ACCREDITATION. The Community College of Aurora is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2594, telephone 1-800-621-7440. The college operates under the jurisdiction of the Community Colleges of Colorado. CCA students regularly transfer credits to state colleges and universities within Colorado. A Transfer Guide is available for student use in the Advising Center, A102.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT. CCA complies fully with the Family Education and Privacy Act, designed to protect the privacy of student educational records. Refer questions to the Registrar’s office, Room A103.

EQUAL OPPORTUNITY. CCA does not discriminate on the basis of race, color, creed, nationality, sex, age, or handicap, in admission or access to, or treatment or employment in, its programs and activities. Inquiries concerning Title VI, Title IX, and Section 504 and the Americans With Disabilities Act may be referred to Ron Ross, Affirmative Action Officer and ADA Coordinator, CCA, 16000 East CentreTech Parkway, Suite A207, Aurora, CO, 80011, Phone 303-360-4752, or the Office for Civil Rights, U.S. Dept. of Education, 1961 Stout Street, Denver, CO, 80294.

STUDENT RIGHT-TO-KNOW. In accordance with Title I of Public Law 101-542, the Student Right-to-Know and Campus Security Act, information about graduation rates and campus security is provided in a publication distributed to CCA students and staff.

RIGHTS RESERVED. The college reserves the right to change any provision or requirement of this catalog, including fees, pursuant to law, the rules of the State Board for Community Colleges and Occupational Education, or the Community Colleges of Colorado, or college policy. The college reserves the right to cancel any course or program described in this catalog, at any time, without notice, and to change any other aspect of any course or program. The college reserves the right to require a student to withdraw at any time for health or other reasons, pursuant to appropriate policies and procedures, and to impose sanctions, according to established policy. Any admission based on false statements or documents may be grounds for dismissal and loss of all credit for work which may have been completed.
Summer Semester 2001
Full term (10 weeks) May 29 - August 8, 2001
Session I (5 weeks) May 29 - July 2, 2001
Independence Day (college closed) July 4, 2001
Session II (5 weeks) July 5 - August 8, 2001

Fall Semester 2001
Classes begin August 27, 2001
Labor Day (college closed) September 3, 2001
Thanksgiving (no classes) November 22 - 24, 2001
Classes end December 15, 2001

Spring Semester 2002
Classes begin January 14, 2002
Spring break (no classes) March 25 - 30, 2002
Classes end May 4, 2002

Maymester 2002
Classes begin May 6, 2002
Water Festival (no classes) May 16, 2002
Classes end May 25, 2002
Memorial Day (college closed) May 27, 2002

Summer Semester 2002
Full term (10 weeks) June 3 - August 10, 2002
Session I (5 weeks) June 3 - July 3, 2002
Independence Day (college closed) July 4, 2002
Session II (5 weeks) July 8 - August 10, 2002
The Community College of Aurora offers all services at our main (CentreTech) campus located in the heart of Aurora. The Lowry campus also offers student services, general education courses, science labs, technology programs and community services. The college also offers courses throughout Aurora.

**CENTRETECH CAMPUS**
16000 East CentreTech Parkway, Aurora, Colorado 80011-9036, 303-360-4700

- Academic Services
- Administration
- Admissions and Registration
- Advising Center
- Career Planning and Exploration
- Cashier’s Office
- College Fiscal Affairs
- Community Services
- Computer Labs
- Disability Services Office
- Distance Learning Office
- Financial Aid
- General Information
- General Classrooms
- Instructional Resource Center
- International Student Admission/Advising
- Learning Resource Center
- Personnel Office
- Student Life
- Veteran Affairs

**LOWRY CAMPUS**
8880 E. 10th Pl., B967, Denver, CO 80230, 303-365-7655

- Academic Advising
- Biotechnology Program
- Cashier’s Office
- CISCO Networking Academy
- Center for Workforce Development
- Center for Workplace Training & Development
- Dorms
- Early Childhood Professions Program
- Emergency Medical Services Program
- Financial Aid
- Fire Science Program
- General Classrooms
- Insurance Program
- Lowry Family Resource Center
- Mind-Body Health Center
- Police Academy
- Service Learning
- Student Services

**OUTREACH CENTERS**
- Aurora Chamber of Commerce: 3131 S. Vaughn Way, Ste. 622
- Aurora Small Business Development Center: 9905 East Colfax Avenue
- Colorado Bioscience Part Center: 12635 E. Montview Blvd.
- Columbia College: 14707 E. 2nd Avenue
- Defense Finance & Accounting Services: 6760 E. Irvington Pl.
- Grandview High School: 20500 East Arapahoe Road
- Overland High School: 12400 East Jewell Avenue
- Pickens Tech: 500 Airport Road

**COLLEGE LIBRARY**
Arrangements have been made with the Aurora Public Library to house the greater portion of the Community College of Aurora’s Library collections. Materials will be found in two locations:

- Aurora Central Library: 14949 East Alameda Drive
- Instructional Resource Center: 16000 E. CentreTech Pkwy. (CentreTech campus)
Welcome to the Community College of Aurora – the bridge to your future. The Community College of Aurora is a bridge that will take you to where you want to go. It’s a bridge to knowledge. A bridge to learning. A bridge to skills and tools that will help you in your quest for a career. But, most of all, it is a bridge to lifelong learning that will always be there when you need it most.

The Bridge to Your Future

The Bridge to Quality Teaching. Our faculty development program, Teaching for a Change®, assesses your learning style. This is a nationally recognized program. Quality teaching means that your instructor knows you by name and will see that you get the individual help to make your college experience successful.

The Bridge to Learning. Students, faculty, and staff learn best in a cooperative and interactive environment. That’s why our teaching methods are student centered, focusing on your learning and your needs.

The Bridge to Choice. The college offers all the programs and courses you need to advance your degree and career goals. Faculty and advisors are available to help you choose the courses that will get you to where you want to go.

The Bridge to a College Education That Will Meet Your Needs. We recognize that many students are working their way through college. That’s why we schedule evening and weekend courses that are convenient for your lifestyle. You’ll also find accelerated programs that get you there in less time.

The Bridge to a Cost-Effective College Education. You will find the Community College of Aurora is affordable and comparable to other community colleges. And, if you need assistance, our Financial Aid department can help you find the resources to continue your education.

The Bridge to a Four-Year College or University. Our curriculum provides you with the required courses that you will need to transfer to any public Colorado college or university. Having the options that go with an associate’s degree will allow you to continue your education at any time.
**THE BRIDGE TO YOUR FUTURE.** Faculty, administration, and staff are waiting to welcome you. We are here to help you find your way no matter what path you decide to take. You will find extraordinary resources here that will help you in your journey. All you need to do is ask.

**HISTORY**

Efforts to establish a community college in Aurora began in the early 1950’s when a group of citizens envisioned a community college district close to their eastern community. In the following years, citizens of the community, business, educational, and civic organizations sought ways to bring higher education to Aurora to enhance the quality of life in the area and create opportunities for its people.

The first community college, created with the establishment of the state system of community colleges in 1967, was the Community College of Denver (CCD), which opened its first campus in 1968. According to state plan, the Community College of Denver developed campuses in the center of Denver and in its western and northern areas. In 1972, CCD established an Aurora Outreach Program by operating evening classes at Hinkley High School. In 1979, the Aurora Education Center was established in a city building provided by the mayor and city council. The center remained a part of CCD but operated under its own executive director. The dream to bring quality higher education to Aurora was on its way.

Community residents were also concerned about the lack of vocational/technical education in the area. Their efforts resulted in the building of the Aurora Technical Center in 1972, subsequently renamed the T.H. Pickens Technical Center in 1984. The Community College of Aurora cooperates with Pickens Tech in the offering of degrees in occupational education.

In May 1983, the Fifty-Fourth Colorado General Assembly created the Community College of Aurora – some thirty years after Aurora’s citizens began working toward their dream. The college was created from the dedication and foresight of the many citizens who contributed their efforts to create an institution that would serve the community and its people.

**GOALS**

In accordance with its assigned mission as a comprehensive community college, and within limits of its resources, the Community College of Aurora offers quality programs and services in the categories which follow.

1. The first two years of college and university education for students who wish to transfer to baccalaureate degree-granting institutions.

2. Occupational education for students who are seeking job preparation, career mobility, and/or job retraining. Just-in-time workforce development and customized training on-site for business and industry.

3. Education that strengthens the academic background of the students and prepares them to pursue their educational and career goals.

4. Diverse educational experiences that are responsive to the needs and interests of persons in the community who desire to enhance their occupational, intellectual, cultural, social, or personal development.

5. Assistance to students in selecting, entering, continuing, and completing their course of study by providing effective academic advising and student support services.

**STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT**

Graduation rate information and campus crime statistics are provided in accordance with Title I of Public Law 101-542, the Student Right-to-Know and Campus Security Act. See pages 9 and 31.

**CCA GRADUATION RATES.** The rate for first-time, full-time, degree-seeking students who enrolled in the Fall of 1996 and who graduated or transferred to a 2-year or 4-year institution by the Fall of 1998 is 28 percent. This does not include students who continue to be enrolled at CCA.

**CCA CRIME STATISTICS.** In 1998, 1999 and 2000, the Community College of Aurora did not experience any murders, arson, aggravated assaults, hate crimes, liquor law violations, drug abuse violations or weapon possessions. During this three-year period there were also no forcible or non-forcible sex offenses, nor were there any reports of motor vehicle thefts. In 1999 there were 2 reported burglaries and 2 reported thefts on the CentreTech Campus.

The Security Office is located in Room A101 of the Administration Building. Please call 303-360-4727 if you have any questions or concerns.
**ADMISSIONS POLICY**

The college practices an “open door” admissions policy, which means that entry is generally unrestricted; however, the college reserves the right to place students in classes on the basis of academic advising, testing, pre-enrollment interviews, and past educational achievement.

The following minimum requirements are used as guidelines for admission:

1. All individuals, except special admit students (see #2 below), should have earned either a high school diploma or its equivalent as determined by the General Education Development Testing Program (GED).

2. Generally, applicants 16 years of age or older not enrolled in a secondary program, who have not completed high school, or fail to meet the requirements for regular student status may be admitted as special students. Students who fall into the category addressed above, can apply for admission to CCA. Students 15 years of age or younger must see the advising director prior to applying for admission. An admission decision will be based upon a student’s academic history, determination of ability to benefit from college level instruction, and overall educational goals. All students who do not meet CCA requirements for regular student status must take the assessment test and contact an academic advisor.

3. In accordance with SP 9-41, all new students who are seeking a degree or certificate requiring English or Math are required to be assessed. A student may be considered for exemption from the placement test if one or more of the following documented criteria are met: ACT or SAT scores (within last 5 years) meet minimum requirements; transcripts showing previous college credit (C or better) for English and/or math; completion of an Associates degree or higher; or completion of another approved assessment. Placement test scores are valid for one year and may be taken once during a semester. (See Assessment/Course Placement, page 17).

Admission to the college does not assure acceptance of a student into a particular course or program. Some students may be requested to enroll in special courses in order to compensate for scholastic deficiencies or to meet established prerequisites. The college reserves the right to review and revoke the enrollment of any person who appears to be unable to profit from further education, as well as of those persons whose enrollment would not be beneficial to them or the college.
Students who are enrolling in an occupational program, who are veterans, who receive financial aid, or who are on an F-1 student visa status must declare their program major at the time of registration. Any changes in a program major must be recorded with the Admissions and Registration office and, if a financial aid recipient, the Financial Aid office.

Physical examinations are not required as a condition for admission to the Community College of Aurora. Students who have a disability or who otherwise have special needs are encouraged to contact the Disability Services office located in the Learning Resource Center, Room S202, phone 303-360-4736 (V/TDD). This office provides academic support and accommodations at no cost to students with documented disabilities.

**Admissions Procedure**

Students seeking admission to the Community College of Aurora should submit a completed application to the Admissions and Registration office, Room A103. The application form is available from the Admissions and Registration office, phone 303-360-4716, in the back of this catalog and online.

**Former Students.** Former students returning to the college after an absence of more than one year (summer term included) must complete the application form for re-admission.

**High School Students Participating in the Postsecondary Enrollment Options Act (PSEO).** High school students enrolling under the PSEO Act (Title-22, Article-35, C.R.S.) must receive approval from their school district prior to enrolling. Upon approval students need to:
- Apply for admission to CCA
- Contact a CCA academic advisor
- Register for classes
- Pay for tuition, student fees, books, and supplies.

Upon successful completion of the course(s), the school district will reimburse tuition costs. For more information on the program, phone 303-360-4797.

**High School Students Not Participating in the Postsecondary Enrollment Options Act.** Students need to:
- Apply for admission to CCA
- Complete the CCA placement test; or provide ACT/SAT scores that meet minimum requirements; or provide a signed letter from the high school with course recommendation(s)
- Contact a CCA academic advisor
- Register for classes
- Pay for tuition, student fees, books, and supplies

For additional information, call 303-360-4797.

**International Students.** The college is authorized under federal law to enroll non-immigrant, alien students. An international student is a student who IS NOT a U.S. citizen and NOT classified by U.S. Immigration as a resident alien. These students MUST SEE the international student advisor in Room A102, phone 303-360-4795.

International students are required to submit the following documents:

1. An application for admission.
2. A high school and college, or equivalent transcript, and a certified English translation.
3. A statement of financial resources that is sufficient, as determined by the college, to provide for stay in the United States.
4. Evidence of proficiency in English as documented by the Test of English as a Foreign Language (TOEFL), minimum score 500; passing grade in English 121, 122 as shown in this catalog, or its equivalent, completed in the U.S.A.; Michigan test scores of at least 80% on each individual section; or graduation from an American high school with satisfactory completion of two years of standard high school English; or proficiency as determined by the International Student Advisor.
5. Medical insurance for one full year must also be purchased at time of registration unless the student can provide the college with proof of their own medical and accident insurance that provides coverage in the United States.

Form I-20AB will not be issued to an international student until all the above documents are on file in the Advising Center and a decision to admit the student is made. International students should allow sufficient time to gather and submit all required documentation so that an admissions decision can be made at least 30 days prior to the beginning of the term for which admission is sought. International students must meet with the international student advisor in the Advising Center, Room A102, prior to registering for courses. Registration must be completed no later than 10 weekdays prior to the beginning of the term.

International students must also comply with the following requirements:

1. Immigration requirements with respect to the number of credit hours taken at their home campus. U.S. Immigration and Naturalization Service regulations require that foreign students on F-1 visas carry and complete a full course of study (minimum of 12 credit hours per Spring and Fall semesters) and that they complete their educational objective within a reasonable period of time.
2. Placement testing must be taken before course registration; international students are required to follow course placement in English, mathematics, and reading as determined by the placement test scores.
NEW & TRANSFER STUDENTS. All individuals who have not been registered at CCA previously must complete an application for admission. All students are encouraged to see an academic advisor throughout their educational program. See Assessment/Course Placement, page 17.

VETERAN AFFAIRS. Veterans can use their educational benefits at CCA. Veteran certification will be conducted by the Veterans Certifications Advisor. All questions and forms should be submitted to the Veteran Affairs office, Room A103, phone 303-360-4706.

It is important for veteran students to select those subjects that will apply to their specific degree. These are the courses that the college can certify to the Veterans Administration. Students using VA benefits must submit transcripts of all previous post secondary education and training no later than 30 days after the beginning of the first semester of attendance.

Community College of Aurora is a drug-free campus. As a drug free campus it is illegal to use, distribute or sell drugs on the premises of this campus. People who are suspected of intoxication by alcohol or drugs will be referred to campus security and subsequently to the Vice-President of Student, Faculty, and Staff Services. If a determination is made that an individual is using drugs or alcohol on campus, or coming to campus intoxicated, the individual could be suspended and/or face legal penalties according to law. Alcohol and drug use can have severe consequences both educationally and personally. If you know of someone, or personally have a drug/alcohol problem, please contact the Counseling Needs Services office in the Learning Resource Center for information about referrals to agencies that can assist you. Through collaboration of all members of the CCA campus, we can create and maintain an environment that is safe for all of us.
If a veteran student stops attending class but does not officially withdraw, he/she is considered as “non-attending” and may be dropped administratively by the instructor; his/her VA certification will be adjusted accordingly.

**REGISTRATION**

A schedule of course offerings is published each semester. The schedule indicates the registration procedures and places, dates, and times of registration. Students may obtain a Schedule of Classes from the Admissions and Registration office, Room A103, or the Advising Center, Room A102 at the CentreTech Campus.

Convenient telephone, online and walk-in registration opportunities are available. See the Schedule of Classes for times, dates, and locations of classes.

Please refer to the following chart for enrollment periods. On a case by case basis and with division approval, students may register for a class after “open enrollment.” The chart below shows open enrollment and division approval periods for various types of courses.

<table>
<thead>
<tr>
<th>Course Length/Type</th>
<th>Open Enrollment</th>
<th>Division Approval Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Full-term Classroom Based</td>
<td>1st week</td>
<td>2nd and following weeks</td>
</tr>
<tr>
<td>II. Full-term Distance (Telecourse, online)</td>
<td>1st two weeks</td>
<td>3rd and following weeks</td>
</tr>
<tr>
<td>III. Short-term Classroom Based</td>
<td>1st meeting</td>
<td>2nd and following meetings</td>
</tr>
<tr>
<td>IV. Short-term Distance (Telecourse, online)</td>
<td>1st week</td>
<td>2nd and following weeks</td>
</tr>
</tbody>
</table>

Students who register after classes start may miss important course materials or may find that the class has been canceled because of insufficient enrollment. Therefore, students are encouraged to register well before the start of classes, as indicated in the semester class schedule. If you need further information, call 303-360-4700.

**RESIDENCY CLASSIFICATION FOR TUITION PURPOSES.** At the time of application for admission, students are classified for tuition purposes as “in-state residents” or “out-of-state residents,” according to provisions of Colorado Law. To be considered a Colorado resident for tuition purposes, a person must have resided in Colorado for the immediate preceding 12 months and must meet other requirements.

Any student who has been classified as an “out-of-state resident,” and who believes he/she can qualify as a resident, may secure a petition for change of residency status from the Admissions and Registration office. It is the student’s responsibility to ensure that petitions and all supportive documentation are on file in the Admissions and Registration office by the published deadline. The Admissions and Registration office cannot assume responsibility for mailed petitions that arrive after the deadline; petitions will not be accepted after the end of the second week of the term.

The final decision regarding residency status rests with the Admissions and Registration office and the Residency Appeals Committee. All questions regarding residency classification should be addressed to the Admissions and Registration office.

Appeals procedures for tuition refunds and residency are available in the Admissions and Registration office, Room A103.

**WESTERN UNDERGRADUATE EXCHANGE (WUE).** WUE is a program through which students in 12 participating states may enroll at a special, reduced tuition level applicable only to WUE students, namely the amount of in-state tuition plus 50%. Participating states include: Alaska, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah and Wyoming. For more information, contact the Admissions and Registration office, 303-360-4706.

**STUDENT RECORDS**

**CHANGE OF ADDRESS.** It is the responsibility of each student to notify the Admissions and Registration office of any change of address, name, telephone number, or other change that will affect their permanent or financial records.

**FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974: PUBLIC INFORMATION AND THE SECURITY OF STUDENT RECORDS.** The Admissions and Registration office takes full responsibility for the security of your academic records. Under the Federal Family Education Rights and Privacy Act, the information in your file may only be released under specific conditions. As a current or former student of CCA, you have complete access to your records in compliance with requirements under the Federal Family Educational Rights and Privacy Act of 1974 (Public Law 93-389 Subctn. 513,88 Stat. 571; 29 U.S.C. 1232q). You may view them upon request at the Admissions and Registration office. If you feel your records contain an error, you may appeal in writing to the Director Admissions and Registration.

Your name and current enrollment status at CCA are considered public information. CCA will respond to inquiries in this regard, whether they are made in person, by phone, or in writing. Other items are also considered public information, but you can prevent their disclosure. Just file a written request with the Admissions and Registration office that they be withheld unless you grant written permission. The following items may appear in College directories and publications or be disclosed by staff to anyone inquiring in person, by phone, or in writing:

- Your major or division
- Date of your enrollment
Your name may be released for graduation listings, and lists of special awards, honors, and events may be released to the news media. All other information contained in your records is considered private and not open to the public without your written consent. Only the following individuals, because of their official function, have access to this information:

- CCA officials
- Officials at other schools and colleges where you apply
- Officials of Colorado collegiate institutions that have transfer agreements with CCA and who wish to contact graduates
- State or Federal education authorities
- Officials evaluating your application for financial aid
- State and local officials requesting reporting data
- Organizations conducting studies for educational institutions or agencies
- Accrediting organizations
- Parents of dependent students (proof of dependency is required), CCA will attempt to notify the student before releasing information.
- Veterans Administration

Under the following circumstances, CCA may also provide information without your consent:

- Judicial orders
- Emergencies, where the information contained in your file is needed to protect your safety, health or welfare or that of other persons

GRADUATION APPLICATIONS. Students who expect to complete their program requirements and applications for graduation on or before the end of the second week of the semester (see the Schedule of Classes for exact date). Graduation application forms are available in the Admissions and Registration office, Room A103, and should be returned to that office.

TRANSFER CREDIT EVALUATIONS. You must be enrolled at CCA to have a credit evaluation. To arrange an evaluation, complete a “Request for Transfer Evaluation” form in the Admissions and Registration office and request that an official transcript be mailed directly to CCA. Your transfer credit will be evaluated by course based upon your declared degree or certificate. You will be mailed a written confirmation of the credit awarded to you. It is the responsibility of the student to provide all required documents. Documents become the property of the college and will not be released to the student or transferred to other institutions.

TUITION
Tuition for the Community College of Aurora is determined by the State Board for Community Colleges and Occupational Education and is subject to change. A Schedule of Classes, published each term, lists the rate of tuition.

AUDITING A COURSE. Students who wish to attend class without earning credits may register on an audit basis by registering for the course and completing the “Request for Audit” form. Before registering for audit courses, veterans using their educational benefits must see the veteran advisor; financial aid students must see a financial aid advisor; and international students (F1) must see the international student advisor. Registration and tuition are the same as for credit courses. Auditing students attend classes, do classroom assignments, and take examinations; they receive a final letter grade of “AU” which is not calculated into the GPA but which is recorded on the transcript.

Changes to or from audit status must be made on or before the last date to withdraw from a class. The withdrawal procedures apply to students who audit classes as well as to students who take classes for credit.

EMERGENCY WITHDRAWAL/TUITION ADJUSTMENTS. Certain types of emergency withdrawals may be considered for tuition adjustment after the refund date. Emergency withdrawals for documented illness or death in the immediate family (spouse, child, or parent only) may be considered for tuition adjustments, only up to mid–session. Students should contact the Admissions and Registration office, 303-360-4701, for more information.

FINANCIAL OBLIGATIONS OF STUDENTS. Financial obligations of students to the college are due and payable at the time of registration, unless the student has made satisfactory arrangements with the Fiscal Affairs Office. A student is not considered officially registered and may not attend classes until tuition is paid or arrangements for payment have been made with the Fiscal Affairs Office. A student who is financially obligated to the college in any way will be denied a transcript and will not be allowed to register for subsequent sessions until he/she has made satisfactory settlement with the college or have made arrangements. Contact the Cashier’s Office for more information.
MILITARY PERSONNEL. Active duty members of the armed forces and their dependents stationed in Colorado are eligible for in-state tuition consideration under Senate Bill 2, enacted the fall of 1986.

Under provisions of this bill, the college will permit non-resident active duty military personnel and their dependents to register on an “in-state” basis. Military personnel are required to obtain certification from the base personnel office to confirm that the student is on active duty with a permanent duty station in Colorado (as opposed to TDY or Reserve Duty). This documentation must be resubmitted each semester the student registers and desires this special classification. For further information, call 303-360-4737.

REFUND POLICY. The Community College of Aurora will issue refunds based on the following:

1. One hundred percent (100%) refund of tuition and student fees is granted to students for classes dropped from the first day of the class through the refund date. However, there is a non-refundable charge of $9.25 that is used to offset processing and material costs. The refund date for regularly scheduled classes is published in the schedule. All other refunds are based on 15% of the class meeting times. For further information regarding all refund dates, call 303-360-4700 before the start date of the class.

2. No refunds are given after the refund date, except for extenuating circumstances. (see Emergency Withdrawal)

3. When the class section is canceled due to lack of enrollment or for other causes, the college will notify students. Students are entitled to a one hundred percent (100%) refund. Students may come to the Admissions and Registration office and choose from the class sections still available to substitute for the canceled class.

4. When a class is canceled or dropped before the refund date, a refund is automatically initiated, providing the student doesn’t owe the college a balance on his/her account. If a student paid by credit card, the same credit card is credited for the amount on his/her account. If payment is by cash or check, a refund check is mailed to the address of record. Should a financial aid recipient be eligible for a refund, the funds received must be returned to the student’s financial aid account. A reduction in the award may be required. Aid recipients must contact the Financial Aid office regarding refund requirements.

5. Processing a cash or check refund takes approximately three to four weeks from the time the refund is initiated and mailed to the student.

SCHEDULE CHANGES. Students may change their schedules (add/drop) after they have registered. General policies related to change of schedule are as follows:

1. The add/drop period extends from registration through the refund date published in the Schedule of Classes.

   2. Students will be assessed additional tuition and fees if credit hours added exceed credit hours dropped.

   3. Students may add/drop during registration through telephone registration, fax 303-361-7432, online or at the Admissions and Registration window at the main campus.


TUITION AND FEES PAYMENT. Sponsored students must bring proof of sponsorship to the Accounts Receivable office by the date specified in the Schedule of Classes.

All students who are not receiving financial aid or who are not being sponsored by a third party should be prepared to pay 100% of their tuition and fees. See the current Schedule of Classes for specific dates. Tuition and fees payment may be made by cash, personal check, MasterCard, VISA or Discover Card. If using a credit card, payment may be made by calling the automated registration phone at 303-825-2747.

A promissory note may be obtained at the time of registration by paying all fees and 50% of tuition costs. The remaining tuition balance will be divided into two payments. A non-refundable fee will be assessed. See the current Schedule of Classes for details.

WITHDRAWING FROM A CLASS. Once a student has registered for a course, space is reserved under the assumption that the student will complete the course unless unforeseen circumstances necessitate the student’s withdrawal. To officially drop or withdraw from a class, complete an add/drop form and submit it to the Admissions and Registration office, Room A103. Failure to attend class or informing the instructor that you will be withdrawing from the class does not constitute official withdrawal. Students who do not officially withdraw may receive a grade of “F” on their permanent record.

WITHDRAWING FROM COLLEGE. All students with six credit hours or more who are totally withdrawing from college are required to start the withdrawal procedure in the Advising Center, Room A102, by completing an add/drop form.

Steps in withdrawing from the college are:

1. Visit with an academic advisor, Room A102, before the deadline date and obtain a signed add/drop form.

2. A student who is receiving financial aid, veteran benefits, is an international student, or who has a financial obligation to the college must have the appropriate office sign the add/drop form.

3. Submit the completed add/drop form to the Admissions and Registration office, Room A103. The date of filing this notice is considered the official date of withdrawal in all cases.
ADMISSIONS POLICY

The college practices an “open door” admissions policy, which means that entry is generally unrestricted; however, the college reserves the right to place students in classes on the basis of academic advising, testing, pre-enrollment interviews, and past educational achievement.

The following minimum requirements are used as guidelines for admission:

1. All individuals, except special admit students (see #2 below), should have earned either a high school diploma or its equivalent as determined by the General Education Development Testing Program (GED).

2. Generally, applicants 16 years of age or older not enrolled in a secondary program, who have not completed high school, or fail to meet the requirements for regular student status may be admitted as special students. Students who fall into the category addressed above, can apply for admission to CCA. Students 15 years of age or younger must see the advising director prior to applying for admission. An admission decision will be based upon a student’s academic history, determination of ability to benefit from college level instruction, and overall educational goals. All students who do not meet CCA requirements for regular student status must take the assessment test and contact an academic advisor.

3. In accordance with SP 9-41, all new students who are seeking a degree or certificate requiring English or Math are required to be assessed. A student may be considered for exemption from the placement test if one or more of the following documented criteria are met: ACT or SAT scores (within last 5 years) meet minimum requirements; transcripts showing previous college credit (C or better) for English and/or math; completion of an Associates degree or higher; or completion of another approved assessment. Placement test scores are valid for one year and may be taken once during a semester. (See Assessment/Course Placement, page 17).

Admission to the college does not assure acceptance of a student into a particular course or program. Some students may be requested to enroll in special courses in order to compensate for scholastic deficiencies or to meet established prerequisites. The college reserves the right to review and revoke the enrollment of any person who appears to be unable to profit from further education, as well as of those persons whose enrollment would not be beneficial to them or the college.
Students who are enrolling in an occupational program, who are veterans, who receive financial aid, or who are on F-1 student visa status must declare their program major at the time of registration. Any changes in a program major must be recorded with the Admissions and Registration office and, if a financial aid recipient, the Financial Aid office.

Physical examinations are not required as a condition for admission to the Community College of Aurora. Students who have a disability or who otherwise have special needs are encouraged to contact the Disability Services office located in the Learning Resource Center, Room S202, phone 303-360-4736 (V/TTY). This office provides academic support and accommodations at no cost to students with documented disabilities.

ADMISSIONS PROCEDURE
Students seeking admission to the Community College of Aurora should submit a completed application to the Admissions and Registration office, Room A103. The application form is available from the Admissions and Registration office, phone 303-360-4716, in the back of this catalog and online.

FORMER STUDENTS. Former students returning to the college after an absence of more than one year (summer term included) must complete the application form for re-admission.

HIGH SCHOOL STUDENTS PARTICIPATING IN THE POSTSECONDARY ENROLLMENT OPTIONS ACT. High school students enrolling under the PSEO Act (Title-22, Article-35, C.R.S.) must receive approval from their school district prior to enrolling. Upon approval students need to:
- Apply for admission to CCA
- Contact a CCA academic advisor
- Register for classes
- Pay for tuition, student fees, books, and supplies.
  Upon successful completion of the course(s), the school district will reimburse tuition costs.

For more information on the program, phone 303-360-4797.

HIGH SCHOOL STUDENTS NOT PARTICIPATING IN THE POSTSECONDARY ENROLLMENT OPTIONS ACT. Students need to:
- Apply for admission to CCA
- Complete the CCA placement test; or provide ACT/SAT scores that meet minimum requirements; or provide a signed letter from the high school with course recommendation(s)
- Contact a CCA academic advisor
- Register for classes
- Pay for tuition, student fees, books and supplies

For additional information, call 303-360-4797.

INTERNATIONAL STUDENTS. The college is authorized under federal law to enroll non-immigrant, alien students. An international student is a student who IS NOT a U.S. citizen and NOT classified by U.S. Immigration as a resident alien. These students MUST SEE the international student advisor in Room A102, phone 303-360-4795.

International students are required to submit the following documents:
1. An application for admission.
2. A high school and college, or equivalent transcript, and a certified English translation.
3. A statement of financial resources that is sufficient, as determined by the college, to provide for stay in the United States.
4. Evidence of proficiency in English as documented by the Test of English as a Foreign Language (TOEFL), minimum score 500; passing grade in English 121, 122 as shown in this catalog, or its equivalent, completed in the U.S.A.; Michigan test scores of at least 80% on each individual section; or graduation from an American high school with satisfactory completion of two years of standard high school English; or proficiency as determined by the International Student Advisor.
5. Medical insurance for one full year must also be purchased at time of registration unless the student can provide the college with proof of their own medical and accident insurance that provides coverage in the United States.

Form I-20AB will not be issued to an international student until all the above documents are on file in the Advising Center and a decision to admit the student is made. International students should allow sufficient time to gather and submit all required documentation so that an admissions decision can be made at least 30 days prior to the beginning of the term for which admission is sought. International students must meet with the international student advisor in the Advising Center, Room A102, prior to registering for courses. Registration must be completed no later than 10 weekdays prior to the beginning of the term.

International students must also comply with the following requirements:
1. Immigration requirements with respect to the number of credit hours taken at their home campus. U.S. Immigration and Naturalization Service regulations require that foreign students on F-1 visas carry and complete a full course of study (minimum of 12 credit hours per Spring and Fall semesters) and that they complete their educational objective within a reasonable period of time.
2. Placement testing must be taken before course registration; international students are required to follow course placement in English, mathematics, and reading as determined by the placement test scores.
The Campus Security Act requires all higher education institutions to collect and publish crime statistics. All occurrences that endanger the lives and well-being of our students should be reported immediately to a security guard on duty at the main campus or outlying sites.

CCA strives to create and maintain a learning environment that is safe and accessible. Campus safety is the responsibility of all members of the CCA community. As members of our community, you should:

- always lock your car when leaving the parking lot to go to class.
- always check your vehicle prior to unlocking and entering it when you are leaving your class location.
- walk out of class in groups or pairs. Get to know your classmates!
- report any suspicious activity immediately to the security guard on duty.
- pay close attention to the physical characteristics of the individual(s) involved in any altercation or incident. If the incident involves a car, try to get the license plate number, also the make and model of the car.
- get to know the security guard on duty when you have classes. Knowing them by sight and name recognition will be beneficial if you need them for any reason.

In the event that you need the assistance of a security guard you can reach them at the CentreTech Campus in A101, or call 303-360-4727 or 303-916-5275 (emergency only), or at the Lowry Campus at 303-419-5557. If an emergency situation arises, the security guard will contact the public safety authorities and any medical personnel needed.

Community College of Aurora is a drug-free campus. As a drug free campus it is illegal to use, distribute or sell drugs on the premises of this campus. People who are suspected of intoxication by alcohol or drugs will be referred to campus security and subsequently to the Vice-President of Student, Faculty, and Staff Services. If a determination is made that an individual is using drugs or alcohol on campus, or coming to campus intoxicated, the individual could be suspended and/or face legal penalties according to law. Alcohol and drug use can have severe consequences both educationally and personally. If you know of someone, or personally have a drug/alcohol problem, please contact the Counseling Needs Services office in the Learning Resource Center for information about referrals to agencies that can assist you. Through collaboration of all members of the CCA campus, we can create and maintain an environment that is safe for all of us.

NEW & TRANSFER STUDENTS. All individuals who have not been registered at CCA previously must complete an application for admission. All students are encouraged to see an academic advisor throughout their educational program. See Assessment/Course Placement, page 17.

VETERAN AFFAIRS. Veterans can use their educational benefits at CCA. Veteran certification will be conducted by the Veterans Certifications Advisor. All questions and forms should be submitted to the Veteran Affairs office, Room A103, phone 303-360-4706.

It is important for veteran students to select those subjects that will apply to their specific degree. These are the courses that the college can certify to the Veterans Administration. Students using VA benefits must submit transcripts of all previous post secondary education and training no later than 30 days after the beginning of the first semester of attendance.

A veteran is always responsible for his/her own tuition payment to the college. This payment is required upon registration, regardless of any response or lack of response from the VA Regional office.

VETERANS ACADEMIC STANDARDS OF PROGRESS. A minimum grade point average (GPA) of 2.0 (C) is required of all academic work for students to satisfactorily complete a course of study and graduate. An evaluation of student records is made at the end of each semester by the Admissions and Registration office. Unsatisfactory progress toward graduation is subject to probation for one semester and suspension of VA benefits if the cumulative GPA is not brought up to 2.00 or above.

An “AU” grade indicates that the student audited the course. No credit is allowed for audited courses, nor is this grade certifiable to the VA. For an explanation of the “I” grade (incomplete), the veteran should refer to the “Grading and Evaluation” policy. An incomplete or “I” grade must be made up before the end of the following term (Fall or Spring).
If a veteran student stops attending class but does not officially withdraw, he/she is considered as “non-attending” and may be dropped administratively by the instructor; his/her VA certification will be adjusted accordingly.

**Registration**

A schedule of course offerings is published each semester. The schedule indicates the registration procedures and places, dates, and times of registration. Students may obtain a Schedule of Classes from the Admissions and Registration office, Room A103, or the Advising Center, Room A102 at the CentreTech Campus.

Convenient telephone, online and walk-in registration opportunities are available. See the Schedule of Classes for times, dates, and locations of classes.

Please refer to the following chart for enrollment periods. On a case by case basis and with division approval, students may register for a class after “open enrollment.” The chart below shows open enrollment and division approval periods for various types of courses.

<table>
<thead>
<tr>
<th>Course Length/Type</th>
<th>Open Enrollment</th>
<th>Division Approval Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Full-term Classroom Based</td>
<td>1st week</td>
<td>2nd and following weeks</td>
</tr>
<tr>
<td>II. Full-term Distance (Telecourse, online)</td>
<td>1st two weeks</td>
<td>3rd and following weeks</td>
</tr>
<tr>
<td>III. Short-term Classroom Based</td>
<td>1st meeting</td>
<td>2nd and following meetings</td>
</tr>
<tr>
<td>IV. Short-term Distance (Telecourse, online)</td>
<td>1st week</td>
<td>2nd and following weeks</td>
</tr>
</tbody>
</table>

Students who register after classes start may miss important course materials or may find that the class has been canceled because of insufficient enrollment. Therefore, students are encouraged to register well before the start of classes, as indicated in the semester class schedule. If you need further information, call 303-360-4700.

**Residency Classification for Tuition Purposes.** At the time of application for admission, students are classified for tuition purposes as “in-state residents” or “out-of-state residents,” according to provisions of Colorado Law. To be considered a Colorado resident for tuition purposes, a person must have resided in Colorado for the immediate preceding 12 months and must meet other requirements.

Any student who has been classified as an “out-of-state resident,” and who believes he/she can qualify as a resident, may secure a petition for change of residency status from the Admissions and Registration office. It is the student’s responsibility to ensure that petitions and all supportive documentation are on file in the Admissions and Registration office by the published deadline. The Admissions and Registration office cannot assume responsibility for mailed petitions that arrive after the deadline; petitions will not be accepted after the end of the second week of the term.

The final decision regarding residency status rests with the Admissions and Registration office and the Residency Appeals Committee. All questions regarding residency classification should be addressed to the Admissions and Registration office.

Appeals procedures for tuition refunds and residency are available in the Admissions and Registration office, Room A103.

**Western Undergraduate Exchange (WUE).**

WUE is a program through which students in 12 participating states may enroll at a special, reduced tuition level applicable only to WUE students, namely the amount of in-state tuition plus 50%. Participating states include: Alaska, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah and Wyoming. For more information, contact the Admissions and Registration office, 303-360-4706.

**Student Records**

**Change of Address.** It is the responsibility of each student to notify the Admissions and Registration office of any change of address, name, telephone number, or other change that will affect their permanent or financial records.

**Family Education Rights and Privacy Act of 1974: Public Information and the Security of Student Records.** The Admissions and Registration office takes full responsibility for the security of your academic records. Under the Federal Family Education Rights and Privacy Act, the information in your file may only be released under specific conditions. As a current or former student of CCA, you have complete access to your records in compliance with requirements under the Federal Family Educational Rights and Privacy Act of 1974 (Public Law 93-389 Subsctn. 513, 88 Stat. 571; 29 U.S.C. 1232g). You may view them upon request at the Admissions and Registration office. If you feel your records contain an error, you may appeal in writing to the Director Admissions and Registration.

Your name and current enrollment status at CCA are considered public information. CCA will respond to inquiries in this regard, whether they are made in person, by phone, or in writing. Other items are also considered public information, but you can prevent their disclosure. Just file a written request with the Admissions and Registration office that they be withheld unless you grant written permission. The following items may appear in College directories and publications or be disclosed by staff to anyone inquiring in person, by phone, or in writing:

- Your major or division
- Date of your enrollment
• Number of hours you are currently taking or have completed previously
• Degrees you have earned
• Honors you have received
• Date of birth

Your name may be released for graduation listings, and lists of special awards, honors, and events may be released to the news media. All other information contained in your records is considered private and not open to the public without your written consent. Only the following individuals, because of their official function, have access to this information:

• CCA officials
• Officials at other schools and colleges where you apply
• Officials of Colorado collegiate institutions that have transfer agreements with CCA and who wish to contact graduates
• State or Federal education authorities
• Officials of Colorado collegiate institutions that have transfer agreements with CCA and who wish to contact graduates
• Accrediting organizations
• Organizations conducting studies for educational institutions or agencies
• Officials evaluating your application for financial aid
• Parents of dependent students (proof of dependency is required). CCA will attempt to notify the student before releasing information.
• State or Federal education authorities
• Officials of Colorado collegiate institutions that have transfer agreements with CCA and who wish to contact graduates
• CCA officials

Under the following circumstances, CCA may also provide information without your consent:

• Judicial orders
• Emergencies, where the information contained in your file is needed to protect your safety, health or welfare or that of other persons

GRADUATION APPLICATIONS. Students who expect to complete their degree or certificate requirements and be eligible for graduation at the end of a semester must make application for graduation on or before the end of the second week of that semester (see the Schedule of Classes for exact date). Graduation application forms are available in the Admissions and Registration office, Room A103, and should be returned to that office.

TRANSCRIPT REQUESTS. The Admissions and Registration office, Room A103, has the responsibility of maintaining student records and of issuing transcripts. Students who want to have a copy of their Community College of Aurora transcript sent to another college or to an employer must complete a “Request for Transcript” form available in the Admissions and Registration office. There is a $2.00 fee for transcripts unless ordered online. A $3.00 fee will be charged for all transcripts ordered online. A $10.00 fee, in advance, will be charged to fax a transcript long distance. A minimum of 48 hours (Monday through Friday) is required from the time a request is received in the Admissions and Registration office to the time the transcript is mailed, faxed, or ready for the student to pick up. All students must allow for this 48 hour processing time. No transcript will be provided for a student who has not fulfilled all financial obligations to the college.

TRANSFER CREDIT EVALUATIONS. You must be enrolled at CCA to have a credit evaluation. To arrange an evaluation, complete a “Request for Transfer Evaluation” form in the Admissions and Registration office and request that an official transcript be mailed directly to CCA. Your transfer credit will be evaluated course by course based upon your declared degree or certificate. You will be mailed a written confirmation of the credit awarded to you.

It is the responsibility of the student to provide all required documents. Documents become the property of the college and will not be released to the student or transferred to other institutions.

TUITION

Tuition for the Community College of Aurora is determined by the State Board for Community Colleges and Occupational Education and is subject to change. A Schedule of Classes, published each term, lists the rate of tuition.

AUDITING A COURSE. Students who wish to attend class without earning credits may register on an audit basis by registering for the course and completing the “Request for Audit” form. Before registering for audit courses, veterans using their educational benefits must see the veteran advisor; financial aid students must see a financial aid advisor; and international students (F1) must see the international student advisor. Registration and tuition are the same as for credit courses. Auditing students attend classes, do classroom assignments, and take examinations; they receive a final letter grade of “AU” which is not calculated into the GPA but which is recorded on the transcript.

Changes to or from audit status must be made on or before the last date to withdraw from a class. The withdrawal procedures apply to students who audit classes as well as to students who take classes for credit.

EMERGENCY WITHDRAWAL/TUITION ADJUSTMENTS. Certain types of emergency withdrawals may be considered for tuition adjustment after the refund date. Emergency withdrawals for documented illness or death in the immediate family (spouse, child, or parent only) may be considered for tuition adjustments, only up to mid–session. Students should contact the Admissions and Registration office, 303-360-4701, for more information.

FINANCIAL OBLIGATIONS OF STUDENTS. Financial obligations of students to the college are due and payable at the time of registration, unless the student has made satisfactory arrangements with the Fiscal Affairs Office. A student is not considered officially registered and may not attend classes until tuition is paid or arrangements for payment have been made with the Fiscal Affairs Office. A student who is financially obligated to the college in any way will be denied a transcript and will not be allowed to register for subsequent sessions until he/she has made satisfactory settlement with the college or have made arrangements. Contact the Cashier’s Office for more information.
MILITARY PERSONNEL. Active duty members of the armed forces and their dependents stationed in Colorado are eligible for in-state tuition consideration under Senate Bill 2, enacted the fall of 1986.

Under provisions of this bill, the college will permit non-resident active duty military personnel and their dependents to register on an “in-state” basis. Military personnel are required to obtain certification from the base personnel office to confirm that the student is on active duty with a permanent duty station in Colorado (as opposed to TDY or Reserve Duty). This documentation must be resubmitted each semester the student registers and desires this special classification. For further information, call 303-360-4737.

REFUND POLICY. The Community College of Aurora will issue refunds based on the following:

1. One hundred percent (100%) refund of tuition and student fees is granted to students for classes dropped from the first day of the class through the refund date. However, there is a non-refundable charge of $9.25 that is used to offset processing and material costs. The refund date for regularly scheduled classes is published in the schedule. All other refunds are based on 15% of the class meeting times. For further information regarding all refund dates, call 303-360-4700 before the start date of the class.

2. No refunds are given after the refund date, except for extenuating circumstances. (see Emergency Withdrawal)

3. When the class section is canceled due to lack of enrollment or for other causes, the college will notify students. Students are entitled to a one hundred percent (100%) refund. Students may come to the Admissions and Registration office and choose from the class sections still available to substitute for the canceled class.

4. When a class is canceled or dropped before the refund date, a refund is automatically initiated, providing the student doesn’t owe the college a balance on his/her account. If a student paid by credit card, the same credit card is credited for the appropriate amount once the credit appears on his/her account. If payment is by cash or check, a refund check is mailed to the address of record. Should a financial aid recipient be eligible for a refund, the funds received must be returned to the student’s financial aid account. A reduction in the award may be required. Aid recipients must contact the Financial Aid office regarding refund requirements.

5. Processing a cash or check refund takes approximately three to four weeks from the time the refund is initiated and is mailed to the student.

SCHEDULE CHANGES. Students may change their schedules (add/drop) after they have registered. General policies related to change of schedule are as follows:

1. The add/drop period extends from registration through the refund date published in the Schedule of Classes.

2. Students will be assessed additional tuition and fees if credit hours added exceed credit hours dropped.

3. Students may add/drop during registration through telephone registration, fax 303-361-7432, online or at the Admissions and Registration window at the main campus.


TUITION AND FEES PAYMENT. Sponsored students must bring proof of sponsorship to the Accounts Receivable office by the date specified in the Schedule of Classes.

All students who are not receiving financial aid or who are not being sponsored by a third party should be prepared to pay 100% of their tuition and fees. See the current Schedule of Classes for specific dates. Tuition and fees payment may be made by cash, personal check, MasterCard, VISA or Discover Card. If using a credit card, payment may be made by calling the automated registration phone at 303-825-2747.

A promissory note may be obtained at the time of registration by paying all fees and 50% of tuition costs. The remaining tuition balance will be divided into two payments. A non-refundable fee will be assessed. See the current Schedule of Classes for details.

