achievement
ACC 121	Accounting Principles I
ACC 122	Accounting Principles II
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	Introduction to Business
BUS 216	Legal Environment of Business
BUS 217	Business Communication and Report Writing
BUS 226	Business Statistics
CHE - all courses	
CHI - all courses 111 and higher	
CIS 118	Introduction to PC Applications
COM - all courses	
CRJ 110	Introduction to Criminal Justice: GT-SS3
CSC 160	Computer Science I: (Language)

CSC 161	Computer Science II: (Language)
DAN & PED - all courses (up to 4 credits total)	
ECE 101	Introduction to Early Childhood Education
ECE 102	Introduction to Early Childhood Education Techniques
ECE 205	Nutrition, Health and Safety
ECE 238	ECE Child Growth and Development
ECE 241	Administration: Human Relations for Early Childhood Education
ECO - all courses	
EDU 221	Introduction to Education
ENG - all courses 121 and higher	
ENV 101	Environmental Science with Lab: GT-SC1
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	Human Nutrition
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	
SOC - all courses <sup>1</sup>	
SPA - all courses 111 and higher	
THE - all courses	
WST - all courses	

<sup>1</sup> Additional SOC courses beyond the 5 courses (15 credit hours) identified above may not count toward the Sociology major at the receiving four-year institution. Please see an Academic Advisor for more information.

**Associate of Arts Degree - Spanish Designation**

**Course Requirements**

Course	Title	Credits
<b>First Semester</b>		
COM 115	Public Speaking	3
Or COM 125	Interpersonal Communication	
ENG 121	English Composition I : GT-CO1 <sup>1,2</sup>	3
MAT 120	Math for Liberal Arts: GT-MA1 <sup>1,3</sup>	4
SPA 111	Spanish Language I <sup>4</sup>	5
Subtotal		15
<b>Second Semester</b>		
ENG 122	English Composition II: GT-CO2 <sup>2</sup>	3
SPA 112	Spanish Language II <sup>4</sup>	5
Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1)		4
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)		3
Subtotal		15
<b>Third Semester</b>		
HIS 244	History of Latin America: GT-HI1	3
SPA 211	Spanish Language III: GT-AH4 <sup>5</sup>	3

Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1 or GT-SC2)	4
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)	3
Subtotal	13
<b>Fourth Semester</b>	
SPA 212 Spanish Language IV: GT-AH4 <sup>5</sup>	3
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)	3
Elective <sup>6</sup>	3
Elective <sup>6</sup>	3
Elective <sup>6</sup>	5
Subtotal	17
Total Credits	60

- Building Block Course
- Students can take ENG 122 and an additional GT-CO3 course instead of ENG 121 and ENG 122.
- Guaranteed Transfer Math Course (GT-MA1): MAT 120 is recommended.
- SPA 111 and/or 112 may be waived, based on a student's proficiency level. Students should consult a departmental advisor at the four-year college or university.
- Those students who have a higher proficiency level than is required for SPA 211 or 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.
- Suggested courses: 200-level Spanish courses; courses outside the Spanish department with content related to the Spanish-speaking world.

## Electives

AAA 109	Advanced Academic Achievement	3
ANT 101	Cultural Anthropology: GT-SS3	3
ANT 211	Cultural Resource Management	3
ASL 121	American Sign Language I (or higher)	5
CHI 111	Chinese Language I (or higher)	5
EDU 231	Introduction to Bilingual Education	4
ETH 106	From Indios to Chicanos	3
ETH 224	Intro to Chicano Studies	3
FRE 111	French Language I (or higher)	5
GEO 105	World Regional Geography: GT-SS2	3
GER 111	German Language I (or higher)	5
HIS 209	History of the American Southwest	3
HIS 225	Colorado History: GT-HI1	3
HIS 244	History of Latin America: GT-HI1	3
HIS 246	History of Mexico: GT-HI1	3
HIS 247	20th Century World History: GT-HI1	3
HIS 260	US Foreign Relations History: GT-HI1	3
HUM 237	Hispanic Arts of the Southwest	3
ITA 111	Italian Language I (or higher)	5
JPN 111	Japanese Language I	5
LIT 201	World Literature to 1600: GT-AH2	3
LIT 202	World Literature After 1600: GT-AH2	3
LIT 205	Ethnic Literature: GT-AH2	3
MUS 123	Survey of World Music: GT-AH1	3
POS 205	International Relations: GT-SS1	3
SPA 201	Conversational Spanish III	3
SPA 202	Conversational Spanish IV	3
SPA 215	Spanish for Professional II	3
SPA 235	Spanish Reading-Writing	3
SPA 261	Grammar for the Heritage Language Speaker	3
SPA 262	Composition for the Heritage Language Speaker	3

## Associate of Arts Degree - Theater Designation

### Course Requirements

Course	Title	Credits
<b>First Semester</b>		
ENG 121	English Composition I : GT-CO1 <sup>1,2</sup>	3
MAT 120	Math for Liberal Arts: GT-MA1 <sup>1,3</sup>	4
THE 105	Theatre Appreciation: GT-AH1 <sup>1,4</sup>	3
Guaranteed Transfer History Course (GT-HI1)		3
Elective <sup>5</sup>		3
Subtotal		16
<b>Second Semester</b>		
ENG 122	English Composition II: GT-CO2 <sup>2</sup>	3
THE 108	Theater Script Analysis: GT-AH1	3
THE 111	Acting I	3
Guaranteed Transfer Natural and Physical Sciences Course (GT-SC1)		4
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)		3
Subtotal		16
<b>Third Semester</b>		
THE 116	Technical Theatre	3
THE 131	Theatre Production I	3
Or THE 132 Theatre Production II		
Or THE 231 Theatre Production III		
Or THE 232 Theatre Production IV		
THE 211	Development of Theatre Greek to Renaissance: GT-AH1	3
Guaranteed Transfer Natural and Physical Sciences Course (GT-SC1 or GT-SC2)		3
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)		3
Subtotal		15
<b>Fourth Semester</b>		
THE 212	Development of Theatre Restoration to Modern: GT-AH1	3
THE 215	Playwriting: GT-AH1	3
Elective <sup>5</sup>		4
Elective <sup>5</sup>		3
Subtotal		13
Total Credits		60

- Building Block Course
- Students can take ENG 122 and an additional GT-CO3 course instead of ENG 121 and ENG 122.
- MAT 120 is recommended or any guaranteed GT-MAT course
- Students planning to attend University of Colorado Boulder in Theater should consult UCB Theater advisors regarding THE 105 – Theatre Appreciation.
- Students interested in attending MSU Denver or CSU-Fort Collins are advised to take COM 115 – Public Speaking. Students who plan to transfer to UCB or UCCS may not take elective courses with a THE prefix.

## Electives

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

AAA 109	Advanced Academic Achievement
ACC 121	Accounting Principles I
ACC 122	Accounting Principles II
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	Introduction to Business	
BUS 216	Legal Environment of Business	
BUS 217	Business Communication and Report Writing	
BUS 226	Business Statistics	
CHE - all courses		
CHI - all courses 111 and higher		
CIS 118	Introduction to PC Applications	
COM - all courses		
CRJ 110	Introduction to Criminal Justice: GT-SS3	
DAN & PED - all courses (up to 4 credits total)		
ECE 101	Introduction to Early Childhood Education	
ECE 102	Introduction to Early Childhood Education Techniques	
ECE 205	Nutrition, Health and Safety	
ECE 238	ECE Child Growth and Development	
ECE 241	Administration: Human Relations for Early Childhood Education	
ECO - all courses		
EDU 221	Introduction to Education	
ENG - all courses 121 and higher		
ENV 101	Environmental Science with Lab: GT-SC1	
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	Human Nutrition	
ITA - all courses 111 and higher		
JOU - all courses		
JPN - all courses		
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	Integrated Science with Lab: GT-SC1	
SCI 156	Integrated Science II with Lab: GT-SC1	
SOC - all courses		
SPA - all courses 111 and higher		
THE - all courses		
WST - all courses		

## Associate of Science Degree - Biology Designation

### Course Requirements

Course	Title	Credits
<b>First Semester</b>		
CHE 111	General College Chemistry I with Lab: GT-SC1 <sup>1</sup>	5
ENG 121	English Composition I : GT-CO1 <sup>1,2</sup>	3
MAT 201	Calculus I: GT-MA1 <sup>1,3</sup>	5
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)		3
Subtotal		16
<b>Second Semester</b>		
BIO 111	General College Biology I with Lab: GT-SC1	5

CHE 112	General College Chemistry II with Lab: GT-SC1	5
ENG 122	English Composition II: GT-CO2 <sup>2</sup>	3
Subtotal		13
<b>Third Semester</b>		
BIO 112	Gen College Biology II with Lab: GT-SC1	5
PHY 111	Physics Algebra-Based I with Lab: GT-SC1	5
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)		3
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)		3
Subtotal		16
<b>Fourth Semester</b>		
PHY 112	Physics Algebra-Based II with Lab: GT-SC1	5
Guaranteed Transfer History Course (GT-HI1)		3
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)		3
Elective		4
Subtotal		15
Total Credits		60

- <sup>1</sup> Building Block Course
- <sup>2</sup> Students can take ENG 122 and an additional GT-CO3 course instead of ENG 121 and ENG 122.
- <sup>3</sup> Requires a pre-requisite course work: MAT 121 and MAT 122; see your Academic Advisor for specific information.

### Electives

AAA 109	Advanced Academic Achievement
ANT - all courses	
ARA - all courses 111 or higher	
ART - all courses	
ASL - all courses	
AST - all courses	
BIO - all courses	
CHE - all courses	
CHI - all courses 111 and higher	
CIS 118 Introduction to PC Applications	
COM - all courses	
CSC 161 Computer Science II: (Language)	
DAN, HPL, and PED - all courses	
ECO - all courses	
EDU 221 Introduction to Education	
ENG - all courses 121 and higher	
ENV 101 Environmental Science with Lab: GT-SC1	
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 Human Nutrition	
ITA - all courses	
JOU - all courses	
JPN - all courses	
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

WST - all courses

Students are strongly encouraged to seek academic advising prior to registration regarding the acceptability of online science courses if they anticipate transferring to a four year institution or completing graduate work in the science or health professions. It should be noted that per Colorado Revised Statute §23-1-125(1)(e), general education courses taken online are guaranteed to satisfy core course (GT Pathways) requirements at all Colorado public institutions of higher education.

## Associate of Science Degree - Chemistry Designation

### Course Requirements

Course	Title	Credits
<b>First Semester</b>		
CHE 111	General College Chemistry I with Lab: GT-SC1 <sup>1</sup>	5
ENG 121	English Composition I : GT-CO1 <sup>1,2</sup>	3
MAT 201	Calculus I: GT-MA1 <sup>1,3</sup>	5
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)		3
Subtotal		16
<b>Second Semester</b>		
CHE 112	General College Chemistry II with Lab: GT-SC1	5
ENG 122	English Composition II: GT-CO2 <sup>2</sup>	3
MAT 202	Calculus II: GT-MA1	5
Subtotal		13
<b>Third Semester</b>		
CHE 211	Organic Chemistry I with Lab	5
MAT 203	Calculus III: GT-MA1	4
PHY 211	Physics Calculus Based I with Lab: GT-SC1	5
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)		3
Subtotal		17
<b>Fourth Semester</b>		
CHE 212	Organic Chemistry II with Lab	5
PHY 212	Physics Calculus-Based II with Lab: GT-SC1	5
Elective		1
Guaranteed Transfer History Course (GT-HI1)		3
Subtotal		14
Total Credits		60

<sup>1</sup> Building Block Course

<sup>2</sup> Students can take ENG 122 and an additional GT-CO3 course instead of ENG 121 and ENG 122.

<sup>3</sup> Requires pre-requisite coursework: MAT 121 and MAT 122; see your Academic Advisor for specific information.

### Electives

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

AAA 109 Advanced Academic Achievement

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 Introduction to PC Applications

COM - all courses

CSC 161 Computer Science II: (Language)

DAN, HPL, and PED - all courses

ECO - all courses

EDU 221 Introduction to Education

ENG - all courses 121 and higher

ENV 101 Environmental Science with Lab: GT-SC1

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 Human Nutrition

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

WST - all courses

**NOTES:** This statewide transfer articulation agreement in Chemistry does not fulfill requirements for the GT Pathways general education curriculum or the Associate of Science degree prior to transfer; however, this agreement does guarantee a student, if admitted, junior standing and completion of the baccalaureate degree within an additional 60 semester hours at the receiving institution.

Completion of the receiving institution's lower division general education requirements is fulfilled only under the condition that one GT Pathways-approved course in arts and humanities (AH1, AH2, AH3, or AH4) and one GT Pathways-approved course in social and behavioral sciences (SS1, SS2, or SS3) are successfully completed at the receiving institution within the first 30 hours or 12 calendar months.

Students transferring to a 4-yr college/university under this Chemistry agreement are encouraged to 'reverse' transfer the one GT Pathways course in arts and humanities and the one GT Pathways course in social and behavioral sciences (Note #2 above) back to their community college in order to complete the GT Pathways general education program and to earn their Associate of Science degree with a Chemistry designation. Lecture and laboratory portions of organic chemistry, CHE 211 and 212, must not be taken in an online delivery format.

## Associate of Science Degree - Fermentation Science Designation

### Course Requirements

#### General Education Course Requirements

Communication		
ENG 121	English Composition I : GT-CO1	3
ENG 122	English Composition II: GT-CO2	3
or		
ENG 122	English Composition II: GT-CO2	
and a GT-CO3 course		
COM 115	Public Speaking	3
Mathematics		
MAT 121	College Algebra : GT-MA1	4
Arts & Humanities		

Two guaranteed transfer Arts & Humanities courses (GT-AH1, GT-AH2, GT-AH3, GT-AH4)	6
History	
One guaranteed transfer History course (GT-HI1)	3
Social & Behavioral Sciences	
SOC 101 Introduction to Sociology I: GT-SS3	3
One guaranteed transfer Social & Behavioral Sciences course (GT-SS1 or GT-SS2)	3
Natural & Physical Sciences	
BIO 111 General College Biology I with Lab: GT-SC1	5
CHE 101 Introduction to Chemistry I with Lab: GT-SC1	5
<i>Subtotal:</i>	<i>38</i>
<b>Additional Required Courses</b>	
BIO 208 General College Microbiology w/Lab: GT-SC1 <sup>1</sup>	5
Select one of the following:	3
CIS 118 Introduction to PC Applications	
CIS 115 Intro to Computer Information Systems	
PHY 111 Physics Algebra-Based I with Lab: GT-SC1	5
Select two of the following credits from the FER prefix:	8
FER 101 Craft Beer Brewing <sup>1</sup>	
FER 201 Wine Fundamentals	
FER 203 Fermented Foods Science	
Electives	
Select one credit of elective from the list below	1
<i>Subtotal:</i>	<i>22</i>
<b>Total Credits</b>	<b>60</b>

<sup>1</sup> Not offered at CCD.

## Electives

Note: Not all courses listed below are available at CCD

AAA 109 Advanced Academic Achievement	
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 Introduction to PC Applications	
COM - all courses	
CSC 160 Computer Science I: (Language)	
CSC 161 Computer Science II: (Language)	
DAN, HPE, PED - all courses	
ECO - all courses	
EDU 221 Introduction to Education	
ENG - all courses 121 and higher	
ENV 101 Environmental Science with Lab: GT-SC1	
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 Human Nutrition	
ITA - all courses 111 and higher	
JOU - all courses	
JPN - all courses	
LIT - all courses	
MAT - all courses 111 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	
WST - all courses	

## Associate of Science Degree - Geology Designation

### Course Requirements

Course	Title	Credits
<b>First Semester</b>		
CHE 111	General College Chemistry I with Lab: GT-SC1	5
ENG 121	English Composition I : GT-CO1 <sup>1,2</sup>	3
MAT 201	Calculus I: GT-MA1 <sup>1,3</sup>	5
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)		3
<i>Subtotal</i>		<i>16</i>
<b>Second Semester</b>		
CHE 112	General College Chemistry II with Lab: GT-SC1	5
ENG 122	English Composition II: GT-CO2 <sup>2</sup>	3
MAT 202	Calculus II: GT-MA1	5
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)		3
<i>Subtotal</i>		<i>16</i>
<b>Third Semester</b>		
GEY 111	Physical Geology with Lab: GT-SC1	4
PHY 211	Physics Calculus Based I with Lab: GT-SC1	5
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)		3
Guaranteed Transfer History Course (GT-HI1)		3
<i>Subtotal</i>		<i>15</i>
<b>Fourth Semester</b>		
GEY 112	Historical Geology with Lab: GT-SC1	4
PHY 212	Physics Calculus-Based II with Lab: GT-SC1	5
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)		3
Elective		1
<i>Subtotal</i>		<i>13</i>
<b>Total Credits</b>		<b>60</b>

<sup>1</sup> Building Block Course

<sup>2</sup> Students can take ENG 122 and an additional GT-CO3 course instead of ENG 121 and ENG 122.

<sup>3</sup> Requires pre-requisite coursework: MAT 121 and MAT 122; see an Academic Advisor for specific information.

### Electives

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

AAA 109 Advanced Academic Achievement	
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 Introduction to PC Applications	
COM - all courses	

CSC 161	Computer Science II: (Language)
DAN, HPL & PED	- all courses
ECO	- all courses
EDU 221	Introduction to Education
ENG	- all courses 121 and higher
ENV 101	Environmental Science with Lab: GT-SC1
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	Human Nutrition
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
WST	- all courses

In addition to meeting the requirements listed here, contact the department at the school to which you want to transfer for program-specific information.

## Associate of Science Degree - Mathematics Designation

### Course Requirements

Course	Title	Credits
<b>First Semester</b>		
COM 115	Public Speaking	3
Or COM 125	Interpersonal Communication	
ENG 121	English Composition I : GT-CO1 <sup>1,2</sup>	3
MAT 201	Calculus I: GT-MA1 <sup>1,3</sup>	5
	Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)	3
	Subtotal	14
<b>Second Semester</b>		
ENG 122	English Composition II: GT-CO2	3
MAT 202	Calculus II: GT-MA1	5
	Guaranteed Transfer History Course (GT-HI1)	3
	Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)	3
	Subtotal	14
<b>Third Semester</b>		
MAT 204	Calculus III with Engineer Applications: GT-MA1	5
Or MAT 203	Calculus II: GT-MA1	
PHY 211	Physics Calculus Based I with Lab: GT-SC1	5
	Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)	3
	Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)	3
	Subtotal	16

### Fourth Semester

CSC 160	Computer Science I: (Language)	4
PHY 212	Physics Calculus-Based II with Lab: GT-SC1	5
	Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)	3
	Elective	4
	Subtotal	16
	Total Credits	60

- Building Block Course
- Students can take ENG 122 and an additional GT-CO3 course instead of ENG 121 and ENG 122.
- Requires pre-requisite coursework: MAT 121 and MAT 122; see an Academic Advisor for specific information.

### Electives

AAA 109	Advanced Academic Achievement
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	Introduction to PC Applications
COM	- all courses
CSC 161	Computer Science II: (Language)
DAN, HPL & PED	- all courses (up to 4 credits total)
ECO	- all courses
EDU 221	Introduction to Education
ENG	- all courses 121 and higher
ENV 101	Environmental Science with Lab: GT-SC1
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	Human Nutrition
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
WST	- all courses

## Associate of Science Degree - Physics Designation

### Course Requirements

Course	Title	Credits
<b>First Semester</b>		
CHE 111	General College Chemistry I with Lab: GT-SC1 <sup>1</sup>	5

ENG 121	English Composition I : GT-CO1 <sup>1,2</sup>	3
MAT 201	Calculus I: GT-MA1 <sup>1,3</sup>	5
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)		3
Subtotal		16
<b>Second Semester</b>		
CSC 160	Computer Science I: (Language)	4
Or CHE 112	General College Chemistry II with Lab: GT-SC1	
ENG 122	English Composition II: GT-CO2 <sup>2</sup>	3
MAT 202	Calculus II: GT-MA1	5
PHY 211	Physics Calculus Based I with Lab: GT-SC1	5
Subtotal		17
<b>Third Semester</b>		
MAT 203	Calculus III: GT-MA1	4
Or MAT 204	Calculus III with Engineer Applications: GT-MA1	
PHY 212	Physics Calculus-Based II with Lab: GT-SC1	5
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)		3
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)		3
Subtotal		15
<b>Fourth Semester</b>		
MAT 265	Differential Equations: GT-MA1	3
Or MAT 261	Differential Equations with Engineering Applications: GT-MA1	
Or MAT 266	Differential Equations with Linear Algebra	
PHY 213	Physics III: Calculus Based Modern Physics	3
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)		3
Guaranteed Transfer History Course (GT-HI1)		3
Subtotal		12
Total Credits		60

- <sup>1</sup> Building Block Course
- <sup>2</sup> Students can take ENG 122 and an additional GT-CO3 course instead of ENG 121 and ENG 122.
- <sup>3</sup> Requires pre-requisite coursework: MAT 121 and MAT 122. See an Academic Advisor for specific information.

## Associate of Science Degree - Psychology Designation

### Course Requirements

Course	Title	Credits
<b>First Semester</b>		
COM 115	Public Speaking	3
Or COM 125	Interpersonal Communication	
ENG 121	English Composition I : GT-CO1 <sup>1,2</sup>	3
MAT 121	College Algebra : GT-MA1 <sup>1</sup>	4
PSY 101	General Psychology I: GT-SS3 <sup>1</sup>	3
Guaranteed Transfer Arts & Humanities Course (GT-AH1-GT-AH2, GT-AH3, GT-AH4) <sup>3</sup>		3
Subtotal		16
<b>Second Semester</b>		
BIO 111	General College Biology I with Lab: GT-SC1	5
ENG 122	English Composition II: GT-CO2	3
PSY 102	General Psychology II: GT-SS3	3

Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)		3
Subtotal		14
<b>Third Semester</b>		
CHE 111	General College Chemistry I with Lab: GT-SC1	5
Guaranteed Transfer Arts & Humanities Course (GT-AH1-GT-AH2, GT-AH3, GT-AH4) <sup>3</sup>		3
Elective		3
Elective		3
Subtotal		14
<b>Fourth Semester</b>		
PHI 111	Intro to Philosophy: GT-AH3	3
Or PHI 112: Ethics GT-AH3		
Guaranteed Transfer History Course (GT-HI1)		3
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)		3
Elective		3
Elective		4
Subtotal		16
Total Credits		60

- <sup>1</sup> Building Block Course
- <sup>2</sup> Students can take ENG 122 and an additional GT-CO3 course instead of ENG 121 and ENG 122.
- <sup>3</sup> Must be from two different categories (GT-AH1, GT-AH2, GT-AH3, GT-AH4)

### Electives

AAA 109	Advanced Academic Achievement
ANT - all courses	
ARA - all courses 111 and higher	
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	Introduction to PC Applications
COM - all courses	
CRJ 110	Introduction to Criminal Justice: GT-SS3
CSC 160	Computer Science I: (Language)
CSC 161	Computer Science II: (Language)
DAN, HPE, & PED - all courses (up to 4 credits total)	
ECO - all courses 101 and higher	
EDU 221	Introduction to Education
ENG - all courses 121 and higher	
ENV 101	Environmental Science with Lab: GT-SC1
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	Human Nutrition
ITA - all courses 111 and higher	
JOU - all courses	
JPN - all courses 111 and higher	
LIT - all courses	
MAT - all courses 120 and higher	
MUS - all courses	
PHI - all courses	
PHY - all courses 111 and higher	
POS - all courses	
PSY - all courses <sup>1</sup>	

SOC - all courses

SPA - all courses 111 and higher

THE - all courses

WST - all courses

<sup>1</sup> PSY 200, PSY 258, PSY 265, and PSY 268 recommended.

## Associate of Arts Degree

### Requirements

All courses must be completed with a grade of C or better. All graduates of the AA degree must meet the program requirements listed in the Associate of Arts Degree Plan below. Up to 4 credits of physical education may apply to this degree.

**NOTE:** Students who have taken prerequisite courses longer than seven years ago are strongly encouraged to take an assessment test over the prerequisite material to ensure adequate prior knowledge to be successful in future courses. The outcome of the assessment test will help determine if the prerequisite course needs to be retaken. The assessment test is available in the CCD Testing Center.

For Health Science degrees, because of program accreditation requirements, students must have completed all science courses within the previous seven years before the first day of class in a health program.

### Course Requirements

Course	Title	Credits
<b>First Semester</b>		
COM 115	Public Speaking	3
Or COM 125	Interpersonal Communication	
Or COM 220: Intercultural Communication (GT-SS3)		
ENG 121	English Composition I : GT-CO1 <sup>1,2</sup>	3
MAT 120	Math for Liberal Arts: GT-MA1 <sup>1,3</sup>	4
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4) <sup>4</sup>		3
Elective		3
Subtotal		16
<b>Second Semester</b>		
ENG 122	English Composition II: GT-CO2 <sup>2</sup>	3
Guaranteed Transfer History Course (GT-HI1)		3
Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1)		4
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)		3
Elective		3
Subtotal		16
<b>Third Semester</b>		
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4) <sup>4</sup>		3
Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1 or GT-SC2)		3
Elective		4
Elective		3
Elective		3
Subtotal		16
<b>Fourth Semester</b>		
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)		3
Guaranteed Transfer Elective (GT-AH1, GT-AH2, GT-AH3, GT-AH4, GT-SS1, GT-SS2, GT-SS3, GT-HI1)		3
Elective		3
Elective		3
Subtotal		12
Total Credits		60

<sup>1</sup> Building Block Course

<sup>2</sup> Students can take ENG 122 and an additional GT-CO3 course instead of ENG 121 and ENG 122.

<sup>3</sup> Any guaranteed transfer math course (GT-MA1) will fulfill this requirement.

<sup>4</sup> 6 total Guaranteed Transfer Arts & Humanities credits must be from two different areas (AH1, AH2, AH3, AH4).

## Electives

AAA 109	Advanced Academic Achievement
ACC 121	Accounting Principles I
ACC 122	Accounting Principles II
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	Introduction to Business
BUS 216	Legal Environment of Business
BUS 217	Business Communication and Report Writing
BUS 226	Business Statistics
CHE - all courses	
CHI - all courses	111 and higher
CIS 118	Introduction to PC Applications
COM - all courses	
CRJ 110	Introduction to Criminal Justice: GT-SS3
DAN & PED - all courses	(up to 4 credits total)
ECE 101	Introduction to Early Childhood Education
ECE 102	Introduction to Early Childhood Education Techniques
ECE 205	Nutrition, Health and Safety
ECE 238	ECE Child Growth and Development
ECE 241	Administration: Human Relations for Early Childhood Education
ECO - all courses	
EDU 221	Introduction to Education
ENG - all courses	121 and higher
ENV 101	Environmental Science with Lab: GT-SC1
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	Human Nutrition
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	Integrated Science with Lab: GT-SC1
SCI 156	Integrated Science II with Lab: GT-SC1
SOC - all courses	
SPA - all courses	111 and higher
THE - all courses	
WST - all courses	

## Associate of Science (AS) Degree

### Requirements

Students must complete a total of 60 credit hours for the associate degree. Requirements in four-year or professional programs sometimes change yearly. Students should meet regularly with their Academic Advisor 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:** Students who have taken prerequisite courses longer than seven years ago are strongly encouraged to take an assessment test over the prerequisite material to ensure adequate prior knowledge to be successful in future courses. The outcome of the assessment test will help the student determine whether or not he or she needs to re-take the prerequisite course. The assessment test is available in the CCD Testing Center.

For Health Science degrees, because of program accreditation requirements, students must have completed all science courses within the previous seven years before the first day of class in a health program.

### Course Requirements

Course	Title	Credits
<b>First Semester</b>		
COM 115	Public Speaking	3
Or COM 125	Interpersonal Communication	
Or COM 220	Intercultural Communication: GT-SS3	
ENG 121	English Composition I : GT-CO1 <sup>1,2</sup>	3
MAT 121	College Algebra : GT-MA1 <sup>1,3</sup>	4
Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1) <sup>5</sup>		4
Subtotal		14
<b>Second Semester</b>		
ENG 122	English Composition II: GT-CO2	3
Guaranteed Transfer History Course (GT-HI1)		3
Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1) <sup>5</sup>		4
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)		3
Elective		3
Subtotal		16
<b>Third Semester</b>		
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4) <sup>4</sup>		3
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4) <sup>4</sup>		3
Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1) <sup>5</sup>		4
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3) or Guaranteed Transfer History Course (GT-HI1)		3
Elective		3
Subtotal		16
<b>Fourth Semester</b>		
Elective		3
Elective		3
Elective		3
Elective		5
Subtotal		14
Total Credits		60

- Building Block Course
- Students can take ENG 122 and an additional GT-CO3 course instead of ENG 121 and ENG 122.
- Select one of the following: MAT 121, MAT 122, MAT 166, MAT 201
- Select two guaranteed transfer Arts & Humanities courses from two different areas (GT-AH1, GT-AH2, GT-AH3, GT-AH4)
- Select one 2 lab course sequence in any guaranteed transfer science discipline and one additional guaranteed transfer lab science course.

### Electives

AAA 109	Advanced Academic Achievement
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 Introduction to PC Applications
COM - all courses
CSC 160 Computer Science I: (Language)
CSC 161 Computer Science II: (Language)
DAN, HPE & PED - all courses (up to 4 credits total)
ECO - all courses
EDU 221 Introduction to Education
ENG - all courses 121 and higher
ENV 101 Environmental Science with Lab: GT-SC1
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 Human Nutrition
ITA - all courses 111 and higher
JOU - all courses
JPN - all courses 111 and higher
LIT - all courses
MAT - all courses 111 and higher
MUS - all courses
PHI - all courses
PHY - all courses 111 or higher
POS - all courses
PSY - all courses
SOC - all courses
SPA - all courses 111 and higher
THE - all courses
WST - all courses

Architectural Technologies - Basic Architectural Technologies	Certificate
Architectural Technologies - Intermediate Architectural Technologies	Certificate
Architectural Technologies - Architectural Technologies Professional Development	Certificate
Architectural Technologies - Architectural Technologies Architecture Professional Studies (ARE PREP)	Certificate
Architectural Technologies - REVIT	Certificate
Architectural Technologies - Architectural Computer Visualizations	Certificate
Business Administration - Management	AAS
Business Administration - Marketing	AAS
Business Administration - Real Estate	AAS
Business Administration - Customer Service	Certificate
Business Administration - Entrepreneurship	Certificate
Business Administration - Retail Management	Certificate
Business Technology - Administrative Professional	AAS
Business Technology - Legal Administrative Assistant	AAS
Business Technology - Healthcare Administration	AAS
Business Technology - Administrative Assistant	Certificate
Business Technology - Office Assistant	Certificate
Business Technology - Healthcare Administration	Certificate
Computer Information Systems	AAS
Computer Information Systems - Computer Technology	Certificate
Criminal Justice	AAS
Criminal Justice - Homeland Security	Certificate
Dental Hygiene	AAS
Early Childhood Education	AAS
Early Childhood Education - Early Childhood Education Director	Certificate
Early Childhood Education - Early Childhood Education Teacher, Level I	Certificate
Early Childhood Education - Early Childhood Education Teacher, Level II	Certificate
Engineering Graphics - Mechanical Designer	AAS
Engineering Graphics - Intermediate Mechanical Designer	Certificate
Engineering Graphics - Basic Mechanical Designer	Certificate
Engineering Graphics - Inventor	Certificate
Engineering Graphics - Solidworks	Certificate
Engineering Graphics - Scanned Input 3D Modeling	Certificate
Fabrication Welder	AAS
Fabrication Welder - Basic Welding	Certificate
Fabrication Welder - Intermediate Welding	Certificate
Fabrication Welder - ARC Welder	Certificate
Fabrication Welder	Certificate
Food, Nutrition, and Wellness	Certificate
Graphic Design	AAS
Graphic Design	Certificate
Human Services Transfer Degree	AAS
Human Services Pre-Social Work Degree	AAS
Human Services	Certificate
Information Technology	AAS
Information Technology - Computer Service and Support	Certificate
Information Technology - Network Security	Certificate
Journalism - See Multi-Media Journalism	
Machine Technologies - CNC Manufacturing	AAS
Machine Technologies - CNC Management	AAS
Machine Technologies - Basic Machining	Certificate
Machine Technologies - Intermediate Machining	Certificate
Machine Technologies - CNC Machine Tool Operator	Certificate

## Associate of Applied Science Degrees (AAS) & Certificates

All occupational degrees are approved by the State Board for Community College and Occupational Education and have a minimum of 60 credits. The AAS 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 AAS degrees have limited transferability. In each AAS program, some of the courses are articulated with and accepted by at least one specific baccalaureate program. Talk with an Academic Advisor for specific details.

**NOTE:** Students who have taken prerequisite courses more than seven years ago are strongly encouraged to take an assessment test over the prerequisite material to ensure adequate prior knowledge to be successful in future courses. The outcome of the assessment test will help the student determine whether or not he or she needs to re-take the prerequisite course. The assessment test is available in the CCD Testing Center.

For Health Science degrees, because of program accreditation requirements, students must have completed all science courses within the previous seven years before the first day of class in a health program.

Program Name	Degree Type
Accounting	AAS
Accounting - Bookkeeping/Payroll	Certificate
Accounting - Tax Preparation	Certificate
Advanced Manufacturing - See Engineering Graphics, Fabrication Welder, Machine Technologies	
Applied Technology	AAS
Architectural Technologies	AAS

Machine Technologies - Industrial Maintenance Technologies	Certificate
Machine Technologies - CNC Wire EDM	Certificate
Machine Technologies - Five Axis Milling Machine	Certificate
Machine Technologies - Multi Axis Lathe	Certificate
Medical Assisting	AAS
Medical Assisting	Certificate
Multi-Media Journalism	Certificate
Nurse Aide	Certificate
Paralegal	AAS
Paralegal - Transfer	AAS
Paralegal - General Paralegal	Certificate
Phlebotomy	Certificate
Radiation Therapy	Certificate
Radiologic Technology	AAS
Radiologic Technology - Computed Tomography, Non-distance	Certificate
Radiologic Technology - Computed Tomography, Distance	Certificate
Radiologic Technology - Mammography	Certificate
Surgical Technology	AAS
Veterinary Technology	AAS
Veterinary Technology - Veterinary Technology Assistant	Certificate

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 may enroll in courses within their chosen program, if they meet the prerequisites, before declaring a program.

## Accounting

### Associate of Applied Science Degree in Accounting

The Accounting AAS 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, bookkeeper, tax preparer, 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 Academic Advisor or the Program Chair for more information.

Course	Title	Credits
<b>First Semester</b>		
ACC 121	Accounting Principles I	4
BUS 115	Introduction to Business	3
CIS 118	Introduction to PC Applications	3
ENG 121	English Composition I : GT-CO1 <sup>1</sup>	3
MAT 107	Career Math <sup>1</sup>	3
Subtotal		16
<b>Second Semester</b>		
ACC 122	Accounting Principles II	4
ACC 125	Computerized Accounting(Offered in Spring only)	3
COM 115	Public Speaking	3
ECO 201	Principles of Macroeconomics: GT-SS1	3
Elective		3
Subtotal		16
<b>Third Semester</b>		
ACC 115	Payroll Accounting	3
ACC 132	Tax Help Colorado(Offered in Fall only)	2
ACC 135	Spreadsheet Applications for Accounting(Offered in Fall only)	3
ACC 226	Cost Accounting (Offered in Fall only)	3
or ACC 216	Governmental and Not-for-Profit Accounting (Offered in Spring only)	
BUS 216	Legal Environment of Business	3
Subtotal		14
<b>Fourth Semester</b>		
ACC 133	Tax Help Colorado Practicum(Offered in Spring only)	1
BTE 108	Ten-Key by Touch	1
BUS 217	Business Communication and Report Writing	3
MAR 160	Customer Service	3
Elective		3
Elective		3
Subtotal		14
Total Credits		60

<sup>1</sup> Building Block Course

#### Electives

ACC 101	Fundamentals of Accounting
ACC 131	Income Tax (Offered in Fall only)
ACC 280	Internship (Offered in Spring only)
BUS 226	Business Statistics
CIS 145	Complete PC Database
CIS 155	PC Spreadsheet Concepts: Excel
ECO 202	Principles of Microeconomics: GT-SS1
ENG 122	English Composition II: GT-CO2
MAN 226	Principles of Management
MAR 216	Principles of Marketing
PAR 211	Legal Research

### Associate of Applied Science Degree in Accounting - Metropolitan State University Denver Transfer Agreement

The Accounting AAS – MSU Denver Transfer Degree allows the easy transfer of all credits outlined within the degree program. Students will complete the classes within the prescribed curriculum agreement at CCD and transfer those credits towards the Bachelor of Science degree at MSU Denver.

This program is only designed for those students who are looking to complete their Bachelor of Science degree in accounting at MSU Denver. Please see the Chair of the Accounting Department or an Academic Advisor for additional information.

Course	Title	Credits
<b>First Semester</b>		
BUS 115	Introduction to Business <sup>1</sup>	3
BUS 217	Business Communication and Report Writing	3
CIS 118	Introduction to PC Applications <sup>1</sup>	3
COM 115	Public Speaking	3
ENG 121	English Composition I : GT-CO1 <sup>1</sup>	3
Subtotal		15
<b>Second Semester</b>		
ACC 121	Accounting Principles I <sup>1</sup>	4
ECO 201	Principles of Macroeconomics: GT-SS1	3
ENG 122	English Composition II: GT-CO2	3
MAT 123	Finite Mathematics: GT-MA1 <sup>1</sup>	4
Subtotal		14
<b>Third Semester</b>		
ACC 122	Accounting Principles II	4
ACC 132	Tax Help Colorado(Offered in Fall only)	2
ACC 135	Spreadsheet Applications for Accounting(Offered in Fall only)	3
BUS 216	Legal Environment of Business	3
MAR 160	Customer Service	3
Subtotal		15
<b>Fourth Semester</b>		
ACC 115	Payroll Accounting	3
ACC 125	Computerized Accounting(Offered in Spring only)	3
ACC 133	Tax Help Colorado Practicum(Offered in Spring only)	1
MAT 125	Survey of Calculus: GT-MA1	4
ECO 202	Principles of Microeconomics: GT-SS1	3
POS 111	American Government : GT-SS1	3
Subtotal		17
Total Credits		61

<sup>1</sup> Building Block course

- Bookkeeping/Payroll Certificate
- Tax Preparation Certificate

### Certificate in Accounting

#### Bookkeeping/Payroll

The Bookkeeping/Payroll Certificate program prepares students with the necessary skills to complete full-charge bookkeeping activities; including journal and ledger entries, accounts payable and receivable processing, payroll, and financial statement preparation. The certificate provides a strong foundation in accounting with emphasis on manual and computerized accounting systems and is well suited for individuals currently employed in business looking to advance their career or those looking to enter the field of accounting as a new profession. The certificate is fully transferable to the Associate of Applied Science in Accounting. Please see an Academic Advisor about this pathway.

Course	Title	Credits
<b>First Semester</b>		
ACC 101	Fundamentals of Accounting <sup>1</sup>	3
ACC 132	Tax Help Colorado(Offered in Fall only)	2
BTE 108	Ten-Key by Touch	1
ACC 135	Spreadsheet Applications for Accounting(Offered in Fall only)	3
BUS 217	Business Communication and Report Writing	3
CIS 118	Introduction to PC Applications <sup>1</sup>	3
Subtotal		15
<b>Second Semester</b>		
ACC 115	Payroll Accounting	3
ACC 125	Computerized Accounting(Offered in Spring only)	3
ACC 133	Tax Help Colorado Practicum(Offered in Spring only)	1
BUS 115	Introduction to Business	3
BUS 216	Legal Environment of Business	3
MAR 160	Customer Service	3
Subtotal		16
Total Credits		31

<sup>1</sup> Building Block Course

## Certificate in Accounting

### Tax Preparation

The Tax Preparation Certificate program prepares students for careers in individual income tax preparation. Students will learn about basic accounting and tax regulations and how to use tax software to prepare and file tax returns. Students will also obtain practical experience through participating in the Tax Help Colorado program, preparing actual income tax returns for low income families in the Denver Metro area. The certificate can provide individuals with skills necessary to advance in their current business career or provide a solid foundation in income tax preparation for those looking to enter the field of accounting. The certificate is fully transferable to the Associate of Applied Science in Accounting. Please see an Academic Advisor about this pathway.

Course	Title	Credits
<b>First Semester</b>		
ACC 101	Fundamentals of Accounting <sup>1</sup>	3
ACC 132	Tax Help Colorado(Offered in Fall only)	2
BTE 108	Ten-Key by Touch	1
ACC 131	Income Tax(Offered in Fall only)	3
Subtotal		9
<b>Second Semester</b>		
ACC 125	Computerized Accounting(Offered in Spring only)	3
Or ACC 135	Spreadsheet Applications for Accounting (Offered in Fall only)	
ACC 133	Tax Help Colorado Practicum(Offered in Spring only)	1
CIS 118	Introduction to PC Applications <sup>1</sup>	3
Subtotal		7
Total Credits		16

<sup>1</sup> Building Block Course

## Applied Technology

### Associate of Applied Science Degree in 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 <sup>1</sup> at one of the area technical colleges (ATC) including Delta-

Montrose Area Technical College, Emily Griffith Technical College, and Pickens Technical College.

The general education and other degree requirements will be completed at the Community College of Denver (CCD). The AAS degree in Applied Technology will be conferred by the 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 ATC prepares 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 ATC and Community College of Denver. Students must comply with the regulations and requirements relating to admission and attendance at each institution.

When 15 credits are added to the credits in the Technical College certificate do not total to 60 or greater credits; additional courses will be coordinated with the Chair to ensure the degree meets the 60 credit hour minimum.

<sup>1</sup> 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

- 60 semester credits of course work.
- CCD will accept up to **45** credit hours of course work from an approved certificate at an ATC. (Course work that is more than ten years old may not be accepted.)
- Cumulative GPA of 2.0 or higher.
- General education course credits of 15-18 semester credits.
- Minimum of 15 credit hours of general education requirements must be earned at CCD (see below).
- Students completing an ATC 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 ATC 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 Career and Technical Education discipline. The specific courses must be selected in consultation with an Academic Advisor and be approved by the Academic Dean.

### Requirements

#### General Education Requirements

COM 115	Public Speaking	3
or COM 125 Interpersonal Communication		
ENG 121	English Composition I : GT-CO1	3
or ENG 131 Technical Writing I		
MAT 107	Career Math	3
or MAT 121 College Algebra : GT-MA1		
Select one of the following Physical and Biological Sciences requirements:		
ANT - all GT-SC1 courses		
AST-all GT-SC1 courses		
BIO-all GT-SC1 courses		
CHE-all GT-SC1 courses		
ENV-all GT-SC1 courses		
GEO-all GT-SC1 courses		
GEY-all GT-SC1 courses		
PHY-all GT-SC1 courses		
Select one of the following Social and Behavioral Sciences requirements:		
ANT- all GT-SS3 courses		
ECO-all GT-SS1 courses		
GEO-all GT-SS2 courses		

HIS-all GT-HI1 courses	
POS-all GT-SS1 courses	
PSY-all GT-SS3 courses	
SOC-all GT-SS3 courses	
WST-all GT-SS3 courses	
<i>Subtotal:</i>	15
<b>Major Requirements</b>	
Complete all major requirements	42
Program related course approved by the Dean	3
<i>Subtotal:</i>	45
Total Credits	60

## Architectural Technologies

The Architectural Technologies program at CCD prepares students for a variety of roles in the architectural and environmental design career fields, from Building Information Modeling (BIM) and Computer Aided Drafting (CAD) to building project design and management roles. The AAS Degree and associated targeted certificates are designed to together provide continuing education for people at all stages of their career in architecture.

### Associate of Applied Science Degree in Architectural Technologies

The Architectural Technologies program offered by the Community College of Denver allows students to pursue an Associate of Applied Science Degree that provides for the development of critical skills needed to fill both traditional and evolving roles in the building design industry. This degree program will include studies grounded in visual thinking, freehand design drawing, sustainable design strategies, current and emerging 2D- 3D digital design technologies, and building design approaches encompassing spatial composition, urban and historic contexts, and fire and life safety principles. Students considering transfer to a four-year institution after completion of the AAS in Architectural Technologies should contact the institution to which they wish to transfer, a CCD Academic Advisor, and the Architectural Technology Chair before registering for any General Education courses.

#### Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with Program Chair or Academic Advisor. Call to make an appointment.

#### Requirements

Course	Title	Credits
<b>First Semester</b>		
AEC 100	Introduction to Design Theory <sup>1</sup>	3
ART 121	Drawing I <sup>1</sup>	3
COM 115	Public Speaking	3
ENG 121	English Composition I : GT-CO1 <sup>1</sup>	3
MAT 121	College Algebra : GT-MA1	4
<i>Subtotal</i>		16
<b>Second Semester</b>		
AEC 102	Residential Construction Drawing <sup>1</sup>	3
CAD 224	Revit Architecture	4
AEC 104	Architectural Drawing Theory <sup>1</sup>	4
AEC 125	History of Architecture	3
MAT 122	College Trigonometry: GT-MA1	3
<i>Subtotal</i>		17
<b>Third Semester</b>		
AEC 123	Commercial Construction Drawing	4
AEC 218	Sustainable Building Systems	3
CAD 225	AutoCAD Architecture	3
CAD 227	Advanced Revit Architecture	3
ENG 122	English Composition II: GT-CO2	3
<i>Subtotal</i>		16
<b>Fourth Semester</b>		
AEC 225	Architectural Design and Development	4

AEC 236	International Building Codes	3
CAD 217	Rhino	3
PHY 111	Physics Algebra-Based I with Lab: GT-SC1	5
<i>Subtotal</i>		15
Total Credits		64

<sup>1</sup> Building block course

- Basic Architectural Technologies Certificate
- Intermediate Architectural Technologies Certificate
- Architectural Technologies Professional Development Certificate
- Architectural Technologies Architecture Professional Studies (ARE PREP) Certificate
- REVIT Certificate
- Architectural Technologies Architectural Computer Visualizations Certificate

### Certificate in Architectural Technologies

#### Basic Architectural Technologies Certificate

This certificate provides currency and skill training for individuals wanting to work in the field of Architecture. Attainment of this certificate reflects successful completion and basic proficiencies in skills necessary for entry-level career positions in digital drafting and Building Information Modeling. The certificate is fully transferable to the Associate of Applied Science in Architectural Technologies. Please see an Academic Advisor about this pathway.

#### Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with Program Chair or Academic Advisor. Call to make an appointment.

#### Requirements

Course	Title	Credits
<b>First Semester</b>		
AEC 100	Introduction to Design Theory <sup>1</sup>	3
ART 121	Drawing I	3
ENG 121	English Composition I : GT-CO1 <sup>1</sup>	3
MAT 121	College Algebra : GT-MA1 <sup>1</sup>	4
<i>Subtotal</i>		13
<b>Second Semester</b>		
AEC 102	Residential Construction Drawing <sup>1</sup>	3
AEC 104	Architectural Drawing Theory	4
CAD 224	Revit Architecture	4
CAD 225	AutoCAD Architecture	3
<i>Subtotal</i>		14
Total Credits		27

### Certificate in Architectural Technologies

#### Intermediate Architectural Technologies Certificate

This certificate builds on the Basic Certificate, providing technical skills enhanced in breadth and depth, supporting career pursuits as a technical specialist in the design and documentation of buildings. The certificate is fully transferable to the Associate of Applied Science in Architectural Technologies. Please see an Academic Advisor about this pathway.

#### Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with Program Chair or Academic Advisor. Call to make an appointment.

#### Requirements

Course	Title	Credits
<b>First Semester</b>		
AEC 100	Introduction to Design Theory <sup>1</sup>	3
ART 121	Drawing I	3

ENG 121	English Composition I : GT-CO1 <sup>1</sup>	3
MAT 121	College Algebra : GT-MA1 <sup>1</sup>	4
Subtotal		13
<b>Second Semester</b>		
AEC 102	Residential Construction Drawing <sup>1</sup>	3
AEC 104	Architectural Drawing Theory	4
CAD 224	Revit Architecture	4
CAD 225	AutoCAD Architecture	3
MAT 122	College Trigonometry: GT-MA1	3
Subtotal		17
<b>Third Semester</b>		
AEC 123	Commercial Construction Drawing	4
AEC 236	International Building Codes	3
CAD 227	Advanced Revit Architecture	3
ENG 122	English Composition II: GT-CO2	3
Subtotal		13
Total Credits		43

**Certificate in Architectural Technologies  
Architectural Technologies Professional Development Certificate**  
*\*\*This program is not eligible for federal student aid.\*\**

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.

**Program Admission Requirement**  
Meet with Program Chair or Academic Advisor. Call to make an appointment.

**Requirements**

AEC 218	Sustainable Building Systems	3
AEC 236	International Building Codes	3
CAD 115	Sketchup	3
CAD 224	Revit Architecture	3
CAD 227	Advanced Revit Architecture	3
Total Credits		15

<sup>1</sup> Building block course

**Certificate in Architectural Technologies  
Architectural Technologies Architecture Professional Studies (ARE Prep) Certificate**

This certificate is designed to help practicing professionals prepare for the Architectural Registration Exam (ARE). It emphasizes the skills that are expected to be demonstrated in the Multiple Choice divisions of the ARE. The skills presented in this certificate would also be of benefit for an entry level employee in an architect's office to help prepare for a more advanced position in the firm.

**Program Admission Requirement**  
Because these classes are intended for practicing professionals to prepare for the ARE, either the prerequisite requirements of CAD 224 and AEC 102 must be met, or students must meet with the Program Chair for approval. Call to make an appointment.

**Requirements**

AEC 121	Construction Materials and Systems	3
AEC 122	Construction Practices and Documents	2
AEC 205	Applied Statics and Strengths of Materials	3
AEC 215	Elementary Site Planning	3
AEC 221	Building Electrical/Mechanical Systems	3
AEC 228	Contracts and the Legal Environment	3
Total Credits		17

**Certificate in Architectural Technologies**

**Revit Certificate**

*\*\*This program is not eligible for federal student aid.\*\**

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 this six-credit hour certificate to gain those skills required by the profession. Students with little or no experience in architecture or drafting should not select this program.

**Program Admission Requirement**  
Meet with Program Chair or Academic Advisor. Call to make an appointment.

**Requirements**

CAD 224	Revit Architecture	3
CAD 227	Advanced Revit Architecture	3
Total Credits		6

**Certificate in Architectural Technologies  
Architectural Technologies Architectural Computer Visualizations Certificate**

This certificate focuses on the tools used by architectural offices to create computer visualizations of their designs. This certificate focuses on cutting edge computer graphics using Revit, Sketch Up, 3D Studio Max and other visualization software to prepare the student in the creation of presentation renderings, animations and other computer visualizations. This certificate is intended for people who wish to add computer modeling and rendering skills to their skillset, and it assumes that the student has basic knowledge of the architectural profession.

