

**General Information:**

1. Contact the Center for Workforce Development for more info at 303-340-7040 or 303-340-7043.
2. If you plan on transferring to another institution, contact an advisor before registering.
3. See the back page for more information.
4. You must apply for graduation by the beginning of your final semester.

**Basic Computer Skills Certificate—10 credits**

	BTE 100 Computer Keyboarding	1 cr.
	CIS 128 Windows Complete	3 cr.
	CIS 135 Comp. PC Word Processing	3 cr.
	CIS 155 Comp. PC Spreadsheet	3 cr.

**\_\_\_\_\_ Total Basic Computer Certificate  
Requirements – 10 Credits**

**Customer Service Certificate— 8 credits**

	BUS 100 New Directions	3 cr.
	COM 263 Conflict Resolution	1 cr.
	COM 266 Decision Making	1 cr.
	MAR 120 Customer Service	1 cr.
	PSY 204 Relationships: Challenges and Choices	1 cr.
	PSY 275 Self Smart	1 cr.

**\_\_\_\_\_ Customer Service Certificate  
Requirements – 8 Credits**

**ASSESSMENT REQUIREMENTS**

Basic Skills courses may be required based on assessment scores. It is the student's responsibility to take these course requirements within the first 30 credits at CCA. Basic Skills courses are also available at other area community colleges. Each course is 3 credits except where indicated.

ACT Score	SAT Score	Accu-Placer	English:
15		25-49	ENG 030 Basic Writing Skills
16		50-69	ENG 060 Writing Fundamentals
17		70-94	ENG 090 Basic Composition
18	440 V	95+	ENG 121 English Composition I
14		25-39	REA 030 Basic Reading Skills
15		40-61	REA 060 Foundations of Reading
16		62-79	REA 090 College Prep Reading
17	430 V	80+	No Basic Skills placement
15		24-56 ar	Math:
16		57+ ar	MAT 030 Fund. Of Math, 2 cr.
17		45-60 ea	MAT 060 Pre-Algebra
18		61-84 ea	MAT 090 Intro. Algebra, 4 cr.
19	460 M	85+ ea	MAT 106 Survey of Algebra, 4 cr.
			MAT 121 College Algebra, 4 cr.

**ENGLISH AS A SECOND LANGUAGE**

Recm. LOEP		
25-56 lu	ESL 021 Basic Grammar/Writing	1-5 cr.
57-76 lu	ESL 022 Intermediate Grammar	3-5 cr.
77-95 lu	ESL 023 Advanced Grammar	3 cr.
39-49sm	ESL 031 Basic Conversation	1-5 cr.
50-69sm	ESL 032 Inter. Conversation	3-5 cr.
25-49rs	ESL 041 Basic Reading	1-5 cr.
50-74rs	ESL 042 Intermediate Reading	2-4 cr.

**STUDY SKILLS CLASSES**

	COM 121 College Survival Skills	3 cr.
	PSY 109 Career Development	1 cr.
	AAA 090 Academic Achievement Strategies	3 cr.

**SCHEDULING SUGGESTIONS**

1. Register for your assessment or ACT placement recommended classes the first semester.
2. See your advisor about balancing your workload with credit load.
3. Transfer and financial aid students should consult an advisor before registering.

**IMPORTANT PHONE NUMBERS:**

Admissions & Registration	303 360-4713
Financial Aid	303 360-4709
Advising	303 360-4797
Learning Resource Center	303 360-4736
Business Office	303 360-4763
Bookstore	303 360-4774
Lowry Campus One-Stop	303 340-7093
Workforce Development	303 340-7043

**ONLINE AND HYBRID CLASSES**

Many of the classes in this degree can be taken as **online** or **hybrid** courses (an online course with optional in-classroom components). Symbols in the semester schedule indicate which classes are offered in these formats.

**Online/Hybrid Course Information:**

<http://www.CCAurora.edu/infosheets>

**Our Website Has The Following Information:**

- College Catalog and Semester Schedule
- Online Registration and Online Courses
- Financial Aid, Advising, and much more.

**Academic Standards of Progress**

CCA defines satisfactory academic progress as maintaining a 2.0 cumulative grade point average (GPA) or higher. In order to remain in good standing at CCA, students must maintain at least a 2.0 cumulative GPA. Students who have less than a 2.0 cumulative GPA will be placed on probation or suspension status. For more information, consult the catalog at [www.ccaurora.edu](http://www.ccaurora.edu) or talk to an advisor.

**Instructional VP, Deans, & Directors:**

Greg Goode, Vice President of Instruction  
Les Moroye, Dean, Public Service, Science & WFD  
Daniella Higgins, Director, Center for Workforce Development

11/30/04