WITHDRAWING FROM A CLASS. Once a student has registered for a course, space is reserved under the assumption that the student will complete the course unless unforeseen circumstances necessitate the student’s withdrawal. To officially drop or withdraw from a class, complete an add/drop form and submit it to the Admissions and Registration office, Room A103. Failure to attend class or informing the instructor that you will be withdrawing from the class does not constitute official withdrawal. Students who do not officially withdraw may receive a grade of “F” on their permanent record.

WITHDRAWING FROM COLLEGE. All students with six credit hours or more who are totally withdrawing from college are required to start the withdrawal procedure in the Advising Center, Room A102, by completing an add/drop form.

Steps in withdrawing from the college are:

1. Visit with an academic advisor, Room A102, before the deadline date and obtain a signed add/drop form.

2. A student who is receiving financial aid, veteran benefits, is an international student, or who has a financial obligation to the college must have the appropriate office sign the add/drop form.

3. Submit the completed add/drop form to the Admissions and Registration office, Room A103. The date of filing this notice is considered the official date of withdrawal in all cases.
ACADEMIC ADVISING

Individuals seeking academic advising should contact the Advising Center, Room A102, phone 303-360-4797. All new, continuing, and prospective students should utilize the advising services offered at CCA. Through consistent contact with an academic advisor, a student will have the opportunity to discuss educational goals and plan a course of action that will fulfill these goals.

CONTINUING STUDENT ADVISING. Advising for continuing students in good academic standing is not mandatory, except for financial aid and international students (F1 status). All students should maintain contact with their academic advisor so that optimum benefits from their educational program can be achieved.

FINANCIAL AID STUDENT ADVISING. All students receiving financial aid are required to contact an academic advisor. Students should contact their academic advisor prior to registering for classes.

NEW STUDENT ADVISING. All new degree seeking students are required to contact an academic advisor to discuss goals and degree program requirements.

All new students are assigned an academic advisor. It is essential for the student to maintain contact with the academic advisor as he or she progresses through their educational program. Academic advisors welcome all students on a walk-in basis during business hours. For more information, call 303-360-4797.

New students are also strongly encouraged to participate in New Student Orientation available on-site and at our web site located at www.cca.cccoes.edu. Here students will learn all the essentials of becoming a successful college student, find degree and certificate information, tips for success, and other important information.

Students who are enrolling in course work for job upgrade or personal development are encouraged to see an academic advisor for assistance in choosing the course that will best meet their educational goal. In addition, students have the opportunity to meet with the academic department if required.

TRANSFER STUDENT ADVISING. Students whose primary interest in attending the Community College of Aurora is to prepare for transfer to a four-year college or university should familiarize themselves with the requirements of the institution.
to which they will transfer. Since graduation requirements vary among institutions, it is important to obtain assistance from a CCA academic advisor in planning a transferable program of study. Transfer information is available in the Advising Center, Room A102.

**Online (Internet) Learning**

Internet courses are taught via the world wide web and email. Most of these courses run on a semester basis; a limited number are run as condensed courses each semester. Internet courses generally do not have on-campus requirements, although they may require proctored exams. Students can obtain College Online information at [www.cca.cccoes.edu](http://www.cca.cccoes.edu). Information Sheets for Internet courses are available online at [http://cs.cca.cccoes.edu/infosheets](http://cs.cca.cccoes.edu/infosheets) during registration each semester. For more information, contact the Distance Learning Team at 303-361-7362, or email DLTeam@cs.cca.cccoes.edu.

**Drug Free CCA**

The Community College of Aurora supports the efforts of local, state, and federal governments in promoting a drug free America. Drug and alcohol abuse cause numerous problems in the domestic and working worlds. The challenges faced by our country cannot be effectively dealt with unless individuals work collectively in combating the problems caused by drug and alcohol abuse. The effects of drug and alcohol abuse are most damaging to the physiological and psychological systems of the human body. Through active abuse, a person is placing harmful toxins in his/her body which can cause illness and impact one's ability to work and function fully in society.

Awareness, education, and intervention all are components of addressing the problems created by substance abuse in our communities and country.

Chronic alcohol abuse affects most major organ systems of the body, most notably the cardiovascular system and nervous system. Chronic alcohol abuse over a period of years can result in brain damage that can be irreversible. Drug abuse follows a similar pattern of degeneration of the body's major organ systems. Both alcohol and drug abuse can lead to death and are a major cause of automobile fatalities on our roads and highways each year.

The Community College of Aurora adheres to and supports the legislation and laws enacted by the federal, state, and local governments addressing the unlawful possession, use, or distribution of illicit drugs and alcohol. Any person who is involved in these activities on campus will be prosecuted to the fullest extent of the law. Further sanction, such as suspension and expulsion from college, may be deemed necessary.

The Community College of Aurora's mission is to provide educational opportunities for citizens of the Aurora area. The college cannot permit any individual to impede this process for the student enrolled at the college. All students, faculty, and staff of the college must abide by the laws of the state and nation; any infringement of this through the use of drugs and alcohol on campus is strictly forbidden. The college provides referral information about substance abuse for interested students, staff, and faculty. For more information about programs offered, please contact the Counseling Needs Referral Program, in Room S202, phone 303-360-4784.

**Financial Aid**

**General Program Information.** Financial aid programs at the Community College of Aurora are designed to support students who would be unable to attend without help. The primary responsibility for meeting the costs of education rests with individual students and their families. Financial aid funds are available to supplement whatever funds students and their families can provide. Since requests for assistance usually exceed the availability of funds, students and their families should be aware of procedures and deadlines in order to receive maximum consideration for the funds that are provided.

**Ability to Benefit.** Recent changes in federal regulations require a high school diploma or GED to be considered for Title IV financial aid. Students who do not meet the above requirements must pass a federally approved “ability to benefit” test to be considered for financial assistance. For information, contact the Financial Aid office, Room A106, 303-360-4709.

**Application Procedures.** All application materials are available from the Financial Aid Office, Room A106, phone 303-360-4709. Approximately 6-8 weeks are required from the time an application is completed until eligibility can be determined. For faster processing, complete the application online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Priority in awarding financial aid will be given to students with completed files by the following dates:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Priority Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2001</td>
<td>June 1, 2001</td>
</tr>
<tr>
<td>Spring 2002</td>
<td>November 1, 2001</td>
</tr>
<tr>
<td>Summer 2002</td>
<td>April 1, 2002</td>
</tr>
</tbody>
</table>

Additional supporting documents, such as federal income tax forms, financial aid transcripts, verification of untaxed income, verification of employment, etc., may be requested by the Financial Aid Office. Students should check with the Financial Aid Office for their file completion status.
ASSESSING FINANCIAL NEED. Financial need is defined as the difference between actual cost of attendance (tuition, books, and supplies; transportation allowances; and allowance for essential incidental expenses as determined by the college) and the total resources available to the student. These resources include expected parental contributions, student and spouse assets and earnings, and awards from outside agencies.

Financial need is determined by a national uniform needs analysis. The system analyzes income and assets, family size, number of family members in college, student dependency status, and other data to determine the reasonable expected contribution from the student and the family. Final need determination is made by the Financial Aid Office. Applications are available in the Financial Aid Office, Room A106.

DURATION OF AWARDS. Financial aid awards may be made for one academic year or less. To continue receiving an award, a student must:

1. be in good standing with the college;
2. continue to demonstrate financial need or other eligibility requirements; and
3. maintain satisfactory academic progress.

Awards are contingent upon adequate funding of the federal and state financial aid programs.

ELIGIBILITY. In order to be considered for aid at CCA, applicants must:

1. be accepted for admission in a degree or certificate program;
2. be a U.S. permanent resident, or have an Alien Registration Receipt Card (I-151 or I-551); Conditional permanent resident (I-151C); Other eligible noncitizen with an Arrival-Departure Record (I-94) from the U.S. Immigration and Naturalization Service showing any one of the following designations: (a) “Refugee,” (b) “Asylum Granted,” (c) “Indefinite Parole” and/or “Humanitarian Parole,” (d) “Cuban-Haitian Entrant.”
3. be registered, if required, with the Selective Service;
4. have earned a high school diploma, passed the General Educational Development (GED) test, or obtained a passing score on federally approved Ability to Benefit test (assessment test) administered by CCA;
5. plan to attend classes on at least a half-time basis (six credit hours or more);
6. have completed an application form, and either mailed it or applied over the Internet (www.fafsa.edu.gov) for processing;
7. have supplied the Financial Aid Office with any additional material or documentation required to be considered for financial aid.

NOTE: If you are currently a high school student, you are not eligible for any financial aid.

FEDERAL FAMILY EDUCATIONAL LOAN PROGRAMS. Subsidized Federal Stafford Loan. Low-interest, long-term educational loans are available to students attending school at least half-time (six credit hours). Students must demonstrate financial need to be eligible for this loan.

Stafford loans are made by lenders such as banks, credit unions, or savings and loan associations. The federal government pays the interest on the loan while the student is attending school or is in deferment status.

Unsubsidized Federal Stafford Loan. This loan is similar in terms as the Federal Subsidized Stafford Loan, except that this loan is not need-based, and the interest is not paid at any time by the federal government. The student is responsible for paying the interest on a quarterly basis.

The student may also request that the interest be capitalized to the loan principal with payments deferred until the student graduates.

Federal Plus Loan. These educational loans are for parents of dependent, undergraduate students. The loans are based on the parent's credit-worthiness. Monthly payments generally begin 60 days after the loan is disbursed. There is no grace period for these loans.

Emergency Loans. The emergency loan is available to any CCA student who encounters an emergency financial situation while enrolled at least half time. The loan amount is limited to a maximum of $300 and must be repaid by the due date listed on the promissory note. While no interest is charged on these loans, there is a minimum processing fee. Emergency loans are issued on a first come-first served basis, starting after the add/drop period and ending 30 days prior to the end of a semester and can be obtained in the Business office, Room A204, phone 303-360-4756.

FINANCIAL AID WITHDRAWAL REFUND AND REPAYMENT POLICY. A student who withdraws during the semester may be required to repay a portion of the financial aid. For more information concerning the methods of determining when a repayment may be due, contact the Financial Aid Office or refer to the Financial Aid Handbook. If any portion of the student’s tuition and fees were paid from any financial aid account, the same account will be reimbursed in the amount of the scheduled standard tuition refund.

NOTE: Any student who is in default on a Title IV loan or who owes a repayment on a Title IV grant is not eligible to receive financial aid. For additional information refer to the Financial Aid Handbook.

RETURN OF TITLE IV FUNDS. Questions concerning the return of Title IV funds should be directed to the Financial Aid Office, Room A106.

SATISFACTORY ACADEMIC PROGRESS POLICY FOR FINANCIAL AID. Financial aid applicants must maintain satisfactory academic progress both prior to applying for aid and during the semester(s) aid is received. The following criteria defines satisfactory progress for financial aid purposes:

1. Students on financial aid must maintain a cumulative grade point average of at least 2.0 (C).
2. Scholarship recipients must maintain the cumulative grade point average specified in the scholarship guidelines.

3. Students must complete a minimum number of credits each semester based on their enrollment status.

4. Students receiving financial aid are also required to be making measurable progress toward their degree or certificate. In general, financial aid is only available for the length of time required to complete the student's chosen program.

5. Appeal procedures for financial aid are available in the Financial Aid Office.

For more complete information, contact the Financial Aid Office or refer to the Financial Aid Handbook.

**TYPES OF AID AVAILABLE.** There are two types of need-based aid: 1) gift, and 2) self-help. “Gift assistance” takes the form of grants and scholarships from institutional, state, and federal sources, whereas “self-help” indicates the student’s responsibility to provide his/her fair share of the dollar commitment (work and/or loan programs).

**GRANTS.**

*Federal Pell Grant.* This program is designed for undergraduate students who do not have a bachelor's degree and who have demonstrated need. The amount of this award is determined by completing the Free Application for Federal Student Aid (FAFSA).

*Federal Supplemental Educational Opportunity Grant (FSEOG).* This federal program is designed to be awarded first to those applicants with exceptional need.

*Colorado Student Incentive Grant (CSIG).* State funds match federal funds available in this program. This grant is available to students who demonstrate financial need.

*Colorado Student Grant (CSG).* This state program makes awards to Colorado residents who demonstrate financial need.

Certain tuition grants are available for special programs or circumstances:

*CCA Enhancement Grant.* If you are a CCA exempt or classified employee, you are eligible for 50 percent reduction in tuition. Contact the financial aid office for further details.

**SCHOLARSHIPS.**

* Aurorian Award.* This scholarship is designed to recognize students who are entering higher education after at least a five-year absence from any formal education. The award is based on the student's academic promise and goals rather than on past performance. This award is funded by the Colorado Legislature.

*Colorado Scholars.* This program recognizes the academic excellence of continuing students. To qualify, a student must have completed a minimum of 12 CCA credit hours with a GPA of 3.2 or better. Awards from this program are sponsored by the Colorado Legislature.

*Launch Your Future.* This scholarship is designed to benefit recent high school graduates who are entering college for the first time. Students must have a GPA of 2.5 or better, or have completed the GED with a score of 250 or better within the last 12 months. It is funded by the Colorado Legislature.

*Scholarship Search.* The Financial Aid Office can help students locate many private scholarships via the Internet. In the Scholarship Search Center there are computers that students can use to access several free Internet scholarship sites. The scholarship search is time efficient, user–friendly and individualized. No fee is charged for this service.

*Advance.* This scholarship is for recent Colorado high school graduates, who participated in the Post-Secondary Enrollment Act at CCA. High school students must have completed a minimum of 6 credit hours at CCA with a GPA of 2.5 or better.

*Senior Citizen’s Grant.* If you are a Colorado resident, age 60 or over, you are eligible for 50 percent reduction in tuition. Contact the Financial Aid Office for further details.

*State Employees Grant.* Eligible State of Colorado employees are entitled to a 50 percent tuition grant. If you are in this category, ask your supervisor at your state agency for more information.

*Small Business Management Program Grant.* Participants in the college's Small Business Management program are entitled to tuition assistance. For more information, contact the Small Business Management Program, Room A201, phone 360-4745.
**WORK-STUDY.**

Federal and State Need-Based College Work-Study Program. The college participates in two work-study programs which award amounts based on the applicant’s demonstrated need. These programs provide employment opportunities for students that enable them to earn money to fund their education. To the extent practical, the college will attempt to provide employment that complements and reinforces the educational and vocational career goals of the students. Most jobs will be located on campus. Students may not earn more than the amount of the award.

Colorado No-Need Work-Study Program. The State of Colorado provides limited funds for employment of students who do not demonstrate financial need. Applicants must be Colorado residents for tuition purposes.

**Highline Chronicle Newspaper**

CCA’s student newspaper, the Highline Chronicle, offers students the opportunity to express opinions or write articles that are of interest to the CCA community. Any student interested in working on the newspaper staff is strongly encouraged to contact the Director of Student Life at 303-360-4781. The Chronicle is managed by students with advising and support from CCA. The managing editor has responsibility for reviewing, editing, and setting publication standards for articles and editorials submitted.

**Inscape**

Inscape is CCA’s literary and arts magazine. Inscape is published every spring and showcases poetry, fiction, short essays, photography, artwork and cartoons by students, faculty, and staff of CCA. Submissions are accepted all year by the Humanities and Fine Arts Division.

**Learning Resource Center (LRC)**

The Learning Resource Center provides students instructional support activities that enhance their educational experience at CCA. Services include tutorial support in mathematics, English, vocational courses and the sciences. A computer lab, including word processing equipment, is available to students at no cost throughout each semester. Students can also use the Learning Resource Center for study groups, quiet study, and to utilize reserved study materials. Services offered at the LRC are described below.

**Skills Development.** Students who need to refresh their study skills (including time management, notetaking, listening, and test-taking) can join one of the scheduled workshops or request individualized assistance. The LRC also offers a variety of small group workshops to assist students who are unfamiliar with using word processors or who are interested in the Internet as a tool for research.

**Assessment/Course Placement.** The college assists students in making course and educational program decisions through assessment and advising. Students who take the assessment will be able to determine their current academic skills in reading, math, and English. By using the results of the assessment and working with an academic advisor, an educational plan will be developed which will enhance academic success. If remedial courses are recommended, it is the student’s responsibility to enroll in any appropriate remedial coursework before completing thirty credit hours at CCA. In addition, remedial courses may be taken at any Community College of Colorado. Visit www.rightchoice.org for information. All new students enrolling in degree and certificate programs and financial aid students are required to complete the assessment.
In accordance with SP 9-41, students who have met the following conditions are not required to complete the assessment:

1. Provided documentation of ACT or SAT (college entrance examinations) taken within the last five years. Listed below are the minimum scores accepted for college level course placement.
   - ACT English: 18  Math: 19  Reading: 18
   - SAT Verbal: 450  Math: 440
2. Provided documentation that they have completed a college level English and mathematics course with a grade of “C” or higher.
3. Provided documentation for having earned an Associates or higher degree from a regionally accredited institution.
4. Taking classes for employment in-service and/or up-grading, and do not plan to enroll for an English or math course and are not seeking a CCA degree.

Assessment is part of the advising process and educational plan. Plan to spend approximately 60-90 minutes taking the assessment. Refer to the Schedule of Classes for times or call 303-360-4736 for additional information.

**CAREER DEVELOPMENT CENTER.** The Community College of Aurora offers career planning and exploration for students seeking assistance with employment and/or the development of career goals. Career counseling, workshops, and courses are offered each semester and will assist the student interested in exploring and developing skills that will enhance employability. Also provided, free of charge, is the Colorado Career Information System (COCIS). COCIS is a self-directed, computerized career planning and information program providing job descriptions, work settings, wages, hiring requirements, and employment outlook. Job fairs and career showcases in several occupational and professional areas are offered to aid students with networking in their field. Local businesses, agencies, and firms participate. The Career Development Center is located in the Learning Resource Center (LRC), phone 303-360-4835. The Center offers a variety of career search tools. The Center posts job openings (full and part-time) which are updated daily. Although placement is not guaranteed, the college tries to assist its students and graduates with employment opportunities. Students wishing to utilize this service should stop by the Learning Resource Center, Room S202, or phone 303-360-4835.

**GED TEST CANDIDATES.** The GED pre-test is offered to provide information indicating readiness for the official GED examinations. There is a $5.00 charge for the pre-test. Referrals to GED preparation programs and testing centers are available.

**INTERNET CLASSES.** Students who are enrolled in internet classes may take exams in the Learning Resource Center. Students should refer to the course information sheets at http://cs.cca.cccoes.edu/infosheets for details.

**RESOURCES FOR STUDENTS WITH DISABILITIES.** The Community College of Aurora is committed to providing equitable opportunities for all students. The Disability Services office provides numerous support services to students with disabilities. All services are provided on an individual basis by identifying a student’s needs and then working to meet those needs. The Computer Access Center office offers students training using computer-adapted technology. Adaptive technology is any device that assists a person with a disability with his/her work, personal, and educational life. Reasonable accommodations will be provided upon request for persons with documented disabilities. To arrange for an accommodation, please make an appointment with the Disability Services Office at least three weeks prior to the time when you will need the service. The Disability Services Office is located in the Learning Resource Center, Room S202, phone 303-361-7395 (V/TDD).

**TUTORING.** The Tutoring Program is located in the Learning Resource Center (LRC). Free tutoring is provided in math, writing, accounting, computers, and chemistry to registered CCA students. For a schedule of tutoring times or for information, call the Learning Resource Center at 303-360-4736, or stop in the LRC, Room S202.

**LIBRARY SERVICES**

By special contractual agreement, the Aurora Public Library maintains the Community College of Aurora Library. Students are served at two primary locations, the Aurora Public Library and the Instructional Resource Center (IRC), located in the Learning Resource Center, on the CentreTech Campus.

The IRC offers video and audio tapes, reference books, and periodicals. It also offers online access from both on- and off-campus to the Aurora Public Library (APL) and to other library catalogs as well as to a variety of online periodical and reference resources. The IRC’s new location in the Student Center features an electronic library offering expanded Internet access to online resources. Students can receive assistance in using the subscription databases on the Internet in the LRC.
**Phi Theta Kappa**

Students who have obtained both a cumulative grade point average of 3.5 and have completed at least 12 credit hours at CCA are encouraged to consider membership in Phi Theta Kappa, the international community college academic honorary society. The Phi Theta Kappa Alpha Pi Chapter is committed to community service work and to developing special programs that further enhance students’ knowledge of our community, nation, and world. Any student interested in receiving information about Phi Theta Kappa should contact Student Life at 303-360-4781 or the Phi Theta Kappa hotline at 303-361-7364.

**Residence Hall**

The Community College of Aurora makes available residence hall rooms at the college’s Lowry campus location. Located minutes from the CentreTech Campus and downtown, the Residence Halls at Lowry are a perfect place to study and live. Residence hall living gives you real-life experience. You learn how to live, study and work with people from diverse backgrounds as well as develop long-lasting friendships.

Each suite contains two single rooms divided by a shared bath (single sex units). Each room has its own sink and vanity. Furniture includes a single bed (twin), nightstand, two large wardrobes/storage lockers, student desk and chair. Students also get a choice of meal plans, free on-site parking and secured entries.

See the Admissions & Records office for information and costs and to pick up an application.

**Safety**

Vital within the instructional program is concern for safety. Instructors insure that safety procedures are included in the curriculum and are followed in practice. When appropriate, students are familiarized with the importance, content, and location of Material Safety Data Sheets (MSDS). It is the responsibility of all persons to practice appropriate safety measures. In the event of an injury, during instruction or at any time on campus, the injured party must report the nature of the incident and the manner in which it was handled. This first report is to be filed in the Personnel Office, Room A201, with a copy to the facilities manager, Room A107.

The college supports and complies with the Student Right-to-Know and Campus Security Act, as amended in 1991. The college will publish and distribute information on campus security, the college’s relationship with the Aurora Police Department, and occurrences of crime on campus.

**Service Members Opportunity College**

The Community College of Aurora is a member of the Service Members Opportunity College (SOC). SOC is a consortium of national higher education associations and 569 institutional members that function in cooperation with the Department of Defense and military services to help meet the voluntary higher education needs of service members. As a member of SOC, the Community College of Aurora subscribes to principles and criteria to ensure that high-quality academic programs are available to military students.

**Student Diversity Programs**

The college strongly supports diversity among students, staff, and faculty. Student diversity programs offer students academic, career, social, and cultural experiences at the college. This program works in conjunction with the college's Program Board in planning activities that celebrate diversity and discussion of the needs of individuals with differing backgrounds. For more information about this program, please contact the Student Life Office, 303-360-4781, Room S101.

**Student Government Association**

The purpose of the Student Government Association is to provide a means of organized student expression in CCA affairs, activities and policies. They coordinate and regulate student activities and funds in the interests of the student body. SGA works with new and existing clubs and organizations to arrange publicity and campus events. Serving as the chief representative body of students at CCA, SGA provides a forum for discussion between students, and administration. Any student, administrator, or faculty member may attend meetings and take part in discussion. For more information on SGA events, discussion, and planning contact the Student Centre, room S101B, 303-360-4726 or 303-360-4781.
ALUMNI ASSOCIATION
Alumni Association, in conjunction with the CCA Foundation, is an ongoing resource for all CCA alumni in their academic and professional pursuits, to raise support for the college, to promote awareness of the college’s services, and guide the existence of the CCA Alumni Association.

BLACK STUDENT ALLIANCE
BSA is an alliance of progressive-minded students working together to promote excellence, unity, and respect among the black student body. BSA also acts as a support network for academic, personal, and professional pursuits and varied interest levels for all students.

BUSINESS CLUB
The Business Club in conjunction with DIA Rotary provides a forum for students interested in Management, Marketing, and Business. They strive to provide learning experiences in Business and enhance communication among students and the business community through participation in forums, seminars, guest speaker events, and service projects.

CAMPUS CRUSADE FOR CHRIST
Campus Crusade, through worship, studying the Bible, and prayer, hopes to get to know one another more deeply and further their relationship with the Lord. The club does this through regular meetings and events. Singing, praying, studying, learning, eating, and having fun happens at every meeting.

COED SOCCER CLUB
Soccer club practices once a week at a local soccer field. They compete against Colorado Mountain College, Arapahoe Community College, and other city teams. The club is open to any student interested in playing soccer.

CRIMINAL JUSTICE CLUB
Created by students interested in Criminal Justice, the CRJ Club provides a forum for student to participate and promote the Criminal Justice program at CCA. The club provides the opportunity to explore Criminal Justice career fields and experiential learning opportunities in Criminal Justice through participation in forums, seminars, guest speaker events, and service projects.

HIGHLINE CHRONICLE
The Highline Chronicle is CCA’s student newspaper. The Chronicle seeks to provide CCA’s students and the college community with all forms of news, organized student expression, and various educational experiences. Submit articles for publication in the office at the Student Centre, Room S101C.

ICE HOCKEY
The Community College Icemen is a coed inter-college group of students interested in playing ice hockey. They practice at Big Bear Ice Arena and play in the City Ice Hockey League.

INTERNATIONAL STUDENT ASSOCIATION
ISA encourages positive interaction among international students and the campus community. ISA assists international students adjust to life in Colorado and creates channels of communication to promote cultural awareness and communication of ideas.

LAZOS CULTURALES
Cultural Ties provides an open forum for students to learn and experience Latino culture. They provide a support system, an information network, and a quality campus experience for Latino students attend CCA. The group meets regularly to motivate, instill pride and self-confidence, learn and practice conversational Spanish, promote traditions, and promote awareness of the Latino culture.

MEN’S BASKETBALL TEAM
The men’s basketball team competes regularly against other community colleges and city leagues. They practice weekly at North Middle School. The team is competitive and welcomes new players or a cheering section.

PHI THETA KAPPA
Phi Theta Kappa is the international honor society of two-year colleges. Alpha Pi Pi provides a means for scholars with high academic achievements to share their knowledge in the college. Students who have achieved a cumulative grade point average of 3.5 and above and have completed at least 12 credit hours at CCA are invited to join.

TENNIS CLUB
The tennis club encourages students to participate in physical activity and the sport of Tennis. Members practice one another and may enter tournaments based on skill level and desire to participate. Beginners to Advanced players are welcome.

WOMEN’S BASKETBALL CLUB
This club is open to all women interested in playing basketball. Whether you play competitively or want to learn, basketball provides a work out and a chance to meet fellow CCA Students. The club also plays in the City of Aurora Basketball League.

WOMEN OF WISDOM
A support group for the non-traditional female students of CCA, W.O.W. provides an opportunity to network and share concerns about the college experience. W.O.W. meets once a month and sponsors speakers on topics related to college success, time management, and other areas of its member’s interest.

For more information regarding student clubs and organizations, contact the Student Life Office, Room S101, 303-360-4781.
COMMUNITY SERVICES

The Community College of Aurora is proud to offer services to the community. The following programs are available to area businesses, non-profit organizations, and other groups.

CUSTOMIZED & CONTRACT TRAINING AND EDUCATION PROGRAMS. The Center for Workplace Training & Development office has the mission of delivering educational and non-educational services directly to local businesses and industries. Employers contract for instructional credit or non-credit programs that are customized for their work force. Non-instructional services include company and employee assessment, grantsmanship, and technology transfer. This office works with local economic development agencies to attract and retain business in the area.

For public and nonprofit agencies: This office also customizes training and educational programs for public and non-profit agencies. It specializes in boardmanship and community leadership training as well.

SMALL BUSINESS.

The Small Business Management program (SBM) is designed specifically for small business owners or operators. Instruction takes place at the business site, where a team of instructors make periodic visits and customizes the instruction to meet the needs of the business. This one-year program begins with a thorough analysis of the business and features additional seminars on business-related subjects. The customized, individualized approach delivers instruction in accounting, management, marketing, and computers.

Small Business Development Center (SBDC). The Small Business Development Center combines the resources of federal, state, and local governments with those of the educational system and the private sector to meet the specialized and complex needs of the small business community. Management, financial, and marketing experts work in partnership to provide the entrepreneur with crucial information that can mean the difference between success and failure.

The Aurora Small Business Development Center is located in the Original Aurora district at 9905 East Colfax Avenue, Aurora, Colorado 80010. Phone: 303-341-4849; fax: 303-361-2953. The college also offers services at the Douglas County Small Business Development Center at 420 Jerry Street, Castle Rock, Colorado 80104. Phone: 303-814-0936; fax: 303-688-2688.
BUSINESS CAREER SERVICES

The college's Career Development Center helps match prospective employees with local businesses. The center keeps a databank of more than 1,000 job listings which are available to CCA students and alumni.

Businesses wishing to list jobs with the Career Development Center can call in a request to 303-360-4835, or fax a request to 303-360-4791.

The Career Development Center also keeps listings for internship opportunities for current students. Internship programs allow students to receive on-the-job training and experience while earning college credit. For more information on listing an internship, call 303-360-4835.

SERVICE LEARNING PROGRAM

The Service Learning Program provides special learning opportunities for students to help strengthen their academic work and to better prepare them to pursue their educational and career goals. Service Learning is a unique way for students to gain real world experience while promoting and deepening their understanding of concepts discussed in courses. Students work on a variety of projects appropriate to their needs and designed to fit their schedules. Schools, non-profit organizations, government and other community agencies serve as community settings for personal reflection on the application of subject content.

The program coordinator can assist with project development and direct students and faculty to community placements appropriate for their service learning, internship, practicum, or other experiential needs. The Service Learning Office is located on the Lowry Campus at 9125 East 10th Drive, Building 859, Room 141, Denver, Colorado 80230. Phone: 303-340-7051; fax: 303-340-7080.
LIFE-LONG SKILLS

Community College of Aurora faculty has identified a common set of six skills for student success in every aspect of life. These skills are developed and enhanced throughout each student’s coursework at CCA. They are:

COMMUNICATION: Upon completion of their course of studies, students will be able to effectively express, impart or exchange feelings, thoughts, opinions and information both orally and in writing by:

• Constructing effective written and oral communications using content organization and delivery techniques that convey accurate, concise and complete information appropriate to the topic, audience, occasion and purpose.
• Adapting listening behaviors to accommodate the listening situation and offer appropriate, effective feedback.
• Creating written communications using grammar, sentence structure, mechanics (i.e. capitalization, punctuation), spelling skills and content appropriate to defined standards or criteria.

CRITICAL INQUIRY: Upon completion of their course of studies, students will be able to examine and utilize reasoning strategies in order to select, apply and evaluate evidence in multi-disciplines by:

• Formulating solutions to problems by separating information into component parts, determining the relevancy of data, evaluating facts and inferences and recognizing logical fallacies in reasoning.
• Evaluating alternative viewpoints, arguments, belief systems, and the like in order to analyze the divergent views of others and to interpret behaviors without making stereotypical or prejudicial judgments.

INTRA/INTERPERSONAL RESPONSIBILITY: Upon completion of their course of studies, students will be able to work independently or cooperatively in a group setting on situations and issues that affect the common welfare and one’s own welfare in relationship to others by:

• Demonstrating the ability to plan, organize, manage, and successfully complete a variety of tasks and projects within defined time lines.
• Analyzing and accepting responsibility for personal behaviors and interactions that reflect individual and societal ethical standards and values.
• Determining appropriate ways to work respectfully in both leadership and fellowship roles with people of various capabilities and orientations in order to appreciate the integrity and uniqueness of interactions among diverse social and cultural groups.

NUMERACY (QUANTITATIVE ABILITIES): Upon completion of their course of studies, students will be able to perform arithmetic operations and to reason and draw conclusions from numerical information by:
• Illustrating the basic arithmetic operations of addition, subtraction, multiplication, and division, estimate and judge the reasonableness of numerical results, and think proportionally.
• Translating problem situations into symbolic representations and using symbolic representations to solve problems.

TECHNOLOGY: Upon completion of their course of studies, students will be able to utilize computer equipment to perform a variety of tasks by:
• Constructing a product that demonstrates proficient keyboarding and computer operation abilities.
• Comparing and contrasting the basic functions of the standard operating components of a computer.
• Investigating and classifying the uses of technology to access information and to assess reliability.

AESTHETIC PERCEPTION: Upon completion of their course of studies, students will be able to identify characteristics of and to judge qualitatively a creative work by:
• Applying internal criteria or external standards.
• Articulating the value of a work.
• Examining the impact of historical or current events on written and/or artistic expressions of ideas and theories and judging the adequacy with which conclusions are supported by data.
• Developing personal creativity through the experience of designing or modifying a work (e.g., writing a creative short story, constructing an experiment, formulating a new scheme for classifying objects).

ATTENDANCE
Regular, punctual class attendance is necessary if a student is to obtain maximum benefits from instruction. Students are expected to comply with attendance policies set by individual instructors. Students are expected to make up any classroom work assignments or other course requirements that are missed due to their absences.

BASIC SKILLS FOR COLLEGE LEVEL WORK
MATHEMATICS. Students will demonstrate complete understanding of methods of numerical manipulation. They must be able to:
1. put logical statements into mathematical forms;
2. manipulate those statements to obtain a solution;
3. test those solutions for reasonableness.

READING. Students will demonstrate the ability to read and comprehend material that is similar in difficulty to the front pages and editorial pages of typical newspapers. This corresponds to:
1. at least tenth grade level on standardized reading tests; and
2. at least the minimum acceptable score on the new student assessment currently in use at CCA (65 on the Accuplacer Test).

WRITING. Students will demonstrate the ability to write paragraphs in standard written English with:
1. narrowed, focused topics and relevant, adequate support;
2. coherent organization with appropriate transitions between ideas;
3. sentence variety, including subordinate constructions;
4. diction appropriate to the subject matter; and
5. minimal interference of grammatical and mechanical errors.

CANCELLATION OF CLASSES
INSUFFICIENT ENROLLMENT. If the number of students enrolled in any class is insufficient to justify offering the class, the college may cancel the class prior to the first meeting.

WEATHER. Generally, college policy is to remain open, regardless of weather conditions, and to hold classes with as many students and instructors as can reach the campus. Classes will not meet when buildings are closed for snow or emergencies. Tune in to metro-area radio and television stations for announcements regarding school closings.

CATALOG OF RECORD/CATALOG POLICY
Students enrolling at CCA shall follow the provisions of the catalog in use at the time of admission. When students interrupt their continuous attendance at CCA for three consecutive terms, or change their degree or certificate programs, they will become subject to the provisions of the catalog current with their next enrollment.

CREDIT FOR PRIOR LEARNING
Students may be awarded credit for college-equivalent education that has been acquired through non-traditional schooling, work, or other life experiences. Such prior learning must be comparable to Community College of Aurora courses and must relate to the student’s educational objective(s). A handbook explaining credit for prior learning is available in the Advising Center. Payment must be made before assessment is undertaken. Credit for Prior Learning cannot be paid for by using funds received from financial aid. A student must be registered for at least one semester hour of course work at the time they submit an application for credit for prior learning. Credit for prior learning will not be recorded on a transcript until at least one semester hour has been completed at CCA.
Credit will apply towards degree requirements; but not toward the general education core curriculum; and not toward institutional residency requirements.

Students planning on transferring to another state system community college may have their prior learning credits transferred to that community college as long as the course is applicable to the degree or certificate the student has declared. Students planning to transfer to a college or university outside the state system of community colleges should contact the receiving institution to determine the acceptability of transferring credit for prior learning from CCA. CCA does not guarantee transfer of credit outside the Community Colleges of Colorado system.

Students may document prior learning through successful completion of any of the following:

**CHALLENGE EXAMINATIONS.** Currently enrolled students may challenge a course provided they are not enrolled in the course. When a student feels especially prepared for a Community College of Aurora course, either from prior course work or job-related skills, the student should meet with an academic advisor. With the appropriate dean’s approval, the student may take an examination for credit in the course. No more than one challenge of a particular course will be arranged during any one semester. The cost for a challenge examination is 50 percent of in-state tuition per credit hour. Payment must be made before the examination.

**EVALUATION USING PUBLISHED GUIDES.** Students desiring credit for formal training courses completed through the U.S. Armed Forces, corporate training programs, or at other than postsecondary education institutions may receive credit for these classes if they are listed in one of the two published guides used by the Community College of Aurora to evaluate this type of prior learning. The student must submit a “Request for Transcript Evaluation” form to the Admissions and Registration office. Accompanying this request must be sufficient documentation to identify the course to be evaluated. There is no charge for this method of evaluation.

**PORTFOLIO OF LEARNING OUTCOMES.** Currently enrolled students may petition the college for credit by developing a portfolio that describes and documents pertinent learning comparable to that gained in Community College of Aurora courses. Faculty in the appropriate program area will evaluate the portfolio and award credit commensurate with the learning. No more than one portfolio evaluation for a particular course per student will be arranged during any one semester. The cost for a portfolio evaluation is 50 percent of in-state tuition per credit hour. Payment must be made before a portfolio evaluation is undertaken.

**STANDARDIZED TESTING.** The Community College of Aurora evaluates the results of standardized tests for the possible awarding of credit. Official copies of the student’s scores must be sent by the testing service to the Community College of Aurora. A “Request for Transcript Evaluation” form must have been completed and on file in the Admissions and Registration office. After the scores have been evaluated, the student will be notified by the Community College of Aurora if the scores were sufficient for the awarding of credit. See the Schedule of Classes for contact names and phone numbers.

**Grading and Evaluation**

Student achievement is evaluated in relation to the attainment of specific course objectives. “Achievement” means successfully reaching an established level of performance. Levels of performance are indicated by alphabetical letters. These letter grades are recorded on the student’s permanent transcript.

Grades generally are available at the end of each semester for all students. Grades may be accessed through the CCA Telephone Registration System by dialing 303-825-2747 or online at www.cca.cccoes.edu. Grade reports will be mailed to your home address only if requested through the automated phone system. No grades will be given out through the Admissions and Registration office during the time final grades are being processed. Any questions about grades during this time should be referred to the instructor.
ACADEMIC STANDARDS OF PROGRESS. The purpose of the Academic Standards of Progress Report is to alert students to the resources and services available when they are faced with academic difficulties. These services and resources are designed for all students and are intended to assist them in achieving their desired academic goals.

Students who have not maintained a 2.0 cumulative grade point average (GPA) can benefit from the academic assistance available at the college. Students placed on academic alert status need to work with an academic advisor, staff of the Learning Resource Center, and faculty in developing a plan for academic success. Students placed on academic alert are encouraged to take the following steps:

a. Work with an academic advisor in the development of an educational plan.

b. Meet regularly with an academic advisor and appropriate faculty members to assess progress in meeting the goals of the educational plan during Academic Alert status.

c. Contact the Learning Resource Center and work with staff in utilizing the instructional support services available. This may include participation in instructional support activities that assist in academic skill development.

d. Participate in the following activity to remain enrolled at CCA if grade point average (GPA) is below 2.0 for two consecutive semesters: Meet with an academic advisor each semester until overall G.P.A. is above 2.0.

Academic Success. A student is considered to be academically successful at the Community College of Aurora if she or he maintains a minimum 2.0 cumulative grade point average for all course work taken.

Academic Alert. Instructors identify students throughout the semester who are not succeeding in a course. Those students are then contacted by an academic advisor to determine options available to them. Students who follow these recommendations will have a better opportunity to complete their courses with a satisfactory grade.

CREDIT HOURS. Credit hours are awarded on a semester basis.

CREDIT HOUR OVERLOAD. Students may be allowed to register for more than 18 credit hours for the fall and spring semester and 12 credit hours for the summer semester if they have written approval from an academic advisor, which is dependent upon GPA of 3.25 and evidence that the student can succeed.

HONORS PROGRAM. The fundamental objective of the Honors Program is to provide students with educational opportunities that challenge them to perform at the highest level of excellence. Honors study is intended to have both a qualitative and quantitative component that is different from “A” work in non-honors coursework.

Students have two options: enroll in specific courses that carry an honors designation; or, contract with an instructor of a “regular” course. All contracts must have prior approval of the respective division dean. Courses that are numbered below 100 may not be taken for honors work. In order to be eligible for honors study, a student must have completed at least 12 credit hours with a GPA of 3.25.

More information about the Honors Program is available in the Admissions and Registration Office, Room A103, on the CentreTech Campus.

RECOGNITION OF ACADEMIC EXCELLENCE.
Transcripts will note the following:
1. *Cumulative GPA of 3.85 or above, with a minimum of 30 semester hours in residency at CCA.
2. *Membership in Phi Theta Kappa (cumulative GPA of 3.5 or above, with a minimum of 12 semester hours in residency at CCA).
3. “Academic Scholars” designation given each term to students who complete a minimum of 12 semester GPA producing credits at CCA and have a 3.85 GPA or above for the term.

* Denotes recognition in the Spring Graduation Program (spring semester grades and hours not applicable).

REPEATED COURSES. Most courses, provided they are still offered at CCA, may be repeated for a higher grade. Full tuition is charged for repeated courses. Although both grades will appear on the transcript, students may request that the lower of the two grades be dropped from their GPA. This is not done automatically; a request form must be completed by the student in the Admissions and Registration office. Courses that are repeated apply only once to degrees and certificates.
GRADE QUALITY OF WORK INDICATED

GRADE POINTS

A Superior achievement. Exceedingly high quality work. .............................................. 4
B Above average achievement. Highly satisfactory work. .................................................. 3
C Average achievement. Proficiency in most of the course requirements/quality of work usual for this course. 2
D Below average achievement. Some proficiency in course requirements, accompanied by substantive deficiencies. Improvement necessary if satisfactory progress toward graduation (GPA of 2.0) is to be met. 1
F Failing. Course requirements have not been met satisfactorily. 0
Unsatisfactory progress toward graduation.

CR Credit. Acceptable completion of the course objectives. Use limited to certain specified courses in which student achievement is evaluated on a credit/no-credit basis rather than by a letter grade. NGPA

NC Indicates the student has not demonstrated mastery or achievement of course objectives. Use limited to courses designated as credit/no-credit only. NGPA

I Incomplete. A temporary grade where 75% of the course work has been satisfactorily completed, but, due to reasons beyond the student’s control, the work of the course cannot be completed. An incomplete grade does not permit the student to re-enroll in the class again without payment of tuition. An “I” grade must be completed before the end of the semester immediately following the assignment of the “I” grade, not counting summer term (for spring term this means during the subsequent fall semester). If no grade change form is received from the instructor by the last day of that term, the “I” grade will revert to an “F” grade. NGPA

W The student has officially withdrawn from the course. NGPA

AU The student has audited the course. NGPA

AW The student has been administratively withdrawn. NGPA

NGPA: Not computed in Grade Point Average.

GRADE POINT AVERAGE CALCULATION

Under this system, grade points measure the achievement of the student for the number of credits completed. To calculate the grade point average, multiply the number of grade points per credit by the number of credits for each course. Total the credits and points and divide the grade points by the credits.

SAMPLE

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 111</td>
<td>Physical Anthropology</td>
<td>3</td>
<td>A</td>
<td>12(3x4)</td>
</tr>
<tr>
<td>BIO 201</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
<td>A</td>
<td>16(4x4)</td>
</tr>
<tr>
<td>CIS 116</td>
<td>Logic and Program Design</td>
<td>3</td>
<td>B</td>
<td>9(3x3)</td>
</tr>
<tr>
<td>ENG 121</td>
<td>English Composition I</td>
<td>3</td>
<td>D</td>
<td>3(3x1)</td>
</tr>
<tr>
<td>POS 111</td>
<td>American National Government</td>
<td>3</td>
<td>F</td>
<td>0(3x0)</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td>16</td>
<td></td>
<td>40</td>
</tr>
</tbody>
</table>

Total grade points divided by total credits equals the cumulative grade point average. Therefore, the grade point average for the above example would be 40 divided by 16, or 2.50.

A = 4 grade points • B = 3 grade points • C = 2 grade points
D = 1 grade point: • F = 0 grade points
STUDENT GRADE APPEAL PROCEDURES. Students may appeal a grade received in a course under provisions of the Student Academic Appeals Policy and Procedure. A copy of this policy/procedure may be obtained from the Office of the Vice-President for Instruction, Room A200. A grade appeal must be initiated by a student within 30 calendar days of the end of the semester or term in which the grade was awarded.

The first step a student should take when appealing a grade is to discuss the problem with his or her instructor. If the problem is not resolved at that level, the student may meet with the dean of the division in which the course is offered. If a student wishes to appeal to the Vice-President for Instruction after taking the first two steps, the appeal must be made in writing and must include reasons for the appeal.

STUDENT LOAD/CREDIT HOURS. A student can complete a degree 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 following is a guide for fall and spring semesters used for tuition, financial aid, and veterans benefits purposes:

- Full-time 12+ credit hours
- Three-quarter time 9 - 11 credit hours
- Half-time 6 - 8 credit hours

(Note: Veterans should consult the veteran’s advisor in the Admissions Office.)

CCA EXPECTATIONS FOR STUDENT PERFORMANCE. In order to help ensure success in college-level courses, students should have developed basic skills in reading, writing, and mathematics. If the required assessment process indicates that a first-time freshman student does not have the necessary English and mathematics skills to succeed in college-level work, the student must undertake pre-college level work in these areas. The work must be successfully completed within the first 30 semester hours. Although students receive grades and earn credit for pre-college level work, the credit does not apply toward the completion of a degree.

Students are expected to acquire knowledge and skills in communications, literature, humanities, mathematics and in physical, natural, and social sciences through general education courses required in each program. Also, students are expected to gain specialized knowledge and skills in courses which relate directly to their field of study or occupational area.

This catalog states the purpose of each degree and certificate program as well as course requirements (see “Degree Policies and Procedures” page 33.) Academic advisors are available to assist students in making program choices to achieve their educational goals. This catalog also informs students about course content (see “Course Descriptions,” page 56). Instructors inform students about course objectives and course grading or evaluation. Students are expected to achieve satisfactory course grades and reasonable progress toward their goals (see “Academic Standards, Information & Policies” p. 23).

CCA conducts surveys and studies to measure student progress toward goal achievement both during the CCA experience and following the program of education at CCA. These studies have as their aim the improvement of the college’s educational programs. Students are urged to cooperate by participating in these studies and surveys.

INSTRUCTIONAL POLICY ON ACADEMIC DISHONESTY

Academic dishonesty includes cheating and plagiarism. Cheating is the unauthorized use of assistance with an intent to deceive an instructor or any individual assigned to evaluate a student’s work submitted to meet course and program requirements. Note the following examples:

1. Submission of any materials not prepared by students but presented as their own.
2. The unauthorized possession and/or use of notes, books, or the soliciting of assistance from another student during an examination.
3. Illegitimate possession or disposition of examination or test materials and/or answer keys to tests and examinations.