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

2. Meet with Program Chair or Academic Advisor. Call to make an appointment.

**Requirements**

CAD 115	Sketchup	3
CAD 217	Rhino	3
CAD 219	3DS Max	3
CAD 222	AUTODESK Navisworks	3
CAD 224	Revit Architecture	3
CAD 227	Advanced Revit Architecture	3
Total Credits		18

**Business Administration**

See also: Associate of Arts Degree - Business Designation

- Management AAS Degree
- Marketing AAS Degree
- Real Estate AAS Degree

**Associate of Applied Science Degrees in 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 programs. 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.

The Community College of Denver currently offers three Associate of Applied Science degrees in Business Administration and three Certificates in Business Administration.

**Management AAS Degree**  
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.

**Requirements**

Course	Title	Credits
<b>First Semester</b>		
BUS 115	Introduction to Business <sup>1</sup>	3
CIS 118	Introduction to PC Applications	3
ENG 121	English Composition I : GT-CO1 <sup>1</sup>	3
MAT 123	Finite Mathematics: GT-MA1 <sup>1</sup>	4
Subtotal		13
<b>Second Semester</b>		
ACC 121	Accounting Principles I <sup>1</sup>	4
BUS 217	Business Communication and Report Writing	3
COM 115	Public Speaking	3
MAN 116	Principles of Supervision	3
Subtotal		13
<b>Third Semester</b>		
ACC 122	Accounting Principles II	4
ECO 201	Principles of Macroeconomics: GT-SS1	3
MAN 216	Small Business Management	3
MAR 216	Principles of Marketing	3
Subtotal		13
<b>Fourth Semester</b>		
BUS 216	Legal Environment of Business	3
MAN 200	Human Resources Management I	3
MAN 241	Project Management in Organizations	3
MAR 160	Customer Service	3
Subtotal		12
<b>Fifth Semester</b>		
BUS 226	Business Statistics	3
BUS 287	Cooperative Education	3
MAN 226	Principles of Management	3
Subtotal		9
Total Credits		60

<sup>1</sup> Building Block course

**Marketing AAS Degree**

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.

**Requirements**

Course	Title	Credits
<b>First Semester</b>		
BUS 115	Introduction to Business	3
COM 115	Public Speaking	3
ENG 121	English Composition I : GT-CO1	3
MAT 123	Finite Mathematics: GT-MA1	4
Or MAT 121	College Algebra: GT-MA1	
Subtotal		13
<b>Second Semester</b>		
ACC 121	Accounting Principles I	4
CIS 118	Introduction to PC Applications	3
ENG 122	English Composition II: GT-CO2	3
MAR 111	Principles of Sales	3
Subtotal		13
<b>Third Semester</b>		
ACC 122	Accounting Principles II	4

BUS 217	Business Communication and Report Writing	3
ECO 201	Principles of Macroeconomics: GT-SS1	3
PSY 101	General Psychology I: GT-SS3	3
Subtotal		13

**Fourth Semester**

ECO 202	Principles of Microeconomics: GT-SS1	3
MAR 160	Customer Service	3
MAR 216	Principles of Marketing	3
MAT 125	Survey of Calculus: GT-MA1	4
Subtotal		13

**Fifth Semester**

BUS 216	Legal Environment of Business	3
BUS 287	Cooperative Education	3
MAN 200	Human Resources Management I	3
Subtotal		9
Total Credits		61

<sup>1</sup> Building Block Course

**Real Estate AAS Degree**

The Business Administration - Real Estate AAS degree program is offered jointly by CCD and Emily Griffith Technical College. An official transcript showing completion of Emily Griffith Technical College's real estate courses is required for program advising. Students should contact their assigned Academic Advisor for more information.

This program emphasis consists of up to 12 credit hours of real estate specific credits. Students must earn 11-12 credits via technical education course work at Emily Griffith Technical College.

**Requirements (Real Estate Broker)**

Course	Title	Credits
<b>First Semester</b>		
BUS 115	Introduction to Business <sup>1</sup>	3
COM 115	Public Speaking	3
ECO 201	Principles of Macroeconomics: GT-SS1	3
ENG 121	English Composition I : GT-CO1 <sup>1</sup>	3
MAT 123	Finite Mathematics: GT-MA1 <sup>1</sup>	4
Subtotal		16
<b>Second Semester</b>		
ACC 121	Accounting Principles I <sup>1</sup>	4
BUS 217	Business Communication and Report Writing	3
MAN 200	Human Resources Management I	3
MAR 160	Customer Service	3
MAR 216	Principles of Marketing	3
Subtotal		16
<b>Third Semester</b>		
ACC 122	Accounting Principles II	4
BUS 216	Legal Environment of Business	3
BUS 226	Business Statistics	3
BUS 287	Cooperative Education	3
MAN 226	Principles of Management	3
Subtotal		16
<b>Fourth Semester</b>		
CIS 118	Introduction to PC Applications	3
REE 201 <sup>2</sup>	Real Estate Brokers I	6
REE 202 <sup>2</sup>	Real Estate Brokers II	6
Subtotal		15
Total Credits		63

**Requirements (Real Estate Appraiser-Licensed)**

Course	Title	Credits
<b>First Semester</b>		
BUS 115	Introduction to Business <sup>1</sup>	3

COM 115	Public Speaking	3
ECO 201	Principles of Macroeconomics: GT-SS1	3
ENG 121	English Composition I : GT-CO1 <sup>1</sup>	3
MAT 123	Finite Mathematics: GT-MA1 <sup>1</sup>	4
Subtotal		16
<b>Second Semester</b>		
ACC 121	Accounting Principles I <sup>1</sup>	4
BUS 217	Business Communication and Report Writing	3
MAN 200	Human Resources Management I	3
MAR 160	Customer Service	3
MAR 216	Principles of Marketing	3
Subtotal		16
<b>Third Semester</b>		
ACC 122	Accounting Principles II	4
BUS 216	Legal Environment of Business	3
BUS 226	Business Statistics	3
BUS 287	Cooperative Education	3
MAN 226	Principles of Management	3
Subtotal		16
<b>Fourth Semester</b>		
CIS 118	Introduction to PC Applications	3
REE 117 <sup>2</sup>	Intro to Real Estate Appraising	1
REE 119 <sup>2</sup>	15-Hour National USPAP	1
REE 120 <sup>2</sup>	Basic Appraisal Principles	2
REE 121 <sup>2</sup>	Basic Appraisal Procedures	2
REE 125 <sup>2</sup>	Residential Market Analysis	1
REE 126 <sup>2</sup>	Residential Appraiser Site Val	1
REE 127 <sup>2</sup>	Residential Sales Comparison	2
REE 128 <sup>2</sup>	Residential Report Writing	1
Subtotal		14
Total Credits		62

<sup>1</sup> Building Block course

<sup>2</sup> These courses are offered at Emily Griffith Technical College; for more information, call 720.423.4700.

- Customer Service Certificate
- Entrepreneurship Certificate
- Retail Management Certificate

## Certificate in Business Administration

### Customer Service Certificate

A certificate in customer service prepares students for an entry level position in customer service. Effective customer service is an integral part of today's business environment. Students will gain the skills to prepare you for a career in customer service. A customer service certificate teaches students how to communicate with customers, resolve customer problems, build relationship and develop strategies to positively impact profitability.

#### REQUIREMENTS

BUS 115	Introduction to Business	3
MAR 160	Customer Service	3
MAR 216	Principles of Marketing	3
Total Credits		9

## Certificate in Business Administration

### Entrepreneurship Certificate

This certificate is designed for individuals interested in starting their own business. It is designed to give students the basic tools for immediate use, including a business plan. Students will learn the skill set necessary to work for themselves and also what it takes to build a successful business.

#### Requirements

Course	Title	Credits
<b>First Semester</b>		
BUS 115	Introduction to Business	3
MAR 160	Customer Service	3
MAR 216	Principles of Marketing	3
Subtotal		9
<b>Second Semester</b>		
ACC 101	Fundamentals of Accounting	3
MAN 160	Entrepreneurship	3
MAR 111	Principles of Sales	3
Subtotal		9
Total Credits		18

## Certificate in Business Administration

### Retail Management Certificate

This cluster of classes is intended for industry professionals suggested by the Western Association of Food Chains (WAFC). It emphasizes the skills needed in grocery industry management. The skills presented in this certificate are beneficial to an entry level employee preparing for advancement in a retail organization. Several courses in this certificate require BUS 115; either the prerequisite must be met or the student must see an Academic Advisor to arrange Program Chair approval.

#### Requirements

Course	Title	Credits
<b>First Semester</b>		
CIS 118	Introduction to PC Applications	3
MAN 128	Human Relations in Organizations	3
MAN 225	Managerial Finance	3
MAR 117	Principles of Retailing	3
Subtotal		12
<b>Second Semester</b>		
BUS 217	Business Communication and Report Writing	3
MAN 200	Human Resources Management I	3
MAN 226	Principles of Management	3
MAR 216	Principles of Marketing	3
Subtotal		12
Total Credits		24

## Business Technology

See also: Associate Degree of Arts - Business Designation

- Administrative Professional AAS Degree
- Healthcare Administration AAS Degree
- Legal Administrative Assistant AAS Degree

## Associate of Applied Science Degrees in Business Technology

### Credit Transfer 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.

### Administrative Professional AAS Degree

This program prepares students to enter the business world with high-level business technology skills. The Administrative Professional degree is an in-depth educational experience with the inclusion of general education and business courses. Graduates from this program will be prepared to be professional assistants in businesses; proficient in the use of Microsoft Office Suite (Word, Excel, Power Point, & Access), understand standard business documentation, assist in decision-making, develop processes and procedures, and have a high level of competence in hardware and software. Graduates can work in positions such as executive assistant, administrative professional, administrative assistant, office specialist, office professional, and office coordinator.

### Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program.

#### Requirements

Course	Title	Credits
<b>First Semester</b>		
BTE 100	Computer Keyboarding I <sup>1</sup>	1
BTE 120	Introduction to Business Practices	3
BTE 156	Business Mathematics with Calculators	4
CIS 118	Introduction to PC Applications <sup>1</sup>	3
ECO 201	Principles of Macroeconomics: GT-SS1	3
Or POS 105	Introduction to Political Science	
Or PSY 101	General Psychology I	
ENG 121	English Composition I : GT-CO1 <sup>1</sup>	3
Subtotal		17
<b>Second Semester</b>		
BTE 102	Keyboarding Applications I	2
BTE 103	Keyboarding Applications II	3
BTE 225	Office Management	3
CIS 155	PC Spreadsheet Concepts: Excel	3
MAT 120	Math for Liberal Arts: GT-MA1	4
Subtotal		15
<b>Third Semester</b>		
ACC 101	Fundamentals of Accounting	3
BTE 125	Records Management	3
BTE 257	Managing Office Technology	3
BUS 115	Introduction to Business <sup>1</sup>	3
BUS 217	Business Communication and Report Writing	3
Subtotal		15
<b>Fourth Semester</b>		
BTE 287	Cooperative Education/Internship	3
CIS 218	Advanced PC Applications	3
COM 115	Public Speaking	3
MAN 116	Principles of Supervision	3
MAR 160	Customer Service	3
Subtotal		15
Total Credits		62

<sup>1</sup> Building Block course

### Healthcare Administration AAS Degree

This degree is fully transferable to the Healthcare Management Bachelor Degree program at MSU Denver. This program prepares students to enter the medical business community with high-level skills in business technology. Graduates from this program will be prepared to be healthcare administrative professionals in medical institutions, 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, and understand medical terminology, filing, and coding. Graduates can work in positions as healthcare administrative professionals with private and public medical offices, clinics and hospitals.

The degree offers a more in-depth educational approach to Healthcare Administrative Assistant than the Healthcare Administrative Assistant Certificate with the inclusion of general education and more medical and business courses.

#### Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program.

### Requirements

Course	Title	Credits
<b>First Semester</b>		
BTE 100	Computer Keyboarding I <sup>1</sup>	1
BTE 120	Introduction to Business Practices	3
BTE 156	Business Mathematics with Calculators	4
CIS 118	Introduction to PC Applications	3
ENG 121	English Composition I : GT-CO1 <sup>1</sup>	3
Subtotal		14
<b>Second Semester</b>		
BTE 102	Keyboarding Applications I	2
BTE 103	Keyboarding Applications II	3
BTE 225	Office Management	3
HPR 178	Medical Terminology	2
MAT 135	Intro to Statistics: GT-MA1	3
MOT 209	Introduction to ICD-9 Coding	2
Subtotal		15
<b>Third Semester</b>		
ACC 121	Accounting Principles I	4
BTE 125	Records Management	3
BUS 115	Introduction to Business	3
CIS 155	PC Spreadsheet Concepts: Excel	3
COM 115	Public Speaking	3
Or COM 125	Interpersonal Communication	
Subtotal		16
<b>Fourth Semester</b>		
BTE 257	Managing Office Technology	3
Or BTE 287	Cooperative Education	
CIS 218	Advanced PC Applications	3
ECO 202	Principles of Microeconomics: GT-SS1	3
ENG 122	English Composition II: GT-CO2	3
MAR 216	Principles of Marketing	3
Subtotal		15
Total Credits		60

<sup>1</sup> Building Block course

### Legal Administrative Assistant AAS Degree

This program prepares students to enter the legal business community with a high-level of skill in office technology. Graduates from this program will be prepared to perform as assistants 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 as 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.

Course	Title	Credits
<b>First Semester</b>		
BTE 100	Computer Keyboarding I <sup>1</sup>	1
BTE 117	Legal Terminology and Procedures	3
CIS 118	Introduction to PC Applications <sup>1</sup>	3
ENG 121	English Composition I : GT-CO1 <sup>1</sup>	3
MAT 107	Career Math <sup>1</sup>	3
PSY 101	General Psychology I: GT-SS3	3
Or POS 105	Intro to Political Science: GT-SS1	
Or ECO 201	Principles of Macroeconomics: GT-SS1	
Subtotal		16

**Second Semester**

BTE 102	Keyboarding Applications I	2
BTE 103	Keyboarding Applications II	3
BTE 225	Office Management	3
BUS 115	Introduction to Business <sup>1</sup>	3
CIS 135	Complete PC Word Processing: Word	3
Subtotal		14

**Third Semester**

ACC 101	Fundamentals of Accounting <sup>1</sup>	3
BTE 125	Records Management	3
BUS 216	Legal Environment of Business	3
CIS 155	PC Spreadsheet Concepts: Excel	3
PAR 115	Introduction to Law	3
Subtotal		15

**Fourth Semester**

BTE 287	Cooperative Education/Internship	3
BUS 217	Business Communication and Report Writing	3
CIS 218	Advanced PC Applications	3
COM 115	Public Speaking	3
PAR 211	Legal Research	3
Subtotal		15
Total Credits		60

<sup>1</sup> Building Block course

- Office Assistant Certificate
- Administrative Assistant Certificate
- Healthcare Administration Certificate

**Certificate in Business Technology**

**Office Assistant Certificate**

This certificate prepares students for entry-level positions in the business world. This certificate is appropriate for those students who 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. The certificate is fully transferable to the Administrative Assistant AAS degree. Please see an Academic Advisor about these pathways.

**Program Admission Requirements**

Meet minimum assessment scores or prerequisites required for general education courses in the program.

**Requirements**

Course	Title	Credits
<b>First Semester</b>		
BTE 100	Computer Keyboarding I <sup>1</sup>	1
BTE 120	Introduction to Business Practices	3
BTE 225	Office Management	3
CIS 118	Introduction to PC Applications <sup>1</sup>	3
Subtotal		10
<b>Second Semester</b>		
BTE 102	Keyboarding Applications I	2
BTE 103	Keyboarding Applications II	3
BTE 156	Business Mathematics with Calculators	4
Subtotal		9
Total Credits		19

<sup>1</sup> Building Block Course

**Certificate in Business Technology**

**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. The certificate is fully transferable to the Administrative Assistant Professional AAS degree. Please see an Academic Advisor about these pathways.

**Program Admission Requirements**

Meet minimum assessment scores, be co-enrolled or have completed the prerequisites required for general education courses in the program.

**Requirements**

Course	Title	Credits
<b>First Semester</b>		
BTE 100	Computer Keyboarding I <sup>1</sup>	1
BTE 120	Introduction to Business Practices	3
BTE 125	Records Management	3
BTE 156	Business Mathematics with Calculators	4
BUS 217	Business Communication and Report Writing	3
CIS 118	Introduction to PC Applications <sup>1</sup>	3
Subtotal		17
<b>Second Semester</b>		
BTE 102	Keyboarding Applications I	2
BTE 103	Keyboarding Applications II	3
BTE 225	Office Management	3
BTE 257	Managing Office Technology	3
CIS 155	PC Spreadsheet Concepts: Excel	3
CIS 218	Advanced PC Applications	3
Subtotal		17
Total Credits		34

<sup>1</sup> Building Block Course

**Certificate in Business Technology**

**Healthcare Administration CERTIFICATE**

Prepares students for jobs such as medical records clerks, medical secretaries, etc. The certificate is fully transferable to the Healthcare Administration AAS degree, which is then fully transferable to the Healthcare Management Bachelor Degree program and MSU Denver. Please see an Academic Advisor about this pathway.

**Program Admission Requirements**

Meet minimum assessment scores or prerequisites required for general education courses in the program.

**Requirements**

Course	Title	Credits
<b>First Semester</b>		
BTE 100	Computer Keyboarding I <sup>1</sup>	1
BTE 120	Introduction to Business Practices	3
BTE 156	Business Mathematics with Calculators	4
BTE 225	Office Management	3
CIS 118	Introduction to PC Applications <sup>1</sup>	3
Subtotal		14
<b>Second Semester</b>		
BTE 102	Keyboarding Applications I	2
BTE 103	Keyboarding Applications II	3
BTE 125	Records Management	3
BTE 257	Managing Office Technology	3
CIS 155	PC Spreadsheet Concepts: Excel	3
HPR 178	Medical Terminology	2
MOT 209	Introduction to ICD-9 Coding	2
Elective <sup>2</sup>		2
Subtotal		20
Total Credits		34

<sup>1</sup> Building Block Course

<sup>2</sup> Select an additional 2 credit hours with Business Technology advisor's approval.

## Computer Information Systems

### Associate of Applied Science Degree in Computer Information Systems

This degree prepares students to obtain entry-level employment in the Computer Information Systems industry. The CIS core prepares students to current industry standards while the business core ensures that students will have the business foundation necessary to compete in the workforce. Potential students should see an Academic Advisor for more information on transferability.

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

#### 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 transferring students have current industry experience, the time limit for applicable courses may be waived upon approval of the program chair.

#### Requirements

Course	Title	Credits
<b>First Semester</b>		
BUS 217	Business Communication and Report Writing	3
CIS 118	Introduction to PC Applications <sup>1</sup>	3
ENG 121	English Composition I : GT-CO1 <sup>1</sup>	3
MAT 123	Finite Mathematics: GT-MA1	4
Subtotal		13
<b>Second Semester</b>		
BUS 216	Legal Environment of Business	3
CNG 116	Microcomputer Hardware	3
CNG 120	A+ Certification Preparation	4
ECO 201	Principles of Macroeconomics: GT-SS1	3
ENG 122	English Composition II: GT-CO2	3
Subtotal		16
<b>Third Semester</b>		
CIS 267	Management of Information Systems	3
COM 115	Public Speaking	3
CNG 124	Networking I: Network +	3
CNG 125	Networking II: Network +	3
MAR 216	Principles of Marketing	3
Subtotal		15
<b>Fourth Semester</b>		
ACC 121	Accounting Principles I	4
CSC 119	Introduction to Programming	3
ECO 202	Principles of Microeconomics: GT-SS1	3
PSY 101	General Psychology I: GT-SS3	3
POS 105	Intro to Political Science: GT-SS1	3
Subtotal		16
Total Credits		60

<sup>1</sup> Building Block Course

- Computer Technology Certificate

- Cybersecurity Certificate

## Certificate in Computer Information Systems

### Computer Technology Certificate

This 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.

#### Requirements

Course	Title	Credits
<b>First Semester</b>		
CIS 118	Introduction to PC Applications <sup>1</sup>	3
CNG 116	Microcomputer Hardware	3
CNG 120	A+ Certification Preparation	4
Subtotal		10
<b>Second Semester</b>		
CNG 124	Networking I: Network +	3
CNG 125	Networking II: Network +	3
Subtotal		6
Total Credits		16

<sup>1</sup> Building Block Course

## Certificate in Computer Information Systems

### Cybersecurity Certificate

Students completing this certificate will be prepared for the Network + and Security + certification exams. Students will obtain the skills necessary to work in an entry level position in information security and computer networking. Emphasis is placed on networking security skills and the interplay of ethics and law within the IT field.

#### Requirements

Course	Title	Credits
<b>First Semester</b>		
CIS 118	Introduction to PC Applications	3
PHI 205	Business Ethics: GT-AH3	3
PSM 204	Terrorism, Intelligence, and Justice	3
Subtotal		9
<b>Second Semester</b>		
CNG 124	Networking I: Network +	3
CNG 125	Networking II: Network +	3
Subtotal		6
<b>Third Semester</b>		
CNG 131	Principles of Information Assurance	3
CNG 132	Network Security Fundamentals	3
Subtotal		6
<b>Fourth Semester</b>		
CNG 256	Vulnerability Assessment I	3
CNG 257	Network Defense and Counter Measures	3
Subtotal		6
Total Credits		27

## Criminal Justice

### Associate of Applied Science Degree in Criminal Justice

See also: Associate of Arts Degree - Criminal Justice Designation

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, and probation and parole environments.

#### Requirements

##### General Education Courses

Arts & Humanities:

Select 3 credits (GT-AH1, GT-AH2, GT-AH3, GT-AH4)	3
English:	
Select 3 credits from ENG 121 or higher (GT-CO1, GT-CO2)	3
Math:	
Select 3 credits from MAT 107 or higher	3
Science:	
Select 3 credits	3
Social & Behavioral Science:	
Select 3 credits (GT-SS1, GT-SS2, GT-SS3)	3
<b>Program Requirements</b>	
CRJ 110 Introduction to Criminal Justice: GT-SS3	3
CRJ 125 Policing Systems	3
CRJ 145 Correctional Process	3
CRJ 205 Principles of Criminal Law	3
CRJ 236 CRJ Research Methods	3
<i>Subtotal:</i>	<i>30</i>
<b>Electives</b>	
Select 10 courses from the following:	30
CRJ 127 Crime Scene Investigation	
CRJ 135 Judicial Function	
CRJ 146 Community Based Corrections	
CRJ 210 Constitutional Law	
CRJ 230 Criminology	
CRJ 231 Introduction to Forensic Science and Criminalistics	
CRJ 257 Victimology	
CRJ 275 Special Topics	
LEA 246 Traffic Investigation <sup>1</sup>	
PSM 104 Introduction to Emergency Management	
PSM 110 School Violence	
PSM 204 Terrorism, Intelligence, and Justice	
<i>Subtotal:</i>	<i>30</i>
Total Credits	60

<sup>1</sup> Not offered at CCD.

## Certificate in Criminal Justice

### Homeland Security Certificate

This program prepares students for positions in policing with an emphasis in Homeland Security. The program features an integration of current practices and technologies used by first responders and the government to protect the public against safety threats. The certificate is fully transferable to the Criminal Justice AAS Degree. Please see an Academic Advisor about this pathway.

#### Requirements

Course	Title	Credits
<b>First Semester</b>		
CRJ 110	Introduction to Criminal Justice: GT-SS3 <sup>1</sup>	3
CRJ 125	Policing Systems	3
CRJ 145	Correctional Process	3
CRJ 205	Principles of Criminal Law	3
CRJ 236	CRJ Research Methods	3
	<i>Subtotal</i>	<i>15</i>
<b>Second Semester</b>		
CRJ Elective <sup>2</sup>		3
	<i>Subtotal</i>	<i>15</i>
	Total Credits	30

<sup>1</sup> Building Block Course

- <sup>2</sup> Select from the following:
- CRJ 127 Crime Scene Investigation
  - CRJ 135 Judicial Function
  - CRJ 230 Criminology
  - CRJ 231 Introduction to Forensic Science and Criminalistics
  - CRJ 257 Victimology
  - CRJ 275 Special Topics
  - PSM 204 Terrorism, Intelligence, and Justice

## Dental Hygiene

### Associate of Applied Science Degree in Dental Hygiene

*Center for Health Sciences at Lowry*

#### Dental Hygiene

[www.CCD.edu/Dental](http://www.CCD.edu/Dental)

This program prepares students to practice as professional dental hygienists following successful completion of 28 credit hours of pre-professional prerequisites and 65 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 successful completion of the program, students are eligible to take the written national board dental hygiene exam and regional/state clinical board exams. These exams are necessary to become licensed, registered Dental Hygienists.

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, 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. Admission into the program is based upon a 100 point system which consists of the following criteria:

- required Dental Hygiene prerequisites which must consist of a minimum science GPA of a 3.0 (25 points) and a minimum general GPA of a 2.5 (15 points),
- performance on the Health Occupational Aptitude Exam (15 points),
- letters of recommendation (5 points),
- hygienist observations (6 points),
- dental experience (4 points - In order to obtain 4 points, students must provide a copy of a dental assisting certificate or be employed more than 6 months at a dental office. Dental experience is not required.),
- interview with the application committee (25 points)
- and proof of Colorado residency (5 points).

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/Dental](http://www.CCD.edu/Dental).

#### Dental Hygiene Prerequisites

1. Dental Hygiene Science prerequisites must show a cumulative GPA of 3.0 and be current to within 7 years of the date the program begins. (Grades for like course(s) taken within 2 years will be averaged.)

- Dental Hygiene General prerequisites must show a cumulative GPA of 2.5. (Grades for like course(s) taken within 2 years will be averaged.)
- Overall cumulative GPA (combination of general and science Dental Hygiene prerequisites) must not be lower than 2.8.
- A college level equivalent math course will be required: either MAT 120, MAT 121, or MAT 135.

Course	Title	Credits
<b>First Semester</b>		
ENG 121	English Composition I : GT-CO1	3
ENG 122 can be substituted		
PSY 101	General Psychology I: GT-SS3	3
PSY 102, 226, 235, or 240 can be substituted		
Subtotal		6
<b>Second Semester</b>		
BIO 201	Human Anatomy & Physiology with Lab I: GT-SC1 <sup>2</sup>	4
BIO 204	Microbiology with Lab: GT-SC1	4
BIO 208 can be substituted		
SOC 101	Introduction to Sociology I: GT-SS3	3
SOC 102, 218, or ANT 101 can be substituted		
Subtotal		11
<b>Third Semester</b>		
BIO 202	Human Anatomy & Physiology II with Lab: GT-SC1	4
CHE 109	General, Organic, and Biochemistry	4
COM 115	Public Speaking	3
COM 125 or 126 can be substituted		
Subtotal		11
Total Credits		28

#### Requirements

Course	Title	Credits
<b>First Semester</b>		
DEH 100	Dental Hygiene Basics and Terminology	1
Subtotal		1
<b>Second Semester</b>		
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 123	Head & Neck Anatomy	1
Subtotal		16
<b>Third Semester</b>		
DEH 122	Periodontics I	2
DEH 126	Dental Materials	2
DEH 132	Applied Pharmacology	2
DEH 153	Clinical Theory of Dental Hygiene I	2
DEH 170	Clinical Practice of Dental Hygiene I	4
DEH 213	General and Oral Pathology	3
Subtotal		15
<b>Fourth Semester</b>		
DEH 133	Local Anesthesia	2
DEH 138	Nitrous Oxide/Oxygen Sedation	1
DEH 150	Dental Lasers: Theory and Practice	1
DEH 171	Clinical Practice of Dental Hygiene I-A	2
Subtotal		6
<b>Fifth Semester</b>		
DEH 202	Applied Nutrition in Dentistry	2
DEH 204	Community Dental Health I	2
DEH 242	Periodontics II	2
DEH 268	Clinical Theory of Dental Hygiene II	2

DEH 270	Clinical Practice of Dental Hygiene II	6
Subtotal		14
<b>Sixth Semester</b>		
DEH 221	Ethics and Practice Management	2
DEH 225	Community Dental Health II	1
DEH 271	Clinical Practice of Dental Hygiene III	7
DEH 282	Periodontics III	1
DEH 285	Clinical Theory of Dental Hygiene III	2
DEH 266	National Boards Review(Optional)	
Subtotal		13
Total Credits		65

- The DEH 100 course is taken after acceptance into the program the summer prior to the first semester.
- BIO 111 General College Biology I with Lab: GT-SC1 is a prerequisite for this course.

## Early Childhood Education

### Associate of Applied Science Degree in Early Childhood Education

See also: Associate of Arts Degree - Early Childhood Education Designation

This program meets the academic 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 courses. Students completing the degree requirements will have met the requirements for the Early Childhood Teacher, Level I and Level II - ECE Certificates and the Early Childhood Education Director Certificate. Please see an Academic Advisor about this pathway.

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 years should not be used towards a currently offered certificate or degree. The program chair can make exceptions for students continually employed in the field (at least 3/4 time) after completing the course.

#### Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program. See an Academic Advisor for more information.

*NOTE: Background checks will be required for some courses in this program and for employment in this field.*

#### Requirements

Course	Title	Credits
<b>First Semester</b>		
ECE 101	Introduction to Early Childhood Education <sup>1</sup>	3
ECE 102	Introduction to Early Childhood Education Techniques	3
ECE 103	Guidance Strategies for Young Children <sup>1</sup>	3
ENG 121	English Composition I : GT-CO1 <sup>1</sup>	3
MAT 107	Career Math	3
Or MAT 155 Integrated Math I		
Subtotal		15
<b>Second Semester</b>		
COM 115	Public Speaking	3
ECE 205	Nutrition, Health and Safety	3
ECE 220	ECE Curriculum Development: Methods and Techniques	3
PSY 101	General Psychology I: GT-SS3	3
Or PSY 102 General Psychology II:GT-SS3		
Or SOC 101	Introduction to Sociology I: GT-SS3	

ECE Elective <sup>2</sup>		3
Subtotal		15
<b>Third Semester</b>		
ECE 108	The Assessment Process in Early Childhood Education	1
ECE 188	Practicum: Early Childhood Education	3
ECE 236	Child Growth/Development Laboratory	1
ECE 238	ECE Child Growth and Development	3
ECE Elective <sup>2</sup>		3
MUS 120	Music Appreciation: GT-AH1	3
Or ART 110 Art Appreciation: GT-AH1		
Subtotal		14
<b>Fourth Semester</b>		
ECE 209	Observing and Utilizing Young Children's Assessment Instruments	1
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 Systems	3
ECE 288	Practicum: Early Childhood Education	3
ECE Elective <sup>2</sup>		3
Subtotal		16
Total Credits		60

<sup>1</sup> Building Block Course

<sup>2</sup> Select 9 Credits from the following:  
 ECE 111 Infant and Toddler Theory and Practice  
 ECE 112 Introduction to Infant/Toddler Lab Techniques  
 ECE 226 Creativity and the Young Child  
 ECE 228 Language and Literacy  
 ECE 260 The Exceptional Child

- Early Childhood Education Director Certificate
- Early Childhood Teacher, Level I - ECE
- Early Childhood Teacher, Level II - ECE

## Certificate in Early Childhood Education

### 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 courses. Students completing the Director certificate requirements also will have met the requirements for the Early Childhood Teacher, Level I and Level II - ECE Certificates. The certificate is fully transferable to the Early Childhood Education AAS Degree. Please see an Academic Advisor about this pathway.

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 years should not be used towards a currently offered certificate or degree. The program chair can make exceptions for students continually employed in the field (at least 3/4 time) after completing the course.

### Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program. See an Academic Advisor for more information.

*NOTE: Background checks will be required for some courses in this program and for employment in this field.*

### Requirements

Course	Title	Credits
<b>First Semester</b>		
ECE 101	Introduction to Early Childhood Education	3

ECE 102	Introduction to Early Childhood Education Techniques	3
ECE 103	Guidance Strategies for Young Children	3
ECE 111	Infant and Toddler Theory and Practice	3
Subtotal		12
<b>Second Semester</b>		
ECE 205	Nutrition, Health and Safety	3
ECE 220	ECE Curriculum Development: Methods and Techniques	3
ECE 226	Creativity and the Young Child	3
Or ECE 228 Language and Literacy		
ECE 236	Child Growth/Development Laboratory	1
ECE 238	ECE Child Growth and Development	3
Subtotal		13
<b>Third Semester</b>		
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 Systems	3
ECE 260	The Exceptional Child	3
Subtotal		12
Total Credits		37

## Certificate in Early Childhood Education

### Early Childhood Teacher, Level I - ECE

*\*\*This program is not eligible for federal student aid.\*\**

This program prepares graduates for entry level positions in early childhood care and education settings. A grade of C or better is required in all certificate and degree programs.

In addition to this academic requirement, the Colorado Department of Human Services requires work experience.

All Early Childhood Teacher, Level I - ECE Certificate credits apply toward the requirements of the AAS Degree and Certificates in Early Childhood Education.

### Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program. See an Academic Advisor for more information.

*NOTE: Background checks will be required for employment in this field.*

### Requirements

ECE 101	Introduction to Early Childhood Education	3
OR		
ECE 103	Guidance Strategies for Young Children	
Additional ECE course		3
Total Credits		6

## Certificate in Early Childhood Education

### Early Childhood Teacher, Level II - ECE

This program prepares graduates for preschool group leader or infant toddler positions in early childhood care and education settings. A grade of C or better is required in all certificate and degree courses.

In addition to this academic requirement, the Colorado Department of Human Services requires work experience.

All Early Childhood Teacher, Level II - ECE Certificate credits apply toward the requirements of the AAS Degree in Early Childhood Education. The Early Childhood Teacher, Level II - ECE Certificate credits are fully transferable to the Early Childhood Education Director Certificate if the program requirements are carefully selected with the assistance of an Academic Advisor.

To ensure success in the program, ECE credits older than seven years should not be used towards a currently offered certificate or degree. The program chair can make exceptions for students continually employed in the field (at least 3/4 time) after completing the course.

### Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program. See an Academic Advisor for more information.

*NOTE: Background checks will be required for some courses in this program and for employment in this field.*

#### Requirements: Preschool Focus

ECE 101	Introduction to Early Childhood Education	3
ECE 102	Introduction to Early Childhood Education Techniques	3
ECE 103	Guidance Strategies for Young Children	3
ECE 220	ECE Curriculum Development: Methods and Techniques	3
ECE 236	Child Growth/Development Laboratory	1
ECE 238	ECE Child Growth and Development	3
Total Credits		16

#### Requirements: Infant/Toddler Focus

ECE 101	Introduction to Early Childhood Education	3
ECE 102	Introduction to Early Childhood Education Techniques	3
	or ECE 112 Introduction to Infant/Toddler Lab Techniques	
ECE 103	Guidance Strategies for Young Children	3
ECE 111	Infant and Toddler Theory and Practice	3
ECE 236	Child Growth/Development Laboratory	1
ECE 238	ECE Child Growth and Development	3
Total Credits		16

## Engineering Graphics

In Engineering Graphics Mechanical CADD (Computer Aided Drafting and Design), designer/drafters are professionals who make 3D solid models, technical production drawings and documents using sophisticated computer-aided design software. Professional engineering and design industry software such as AutoCAD, AutoDesk Inventor, Solidworks, and Design X/Geomagic/Rhino are taught at CCD. Using 3D models and drawings, students can execute complex designs for everything from a humble can opener to aerospace designs. Graduates of the CCD Engineering Graphics program can find employment in high tech design industries such as medical technology, aerospace, and sustainable energy.

### Associate of Applied Science Degree in Engineering Graphics

#### Mechanical Designer AAS Degree

The Engineering Graphics Mechanical Designer program allows students to pursue an Associate of Applied Science Degree that provides an opportunity to learn the skills needed to become a CAD/Drafter 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 and 3D scanner. Also in the degree plan, students will be trained in mechanical design and will develop an understanding of mechanical design with an eye towards manufacturability.

#### Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with Program Chair or Academic Advisor. Call to make an appointment.

#### Requirements

Course	Title	Credits
<b>First Semester</b>		
CAD 101	Computer Aided Drafting I <sup>1</sup>	3
CAD 102	Computer Aided Drafting II	3
CIS 118	Introduction to PC Applications	3
EGT 103	Applied Dimension & Tolerance	3
MAT 108	Technical Mathematics	4
Subtotal		16
<b>Second Semester</b>		
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
PHY 105	Conceptual Physics with Lab: GT-SC1	4
Subtotal		13
<b>Third Semester</b>		
CAD 217	Rhino	3
CAD 240	Inventor I/Autodesk	3
CAD 255	SolidWorks/Mechanical	3
CAD 262	3D Printing/Additive Manufacturing	3
ENG 121	English Composition I : GT-CO1	3
Subtotal		15
<b>Fourth Semester</b>		
CAD 264	3D Scanning and Modeling	4
COM 115	Public Speaking	3
EGT 205	Geometric Dimension and Tolerance	3
EGT 280	Internship	6
or EGT 289	Capstone	
Subtotal		16
Total Credits		60

<sup>1</sup> Building block course

- Engineering Graphics Intermediate Mechanical Designer Certificate
- Engineering Graphics Basic Mechanical Designer Certificate
- Inventor Certificate
- Solidworks Certificate
- Scanned Input 3D Modeling Certificate

### Certificate in Engineering Graphics

#### Engineering Graphics Intermediate Mechanical Designer Certificate

This certificate builds on the Basic Certificate. It provides currency and skill training for individuals wanting to work 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. This certificate is fully transferable to the Mechanical Designer AAS Degree. Please see an Academic Advisor about this pathway.

#### Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with Program Chair or Academic Advisor. Call to make an appointment.

#### Requirements

Course	Title	Credits
<b>First Semester</b>		
CAD 101	Computer Aided Drafting I <sup>1</sup>	3
CAD 102	Computer Aided Drafting II	3
CIS 118	Introduction to PC Applications	3
EGT 103	Applied Dimension & Tolerance	3
MAT 108	Technical Mathematics	4
Subtotal		16

**Second Semester**

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
PHY 105	Conceptual Physics with Lab: GT-SC1	4
Subtotal		13

**Third Semester**

CAD 217	Rhino	3
CAD 240	Inventor I/Autodesk	3
CAD 255	SolidWorks/Mechanical	3
CAD 262	3D Printing/Additive Manufacturing	3
COM 115	Public Speaking	3
Subtotal		15
Total Credits		44

<sup>1</sup> Building block course

**Certificate in Engineering Graphics****Engineering Graphics Basic Mechanical Designer Certificate**

This 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 drafting graduates whose skills are dated. This program includes two introductory courses; students with little or no background in AutoCAD should select this program. This certificate is fully transferable to the Mechanical Designer AAS Degree. Please see an Academic Advisor about this pathway.

**Program Admission Requirements**

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with Program Chair or Academic Advisor. Call to make an appointment.

**Requirements**

Course	Title	Credits
<b>First Semester</b>		
CAD 101	Computer Aided Drafting I	3
CAD 102	Computer Aided Drafting II	3
EGT 103	Applied Dimension & Tolerance	3
CIS 118	Introduction to PC Applications	3
MAT 108	Technical Mathematics	4
Subtotal		16
<b>Second Semester</b>		
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
PHY 105	Conceptual Physics with Lab: GT-SC1	4
Subtotal		13
Total Credits		29

<sup>1</sup> Building block course

**Certificate in Engineering Graphics****Inventor Certificate**

**\*\*This program is not eligible for federal student aid.\*\***

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 or Academic Advisor. Call to make an appointment.

**Requirements**

CAD 240	Inventor I/Autodesk	3
CAD 244	Advanced Inventor	3
Total Credits		6

**Certificate in Engineering Graphics****Solidworks Certificate**

**\*\*This program is not eligible for federal student aid.\*\***

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 Solidworks 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 or Academic Advisor. Call to make an appointment.

**Requirements**

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

**Certificate in Engineering Graphics****Scanned Input 3D Modeling CERTIFICATE**

**\*\*This program is not eligible for federal student aid.\*\***

The 7-credit hour certificate covering both 3D printing and 3D Scanning and Modeling is designed for post-Engineering Graphics/Mechanical Designer AAS or CAD designers with established 3D parametric modeling skills. The first class, 3D Printing, will provide students with the ability to blend the virtual and real design worlds together through the use of 3D CAD Modeling and 3D Printing. The second class, 3D Scanning and Modeling, exposes students to 3D scanning and modeling. Students will manipulate various types of 3D scanning technology and create CAD models using scanning software and other CAD programs

**Program Admission Requirements**

Meet with Program Chair or Academic Advisor. Call to make an appointment.

**Requirements**

CAD 262	3D Printing/Additive Manufacturing	3
CAD 264	3D Scanning and Modeling	4
Total Credits		7

## Fabrication Welder

### Associate of Applied Science Degree in Fabrication Welder

CCD Manufacturing Center

This program prepares students with entry-level cutting and welding skills to work in operations in using oxyacetylene cutting and welding, plasma arc cutting, carbon arc cutting, 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 attempt one of the limited thickness Welder Qualification tests under American Welding Society D1.1 Structural code for certification in SMAW, GMAW and GTAW. Graduates are prepared to enter positions as production, fabrication or construction welders.

#### Program Admission Requirements

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

#### Requirements

Course	Title	Credits
<b>First Semester</b>		
MAT 108	Technical Mathematics	4
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
Subtotal		17
<b>Second Semester</b>		
CIS 118	Introduction to PC Applications	3
ENG 121 or ENG 131	English Composition I : GT-CO1 or 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
<b>Third Semester</b>		
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
<b>Fourth Semester</b>		
POS 105	Intro 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 I	4
Subtotal		15
Total Credits		65

- Basic Welding Certificate
- Intermediate Welding Certificate
- ARC Welder Certificate
- Fabrication Welder Certificate

### Certificate in Fabrication Welder

CCD Manufacturing Center

#### Basic Welding Certificate

This program prepares students with entry level knowledge in cutting processes, oxyacetylene joining processes and basic shielded metal arc. The certificate is fully transferable to the Associate of Applied Science in Fabrication Welder. Please see an Academic Advisor about this pathway.

#### Program Admission Requirements

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

#### Requirements

MAT 108	Technical Mathematics	4
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
Total Credits		17

### Certificate in Fabrication Welder

CCD Manufacturing Center

#### Intermediate Welding Certificate

This program prepares students with entry level knowledge in cutting processes, oxyacetylene joining processes and basic shielded metal arc. An introduction to personal computers is included. The certificate is fully transferable to the Associate of Applied Science in Fabrication Welder. Please see an Academic Advisor about this pathway.

#### 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

Course	Title	Credits
<b>First Semester</b>		
CIS 118	Introduction to PC Applications	3
MAT 108	Technical Mathematics	4
WEL 100	Safety for Welders	1
WEL 101	Allied Cutting Processes	4
Subtotal		12
<b>Second Semester</b>		
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 Credits		24

### Certificate in Fabrication Welder

CCD Manufacturing Center

#### Arc Welder Certificate

Arc Welder prepares students with the entry level cutting and welding skills necessary to perform shielded metal arc welding operations. Graduates are prepared to enter positions as production, fabrication or construction welders using the shielded metal arc process. All Arc Welder Certificate program credits apply toward the Fabrication Welder AAS Degree program requirements. Upon successful completion of this program, graduates are prepared to attempt one of the limited thickness Welder Qualification tests under American Welding Society D1.1 Structural code for certification in SMAW. The certificate is fully transferable to the Associate of Applied Science in Fabrication Welder. Please see an Academic Advisor about this pathway.

#### 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		Credits
Course	Title	
<b>First Semester</b>		
MAT 108	Technical Mathematics	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
<b>Second Semester</b>		
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 Credits		29

## Certificate in Fabrication Welder

CCD Manufacturing Center

### Fabrication Welder Certificate

Fabrication Welder prepares students with entry-level cutting and welding skills to work in operations in using oxyacetylene cutting and welding, plasma arc cutting, carbon arc cutting, 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 are used. Upon successful completion of this program, graduates are prepared to test for American Welding Society certification in SMAW and MIG/TIG. Graduates are prepared to enter positions as arc welders, plate welders, industrial welders, production welders, fabrication welders, construction welders, and TIG or MIG welders. The certificate is fully transferable to the Associate of Applied Science in Fabrication Welder. Please see an Academic Advisor about this pathway.

### Program Admission Requirements

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

Requirements		Credits
Course	Title	
<b>First Semester</b>		
MAT 108	Technical Mathematics	4
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
Subtotal		17
<b>Second Semester</b>		
CIS 118	Introduction to PC Applications	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
WEL 124	Introduction to Gas Tungsten Arc Welding	4
Subtotal		19
<b>Third Semester</b>		
WEL 111	Advanced Shielded Metal Arc II	4
WEL 125	Introduction to Gas Metal Arc Welding	4
WEL 202	Gas Metal Arc Welding II	4
WEL 224	Advanced Gas Tungsten Arc Welding	4
WEL 230	Pipe Welding I	4
Subtotal		20
Total Credits		56

## Food, Nutrition, & Wellness

### Certificate in Food, Nutrition, & Wellness

**\*\*This program is not eligible for federal student aid.\*\***

Nutrition is a fascinating and dynamic science with a powerful role to play in promoting and sustaining health and wellness. In this 3-course certificate program students will explore various approaches to health and wellness through studying the concepts, values, and applications of this exciting field of health science. In the first two courses, students will learn the fundamentals of nutrition, explore what it means to eat healthy, discover how to efficiently meal plan and grocery shop, and obtain techniques that will make cooking fun, easy, and enjoyable! In the third and final course, students will focus on fitness and wellness which will provide a foundation to design, implement, and evaluate a complete personal fitness and wellness program. This certificate is relevant for students pursuing education in nutrition or health related fields, health care professionals, nutritionists, personal trainers, wellness coaches, massage therapists, life coaches, teachers, caregivers; or any individual with an interest in food, diet, and optimal health.

### PROGRAM ADMISSION REQUIREMENTS

Meet minimum assessment scores and/or prerequisites for courses in the program.

### REQUIREMENTS

HWE 100	Human Nutrition	3
HWE 124	Fitness and Wellness	2
HWE 143	Applied Nutrition to Whole Food Cooking	3
Total Credits		8

## Graphic Design

### Associate of Applied Science Degree in Graphic Design

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

Meet minimum assessment scores or prerequisites required for general education courses in the program.

Requirements		Credits
Course	Title	
<b>First Semester</b>		
ENG 121	English Composition I : GT-CO1 <sup>1</sup>	3
MAT 107	Career Math	3
Or GT-MA1 course		
MGD 101	Introduction to Computer Graphics <sup>1</sup>	3
MGD 116	Typography I <sup>1</sup>	3
ART 121	Drawing I <sup>1</sup>	3
Subtotal		15
<b>Second Semester</b>		
ART 132	Visual Concepts 3-D Design	3
COM 115	Public Speaking	3
MGD 105	Typography and Layout <sup>1</sup>	3
MGD 111	Adobe Photoshop I	3

MGD 112	Adobe Illustrator I	3
Subtotal		15
<b>Third Semester</b>		
ART 111	Art History Ancient to Medieval: GT-AH1	3
ART 131	Visual Concepts 2-D Design	3
MGD 141	Web Design I	3
MGD 203	Design and Concept	3
MGD 213	Electronic Prepress	3
Subtotal		15
<b>Fourth Semester</b>		
ART 112	Art History Renaissance to Modern: GT-AH1	3
ART 139	Digital Photography I	3
ART 151	Painting I	3
MGD 114	Adobe InDesign	3
MGD 289	Capstone	3
Subtotal		15
Total Credits		60

<sup>1</sup> Building Block Course

## Certificate in Graphic Design

### Graphic Design Certificate

Courses in the certificate sequence are applicable to the Graphic Design AAS Degree. 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. This certificate is fully transferable to the Associate of Applied Science Degree in Graphic Design. Please see an Academic Advisor about this pathway.

### Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program.

### Requirements

Course	Title	Credits
<b>First Semester</b>		
MGD 101	Introduction to Computer Graphics <sup>1</sup>	3
MGD 116	Typography I <sup>1</sup>	3
ART 131	Visual Concepts 2-D Design	3
Subtotal		9
<b>Second Semester</b>		
MGD 105	Typography and Layout <sup>1</sup>	3
MGD 112	Adobe Illustrator I	3
MGD or ART Elective <sup>2</sup>		3
Subtotal		9
<b>Third Semester</b>		
MGD 203	Design and Concept	3
MGD 213	Electronic Prepress	3
MGD or ART Elective <sup>2</sup>		3
Subtotal		9
<b>Fourth Semester</b>		
MGD 289	Capstone	3
Subtotal		3
Total Credits		30

<sup>1</sup> Building Block Course

<sup>2</sup> Choose from the following Electives:  
 ART 139 Digital Photography I  
 ART 151 Painting I  
 MGD 111 Adobe Photoshop I  
 MGD 114 Adobe InDesign  
 MGD 141 Web Design I

## Human Services

• Human Services AAS Transfer Degree

• Human Services AAS Pre-Social Work Degree

## Associate of Applied Science Degrees in Human Services

### Human Services AAS Transfer Degree

The following courses represent the transfer oriented Associate of Applied Science Degree for Human Services majors. Upon completion of the AAS Human Services Transfer Degree, students may transfer to Metropolitan State University of Denver's Bachelor of Science program in Human Services. All AAS Human Services Transfer coursework must be completed with a grade of C or better. The program is accredited by the Council for Standards in Human Service Education ([www.cshse.org](http://www.cshse.org)).

### Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program.

### Requirements

Course	Title	Credits
<b>First Semester</b>		
ENG 121	English Composition I : GT-CO1 <sup>1</sup>	3
HSE 106	Survey of Human Services <sup>1</sup>	3
HSE 107	Interviewing Principles	3
HSE 108	Introduction to Therapeutic Systems <sup>1</sup>	3
MAT 135	Intro to Statistics: GT-MA1 <sup>1,3</sup>	3
Subtotal		15
<b>Second Semester</b>		
COM 115	Public Speaking	3
Or COM 125	Interpersonal Communication	
ENG 122	English Composition II: GT-CO2	3
HSE 205	Human Services for Groups	3
HSE 206	Human Services for Families	3
HSE 226	Case Management for Human Services Practitioners	3
Subtotal		15
<b>Third Semester</b>		
HSE 188	Human Services Practicum I <sup>1</sup>	4
Guaranteed Transfer Natural and Physical Sciences Course (GT-SC1)		4
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)		3
Guaranteed Transfer Social & Behavioral Science Course (GT-SS1, GT-SS2)		3
Guaranteed Transfer History Course (GT-HI1) <sup>2</sup>		3
Subtotal		17
<b>Fourth Semester</b>		
HSE 288	Human Services Practicum II	4
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)		3
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS3)		3
Guaranteed Transfer Natural and Physical Sciences Course (GT-SC1)		4
Subtotal		14
Total Credits		61

<sup>1</sup> Building Block Course

<sup>2</sup> Fulfills MSU Denver's Global Diversity requirement. Select from the following:

HIS 101 Western Civilization: Antiquity-1650: GT-HI1  
 HIS 102 Western Civilization: 1650-Present: GT-HI1  
 HIS 111 The World: Antiquity-1500: GT-HI1  
 HIS 112 The World: 1500-Present: GT-HI1  
 HIS 244 History of Latin America: GT-HI1  
 HIS 247 20th Century World History: GT-HI1  
 HIS 255 The Middle Ages: GT-HI1

<sup>3</sup> Guaranteed Transfer Math Course: MAT 135 recommended.