Plagiarism refers to the use of another person’s work without giving proper credit to that person. A student must give proper credit through the use of appropriate citation format when (a) copying verbatim another person’s work, i.e., words, phrases, sentences, or entire passages; (b) paraphrasing another person’s work, i.e., borrowing but rewording that person’s facts, opinions, or ideas; and (c) summarizing another’s work, i.e., use of one’s own words to condense longer passages into a sentence or two.

CONSEQUENCES OF ACADEMIC DISHONESTY

When dishonesty is evident, the following minimum sanctions will be applied:

1. First offense: The student will receive an “F” or “Zero” as the grade for the assignment. In addition, the first incident may result in the loss of testing privileges in the Learning Resource Center for the current and next semester in which the student is enrolled in the college.
2. Second offense: The student may receive an “F” for the course and may be expelled from the class. Also, a second offense may result in permanent loss of testing privileges in the Learning Resource Center.
3. Third offense: The student may receive an “F” for the course and may be expelled from the college.

PROCEDURES FOR REPORTING ALLEGED DISHONESTY.

1. The instructor or LRC proctor who suspects a student of dishonesty must notify the student as quickly as possible after the alleged infraction. The instructor or LRC proctor shall collect all pertinent materials. The LRC proctor will not make any decisions regarding the suspected dishonesty incident but will report it to the instructor. The instructor will discuss the suspected
STUDENT CODE OF CONDUCT

Upon enrolling at the college, you assume an obligation to conduct yourself in a manner compatible with the college's function as an educational institution. CCA expects each student to obey the federal, state, and municipal laws as well as college regulations. Any act which interferes with the learning process, rights of others, disrupts or impairs the normal functioning of the college, damages or destroys property, or impairs health or safety is grounds for suspension or expulsion from the college. If you neglect or ignore this responsibility, the college must, in the interest of fulfilling its function, institute appropriate disciplinary action.

Specific misconduct which may be subject to disciplinary action includes, but is not limited to the following:

1. Dishonesty in any aspect of coursework, to include cheating, plagiarism, or knowingly furnishing false information to the college.
2. Forgery; alteration; or misuse of college documents, records, identification educational materials, or college property.
3. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other authorized activities on college premises.
4. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health and safety of any person on college-owned or controlled property or at college-sponsored or supervised functions.
5. Theft of, misuse of, or damage to property on the college premises or at authorized college functions.
6. Unauthorized entry to or use of college facilities; unauthorized use of college equipment.
7. Unauthorized or fraudulent use of the college facilities, telephone system, mail or e-mail systems, or entry into, or alteration of any college computer records.
8. Use of, being under the influence of, possession of, or distribution of alcohol or illegal or dangerous drugs on campus, at college-sponsored functions, and in state-owned or leased vehicles, except as expressly permitted by law and college regulations.
9. Engaging in individual or group conduct that is a criminal act, violent, abusive, indecent, unreasonably loud, or similar disorderly conduct that infringes upon the privacy, rights, or privileges of others or disturbs the peace or the orderly process of education on campus or at college-sponsored or supervised functions, or aiding abetting, or procuring another person to engage in the aforementioned activities.
10. Failing to settle any debts with the college or any agency associated with the college and/or delivering any check to the college that is not supported by sufficient funds or is deemed worthless.
11. Condoning any act by another student that violates college policy. Students witnessing any such acts are required to report them to the proper authorities. Confidentiality of the identity of the student reporting violations will be maintained.
12. Unauthorized representation or contracting in the name of Community College of Aurora. (A student may not claim to be an official representative of the college or any commercial purpose.)
13. Acts of abusive speech or writing that exposes any individual or group to hatred, contempt or ridicule, and thereby injures the person, property or reputation of another.
14. Dress that fails to meet the established safety or health standards of specific classes on college-owned or controlled property or at college-sponsored activities.
15. Engaging in any kind of hazing action or situation on or off campus that endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, affiliation with, or participation in any student organization.
16. Unauthorized distribution or sale of goods on campus.
17. Failure to comply with reasonable requests and orders by authorized college officials or representatives acting on behalf of the college. (This requirement includes reasonable requests for students to meet appointments in administrative offices and at disciplinary investigations or hearings.)
18. Violations of college policies or state/local laws regarding parking.
19. Unauthorized presence of pets on campus.
20. Smoking in classrooms, elevators, or in any designated non-smoking area and in areas where smoking violates state law.
21. Illegal possession and/or sale of property. (Students involved are subject to college disciplinary action as well as arrest and prosecution by legal authorities. Students are required to make full restitution.)

22. Operation of any motorized or non-motorized vehicle (including skateboards, roller skates, and bicycles) in any location or at times which, at the discretion of campus officials, constitute a pedestrian or motor traffic hazard, or which imperil the health and safety of a person or property on the campus.

23. Possession or use of firearms, explosives, dangerous chemical, or other weapons on campus or at college-sponsored activities except as permitted by law and college regulations. (Weapons are defined as firearms, knives, explosives, inflammable materials, or any other items that may cause bodily injury or damage to property.)

24. Unacceptable uses of any college-owned computing equipment and/or network including but not limited to: any use of computers that creates an intimidating, hostile or offensive environment: knowingly spreading computer viruses; sending harassing, intimidating, offensive, and/or threatening messages; reposting personal communications without the author’s consent; copying protected material in violation of copyright law; using the network for financial gain, commercial activity, or illegal activity; accessing the network using another individual’s account; downloading, loading or executing software with appropriate authorization; any other attempt to compromise network integrity.

25. Leaving children unattended or unsupervised in campus buildings or on campus grounds can constitute child abuse or child neglect (as outlined in the Colorado Child Protection Act of 1975). Children may be permitted in class only with the instructor’s permission and with the understanding that the child's presence will not be disruptive or unduly distractive.

26. Influencing or attempting to influence any employee or student of the college by offering favors, including sexual favors, bribes or threats.

27. Engaging in behavior which may constitute sexual harassment such as sexually suggestive looks, comments or gestures, prolonged staring, sexual teasing or jokes, pressure for dates; sexually demeaning comments; deliberate touching, cornering, pinching; attempt to kiss or fondle; pressure for sex; requests for sex in exchange for grades or favors, or to avoid poor grades or suspension; other actions of sexual nature which interfere with school performance or create an intimidating, hostile or offensive learning environment.

28. Knowingly pursuing malicious, frivolous or fraudulent charges against a student or staff member without cause.

29. Failure to immediately, or as soon as reasonable, report to a CCA Public Safety officer and/or a college official or representative any accident involving injury or property damage, a crime, or a clear violation of school regulations, whether witnessed, or as a party to the incident, on any college-owned or controlled property, or at any college-sponsored or supervised function whether as a student or employee.

SEXUAL HARASSMENT. Sexual harassment is a violation of federal law, a violation of professional ethics, and a form of discrimination. It is the policy of the Community College of Aurora that unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or educational opportunity; (2) submission to or rejection of such conduct by an individual is the basis for employment or educational decisions affecting such individuals; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work or educational performance, creating an intimidating, hostile, or offensive working or learning environment. Such conduct will not be tolerated. Substantiated charges will result in disciplinary action which may include expulsion. Questions or complaints should be directed to the Director of Personnel, Room A201. Care will be taken to keep the accusations as confidential as possible.

DISCIPLINARY ACTIONS. The Vice-President for Student, Faculty and Staff Services is responsible for investigating any allegations of student misconduct and may take disciplinary action against a student. However, before any action is taken, the accused student is afforded procedural due process to insure that the student’s rights are protected. This due process requires that the student be informed of the nature of the charges, be given a fair opportunity to refute them, and be afforded an opportunity for appeal.

A copy of the CCA Grievance and Disciplinary Procedures can be obtained from the Vice-President for Student, Faculty and Staff Services, Room A200, or in the Student Handbook.

TRANSFERABILITY OF CCA CREDIT TO FOUR-YEAR INSTITUTIONS

The Community Colleges of Colorado system has developed a core curriculum, which meets the general education requirements for arts and sciences at public four-year colleges and universities in the state. The core curriculum fulfills the general education requirements for the Associate of Arts and Associate of Science degrees at CCA. (See the “Degree Policies and Procedures” page 33).

Students whose primary interest in attending the Community College of Aurora is to prepare for transfer to a four-year college or university should familiarize themselves with the requirements of the institution to which they will transfer. Since graduation requirements vary among institutions, it is important to obtain assistance from a CCA academic advisor in planning a transferable program of study.
LEVEL OF SECURITY. The Community College of Aurora will strive to make its facility a reasonably secure place for all members of the campus community. The Community College of Aurora provides its students and employees with a level of security equal to that afforded similar activities throughout the community.

ADMINISTRATIVE RESPONSIBILITY. Responsibility for CCA security is assigned to the Director of Campus Security and Public Safety under the supervision of the Vice-President for Administrative Services. The Director will ensure that:

1. Security personnel are adequately trained in security procedures and that they are properly equipped, and supervised.
2. Security personnel are available on campus during operating hours and scheduled after-hour events. They are prepared to respond to and make reports of criminal activity or other emergency situations, which arise.
3. Security risks due to design, maintenance, or operation of buildings, grounds, or equipment are promptly identified and reported.
4. Students and staff are adequately informed about security risks and how to report them.
5. When incidents occur, the Security and Public Safety Director evaluates any possible contributing cause within CCAs control, identifies appropriate action and coordinates implementation of the solution with the president and vice-presidents of the college.
6. Campus security and safety seminars are conducted throughout each academic year. These seminars acquaint students and staff with procedures for reporting criminal activity, methods of crime prevention, and a report of all recent criminal activity on campus.
7. The reporting requirements of the Crime Awareness and Campus Security Act of 1990 are met through the collection and dissemination of information on crime prevention and the occurrence of crime in college controlled facilities.

Security Officers shall:

1. Summon the appropriate police, fire, or hazardous material agency in the event of an emergency.
2. Patrol the Community College of Aurora campus on a regular basis, as directed by the Security Director.
3. Notify the Security and Public Safety Director of all incidents involving the unauthorized possession, consumption, sale, or physical appearance of being under the influence of alcoholic beverages or illegal drugs on campus. Security personnel support government efforts promoting a “Drug-Free America,” as stated in the college’s “Drug-Free” policy. Security personnel enforce this policy which provides referral information about substance abuse programs available through the college.
4. Immediately notify the Public Safety and Security Director of all criminal activity or emergency situations which arise on campus.
5. Establish and maintain a good working relationship with the appropriate law enforcement agencies.
6. Make prompt written reports of all criminal activity, emergencies, and incidents involving injuries, to the Security Director and the appropriate law enforcement agencies.
7. Encourage students, faculty, and staff members to report any incidents involving criminal activity, emergency situations, injuries or suspicious behavior to security personnel.

BUILDING ACCESS. It is in the best interest of the Community College of Aurora to maintain a campus free of restraints that may limit access by CCA staff and students. However, this is tempered by the need to provide a safe and secure environment for all staff and visitors to the campus. The campus will be open from 7 am to 11 pm Monday through Friday, Saturday from 7 am to 4 pm, and is closed on Sunday. When alone in a building, personnel must inform Security of their presence both on their arrival and departure. Personnel should lock themselves in their office and ensure that the building is locked when they leave. In no case shall the outside doors to any building remain unlocked during non-business hours.

GENERAL SECURITY GUIDELINES. A Security Officer must be present whenever activities take place on the main campus. Outer sites have supervisory or support personnel already in place, i.e., Aurora Public Library, Pickens Tech, Aurora Chamber of Commerce, the Lowry/HEAT campus, and Customized Training Locations. The buddy system should be used whenever possible during unusual-hour work sessions and when leaving a building at night. Employees and students should request that a security officer escort them to their cars if they feel uneasy about the situation. The Facilities Director is responsible for monitoring outdoor lighting to ensure prompt maintenance and repair of site lighting when necessary.

INFORMATION ABOUT CRIMINAL INCIDENTS. The Vice-President for Administrative Services and the college President shall be notified by the Director of Security and Public Safety or Security personnel about criminal incidents occurring on or about the Community College of Aurora.

The Vice-President and the President, with the advice and guidance of the Director of Security and Public Safety and appropriate law enforcement agencies, will assess the need to issue special warnings or institute other special security measures. Students, instructors, and staff will be advised whenever a pattern of events suggests that a special security risk exists. The decision whether, and in what manner, to issue a specific warning or notice about a recent event involves a wide range of institutional concerns and is properly the responsibility of the Vice-President for Administrative Services. It is recognized that it is improper and potentially dangerous to misrepresent the state of security out of concern for institutional image.

MASTER KEY CONTROL. The Facilities Director establishes appropriate procedures for the issuance and return of college keys, and to ensure that keys are restricted to authorized personnel. Supervisors of temporary or contract employees will limit key authorizations to the term of employment and specify a return date on the Request for Key form. Master keys are to be issued only in circumstances of clearly defined need.
DEGREES AND CERTIFICATES AWARDED

The Community College of Aurora awards the following degrees and certificates:

DEGREES
Associate of Arts (AA)
Associate of General Studies (AGS)
Associate of Science (AS)
Associate of Applied Science (AAS) with an emphasis in:
  • Accounting
  • Applied Technology
    - Area Vocational Schools Emphasis
  • Business (Online)
  • Computer Information Systems
    - Computer Information Systems Emphasis
    - Management Information Systems Emphasis
  • Criminal Justice
    - Correctional Services Emphasis
    - Law Enforcement Emphasis
    - Victim Advocacy Services Emphasis
  • Early Childhood Professions
  • Equipment and Transportation Technology
  • Management
    - Accounting Management Emphasis
    - Computer Information Systems Management Emphasis
    - General Management Emphasis
    - Human Resources Management Emphasis
    - Paralegal Emphasis
    - Small Business Management Emphasis
    - Tech Management Emphasis
  • Marketing
    - General Marketing Emphasis
  • Public Service
    - Emergency Medical Provider Emphasis
    - Firefighter Emphasis
CERTIFICATES

- Accounting
  - Computerized Accounting Emphasis
  - Governmental Accounting Emphasis
- Biotechnology Technician
  - Research & Development Emphasis
  - Biotechnology Manufacturing Emphasis
- CISCO Certified Networking Associate
- CISCO Certified Networking Professional
- Computer Information Systems: General
- Computer Information Systems: Networking
- Computer Information Systems: Programming
- Computer Information Systems: UNIX/LINUX Systems Administrator
- Computer Information Systems: C Language Programming
- Computer Information Systems: Visual Basic Language Programming
- Computer Information Systems: COBOL Language Programming
- Criminal Justice
  - Correctional Services Emphasis
  - Law Enforcement Academy Emphasis
  - Victim Advocacy Services Emphasis
- Early Childhood Professions
  - Director Emphasis
  - Group Leader Emphasis
- E-commerce
- Essential Skills for the Workplace
- General Management
- Mediation
  - Business Emphasis
  - Community Emphasis
  - Criminal Justice Emphasis
  - Domestic Relations Emphasis
- Paralegal
- Public Service
  - Emergency Medical Provider Emphasis
  - Firefighter Emphasis
- Real Estate

RECOGNITION OF ACHIEVEMENT CERTIFICATES

- Management
  - Entrepreneurial Program
  - Real Estate Appraisal
- Mind-Body Health
  - Self and Family Health Enhancement
  - Teacher Training Institute for Classical Hatha Yoga

DEGREE POLICIES AND PROCEDURES

DEGREE POLICIES

1. No more than six semester hours of special topics courses (courses numbered 290-294) may be applied to any associate degree program.

2. No more than six semester hours of independent study courses (numbered 299) may be applied to any associate degree program.

3. No more than six semester hours of supervised fieldwork courses (generally numbered 295-298) may be applied to any associate degree.

4. Students enrolling at the Community College of Aurora shall follow the provisions of the catalog in use at the time of admission. When students interrupt their continuous attendance at CCA for three consecutive terms, or change their degree or certificate program, they will become subject to the provisions of the catalog current with their next enrollment.

5. The college reserves the right to substitute or delete course work requirements based on current curriculum. Students are assured that if the curriculum does change, the college will make every effort to determine an equitable solution.

6. To obtain a second degree from CCA, a student must meet all degree requirements as well as complete 15 additional semester hours at CCA.

7. Only courses numbered 100 and above apply to degrees in most disciplines.

8. Credit for Prior Learning will apply toward degree requirements; but not toward the core general education curriculum; and not toward residency requirements.

DEGREE PROCEDURES

1. File an “Application for Graduation” form during the term in which he or she intends to graduate, according to the deadline published in the Schedule of Classes for that term.

2. Complete the course requirements as prescribed by the specific degree program.

3. Complete appropriate general education requirements for the degree.

4. Maintain a required cumulative grade point average of 2.0 (“C”) in all credit counted toward a degree.

5. Earn at least a “C” in each course that is in his or her major and emphasis area in order to graduate with a Certificate or an Associate of Applied Science Degree in occupational programs.

6. Earn at least 15 semester hours in residency at CCA.
THE GENERAL EDUCATION CORE CURRICULUM

The Community Colleges of Colorado system has entered into a series of agreements on a General Education Core Curriculum Transfer program with Colorado’s public, four-year colleges and universities. These agreements make it possible for Community College of Aurora students to complete a general education curriculum and to be guaranteed transfer credit for those classes at Colorado’s public, four-year colleges and universities. Each course in the general education core curriculum must be completed with a grade of “C” or better. Only courses taken Fall 1988 or after will apply to the core. The AA degree requires 34 credit hours in the General Education Core Curriculum and the AS degree requires 33. General Education requirements for AAS and AGS degrees and for Certificates include courses in the Core Curriculum.

General Education Core Curriculum

• English/Speech
  - ENG 121 English Composition I .............................................3
  - ENG 122 English Composition II ..........................................3
  - SPE 115 Public Speaking ..........................................................3

• Mathematics (3 credits)
  - MAT 160 College Algebra .......................................................4
  - MAT 171 Survey of Calculus ....................................................4
  - MAT 175 Intro to Statistics ......................................................3
  - MAT 201 Calculus I ................................................................5
  - MAT 202 Calculus II ................................................................5

• Science
  - AST 101/102 Astronomy I, II ..................................................4/4
  - BIO 105 Science of Biology ......................................................4
  - BIO 111/112 General College Biology I, II ...............................5/5
  - CHE 101/102 Intro to Chemistry I, II ........................................5/5
  - CHE 111/112 General College Chemistry I, II .........................5/5
  - GEY 111 Physical Geology .......................................................4
  - GEY 121 Historical Geology ....................................................4
  - PHY 105 Conceptual Physics ....................................................4
  - PHY 111/112 Physics: Algebra Based I, II .................................5/5
  - PHY 211/212 Physics: Calculus Based I, II .................................5/5

• Social and Behavioral Sciences
  - ANT 101 Cultural Anthropology ...............................................3
  - ANT 111 Physical Anthropology ...............................................3
  - ECO 201 Prin of Macroeconomics ..........................................3
  - ECO 202 Prin of Microeconomics ...........................................3
  - GEO 105 World Regional Geography .......................................3
  - HIS 101/102 Western Civilization I, II ......................................3/3
  - HIS 201/202 US History I, II ....................................................3/3
  - POS 105 Intro to Political Science ............................................3
  - POS 111 American National Government ................................3
  - PSY 101/102 Gen Psychology I, II ...........................................3/3
  - SOC 101/102 Intro to Sociology I, II .........................................3/3

• Humanities
  - ART 110 Art Appreciation .....................................................3
  - ART 211/212 Art History I, II ..................................................3/3
  - FRE 111/112 French I, II .......................................................5/5
  - FRE 211/212 French III, IV .....................................................3/3
  - GER 111/112 German I, II ......................................................5/5
  - GER 211/212 German III, IV ...................................................3/3
  - HUM 121/122 Survey of Humanities I, II .................................3/3
  - HUM 123 Survey of Humanities III .........................................3

JPN 111/112 Japanese I, II .......................................................5/5
JPN 211/212 Japanese III, IV ..................................................3/3
LIT 115 Intro to Literature .........................................................3
LIT 201/202 Masterpieces of Literature I, II .............................3/3
MUS 120 Music Appreciation ....................................................3
MUS 121/122 Intro to Music History I, II .................................3/3
PHI 111 Intro to Philosophy ......................................................3
PHI 112 Ethics ........................................................................3
PHI 113 Logic ..........................................................................3
RUS 111/112 Russian I, II .........................................................5/5
RUS 211/212 Russian III, IV ......................................................3/3
SPA 111/112 Spanish I, II .............................................................5/5
SPA 211/212 Spanish III, IV ......................................................3/3
THE 105 Intro to Theatre Arts ....................................................3
THE 211/212 Development of Theatre I, II ................................3/3

ARTICULATION (TRANSFER) AGREEMENTS

The Community College of Aurora has Articulation (Transfer) agreements with most four-year colleges and universities in Colorado. These agreements cover a wide variety of majors. If you plan to transfer to a four-year college or university in Colorado, contact an Academic Advisor, Room A102, for specific information.

ASSOCIATE OF ARTS DEGREE

The Associate of Arts degree (AA) is intended to prepare students to transfer to a four-year college or university in order to obtain a baccalaureate or other advanced degree. A student who is interested in earning the AA degree must complete a minimum of 60 credits. At least 34 credit hours in the general education core classes must be completed successfully, and at least 24 credit hours in elective courses must be completed successfully.* No course may fulfill both the requirement for general education and that for electives.

Students must take general education core courses to satisfy the general education portion of the Associate of Arts degree. Students may take general education core and non-core courses to satisfy electives. Check with the institution in which you plan to transfer to determine which non-core courses will transfer.

*Along with 2 credit hours of other requirements

General Education Core Requirements

• English/Speech (9 credits)
  - ENG 121 English Composition I .............................................3
  - ENG 122 English Composition II ..........................................3
  - SPE 115 Public Speaking ..........................................................3

• Mathematics (3 credits)
  - Choose from the following
    - MAT 160 College Algebra .....................................................4
    - MAT 171 Survey of Calculus ..................................................4
    - MAT 175 Intro to Statistics ....................................................4
  - MAT 201 Calculus I ................................................................5
  - MAT 202 Calculus II ................................................................5

• Science (4 credits)
  - Choose from the following
    - AST 101/102 Astronomy I, II ..................................................4/4
    - BIO 111/112 General College Biology I, II ...............................5/5
    - CHE 111/112 General College Chemistry I, II .........................5/5
    - GEY 121 Historical Geology ....................................................4
    - PHY 111/112 Physics: Algebra Based I, II .................................5/5
    - PHY 211/212 Physics: Calculus Based I, II .................................5/5
Twenty-four (24) credits. Choose from the following

Electives

Other Requirements

Other Requirements Credits ......................................................2

Electives

Twenty-four (24) credits. Choose from the following

Accounting 121 & 122

Anthropology

Art

Astronomy

Biology

Business*115, 216, 217 & 226

Chemistry

Communications

Computer Info. Systems 115 or 118*

Dance

Economics

English 121 & above

Ethnic Studies

Foreign Languages 111 & above

Geography

Geology

History

Humanities

Journalism

Literature

Management 226*

Marketing 216*

Mathematics 160 & above

Music

Philosophy

Physical Education

Physics

Political Science

Psychology

Sociology

Speech

Theatre

Women's Studies

ASSOCIATE OF ARTS DEGREE, TOTAL CREDITS ...........................................60

*Students must complete the prerequisites of ACC 121 & ACC 122, ECO 201 or ECO 202, BUS 226, and have sophomore standing before enrolling in MAN 217, BUS 226, and have sophomore standing before enrolling in MAN 217, BUS 226, and have sophomore standing before enrolling in MAN 217, BUS 226, CIS 118, ECO 201, ECO 202, MAN 226, MAR 216.

Note: The University of Colorado at Boulder will accept 18 credits in transfer for their business core (BCOR). These classes include: ACC 121, ACC 122, BUS 115, BUS 216, BUS 226, BUS 217, BUS 226, CIS 118, ECO 201, ECO 202, MAN 226, MAR 216.

ASSOCIATE OF SCIENCE DEGREE

The Associate of Science degree (AS) is intended to prepare students to transfer to a four-year college or university in order to obtain a baccalaureate degree or other advanced degree. This degree is designed for the student whose emphasis of study is in science or mathematics. A student who is interested in earning an AS degree must complete successfully a minimum of 60 credits. At least 33 credit hours in general education core courses must be completed successfully, and at least 25 credit hours in elective courses must be completed successfully*. No course may fulfill both the requirement for general education and that for electives.

Degree Requirements and Programs of Instruction
Students must take general education core courses to satisfy the general education portion of the Associate of Science degree. Students may take general education core and non-core courses to satisfy electives. Check with the institution to which you plan to transfer to determine which non-core classes will transfer.

*Along with 2 credit hours of other requirements

**General Education Core Requirements**

- **English/Speech** (9 credits)
  - ENG 121 English Composition I ............................................3
  - ENG 122 English Composition II ............................................3
  - SPE 115 Public Speaking ......................................................3

- **Mathematics** (4 credits)
  - Choose from the following
    - MAT 160 College Algebra ..................................................4
    - MAT 171 Survey of Calculus .................................................4
    - MAT 201/202 Calculus I, II ................................................5/5

- **Science** (8 credits) 
  - Choose from the following
    - AST 101/102 Anatomy I, II ..................................................4/4
    - BIO 111/112 Gen. College Biology I, II ..................................5/5
    - CHE 111/112 Gen. College Chemistry I, II ..............................5/5
    - GEY 111 Physical Geology ..................................................4
    - GEY 121 Historical Geology ..................................................4
    - PHY 111/112 Physics: Algebra Based I, II ................................5/5
    - PHY 211/212 Physics: Calculus Based I, II ................................5/5

- **Humanities** (6 credits)
  - Choose from the following
    - A minimum of two different disciplines required
      - ART 110 Art Appreciation ..................................................3
      - ART 211/212 Art History I, II .............................................3/3
      - FRE 111/112 French I, II ....................................................5/5
      - FRE 211/212 French III, IV .................................................5/3
      - GER 111/112 German I, II ....................................................5/5
      - GER 211/212 German III, IV .................................................3/3
      - HUM 121/122 Survey of Humanities I, II ..............................3/3
      - HUM 123 Survey of Humanities III .......................................3
      - JPN 111/112 Japanese I, II ...............................................5/5
      - JPN 211/212 Japanese III, IV ..............................................3/3
      - LIT 115 Intro to Literature ..................................................3
      - LIT 201/202 Masterpieces of Literature I, II ..........................3/3
      - MUS 120 Music Appreciation .................................................3
      - MUS 121/122 Intro to Music History I, II ..............................3/3
      - PHI 111 Intro to Philosophy ..................................................3
      - PHI 112 Ethics .......................................................................3
      - PHI 113 Logic .......................................................................3
      - RUS 111/112 Russian I, II ....................................................5/5

- **Social and Behavioral Sciences** (6 credits)
  - Choose from the following
    - A minimum of two different disciplines required
      - ANT 110 Cultural Anthropology ............................................3
      - ANT 111 Physical Anthropology .............................................3
      - ECO 201 Principles of Macroeconomics ..................................3
      - ECO 202 Principles of Microeconomics ..................................3
      - GEO 105 World Regional Geography .....................................3
      - HIS 101/102 Western Civilization I, II ..................................3/3
      - HIS 201/202 US History I, II .................................................3/3
      - POS 105 Intro to Political Science .........................................3
      - POS 111 American National Government ................................3
      - PSY 101/102 General Psychology I, II ....................................3/3
      - SOC 101/102 Intro to Sociology I, II ......................................3/3

**Mathematics and Science Electives**

Eighteen (18) credits selected from mathematics and science courses applicable to the Associate of Science degree.

**Other Requirements**

- **English** 188 English Composition I Practicum ....................1
- **English** 288 English Composition II Practicum .....................1

**Other Requirements Credits** ..................................................2

**Other Electives** Seven (7) credits selected from the following:

- Accounting 121 & 122
- Anthropology
- Art
- Astronomy
- Biology
- Business* 115, 216, 217 & 226
- Chemistry
- Communications
- Computer Info. Systems 115 or 118*
- Dance
- Economics
- English 121 & above
- Ethnic Studies
- Foreign Languages 111 & above
- Geography
- Geology
- History
- Humanities
- Journalism
- Literature
- Management 226*
- Marketing 216*
- Mathematics 160 & above
- Music
- Philosophy
- Physical Education
- Physics
- Political Science
- Psychology
- Sociology
- Speech
- Theatre
- Women’s Studies

**Other Elective Credits** ...............................................................7

**ASSOCIATE OF SCIENCE DEGREE, TOTAL CREDITS** .........................60

*Students must complete the prerequisites of ACC 121 & ACC 122, ECO 201 or ECO 202, BUS 226, and have sophomore standing before enrolling in MAN 226 or MAR 216. Credits earned at a Colorado community college will transfer into a business program offered at Colorado four-year, state-supported institutions, with the exception of the University of Colorado-Boulder.
ASSOCIATE OF GENERAL STUDIES DEGREE

There are two types of Associate of General Studies degrees available:

**The Associate of General Studies - Generalist Degree.** This degree is designed to meet individual career goals with no intent of transferring to baccalaureate degree programs. It consists of a broad program of courses without the constraints of specialization. A student who is interested in this degree must successfully complete a minimum of 60 credit hours. Thirty (30) semester hours of general education courses are required with a minimum of 15 hours from the General Education Core Curriculum. A student must also successfully complete 29 credit hours of elective courses.*

**The Associate of General Studies - Articulated Degree.** This degree is based on written agreements with certain four-year institutions. It is designed as a technical, pre-professional transfer degree with a major field specified for students to transfer into a baccalaureate degree program with junior standing. Students must complete at least 33 credits from the General Education Core Curriculum, as specified with each articulated degree.

*Along with 1 credit hour of other requirements

### ASSOCIATE OF GENERAL STUDIES

**GENERALIST DEGREE**

#### General Education Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English (3 credits)</td>
<td></td>
</tr>
<tr>
<td>ENG 121 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics (3 credits)</td>
<td></td>
</tr>
<tr>
<td>Choose from the following</td>
<td></td>
</tr>
<tr>
<td>MAT 160 College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MAT 171 Survey of Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 175 Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MAT 201 Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MAT 202 Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>Science (3 credits)</td>
<td></td>
</tr>
<tr>
<td>Choose from the following</td>
<td></td>
</tr>
<tr>
<td>AST 101/102 Astronomy I, II</td>
<td>4/4</td>
</tr>
<tr>
<td>BIO 105 Science of Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 111/112 General College Biology I, II</td>
<td>5/5</td>
</tr>
<tr>
<td>CHE 101/102 Intro to Chemistry I, II</td>
<td>5/5</td>
</tr>
<tr>
<td>CHE 111/112 General College Chemistry I, II</td>
<td>5/5</td>
</tr>
<tr>
<td>GEY 111 Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>GEY 121 Historical Geology</td>
<td>4</td>
</tr>
<tr>
<td>PHY 105 Conceptual Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHY 111/112 Physics: Algebra I, II</td>
<td>5/5</td>
</tr>
<tr>
<td>PHY 211/212 Physics: Calculus I, II</td>
<td>5/5</td>
</tr>
<tr>
<td>Social/Behavioral Science (3 credits)</td>
<td></td>
</tr>
<tr>
<td>Choose from the following</td>
<td></td>
</tr>
<tr>
<td>ANT 101 Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANT 111 Physical Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ECO 201 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 202 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>GEO 105 World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>HIS 101/102 Western Civilization I, II</td>
<td>3/3</td>
</tr>
<tr>
<td>HIS 201/202 US History I, II</td>
<td>3/3</td>
</tr>
<tr>
<td>POS 105 Introduction to Political Science</td>
<td>3</td>
</tr>
<tr>
<td>POS 111 American National Government</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101/102 General Psychology I, II</td>
<td>3/3</td>
</tr>
<tr>
<td>SOC 101/102 Intro to Sociology I, II</td>
<td>3/3</td>
</tr>
<tr>
<td>Humanities (3 credits)</td>
<td></td>
</tr>
<tr>
<td>Choose from the following</td>
<td></td>
</tr>
<tr>
<td>ART 110 Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>ART 111/112 Art History I, II</td>
<td>5/5</td>
</tr>
<tr>
<td>Foreign Lang. 111/112</td>
<td>5/5</td>
</tr>
<tr>
<td>Foreign Lang. 211/212</td>
<td>3</td>
</tr>
<tr>
<td>HUM 121/122/123 Survey of Humanities I, II, III</td>
<td>3/3/3</td>
</tr>
<tr>
<td>LIT 115 Intro to Literature</td>
<td>3</td>
</tr>
<tr>
<td>LIT 201/202 Masterpieces of Lit I, II</td>
<td>3/3</td>
</tr>
<tr>
<td>MUS 120 Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>MUS 121/122 Intro to Music History I, II</td>
<td>3/3</td>
</tr>
<tr>
<td>PHI 111 Intro to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHI 112 Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PHI 113 Logic</td>
<td>3</td>
</tr>
<tr>
<td>THE 105 Intro to Theatre Arts</td>
<td>3</td>
</tr>
<tr>
<td>THE 211/212 Development of Theatre I, II</td>
<td>3/3</td>
</tr>
</tbody>
</table>

#### General Education Core Elective Credits

General Education Core Elective Credits ..............................................................15

#### General Education Electives (15 credits)

Select from the following. Courses must be numbered 100 or higher.

ANT, AST, BIO, CHE, COM, ECO, ENG (121+), Foreign Language (111+), GEO, GEY, HIS, HUM, JOU, LIT, MAT (160+), MUS, PHI, PED, PHY, POS, PSY, SOC, SPE, THE, WMS

General Education Elective Credits .................................................................15

#### Other Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 188 English Composition I Practicum</td>
<td>1</td>
</tr>
</tbody>
</table>

#### Electives

Twenty-nine (29) credit hours selected from any area of the college curriculum. Courses must be numbered 100 or higher and be applicable to a CCA degree.

Elective Credits .................................................................29

#### ASSOCIATE OF GENERAL STUDIES DEGREE

TOTAL CREDITS .................................................................60

### ARTICULATED DEGREES

#### TRANSFER: UNIVERSITY OF COLORADO AT DENVER

### MAJOR: POLITICAL SCIENCE OR SOCIOLOGY

**General Education Core Curriculum (33-34 credits)**

Complete the courses listed on pages 33-35 under the Associate of Arts Degree or Associate of Science Degree General Education Core Curriculum

General Education Credits .................................................................33-34
**Paralegal Required Courses**
Complete the courses listed on page 52 under the Paralegal Certificate.

Paralegal Certificate Credits .......................................................... 36

**ASSOCIATE OF GENERAL STUDIES DEGREE, PARALEGAL TRANSFER TO UCD, TOTAL CREDITS ................................................................. 69-70**

The Paralegal coursework will transfer as: maximum of 30 credit hours for the Political Science major or 26 credit hours for the Sociology major.

**TRANSFER: METROPOLITAN STATE COLLEGE MAJOR: CRIMINAL JUSTICE**

General Education Requirements (33-34 credits)
Complete the courses listed on pages 33-35 under the Associate of Arts Degree or Associate of Science Degree General Education Core Curriculum.

General Education Core Credits ....................................................... 33-34

Criminal Justice Required Courses (30 credits)

CRJ 107 Legal and Ethical Concepts .............................................. 3
CRJ 110 Intro to Criminal Justice ................................................ 3
CRJ 111 Substantive Criminal Law ............................................... 3
CRJ 112 Procedural Criminal Law ............................................... 3
CRJ 125 Law Enforcement Operations ........................................... 3
CRJ 135 Judicial Functions .............................................................. 3
CRJ 145 The Correctional Process ............................................... 3
CRJ 210 Constitutional Law ............................................................... 3
CRJ 220 Human Relations and Social Conflict ............................. 3
CRJ 230 Criminology ...................................................................... 3

Criminal Justice Required Credits .......................................................... 30

**ASSOCIATE OF GENERAL STUDIES DEGREE, CRIMINAL JUSTICE, TRANSFER TO METRO STATE TOTAL CREDITS ............................................. 60-61**

**ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS**

The Associate of Applied Science (AAS) Degree prepares students for entry-level employment in a given occupation or for upgrading/stabilizing employment. These programs are not intended for transfer to baccalaureate degree programs; however, certain courses and degrees may be accepted toward a bachelor's degree at some institutions. All occupational degree programs have been approved by the State Board for Community Colleges and Occupational Education. A student who is interested in earning the AAS degree must successfully complete a minimum of 60 credits. The number of general education courses, degree required courses, and electives are specified for each AAS degree program. In many cases, certificates also are offered in the same program as an AAS degree. Examples include: Accounting, Computer Information Systems, Criminal Justice, Management and Public Service. Students are urged to consult an academic advisor, Room A102, for further information about the specific program which is of interest to them.

**ACCOUNTING**
The accounting programs are designed for students whose objectives are to obtain a technical degree and/or certificate. Graduates find employment in many areas of business and government.

Students should consult an academic advisor before selecting courses. ACC 101 is applicable toward the CCA certificate in Accounting but is not applied toward the Associate of Applied Science degree in Accounting. The Accounting degree and certificate program (Computerized Emphasis or Governmental Emphasis) can be designed to specific student needs with the approval of the Accounting Coordinator.

**ACCOUNTING AAS DEGREE**

General Education Requirements
- **English (4) credits**
  - Choose from the following:
    - ENG 121 English Composition I .................................................. 3
    - ENG 188 Writing in the Disciplines .............................................. 1
    - BUS 217 Business Communications & Report Writing ................. 3
    - BUS 288 Business Comm & Rep Practicum .................................... 1
  - Choose from the following:
    - Astronomy, Biology, Chemistry, Geology, Mathematics 160 or higher, Physics 105 or higher
  - Social and Behavioral Sciences .................................................... 3
  - Choose from the following:
    - Anthropology, Geography, History, Political Science, Psychology, Sociology, Women's Studies
  - Humanities .................................................................................... 3
  - Choose from the following:
    - Art, Communication, Foreign Language 111 or higher, Humanities, Journalism, Literature, Music, Philosophy, Speech, Theatre

- **Mathematics or Science ............................................................... 3**

- **Additional General Education Requirements (6 credits)**
  - ECO 201 Principles of Macroeconomics .......................................... 3
  - ECO 202 Principles of Microeconomics .......................................... 3

General Education Credits .................................................................... 19

**Degree Requirements**

- ACC 121 Principles of Accounting I .............................................. 4
- ACC 123 Principles of Accounting I Recitation ................................ 1
- ACC 122 Principles of Accounting II ............................................. 4
- ACC 124 Principles of Accounting II Recitation ................................ 1
- ACC 211 Intermediate Accounting .................................................. 4
- BUS 216 Legal Environment of Business ......................................... 3
- BUS 217 Business Communications & Report Writing .................... 3
- BUS 288 Business Comm & Rep Practicum ....................................... 1
- CIS 105 Intro to the PC ................................................................. 1
- CIS 115 Intro to Computer Information Systems ............................. 3
- CIS 188 Intro to CIS Practicum ...................................................... 1
- CIS 155 Complete PC Spreadsheet ................................................ 3
- CIS 188 Complete PC Spreadsheet Practicum .................................... 1
- MAN 225 Managerial Finance ......................................................... 3

Required Degree Credits ....................................................................... 33

**Accounting Electives (12 credits)**

For the Accounting Degree, choose a minimum of 12 credit hours from the following—at least 9 credit hours must be 200 level ACC courses:

- ACC 115 Payroll Accounting .......................................................... 2
- ACC 188 Payroll Accounting Practicum ............................................ 1
APPLIED TECHNOLOGY

APPLIED TECHNOLOGY AAS DEGREE

See CCA and area vocational schools AAS Degree Programs, page 46.

BUSINESS

See Colorado Community College Online (CCC Online) Degree on page 55.

COMPUTER INFORMATION SYSTEMS

The objective of this program is to prepare the student as an entry-level programmer, programmer trainee, or junior programmer. Upon completion of this degree program, the student will have completed a minimum of 50 programs ranging from simple business programs to the design and completion of a moderately complex business system. The program provides a choice of an emphasis in either Computer Information Systems or Management Information Systems.

Only grades of "C" or better in courses with a CIS or CSC, CNT or CWB prefix will be counted toward a degree or certificate. Course practicums (CIS, CSC, CNT, 188 or 288) are required for most classes. One credit hour will be awarded for each practicum upon successful completion of each course requiring a practicum.

COMPUTER INFORMATION SYSTEMS AAS DEGREE

General Education Requirements

- English (4 credits)
  ENG 121 English Composition I .........................3
  ENG 188 English Composition I Practicum ...........1
- Mathematics (4 credits)
  MAT 160 College Algebra .............................4
- Social and Behavioral Sciences (3 credits)
  Choose from the following
  ECO 201 Principles of Macroeconomics ............3
  ECO 202 Principles of Microeconomics ............3

- Humanities (3 credits)
  SPE 115 Public Speaking .............................3

- Additional General Education Requirements (3 credits)
  Choose from the following
  PH 112 Ethics .........................................3
  PSY 101 General Psychology I .....................3
  SOC 101 Introduction to Sociology I ..............3

General Education Credits ......................................................17

Degree Requirements

ACC 125 Computerized Accounting ....................3
ACC 188 Computerized Accounting Practicum ........1
ACC 131 Individual Income Tax I ....................3
ACC 188 Individual Income Tax I Practicum .......1
ACC 212 Intermediate Accounting II ................4
ACC 216 Governmental and Not-for-Profit Accounting ..3
ACC 225 Computerized Accounting II ................3
ACC 288 Computerized Accounting II Practicum ....1
ACC 226 Cost Accounting I ............................3
ACC 227 Cost Accounting II ............................3
ACC 231 Auditing .........................................3
CIS 145 Complete PC Database .........................3
CIS 188 Complete PC Database Practicum ............1
MAT 106 Business Mathematics .......................3

Degree Elective Credits .........................................................12

ACCOUNTING DEGREE TOTAL CREDITS ........................................64

SOFTWARE APPLICATIONS (6 credits)

Choose from the following

CIS 118 Introduction to PC Applications ............3
CIS 160 Introduction to Presentation Graphics ......1
CIS 198 Introduction to PC Applications Practicum \nCIS 120 Intro to PC Operating Systems (MS-DOS) \nCIS 121 Advanced PC Operating Systems (MS-DOS) \nCIS 188 Advd PC Operating Syst (MS-DOS) Practicum \nCIS 122 Introduction to Windows ......................1
CIS 123 Advanced Windows ............................1
CIS 188 Advanced Windows Practicum ............1
CIS 124 Microcomputer Interfaces (Win 98) ........2
CIS 188 Microcomp Interfaces Practicum ............1
Computer Information Systems Emphasis

- Degree Electives (12 credits)

Choose from the following:

CSC 150 Visual Basic Programming  3
CSC 188 Visual Basic Programming Practicum  1
CSC 151 Advanced Visual Basic Programming  3
CSC 188 Adv Visual Basic Programming Practicum  1
CIS 220 UNIX  3
CIS 288 UNIX Practicum  1
CIS 221 Advanced UNIX  3
CIS 288 Advanced UNIX Practicum  1
CSC 130 COBOL Programming  3
CSC 188 COBOL Programming Practicum  1
CSC 131 Advanced COBOL Programming  3
CSC 188 Advanced COBOL Programming Practicum  1
CSC 230 C Language Programming  3
CSC 288 C Language Programming Practicum  1
CSC 231 Advanced C Language Programming  3
CSC 288 Advanced C Language Programming Practicum  1
CSC 233 Object Oriented Programming in C++  3
CSC 288 Object Oriented Programming in C++ Practicum  1
CSC 235 Microsoft Visual C++  3
CSC 288 Microsoft Visual C++ Practicum  1
CSC 240 Java Programming  3
CSC 288 Java Programming Practicum  1
CWB 222 Java Technologies for E-Commerce  3
CWB 288 Java Technologies for E-Commerce Practicum  1
CNT 142 Network Administration I (NT Server)  3
CNT 188 Network Administration I (NT Server) Practicum  1
CNT 160 Introduction to Telecommunications  3
CNT 188 Introduction to Telecommunications Practicum  1
CNT 212 UNIX (LINUX) Administrator  3
CNT 288 UNIX (LINUX) Administrator Practicum  1
CNT 260 Cisco Network Associate I  5
CNT 288 Cisco Network Associate I Practicum  1
CNT 261 Cisco Network Associate II  5
CNT 288 Cisco Network Associate II Practicum  1
CNT 262 Cisco Network Associate III  5
CNT 288 Cisco Network Associate III Practicum  1
CNT 263 Cisco Network Associate IV  5
CNT 288 Cisco Network Associate IV Practicum  1

Software Application Elective Credits  6

Management Information Systems Emphasis Elective Credits  12

Note: *Courses can be used only once in this degree.

CRIMINAL JUSTICE

The Criminal Justice programs are designed for students whose objectives are to obtain an AAS degree or certificate in pursuit upgrading, of employment in the areas of Correctional Services, Law Enforcement, or Victim Advocacy Services. Students intending to transfer to baccalaureate programs should consult an academic advisor prior to selecting courses.

CRIMINAL JUSTICE AAS DEGREE

General Education Requirements

- English (8 credits)
  ENG 121 English Composition I  3
  ENG 188 English Composition I Practicum  1
  ENG 131 Technical Writing  3
  ENG 188 Technical Writing Practicum  1

- Science (3 credits)
  CIS 135* Complete PC Word Processing  2
  CIS 188* Complete PC Word Processing Practicum  1

- Social and Behavioral Sciences (6 credits)
  PSY 102 General Psychology II  3
  SOC 101 Introduction to Sociology I  3
  or
  SOC 102 Introduction to Sociology II  3

- Humanities (3 credits)
  SPE 115 Public Speaking  3
  or
  SPE 125 Interpersonal Communication  3

General Education Credits  20

* CIS 135 & CIS 188 may be counted as a general education science requirement in this program.

Degree Requirements

CRJ 107 Legal and Ethical Concepts  3
CRJ 110 Introduction to Criminal Justice  3
CRJ 111 Substantive Criminal Law  3
CRJ 112 Procedural Criminal Law  3
CRJ 125 Law Enforcement Operations  3
CRJ 135 Judicial Functions  3
CRJ 145 Correctional Process  3
CRJ 210 Constitutional Law  3
CRJ 220 Human Relations and Social Conflict  3
CRJ 230 Criminology  3

Degree Credits  30

Note: *Courses can be used only once in this degree.

COMPUTER INFORMATION SYSTEMS DEGREE, COMPUTER INFORMATION SYSTEMS EMPHASIS, TOTAL CREDITS 71-73
**AREAS OF EMPHASIS.** Select an emphasis from the following: Correctional Services, Law Enforcement, or Victim Advocacy Services.

**CORRECTIONAL SERVICES EMPHASIS**

Emphasis Requirements (12 credits)

- CRJ 146 Community Based Corrections ...............3
- CRJ 215 Constitutional Rights of Inmates ...............3
- CRJ 225 Crisis Intervention ..................................3
- CRJ 256 Classification and Treatment of Offenders ....3

Correctional Services Emphasis Credits .................................12

Select one concentration: Juvenile Services Specialty or Adult Services Specialty:

**Juvenile Services Specialty (6 credits)**

- CRJ 153 Violence Against Children .......................3
- CRJ 216 Juvenile Law and Procedure .....................3

Juvenile Services Concentration Credits .....................................6

**CRIMINAL JUSTICE DEGREE, LAW ENFORCEMENT EMPHASIS,**

**JUVENILE SERVICES CONCENTRATION, TOTAL CREDITS** ........68

**Adult Services Specialty (5-6 credits)**

- CRJ 105 Culture and Conflict Resolution ...............2
- CRJ 151 Domestic Violence .....................................3
- CRJ 218 Addictive Processes .................................3

Adult Services Concentration Credits .........................................5-6

**CRIMINAL JUSTICE DEGREE, CORRECTIONAL SERVICES EMPHASIS,**

**ADULT SERVICES CONCENTRATION, TOTAL CREDITS** ........67-68

**LAW ENFORCEMENT EMPHASIS**

Emphasis Requirements (24 credits)

- CRJ 123 Police Organization & Administration ........3
- CRJ 126 Patrol Procedures .....................................3
- CRJ 214 Colorado Revised Statutes .........................3
- CRJ 216 Juvenile Law & Procedure .........................3
- CRJ 240 Criminal Investigation .............................3
- CRJ 246 Traffic Invest. & Management ...................3
- Electives ** .............................................................6

Law Enforcement Emphasis Credits ...........................................24

* Credits earned in the CCA Basic Law Enforcement Training Academy will satisfy the 24 credits for the Law Enforcement Emphasis in the Criminal Justice AAS degree.

** Electives are to be selected from courses in the Correctional Services and/or Victim Advocacy emphasis areas or as approved by the Criminal Justice Department.

**CRIMINAL JUSTICE DEGREE, LAW ENFORCEMENT EMPHASIS,**

**TOTAL CREDITS** .........................................................74

**VICTIM ADVOCACY SERVICES EMPHASIS.**

Victim Advocacy Services involves the provision of immediate and long-term assistance in addressing the information, education, advocacy, support, and referral needs of individuals whose lives have been impacted by crime, either directly or indirectly. This emphasis area is designed to prepare students to work in a variety of positions in law enforcement, courts, corrections, and human services agencies and/or related programs.

**Emphasis Requirements (12 credits)**

- CRJ 105 Culture and Conflict Resolution ...............2
- CRJ 150 Introduction to Victimology .....................3
- CRJ 160 Principles of Counseling ...........................4
- CRJ 225 Crisis Intervention ..................................3

Victim Advocacy Services Emphasis ...........................................12

Choose one concentration: Children’s Advocacy or Adult Advocacy.

**Children’s Advocacy (6 credits)**

- CRJ 153 Violence Against Children .......................3
- CRJ 216 Juvenile Law and Procedure .....................3

Children’s Advocacy Concentration Credits ...............................6

**CRIMINAL JUSTICE DEGREE, VICTIM ADVOCACY SERVICES EMPHASIS, CHILDREN’S ADVOCACY CONCENTRATION,**

**TOTAL CREDITS** .........................................................68

**Adult Advocacy (6 credits)**

- CRJ 151 Domestic Violence .....................................3
- CRJ 152 Sexual Assault ...........................................3
- CRJ 218 Addictive Processes .................................3

Adult Advocacy Concentration Credits .........................................6

**CRIMINAL JUSTICE DEGREE, VICTIM ADVOCACY SERVICES EMPHASIS, ADULT ADVOCACY CONCENTRATION,**

**TOTAL CREDITS** .........................................................85

**Basic Law Enforcement Training Academy.** The Basic Law Enforcement Training Academy is certified by the Colorado Peace Officers Standards and Training (POST) Board. Individuals desiring this POST course of study must file an application with the Academy director before registering. Colorado State law requires that Academy students meet specific guidelines prior to admission. Graduates of the Aurora Police Academy and the Basic Law Enforcement Training Academy will receive credit for the following courses:

**Academy Requirements**

- CRJ 126 Patrol Procedures .....................................3
- CRJ 140 Medical First Response for Law Enforcement ....3
- CRJ 164 Law Enforcement Physical Fitness ..................3
- CRJ 214 Colorado Revised Statutes .........................3
- CRJ 240 Criminal Investigation .............................3
- CRJ 246 Traffic Investigation & Management ..............3
- CRJ 247 Firearms ..................................................2
- CRJ 248 Arrest Control ...........................................2
- CRJ 249 Driving ....................................................1
- CRJ 252 Basic Law Enforcement Training Academy .......7

**BASIC LAW ENFORCEMENT TRAINING ACADEMY TOTAL CREDITS** ....30

* Academy credits will satisfy the 24 credits for the Law Enforcement Emphasis to the Criminal Justice AAS degree.

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**Degree Requirements and Programs of Instruction**
**EARLY CHILDHOOD PROFESSIONS**

The Early Childhood Professions program is designed to meet the vocational needs of people who are seeking employment or who are already employed in the early childhood field. Colorado Department of Human Services, Division of Child Care licensing requirements can be met upon completion of selected courses. The program emphasis is on children ages 8 and under.

**EARLY CHILDHOOD PROFESSIONS AAS DEGREE**

General Education Requirements
- English (4 credits)
  - ENG 121 English Composition I ..............................................3
  - ENG 188 Technical Writing Practicum ......................................1
  - or
  - ENG 217 Business Communication Report Writing ................3
  - or
  - ENG 288 Business Comm & Rep Wrt Practicum ......................1
- Mathematics or Science (3 credits)
  - Choose from the following: Astronomy, Biology, Chemistry, Geology, Mathematics 160 or higher, Physics 105 or higher
- Social and Behavioral Sciences (6 credits)
  - Psychology .............................................................................3
  - Sociology ..............................................................................3
- Humanities
  - Choose from the following: Art, Communication, Humanities, Foreign Language 111 or higher, Journalism, Literature, Music, Philosophy, Speech, Theatre
- Additional General Education Requirements .............................3
  - Select from any courses above. Science (SCI) and Women’s Studies (WMS) numbered 100 or higher may be counted as electives.

General Education Credits ....................................................................19

Degree Requirements
- ECP 101 Intro to Early Childhood Professions ..............................3
- ECP 102 Intro to ECP Lab Techniques ...........................................3
- ECP 148 Guidance Strategies for Children ...................................3
- ECP 202 Practicum II: Teaching in the Child Care Environnement ...3
- ECP 203 Practicum III: Advanced Educational Internship ........3
- ECP 205 Nutrition and the Young Child .......................................3
- ECP 210 First Start: Including Children w/ Disabilities .............3
  - or
  - ECP 287 Exceptional Child: Integrated Setting .......................3
- ECP 214 Language and Cognition for the Young Child ...............3
  - or
  - ECP 227 Curriculum Development Meth & Techniques ........3
- ECP 215 Creativity and the Young Child .......................................3
- ECP 216 Administration Human Relations for the Early Childhood Profession .................................................3
- ECP 226 Administration of Early Childhood Care & Ed Programs .........................................................3
- ECP 238 Child Development .....................................................3

Required Degree Credits ....................................................................36

Degree Electives (8 credits)
- Choose eight from any ECP course listed in this catalog.
- Early Childhood Professions Elective Credits ..............................8

EARLY CHILDHOOD PROFESSIONS DEGREE, TOTAL CREDITS ...........63

**EQUIPMENT AND TRANSPORTATION/TECHNOLOGY**

Service Technicians are equipment experts responsible for diagnosing problems, finding solutions, and performing the necessary service or repairs on the equipment. They use cutting-edge diagnostic maintenance systems, advanced technologies, and high-tech tools to service machines and engines in a variety of industries. Students interested in this program should choose degree requirements in consultation with the department chair.

**EQUIPMENT AND TRANSPORTATION TECHNOLOGY: SERVICE TECHNICIAN AAS DEGREE**

General Education Requirements
- ENG 131 Technical Writing ........................................................3
- ENG 188 Technical Writing Practicum ........................................1
- MAT 131 Technical Mathematics ................................................3
- SPE 125 Interpersonal Communication ......................................3
- CIS 105 Introduction to the PC .....................................................1
- CIS 115 Introduction to Computer Information Systems ........3
- CIS 188 Introduction to CIS Practicum .......................................1

Choose a general education elective ................................................3

General Education Credits ................................................................18

Degree Requirements (50 credits)
- ETT 100 Shop Safety ....................................................................2
- ETT 111 Preventative Maintenance .............................................2
- ETT 121 Engines I ....................................................................3
- ETT 131 Basic Electrical Systems ..............................................2
- ETT 141 Basic Hydraulics Systems .............................................2
- ETT 151 Power Train ...............................................................3
- ETT 185 Internship I ...............................................................3
- ETT 221 Engines II ....................................................................6
- ETT 222 Engines III ...............................................................6
- ETT 231 Advanced Electrical Systems ......................................6
- ETT 241 Advanced Hydraulic Systems ......................................6
- ETT 251 Advanced Drive Train Systems ....................................6
- ETT 285 Internship II ..............................................................3

Degree required credits ......................................................................50

**EQUIPMENT AND TRANSPORTATION TECHNOLOGY: SERVICE TECHNICIAN TOTAL CREDITS ..................................................68**

**MANAGEMENT**

This program provides the student with the broad-based business and management concepts needed for advanced and entry level positions. The program allows the student flexibility in designing a management program of study. In addition to the required core of courses, students may select courses within a program emphasis area. Graduates of this program may be employed in all areas of service and retail industries. Graduates with limited work experience will begin at entry-level positions. Graduates with extensive work experience may begin at a higher level. Individual courses may be taken by those wishing to move up the career ladder. Students who complete the degree requirements for the Paralegal emphasis will also receive
the Paralegal Certificate. There are very specific general education requirements for Paralegal students. To ensure compliance, students must meet with an academic advisor/department chair of Public Service. Students seeking a four-year degree in business should contact an academic advisor.

**MANAGEMENT AAS DEGREE**

**General Education Requirements**
- English (4 credits)
  Choose from the following:
  - ENG 121* English Composition I .............................................3
  - ENG 188* English Composition I Practicum ..............................1
  - BUS 217 Business Communication & Report Writing ................3
  - BUS 288 Business Comm & Rep't Wrt Practicum .......................1
  * Paralegal students are required to complete
- Mathematics or Science (3 credits) ........................................3
- Social and Behavioral Sciences (9 credits)
  Required:
  - ECO 201 Principles of Macroeconomics ..................................3
  - ECO 202 Principles of Microeconomics ..................................3
  - Choose from the following: Anthropology, Economics, History, Geology*, Mathematics 160 or higher, Physics 105 or higher ...........3
    * Not acceptable for Paralegal
- Humanities (3 credits)
  Recommended:
  - SPE 115 Public Speaking .......................................................3
  or
  - SPE 125 Interpersonal Communication .................................3
  - Or choose from the following: Art, Communication, Foreign Language 111 above, Humanities, Journalism, Literature, Music, Philosophy, Speech, Theater**
  ** Paralegal students should consult with an academic advisor for specific requirements.

**General Education Credits ..........................................................19

**Degree Requirements**
- ACC 121* Principles of Accounting I .......................................4
- ACC 123 Principles of Accounting I Recitation .......................1
- BUS 216 Legal Environment of Business I .............................3
- MAN 200 Human Resources Management I .............................3
- MAN 226 Principles of Management .......................................3
- MAN 285/PAR 285** Internship ...............................................3
- MAN 286/PAR 286** Directed Studies ......................................3
  * Students in the paralegal program may substitute ACC 101 for ACC 121
  ** PAR 285 or 286, is required for students in the Paralegal emphasis. MAN 285 or 286 is not required in the small business management emphasis.

**Degree Credits .................................................................17

**AREAS OF EMPHASIS.** Select an emphasis from the following: Accounting Management, Computer Information Systems Management, General Management, Human Resources Management, Paralegal, Small Business Management, Tech Management.

**ACCOUNTING MANAGEMENT EMPHASIS**

**Emphasis Requirements**
- ACC 122 Principles of Accounting II ..................................4
- ACC 124 Principles of Accounting II Recitation .......................1
- ACC 211 Intermediate Accounting I .....................................5
- ACC 226 Cost Accounting I .....................................................5
- CIS 105 Intro to the PC ..............................................................1
- CIS 115 Intro to Computer Information Systems ....................3
- CIS 188 Intro to CIS Practicum ................................................1
- CIS 155 Complete PC Spreadsheet Practicum .........................3
- MAN 188 Complete PC Spreadsheet Practicum .......................1
- MAN 116 Principles of Supervision ........................................3

**Accounting Management Emphasis, Required Credits ...................................................27

**Eletives (6 credits)**
Choose from the following: (You must select at least one course from ACC and at least one course from either BUS, MAN, or MAR).
- ACC 115 Payroll Accounting ....................................................2
- ACC 125 Computerized Accounting ......................................3
- ACC 131 Income Tax I ..............................................................3
- ACC 216 Governmental and Not-for-Profit Accounting I ........3
- ACC 225 Computerized Accounting II ..................................3
- ACC 276 Auditing ...................................................................3
- BUS 115 Intro to Business ......................................................3
- BUS 226 Business Statistics .................................................3
- MAN 225 Managerial Finance ................................................3
- MAN 244 Management Information Systems .......................3
- MAR 216 Principles of Marketing .........................................3

**Eletive Credits .................................................................6

**MANAGEMENT DEGREE, ACCOUNTING MANAGEMENT EMPHASIS, TOTAL CREDITS ....................................................69

**COMPUTER INFORMATION SYSTEMS MANAGEMENT EMPHASIS**

**Emphasis Requirements**
- CIS 105 Introduction to the PC ..............................................1
- CIS 115 Intro to Computer Information Systems ..................3
- CIS 188 Intro to CIS Practicum ..............................................1
- CIS 118 Microcomputer Applications .......................................3
- CIS 188 Microcomputer Applications Practicum .....................1
- CIS 122 Introduction to Windows ...........................................1
- CIS 188 Introduction to Windows Practicum .........................1
- CIS 160 Presentation Graphics ..............................................1
- CIS 123 Advanced Windows ..................................................1
- CWB 105 Complete Introduction to the Internet .....................1
- CWB 188 Complete Intro do the Internet Practicum ................1
- MAN 116 Principles of Supervision ........................................3

**Computer Information Systems Management, Emphasis Credits ........................................20

**Eletives (9 credits)**
Choose from the following: (You must select at least one course from CIS and at least one course from either ACC, BUS, MAN, or MAR).
- ACC 122 Principles of Accounting II .....................................4
- ACC 124 Principles of Accounting II Recitation .......................1
- BUS 115 Introduction to Business .........................................3
- CIS 135 Complete PC Word Processing ..................................3
- CIS 188 Complete PC Word Processing Practicum ..................1
- CIS 145 Introduction to Microcomputer Database ..................2

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**DEGREE REQUIREMENTS AND PROGRAMS OF INSTRUCTION**
CIS 188  Intro to Microcomputer Database Practicum ..........1
CIS 155  Complete PC Spreadsheets ..................................3
CIS 188  Complete PC Spreadsheets Practicum ....................1
MAN 227  Operations Management ....................................3
MAN 244  Management Information Systems .......................3
MAR 216  Principles of Marketing ......................................3

Elective Credits ........................................................................9

MANAGEMENT DEGREE, COMPUTER
INFORMATION SYSTEMS MANAGEMENT EMPHASIS,
TOTAL CREDITS .................................................................65

GENERAL MANAGEMENT EMPHASIS

Emphasis Requirements

ACC 122  Principles of Accounting II .................................4
ACC 124  Principles of Accounting II Recitation ..................1
ACC 226  Cost Accounting I .................................................5
BUS 115  Introduction to Business ....................................3
CIS 118  Microcomputer Applications ...............................3
CIS 160  Presentation Graphics ...........................................1
CIS 188  Microcomputer App Practicum .........................1
MAN 116  Principles of Supervision .................................3
MAN 225  Managerial Finance ..........................................3
MAN 244  Management Information Systems ....................3
MAR 216  Principles of Marketing ......................................3

General Management Emphasis, Required Credits ..................25

Electives (6 credits)

Choose from the following

Accounting (all courses)
Business (all courses)
Communications (all courses)
Computer Information Systems (all courses)
ENG 131  Technical Writing ..............................................3
ENG 188  Technical Writing Practicum ...............................1
Insurance (all courses)
Management (all courses)
Marketing (all courses)
Real Estate (all courses)

Elective Credits ......................................................................6

MANAGEMENT DEGREE, GENERAL MANAGEMENT
EMPHASIS, TOTAL CREDITS .................................................67

HUMAN RESOURCES MANAGEMENT EMPHASIS

Emphasis Requirements

BUS 115  Intro to Business .................................................3
CIS 118  Microcomputer Applications ...............................3
CIS 160  Presentation Graphics ..........................................1
CIS 188  Microcomputer App Practicum .............................1
MAN 116  Principles of Supervision ..................................3
MAN 128  Labor Relations ...............................................3
MAN 201  Human Resources Management II ......................3
MAN 244  Management Information Systems ....................3
MAR 216  Principles of Marketing ......................................3

Human Resources Management Emphasis, Required Credits ......23

Electives (6 credits)

Choose from the following

Business (all courses)
Communications (all courses)
Computer Info. Systems (all courses)
Insurance (all courses)

Paralegal Emphasis, Required Credits ..................................24

Paralegal Emphasis, Required Credits..................................24

Electives (9 credits)

Select one course from each of the following groups

Group A
PAR 205  Real Estate Law .................................................3
PAR 206  Business Organizations .................................3
PAR 230  Employment Law ...........................................3

Group B
PAR 101  Introduction to Mediation .................................3
PAR 117  Family Law .......................................................3
PAR 211  Estate Planning & Probate Administration ............3

Select one course from each of the following groups

Group C
PAR 116  Torts .................................................................3
PAR 210  Constitutional Law ............................................3
PAR 232  Current Issues in Law ......................................3

Elective Credits ......................................................................9

MANAGEMENT DEGREE, PARALEGAL EMPHASIS,
TOTAL CREDITS .............................................................69
**MARKETING**

**MARKETING AAS DEGREE**

This program provides students with the knowledge and skills needed in a variety of positions in marketing. In addition to the required core courses, students may design an individualized plan of study by selecting courses that relate to their career goals. Graduates of this program may be employed in many areas of the service, manufacturing, and retailing industries. Individual courses should be considered by those wishing to move up the career ladder.

**General Education Requirements**

- **English (4 credits)**
  - ENG 121 English Composition I ........................................3
  - ENG 188 English Composition I Practicum ........................1
  - BUS 217 Business Communication & Report Writing ..........3
  - BUS 288 Business Comm & Report Wrt Practicum ..............1

- **Mathematics or Science (3 credits)**
  - Choose from the following: Astronomy, Biology, Chemistry, Geology, Mathematics 160 or higher, Physics 105 or higher

- **Social and Behavioral Sciences (9 credits)**
  - ECO 201 Principles of Macroeconomics ...........................3
  - ECO 202 Principles of Microeconomics ............................3
  - PSY 270 Organizational Psychology .................................3
  - Or choose from the following: Anthropology, Economics, History, Political Science, Psychology, Sociology, Women's Studies

- **Humanities (3 credits)**
  - SPE 115 Public Speaking ..............................................3
  - SPE 215 Interpersonal Communication ..........................3
  - Or choose from the following: Art, Communication, Foreign Language 111 or above, Humanities, Journalism, Literature, Music, Philosophy, Speech, Theater

**General Education Credits** ..................................................19

**MARKETING DEGREE, GENERAL MARKETING EMPHASIS, TOTAL CREDITS** ..............................................66

**Emphasis Requirements**

- **General Marketing Emphasis Credits** ......................................................12

- **Required Degree Credits** ........................................................................ 29

- **Electives (6 credits)**
  - Choose from the following:
    - Business (all courses)
    - Computer Info. Systems (all courses)
    - Management (all courses)
    - Marketing (all courses)
    - Real Estate (all courses)

**Required Degree Credits** ...............................................................29

**MARKETING DEGREE, SMALL BUSINESS MANAGEMENT EMPHASIS, TOTAL CREDITS** ......................................................66

**TECH MANAGEMENT EMPHASIS**

See CCA and Pickens Tech AAS Degree Program section, page 46.

**PUBLIC SERVICE**

**PUBLIC SERVICE AAS DEGREE**

The Public Service program is designed for working professionals and other students whose objectives are to obtain an AAS degree or certificate in pursuit of upgrading employment in the area of Fire Service or Emergency Medical Provider. Students intending to transfer to baccalaureate programs should consult an academic advisor or department chair prior to selecting courses.

**General Education Requirements**

- **English (8 credits)**
  - ENG 121 English Composition I ........................................3
  - ENG 188 English Composition I Practicum.......................1
  - ENG 131 Technical Writing ............................................3
  - ENG 188 Technical Writing Practicum ...........................1

- **Mathematics (5 credits)**
  - MAT 160 College Algebra ..............................................4

- **Science (5 credits)**
  - CHE 101 Introduction to Chemistry ...............................5

**Required Degree Credits** ...............................................................29

**AREA OF EMPHASIS.** Select the General Marketing emphasis and complete the required courses and emphasis electives.

**GENERAL MARKETING EMPHASIS**

**Emphasis Requirements**

- **MAN 260 Financial Decision Making for Managers** ........3
- **MAR 215 Retail Management** ........................................3
- **MAR 226 Principles of Purchasing** ..............................3
- **MAR 240 International Marketing** ...............................3

**General Marketing Emphasis Credits** ..............................................12

**Electives (6 credits)**

Choose from the following:

**Degree Requirements**

- ACC 121 Principles of Accounting I .................................4
- ACC 122 Principles of Accounting II Recitation ...............1
- BUS 115 Intro to Business ...............................................3
- BUS 216 Legal Environment of Business I......................3
- CIS 105 Intro to the PC ..................................................1
- CIS 115 Intro to Computer Information Systems ............3
- CIS 188 Intro to CIS Practicum ......................................1
- MAN 226 Principles of Management ..............................3
- MAR 108 Personal Selling ............................................3
- MAR 120 Customer Service ................................ ..........1
- MAR 220 Advertising and Promotion ............................3
- MAR 216 Principles of Marketing .................................3

**Required Degree Credits** ...............................................................29

**Degree Requirements**

- ACC 121 Principles of Accounting I .................................4
- ACC 122 Principles of Accounting II Recitation ...............1
- BUS 115 Intro to Business ...............................................3
- BUS 216 Legal Environment of Business I......................3
- CIS 105 Intro to the PC ..................................................1
- CIS 115 Intro to Computer Information Systems ............3
- CIS 188 Intro to CIS Practicum ......................................1
- MAN 226 Principles of Management ..............................3
- MAR 108 Personal Selling ............................................3
- MAR 120 Customer Service ................................ ..........1
- MAR 220 Advertising and Promotion ............................3
- MAR 216 Principles of Marketing .................................3

**Required Degree Credits** ...............................................................29

**Degree Requirements**

- ACC 121 Principles of Accounting I .................................4
- ACC 122 Principles of Accounting II Recitation ...............1
- BUS 115 Intro to Business ...............................................3
- BUS 216 Legal Environment of Business I......................3
- CIS 105 Intro to the PC ..................................................1
- CIS 115 Intro to Computer Information Systems ............3
- CIS 188 Intro to CIS Practicum ......................................1
- MAN 226 Principles of Management ..............................3
- MAR 108 Personal Selling ............................................3
- MAR 120 Customer Service ................................ ..........1
- MAR 220 Advertising and Promotion ............................3
- MAR 216 Principles of Marketing .................................3

**Required Degree Credits** ...............................................................29

**Degree Requirements**

- ACC 121 Principles of Accounting I .................................4
- ACC 122 Principles of Accounting II Recitation ...............1
- BUS 115 Intro to Business ...............................................3
- BUS 216 Legal Environment of Business I......................3
- CIS 105 Intro to the PC ..................................................1
- CIS 115 Intro to Computer Information Systems ............3
- CIS 188 Intro to CIS Practicum ......................................1
- MAN 226 Principles of Management ..............................3
- MAR 108 Personal Selling ............................................3
- MAR 120 Customer Service ................................ ..........1
- MAR 220 Advertising and Promotion ............................3
- MAR 216 Principles of Marketing .................................3

**Required Degree Credits** ...............................................................29

**Degree Requirements**

- ACC 121 Principles of Accounting I .................................4
- ACC 122 Principles of Accounting II Recitation ...............1
- BUS 115 Intro to Business ...............................................3
- BUS 216 Legal Environment of Business I......................3
- CIS 105 Intro to the PC ..................................................1
- CIS 115 Intro to Computer Information Systems ............3
- CIS 188 Intro to CIS Practicum ......................................1


**GENERAL EDUCATION CREDITS**

- **Minimum Degree Requirement of 60 Credit Hours.**
- Such additional credits may be taken from any course in the CCA catalog which is applicable toward a degree.

**COMMUNITY COLLEGE OF AURORA GENERAL EDUCATION REQUIREMENTS**

- **English (4 credits)**
  - Choose from the following:
  - **ENG 121 English Composition I** ..................................3
  - **ENG 188 English Composition I Practicum** ..........1

**APPLICATION OF ARTS AND HUMANITIES REQUIRES**

- **Social and Behavioral Sciences (3 credits)** .........................3
  - **SPE 115 Public Speaking** ........................................3
  - **SPE 125 Interpersonal Communication** ......................3

**COMMUNITY COLLEGE OF AURORA AND AREA VOCATIONAL SCHOOLS JOINT DEGREE PROGRAMS**

The Community College of Aurora (CCA) and area vocational schools are authorized by the Colorado State Board for community Colleges and Occupational Education to provide joint AAS degree programs. Area vocational schools are: Pickens Tech, Emily Griffith, Delta-Montrose, and San Juan Basin. Students who wish to complete these AAS degrees must finish the technical classes for designated occupational certificates at the area vocational school and the general education plus other requirements at CCA. The AAS degree is awarded by the Community College of Aurora.

**COMMUNITY COLLEGE OF AURORA DEGREE REQUIREMENTS**

- **Required Degree Credits** .................................................12

**AREA OF EMPHASIS**

Choose from the following:

**Emphasis Requirements (24 credits)**

<table>
<thead>
<tr>
<th>Area</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSV 100 Firefighter I</td>
<td>12</td>
</tr>
<tr>
<td>PSV 101 Firefighter II</td>
<td>12</td>
</tr>
<tr>
<td>EMP 217 Emergency Medical Provider I</td>
<td>12</td>
</tr>
<tr>
<td>EMP 227 Emergency Medical Provider II</td>
<td>12</td>
</tr>
<tr>
<td>EMP 237 Emergency Medical Provider III</td>
<td>24</td>
</tr>
</tbody>
</table>

**Emphasis Credits** ..........................................................24

**TOTAL CREDITS** ..........................................................62

**APPLIED TECHNOLOGY DEGREE, TOTAL CREDITS** .........................60

**MANAGEMENT (TECH MANAGEMENT EMPHASIS)**

The AAS degree in Management with an emphasis in Tech Management may be taken at CCA only by students who complete certificates at Pickens Tech. This degree requires the completion of at least 60 semester credit hours. Credits from Pickens Tech that apply to the degree vary in number according to the certificate program offered by Pickens Tech. A maximum number of 30 certificate credits may be applied toward the Management (Tech Management Emphasis) degree. Students must complete at least 30 credit hours at CCA. Students whose certificate program taken at Pickens Tech requires less than 30 hours must complete more than the 30 required credit hours at CCA in order to bring the total number to 60 semester hours. Such additional credits may be taken from any course in the CCA catalog which is applicable toward a degree.

**MANAGEMENT AAS DEGREE**

**TECH MANAGEMENT EMPHASIS**

Community College of Aurora Required General Education Courses

- **English (4 credits)**
  - Choose from the following:
  - **ENG 121 English Composition I** ..........................3
  - **ENG 188 English Composition I Practicum** ............1

**Required Degree Credits** ................................................12

**Emphasis Credits** ..........................................................24

**TOTAL CREDITS** ..........................................................62
ENG 131  Technical Writing .................................................3
ENG 188  Technical Writing Practicum .................................1
ENG 217  Business Communications & Report Writing .......3
ENG 288  Business Comm & Report Wrpracticum .................1

- Mathematics or Science (3 credits)
  Choose from the following: Astronomy, Biology, Chemistry, Geology, Mathematics 160 or higher, Physics 105 or higher

- Social/Behavioral Science (3 credits)
  Choose from the following
  ECO 201  Principles of Macroeconomics ..............................3
  ECO 202  Principles of Microeconomics ..............................3

- Humanities (3 credits)
  Choose from the following
  SPE 115  Public Speaking .............................................3
  SPE 25  Interpersonal Communication ..............................3

- Management (3 credits)
  BUS 115*  Intro to Business ...........................................3

CCA General Education Credits ........................................16

* BUS 115 may be counted as a general education elective.

CCA Degree Requirements

ACC 121  Principles of Accounting I ......................................4
ACC 123  Principles of Accounting I Recitation ......................1
CIS 105  Introduction to the PC ...........................................1
CIS 115  Intro to Computer Information Systems ...................3
CIS 188  Intro to CIS Practicum ...........................................1
MAN 226  Principles of Management .....................................3

CCA Required Degree Core Credits ....................................13

CCA Electives (5 credits)

Choose from the following

ACC 122  Principles of Accounting II .................................4
ACC 124  Principles of Accounting II Recitation ....................1
BUS 101  Start Your Own Business .....................................1
BUS 102  Entrepreneurial Operations ..................................4
BUS 110  Job Search Techniques ........................................1
BUS 122  Customer Service ...............................................1
BUS 216  Legal Environment of Business I .........................3
CIS 135  Complete PC Word Processing ...............................3
CIS 180  Complete PC Word Processing Practicum ................1
MAN 116  Principles of Supervision .....................................3
MAN 117  Time Management ...............................................1
MAN 120  Office Management .............................................1
MAN 200  Human Resource Management I ..........................3
MAN 240  Management Information Systems ......................3
MAR 108  Personal Selling ................................................3
MAR 216  Principles of Marketing ......................................3
PSY 100  Human Relations in Business ...............................3

CCA Elective Credits .......................................................5

Total CCA Credits .........................................................34
Total Pickens Tech Credits ..............................................30

MANAGEMENT DEGREE (Tech Management Emphasis), TOTAL CREDITS ..................................................64

Credit in varying amounts from the following certificates, offered by Pickens Tech, are applicable to the Community College of Aurora AAS Management (Tech Management Emphasis) or to the Associate of Applied Science Applied Technology degrees: Administrative Assistant; Appliance Service Technology; Automotive technology; Barber; Business Computer Applications; Cabinetmaking and Millwork; Carpentry; Collision Repair Technology; Computerized Accounting; Computer Service Technician; Cosmetology; Dental Assisting; Desktop Publishing; Diesel Equipment Technology; Electrical Occupations; Esthetician; Esthetician/Nail Technician; Early Childhood Professions; Environmental Technology and Natural Resources; Environmental Technician; General Office Clerical; Graphic Design; Heating and Air Conditioning Service Specialist; Horticulture; Hospitality; Medical Office program; Nail Technician; Opticianry; Practical Nursing; Precision and Computer-Aided Machining; Professional Photography; Property Maintenance Technician; Respiratory Care Practitioner; Retail Management; Sport Vehicle Technology; Technical Career Preparation; Technical Drafting; Telecommunications/Video Technician; Travel and Tourism; Travel, Tourism, and Hospitality; Welding.

PROGRAM CERTIFICATES

The college offers several certificates which have been approved by the State Board for Community Colleges and Occupational Education. Certificate programs prepare students for entry-level employment in certain occupations or for upgrading/stabilizing employment where an associate degree is not required. The number of required credits and elective credits is specified for each certificate program. In many cases, certificates are offered in the same program as an AAS degree. Examples include accounting, computer information systems, criminal justice, management and public service.

ACCOUNTING

ACCOUNTING CERTIFICATE

COMPUTERIZED EMPHASIS

Emphasis Requirements

ACC 121  Principles of Accounting I ......................................4
ACC 123  Principles of Accounting I Recitation ......................1
ACC 124  Principles of Accounting II ....................................4
ACC 125  Computerized Accounting I .................................3
ACC 128  Computerized Accounting I Practicum ......................1
BUS 217  Business Communications & Report Writing ...........3
BUS 288  Bus Comm & Report Writing Practicum ..................1
CIS 105  Intro to the PC ..................................................1
CIS 115  Intro to Computer Information Systems ...................3
CIS 188  Complete PC Spreadsheet ....................................1

Required Computer Emphasis Credits ...................................27

Computerized Emphasis Electives

Choose from the Accounting Degree elective credits .............6

ACCOUNTING CERTIFICATE, COMPUTERIZED EMPHASIS TOTAL CREDITS .................................................33
Certificate Requirements

**DIPTHNOLOGY TECHNICIAN CERTIFICATE**

The Biotechnology Certificate is designed to prepare students to work as technicians in the biotech industry. The certificate program is also a valuable supplement to other educational programs in biology, chemistry, medical technology, or education. Students have the option to emphasize either research and development or manufacturing areas.

The certificate provides the minimal essential background for students who are interested in careers in biomedical research. Students are strongly urged to work with the Biotech Department in planning their course of study. Register early as space is limited.

**RESEARCH & DEVELOPMENT**

Certificate Requirements

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<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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<td>BIO 111</td>
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<tr>
<td>BIO 190</td>
<td>Introduction to Biotechnology</td>
<td>3</td>
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<tr>
<td>BIO 205</td>
<td>Microbiology</td>
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<td>BIO 284</td>
<td>Methods in Cell Biology &amp; Immunology</td>
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<td>BIO 285</td>
<td>Biotechnology Internship</td>
<td>3</td>
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<td>BIO 288</td>
<td>Nucleic Acid Techniques &amp; Molecular Cloning</td>
<td>4</td>
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<td>CHE 111</td>
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<td>CHE 112</td>
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<td>CHE 211L</td>
<td>Organic Chemistry I Lab</td>
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<td>ENG 131</td>
<td>Technical Writing</td>
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<td>ENG 188</td>
<td>Technical Writing Practicum</td>
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**BIOTECHNOLOGY MANUFACTURING**

Certificate Requirements

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<tr>
<td>BIO 190</td>
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<td>MPT 131*</td>
<td>Plant Operations I</td>
<td>5</td>
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<td>MPT 151*</td>
<td>Laws &amp; Safety</td>
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<td>CHE 101</td>
<td>Intro to Chemistry I</td>
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<td>MAT 130</td>
<td>Intermediate Algebra</td>
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<td>ENG 131</td>
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<td>ENG 188</td>
<td>Technical Writing</td>
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<tr>
<td>BIO 230</td>
<td>Techniques in Cell Cultures &amp; Protein Prod.</td>
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<td>BIO 285</td>
<td>Biotech Internship</td>
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* Offered in cooperation with Front Range Community College

**COMPUTER INFORMATION SYSTEMS**

**COMPUTER INFORMATION SYSTEMS CERTIFICATE**

General Education Requirements

<table>
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<tr>
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<td>PSY 101</td>
<td>General Psychology I</td>
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<td>SOC 101</td>
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<td>SPE 115</td>
<td>Public Speaking</td>
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Certificate Requirements

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<td>ACC 121</td>
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<tr>
<td>ACC 123</td>
<td>Principles of Accounting I Recitation</td>
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<td>CIS 105</td>
<td>Intro to the PC</td>
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<td>CIS 115</td>
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<td>CIS 188</td>
<td>Intro to CIS Practicum</td>
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**Accounting Certificate, Governmental Emphasis**

Certificate Electives

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<td>ACC 288</td>
<td>Computerized Accounting II Practicum</td>
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<tr>
<td>ACC 226</td>
<td>Cost Accounting I</td>
<td>3</td>
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<tr>
<td>ACC 227</td>
<td>Cost Accounting II</td>
<td>3</td>
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<tr>
<td>BUS 216</td>
<td>Legal Environment of Business I</td>
<td>3</td>
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<tr>
<td>CIS 155</td>
<td>Complete PC Spreadsheet</td>
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<tr>
<td>CIS 188</td>
<td>Complete PC Spreadsheet Practicum</td>
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Certificate Elective Credits .............................................. 3-4

**ACCOUNTING CERTIFICATE, GOVERNMENTAL EMphasis**

TOTAL CREDITS .............................................................................. 32-33
CISCO Certificate Requirements

CERTIFIED NETWORKING ASSOCIATE

COMPUTER INFORMATION SYSTEMS CISCO
COMPUTER INFORMATION SYSTEMS CERTIFICATE, TOTAL CREDITS 45

Note: Courses can be used only once in this certificate.

Software Application Elective Credits ........................................4

• Computer Information System (4 credits) Choose from the following

CIS 220 UNIX .................................................................3
CIS 288 UNIX Practicum ......................................................1
CIS 221 Advanced UNIX ....................................................3
CIS 288 Advanced UNIX Practicum ........................................1

CNT 140 Introduction to Networking ........................................3

CNT 188 Introduction to Networking Practicum ........................1
CNT 142 Network Administration (NT Server) ..........................3
CNT 188 Network Administration (NT Server) Practicum ............1
CNT 160 Introduction to Telecommunications ..........................3
CNT 188 Introduction to Telecommunications Practicum ..............1

Computer Information Systems Elective Credits ..........................4

• Software Applications (6 credits) Choose from the following

CIS 118 Introduction to PC Applications ..................................3
CIS 188 Introduction to PC Applications Practicum .....................1
CIS 120 Intro to PC Operating Systems (MS-DOS) ......................1
CIS 121 Advanced PC Operating Systems (MS-DOS) ...................1
CIS 188 Advd PC Operating Syst (MS-DOS) Practicum ................1
CIS 122 Introductions to Windows ........................................1
CIS 123 Advanced Windows ................................................1
CIS 188 Advanced Windows Practicum ..................................1
CIS 220 UNIX ......................................................................3
CIS 288 UNIX Practicum ......................................................1
CNT 140 Introduction to Networking Practicum ..........................1
CNT 188 Introduction to Networking Practicum ..........................1
CNT 142 Network Administration (NT Server) ..........................3
CNT 188 Network Administration (NT Server) Practicum .............1

Required credits ........................................................................24

Networking Certificate Electives (12 credits)

Choose from the following

CIS 120 Intro to PC Operating Systems (MS-DOS) ......................1
CIS 121 Advanced PC Operating Systems (MS-DOS) ...................1
CIS 188 Advd PC Operating Syst (MS-DOS) Practicum ...............1
CIS 124 Microcomputer Interfaces ..........................................2
CIS 188 Microcomp Interfaces Practicum ..................................1
CIS 120 Intro to PC Operating Systems (MS-DOS) ......................1
CNT 260 Cisco Network Assoc I ............................................5
CNT 288 Cisco Network Assoc I Practicum ................................1
CNT 261 Cisco Network Assoc II ............................................5
CNT 288 Cisco Network Assoc II Practicum ..............................5
CNT 262 Cisco Network Assoc III ..........................................5
CNT 288 Cisco Network Assoc III Practicum ..............................5
CNT 263 Cisco Network Assoc IV ..........................................5
CNT 288 Cisco Network Assoc IV Practicum ..............................5
CSC 231 Advanced ‘C’ Language Programming .........................3
CSC 288 Advanced ‘C’ Language Program Practicum .................1
CSC 233 Object Oriented Programming in C++ ..........................3
CSC 288 Object Oriented Programming in C++ Practicum ..........1
CSC 235 Microsoft Visual C++ ..............................................3
CSC 288 Microsoft Visual C++ Practicum ................................1
CSC 240 Java Programming ..................................................3
CSC 288 Java Programming Practicum .....................................1

CISCO CERTIFIED NETWORKING ASSOCIATE

PROGRAM CERTIFICATE, TOTAL CREDITS 24

COMPUTER INFORMATION SYSTEMS CISCO
CERTIFIED NETWORKING PROFESSIONAL
CERTIFICATE

Consult Computer Department for certificate requirements.

COMPUTER INFORMATION SYSTEMS COMPUTER
NETWORKING CERTIFICATE

Networking Certificate Requirements

CIS 105 Intro to the PC .......................................................1
CIS 115 Intro to Computer Information Systems ......................3
CIS 188 Intro to Computer Info. Systems Practicum ..................1
CIS 116 Logic and Program Design .......................................3
CIS 188 Logic and Program Design Practicum ........................1
CIS 122 Introductions to Windows ........................................1
CIS 123 Advanced Windows ................................................1
CIS 188 Advanced Windows Practicum ..................................1
CIS 220 UNIX ......................................................................3
CIS 288 UNIX Practicum ......................................................1
CNT 140 Introduction to Networking Practicum ..........................1
CNT 188 Introduction to Networking Practicum ..........................1
CNT 142 Network Administration (NT Server) .........................3
CNT 188 Network Administration (NT Server) Practicum ..........1

Required credits ........................................................................24

Networking Certificate Electives (12 credits)

Choose from the following

CIS 120 Intro to PC Operating Systems (MS-DOS) ......................1
CIS 121 Advanced PC Operating Systems (MS-DOS) ...................1
CIS 188 Advd PC Operating Syst (MS-DOS) Practicum ...............1
CIS 124 Microcomputer Interfaces ..........................................2
CIS 188 Microcomp Interfaces Practicum ..................................1
CNT 260 Cisco Network Assoc I ............................................5
CNT 288 Cisco Network Assoc I Practicum ................................1
CNT 261 Cisco Network Assoc II ............................................5
CNT 288 Cisco Network Assoc II Practicum ..............................5
CNT 262 Cisco Network Assoc III ..........................................5
CNT 288 Cisco Network Assoc III Practicum ..............................5
CNT 263 Cisco Network Assoc IV ..........................................5
CNT 288 Cisco Network Assoc IV Practicum ..............................5
CNT 188 Introduction to Telecommunications ............................3
CNT 188 Introduction to Telecommunications Practicum ............1
CIS 221 Advanced UNIX .....................................................3
CIS 288 Advanced UNIX Practicum ........................................1
CNT 212 UNIX (Linux) Administrator ......................................3
CNT 288 UNIX (Linux) Administrator Practicum ......................1

Networking Elective Credits ...................................................12

DEGREE REQUIREMENTS AND PROGRAMS OF INSTRUCTION
**DEGREE REQUIREMENTS AND PROGRAMS OF INSTRUCTION**

**Certificate Requirements**

**ADMINISTRATOR CERTIFICATE**

**OPERATING SYSTEMS AND SYSTEMS ADMINISTRATOR REQUIREMENTS**

1. **CIS 105** Intro to the PC .............................................1
2. **CIS 115** Intro to Computer Information Systems ..........3
3. **CIS 188** Intro to Computer Info. Systems Practice .............................................1
4. **CIS 116** Logic and Program Design ..........................................3
5. **CIS 188** Logic and Program Design Practicum ......................1
6. **CIS 220** UNIX ......................................................3
7. **CIS 288** UNIX Practicum ..............................................1

Choose one selection from:

- **CSC 150** Visual Basic Programming ..................................3
- **CSC 188** Visual Basic Programming Practicum ....................1
- **CSC 230** ‘C’ Language Programming ..................................3
- **CSC 288** ‘C’ Language Programming Practicum ....................1
- **CSC 130** COBOL Programming .........................................3
- **CSC 188** COBOL Programming Practicum ..........................1

**Programming Certificate Electives** (12 credits)

Choose from the following:

1. **CIS 221** Advanced UNIX .............................................3
2. **CSC 288** Advanced UNIX Practicum ..................................1
3. **CSC 130** COBOL Programming .........................................3
4. **CSC 188** COBOL Programming Practicum ..........................1
5. **CSC 231** Advanced ‘C’ Language Programming ..................3
6. **CSC 288** Advanced ‘C’ Language Practicum .....................1
7. **CSC 233** Object Oriented Programming in C++ ..................3
8. **CSC 288** Object Oriented Programming in C++ Practicum ...1
9. **CSC 235** Microsoft Visual C++......................................3
10. **CSC 288** Microsoft Visual C++ Practicum ......................1
11. **CSC 240** Java Programming .........................................3
12. **CSC 288** Java Programming Practicum ...........................1

Programming elective credits ..................................................12

**COMPUTER INFORMATION SYSTEMS LINUX/UNIX OPERATING SYSTEMS AND SYSTEMS ADMINISTRATOR CERTIFICATE**

1. **CIS 188** Advanced PC Operating Systems (MS-DOS) Practicum ...(1)
2. **CSC 220** UNIX ......................................................3
3. **CSC 288** UNIX Practicum ..............................................1
4. **CSC 221** Advanced UNIX .............................................3
5. **CSC 288** Advanced UNIX Practicum ..................................1
6. **CNT 212** UNIX (Linux) Administrator .............................3
7. **CNT 288** UNIX (Linux) Administrator Practicum .............1

**COMPUTER INFORMATION SYSTEMS ‘C’ LANGUAGE PROGRAMMING CERTIFICATE**

**Certificate Requirements**

1. **CIS 105** Intro to the PC .............................................1
2. **CIS 115** Intro to Computer Information Systems .............3
3. **CSC 188** Intro to Computer Info. Systems Practicum ..........1
4. **CSC 116** Logic and Program Design .................................3
5. **CSC 188** Logic and Program Design Practicum ..................1
6. **CSC 220** UNIX ......................................................3
7. **CSC 288** UNIX Practicum ..............................................1
8. **CSC 230** ‘C’ Language Programming ..............................3
9. **CSC 288** ‘C’ Language Programming Practicum ..................1
10. **CSC 231** Advanced ‘C’ Language Programming ...............3
11. **CSC 288** Advanced ‘C’ Language Practicum ....................1
12. **CSC 231** Advanced COBOL Programming .......................3
13. **CSC 288** Advanced COBOL Practicum ............................1

**COMPUTER INFORMATION SYSTEMS VISUAL BASIC LANGUAGE PROGRAMMING CERTIFICATE**

**Certificate Requirements**

1. **CIS 105** Intro to the PC .............................................1
2. **CIS 115** Intro to Computer Information Systems .............3
3. **CSC 188** Intro to Computer Info. Systems Practicum ..........1
4. **CSC 116** Logic and Program Design .................................3
5. **CSC 188** Logic and Program Design Practicum ..................1
6. **CSC 150** Visual Basic Programming ...............................3
7. **CSC 188** Visual Basic Practicum ..................................1
8. **CSC 151** Advanced Visual Basic Programming .................3
9. **CSC 188** Advanced Visual Basic Practicum ......................1
10. **CSC 150** Visual Basic Programming ...............................3

**COMPUTER INFORMATION SYSTEMS COBOL LANGUAGE PROGRAMMING CERTIFICATE**

**Certificate Requirements**

1. **CIS 105** Intro to the PC .............................................1
2. **CIS 115** Intro to Computer Information Systems .............3
3. **CSC 188** Intro to Computer Info. Systems Practicum ..........1
4. **CSC 116** Logic and Program Design .................................3
5. **CSC 188** Logic and Program Design Practicum ..................1
6. **CSC 130** COBOL Programming .......................................3
7. **CSC 188** COBOL Practicum ..........................................1
8. **CSC 131** Advanced COBOL Programming .......................3
9. **CSC 188** Advanced COBOL Practicum ............................1

**DEGREE REQUIREMENTS AND PROGRAMS OF INSTRUCTION**
## Criminal Justice Certificate
### Criminal Justice Emphasis
#### Correctional Services Emphasis

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<td>ENG 121</td>
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<td>ENG 188</td>
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<tr>
<td>ENG 131</td>
<td>Technical Writing</td>
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<tr>
<td>ENG 188</td>
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<tr>
<td>CRJ 105</td>
<td>Culture and Conflict Resolution</td>
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<td>CRJ 110</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
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<tr>
<td>CRJ 111</td>
<td>Substantive Criminal Law</td>
<td>3</td>
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<tr>
<td>CRJ 216</td>
<td>Juvenile Law and Procedure</td>
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<td>CRJ 145</td>
<td>Correctional Process</td>
<td>3</td>
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<td>CRJ 107</td>
<td>Legal and Ethical Concepts</td>
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<td>CRJ 146</td>
<td>Community Based Corrections</td>
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<td>CRJ 215</td>
<td>Constitutional Rights of Inmates</td>
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<td>CRJ 218</td>
<td>Addictive Processes</td>
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<td>CRJ 225</td>
<td>Crisis Intervention</td>
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<td>CRJ 256</td>
<td>Classification and Treatment of Offenders</td>
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**Total Credits for Criminal Justice Certificate, Correctional Services Emphasis**: 31

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## Victim Advocacy Services Emphasis

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<td>CRJ 107</td>
<td>Legal and Ethical Concepts</td>
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<td>CRJ 110</td>
<td>Introduction to Criminal Justice</td>
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<td>CRJ 150</td>
<td>Introduction to Victimology</td>
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<td>CRJ 151</td>
<td>Domestic Violence</td>
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<td>CRJ 152</td>
<td>Sexual Assault</td>
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<td>CRJ 153</td>
<td>Violence Against Children</td>
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<td>Principles of Counseling</td>
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<td>CRJ 218</td>
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<td>CRJ 225</td>
<td>Crisis Intervention</td>
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<td>CRJ 285</td>
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<td>CRJ 286</td>
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<td>ENG 188</td>
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**Total Credits for Criminal Justice Certificate, Victim Advocacy Services Emphasis**: 34

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## Early Childhood Professions Certificate
### Group Leader Emphasis

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<tr>
<td>ECP 102</td>
<td>Introduction to ECP Lab Techniques</td>
<td>3</td>
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<tr>
<td>ECP 148</td>
<td>Guidance Strategies for Young Children</td>
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<tr>
<td>ECP 227</td>
<td>Curriculum Development: Methods &amp; Techniques</td>
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<td>ECP 238</td>
<td>Child Development</td>
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**Total Credits for Early Childhood Professions Certificate, Group Leader Emphasis**: 15

### Director Emphasis

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<td>Introduction to ECP Lab Techniques</td>
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<td>ECP 148</td>
<td>Guidance Strategies for Young Children</td>
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<td>ECP 205</td>
<td>Nutrition and the Young Child</td>
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<tr>
<td>ECP 227</td>
<td>Curriculum Development: Methods &amp; Techniques</td>
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<tr>
<td>ECP 238</td>
<td>Child Development</td>
<td>3</td>
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<tr>
<td>PSY 101</td>
<td>General Psychology I</td>
<td>3</td>
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<tr>
<td>SOC 101</td>
<td>Introduction to Sociology I</td>
<td>3</td>
</tr>
<tr>
<td>ECP Elective</td>
<td>Choose from any ECP degree requirement</td>
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</table>

**Total Credits for Early Childhood Professions Certificate, Director Emphasis**: 30

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## Essential Skills for the Workplace Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BTE 100</td>
<td>Touch Keyboarding</td>
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<tr>
<td>or</td>
<td>Vocational Elective</td>
<td></td>
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<tr>
<td>or</td>
<td>Co-op experience</td>
<td></td>
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<tr>
<td>BUS 100</td>
<td>Personal Business Skills</td>
<td>1</td>
</tr>
<tr>
<td>BUS 109</td>
<td>Workplace Relationships</td>
<td>1</td>
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<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COM 278</td>
<td>Teamwork</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Credits for Essential Skills for the Workplace Certificate**: 30
Certificate Requirements

Science degree.