**Human Services AAS Pre-Social Work Degree**

The following courses represent the transfer oriented Associate of Applied Science Degree for Human Services majors with an emphasis in Pre-Social Work. Upon completion of the AAS Human Services Pre-Social Work, students will be eligible to transfer to Metropolitan State University of Denver's Bachelor of Science program in Social Work. All AAS Human Services transfer coursework must be completed with a grade of C or better. Application for the Social Work program at Metropolitan State University will be required and admission is not guaranteed upon completion of the transfer degree. The program is accredited by the Council for Standards in Human Service Education (www.cshse.org).

**Program Admission Requirements**

Meet minimum assessment scores or prerequisites required for general education courses in the program.

**Requirements**

Course	Title	Credits
<b>First Semester</b>		
COM 115	Public Speaking <sup>4</sup>	3
or COM 125	Interpersonal Communication	
ENG 121	English Composition I : GT-CO1 <sup>1,4</sup>	3
HSE 105	Introduction to Social Welfare <sup>2</sup>	3
HSE 106	Survey of Human Services <sup>1</sup>	3
MAT 135	Intro to Statistics: GT-MA1 <sup>1,4</sup>	3
Subtotal		15
<b>Second Semester</b>		
ENG 122	English Composition II: GT-CO2 <sup>4</sup>	3
HSE 107	Interviewing Principles <sup>1</sup>	3
HSE 108	Introduction to Therapeutic Systems <sup>1</sup>	3
POS 111	American Government : GT-SS1 <sup>4</sup>	3
PSY 101	General Psychology I: GT-SS3 <sup>4</sup>	3
Subtotal		15
<b>Third Semester</b>		
BIO 105	Science of Biology with Lab: GT-SC1 <sup>4</sup>	4
HSE 205	Human Services for Groups	3
HSE 206	Human Services for Families	3
PSY 102	General Psychology II: GT-SS3 <sup>4</sup>	3
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)		3
Subtotal		16
<b>Fourth Semester</b>		
HIS 101	Western Civilization: Antiquity-1650: GT-HI1 <sup>2</sup>	3
or HIS 102	Western Civilization: 1650-Present: GT-HI1	
HSE 188	Human Services Practicum I <sup>3</sup>	4
SOC 101	Introduction to Sociology I: GT-SS3 <sup>4</sup>	3
or ANT 101	Cultural Anthropology:GT-SS3	
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)		3
Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1)		4
Subtotal		17
Total Credits		63

- <sup>1</sup> Building Block Course
- <sup>2</sup> Fulfills Global Diversity Requirement at MSU Denver
- <sup>3</sup> Fulfills Volunteer Experience Requirement
- <sup>4</sup> These courses are required prerequisites for admission to Metropolitan State University of Denver's Social Work program.

**Certificate in Human Services**

This program prepares students for entry-level positions. All courses required for the Human Services Certificate can also be applied to the AAS Human Services Transfer Degree or the AAS Human Services Pre-Social

Work Degree. Please consult with the Human Services Department Chair or an Academic Advisor to verify the transferability of courses.

Students must complete all certificate coursework with a grade of C or better.

**Program Admission Requirements**

Meet minimum assessment scores or prerequisites required for general education courses in the program.

**Requirements**

Course	Title	Credits
<b>First Semester</b>		
HSE 106	Survey of Human Services <sup>1</sup>	3
HSE 107	Interviewing Principles <sup>1</sup>	3
HSE 108	Introduction to Therapeutic Systems <sup>1</sup>	3
Any Guaranteed Transfer Course		3
Subtotal		12
<b>Second Semester</b>		
HSE 188	Human Services Practicum I	4
HSE Elective		3
HSE Elective		3
Any Guaranteed Transfer Course		3
Subtotal		13
Total Credits		25

<sup>1</sup> Building Block Course

## Information Technology

### Associate of Applied Science Degree in Information Technology

This program prepares students to obtain entry-level positions 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 exposure to the business environment.

#### Program Admission Requirements

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

#### 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 transferring students have current industry experience, the time limit for applicable courses may be waived upon approval of the Program Chair.

#### Requirements

Course	Title	Credits
<b>First Semester</b>		
CIS 118	Introduction to PC Applications <sup>1</sup>	3
CIS 240	Database Design and Development	3
ENG 131	Technical Writing I	3
Elective <sup>2</sup>		3
MAT 121	College Algebra : GT-MA1	4
Subtotal		16
<b>Second Semester</b>		
BUS 115	Introduction to Business	3
COM 115	Public Speaking	3
CNG 124	Networking I: Network +	3
CNG 132	Network Security Fundamentals	3
Elective <sup>2</sup>		3
Subtotal		15
<b>Third Semester</b>		
CIS 124	Introduction to Operating Systems	3
CIS 267	Management of Information Systems	3
CNG 116	Microcomputer Hardware	3
CNG 120	A+ Certification Preparation	4
Elective <sup>2</sup>		3
Subtotal		16
<b>Fourth Semester</b>		
BUS 217	Business Communication and Report Writing	3
CSC 119	Introduction to Programming	3
MAR 160	Customer Service	3
PSY 101	General Psychology I: GT-SS3	3
CNG Elective <sup>3</sup>		3
Subtotal		15
Total Credits		62

<sup>1</sup> Building Block Course

- <sup>2</sup> Select 9 elective credits from the following prefixes  
 BTE  
 CIS  
 CNG  
 CWB  
 CSC

- <sup>3</sup> Elective selection requires instructor approval

- Computer Service and Support Certificate
- Network Security Certificate

### Certificate in Information Technology

#### Healthcare Certificate

This program prepares students as entry-level help desk support in a healthcare environment. Students completing this certificate will be prepared for the CompTIA A+ certification examinations and the CompTIA Network+ certification examinations and the HIT certification.

#### Requirements

Course	Title	Credits
<b>First Semester</b>		
CIS 118	Introduction to PC Applications	3
CNG 116	Microcomputer Hardware	3
CNG 120	A+ Certification Preparation	4
HPR 178	Medical Terminology	2
Subtotal		12
<b>Second Semester</b>		
CNG 124	Networking I: Network +	3
CNG 125	Networking II: Network +	3
MAP 110	Medical Office Administration (MAP 110 is Only offered in the spring)	4
CNG Elective Approved by CIS Chair		3
Subtotal		13
Total Credits		25

### Certificate in Information Technology

#### 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

Course	Title	Credits
<b>First Semester</b>		
CIS 118	Introduction to PC Applications <sup>1</sup>	3
CIS 240	Database Design and Development	3
CIS 267	Management of Information Systems	3
Subtotal		9
<b>Second Semester</b>		
CNG 124	Networking I: Network +	3
CNG 125	Networking II: Network +	3
Subtotal		6
<b>Third Semester</b>		
CIS 124	Introduction to Operating Systems	3
CNG 116	Microcomputer Hardware	3
CNG 120	A+ Certification Preparation	4
CNG 211	Windows Configuration: (OS)	3
Subtotal		13
Total Credits		28

<sup>1</sup> Building Block Course

#### 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

Course	Title	Credits
<b>First Semester</b>		
CIS 118	Introduction to PC Applications <sup>1</sup>	3
CNG 116	Microcomputer Hardware	3
CNG 124	Networking I: Network +	3
CNG 125	Networking II: Network +	3
Subtotal		12
<b>Second Semester</b>		
CNG 131	Principles of Information Assurance	3
CNG 132	Network Security Fundamentals	3
CNG 209	MS Server Active Directory Configuration	4
CNG 211	Windows Configuration: (OS)	3
Subtotal		13
Total Credits		25

<sup>1</sup> Building Block Course

## Machine Technologies

- CNC Manufacturing AAS Degree
- CNC Management AAS Degree

### Associate of Applied Science Degrees in Machine Technologies

*CCD Manufacturing Center*

#### CNC Manufacturing AAS Degree

This program prepares students with the entry level skills necessary to perform tasks of developing 3D programming to operate 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

Course	Title	Credits
<b>First Semester</b>		
MAC 100	Machine Shop Safety	1
MAC 101	Introduction to Machine Shop	3
MAC 102	Print Reading for Machinists	3
MAC 110	Introduction to Engine Lathe	3
MAC 120	Introduction to Milling Machine	3
MAT 108	Technical Mathematics	4
Subtotal		17
<b>Second Semester</b>		
CAD 101	Computer Aided Drafting I	3
CIS 118	Introduction to PC Applications	3
ENG 121 or ENG 131	English Composition I : GT-CO1 or Technical Writing I	3
MAC 111	Intermediate Engine Lathe	3
MAC 121	Intermediate Milling Machine	3
Subtotal		15
<b>Third Semester</b>		
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 2D	3
Subtotal		15

#### Fourth Semester

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

#### CNC Management AAS Degree

This program prepares students with the entry level skills necessary to perform tasks of developing 3D programming to operate a Computer Numerical Controlled (CNC) machining center and management of manufacturing processes.

#### 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

Course	Title	Credits
<b>First Semester</b>		
MAC 100	Machine Shop Safety	1
MAC 101	Introduction to Machine Shop	3
MAC 102	Print Reading for Machinists	3
MAC 110	Introduction to Engine Lathe	3
MAC 120	Introduction to Milling Machine	3
MAT 108	Technical Mathematics	4
Subtotal		17

#### Second Semester

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

#### Third 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 2D	3
Subtotal		15

#### Fourth Semester

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

### Certificate in Machine Technologies

*CCD Manufacturing Center*

- Basic Machining Certificate
- Intermediate Machining Certificate
- CNC Machine Tool Operator Certificate
- Industrial Maintenance Technologies Certificate
- Multi Axis Lathe Certificate
- CNC Wire EDM Certificate
- Five Axis Milling Machine Certificate

### Basic Machining Certificate

This program will instruct students 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. 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	Print Reading for Machinists	3
MAC 110	Introduction to Engine Lathe	3
MAC 111	Intermediate Engine Lathe	3
MAC 120	Introduction to Milling Machine	3
MAC 121	Intermediate Milling Machine	3
MAT 108	Technical Mathematics	4
Total Credits		23

### Intermediate Machining Certificate

This program prepares students 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. Students may take individual courses, if the course prerequisites are met, prior to being accepted into this program.

### Requirements

Course	Title	Credits
<b>First Semester</b>		
MAC 100	Machine Shop Safety	1
MAC 101	Introduction to Machine Shop	3
MAC 102	Print Reading for Machinists	3
MAC 110	Introduction to Engine Lathe	3
MAT 108	Technical Mathematics	4
Subtotal		14
<b>Second Semester</b>		
MAC 111	Intermediate Engine Lathe	3
MAC 120	Introduction to Milling Machine	3
MAC 121	Intermediate Milling Machine	3
MAC 201	Introduction to CNC Turning Operations	3
MAC 205	Introduction to CNC Milling Operations	3
Subtotal		15
Total Credits		29

### 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. Students may take individual courses, if the course prerequisites are met, prior to being accepted into this program.

### Requirements

Course	Title	Credits
<b>First Semester</b>		
MAC 100	Machine Shop Safety	1
MAC 101	Introduction to Machine Shop	3
MAC 102	Print Reading for Machinists	3
MAC 110	Introduction to Engine Lathe	3
MAC 120	Introduction to Milling Machine	3
MAT 108	Technical Mathematics	4
Subtotal		17
<b>Second Semester</b>		
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
<b>Third Semester</b>		
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 2D	3
Subtotal		12
Total Credits		41

### Optional

MAC 178	Machining Workshop	1-6
MAC 245	CAD/CAM 3D	3
MAC 246	CAD/CAM 3D Lab	3

### 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. Students may take individual courses, if the course prerequisites are met, prior to being accepted into this program.

### Requirements

Course	Title	Credits
<b>First Semester</b>		
MAC 100	Machine Shop Safety	1
MAC 101	Introduction to Machine Shop	3
MAC 102	Print Reading for Machinists	3
MAC 110	Introduction to Engine Lathe	3
MAC 120	Introduction to Milling Machine	3
MAT 108	Technical Mathematics	4
Subtotal		17
<b>Second Semester</b>		
CAD 101	Computer Aided Drafting I	3
CAD 102	Computer Aided Drafting II	3
CAD 240	Inventor I/Autodesk	3
CIS 118	Introduction to PC Applications	3
Subtotal		12
<b>Third Semester</b>		
WEL 101	Allied Cutting Processes	4
WEL 102	Oxyacetylene Joining Processes	4

WEL 103	Basic Shielded Metal Arc I	4
	Subtotal	12
	Total Credits	41

### Multi Axis Lathe CERTIFICATE

\*\*This certificate is not eligible for federal student aid\*\*

This program is designed to instruct students in the set-up, operation, and programming of multi axis lathes. The student will work with live-tooling and dual-spindles to program and manufacture one-off parts. This course of study is an advanced program meant for Machining Technologies AAS degree graduates or for incumbent employees with advanced CNC skills and advanced programming experience.

#### Program Admission Requirements

Completion of a Machining Technologies degree within the past 5 years. Minimum work history requirements, prior CNC programming experience, minimum testing scores, and employer references.

#### Requirements

MAC 262	Introduction to Multi-Axis Lathe	2
MAC 263	Multi-Axis Lathe Operation	3
MAC 264	Multi-Axis Lathe Programming	3
	Total Credits	8

### CNC Wire EDM CERTIFICATE

\*\*This certificate is not eligible for federal student aid\*\*

This program will instruct a student in the basics of CNC wire EDM set-up, programming and controller operations. This course of study is an advanced program meant for Machining Technologies AAS degree graduates or for incumbent employees with advanced CNC skills and programming experience.

#### PROGRAM ADMISSION REQUIREMENTS

Completion of a Machining Technologies degree within the past 5 years. Minimum work history requirements, prior CNC programming experience, minimum testing scores, and employer references.

#### REQUIREMENTS

MAC 251	Introduction to Wire EDM	2
MAC 253	Wire EDM Operation	3
MAC 257	Wire EDM Programming	3
	Total Credits	8

### Five Axis Milling Machine Certificate

\*\*This certificate is not eligible for federal student aid\*\*

Upon completion of this program a student will be able to set-up, operate and program five-axis milling machines. The student will be familiar with tool management, pallet changers, and lights-out manufacturing. This course of study is an advanced program meant for Machining Technologies AAS degree graduates or for incumbent employees with advanced CNC skills and advanced programming experience.

#### PROGRAM ADMISSION REQUIREMENTS

Completion of a Machining Technologies degree within the past 5 years. Minimum work history requirements, prior CNC programming experience, minimum testing scores, and employer references.

#### REQUIREMENTS

MAC 259	Introduction to the 5-Axis Milling Machine	2
MAC 260	5-Axis Milling Machine Operation	3
MAC 261	5-Axis Milling Machine Programming	3
	Total Credits	8

## Medical Assisting

### Associate of Applied Science Degree in Medical Assisting

Center for Health Sciences at Lowry

The Medical Assisting Certificate and AAS Degree programs provide training for both front office administrative and back office clinical duties. They are designed to train medical assistants in mastering clinical techniques such as pre-examination and examination assistance, obtaining medical histories and vital signs, minor office surgery, routine laboratory procedures including phlebotomy and EKG, and maintaining and sterilizing equipment. Administratively, students will learn the necessary office skills to maintain a clinic including answering telephones, greeting patients, handling correspondence, scheduling appointments, billing and bookkeeping. This program seeks to develop competent medical assistants to work in a variety of settings including, but not limited to, clinics and hospitals. Once students complete all of the prerequisite requirements and the full program curriculum, they will have achieved either a certificate or AAS Degree in Medical Assisting and be eligible to sit for the national registry exam to become a credentialed medical assistant.

Students who do not take or did not meet the minimum math placement test must take the supplemental MAT 091 course in addition to the required MAT 103 course. By taking this additional course, it will be an additional 1 credit to the degree plan.

Refer to [www.CCD.edu/Medical-Assistant](http://www.CCD.edu/Medical-Assistant) for additional documents to be completed, prior to acceptance into the Medical Assisting program.

#### Program Admission Requirements

- Have basic computer skills to include, but not limited to, word processing, creation of PowerPoint presentations, basic Excel skills, email, and use of D2L. Students needing additional assistance with computer skills may take CIS 118 Introduction to PC Applications prior to matriculation into the program.
- Have access to a computer as CCD email and D2L are used for communication.
- Provide completion of a High School Diploma or GED.
- Interview with the Medical Assisting Program Chair.
- Complete the Medical Assisting Program application, found on the website.
- Obtain Basic Life Support (BLS) and Cardiopulmonary Resuscitation (CPR) certification through the American Heart Association (AHA). This certification must be valid throughout the program. If it will lapse at any point during the program, a renewal must be completed prior to matriculation.

#### Requirements

Course	Title	Credits
<b>First Semester</b>		
BIO 106	Basic Anatomy and Physiology	4
ENG 121	English Composition I : GT-CO1	3
HPR 106	Law & Ethics for Health Prof	2
MAT 103	Math for Clinical Calculations	3
	Subtotal	12
<b>Second Semester</b>		
COM 220	Intercultural Communication: GT-SS3	3
HPR 137	Human Diseases	4
HPR 178	Medical Terminology	2
PSY 101	General Psychology I: GT-SS3	3
	Or PSY 235 Human Growth & Development: GT-SS3	
	Subtotal	12
<b>Third Semester</b>		
MAP 110	Medical Office Administration	4
MAP 138	Medical Assisting Laboratory	4
HPR 108	Dietary Nutrition	1
	Subtotal	9
<b>Fourth Semester</b>		
MAP 140	Medical Assisting Clinical Skills	4
MAP 120	Medical Office Financial Management	4
MAP 150	Pharmacology for Medical Assistants	3
MOT 130	Insurance Billing and Coding	3
	Subtotal	14

Fifth Semester		
HPR 112	Phlebotomy	4
HPR 113	Advanced Phlebotomy	4
MAP 183	Medical Assistant Internship	4
MAP 189	Review for Medical Assistant National Exam	1
Subtotal		13
Total Credits		60

For additional information call 303.365.8300.

## Certificate in Medical Assisting

Center for Health Sciences at Lowry

Course	Title	Credits
First Semester		
BIO 106	Basic Anatomy and Physiology	4
ENG 121	English Composition I : GT-CO1	3
HPR 106	Law & Ethics for Health Prof	2
MAT 103	Math for Clinical Calculations	3
Subtotal		12
Second Semester		
HPR 137	Human Diseases	4
HPR 178	Medical Terminology	2
MAP 138	Medical Assisting Laboratory	4
PSY 101	General Psychology I: GT-SS3	3
Or PSY 235 Human Growth & Development: GT-SS3		
Subtotal		13
Third Semester		
HPR 108	Dietary Nutrition	1
MAP 110	Medical Office Administration	4
MAP 140	Medical Assisting Clinical Skills	4
Subtotal		9
Fourth Semester		
MOT 130	Insurance Billing and Coding	3
MAP 120	Medical Office Financial Management	4
MAP 150	Pharmacology for Medical Assistants	3
Subtotal		10
Fifth Semester		
MAP 183	Medical Assistant Internship	4
MAP 189	Review for Medical Assistant National Exam	1
Subtotal		5
Total Credits		49

## Multi-Media Journalism

### Certificate in Multi-Media Journalism

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

Meet minimum assessment scores and/or prerequisites for courses in the program.

## Requirements

Course	Title	Credits
First Semester		
JOU 105	Introduction to Mass Media: GT-SS3	3
JOU 106	Media News and Reporting	3
Subtotal		6
Second Semester		
JOU 225	New Media <sup>1</sup>	3
JOU 241	Feature and Magazine Writing <sup>1</sup>	3
Elective		3
Elective		3
Subtotal		12
Total Credits		18

<sup>1</sup> ENG 121 is a required prerequisite for this course.

<sup>2</sup> Electives:

- ART 139 Digital Photography
- BUS 115 Introduction to Business
- ENG 221 Creative Writing I
- JOU 102 Introduction to Editing for Media
- JOU 121 Photojournalism
- JOU 206 Intermediate Newswriting and Editing
- JOU 221 Newspaper Design I
- JOU 222 Newspaper Design II
- JOU 231 Introduction to Public Relations
- JOU 251 Media Law and Ethics
- MAR 111 Principles of Sales
- MAR 216 Principles of Marketing
- MAR 220 Principles of Advertising
- MGD 101 Introduction to Computer Graphics

## Nurse Aide

See also: Integrated Nursing Pathway

- Certificate in Nurse Aide

### Certificate in Nurse Aide

Center for Health Sciences at Lowry

**\*\*This program is not eligible for federal student aid.\*\***

The Nurse Aide Certificate program prepares students 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 30 hours of clinical practice.

Clinical practice of nurse aides 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/Apply](http://www.CCD.edu/Apply).
- Complete the Nurse Aide program application.
- Obtain a TB skin test and Flu vaccine (during Flu season).
- Complete CCPT Test with minimum test scores of:
  - LADI score of 67, PADI score of 001 or equivalent to MAT 050 (ACTM 19 or SATM 460 will also meet this requirement)
  - READ score of 76, and WRES score of 2 or equivalent to CCR 092 (ACTE 18 or SATV 440 will also meet this requirement)

- Waivers may be obtained for all or part of the CCPT Test if a student has ACT or SAT scores or a prior degree. Please contact the Testing Center at the Auraria Campus at 303-365-3810
- Submit all required documentation to the Center for Health Sciences at Lowry.

Refer to [www.CCD.edu/NurseAide](http://www.CCD.edu/NurseAide) 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 Credits		5

For additional information call 303.365.8300.

**\*\*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.

**Paralegal**

- Paralegal AAS Degree
- Paralegal AAS Transfer Degree

**Associate of Applied Science Degrees in Paralegal Paralegal AAS Degree**

This program prepares students for entry into the paralegal field. Emphasis is placed on practical skills such as interviewing, research and document drafting.

**NOTE:** Due to accreditation standards and CCD's graduation requirement, beginning Fall 2009 semester, CCD will accept a maximum of 2 CCCOnline PAR courses to apply toward the AAS Paralegal course requirements: PAR 115 and one PAR Elective course. Please see a Paralegal Faculty Advisor or Academic Advisor for advising.

**Program Admission Requirements**

Meet minimum assessment scores or prerequisites required for general education courses in the program.

**Requirements**

Course	Title	Credits
<b>First Semester</b>		
ENG 121	English Composition I : GT-CO1 <sup>1</sup>	3
MAT 107	Career Math (or higher math course) <sup>1</sup>	3
PAR 115	Introduction to Law <sup>1</sup>	3
PAR 201	Civil Litigation <sup>1</sup>	3
Elective <sup>2</sup>		3
Subtotal		15
<b>Second Semester</b>		
COM 115	Public Speaking	3
ENG 122	English Composition II: GT-CO2	3
PAR 202	Evidence	3
PAR 211	Legal Research <sup>1</sup>	3
Elective <sup>2</sup>		3
Subtotal		15
<b>Third Semester</b>		
PAR 209	Constitutional Law	3
PAR 212	Legal Writing <sup>1</sup>	3
Elective <sup>2</sup>		3
Elective <sup>2</sup>		3

Guaranteed Transfer Social & Behavioral Sciences Course ( GT-SS1, GT-SS2, GT-SS3) or Guaranteed Transfer History Course (GT-HI1)	3
Subtotal	15

**Fourth Semester**

PAR 280	Internship	3
PAR 289	Capstone	3
Elective <sup>2</sup>		3
Elective <sup>2</sup>		3
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)	3	
Subtotal	15	
Total Credits	60	

<sup>1</sup> Building Block Course

- <sup>2</sup> Choose from the following:
- CIS 118 Introduction to PC Applications
  - CIS 135 Complete PC Word Processing: Word (highly recommended for students lacking word processing proficiency)
  - PAR 116 Torts
  - PAR 117 Family Law
  - PAR 118 Contracts
  - PAR 125 Property Law
  - PAR 126 Administrative Law
  - PAR 205 Criminal Law
  - PAR 206 Business Organizations
  - PAR 208 Probate and Estates
  - PAR 210 Sexual Orientation and the Law
  - PAR 217 Environmental Law
  - PAR 218 Bankruptcy Law

**Paralegal AAS Transfer Degree**

The following courses represent the CCD/UC-Denver paralegal transfer agreement. 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 majors in the School of Public Affairs.

**NOTE:** Due to accreditation standards and CCD's graduation requirement, beginning Fall 2009 semester, CCD will accept a maximum of 2 CCCOnline PAR courses to apply toward the AAS Paralegal course requirements: PAR 115 and one PAR Elective course. Please see a Paralegal Faculty Advisor or Academic Advisor for advising.

**Program Admission Requirements**

Meet minimum assessment scores or prerequisites required for general education and paralegal courses in the program.

**Requirements**

Course	Title	Credits
<b>First Semester</b>		
COM 115	Public Speaking	3
ENG 121	English Composition I : GT-CO1 <sup>1</sup>	3
MAT 135	Intro to Statistics: GT-MA10r any other Guaranteed Transfer Math Course (GT-MA1) <sup>1</sup>	3
PAR 115	Introduction to Law <sup>1</sup>	3
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)	3	
Subtotal		15
<b>Second Semester</b>		
ENG 122	English Composition II: GT-CO2	3
PAR 201	Civil Litigation <sup>1</sup>	3
PAR 202	Evidence	3
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)	3	
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)	3	
Subtotal		15

Third Semester		
PAR 211	Legal Research <sup>1</sup>	3
Elective <sup>2</sup>		3
Elective <sup>2</sup>		3
Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1)		4
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)		3
Subtotal		16
Fourth Semester		
PAR 209	Constitutional Law	3
PAR 212	Legal Writing	3
Elective <sup>2</sup>		3
Guaranteed Transfer History Course (GT-HI1)		3
Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1 or GT-SC2))		3
Subtotal		15
Fifth Semester		
PAR 280	Internship	3
PAR 289	Capstone	3
Subtotal		6
Total Credits		67

<sup>1</sup> Building Block Course

<sup>2</sup> Choose from the following:  
 CIS 135 Complete PC Word Processing: Word (highly recommended for students lacking word processing proficiency)  
 PAR 116 Torts  
 PAR 117 Family Law  
 PAR 118 Contracts  
 PAR 125 Property Law  
 PAR 126 Administrative Law  
 PAR 205 Criminal Law  
 PAR 206 Business Organizations  
 PAR 208 Probate and Estates  
 PAR 210 Sexual Orientation and the Law  
 PAR 217 Environmental Law  
 PAR 218 Bankruptcy Law

## Certificate in Paralegal

### 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. This certificate is fully transferable to the Paralegal AAS and Transferable AAS degrees. Please see an Academic Advisor about these pathways.

**NOTE:** Due to accreditation standards and CCD's graduation requirement, beginning Fall 2009 semester, CCD will accept a maximum of 2 CCCOnline PAR courses to apply toward the Paralegal Certificate course requirements: PAR 115 and one PAR Elective course. Please see a Paralegal Faculty Advisor or Academic Advisor for advising.

### Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program.

#### Requirements

Course	Title	Credits
First Semester		
PAR 115	Introduction to Law <sup>1</sup>	3
PAR 201	Civil Litigation <sup>1</sup>	3
PAR 202	Evidence	3
PAR 211	Legal Research <sup>1</sup>	3
PAR 212	Legal Writing <sup>1</sup>	3
Subtotal		15
Second Semester		
PAR 209	Constitutional Law	3
PAR 280	Internship	3

PAR 289	Capstone	3
Elective <sup>2</sup>		3
Elective <sup>2</sup>		3
Subtotal		15
Total Credits		30

<sup>1</sup> Building Block Course

<sup>2</sup> Choose from the following:  
 CIS 135 Complete PC Word Processing: Word (highly recommended for students lacking word processing proficiency)  
 PAR 116 Torts  
 PAR 117 Family Law  
 PAR 118 Contracts  
 PAR 125 Property Law  
 PAR 126 Administrative Law  
 PAR 205 Criminal Law  
 PAR 206 Business Organizations  
 PAR 208 Probate and Estates  
 PAR 210 Sexual Orientation and the Law  
 PAR 217 Environmental Law  
 PAR 218 Bankruptcy Law

## Phlebotomy

### Certificate in Phlebotomy

*\*\*This program is not eligible for federal student aid\*\**

The Phlebotomy Certificate provides hands on training to develop the entry-level skillset necessary to be employed as a phlebotomist. This one semester program includes 7-weeks in a lecture lab environment with state-of-the-art simulation provided through Laerdal's Virtual Phlebotomy simulation software and 7-weeks in a clinical placement. This certificate program is offered only in the evening at the Center for Health Sciences at Lowry.

This training prepares students for the ASCLS examination (American Society for Clinical Laboratory Science) to become a registered phlebotomist. Exam cost is additional and is not included in the tuition. Although certification is not required to work in Colorado as a Phlebotomist, it is highly recommended as it enables students to be more marketable nationwide.

This certificate is designed to provide the student with entry-level skills required for employment as a phlebotomist. Both Phlebotomy (HPR 112) and Internship (HPR 180) must be successfully completed with a "C" or better to enable students to sit for a national certifying exam. HPR 112 is a lecture and lab course whereas HPR 180 is a clinical placement and a classroom component to prepare for the national exam. There are four agencies that recognize the Community College of Denver Phlebotomy Program; students may choose which agency to sit for their certifying exam. American Society for Clinical Pathologist (ASCP); National Health Career Association (NHA); American Medical Technologist (AMT); and National Center for Competency Testing (NCCT).

### Program Admission Requirements

- A phlebotomy student 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 faculty utilize email and D2L for communication. If you feel under-prepared in this area, please consider taking CIS 110 – Introduction to Computing Technology.
- Have access to a computer as CCD email and D2L are used for communication.
- Must be at least 18 years of age
- Have immunizations to meet OSHA requirements
- Complete a background check and a 10 panel drug screen prior to clinical placement (students are subject to random drug-screening throughout the program)

### Requirements

HPR 112	Phlebotomy	4
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HPR 180	Internship	4
Total Credits		8

## Radiation Therapy

### Radiation Therapy Certificate

Center for Health Sciences at Lowry

Upon successful completion of the Radiation Therapy Program, graduates are eligible to apply for registry by the American Registry of Radiologic Technologists (ARRT) in Radiation Therapy. This program will prepare diagnostic technologists, RT(R), to be Radiation Therapists, RT(T). A certificate is obtained over three semesters. A new class begins in the fall semester of each year. Graduates will be dual registered, RT(R)(T).

#### Application Information

Visit [www.CCD.edu/Rad-Therapy](http://www.CCD.edu/Rad-Therapy) to view information regarding the program application process. For more information, please contact Don McCoy (Program Chair) at 303.365.8356.

Qualified applicants will be notified on or before May 25. Upon program acceptance, background check, and drug screening must be completed prior to the start of classes.

#### Requirements

Course	Title	Credits
<b>Fall</b>		
RTH 221	Principles of Radiation Therapy I	3
RTH 225	Oncology Pathophysiology	3
RTH 242	Radiation Physics	3
RTH 281	Internship I	8
Subtotal		17
<b>Spring</b>		
RTH 222	Principles Radiation Therapy II	2
RTH 243	Oncology Principles and Practice I	2
RTH 255	CT for Radiation Therapists	2
RTH 261	Treatment Planning	3
RTH 282	Internship II	8
Subtotal		17
<b>Summer</b>		
RTH 244	Oncology Principles and Practice II	2
RTH 283	Internship III	8
Subtotal		10
Total Credits		44

## Radiologic Technology

### Associate of Applied Science Degree in Radiologic Technology

Center for Health Sciences at Lowry

The Radiologic Technology program prepares students for entry-level positions as radiographers in a variety of medical settings, including hospitals. This program includes classroom, laboratory, and clinical internship experiences. Graduates will earn an AAS Degree in Radiologic Technology. The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). (20 N. Wacker Drive, Suite 2850; Chicago, IL 60606 [www.jrcert.org](http://www.jrcert.org))

The program begins in the summer semester of each year. Information and requirements may be obtained from the Academic Advisor for Health Sciences at CCD Lowry, 303.365.8300. Information sessions for the program are held twice a year on the third Tuesdays of October and January at 5:00 pm at the Center for Health Sciences at Lowry, in Room #117. Program information is also available at [www.CCD.edu/Radiologic-Technology](http://www.CCD.edu/Radiologic-Technology).

An AAS in Radiologic Technology from CCD is eligible to articulate with the following schools: Regis University: Bachelor of Sciences in Health Care Administration, Colorado Mesa University: Bachelor of Applied Science in Radiologic Technology.

#### Steps to a Successful Application

- Prior to enrolling in the program, students must complete all steps of the CCD college admissions process. Radiologic Technology admissions packets are accepted annually. Applications must be submitted between October 1 and December 1 each year. Applications must be submitted by mail or dropped off at the Lowry Health Sciences Center located at 1070 Alton Way, Denver, CO., and postmarked by December 1st to be considered for admission into the class beginning fall of the next academic year. Only packets complete in entirety upon submission will be accepted for consideration. They will be evaluated by the program faculty. Students must attend one Information and Advising session which are held in April, September, and November- see website for dates and times. Include documentation of attendance on your application packet.

- Admission to the program, which is a highly competitive process, is based on a point system (100), determined by the following required criteria:

- Minimum GPA of 3.0 for science and medical terminology courses and 2.8 for General Education courses (20 points)
- Performance on Health Occupational Aptitude Exam (20 points)
  - This exam (HOAE) will be by invitation only, based upon having met the minimum requirements and submission of a completed application.

- 12 hours of job shadow experience in a diagnostic imaging department or equivalent experience (for details please visit radiology program application website-<https://www.ccd.edu/academics/academic-centers/health-sciences-lowry/programs-study/radiologic-technology/apply-rte-program>) (12 points)

- 2 structured letters of recommendation (minimum) (10 points)

- Interview with the application panel (30 points)

- NOTE: The number of applicants who are invited to participate in the interviews depends upon the number of clinical placement sites which are available. Approximately 36 interviews will be granted.

- Documented healthcare and/ or customer service experience (not requisite criteria) (4 points)

- Proof of Colorado residency (4 points)

- Approximately 25 of the highest scoring candidates from the panel interview and admissions evaluation will be invited to enter the Radiologic Technology program.

- 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.

- All prerequisite science classes must have been taken within seven academic years prior to the July start of the program. All math courses must have been taken within 10 academic years prior to the start of the program. Science courses must have been taken within 7 academic years prior to the start of the program.

- Transfer information

- The Radiology Program at CCD accepts transfer students from other programs on a case by case basis. Students who are currently enrolled in a Radiologic Technology Program (RTE) other than CCD, must be in good standing with that program. This is subject to prerequisite courses completed and transferred, as well as a successful background check and drug screen. This is also subject to clinical site availability. Only students from an accredited school, Higher Learning Commission (HLC) and Joint Review Committee of Education of Radiologic Technologists (JRCERT) will be eligible for consideration.

#### Prerequisites

Course	Title	Credits
<b>First Semester</b>		
BIO 201	Human Anatomy & Physiology with Lab I: GT-SC1	4
BIO 202	Human Anatomy & Physiology II with Lab: GT-SC1	4
ENG 121	English Composition I : GT-CO1	3

PSY 101	General Psychology I: GT-SS3	3
Or SOC 101 or PSY 235		
Subtotal		14
<b>Second Semester</b>		
MAT 121	College Algebra : GT-MA1 (Or higher level math)	4
PHY 105	Conceptual Physics with Lab: GT-SC1	4
Subtotal		8
Total Credits		22

**Requirements**

Course	Title	Credits
<b>Summer</b>		
RTE 101	Introduction to Radiography	2
Subtotal		2
<b>Freshman</b>		
<b>Fall</b>		
RTE 111	Radiographic Patient Care	2
RTE 121	Radiologic Procedures I	3
RTE 141	Radiographic Equipment and Imaging I	3
RTE 181	Radiographic Internship I	5
Subtotal		13
<b>Spring</b>		
RTE 122	Radiologic Procedures II	3
RTE 131	Radiographic Pathology and Image Evaluation I	1.5
RTE 142	Radiographic Equipment and Imaging II	3
RTE 182	Radiographic Internship II	5
Subtotal		12.5
<b>Summer</b>		
RTE 183	Radiographic Internship III	7
Subtotal		7
<b>Sophomore</b>		
<b>Fall</b>		
RTE 221	Advanced Medical Imaging	3
RTE 231	Radiation Biology/Protection	2
RTE 281	Radiographic Internship IV	8
Subtotal		13
<b>Spring</b>		
RTE 132	Radiographic Pathology and Image Evaluation II	1.5
RTE 282	Radiographic Clinical Internship V	8
RTE 289	Radiographic Capstone	3
Subtotal		12.5
Total Credits		60

- Computed Tomography Certificate, Non-distance
- Computed Tomography Certificate, Distance
- Mammography Certificate

**Computed Tomography Certificate**

*Center for Health Sciences at Lowry*

**Computed Tomography Certificate, Non-Distance**

The medical imaging modality of Computed Tomography (CT) is critical in the diagnosis and treatment of trauma, as well as in the evaluation of many pathological processes. This program will assist qualified students in obtaining the necessary didactic education and mandatory clinical competencies to prepare them to sit for the American Registry of Radiologic Technologists (ARRT) CT Certification Examination. The program will prepare students for entry-level clinical practice.

The Non-Distance Computed Tomography Certificate program consists of two online didactic classes and two semesters (500 hours) of clinical internship.

Enroll in RTE 240 and RTE 255 didactic classes, with two semesters of clinical RTE 284 (6 credit hours per semester) where CCD would provide clinical experience through the current clinical affiliates of CCD. Students would receive regular clinical instruction by CCD faculty and be covered under CCD's professional liability insurance.

Students must complete the minimum of 500 documented CT clinical training hours within 24 months prior to graduation.

**Program Admission Requirements**

Prior to enrolling in the program, students must complete all steps of the CCD college admission process. The online college application is available at [www.CCD.edu/Apply](http://www.CCD.edu/Apply). NOTE: Admission to the college does not guarantee admission to the CT program.

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.

Admission to the CT Non-Distance Certificate Program is dependent upon the following:

- Fulfilling all requirements for admission to CCD.
- Possess a current ARRT or NMTCB certification, or be a registry eligible graduate of an accredited program in Radiologic Technology, Nuclear Medicine and/or Radiation Therapy.
- Applicants must have a minimum of one year experience in direct patient care.
- Submission of a complete admissions packet a minimum of eight weeks prior to the start of the semester in which the student plans to begin the program. Dates will be verified by postmark.
- Clinical site availability. Internship placement is on a first-come, first-served basis. Students will be notified by the CT Coordinator of acceptance and placement.

*Admissions Packet*

The admissions packet consists of documents that can be downloaded at [www.CCD.edu/Computed-Tomography](http://www.CCD.edu/Computed-Tomography) and includes the following:

- CT Program Application
- Current resume with proof of one year direct patient care experience
- Copy of current ARRT or NMTCB certification card
- Current CPR (BLS for Healthcare Providers) card
- Background Check and Drug Screen – must be completed six weeks prior to the start of the semester after notification of acceptance into the program by the CT coordinator
- Documentation of current Qualitative Respiratory Fit Test
- 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
- Other documents as listed on the website

**Requirements**

RTE 240	Principles of CT Imaging <sup>1</sup>	3
RTE 255	Multiphase Sectional Imaging <sup>1</sup>	2
RTE 284	Advanced Clinical	6
RTE 286	Advanced Clinical Specialty II	6
Total Credits		17

<sup>1</sup> 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.

## Computed Tomography Certificate

Center for Health Sciences at Lowry

### Computed Tomography Certificate, Distance

The medical imaging modality of Computed Tomography (CT) is critical in the diagnosis and treatment of trauma, as well as in the evaluation of many pathological processes. This program will assist qualified students in obtaining the necessary didactic education to prepare them to sit for the American Registry of Radiologic Technologists (ARRT) CT Certification Examination.

The Computed Tomography Distance Certificate program is designed primarily for long distance or out-of-state students. It consists of two online didactic classes and an instructor review of clinical competencies.

Enroll in RTE 240 and RTE 255 didactic classes and RTE 284 (1 credit hour), which would be used for verification of clinical competencies and required clinical hours. The student would be responsible for obtaining their own clinical placement and would not receive any clinical instruction by CCD faculty or be covered under CCD's professional liability insurance.

Students must complete the minimum of 500 documented CT clinical training hours within 24 months prior to graduation.

### Program Admission Requirements

Prior to enrolling in the program, students must complete all steps of the CCD college admission process. The online college application is available at [www.CCD.edu/Apply](http://www.CCD.edu/Apply).

Enrollment in RTE 240 and RTE 255 does not require a program application packet; just register following standard college enrollment procedures.

Admission to the CT Distance Certificate Program is dependent upon the following:

- Fulfilling all requirements for admission to CCD.
- Possess a current ARRT or NMTCB certification, or be a registry eligible graduate of an accredited program in Radiologic Technology, Nuclear Medicine and/or Radiation Therapy.
- Submission of a complete admissions packet a minimum of four weeks prior to the start of the semester in which the student plans to begin the program. Dates will be verified by postmark.

### Admissions Packet

The admissions packet consists of documents that can be downloaded at [www.CCD.edu/Computed-Tomography](http://www.CCD.edu/Computed-Tomography) and includes the following:

- CT Program Application
- Current resume with proof of one year direct patient care experience
- Copy of current ARRT or NMTCB certification 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
- Other documents as listed on the website

### Requirements

RTE 240	Principles of CT Imaging <sup>1</sup>	3
RTE 255	Multiphase Sectional Imaging <sup>1</sup>	2
RTE 284	Advanced Clinical	1
Total Credits		6

<sup>1</sup> 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.

## Certificate in Mammography

Center for Health Sciences at Lowry

### Mammography Certificate

**\*\*This program is not eligible for federal student aid.\*\***

The medical imaging modality of Mammography is an important tool used in the diagnosis of breast cancer. This program will assist qualified students 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 mammography education requirements and will prepare students for entry-level clinical practice.

The program consists of a hybrid didactic class and two semesters of clinical experience.

### Program Admission Requirements

Prior to enrolling in the program, students must complete all steps of the CCD college admissions process. The online college application is available at [www.CCD.edu/Apply](http://www.CCD.edu/Apply). NOTE: Admission to the college does not guarantee admission to the Mammography program.

Admission to the Mammography program is dependent upon the following:

- Fulfilling all requirements for admission to CCD.
- Current ARRT certification in Radiography.
- Submission of a complete admissions packet a minimum of eight weeks prior to the start of the semester in which the student plans to begin the program. Dates will be verified by postmark.
- Clinical sites are limited. Enrollment in RTE 291 is restricted, and internship placement is on a first-come, first-served basis. Students will be notified by the Mammography Coordinator of acceptance and placement.

### Admissions Packet

The admissions packet consists of documents that can be downloaded at [www.CCD.edu/Mammography](http://www.CCD.edu/Mammography) and includes the following:

- Mammography Program Application
- Current resume with proof of one year direct patient care experience
- Copy of current ARRT certification card
- Current CPR (BLS for Healthcare Providers) card
- Background Check and Drug Screen - must be completed six weeks prior to start of the semester after notification of acceptance into the program by the Mammography Coordinator.
- State of Colorado Provisional Mammography License--Colorado requires a provisional license for mammographers in training. Students will apply for this license upon acceptance into the program and completion of the requisite Background Check and Drug Screen.

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

### Requirements

RTE 250	Mammography	3
RTE 270	Mammography Clinical I	2
RTE 291	Mammography Internship	4
Total Credits		9

## Surgical Technology

### Associate of Applied Science Degree in Surgical Technology

Center for Health Sciences at Lowry

This two-year associate degree delivers the knowledge and skills necessary for graduates to enter the field of Surgical Technology as well as to take the National Certification Examination for Surgical Technology, once accreditation approval from the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) has been received. The program is aligning its standards and curriculum to meet those set forth by ARC/STSA standards.

#### In addition to these prerequisites, students must have the following

- Current CPR certification
  - Must be completed within a time frame that will allow one certification to be valid through the program
- Background check
  - To include fingerprint check and drug screening, with no disqualifying offenses
- As part of the application process, students will be asked to write a 500 word or less essay on the following topic: What do you know about the profession of Surgical Technology and what interests you about it?

#### PREREQUISITES

BIO 201	Human Anatomy & Physiology with Lab I: GT-SC1	4
HPR 178	Medical Terminology	2
Total Credits		6

#### Requirements

Course	Title	Credits
<b>First Semester</b>		
STE 100	Fundamentals of Surgical Technology	6
STE 101	Surgical Technology Skills Lab	4
STE 110	Surgical Procedures I	3
Subtotal		13
<b>Second Semester</b>		
MAT 103	Math for Clinical Calculations <sup>1</sup>	3
STE 105	Pharmacology for the Surgical Technologist	2
STE 115	Surgical Procedures II	3
STE 181	Surgical Internship I	4
Subtotal		12
<b>Third Semester</b>		
ENG 121	English Composition I : GT-CO1	3
STE 120	Surgical Procedures III	3
Subtotal		6
<b>Fourth Semester</b>		
BIO 202	Human Anatomy & Physiology II with Lab: GT-SC1	4
BIO 204	Microbiology with Lab: GT-SC1	4
STE 182	Internship II	4
Subtotal		12
<b>Fifth Semester</b>		
PSY 235	Human Growth and Development: GT-SS3	3
STE 179	Surgical Technology Seminar	2
STE 183	Internship III	6
Subtotal		11
Total Credits		54

<sup>1</sup> Taking this course during the sequence is a suggestion and not a requirement. The course must be taken for the AAS degree, but not necessarily during this semester. \*If the student is interested in applying to Nursing School, they should take Math 135 ( 3 credits) instead of Math 103

**Note:** Given that 40% of Surgical Technologists identify that Nursing is their ultimate goal, the remaining credit hours are added to mirror CCD's Pre-Nursing Plan of Study. These courses are not prerequisites and can be taken at any time throughout the certificate program or afterwards.

Students can **choose** from the remaining courses (all of which are part of the Pre-Nursing Plan of Study). If the student chooses Nursing as an alternative pathway, they will need to take *all* of these courses. Completion of all of the above coursework and the classes below, will not result in an AS degree but an AAS degree:

- HWE 100 3 credits
- MAT 135 3 credits
- CHE 101 5 credits
- MAT 121 4 credits

## Veterinary Technology

### Associate of Applied Science Degree in Veterinary Technology

Center for Health Sciences at Lowry

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.

This is a full-time 5 semester program that 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 area 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.

Apply Online | [www.CCD.edu/Vet-Tech](http://www.CCD.edu/Vet-Tech)

#### Prerequisites

BIO 111	General College Biology I with Lab: GT-SC1	5
Or a General Biology with Lab		
ENG 121	English Composition I : GT-CO1	3
Or ENG 131:Technical Writing I		
MAT 103	Math for Clinical Calculations	3
Total Credits		11

Requirements Course	Title	Credits
<b>First Semester</b>		
VET 102	Veterinary Medical Terminology	1
VET 108	Introduction to Laboratory Procedures	3
VET 116	Humane Treatment and Handling of Animals	3
VET 120	Office Procedures and Relations	2
VET 205	Veterinary Anatomy and Physiology I	4
Subtotal		13
<b>Second Semester</b>		
VET 106	Exotic Animal Handling	2
VET 115	Surgical Nursing	2
VET 172	First Year Clinical Rotation	1
VET 182	Internship	2
VET 223	Introduction to Anesthesia	1
VET 206	Veterinary Anatomy and Physiology II	4
VET 224	Pharmacology for Veterinary Technicians	3
Subtotal		15
<b>Third Semester</b>		
COM 115	Public Speaking	3
PSY 101	General Psychology I: GT-SS3	3
Or SOC 101	Introduction to Sociology I: GT-SS3	
VET 134	Diagnostic Imaging	2
VET 187	Cooperative Education: Diagnostic Imaging	1
Subtotal		9
<b>Fourth Semester</b>		
VET 225	Anesthesiology	3
VET 227	Animal Nutrition	2
VET 241	Clinical Laboratory Procedures	4
VET 281	Internship II	3
Subtotal		12
<b>Fifth Semester</b>		
VET 232	Veterinary Dentistry	1
VET 240	Veterinary Medicine and Surgery	4
VET 242	Veterinary Critical Care	2
VET 243	Veterinary Diagnostic Microbiology	3
VET 250	Clinical Competency Evaluation	1
VET 282	Internship III	4
Subtotal		15
Total Credits		64

All courses must be completed with a grade of C or better prior to graduation.

#### Program Requirements

VET 101	Career Development Animals	2
VET 102	Veterinary Medical Terminology	1
VET 103	Veterinary Assistant Restraint and Handling	2
VET 113	Vet Assist Surgical & Nursing Care	3
VET 114	Vet Assist Lab & Clinical Procedures	3
VET 120	Office Procedures and Relations	2
VET 183	Internship	3
Total Credits		16

## Certificate in Veterinary Technology Assistant

Center for Health Sciences at Lowry

### Veterinary Technology Assistant Certificate

The Veterinary Technician Assistant Certificate program provides training in veterinary health and handling of a variety of domestic and exotic species, with the focus on tasks for assisting the Veterinary Technician and Veterinarians. Veterinary Technician Assistants do not diagnose animal illnesses, prescribe treatment, or perform surgery. This is a 15 week program that provides an introduction to the field of veterinary medicine, but is not intended to provide admission to a college of veterinary medicine.

#### Admission Requirements

1. Completion of a high school diploma or GED
2. Achievement of indicated assessment scores or completion of preparatory course work.

Students must be admitted to the Veterinary Technician Assistant program in order to take the curriculum courses as shown below.

Apply Online | [www.CCD.edu/Vet-Tech](http://www.CCD.edu/Vet-Tech)

## Associate of General Studies Degree

Community College of Denver offers an Associate of General Studies Degree. It requires lower-division core general education courses that transfer to all majors at all state baccalaureate colleges and universities. Courses must be completed with a grade of C or better. Up to four credits of physical education may apply toward this degree.

In addition to the general education core requirements, the degree allows students to self-select 23-26 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 an Academic Advisor. 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.

**NOTE:** Students who have taken prerequisite courses more than seven years ago are strongly encouraged to take an assessment test over the prerequisite material to ensure adequate prior knowledge to be successful in future courses. The outcome of the assessment test will help the student determine whether or not he or she needs to re-take the prerequisite course. The assessment test is available in the CCD Testing Center.