Objective in mind but do not desire an Associate of Applied

This program is designed for students who have a specific

GENERAL MANAGEMENT CERTIFICATE

MANAGEMENT

or

Any CIS course

or

Co-op experience

CIS 122
Introduction to Windows ...........................................2
CIS 123
Advanced Windows ....................................................1
CIS 188
Advanced Windows Practicum ....................................1

COM 277
Problem Solving .......................................................1
MAT 106
Business Mathematics ..............................................1-3

Certificate Requirements ..................................................13-19

Electives (4 credits)

BUS 122
Customer Service ....................................................1
CIS 105
Introduction to the PC ..............................................1
CIS 115
Introduction to Computer Information Systems ..............4
CIS 188
Intro to CIS Practicum ..............................................1
CIS 145
Complete PC Database ..............................................3
CIS 188
Complete PC Database Practicum ................................1
CIS 188
Complete PC Spreadsheet .........................................1
CIS 188
Complete PC Spreadsheet Practicum .............................1
COM 270
Listening to Work ......................................................1
COM 272
Communicating with Impossible People .......................1
COM 273
Conflict Resolution ....................................................1
COM 275
Decision Making ........................................................1
COM 279
Leadership ...............................................................1
SPE 217
Group Communication ...............................................3

TOTAL ESSENTIAL SKILLS FOR THE WORKPLACE CERTIFICATE ....17-23

MANAGEMENT

GENERAL MANAGEMENT CERTIFICATE

This program is designed for students who have a specific

objective in mind but do not desire an Associate of Applied

Science degree.

Certificate Requirements

ACC 121
Principles of Accounting I .........................................4
ACC 123
Principles of Accounting I Recitation ............................1
BUS 115
Intro to Business ......................................................3
BUS 216
Legal Environment of Business I ................................3
BUS 217
Business Communications & Report Writing .................3
BUS 288
Business Comm & Report Wrt Practicum .......................1
CIS 105
Introduction to the PC ...............................................1
CIS 115
Intro to Computer Information Systems .......................3
CIS 188
Intro to CIS Practicum ...............................................1
MAN 120
Office Management ....................................................3
or
MAN 200
Human Resources Management I .................................3
MAN 226
Principles of Management ..........................................3
MAR 216
Principles of Marketing ..............................................3
SPE 125
Interpersonal Communication ....................................3

GENERAL MANAGEMENT CERTIFICATE, TOTAL CREDITS ..........32

MEDIATION

MEDIATION CERTIFICATE

The required core courses introduce basic mediation theories and skills. Each student is required to complete

these courses as a part of the certificate program.

Certificate Requirements

MED 101
Introduction to Mediation .........................................3
MED 105
Culture and Conflict Resolution ..................................2
MED 106
Community Mediation ...............................................3
MED 107
Legal and Ethical Concepts for Mediators .......................3
MED 108
Writing Mediation Agreements ....................................2
SPE 125
Interpersonal Communication ....................................3

Required Credits ............................................................16

AREAS OF EMPHASIS.

Students will complete one of the four areas of emphasis in addition to the required core courses. Students with a professional credential in the emphasis area or a minimum of three (3) years of work experience in that area may elect to apply for credit for prior learning as a substitute for the elective courses only. The final Mediation Certificate Program course is an internship where the student will participate in the mediation of disputes under the supervision of an experienced mediator for 135 contact hours. This requirement exceeds the current recommended guidelines for practice adopted by the Colorado Council of Mediators and the Colorado Council of Mediators and Mediation Organizations.

BUSINESS EMPHASIS

Required Courses

MED 102
Mediation in Business ...............................................3
MED 285
Legal Studies Internship .............................................3

Electives (9 credits)

Choose from the following

BUS 115
Introduction to Business ............................................3
BUS 216
Legal Environment of Business I .................................3
MAN 116
Principles of Supervision ............................................3
MAN 200
Human Resources Management I .................................3
PAR 206
Business Organizations ..............................................3
PAR 230
Employment Law .......................................................3
PAR 232
Current Issues in Law ................................................3

Business Emphasis Credits ................................................15

MEDIATION CERTIFICATE, BUSINESS EMPHASIS,

TOTAL CREDITS .................................................................31

COMMUNITY EMPHASIS

Required Courses

MED 109
School-Based Mediation ............................................3
MED 285
Legal Studies Internship .............................................3

Electives (9 credits)

Choose from the following

CRJ 151
Domestic Violence ....................................................3
CRJ 220
Human Relations and Social Conflict .............................3
CRJ 225
Crisis Intervention .....................................................3
MED 215
Contemporary Social Problems ....................................3
MED 250  Dynamics of Racism and Prejudice..............................3
Community Emphasis Credits ..................................................15
MEDIATION CERTIFICATE, COMMUNITY EMPHASIS, TOTAL CREDITS ..................................................31

CRIMINAL JUSTICE EMPHASIS
Required Courses
MED 103  Mediation and Criminal Justice ..............................3
MED 285  Legal Studies Internship ...........................................3

Electives (9 credits)
Choose from the following
CRJ 110  Introduction to Criminal Justice ..............................3
CRJ 216  Juvenile Law and Procedure ......................................3
CRJ 220  Human Relations and Social Conflict ........................3
CRJ 225  Crisis Intervention ....................................................3
PAR 203  Criminal Law ..........................................................3

Criminal Justice Emphasis Credits ..........................................15
MEDIATION CERTIFICATE, CRIMINAL JUSTICE EMPHASIS, TOTAL CREDITS ........................................31

DOMESTIC RELATIONS EMPHASIS
Required Courses
MED 104  Divorce and Child Custody Mediation .......................3
MED 285  Legal Studies Internship ...........................................3

Electives (9 credits)
Choose from the following
CR J 151  Domestic Violence ....................................................3
CRJ 216  Juvenile Law and Procedure ....................................3
MED 260  Family Dynamics: Funcn, Dysfnctn. & Therapy ..........3
PAR 117  Family Law ...........................................................3

Domestic Relations Emphasis Credits ......................................15
MEDIATION CERTIFICATE, DOMESTIC RELATIONS EMPHASIS, TOTAL CREDITS ........................................31

PARALEGAL
PARALEGAL CERTIFICATE
This program, approved by the American Bar Association (ABA), combines an understanding of legal principles, legal analysis and ethical considerations with practical applications. To be awarded the Paralegal Certificate, the student must complete the certificate requirements and complete an additional (or submit evidence of) 30 semester hours, including 18 hours of general education, and ENG 121, or the equivalent. Five years of law-related work experience may be substituted in some cases for the 30 semester hours requirement. All students must consult with the Department Chair during their first semester. Students who do not have a waiver or 30 semester hours of appropriate credits must complete the Associate of Applied Science degree in Management with the Paralegal emphasis or the Associate of General Studies degree with the Paralegal emphasis. All substantive legal work performed by paralegals must be under the direction and supervision of a licensed attorney to avoid the unauthorized practice of law.

Certificate Requirements
BUS 221  Business Law .........................................................3
PAR 107  Legal & Ethical Concepts .........................................3
PAR 115  Introduction to Law ................................................3
PAR 119  Legal Research .......................................................3
PAR 120  Legal Writing ..........................................................3
PAR 125  Computers in Law ...................................................3
PAR 201  Civil Litigation ........................................................3
PAR 203  Criminal Law ..........................................................3
PAR 285  Legal Studies Internship ..........................................3

or
PAR 286  Directed Studies .......................................................3

Required Credits ....................................................................27

Electives (9 credits)
Select one course from each of the following groups
Group A
PAR 205  Real Estate Law ....................................................3
PAR 206  Business Organization ............................................3
PAR 230  Employment Law ..................................................3

Group B
PAR 101  Introduction to Mediation .......................................3
PAR 117  Family Law ...........................................................3
PAR 211  Estate Planning & Probate Administration ..............3

Group C
PAR 116  Torts .................................................................3
PAR 210  Constitutional Law ................................................3
PAR 232  Current Issues in Law ............................................3

Elective Credits ......................................................................9

PARALEGAL CERTIFICATE TOTAL CREDITS ........................................36

PUBLIC SERVICE CERTIFICATE
EMERGENCY MEDICAL PROVIDER EMPHASIS
Emphasis Requirements
EMP 217  Emergency Medical Provider I ..............................12
EMP 227  Emergency Medical Provider II .............................12
EMP 237  Emergency Medical Provider III ..........................24

PUBLIC SERVICE CERTIFICATE, EMERGENCY MEDICAL PROVIDER EMPHASIS, TOTAL CREDITS ........................................48

FIREFIGHTER EMPHASIS
Emphasis Requirements
PSV 100  Firefighter I ..........................................................12
PSV 101  Firefighter II ..........................................................12

Firefighter Emphasis Credits ..................................................24

PUBLIC SERVICE CERTIFICATE, FIREFIGHTER EMPHASIS, TOTAL CREDITS ........................................24
REAL ESTATE

REAL ESTATE CERTIFICATE

To satisfy the requirements for this certificate, receive the REC-33, and be eligible to sit for the Colorado Real Estate Associate Broker Examination, you must successfully complete:

RES 111 Real Estate Principles I ..............................................6
RES 112 Real Estate Principles II ..............................................6

REAL ESTATE, TOTAL CREDITS ...............................................24

RECOGNITION OF ACHIEVEMENT CERTIFICATES

The college offers courses, conferences, workshops, and seminars for upgrading skills as well as for personal enrichment. Successful completion of courses of this type may result in the granting of a “Recognition of Achievement Certificate.” This certificate may be requested from the appropriate instructional program.

MANAGEMENT

ENTREPRENEURIAL PROGRAM. To satisfy the requirements for this certificate, you must complete the following sequence:

Certificate Requirements

BUS 101 Start Your Own Business ........................................1
BUS 102 Entrepreneurial Operations ....................................4

RECOGNITION OF ACHIEVEMENT CERTIFICATE,
ENTREPRENEURIAL PROGRAM, TOTAL CREDITS ..................5

REAL ESTATE APPRAISAL. To satisfy the requirements for this certificate and be eligible to sit for the state appraiser examination, you must successfully complete the course RES 114, Principles of Real Estate Appraisal.

Certificate Requirements

RES 114 Principles of Real Estate Appraisal .........................5

RECOGNITION OF ACHIEVEMENT CERTIFICATE,
REAL ESTATE APPRAISAL, TOTAL CREDITS .........................5

MIND-BODY HEALTH

Americans are taking responsibility and making choices concerning their own health. To further explore the emerging “behavioral medicine revolution,” often called the holistic health approach, the Mind-Body Health program examines all the factors impacting human health: physical, emotional, mental, social, environmental, and spiritual.

SELF AND FAMILY HEALTH ENHANCEMENT.

This program allows students to pursue special interests and provides a foundation for further training and education in the health care field. The contents of these courses are not intended to be used as a substitute for the advice of an appropriate health care practitioner.
SPECIAL PROGRAMS

COLORADO COMMUNITY COLLEGE ONLINE (CCC ONLINE) DEGREE. The Colorado Community College Online is a consortium of 14 colleges in the Community Colleges of Colorado system. Through CCC Online, you can earn some degrees and certificates. All courses are taught over the internet. Tuition is $122.70 per credit hour. For more information, visit the CCC Online website at: www.ccconline.org or contact an academic advisor at CCA in Room A102, phone 303-360-4797, or e-mail advising@cca.cccoes.edu.

CCA, itself, offers many online courses. Tuition is charged at the current residential and non-residential rates as published in the Schedule of Classes.

INSURANCE EMPHASIS WITH COMMUNITY COLLEGE OF AURORA AND REGIS UNIVERSITY. The Community College of Aurora makes it possible for students to earn credits toward a Bachelor of Science in Business Administration with an emphasis in Insurance as the result of an agreement between the Community College of Aurora and Regis University. Credits earned through CCA that are applicable to this degree are guaranteed to transfer to Regis University; credits earned by passing either the CPCU or the IIA national examination also apply to this degree. Credits earned at other institutions may apply, subject to approval by Regis University. For more information, contact an academic advising, Room A102.

GENERAL MANAGEMENT ACCELERATED PROGRAM. An Associate of Applied Science (AAS) degree can be obtained through the General Management Accelerated Program. GMAP courses are accelerated and offered in a set schedule. By completing all required courses and sessions, students may obtain their AAS degree in General Management in less than two years.
NOTICE TO ALL CCA STUDENTS
The Colorado system of community colleges (which includes the Community College of Aurora) has undertaken a project to assign common course numbers and common descriptions to many courses in this catalog. This step is being taken in order to improve student transfer and to ensure curriculum quality across the system. It is expected that the changes in course numbers and descriptions will become effective during the period (2001-02) of this catalog. The changes will not jeopardize student credit or transfer. An electronic addendum to this catalog will be available as course numbers and descriptions are completed. Students may access the addendum at http://www.rightchoice.org.

INDEPENDENT STUDY
The College may provide for individual student needs through independent study. All requests for independent study are subject to the approval of the Division Dean. Independent study courses are generally numbered 299. No more than six (6) semester hours of independent study course work may be applied to any Associate degree program.

SPECIAL TOPICS COURSES
Special Topics courses provide instruction on selected topics within a program. They are numbered 290. The number of semester hours of credit is determined by the department offering the course and approved by the Instructional Leadership Team. No more than six (6) semester hours of Special Topics course work may be applied to any Associate degree.

SUPERVISED FIELD EXPERIENCE
The Community College of Aurora recognizes the need for supervised field (off-campus) experience in various programs. Supervised field experience may be titled “work experience”, “practicum”, or “internship”. These field experiences are designed to provide on-the-job training for students with the goal of increased employability upon completion of their education. In a supervised field experience, the community, its resources, and employees become an extension of the college. All supervised field experience courses include: (1) course descriptions; (2) an instructor with credentials in the program area to supervise the off-campus instruction; (3) course activities designed by the instructor; (4) attendance at a minimum of one class session per week with the assigned instructor; (5) a training plan developed by the instructor, including all assignments required for completion of the course; (6) grading following the established grading policy of the College; and (7) instructor scheduling of the supervised field experience hours, requiring the same types of assignments and preparation as for on-campus courses.
**ACCOUNTING**

**ACC 101 Fundamentals of Accounting**  
3 Credit hours  45 Contact hours  
Presents the basic elements and concepts of accounting, with emphasis on the procedures used for maintaining journals, ledgers, and other related records, and for completion of end-of-period reports for small service and merchandising business.

**ACC 115 Payroll Accounting**  
2 Credit hours  30 Contact hours  
Prerequisite: ACC 101 or 121, Co-requisite: ACC 188 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 tax laws and actual experience in applying regulations. Students will be exposed to computerized payroll procedures. (Formerly ACC 106)

**ACC 121 Principles of Accounting I**  
4 Credit hours  60 Contact hours  
Co-requisite: ACC 123 Introduces the study of accounting principles to give the student an 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 Principles of Accounting II**  
4 Credit hours  60 Contact hours  
Prerequisite: ACC 121 or equivalent. Co-requisite: ACC 124. Continues the study of accounting principles as they apply to partnerships and corporations. Major topics include: stocks and bonds; investments; cash flow statements; financial analysis; budgeting; and cost and managerial accounting.

**ACC 123 Accounting Principles I - Recitation**  
1 Credit hour  15 Contact hours  
Co-requisite: ACC 121 An accompanying recitation for ACC 121, Accounting Principles I. Exposes students to a broader accounting experience in the foundational studies of accounting. Students will be introduced to additional problems, case studies and applications of accounting in real-world business situation, using individual and team problem solving. (Formerly included with ACC 121)

**ACC 124 Accounting Principles II - Recitation**  
1 Credit hour  15 Contact hours  
Co-requisite: ACC 122 An accompanying recitation for ACC 122, Accounting Principles II. Exposes students to a broader accounting experience in the financial and managerial accounting. Students will be introduced to additional problems, case studies and applications of accounting in real-world business situation, using individual and team problem solving. (Formerly included with ACC 122)

**ACC 125 Computerized Accounting**  
3 Credit hours  45 Contact hours  
Prerequisite: ACC 101 or ACC 121. Co-requisite: ACC 188 Introduces data entry procedures on the computer for accounting applications. Includes a review of manual procedures and extensive hands-on experience with computerized accounting systems. The accounting cycle is studied in a computerized environment, financial reports will be prepared and financial statement analysis techniques will be discussed. (Formerly ACC 116)

**ACC 131 Income Tax I**  
3 Credit hours  45 Contact hours  
Prerequisite: ACC 121, Co-requisite: ACC 188 This course is the study of basic concepts of federal income taxation, including gross income, deductions, accounting periods and methods, and property transactions, with emphasis on individual taxation.

**ACC 132 Income Tax II**  
3 Credit hours  45 Contact hours  
Prerequisite: ACC 131 or equivalent, Co-requisite: ACC 188 This course is the study of federal income taxation of corporations, S corporation, partnerships and limited liability companies, including formation, operation, distributions, reorganizations, and liquidation. Other special topics include exempt entities, multi-state taxation, and federal gift and estate tax.

**ACC 135 Spreadsheet Application For Accounting**  
3 Credit hours  45 Contact hours  
Prerequisite: ACC 122, CIS 150 or Spreadsheet experience This course introduces spreadsheets as an accounting tool. Using an accounting perspective, the student will apply fundamental spreadsheet concepts. The spreadsheet will be used as a problem solving and decision making tool. This course involves a ten-key pad component. Formerly ACC 126.

**ACC 188 - 100 Level Practicum**  
1 Credit hour  15 Contact hours  
Students will demonstrate the practical computer applications and skills commensurate with the 100-level co-requisite course.

**ACC 211 Intermediate Accounting I**  
4 Credit hours  60 Contact hours  
Prerequisite: ACC 122 or equivalent Studies the conceptual framework of financial accounting and advanced theory and practice applicable to the following topics: historical perspective, concepts and principles of financial accounting; the preparation of balance sheets, income statements and statements of cash flow for complex organizations; and accounting for current assets, current liabilities and operational assets.

**ACC 212 Intermediate Accounting II**  
4 Credit hours  60 Contact hours  
Prerequisite: ACC 211 This course is a continuation of ACC 211. It focuses on the theoretical and practical aspects of accounting for long-term liabilities, stockholders’ equity, investments, pensions and leases. Income tax allocation, financial statement analysis, cash flow statements and accounting methods changes are also covered.

**ACC 216 Governmental and Not-for-profit Accounting**  
3 Credit hours  45 Contact hours  
Prerequisite: ACC 121 or equivalent. Studies concepts of budgetary control as a matter of law and public administration theory, Accounting principles and procedure necessary to implement budgetary controls for governmental units and other not-for-profit institutions and organizations. (Formerly ACC 246) (Offered Spring Semester Only)

**ACC 225 Computerized Accounting II**  
3 Credit hours  45 Contact hours  
Prerequisite: ACC 125, Co-requisite ACC 288 A continuation of Computerized Accounting (ACC 125) with emphasis on the practical application of integrated accounting processes through the use of commercially available software. Other topics included are software evaluation and selection, automated accounting systems controls, and system documentation. (Formerly ACC 216)

**ACC 226 Cost Accounting I**  
3 Credit hours  45 Contact hours  
Prerequisite: ACC 122 Studies the cost accumulation methods and reports. The concepts and procedures of job order, process, standard, and direct cost systems are covered; budgeting, planning, and control for costs are included.

**ACC 227 Cost Accounting II**  
3 Credit hours  45 Contact hours  
Prerequisite: ACC 226 This course is a continuation of ACC 226 and focuses on the decision making aspects of managerial accounting using electronic spreadsheet applications for assigned problems. Topics include product pricing strategy, capital budgeting, statement of cash flow and application of linear programming.
ACC 231 Auditing  
3 Credit hours 45 Contact hours  
Prerequisite: ACC 122. A study of auditing procedures, standards, and reports; evaluation of internal control and preparation of audit programs; examination of financial statements and preparation of audit working papers. Good working relationship features between the internal accountant and external auditor will be analyzed to assist them in preparing for audits. This course will focus on the audit process, procedures, and mechanics.

ACC 288 - 200 Level Practicum  
1 Credit hour 15 Contact hours  
Students will demonstrate the practical computer applications and skills commensurate with the 200-level co-requisite course.

ACCOUNTING MANAGEMENT  
(See Management)

AMERICAN SIGN LANGUAGE  

ASL 100 Introduction to American Sign Language  
3 Credit hours 45 Contact hours  
Introduces students to American Sign Language (ASL) and deaf culture. Students will learn how to sign shapes, fingerspelling, how to produce non-manual markers, classifiers, and basic ASL signs. In addition, the student will learn the importance of eye contact, body language, facial expressions, and natural gestures in ASL. Students will be evaluated through a variety of assessment techniques to include group work, projects, quizzes, and tests.

ASL 111 American Sign Language I  
5 Credit hours 75 Contact hours  
Prerequisite: ASL 100. Students will be able to identify signs and affect as well as identify and use various sentence types. They will be able to recognize adverbials (ASL mouthing), classifiers, time indicators, non-manual markers for time, and target vocabulary. In addition, students will identify and use rules for discourse, introductions, referencing, basic rules for fingerspelling, and role shifting. Students will be evaluated through a variety of assessment techniques to include group work, projects, quizzes, and tests.

ASL 112 American Sign Language II  
5 Credit hours 75 Contact hours  
Prerequisite: ASL 111. Emphasis will be on expressive skills. Student will continue to learn about various sentence types and learn about vocabulary and its rules. Focus will be on role shifting. Student will learn and use more complex classifiers, inflections and modulations, conjunctions, conditionals, conversational rules, and cultural rules for attention getting. Students will be evaluated through a variety of assessment techniques to include group work, projects, quizzes, and tests.

ANTHROPOLOGY  

ANT 101 Cultural Anthropology  
3 Credit hours 45 Contact hours  
Studies human cultural patterns and learned behavior. Includes linguistics, social and political organization, religion, culture and personality, culture change, and applied anthropology.

ANT 107 Introduction to Archaeology  
3 Credit hours 45 Contact hours  
Students will learn about science of recovering cultural remains through excavation, analysis, and interpretation.

ANT 111 Physical Anthropology  
3 Credit hours 45 Contact hours  
Studies human biology and its effect on behavior. Includes principles of genetics and evolution, vertebrates and primates, human origins, human variation, and ecology.

ANT 295 FIELD STUDIES IN ANTHROPOLOGY  
1 - 3 Credit hours 38 - 113 Contact hours  
Prerequisite: Permission of Instructor. Field studies into specific culture traditions. Trips from one to several days length will constitute the major activity of the course. Specific areas of investigation will be described in the class schedule for the term during which the course is offered.

ART  

ART 110 Art Appreciation  
3 Credit hours 45 Contact hours  
An introduction to the cultural significance of the visual arts, including media, processes, techniques, traditions, and terminology.

ART 121 Drawing I  
3 Credit hours 90 Contact hours  
An investigation of various approaches and media designed to develop drawing skills and visual awareness.

ART 122 Drawing II  
3 Credit hours 90 Contact hours  
Prerequisite: ART 121 or permission of Instructor  
A study of expressive drawing techniques and development of individual expressive style.

ART 131 Design I  
3 Credit hours 90 Contact hours  
Study of basic two-dimensional design elements and principles, visual perception, color theory, form, and composition.

ART 132 Design II  
3 Credit hours 90 Contact hours  
Prerequisite: ART 131 or permission of Instructor  
The application of design elements and principles to both two- and three-dimensional problems.

ART 151 Photography I  
3 Credit hours 45 Contact hours  
An introduction to black and white photography as a fine art medium and develops skills necessary for basic camera lab operations. NOTE: Students must provide their own suitable 35 mm reflex or range finder camera with one lens (preferably 50 mm) and purchase other supplies.

ART 152 Photography II  
3 Credit hours 45 Contact hours  
Prerequisite: ART 151 or permission of Instructor  
Further exploration in camera and lab operations with an emphasis on individual creativity. It includes the development of a comprehensive portfolio. NOTE: Students must provide their own suitable 35 mm reflex or range finder camera with one lens (preferably 50 mm) and purchase other supplies.

ART 211 Art History I  
3 Credit hours 45 Contact hours  
Prerequisite: ART 131 or permission of Instructor  
Provides a knowledge base to understand the visual arts, especially as related to western culture. Surveys the visual arts from the Ancient through the Medieval periods.

ART 212 Art History II  
3 Credit hours 45 Contact hours  
Prerequisite: ART 211 or permission of Instructor  
Provides a knowledge base to understand the visual arts, especially as related to western culture. Surveys the visual arts from the Renaissance through the Modern periods.

ART 216 Painting I  
3 Credit hours 90 Contact hours  
Emphasizes color, composition, materials, and techniques of studio painting.

ART 217 Painting II  
3 Credit hours 90 Contact hours  
Prerequisite: ART 216 or permission of Instructor  
Emphasizes experimentation with material, composition, and color.

ART 218 Painting III  
3 Credit hours 90 Contact hours  
Prerequisite: ART 212 or permission of Instructor  
Continues the investigation of subject, color, composition, and individual forms of expression.
ART 219 Painting IV
3 Credit hours 90 Contact hours
Prerequisite: ART 213 or permission of Instructor
Provides advanced work with theme development, sophisticated color relationships, experimentation in conceptual forms, and consistent progression of subject matter.

ART 221 Drawing III
3 Credit hours 90 Contact hours
Prerequisite: ART 222 or permission of Instructor
Provides further exploration of expressive drawing techniques and style.

ART 222 Drawing IV
3 Credit hours 90 Contact hours
Prerequisite: ART 221 or permission of Instructor
Provides advanced work with theme development, sophisticated color relationships, experimentation in conceptual forms, and consistent progression of subject matter.

ART 224 Sculpture I
3 Credit hours 90 Contact hours
Provides an introduction to the fundamentals of sculpture such as the modeling, casting, carving, and assemblage processes.

ART 225 Sculpture II
3 Credit hours 90 Contact hours
Prerequisite: ART 224 or permission of Instructor
Provides a development of the understanding and manipulation of threedimensional form, with greater concentration on individual creativity and style.

ART 226 Sculpture III
3 Credit hours 90 Contact hours
Prerequisite: ART 225 or permission of Instructor
Provides advanced study of subject development, form, style, and theme.

ART 227 Sculpture IV
3 Credit hours 90 Contact hours
Provides advanced study of technique, individual expression, and consistency of compositional problem solving.

ART 231 Watercolor I
3 Credit hours 90 Contact hours
An introduction to the basic techniques and unique aspects of materials involved with using transparent and/or opaque water media.

ART 232 Watercolor II
3 Credit hours 90 Contact hours
Prerequisite: ART 231 or permission of Instructor
Provides advanced study of subject development, form, color, and theme.

ART 233 Watercolor III
3 Credit hours 90 Contact hours
Prerequisite: ART 232 or permission of Instructor
Provides continuing study of watercolor techniques, with an emphasis on original compositions and experimentation with materials.

ART 234 Watercolor IV
3 Credit hours 90 Contact hours
Prerequisite: ART 233 or permission of Instructor
Provides advanced study of techniques, individual style or expression, and consistency of compositional problem solving.

ART 270 Figure Drawing I
3 Credit hours 90 Contact hours
Prerequisite: ART 121 or permission of Instructor
An introduction to the basic techniques of drawing the human figure.

ART 271 Figure Drawing II
3 Credit hours 90 Contact hours
Prerequisite: ART 270 or permission of Instructor
Provides continuing study of the various methods of drawing the human figure, with emphasis on the description of form and individual style.

Astronomy

AST 101 Astronomy I
4 Credit hours 60 Contact hours
Studies the history of astronomy, the tools of the astronomer, and the contents of the solar system: the planets, moons, asteroids, comets, and meteoroids. This course includes observations with binoculars or telescopes and visits an observatory or planetarium.

AST 102 Astronomy II
4 Credit hours 60 Contact hours
Studies the structure and life cycle of the stars, the sun, galaxies, and the universe as a whole, including cosmology and relativity. This course includes observations with binoculars or telescopes and visits to an observatory or planetarium.

Biology

BIO 105 Science of Biology
3 Credit hours 45 Contact hours
Prerequisite: None, but recent experience in biology or chemistry is recommended.
General course in human nutrition designed to review the essential nutrients responsible for maintenance of health. Topics covered include: carbohydrates, lipids, proteins, vitamins, minerals, and the metabolic pathways by which these nutrients are changed chemically to support life processes. Integrated nutritional concepts will be used by students to develop dietary plans. (Also available as an online course)

BIO 111 General College Biology I
5 Credit hours 105 Contact hours
Prerequisite: BIO 111 or permission of Department Chair
A continuation of Biology I. Includes ecology, evolution, classification, structure, and function in plants and animals. This course includes laboratory experience.

BIO 112 General College Biology II
5 Credit hours 105 Contact hours
Prerequisite: BIO 111 or permission of Department Chair
A continuation of Biology I. Includes ecology, evolution, classification, structure, and function in plants and animals. This course includes laboratory experience.

BIO 116 Human Biology
3 Credit hours 45 Contact hours
Designed to review the essential nutrients responsible for maintenance of health. Topics covered include: carbohydrates, lipids, proteins, vitamins, minerals, and the metabolic pathways by which these nutrients are changed chemically to support life processes. Integrated nutritional concepts will be used by students to develop dietary plans. (Also available as an online course)

BIO 117 Human Anatomy and Physiology I
4 Credit hours 60 Contact hours
Note: Recent experience in biology or chemistry is recommended.
An integrated study of the human body in which the histology, anatomy, and physiology of each system is covered. It is a two-semester course. The first part includes molecular, cellular, and tissue levels of organization; integuments, skeletal, articulations, muscular, nervous, senses, (or endocrine, digestive, and respiratory) systems. This course has a lab component that includes experimentation, microscope work, observations, and dissection. The lab covers the same topics as the lecture.
BIO 202 Human Anatomy and Physiology II
4 Credit hours 90 Contact hours
Prerequisite: BIO 201 or permission of Department Chair
An integrated study of the human body in which the histology, anatomy, and physiology of each system is studied. It is the second part of a two-semester course and includes the study of the following systems: cardiovascular with hematology, lymphatic, immunological urinary with fluid and electrolyte control, digestive with nutrition, respiratory (or endocrine, nervous, and senses), and the reproductive system with genetics and development. This course has a laboratory component that includes experimentation, microscope work, observation, and dissection. The lab covers the same topics as the lecture.

BIO 205 Microbiology
5 Credit hours 90 Contact hours
Prerequisite: BIO 201 or permission of Department Chair
A study of microorganisms with emphasis on their structure, development, physiology, classification, and identification. The laboratory component includes culturing, identifying, and controlling microorganisms, and the study of the role of microorganisms in infectious disease.

BIO 207 Genetics
3 Credit hours 45 Contact hours
Prerequisite: BIO 111 or permission of the Department Chair
A study of fundamental laws of heredity and their application to living organisms. The course will cover the basic of genetics. Topics include the laws of Mendel, linkage, mutation concept, molecular genetics, and Hardy-Weinberg law. This course includes a laboratory component.

BIO 225 General Zoology
4 Credit hours 60 Contact hours
A study of invertebrate and vertebrate animals involving structure, evolutionary development, classification, physiology, and reproduction. This course includes a laboratory experience is included.

BIO 227 Ecology
4 Credit hours 60 Contact hours
A study of the interdependence between organisms and their environments. Topics covered will be composition and function of terrestrial and aquatic ecosystems, population biology, pollution, and the effects of man on ecosystems. Laboratory and field experiences are part of the course.

BIO 228 Field Biology
4 Credit hours 150 Contact hours
Prerequisite: BIO 111 or BIO 112 or permission of Department Chair
Students learn to identify plants and animals in their natural environment. Field trips to nearby natural areas are included.

BIO 245 Kinesiology
3 Credit hours 45 Contact hours
Prerequisite: BIO 201
Kinesiology is the science of human motion. This course will focus upon the theories of biomechanics, and muscle/joint structure and function. Credit is available for BIO 245 or PED 225 but not for both.

BIO 280 Mind, Body Healing and Health
3 Credit hours 45 Contact hours
In this course, students survey and explore the rapidly developing awareness of the inner-connectedness of mind and body and how this promises to lead us toward a higher quality of physical and mental health. May be used as an elective where appropriate.

BIO 281 Biofeedback for Health
3 Credit hours 45 Contact hours
Identification of origins of stress and anxiety within ourselves; the detrimental effects on our health; learning coping and preventative skills utilizing temperature training, GSR, EMG, AND EEG. May be used as an elective where appropriate.

BIOTECHNOLOGY
Biotechnology is a field in life sciences that supports six distinct areas: molecular and cellular biology, pharmaceuticals, bio-agriculture, bioremediation, and manufacturing and material design. Whether you are a student, or a professional already working in the field of biotechnology, the hands-on and real time laboratory experience will give you the specialized training you need to excel in the industry.

BIO 190 Introduction to Biotechnology
3 Credit hours 60 Contact hours
Prerequisite: MAT 130 or higher; CHE 101 or BIO 105 or BIO 111; BIO 105 or BIO 111 Serves as the prerequisite for all biotechnology curricula. This course introduces students to biotechnology in research and commerce. Students will learn the basic biology behind biotechnology, become exposed to laboratory techniques used in biotech labs, and learn about careers in the biotechnology industry. Students who go on to complete a biotechnology curriculum will be prepared to attain employment in biotechnology or transfer to a four-year life science program.

BIO 230 Techniques in Cell Culture and Protein Production
4 Credit hours 90 Contact hours
Prerequisite: CHE 101, BIO 190
Teaches students the methods commonly used in biotech manufacturing facilities. Methods include eukaryotic cell culture, prokaryotic fermentation, protein production, and purification.

BUSINESS

BUS 100 Personal Business Skills
1-3 Credit hour 15-45 Contact hours
Students are prepared to enter the work force through analysis of various work styles, job search techniques, time management, work ethics, resume writing, budgeting and personal strategies for work place success.

BUS 101 Start Your Own Business
1 Credit hour 15 Contact hours
Investigates the characteristics of successful entrepreneurs, opportunities for starting your own business and ways of entering your own business.
BUS 102 Entrepreneurial Operations
4 Credit hours  60 Contact hours
Prerequisite: BUS 101, unless you currently manage or own a small business.

Designed for those interested in starting their own business or those who have recently begun their business. It provides student with the marketing, management, and financial knowledge needed to succeed in their own business. In addition, students develop and present their own business plans.

BUS 108 Workplace Integration
1 Credit hour  15 Contact hours
Gain a practical understanding of the workplace by examining various structures, employer expectations, and employee rights and responsibilities. Explore a variety of career paths and the relationship of performance to career progression. During this class, you will learn how to give and receive feedback on performance, while developing a personal code of working ethics and standards for yourself and your employer.

BUS 109 Workplace Relationships
1 Credit hour  15 Contact hours
Empower yourself to create more harmonious workplace relationship as a sensitive employee and an effective team member. Explore personal or job-related situations that cause stress and learn how to cope in a healthful way. During this class, you will work together as a team to examine member and leader roles, methods for problem-solving, and ways to handle conflict, while maintaining your own peacefulness.

BUS 115 Introduction to Business
3 Credit hours  45 Contact hours
Survey of the operation of the American business system: fundamentals of the economy, careers and opportunities, marketing, management, production, governmental regulations, tools of business, and social responsibilities.

BUS 122 Customer Service
1 Credit hour  15 Contact hours
Improve your skills in handling those tough customers and make all your customers want to come back for more. Emphasis is on practical applications of proven techniques in promoting excellent customer relations.

BUS 131 Introduction to Mortgage Banking
1 Credit hour  15 Contact hours
An overview of the entire mortgage loan process. Students apply the components of the mortgage loan process to a simulated workplace situation beginning with origination and the sale of the loan into the secondary market or to a private investor.

BUS 132 Residential Mortgage Loan Origination
1 Credit hour  15 Contact hours
An introduction to the basic procedures of Residential Mortgage Loan Origination for Conventional, Conforming/Non-Conforming and government loans. Students determine the acceptability of a loan for underwriting and evaluate the market conditions, which effect the loan process.

BUS 133 Residential Mortgage Processing
1 Credit hour  15 Contact hours
An introduction to the basic guidelines and functions of Residential Mortgage Processing. Students will analyze the documentation required to assess and process Conventional and Government loans to be sold in the secondary market or held by a public or private financial institution in its own portfolio.

BUS 134 Residential Banking Mortgage Underwriting
1 Credit hour  15 Contact hours
An overview of the basic guidelines and functions of Residential Mortgage Loan Underwriting. Through workplace simulations, students will utilize real estate contracts, credit analysis, and loan documentation for Government and Conventional loans which are sold in the secondary market.

BUS 135 Residential Loan Closings
1 Credit hour  15 Contact hours
Students learn the requirements for closing a residential loan. Students will apply agency and Secondary Market guidelines to the Residential Loan closing process.

BUS 136 Introduction to Secondary Marketing
1 Credit hour  15 Contact hours
Students learn the various facets of a traditional Secondary Marketing Department. They explore the historical implications of secondary marketing, locking/pricing an individual loan, the concept of risk management, pipeline management, product development, and the overall department structure.

BUS 152 Personal Financial Planning
3 Credit hours  45 Contact hours
An introduction to personal financial planning, tax saving opportunities, estate and retirement planning. Topics studied also include insurance, tax shelters, retirement planning, equity investments, wills, trusts, and financial tools available to facilitate such plans. (Offered Spring Semester).

BUS 154 Business Law I
3 Credit hours  45 Contact hours
Prerequisite: MAT 130 or permission of Division Chair
Course is intended for business majors and includes statistical study, descriptive statistics, probability and the binominal distribution, index numbers, time series, decision theory, confidence intervals, hypothesis testing, testing of two-sample means, chi-square and ANOVA, linear regression, and correlation. (Offered Spring Semester).

BUS 162 Legal Environment of Business I
3 Credit hours  45 Contact hours
Students learn about public law, regulation of business, ethical considerations, and various relationships which exist within society, government and business. Specific attention will be devoted to economic regulation, social regulation, regulation and laws impacting labor- management issues, and environmental concerns. Student will develop an understanding of the role of law in social, political, and economic change.

BUS 163 Business Communications and Report Writing
3 Credit hours  45 Contact hours
Prerequisite: Appropriate assessment score
Emphasizes effective business writing: letters, memoranda, reports, application letters, and resumes. Will also include the fundamentals of business communication and an introduction to international communication.

BUS 164 Legal Environment of Business II
3 Credit hours  45 Contact hours
Students gain a better understanding of the legal system and how it applies to the regulation of business and the consumer. The course examines the legal entities of business organizations and includes the study of the Uniform Commercial Code as it applies to commercial paper and secured transactions. Areas emphasized include antitrust and trade regulations, consumer protection, employment law, environmental law, and securities regulations. Ethics and social responsibility in all areas are examined. (Offered Spring Semester).

BUS 217 Business Communications and Report Writing
3 Credit hours  45 Contact hours
Prerequisite: Appropriate assessment score
Emphasizes effective business writing: letters, memoranda, reports, application letters, and resumes. Will also include the fundamentals of business communication and an introduction to international communication.

BUS 218 Business Communications and Report Writing
3 Credit hours  45 Contact hours
Prerequisite: Appropriate assessment score
Emphasizes effective business writing: letters, memoranda, reports, application letters, and resumes. Will also include the fundamentals of business communication and an introduction to international communication.

BUS 219 Business Communications and Report Writing
3 Credit hours  45 Contact hours
Prerequisite: Appropriate assessment score
Emphasizes effective business writing: letters, memoranda, reports, application letters, and resumes. Will also include the fundamentals of business communication and an introduction to international communication.

BUS 220 Business Communications and Report Writing
3 Credit hours  45 Contact hours
Prerequisite: Appropriate assessment score
Emphasizes effective business writing: letters, memoranda, reports, application letters, and resumes. Will also include the fundamentals of business communication and an introduction to international communication.

BUS 221 Business Law I
3 Credit hours  45 Contact hours
Prerequisite: MAT 130 or permission of Division Chair
Course is intended for business majors and includes statistical study, descriptive statistics, probability and the binominal distribution, index numbers, time series, decision theory, confidence intervals, hypothesis testing, testing of two-sample means, chi-square and ANOVA, linear regression, and correlation. (Offered Spring Semester).

BUS 222 Business Statistics
3 Credit hours  45 Contact hours
Prerequisite: MAT 130 or permission of Division Chair
Course is intended for business majors and includes statistical study, descriptive statistics, probability and the binominal distribution, index numbers, time series, decision theory, confidence intervals, hypothesis testing, testing of two-sample means, chi-square and ANOVA, linear regression, and correlation. (Offered Spring Semester).

BUS 223 Business Statistics
3 Credit hours  45 Contact hours
Prerequisite: MAT 130 or permission of Division Chair
Course is intended for business majors and includes statistical study, descriptive statistics, probability and the binominal distribution, index numbers, time series, decision theory, confidence intervals, hypothesis testing, testing of two-sample means, chi-square and ANOVA, linear regression, and correlation. (Offered Spring Semester).
BUS 260 Business Process Foundations for E-Commerce
3 Credit hours 45 Contact hours
Prerequisite: CWB 221, MAR 221. COREQ: CIS 288.
Students learn about three industry business process models and how e-commerce solutions help streamline these processes. They examine the relationship of these business process transactions to business accounting and marketing and how to calculate the return on investment of an e-commerce system. The three industries studied are financial services, telecommunications, and manufacturing.

BUS 270 Listening At Work
1 Credit hour 15 Contact hours
More than one-half of communicating is listening; so successful business people, whether supervisors or employees, need high-level listening skills. This course will help students improve their listening through a variety of techniques. Credit is available for BUS 270 or COM 270, but not both.

BUS 271 Meetings That Work
1 Credit hour 15 Contact hours
Meetings don’t have to be unproductive. Through understanding the strengths and weaknesses of meetings as communication events, students will learn how to be effective facilitators and participants. Agenda preparation and alternative to meetings are discussed. Credit is available for BUS 271 or COM 271, but not both.

BUS 272 Communicating With Impossible People
1 Credit hour 15 Contact hours
Learn effective techniques for handling impossible communicators: people who are devious, aggressive, hostile, dogmatic, stubborn, silent, indecisive, or nonlistening. Credit is available for BUS 272 or COM 272, but not both.

BUS 273 Conflict Resolution
1 Credit hour 15 Contact hours
Conflict is a part of our daily lives, but it can be handled productively. This course will help students understand the roots of conflict and how to mediate interpersonal conflict in a variety of settings. Conflict prevention techniques are emphasized. Credit is available for BUS 273 or COM 273, but not both.

BUS 274 Negotiation
1 Credit hour 15 Contact hours
Learn how to protect your interests and those of others while preserving relationships. Role-playing and other dynamic techniques are used to practice negotiation skills for personal and professional situations. Credit is available for BUS 274 or COM 274, but not both.

BUS 275 Effective Presentations
1 Credit hour 15 Contact hours
Presentation skills are necessary in many professional settings, including conferences, briefings, training sessions, and sales presentations. Formats, strategies, and presentation tips are emphasized and practiced. Credit is available for BUS 275 or COM 275, but not both.

BUS 276 Decision Making
1 Credit hour 15 Contact hours
Do you have difficulty making decisions? This class will help you increase your understanding of personal and professional decision-making strategies. A variety of decision-making strategies are applied. Credit is available for BUS 276 or COM 276, but not both.

BUS 277 Teamwork
1 Credit hour 15 Contact hours
Build your teamwork skills and gain insight into what makes teamwork successful. You will use a variety of strategies to understand team functioning, including in-class exercises, problem-solving simulations and lecture. Credit is available for BUS 277 or COM 277, but not both.

BUS 278 Problem Solving
1 Credit hour 15 Contact hours
Solving problems in our personal and professional lives requires the ability to think and act creatively in responding to a variety of situations. Students will be introduced to several different perspectives for group and individual problem solving. Real situations and simulations will be explored. Credit is available for BUS 278 or COM 278, but not both.

BUS 288 - 200 Level Practicum
1 Credit hour 15 Contact hours
Students will demonstrate the practical computer applications and skills commensurate with 200 level co-requisite course.

BUSINESS-SMALL BUSINESS MANAGEMENT PROGRAM
(See Small Business Management Program)

CHE 101 Introduction to Chemistry I
5 Credit hours 90 Contact hours
Prerequisite: MAT 070 or permission of Division Dean. For non-science majors, students in occupational and health programs, or students with no chemistry background. 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.

CHE 102 Introduction to Chemistry II
5 Credit hours 90 Contact hours
Prerequisite: CHE 101. Includes the study of hybridization of atomic orbitals for carbon; nomenclature of organic compounds; properties of different functional groups; nomenclature of various biologically important compounds, their properties and their biological pathways. Laboratory experiments demonstrate the above topics qualitatively and quantitatively.

CHE 111 General College Chemistry I
5 Credit hours 105 Contact hours
Prerequisite: High school chemistry or equivalent and MAT 160.
For science and engineering majors. Includes the study of measurements, atomic theory, chemical bonding, stoichiometry, gases, condensed states, solutions, and thermochemistry. Also includes problem solving skills and descriptive contents for these topics. Laboratory techniques used in the experiments will demonstrate the above concepts as well as the qualitative and quantitative analytical techniques involved in chemistry.

CHE 112 General College Chemistry II
5 Credit hours 105 Contact hours
Prerequisite: CHE 111. Includes the study of thermodynamics, chemical kinetics, chemical equilibrium, acid-base equilibrium, ionic equilibrium, electrochemistry, nuclear chemistry, and organic chemistry. Also includes the problem solving skills and descriptive contents for these topics. Organic chemistry may be included if time permits. The laboratory experiments will demonstrate both the qualitative and quantitative analytical techniques.

CHE 211 Organic Chemistry I
5 Credit hours 105 Contact hours
Prerequisite: CHE 112. The topics of this course include structure and reactions of aliphatic hydrocarbons and selected functional group families. Nomenclature of organic compounds, stereochemistry, reaction mechanisms will be covered. Laboratory will demonstrate the above concepts and laboratory techniques.

CHE 212 Organic Chemistry II
5 Credit hours 105 Contact hours
Prerequisite: CHE 211. The topics in this course include structure, reactions, and reaction mechanisms of aromatic compounds and continuation of functional group families from CHE 211. Introduction to the chemistry of heterocycles and biologically related compounds will be covered if time permits. Laboratory will demonstrate the above concepts and laboratory techniques.
COMMUNICATIONS
(See Speech)

COMPUTER INFORMATION SYSTEMS

BTE 100 Keyboarding
1 Credit hour  15 Contact hours
Students learn basic microcomputer concepts, terminology and keyboard skills. The emphasis will be on keyboarding. A basic understanding of computers is necessary to begin this course.

BTE 111 Keyboarding Speed Building I
1 Credit hour  15 Contact hours
Co-requisite: BTE 100. In this course, students increase their speed and improve their accuracy in keyboarding on the PC through the use of correct techniques and concentrated effort.

CIS 105 Introduction to the PC
1 Credit hour  15 Contact hours
Co-requisite: CIS 115. Prerequisite: None A course for the beginning computer user to obtain hands-on experience in the elementary use of the personal computer. This course introduces the basic features and terminology associated with personal computers, including topics such as database, spreadsheets, and word processing.

CIS 115 Introduction to Computer Information Systems
3 Credit hours  45 Contact hours
Co-requisite: CIS 105, CIS 188
This is an overview of the needs for and roles of computer information systems. Emphasis is on computer requirements in organizations, history, hardware functions, programming, systems development, and computer operations. Hands-on experience with applications and programming will be included.

CIS 116 Logic and Program Design
3 Credit hours  45 Contact hours
Prerequisite: CIS 115. Co-requisite: CIS 188
This course is an introduction to the development of computer program designs using the concepts of structured programming and logic. Includes use of pseudo-code, and/or flowcharts, structure charts, and other current structured design tools.

CIS 118 Introduction to PC Applications
3 Credit hours  45 Contact hours
Co-requisite: CIS 160, CIS 188
This course reviews standard software packages available to support a microcomputer based work station. Included are descriptions of and hands-on work with word processors, spreadsheets, file and database management systems, and other common applications packages.

CIS 120 Introduction to PC Operating System (MS-DOS)
1 Credit hour  15 Contact hours
Co-requisite: CIS 121
This course introduces concepts, terminology, and skills in the use of an operating system. The emphasis will be on understanding and using an operating system in a practical way in order to complement the student's use of application software on the microcomputer. (Formerly part of CIS 110.)

CIS 121 Advanced PC Operating System (MS-DOS)
1 Credit hour  15 Contact hours
Co-requisite: CIS 120, CIS 188
This course builds on skills from CIS 120. Topics include advanced features of the microcomputer operating system commands and application of these features to create an efficient environment for microcomputer operations covered. (Formerly part of CIS 110.)

CIS 122 Introduction to Windows (Windows 98)
1 Credit hour  15 Contact hours
Co-requisite: CIS 123
This course introduces the functions and capabilities of MicroSoft Windows. Topics include using, configuring, and modifying the operating environment. (Formerly part of CIS 176.)

CIS 123 Advanced Windows (Windows 98)
1 Credit hour  15 Contact hours
Co-requisite: CIS 122, CIS 188
This course explores advanced power-user topics for windows. (Formerly part of CIS 176.)

CIS 124 Microcomputer Interfaces (Windows 98)
2 Credit hours  30 Contact hours
Co-requisite: CIS 123, Co-requisite: CIS 188
This course introduces the functions of Windows. Demonstrates the use of the graphic-user-interface (GUI) showing the mechanisms of control and file manipulation as well as program and graphic regulation. (Formerly CIS 177.)

CIS 135 Complete PC Word Processing (MS Word)
3 Credit hours  45 Contact hours
Co-requisite: CIS 123, Co-requisite: CIS 188
This course 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 the spell checker and thesaurus, hyphenation, tables, mail merge, document design, and graphics. (Formerly CIS 120 & CIS 122.)

CIS 145 Complete PC Database (MS Access)
3 Credit hours  45 Contact hours
Prerequisite: CIS 123, Co-requisite: CIS 188
This course explores a complete array of database skills. Topics include the functions of databases, file and table creation, searches, sorts, editing, indexing, queries, forms and reports. (Formerly CIS 140.)

CIS 155 Complete PC Spreadsheet (MS Excel)
3 Credit hours  45 Contact hours
Prerequisite: CIS 123. Co-requisite: CIS 188
This course covers the complete array of spreadsheet user skills. Topics include spreadsheet design, formatting, formulas, functions, charts, databases, macros, and statistical and what-if analysis. (Formerly CIS 150 & CIS 152.)

CIS 160 Intro to Presentation Graphics (PowerPoint)
1 Credit hour  15 Contact hours
Co-requisite: CIS 118
This course will introduce the development of presentation graphics materials including graphs, charts, illustrations, and diagrams. Emphasis will be on effective communication.

CIS 188 - 100 Level Practicum
1 Credit hour  15 Contact hours
Students will demonstrate the practical computer applications and skills commensurate with the 100 level co-requisite course.

CIS 220 Unix
3 Credit hours  45 Contact hours
Prerequisite: CIS 115, CIS 116. Co-requisite: CIS 288
This course covers the structure and fundamentals of the UNIX operating system. Topics covered will include the files system and file processing, various utility programs, and shell multi-user operation, memory management, text processing, and communications. (Formerly CIS 175.)

CIS 221 Advanced Unix
3 Credit hours  45 Contact hours
Prerequisite: CIS 220, Co-requisite: CIS 288
This course builds upon the skills from CIS 220. Topics include advanced shell programming, user and systems security, building and managing basic overview of cron tables, and other advanced features such as sed, awk, join, and programming using the awk command. (Formerly CIS 278.)
CIS 270 Systems Analysis and Design
3 Credit hours 45 Contact hours
Prerequisite: CIS 115, CIS 116, and one programming language. Co-requisite: CIS 288
This course introduces the student to the materials, techniques, procedures and human interrelations involved in developing computer information systems. Topics include the systems approach, fact gathering techniques, forms design, input/output, file design, file organization, various charting techniques, system audits and controls, project management, implementation and evaluation. (Formerly CIS 276.)

CIS 271 Advanced Systems Analysis and Design
3 Credit hours 45 Contact hours
Co-requisite: CIS 270 This course, a continuation of CIS 270, explores the systems development life cycle in depth. Students will work in groups to design a document an actual computerized business system. A comprehensive evaluation of the materials, techniques, and procedures required to develop a computerized business system. Topics include the systems approach; fact gathering techniques; forms design; input/output/file design; file organization; various charting techniques; system processing and controls, systems presentation techniques; system audits and controls; project management; and system implementation and evaluation. (Formerly part of CIS 276.)

CNT 288 - 200 Level Practicum
1 Credit hour 15 Contact hours
Students will demonstrate the practical computer applications and skills commensurate with the 200 level co-requisite course.

COMPETE R NETWORKING TECHNOLOGY

CNT 140 Introduction to Networking
3 Credit hours 45 Contact hours
Prerequisite: CIS 105, CIS 115. Co-requisite: CNT 188 This course introduces networking concepts and terminology, including networking architecture, transmission media, structure, access, and network protocols. (Formerly CIS 215.)

CNT 142 Network System Administration I (Windows NT)
3 Credit hours 45 Contact hours
Prerequisite: CIS 116. Co-requisite: CNT 188 This course introduces the concepts and techniques of administering a local area network, including user and group creation, directory structures, login scripts, menus, and printer control. (Formerly CIS 220.)

CNT 160 Intro to Telecommunication
3 Credit hours 45 Contact hours
Prerequisite: CNT 140. Co-requisite: CNT 188 This course introduces the student to the concepts of telecommunication/data communication. Topics include hardware devices, transmission characteristics, network configurations, codes and modes of transmission, software, and protocols. (Formerly CIS 275.)

CNT 188 - 100 Level Practicum
1 Credit hour 15 Contact hours
Students will demonstrate the practical computer applications and skills commensurate with the 100 level co-requisite course.

CNT 212 Unix(Linux) Administrator
3 Credit hours 45 Contact hours
Prerequisite: CIS 221. Co-requisite: CNT 288
The student will be provided an administrative overview of the Linux and Unix systems from a system administrator's perspective. The student will learn Unix System Administration by studying and performing tasks which include: Booting and shutting down the system, installing software, devices and drivers, partitions, creating users, user and system security, rlogin, ftp, advanced Shell Programming, Shells, editors, Domain Name System, system backups, Syslog and log files, configuring the Kernel, Filesystem, Network File System, network routing and send mail.

CNT 260 Cisco I
5 Credit hours 75 Contact hours
Co-requisite: CNT 289 The first in a series of four courses. This course focuses on Networking Fundamentals including the OSI model and industry standards, network topologies, IP addressing (including subnet masks), and basic network design. Upon successful completion of all four courses, students will be qualified to take the Cisco Certified Network Associate (CCNA) exam. (Formerly CIS 206.)

CNT 261 Cisco II
5 Credit hours 75 Contact hours
Prerequisite: CNT 260. Co-requisite: CNT 288 The second in a series of four courses. This course focuses on Router Theory and Router Technologies including beginning router configurations, routed and routing protocols, and an introduction to LAN (Local Area Network) switching. Upon successful completion of all four courses, students will be qualified to take the Cisco Certified Network Associate (CCNA) exam. (Formerly CIS 207.)

CSC 130 COBOL Programming
3 Credit hours 45 Contact hours
Prerequisite: CIS 116. Co-requisite: CSC 188 This is a computer programming course in which elements of the COBOL language are taught. Students will design, code, debug and document solutions to a variety of business-oriented problems. (Formerly CIS 260.)
CSC 131 Advanced COBOL Programming
3 Credit hours  45 Contact hours
Prerequisite: CSC 130. Co-requisite: CSC 188
This is a continuation of the study of CSC 130. Emphasis will be placed on teaching students the more sophisticated capabilities of COBOL. (Formerly CIS 261.)

CSC 150 Visual Basic Programming
3 Credit hours  45 Contact hours
Prerequisite: CIS 116. Co-requisite: CSC 188
This course introduces programming and applications development for the MicroSoft Windows Programming environment using Visual Basic for Windows. (Formerly CIS 160.)

CSC 151 Advanced Visual Basic Programming
3 Credit hours  45 Contact hours
Prerequisite: CSC 150. Co-requisite: CSC 188
This course is a continuation of CSC 150. The student will develop more involved applications; work with more advanced controls, and deal with more advanced topics. (Formerly CIS 161.)

CSC 188 - 100 Level Practicum
1 Credit hour  15 Contact hours
Students will demonstrate the practical computer applications and skills commensurate with the 100 level corequisite course.

CSC 230 "C" Language Programming
3 Credit hours  45 Contact hours
Prerequisite: CIS 116, MAT 160. Co-requisite: CSC 288 Students are introduced to "C" programming language, which is a "mid-level" language whose economy of expression and data manipulation features allow a programmer to deal with the computer at a "low level". (Formerly CIS 230.)

CSC 231 Advanced "C" Language Programming
3 Credit hours  45 Contact hours
Prerequisite: CSC 230. Co-requisite: CSC 288
This course is a continuation of CSC 230. Topics include pointers, arrays, linked lists, stacks and queues, trees, and advanced user interfaces such as menus, windows, and cursor control. (Formerly CIS 231.)

CSC 235 MicroSoft Visual C++
3 Credit hours  45 Contact hours
Prerequisite: CSC 230. Co-requisite: CSC 288
This course is a continuation of CSC 230. Topics include pointers, arrays, linked lists, stacks and queues, trees, and advanced user interfaces such as menus, windows, and cursor control. (Formerly CIS 232.)

CSC 240 Java Programming
3 Credit hours  45 Contact hours
Prerequisite: CSC 230 & MAT 160. Co-requisite: CSC 288
This course is an introduction to the Java programming language and will cover basic graphics, threads, events/procedures, user interface, and libraries. The student will write and execute a variety of Java programs. Java Applets will be incorporated into HTML pages, allowing for the use of real-time sound, graphics, animation, and user interaction. (Formerly CIS 234.)

CSC 241 Advanced Java Programming
3 Credit hours  45 Contact hours
Prerequisite: CSC 240 & MAT 160. Co-requisite: CSC 288
This course is a continuation of the study of the Java programming language. Advanced programming topics will be covered including multi-threading, network/Internet programming, database programming, and JavaBeans. Students will be expected to write advanced, large, and complex programs.

CSC 288 - 200 Level Practicum
1 Credit hour  15 Contact hours
Students will demonstrate the practical computer applications and skills commensurate with the 200 level corequisite course.

Computer Web Based

CWB 105 Complete Introduction to the Internet
3 Credit hours  45 Contact hours
Prerequisite: CIS 123. Co-requisite: CWB 188
This course introduces the Internet, the global network of computer networks. The Internet's resources and tools are explored. Topics include history, topology, email, LISTSERV, TELNET, FTP, World Wide Web, and various search engines. (Formerly CIS 127.)

CWB 135 Complete Web Editing (MS FrontPage)
3 Credit hours  45 Contact hours
Prerequisite: CWB 105. Co-requisite: CWB 188
This course explores the complete set of web editing tools provided by the software specified. Topics include links, backgrounds, controlling text and graphic placement, tables, image maps, frames, and forms. (Formerly CIS 128.)

CWB 188 - 100 Level Practicum
1 Credit hour  15 Contact hours
Students will demonstrate the practical computer applications and skills commensurate with the 100 level corequisite course.

CWB 221 Technology for E-Commerce
3 Credit hours  45 Contact hours
Prerequisite: CIS 115, MAR 221. Co-requisite: CWB 288
This is a lecture/lab-based course that is designed to provide the student with a thorough understanding and practical knowledge of Java using multi-threading, network/Internet programming, database programming, JavaBeans and its use in E-Commerce.

CWB 222 Advanced E-Commerce Technology
3 Credit hours  45 Contact hours
Prerequisite: CWB 221. Co-requisite: CWB 288
This is a lab-based course that is designed to provide the student with an in-depth functional and technical overview of E-Commerce architecture, practical skills and knowledge of networks and their technologies, and of an Oracle database. This course specifies how network technologies and architecture integrate in the design of E-Commerce applications, and how the database and its tools are utilized to support these applications.

CWB 288 - 200 Level Practicum
1 Credit hour  15 Contact hours
Students will demonstrate the practical computer applications and skills commensurate with the 200 level corequisite course.

Correctional Services

Criminal Justice

CRJ 101 Introduction to Mediation
3 Credit hours  45 Contact hours
Students explore the conflict resolution, communication skills, and problem-solving which are necessary for achieving effective dispute resolution in both work and home situations. Credit is available for CRJ 101, MED 101, or PAR 101, but only for one.

CRJ 103 Mediation and Criminal Justice
3 Credit hours  45 Contact hours
Examines mediation within criminal justice processes. Includes historical perspectives, a survey of mediation in criminal justice, and a review of current models. Credit is available for CRJ 103, MED 103, or PAR 103, but only for one.

CRJ 105 Culture and Conflict Resolution
2 Credit hours  30 Contact hours
Explore the role culture plays in dispute resolution and ways that race, religion, ethnicity, gender, national origin, age, sexual orientation, and language influence the process of mediation. Credit is available for CRJ 105, MED 105, or PAR 105, but only for one.
CRJ 107 Legal & Ethical Concepts
3 Credit hours 45 Contact hours
Explore the parameters of professional responsibility for Paralegals, Mediators, Criminal Justice Professionals, and related occupations. Value systems and value clarifications also will be examined. Credit is available for CRJ 107, MED 107, or PAR 107, but only for one.

CRJ 110 Introduction to Criminal Justice
3 Credit hours 45 Contact hours
A study of the agencies and processes involved in criminal justice system: the legislature, the police, the prosecutor, the public defender, the courts and corrections. An analysis of the roles and problems of the criminal justice system in a democratic society, with an emphasis upon inter-component relations and checks and balances.

CRJ 111 Substantive Criminal Law
3 Credit hours 45 Contact hours
Legal definitions of crime, purposes, and functions of the law; historical foundations and the limits of criminal law.

CRJ 112 Procedural Criminal Law
3 Credit hours 45 Contact hours
Constitutional and procedural considerations affecting arrest, search and seizure; analysis of criminal cases from arrest through final appeal.

CRJ 123 Police Organization and Administration
3 Credit hours 45 Contact hours
An examination of the means by which departments are organized and administered in order to meet their objectives.

CRJ 125 Law Enforcement Operations
3 Credit hours 45 Contact hours
An in-depth examination of the complexity and multi-dimensional aspects of the police role and career; police discretion; police values; and culture in modern America. The role and functions of the police occupational, social, political, and organizational context.

CRJ 126 Patrol Procedures
3 Credit hours 45 Contact hours
An in-depth study of the basic knowledge and skills required of a peace officer to safely and effectively accomplish patrol procedure.

CRJ 135 Judicial Functions
3 Credit hours 45 Contact hours
Examines the criminal court system and criminal process with an analysis of the major judicial decision-makers, i.e., prosecutors, defense attorneys, judges, and the discretionary aspects of adjudication.

*CRJ 140 Medical First Response for Law Enforcement
3 Credit hours 45 Contact hours
Topics include first responder roles and responsibilities; anatomy and patient assessment; basic life support; wounds and fractures; pediatrics, geriatrics, and childbirth; patient packaging, stabilization and transportation.

CRJ 145 The Correctional Process
3 Credit hours 45 Contact hours
Post-conviction corrections process; the development of a correctional philosophy; and theory with emphasis on contemporary professional application; a description of institutional operation, programming, and management; community based corrections, probation, and parole.

CRJ 146 Community Based Corrections
3 Credit hours 45 Contact hours
An analysis of community based correctional programs and procedures. Emphasis on environment and the relationship to public safety, rehabilitation, and punishment.

CRJ 150 Introduction to Victimology
3 Credit hours 45 Contact hours
Focuses on the treatment of crime victims by the criminal justice system; victim programs and services; impact of victimization on individuals and communities; remedies for crime victims, including civil and criminal solutions.

CRJ 151 Domestic Violence
3 Credit hours 45 Contact hours
Examine theories, issues, legal strategies, and intervention applicable to abuse in intimate relationships. Credit is available for CRJ 152, or SOC 152, but not for both.

CRJ 152 Sexual Assault
3 Credit hours 45 Contact hours
Examine theories, issues, legal strategies, and intervention applicable to sexual assault and retrospective incest.

CRJ 153 Violence Against Children
3 Credit hours 45 Contact hours
An in-depth study of physical, sexual, and emotional abuse and neglect of children and the response of the legal system, the community, and human service agencies.

CRJ 160 Principles of Counseling
4 Credit hours 60 Contact hours
An introduction to the basic concepts and skills involved in counseling, defining the counselor’s role, and exploring vocational opportunities in counseling.

CRJ 161 Principles of Group Counseling
4 Credit hours 60 Contact hours
Prerequisite: Permission of Department Chair.
A study of principles of group dynamics and applications in group counseling. Group counseling can add a natural social component to the process of personal growth and greater comfort level for the client.

*CRJ 164 Law Enforcement Physical Fitness
3 Credit hours 45 Contact hours
Presents basic physical fitness principles and practices necessary to develop, implement, and evaluate individual fitness programs. Students taking this course must take a physical exam at their own expense.

CRJ 210 Constitutional Law
3 Credit hours 45 Contact hours
A study of the powers of government as they are allocated and defined by the United States Constitution; intensive analysis of United States Supreme Court decisions. Credit is available for CRJ 210, or PAR 210, but not for both.

*CRJ 214 Colorado Revised Statutes
3 Credit hours 60 Contact hours
Completion of the required curricula as designated by P.O.S.T. Emphasis areas include Colorado Criminal Code; Colorado Juvenile Code; use of force; civil liability; arrest/search/seizure; interrogations/ confessions.

CRJ 215 Constitutional Rights of Inmates
3 Credit hours 45 Contact hours
An overview of the justice system as it pertains to the constitutional rights of inmates, including civil and criminal liabilities, legal services, and disciplinary proceedings.

CRJ 216 Juvenile Law and Procedure
3 Credit hours 45 Contact hours
An in-depth analysis of the socio-legal operation of the Juvenile Court, focusing on the substantive and due process rights of minors. Analysis of legal reasoning underlying the juvenile law as it operates at all levels of government.

CRJ 218 Addictive Processes
3 Credit hours 45 Contact hours
A study of the psychological, sociological, medical, and behavioral effects on the family and individual due to the use of psychoactive drugs. Credit is available for CRJ 218, SOC 218, or PSY 218, but only for one.
**CRJ 220 Human Relations and Social Conflicts**
3 Credit hours  45 Contact hours
Highlights the environmental, organizational, and socio-psychological dimensions of social control. Includes the study of individual attitudes, beliefs, and behaviors involved in role conflicts, community relations, and conflict management. Credit is available for CRJ 220, or SOC 220 but not for both.

**CRJ 225 Crisis Intervention**
3 Credit hours  45 Contact hours
This course provides information and application of crisis theories in working with diverse populations. The interventionist role is examined. Credit is available for CRJ 225, or SOC 225, but not for both.

**CRJ 230 Criminology**
3 Credit hours  45 Contact hours
Examination of the question of crime causation from legal, social, political, psychological, and theoretical perspectives; history and development of criminology.

**CRJ 231 Forensic Science and Criminalities**
3 Credit hours  45 Contact hours
Students learn the fundamentals of forensic science that are essential for gathering evidence at the crime scene and analyzing it in the crime laboratory.

**CRJ 236 Court Jury Management**
3 Credit hours  45 Contact hours
Students will learn the basic concepts and methodologies pertaining to the selection of individuals for potential jury service. They will evaluate available jury management systems and determine appropriate action.

**CRJ 237 Court Case Management**
3 Credit hours  45 Contact hours
Students will analyze the basic concepts of case management used in contemporary courts. They will examine the skills required to support court operations.

**CRJ 240 Criminal Investigation**
3 Credit hours  45 Contact hours
Criminal investigative methods and procedures will be introduced, from the preliminary through the follow-up stages.

**CRJ 241 Supervision of Inmates**
3 Credit hours  45 Contact hours
Supervisory and managerial theories, legal considerations, principles, and techniques of effectively supervising inmates are the major topics discussed in this course.

**CRJ 246 Traffic Investigation and Management**
3 Credit hours  45 Contact hours
Overview of the skills and concepts necessary to complete an accurate investigation of a traffic collision.

**CRJ 247 Firearms**
2 Credit hours  52 Contact hours
Completion of the required curricula as designated by P.O.S.T. Emphasis areas include: firearms safety, weapons management, and practical application by live firing at an approved range site.

**CRJ 248 Arrest Control**
2 Credit hours  56 Contact hours
Completion of the required curricula as designated by P.O.S.T. Emphasis areas include: decisions to use physical force and alternatives; de-escalation of force, balance, and movement; and application of the Koga arrest control techniques.

**CRJ 249 Driving**
1 Credit hour  32 Contact hours
Completion of the required curricula as designated by P.O.S.T. Emphasis areas include skill avoidance; high maneuverability; cornering; acceleration/deceleration; and practical application of these concepts.

**CRJ 252 Basic Law Enforcement Training Academy**
7 Credit hours  112 Contact hours
Completion of the required curricula as designated by the State of Colorado Peace Officer Standards and Training (P.O.S.T.) Board. Provides students with the knowledge and skills necessary to perform the entry-level duties of a peace officer as mandated by Colorado law.

**CRJ 255 Organizational Management of Correctional Institutions**
3 Credit hours  45 Contact hours
This course consists of the history of penal and correctional management, organization of correctional institutions, program management, leadership, control principles and implications for the future.

**CRJ 256 Classification and Treatment of Offenders**
3 Credit hours  45 Contact hours
The process through which the custodial, educational, vocational, and treatment needs of the offender are determined.

**CRJ 257 Legal Studies Internship**
3 Credit hours  135 Contact hours
Prerequisite: 12 Semester hours of criminal justice, paralegal or mediation coursework and consent of the Department Chair. Placement in the legal field to integrate theory with practice.

**CRJ 258 Directed Studies**
3 Credit hours  45 Contact hours
Prerequisite: CRJ 150 plus 6 semester hours of related coursework, plus consent of instructor. An independent project designed to enhance the student's ability by concentrating on an assignment more complex than that achieved in a classroom setting.

**CRJ 259 Firefighting**
3 Credit hours  56 Contact hours
Completion of the required curricula as designated by P.O.S.T. Emphasis areas include: fire prevention, fire behavior, aircraft firefighting, and practical application in a controlled environment.

**CRJ 260 Firefighting**
3 Credit hours  56 Contact hours
Completion of the required curricula as designated by P.O.S.T. Emphasis areas include: fire behavior, aircraft firefighting, and practical application in a controlled environment.

**CRJ 261 Firefighting**
3 Credit hours  56 Contact hours
Completion of the required curricula as designated by P.O.S.T. Emphasis areas include: fire prevention, fire behavior, aircraft firefighting, and practical application in a controlled environment.

**CRJ 262 Firefighting**
3 Credit hours  56 Contact hours
Completion of the required curricula as designated by P.O.S.T. Emphasis areas include: fire behavior, aircraft firefighting, and practical application in a controlled environment.

**CRJ 263 Firefighting**
3 Credit hours  56 Contact hours
Completion of the required curricula as designated by P.O.S.T. Emphasis areas include: fire prevention, fire behavior, aircraft firefighting, and practical application in a controlled environment.

**CRJ 264 Firefighting**
3 Credit hours  56 Contact hours
Completion of the required curricula as designated by P.O.S.T. Emphasis areas include: fire behavior, aircraft firefighting, and practical application in a controlled environment.

**CRJ 265 Firefighting**
3 Credit hours  56 Contact hours
Completion of the required curricula as designated by P.O.S.T. Emphasis areas include: fire prevention, fire behavior, aircraft firefighting, and practical application in a controlled environment.

**CRJ 266 Firefighting**
3 Credit hours  56 Contact hours
Completion of the required curricula as designated by P.O.S.T. Emphasis areas include: fire prevention, fire behavior, aircraft firefighting, and practical application in a controlled environment.

**CRJ 267 Firefighting**
3 Credit hours  56 Contact hours
Completion of the required curricula as designated by P.O.S.T. Emphasis areas include: fire behavior, aircraft firefighting, and practical application in a controlled environment.

**CRJ 268 Firefighting**
3 Credit hours  56 Contact hours
Completion of the required curricula as designated by P.O.S.T. Emphasis areas include: fire prevention, fire behavior, aircraft firefighting, and practical application in a controlled environment.

**CRJ 269 Firefighting**
3 Credit hours  56 Contact hours
Completion of the required curricula as designated by P.O.S.T. Emphasis areas include: fire behavior, aircraft firefighting, and practical application in a controlled environment.

**CRJ 270 Firefighting**
3 Credit hours  56 Contact hours
Completion of the required curricula as designated by P.O.S.T. Emphasis areas include: fire prevention, fire behavior, aircraft firefighting, and practical application in a controlled environment.

**CRJ 271 Firefighting**
3 Credit hours  56 Contact hours
Completion of the required curricula as designated by P.O.S.T. Emphasis areas include: fire prevent
ECP 106 Outdoor Learning Environments
1-3 Credit hour(s) 15-45 Contact hours
Focus is on designing learning environments in a variety of outdoor settings appropriate to young children. Playgrounds, field trips, and games sites will be discussed.

ECP 107 Neglect & Abuse of the Child
1-3 Credit hour(s) 15-45 Contact hours
Topics to be explored include definitions of child abuse and neglect, stranger training, current laws, social agencies, and emotional, psychological, and physical effects.

ECP 108 Safety and Health of the Young Child
3 Credit hours 45 Contact hours
This is a fundamental course in setting up and maintaining a safe and healthy environment for children. Topics include: childhood diseases, allergies, and health emergencies, as well as fire safety procedures. Additional fees are charged for CPR and First Aid.

ECP 109 Developmental Kindergarten
1 Credit hour 15 Contact hours
Students learn about the environment, materials, curriculum, and practices needed to implement a developmental kindergarten class.

ECP 111 Infants and Toddler Theory and Practice
3 Credit hours 45 Contact hours
An overview of theories, applications (including observations) and issues pertinent to infant and toddler development in group and/or family settings. State requirements for licensed settings and health, safety, and nutrition issues are addressed. Ages addressed: prenatal through age 3.

ECP 112 Care and Nurturing of Infant/Toddler Lab Techniques
3 Credit hours 90 Contact hours
This course includes a classroom seminar and placement in an infant and/or toddler setting. The supervised placement provides the student with the opportunity to learn to observe infants and toddlers, practice appropriate interactions, and to develop effective guidance and nurturing techniques. Ages addressed: birth through age 3.

ECP 113 Before and After School Activities
1-3 Credit hour(s) 15-45 Contact hours
Students learn many suitable before and after school activities, along with suggestions on how to implement them.

ECP 114 The Family Child Care Home Business
1 Credit hour 15 Contact hours
Provides fundamental knowledge in child development, curriculum, first aid, nutrition, child abuse, and business management for the child care provider.

ECP 116 Puppetry for Teachers
1 Credit hour 15 Contact hours
Taught by an Early Childhood educator and professional puppeteer, the course teaches construction and use of puppets in the classroom.

ECP 119 Parenting
3 Credit hours 45 Contact hours
Students examine effective techniques for working with children. Emphasis is on setting realistic expectations, consideration of individual differences, satisfactory communication, and effective parent-child relationships.

ECP 120 World of Difference
1-3 Credit hour(s) 15-45 Contact hours
This prejudice-reduction program is designed to help teachers explore feelings and actions that occur in the classroom as well as to provide techniques for student participation.

ECP 121 Science/Math and the Young Child
3 Credit hours 45 Contact hours
Students examine Piaget’s theory of cognitive development as a framework for conceptualizing the way young children acquire scientific and mathematical skills, concepts, and abilities. Students research and develop appropriate individual and group scientific/mathematical activities for young children.

ECP 122 Science/Math and the Young Child
5-3 Credit hour(s) 7 1/2 - 45 Contact hours
Students examine Piaget’s theory of cognitive development as a framework for conceptualizing the way young children acquire scientific and mathematical skills, concepts, and abilities. Students research and develop appropriate individual and group scientific/mathematical activities for young children.

ECP 125 Nutrition and the Young Child
3 Credit hours 45 Contact hours
This course focuses on strategies, activities, and adaptations that assist with the inclusion of children with disabilities and chronic conditions in child care programs. Ages addressed: birth through age 8.

ECP 126 Family Child Care Home Business
1 Credit hour 15 Contact hours
Provides fundamental knowledge in child development, curriculum, first aid, nutrition, child abuse, and business management for the child care provider.

ECP 127 Science/Math and the Young Child
3 Credit hours 45 Contact hours
Students acquire scientific and mathematical skills, concept, and abilities. Students research and develop appropriate individual and group scientific/mathematical activities for young children.

ECP 128 Guidance Strategies for Children
3 Credit hours 45 Contact hours
Students learn guidance theories, applications, goals, techniques, factors that influence expectations, classroom management issues, and prosocial skill. Ages addressed: birth through age 8.

ECP 130 First Start: Including Children with Disabilities
3 Credit hours 45 Contact hours
Students learn about services for infants, toddlers, and young children with disabilities and chronic conditions. The focus is on strategies, activities, and adaptations that assist with the inclusion of children with disabilities and chronic conditions in child care programs. Ages addressed: birth through age 8.

ECP 131 Language and Cognition for the Young Child
3 Credit hours 45 Contact hours
Examines theories of cognitive and language development as a framework for understanding the way children acquire thinking skills. Content includes observing, planning, facilitating, creative representation, and evaluating strategies within the context of play. Subject areas include language, science, math, problem solving and logical thinking. Ages addressed: birth through age 8 (Formerly ECP 116.)

ECP 132 Practicum II: Teaching in the Child Care Environment
3 Credit hours 90 Contact hours
Prerequisite: ECP 102 In this practicum, students accept greater responsibility for curriculum development and teaching activities. Students will attend a weekly seminar. (6 hrs. daytime lab required weekly)

ECP 133 Practicum III: Advanced Educational Practicum
3 Credit hours 90 Contact hours
Prerequisite: ECP 102 Practicum experience designed jointly by the student and instructor to fulfill individual educational goals. For example, the student may plan a continuation of experiences from the first two practicums or choose to explore another area e.g., exceptional children, infant care, administration within Early Childhood Education. (6 hrs. daytime lab required weekly)

ECP 134 Exploration of Curriculum Materials
5-3 Credit hour(s) 7 1/2 - 45 Contact hours
This is a course for teachers, parents, and others interested in young children. Appropriate learning materials-commercial and/or handmade—are explored.

ECP 135 Exploring Curriculum Materials
5-3 Credit hour(s) 7 1/2 - 45 Contact hours
This is a course for teachers, parents, and others interested in young children. Appropriate learning materials-commercial and/or handmade—are explored.

ECP 136 Practicum IV: Advanced Educational Practicum
3 Credit hours 90 Contact hours
Prerequisite: ECP 102 Practicum experience designed jointly by the student and instructor to fulfill individual educational goals. For example, the student may plan a continuation of experiences from the first two practicums or choose to explore another area e.g., exceptional children, infant care, administration within Early Childhood Education. (6 hrs. daytime lab required weekly)
ECP 215 Creativity and the Young Child  
3 Credit hours 45 Contact hours  
Students learn how to encourage and support creative self expression and problem solving skills in children. They explore creative learning theories and research while focusing on appropriate curriculum strategies in all developmental domains. Ages addressed: birth through age 8. (Formerly ECP 115.)

ECP 216 Administration: Human Relations for the Early Childhood Profession  
3 Credit hours 45 Contact hours  
Focuses on the human relations component of an early childhood professional’s responsibilities. Course content includes director-staff relationships, staff development, leadership strategies, parent-professional partnerships, and community interaction.

ECP 226 Administration of Early Childhood Care and Education Programs  
3 Credit hours 45 Contact hours  
Examines and interprets Colorado’s minimal licensing requirements as well as optimal standards, pertaining to the operation of programs for young children. Course content focuses on establishing a new center, administrative functions, and advocacy.

ECP 227 Curriculum Development: Methods and Techniques  
3 Credit hours 45 Contact hours  
An overview of early childhood curriculum development. The content includes processes for planning and implementing developmentally appropriate environments, materials and experiences, and quality in early childhood programs. Ages addressed: birth through age 8.

ECP 228 Observing Young Children  
1-3 Credit hours 15-45 Contact hours  
Students learn techniques and strategies for observing young children effectively. Techniques include, but are not be limited to, anecdotes, time sampling, and child profiles. Students participate in guided on-site observation of several programs.

ECP 238 Child Development  
3 Credit hours 45 Contact hours  
Prerequisite: Permission of instructor/advisor.  
Students learn about the growth and development of the child from conception through the elementary school years. Physical, cognitive, emotional, psycho social, and environmental factors are emphasized. The concept of the whole child and how adults can provide a supportive environment for children is emphasized. Ages addressed: prenatal through age 8.

ECP 287 The Exceptional Child in the Integrated Setting  
3 Credit hours 45 Contact hours  
Prerequisite: ECP 238  
Presents an overview of typical and atypical developmental progression. The content includes planning techniques, learning strategies, legal requirements and accommodations and adaptations that are necessary in order to create an integrated classroom environment for children with a wide range of exceptionalities. Ages addressed: birth through age 8.

ECONOMICS  

ECO 200 Research Methods  
3 Credit hours 45 Contact hours  
A study of the relationships among theory, research, and practice in the social sciences. Various research activities are integrated and presented in an orderly framework.

ECO 201 Principles of Macroeconomics  
3 Credit hours 45 Contact hours  
A study of the American economy, stressing the roles of the market and government. Students explore the issues of inflation, unemployment, economic growth, monetary and fiscal policies, and international trade.

ECO 202 Principles of Microeconomics  
3 Credit hours 45 Contact hours  
A study of consumer behavior, and market structures. Explores the issues of utility, the nature of cost, externalities, income distribution, poverty and welfare, and international economic interdependence.

ECO 205 Contemporary Economic Issues  
3 Credit hours 45 Contact hours  
Prerequisite: ECO 201 or ECO 202  
Explores the issues of poverty in America, welfare and healthcare reforms, the economics of education, marriage, and information.

ECO 208 Investment Analysis  
3 Credit hours 45 Contact hours  
Prerequisite: ECO 201  
A study of commercial and investment banking tools, emphasizing personal investment strategies. Students explore issues of financing business organizations and the stock market.

ECO 270 Money and Banking  
3 Credit hours 45 Contact hours  
Prerequisite: ECO 201 or ECO 202  
Students learn about the nature and functions of money and credit. Topics include the growth of commercial banks and savings/loan bank institutions, the Federal Reserve System, World Bank and International Monetary Fund, and the Foreign Exchange.

EDU 104 Children of Substance Abuse  
1-3 Credit hour(s) 15-45 Contact hours  
Strategies for dealing with children of substance abusers are explored in this class. It includes, but is not limited to, Fetal Alcohol Syndrome, crack babies and HIV positive children.

EDU 105 Attention Deficit Disorder - Facts and Information  
1-3 Credit hour(s) 15-45 Contact hours  
This overview course provides definitions, information regarding current strategies and treatment, and management skills for teachers and parents.

EDU 109 Developmental Kindergarten  
1 Credit hour 15 Contact hours  
Students learn about the environment, materials, curriculum, and practices needed to implement a developmental kindergarten class.

EDU 113 Before and After School Activities  
1-3 Credit hour(s) 15-45 Contact hour(s)  
Students learn many suitable before and after school activities, along with suggestions on how to implement them.

EDU 115 Puppetry for Teachers  
1-3 Credit hour(s) 15-45 Contact hours  
Taught by an Early Childhood educator and professional puppeteer, the course teaches construction and use of puppets in the classroom.

EDU 119 Parenting  
3 Credit hour 45 Contact hours  
Students examine effective techniques for working with children. Emphasis is on setting realistic expectations, consideration of individual differences, satisfactory communication, and effective parent-child relationships.

EDU 120 School-Age Child Care  
5-3 Credit hour(s) 7 1/2 - 45 Contact hour(s)  
Students learn the developmental levels of school-age children, new ideas for activities, discipline, grouping and resources.

EDU 121 World of Difference  
1-3 Credit hour(s) 15-45 Contact hour(s)  
This prejudice-reduction program is designed to help teachers explore feelings and actions that occur in the classroom as well as to provide techniques for student participation.
EDU 210 First Start: Including Children with Disabilities
3 Credit hours 45 Contact hours
Students learn about services for infants, toddlers, and young children with disabilities and chronic conditions. The focus is on strategies, activities, and adaptations that assist the inclusion of children with disabilities and chronic conditions in child care programs. Ages addressed: birth through age 8.

EDU 215 Computer Applications in Education
1-3 Credit hour(s) 15-45 Contact hour(s)
An introduction to the use of computers. Emphasis is placed on using the computer as a learning tool in the classroom. Age appropriate activities on the computer are provided.

EDU 228 Observing Young Children
1-3 Credit hour(s) 15-45 Contact hour(s)
Students learn techniques and strategies for observing young children effectively. Techniques include, but are not be limited to, anecdotes, time sampling, and child profiles. Students participate in guided, on-site observation of several programs.

EMERGENCY MEDICAL PROVIDER
EMP 217 Emergency Medical Provider I
12 Credit hours 220 Contact hours
Completion of this course fully qualifies the student to meet the State and National Standard for EMT - Basic certification. Course includes didactic, field, and laboratory hours, as applicable, held in various medical locations in the Aurora area.

EMP 227 Emergency Medical Provider II
12 Credit hours 341 Contact hours
Completion of this course fully qualifies the student to meet the State and National Standard for EMT - Intermediate certification. Course includes didactic, field, and laboratory hours, as applicable, held in various medical locations in the Aurora area.

EMP 237 Emergency Medical Provider III
24 Credit hours 917 Contact hours
Completion of this course fully qualifies the student to meet the State and National Standard for EMT - Paramedic certification. Course includes didactic, field, and laboratory hours, as applicable, held in various medical locations in the Aurora area.

ENGLISH
ENG 070 Basic Language Skills
3 Credit hours 45 Contact hours
Prerequisite: Appropriate assessment score.
This course is a review of basic grammar, usage, and punctuation. Emphasized will be sentence structure and other elements of effective writing. The paragraph format will be introduced. Does not apply to CCA degrees or certificates.

ENG 080 Language Fundamentals
3 Credit hours 45 Contact hours
Prerequisite: ENG 070 or appropriate assessment score.
Advances the student from sentence to paragraph structure. Incorporated will be critical thinking skills through formulation of topic sentences and effective paragraph development. The course will emphasize writing as a process, including pre-writing and revision activities, and will review grammar, usage, and punctuation. Does not apply to CCA degrees certificates.

ENG 081 Sound and Spelling
3 Credit hours 45 Contact hours
Prerequisite: Appropriate assessment score.
Designed for the student who needs a refresher course in spelling and pronunciation. It emphasizes understanding dictionary pronunciation keys, spelling rules, vocabulary, and spelling problems common to college level writing. It will provide for oral and written approaches to improve spelling ability. Does not apply to CCA degrees or certificates.

ENG 090 Composition Style and Technique
3 Credit hours 45 Contact hours
Prerequisite: ENG 060 or appropriate assessment score.
Prepares the student for freshman composition (English 121). Emphasizes the writing process, critical thinking, and organization and development of written assignments for specific purposes and audiences. Examines composition techniques including language fluency, effective diction, and appropriate sentence, paragraph, and essay structure. This course may be used, when approved, as an elective for CCA degrees.

ENG 121 English Composition I
3 Credit hours 45 Contact hours
Prerequisite: ENG 100 or Appropriate assessment score. Co-Requisite: ENG 188.
Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. Includes a minimum of five compositions that stress analytical, evaluative, and persuasive/argumentative writing. Computer-Assisted Instruction (CAI) and access to computer lab. Basic Word Processing skills needed.

ENG 122 English Composition II
3 Credit hours 45 Contact hours
Prerequisite: ENG 121 with a grade of C or better. Co-Requisite: ENG 188.
Expands and refines the objectives of English Composition I. Emphasizes critical and logical thinking and reading, problem definition, research strategies, and writing analytical, evaluative, and/or persuasive papers that incorporate research. Computer-Assisted Instruction (CAI) and access to computer lab. Basic Word Processing skills needed.