### Required Courses

Course	Title	Credits
<b>First Semester</b>		
COM 115	Public Speaking	3
Or COM 125	INterpersonal Communication	
Or COM 220	Intercultural Communication (GT-SS3)	
ENG 121	English Composition I : GT-CO1 <sup>1,2</sup>	3
MAT 120	Math for Liberal Arts: GT-MA1 <sup>1,3</sup>	4
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4) <sup>4</sup>		3
Elective <sup>6</sup>		3
Subtotal		16
<b>Second Semester</b>		
ENG 122	English Composition II: GT-CO2 <sup>2</sup>	3
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4) <sup>4</sup>		3
Guaranteed Transfer History Course (GT-HI1)		3
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)		3
Elective <sup>6</sup>		3
Subtotal		15
<b>Third Semester</b>		
Guaranteed Transfer Arts & Humanities Course (GT-AH1, GT-AH2, GT-AH3, GT-AH4) <sup>4</sup>		3
Guaranteed Transfer Natural & Physical Sciences Course (GT-SC1) <sup>5</sup>		4
Elective <sup>6</sup>		3
Elective <sup>6</sup>		3
Elective <sup>6</sup>		3
Subtotal		16
<b>Fourth Semester</b>		
Guaranteed Transfer Social & Behavioral Sciences Course (GT-SS1, GT-SS2, GT-SS3)		3
Elective <sup>6</sup>		1
Subtotal		13
Total Credits		60

<sup>1</sup> Building Block course

- <sup>2</sup> Students can take ENG 122 and an additional GT-CO3 course instead of ENG 121 and ENG 122.
- <sup>3</sup> MAT 120 or higher GT MA1 course will fulfill this requirement.
- <sup>4</sup> Select 3 courses with no more than 2 courses from any one GT-Arts & Humanities area (AH1, AH2, AH3, AH4)
- <sup>5</sup> If choosing SCI 155 and SCI 156, both must be taken to fulfill the natural and physical science requirement.
- <sup>6</sup> A minimum of 6 credits must be either 100 level guaranteed transfer courses or 200 level courses.

**NOTE:** Any course whose number begins with "0" in any prefix will not meet requirements for the AGS degree. English and mathematics courses numbered before the core general education courses will not meet requirements for the AGS.

### About The Integrated Nursing Pathways (INP) Program

Community College of Denver and the University of Colorado, College of Nursing offer a program to earn a Bachelor of Science in Nursing. This is done under an articulation agreement with the University of Colorado to allow students to begin their coursework at CCD and then to complete a baccalaureate degree at CU. Students may apply to the Integrated Nursing Pathway when the initial 32 credits of prerequisites are close to being completed.

### Application Process

The annual application deadline is March 31, once prerequisite course work is completed or will be completed by the end of the spring semester. A minimum of a 3.0 GPA is required to apply and will need to be maintained while taking the required pathway courses. Entry into nursing programs is a competitive process, and the INP program will accept a limited number of students each year. Accepted students begin the program during the fall semester of the year of application and will complete the final 30 credits of required pathway classes at CCD and earn their Associate of General Studies Degree.

After graduation, students who have maintained admission standards automatically transition to the CU College of Nursing on the state-of-the-art Anschutz Medical Center campus in Aurora. There they will complete six more semesters leading to their Baccalaureate Degree in Nursing. Information sessions about the program are held monthly. For more information about this program, visit [www.CCD.edu/INP](http://www.CCD.edu/INP) or call the INP Program Coordinator at 303.352.3321.

**NOTE: Acceptance to Integrated Nursing Pathway Program is required.**

### Course Requirements

#### Program Prerequisite Requirements for Integrated Nursing Pathway

BIO 111	General College Biology I with Lab: GT-SC1	5
CHE 101	Introduction to Chemistry I with Lab: GT-SC1	5
ENG 121	English Composition I : GT-CO1	3
HWE 100	Human Nutrition	3
MAT 121	College Algebra : GT-MA1	4
MAT 135	Intro to Statistics: GT-MA1	3
PSY 101	General Psychology I: GT-SS3	3
SOC 101	Introduction to Sociology I: GT-SS3	3
Arts and Humanities:		
Select one of the following:		
ART 110	Art Appreciation: GT-AH1	3
ART 111	Art History Ancient to Medieval: GT-AH1	
ART 112	Art History Renaissance to Modern: GT-AH1	
ART 207	Art History 1900 to Present: GT-AH1	
HUM 115	World Mythology: GT-AH2	
HUM 121	Humanities: Early Civilization: GT-AH2	
HUM 122	Humanities: Medieval-Modern: GT-AH2	
HUM 123	Humanities: Modern World: GT-AH2	
HUM 220	The Cultural History of Rock and Roll	
LIT 115	Introduction to Literature I: GT-AH2	
LIT 126	Study of Poetry	

LIT 201	World Literature to 1600: GT-AH2	
LIT 202	World Literature After 1600: GT-AH2	
LIT 205	Ethnic Literature: GT-AH2	
LIT 211	American Literature to Civil War: GT-AH2	
LIT 212	American Literature After Civil War: GT-AH2	
LIT 225	Introduction to Shakespeare: GT-AH2	
LIT 235	Science Fiction	
LIT 246	Literature of Women: GT-AH2	
LIT 255	Children's Literature	
LIT 259	Survey of African American Literature: GT-AH2	
LIT 267	The Bible as Literature	
MUS 120	Music Appreciation: GT-AH1	
MUS 121	Music History Medieval thru Classical Period: GT-AH1	
MUS 122	Music History Romantic Period to Present: GT-AH1	
THE 105	Theatre Appreciation: GT-AH1	
THE 211	Development of Theatre Greek to Renaissance: GT-AH1	
THE 212	Development of Theatre Restoration to Modern: GT-AH1	
	<i>Subtotal:</i>	32
<b>Required Pathway Courses</b>		
ANT 250	Medical Anthropology: GT-SS3	3
BIO 201	Human Anatomy & Physiology with Lab I: GT-SC1	4
BIO 202	Human Anatomy & Physiology II with Lab: GT-SC1	4
BIO 204	Microbiology with Lab: GT-SC1	4
ENG 122	English Composition II: GT-CO2	3
HIS 121	U.S. History to Reconstruction: GT-HI1 ( or any GT-HI1 history course)	3
HPR 209	Professional Nursing Pathway	3
HPR 219	Professional Nursing Path II	3
PSY 235	Human Growth and Development: GT-SS3	3
	<i>Subtotal:</i>	30
Total Credits		62

*NOTE: This degree will be conferred as an Associate of General Studies Degree. "Integrated Nursing Pathway Program" will not be listed on the student's transcript or diploma but will be recognized by the transferring institution for program admission. Students interested in completing an Associate of Science Degree should consult with the INP Program Coordinator. Although the INP Program requires 62 credits for completion, only 60 of those credits are fully transferable to CU.*

# COURSES

Note: "950" courses in all subject prefixes denote inter-institutional courses. See Student Support Services Helpful Terms for more information.

## Accounting (ACC)

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### ACC 101 | Fundamentals of Accounting

Lecture Credit: 3

Presents the basic elements and concepts of accounting, with emphasis on the procedures used for maintaining journals, ledgers, and other related records, and for the completion of end-of-period reports for small service and merchandising businesses.

### ACC 115 | Payroll Accounting

Lecture Credit: 3

Studies federal and state employment laws and their effects on personnel and payroll records. The course is non-technical and is intended to give students a practical working knowledge of the current payroll laws and actual experience in applying regulations. Students are exposed to computerized payroll procedures.

### ACC 121 | Accounting Principles I

Lecture Credit: 4

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

Lecture Credit: 4

Continues the study of accounting principles as they apply to partnerships and corporations. Major topics include stocks and bonds, investments, cash flow statements, financial analysis, budgeting, and cost and managerial accounting.

**Prerequisite:** ACC 121 with a grade of C or better

### ACC 125 | Computerized Accounting

Lecture Credit: 3

Introduces the capabilities of computer applications in accounting. Includes solving accounting problems of a financial nature and hardware and software controls.

**Prerequisite:** ACC 101 or ACC 121 with a grade of C or better

*Note: This class will be offered in the Spring semester only.*

### ACC 131 | Income Tax

Lecture Credit: 3

Studies of 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.

**Prerequisite:** ACC 101 or ACC 121 with a grade of C or better

### ACC 132 | Tax Help Colorado

Lecture Credit: 2

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.

*Note: This class will be offered in the Fall semester only.*

### ACC 133 | Tax Help Colorado Practicum

Practicum Credit: 1

This course allows students to prepare actual federal and state income tax returns for individuals in the real time environment.

**Prerequisite:** ACC 132 with a grade of C or better

*Note: This class will be offered in the Spring semester only.*

### ACC 135 | Spreadsheet Applications for Accounting

Lecture Credit: 3

Introduces spreadsheets as an accounting tool. Using an accounting perspective, the student applies fundamental spreadsheet concepts. The spreadsheet is used as a problem solving and decision making tool.

**Prerequisite:** ACC 101 or ACC 121, and CIS 118 with a grade of C or better

*Note: This class will be offered in the Fall semester only.*

### ACC 216 | Governmental and Not-for-Profit Accounting

Lecture Credit: 3

Addresses concepts of budgetary control as a matter of law and public administration theory. Accounting principles and procedures necessary to implement budgetary controls for governmental units and other not-for-profit institutions and organizations are presented.

**Prerequisite:** ACC 121 and ACC 122 with a grade of C or better

*Note: This class will be offered in the Spring semester only.*

### ACC 226 | Cost Accounting

Lecture Credit: 3

Studies cost accumulation methods and reports. Focuses on the concepts and procedures of job order, processes, standards, and direct cost systems, budgeting, planning, and control of costs.

**Prerequisite:** ACC 121 and ACC 122 with a grade of C or better

*Note: This class will be offered in the Fall semester only.*

### ACC 280 | Internship

Internship Credit: 3-6

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

**Prerequisite:** ACC 121 and ACC 122 with a grade of C or better and instructor permission

*Note: This class will be offered in the Spring semester only.*

## Advanced Academic Achievement (AAA)

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### AAA 050 | Semester Survival

Lecture Credit: 2

Emphasizes basic study skills in order to bolster their chances of completing the current semester successfully.

### AAA 090 | Academic Achievement Strategies

Lecture Credit: 3

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 099 | Active Learning Skills

Lecture Credit: 1

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.

### AAA 101 | College 101: Student Experience

Lecture Credit: 1

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

### **AAA 109 | Advanced Academic Achievement**

Lecture Credit: 3

Examines theories and practices associated with successful learning to enhance college success. Recommended for new and returning students, this course study areas including 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.

### **AAA 175 | Special Topics**

Lecture Credit: 0-12

Exploration of current topics, issues and activities related to one or more aspects of the named discipline.

## **American Sign Language (ASL)**

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### **ASL 121 | American Sign Language I**

Lecture Credit: 5

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.

**Prerequisite:** Demonstrated college readiness in English and Reading ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

### **ASL 122 | American Sign Language II**

Lecture Credit: 5

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.

**Prerequisite:** ASL 121 with a grade of C or better, or instructor permission

### **ASL 123 | American Sign Language III**

Lecture Credit: 5

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.

**Prerequisite:** ASL 122 with a grade of C or better

### **ASL 275 | Special Topics**

Lecture Credit: 0-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

### **ASL 285 | Independent Study**

Independent Study Credit: 0-12

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

**Prerequisite:** Instructor permission

## **Anthropology (ANT)**

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### **ANT 101 | Cultural Anthropology: GT-SS3**

Lecture Credit: 3

Studies human cultural patterns and learned behavior including linguistics, social and political organization, religion, culture and personality, culture change, and applied anthropology. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

### **ANT 107 | Introduction to Archaeology: GT-SS3**

Lecture Credit: 3

Introduces the science of recovering the human prehistoric and historic past through excavation, analysis, and interpretation of material remains. The course provides a survey of the archaeology of different areas of the Old and New Worlds and the works of selected archaeologists, and discusses major archaeological theories. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

### **ANT 111 | Biological Anthropology with Laboratory: GT-SC1**

Lecture/Lab Credit: 4

Focuses on the study of the human species and related organisms, and examines principles of genetics, evolution, anatomy, classification, and ecology, including a survey of human variation and adaptation, living primate biology and behavior, and primate and human fossil evolutionary history. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

### **ANT 126 | Colorado Archaeology**

Lecture Credit: 3

Identifies and evaluates distinct prehistoric cultures present in the region now known as Colorado since about 10,000 years ago, using specific archaeological techniques and terminologies.

**Prerequisite:** Prerequisite: Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

### **ANT 137 | Southwest US Archaeology**

Lecture Credit: 3

Identifies the complex regional population centers and cultural traditions of prehistoric peoples of the 4-Corners (Colorado, Arizona, New Mexico, Utah) and analyses evidence of cultural interaction with peoples of Meso-America and with the ecology of the region.

**Prerequisite:** Prerequisite: Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

### **ANT 175 | Special Topics**

Lecture Credit: 1-12

Studies human cultural patterns and learned behavior. Includes linguistics, social and political organization, religion, culture and personality, culture change, and applied anthropology.

**Prerequisite:** This course may require prerequisites or permission of instructor

### **ANT 201 | Introduction to Forensic Anthropology: GT-SS3**

Lecture Credit: 3

Studies the basic principles of forensic anthropology, an applied field within the discipline of physical anthropology. The course 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. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

**Prerequisite:** ENG 121 with a grade of C or better

**ANT 215 | Indians of North America: GT-SS3**

Lecture Credit: 3

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 subsequent contemporary Native American issues. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

**Prerequisite:** ENG 121 with a grade of C or better**ANT 225 | Anthropology of Religion: GT-SS3**

Lecture Credit: 3

Explores the culturally universal phenomenon of religion including cross-cultural varieties of beliefs in the supernatural and the religious rituals people employ to interpret and control their worlds. This course is one of the Statewide Guaranteed Transfer courses. GT: SS3

**Prerequisite:** ANT 101 and ENG 121 with a grade of C or better**ANT 240 | Environmental Anthropology**

Lecture Credit: 3

Investigates human-environment interactions, including cultural constructions of nature, sociocultural adaptations to various environments, and transformation of the environment both in the past and the present. Also considers human relationships with global climate, and attempts to mitigate human impacts on the environment.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))**ANT 250 | Medical Anthropology: GT-SS3**

Lecture Credit: 3

Studies the basic principles of medical anthropology, an applied field within the discipline of cultural anthropology including 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

**Prerequisite:** ANT 101 and ENG 121 with a grade of C or better, or chair permission**ANT 255 | Anthropology of Energy**

Lecture Credit: 3

Examines issues of energy production and consumption that occupy a central role in national and global debates. Where does the majority of our energy currently come from, and where should it come from in the future? What is at stake in our energy lifestyles on both local and global scales?

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))**ANT 260 | Sex, Gender, and Culture**

Lecture Credit: 3

Explores the anthropology of gender including the relationship between biology and culture in human evolution, archaeological evidence of gender distinctions in prehistory, cross-cultural constructions of masculinity, femininity, and sexuality, variations in the sexual division of labor and economic stratification, gender differences in ritual and religion, and the impact of gender issues in contemporary global culture change.

**Prerequisite:** ANT 101 and ENG 121 with a grade of C or better**ANT 275 | Special Topics**

Lecture Credit: 0-12

Provides opportunity for off-campus field experience or study of a special topic in anthropology. Field study may occur at archaeological sites, museums, host educational institutions, within ethnographic situations, or other anthropologically appropriate places. Study of a special topic may include that derived from physical anthropology, cultural anthropology, archaeology, or other anthropological discipline.

**Prerequisite:** This course may require prerequisites or permission of instructor**ANT 285 | Independent Study**

Independent Study Credit: 0-12

Allows the student to independently study certain aspects of anthropology. It provides opportunity to investigate an area of interest that developed in introductory courses.

**Prerequisite:** ENG 121 with a grade of C or better**Arabic (ARA)****ARA 101 | Conversational Arabic I**

Lecture Credit: 3

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**

Lecture Credit: 3

Continues the sequence for students who wish to understand and speak Arabic. Covers basic conversational patterns, expressions, and grammar.

**Prerequisite:** ARA 101 with a grade of C or better**ARA 111 | Arabic Language I**

Lecture Credit: 5

Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the Arabic language.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))**ARA 112 | Arabic Language II**

Lecture Credit: 5

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.

**Prerequisite:** ARA 111 with a grade of C or better*Note: The order of the topics and the methodology will vary according to individual texts and instructors.***ARA 211 | Arabic Language III**

Lecture Credit: 3

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.

**Prerequisite:** ARA 111 and ARA 112 with a grade of C or better*Note: The order of the topics and the methodology will vary according to individual texts and instructors.***ARA 212 | Arabic Language IV**

Lecture Credit: 3

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.

**Prerequisite:** ARA 211 with a grade of C or better*Note: The order of the topics and the methodology will vary according to individual texts and instructors.***ARA 275 | Special Topics**

Lecture Credit: 0-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**ARA 285 | Independent Study**

Independent Study Credit: 0-12

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

**Prerequisite:** Instructor permission

## Architecture/Engineering/ (AEC)

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**AEC 100 | Introduction to Design Theory**

Lecture Credit: 3

Evaluates design environments both physical and theoretical. Students will be encouraged to consider how social and individual behavior is reflected in and influenced by these designed environments. Through exploration of assigned readings and movies the student will critically assess how design influences our perception of the built environment that surrounds us and the design theory behind it.

**Prerequisite:** Demonstrated college readiness in English and Reading; or Chair or Advisor permission ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**AEC 102 | Residential Construction Drawing**

Lecture/Lab Credit: 4

Investigates light frame construction techniques and the production of residential construction drawings. The course covers residential construction materials, components and systems related to wood frame structures. Students produce a professional set of construction drawings of a residential structure.

**Prerequisite:** Demonstrated college readiness in English and Reading ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**AEC 104 | Architectural Drawing Theory**

Studio Art Credit: 4

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

**AEC 121 | Construction Materials and Systems**

Lecture Credit: 3

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.

**Prerequisite:** CAD 224 with a grade of C or better or chair permission

**AEC 122 | Construction Practices and Documents**

Lecture Credit: 2

Investigates construction practices, specifications, contracts and other legal documents used in the building construction industry. The roles and responsibilities of design and construction team participants are also explored.

**Prerequisite:** AEC 102 with a grade of C or better or chair permission

**AEC 123 | Commercial Construction Drawing**

Lecture/Lab Credit: 4

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

**Prerequisite:** AEC 102 with a grade of C or better and MAT 108 or MAT 121 with a grade of C or better, or chair permission

**AEC 125 | History of Architecture**

Lecture Credit: 3

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.

**Prerequisite:** Demonstrated college readiness in English and Reading ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**AEC 175 | Special Topics**

Lecture Credit: 2-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**AEC 205 | Applied Statics and Strengths of Materials**

Lecture Credit: 3

Provides an algebra-based investigation of concepts in statics and strengths of materials. Topics include a study of fundamental mechanical properties of materials, single planar forces, properties of sections, and two-dimensional free body, shear, and bending moment diagrams.

**Prerequisite:** AEC 102 with a grade of C or better or chair permission

**AEC 215 | Elementary Site Planning**

Lecture Credit: 3

Acquaints the student with basic surveying principles, building site analysis and associated drawings. Emphasis is placed on systems of land survey, topographical analysis, zoning and site requirements, and other factors that influence building site development. Students complete problems in building construction surveying.

**Prerequisite:** AEC 102 with a grade of C or better or chair permission

**AEC 218 | Sustainable Building Systems**

Lecture Credit: 3

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.

**Prerequisite:** Demonstrated college readiness in English, Reading, and Math ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**AEC 221 | Building Electrical/Mechanical Systems**

Lecture Credit: 3

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 and Development**

Studio Art Credit: 4

Reviews conceptual design, site analysis, and architectural drafting techniques. Students will be introduced to the development of design ideas and theories and learn how to present those ideas visually. Students will be required to analyze a site and produce a design solution that responds to that particular site through a combination of research data, conceptual models, drawings, and sketches. The student will produce a final presentation of all relevant data, sketches, conceptual models, and drawings using presentation boards produced in various graphical programs.

**Prerequisite:** Grade of C or better in AEC 100 and AEC 104

**AEC 228 | Contracts and the Legal Environment**

Lecture Credit: 3

Introduces different types of contracts, legal requirements and liabilities that are related to the construction industry. This course also focuses on contracting parties and their legal options and obligations when they interact during the construction phases. Specifications as an important part of the construction documents will be introduced.

**Prerequisite:** AEC 121 with a grade of C or better or chair permission

**AEC 236 | International Building Codes**

Lecture Credit: 3

A study is made of the restrictions, standards, and requirements that in the interest of public safety and welfare have been established by law to govern the construction of buildings and their materials. Specifications are developed to describe building materials to be furnished and how they are to be installed.

**Prerequisite:** Demonstrated college readiness in English, Reading, and Math ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**AEC 275 | Special Topics**

Lecture Credit: 3-6

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**AEC 280 | Internship**

Internship Credit: 6

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**

Lecture Credit: 6

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.

**Prerequisite:** AEC 102 and AEC 225 with a grade of C or better

**Arts (Visual) (ART)****ART 110 | Art Appreciation: GT-AH1**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**ART 111 | Art History Ancient to Medieval: GT-AH1**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**ART 112 | Art History Renaissance to Modern: GT-AH1**

Lecture Credit: 3

Provides the knowledge base to understand the visual arts, especially as related to Western culture. Surveys the visual arts from the Renaissance to 1900. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**ART 121 | Drawing I**

Studio Art Credit: 3

Investigates the various approaches and media that students need to develop drawing skills and visual perception.

**ART 122 | Drawing for the Graphic Novel**

Studio Art Credit: 3

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. Students will create images for a graphic novel, focusing on unity of style and techniques for creating images appropriate to story line using black and white or grayscale illustrations.

**Prerequisite:** ART 121 with a grade of C or better, or instructor permission

**ART 124 | Watercolor I**

Studio Art Credit: 3

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.

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

**ART 128 | Figure Drawing I**

Studio Art Credit: 3

Introduces the basic techniques of drawing the human figure.

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

**ART 131 | Visual Concepts 2-D Design**

Studio Art Credit: 3

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**

Studio Art Credit: 3

Focuses on learning to apply the elements and principles of design to three dimensional problems.

**Prerequisite:** ART 131 with a grade of C or better

**ART 138 | Film Photography I**

Studio Art Credit: 3

Introduces black and white film photography as a fine art medium and develops skills necessary for basic camera and lab operations.

**ART 139 | Digital Photography I**

Studio Art Credit: 3

Presents the fundamentals of Fine Art digital photography, including camera equipment and software used for image capture, management and manipulation. Topics include camera settings and exposure control, composition, working with light and time, and creative image manipulation.

**Prerequisite:** MGD 101 with a grade of C or better, or instructor permission

**ART 151 | Painting I**

Studio Art Credit: 3

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.

**Prerequisite:** ART 131 with a grade of C or better

**ART 161 | Ceramics I**

Studio Art Credit: 3

Introduces traditional and contemporary ceramic forms and processes including hand building and throwing on the potter's wheel.

**Prerequisite:** Instructor permission

### **ART 175 | Special Topics**

Lecture Credit: 0-12 Studio Art Credit: 0-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

### **ART 207 | Art History 1900 to Present: GT-AH1**

Lecture Credit: 3

Provides students with the knowledge base to understand the visual arts as related to Modern and Contemporary visual art. Surveys world art of the twentieth century, including Modernism to Post-Modernism. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

### **ART 221 | Drawing II**

Studio Art Credit: 3

Explores expressive drawing techniques with an emphasis on formal composition, color media and content or thematic development.

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

### **ART 238 | Film Photography II**

Studio Art Credit: 3

This course is a further exploration in film camera and lab operations with an emphasis on individual creativity. It includes the development of a comprehensive portfolio.

**Prerequisite:** ART 138 with a grade of C or better

### **ART 239 | Digital Photography II**

Studio Art Credit: 3

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.

**Prerequisite:** ART 139 with a grade of C or better

### **ART 251 | Painting II**

Studio Art Credit: 3

This course further explores techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development.

**Prerequisite:** ART 151 and ART 131 with a grade of C or better, or Program Chair permission

### **ART 252 | Painting III**

Studio Art Credit: 3

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.

**Prerequisite:** ART 121 and ART 251 with a grade of C or better

### **ART 253 | Painting IV**

Studio Art Credit: 3

Explores advanced techniques, materials, and concepts used in opaque painting processes, with emphasis on the development of themes and a cohesive body of work.

**Prerequisite:** ART 121 and ART 252 with a grade of C or better, or Program Chair permission

### **ART 255 | Mural Painting I**

Studio Art Credit: 3

This course introduces the student to the history, techniques, materials and concepts of mural painting with an emphasis on composition and content development.

**Prerequisite:** ART 121, ART 131, and ART 151 with a grade of C or better, or instructor permission

### **ART 261 | Ceramics II**

Studio Art Credit: 3

A continuation of ART 161, this course emphasizes skill, technique and form.

**Prerequisite:** ART 161 with a grade of C or better

### **ART 275 | Special Topics**

Lecture Credit: 0-12 Studio Art Credit: 0-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

### **ART 285 | Independent Study**

Independent Study Credit: 0-12

Provides structured and guided, individualized research that is organized and tailored around the interests and needs of the individual student.

**Prerequisite:** Instructor permission

## **Astronomy (AST)**

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### **AST 101 | Astronomy I with Lab: GT-SC1**

Lecture Credit: 3 Lab Credit: 1

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

**Prerequisite:** Demonstrated college readiness in English and Reading ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

### **AST 102 | Astronomy II with Lab: GT-SC1**

Lecture Credit: 3 Lab Credit: 1

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

**Prerequisite:** Demonstrated college readiness in English and Reading ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

### **AST 155 | Astronomy of Ancient Cultures: GT-SC2**

Lecture Credit: 3

Introduces the study of archaeoastronomy and ethnoastronomy. Students will study the principles of naked eye astronomy and examine how those principles have been used for timekeeping, navigation, religion and ritual, political power, cosmology and worldview. Methods of the ethnoastronomer will be covered, including measurement of alignments, analysis of written records, examination of art and architecture and incorporation of general knowledge about the culture being studied. This course is one of the Statewide Guaranteed Transfer courses. GT-SC2

**Prerequisite:** Demonstrated college readiness in English, Reading, and Math ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

## **Biology (BIO)**

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### **BIO 103 | Principles of Animal Biology: GT-SC2**

Lecture Credit: 3

Introduces the student to the study of animals from the cellular level to the interactions of the organism within its environment, and their ecological contributions. This course includes principles of evolution, animal ecology, animal architecture, taxonomy, and phylogeny. It also includes the study of animal diversity, emphasizing the characteristics and classifications of animal phyla and major classes. This course is one of the Statewide Guaranteed Transfer courses. GT-SC2

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**BIO 105 | Science of Biology with Lab: GT-SC1**

Lecture Credit: 3 Lab Credit: 1

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**BIO 106 | Basic Anatomy and Physiology**

Lecture Credit: 4

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.

**Prerequisite:** Demonstrated college readiness in English and Math ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**BIO 111 | General College Biology I with Lab: GT-SC1**

Lecture Credit: 4 Lab Credit: 1

Examines the fundamental molecular, cellular and genetic principles characterizing plants and animals. Includes cell structure and function, and the metabolic processes of respiration, and photosynthesis, as well as cell reproduction and basic concepts of heredity. The course includes laboratory experience. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready)) and grade of C or better in MAT 050 or higher; or MAT 103 or higher as a corequisite; or equivalent Math assessment score placement

**BIO 112 | Gen College Biology II with Lab: GT-SC1**

Lecture Credit: 4 Lab Credit: 1

Continues Biology I. Includes ecology, evolution, classification, structure, and function in plants and animals. Includes laboratory experience. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

**Prerequisite:** BIO 111 with a grade of C or better

**BIO 116 | Introduction to Human Disease: GT-SC2**

Lecture Credit: 3

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

**Prerequisite:** BIO 105, BIO 106, or BIO 111 with a grade of C or better

**BIO 175 | Special Topics**

Lecture Credit: 0-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**BIO 201 | Human Anatomy & Physiology with Lab I: GT-SC1**

Lecture Credit: 3 Lab Credit: 1

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

**Prerequisite:** BIO 111 with a grade of C or better

**BIO 202 | Human Anatomy & Physiology II with Lab: GT-SC1**

Lecture Credit: 3 Lab Credit: 1

Focuses on the integrated study of the human body and the histology, anatomy, and physiology of the following systems and topics: cardiovascular, hematology, lymphatic and immune, urinary, fluid and electrolyte control, digestive, nutrition, respiratory, reproductive, and development. Includes a mandatory hands-on laboratory experience involving experimentation, microscopy, observations, and dissection. This is the second semester of a two-semester sequence. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

**Prerequisite:** BIO 201 with a grade of C or better

**BIO 204 | Microbiology with Lab: GT-SC1**

Lecture Credit: 3 Lab Credit: 1

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

**Prerequisite:** BIO 111 with a grade of C or better

**BIO 216 | Pathophysiology**

Lecture Credit: 4

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.

**Prerequisite:** ENG 121 and BIO 202 with a grade of C or better

**BIO 220 | General Zoology with Lab: GT-SC1**

Lecture Credit: 4 Lab Credit: 1

Focuses on the study of invertebrate and vertebrate animals and examines structure, evolutionary development, ecology, classification, physiology, reproduction, and zoogeography. A survey of zoological diversity emphasizing the characteristics, zoological contributions, and classification of animal phyla and major classes, this course requires hands-on laboratory and field experience. This course is designed for biology majors. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

**Prerequisite:** BIO 111 or BIO 105 with a grade of C or better

**BIO 221 | Botany I with Lab: GT-SC1**

Lecture Credit: 4 Lab Credit: 1

Studies nonvascular and vascular plants, emphasizing photosynthetic pathways, form and function, reproduction, physiology, genetics, diversity, evolution, and ecology. This course requires mandatory hands-on laboratory and field experience. This course is designed for biology majors. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

**Prerequisite:** BIO 111 with a grade of C or better

**BIO 228 | Field Biology: (Rio Mora, New Mexico)**

Lecture Credit: 1 Lab Credit: 3

Focuses on the identification of organisms and the examination of ecological concepts and principles. The course involves in-depth field study of natural environments lasting at least seven days and requires hands-on laboratory and field experience including extensive hiking.

**Prerequisite:** Instructor permission

*Note:* • Registration is with instructor permission only. Students must contact Instructors Dawn Cummings or Fleur Ferro for an application. • Completed applications must be submitted to D. Cummings or F. Ferro by March 30th. • There will be mandatory once weekly meetings April through May, days and times TBD. • Minimum age is 18 years old. • Trip departure will be to New Mexico Friday May 12th, 2017 and return to Denver on Friday May 26th, 2017. • Participating students must meet the following criteria: - Be able to hike up to 5 miles daily, while carrying up to 30 pound backpack. - Be able to lift up to 50 lb. - Be able to work outdoors every day, all day, in all weather conditions and tolerate insects. - Be able to live in rustic conditions, sharing living quarters and bedroom with others. - Be able to tolerate no cell or internet service for two weeks

**BIO 265 | Techniques in Cell Culture and Protein Production**

Lecture Credit: 3 Lab Credit: 1

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.

**Prerequisite:** BIO 111 with a grade of C or better

**BIO 269 | Nucleic Acid Techniques and Molecular Cloning**

Lecture Credit: 1 Lab Credit: 3

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 electrophoresis, molecular cloning, and automated DNA sequencing.

**Prerequisite:** BIO 111 with a grade of C or better

**BIO 275 | Special Topics**

Lecture Credit: 0-12

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.

**Prerequisite:** This course may require prerequisites or permission of instructor

## Business Administration (BUS)

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**BUS 110 | Working for Yourself**

Lecture Credit: 2

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**

Lecture Credit: 3

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.

**Prerequisite:** Grade of C or better in CCR 092, ENG 060 and REA 060, or equivalent English and Writing assessment score placements; and a Grade of C or better in MAT 030 or equivalent Math assessment score placement

**BUS 116 | Personal Finance**

Lecture Credit: 3

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

**BUS 175 | Special Topics in Business**

Lecture Credit: 1-3

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.

**Prerequisite:** This course may require prerequisites or permission of instructor

**BUS 203 | Introduction to International Business**

Lecture Credit: 3

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.

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

**BUS 216 | Legal Environment of Business**

Lecture Credit: 3

Emphasizes public law, regulation of business, ethical considerations, and various relationships existing within society, government, and business. Specific attention is devoted to economic regulation, social regulation, regulation and laws impacting labor-management issues, and environmental concerns. Students develop an understanding of the role of law in social, political, and economic change.

**Prerequisite:** BUS 115 or CIS 118 with a grade of C or better

**BUS 217 | Business Communication and Report Writing**

Lecture Credit: 3

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.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**BUS 226 | Business Statistics**

Lecture Credit: 3

Focuses on statistical study, descriptive statistics, probability, binomial distribution, index numbers, time series, decision theory, confidence intervals, linear regression, and correlation. Intended for the business major.

**Prerequisite:** Grade of C or better in BUS 115 and demonstrated college readiness in Reading and Math ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**BUS 287 | Cooperative Education**

Internship Credit: 3

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 stations 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.

## Business Technology (BTE)

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**BTE 100 | Computer Keyboarding I**

Lecture/Lab Credit: 1

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**

Lecture/Lab Credit: 2

Designed for students with minimal keyboarding skills. Introduces letters, tables, memos, and manuscripts. Emphasizes speed and accuracy.

**Prerequisite:** BTE 100 with a grade of C or better, or instructor permission (keyboarding skills of 20 wpm)

**BTE 103 | Keyboarding Applications II**

Lecture/Lab Credit: 3

Reinforces basic keyboarding formats and procedures. Productivity and decision-making skills are exercised. Emphasizes speed and accuracy.

**Prerequisite:** BTE 102 with a grade of C or better (keyboarding skills of 30 wpm)

**BTE 108 | Ten-Key by Touch**

Lecture/Lab Credit: 1

Introduces touch control of the ten-key pad. Emphasizes the development of speed and accuracy using proper technique.

**BTE 111 | Keyboarding Speedbuilding I**

Lecture/Lab Credit: 2

Designed to increase speed and improve accuracy in keyboarding on the PC through the use of correct techniques and concentrated effort.

**Prerequisite:** BTE 100 with a grade of C or better, or instructor permission

**BTE 112 | Keyboarding Speedbuilding II**

Lecture/Lab Credit: 2

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.

**Prerequisite:** BTE 111 with a grade of C or better, or instructor permission

**BTE 117 | Legal Terminology and Procedures**

Lecture/Lab Credit: 3

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 | Introduction to Business Practices**

Lecture/Lab Credit: 3

Examines business practices in the workplace.

**BTE 125 | Records Management**

Lecture/Lab Credit: 3

Instructs on how records are created, stored, and retrieved. Covers the basic filing rules - classifying, indexing, coding, storing, and retrieving as applied to 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 156 | Business Mathematics with Calculators**

Lecture/Lab Credit: 4

Covers basic business mathematics using the touch system on electronic calculators to solve business problems.

**Prerequisite:** Math assessment score of 30 (EA) or better and Reading assessment score of 40 or better, or equivalent Math, English, and Writing assessment score placements

**BTE 187 | Cooperative Education/Internship**

Internship Credit: 2

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.

**Prerequisite:** Chair permission

**BTE 225 | Office Management**

Lecture/Lab Credit: 3

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 257 | Managing Office Technology**

Lecture/Lab Credit: 3

Utilizes modern technological software applications to research, explore, and report on current concepts of the cooperative computing environment and how office productivity is affected by modern technology.

**BTE 287 | Cooperative Education/Internship**

Internship Credit: 3

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.

**Prerequisite:** Chair permission

*Note: This class will be offered in the Fall semester only.*

## Chemistry (CHE)

**CHE 101 | Introduction to Chemistry I with Lab: GT-SC1**

Lecture Credit: 4 Lab Credit: 1

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

**Prerequisite:** Demonstrated college readiness in English and Reading ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready)) and grade of C or better in MAT 055, MAT 099, MAT 120, or MAT 135; or equivalent Math assessment placement scores

**CHE 109 | General, Organic, and Biochemistry**

Lecture Credit: 4

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.

**Prerequisite:** Demonstrated college readiness in English and Reading ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready)) and grade of C or better in MAT 055, MAT 099, MAT 120, or MAT 135; or equivalent Math assessment placement scores

*Note: Recommended for health science career areas, specifically Pre-Dental Hygiene.*

**CHE 111 | General College Chemistry I with Lab: GT-SC1**

Lecture Credit: 4 Lab Credit: 1

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

**Prerequisite:** Demonstrated college readiness in English and Reading ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready)); and corequisite or prerequisite in MAT 121 or a college level math score of 63 or better, or equivalent ACT/SAT scores

**CHE 112 | General College Chemistry II with Lab: GT-SC1**

Lecture Credit: 4 Lab Credit: 1

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

**Prerequisite:** CHE 111 AND MAT 121 with a grade of C or better, or CHE 111 with a grade of C or better; with an English assessment score of 95 or better or English and Writing assessment score equivalent placement scores, and a Math assessment score of 63 (CLM) or better

### CHE 175 | Special Topics

Lecture Credit: 1-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

### CHE 211 | Organic Chemistry I with Lab

Lecture Credit: 4 Lab Credit: 1

Focuses on compounds associated with the element carbon including structure and reactions of aliphatic hydrocarbons and selected functional group families. The course covers nomenclature of organic compounds, stereochemistry, reaction mechanisms such as SN1, SN2, E1 and E2. Laboratory experiments demonstrate the above concepts plus the laboratory techniques associated with organic chemistry.

**Prerequisite:** CHE 112 with a grade of C or better

### CHE 212 | Organic Chemistry II with Lab

Lecture Credit: 4 Lab Credit: 1

Explores 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 Organic Chemistry I. The course explores functional groups including alcohols, ethers, aromatics, aldehydes, ketones, amines, amides, esters, and carboxylic acids and the reactions and reaction mechanisms of aromatic compounds. An introduction to biochemical topics may be included if time permits. Laboratory experiences demonstrate the above concepts and the laboratory techniques associated with organic chemistry.

**Prerequisite:** CHE 211 with a grade of C or better

## Chinese (CHI)

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### CHI 101 | Conversational Chinese I

Lecture Credit: 3

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

Lecture Credit: 3

Continues the sequence for students who wish to understand and speak Chinese. Covers basic conversational patterns, expressions, and grammar.

**Prerequisite:** CHI 101 with a grade of C or better

### CHI 111 | Chinese Language I

Lecture Credit: 5

Focuses on the development of functional proficiency in listening, speaking, reading and writing the Chinese language. Note: The order of the topics and methodology varies according to individual texts and instructors.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

*Note: The order of the topics and methodology will vary according to individual texts and instructors.*

### CHI 112 | Chinese Language II

Lecture Credit: 5

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.

**Prerequisite:** CHI 111 with a grade of C or better, or a placement score of 282 or better

*Note: The order of the topics and the methodology will vary according to individual texts and instructors.*

### CHI 211 | Chinese Language III

Lecture Credit: 3

Focuses on the further development of functional proficiency in listening, speaking, reading and writing the Chinese language

**Prerequisite:** CHI 112 with a grade of C or better, or a placement score of 346 or better

### CHI 212 | Chinese Language IV

Lecture Credit: 3

Focuses on the further development of functional proficiency in listening, speaking, reading and writing the Chinese language. A continuation of Chinese III.

**Prerequisite:** CHI 211 with a grade of C or better, or a placement score of 404 or better

*Note: A continuation of CHI 211 Chinese Language III.*

### CHI 275 | Special Topics

Lecture Credit: 0-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

### CHI 285 | Independent Study

Independent Study Credit: 0-12

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

**Prerequisite:** Instructor permission

## College Composition and Reading (CCR)

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### CCR 092 | Composition & Reading

Lecture Credit: 5

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

Lecture Credit: 3

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.

**Prerequisite:** Grade of C or better in CCR 092 or ENG 060 or REA 060 or ESL 053 or ESL 054 or equivalent English, Reading, and Writing assessment score placements.

### CCR 094 | Studio 121

Lecture Credit: 3

Integrates and contextualizes reading and writing strategies tailored to co-requisite ENG 121 coursework. Students will read and understand complex materials, and respond to ideas and information through writing informative and/or persuasive texts.

**Corequisite:** ENG 121

## Communication (COM)

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### COM 102 | Collegiate Communication

Lecture Credit: 1

Promotes student success at the community college level and beyond by exploring effective communication, self-concept, self-esteem, self-perception, attitude, and goal setting. This course also examines personal, health, and finance management. This course includes communication skills for leadership and community development, diversity awareness, and achieving successful academic performance and overcoming adversity.

**COM 105 | Career Communication**

Lecture Credit: 3

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**

Lecture Credit: 3

Combines the basic theories of communication with public speech performance skills. Emphasis is on speech preparation, organization, support, audience analysis, and delivery.

**Prerequisite:** Recommended: Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**COM 125 | Interpersonal Communication**

Lecture Credit: 3

Examines the communication involved in interpersonal relationships occurring in family, social, and career situations. Relevant concepts include self-concept, perception, listening, nonverbal communication, and conflict.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**COM 126 | Communication in Healthcare**

Lecture Credit: 3

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.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**COM 175 | Special Topics**

Lecture Credit: 0-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**COM 176 | Special Topics**

Lecture Credit: 0-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**COM 215 | Gender Communication**

Examines contemporary theories and research in gendered communication. The course will involve reading and discussion in areas of gender differences in self-perception, social and media images of men and women, language usage and nonverbal behavior differences among genders. Relevant concepts include verbal communication, nonverbal communication, context, language, perception, and conflict.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**COM 216 | Advanced Public Speaking**

Lecture Credit: 3

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

**Prerequisite:** COM 115 with a grade of C or better

**COM 217 | Group Communication**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**COM 220 | Intercultural Communication: GT-SS3**

Lecture Credit: 3

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 nonverbal communication. This course is a part of the Statewide Guaranteed Transfer courses. GT-SS3

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**COM 225 | Organizational Communication**

Lecture Credit: 3

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.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**COM 275 | Special Topics**

Lecture Credit: 0-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**COM 285 | Independent Study**

Independent Study Credit: 0-12

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

**Prerequisite:** Instructor permission

## Community Health Worker (CHW)

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**CHW 120 | Community Health Issues**

Lecture Credit: 3

Introduces students to the multiple health issues for community health workers. Develops core competencies necessary to function as a Community Health Worker.

**Prerequisite:** High school diploma or GED

**Corequisite:** CHW 130 and CHW 297

**CHW 130 | Community Health Resources**

Lecture Credit: 3

Introduces students to the skills and resources necessary for community health work with clients in the community.

**Prerequisite:** High school diploma or GED

**Corequisite:** CHW 120 and CHW 297

**CHW 136 | Psychological Impact of Chronic Disease**

Lecture Credit: 1

Acquire knowledge regarding the psychosocial aspects of chronic disease. Differentiate between normal responses and problematic responses in order to identify resources, make appropriate referrals, and assist with patient decision-making.

### **CHW 137 | End of Life/Palliative Care**

Lecture Credit: 0.5

Explore end-of-life concepts such as advance planning, legal considerations, end-of-life choices, and palliative care, including physical, emotional, and spiritual aspects. Learn to facilitate discussion regarding end-of-life choices, including hospice care.

### **CHW 138 | Patient Navigation**

Lecture Credit: 3

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

**Prerequisite:** Grade of C or better in CCR 092 or ENG 060, or equivalent Reading and Writing assessment scores

### **CHW 175 | Special Topics**

Lecture Credit: 1-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

### **CHW 297 | Community Health Worker Field Experience**

Lecture Credit: 2

Provides students with the opportunity to apply Community Health Worker knowledge and to practice Community Health Worker skills in community settings.

**Prerequisite:** High school diploma or GED

**Corequisite:** CHW 120 and CHW 130

## **Computer Assisted Design (CAD)**

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### **CAD 101 | Computer Aided Drafting I**

Lecture/Lab Credit: 3

Focuses on basic computer aided drafting skills using the latest release of the AutoCAD software. Includes file management, Cartesian coordinate system & dynamic input, drawing templates, drawing aids, linetype and lineweights, layer usage, drawing & editing geometric objects, polylines & splines, array, text applications, creating tables, basic dimensioning, and Help access.

### **CAD 102 | Computer Aided Drafting II**

Lecture/Lab Credit: 3

Focuses on intermediate to advanced computer aided drafting skills using the latest release of the AutoCAD software. Includes blocks, wblocks & dynamic blocks, hatching, isometric drawings, advanced dimensioning and dimension variables, layouts, paper space and viewports, templates, external references, attributes, raster images, sheet sets and printing/plotting.

**Prerequisite:** CAD 101 with a grade of C or better, or chair permission

### **CAD 108 | Introduction to MicroStation**

Lecture/Lab Credit: 3

Introduces basic computer-aided drafting using the Bentley MicroStation software. Students learn specific computer-aided drafting methods. A final project incorporates the basic drafting techniques to the production of a small floor plan. Course employs a PC platform.

**Corequisite:** Chair Permission

### **CAD 115 | Sketchup**

Lecture/Lab Credit: 3

Focuses on the understanding of basic concepts of the software program 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**

Lecture/Lab Credit: 3

Introduces basic Pro/Engineer software and its operations such as part creation, assembly creation, and drawing creation. Pro/Engineer is a 3D Parametric Solid Modeling program.

**Prerequisite:** CAD 101 with a grade of C or better, or chair permission

### **CAD 175 | Special Topics**

Lecture/Lab Credit: 3

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

**Prerequisite:** This course may require prerequisites or permission of instructor

### **CAD 217 | Rhino**

Lecture/Lab Credit: 3

Introduces the Rhino modeling platform, systems and plug-ins and creation and modification of 3-D objects and scenes. Focuses on NURBS systems, Rhino plug-ins, and Rhino workflow processes. Examines how Rhino is used in various industries. Prepares students to create physical models and renderings using Rhino.

**Prerequisite:** Grade of C or better in CAD 224 or 240

### **CAD 219 | 3DS Max**

Lecture/Lab Credit: 3

Introduces 3D model creation and editing, rendering and animation using the AutoDesk 3DS Max software. Focuses on 3D geometry, texture mapping, lighting, camera placement, shading, photo-realistic rendering, animation techniques, and walk through animations.

**Prerequisite:** CAD 224 with a grade of C or better, or chair permission

### **CAD 222 | AUTODESK Navisworks**

Lecture/Lab Credit: 3

Introduces students to the BIM management software Autodesk Navisworks. Multiple BIM models will be combined for the purposes of scheduling and clash detection.

**Prerequisite:** CAD 227 with a grade of C or better, or chair permission

### **CAD 224 | Revit Architecture**

Lecture/Lab Credit: 3

Introduces students to the AutoDesk Revit Architecture software. Examines the Building Information Modeling approach to 2D and 3D architectural construction documents. Students will create floorplans, elevations, sections, 3D models, perspective renderings and animations with this software application.

### **CAD 225 | AutoCAD Architecture**

Lecture/Lab Credit: 3

Provides students with the software application training in Architectural construction drawings using industry standard software. Includes creating floorplans, sections, elevations and details necessary to produce 2D and 3D Architectural construction drawings.

**Prerequisite:** Demonstrated college readiness in English, Reading, and Math ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

### **CAD 227 | Advanced Revit Architecture**

Lecture/Lab Credit: 3

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

**Prerequisite:** CAD 224 with a grade of C or better, or chair permission

**CAD 240 | Inventor I/Autodesk**

Lecture/Lab Credit: 3

Introduces basic Inventor applications of non-parametric modeling, three-dimensional parametric modeling and visualization & animation of 3D modeling. The student learns to construct, modify, and manage complex models in 3D space. Produces 2D drawing assemblies from 3D models.

**Prerequisite:** CAD 101 with a grade of C or better, or chair permission

**CAD 244 | Advanced Inventor**

Lecture/Lab Credit: 3

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.

**Prerequisite:** CAD 240 with a grade of C or better, or chair permission

**CAD 255 | SolidWorks/Mechanical**

Lecture/Lab Credit: 3

Introduces parametric feature-based solid modeling 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.

**Prerequisite:** CAD 101 with a grade of C or better, or chair permission

**CAD 259 | Advanced Solidworks**

Lecture/Lab Credit: 3

Introduces advanced applications of the 3D parametric software SolidWorks. Focuses include management of design data, advanced assembly, analysis of model creations, documentation of bill of materials and parts lists, rendering, animation, and dynamic simulation and testing a model assembly.

**Prerequisite:** CAD 255 with a grade of C or better, or chair permission

**CAD 262 | 3D Printing/Additive Manufacturing**

Lecture/Lab Credit: 3

Provides the student with the ability to blend the virtual and real design worlds together through the use of 3D Scanning, 3D CAD Modeling, and 3D Printing.

**Prerequisite:** CAD 240 with a grade of C or better

**CAD 264 | 3D Scanning and Modeling**

Lecture/Lab Credit: 4

Exposes students to 3D scanning and modeling. Students will manipulate various types of 3D scanning technology and create CAD models using scanning software and other CAD programs.

**Prerequisite:** CAD 262 with a grade of C or better

## Computer Information Systems (CIS)

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**CIS 101 | Alternative I/O for Computers**

Lecture Credit: 1

Focuses on teaching alternative methods for interacting with 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 Computing Technology**

Lecture Credit: 1

Introduces basic computing technology with an emphasis on document creation and storage. Use of technology for email, web surfing, and access to course materials is included.

**CIS 114 | Computing for Health IT**

Lecture Credit: 3

This is an introductory course in Computer Information Systems for Healthcare professionals. The focus of the class will be on computers as applied to Healthcare needs. The 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 Apps**

Lecture Credit: 2

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.

**Prerequisite:** Grade of C or better in CCR 092 or equivalent English and Writing assessment score placements, or CIS 110 with a grade of C or better, or instructor permission

**CIS 118 | Introduction to PC Applications**

Lecture Credit: 3

Introduces basic computer terminology, file management, and PC system components. Provides an overview of office application software including word processing, spreadsheets, databases, and presentation graphics. Includes the use of a web browser to access the Internet.

**Prerequisite:** CIS 117 or demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**CIS 124 | Introduction to Operating Systems**

Lecture Credit: 3

Introduces concepts, terminology and hands-on skills in the use of DOS and Windows. Emphasizes navigation, file manipulation, file creation and troubleshooting.

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

**CIS 130 | Introduction to Internet**

Lecture/Lab Credit: 1

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**

Lecture Credit: 3

Explores a complete array of word processing skills. The skills needed to create, edit, format, and print documents are covered. Other topics include character, paragraph, and page formats, the use of spelling checkers and thesaurus, hyphenation, tables, mail merge, document design, and graphics.

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

**CIS 136 | Microsoft Office Specialist Certification: Word**

Lecture/Lab Credit: 1

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.

**Prerequisite:** BTE 103 or CIS 135 with a grade of C or better, or instructor permission based on prior experience

**CIS 140 | Microsoft Outlook**

Lecture/Lab Credit: 1

Introduces the functions used in Microsoft Outlook including e-mail messages, calendar, contacts, tasks, journals, and notes.

**CIS 145 | Complete PC Database**

Lecture Credit: 3

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.

**Prerequisite:** CIS 118 with a grade of C or better, or instructor permission

**CIS 149 | Microsoft Office Specialist Certification Prep: Access**

Lecture/Lab Credit: 1

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.

**Prerequisite:** CIS 145 with a grade of C or better, or instructor permission based on prior experience

**CIS 155 | PC Spreadsheet Concepts: Excel**

Lecture Credit: 3

Exposes the student to a wide range of uses of the electronic spreadsheet with special emphasis on using it as a business tool. Includes fundamentals and terms, creating and saving workbooks, entering and using formulas, formatting, printing, multiple-page workbooks, creating charts, entering and using functions, managing lists, and simple macros.

**Prerequisite:** CIS 118 with a grade of C or better, or instructor permission

**CIS 159 | Microsoft Office Specialist Certification Prep: Excel**

Lecture/Lab Credit: 1

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.

**Prerequisite:** CIS 155 with a grade of C or better, or instructor permission

**CIS 165 | Complete Presentation Graphics: PowerPoint**

Lecture Credit: 3

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.

**Prerequisite:** CIS 118 with a grade of C or better, or instructor permission

**CIS 169 | Microsoft Office Specialist Certification Prep: PowerPoint**

Lecture Credit: 1

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.

**Prerequisite:** CIS 165 with a grade of C or better, or instructor permission based on prior experience

**CIS 218 | Advanced PC Applications**

Lecture/Lab Credit: 3

Emphasizes solving business problems by integrating data from all of the software applications that facilitate the production of useful information. Advanced capabilities of a PC software applications suite are utilized. Printed documents, reports, slides, and forms are produced to communicate information.

**Prerequisite:** CIS 155 with a grade of C or better, and BTE 103 or CIS 135 with a grade of C or better, or instructor permission

**CIS 220 | Fundamentals of Unix**

Lecture Credit: 3

Covers the structure and fundamentals of the UNIX operating system. Includes the file system and file processing, various utility programs, shell, multi-user operation, text processing and communications.

**Prerequisite:** CSC 119 with a grade of C or better, or CSC 119 as a corequisite, or instructor permission

**CIS 240 | Database Design and Development**

Lecture Credit: 3

Introduces the basic concepts of relational databases, data storage, and retrieval. Covers database design, data modeling, transaction processing, and introduces the Structured Query Language for databases.

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

**CIS 243 | Introduction to Structured Query Language (SQL)**

Lecture Credit: 3

Introduces students to Structured Query Language (SQL). Students learn to create database structures and store, retrieve and manipulate data in a relational database. Students create tables and views, use indexes, secure data, and develop stored procedures and triggers.

**Prerequisite:** CSC 119 with a grade of C or better, or instructor permission

**CIS 260 | Troubleshooting Microsoft Applications**

Lecture Credit: 3

Focuses on troubleshooting techniques and procedures that are used in Microsoft Office and other Microsoft applications. Includes learning how to manage the advanced configuration of Word, Excel, Access and PowerPoint.

**Prerequisite:** CIS 218 and CIS 124 with a grade of C or better

**CIS 267 | Management of Information Systems**

Lecture Credit: 3

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.

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

**CIS 287 | Cooperative Education**

Internship Credit: 1

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.

**Prerequisite:** Instructor permission

## Computer Network Technologies (CNG)

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**CNG 104 | Introduction to TCP/IP**

Lecture Credit: 3

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.

**Prerequisite:** CIS 118 with a grade of C or better, or instructor permission

**CNG 105 | Internet Technologies**

Lecture Credit: 3

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 students with concepts that are important to the field of systems integration with the Internet as well as a conceptual basis for understanding Internet Technologies.

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

**CNG 116 | Microcomputer Hardware**

Lecture Credit: 3

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.

**Corequisite:** CIS 118

**CNG 120 | A+ Certification Preparation**

Lecture Credit: 4

Prepares students for the CompTIA A+ certification examination. PC hardware and operating system installation, configuration and troubleshooting are practiced and reviewed using A+ techniques.

**Prerequisite:** CNG 116 with a grade of C or better, or CNG 116 as a corequisite

**CNG 124 | Networking I: Network +**

Lecture Credit: 3

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.

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

**CNG 125 | Networking II: Network +**

Lecture Credit: 3

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.

**Prerequisite:** CNG 124 with a grade of C or better, or CNG 124 as a corequisite

**CNG 131 | Principles of Information Assurance**

Lecture Credit: 3

Provides skills and knowledge required to survey key issues associated with protecting information assets, determine the levels of protection and response to security incidents, and design a consistent, reasonable information security system, with appropriate intrusion detection and reporting features. Students learn to inspect and protect information assets, detect and react to threats to information assets, and examine pre- and post-incident procedures, and technical and managerial responses. Students learn about information security planning and staffing functions.

**Prerequisite:** CNG 132 with a grade of C or better

**CNG 132 | Network Security Fundamentals**

Lecture Credit: 3

Delivers a comprehensive overview of network security, including general security concepts. Communication Security is studied, including remote access, e-mail, the Web, directory and file transfer, and wireless data. Common network attacks are introduced. Cryptography basics are incorporated, and operational/organizational security is discussed as it relates to physical security, disaster recovery, and business continuity. Computer forensics is introduced.

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

**CNG 160 | Telecommunications I**

Lecture Credit: 3

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.

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

**CNG 209 | MS Server Active Directory Configuration**

Lecture Credit: 4

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.

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

**CNG 211 | Windows Configuration: (OS)**

Lecture Credit: 3

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.

**Prerequisite:** CIS 124 or CNG 124 with a grade of C or better, or instructor permission, or CIS 124 as a corequisite

**CNG 256 | Vulnerability Assessment I**

Lecture Credit: 3

Presents students with an introduction to vulnerability assessment. Vulnerability assessment skills are necessary to understand how companies address vulnerabilities in the business environment. Students gain a better understanding of how information technology security integrates into the corporate world and how a balance must be achieved between security and functionality.

**Prerequisite:** CNG 132 with a grade of C or better or permission from the instructor

**Corequisite:** CNG 257

**CNG 257 | Network Defense and Counter Measures**

Lecture Credit: 3

Examines the tools, techniques and technologies used in the technical securing of information assets. This course provides in-depth information of the software and hardware components of Information Security and Assurance. Topics include firewall configurations, hardening Unix and NT servers, Web and distributed systems security and specific implementation of security modes and architectures. The curriculum maps to the Security Certified Network Professional (SCP) Network Defense and Countermeasures exam.

**Prerequisite:** CNG 132 with a grade of C or better or permission of instructor

**Corequisite:** CNG 256

**CNG 275 | Special Topics**

Lecture Credit: 0-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

## Computer Science (CSC)

**CSC 105 | Computer Literacy**

Lecture Credit: 3

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**

Lecture Credit: 3

Focuses on a 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 is used to implement the student's program designs.

**Prerequisite:** Demonstrated college readiness in Math ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**Corequisite:** CIS 118 or instructor permission

### **CSC 150 | Visual Basic Programming: 6.0**

Lecture Credit: 3

Introduces programming and applications development for the Microsoft Windows Programming environment using Visual Basic 6.0.

**Prerequisite:** CSC 119 with a grade of C or better, or instructor permission

### **CSC 160 | Computer Science I: (Language)**

Lecture Credit: 4

Introduces students to the discipline of computer science and programming. Algorithm development, data representation, logical expressions, sub-programs and input/output operations using a high-level programming language are covered. Intensive lab work outside of class time is required.

**Prerequisite:** Grade of C or better in MAT 121, Math assessment score of 63 (CLM) or better, or equivalent ACT/SAT scores

### **CSC 161 | Computer Science II: (Language)**

Lecture Credit: 4

Continues algorithm development and problem solving techniques not covered in Computer Science I using a high-level programming language. Students are able to gain experience in the use of data structures and the design and implementation of larger software projects. Intensive computer laboratory experience is required for this course.

**Prerequisite:** CSC 160 with a grade of C or better, or instructor permission

### **CSC 175 | Special Topics**

Lecture Credit: 2-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

### **CSC 240 | Java Programming**

Lecture Credit: 3

Introduces the Java programming language and covers basic graphics, events/procedures, user interface, and libraries. Enables the student to write and execute a variety of Java programs. Incorporates Java Applets into HTML.

**Prerequisite:** CSC 119 with a grade of C or better, or instructor permission

### **CSC 246 | Mobile App Development**

Lecture Credit: 3

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.

**Prerequisite:** CSC 119 with a grade of C or better

## **Computer Web Base (CWB)**

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### **CWB 110 | Complete Web Authoring: (Scripting Language)**

Lecture Credit: 3

Explores the complete set of web authoring skills using HTML and/or other scripting languages. Includes links, backgrounds, controlling text and graphic placement, tables, image maps, frames and forms.

**Prerequisite:** CIS 118 with a grade of C or better, or CIS 118 as a corequisite, or instructor permission

### **CWB 125 | Introduction to Technical Applications**

Lecture Credit: 3

Introduces the student to the more common scripting languages used in web development. This allows for the development of dynamic, interactive and responsive web pages. Both client-side and server-side scripting is introduced. Using topics learned in this course, the student will be able to develop web pages that look, feel and have the usability of desktop applications.

**Prerequisite:** CWB 110 with a grade of C or better, or CWB 110 as a corequisite, or instructor permission

### **CWB 130 | Web Editing Tools: (Editor)**

Lecture Credit: 3

Teaches the use of tools for Web page design and development. These tools are designed to make the creation of Web pages easy and consistent. With the use of editing tools, students will be able to build Web pages making use of forms, tables, frames, templates, Cascading Style Sheets (CSS), and layers. The student will also be able to easily publish and manage a Web site once it is created.

**Prerequisite:** CIS 118 with a grade of C or better, or CIS 118 as a corequisite, or instructor permission

### **CWB 204 | Web Presentation: (Software)**

Lecture Credit: 3

Teaches control of presentational elements of Web documents by effectively separating page structure from the presentation or design of that page using a style language, controlling page formatting, image inclusion, page layout, and hyperlinks.

**Prerequisite:** CWB 110 with a grade of C or better, or CWB 110 as a corequisite, or instructor permission

### **CWB 206 | Server-side Scripting: (Software)**

Lecture Credit: 3

Teaches the creation of dynamic Web pages and applications using server-side scripting with database interactivity, server-based scripting languages, and database manipulation languages.

**Corequisite:** CIS 145

### **CWB 275 | Special Topics**

Lecture Credit: 3

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

**Prerequisite:** This course may require prerequisites or permission of instructor

## **Criminal Justice (CRJ)**

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### **CRJ 110 | Introduction to Criminal Justice: GT-SS3**

Lecture Credit: 3

Introduces students to the basic components of the criminal justice system in the United States. Concepts of crime, crime data, victimization, perspectives and views of crime, theory, and law are discussed. Particular attention to the criminal justice process, interaction and conflict between criminal justice agencies, and current criminal justice issues are examined. This course is a part of the Statewide Guaranteed Transfer courses. GT-SS3

### **CRJ 112 | Procedural Criminal Law**

Lecture Credit: 3

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.

**Prerequisite:** CRJ 110 with a grade of C or better

**CRJ 125 | Policing Systems**

Lecture Credit: 3

Examines policing in the United States, including: historical foundations, emerging issues, and the relationship between law enforcement and the community. The various types of law enforcement agencies, their administrative practices, and the behavior of those involved in the delivery of police services are examined from the perspective of democratic values, racial and ethnic diversity, and societal perceptions of police effectiveness. Career requirements, including current and future trends, are also presented.

**Prerequisite:** CRJ 110 with a grade of C or better**CRJ 127 | Crime Scene Investigation**

Lecture Credit: 3

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.

**Prerequisite:** CRJ 110 with a grade of C or better**CRJ 135 | Judicial Function**

Lecture Credit: 3

Provides an overview of the structure and function of the dual American judicial system and the behavior of actors (judges/justices, lawyers, law clerks, interest groups, etc.) within the system. Emphasis is placed on the organization and administration of state and federal courts, criminal court procedures, juries, selection of judges, decision-making behavior of juries, judges and justices, and the implementation and impact of judicial policies.

**Prerequisite:** CRJ 110 with a grade of C or better**CRJ 145 | Correctional Process**

Lecture Credit: 3

Examines the history and total correctional process from law enforcement through the administration of justice, probation, prisons, correctional institutions, and parole. Also examines the principles, theories, phenomena and problems of the crime, society, and the criminal justice system from the perspective of criminology and the criminal justice system in general. Emphasizes the role of sociology and other interdisciplinary approaches to the field of corrections and society's response.

**Prerequisite:** CRJ 110 with a grade of C or better**CRJ 146 | Community Based Corrections**

Lecture Credit: 3

Introduces an analysis of community based correctional programs and procedures. Emphasizes the environment and the relationship to public safety, reintegration and punishment.

**Prerequisite:** CRJ 110 with a grade of C or better**CRJ 201 | Emergency Dispatching**

Lecture Credit: 5

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.

**Prerequisite:** CRJ 110 with a grade of C or better**CRJ 205 | Principles of Criminal Law**

Lecture Credit: 3

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.

**Prerequisite:** CRJ 110 with a grade of C or better**CRJ 210 | Constitutional Law**

Lecture Credit: 3

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.

**Prerequisite:** CRJ 110 with a grade of C or better**CRJ 230 | Criminology**

Lecture Credit: 3

Provides an introduction to the study of crime, understanding the causes of crime, and examines, theoretical frameworks and theories to explain criminal behavior. Within a social context, consideration is given to how theories have emerged and understand how social context contributes to explanations of crime. Examination of the nature of crime, crime victimization, crime patterns, types of crime, crime statistics, and criminal behavior is also included.

**Prerequisite:** CRJ 110 with a grade of C or better**CRJ 231 | Introduction to Forensic Science and Criminalistics**

Lecture Credit: 3

Exploration of the fundamentals of forensic science that are essential for gathering evidence at the crime scene and analyzing it in the crime laboratory.

**Prerequisite:** CRJ 110 with a grade of C or better**CRJ 236 | CRJ Research Methods**

Lecture Credit: 3

Provides an introduction to research methods in criminal justice. Addresses foundations of research, analysis of findings, and ethical issues in researching criminal justice issues. This course will use an interactive approach in basic research concepts and practices. Students will obtain a thorough understanding of how research is conducted and how practitioners can benefit from this knowledge. Additionally, students will develop research proposals, conduct appropriate reviews of previously published research, and write a final research study.

**Prerequisite:** CRJ 110 with a grade of C or better**CRJ 257 | Victimology**

Lecture Credit: 3

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

**Prerequisite:** CRJ 110 with a grade of C or better**CRJ 275 | Special Topics**

Lecture Credit: 0-12

Provides students with the ability to pursue in depth exploration of special topics of interest.

**Prerequisite:** This course may require prerequisites or permission of instructor**Dance (DAN)****DAN 130 | Dance Sampler**

Studio Art Credit: 1

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.

## Dental Hygiene (DEH)

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### DEH 100 | Dental Hygiene Basics and Terminology

Lecture Credit: 1

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.

**Prerequisite:** Admission into the Dental Hygiene Program

### DEH 101 | Preclinical Dental Hygiene Lecture

Lecture Credit: 2

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 terminal and dental histories, preventive instruction and treatment planning.

**Prerequisite:** DEH 100 with a grade of C or better

**Corequisite:** DEH 102, DEH 103, DEH 104, DEH 111, DEH 116, and DEH 123

### DEH 102 | Preclinical Dental Hygiene Care

Lab Credit: 3

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.

**Prerequisite:** DEH 100 with a grade of C or better

**Corequisite:** DEH 101, DEH 103, DEH 104, DEH 111, DEH 116, and DEH 123

### DEH 103 | Dental Anatomy and Histology

Lecture/Lab Credit: 3

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.

**Prerequisite:** DEH 100 with a grade of C or better

**Corequisite:** DEH 101, DEH 102, DEH 104, DEH 111, DEH 116, and DEH 123

### DEH 104 | Dental Radiology

Lecture Credit: 2 Lab Credit: 1

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.

**Prerequisite:** DEH 100 with a grade of C or better

**Corequisite:** DEH 101, DEH 102, DEH 103, DEH 111, DEH 116, and DEH 123

### DEH 111 | Dental and Medical Emergencies

Lecture Credit: 2

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.

**Prerequisite:** DEH 100 with a grade of C or better

**Corequisite:** DEH 101, DEH 102, DEH 103, DEH 104, DEH 116, and DEH 123

### DEH 116 | Preventive Dentistry and Special Needs Patients

Lecture Credit: 2

Focuses on application of the basic sciences in maintaining healthy oral tissues for all patient populations. Emphasizes plaque and plaque related diseases and the basic philosophy involved in controlling and/or preventing disease. Addresses the role of the dental hygienist in etiology, epidemiology of disease, primary preventive efforts, oral health education, nutrition and dietary measures, and preventive agents.

**Prerequisite:** DEH 100 with a grade of C or better

**Corequisite:** DEH 101, DEH 102, DEH 103, DEH 104, DEH 111, and DEH 123

### DEH 122 | Periodontics I

Lecture Credit: 2

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.

**Prerequisite:** DEH 101, DEH 102, DEH 103, DEH 104, DEH 111, DEH 116, and DEH 123 with a grade of C or better

**Corequisite:** DEH 126, DEH 132, DEH 153, DEH 170, and DEH 213

### DEH 123 | Head & Neck Anatomy

Lecture Credit: 1

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.

**Prerequisite:** DEH 100 with a grade of C or better

**Corequisite:** DEH 101, DEH 102, DEH 103, DEH 104, DEH 111, and DEH 116

### DEH 126 | Dental Materials

Lecture Credit: 1 Lab Credit: 1

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.

**Prerequisite:** DEH 101, DEH 102, DEH 103, DEH 104, DEH 111, DEH 116, and DEH 123 with a grade of C or better

**Corequisite:** DEH 122, DEH 132, DEH 153, DEH 170, and DEH 213

### DEH 132 | Applied Pharmacology

Lecture Credit: 2

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.

**Prerequisite:** DEH 101, DEH 102, DEH 103, DEH 104, DEH 111, DEH 116, and DEH 123 with a grade of C or better

**Corequisite:** DEH 122, DEH 126, DEH 153, DEH 170, and DEH 213

### DEH 133 | Local Anesthesia

Lecture Credit: 1 Lab Credit: 1

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.

**Prerequisite:** DEH 122, DEH 126, DEH 132, DEH 153, DEH 170, and DEH 213 with a grade of C or better

**Corequisite:** DEH 138, DEH 150, and DEH 171

**DEH 134 | Advanced Clinical Skills**

Lecture/Lab Credit: 1

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.

**Prerequisite:** Successful completion of first year Dental Hygiene courses

**DEH 138 | Nitrous Oxide/Oxygen Sedation**

Lecture Credit: .5 Lab Credit: .5

Provides a working knowledge of the latest equipment and methods of nitrous oxide/oxygen sedation administration in the dental office.

**Prerequisite:** DEH 122, DEH 126, DEH 132, DEH 153, DEH 170, and DEH 213 with a grade of C or better

**Corequisite:** DEH 133, DEH 150, and DEH 171

**DEH 150 | Dental Lasers: Theory and Practice**

Lecture Credit: .5 Lab Credit: .5

Integrates 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.

**Prerequisite:** DEH 122, DEH 126, DEH 132, DEH 153, DEH 170, and DEH 213 with a grade of C or better

**Corequisite:** DEH 133, DEH 138, and DEH 171

**DEH 153 | Clinical Theory of Dental Hygiene I**

Lecture Credit: 2

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.

**Prerequisite:** DEH 101, DEH 102, DEH 103, DEH 104, DEH 111, DEH 116, and DEH 123 with a grade of C or better

**Corequisite:** DEH 122, DEH 126, DEH 132, DEH 170, and DEH 213

**DEH 170 | Clinical Practice of Dental Hygiene I**

Lab Credit: 4

Provides clinical experience in patient skills assessment, instrumentation and additional preventative and prophylactic clinical procedures.

**Prerequisite:** DEH 101, DEH 102, DEH 103, DEH 104, DEH 111, DEH 116, and DEH 123 with a grade of C or better

**Corequisite:** DEH 122, DEH 126, DEH 132, DEH 153, and DEH 213

**DEH 171 | Clinical Practice of Dental Hygiene I-A**

Lab Credit: 2

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.

**Prerequisite:** DEH 122, DEH 126, DEH 132, DEH 153, DEH 170, and DEH 213 with a grade of C or better

**Corequisite:** DEH 133, DEH 138, and DEH 150

**DEH 175 | Special Topics**

Lecture Credit: 1-12

Exploration of current topics, issues and activities related to one or more aspects of the named discipline.

**Prerequisite:** This course may require prerequisites or permission of instructor

**DEH 202 | Applied Nutrition in Dentistry**

Lecture Credit: 2

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.

**Prerequisite:** DEH 133, DEH 138, DEH 150, and DEH 171 with a grade of C or better

**Corequisite:** DEH 204, DEH 242, DEH 268, and DEH 270

**DEH 204 | Community Dental Health I**

Lecture Credit: 2

Course 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.

**Prerequisite:** DEH 133, DEH 138, DEH 150, and DEH 171 with a grade of C or better

**Corequisite:** DEH 202, DEH 242, DEH 268, and DEH 270

**DEH 213 | General and Oral Pathology**

Lecture Credit: 3

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.

**Prerequisite:** DEH 101, DEH 102, DEH 103, DEH 104, DEH 111, DEH 116, and DEH 123 with a grade of C or better

**Corequisite:** DEH 122, DEH 126, DEH 132, DEH 153, and DEH 170

**DEH 221 | Ethics and Practice Management**

Lecture Credit: 2

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.

**Prerequisite:** DEH 202, DEH 204, DEH 242, DEH 268, and DEH 270 with a grade of C or better

**Corequisite:** DEH 225, DEH 271, DEH 282, and DEH 285

**DEH 225 | Community Dental Health II**

Lecture Credit: 1

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 facilities as well as private health and education oriented organizations.

**Prerequisite:** DEH 202, DEH 204, DEH 242, DEH 268, and DEH 270 with a grade of C or better

**Corequisite:** DEH 221, DEH 271, DEH 282, and DEH 285

### DEH 242 | Periodontics II

Lecture Credit: 2

Continues to explore theoretical/clinical preparations with emphasis on dental hygiene process of care, treatment planning, non-surgical treatment, evaluation of treatment, and maintenance needs of the periodontal patient. Develops research and decision making skills with use of library and Internet resources relating to risk factors, etiologic agents, and treatment modalities. Includes comprehensive periodontal assessment, supplemental diagnostics, periodontal pharmacology, and evidence based treatment planning.

**Prerequisite:** DEH 133, DEH 138, DEH 150, and DEH 171 with a grade of C or better

**Corequisite:** DEH 202, DEH 204, DEH 268, and DEH 270

### DEH 266 | National Boards Review

Lecture Credit: 2

Provides formal review sessions for second year dental hygiene students preparing to sit for the National Board Examination.

**Prerequisite:** Third-semester DEH course work with a grade of C or better

**Corequisite:** Fourth-semester DEH course work

### DEH 268 | Clinical Theory of Dental Hygiene II

Lecture Credit: 2

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.

**Prerequisite:** DEH 133, DEH 138, DEH 150, and DEH 171 with a grade of C or better

**Corequisite:** DEH 202, DEH 204, DEH 242, and DEH 270

### DEH 270 | Clinical Practice of Dental Hygiene II

Lab Credit: 6

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.

**Prerequisite:** DEH 133, DEH 138, DEH 150, and DEH 171 with a grade of C or better

**Corequisite:** DEH 202, DEH 204, DEH 242, and DEH 268

### DEH 271 | Clinical Practice of Dental Hygiene III

Lab Credit: 7

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.

**Prerequisite:** DEH 202, DEH 204, DEH 242, DEH 268, and DEH 270 with a grade of C or better

**Corequisite:** DEH 221, DEH 225, DEH 282, and DEH 285

### DEH 282 | Periodontics III

Lecture Credit: 1

Course 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.

**Prerequisite:** DEH 202, DEH 204, DEH 242, DEH 268, and DEH 270 with a grade of C or better

**Corequisite:** DEH 221, DEH 225, DEH 271, and DEH 285

### DEH 285 | Clinical Theory of Dental Hygiene III

Lecture Credit: 2

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.

**Prerequisite:** DEH 202, DEH 204, DEH 242, DEH 268, and DEH 270 with a grade of C or better

**Corequisite:** DEH 221, DEH 225, DEH 271, and DEH 282

*Note: Students must receive a B or better in this course.*

### DEH 301 | Advanced Careers in Dental Hygiene

Lecture Credit: 3

Provides an overview of the career options available to the dental hygienist with an advanced degree. In depth analysis of alternative careers to include: public health systems, dental hygiene education, research, sales and marketing, oral health policy and oral health care delivery systems.

**Prerequisite:** Students must be enrolled in the Bachelor of Applied Science in Dental Hygiene program.

### DEH 302 | Research Methodologies

Lecture Credit: 3

Develops the skills necessary to identify and develop a research topic, navigate a research database and develop an effective, scientifically sound, and persuasive research paper with specific emphasis on dental and dental hygiene topics.

**Prerequisite:** Students must be enrolled in the Bachelor of Applied Science in Dental Hygiene program.

### DEH 325 | Oral Health Promotion I

Lecture Credit: 2

Covers the assessment of the oral health needs and issues of designated populations and recommends strategies to meet those needs.

**Prerequisite:** Grade of C or better in DEH 301 and DEH 302

### DEH 341 | Clinical Teaching Methodologies

Lecture Credit: 3

Provides students the opportunity to compare and contrast practical experience as it relates to dental hygiene clinical instruction. Students will apply teaching methodologies, psychomotor learning theories, feedback techniques and motivational strategies to direct student learning.

**Prerequisite:** Students must be enrolled in the Bachelor of Applied Science in Dental Hygiene program.

**DEH 345 | Advanced Dental Nutrition**

Lecture Credit: 3

Examines program planning and evaluation, healthcare policy, and cultural and nutritional issues specific to community nutrition and its relationship to oral health.

**Prerequisite:** Students must be enrolled in the Bachelor of Applied Science in Dental Hygiene program.

**DEH 355 | Social Issues in Oral Health**

Lecture Credit: 3

Evaluates the complexity and interplay of social and physical environmental structures, economic systems, and behavioral patterns that affect overall health with a focus on health services, health beliefs and their impact on health-related behavior choices.

**Prerequisite:** Grade of C or better in DEH 301 and DEH 302

**DEH 375 | Special Topics**

Lecture Credit: 0-12

Provides student with a vehicle to pursue in depth exploration of a special topic of interest.

**Prerequisite:** This course may require prerequisites or permission of instructor

**DEH 387 | Leadership & Administration**

Lecture Credit: 3

Examines the skills needed for leadership roles in public health, community health, education, business and industry with emphasis on leadership theories and application.

**Prerequisite:** Grade of C or better in DEH 301 and DEH 302

**DEH 411 | Teaching Methodologies**

Lecture Credit: 4

Provides a general overview of the concepts and theory relative to dental hygiene education. Students will be introduced to dental hygiene accreditation standards, outcomes centered objectives, syllabus development, lesson planning, content delivery, test construction and assessing student learning. Students will explore the various learning styles and technology available for delivery of course content.

**Prerequisite:** Students must be enrolled in the Bachelor of Applied Science in Dental Hygiene program.

**DEH 425 | Oral Health Promotion II**

Lecture Credit: 1

Assesses the oral health needs and issues of designated populations and recommend strategies to meet those needs by utilizing advanced concepts from Oral Health Promotion I including risk reduction, health literacy strategies, and epidemiology.

**Prerequisite:** Grade of C or better in DEH 325

**DEH 476 | Diversity & Cultural Rsrch I**

Lecture Credit: 1

Examines knowledge, beliefs and behaviors that influence healthcare choices and become barriers to healthcare services by creating cultural competence with a positive effect on patient care delivery and acceptance of treatment

**Prerequisite:** Grade of C or better in DEH 301 and DEH 302

**DEH 478 | Diversity & Cultural Rsrch II**

Lecture Credit: 3

Develops advanced skills from Diversity and Culture Research I in the knowledge, beliefs and behaviors that influence healthcare choices and become barriers to healthcare services by proving cultural competence in patient care delivery.

**Prerequisite:** Grade of C or better in DEH 476

**DEH 481 | Public Health Internship I**

Internship Credit: 2

Applies community program planning experiences in a community health setting with oral health promotion and delivery through direct work experience.

**Prerequisite:** Grade of C or better in DEH 325 and DEH 425

**DEH 482 | Public Health Internship II**

Internship Credit: 3

Applies community program planning experiences in a community health setting with oral health promotion and delivery through direct work experience as a continuation of Public Health Internship I.

**Prerequisite:** Grade of C or better in DEH 481

**DEH 489 | Capstone: Dental Hygiene**

Internship Credit: 4

Provides the student an opportunity to participate in a cumulative learning experience that integrates theory and applies previously learned knowledge and skill. The student will design, implement and evaluate a project related to their specific area of interest.

**Prerequisite:** Grade of C or better in DEH 341

**Corequisite:** DEH 342 and DEH 411

## Early Childhood Education (ECE)

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**ECE 101 | Introduction to Early Childhood Education**

Lecture Credit: 3

Provides an introduction to the profession of Early Childhood Education (ECE). Course content includes eight key areas of professional knowledge related to working with young children and their families in early care and education settings: child growth and development; health, nutrition and safety; developmentally appropriate practices; guidance; family and community relationships; diversity and inclusion; professionalism; and administration and supervision. This course addresses children ages birth through 8 years.

**ECE 102 | Introduction to Early Childhood Education Techniques**

Lecture Credit: 3

Focuses on a classroom seminar and placement in a child care setting. The supervised placement provides the student with the opportunity to observe children, to practice appropriate interactions, and to develop effective guidance and management techniques. Addresses ages birth through age 8.

**Corequisite:** ECE 101

*Note: A background check will be required for this course.*

**ECE 103 | Guidance Strategies for Young Children**

Lecture Credit: 3

Explores guidance theories, applications, goals, and techniques, as well as factors that influence behavioral expectations of children. This course includes classroom management and pro-social skills development of young children in early childhood (EC) program settings. This course addresses children ages birth through 8 years.

**ECE 108 | The Assessment Process in Early Childhood Education**

Lecture Credit: 1

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**

Lecture Credit: 3

Presents an overview of theories, applications (including observations), and issues pertinent to infant and toddler development in group and/or family settings. Includes state requirements for licensing, health, safety and nutrition. Focuses on birth through age three.

**ECE 112 | Introduction to Infant/Toddler Lab Techniques**

Lecture Credit: 3

Includes a classroom seminar and placement in an infant and/or toddler setting. The supervised placement provides the student with the opportunity to observe, to practice appropriate interactions and to develop effective guidance and nurturing techniques with infants and/or toddlers. Addresses ages prenatal through age 2.

**Prerequisite:** Grade of C or better in ECE 111 and Grade of C or better in CCR 092 or ENG 060, or equivalent English and Writing assessment score placements

**ECE 188 | Practicum: Early Childhood Education**

Practicum Credit: 0-12

Provides students with field experience in early childhood programs.

**Prerequisite:** Grade of C or better in CCR 092 or ENG 060, or equivalent English and Writing assessment score placements

*Note: A background check will be required for this course.*

**ECE 205 | Nutrition, Health and Safety**

Lecture Credit: 3

Focuses on nutrition, health, and safety as key factors for optimal growth and development of young children. This course includes nutrition knowledge, menu planning, food program participation, health practices, management and safety, appropriate activities, and communication with families for early childhood educators. This course addresses children ages birth through 12 years.

**Prerequisite:** Grade of C or better in CCR 092, ENG 060 and REA 060, or equivalent English and Writing assessment score placements

**ECE 209 | Observing and Utilizing Young Children's Assessment Instruments**

Lecture Credit: 1

Examines the current research on the continuous practice of observing children. Incorporates practice with a variety of assessment instruments currently utilized in Colorado ECE programs.

**Prerequisite:** Grade of C or better in CCR 092, ENG 060 and REA 060, or equivalent English and Writing assessment score placements; and ECE 101 and ECE 102 or ECE 103 with a grade of C or better

**ECE 220 | ECE Curriculum Development: Methods and Techniques**

Lecture Credit: 3

Provides an overview of early childhood curriculum development. This course includes processes for planning and implementing developmentally appropriate environments, materials, and experiences that represent best practices in early childhood (EC) program settings. This course addresses children ages birth through 8 years.

**Prerequisite:** Grade of C or better in CCR 092, ENG 060 and REA 060, or equivalent English and Writing assessment score placements; and ECE 101 and ECE 102, or ECE 103 with a grade of C or better

**ECE 226 | Creativity and the Young Child**

Lecture Credit: 3

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 curricular strategies in all developmental domains. Addresses ages birth through age 8.

**Prerequisite:** Grade of C or better in CCR 092, ENG 060 and REA 060, or equivalent English and Writing assessment score placements

**ECE 228 | Language and Literacy**

Lecture Credit: 3

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 8.

**Prerequisite:** Grade of C or better in CCR 092, ENG 060 and REA 060, or equivalent English and Writing assessment score placements

**ECE 236 | Child Growth/Development Laboratory**

Lab Credit: 1

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.

**Prerequisite:** Grade of C or better in CCR 092, ENG 060 and REA 060, or equivalent English and Writing assessment score placements

**Corequisite:** ECE 238

**ECE 238 | ECE Child Growth and Development**

Lecture Credit: 3

Covers the growth and development of the child from conception through the elementary school years. This course emphasizes physical, cognitive, language, social, and emotional domains of development as they pertain to the concept of the whole child. It also includes ways adults can provide a supportive early childhood care and educational environment through teamwork and collaboration.

**Prerequisite:** Demonstrated college readiness in English and Reading ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready)); and ECE 101 and ECE 102 or ECE 103 with a grade of C or better.

**Corequisite:** ECE 236

*Note: This course has an early childhood laboratory component.*

**ECE 240 | Administration of Early Childhood Care and Education Programs**

Lecture Credit: 3

Provides foundational knowledge in early childhood program business operations, program development, and evaluation. This course covers administrative skills, ethical decision making, risk and resource management, and components of quality Early Childhood Education (ECE) programs serving children ages birth through 12 years.

**Prerequisite:** Demonstrated college readiness in English and Reading ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready)) and ECE 101 and ECE 102 or ECE 103 with a grade of C or better

**ECE 241 | Administration: Human Relations for Early Childhood Education**

Lecture Credit: 3

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.

**Prerequisite:** Demonstrated college readiness in English and Reading ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready)); and ECE 101 and ECE 102 or ECE 103 with a grade of C or better

**ECE 256 | Working with Parents, Families, and Community Systems**

Lecture Credit: 3

Examines personal attitudes regarding families, family values systems, and how personal attitudes affect parent-professional partnerships in the early childhood education program. This course covers communication, problem-solving, and conflict resolution strategies. Effective activities and resources to support family involvement in the classroom will be created. This course addresses children ages birth through 8 years.

**Prerequisite:** Grade of C or better in CCR 092, ENG 060 and REA 060, or equivalent English and Writing assessment score placements

**ECE 260 | The Exceptional Child**

Lecture Credit: 3

Presents an overview of critical elements related to educating young children with disabilities or special needs in the early childhood setting. Topics include: typical and atypical development; legal requirements; research-based practices related to inclusion; teaming and collaboration; and accommodations and adaptations. This course examines how a disability or special need may impact a young child's learning process. This course addresses children ages birth through 8 years.

**Prerequisite:** Grade of C or better in ECE 238 and demonstrated college readiness in English and Reading ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**ECE 275 | Special Topics**

Lecture Credit: 1-6

Explores current topics, issues and activities related to one or more aspects of the early childhood care and education profession.

**Prerequisite:** This course may require prerequisites or permission of instructor

**ECE 288 | Practicum: Early Childhood Education**

Practicum Credit: 3

Provides students with advanced field experience opportunities in early childhood education programs.

**Prerequisite:** Demonstrated college readiness in English and Reading ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready)); and ECE 101, ECE 102, or ECE 103 with a grade of C or better

**Corequisite:** ECE 209

*Note: This class will be offered in the Spring semester only.*

**Economics (ECO)****ECO 175 | Special Topics**

Lecture Credit: 2-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**ECO 201 | Principles of Macroeconomics: GT-SS1**

Lecture Credit: 3

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 Guaranteed Transfer courses. GT-SS1

**Prerequisite:** Demonstrated college readiness in English, Reading, and Math ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**ECO 202 | Principles of Microeconomics: GT-SS1**

Lecture Credit: 3

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. GT-SS1

**Prerequisite:** Demonstrated college readiness in English, Reading, and Math ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**Education (EDU)****EDU 187 | Cooperative Education**

Practicum Credit: 1-6

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**

Practicum Credit: 4

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**

Lecture Credit: 3

Focuses on the historical, social, political, philosophical, cultural and economic forces that shape the United States public school system. Includes current issues of educational reform, technology as it relates to education and considerations related to becoming a teacher in the state of Colorado. Special interest will be paid to the topic of diversity in the K-12 school system.

**Prerequisite:** Grade of C or better in CCR 092, ENG 060 and REA 060, or equivalent English and Writing assessment score placements; and Grade of C or better in MAT 060 or equivalent Math assessment score placement

**EDU 222 | Effective Teaching**

Lecture Credit: 1

Focuses on strategies for becoming an effective teacher. Topics include 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**

Lecture Credit: 4

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**

Lecture Credit: 4

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**

Lecture Credit: 3

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)**

Lecture Credit: 3

Prepares teachers who work with limited English proficient students to learn strategies to develop English language learners (ELLs) social and academic English and supports their transition to US culture and schools. This course is appropriate in a variety of program models: mainstream classrooms, self-contained ESL classrooms, and bilingual programs and may be adapted for use with preschool teachers.

**EDU 242 | Expressive Arts in the Elementary Classroom**

Lecture Credit: 3

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**

Lecture Credit: 1

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.

**Prerequisite:** Department Chair permission

### **EDU 260 | Adult Learning and Teaching**

Lecture Credit: 3

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.

**Prerequisite:** Department Chair permission

### **EDU 261 | Teaching, Learning and Technology**

Lecture Credit: 3

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.

**Prerequisite:** Demonstrated college readiness in English, Reading, and Math ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

### **EDU 289 | Capstone**

Lecture Credit: 12

Focuses on a demonstrated culmination of learning within a given program of study.

## **Engineering (EGG)**

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### **Engineering Graphics Technology (EGT)**

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#### **EGT 103 | Applied Dimension & Tolerance**

Lecture/Lab Credit: 3

Focuses on industrial dimensioning practices, enables the student to develop skills in dimensioning techniques and learn to apply the ASME Y14.5 dimensioning standard.

**Prerequisite:** CAD 101 with a grade of C or better, or instructor permission

#### **EGT 106 | Introduction to Axonometric Views**

Lecture/Lab Credit: 3

Introduces the principles of pictorial practices. Covers axonometric projection (isometric, oblique/cabinet and cavalier) and perspective drawing (one and two point perspectives).

**Prerequisite:** EGT 103 with a grade of C or better, or instructor permission

#### **EGT 107 | Introduction to Sections and Auxiliary Views**

Lecture/Lab Credit: 3

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.

**Prerequisite:** EGT 103 with a grade of C or better, or instructor permission

#### **EGT 160 | Introduction to Industrial Drafting and Design**

Lecture/Lab Credit: 3

Introduces the drafting principles that are expected to be understood by drafters in both the mechanical and architectural disciplines.

**Prerequisite:** CAD 102 with a grade of C or better, or instructor permission

### **EGT 205 | Geometric Dimension and Tolerance**

Lecture/Lab Credit: 3

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.

**Prerequisite:** EGT 160 with a grade of C or better, or instructor permission

### **EGT 280 | Internship**

Internship Credit: 6

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

**Prerequisite:** CAD 262 with a grade of C or better

### **EGT 289 | Capstone - Projects in 3D for Industrial Drafting**

Lecture/Lab Credit: 6

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

**Prerequisite:** Chair permission

## **Engineering Technology (ENT)**

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### **ENT 275 | Special Topics**

Lecture Credit: 3

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.

**Prerequisite:** This course may require prerequisites or permission of instructor

## **English (ENG)**

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### **ENG 121 | English Composition I : GT-CO1**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

### **ENG 122 | English Composition II: GT-CO2**

Lecture Credit: 3

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

**Prerequisite:** ENG 121 with a grade of C or better, or ACTE score of 26 or better, or SATV score of 600 or better

### **ENG 131 | Technical Writing I**

Lecture Credit: 3

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.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**ENG 175 | Special Topics**

Lecture Credit: 0-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**ENG 201 | English Composition III: GT-CO3**

Lecture Credit: 3

Provides students with skills necessary to enter into higher-level undergraduate academic discourse or 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. This course is one of the Statewide Guaranteed Transfer courses. GT-CO3

**Prerequisite:** ENG 122 with a grade of C or better, or instructor permission

**ENG 221 | Creative Writing I**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**ENG 222 | Creative Writing II**

Lecture Credit: 3

Provides continued development of written expression in such forms as poetry, fiction, and/or nonfiction writing.

**Prerequisite:** ENG 221 with a grade of C or better, or instructor permission

**ENG 226 | Fiction Writing**

Lecture Credit: 3

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

**Prerequisite:** ENG 221 with a grade of C or better, or instructor permission

**ENG 227 | Poetry Writing**

Lecture Credit: 3

Teaches techniques for creating poems, including study of figurative language, forms, and sound patterns of poetry.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**ENG 228 | Writing for the Graphic Novel**

Lecture Credit: 3

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 skills, 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.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**ENG 230 | Creative Nonfiction**

Lecture Credit: 3

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.

**Prerequisite:** ENG 221 with a grade of C or better, or instructor permission

**ENG 236 | Writing the Film I**

Lecture Credit: 3

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.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**ENG 275 | Special Topics**

Lecture Credit: 0-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**ENG 285 | Independent Study**

Independent Study Credit: 0-12

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

**Prerequisite:** Instructor permission

## English As A Second Language (ESL)

**ESL 001 | Spelling**

Lecture Credit: 3

Introduces ESL students to techniques which increase basic spelling skills in English. Includes structured word analysis, rule analysis and spelling strategies for words not governed by rules.

**Prerequisite:** ESL 041 or ESL 071 with a grade of C or better, or LOEP Reading Score of 46+

**ESL 011 | Basic Pronunciation**

Lecture Credit: 3

Provides listening and speaking activities that help students recognize and produce English vowel and consonant sounds and common stress and intonation patterns.

**Prerequisite:** ESL 041 or ESL 071 with a grade of C or better, or LOEP Reading assessment score of 46+

**ESL 012 | Intermediate Pronunciation**

Lecture Credit: 3

Provides listening, speaking and reading activities that help students recognize and produce a variety of stress and intonation patterns in English. Helps students to produce problematic English sounds.

**Prerequisite:** ESL 041 or ESL 071 with a grade of C or better, or LOEP Reading assessment score of 46+

**ESL 021 | Basic Grammar**

Lecture Credit: 3

Assists the student in mastering basic structures in English grammar through oral and written practice.

**Prerequisite:** ESL Grammar assessment score of 16-30

**ESL 022 | Intermediate Grammar**

Lecture Credit: 3

Reviews basic grammar and introduces intermediate structures. Provides integrated practice through a variety of oral and written exercises.

**Prerequisite:** ESL 021 or ESL 071 with a grade of C or better, or ESL Grammar assessment score of 31-45

**ESL 023 | Advanced Grammar**

Lecture Credit: 3

Reviews intermediate grammar. Introduces advanced structures with increased emphasis on written communication.

**Prerequisite:** ESL 022 or ESL 072 with a grade of C or better, or ESL Grammar assessment score of 46-65

**ESL 031 | Basic Listening and Speaking**

Lecture Credit: 3

Focuses on listening and speaking activities that help the student communicate more competently. Provides practice with pronunciation, vocabulary, and basic grammatical patterns.

**Prerequisite:** LOEP Listening assessment score of 35-49

**ESL 032 | Intermediate Listening & Speaking**

Lecture Credit: 3

Teaches listening, pronunciation, and conversation skills. Increases speed and accuracy in speaking through free and guided conversational practice.

**Prerequisite:** ESL 031 or ESL 071 with a grade of C or better, or LOEP Listening assessment score of 50-69

**ESL 033 | Advanced Listening and Speaking**

Lecture Credit: 3

Provides students with opportunities to increase the listening and speaking skills required in academic and work situations. Emphasizes vocabulary building, listening and notetaking strategies, as well as questioning, discussion, and presentation skills.

**Prerequisite:** ESL 032 or ESL 072 with a grade of C or better, or LOEP Listening assessment score of 70-89

**ESL 041 | Basic Reading**

Lecture Credit: 3

Improves comprehension of simple written texts through vocabulary building and reading strategies.

**Prerequisite:** LOEP Reading Assessment Score of 25-45

**ESL 042 | Intermediate Reading**

Lecture Credit: 3

Helps the student read more quickly and accurately and understand a variety of intermediate level reading material.

**Prerequisite:** ESL 041 or ESL 071 with a grade of C or better, or LOEP Reading assessment score of 46-70

**ESL 043 | Advanced Reading**

Lecture Credit: 3

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.

**Prerequisite:** ESL 042 or ESL 072 with a grade of C or better, or LOEP Reading assessment score of 71-95

**ESL 052 | Intermediate Composition**

Lecture Credit: 3

Introduces the fundamentals of paragraph organization and development. Assists the student in developing sentence variety and grammatical competency within well-organized paragraphs.

**Prerequisite:** ESL 022 or ESL 072 with a grade of C or better, or ESL Grammar assessment score of 46-65

**ESL 054 | ESL Reading and Composition Foundations**

Lecture Credit: 5-6

Integrates reading and composition skills. The course reviews paragraph organization and develops the skill of writing essays using selected rhetorical modes. It emphasizes accurate use of advanced grammatical structures. Includes summarizing, paraphrasing, and research writing. In addition, the course focuses on strategies for vocabulary development, improved reading comprehension, and enrichment.

**Prerequisite:** ESL 023, 043, and 052 or LOEP REA score 96 or better and Writing Assessment and LOEP Grammar score of 66 or better

**ESL 055 | Computer Basics for ESL**

Lecture Credit: 2

Introduces the basic skills for computer use, including word processing, text entry, document appearance, editing, spelling, and printing.

**Prerequisite:** ESL 041 or ESL 071 with a grade of C or better, or LOEP Reading assessment score of 46+

**ESL 071 | Basic Language Skills**

Lecture Credit: 9

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.

**Prerequisite:** LOEP Listening assessment score of 35-49, and LOEP Reading assessment score of 25-45, and LOEP Grammar assessment score of 16-30; or chair permission

**ESL 072 | Intermediate Language Skills**

Lecture Credit: 9

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.

**Prerequisite:** ESL 021 and ESL 041 or ESL 071 with a grade of C or better; or LOEP Reading assessment score of 46-70, and LOEP Grammar assessment score of 31-45, and LOEP Listening assessment score of 50-69; or chair permission

**ESL 075 | Special Topics**

Lecture Credit: 1-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**ESL 076 | Special Topics**

Lecture Credit: 1-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**ESL 077 | Special Topics**

Lecture Credit: 1-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**Environmental Science (ENV)****ENV 101 | Environmental Science with Lab: GT-SC1**

Lecture Credit: 3 Lab Credit: 1

Provides an introduction to the basic concepts of ecology and the relationship between environmental problems and biological systems. Includes interdisciplinary discussions on biology, chemistry, geology, energy, natural resources, pollution, and environmental protection. Using a holistic approach, students will study how the foundations of natural sciences interconnect with the environment. This course includes laboratory experience. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

**Prerequisite:** Demonstrated college readiness in English and Reading ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**ENV 275 | Special Topics**

Lecture Credit: 1-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**Ethnic Studies (ETH)****ETH 200 | Introduction to Ethnic Studies: GT-SS3**

Lecture Credit: 3

Introduces students to the issues of race and ethnicity. Emphasizes ethnic relations in the United States as it pertains to four major groups: Americans of African, Asian, Latino and Native descent. Explores issues of racial and ethnic identity, racism and discrimination, stereotyping, prejudice, segregation, colonialism, integration and acculturation. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**Fermentation Science (FER)****FER 201 | Wine Fundamentals**

Lecture Credit: 4

Examines the manufacture of wines, styles of wines in global wine regions, microbiological science of wine fermentation and organoleptic perception of wines. Class activities emphasize reading wine labels, using language to describe different wines, and descriptions of common wine defects through sensory analysis of wines. Students must be 21 years or older to take this class.

**Prerequisite:** Demonstrated college readiness in Reading; and grade of C or better in MAT 050, MAT 099, MAT 120, or MAT 135; or MAT 055 as a corequisite or equivalent Math assessment score placement

**FER 203 | Fermented Foods Science**

Lecture Credit: 3 Lab Credit: 1

Explores the history and science of fermented foods. Course includes food fermentation lab experiences with dairy, vegetables, sugars and grains. Examines how fermented foods have been used for preservation of food, health attributes and cultural significance.

**Prerequisite:** Demonstrated college readiness in English, Reading, and Math ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready)) or concurrent enrollment in MAT 055

**Finance (FIN)****FIN 105 | Principles of Banking**

Lecture Credit: 3

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.

**French (FRE)****FRE 101 | Conversational French I**

Lecture Credit: 3

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**

Lecture Credit: 3

Continues the sequence for beginning students who wish to understand and speak French. Covers basic conversational patterns, expressions, and grammar.

**Prerequisite:** FRE 101 with a grade of C or better

**FRE 111 | French Language I**

Lecture Credit: 5

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.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**FRE 112 | French Language II**

Lecture Credit: 5

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.

**Prerequisite:** FRE 111 with a grade of C or better, or a placement score of 282 or better

**FRE 211 | French Language III: GT-AH4**

Lecture Credit: 3

Continues French I and II in the development of increased functional proficiency in listening, speaking, reading and writing the French language. This course is one of the Statewide Guaranteed Transfer courses. GT-AH4

**Prerequisite:** FRE 112 with a grade of C or better, or a placement score of 346 or better

*Note: The order of the topics and the methodology will vary according to the individual texts and instructors.*

**FRE 212 | French Language IV: GT-AH4**

Lecture Credit: 3

Continues French I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the French language. This course is one of the Statewide Guaranteed Transfer courses. GT-AH4

**Prerequisite:** FRE 211 with a grade of C or better, or a placement score of 404 or better

*Note: The order of the topics and the methodology will vary according to the individual texts and instructors.*

**FRE 275 | Special Topics**

Lecture Credit: 0-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**FRE 285 | Independent Study**

Independent Study Credit: 0-12

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

**Prerequisite:** Instructor permission

## Geography (GEO)

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**GEO 105 | World Regional Geography: GT-SS2**

Lecture Credit: 3

Examines the spatial distribution of environmental and societal phenomena in the world's regions; environmental phenomena may include topography, climate, and natural resources; societal phenomena may include patterns of population and settlement, religion, ethnicity, language, and economic development. Analyzes the characteristics that define world regions and distinguish them from each other. Examines the relationships between physical environments and human societies. Examines globalization, emphasizing the geopolitical and economic relationships between more developed and less developed regions. This course is one of the Statewide Guaranteed Transfer courses. GT-SS2

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**GEO 106 | Human Geography: GT-SS2**

Lecture Credit: 3

Introduces students to geographic perspectives and methods in the study of human societies by examining the spatial characteristics of populations, language, religion, ethnicity, politics, and economics. Examines the relationships between physical environments and human societies. This course is one of the Statewide Guaranteed Transfer courses. GT-SS2

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**GEO 107 | Physical Geography**

Lecture Credit: 3

Focuses on the study of the spatial relationship between humans and the natural environment. Five main themes are addressed: 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. This course is recommended for students interested in environmental studies, earth science, and geography.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**GEO 111 | Physical Geography: Landforms with Lab: GT-SC1**

Lecture Credit: 3 Lab Credit: 1

Introduces students to the principles of Earth's physical processes, emphasizing landforms, soils, and hydrology. Examines the formation and distribution of landforms, such as mountains, valleys, and deserts, and their shaping by fluvial and other processes. The course incorporates an integrated process of lectures, discussion, and laboratory assignments. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

**Prerequisite:** Demonstrated college readiness in English and Math

**GEO 112 | Physical Geography - Weather and Climate with Lab: GT-SC1**

Lecture Credit: 3 Lab Credit: 1

Introduces the principles of meteorology, climatology, world vegetation patterns, and world regional climate classification. The course includes investigating the geographic factors which influence climate such as topography, location, elevation, winds, and latitude. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

**Prerequisite:** Demonstrated college readiness in English and Math ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**GEO 175 | Special Topics**

Lecture Credit: 2-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

## Geology (GEY)

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**GEY 108 | Geology of National Parks GT-SC2**

Lecture Credit: 3

Explores significant geologic features and the processes that create them using examples and case studies from the U.S. National Park System. Weathering and erosional landforms, caves and reefs, coasts, glaciers, volcanoes, and complex mountains are discussed. Fundamental geologic concepts including plate tectonics, deep time, and rock classification are introduced and incorporated throughout the course. This course is part of the Guaranteed Statewide Transfer courses. GT-SC2.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**GEY 111 | Physical Geology with Lab: GT-SC1**

Lecture Credit: 3 Lab Credit: 1

Encompasses 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

**Prerequisite:** Demonstrated college readiness in English and Reading ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**GEY 112 | Historical Geology with Lab: GT-SC1**

Lecture Credit: 3 Lab Credit: 1

Covers 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

**Prerequisite:** Demonstrated college readiness in English and Reading ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**GEY 135 | Environmental Geology with Lab: GT-SC1**

Lecture Credit: 3 Lab Credit: 1

Introduces the subject of geology as it relates to human activities. Geologic hazards such as floods, landslides, earthquakes, and volcanoes are investigated. Mineral, energy, soil, and water resources are discussed in terms of their geologic formation and identification, usage by society, and associated environmental impacts. Land use issues, waste, and pollution are also examined. This course is part of the Statewide Guaranteed Transfer courses. GT-SC1

**Prerequisite:** GEY 111 with a grade of C or better

**GEY 175 | Special Topics**

Lecture Credit: 3

Presents an overview of the special topic including one aspect of the earth and its history as recorded in rocks and rock formations. May include current changes and impact of historical events and exploration of current topics, issues and activities related to one or more aspects of the named discipline.