ENG 128 Workplace Writing: E-Mail Memos, Letters
1 Credit hour 15 Contact hours
Prerequisite: ENG 121 with a grade of C or better. Co-Requisite: ENG 122.
Develops skills one can apply to a variety of technical documents. Students learn principles for organizing, writing, and revising clear, readable documents for industry, business, and government. Computer-Assisted Instruction (CAI) and access to computer lab. Basic Word Processing skills needed.

ENG 188 - 100 Level Practicum
1 Credit hour 15 Contact hours
Prerequisite: ENG 121 or 122. Co-Requisite: ENG 217.
Students will demonstrate the practical computer applications and skills commensurate with the 100 level co-requisite course.

ENG 217 Business Communications and Report Writing
3 Credit hours 45 Contact hours
Prerequisite: Appropriate assessment score. Co-Requisite: ENG 288.
Emphasizes effective business writing: letters, memoranda, reports, application letters, and resumes. Also includes fundamentals of business communication and an introduction to international communication. Computer-Assisted Instruction (CAI) and access to computer lab. Basic Word Processing skills needed.
ENG 221 Creative Writing I
3 Credit hours 45 Contact hours
Teaches techniques for creative writing. Students explore imaginative uses of language through writing short stories, drama, poetry, and/or literary nonfiction.

ENG 222 Creative Writing II
3 Credit hours 45 Contact hours
Prerequisite: ENG 221 or permission of Department Chair
Continues development of written expression in such forms as poetry, fiction, and/or nonfiction writing.

ENG 227 Poetry Writing
3 Credit hours 45 Contact hours
Prerequisite: ENG 221 or permission of Department Chair
Teaches techniques for creating poems, including study of figurative language, forms, and sound patterns of poetry.

ENG 228 Workplace Writing: E-mail, Memos, Letters
1 Credit hours 15 Contact hours
Students learn techniques for producing effective business documents: e-mail, memos, and letters. Students practice the process of writing including content organization, draft development, evaluation, revision and audience profiling.

ENG 229 Workplace Writing: Proposals and Reports
1 Credit hours 15 Contact hours
Students learn techniques for producing effective business documents: proposals and reports. Students practice the process of writing including content organization, draft development, evaluation, revision and audience profiling.

ENG 288 - 200 Level Practicum
1 Credit hour 15 Contact hours
Students will demonstrate the practical computer applications and skills commensurate with the 200 level co-requisite course.

ENGLISH AS A SECOND LANGUAGE

ESL 021 Basic Grammar/Writing
1-5 Credit hour(s) 15-75 Contact hour(s)
Assists the student in mastering basic structures in English grammar through oral and written practice. Does not apply to CCA degrees or certificates.

ESL 022 Intermediate Grammar
3-5 Credit hour(s) 45-75 Contact hour(s)
Prerequisite: ESL 021 or appropriate assessment scores. Reviews basic grammatical structures and introduce more complex structures. It will provide integrated practice of structures through a variety of oral and written exercises. Does not apply to CCA degrees or certificates.

ESL 023 Advanced Grammar
3 Credit hours 45 Contact hours
Reviews Intermediate Grammar structures. It will present increasingly more complex grammatical structures and sentences. Does not apply to CCA degrees or certificates.

ESL 031 Basic Conversation
1-5 Credit hour(s) 15-75 Contact hour(s)
Prerequisite: ESL 031 or placement test scores.
Teaches listening/pronunciation/conversation skills and will work toward an increase in speed and accuracy in speaking through free and guided conversations, pronunciation drills, role-playing, and speeches. Does not apply to CCA degrees or certificates.

ESL 032 Intermediate Conversation
3-5 Credit hour(s) 45-75 Contact hour(s)
Prerequisite: ESL 031 or placement test scores.
Teaches listening/pronunciation/conversation skills and will work toward an increase in speed and accuracy in speaking through free and guided conversations, pronunciation drills, role-playing, and speeches. Does not apply to CCA degrees or certificates.

ESL 041 Basic Reading
1-5 Credit hour(s) 15-75 Contact hour(s)
Provides effective reading strategies. It will present techniques to develop and increase word attack skills, vocabulary use, and overall comprehension. Does not apply to CCA degrees or certificates.

ESL 042 Intermediate Reading
2-4 Credit hour(s) 30-60 Contact hour(s)
Prerequisite: ESL 041 or placement test scores.
Assists the student to read more quickly and accurately and understand a variety of more complex reading material. Does not apply to CCA degrees or certificates.

ETT 100 Shop Safety
2 Credit hours Lecture 1.5
Lab .535 Contact hours
Students learn engine terminology, basic functions of fuel, air intake, and cooling systems, and the workings of internal combustion gas and diesel engines.

ETT 101 Engine I
3 Credit hours Lecture 2.5
Lab 4.560 Contact hours
Students learn engine terminology, basic functions of fuel, air intake, and cooling systems, and the workings of internal combustion gas and diesel engines.

ETT 111 Preventive Maintenance
2 Credit hours Lecture 1.5
Lab. 540 Contact hours
Students perform preventive maintenance on heavy equipment and trucks, and complete appropriate maintenance records.

ETT 121 Engine I
3 Credit hours Lecture 1.5
Lab 4.510 Contact hours
Students learn engine terminology, basic functions of fuel, air intake, and cooling systems, and the workings of internal combustion gas and diesel engines.

ETT 122 Engine II
6 Credit hours Lecture 1.5
Lab 4.510 Contact hours
Students apply their knowledge to the inspection, testing, and adjustments of engines. Students practice performance testing to include engine diagnostics and use of diagnostic equipment.

ETT 131 Basic Electrical Systems
2 Credit hours Lecture 1.5
Lab .540 Contact hours
Students learn basic theory of electricity and its application to electrical charging and starting systems, relays, breakers, and solenoids.

ETT 231 Advanced Electrical Systems
6 Credit hours Lecture 1.5
Lab 4.510 Contact hours
Students apply their knowledge of electrical charging and starting systems to troubleshooting and maintenance of electrical and computer systems.

ETT 241 Advanced Hydraulic Systems
6 Credit hours Lecture 1.5
Lab 4.510 Contact hours
Students learn how to read schematics and identify the locations of various components. They apply knowledge to the use of flow meters, pump adjustment problems, and component rebuilding.
ETT 151 Power Train
3 Credit hours Lecture 1.5 Lab 1.560 Contact hours
Students learn power train theory and basic principles of shuttle transmissions, automatic transmission, standard transmission, final drives, plantaries, differentials, transfer cases, and air, hydraulic, and wet brake systems.

ETT 251 Advanced Drive Train Systems
6 Credit hours Lecture 1.5 Lab 4.5130 Contact hours
Students practice maintenance procedures and use power train schematics for system troubleshooting and failure analysis. They apply knowledge to rebuilding components.

ETT 185 Internship I
3 Credit hours Lecture 3 135 Contact hours
This internship is a required component of the ETT program and serves as a capstone experience. Students gain additional real-time experience by working in a company shop. The faculty works closely with the student to find the most appropriate company setting.

ETT 285 Internship II
3 Credit hours Lecture 3 135 Contact hours
The internship is a required component of the program and serves as a capstone experience. Students gain additional real-time experience by working in a company shop. The faculty works closely with the student to find the most appropriate company setting.

ETHNIC STUDIES

ETS 101 Introduction to Ethnic Studies
3 Credit hours 45 Contact hours
Surveys ethnic groups. Issues of race, ethnicity, and culture are discussed. This course also covers some of the most recent theories of humankind and the implications of global diversity.

ETS 116 The Native American Experience
3 Credit hours 45 Contact hours
An introduction to Native American historical and sociocultural development with an emphasis upon those processes and relations with non-Native Americans which have contributed to the current conditions.

ETS 202 Black Women and The American Experience
3 Credit hours 45 Contact hours
Explores the historical, social, political, and educational experiences of Black women in America. It further examines their major contributions to the advancement of modern society.

ETS 220 Introduction to Latino Studies
3 Credit hours 45 Contact hours
Introduction to Latino Studies examines historical, social, political, and cultural dimensions of the Latino/a experience in the United States. A comparative approach to the diverse experiences of Latino groups will be included with emphasis on the Hispanics, Mexican Americans, and Chicanos of the Southwest. The course includes a general overview of Latin American history and U.S.-Latin American relations.

ETS 230 Juvenile Justice System and People of Color
3 Credit hours 45 Contact hours
Examines the juvenile justice system and its effects on people of color. The course is organized around issues of the penal system as it relates to theories, interventions, current trends, and historical context.

FOREIGN LANGUAGES

Students who have had two (2) or more years of the target language should enroll in FOL 112 and consult with the department chair.

CONVERSATIONAL

FOL 101 Conversational I
3 Credit hours 45 Contact hours
This is the first course in a sequence for beginning students who wish to understand and speak the target language. The material will include basic vocabulary, grammar, and expressions that are used in daily situations and in travel. May be used as an elective where appropriate. Does not apply to A.A. or A.S. degrees.

FOL 102 Conversational II
3 Credit hours 45 Contact hours
Prerequisite: FOL 101 or permission of Department Chair. This is the second course in a sequence for beginning students who wish to understand and speak the target language. The material will continue to cover basic conversational patterns, expressions, and grammar. May be used as an elective where appropriate. Does not apply to A.A. or A.S. degrees.

FOL 112 Foreign Language II
5 Credit hours 75 Contact hours
Prerequisite: FOL 111 or permission of Department Chair. A continuation of Foreign Language I in the development of functional proficiency in receptive and expressive skills of the language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

FOL 211 Foreign Language III
3 Credit hours 45 Contact hours
Prerequisite: FOL 112 or permission of Department Chair. A continuation of Foreign Language II in the development of functional proficiency in receptive and expressive skills of the language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

FOL 212 Foreign Language IV
3 Credit hours 45 Contact hours
Prerequisite: FOL 211 or permission of Department Chair. A continuation of Foreign Language III in the development of functional proficiency in receptive and expressive skills of the language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

GEOGRAPHY

GEO 105 World Regional Geography
3 Credit hours 45 Contact hours
An introductory course designed to facilitate an understanding of spatial relationships between and among the geographic regions of the world. Included are demographic and cultural (political, economic, and historic) forces related to the physical environments of selected regions. Methods of study include analysis of and interrelationships between developed and developing regions.

GEO 111 Physical Geography Landforms
4 Credit hours 60 Contact hours
Introduces the principles of landforms and soil as major elements in man’s natural environment. Topics discussed include the structure and materials of the earth’s crust, agents and processes of landscape development, elements of soil science, distribution of landscapes and soil types, and the impact of different landscapes and soil types upon man and his activities. Course may include laboratory experience.
GEO 112 Physical Geography-Weather and Climate
4 Credit hours  60 Contact hours
Introduces the principles of meteorology, climatology, world vegetation patterns, and world regional climatic classification. The course is conducted through an integrated process of lecture and discussion. Course may include laboratory experience.

GEO 125 Geography of Colorado
3 Credit hours  45 Contact hours
A comprehensive survey of the geography of Colorado. Included are both physical and cultural aspects such as land forms, weather and climate, natural resources, economic activities, cultural migrations and trends. Regional differences and human impact upon the environment are also included.

GEOLOGY

GEY 111 Physical Geology
4 Credit hours  90 Contact hours
Studies the materials of the earth, its structure, surface features, and the geologic processes involved in its development. Course includes laboratory and a field experience.

GEY 121 Historical Geology
4 Credit hours  90 Contact hours
Recommended Prerequisite: GEY 111
Studies the physical and biological development of the earth through the vast span of geologic time. Emphasizes the interpretation of sedimentary rocks, the record of ancient environments, fossils, life forms, and physical events, all within the framework of shifting crustal plates. Course includes laboratory and a field experience.

GEY 145 Earth Science
3 Credit hours  45 Contact hours
This course examines basic concepts in geology, astronomy, and meteorology. It is intended to introduce the non-science major to the earth sciences and to the effects of geological and meteorological phenomena upon man and man's effect upon those phenomena.

GEY 205 Geology of Colorado
3 Credit hours  60 Contact hours
Recommended Prerequisite: GEY 111
This course covers the geological history of Colorado, with emphasis on formation of the mountain ranges; igneous, sedimentary, and metamorphic rock types; ore deposits; and land forms. Field experience and classroom lectures are used to cover material.

GEY 208 Geology Field Trip
3 Credit hours  113 Contact hours
Prerequisite: Permission of Instructor
This course involves in-depth field studies into the geology of specific regions both within and outside Colorado. 'Trips lasting from one to several days' length to study the area will constitute the major activity of the course. The specific area of investigation will be indicated in the schedule of classes each time the course is offered.

GEY 225 Planet Earth
3 Credit hours  45 Contact hours
This course focuses on recent developments and interrelationships in the sciences of geology, oceanography, meteorology, and astronomy. Topics include continental drift, paleomagnetism, theories of climate change, the origin of the solar system, the sun's effect on earth, earth resources, and man's impact on the environment.

HISTORY

HIS 101 Western Civilization I
3 Credit hours  45 Contact hours
Surveys number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from the prehistoric era to 1650. It reflects the multiple perspectives of gender, class, religion, and ethnic groups. A principal focus of this course is on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline.

HIS 102 Western Civilization II
3 Credit hours  45 Contact hours
Surveys number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from 1650 to the present. It reflects the multiple perspectives of gender, class, religion, and ethnic groups. A principal focus of this course is on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline.

HIS 116 The Native American Experience
3 Credit hours  45 Contact hours
An introduction to Native Americans historical and socio-cultural development with an emphasis upon those processes and relations with non-Native Americans, which have contributed to the current conditions.

HIS 137 Contemporary World History
3 Credit hours  45 Contact hours
An investigation of the major historical and cultural developments of various global regions and nation-states from 1900 to the present.

HIS 145 Planet Earth
3 Credit hours  45 Contact hours
Surveys number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from the prehistoric era to 1650. It reflects the multiple perspectives of gender, class, religion, and ethnic groups. A principal focus of this course is on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline.

HIS 201 U.S. History I
3 Credit hours  45 Contact hours
Surveys events, trends, peoples, groups, cultures, ideas, and in North American 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. A principal focus of this course is on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline.

HIS 202 U.S. History II
3 Credit hours  45 Contact hours
Surveys events, trends, peoples, groups, cultures, ideas, and in United States history, including the multiple perspectives of gender, class, and ethnicity, between the period of the American Civil War and the present. A principal focus of this course is on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline.

HIS 205 Women in History
3 Credit hours  45 Contact hours
Surveys the contributions of women in the history and explores ways in which women's history modifies the traditional interpretations of historical events.

HIS 215 Women in U.S. History
3 Credit hours  45 Contact hours
Surveys women's changing roles in American history from the pre-colonial period to the present. Special emphases are placed upon the nature of women's work and the participation of women in the family, political, religious, and cultural activities, and reform movements.

HIS 225 Colorado History
3 Credit hours  45 Contact hours
A story of the people, society, and cultures of Colorado from the 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.

HIS 236 Contemporary U.S. History
3 Credit hours  45 Contact hours
An analysis and evaluation of the major political, economic, social, and cultural developments that have shaped modern America.

HIS 250 African-American Experience
3 Credit hours  45 Contact hours
Explores the experiences and contributions of African Americans from the colonial period, the early republic, the Civil War and Reconstruction, through the Civil Rights Movement in this century, and into contemporary issues.
HIS 297 Service Learning in History
3 Credit hours  60 Contact hours
Provides learners with an opportunity for direct experience with the problems explored by historians while working with private or non-profit agencies or private or public institutions. There are three options: oral history research, historic preservation, or the history of social problems.

HOTEL AND RESTAURANT MANAGEMENT

HOS 110 Introduction to Hotel/Restaurant Management
3 Credit hours  45 Contact hours
Students learn tourism-related concepts which apply to the hospitality industry.

HOS 233 Front Office
3 Credit hours  45 Contact hours
Learn about the effects of the front office on the overall operation of a hotel/motel. Includes front office guest cycle functions, the role of front office management, how guest concerns shape management strategies and employee procedures, and automated system applications, including central reservations. (Offered Spring Semester).

HOS 240 Food and Beverage Management
3 Credit hours  45 Contact hours
The basics of food and beverage management from a marketing perspective. Course includes guest expectations, an overview of the food service industry, the latest technology on service management, sanitation, and financial management. (Offered Spring Semester).

HOS 243 Basic Sanitation
3 Credit hours  45 Contact hours
Hospitality sanitation for the food and beverage manager. Demonstrates the effects of good sanitation management on bottom-line profits. (Offered Fall Semester).

HOS 244 Food Production Principles
3 Credit hours  45 Contact hours
Students learn the basics of food production. Describes the selection, composition, and preparation of various foods. Includes dozens of recipes from international cuisines, the storage of food, and safe use of food service equipment. (Offered Fall Semester)

HOS 245 Food and Beverage Service
3 Credit hours  45 Contact hours
Examines every facet of hospitality, food and beverage management—coffee shops room service, dining rooms, banquet, cafeterias, employee food service, catering, clubs and shows, and more. Includes ideas for efficient planning, management, and delivery of service. (Offered Fall Semester)

HOS 248 Food and Beverage Service
3 Credit hours  45 Contact hours
Includes the planning and control process in food and beverage outlets, systems for the control of food, beverage, labor, and sales income and implementation of effective cost control procedures. Includes computer applications and the menu’s effect on planning and control. (Offered Spring Semester)

HOS 278 Convention Management and Service
3 Credit hours  45 Contact hours
Students learn about the meeting requirements of associations, corporations, and other market segments; the details that make or break conventions and meetings; and techniques for reaching target markets and making the sale. (Offered Spring Semester)

HUMANITIES

HUM 121 Survey of Humanities I
3 Credit hours  45 Contact hours
Through a study of the visual arts, literature, music, and philosophy, this course introduces students to the history of ideas that have defined cultures. It emphasizes connections among the arts, values, and diverse cultures, including European and non-European, from the Ancient world to 1000 C.E.

HUM 122 Survey of Humanities II
3 Credit hours  45 Contact hours
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 1000 C.E. to 1750 C.E.

HUM 123 Survey of Humanities III
3 Credit hours  45 Contact hours
Through a study of the visual arts, literature, music, and philosophy, this course introduces students to the evolution and confluence of world cultures from 1750 C.E. to the present.

HUM 215 Ideas in a Changing Society
3 Credit hours  45 Contact hours
Prerequisite: ENG 121 or permission of Department Chair An interdisciplinary study of the modes of change as manifested in artistic and social movements, in mass culture, and in changing life styles.

INSURANCE

INS 104 Introduction to Property and Liability Insurance
1 Credit hour  15 Contact hours
Introduces a number of property liability insurance coverages and many insurance principles.

INS 105 Introduction to Property and Liability Insurance Principles (INS 21)
2 Credit hours  30 Contact hours
Basic principles of insurance, an overview of the operation of the insurance business, and an introduction to insurance contracts.

INS 201 Personal Insurance (INS 22)
2 Credit hours  30 Contact hours
Analysis of personal loss exposures and coverages, including homeowners and other dwellings, personal liability, inland marine, auto, life, health, and government programs.

INS 202 Commercial Insurance (INS 23)
3 Credit hours  45 Contact hours
Analyzes commercial loss exposures and coverages including property, business income, inland and ocean marine, crime, boiler and machinery, general liability, business auto, workers compensation, and business owners as well as miscellaneous commercial coverages.

INS 204 Delivering Insurance Services (AIS 25)
2 Credit hours  30 Contact hours
 Applies the principles of quality management to service businesses and the insurance industry.

INS 210 The Claims Environment (AIC 33)
2 Credit hours  30 Contact hours
Explains how the claim representative’s role is simultaneously determined by policyholders and other customers, the insurance policy, the insurance company and its management, and the law.

INS 211 Workers’ Compensation and Medical Aspects of Claims (AIC 34)
2 Credit hours  30 Contact hours
Explains the importance of the workers compensation system to workers and to employers; analyzes compatibility and benefits in given situations; and evaluates the medical aspect of given injury claims.

INS 212 Property Loss Adjusting (AIC 35)
3 Credit hours  45 Contact hours
Explains the significant aspects of property loss claims, other then auto, and applies first-party loss adjustment principles to a variety of specific loss situations.

INS 213 Liability Claim Adjusting (AIC 36)
3 Credit hours  45 Contact hours
Provides an understanding of legal liability in given situations, evaluation of damages for bodily injury claims, and settlement of third-party claims.
INS 216 Directors and Officers/Fiduciary Liability Insurance (RPLU Part V)
2 Credit hours 30 Contact hours
Students learn about the two major areas of professional liability insurance: directors and officers liability and fiduciary liability. Students will focus special attention on the liability of professional and medical institutions.

INS 217 Personal Insurance: Underwriting and Marketing Practices (API 28)
3 Credit hours 45 Contact hours
Covers the personal insurance delivery process and personal liability, auto, and property exposures and coverages.

INS 218 Personal Insurance: Services, Management and Issues (API 29)
3 Credit hours 45 Contact hours
Focuses on personal insurance customer satisfaction, managing personal insurance, and issues of personal insurance and society.

INS 230 Essentials of Risk Management (ARM 54)
3 Credit hours 45 Contact hours
Provides an understanding of the nature, purpose and steps of risk management; identifies and analyzes the loss exposures of individuals and organizations; examines alternative risk management techniques; and develops rules for choosing risk management techniques.

INS 231 Essentials of Risk Control (ARM 55)
3 Credit hours 45 Contact hours
Provides an understanding of the importance of risk control in risk management; explains specific applications of risk control techniques to particular loss exposures; and applies decision rules for choosing, implementing and monitoring risk control techniques in specific situations.

INS 232 Essentials of Risk Financing (ARM 56)
3 Credit hours 45 Contact hours
Explains the importance of risk financing in risk management; develops specific applications of risk financing techniques, competitor loss exposures; and applies decision rules for choosing, implementing and monitoring risk financing techniques.

INS 242 Insurance and Financial Planning (HS 318)
3 Credit hours 45 Contact hours
Students learn about property liability, life, group, health and social insurance. Students will apply the basic concepts of Risk Management and Insurance as they practice with various financial planning issues such as risk tolerance, time value of money and goal setting.

INS 243 Fundamentals of Financial Planning (HS 320)
3 Credit hours 45 Contact hours
Course deals with the basic of financial planning. Topics include the financial planning process; measuring client risk propensities; communication skills; using time-value analysis in financial planning; basics of income, estate, and gift tax planning; the regulatory and ethical environment; information technology; and a sample financial planning case.

INS 244 Income Taxation (HS 321)
3 Credit hours 45 Contact hours
Students will examine the federal income tax system with particular reference to the taxation of life insurance and annuities. The income taxation of individuals, sole proprietorship, partnerships, and corporations also covered.

INS 246 Individual Insurance (HS 323)
3 Credit hours 45 Contact hours
All types of individual insurance coverages for meeting Life, Health and Personal Risks are discussed.

INS 247 Group Benefits (HS 325)
3 Credit hours 45 Contact hours
Students will discuss and analyze group insurance benefits including the regulatory environment, contract provisions, marketing, underwriting, rate making, plan design, cost containment, and alternative funding methods. (Formerly INS 283)

INS 248 Planning for Retirement Needs (HS 326)
3 Credit hours 45 Contact hours
Focuses on retirement planning for the business, the business owner, and the individual. Assignments are designed to help students understand IRAs and retirement needs for individual clients. (Formerly INS 284)

INS 249 Investments (HS 328)
3 Credit hours 45 Contact hours
All types of securities and investments and their relationship and use with insurance are discussed. (Formerly INS 251)

INS 251 Fundamentals of Estate Planning (HS 330)
3 Credit hours 45 Contact hours
Various aspects of estate and gift tax planning, including the nature, valuation, transfer, administration, and taxation of property are discussed. (Formerly INS 288)

INS 252 Planning for Business Owners and Professionals (HS 331)
3 Credit hours 45 Contact hours
Discussions include various business forms, valuation, transfer and insurance considerations. (Formerly INS 254)

INS 253 Fundamentals of Estate Planning II (HS 334)
3 Credit hours 45 Contact hours
Topics include estate planning, taxation and trusts, and the use of the insurance tool. (Formerly INS 256)

INS 271 Ethics, Insurance Perspectives, and Insurance Contract Analysis (CPCU 1)
3 Credit hours 45 Contact hours
Examines the American Institute Code of Professional Ethics, and analyzes insurance from the perspective of its origins, its role as a risk management tool, its function as a regulated business, and its unique nature as a legal contract.

INS 272 Personal Insurance and Risk Management (CPCU 2)
3 Credit hours 45 Contact hours
Studies the use of insurance and non-insurance techniques to handle loss exposures and financial planning needs of individuals and families.

INS 273 Commercial Property Insurance and Risk Management (CPCU 3)
3 Credit hours 45 Contact hours
Surveys commercial property loss exposures and the insurance coverages and non-insurance techniques used to manage those exposures.

INS 274 Commercial Liability Insurance Risk Management (CPCU 4)
3 Credit hours 45 Contact hours
Surveys commercial liability loss exposures and the insurance coverages and non-insurance techniques used to manage those exposures.

INS 275 Insurance Operations (CPCU 5)
3 Credit hours 45 Contact hours
Provides an overview of how the various insurance functions interact with each other and with outside entities to provide insurance and related services.

INS 276 The Legal Environment of Insurance (CPCU 6)
3 Credit hours 45 Contact hours
Examines general business law and applies it to insurance situations.

INS 277 Management (CPCU 7)
3 Credit hours 45 Contact hours
Surveys the concepts of management and their application to insurance operations, including an examination of the role of information resources in insurance organizations.

INS 278 Accounting and Finance (CPCU 8)
3 Credit hours 45 Contact hours
Examines the basic accounting and finance principles applicable to any organization and the statutory accounting requirements for property and liability insurance companies.
LIT 201 Masterpieces of Literature I
3 Credit hours 45 Contact hours
Examines significant writings in world literature from the ancients through the Renaissance. Emphasizes careful reading and understanding of the works and their cultural backgrounds.

LIT 202 Masterpieces of Literature II
3 Credit hours 45 Contact hours
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.

LIT 211 Survey of American Literature I
3 Credit hours 45 Contact hours
An overview of American literature from the Puritans through the nineteenth century. Explores ideas, historical and social contexts, themes, and literary characteristics of works in various genres by major writers.

LIT 212 Survey of American Literature II
3 Credit hours 45 Contact hours
An overview of American literature from the mid-nineteenth century to the present. Students explore ideas, historical and social contexts, themes, and literary characteristics of works in various genres by major writers.

LIT 215 Introduction to Shakespeare
3 Credit hours 45 Contact hours
Examines the techniques and themes in the works of William Shakespeare. Focuses on careful reading and interpretation of Shakespeare's plays and poems. Includes pertinent information about Elizabethan England, and examines formal as well as thematic elements of the selected works.

LIT 221 Survey of British Literature I
3 Credit hours 45 Contact hours
An overview of British literature from the Anglo-Saxon period through the seventeenth century. Explores ideas, historical and social contexts, themes, and literary characteristics of works in various genres by major writers.

LIT 222 Survey of British Literature II
3 Credit hours 45 Contact hours
An overview of British literature from the eighteenth century to the present. Explores ideas, his torical and social contexts, themes, and literary characteristics of works in various genres by major writers.

LIT 225 Introduction to Shakespeare
3 Credit hours 45 Contact hours
Examines the techniques and themes in literature by and about women by examining women's issues from various genres.

LIT 246 The Literature of Women
3 Credit hours 45 Contact hours
An overview of American literature from the Puritans through the nineteenth century. Explores ideas, historical and social contexts, themes, and literary characteristics of works in various genres by major writers.

JOURNALISM

JOU 250 Practicum College Newspaper
1-3 Credit hour(s) 30-90 Contact hour(s)
Prerequisite: Permission of Faculty Advisor
Students will work on specific tasks associated with producing the College newspaper, including writing, editing, and/or production.

LITERATURE

MAN 116 Principles of Supervision
3 Credit hours 45 Contact hours
A study of the principles and techniques of managing and motivating personnel. The course is designed for the student who is interested in supervising others or for those presently in supervision. Course content will focus on the human interaction in supervision.

MAN 120 Office Management
3 Credit hours 45 Contact hours
Emphasis is placed on functions of the office. Includes office organization, work in the office, office layout, equipment and supplies procurement and control, work flow, forms design, record storage and retrieval systems, personnel administration and problems, and government control. (Offered Spring Semester).

MAN 128 Labor Relations
3 Credit hours 45 Contact hours
An in-depth analysis of labor economics, collective bargaining, labor laws, and the role of the government in labor relations. (Offered Fall Semester).

MAN 149 Project Management
1-3 Credit hour(s) 15-45 Contact hour(s)
An overview of the component parts of managing a project, including planning, implementation and evaluation. Students learn about the project management process from beginning (scope, vision and goals of a project) through the action plan, scheduling, budgeting, monitoring, and communication - to completing the project and evaluation its outcome.

MAN 200 Human Resources Management I
3 Credit hours 45 Contact hours
Emphasizes the study of recruiting, interviewing, selecting, placement, training, and evaluating. Also overall operations of personnel administration are discussed. (Offered Spring Semester).

MAN 201 Human Resources Management II
3 Credit hours 45 Contact hours
Prerequisite: MAN 200. Further discussion of concepts of Human Resources. Topics covered include techniques and procedures in resources planning, appraising performance, selection and staffing, training and develop ment, job enrichment, and wage and salary administration. (Offered Fall Semester).

MAN 225 Managerial Finance
3 Credit hours 45 Contact hours
Prerequisites: ACC 101 or 121, ECO 201 and 202 Focuses on concepts and techniques for using financial accounting information in managerial planning, decision-making, and control, and funds flow management as well as short, intermediate, and long-term financing considerations. (Offered Fall Semester).

MAN 226 Principles of Management
3 Credit hours 45 Contact hours
A survey of the principles of management. Emphasis is on the primary functions of planning, organization, staffing, directing, and controlling with a balance between the behavioral and operational approach.
MAN 227 Operations Management  
3 Credit hours  45 Contact hours
Designed for present and potential first-line supervisors. Topics include scheduling, planning, and organizing the workplace.

MAN 244 Management Information Systems  
3 Credit hours  45 Contact hours
Prerequisites: MAR 216, MAN 226, ACC 121, CIS 115, or equivalent experience
A capstone course utilizing seminar and simulation techniques in management information systems. Management concepts and principles are applied to both situational and comprehensive case problems.

MAN 260 Financial Decision Making for Managers  
3 Credit hours  45 Contact hours
Focuses on an understanding of decision-making relating to the areas of budgets, forecasts, cost-volume-production, and financial statements. Includes a fundamental introduction to accounting, cost behavior, return on investment, and the budgetary processes.

MAN 285 Internship  
3 Credit hours  135 Contact hours
Prerequisites: BUS 115, MAN 116, or MAN 226, plus six (6) semester hours of related course work and consent of the Division Dean. For declared majors only. The student works in a supervised position with working knowledge. The student must see the instructor during the first week of the semester or be withdrawn from the class. In addition to work experience, students are required to participate in related classroom and/or interaction sessions. Students should contact the Business Division Secretary (303-360-4767) for enrollment procedures.

MAN 286 Directed Study  
3 Credit hours  45 Contact hours
Prerequisites: BUS 115, MAN 116, or MAN 226, plus six (6) semester hours of related course work, consent of the Division Dean.
An independent project designed to enhance the students skills by concentrating on an assignment that is more complex than that which could be achieved in a classroom setting. Requires consent of instructor.

MARKETING  
MAR 120 Customer Service  
1 Credit hour  15 Contact hours
Improve your skills in handling those “tough customers” and make all your customers want to come back for more. Emphasis is on practical applications of proven techniques in promoting excellent customer relations.

MAR 215 Retail Management  
3 Credit hours  45 Contact hours
Topics discussed include retail organization and management, store location, buying and handling merchandise, pricing merchandise, and promotional efforts. (Also available as an online course)

MAR 216 Principles of Marketing  
3 Credit hours  45 Contact hours
An analysis of theoretical marketing processes and the strategies of product development, pricing, promotion, and distribution, and their applications to business and the individual consumer.

MAR 220 Advertising and Promotion  
3 Credit hours  45 Contact hours
Focuses on understanding and applying techniques in advertising and promotion. Topics include the role advertising and promotion in our economy, media, consumer behavior and campaign programming.

MAR 221 Introduction to E-Commerce  
3 Credit hours  45 Contact hours
Prerequisite: ENGL 121, MAT 130, CIS 115, BUS 115, ECO 202. Students learn E-Commerce concepts, terminology, applications, methodologies, and services address business solutions needed for electronic procurement, supplier management, and customer relationship management. Real-life examples and case studies are examine to provide the student with working knowledge.

MAR 226 Principles of Purchasing  
3 Credit hours  45 Contact hours
Objectives and methodology of industrial, institutional, and governmental purchasing agents and buyers. Emphasizes value analysis, product quality control, maintenance of operating efficiency, analysis of competitive price quotations, and materials management. (Offered Fall Semester)

MAR 240 International Marketing  
3 Credit hours  45 Contact hours
Recommended prerequisite: MAR 216 An analytical survey of institutions, functions, policies and practices in international marketing. Relates marketing activities to market structure and marketing environment. (Also available as an online course) (Offered Fall Semester)

MATHEMATICS  
Developmental math prepares you for college-level mathematics courses or entry into many occupational programs. Enrollment is based on a placement test. The courses progress in the following order: Math Modules (Note: Modules MAT 027, 028 & 029 are the equivalent of MAT 050.)

MAT 027 Whole Numbers and Decimals  
1 Credit hour  15 Contact hours
Prerequisite: Appropriate assessment scores. Module covers the vocabulary, basic arithmetic operations, and application of whole number and decimals with study skills. Students are expected to calculate whole numbers and decimals both with and without a calculator. Does not apply to CCA degrees or certificates.

MAT 028 Fractions, Mixed Numbers, Ratio, Proportion, Percent, and Rate  
1 Credit hour  15 Contact hours
Prerequisite: MAT 027 or Appropriate assessment scores. Module covers the vocabulary, basic arithmetic operations, and application of fractions and mixed numbers, ratios, proportions, and percent with study skills. Students are expected to calculate both with and without a calculator. Does not apply to CCA degrees or certificates.

MAT 029 Measurement, Applied Geometry, and Signed Numbers  
1 Credit hour  15 Contact hours
Prerequisite: MAT 028 or Appropriate assessment scores. Module includes the vocabulary, English and Metric measures, (linear, Weight, area, volume, and temperature) unit conversions, applications involving perimeter, area, volume, right triangles and may include similar triangles, and signed numbers with study skills. Students are expected to calculate both with and without a calculator. Does not apply to CCA degrees or certificates.

MAT 050 Fundamentals of Mathematics  
3 Credit hours  45 Contact hours
Prerequisite: Appropriate assessment scores. This course includes the vocabulary, basic operations and applications of whole numbers, fractions and mixed numbers, decimals, ratio and proportion, percent, an introduction to English and Metric measurement, and an introduction to areas, perimeters and volumes. Students are expected to be able to calculate using whole, fractional, and decimal numbers both with and without a calculator. Does not apply to CCA degrees or certificates.

(NOTE: MAT 051, 052, and 053 are the equivalent of MAT 060)
### MAT 051 Linear Equations in One Variable
1 Credit hour \( 15 \) Contact hours  
**Prerequisite:** MAT 050 or Appropriate assessment scores. In this course the successful student will learn to include operations and applications using integers, variable expressions, linear equations in one variable, and inequalities. Students are expected to calculate both with and without a calculator. Does not apply to CCA degrees or certificates.  

### MAT 052 Linear Equations and their Graphs
1 Credit hour \( 15 \) Contact hours 
**Prerequisite:** MAT 051 or Appropriate assessment scores. In this course the successful student will learn to include operations and applications using linear equations in two variables and their graphs with study skills. Students are expected to calculate both with and without a calculator. Does not apply to CCA degrees or certificates.  

### MAT 053 Polynomials, Exponents Factoring
1 Credit hours \( 15 \) Contact hours 
**Prerequisite:** MAT 052 or Appropriate assessment scores. In this course the successful student will learn to include operations and applications of polynomials, exponents, and factoring with study skills. Students are expected to calculate both with and without a calculator. Does not apply to CCA degrees or certificates.  

### MAT 060 Elementary Algebra I
3 Credit hours \( 45 \) Contact hours 
**Prerequisite:** MAT 050 or Appropriate assessment scores. This course includes operations and applications using integers, variable expressions including integer exponents, properties of real numbers, and an introduction to polynomials, linear equations and inequalities, and factoring. Does not apply to CCA degrees or certificates.  

### MAT 061 Rational Expressions
1 Credit hour \( 15 \) Contact hours 
**Prerequisite:** MAT 060 or Appropriate assessment scores. In this course the successful student will learn to include operations and applications of Rational Expressions with study skills. Students are expected to calculate arithmetic operations both with and without a calculator. Does not apply to CCA degrees or certificates.  

### MAT 062 Systems of Linear Equations and Inequalities
1 Credit hour \( 15 \) Contact hours 
**Prerequisite:** MAT 061 or Appropriate assessment scores. In this course the successful student will learn to include operations and applications of Systems of Linear Equations with Inequalities with study skills. Students are expected to calculate arithmetic operations both with and without a calculator. Does not apply to CCA degrees or certificates.  

### MAT 063 Power, Roots, and Quadratics
1 Credit hour \( 15 \) Contact hours 
**Prerequisite:** MAT 062 or Appropriate assessment scores. In this course the successful student will learn to include operations and applications of Powers, Roots, Quadratic Equations, and Quadratic Functions with study skills. Students are expected to calculate arithmetic operations both with and without a calculator. Does not apply to CCA degrees or certificates.  

### MAT 070 Elementary Algebra II
2 Credit hours \( 45 \) Contact hours 
**Prerequisite:** MAT 060 or Appropriate assessment scores. This course includes further study of real number systems, polynomials, factoring polynomials, and introduces rational expressions, quadratic equations, coordinate geometry, systems of linear equations, inequalities, graphing linear equations and inequalities, and applications. Does not apply to CCA degrees or certificates.  

### MAT 097 System of Linear Equations, Inequalities in One Variable, Graphs, and Functions
1 Credit hour \( 15 \) Contact hours 
**Prerequisite:** MAT 070. Co-Requisite: MAT 139.  
In this course, the successful student will learn to problem solve, further study of systems of linear equations, exponents, and polynomials with study skills. A graphing calculator is required.  

### MAT 099 Quadratic Equations, Inequalities, and Functions
1 Credit hour \( 15 \) Contact hours 
**Prerequisite:** MAT 098, MAT 139 or Appropriate assessment scores. In this course, the successful student will learn to problem solve, with further study of quadratic equations, quadratic inequalities, and function topics with study skills.  

### MAT 106 Business Mathematics
3 Credit hours \( 45 \) Contact hours 
**Prerequisite:** MAT 070 or Appropriate assessment scores. The mathematical constructs commonly used in business are covered in this course. Students learn mathematical problem solving with applications to merchandising, financial accounting, interest, insurance, inventory, business statistics, and personal finance.  

### MAT 120 Geometry
3 Credit hours \( 45 \) Contact hours 
**Prerequisite:** MAT 070 Basic geometric principles involving lines triangles, circles, polygons, and three-dimensional figures. Geometric constructions and measurement in the metric and English systems are covered.  

### MAT 126 Technical Mathematics
3 Credit hours \( 45 \) Contact hours 
**Prerequisite:** MAT 070 Review basic algebraic operations; solve linear, rational, and quadratic equations; use scientific notation and units of measurement; solve systems of linear equations; graph functions and apply topics to technical problem solve.  

### MAT 130 Intermediate Algebra
4 Credit hours \( 60 \) Contact hours 
**Prerequisite:** MAT 070 or Appropriate assessment scores. Co-Requisite: MAT 139.  
This course emphasizes problem solving with further study of equations, inequalities, systems of equations, polynomials, quadratic equations, rational expressions, slope, graphing, and applications. A graphing calculator is required.  

### MAT 139 Technology Lab for Algebra Mathematics
1 Credit hours \( 15 \) Contact hours 
**Prerequisite:** MAT 050 This course introduces students to a TI graphing calculator. This laboratory course will use graphing calculators to explore and apply topics covered in the algebra sequence and in statistics.  

*Note: MAT 139 may be taken any time prior to MAT 160.*
MAT 160 College Algebra
4 Credit hours 60 Contact hours
Prerequisite: MAT 130, MAT 139 or equivalent or appropriate assessment scores.
Includes a brief review of intermediate algebra, equations and inequalities, functions and their graphs, exponential and logarithmic functions, linear and non-linear systems, selection of topics from among graphing of the conic sections, introduction to sequences and series, permutations and combinations, the binomial theorem, and theory of equations.

MAT 161 College Trigonometry
3 Credit hours 45 Contact hours
Prerequisite: MAT 160 or permission of Department Chair
This is a traditional prerequisite course to the calculus sequence. Topics include trigonometric functions (with graphs and inverse functions), identities and equations, solutions of triangles, complex numbers, and other topics as time permits.

MAT 166 Pre-Calculus
5 Credit hours 75 Contact hours
Prerequisite: MAT 130
This is a fast-paced review course in 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.

MAT 170 Finite Mathematics
4 Credit hours 60 Contact hours
Prerequisite: MAT 130 or appropriate assessment scores
Course is primarily intended for business, life science, or social science majors. Topics include functions, matrix algebra, linear programming, and an introduction to probability and counting techniques. Emphasis is on applications. The course may include other topics, such as statistics, when time permits.

MAT 171 Survey of Calculus
4 Credit hours 60 Contact hours
Prerequisite: MAT 160 or 170
For business, life science, and social science majors. Includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential, and logarithmic functions.

MAT 175 Introduction to Statistics
3 Credit hours 45 Contact hours
Prerequisite: MAT 130, MAT 139 or equivalent or appropriate assessment scores.
Includes data presentation and summarization, introduction to probability concepts and distributions, statistical inference-estimation, hypothesis testing, comparison of populations, correlation and regression.

MAT 178 Probability and Statistics
4 Credit hours 60 Contact hours
Prerequisite: MAT 160 or MAT 170
Successful student will learn to apply the principles of elementary probability theory and descriptive and inferential statistics. Topics include random variables, probability distributions, sampling, estimation, and tests of hypotheses.

MAT 179 Computer Applications for Statistical Procedures
1 Credit hour 15 Contact hours
Prerequisite or Co-requisite: MAT 175
This is a laboratory course in which statistical software will be used to explore and apply the topics covered in MAT 175.

MAT 201 Calculus I
5 Credit hours 75 Contact hours
Prerequisites: MAT 160 or equivalent and MAT 161 or MAT 166
Introduces single variable calculus and analytic geometry. Includes limits, continuity, derivatives, and applications of derivatives, as well as indefinite and definite integrals and some applications.

MAT 202 Calculus II
5 Credit hours 75 Contact hours
Prerequisite: MAT 201 or permission of Department Chair
Continuation of single variable calculus, which will include techniques of integration, polar coordinates, analytic geometry, improper integrals, and infinite series.

MAT 203 Calculus III
4 Credit hours 60 Contact hours
Prerequisite: MAT 202 or permission of Department Chair
This course completes the traditional subject matter of the calculus. Topics include vectors, vector-valued functions, and multi-variable calculus, including partial derivatives, multiple integrals, line integrals, and applications.

MAT 255 Linear Algebra
3 Credit hours 45 Contact hours
Prerequisite: MAT 202 or permission of Department Chair
Course includes an introduction to the theory of vector spaces, linear transformations, matrix representations, eigenvalues, and eigenvectors.

MAT 260 Differential Equations and Linear Algebra
4 Credit hours 60 Contact hours
Prerequisite: MAT 203 or permission of Department Chair
First and second order differential equations, series solutions. Laplace transforms, linear algebra, eigenvalues, first order systems of equations, and numerical techniques are covered.

MED 101 Introduction to Mediation
3 Credit hours 45 Contact hours
Recommended Prerequisite: MED 101, PAR 101, or CRJ 101
Examine the use of mediation as an alternative to criminal or civil litigation in resolving neighborhood disputes, such as landlord/tenant disagreements, property upkeep disputes and noise complaints.

MED 102 Mediation in Business
3 Credit hours 45 Contact hours
Recommended Prerequisite: MED 101, PAR 101, or CRJ 101
Focuses on different applications of mediation to employment issues such as interpersonal conflict, job performance, layoff, insurance, harassment, and discrimination.

MED 103 Mediation and Criminal Justice
3 Credit hours 45 Contact hours
Recommended Prerequisite: MED 101, PAR 101, or CRJ 101
Examines mediation within criminal justice processes. Includes historical perspectives, a survey of mediation in criminal justice, and review of current models.

MED 104 Divorce and Child Custody Mediation
3 Credit hours 45 Contact hours
Recommended Prerequisite: MED 101, PAR 101, or CRJ 101
Explore the process of mediation as it applies to issues such as child custody, visitation, support, spousal support, and property division.

MED 105 Culture and Conflict Resolution
2 Credit hours 30 Contact hours
Explore the role culture plays in dispute resolution and ways that race, ethnicity, gender, national origin, age, religion, sexual orientation, and language influence the process of mediation.

MED 106 Community Mediation
3 Credit hours 45 Contact hours
Recommended Prerequisite: MED 101, PAR 101, or CRJ 101
Examine the use of mediation as an alternative to criminal or civil litigation in resolving neighborhood disputes, such as landlord/tenant disagreements, property upkeep disputes and noise complaints.

MED 107 Legal and Ethical Concepts
3 Credit hours 45 Contact hours
Explore the parameters of professional responsibility for paralegals, mediators, criminal justice professionals and related occupations. Value systems and value clarifications also are discussed. Credit is available for MED 107, PAR 107 or CRJ 107, but only for one.
MED 108 Writing Mediation Agreements
3 Credit hours 45 Contact hours
Recommended Prerequisite: MED 101, PAR 101, CRJ 101. Students will learn the basics needed to draft appropriate mediation agreements. Legal and ethical concerns are addressed.

MED 109 School-Based Mediation
3 Credit hours 45 Contact hours
Recommended Prerequisite: MED 101, PAR 101, CRJ 101. Emphasizes different applications of mediation in the school setting, including peer counseling.

MED 205 Marriage and Family
3 Credit hours 45 Contact hours
Recommended Prerequisite: MED 101, PAR 101, CRJ 101. Students develop an understanding of marriage, family, and kinship. The course examines the family as an institution and how social, cultural, and personal factors influence family relations. Stability and diversity of the family are explored, along with current trends and some alternative lifestyles. Credit is available for MED 205, or SOC 205, but not both.

MED 215 Contemporary Social Problems
3 Credit hours 45 Contact hours
Recommended Prerequisite: MED 101, PAR 101, CRJ 101. Explores current social issues that result in societal problems. Focuses on such issues as civil liberties, gender discrimination, substance abuse, crime, poverty, and social change.