**Prerequisite:** This course may require prerequisites or permission of instructor

## German (GER)

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**GER 101 | Conversational German I**

Lecture Credit: 3

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**

Lecture Credit: 3

Continues the sequence for students who wish to understand and speak German. Covers basic patterns, expressions, and grammar.

**Prerequisite:** GER 101 with a grade of C or better

**GER 111 | German Language I**

Lecture Credit: 5

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.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**GER 112 | German Language II**

Lecture Credit: 5

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.

**Prerequisite:** GER 111 with a grade of C or better, or a placement score of 282 or better

**GER 211 | German Language III : GT-AH4**

Lecture Credit: 3

Continues German Language I and II in the development of increased functional proficiency in listening, speaking, reading and writing the German language. This course is one of the Statewide Guaranteed Transfer courses. GT-AH4

**Prerequisite:** GER 112 with a grade of C or better, or a placement score of 346 or better

*Note: The order of the topics and the methodology will vary according to individual texts and instructors.*

**GER 212 | German Language IV: GT-AH4**

Lecture Credit: 3

Continues German Language I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the German language. This course is one of the Statewide Guaranteed Transfer courses. GT-AH4

**Prerequisite:** GER 211 with a grade of C or better, or a placement score of 404 or better

*Note: The order of the topics and the methodology will vary according to individual texts and instructors.*

**GER 275 | Special Topics**

Lecture Credit: 0-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**GER 285 | Independent Study**

Independent Study Credit: 0-12

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

**Prerequisite:** Instructor permission

## Health And Wellness (HWE)

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**HWE 100 | Human Nutrition**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English, Reading, and Math ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**HWE 124 | Fitness and Wellness**

Lecture Credit: 2

Provides information on fitness and wellness and to serve as a guide to design, implement, and evaluate a complete personal fitness and wellness program. The course integrates the basic components of fitness and wellness in understanding human health in order to achieve well-being. This course offers current information in the health field and provides self-assessments for health risk and wellness behaviors. This includes lifestyle modification, nutrition, weight management, stress management, cardiovascular and cancer risk reduction, exercise and aging, exercise related injury, exercise and the environment, prevention of sexually transmitted diseases, substance abuse (including tobacco, alcohol and other psychoactive drugs), and analysis and interpretation of research publications and web sites in health and wellness.

**Prerequisite:** Grade of C or better in HWE 100 or permission from instructor  
**Corequisite:** HWE 100

**HWE 143 | Applied Nutrition to Whole Food Cooking**

Lecture/Lab Credit: 3

Encompasses the principles of Human Nutrition and applies the concepts to whole food cooking and disease prevention. Students will learn "hands on" whole food cooking principles and preparation methods for a variety of healthy food choices. Course includes knife and food safety, food costing, vocabulary, food preservation, menu planning and shopping for different dietary restrictions and disease populations. Prevention of chronic disease and obesity through good nutrition and healthy eating are foundations for this course.

**Prerequisite:** HWE 100 with a grade of C or better, or HWE 100 as corequisite

**HWE 175 | Special Topics**

Lecture Credit: 1 Lab Credit: 2

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

**Prerequisite:** This course may require prerequisites or permission of instructor

## Health Professions (HPR)

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**HPR 101 | Customer Service in Healthcare**

Lecture Credit: 2

Introduces students to customer service theory and techniques specifically in the healthcare arena. This course will discuss therapeutic communication, conflict resolution and negotiation, as well as employee/employer relations. Exploration of diverse populations and cultural sensitivity will be addressed.

### **HPR 102 | CPR for Professionals**

Lecture Credit: 0.5

Meets the requirements for American Red Cross Professional Rescuer CPR or American Heart Association Basic Life Support for those who work in Emergency Services, Health Care and other professional areas. Material presented in this course is basic patient assessment, basic airway management, rescue breathing, AED use and CPR for infant, children and adult patients.

### **HPR 104 | Health Career Opt & Readiness**

Lecture Credit: 1

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 is provided. This course is primarily informational and provides information to the student about aspect of career choices.

### **HPR 106 | Law & Ethics for Health Prof**

Lecture Credit: 2

Introduces student to the study and application medico-legal concepts in medical careers. This course seeks to establish a foundation for ethical behavior and decision making in health professions.

### **HPR 108 | Dietary Nutrition**

Lecture Credit: 1

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

### **HPR 112 | Phlebotomy**

Lecture Credit: 4

Teaches the duties associated with the practice of venipuncture, capillary puncture, and special collection procedures. Students will have experience with quality control, infection control and safety procedures as well as laboratory computer systems. Students successfully completing this course may apply for a National Phlebotomy Registry Examination.

**Prerequisite:** Grade of C or better in BIO 201, BIO 202, ENG 121, HPR 137, HPR 178 and MOT 136

### **HPR 113 | Advanced Phlebotomy**

Lecture Credit: 1 Clinical Credit: 3

Focuses on advanced phlebotomy skills including laboratory protocols, specimen processing and point of care documentation. This course provides opportunities for the student to master learned skills.

### **HPR 137 | Human Diseases**

Lecture Credit: 4

Covers basic knowledge of the deviations that occur in the human body with disease and injury. An integrated study of signs/symptoms, diagnostic tests and treatment.

**Prerequisite:** BIO 106 with a grade of C or better

**Corequisite:** MOT 150

### **HPR 178 | Medical Terminology**

Lecture Credit: 1-4

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 180 | Internship**

Internship Credit: 4

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.

### **HPR 209 | Professional Nursing Pathway**

Lecture Credit: 3

Introduces students to professional nursing within the culture of quality improvement and safety through lecture, class discussion, group projects, service learning activities, case studies and written and oral presentations of course topics. Topics include an understanding of the context of nursing; attributes, roles and responsibilities of the professional nurse; essential knowledge, skills and attitudes required for healthcare team participation in a culture of safety and quality improvement; and interpersonal communication abilities critical to the nurse-patient relationship.

**Prerequisite:** Acceptance into the INP to Baccalaureate Nursing Education Program

### **HPR 219 | Professional Nursing Path II**

Lecture Credit: 3

Building on the introduction to professional nursing established in HPR 209, this course is a continued investigation of the culture of healthcare safety and quality improvement. Concepts to be studied include the role of culture in the nurse-patient relationship; application of communication skills and attitudes; an exploration of non-acute nursing roles; quality improvement and safety competencies, and evidence based practice

**Prerequisite:** HPR 209 or faculty permission

## **History (HIS)**

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### **HIS 101 | Western Civilization: Antiquity-1650: GT-HI1**

Lecture Credit: 3

Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from the prehistoric era to 1650. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline. This course is one of the Statewide Guaranteed Transfer courses. GT-HI1

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

### **HIS 102 | Western Civilization: 1650-Present: GT-HI1**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

### **HIS 111 | The World: Antiquity-1500: GT-HI1**

Lecture Credit: 3

Explores a number of peoples, groups, ideas, institutions, and trends that have shaped World History from the prehistoric era to 1500. Reflects the multiple perspectives of gender, class, religion, and ethnic groups in a broad global sense. Focuses on the common denominators among all people. This approach goes beyond political borders to provide a better appreciation for different cultures. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline. This course is one of the Statewide Guaranteed Transfer courses. GT-HI1

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**HIS 112 | The World: 1500-Present: GT-HI1**

Lecture Credit: 3

Explores a number of peoples, groups, ideas, institutions, and trends that have shaped World History from 1500 to the present. Reflects the multiple perspectives of gender, class, religion, and ethnic groups in a broad global sense. Focuses on the common denominators among all people. This approach goes beyond political borders to provide a better appreciation for different cultures. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline. This course is one of the Statewide Guaranteed Transfer courses. GT-HI1

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**HIS 121 | U.S. History to Reconstruction: GT-HI1**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**HIS 122 | U.S. History Since the Civil War: GT-HI1**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**HIS 175 | Special Topics**

Lecture Credit: 0-12

Focuses on the exploration of current topics, issues and activities related to one or more aspects of history.

**Prerequisite:** This course may require prerequisites or permission of instructor

**HIS 203 | Civil War Era in American History: GT-HI1**

Lecture Credit: 3

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. This course is one of the Statewide Guaranteed transfer courses. GT-HI1

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**HIS 205 | Women in World History: GT-HI1**

Lecture Credit: 3

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. This course is one of the Statewide Guaranteed Transfer courses. GT-HI1

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**HIS 215 | Women in U.S. History: GT-HI1**

Lecture Credit: 3

Examines women's changing roles in American history from the pre-colonial native population to the present. Emphasizes the nature of women's work and the participation of women in the family, political, religious, and cultural activities and in social reform movements. This course is one of the Statewide Guaranteed Transfer courses. GT-HI1

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**HIS 225 | Colorado History: GT-HI1**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**HIS 235 | History of American West: GT-HI1**

Lecture Credit: 3

Traces the history of the American West, from the Native American cultures and the frontier experiences of America's earliest, eastern settlers, through the Trans-Mississippi West, across the great exploratory and wagon trails, and up to the present West, be it urban, ranching, reservation, resource management, or industrial. Emphasizes the north and central parts of the West. This course is one of the Statewide Guaranteed Transfer courses. GT-HI1

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**HIS 236 | US History Since 1945: GT-HI1**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**HIS 239 | The Sixties in America**

Lecture Credit: 3

Explores the political, social, and cultural history of 1960s America.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**HIS 240 | Cold War Era in World History**

Lecture Credit: 3

Examines the Cold War as a political, ideological, economic, and military contest on global scale.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**HIS 243 | History of Modern China: GT-HI1**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**HIS 244 | History of Latin America: GT-HI1**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**HIS 247 | 20th Century World History: GT-HI1**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**HIS 249 | History of Islamic Civilization: GT-HI1**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**HIS 250 | African American History: GT-HI1**

Lecture Credit: 3

Explores the experiences and contributions of African Americans from the colonial period to the present. Emphasizes the social and economic lives and roles of African Americans, their roles in politics and war, their achievements, and movements for self-help and civil rights. This course is one of the Statewide Guaranteed Transfer courses. GT-HI1

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**HIS 255 | The Middle Ages: GT-HI1**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**HIS 259 | Modern Middle East: GT-HI1**

Lecture Credit: 3

Explores the political, economic, social and cultural development of the Middle East from the late Ottoman Empire to the present. Focuses upon the influences of Islam and Western ideas, diplomacy, and economic involvement upon institutions and ideas of modern Middle Eastern society, while exploring the perspectives of gender, class, race, and ethnicity. Also focuses upon 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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**HIS 260 | US Foreign Relations History: GT-HI1**

Lecture Credit: 3

Provides an overview of the history of United States foreign relations from the colonial era to the present and includes the pertinent political, military, economic, diplomatic, social, religious, ideological and cultural topics. At various points, issues such as race, class, gender, immigration, expansion, and the environment will be covered. This course also 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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**HIS 261 | History of American Presidency**

Lecture Credit: 3

Examines the growth and development of the U.S. presidency from the origins of the office until the present day. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**HIS 275 | Special Topics**

Lecture Credit: 0-12

Focuses on the exploration of current topics, issues and activities related to one or more aspects of history.

**Prerequisite:** This course may require prerequisites or permission of instructor

**HIS 285 | Independent Study**

Independent Study Credit: 0-12

Incorporates structured and guided, individualized research that is organized and tailored around the interests and needs of the individual student.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

## Human Services (HSE)

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**HSE 105 | Introduction to Social Welfare**

Lecture Credit: 3

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.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**HSE 106 | Survey of Human Services**

Lecture Credit: 3

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.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**HSE 107 | Interviewing Principles**

Lecture Credit: 3

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.

**Prerequisite:** HSE 106 with a grade of C or better, or HSE 106 as a corequisite

**Corequisite:** HSE 108

**HSE 108 | Introduction to Therapeutic Systems**

Lecture Credit: 3

Introduces basic concept of major therapeutic systems, including backgrounds. Developmental theories and practices of specific systems from psychoanalysis to reality therapy.

**Prerequisite:** HSE 106 with a grade of C or better, or HSE 106 as a corequisite

**Corequisite:** HSE 107

**HSE 188 | Human Services Practicum I**

Practicum Credit: 4

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.

**Prerequisite:** HSE 107 and HSE 108 with a grade of C or better

**HSE 205 | Human Services for Groups**

Lecture Credit: 3

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.

**Prerequisite:** HSE 107 and HSE 108 with a grade of C or better

**HSE 206 | Human Services for Families**

Lecture Credit: 3

Introduces family theory and practice. Covers such topics as systems theory, communications theories, structure therapists, developmental theory and future directions in family therapy research.

**Prerequisite:** HSE 107 and HSE 108 with a grade of C or better

**HSE 226 | Case Management for Human Services Practitioners**

Lecture Credit: 3

Introduces an advanced program of study incorporating the theory and practice strategies of case management utilizing the specialist model approach.

**Prerequisite:** HSE 106 with a grade of C or better

**HSE 275 | Special Topics**

Lecture Credit: 0-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**HSE 285 | Independent Study**

Independent Study Credit: 0-12

Provides students the opportunity to pursue advanced topics and projects in the human services discipline utilizing standard research strategies that may include field studies.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**HSE 288 | Human Services Practicum II**

Practicum Credit: 4

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.

**Prerequisite:** HSE 188 with a grade of C or better

**Humanities (HUM)****HUM 103 | Introduction to Film Art: GT-AH2**

Lecture Credit: 3

Studies the relationships among film's stylistic systems, narrative systems and audience reception. Students view, discuss and critically analyze a variety of films which represent a variety of genres and themes. The course incorporates the vocabulary of stylistic systems (for instance, cinematography and editing) and narrative systems (for instance, story structure and character motivation) as both relate to the kinds of meanings a film conveys. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**HUM 115 | World Mythology: GT-AH2**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**HUM 121 | Humanities: Early Civilization: GT-AH2**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**HUM 122 | Humanities: Medieval-Modern: GT-AH2**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**HUM 123 | Humanities: Modern World: GT-AH2**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**HUM 175 | Special Topics**

Lecture Credit: 0-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

### **HUM 220 | The Cultural History of Rock and Roll**

Lecture Credit: 3

Teaches students to read about, write about, and discuss the social history of that very broad term, rock and roll. We explore important themes in American (and British) social and cultural history through the study of popular music, as well as to examine how popular and critical tastes are reflections of artistic, cultural, sexual, economic and ideological sensibilities at the time of its production. In order to fully understand what the culture of rock is all about, we critically analyze the influence of technology, ideology, class, gender, and race on various genres of music: jazz, country, rhythm and blues, techno, heavy metal, and hip hop. We also examine how rock and roll influenced (and is influenced by) other arts, particularly literature and film. Emphasis is placed on understanding the social and cultural contexts of the various music forms rather than on a rigorous understanding of the musical forms themselves.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

### **HUM 275 | Special Topics**

Lecture Credit: 0-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

### **HUM 285 | Independent Study**

Independent Study Credit: 0-12

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

## **Italian (ITA)**

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### **ITA 101 | Conversational Italian I**

Lecture Credit: 3

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**

Lecture Credit: 3

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.

**Prerequisite:** ITA 101 with a grade of C or better

### **ITA 111 | Italian Language I**

Lecture Credit: 5

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.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

### **ITA 112 | Italian Language II**

Lecture Credit: 5

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.

**Prerequisite:** ITA 111 with a grade of C or better

### **ITA 211 | Italian Language III: GT-AH4**

Lecture Credit: 3

Continues Italian Language I and II in the development of increased functional proficiency in listening, speaking, reading and writing the Italian language. This course is one of the Statewide Guaranteed Transfer courses. GT-AH4

**Prerequisite:** ITA 112 with a grade of C or better

*Note: The order of topics and the methodology will vary according to individual texts and instructors.*

### **ITA 212 | Italian Language IV: GT-AH4**

Lecture Credit: 3

Continues Italian Language I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the Italian language.

**Prerequisite:** ITA 211 with a grade of C or better

*Note: The order of the topics and the methodology will vary according to individual texts and instructors.*

### **ITA 275 | Special Topics**

Lecture Credit: 0-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

### **ITA 285 | Independent Study**

Independent Study Credit: 0-12

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

**Prerequisite:** Instructor permission

## **Journalism (JOU)**

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### **JOU 102 | Introduction to Editing for Media**

Lecture Credit: 3

Focuses on the process of editing articles for publication in newspapers, newsletters, magazines and the Internet. The Associated Press style is emphasized.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

### **JOU 105 | Introduction to Mass Media: GT-SS3**

Lecture Credit: 3

Places the mass media in an 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. GT-SS3

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

### **JOU 106 | Media News and Reporting**

Lecture Credit: 3

Introduces newswriting, reporting and interviewing with an emphasis on clarity, accuracy, completeness, timeliness and fairness.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

### **JOU 121 | Photojournalism**

Lecture Credit: 3

Develops photojournalistic skills in capturing moments of real life from a unique personal viewpoint. Covers a broad overview of new media story-telling techniques. Students will focus on the way they observe the world around them and on the content and quality of their photographs. Recommended course to take in advance: Digital Photography I

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**JOU 175 | Special Topics**

Lecture Credit: 0-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**JOU 206 | Intermediate Newswriting and Editing**

Lecture Credit: 3

Presents how to gather information as an investigative reporter through research of local, state and federal government publications, how to cover police beat and city hall, how our courts and regulatory agencies function, and how to cover other challenges as the environment, religion, science, medical, public safety and business.

**Prerequisite:** JOU 106 with a grade of C or better

**JOU 221 | Newspaper Design I**

Lecture Credit: 3

Provides students with experience in newswriting, editing, design, layout and advertising for newspaper production. Students may be required to work on the college newspaper or other news-oriented publications.

**Prerequisite:** JOU 106 with a grade of C or better

**JOU 222 | Newspaper Design II**

Lecture Credit: 3

Allows students to build their newspaper production experience through work on the college newspaper or other approved news-oriented publications.

**Prerequisite:** JOU 221 with a grade of C or better

**JOU 225 | New Media**

Lecture Credit: 3

Explores techniques and approaches in the latest delivery methods for internet-based journalism. Students explore digital media outlets such as blogs, audio and video podcasts, e-zines and social networks. Students create journalistic pieces for internet-based media, focusing on best journalistic practices, ethics of internet media, and technology emergence effecting digital journalism. Concepts in video production, photography, writing, sourcing, editing and relevant skills necessary for the citizen journalist are introduced. Students create components for online news dissemination.

**Prerequisite:** ENG 121 with a grade of C or better

**JOU 231 | Introduction to Public Relations**

Lecture Credit: 4

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.

**Prerequisite:** ENG 121 with a grade of C or better

**JOU 241 | Feature and Magazine Writing**

Lecture Credit: 3

Studies trade, consumer and technical markets; manuscript development with emphasis on nonfiction; submission techniques; and trends affecting the marketing of manuscripts.

**Prerequisite:** ENG 121 with a grade of C or better

**JOU 251 | Media Law and Ethics**

Lecture Credit: 3

Studies and interacts with precedent and case studies of statutory law surrounding the journalistic enterprise in America, and the effects of media law on a free and unbridled press. Topics include censorship, defamation, publicity and privacy, free expression, chilling effect, access to information, and press freedom. Students are challenged to think critically about the interpretation and application media law, and to discern between issues of legal media practice and advisable professional ethics.

**Prerequisite:** ENG 121 with a grade of C or better

**JOU 280 | Internship**

Internship Credit: 1-6

Provides a 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.

**Prerequisite:** ENG 121 and JOU 105 with grade of C or better

**JOU 285 | Independent Study**

Independent Study Credit: 0-12

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

**Prerequisite:** Instructor permission

**Literature (LIT)****LIT 115 | Introduction to Literature I: GT-AH2**

Lecture Credit: 3

Introduces students to fiction, poetry, and drama. Emphasizes active and responsive reading. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**LIT 126 | Study of Poetry**

Lecture Credit: 3

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.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**LIT 175 | Special Topics**

Lecture Credit: 0-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**LIT 201 | World Literature to 1600: GT-AH2**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**LIT 202 | World Literature After 1600: GT-AH2**

Lecture Credit: 3

Examines significant writings in world literature from the seventeenth century to the present. Emphasizes careful reading and understanding of the works and their cultural backgrounds. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**LIT 205 | Ethnic Literature: GT-AH2**

Lecture Credit: 3

Focuses on significant texts by ethnic American,s 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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**LIT 211 | American Literature to Civil War: GT-AH2**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English (www.ccd.edu/collegeready)

**LIT 212 | American Literature After Civil War: GT-AH2**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English (www.ccd.edu/collegeready)

**LIT 225 | Introduction to Shakespeare: GT-AH2**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English (www.ccd.edu/collegeready)

**LIT 235 | Science Fiction**

Lecture Credit: 3

Examines the techniques and issues of science fiction through a close reading a variety of writers in the genre

**Prerequisite:** Demonstrated college readiness in English (www.ccd.edu/collegeready)

**LIT 246 | Literature of Women: GT-AH2**

Lecture Credit: 3

Examines the techniques and themes in literature by and about women by examining women's issues from various genres. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2

**Prerequisite:** Demonstrated college readiness in English (www.ccd.edu/collegeready)

**LIT 255 | Children's Literature**

Lecture Credit: 3

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.

**Prerequisite:** Demonstrated college readiness in English and Reading (www.ccd.edu/collegeready)

**LIT 259 | Survey of African American Literature: GT-AH2**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English (www.ccd.edu/collegeready)

**LIT 267 | The Bible as Literature**

Lecture Credit: 3

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.

**Prerequisite:** Demonstrated college readiness in English (www.ccd.edu/collegeready)

**LIT 275 | Special Topics**

Lecture Credit: 0-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**LIT 285 | Independent Study**

Independent Study Credit: 0-12

Explores particular authors, topics, themes in depth, such as Ibsen, Faulkner or Twain, or great fiction of the nineteenth century

**Prerequisite:** Demonstrated college readiness in English (www.ccd.edu/collegeready)

## Machine Technologies (MAC)

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**MAC 100 | Machine Shop Safety**

Lecture Credit: 1

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**

Lecture/Lab Credit: 3

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.

**Prerequisite:** MAC 100 with a grade of C or better

**MAC 102 | Print Reading for Machinists**

Lecture/Lab Credit: 3

Instructs students in reading and understanding industrial prints. This course covers basic drafting and print standards, fundamentals of shape description, fundamentals of size description and annotation, industrial drawing types, and specialized parts and prints. Symbol interpretation, Tolerancing and dimensioning standards are also covered.

**Prerequisite:** MAC 100 with a grade of C or better

**MAC 110 | Introduction to Engine Lathe**

Lecture/Lab Credit: 3

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.

**Prerequisite:** MAC 101 with a grade of C or better

**MAC 111 | Intermediate Engine Lathe**

Lecture/Lab Credit: 3

Teaches students to prepare single point external and internal unified screw threads to a Class 3 fit, generate angles with the compound rest within one degree, ream holes concentric within .001 inches, determine cutting speeds, and perform facing and turning operations.

**Prerequisite:** MAC 110 and MAT 108 with a grade of C or better

**MAC 112 | Advanced Engine Lathe**

Lecture/Lab Credit: 3

Prepares students to form radius, single-point isometric threads, turn spherical radius, use a radius gauge, and work within .0005 inches tolerance externally.

**Prerequisite:** MAC 110 with a grade of C or better

**MAC 120 | Introduction to Milling Machine**

Lecture/Lab Credit: 3

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.

**Prerequisite:** MAC 101 with a grade of C or better

**MAC 121 | Intermediate Milling Machine**

Lecture/Lab Credit: 3

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.

**Prerequisite:** MAC 120 and MAT 108 with a grade of C or better

**MAC 122 | Advanced Milling Machine Operations**

Lecture/Lab Credit: 3

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.

**Prerequisite:** MAC 121 with a grade of C or better

**MAC 141 | Advanced Machining Operations**

Lecture/Lab Credit: 4

Provides the student the use of various conventional machine tools used in a machine shop environment. The use of engine lathes, horizontal and vertical milling machines, surface grinders, drill presses, pedestal grinders, power cut-off saws and other machine tools commonly used to produce quality machined parts in today's manufacturing environments. Machining competencies will stressed and students will be required to produce parts manufactured by local manufacturing companies with the consideration of ISO quality standards.

**Prerequisite:** MAC 110 or MAC 111 with a grade of C or better

**MAC 145 | Production Manufacturing Concepts**

Lecture/Lab Credit: 3

Familiarizes the student to concepts related to manufacturing environments. Topics will consist of, but not be limited to Material Identification, 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 re-search, explore, and report on particular manufacturing processes or topics.

**Prerequisite:** MAC 111 and MAC 121 with a grade of C or better

**MAC 178 | Machining Workshop**

Lab Credit: 1-6

Provides students with an experiential learning opportunity.

**Prerequisite:** MAC 110 or MAC 120 with a grade of C or better

**MAC 201 | Introduction to CNC Turning Operations**

Lecture/Lab Credit: 3

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.

**Prerequisite:** MAC 121 and MAC 111 with a grade of C or better, or chair permission

**MAC 205 | Introduction to CNC Milling Operations**

Lecture/Lab Credit: 3

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

**Prerequisite:** CAD 101 and MAC 121 with a grade of C or better

**MAC 207 | CNC Milling Lab**

Lab Credit: 3

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.

**Prerequisite:** MAC 205 with a grade of C or better

**MAC 220 | Modern Production Manufacturing**

Lecture/Lab Credit: 3

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.

**Prerequisite:** MAC 145 with a grade of C or better, or chair permission

**MAC 240 | CAD/CAM 2D**

Lecture/Lab Credit: 3

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.

**Prerequisite:** MAC 205 with a grade of C or better

**MAC 245 | CAD/CAM 3D**

Lecture/Lab Credit: 3

Covers both the production and surfacing of three-dimensional geometry in a self-paced setting. Issues will be covered related to the production of wire frames, solids, surfaces, the joining of surfaces, joining of solids, managing construction planes, sweeping, rotating, and controlling parameter settings. A familiarity with Mastercam, CNC programming techniques, and CNC operations is recommended.

**Prerequisite:** MAC 240 with a grade of C or better, or chair permission

**MAC 246 | CAD/CAM 3D Lab**

Lab Credit: 3

Requires students to produce a variety of three dimensional lab exercises on robotic machinery in a self-paced format in conjunction with MAG 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.

**Prerequisite:** MAC 240 with a grade of C or better**Corequisite:** MAC 245**MAC 250 | Advanced Inspection Techniques**

Lecture/Lab Credit: 3

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.

**Prerequisite:** MAC 145 with a grade of C or better, or chair permission**MAC 251 | Introduction to Wire EDM**

Lecture/Lab Credit: 2

Covers the basic operation and theory of the Computer Numerical Controlled wire Electrical Discharge Machine (the CNC wire EDM machine).

**Prerequisite:** MAC 245 with a grade of C or better, or chair permission**MAC 252 | Practical Metallurgy**

Lecture/Lab Credit: 3

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.

**Prerequisite:** MAC 100 with a grade of C or better, and chair permission**MAC 253 | Wire EDM Operation**

Lecture/Lab Credit: 3

Covers the preparation, operation, and maintenance the Computer Numerical Controlled wire Electric Discharge Machine (the CNC wire EDM machine).

**Prerequisite:** MAC 251 with a grade of C or better, or chair permission**MAC 257 | Wire EDM Programming**

Lecture/Lab Credit: 3

Covers how to create a G language program (G-code) for a Computer Numerical Controlled wire Electrical Discharge Machine (CNC wire EDM Machine) using Computer-aided Design and Computer-aided Manufacturing (CAD/CAM) software.

**Prerequisite:** MAC 253 with a grade of C or better, or chair permission**MAC 259 | Introduction to the 5-Axis Milling Machine**

Lecture/Lab Credit: 2

Covers knowledge, basic operation and theory of the 5-axis milling machine.

**Prerequisite:** MAC 245 with a grade of C or better, or chair permission**MAC 260 | 5-Axis Milling Machine Operation**

Lecture/Lab Credit: 3

Covers preparation, operation and maintenance of the 5-axis milling machine.

**Prerequisite:** MAC 259 with a grade of C or better, or chair permission**MAC 261 | 5-Axis Milling Machine Programming**

Lecture/Lab Credit: 3

Covers how to create a 5-axis milling machine program using Computer-aided Design and Computer-aided Manufacturing (CAD/CAM) software.

**Prerequisite:** MAC 260 with a grade of C or better, or chair permission**MAC 262 | Introduction to Multi-Axis Lathe**

Lecture/Lab Credit: 2

Covers basic operation and theory of the multi-axis lathe.

**Prerequisite:** MAC 245 with a grade of C or better, or chair permission**MAC 263 | Multi-Axis Lathe Operation**

Lecture/Lab Credit: 3

Covers preparation, operation and maintenance for the multi-axis lathe.

**Prerequisite:** MAC 262 with a grade of C or better, or chair permission**MAC 264 | Multi-Axis Lathe Programming**

Lecture/Lab Credit: 3

Covers the creation of a Multi-axis lathe program using Computer-aided Design and Computer-aided Manufacturing (CAD/CAM) software.

**Prerequisite:** MAC 263 with a grade of C or better, or chair permission**MAC 278 | Machining Workshop**

Lab Credit: 3

Provides students with an experiential learning opportunity.

**Prerequisite:** MAC 205 and MAT 108 with a grade of C or better, CCR 092, CCR 093, CCR 094 or equivalent English and Writing assessment scores; MAT 055 or equivalent math assessment scores**MAC 280 | Machining Internship**

Internship Credit: 3

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

**Prerequisite:** MAC 201 and MAC 205 with a grade of C or better, a grade point average of 2.5 or better, and chair permission

## Management (MAN)

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**MAN 116 | Principles of Supervision**

Lecture Credit: 3

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.

**Prerequisite:** BUS 115 with a grade of C or better**MAN 128 | Human Relations in Organizations**

Lecture Credit: 3

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**

Lecture Credit: 3

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.

**Prerequisite:** ACC 101 and BUS 115 with a grade of C or better**MAN 175 | Special Topics**

Lecture Credit: 2-12

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.

**Prerequisite:** This course may require prerequisites or permission of instructor

**MAN 200 | Human Resources Management I**

Lecture Credit: 3

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.

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

**MAN 216 | Small Business Management**

Lecture Credit: 3

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.

**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

**MAN 224 | Leadership**

Lecture Credit: 3

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.

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

**MAN 225 | Managerial Finance**

Lecture Credit: 3

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.

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

**MAN 226 | Principles of Management**

Lecture Credit: 3

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.

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

**MAN 241 | Project Management in Organizations**

Lecture Credit: 3

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.

**Prerequisite:** MAN 226 with a grade of C or better

**MAN 242 | Project Management Tools and Techniques**

Lecture Credit: 3

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.

**Prerequisite:** MAN 241 with a grade of C or better

**Manufacturing Technology (MTE)****MTE 101 | Introduction to Manufacturing**

Lecture Credit: 3

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.

**Prerequisite:** Demonstrated college readiness in English and Math ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**MTE 120 | Manufacturing Processes**

Lecture Credit: 3

Provides the student an overview of the different methods, tools and machines which are used to manufacture industrial and consumer products.

**Prerequisite:** Demonstrated college readiness in English and Math ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**MTE 230 | Design for Manufacturability**

Lecture Credit: 3

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.

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

**MTE 244 | Lean Manufacturing - Practices & Processes**

Lecture Credit: 3

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 and 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.

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

**MTE 276 | Special Topics**

Lecture Credit: 3-6

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**Marketing (MAR)****MAR 111 | Principles of Sales**

Lecture Credit: 3

Enables the student to understand and develop ethical sales techniques and covers the role of selling in the marketing process. Areas of emphasis include behavioral considerations in the buying and selling process and sales techniques.

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

**MAR 117 | Principles of Retailing**

Lecture Credit: 3

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.

**Prerequisite:** BUS 115 with a grade of C or better, or BUS 115 as a corequisite

**MAR 160 | Customer Service**

Lecture Credit: 3

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

**Prerequisite:** Grade of C or better in BUS 115; and demonstrated college readiness in English and Reading ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**MAR 216 | Principles of Marketing**

Lecture Credit: 3

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.

**Prerequisite:** BUS 115 or CIS 118 with a grade of C or better

**MAR 220 | Principles of Advertising**

Lecture Credit: 3

Examines the principles and practices of advertising and its relationship to business in order to promote a business or organization. Areas of major emphasis include advertising principles, strategies, media, copy and layout, and ethical considerations.

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

**MAR 240 | International Marketing**

Lecture Credit: 3

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.

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

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**Medical Assisting Professional (MAP)**

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**MAP 110 | Medical Office Administration**

Lecture Credit: 4

Introduces the administrative duties specifically used in medical offices.

**Prerequisite:** Permission of Program Chair

**MAP 120 | Medical Office Financial Management**

Lecture Credit: 4

Covers the practical uses of accounts and records with emphasis on accounting principles and analysis for use in a medical office. Introduces outpatient coding with an ultimate goal to present a clear picture of medical procedures and services performed (CPT codes), correlating the diagnosis, symptom, complaint or condition (ICD codes), thus establishing the medical necessity required for third-party reimbursement.

**Prerequisite:** Permission of Program Chair

**MAP 138 | Medical Assisting Laboratory**

Lecture/Lab Credit: 4

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.

**Prerequisite:** Permission of Program Chair

**MAP 140 | Medical Assisting Clinical Skills**

Lecture/Lab Credit: 4

Provides hands on experience with clinical skills required in medical offices. Delivers theory and skills presentations allowing for students to properly demonstrate techniques for a variety of medical needs.

**Prerequisite:** Permission of Program Chair

**MAP 150 | Pharmacology for Medical Assistants**

Lecture/Lab Credit: 3

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

**Prerequisite:** Permission of Program Chair

**MAP 183 | Medical Assistant Internship**

Internship Credit: 4

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

**Prerequisite:** Permission of Program Chair

**MAP 189 | Review for Medical Assistant National Exam**

Lecture Credit: 1

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

**Prerequisite:** Permission of Program Chair

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**Mathematics (MAT)**

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**MAT 025 | Algebraic Literacy Lab**

Lab Credit: 1

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 prerequisite skills needed by the student. For students with Accuplacer score EA 45-59, this course is a required corequisite with MAT 055 Algebraic Literacy.

**Corequisite:** Students must co-enroll in a corresponding section of MAT055. MAT 025 is a structured study experience for MAT 055 students.

**MAT 050 | Quantitative Literacy**

Lecture Credit: 4

Develops number sense and critical thinking strategies, introduce algebraic thinking, and connect mathematics to real world applications. Topics in the course include ratios, proportions, percents, measurement, linear relationships, properties of exponents, polynomials, factoring, and math learning strategies. This course prepares students for Math for Liberal Arts, Statistics, Integrated Math, and college level career math courses.

**MAT 055 | Algebraic Literacy**

Lecture Credit: 4

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

**Prerequisite:** Prerequisite: CCPT IADI score of 001. Students without assessment scores or with a CCPT BAAD of 50, LADI score of 001, PADI score of 001, or equivalent may enroll in MAT 055 but are required to co-enroll in MAT 025, a structured study experience for MAT 055 students.

**MAT 091 | Applied Quantitative Lab**

Lab Credit: 1

Supports skill development for students registered in MAT 103, MAT 107, MAT 108, MAT 109, or MAT 112. Topics covered in the course include those defined in MAT 103/107/108/109/112 and/or any prerequisite skills needed by the student. Students with Accuplacer scores EA 30-59 or AR 40+, who are advised into MAT 103/107/108/109/112, are required to co-enroll in this course.

**Corequisite:** Students must co-enroll in a corresponding section of MAT 103, 107, MAT 108 or MAT 112. MAT 091 is a structured study experience for MAT 103, 107, MAT 108 or MAT 112 students.

**MAT 092 | Quant Lab**

Lab Credit: 1

Supports skill development for students registered in MAT 120, MAT 135, MAT 155, or MAT 156. Topics covered in this course include those defined in MAT 120/135/155/156 and/or any prerequisite skills needed by the student. Students with Accuplacer scores EA 80-84, who are advised into MAT 120, MAT 135, MAT 155, or MAT 156, are required to co-enroll in this course.

**Corequisite:** Students must co-enroll in a corresponding section of MAT 120, MAT 135, or MAT 155. MAT 092 is a structured study experience for MAT 120, MAT 135, or MAT 155 students.

**MAT 093 | Algebra Lab**

Lab Credit: 1

Supports skill development for students registered in MAT 121 or MAT 123. Topics covered in this course include those defined in MAT 121/123 and/or any prerequisite skills needed by the student. Students with Accuplacer scores EA 80-84, who are advised into MAT 121/123, are required to co-enroll in this course.

**Corequisite:** Students must co-enroll in a corresponding section of MAT 121 or MAT 123. MAT 093 is a structured study experience for MAT 121 or MAT 123 students.

**MAT 103 | Math for Clinical Calculations**

Lecture Credit: 3

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.

**Prerequisite:** Demonstrated college readiness in Math or corequisite of support lab ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**MAT 107 | Career Math**

Lecture Credit: 3

Covers material designed for career technical or general studies students who need to study particular mathematical topics. Topics may include measurement, algebra, geometry, trigonometry, graphs, and/or finance. These are presented at an introductory level and the emphasis is on applications.

**Prerequisite:** Demonstrated college readiness in Math or corequisite of support lab ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**MAT 108 | Technical Mathematics**

Lecture Credit: 4

Covers material designed for career technical or general studies students who need to study particular mathematical topics. Topics may include measurement, algebra, geometry, trigonometry, graphs, and/or finance. These are presented at an introductory level and the emphasis is on applications.

**Prerequisite:** Demonstrated college readiness in Math or corequisite of support lab ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**MAT 112 | Financial Mathematics**

Lecture Credit: 3

Covers topics including pricing, taxes, insurance, interest, annuities, amortization, investments using financial calculators and spreadsheets.

**Prerequisite:** Demonstrated college readiness in Math or corequisite of support lab ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**MAT 120 | Math for Liberal Arts: GT-MA1**

Lecture Credit: 4

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

**Prerequisite:** Demonstrated college readiness in Math or corequisite of support lab ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**MAT 121 | College Algebra : GT-MA1**

Lecture Credit: 4

Explores topics including intermediate algebra, equations, and inequalities, functions and their graphs, exponential and logarithmic functions, linear and non-linear systems, selection of topics from among graphing of the conic sections, introduction to sequences and series permutations and combinations, the binomial theorem and theory of equations. This course is one of the Statewide Guaranteed Transfer courses. GT-MA1

**Prerequisite:** Demonstrated college readiness in Math or corequisite of support lab ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**MAT 122 | College Trigonometry: GT-MA1**

Lecture Credit: 3

Covers topics including trigonometric functions (with graphs and inverse functions), identities and equations, solutions of triangles, complex numbers, and other topics as time permits. This is a traditional prerequisite course to the calculus sequence.

**Prerequisite:** Grade of C or better in MAT 121, Math assessment score of 63 (CLM) or better, or equivalent ACT/SAT scores

**MAT 123 | Finite Mathematics: GT-MA1**

Lecture Credit: 4

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

**Prerequisite:** Demonstrated college readiness in Math or corequisite of support lab ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**MAT 125 | Survey of Calculus: GT-MA1**

Lecture Credit: 4

This course includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential, and logarithmic functions for business, life science and/or social science majors. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

**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

*Note: This class is for business students, not science/engineering students.*

**MAT 135 | Intro to Statistics: GT-MA1**

Lecture Credit: 3

Explores and applies 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

**Prerequisite:** Demonstrated college readiness in English. Demonstrated college readiness in Math or corequisite of math support lab ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**MAT 155 | Integrated Math I**

Lecture Credit: 3

Engages students in the concepts of school mathematics, including the recognition of numerical and geometric patterns and their application to a variety of mathematical situations; mathematical problem-solving, reasoning, critical thinking, and communication; algebraic thinking, representation, analysis, manipulation, generalizations and extensions.

**Prerequisite:** Demonstrated college readiness in Math or corequisite of support lab (www.ccd.edu/collegeready)

*Note: This course is designed for students who are seeking an AA degree with an emphasis in education.*

**MAT 156 | Integrated Math II**

Lecture Credit: 3

Furtheres MAT 155 concepts and will include fundamentals of probability, statistics, and Euclidean geometry. Mathematical problem-solving, reasoning, critical thinking and communication will continue to be an integral part of this sequence.

**Prerequisite:** Grade of C or better in MAT 155

*Note: This course is designed for students who are seeking an AA degree with an emphasis in education.*

**MAT 166 | Pre-Calculus: GT-MA1**

Lecture Credit: 5

Reviews college algebra and college trigonometry intended for those planning to take calculus. Topics include algebraic manipulations, properties of algebraic and trigonometric functions and their graphs, trig identities and equations, conic sections, polar coordinates and parametric equations. This course is one of the Statewide Guaranteed Transfer courses. GT-MA1

**Prerequisite:** Grade of C or better in MAT 121, or Math assessment score of 63 (CLM) or better, or equivalent ACT/SAT scores

**MAT 175 | Special Topics**

Lecture Credit: 1-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**MAT 201 | Calculus I: GT-MA1**

Lecture Credit: 5

Introduces single variable calculus and analytic geometry. It includes limits, continuity, derivatives, and applications of derivatives as well as indefinite and definite integrals and some applications. This course is one of the Statewide Guaranteed Transfer courses. GT-MA1

**Prerequisite:** Grade of C or better in MAT 122 or MAT 166, or Math assessment score of 103 (CLM), or equivalent ACT/SAT scores

**MAT 202 | Calculus II: GT-MA1**

Lecture Credit: 5

Continues the study 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

**Prerequisite:** Grade of C or better in MAT 201

**MAT 203 | Calculus III: GT-MA1**

Lecture Credit: 4

Focuses the traditional subject matter of the Calculus. Topics include vectors, vector-valued functions, and multivariable calculus including partial derivatives, multiple integrals, line integrals and application. This course is on of the Statewide Guaranteed Transfer courses. GT-MA1

**Prerequisite:** Grade of C or better in MAT 202

**MAT 204 | Calculus III with Engineer Applications: GT-MA1**

Lecture Credit: 5

Focuses on the competencies established in MAT 203 Calculus III with an additional emphasis on word problems and problem solving. This is the third course in the three-course calculus sequence. This course will additionally contain a thorough examination of multiple integration. This will include double and triple integrals, line integrals, Stokes' and Green's Theorems, and their applications. A graphing calculator is required for this course. This course is one of the Statewide Guaranteed Transfer courses. GT-MA1

**Prerequisite:** Grade of C or better in MAT 202

**MAT 255 | Linear Algebra**

Lecture Credit: 3

Explores vector spaces, matrices, linear transformations, matrix representation, eigenvalues, and eigenvectors.

**Prerequisite:** Grade of C or better in MAT 202

**MAT 265 | Differential Equations: GT-MA1**

Lecture Credit: 3

Explores techniques of problem solving and applications. Topics include first, second, and higher order differential equations, series methods, approximations, systems of differential equations, and Laplace transforms. This course is one of the Statewide Guaranteed Transfer courses. GT-MA1

**Prerequisite:** Grade of C or better in MAT 202

**MAT 266 | Differential Equations with Linear Algebra**

Lecture Credit: 4

This course covers first and second order differential equations, series solutions, Laplace transforms, linear algebra, eigenvalues, first order systems of equations, and numerical techniques are covered.

**Prerequisite:** Grade of C or better in MAT 202

**MAT 275 | Special Topics**

Lecture Credit: 1-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

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**Medical Office Technology (MOT)**

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**MOT 130 | Insurance Billing and Coding**

Lecture Credit: 3

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

**Prerequisite:** Grade of C or better in HPR 137, HPR 178 and MOT 110

**MOT 136 | Introduction to Clinical Skills**

Lecture Credit: 2-3

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.

**Prerequisite:** Grade of C or better in ENG 121

**MOT 209 | Introduction to ICD-9 Coding**

Lecture Credit: 2

Covers how to use the ICD-9-CM coding system for insurance claims. The course will introduce student to using the HCFA 1500 form generated from the physician's office.

## Multimedia Graphic Design (MGD)

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### MGD 101 | Introduction to Computer Graphics

Studio Art Credit: 3

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.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

### MGD 105 | Typography and Layout

Studio Art Credit: 3

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.

**Prerequisite:** Grade of C or better in MGD 101 and MGD 116

### MGD 111 | Adobe Photoshop I

Studio Art Credit: 3

Concentrates on the high-end capabilities of Adobe Photoshop as an illustration, design and photo retouching tool. Students explore a wide range of selection and manipulation techniques that can be applied to photos, graphics and videos. Course competencies and outline follow those set out by the Adobe Certified Associate exam in Visual Communication using Adobe Photoshop.

**Prerequisite:** Grade of C or better in MGD 101 and MGD 116, or MGD 116 as a corequisite

### MGD 112 | Adobe Illustrator I

Studio Art Credit: 3

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.

**Prerequisite:** Grade of C or better in MGD 101 and MGD 116

### MGD 114 | Adobe InDesign

Studio Art Credit: 3

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.

**Prerequisite:** Grade of C or better in MGD 101 and MGD 116

### MGD 116 | Typography I

Studio Art Credit: 3

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.

**Prerequisite:** Grade of C or better in MGD 101, or MGD 101 as a corequisite

### MGD 141 | Web Design I

Studio Art Credit: 3

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.

**Prerequisite:** Grade of C or better in MGD 101 or instructor permission, and grade of C or better in MGD 116

### MGD 203 | Design and Concept

Studio Art Credit: 3

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.

**Prerequisite:** Grade of C or better in MGD 105

### MGD 213 | Electronic Prepress

Studio Art Credit: 3

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.

**Prerequisite:** Grade of C or better in MGD 105

### MGD 275 | Special Topics

Studio Art Credit: 0-12

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

**Prerequisite:** MGD 101 and MGD 116 with a grade of C or better

### MGD 285 | Independent Study

Independent Study Credit: 0-12

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

**Prerequisite:** Instructor permission

### MGD 289 | Capstone

Studio Art Credit: 1-6

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

**Prerequisite:** Grade of C or better in MGD 203

## Music (MUS)

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### MUS 100 | Introduction to Music Theory I

Lecture Credit: 3

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, chords, beginning level melodic and rhythm dictation, ear-training and sight singing skills.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

### MUS 106 | Introduction to Songwriting

Lecture Credit: 3

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.

**Prerequisite:** MUS 100 with a grade of C or better

### MUS 110 | Music Theory I

Lecture Credit: 3

Presents music fundamentals, diatonic four-part harmony, analysis, ear training, and keyboard harmony. For music majors transferring to a 4-year program.

**Corequisite:** MUS 112 and MUS 131

**MUS 111 | Music Theory II**

Lecture Credit: 3

Presents chromatic four-part harmony, analysis, ear training, and keyboard harmony.

**Prerequisite:** MUS 110 with a grade of C or better

**Corequisite:** MUS 113 and MUS 132

**MUS 112 | Ear Training/Sight-singing I Lab**

Studio Art Credit: 1

Presents exercises in sight-singing with melodic and rhythmic dictation.

**Corequisite:** MUS 110 and MUS 131

**MUS 113 | Ear Training/Sight-singing II Lab**

Studio Art Credit: 1

Presents exercises in sight-singing with melodic and rhythmic dictation.

**Prerequisite:** MUS 112 with a grade of C or better

**Corequisite:** MUS 111 and MUS 132

**MUS 120 | Music Appreciation: GT-AH1**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**MUS 121 | Music History Medieval thru Classical Period: GT-AH1**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**MUS 122 | Music History Romantic Period to Present: GT-AH1**

Lecture Credit: 3

Studies the various periods of music history with regard to the composers, aesthetics, forms, and genres of each period. Considers music from the early Romantic period to the present. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**MUS 123 | Survey of World Music: GT-AH1**

Lecture Credit: 3

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 AH-1

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**MUS 131 | Music Class I**

Lecture Credit: 2

Applies the fundamentals of music to the voice or specific musical instruments. This course also introduces basic techniques, repertoire, and sight-reading. First year, first term.

**Prerequisite:** MUS 100 with a grade of C or better, or instructor permission

**MUS 132 | Music Class II**

Lecture Credit: 2

Applies the fundamentals of music to the voice or specific musical instruments. The course also introduces basic techniques, repertoire, and sight-reading. First year, second term.

**Prerequisite:** MUS 131 or MUS 141 with a grade of C or better, or instructor permission

**MUS 141 | Private Instruction I: (Cello, Composition, Conducting, Guitar/Bass, Piano, Songwriting, Viola, Violin, Voice, Woodwinds)**

Private Instruction Credit: 1-2

1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. First year, first term.

**Prerequisite:** MUS 100 with a grade of C or better, or instructor permission

**MUS 142 | Private Instruction II: (Cello, Composition, Conducting, Guitar/Bass, Piano, Songwriting, Viola, Violin, Voice, Woodwinds)**

Private Instruction Credit: 1-2

1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. First year, second term.

**Prerequisite:** MUS 141 with a grade of C or better, or instructor permission

**MUS 151 | Ensemble I**

Studio Music Credit: 1

First year, first term. Rehearses and performs various types of musical literature.

**MUS 152 | Ensemble II**

Studio Music Credit: 1

Rehearses and performs various types of musical literature. First year, second term.

**Prerequisite:** MUS 151 with a grade of C or better, or instructor permission

**MUS 153 | Ensemble III**

Studio Music Credit: 1

Rehearses and performs various types of musical literature. First year, third term.

**Prerequisite:** MUS 152 with a grade of C or better, or instructor permission

**MUS 154 | Ensemble IV**

Studio Music Credit: 1

Rehearses and performs various types of musical literature. First year, fourth term.

**Prerequisite:** MUS 153 with a grade of C or better, or instructor permission

**MUS 161 | Computer Music Applications I**

Lecture Credit: 3

Introduces students to the Digital Audio Workstation, current practices with MIDI instruments, MIDI sequencing, MIDI editing, music notation programs.

**MUS 162 | Computer Music Applications II**

Lecture Credit: 3

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.

**Prerequisite:** MUS 161 with a grade of C or better, or instructor permission

**MUS 163 | Music Audio Production I**

Lecture Credit: 3

Designed to give music majors and students with a strong interest in music a basic understanding of the Music Production process. This includes the basic knowledge of audio/music production, the fundamentals of sound and microphone, digital and analog technology, recording, and mixing.

**MUS 175 | Special Topics**

Lecture Credit: 0-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**MUS 210 | Music Theory III**

Lecture Credit: 3

Continues study of four-part music, including extended harmonic progressions of ninth, eleventh, thirteenth chords, extended alteration, non-chord tones, modulation and compositions

**Prerequisite:** MUS 111 with a grade of C or better, or instructor permission  
**Corequisite:** MUS 212

**MUS 211 | Music Theory IV**

Lecture Credit: 3

Offers a continuation of chromatic harmony, analysis, ear-training, and keyboard harmony. New topics will include Impressionism and 20th Century styles of composition.

**Prerequisite:** MUS 210 and MUS 212 with a grade of C or better, or instructor permission  
**Corequisite:** MUS 213

**MUS 212 | Advanced Ear Training/Sight-singing I Lab**

Studio Art Credit: 1

Presents modulating and chromatic exercises in sight-singing and dictation. Dictation includes four-part writing.

**Prerequisite:** MUS 111 and MUS 113 with a grade of C or better  
**Corequisite:** MUS 210

**MUS 213 | Advanced Ear Training/Sight-singing II Lab**

Studio Art Credit: 1

Presents modulating and chromatic exercises in sight-singing and dictation. Dictation includes four-part writing.

**Prerequisite:** MUS 210 and MUS 212 with a grade of C or better  
**Corequisite:** MUS 211

**MUS 241 | Private Instruction III: (Cello, Composition, Conducting, Guitar/Bass, Piano, Songwriting, Viola, Violin, Voice, Woodwinds)**

Private Instruction Credit: 1-2

1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Second year, first term.

**Prerequisite:** MUS 142 with a grade of C or better and instructor permission

**MUS 242 | Private Instruction IV: (Cello, Composition, Conducting, Guitar/Bass, Piano, Songwriting, Viola, Violin, Voice, Woodwinds)**

Private Instruction Credit: 1-2

1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Second year, third term.

**Prerequisite:** MUS 241 with a grade of C or better and instructor permission

**MUS 244 | Private Instruction: (Cello, Composition, Conducting, Guitar/Bass, Piano, Songwriting, Viola, Violin, Voice, Woodwinds)**

Private Instruction Credit: 2

1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Second year, fourth term. May be repeated for credit more than once per individual institution policy.

**Prerequisite:** MUS 242 with a grade of C or better

**MUS 251 | Ensemble I**

Studio Music Credit: 1

Rehearses and performs various types of musical literature. Second year, first term.

**Prerequisite:** MUS 152 with a grade of C or better

**MUS 252 | Ensemble II**

Studio Music Credit: 1

Rehearses and performs various types of musical literature. Second year, second term.

**Prerequisite:** MUS 251 with a grade of C or better

**MUS 275 | Special Topics**

Lecture Credit: 0-12

Covers specific topics in music. This course is offered as needed for credit appropriate to the topic and each offering includes a description of the topic(s).

**Prerequisite:** This course may require prerequisites or permission of instructor

**MUS 285 | Independent Study**

Independent Study Credit: 0-12

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

**Prerequisite:** Instructor permission

## Nurse Aide (NUA)

**NUA 101 | Nurse Aide Health Care Skills**

Lecture/Lab Credit: 4

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.

**Corequisite:** NUA 170

**NUA 102 | Certification Exam Prep**

Lecture Credit: 0.5

Helps prepare the student for the state certification exam through mock testing.

**Prerequisite:** Grade of C or better in NUA 101 and NUA 170

**NUA 105 | Home Health Aide Theory**

Lecture Credit: 2

Introduces the student to the expanding field of Home Health Nursing. The student will discover the uniqueness of Home Health Care and the vital role that the nursing assistant plays as part of the home care team. The student will learn how to assist home care patients with activities of daily living and maintain a safe, clean and comfortable environment. The student will also learn the differences and challenges of caring for patient in their natural home environment versus institutional settings.

**Prerequisite:** Grade of C or better in NUA 101 and NUA 170, or a current and unencumbered Colorado Nurse Aide license  
**Corequisite:** NUA 180

### **NUA 170 | Nurse Aide Clinical Experience**

Clinical Credit: 1

Applies knowledge and skill gained in NUA 101 to patient care.

### **NUA 171 | Advanced Nurse Aide Clinical**

Clinical Credit: 0.25-6

Prepare the student to move toward more independent functioning within the nurse aide scope of practice, in applying knowledge and skills gained in NUA 101 and NUA 170. The student will learn skills that enhance communication, cultural competency, end of life care, critical thinking and organizational skills.

**Prerequisite:** Grade of C or better in NUA 101 and NUA 170

### **NUA 180 | Home Health Aide Internship**

Internship Credit: 0.25-6

Prepares the nurse aide for entry-level into the home health care setting.

**Prerequisite:** Grade of C or better in NUA 101 and NUA 170, or a current and unencumbered Colorado Nurse Aide license

**Corequisite:** NUA 105

## **Occupational Safety Technician (OSH)**

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### **OSH 116 | 30HR OSHA Voluntary Compliance**

Lecture Credit: 3

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.

## **Paralegal (PAR)**

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### **PAR 115 | Introduction to Law**

Lecture Credit: 3

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.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

### **PAR 116 | Torts**

Lecture Credit: 3

Focuses on tort law, including negligence, intentional torts, and strict liability, with an emphasis on personal injury litigation.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

### **PAR 117 | Family Law**

Lecture Credit: 3

Emphasizes domestic law, common property, dissolutions, adoptions, legal separation, and other family law issues.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

### **PAR 118 | Contracts**

Lecture Credit: 3

Examines the basic principles of contract law.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

### **PAR 125 | Property Law**

Lecture Credit: 3

Focuses on real estate law, ownership, sale, leasing, financing and government regulation of land.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

### **PAR 126 | Administrative Law**

Lecture Credit: 3

Introduces administrative and regulatory agencies, their jurisdiction, rule-making and decision-making processes.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

### **PAR 201 | Civil Litigation**

Lecture Credit: 3

Focuses on an intensive study of the legal process including the Federal and Colorado Rules of Civil Procedure.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

### **PAR 202 | Evidence**

Lecture Credit: 3

Introduces the student to State and Federal Rules of Evidence and application to the trial process.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

### **PAR 205 | Criminal Law**

Lecture Credit: 3

Introduces basic concepts of criminal law and criminal procedure, including Colorado statutes and Rules of Procedure.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

### **PAR 206 | Business Organizations**

Lecture Credit: 3

Focuses on the study of the major types of business organizations.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

### **PAR 208 | Probate and Estates**

Lecture Credit: 3

Provides an understanding of the creation and administration of an estate, including wills and trusts and the probate process.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

### **PAR 209 | Constitutional Law**

Lecture Credit: 3

Emphasizes the study of the powers of government as they are allocated and defined by the United States Constitution.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

### **PAR 210 | Sexual Orientation and the Law**

Lecture Credit: 3

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.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**PAR 211 | Legal Research**

Lecture Credit: 3

Introduces the student to basic legal research tools, including statutes, digests, case law, citations, encyclopedias, dictionaries, and online data bases.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**PAR 212 | Legal Writing**

Lecture Credit: 3

Enables the student to practice the content and conventions of legal writing.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**PAR 217 | Environmental Law**

Lecture Credit: 3

Covers state and federal laws concerning the environment, including chemical safety laws, workplace safety, and hazardous waste.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**PAR 218 | Bankruptcy Law**

Lecture Credit: 3

Focuses on the federal and state laws and procedures involving bankruptcy.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**PAR 275 | Special Topics**

Lecture Credit: 0-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**PAR 280 | Internship**

Internship Credit: 3

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

**Prerequisite:** PAR 115, PAR 201, PAR 211 and PAR 212 with a grade of C or better

**PAR 285 | Independent Study**

Independent Study Credit: 0-12

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**PAR 289 | Capstone**

Lecture Credit: 3

Emphasizes a synthesis of the information and skills that students learned throughout their paralegal studies.

**Prerequisite:** PAR 115, PAR 201, PAR 211 and PAR 212 with a grade of C or better

**Philosophy (PHI)****PHI 111 | Intro to Philosophy: GT-AH3**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**PHI 112 | Ethics: GT-AH3**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**PHI 113 | Logic: GT-AH3**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**PHI 114 | Comparative Religions: GT-AH3**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**PHI 115 | World Religions-West: GT-AH3**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**PHI 116 | World Religions-East: GT-AH3**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**PHI 175 | Special Topics**

Lecture Credit: 0-12

To be determined by instructor

**Prerequisite:** This course may require prerequisites or permission of instructor

**PHI 205 | Business Ethics: GT-AH3**

Lecture Credit: 3

Examines philosophical theories about ethics and relevant subsidiary theories about the nature of justice in order to gather ethical decision-making criteria. Such criteria will be applied through logical argumentation to various moral issues and challenges in today's business environment. Issues covered will include economic distribution, the presuppositions of business, job discrimination, worker's rights, consumerism, advertising, responsibility to the environment, as well as compassionate and fair responsibility to society. This course is one of the Statewide Guaranteed Transfer courses. GT-AH3

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**PHI 214 | Philosophy of Religion: GT-AH3**

Lecture Credit: 3

Focuses on the critical examination of the fundamental concepts, ideas, and implications of religion. Includes the nature of God, the varieties of religious experience, argument concerning God's existence, the Problem of Evil, faith and reason, religion and human destiny, and the connection between religion and ethics. This course is one of the Statewide Guaranteed Transfer courses. GT-AH3

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**PHI 218 | Environmental Ethics: GT-AH3**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**PHI 220 | Philosophy of Death and Dying: GT-AH3**

Lecture Credit: 3

Explores the major philosophical questions surrounding death and dying: the metaphysical arguments for and against the existence of a soul and life after bodily death, the epistemological assessment of arguments for the soul and life after death, the ethical justifications taken on positions such as rational suicide and physician assisted suicide, as well as a focus on philosophy's existentialist contribution to questions about the meaning of life and the meaning of death. This course is one of the Statewide Guaranteed Transfer courses. GT-AH3

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**PHI 275 | Special Topics**

Lecture Credit: 0-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**PHI 285 | Independent Study**

Independent Study Credit: 0-12

Focuses on directed readings and independent study on specific philosophical topics.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

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**Physical Education (PED)**

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**PED 175 | Special Topics**

Lecture Credit: 1-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

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**Physics (PHY)**

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**PHY 105 | Conceptual Physics with Lab: GT-SC1**

Lecture Credit: 3 Lab Credit: 1

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

**Prerequisite:** Demonstrated college readiness in English, Reading, and Math ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**PHY 111 | Physics Algebra-Based I with Lab: GT-SC1**

Lecture Credit: 4 Lab Credit: 1

Explores the physical world through reasoning, mathematics and experimentation. Examines kinematics, force, circular motion, energy, momentum, torque, rotational dynamics, simple harmonic motion, temperature, heat and thermodynamics. The concepts and theories presented are explored through demonstrations and hands-on experiments. It is a general physics course that is recommended for all of the health sciences and all other interested students. Students entering engineering or one of the advanced sciences should register for PHY 211. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

**Prerequisite:** Grade of C or better in MAT 121 or Math assessment score of 63 (CLM) or better; and demonstrated college readiness in English and/or Reading ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**Corequisite:** MAT 122

**PHY 112 | Physics Algebra-Based II with Lab: GT-SC1**

Lecture Credit: 4 Lab Credit: 1

Expands upon PHY 111 and explores sound waves, electric fields, electric circuits, magnetic fields, light, optics, and modern physics. Explores the concepts and theories presented in class through demonstrations and hands-on experiments. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

**Prerequisite:** PHY 111 and MAT 122 with a grade of C or better

**PHY 175 | Special Topics**

Lecture Credit: 1-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**PHY 211 | Physics Calculus Based I with Lab: GT-SC1**

Lecture Credit: 4 Lab Credit: 1

Explores the physical world through reasoning, mathematics and experimentation. Covers kinematics, force, gravity, energy, momentum, torque, rotational dynamics, and fluids, and may include thermodynamics. The concepts and theories presented in class are explored through demonstrations and hands-on experiments. This first semester calculus-based physics course is recommended for students entering engineering or one of the advanced sciences. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

**Prerequisite:** MAT 201 with a grade of C or better

**Corequisite:** MAT 202

**PHY 212 | Physics Calculus-Based II with Lab: GT-SC1**

Lecture Credit: 4 Lab Credit: 1

Expands upon PHY 211 and examines waves, electric fields, electric circuits, magnetic fields, light and optics, and modern physics. The concepts and theories presented in class are explored through demonstrations and hands-on experiments. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

**Prerequisite:** PHY 211 and MAT 202 with a grade of C or better

**PHY 213 | Physics III: Calculus Based Modern Physics**

Lecture Credit: 3

Expands upon PHY 212 and explores twentieth century advances in physics. Topics may include special and general relativity, quantum theory, atomic physics, solid state physics, nuclear physics, semiconductor physics and cosmology.

**Prerequisite:** PHY 212 with a grade of C or better

## Political Science (POS)

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**POS 105 | Intro to Political Science: GT-SS1**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English and Reading ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**POS 111 | American Government : GT-SS1**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English and Reading ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**POS 125 | American State and Local Government: GT-SS1**

Lecture Credit: 3

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 course is one of the Statewide Guaranteed Transfer courses. GT-SS1

**Prerequisite:** Demonstrated college readiness in English and Reading ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**POS 136 | American Presidency**

Lecture Credit: 3

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.

**Prerequisite:** Demonstrated college readiness in English and Reading ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**POS 175 | Special Topics**

Lecture Credit: 1-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**POS 205 | International Relations: GT-SS1**

Lecture Credit: 3

Examines relationships among modern nation states. Topics include diplomacy, nationalism, ideologies, power and influence, conflict and cooperation, the role of nonstate actors, the international economy and theoretical attempts to understand international behavior. This course is one of the Statewide Guaranteed Transfer courses. GT-SS1

**Prerequisite:** Grade of C or better in ENG 121, or instructor permission

**POS 215 | Current Political Issues: GT-SS1**

Lecture Credit: 3

Incorporates an in-depth analysis of the background and nature of political issues and themes. This course is one of the statewide guaranteed transfer courses. GT-SS1

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**POS 225 | Comparative Government: GT-SS1**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in Reading ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready)) and Grade of C or better in ENG 121; or instructor permission

**POS 280 | Internship**

Internship Credit: 3

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

**Prerequisite:** Grade of B or better in POS 105 or POS 111, or chair permission

## Psychology (PSY)

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**PSY 101 | General Psychology I: GT-SS3**

Lecture Credit: 3

Focuses on the scientific study of behavior including motivation, emotion, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning, and memory. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**PSY 102 | General Psychology II: GT-SS3**

Lecture Credit: 3

Focuses on the scientific study of behavior including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development, and social psychology. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**PSY 175 | Special Topics**

Lecture Credit: 1-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**PSY 200 | Research Methodology**

Lecture Credit: 4

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.

**Prerequisite:** ENG 121 and MAT 120 with a grade of C or better**PSY 205 | Psychology of Gender: GT-SS3**

Lecture Credit: 3

Examines gender comparisons in work, courtship, family life, and sexual behavior throughout the life span. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

**Prerequisite:** ENG 121 with a grade of C or better**PSY 207 | Introduction Forensic Psychology**

Lecture Credit: 3

Introduction to Forensic Psychology is a course in an overview of Forensic Psychology. As such it explores both current research and practice in five areas. These areas are 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 practice in each of the five broad areas of forensic psychology.

**Prerequisite:** ENG 121 with a grade of C or better**PSY 217 | Human Sexuality: GT-SS3**

Lecture Credit: 3

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

**Prerequisite:** ENG 121 with a grade of C or better**PSY 226 | Social Psychology: GT-SS3**

Lecture Credit: 3

Focuses on the behavior of humans in social settings, including attitudes, aggression, conformity, cooperation and competition, prejudice, and interpersonal attraction.

**Prerequisite:** ENG 121 with a grade of C or better**PSY 227 | Psychology of Death and Dying: GT-SS3**

Lecture Credit: 3

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

**Prerequisite:** ENG 121 with a grade of C or better**PSY 231 | Positive Psychology: GT-SS3**

Lecture Credit: 3

Focuses on human strengths rather than the traditional view of psychology that tends to focus on the worst of human nature. This course is designed to explore strengths-based research, concepts of happiness, helpfulness, and resiliency. The research and theories about human nature will go beyond simply not being mentally ill as a form of mental health, which will include optimism, post-traumatic growth, and how to increase emotional, psychological and social functioning. Overall, this course will be focused on understanding one's own sense of life satisfaction and how to further improve well-being. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

**Prerequisite:** ENG 121 with a grade of C or better**PSY 235 | Human Growth and Development: GT-SS3**

Lecture Credit: 3

Examines 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

**Prerequisite:** ENG 121 with grade of C or better**PSY 238 | Child Development: GT-SS3**

Lecture Credit: 3

Focuses on the growth and development of the individual, from conception through childhood, emphasizing physical, cognitive, emotional, and psychosocial factors. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

**Prerequisite:** ENG 121 with a grade of C or better**PSY 240 | Health Psychology: GT-SS3**

Lecture Credit: 3

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.

**Prerequisite:** ENG 121 with a grade of C or better**PSY 249 | Abnormal Psychology: GT-SS3**

Lecture Credit: 3

Examines abnormal behavior and its classification, causes, treatment, and prevention. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

**Prerequisite:** ENG 121 and PSY 101 or PSY 102 with a grade of C or better**PSY 251 | Introduction to Evolutionary Psychology**

Lecture Credit: 3

Introduces the principles of Natural Selection and applies them to Psychology and the study of human behavior. The course lays the framework for a biologically based approach to psychology and provides a metatheory for the discipline by examining current experimental data.

**Prerequisite:** ENG 121 and PSY 101 or PSY 102 with a grade of C or better**PSY 255 | Brain and Behavior**

Lecture Credit: 3

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.

**Prerequisite:** ENG 121 with a grade of C or better**PSY 258 | Intro to Neuropsychology**

Lecture Credit: 3

Focuses on introduction to basic neuropsychological terms and concepts with emphasis on application of thinking and behavior in humans.

**Prerequisite:** ENG 121 and PSY 101 with a grade of C or better**PSY 265 | Psychology of Personality: GT-SS3**

Lecture Credit: 3

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. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

**Prerequisite:** ENG 121 and PSY 102 with a grade of C or better**PSY 268 | Organizational Psychology**

Lecture Credit: 3

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.

**Prerequisite:** ENG 121 and PSY 101 or PSY 102 with a grade of C or better

**PSY 269 | Psychology of Leadership**

Lecture Credit: 3

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.

**Prerequisite:** ENG 121 and PSY 101 or PSY 102 with a grade of C or better

**PSY 275 | Special Topics**

Lecture Credit: 0-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**PSY 285 | Independent Study**

Independent Study Credit: 0-12

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

**Prerequisite:** ENG 121 with a grade of C or better

**Public Security Management (PSM)****PSM 104 | Introduction to Emergency Management**

Lecture Credit: 3

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**

Lecture Credit: 3

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**

Lecture Credit: 3

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**

Lecture Credit: 3

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**

Lecture Credit: 3

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**

Lecture Credit: 3

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**

Lecture Credit: 3

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**

Lecture Credit: 3

Provides the student with enhanced materials built on the foundations of PSM 221 - Computer Forensics I. Introduces and incorporates software used within the security industry to identify and locate evidence on a computer system. The procedures of computer seizure are reintroduced along with the proper guidelines of computer seizure.

**Prerequisite:** PSM 221 with a grade of C or better

**Radiology Computed Technology (RCT)****Radiation Therapy (RTH)****RTH 221 | Principles of Radiation Therapy I**

Lecture Credit: 3

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 Radiation Therapy II**

Lecture Credit: 2

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**

Lecture Credit: 3

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**

Lecture Credit: 3

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 I**

Lecture Credit: 2

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 Principles and Practice II**

Lecture Credit: 2

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 255 | CT for Radiation Therapists**

Lecture Credit: 2

Introduces the fundamentals of mammography as required for ARRT mammography certification

**Prerequisite:** RTH 221, RTH 225, and RTH 242

### **RTH 261 | Treatment Planning**

Lecture Credit: 3

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 281 | Internship I**

Internship Credit: 8

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**

Internship Credit: 8

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**

Internship Credit: 8

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.

## **Radiologic Technology, Computed Tomography, and Mammography (RTE)**

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### **RTE 101 | Introduction to Radiography**

Lecture Credit: 2

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

**Prerequisite:** Grade of C or better in BIO 201 and BIO 202, or BIO 106; grade of C or better in PSY 101, SOC 101, or PSY 235; and grade of C or better in ENG 121, HPR 178, and MAT 121 or higher

### **RTE 111 | Radiographic Patient Care**

Lecture Credit: 2

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.

**Prerequisite:** BIO 201 and BIO 202, or BIO 106, ENG 121, HPR 178, MAT 121 or higher, PSY 101 or SOC 101 or PSY 235 and RTE 101 with a grade of C or better

**Corequisite:** RTE 121, RTE 141, and RTE 181

### **RTE 121 | Radiologic Procedures I**

Lecture/Lab Credit: 3

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.

**Prerequisite:** BIO 201, BIO 202, ENG 121, MAT 121, PHY 105, and PSY 101 or SOC 101

### **RTE 122 | Radiologic Procedures II**

Lecture/Lab Credit: 3

Introduces additional material covered in RTE 121 including the knowledge of anatomy, pathology, and skills necessary to perform radiographic procedures of the lower extremity, pelvis, spine, and bony thorax.

**Prerequisite:** RTE 101, RTE 111, RTE 121, RTE 141, and RTE 181 with a grade of C or better

**Corequisite:** RTE 131, RTE 142, and RTE 182

### **RTE 131 | Radiographic Pathology and Image Evaluation I**

Lecture Credit: 1.5

Provides a detailed anatomic discussion of the respiratory, digestive, genitourinary systems and related medical terminology. The course will also cover the details of bony anatomy including bone structure, pathology and arthrology

**Prerequisite:** RTE 101, RTE 111, RTE 121, RTE 141, and RTE 181 with a grade of C or better

**Corequisite:** RTE 122, RTE 142, and RTE 182

### **RTE 132 | Radiographic Pathology and Image Evaluation II**

Lecture Credit: 1.5

Provides a detailed anatomic/pathologic discussion of the spine, circulatory system, nervous system, and skull and related medical terminology.

**Prerequisite:** RTE 101, RTE 111, RTE 121, RTE 122, RTE 131, RTE 141, RTE 142, RTE 181, RTE 182, and RTE 183 with a grade of C or better

**Corequisite:** RTE 221 and RTE 281

**RTE 141 | Radiographic Equipment and Imaging I**

Lecture Credit: 3

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.

**Prerequisite:** BIO 201 and BIO 202, or BIO 106, ENG 121, HPR 178, MAT 121 or higher, PSY 101 or SOC 101, or PSY 235 and RTE 101 with a grade of C or better

**Corequisite:** RTE 111, RTE 121, and RTE 181

**RTE 142 | Radiographic Equipment and Imaging II**

Lecture/Lab Credit: 3

Expands upon information covered in RTE 141 and provides in-depth knowledge of radiographic exposure techniques, digital image processing, and fluoroscopy. In addition, the factors that affect image quality in digital and film/screen imaging, quality control, and quality assurance will be covered.

**Prerequisite:** RTE 101, RTE 111, RTE 121, RTE 141, and RTE 181 with a grade of C or better

**Corequisite:** RTE 122, RTE 131, and RTE 182

**RTE 181 | Radiographic Internship I**

Internship Credit: 5

Introduces the clinical education experience at the clinical education center. The student applies knowledge learned in the classroom to the actual practice of radiography.

**Prerequisite:** BIO 106 or BIO 201 and BIO 202, ENG 121, HPR 178, MAT 121 or higher, PSY 101 or SOC 101, or PSY 235 and RTE 101 with a grade of C or better

**Corequisite:** RTE 111, RTE 121, and RTE 141

**RTE 182 | Radiographic Internship II**

Internship Credit: 5

Introduces additional concepts and more complex radiographic procedures than those learned in Clinical Internship I.

**Prerequisite:** RTE 101, RTE 111, RTE 121, RTE 141, and RTE 181 with a grade of C or better

**Corequisite:** RTE 122, RTE 131, and RTE 142

**RTE 183 | Radiographic Internship III**

Internship Credit: 7

Reinforces the basic concepts of Clinical Internship I and II.

**Prerequisite:** RTE 101, RTE 111, RTE 121, RTE 122, RTE 131, RTE 141, RTE 142, RTE 181, and RTE 182 with a grade of C or better

**RTE 221 | Advanced Medical Imaging**

Lecture Credit: 3

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.

**Prerequisite:** RTE 101, RTE 111, RTE 121, RTE 122, RTE 131, RTE 141, RTE 142, RTE 181, RTE 182, and RTE 183 with a grade of C or better

**Corequisite:** RTE 231 and RTE 281

**RTE 231 | Radiation Biology/Protection**

Lecture Credit: 2

Provides the basic knowledge and understanding of the biologic effects of ionizing radiation and radiation protection and safety.

**Prerequisite:** RTE 101, RTE 111, RTE 121, RTE 122, RTE 131, RTE 141, RTE 142, RTE 181, RTE 182, and RTE 183 with a grade of C or better

**Corequisite:** RTE 221 and RTE 281

**RTE 240 | Principles of CT Imaging**

Lecture Credit: 3

Exploration of the history, physical principles and instrumentation involved in Computed Tomography (CT). CT image creation, processing and display will be examined from data acquisition through post-processing and archiving. Patient factors and other related elements affecting image quality will be explained, as well artifact production and reduction. Radiation protection practices and quality control will also be explored.

**Prerequisite:** ARRT or NMTCB Certified

**RTE 250 | Mammography**

Lecture/Lab Credit: 3

Introduces the fundamentals of mammography as required for ARRT mammography certification

**Prerequisite:** ARRT Certified

**RTE 255 | Multiplanar Sectional Imaging**

Lecture Credit: 2

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.

**Prerequisite:** ARRT or NMTCB Registered

**RTE 270 | Mammography Clinical I**

Internship Credit: 2

Provides the student with the clinical experience to fulfill the Mammography Quality Standards Act (MQSA) requirement of twenty-five mammography exams performed under direct supervision of a registered Mammographer. Students will document and demonstrate competency in performing screening mammography exams.

**RTE 275 | Special Topics**

Independent Study Credit: 1-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**RTE 281 | Radiographic Internship IV**

Internship Credit: 8

Introduces the student to the radiographic specialty areas of Pediatrics, Geriatrics, the out-patient clinic, as well as increasing proficiency in general radiography.

**Prerequisite:** RTE 101, RTE 111, RTE 121, RTE 122, RTE 131, RTE 141, RTE 142, RTE 181, RTE 182, and RTE 183 with a grade of C or better

**Corequisite:** RTE 221 and RTE 231

**RTE 282 | Radiographic Clinical Internship V**

Internship Credit: 8

Introduces the student to the radiographic specialty areas of pediatrics, geriatrics, the out-patient clinic, portable and trauma radiography as well as increasing proficiency in general radiography.

**Prerequisite:** RTE 101, RTE 111, RTE 121, RTE 122, RTE 131, RTE 141, RTE 142, RTE 181, RTE 182, RTE 183, RTE 221, RTE 231, and RTE 281 with a grade of C or better

**Corequisite:** RTE 132 and RTE 289

**RTE 284 | Advanced Clinical**

Internship Credit: 1-12

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.

**Prerequisite:** ARRT or NMTCB Certified

### RTE 286 | Advanced Clinical Specialty II

Lecture Credit: 6

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.

**Prerequisite:** RTE 240, RTE 255, and RTE 284 with a grade of C or better

### RTE 289 | Radiographic Capstone

Independent Study Credit: 3

Prepares the radiologic technology student to sit for the American Registry of Radiologic Technologists (ARRT) certification examination through a comprehensive review of RTE program curriculum, with practice answering certification examination-type questions through the administration of multiple mock certification exams. Provides the student with the requisite skills to effectively search for a job in medical imaging.

**Prerequisite:** RTE 101, RTE 111, RTE 121, RTE 122, RTE 131 RTE 141, RTE 142, RTE 181, RTE 182, RTE 183, RTE 221, RTE 231, and RTE 281 with a grade of C or better

**Corequisite:** RTE 132 and RTE 282

### RTE 291 | Mammography Internship

Internship Credit: 4

Provides clinical experience for demonstrating and documenting clinical competencies required by the American Registry of Radiologic Technologist for application for registry examination.

**Prerequisite:** ARRT Certified

## Science (SCI)

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### SCI 155 | Integrated Science with Lab: GT-SC1

Lecture Credit: 3 Lab Credit: 1

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

**Prerequisite:** Demonstrated college readiness in English, Reading, and Math ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

*Note: This class is designed for students who are seeking an AA degree with an emphasis in education.*

### SCI 156 | Integrated Science II with Lab: GT-SC1

Lecture Credit: 3 Lab Credit: 1

Examines earth and biological systems, living and non-living environments, through the application of fundamental energy and matter concepts. These systems and concepts will be explored in hands-on laboratory experiments. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

**Prerequisite:** Demonstrated college readiness in English, Reading, and Math ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

*Note: This class is designed for students who are seeking an AA degree with an emphasis in education.*

### SCI 175 | Special Topics

Lecture Credit: 0-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

### SCI 275 | Special Topics

Lecture Credit: 0-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

## Sociology (SOC)

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### SOC 101 | Introduction to Sociology I: GT-SS3

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

### SOC 102 | Introduction to Sociology II: GT-SS3

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

### SOC 201 | Introduction to Gerontology

Lecture Credit: 3

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.

**Prerequisite:** ENG 121; and SOC 101 or SOC 102 with a grade of C or better

### SOC 203 | Urban Socio-Anthropology

Lecture Credit: 3

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.

**Prerequisite:** ENG 121; and ANT 101, SOC 101, or SOC 102 with grade of C or better

### SOC 205 | Sociology of Family Dynamics: GT-SS3

Lecture Credit: 3

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

**Prerequisite:** ENG 121; and SOC 101 or SOC 102 with grade of C or better

### SOC 207 | Environmental Sociology: GT-SS3

Lecture Credit: 3

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

**Prerequisite:** ENG 121; and SOC 101 or SOC 102 with a grade of C or better

**SOC 215 | Contemporary Social Problems: GT-SS3**

Lecture Credit: 3

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

**Prerequisite:** ENG 121; and SOC 101 or SOC 102 with a grade of C or better

**SOC 216 | Sociology Of Gender: GT-SS3**

Lecture Credit: 3

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

**Prerequisite:** ENG 121; and SOC 101 or SOC 102 with a grade of C or better

**SOC 218 | Sociology of Diversity: GT-SS3**

Lecture Credit: 3

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

**Prerequisite:** ENG 121; and SOC 101 or SOC 102 with a grade of C or better

**SOC 220 | Sociology of Religion: GT-SS3**

Lecture Credit: 3

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

**Prerequisite:** ENG 121; and SOC 101 or SOC 102 with a grade of C or better

**SOC 223 | Chicanos in a Changing Society**

Lecture Credit: 3

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.

**Prerequisite:** ENG 121 with a grade of C or better

**SOC 231 | Sociology of Deviant Behavior: GT-SS3**

Lecture Credit: 3

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

**Prerequisite:** ENG 121; and SOC 101 or SOC 102 with a grade of C or better

**SOC 237 | Sociology of Death and Dying: GT-SS3**

Lecture Credit: 3

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

**Prerequisite:** ENG 121; and ANT 101, PSY 101, PSY 102, SOC 101, or SOC 102 with a grade of C or better

**SOC 265 | Violence and Culture**

Lecture Credit: 3

Examines the concepts, relationships, organizations, and research as they relate to violence in multiple cultural settings. SOC 265 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.

**Prerequisite:** ENG 121; and ANT 101 or SOC 101 with a grade of C or better

**SOC 275 | Special Topics**

Lecture Credit: 0-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**SOC 285 | Independent Study**

Independent Study Credit: 0-12

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

**Prerequisite:** ENG 121 with a grade of C or better

## Spanish (SPA)

**SPA 101 | Conversational Spanish I**

Lecture Credit: 3

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**

Lecture Credit: 3

Offers students the skills necessary to understand and speak Spanish. The material continues to cover basic conversations patterns, expressions, and grammar.

**Prerequisite:** SPA 101 with a grade of C or better

**SPA 111 | Spanish Language I**

Lecture Credit: 5

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.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**SPA 112 | Spanish Language II**

Lecture Credit: 5

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.

**Prerequisite:** SPA 111 with a grade of C or better, or a placement score of 282 or better

**SPA 114 | Fast Track Spanish I and II**

Lecture Credit: 5

Designed to bridge beginning SPA courses with intermediate SPA courses. It is designed for students who have studied two years of the target language in high school and possess linguistic and cultural knowledge that true beginners do not, but are not ready yet to move to the intermediate level because they need an in-depth review of essential structures.

**Prerequisite:** Demonstrated college readiness in English and Reading ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

*Note: This course is for students who have not taken SPA 111. If a student is currently enrolled in SPA 111, they must enroll in SPA 112 for the next level of study.*

**SPA 115 | Spanish for the Professional I**

Lecture Credit: 3

Introduces students 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 175 | Special Topics**

Lecture Credit: 1-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**SPA 211 | Spanish Language III: GT-AH4**

Lecture Credit: 3

Continues Spanish Language I and II in the development of increased functional proficiency in listening, speaking, reading and writing the Spanish language. This course is one of the Statewide Guaranteed Transfer courses. GT-AH4

**Prerequisite:** SPA 112 or SPA 114 with a grade of C or better, or a placement score of 346 or better

*Note: The order of the topics and methodology will vary according to individual texts and instructors.*

**SPA 212 | Spanish Language IV: GT-AH4**

Lecture Credit: 3

Continues Spanish Language I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the Spanish language. This course is one of the Statewide Guaranteed Transfer courses. GT-AH4

**Prerequisite:** SPA 211 with a grade of C or better, or a placement score of 404 or better

*Note: The order of the topics and the methodology will vary according to individual texts and instructors.*

**SPA 215 | Spanish for Professional II**

Lecture Credit: 3

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.

**Prerequisite:** SPA 115 with a grade of C or better

**SPA 261 | Grammar for the Heritage Language Speaker**

Lecture Credit: 3

Provides formal grammatical instruction to Foreign Language students whether native or bilingual who want to develop their existing proficiency in the target language.

**Prerequisite:** Instructor permission

**SPA 262 | Composition for the Heritage Language Speaker**

Lecture Credit: 3

Provides formal composing instruction to Spanish Language students whether native or bilingual who want to develop their existing proficiency in the target language.

**Prerequisite:** Instructor permission

**SPA 275 | Special Topics**

Lecture Credit: 0-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**SPA 285 | Independent Study**

Independent Study Credit: 0-12

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

**Prerequisite:** Instructor permission

## Surgical Technology (STE)

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**STE 100 | Fundamentals of Surgical Technology**

Lecture Credit: 6

Emphasizes the theoretical basis of surgical technology practice.

**Prerequisite:** Acceptance into the Surgical Technology program

**Corequisite:** STE 101 and STE 110

**STE 101 | Surgical Technology Skills Lab**

Lab Credit: 4

Provides the opportunity to learn and practice basic surgical technology skills.

**Prerequisite:** Acceptance into the Surgical Technology program

**Corequisite:** STE 100 and STE 110

**STE 105 | Pharmacology for the Surgical Technologist**

Lecture Credit: 2

Covers basic surgical pharmacology including the metric system, pharmacology theory, surgical drugs, and aspects of anesthesia

**Prerequisite:** Grade of C or better in STE 100, STE 101, and STE 110

**Corequisite:** STE 115 and STE 181

**STE 110 | Surgical Procedures I**

Lecture Credit: 3

Reviews general, obstetric/gynecological and orthopedic surgical procedures. Includes a review of the equipment and supplies utilized during the pre-operative, intraoperative and post-operative phases of these procedures.

**Prerequisite:** Acceptance into the Surgical Technology program

**Corequisite:** STE 100 and STE 101

**STE 115 | Surgical Procedures II**

Lecture Credit: 3

Reviews plastic, otorhinolaryngological, ophthalmologic, and urologic surgical procedures. Includes a review of the equipment and supplies utilized during the pre-operative, intra-operative and post-operative phases of these procedures.

**Prerequisite:** Grade of C or better in STE 100, STE 101, and STE 110

**Corequisite:** STE 105 and STE 181

**STE 120 | Surgical Procedures III**

Lecture Credit: 3

Reviews cardiac, peripheral vascular, neurosurgical and maxillofacial surgical procedures. Includes a review of the equipment and supplies utilized during the pre-operative, intraoperative and post-operative phases of these procedures.

**Prerequisite:** Grade of C or better in STE 110 and STE 115

**STE 179 | Surgical Technology Seminar**

Lecture Credit: 2

Allows Surgical Technology students to learn techniques helpful in passing the required national certification exam for surgical technology from the Association for Surgical Technologists.

**Prerequisite:** Grade of C or better in STE 100, STE 101, STE 105, STE 110, STE 115, STE 120, STE 181, and STE 182

**Corequisite:** STE 183

**STE 181 | Surgical Internship I**

Internship Credit: 4

Allows students to integrate theoretical concepts in a clinical surgical setting.

**Prerequisite:** Grade of C or better in STE 100, STE 101, and STE 110

**Corequisite:** STE 105 and STE 115

**STE 182 | Internship II**

Internship Credit: 5

Allows students to integrate advanced theoretical concepts in a clinical surgical setting.

**Prerequisite:** Grade of C or better in STE 100, STE 101, STE 105, STE 110, STE 115, STE 120, and STE 181

**STE 183 | Internship III**

Internship Credit: 6

Allows students to integrate advanced theoretical concepts in a clinical surgical setting.

**Prerequisite:** Grade of C or better in STE 100, STE 101, STE 105, STE 110, STE 115, STE 120, STE 181, and STE 182

**Corequisite:** STE 179

**Theatre (THE)****THE 105 | Theatre Appreciation: GT-AH1**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**THE 106 | Cross-Cultural Storytelling**

Lecture Credit: 4

Offers international 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 | Theater Script Analysis: GT-AH1**

Lecture Credit: 3

Introduces students to methods of reading and analyzing literature for the stage. In addition, students will apply staging and design concepts in visualizing and analyzing how a play looks, sounds, and feels when produced. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**THE 110 | Theatre in Denver**

Lecture Credit: 3

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.

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**THE 111 | Acting I**

Lecture Credit: 3

Covers basic acting techniques and approaches including scene study, improvisation, and script analysis. It includes practical application through classroom performance.

**THE 112 | Acting II**

Lecture Credit: 3

Continues to explore basic acting techniques and approaches including scene study, improvisation, and intermediate script analysis. It includes practical application through classroom performance.

**Prerequisite:** THE 111 with a grade of B or better

**THE 115 | Stage Movement for Actors**

Lecture Credit: 3

Introduces the vocabulary of human movement, techniques of physical training, and anatomy and kinesiology for the actor. The course includes forms of basic dance and the coordination of movement with vocal delivery.

**THE 116 | Technical Theatre**

Lecture Credit: 3

Introduces hands-on methods of constructing and painting scenery and properties and operating stage lighting. Students also learn the proper procedures of using shop equipment and serving on stage crews.

**THE 129 | Introduction to the Entertainment Industry**

Lecture Credit: 3

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**

Studio Art Credit: 3

Allows students to put into practice theories of theatre production. Participation in set construction, scenic artistry, costuming, lighting, sound, acting, stage managing, and administration is available.

**Prerequisite:** Instructor permission

**THE 132 | Theatre Production II**

Studio Art Credit: 3

Allows students to put into practice theories of theatre production. Participation in set construction, scenic artistry, costuming, lighting, sound, acting, stage managing, and administration is available.

**Prerequisite:** Instructor permission

**THE 150 | Comedy**

Lecture Credit: 3

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 end of putting together a show for performance.

**THE 151 | Stagecraft I**

Lecture Credit: 3

Focuses upon fundamental theories and construction of flats, platforms, stair units, soft scenery and other aspects of Stagecraft.

**THE 175 | Special Topics**

Lecture Credit: 0-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**THE 211 | Development of Theatre Greek to Renaissance: GT-AH1**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**THE 212 | Development of Theatre Restoration to Modern: GT-AH1**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**THE 215 | Playwriting: GT-AH1**

Lecture Credit: 3

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. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**THE 218 | Readers Theatre**

Lecture Credit: 3

Studies ensemble interpretation of literature; poetry, prose, and drama, primarily through the medium of the spoken word.

**THE 220 | Directing I**

Lecture Credit: 3

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.

**Prerequisite:** THE 105 and THE 111 with a grade of C or better

**THE 231 | Theatre Production III**

Studio Art Credit: 3

Allows students to put into practice theories of theatre production. Participation in set construction, scenic artistry, costuming, lighting, sound, acting, stage managing, and administration is available.

**Prerequisite:** Instructor permission

**THE 232 | Theatre Production IV**

Studio Art Credit: 3

Allows students to put into practice theories of theatre production. Participation in set construction, scenic artistry, costuming, lighting, sound, acting, stage managing, and administration is available.

**Prerequisite:** Instructor permission

**THE 240 | Theater Voice and Diction**

Lecture Credit: 3

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 275 | Special Topics: Theatre**

Lecture Credit: 0-12

Explores current topics, issues and activities related to one or more aspects of the named discipline.

**Prerequisite:** This course may require prerequisites or permission of instructor

**THE 284 | Internship: Theatre**

Internship Credit: 0-12

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

**Prerequisite:** Instructor permission

**THE 285 | Independent Study**

Independent Study Credit: 0-12

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

**Prerequisite:** Instructor permission

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**Veterinary Technology (VET)**

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**VET 101 | Career Development Animals**

Lecture Credit: 2

Assists the student in recognizing their career potential in the animal industry. It will supply the tools necessary to be competitive in the animal industry and provides students with the ability to make realistic decisions concerning education and occupational objectives.

**Prerequisite:** Admission into the Veterinary Technology or Veterinary Technology Assistant program

**VET 102 | Veterinary Medical Terminology**

Lecture Credit: 1

Introduces the student to the structure of veterinary 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 veterinary specific setting.

**Prerequisite:** Admission into the Veterinary Technology or Veterinary Technology Assistant program

**VET 103 | Veterinary Assistant Restraint and Handling**

Lecture Credit: 2

Introduces students to basic animal care skills and clinical procedures common to a veterinary assistant in practice. Laboratories provide practice in restraint, grooming and physical exam techniques.

**Prerequisite:** Grade of C or better in CCR 092, ENG 060 and REA 060, or equivalent English and Writing assessment score placements; and a Grade of C or better in MAT 030 or equivalent Math assessment score placement; and admission into the Veterinary Assistant program

**Corequisite:** VET 113, VET 114, and VET 120

**VET 106 | Exotic Animal Handling**

Lecture/Lab Credit: 2

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.

**Prerequisite:** BIO 111 and ENG 121 with a grade of C or better, and admission into the Veterinary Technology program

**VET 108 | Introduction to Laboratory Procedures**

Lecture/Lab Credit: 3

Studies the biology, clinical appearance and laboratory diagnosis of parasitic diseases of veterinary and zoonotic importance.

**Prerequisite:** BIO 111 and ENG 121 with a grade of C or better, and admission into the Veterinary Technology program

**VET 109 | Applied Comprehension Animal Behavior**

Lecture Credit: 3

Explores the topic of companion animal behavior through: critical reviews of behavioral literature and its implications for applied techniques in behavior, demonstrations of applied techniques for modifying animal behavior and the application of the principles of companion animal body posture and communication to everyday treatment of animals. Focuses on treatment of animals in veterinary practice, including improving handling techniques and safety.

**VET 113 | Vet Assist Surgical & Nursing Care**

Lecture Credit: 3

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.

**Prerequisite:** Grade of C or better in CCR 092, ENG 060 and REA 060, or equivalent English and Writing assessment score placements; and a Grade of C or better in MAT 030 or equivalent Math assessment score placement; and admission into the Veterinary program

**Corequisite:** VET 103, VET 114, and VET 120

**VET 114 | Vet Assist Lab & Clinical Procedures**

Lecture Credit: 3

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.

**Prerequisite:** Grade of C or better in CCR 092, ENG 060 and REA 060, or equivalent English and Writing assessment score placements; and a Grade of C or better in MAT 030 or equivalent Math assessment score placement; and admission into the Veterinary program

**Corequisite:** VET 103, VET 113, and VET 120

**VET 115 | Surgical Nursing**

Lecture/Lab Credit: 2

Provides the student with limited background in veterinary medicine, familiarity with instruments, surgical support equipment, and proficiency in the proper preparation of the operating room.

**Prerequisite:** VET 108, VET 116, and VET 205 with a grade of C or better

**VET 116 | Humane Treatment and Handling of Animals**

Lecture/Lab Credit: 3

Focused upon animal welfare and humane treatment during handling and restraint, behavior, safety, equipment choice, and typical clinical procedures.

**Prerequisite:** Admission into the Veterinary Technology program

**VET 120 | Office Procedures and Relations**

Lecture Credit: 2

Presents common veterinary office procedures including administration, professional etiquette, client relations, career development and job searching skills. Enrichment of computer skills in relationship to current veterinary management software will be emphasized.

**Prerequisite:** Admission into the Veterinary Technology or Veterinary Assistant program

**VET 134 | Diagnostic Imaging**

Lecture Credit: 2

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.

**Prerequisite:** VET 108, VET 116, VET 205, and VET 206 with a grade of C or better

**Corequisite:** VET 187

**VET 172 | First Year Clinical Rotation**

Clinical Credit: 1

Examines basic animal care, examination, and handling skills essential for veterinary technicians including demonstrating an understanding of animal behavior, restraining cats and dogs in a safe and effective manner, performing thorough physical examinations on cats and dogs, obtaining accurate physiological data on cats and dogs, obtaining a complete patient history, performing a nail trim, administering vaccines and collecting a blood sample from a cat or dog.

**Corequisite:** VET 182

**VET 175 | Special Topics**

Lecture Credit: 1-12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**VET 182 | Internship**

Internship Credit: 2

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

**Prerequisite:** VET 108, VET 116, VET 120, and VET 205 with a grade of C or better

**Corequisite:** VET 172

**VET 183 | Internship**

Internship Credit: 3

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

**Prerequisite:** VET 101, VET 103, VET 113, and VET 114 with a grade of C or better

**VET 187 | Cooperative Education: Diagnostic Imaging**

Lecture Credit: 1

Focuses on use of 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.

**Prerequisite:** VET 116, VET 205, and VET 206 with a grade of C or better

**Corequisite:** VET 134

**VET 205 | Veterinary Anatomy and Physiology I**

Lecture/Lab Credit: 4

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.

**Prerequisite:** BIO 111 and ENG 121 with a grade of C or better, and admission into the Veterinary Technology program

**VET 206 | Veterinary Anatomy and Physiology II**

Lecture/Lab Credit: 4

Provides additional detail in anatomy and physiology of companion and farm animal species. The class covers interrelationships between body systems, such as respiratory, cardiovascular, urogenital, and reproductive. Additional topics include metabolism and digestion, acid/base balance, neuroendocrinology, and reproductive endocrinology. Applied laboratory experiences are included.

**Prerequisite:** VET 108, VET 116, and VET 205 with a grade of C or better

**VET 223 | Introduction to Anesthesia**

Lecture/Lab Credit: 1

Examines basic principles in veterinary anesthesiology; including the role of the veterinary technician anesthetist, important concepts relating to various types of anesthesia, preparation of anesthetic equipment and machines, pre-operative patient management, and recording information during anesthesia.

**Prerequisite:** VET 102, VET 108, VET 116, VET 120, and VET 205 with a grade of C or better

**Corequisite:** VET 106, VET 115, VET 181, VET 182, VET 206, and VET 224

**VET 224 | Pharmacology for Veterinary Technicians**

Lecture/Lab Credit: 3

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.

**Prerequisite:** VET 108, VET 116, VET 120, and VET 205 with a grade of C or better

**VET 225 | Anesthesiology**

Lecture/Lab Credit: 3

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.

**Prerequisite:** VET 108, VET 115, VET 116, VET 120, VET 182, VET 205, VET 206, VET 223, and VET 224 with a grade of C or better

**VET 227 | Animal Nutrition**

Lecture Credit: 2

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.

**Prerequisite:** Anatomy and Physiology course or graduation from an AVMA accredited school

**VET 240 | Veterinary Medicine and Surgery**

Lecture/Lab Credit: 4

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.

**Prerequisite:** 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 with a grade of C or better

**Corequisite:** VET 232

**VET 241 | Clinical Laboratory Procedures**

Lecture/Lab Credit: 4

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.

**Prerequisite:** VET 205 and VET 206 with a grade of C or better

**VET 242 | Veterinary Critical Care**

Lecture Credit: 2

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.

**Prerequisite:** 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, VET 281, and VET 240 with a grade of C or better, or VET 240 as a corequisite

**VET 243 | Veterinary Diagnostic Microbiology**

Lecture/Lab Credit: 3

Includes the biology, clinical appearance and laboratory diagnosis of bacterial and viral diseases of veterinary and zoonotic importance.

**Prerequisite:** VET 281, VET 225, VET 227, and VET 241 with a grade of C or better

**VET 250 | Clinical Competency Evaluation**

Lecture Credit: 1

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.

**Prerequisite:** 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 with a grade of C or better

**VET 281 | Internship II**

Internship Credit: 3

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

**Prerequisite:** VET 182 with a grade of C or better

**VET 282 | Internship III**

Internship Credit: 4

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

**Prerequisite:** VET 182, VET 281, and VET 225 with a grade of C or better, or VET 225 as a corequisite

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**Welding, Fabrication (WEL)**

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**WEL 100 | Safety for Welders**

Lecture Credit: 1

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**

Lecture/Lab Credit: 4

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.

**Prerequisite:** WEL 100 with a grade of C or better

**WEL 102 | Oxyacetylene Joining Processes**

Lecture/Lab Credit: 4

Introduces safety inspections, minor repairs, operating parameters, oxyacetylene welding equipment, and oxyacetylene welding, brazing, and soldering operations. Blueprint reading skills will be practiced in this course.

**Prerequisite:** WEL 100 with a grade of C or better

**WEL 103 | Basic Shielded Metal Arc I**

Lecture/Lab Credit: 4

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.

**Prerequisite:** WEL 101 with a grade of C or better

**WEL 104 | Basic Shielded Metal Arc II**

Lecture/Lab Credit: 4

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 course.

**Prerequisite:** WEL 103 with a grade of C or better

**WEL 106 | Blueprint Reading for Welders and Fitters**

Lecture Credit: 4

Covers interpreting weld symbols on blueprints, identifying proper layout methods and tools, and proper joint design necessary for various welding processes.

**Prerequisite:** WEL 100 with a grade of C or better

**WEL 107 | Railroad Welding I Mechanical Structural Welding and Cutting Basics**

Lecture/Lab Credit: 3

Introduces fundamental cutting and welding skills required for welding to D15.1 Railroad welding Specification-Cars and Locomotives code.

**Prerequisite:** Program Chair approval

**WEL 108 | Railroad Welding II - Mechanical Structural Stick Welding**

Lecture/Lab Credit: 3

Develops the fundamental Shielded Metal Arc Welding (SMAW) skills, including theory, safety, and equipment set up and operation for welding to D15.1 Railroad welding Specification-Cars and Locomotives code.

**Prerequisite:** Program Chair approval

**WEL 109 | Railroad Welding III - Mechanical Structural Wire Welding**

Lecture/Lab Credit: 3

Develops the fundamental Gas Shielded Flux Cored Arc Welding (FCAW-G) skills, including theory, safety, and equipment set up and operation as it applies to the American Welding Society (AWS) D15.1 Railroad welding Specification-Cars and Locomotives code.

**Prerequisite:** Program Chair approval

**WEL 110 | Advanced Shielded Metal Arc I**

Lecture/Lab Credit: 4

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.

**Prerequisite:** WEL 104 and MAT 108 with a grade of C or better

**WEL 111 | Advanced Shielded Metal Arc II**

Lecture/Lab Credit: 4

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.

**Prerequisite:** WEL 110 with a grade of C or better

**WEL 124 | Introduction to Gas Tungsten Arc Welding**

Lecture/Lab Credit: 4

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.

**Prerequisite:** WEL 101, WEL 102 and MAT 108 with a grade of C or better

**WEL 125 | Introduction to Gas Metal Arc Welding**

Lecture/Lab Credit: 4

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.

**Prerequisite:** WEL 101, WEL 102 and MAT 108 with a grade of C or better

**WEL 162 | Basic Flux Cored Arc Welding**

Lecture/Lab Credit: 1

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

**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

**WEL 175 | Special Topics**

Lecture/Lab Credit: 3-4

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**WEL 176 | Special Topics**

Lecture/Lab Credit: 3-4

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**WEL 177 | Special Topics**

Lecture/Lab Credit: 3-4

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

**Prerequisite:** This course may require prerequisites or permission of instructor

**WEL 178 | Seminar/Workshop**

Lecture/Lab Credit: 1-6

Provides students with an experiential learning experience.

**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

**WEL 202 | Gas Metal Arc Welding II**

Lecture/Lab Credit: 4

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.

**Prerequisite:** WEL 125 with a grade of C or better

**WEL 203 | Flux Cored Arc Welding I**

Lecture/Lab Credit: 4

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.

**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, or equivalent English, Writing assessment score placements; and Math assessment score of 59 (EA) or 40 (AR) or better, or equivalent Math assessment score placement

**WEL 204 | Flux Cored Arc Welding II**

Lecture/Lab Credit: 4

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.

**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, or equivalent English and Writing assessment score placements; and Math assessment score of 59 (EA) or 40 (AR) or better, or equivalent Math assessment score placement

**WEL 224 | Advanced Gas Tungsten Arc Welding**

Lecture/Lab Credit: 4

Covers welding in all positions on carbon steel, stainless steel and aluminum plate and carbon steel pipe with the GTAW process. Student should be familiar with basic metallurgy pertaining to the weldability of metals, structural joints, and safety in the welding industry.

**Prerequisite:** WEL 124 with a grade of C or better

**WEL 230 | Pipe Welding I**

Lecture/Lab Credit: 4

Covers safety inspections, minor repairs, operating parameters, and operation of SMAW, GMAW, and FCAW equipment in a variety of positions on plain carbon steel pipe joints. Also covers evaluating and solving complex welding and fabrication problems and administering hands on training and supervision to other students during assigned fabrication and welding operations.

**Prerequisite:** WEL 110 and WEL 124 with a grade of C or better, or chair permission

**WEL 280 | Internship**

Internship Credit: 3

Offers individualized instruction at job site. The student is encouraged to develop skills needed to enter employment in the welding industry.

**Prerequisite:** WEL 111, WEL 124, and WEL 125 with a grade of C or better; a grade point average of 2.5 or better; and chair permission

## Women's Studies (WST)

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**WST 200 | Introduction to Women's Studies: GT-SS3**

Lecture Credit: 3

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

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**WST 225 | Women and Social Action: GT-SS3**

Lecture Credit: 3

Enables students to gain an understanding of the role of the systems of oppression in society and avenues available to them to create both individual and collective change through social action. Each student becomes aware of their ability to enact change and the empowerment that process provides. We will explore issues of diversity including, but not limited to race, class gender, age and disability. The course emphasizes critical thinking skills and is informed by feminist pedagogy. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

**Prerequisite:** Demonstrated college readiness in English ([www.ccd.edu/collegeready](http://www.ccd.edu/collegeready))

**WST 240 | Goddesses and Women in Ancient World: GT-SS3**

Lecture Credit: 3

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. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

**Prerequisite:** Grade of C or better in ENG 121

**WST 249 | Women's Sexuality: GT-SS3**

Lecture Credit: 3

Explores how different cultures have understood women's sexuality and the power of femininity. The course addresses theories of sexuality and erotic power, women's sexualities across cultures and throughout the lifespan, the perception of sexuality in religion and history, and creative visualizations of women's sexuality in literature, visual, musical and performance art. This course is a part of the Statewide Guaranteed Transfer courses. GT-SS3

**Prerequisite:** Grade of C or better in ENG 121

**WST 275 | Special Topics**

Lecture Credit: 12

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

**Prerequisite:** This course may require prerequisites or permission of instructor

# RIGHTS AND LEGAL NOTICES

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.
- 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.
- require a student to withdraw at any time for health, safety, or other reasons, pursuant to appropriate policies and procedures, and to impose sanctions, according to established policy.
- dismiss students who are admitted based on false statements or documents. In such cases, students may be subject to a loss of all credit for work that may have been completed.

## Student Code of Conduct

Effective June 1, 2014 | [www.CCD.edu/StudentCode](http://www.CCD.edu/StudentCode)

CCD values involvement, integrity, lifelong learning and excellence. 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.

### MISSION STATEMENT

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 conduct 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.

The Code of Conduct for the Community College of Denver coincides with the Colorado Community College System policy on Student Disciplinary Procedure. According to CCCS policy SP 4-30, students are expected to adhere to the Student Code of Conduct and policies and procedures of the college.

### Section I: Definitions

**AHEC:** refers to the Auraria Higher Education Center.

**Cheating:** includes, but is not limited to:

- use of any unauthorized assistance in taking quizzes, tests or examinations;
- dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; or
- the acquisition, without permission, of tests or other academic materials belonging to a member of the College faculty, staff, or other students.

**Chief Student Services Officer (CSSO):** The individual designated by the College President to administer student affairs and be responsible for administering the College's Student Conduct Code and this procedure. The CSSO may delegate student discipline to another individual (designee).

**Code of Conduct:** A document developed and published by each college in the Colorado Community College System which defines prescribed conduct of students.

**College:** refers to the Community College of Denver.

**College Official:** includes any person employed by the College performing assigned administrative or professional responsibilities.

**College or Campus Premises:** includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the Auraria Higher Education Center, including the adjacent streets and

sidewalks, and also includes Extended Campus locations such as North Campus and Lowry Campus. This can include online classes as well.

**College-Sponsored Activity:** includes but is not limited to: music and theatre events, student activities, study abroad programs and student trips funded by the Office of Student Life.

**College Suspension or Expulsion:** An involuntary separation of the student from the College for misconduct not based on academic performance for a specified period of time.

Suspension is a separation that shall not exceed three academic terms per suspension for any singular offense or situation. While a student is suspended, he or she is not eligible for admission or re-admission at any of the community colleges within CCCS. Additionally, if a student is suspended at any of the other Auraria Campus Institutions (i.e., Metropolitan State University of Denver or the University of Colorado Denver), he or she will not be eligible for admission or re-admission at the Community College of Denver (CCD). Once the suspension is lifted at any of the community colleges within CCCS, the student may be eligible for admission or re-admission.

Examples of suspension include, but are not limited to the following: the college, a department or program, a class, residence hall, use of a college facility or an activity.

Students may be suspended from one class period by the responsible faculty member or adjunct instructor. Longer suspensions can only be implemented by the CSSO or designee in accordance with this procedure.

Expulsion is an indefinite separation from the college. The student is not eligible for admission or re-admission at any of the community colleges within CCCS. Additionally, if a student is expelled at any of the other Auraria Campus Institutions (i.e., Metropolitan State University of Denver or the University of Colorado Denver), he or she will not be eligible for admission or re-admission at CCD.

In exceptional cases where a student wants to be considered for admission or re-admission after an expulsion has been implemented, the student bears the burden to prove the behavior that resulted in the expulsion has been resolved. It is within the college's discretion to admit or deny the student.

**Conduct Officer:** or "Chief Student Services Officer" is that person designated by the College President to be responsible for the administration of the Student Code of Conduct.

**Day:** Refers to working day unless otherwise noted below.

**Faculty Member:** "instructor," or "adjunct instructor" means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.

**Impartial Decision Maker:** means the Vice President for Enrollment Administration and Student Success or designee.

**Interim Action:** An immediate action taken by the CSSO to ensure the safety and well-being of members of the college community; preservation of college property; or if the student poses a definite threat of disruption or interference to others or the normal operations of the college. In the event of an interim action, the hearing before the CSSO or designee shall occur as soon as possible following the interim action. If the college issues a permanent sanction, the student shall be afforded appeal rights as discussed below. If the college does not implement a permanent sanction, the interim action will be removed from the student's record.

**Jurisdiction:** College jurisdiction applies to student conduct which occurs on or off campus including while a student or organization is participating in College-sponsored activities such as study abroad and student travel programs. The College may adjudicate off campus conduct when the continued presence of the student is likely to interfere with the educational process or the orderly operation of the campus; is likely to endanger the health, safety or welfare of the College community; or the offense committed by the student is of such a serious nature as to adversely affect the student's suitability as a member of the College community. The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. In relevant cases, the student's use of electronic media in violating a standard of conduct may be

considered in the adjudication process regardless of where the electronic media originated.

**Member of the College:** includes any person who is a student, faculty member, College official, or any other person employed by the College.

**Notice:** Notices which are required to be given by this procedure shall be considered served upon the student when given by personal delivery, mailing by certified mail, or emailing the student to their official college email address requesting a delivery receipt notification. If notice is mailed, student shall be given three (3) additional days to respond.

**Organization:** means any number of persons who have complied with the formal requirements for College recognition. Student organization requirements can be found in the Student Organization Handbook.

**Other Disciplinary Sanction:** fines, restitution, denial of privileges, assignment to perform services for the benefit of the college or community; or other sanction that does not result in the student being denied the right of attending classes.

**Plagiarism:** includes, but is not limited to, the use by paraphrase or direct quotations of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency that may or may not be engaged in the selling of term papers or other academic materials.

**Policy:** is defined as the written regulations of the College as found in, but not limited to, the Student Code of Conduct, The Community College of Denver website, any Auraria Higher Education Center publications, Community College of Denver Catalogs and Class Schedules, and State Board for Community Colleges and Occupational Education (SBCCOE) Policies and Colorado Community College System President's Procedures.

**Preponderance of Evidence:** is the standard of proof used in all conduct proceedings under this Student Code of Conduct. A preponderance of evidence standard means that it is more likely than not that a violation occurred.

**Probation:** After a finding of violation of the Code of Conduct, restriction of student's privileges for a designated period of time including the probability of more severe disciplinary sanctions if the student is found to be violating any College regulations during the probationary period.

**Student:** All persons taking courses at or sponsored by the College(s), both full-time and part-time, pursuing both undergraduate credit and non-credit courses and those concurrently attending secondary or post-secondary institutions and College. Persons who are not officially enrolled for a specific term, but who have a continuing relationship with the college are considered students.

**Title IX Coordinator(s) and Title VI and VII Coordinator(s) (EO Coordinator):** is the employee(s) designated by the college president to oversee all civil rights complaints.

**Warning:** A Notice served upon the student advising him/her that he/she is violating or has violated College regulations.

## Section II: Authority

1. The Office of Student Life and Office of Student Conduct is appointed by the College to adjudicate any potential violations of the Student Code of Conduct.
2. The Conduct Officer may develop policies for the administration of the Student Conduct program and procedural rules for the conduct of hearings that are consistent with provisions of the Student Code of Conduct. Including but not limited to, the utilization of alternative dispute resolution methods such as restorative justice and mediation.
3. Decisions made by the Conduct Officer shall be final, pending the normal appeal process.
4. The Conduct Officer may extend time limits for good cause demonstrated in writing.
5. The Conduct Officer may contact the Student Conduct Officers from Metropolitan State University of Denver, the Auraria Higher Education Center or the University of Colorado at Denver and Health Sciences Center on matters that involve students from any or all institutions.

## Section III: Unsatisfactory Conduct

Community College of Denver expects its students to be accountable for their conduct and to represent the College in a positive, responsible manner. The Student Code of Conduct exists to provide parameters for students and their behavior as they represent the College during the entirety of their CCD experience.

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

1. **Academic Misconduct:** Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the instructor and to disciplinary action as outlined in the CCD disciplinary procedures. **Academic Acts of Dishonest/Misconduct may go through a joint process with faculty and the Office of Student Conduct.**
2. **Disruptive Behavior:** Engaging in any disruptive behavior that negatively affects or impedes teaching or learning (regardless of mode of delivery or class setting); or disrupts the general operation of the college.
3. **Deceptive Acts:** Engaging in deceptive acts, including, but not limited to: forgery, falsification, alteration, misrepresentation, non-disclosure, or misuse of documents, records, identification and/or educational materials.
4. **Conduct that is Detrimental to College or to Safety:** Conduct that is deemed detrimental, harmful and/or damaging to the college and/or that jeopardizes the safety of others as determined by the Dean of Student Life or designee. Examples include, but are not limited to, slamming doors, throwing chairs, and/or defacing of college property, or property of others.
5. **Physical/Non-physical Abuse:** Physical abuse or conduct that threatens or endangers another person's health or safety. Non-physical abuse, threats, intimidation, coercion, influence, or any unwelcome conduct in any form that is sufficiently severe, pervasive or persistent that it alters the conditions of the learning environment or employment. Knowingly falsifying, publishing or distributing, in any form, material that tends to impeach the honesty, integrity, virtue or reputation of another person.
6. **Harassment and/or Discrimination:** Discrimination or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation.
7. **Sexual Misconduct:** Sexual Misconduct offenses include, but are not limited to Sexual Harassment, Non-Consensual Sexual Contact (or attempts to commit same), Non-Consensual Sexual Intercourse (or attempts to commit same), and/or Sexual Exploitation.
8. **Weapons:** Possession or distribution of any unauthorized firearms, ammunition, explosives, fireworks and/or other dangerous weapons (or chemicals/flammable liquids) or use/threat of use of any instrument (including, but not limited to paint ball guns, pellet guns, air soft guns, bow and arrows, knives) as a weapon to intimidate, harass, or cause harm to others.
9. **Narcotics/Alcohol:** Using, being under the influence, manufacturing, possessing, cultivating, distributing, purchasing, or selling of alcohol and/or drugs (illegal and/or dangerous or controlled substance) and/or alcohol/drug paraphernalia while on college owned or college controlled property, and/or at any function authorized or supervised by the college and/or in state owned or leased vehicles. *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.*
10. **Dress Code:** Dress or personal hygiene that fails to meet the established safety or health standards of specific classes or activities offered by the college.

11. **Leaving Children Unattended:** Leaving children unattended or unsupervised in campus buildings or on campus grounds unless enrolled or participating in authorized campus activities.
12. **Violation of Laws, Directives, and Signage:** Violating any municipal, county, state or federal law that adversely impacts the conditions of the educational or employment environment. Violations of college traffic and parking rules, regulations, or signage. Damage to or falsely using fire alarms and/or fire extinguishers. Creating an intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular. This includes, but is not limited to leading or inciting to disrupt college activities. Failure to comply with the lawful directives of College employees acting within the scope of their duties, including those directives issued by a College administrator to ensure the safety and well-being of others. Violations of college policies, protocols, procedures or signage.
13. **Illegal Gambling:** Participation in illegal gambling activities on college owned or college controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles.
14. **Unauthorized Entry and/or Unauthorized Possession:** Entry into, or use of any building, room, or other college-owned or college-controlled property, grounds, or activities without authorized approval. This also includes, but is not limited to the unauthorized possession, duplication or use of college keys, lock combinations, access codes, and access cards and/or credentials and/or propping open or tampering with doors/ windows.
15. **Unacceptable Use of College Equipment, Network or System:** Unacceptable uses of any college-owned or operated equipment, network or system including, but not limited to: knowingly spreading computer viruses; reposting personal communications without author's consent; copying protected materials; using the network for financial or personal gain, commercial activity, or illegal activity; accessing the network using another individual's account; unauthorized downloading/ uploading software and/or digital video or music; downloading/uploading, viewing or displaying pornographic content, or any other attempt to compromise network integrity.
16. **Unauthorized Pets/Animals:** Possession of any unauthorized pet or animal, excluding trained service animals while on college-owned or college-controlled property. Reasonable behavior is expected from service animals while on campus. If a service dog, for example, exhibits unacceptable behavior, the owner is expected to employ the proper training techniques to correct the situation. The owners of disruptive and aggressive service animals may be asked to remove them from college facilities. If the improper behavior happens repeatedly, the owner may be told not to bring the service animal into any facility until they take significant steps to mitigate the behavior. The service animal will be treated as an extension of the student and the student will be held responsible for the service animal's behavior.
17. **Tampering with Student Organization, Election, or Vote:** Tampering with the process of any college recognized student organization, election or vote.
18. **Group or Organization Conduct:** Students who are members of a college recognized student organization or group and commit a violation of SCOC may be accountable both as an individual and as a member of the student organization.
19. **Abuse of the Student Disciplinary and/or Grievance Procedure:** Abuse of the Student Disciplinary and/or Grievance Procedure includes, but is not limited to the following:
  - Disruption or interference with the orderly conduct of the student disciplinary / grievance procedure.
  - Falsification, distortion, or misrepresentation, or knowingly pursuing malicious, frivolous, or fraudulent charges.
  - Attempting to discourage an individual's proper participation in, or use of, the student disciplinary / grievance procedure.
  - Attempting to influence the impartiality of a participant and/or the student disciplinary / grievance procedure.
  - Harassment (verbal or physical) and/or intimidation of a participant in the student disciplinary / grievance procedure.
  - Failure to comply with directives and/or sanctions imposed under student disciplinary / grievance procedure.
  - Influencing or attempting to influence another person to commit an abuse of the student disciplinary / grievance procedure.
- Engaging in retaliatory acts in any form against any person or person(s) involved in the student disciplinary / grievance procedure.
20. **Violation of College policies, rules, or regulations** which are published in hard copy or available electronically on the College website, the Auraria Higher Education Center (AHEC) website, or the Colorado Community College website which outlines SBCCOE policies and System President procedures.
21. **Camping/Residing:** In accordance with published AHEC policy #30: Auraria campus facilities and grounds shall not be used for camping, regardless of the duration or purpose of the use. Camping shall be defined as the use of Auraria campus facilities or grounds for living accommodations or housing purposes such as overnight sleeping or making preparations for overnight sleeping (including the laying down of bedding for the purpose of sleeping), the making of any fire for cooking, lighting or warmth, or the erection or use of tents, motor vehicles, or other structures for living or shelter. These activities constitute camping when it reasonably appears, in light of all the circumstances, that the participants conducting these activities are intending to use or are using the facilities or grounds for living accommodations or housing, regardless of the duration or other purpose of the use.
22. **Smoking in buildings and outside of designated areas:** In accordance with AHEC policy, the smoking of any substance is strictly prohibited in all buildings on the Auraria Campus, including those in the institutional neighborhoods and buildings owned by the constituent institutions therein. Smoking, for the purposes of this policy, shall include the use of e-cigarettes, electronic vaping devices, personal vaporizers, electronic nicotine delivery systems, or other such devices which vaporize substances to simulate smoking. To review full policy: <http://www.ahec.edu/files/general/Policy-Smoking.pdf>

Please note: In most circumstances, college will treat attempts to commit code of conduct violations as if those attempts had been completed.

Note: Violation of Law and Student Code of Conduct Proceedings initiated under these procedures are separate from civil or criminal proceedings that may relate to the same incident. Investigations or conduct proceedings by the College are not postponed while criminal or civil proceedings are pending unless otherwise determined by the Conduct Officer.

#### Section IV: Conduct Processes

Note: Because email is an official method of communication for the College, students may be notified over email of potential violations of the Student Code of Conduct.

##### 1. Standard of Proof

The College views the conduct process as a learning experience that can result in growth and personal understanding of one's responsibilities and privileges within the College community. It is not intended to be a substitute for civil or criminal legal proceedings, and is designed to provide a fair evaluation of whether or not a student has violated the Student Code of Conduct. Formal rules of evidence do not apply in the College's conduct process. The College uses a preponderance of evidence standard when determining responsibility for alleged violations of the Student Code of Conduct. A preponderance of evidence means that what is alleged to have happened is, more likely than not, what actually happened. This shall be the standard of proof used in all conduct proceedings under this Code.

##### 2. Incident Process

- a. **Incident Submission:** Faculty, staff, or students can file an incident report of alleged violation at [www.CCD.edu/IncidentReport](http://www.CCD.edu/IncidentReport).
- b. **Incident Review:** The Conduct Officer reviews all reports and information received from college departments, staff, faculty, officials, students, community members, or police to determine if there is sufficient information to indicate that the Student Code of Conduct has been violated. If the allegations of misconduct are discrimination and/or harassment based on federal or state civil rights laws, the college will investigate those incidents through the Civil Rights Grievance and Investigation Process, System President's Procedure (SP) 4-31a.
- c. **Written Notification:** The Conduct Officer or designee will notify the student in writing (via student email) that information has been received which indicates a potential violation of specific standards in the Code of Conduct. The written notification will provide cursory

details of the incident along with the charges. The letter will ask the student to schedule a meeting with the Conduct Officer.

- d. **Conduct Meeting:** The student will have a chance to meet with the Conduct Officer to discuss the situation. The student will have the opportunity at that meeting to review the written documentation of the incident and present any information that is relevant to the incident. If the student chooses not to meet with the Conduct officer within the timeline stated in the Written Notification, a decision may be made in the student's absence. In addition, a hold may be placed on the student's account which will prevent the student from registering until the process is completed.
- e. **Decision:** Once the investigation is complete, either through this process or the Civil Rights Grievance and Investigation process, the CSSO or designee shall render a sanction decision. The CSSO or designee may decide that the charges can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to them. If an administrative resolution is not achieved, the CSSO or designee shall issue a decision which determines whether the alleged conduct occurred; whether the conduct violated the Code of Conduct or College procedures; and impose a sanction(s) if appropriate.
- f. **Decision Letter:** Each incident involving an alleged violation of the Code of Conduct will be concluded with a Letter outlining the Conduct Officer's decision of "responsible" or "not responsible" for the potential charges. The letter will also include any sanctions which the Conduct Officer deems appropriate in response to the situation. If a student chooses not to complete the sanctions within the timeline stated in the letter, a hold will be placed on the student's registration.
- g. **Appeal:** Any student found responsible for a violation of the Code of Conduct may appeal the decision within 7 working days to the Vice President for Enrollment Administration and Student Success. Please refer to Section IV.E. for details on the appeal process.
- h. **Appeal Decision:** The Student will be informed in writing of the outcome of the appeal.

### 3. Sanctions

One or more of the following may be imposed when there is a finding that a student has violated the Colleges Code of Conduct.

1. **Warning:** A Notice served upon the student advising him/her that he/she is violating or has violated College regulations.
2. **Probation:** After a finding of violation of the Code of Conduct, restriction of students privileges for a designated period of time including the probability of more severe disciplinary sanctions if the student is found to be violating any College regulations during the probationary period.
3. **Other disciplinary sanction:** Fines, restitution, denial of privileges, assignment to perform services for the benefit of the college or community; or other sanction that doesn't result in the student being denied the right of attending classes.
4. **College suspension or expulsion:** An involuntary separation of the student from the College for misconduct not based on academic performance for a specified period of time.
  - a. **Suspension** is a separation that shall not exceed three academic terms per suspension for any singular offense or situation. While a student is suspended, he or she is not eligible for admission or re-admission at any of the community colleges within CCCS. Additionally, if a student is suspended at any of the other Auraria Campus Institutions (i.e., Metropolitan State University of Denver or the University of Colorado Denver), he or she will not be eligible for admission or re-admission at the Community College of Denver (CCD). Once the suspension is lifted at any of the community colleges within CCCS, the student may be eligible for admission or re-admission. Examples of suspension include, but are not limited to the following: the college, a department or program, a class, residence hall, use of a college facility or an activity. Students may be suspended from one class period by the responsible faculty member or adjunct instructor. Longer suspensions can only be implemented by the CSSO or designee in accordance with this procedure.
  - b. **Expulsion** is an indefinite separation from the college. The student is not eligible for admission or re-admission at any of the community colleges within CCCS. Additionally, if a student is expelled at any

of the other Auraria Campus Institutions (eg. Metropolitan State University of Denver or the University of Colorado Denver), he or she will not be eligible for admission or re-admission at CCD. In exceptional cases where a student wants to be considered for admission or re-admission after an expulsion has been implemented, the student bears the burden to prove the behavior that resulted in the expulsion has been resolved. It is within the colleges discretion to admit or deny the student

5. **Interim Action:** An immediate action taken by the CSSO to ensure the safety and well-being of members of the college community; preservation of college property; or if the student poses a definite threat of disruption or interference to others or the normal operations of the college. In the event of an interim action, the hearing before the CSSO or designee shall occur as soon as possible following the interim action. If the college issues a permanent sanction, the student shall be afforded appeal rights as discussed below. If the college does not implement a permanent sanction, the interim action will be removed from the students record.
6. **Alternative Dispute Resolution:** During the conduct procedures, the conduct officer may determine that an Alternative Dispute Resolution may be effective for repairing the violation. This resolution may take the following forms: Mediation, Restorative Justice, and other alternatives for a low-level resolution.

#### e. Appeals

Appeal (as directed in the CCCS Policy SP 4-30)

In the event of an appeal, the Chief Student Services Officer or designee shall give written notice to the other party (e.g., if the accused student appeals, the appeal is shared with the complainant who may also wish to file a response), and then the CSSO or designee will draft a response memorandum (also shared with all parties). All appeals and responses are then forwarded to the appeals officer or committee for initial review to determine if the appeal meets the limited grounds and is timely. The original finding and sanction will stand if the appeal is not timely or substantively eligible, and the decision is final. If the appeal has standing, the documentation is forwarded for consideration. Because the original finding and sanction are presumed to have been decided reasonably and appropriately, the party appealing the decision must specifically cite the error(s) in the original determination on which the appeal is based. The ONLY grounds for appeal are as follows:

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

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

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

The procedures governing the hearing of appeals include the following:

- All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;

- If the appeals officer or committee determines there is new evidence or error in the original proceeding, every opportunity to return the appeal to the CSSO or designee for reconsideration (remand) should be pursued;
- Appeals are not intended to be full rehearings of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal;
- An appeal is not an opportunity for an appeals officer or committee to substitute their judgment for that of the CSSO or designee merely because they disagree with its finding and/or sanctions.
- Appeals decisions are to be deferential to the original decision, making changes to the findings only where there is clear error and a compelling justification to do so.
- Sanctions imposed are implemented immediately unless the CSSO or designee stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
- The appeals officer or committee will render a written decision on the appeal to all parties within seven (7) days from receiving the appeal request. The committee's decision to deny appeal requests is final.

#### f. Release of Disciplinary Information

Disciplinary records are considered education records under the Family Educational Rights and Privacy Act (FERPA). As a result, these records are kept confidential in accordance with this law. Access to any student's disciplinary file shall be governed by provisions of FERPA, and the Campus Security Act (or "Clery Act") as amended. A written waiver signed by the student is required for release of disciplinary records to third parties not otherwise mandated by relevant law.

#### g. Student Conduct Procedure on Record Retention and Review

With the exception of cases in which the College has federally mandated reporting requirements, records will be kept according to the Colorado Community College System Records Retention Schedule.

#### h. Situational Considerations

##### Immunity for Victims/Survivors of Sexual Misconduct

Sometimes, victims/survivors are hesitant to report to campus officials because they fear that they themselves may be charged with policy violations, such as underage drinking at the time of the incident. It is in the best interest of this community that as many victims/survivors as possible choose to report to institutional officials. To encourage reporting, the Community College of Denver pursues a practice of offering victims/survivors of sexual misconduct limited immunity from being charged for conduct violations related to the sexual misconduct incident (particularly in regard to alcohol and drugs). While violations cannot be completely overlooked, the institution will provide educational options rather than punishment in such cases. Students who report sexual assault will not have a formal conduct record for alcohol or drug violations.

##### Good Samaritan

Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in trouble (for example, as student who has been drinking underage might hesitate to help take a sexual misconduct victim/survivor to the Campus Police). The Community College of Denver pursues a practice of limited immunity for students who offer help to others in need. While policy violations cannot be overlooked, the institution will provide educational options, rather than punishment, to those who offer their assistance to others in need. In these cases a student will not receive a formal conduct record when seeking assistance for another.

#### i. Miscellaneous

Time limits for scheduling of hearings may be extended at the discretion of the Impartial Decision Maker.

The procedural rights afforded to students above may be waived by the student.

#### Students should be aware of the following policy:

Policy Statement Pursuant to statute, it is the Board's policy that there shall be no admission requirements imposed upon any student except those listed below concerning proof of immunization. Admission to a college does not guarantee enrollment in specific programs which may have prerequisites designed to facilitate successful completion. Admission may be denied in accordance with the provisions of this policy.

**Proof of Immunization:** Traditionally aged students seeking admission to residential colleges must show proof of immunization as required by Section 4, Title 25, Part Nine CRS and implementing rules prior to attending on-campus classes at the college. Nontraditional adult students are defined as those students who have attained the age of 19 years of age or older.

**Review of Denial:** Review of a denial of admission or denial of continued enrollment or re-enrollment of students shall be in accordance with the college's disciplinary procedures.

**Procedures:** The System President shall promulgate such procedures as may be necessary for the implementation of this policy.

#### Section V: Interpretation and Revision

A. Any question of interpretation regarding the Student Code of Conduct shall be referred to the Vice President for Enrollment Administration and Student Success, Dean of Student Life, Director of Student Conduct or designee for final determination.

B. The Student Code of Conduct shall be reviewed periodically (and as needed).

#### 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 service transactions include but are not limited to those listed below.

- Issuing of student identification cards
- Financial Aid transactions
- 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 identification card with photo

#### Student Right to Know & Campus Security Act

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

For a paper copy of this report, contact the Associate Dean of Student Life/ Student Conduct Officer at 303.556.8164. The report describes security practices and procedures at the Auraria Higher Education Center and other Community College of Denver Satellite Locations, and lists crime statistics for the most recent calendar year and the two preceding calendar years. Since 1992, these institutions have been required to report each year on the status of campus security to all current students and employees.

### Academic Freedom

CCD believes that education should help students function well in a dynamic society. To do so, students must gain knowledge and cultivate critical thinking skills. CCD faculty believes that no restrictions should hamper the spirit of investigation, free inquiry, and open discussion in the classroom. Faculty exercises professional judgment in selecting and interpreting ideas. They have the freedom to choose the methods of instruction, guidance, tutoring, testing, and evaluation to achieve these goals.

### Campus Crime Information

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).

View Updated Report | [www.AHEC.edu/for-campus-faculty-staff/auraria-campus-police-department/clery-act/](http://www.AHEC.edu/for-campus-faculty-staff/auraria-campus-police-department/clery-act/)

### Sexual Misconduct Policies

Board Policy (BP) 3-120 and System President's Procedure (SP) 4-120 provide that Colorado Community College System shall not unlawfully discriminate based on sex/gender in its employment conditions or educational programs or activities. Sexual misconduct is a form of sex/gender discrimination.

The CCD community has the right to be free from sexual violence. All members of the CCD community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Information from College Procedure HR-9, Sexual Misconduct, is provided below or view the procedure at [www.CCD.edu/HR-7](http://www.CCD.edu/HR-7).

Sexual Misconduct offenses include, but are not limited to:

- Sexual Harassment
- Non-Consensual Sexual Contact (or attempts to commit same)
- Non-Consensual Sexual Intercourse (or attempts to commit same)
- Sexual Exploitation

**Sexual Harassment** is unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent, or pervasive that it has the effect of unreasonably interfering with, denying, or limiting someone the ability to participate in or benefit from CCD's educational programs and/or activities, or work activities, and, the unwelcome behavior is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

- Quid pro quo sexual harassment exists when there are unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, and, submission to or rejection of such conduct results in adverse educational or employment action; or affects the terms or conditions of education or employment, or activities with the College.
- Hostile environment includes any situation in which there is harassing conduct that is sufficiently severe, persistent, or pervasive that it alters the conditions of employment or limits, interferes with, or denies educational benefits or opportunities, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint.
- Retaliatory harassment is any adverse employment or educational action taken against a person because of the person's perceived participation in a complaint or investigation of discrimination or sexual misconduct.

**Non-consensual sexual contact** is any intentional sexual touching, however slight, with any object, by any individual upon any individual that is without consent and/or by force.

**Non-consensual sexual intercourse** is any sexual penetration however slight, with any object, by any individual upon any individual that is without consent and/or by force.

- Consent must be clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Also, in order to give effective consent, one must be of legal age. Further, consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts.
- Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that overcomes resistance or produces consent.
- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent. Incapacitation could result from mental disability, sleep, involuntary physical restraint, or from the ingestion of rape drugs. Possession, use and/or distribution of any of these substances, including, but not limited to Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another person is a violation of this procedure. More information on these drugs can be found at [www.911rape.org/](http://www.911rape.org/). Having sex with someone whom you know to be, or should know to be, incapacitated (mentally or physically) is a violation of college procedure HR-9.

**Sexual exploitation** occurs when anyone takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

- Examples of sexual exploitation include, but are not limited to, invasion of sexual privacy, non-consensual video or audio-taping of sexual activity, or viewing or possessing child or adult pornography at work or on college owned property.

CCD can only respond to allegations of misconduct if it is aware of the misconduct. Further, CCD can more effectively investigate the sooner the allegation is brought to its attention. Any employee, student, authorized volunteer, guest, or visitor who believes that he or she has been subjected to sexual misconduct, or believes someone else a part of the CCD community is being subjected to sexual misconduct, shall contact:

Title IX/EO Coordinator Patty Davies  
Director of Human Resources  
Campus Box 240  
PO Box 173363  
Administration Building, Room 310  
(303) 352.3310  
[Patty.Davies@ccd.edu](mailto:Patty.Davies@ccd.edu) ([patty.davies@ccd.edu](mailto:patty.davies@ccd.edu))

CCD reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect employee and students' rights and personal safety. For students, such measures include, but are not limited to: modification of living arrangements, class schedule reassignment, interim suspension from the College pending an investigation, and reporting the matter to the Auraria Campus Police.

Not all forms of sexual misconduct will be deemed to be equally serious offenses, and CCD reserves the right to impose different sanctions, ranging from verbal warning to expulsion, dismissal, termination, or no-trespass order, depending on the severity of the offense. CCD will consider the concerns and rights of both the complainant and the respondent.

### Sexual Assault Policy for the Auraria Campus 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 University of Denver, and the University of Colorado Denver — for the purpose of implementing provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.C.S. § 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 [www.DenverSAIC.org](http://www.DenverSAIC.org).

### 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."

### 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.

#### *On the Auraria Campus*

#### **Health Center at Auraria**

Available to any student—fees may apply.  
[www.MSUDenver.edu/HealthCenter](http://www.MSUDenver.edu/HealthCenter) | 303.556.2525 | Plaza 150

#### **The Phoenix Center at Auraria**

[www.ThePCA.org](http://www.ThePCA.org) | 303.556.6011 24/7 Helpline: 303.556.CALL (2255) | Tivoli Student Center, 259

#### **Dean of Student Development & Retention**

303.556.3605 | Confluence 123

#### *Local Law Enforcement Agencies*

#### **Denver District Attorney's Office**

[www.DenverDA.org](http://www.DenverDA.org) | 720.913.9000 | Victims Compensation: 720.913.9253

#### **Denver Police Department**

[www.DenverGov.org/Police](http://www.DenverGov.org/Police)

- 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

#### *Community Agencies/Resources Available in the Denver/Metro area*

#### **Colorado Coalition Against Sexual Assault (CCASA)**

[www.CCASA.org](http://www.CCASA.org) | 303.839.9999

#### **The Center for Trauma & Resilience**

[www.TraumaHealth.org](http://www.TraumaHealth.org)

- Hotline: 303.894.8000 | TTY: 303.860.9555
- Administrative Line: 303.894.0660

#### **Moving to End Sexual Assault (MESA)**

[www.MovingtoEndSexualAssault.org](http://www.MovingtoEndSexualAssault.org)

- Hotline: 303.443.7300 | Administrative Office: 303.443.0400

#### **The Blue Bench**

[www.TheBlueBench.org](http://www.TheBlueBench.org)

- Hotline: 303.322.7273 | Spanish: 303.329.0031
- TTY: 303.329.0023
- Administrative Office: 303.329.9922

#### **WINGS Foundation**

[www.WingsFound.org](http://www.WingsFound.org)

Survivors of childhood sexual abuse; support groups for men and women.

- Phone: 303.238.8660 | Toll free: 800.373.8671

#### *Community Specific Services / Resources*

#### **Colorado Anti-Violence Program**

(Gay, Lesbian, Bisexual, Transgender and Queer)

[www.COAVP.org](http://www.COAVP.org)

- Phone: 303.839.5204 | 24-hour crisis: 303.852.5094 or 1.888.557.4441

#### **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).

#### **Alcohol & 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.

#### **Alcohol**

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: (303) 556.5000  
Fax: (303) 556.4731  
E-Mail: [dispatch@ahcc.edu](mailto:dispatch@ahcc.edu)

### 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: [www.Bacchusnetwork.org](http://www.Bacchusnetwork.org)

For information regarding the effects of illicit drugs on the body, we recommend: <http://www.dea.gov/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: [www.CCD.edu/StudentCode](http://www.CCD.edu/StudentCode). 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.

### Americans with Disabilities Act & 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. Visit the Accessibility Center ([www.CCD.edu/Access](http://www.CCD.edu/Access)) for additional information on accommodations.

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:

Patty Davies, Director of Human Resources  
ADA/Sec 504 Coordinator  
Administration Building, Room 310  
Campus Box 240  
P.O. Box 173363  
Denver, CO 80217-3363  
Telephone: 303.352.3310

or to the

Office for Civil Rights  
U.S. Department of Education  
1244 Speer Blvd., Suite. 300  
Denver, CO 80204-3582

or

<http://www2.ed.gov/about/offices/list/ocr/know.html>

### 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 in the CCD Catalog. For more information or directions on how to activate your student e-mail visit [www.CCD.edu/Quick-Guides](http://www.CCD.edu/Quick-Guides). CCD requires that all students learn to use e-mail as it is the official means of communication between the college and students.

## 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:

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 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, they shall advise the student of the correct official to whom the request should be addressed.
2. **The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights.** A student who wishes to ask 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 using the Student Grievance Procedure SP 4-31. 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 or 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 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. Community College of Denver has designated the National Student Clearinghouse, the Auraria Police Department, and the Health Center at Auraria as college officials. Community College of Denver has also designated Auraria Higher Education Center (AHEC), Metropolitan State University of Denver (MSU Denver), and University of Colorado Denver (CU Denver) as college officials for students taking developmental courses through these institutions, inter-institutional registration, and physical education courses. A college official (including CCD advisors representing NSLS, PTK and other honorary or leadership programs) 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 to 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 & 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; major field of study; dates of student attendance; degrees/certificates and awards student has earned; most recent educational institution attended by the student; enrollment status (Full time, part time, etc.); participation in officially recognized activities and sports; and if participating in an officially recognized activity or sport, height, weight, and high school attended.

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

- Graduation lists released to news media, which may include the student's city of residence
- Other listings to the news media and college personnel for special awards, honors, and events

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

Fair & Accurate Credit Transactions Act (FACTA)

## FACTA Notification to Students

In accordance with the Fair and Accurate Credit Transactions Act (FACTA) of 2003, CCD adheres to the Federal Trade Commission's (FTC) Red Flag Rule (A Red Flag is any pattern, practice, or specific activity that indicates the possible existence of identity theft.), which implements Section 114 of the FACTA and to the Colorado Community College System's Identity Theft Prevention and Detection Program, which is intended to prevent, detect and mitigate identity theft in connection with establishing new covered accounts or an existing covered account held by the Colorado Community College System (System or CCCS) or one of its thirteen (13) community colleges, and to provide for continued administration of the Program. If a transaction is deemed fraudulent, appropriate action will occur. Action may include, but is not limited to, canceling of the transaction, notifying and cooperating with law enforcement, reporting to the Student Code of Conduct Office, and notifying the affected parties. For more information on FACTA, Red Flag Rules, and Identity Theft Consumer Information, please see the links provided below.

Federal Trade Commission Statute | [www.FTC.gov/os/statutes/fcradoc.pdf](http://www.FTC.gov/os/statutes/fcradoc.pdf)

Red Flag Rules | [www.FTC.gov/bcp/edu/microsites/redflagrule/index.shtml](http://www.FTC.gov/bcp/edu/microsites/redflagrule/index.shtml)

Consumer: FTC - Identity Theft Information | [www.Consumer.FTC.gov/features/feature-0014-identity-theft](http://www.Consumer.FTC.gov/features/feature-0014-identity-theft)

## Law Enforcement at CCD

### Auraria Campus

To report a crime on campus, use one of the emergency telephones located in every classroom building for immediate, direct access. Blue Light emergency telephones located in most parking lots on campus also provide 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.

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.

Crimes should be reported 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.

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. The Auraria Police Department, located in the Administration Building, patrols the Auraria Higher Education Center 24 hours a day. A satellite Auraria Police Department office is located in the Tivoli Student Union.

### Center for Health Sciences at Lowry

The Center for Health Sciences at Lowry is monitored by Lowry Campus Security 24 hours a day, seven 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 Lowry Campus. Both patrol the Lowry Campus frequently. The Center for Health Sciences at Lowry is divided between the City of Denver and the City of Aurora. Different cities have jurisdiction depending on the building where an incident occurs.

Anyone who is a victim of a crime, witnesses a crime, or needs the fire department, law enforcement, or an ambulance while at the Lowry Campus, should contact the Denver metro-area emergency response system by dialing 911 or 303.892.9111 from any telephone, including pay phones. Blue Light emergency telephones are also available in most parking lots on the Lowry Campus.

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.

### Advanced Manufacturing Center

The property is monitored during regular business hours by Advanced Manufacturing Center maintenance staff. College personnel are not certified police officers and cannot make arrests or other legal decisions. The Denver Police Department is the official law enforcement agency for the Advanced Manufacturing Center location.

Anyone who is a victim of a crime, a witness to a crime, or needs the fire department, law enforcement, or an ambulance while at the Advanced Manufacturing Center, should contact the Denver Police Department by calling 911 from any telephone, including pay phones. Report crimes and other emergencies immediately to the nearest Advanced Manufacturing Center faculty, staff, or administrator.

For non-emergency crimes, contact the Adams County Sheriff's Department at 720.913.2000.

The Advanced Manufacturing Center'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 the Advanced Manufacturing Center after regular business hours is limited and coordinated with the location director and the maintenance department or as arranged by individual instructors.

## Notice of Non-Discrimination

The Community College of Denver does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, or sexual orientation 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:

Patty Davies, Director of Human Resources, Title IX Coordinator, Title VII/ Equal Opportunity Coordinator, ADA/Sec 504 Coordinator  
Administration Building, Room 310  
Campus Box 240 | P.O. Box 173363  
Denver, CO 80217-3363,  
Telephone: 303.352.3310  
Online Complaint Form: [www.CCD.edu/Report-Discrimination](http://www.CCD.edu/Report-Discrimination)

### Notificación de Non Discriminación

El Community College of Denver (CCD por sus siglas en inglés), no discrimina por motivos sexo/género, de raza, color, credo, edad, origen nacional o étnico, religión, militar en servicio activo y/o pasivo, embarazo, o personas con discapacidad física o mental, o orientación sexual, 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:

Patty Davies, Directora de Recursos Humanos, Coordinadora del Título IX, Título VII/Oportunidad de Igualdad (EO por sus siglas en inglés), y ADA/Sec 504

Administration Building, Oficina 310

Campus Box 240 | P.O. Box 173363

Denver, CO 80217-3363

Teléfono: 303.352.3310

Formulario en línea de quejas: [www.CCD.edu/Report-Discrimination](http://www.CCD.edu/Report-Discrimination)

## Status of Campus Safety

Timely notifications 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 notifications 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 with accurate, complete, and timely information about safety on campus so they can make informed decisions.

CCD Campus Security and Safety Report | [www.AHEC.edu/for-campus-faculty-staff/auraria-campus-police-department](http://www.AHEC.edu/for-campus-faculty-staff/auraria-campus-police-department)

## Student Email

CCD provides free student email accounts. CCD email accounts are the only official means of communication between students and the college. CCD expects that students sign in and check their college issued email account on a frequent and consistent basis as students are responsible for all information sent to them via their system-assigned email account. Student email accounts will remain active throughout students' 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. Refer to the Electronic Communications Policy 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

**Chief Student Services Officer (CSSO):** The college employee designated by the college president to administer student grievances. Grievances alleging discrimination may be referred to:

Patty Davies, Director of Human Resources

Campus Box 240

P.O. Box 173363

Denver, CO, 80217

Administration Building, Room 310

303-352-3310 | [Patty.Davies@ccd.edu](mailto:Patty.Davies@ccd.edu) ([patty.davies@ccd.edu](mailto:patty.davies@ccd.edu)).

**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.

**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.

**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.

**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.

### Procedures

1. **Informal.** Grievant is encouraged to resolve the issue with the Respondent or his/her supervisor. In case of grievances based upon one's race, color, creed, national origin or ancestry, disability, age or gender, the Grievant may first contact the college employee responsible for affirmative action to seek informal resolution of the issues. If the complaint alleges facts that might constitute a violation of the Colorado Community College System President's Procedures concerning sexual harassment, the administrator shall investigate and process the complaint under the procedure. While the Grievant is encouraged to use the informal process, he/she may at any time elect to go to the formal stage by following the process outlined below.
2. **Formal.**
  - a. Grievant, in a timely manner, files a written statement of the actions complained of and describes the remedy he/she is seeking with the Chief Student Services Officer (CSSO). A matter also could be referred to the process by the College president or his/her designee. Once a written grievance is filed or referred, the CSSO or designee will determine whether or not the situation states a grievable offense. The matter will be closed if the situation is determined not grievable and the Grievant will be notified of the reasons.
  - b. If the matter is determined to be grievable, the CSSO or designee (which may be an individual or a committee) shall hear the Grievance. A hearing will be held to give the Grievant, Respondent, and other interested parties invited to appear, the opportunity to explain what they know about the issues surrounding the grievance. Considering the oral and written statements and documents, the CSSO or designee shall issue a decision within 10 calendar days of close of the hearing. The decision shall be served upon the Grievant and the Respondent personally or by certified mail to the addresses on file in the Admissions, Registration and Records office. The decisions shall reject the grievance or grant the grievance and make recommendation(s) to resolve the issue(s). The CSSO or designee's decision is final unless either party files a Petition for Review with the college president within five (5) calendar days of service of the decision.
  - c. 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.
  - d. The CSSO or designee may extend the scheduling timelines described above for good cause.
  - e. If the grievance is against the CSSO, the Chief Academic Officer or other person designated by the president shall perform the duties of the CSSO.

### Informal Grievance Procedure

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

1. The Grievant shall discuss and attempt to resolve the problem with the Respondent(s). The Grievant shall keep all records relevant to the alleged grievance.
2. If the problem is not mutually resolved at this time, the Grievant shall confer and attempt to resolve the problem with the immediate supervisor(s) and/or the administrator of the respondent(s).

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

### **Formal Grievance Procedure**

1. If the grievance is not resolved by the Informal Grievance Procedure or if the student wishes to bypass that course of action and is not limited to a change of grade, the student has the right to file a written grievance with the CSSO. The filing must occur within 20 calendar days of the date the student knew or reasonably should have known about the action. This written allegation should document all steps taken to resolve the complaint. If the CSSO determines that the allegation is grievable, a copy of the written grievance must be mailed or hand-delivered to the Respondent(s) by the CSSO within five (5) working days of the filing of the formal grievance.
2. Upon receipt of the notice of a grievable offense, the CSSO will establish a Grievance Committee within 10 working days. The time may be increased if the notice is given during a school break or during a semester change. The CSSO is responsible for keeping all records pertaining to grievances. If the grievance is against the CSSO, the Chief Academic Officer or other person designated by the president shall perform the duties of the CSSO.
3. If the matter is determined to be grievable, the CSSO or designee shall hear the Grievance.
4. The CSSO or designee (which may be an individual or committee) will convene the hearing, set the date of the meeting and notify all involved persons. If a committee is convened, the CSSO will be responsible for informing the Grievance Committee of its role and responsibilities. A record of the proceedings and recommendations will be made and retained by the CSSO.
5. All hearings will be closed unless both the grievant and respondent agree in writing to an open hearing. At the request of the Grievant or respondent, interested parties may be included subject to the approval of the CSSO. In the case of sexual harassment grievances, the procedure will assure confidentiality to the extent possible for Grievant and witnesses.
6. If either the Grievant or Respondent fails to appear at the hearing, the committee may proceed and determine its resolution of the problem in the person's absence.
7. The Grievance Committee's decision will be based on the greater relevant evidence.
8. The Committee will deliver a copy of its recommendation to the CSSO within three (3) working days following the conclusion of the hearing.
9. The CSSO will render a decision regarding the recommendation within 10 working days, and both parties must 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.

### **Voter Registration Information**

Community College of Denver supports the National Voter Registration Act by providing students access to voter registration information. The State of Colorado - Voter Registration Application Form is available at [www.Elections.Colorado.gov](http://www.Elections.Colorado.gov) or at the local County Clerk and Recorder's office. Students with disabilities can access the Voter Registration Application in the Accessibility Center.

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