MED 250 Dynamics of Racism and Prejudice
3 Credit hours 45 Contact hours
Recommended Prerequisite: MED 101, PAR 101, CRJ 101. A survey of early race relations in the U.S.A.; the development of prejudicial attitudes and their social impact; strategies for positive change. Credit is available for MED 250, PSY 250 or SOC 260, but not for one.

MED 260 Family Dynamics: Function, Dysfunction and Therapy
3 Credit hours 45 Contact hours
Recommended Prerequisite: MED 101, PAR 101, CRJ 101. An examination of roles of family members and the structure and process of family systems in shaping individual behavior and development; history, theory, and practice of family therapy. Credit is available for MED 260 or PSY 260, but not for both.

MED 285 Legal Studies Internship
3 Credit hours 135 Contact hours
The student must consult with the department chair prior to assignment with any business or agency. Designed to integrate theory with practice.

MIND-BODY HEALTH

MBH 201 The Creative Mind
1 Credit hour 15 Contact hours
Students in this course will seek to define the nature of human creativity, learn and practice techniques for tapping one's creative potential, and learn to overcome mental blocks to creative activity.

MBH 202 Meditation for Health
1 Credit hour 15 Contact hours
Practice fundamental techniques of training your mind to be quiet and peaceful; to focus your thoughts on what you choose; to stimulate the Mind-Body conversation to enhance your own health.

MBH 203 Dreams and Self-Discovery
1 Credit hour 15 Contact hours
Dreams have been important to many cultures historically. Explore the psychological approaches of Freud, Jung, and others to dream analysis as a path to greater self-awareness and inner freedom.

MBH 204 Relationships: Challenges and Choices
1 Credit hour 15 Contact hours
The student will learn how to preserve and enhance couple relationships by understanding the role of gender differences; conflict patterns; communication skills; problem solving; meaning of commitment, fun, and friendship.

MBH 206 Visualization for Health
1 Credit hour 15 Contact hours
Visualization has been used to improve athletic ability; to enhance the natural healing process; and to ease the damaging effects of stress. Discover how this mental rehearsal can give you an additional dimension over your own life and performance.

MBH 208 Expressive Painting for Healing
1 Credit hour 15 Contact hours
Students will learn the stress reduction and personal growth techniques of relaxation and free painting. Participants will paint freely and expressively and begin to understand their personal symbols which arise spontaneously in dreams. An opportunity will be given for processing and interpretation under the guidance of the instructor.

MBH 209 Creative Journaling for Health
1 Credit hour 15 Contact hours
An intensive journal keeping course of creative writing exercises and activities designed for students to develop techniques to explore life experiences, developmental issues, and construct meaning from the inside out.

MBH 250 Yoga Teacher Institute
10 Credit hours 224 Contact hours
Prerequisite: Permission of Mind-Body Health Coordinator. Students will learn to be professional Hatha Yoga teachers. Participants will understand and practice Yoga and develop skills to teach a wide variety of people in various settings.

MBH 251 Introduction to Reflexology
1 Credit hour 15 Contact hours
Reflexology is a specific pressure technique which works upon precise reflex points on the hands and feet. This course is designed to present the techniques whereby these reflex points are accessed in an effort to bring the body into a state of homeostasis; thus helping to optimize the health of the mind-body.

MBH 252 Healing Touch
1 Credit hour 15 Contact hours
Beginning with “Therapeutic Touch” as developed by the nursing profession, this class offers hands-on instruction to influence the natural energy system of the body towards physical, emotional, mental and spiritual health and healing.

MBH 253 Acupressure
1 Credit hour 15 Contact hours
Acupressure utilizes light finger pressure in the organ flow and meridians used in traditional Chinese acupuncture. This course offers hands-on instruction emphasizing energizing, balancing, and the easing of common aches and discomforts.

MBH 254 Massage for Health
1 Credit hour 15 Contact hours
Learn the techniques of Swedish Massage, with emphases on balancing and relaxation. Techniques taught will be for the arms, neck, and shoulders.

MBH 256 Intro to Naturopathic Healing Arts
1 Credit hour 15 Contact hours
Naturopathic medicine traces its philosophical roots to the Hippocratic school of medicine i.e., “First do no harm.” This course is designed to present the philosophy underlying the use of diverse and eclectic natural therapies ranging from herbs, homeopathy, and nutrition to hydrotherapy and bodywork. The use of these therapies for common health complaints will be described.

MBH 257 Introduction to Herbs
1 Credit hour 15 Contact hours
Herbal medicine is one of man's oldest forms of helping the human mind-body system to heal itself. A selection of common herbs, some of which grow locally, will be studied. They have been used traditionally to improve health and vitality.
MBH 258 Herbal Healing for Women
1 Credit hour 15 Contact hours
Students taking this course will learn about
herbs for women’s reproduction health,
including strategies for dealing with
common and ongoing complaints that arise
during different cycles of a woman’s life.

MBH 260 Native American Healing Arts
1 Credit hour 15 Contact hours
Explore the philosophy, rituals, and
techniques of Native American healers.

MBH 261 Chinese Healing Arts
1 Credit hour 15 Contact hours
Explore the philosophy of Taoism; the
body energy system, including Chi and
acupuncture; and the use of herbal
medications.

MBH 262 Ayurvedic Healing Arts
1 Credit hour 15 Contact hours
Explore the East Indian philosophy of the
“Science of Health”; diagnosis by body
types; balancing techniques including
cleansing, diet, yoga exercises.

MBH 270 Enhancing Your Performance with
Brain Gym®
1 Credit hour 15 Contact hours
Brain Gym is a highly effective system of
targeted activities that prepare the brain
and entire nervous system for optimal
performance in all areas of life. This
includes the intellectual, creative, athletic,
and interpersonal aspects of living. This
experiential course explains why Brain
Gym works, how to do the twenty-six
Brain Gym movements, and the benefits of
doing each movement.

MBH 271 Brain Gym® Applications
1 Credit hour 15 Contact hours
Prerequisite: MBH 270. Builds on the basic
Brain Gym principles introduced in MBH
270 and presents the five step process,
called a “balance”, which is unique to Brain
Gym. Each student will be encouraged to
develop specific and observable goals and the
Techniques of Brain Gym will be used
to assist the student in realizing goals.

MBH 280 Mind, Body Healing and Health
3 Credit hours 45 Contact hours
A survey of the rapidly developing
awareness of the inner-connectedness of
mind and body and spirit. The dialog
between eastern and western health care
and the many choices which could enhance
our health and well-being will be explored.
Credits are available for MBH 280, PSY 280
or BIO 280, but only for one.

MBH 281 Biofeedback for Health
3 Credit hours 45 Contact hours
Students will learn about the biological and
psychological basis of stress and the
detrimental effects it may have on out
health. Emphasis will be on learning and
applying stress reduction skills which are
monitored with simple biofeedback
instruments. Credits is available for MBH
281, PSY 281 or BIO 281, but only one.

MBH 285 Life Plan for Health
1 Credit hour 15 Contact hours
Purpose is to develop a personalized
project to identify; pursue, and achieve
healthy lifestyle goals. By permission of
Coordinator only.

MBH 289 Independent Study
1 Credit hour 15 Contact hours
Provides the student, working with the
supervision of the Department Chair, the
opportunity to explore individual interests
and skills in the field of Mind-Body
Health.

Music

MUS 100 Fundamentals of Music Theory
3 Credit hours 45 Contact hours
Designed to help the beginning music
student or those students with limited
background in music theory. Focuses upon
the basic elements of music, including
notation, rhythm, scales, key signatures,
intervals, and chords.

MUS 101 Music Theory I
4 Credit hours 60 Contact hours
Prerequisite: MUS 100 or permission of Music
Department Coordinator. Reviews music
fundamentals and emphasizes diatonic
four-part harmony, analysis, and ear
training.

MUS 102 Music Theory II
4 Credit hours 60 Contact hours
Prerequisite: MUS 101 or permission of Music
Department Coordinator. Emphasizes
chromatic four-part harmony, analysis, and
ear training.

MUS 103 Introduction to Song Writing
3 Credit hours 45 Contact hours
Prerequisite: MUS 100 or permission of Music
Department Coordinator.

MUS 104 Music Appreciation
3 Credit hours 45 Contact hours
Introduces basic materials of music, musical
forms, media, genres, and musical periods.
Emphasizes the development of tools for
intelligent listening and appreciation.

MUS 121 Introduction to Music History I
3 Credit hours 45 Contact hours
A study of the various periods of music
history with regard to the composers,
aesthetics, forms, and genres of each
period. Considers music from the Middle
Ages through the Classical period.

MUS 122 Introduction to Music History II
3 Credit hours 45 Contact hours
Prerequisite: MUS 120 or MUS 121
Continues Introduction to Music History I
with a review of the elements of music and a
study of music from the early Romantic
period to the present.

MUS 131 Guitar Class
2 Credit hours 45 Contact hours
Recommended Prerequisite: MUS 100 taken prior
to or concurrently with course. Introduction to
basic guitar techniques which are applicable
to all styles of electric and acoustic guitar
performance.

MUS 131 Piano Class
2 Credit hours 45 Contact hours
Recommended Prerequisite: MUS 100 taken prior
to or concurrently with course. Introduction to
basic piano techniques. Emphasis on
scales, chords, and beginning to inter-
mediate music. Additional applications
include sight reading, ensemble
performance, and accompaniment patterns.

MUS 151 -155 Aurora Symphony
1 Credit hour 30 Contact hours
Prerequisite: If not already a member of the
Aurora Symphony, students must pass an audition
held at the conductor's discretion. Weekly
rehearsals are required for the public con-
certs. May be repeated for credit for five
semesters.

Music Private Instruction

MUS PRIVATE INSTRUCTION
Private instruction consists of one lesson per week
plus private student performance class participation.
Prerequisites: MUS 131 or audition for
guitar, piano, and voice; audition for all other
instruments; MUS 100 or composition/song
writing experience for composition.

Since private lessons may be repeated for
credit for a total of five semesters, they
must be taken in sequence, beginning with
MUS 141. A private instruction registra-
tion permission form is required for enroll-
ment each semester. Also, a fee will be
added to the tuition. Lessons are sche-
duled on an instructor and teaching space
availability. To arrange for an audition, or to
schedule lessons, contact the Music
Department Coordinator at 303-361-7425.
**PARALEGAL**

**PAR 101 Introduction to Mediation**
3 Credit hours 45 Contact hours
Students explore conflict resolution, communication skills, and problem-solving which are necessary for achieving effective dispute resolution in both work and home situations. Credit is available for PAR 101, MED 101, or CRJ 101, but only for one.

**PAR 102 Mediation in Business**
3 Credit hours 45 Contact hours
Recommended Prerequisite: MED 101, or CRJ 101. Focuses on different applications of mediation for employment issues such as interpersonal conflict, job performance, lay off, insurance, harassment, and discrimination. (Does not provide elective credit) Credit is available for PAR 102, or MED 102, but not for both.

**PAR 103 Mediation and Criminal Justice**
3 Credit hours 45 Contact hours
Recommended Prerequisite: MED 101, or CRJ 101. Focuses on mediation within criminal justice processes. Includes historical perspectives, a survey of mediation in criminal justice, a review of current models. (Does not provide elective credit) Credit is available for PAR 103, MED 103, or CRJ 103, but only for one.

**PAR 104 Divorce and Child Custody Mediation**
3 Credit hours 45 Contact hours
Recommended Prerequisite: MED 101, or CRJ 101. Explores the process of mediation as it applies to issues, such as child custody, visitation, support, spousal support, and property division. Legal, psychological, financial, and ethical aspects of divorce mediation are discussed. (Does not provide elective credit) Credit is available for PAR 104, MED 104, or CRJ 104, but only for one.

**PAR 105 Culture and Conflict Resolution**
2 Credit hours 30 Contact hours
Explore the role culture plays in dispute resolution and ways that race, ethnicity, gender, national origin, age, religion, sexual orientation, and language influence the process of mediation.
Credit is available for PAR 105, MED 105, or CRJ 105, but only for one.

**PAR 107 Legal and Ethical Concepts**
3 Credit hours 45 Contact hours
Explores the parameters of professional responsibility for Paralegals, Mediators, Criminal Justice professionals, and related occupations. Value systems and value clarifications also are discussed.
Credit is available for PAR 107, MED 107, or CRJ 107, but only for one.

**PAR 115 Introduction to Law**
3 Credit hours 45 Contact hours
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 substantive areas of law are discussed. Should be taken during the first semester of paralegal study.

**PAR 116 Torts**
3 Credit hours 45 Contact hours
Prerequisite: ENG 121. Recommended Prerequisite: PAR 115. Examines torts law, including negligence, intentional torts, and strict liability, with an emphasis on personal injury litigation. Skills involved in investigation, legal interviewing, pre-trial litigation, and settlement are discussed. (Offered Spring Semester)

**PAR 117 Family Law**
3 Credit hours 45 Contact hours
Prerequisite: ENG 121. Recommended Prerequisite: PAR 115. Focuses on matters of domestic law including dissolution, marital property, tax consequences, Children’s Code and other matters related to the process of dissolution of marriage in Colorado, include the Children’s Code. (Offered on Rotation)

**PAR 119 Legal Research**
3 Credit hours 45 Contact hours
Prerequisite: ENG 121. Recommended Prerequisite: PAR 115. Examines legal research focused on the utilization of basic research tools: statutes, digests, case law, citators, encyclopedias, and dictionaries. (Offered Fall, Spring Semesters)

**PAR 120 Legal Writing**
3 Credit hours 45 Contact hours
Prerequisite: PAR 119, and ENG 121. Recommended Prerequisite: PAR 115. In this course students practice the content and conventions of legal writing. Students will prepare case and trial briefs, office memoranda, and discovery summaries. This course should be taken in student’s last semester of paralegal study. (Offered Fall, Spring Semesters)

**PAR 125 Computers In Law**
3 Credit hours 45 Contact hours
Prerequisite: CIS 135, CIS 188 or Equivalent. Provides students with an opportunity to develop skills in legal administration, including software applications, spreadsheets, databases, and Internet research.

**PAR 201 Civil Litigation**
3 Credit hours 45 Contact hours
Prerequisite: ENG 121. Recommended Prerequisite: PAR 115. An intensive study of the legal process, including the federal and Colorado Rules of Civil Procedure. Emphasis is on drafting of pleadings, preparation of motions, discovery and pre-trial data certificates, and trial notebooks. (Offered Fall Semester)

**PAR 203 Criminal Law**
3 Credit hours 45 Contact hours
Prerequisite: ENG 121. Recommended Prerequisite: PAR 115. A study of statutory and common law crimes, including criminal law theory and construction and interpretation of criminal law statutes coupled with practical application. (Offered on Rotation)

**PAR 205 Real Estate Law**
3 Credit hours 45 Contact hours
Prerequisite: ENG 121. Recommended Prerequisite: PAR 115. A study of the law of real property, focusing on Colorado real estate law and including a survey of the more common types of real estate transactions such as conveyances, trusts deeds, foreclosures, legal descriptions, titles, and closings. (Offered on Rotation)

**PAR 206 Business Organizations**
3 Credit hours 45 Contact hours
Prerequisite: ENG 121. Recommended Prerequisite: PAR 115. A study of the major types of business organizations: the sole proprietorship, partnership, and corporations. Formation and structure of a corporation are studied in depth. (Offered on Rotation).

**PAR 210 Constitutional Law**
3 Credit hours 45 Contact hours
A study of the powers of government as they are allocated and defined by the United States Constitution; intensive analysis of the United States Supreme Court decisions. (Offered on Rotation) Credit is available for PAR 210, or CRJ 210, but not for both.

**PAR 211 Estate Planning and Probate Administration**
3 Credit hours 45 Contact hours
Prerequisite: ENG 121. Recommended Prerequisite: PAR 115. Topics include: probate and non-probate assists; law of intestacy; execution, formation, and validity of wills; Colorado Probate Code; administration and closing of estates; tax consequences of a probate proceeding; preparation of tax returns; guardianship, conservatorship, and trusts. (Offered on Rotation)
PAR 230 Employment Law  
3 Credit hours  45 Contact hours  
**Prerequisite:** ENG 121. Recommended.  
**Prerequisite:** PAR 115. Students taking this course will gain an understanding of current legal issues in the area of employer/employee relations. Emphasis is placed on both the federal and state regulatory environment applicable to employment law. (Offered on Rotation)

PAR 232 Current Issues in Law  
3 Credit hours  45 Contact hours  
**Recommended Prerequisite:** PAR 115  
Students taking this course will gain an understanding of current legal issues and trends applicable to law and practice in business, civil litigation, and criminal liability. Emphasis will be placed on exploration of both federal and state regulatory environments, the role of the paralegal and ethical considerations. (Offered on Rotation)

PAR 285 Legal Studies Internship  
3 Credit hours  135 Contact hours  
**Prerequisites:** PAR 115, nine semester hours of related course work, and consent of the Department Chair. Placement in the legal field, designed to integrate academic theory with actual practice. The student must see the instructor during the first week of the term or will be withdrawn from the course.

PAR 286 Directed Study  
3 Credit hours  45 Contact hours  
**Prerequisites:** PAR 115, nine semester hours of related course work and consent of Department Chair. Designed to substitute for the internship. Open only to students whose academic progress makes them eligible to enroll in the internship and who demonstrate an inability to participate in an internship. The student must see the instructor during the first week of the term or will be withdrawn from the course.

PHI 110 Applied Thinking Strategies  
3 Credit hours  45 Contact hours  
Focuses on the thinking/reasoning skills that include the nature and process of thought, goal setting, problem solving, decision making, constructing/evaluating arguments, and thinking critically. Credit is available for PHI 110 or PSY 110, but not for both.

PHI 111 Introduction to Philosophy  
3 Credit hours  45 Contact hours  
Introduces significant human questions and emphasizes understanding the meaning and methods of philosophy. Includes a study of concepts of the human condition, knowledge, freedom, history, society, ethics, the future, and religion.

PHI 112 Ethics  
3 Credit hours  45 Contact hours  
Theories designed to justify ethical judgments are applied to a selection of contemporary personal and social issues. Examines human life, experience, and thought in order to discover and develop the principles and values for pursuing a more fulfilling existence.

PHI 113 Logic  
3 Credit hours  45 Contact hours  
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 skills.

PHI 115 Comparative Religions  
3 Credit hours  45 Contact hours  
Course develops the ability to interpret and understand human religious experience by comparing religious traditions to each other. Philosophical similarities and differences will be compared among Hinduism, Buddhism, Taoism, Confucianism, Shinto, Judaism, Christianity and Islam, Pre-literate or contemporary religions may also be included.

PHI 214 Philosophy of Religion  
3 Credit hours  45 Contact hours  
A philosophical introduction to the basic topics in philosophy of religion. The course will explore related topics of world religions, including the problem of evil, arguments for and against the existence of God, the nature of faith, problems of religious language, and conflicting truth claims in various religions.

PHI 215 Religion and Western Civilization  
3 Credit hours  45 Contact hours  
An examination of the original teachings and influence of Judaism, Islam, and Christianity in Western civilization. Topics will include The People of the Book, Biblical archaeology, prophecy as social criticism, religious utopianism, and the Middle East in current events.

PHI 218 Philosophy of Religion  
3 Credit hours  45 Contact hours  
Examines human life, experience, and thought in order to discover and develop the principles and values for pursuing a more fulfilling existence.

PED 110 Physical Activity: Hatha Yoga  
1 Credit hour  15 Contact hours  
Hatha Yoga postures are practiced to classical music. Yoga flexes and relaxes your body, centers your mind, and improves health and posture. This class is for beginners and those with some yoga experience. Persons of all ages and physical conditions will enjoy this class.

PED 110 Physical Activity: Tai Chi  
1 Credit hour  15 Contact hours  
Careful breathing corresponds with slow, calm movements of the arms, legs, torso and chest to produce greater strength and energy. Tai Chi restores a sense of well-being, serenity, and revitalization. At the same time, it improves mental acuity and flexibility.

PED 224 Introduction to Sports Medicine  
3 Credit hours  45 Contact hours  
This is an introductory course in Sports Medicine. Topics covered will include physical fitness, basic components of fitness, special exercise considerations; and wellness components leading to a healthy lifestyle.

PED 225 Kinesiology  
3 Credit hours  45 Contact hours  
**Recommended Prerequisite:** BIO 201  
Kinesiology is the science of human movement. This course will focus upon the theories of biomechanics, and muscle/joint structure and function. Credit is available for PED 225 or BIO 245, but not for both.

PHYSICS  

PHY 105 Conceptual Physics  
4 Credit hours  90 Contact hours  
Studies include mechanics, heat, properties of matter, electricity and magnetism, light, and modern physics. This course includes laboratory experience.

PHY 106 Physics for Technicians  
4 Credit hours  90 Contact hours  
**Prerequisite:** MAT 160 or Permission of Department Chair. Studies include mechanics of motion, heat flow, fluid flow, electricity and magnetism fundamentals, and geometrical optics. The course includes laboratory experience.

PHY 111 Physics: Algebra Based I  
5 Credit hours  105 Contact hours  
**Prerequisite:** MAT 160 and MAT 161 or Permission of Department Chair. Studies include mechanics and heat. Course includes laboratory experience.

PHY 112 Physics: Algebra Based II  
5 Credit hours  105 Contact hours  
**Prerequisite:** PHY 111  
Studies include electricity and magnetism, light, and modern physics. Course includes laboratory experience.

PHY 211 Physics: Calculus Based I  
5 Credit hours  90 Contact hours  
**Co-requisite:** MAT 201 or Permission of Department Chair. Studies include mechanics and heat. Course includes laboratory experience.
POLITICAL SCIENCE

POS 105 Introduction to Political Science
3 Credit hours 45 Contact hours
This course is a survey of the discipline of political science, including political philosophy and ideology, democratic and non-democratic governments and processes, and international relations.

POS 111 American National Government
3 Credit hours 45 Contact hours
Includes the background of the U.S. Constitution; the philosophy of American government; general principles of the Constitution; federalism; civil liberties; public opinion and citizen participation; political parties, interest groups, and the electoral process; and the structure and functions of the national government.

POS 125 American State and Local Government
3 Credit hours 45 Contact hours
A study of the structure and function of state, county, and municipal governments, including their relations with each other and with the national government. Colorado government and politics are emphasized.

PSYCHOLOGY

PSY 101 General Psychology I
3 Credit hours 45 Contact hours
Scientific study of behavior including motivation, emotion, sexuality, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning, and memory.

PSY 102 General Psychology II
3 Credit hours 45 Contact hours
Scientific study of behavior including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development, and social psychology.

PSY 107 Work Group Psychology
3 Credit hours 45 Contact hours
Designed as an introduction to the psychology of work groups in the modern workplace. Emphasis is placed on team dynamics, social diversity issues, team building, interpersonal communication skills, goal setting, time and resource management, and consensus decision making.

PSY 204 Relationships: Challenges and Choices
1-3 Credit hours 15-45 Contact hours
The student will learn how to preserve and enhance couple relationships by understanding the role of gender differences; conflict patterns; communication skills; problem solving; meaning of commitment, fun, and friendship.

PSY 217 Human Sexuality
3 Credit hours 45 Contact hours
A survey of physiological, psychological, psycho social aspects of human sexuality. Topics include sexual identity and sexual health.

PSY 218 Addictive Processes
3 Credit hours 45 Contact hours
A study of the psychological, sociological, medical and behavioral effects on the family and individual due to the use of psychoactive drugs. Credit is available for PSY 218, SOC 218 or CRJ 218, but only for one.

PSY 227 Death and Dying
3 Credit hours 45 Contact hours
Prerequisite: 3 hours of General PSY or permission of Department Chair
Examines philosophies of life and death, emphasizing dying, death, mourning and the consideration of one’s own death. The course also explores the cause of death, and the experience of dying in nursing homes, emergency rooms, and hospices. A review of the ethical and political issues of death and dying will also be studied. Credit is available for PSY 227 or SOC 227, but not for both.
PSY 235 Human Growth and Development
3 Credit hours 45 Contact hours
Prerequisite: 3 hours of General PSY or permission of Department Chair. A survey of human development from conception through death, emphasizing physical, cognitive, emotional, and psycho-social factors.

PSY 237 Assertiveness Training
3 Credit hours 45 Contact hours
Students learn awareness and expression of individual rights and needs in interpersonal relationships.

PSY 246 Psychology of Gender
3 Credit hours 45 Contact hours
This course examines gender differences in work, courtship, family life, and sexual behavior throughout the life span.

PSY 249 Abnormal Psychology
3 Credit hours 45 Contact hours
Prerequisite: 3 hours of General PSY or permission of Department Chair. A study of abnormal behavior and its classification, diagnosis, causes, prevention, and treatment.

PSY 250 Dynamics of Racism and Prejudice
3 Credit hours 45 Contact hours
A survey of early race relations in the U.S.A.; the development of prejudicial attitudes and the social impact; strategies for positive change. Credit is available for PSY 250, MED 250, or SOC 260, but only for one.

PSY 250 Family Dynamics: Function, Dysfunction, and Therapy
3 Credit hours 45 Contact hours
An examination of roles of family members and the structure and process of family systems in shaping individual behavior and development; history, theory, and practice of family therapy. Credit is available for PSY 260, or MED 260, but not both.

PSY 257 Organizational Psychology
3 Credit hours 45 Contact hours
Provides a comprehensive study of psychological principles and theories as applied to organizational behavior. Topics include motivation, job satisfaction, conflict, management supervision, human relations, and stress management.

PSY 280 Mind, Body Healing and Health
3 Credit hours 45 Contact hours
Survey and exploration of the rapidly developing awareness of the interconnectedness of mind and body and how this promises to lead us toward a higher quality of physical and mental health. Credit is available for PSY 280, MBH 280, or BIO 280, but only for one.

PSY 281 Biofeedback for Health
3 Credit hours 45 Contact hours
Identification of origins of stress and anxiety within ourselves; the detrimental effects on our health; learning coping and preventative skills utilizing temperature training, GSR, EMG, AND EEG. Credit is available for PSY 281, MED 281, or BIO 281, but only for one.

PUBLIC SERVICE
PSY 100 Firefighter I
12 Credits 135 Lecture 70 Lab
Prerequisite: Meet current civil service requirements for hire by Fire Department Agency and permission of Academy Director. Agency Fire Department Academy combines classroom and drill ground instruction, which meets job performance requirements of Fire Fighter Professional Qualifications for Fire Fighter I of the National Fire Protection Association.

PSY 101 Firefighter II
12 Credits 135 Lecture 70 Lab
Prerequisite: Meet current civil service requirements for hire by Fire Department Agency and permission of Academy Director; must be taken in conjunction with PSY 100. Agency Fire Department Academy combines classroom and drill ground instruction, which meets classroom and drill ground job performance requirements of Fire Fighter Professional Qualification for Fire Fighter II of the National Fire Protection Association.

PSY 230 Introduction to Civic Leadership
3-6 Credit hours 45-90 Contact hours
Students develop a critical understanding of public leadership through the study of pertinent models, theories and research.

PSY 280 Practicum in Civic Leadership
3-12 Credit hours 45-540 Contact hours
Students test principles and relate theory to practice in community settings. This is a guided learning opportunity.

READING
REA 060 Foundations of Reading
3 Credit hours 45 Contact hours
Prerequisite: Appropriate assessment scores. This first level reading course provides intensive review of basic reading concepts based on diagnostic/prescriptive methods. Does not apply to CCA degrees or certificates.

REAL ESTATE
RES 100 Introduction to Real Estate
3 Credit hours 45 Contact hours
The function of the real estate broker, sales techniques and methods, and real estate ethics are covered. The course is for those intending to enter the real estate profession, for sales people needing a review, and for those desiring a basic knowledge of the real estate business.

RES 111 Real Estate Principles I
6 Credit hours 90 Contact hours
Course includes 32 classroom hours of practical applications covering entering the field of Real Estate through technology; 48 classroom hours of Real Estate Law and Practice covering real property, government controls, evaluation, appraisal and real estate financial settlement/closing, contracts agency, and additional hours of current legal issues covering Colorado Real Estate rules, regulations, policies position statements, instructive disciplinary proceeding, recent and relevant federal, state and statutory law. Additional hours will include exam preparations.

RES 112 Real Estate Principles II
6 Credit hours 90 Contact hours
Prerequisite. RES 111 or permission of Division Chair. This companion course is to be taken with RES 111. This course covers 48 classroom hours of Colorado Real Estate contracts and regulations, 8 classroom hours of record keeping and trust accounts, and 24 classroom hours of real estate closing. Additional hours will include exam preparations. This course, combined with RES 111 Real Estate Principles I, exceeds the 168 hour requirement to be eligible to sit for the Colorado State Brokers License.

RES 114 Principles of Real Estate Appraisal
5 Credit hours 75 Contact hours
The successful completion of this course is designed to prepare the student for the State of Colorado Registered Appraiser examination. The course work will also prepare the student with knowledge of the appraisal field. Plus, the course will provide the student with an outline of what an appraiser will do in the development and presentation of an estimate of value or appraisal. The vocabulary of appraisal, and the three approaches to value and factors that affect real property will be covered.
RES 285 Co-op Education Career Training—Real Estate
3 Credit hours 135 Contact hours
Students practical experience in applying their occupational skills and/or develop specific skills in a real estate work setting. The instructor will work with the student to select an appropriate work site, establish learning objectives, and to coordinate learning activities with the employer or work site supervisor. Attendance at seminars and/or interaction with the instructor is required.

SCIENCE

SCI 090 Science Standards Program
1 Credit hour 15 Contact hours
A survey course designed to assist students in preparing for discipline-specific courses in the science division. Course content will include an overview of the terminology and subject matter which students will encounter in each of the science departments. Does not apply toward CCA degree or certificates.

SMALL BUSINESS

Management Program

SBM 215 Small Business Management Program (SBM)
18 Credit hours Variable Contact hours
This one-year Small Business Management Program is designed specifically for business owners and operators. Your business is the classroom; your records are the textbook; your schedule is the class time; your instructors come to you. A careful analysis of your business is done at the time of enrollment. A customized program is then set up to meet your businesses individual needs. Areas of emphasis include accounting, finance, marketing, management, and computer applications. Eighteen credit hours are awarded for this program, applicable to an Associate Degree in management.

SOCIOLOGY

SOC 101 Introduction to Sociology I
3 Credit hours 45 Contact hours
Examines the basic concepts, theories, and principles of sociology, as well as human cultures, social groups, and the social issues of age, gender, class, and race.

SOC 102 Introduction to Sociology II
3 Credit hours 45 Contact hours
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.

SOC 150 Introduction to Victimology
3 Credit hours 45 Contact hours
Focuses on the criminal justice system's treatment of crime victims, victim programs and services, and the impact of victimization on individuals and communities. The course will also discuss the future of the movement and remedies for crime victims, including civil and criminal solutions. Credit is available for SOC 150 or PSY 150, but not for both.

SOC 151 Domestic Violence
3 Credit hours 45 Contact hours
Examines theories, issues, and intervention applicable to abuse in intimate relationships. Treatment for both the victim and the perpetrator of domestic violence, as well as for children from violent homes, will be reviewed. Colorado law pertaining to domestic violence and changes in society's attitude and actions toward domestic violence are discussed.

SOC 152 Sexual Assault
3 Credit hours 45 Contact hours
Examines sexual assault and retrospective incest. Myths, statistics, impact, services, treatment, and prevention are discussed. Credit is available for SOC 152 or CRJ 152, but not for both.

SOC 153 Violence Against Children
3 Credit hours 45 Contact hours
An in-depth study of physical, sexual, and emotional abuse and neglect of children. Focus will be on identification and treatment of abusive families and victims of abuse and on the response of the legal system, the community, and human service agencies. Credit is available for SOC 153 or CRJ 153, but not for both.

SOC 205 Marriage and Family
3 Credit hours 45 Contact hours
Students develop an understanding of marriage, family, and kinship. The course examines the family as an institution and describes 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 lifestyles. Credit is available for SOC 205 or MED 205, but not for both.

SOC 215 Contemporary Social Problems
3 Credit hours 45 Contact hours
An exploration of current social issues that result in societal problems. Focus is on such issues as civil liberties, gender discrimination, substance abuse, crime, poverty, and social change.

SOC 218 Addictive Processes
3 Credit hours 45 Contact hours
Students learn about the dynamics and impact of drugs on people’s behavior. They study the psychological, sociological, medical and behavioral affects on the family and individuals due to the use of psychoactive drugs. Credit is available for SOC 218, PSY 218, or CRJ 218, but only for both.

SOC 220 Human Relations and Social Conflicts
3 Credit hours 45 Contact hours
Highlights the environmental, organizational, and socio-psychological dimensions of social control. Includes the study of individual attitudes, beliefs, and behaviors involved in role conflicts, community relations, and conflict management in the social structure. Credit is available for SOC 220 or CRJ 220, but not for both.

SOC 225 Crisis Intervention
3 Credit hours 45 Contact hours
Provides understanding and application of crisis theories in working with diverse populations. The interventionist role is examined. Credit is available for SOC 225 or CRJ 225, but not for both.

SOC 227 Death and Dying
3 Credit hours 45 Contact hours
Prerequisite: 3 hours of General PSY or permission of Department Chair.
Examines philosophies of life and death, emphasizing dying, death, mourning and the consideration of one's own death. The course also explores the cause of death, and the experience of dying in nursing homes, emergency rooms, and hospices. A review of the ethical and political issues of death and dying will also be studied. Credit is available for SOC 227 or PSY 227, but not for both.

SOC 260 Dynamics of Racism and Prejudice
3 Credit hours 45 Contact hours
A survey of early race relations in the U.S.A.; the development of prejudicial attitudes and the social impact; strategies for positive change. Credit is available for SOC 260, PSY 250, MED 250, but only for one.

SOC 261 African-American History
3 Credit hours 45 Contact hours
Roles and experiences of African-Americans from colonial times, the Civil War period, the civil rights movement into contemporary issues.

SOC 276 Leadership Honors I
3 Credit hours 45 Contact hours
Honors course designed for the student desiring to develop practical leadership skills. Studies each student's leadership and communication styles to enhance interpersonal, analytical, and problem solving skills. Special selection process required for admittance.
SOC 277 Leadership Honors II
3 Credit hours        45 Contact hours
Prerequisite: Leadership Honors I
Honors course designed to allow the student to develop skills in understanding and applying group dynamics to leadership settings. Attention will be given to specialized presentation speaking. Experiential training is included. Special selection process required for admittance.

SPEECH/COMMUNICATION

SPE 220 Intercultural Communication
3 Credit hours        45 Contact hours
Prerequisite: SPE 115
An understanding of how communication takes place within organizations is a vital skill for any manager or employee. Topics discussed in this course include leadership strategies, effective managerial communication skills, and communication networks and environments.

SPE 226 Oral Interpretation
3 Credit hours        45 Contact hours
Prerequisite: SPE 115 or permission of Speech Department Chair
Reading expressively to an audience is a special skill useful for educators, parents, and business professionals. Learn effective performance techniques using literature, essays, poetry and historical speeches. How to select and analyze appropriate material is included.

COM 121 College Survival Skills
3 Credit hours        45 Contact hours
Want to jump-start your academic success and learn more about CCA? This course enables students to identify and develop strategies and skills necessary to successfully meet the challenges and expectations of the college experience. In addition, students will explore resources available at CCA and elsewhere that can aid their success both in college and in the workplace.

COM 270 Listening At Work
1 Credit hour          15 Contact hours
More than one-half of communicating is listening so successful business people, whether supervisors or employees, need high-level listening skills. This course will help you improve your listening through a variety of techniques. Credit is available for COM 270 or BUS 270, but not for both.

COM 271 Meetings That Work
1 Credit hour          15 Contact hours
Meetings don’t have to be unproductive. Through understanding the strengths and weaknesses of meetings as communication events, students will learn how to be effective facilitators and participants. Agenda preparation and alternative to meetings also are discussed. Credit is available for COM 271 or BUS 271, but not for both.

COM 272 Communicating With Impossible People
1 Credit hour          15 Contact hours
Learn effective techniques for handling impossible communicator: people who are devious, aggressive, hostile, dogmatic, stubborn, silent, indecisive, or non-listening. Credit is available for COM 272 or BUS 272, but not for both.

COM 273 Conflict Resolution
1 Credit hour          15 Contact hours
Conflict is a part of our daily lives, but it can be handled productively. This course will help you understand the roots of conflict and how to mediate interpersonal conflict in a variety of settings. Conflict prevention techniques are emphasized. Credit is available for COM 273 or BUS 273, but not for both.

COM 274 Negotiation
1 Credit hour          15 Contact hours
Learn how to protect your interests and those of others while preserving relationships. Role-playing and other dynamic techniques will be used to practice negotiation skills for personal and professional situations. Credit is available for COM 274 or BUS 274, but not both.

COM 275 Effective Presentations
1 Credit hour          15 Contact hours
Presentation skills are necessary in many professional settings, including conferences, briefings, training sessions, and sales presentations. Formats, strategies, and presentation tips will be emphasized and practiced. Credit is available for COM 275 or BUS 275, but not for both.

COM 276 Decision Making
1 Credit hour          15 Contact hours
Do you have difficulties with making decisions? This class will help you increase your understanding of personal and professional decision-making strategies. A variety of decision-making strategies will be introduced. Credit is available for COM 276 or BUS 276, but not for both.

COM 277 Teamwork
1 Credit hour          15 Contact hours
Build your teamwork skills and gain insight into what makes teamwork successful. Students will use a variety of strategies to understand team functioning, including in-class exercises, problem-solving simulations and lecture. Credit is available for COM 277 or BUS 277, but not both.

COM 278 Problem Solving
1 Credit hour          15 Contact hours
Solving problems in our personal and professional lives requires the ability to think and act creatively in responding to a variety of situations. Students will be introduced to several different perspectives for group and individual problem solving. Real situations and simulations will be explored. Credit is available for COM 278 or BUS 278, but not for both.

SPORTS MEDICINE
(See Physical Education)
**Study Skills**

STS 060 Learning Success Strategies
1-3 Credit hour(s)  15-45 Contact hour(s)
An introductory study skills course designed to promote and develop increased independent and adaptive learning strategies and self-confidence within the college environment. The course offers opportunities to learn and practice a variety of in-class or out-of-class techniques to help meet the challenges of academic and interpersonal situations. Does not apply to CCA degrees or certificates.

**Theatre**

THE 105 Introduction to Theatre Arts
3 Credit hours  45 Contact hours
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.

THE 111 Acting I
3 Credit hours  45 Contact hours
Explores basic acting techniques and approaches, including scene study, improvisation, and script analysis. It includes practical application through classroom performance.

THE 112 Acting II
3 Credit hours  45 Contact hours
Continues to explore basic acting techniques and approaches, including scene study, improvisation, and intermediate script analysis. It includes practical application through classroom and showcase performances.

THE 131 Theatre Production I
2-4 Credit hour(s)  60-120 Contact hours
Prerequisite: THE 105, or permission of Theatre Department Director. Allows students to apply theories of Theatre production. Participation in set construction, scenic artistry, costuming, lighting, sound, acting, stage management, and administration is available.

THE 132 Theatre Production II
2-4 Credit hour(s)  60-120 Contact hours
Prerequisite: THE 131, or permission of Theatre Department Director. Allows students to apply theories of Theatre production. Participation in set construction, scenic artistry, costuming, lighting, sound, acting, stage management, and administration is available.

THE 135 Theatre Makeup
1 Credit hour  15 Contact hours
Emphasizes the fundamentals of theatre makeup, design, and application techniques. Techniques include basic corrective, character, old age, and fantasy application.

THE 211 Development of Theatre I
3 Credit hours  45 Contact hours
Surveys the history and evolution of the theatre from Ancient Greece to the Renaissance, emphasizing all aspects of the art form from period values to analysis of dramatic literature and performance.

THE 212 Development of Theatre II
3 Credit hours  45 Contact hours
Surveys the history and evolution of the theatre from the Renaissance to the present, emphasizing all aspects of the art form from period values to the analysis of dramatic literature and performance.

THE 218 Readers Theatre
3 Credit hours  45 Contact hours
Trains students to select, cut, produce, and direct small scale Readers Theatre productions. Oral interpretation skills are emphasized and developed.

THE 231 Theatre Production III
2-4 Credit hour(s)  60-120 Contact hours
Prerequisite: THE 132, or permission of Theatre Department Director. Allows students to apply theories of Theatre production. Participation in set construction, scenic artistry, costuming, lighting, sound, acting, stage management, and administration is available.

THE 232 Theatre Production IV
2-4 Credit hour(s)  60-120 Contact hours
Prerequisite: THE 231, or permission of Theatre Department Director. Allows students to apply theories of Theatre production. Participation in set construction, scenic artistry, costuming, lighting, sound, acting, stage management, and administration is available.

**Travel**

TRA 121 Airline Reservations: Apollo
5 Credit hours  75 Contact hours
The basics necessary for an entry-level reservationist position. Students will learn to complete all steps from the incoming phone call to building a Passenger-Name-Record to issuing a ticket. Students will enter responses in a realistic simulated online environment. This course covers the APOLLO system used by United Airlines.

**Women’s Studies**

WMS 101 Introduction to Women’s Studies
3 Credit hours  45 Contact hours
Through readings, discussion, guest speakers, and media, we will identify and explore some of the central issues of women’s lives today. We will examine data and theory and test their validity against our own experience. We will explore images of women, the institutional roles women play, and the impact of social expectations on women’s lives in the United States and globally.

WMS 246 Psychology of Women and Men
3 Credit hours  45 Contact hours
Examines gender differences in work, courtship, family life, and sexual behavior through the lifespan.
The administration, faculty, and staff at CCA have what it takes to help you succeed. The College employs highly skilled professionals who are leaders in their respective fields. Whether you need help from one of your professors or are in need of specialized help from our Student Services division, you can be assured there’s always someone qualified to help.

This section introduces you to who’s who at CCA - starting with a list of administration and program leaders, as well as a complete listing of all of our outstanding faculty.

For phone numbers and room numbers, please consult a Schedule of Classes, available on campus. This publication regularly lists current departments, staff and phone numbers.
PRESIDENT’S OFFICE
President ................................................................. Linda Bowman
Administrative Assistant ........................................... Traci Fielden
College Communications Director ........................ Chris Henning
Publications Specialist .............................................. Liz VanLandingham
Director of Grants ..................................................... Chris Ward

PERSONNEL SERVICES
Director .............................................................. Ron Ross
Administrative Assistant ........................................... Janet Kaple
Benefits Specialist ..................................................... Debbie Irving
Data Specialist ........................................................... Dianda Havel

CCA FOUNDATION
Director of Development ......................................... Susan Miller
Administrative Assistant .............................................. Jean Herron

INSTRUCTION
Vice President ......................................................... Norine Domenico
Assistant to the Vice President ..................................... Sharon Halford
Administrative Assistant .............................................. Veronica Russell

INSTRUCTIONAL DIVISIONS
COMPUTERS, MATH AND BUSINESS
Dean ................................................................. Bob Fulcomer
Department Chair/Professor, Business ....................... George Lesko
Department Coordinator/Professor, Math .................... Cheryl Wingard
Department Chair/Professor, Accounting, Cisco, Math .. Jerry Martens
Department Chair/Associate Professor, Computer Information Systems Karla Adamson-Lesko
Coordinator/Professor, Economics ............................. Kader Nouibat
Coordinator/Professor, Management/Marketing ............. Lewis Schlossinger
Associate Professor, Computer ................................. Constance Seiden
Associate Professor, Computer ..................................... Gil Davies
Associate Professor, Computer ..................................... Samuel Harrington
Associate Professor, Math .......................................... Bill Thompson
WebMaster/Associate Professor ................................. Kristen Cusack
Network Technician .................................................. Rick Jaramillo
Network Technician ..................................................... Glen Murphy
Network Technician ..................................................... Denny Bagaporo
Facilities Scheduler ................................................... Alvin Bryant
Administrative Assistant ............................................ Traci Thrall
Administrative Assistant ............................................ Pat Hoerner
Evening Administrative Assistant ............................... Rita Borgonah

HUMANITIES, FINE ARTS AND SOCIAL SCIENCES
Interim Dean .......................................................... Geoff Hunt
Department Chair/Professor, Developmental English ........ Mark Kemble
Department Chair/Associate Professor, Social Sciences .... Kathleen Crann
Department Chair/Professor, English .......................... Marian Lauterbach
Department Chair/Professor, Foreign Languages ............... Michele Amon
Department Chair/Professor, History, Geography .......... Geoff Hunt
Department Chair/Professor, Literature/Humanities ........... Susan Kirk

Department Chair/Associate Professor, Theatre ........................... Michael Osborne
Department Coordinator, American Sign Language ............ Reniece Jones
Department Coordinator, Art ........................................ Cindy Thomas
Department Coordinator, Music ..................................... Richard Italiano
Department Coordinator, Dance, Ethnic Studies .............. Barbara Gabriel
Women’s Studies ....................................................... Charles Nelms

PUBLIC SERVICE, SCIENCES AND WORKFORCE DEVELOPMENT
Dean ................................................................. Les Moroye
Director of Academics ........................................... Michael Carter
Director of EMS (Interim) ........................................... Bob Matoba
EMS Primary Instructor .......................................... Kevin Waters
Professor, Biology, Geology ....................................... Jim Weedin
Department Chair/Professor Physical Sciences (Astronomy, Chemistry, Geography, Physics) ... Martha Jackson-Carter
Professor, Biology ..................................................... Todd Bergren
Associate Professor, Biology ....................................... Colleen Hill
Coordinator/Professor, Physics .................................... Charles Nelms
Coordinator/Associate Professor, Criminal Justice ............. Terry Walker
Coordinator/Associate Professor, Paralegal, Mediation ......... Robin Rossenfeld
Coordinator/Professor, Mind-Body Health ....................... James Ford
Administrative Assistant ............................................. Tracy Jones
Administrative Assistant ............................................. Margaret Lozano
Administrative Assistant ............................................. Sheila Sheibley
Administrative Assistant ............................................. Michelle Russell

LOWRY CAMPUS
Associate Vice-President, CCA-Lowry ......................... Les Moroye
Administrative Assistant ........................................... Cindy Smith
Administrative Assistant ............................................. Kimble Darby
Career and Technical Educational Resource Center of Colorado, Director .................. Bruce Raymond
Career and Technical Educational Resource Center of Colorado, Administrative Assistant Kristin Barhart
Center for Workforce Development, Director ... Daniela Higgins
Center for Workforce Development, Administrative Assistant Kendra Wimbush
Center for Workplace Development, Assistant Coordinator .................................. Christy Ikeler
Center for Workplace Development, Case Manager/Job Developer ......................... Claudia True
Workplace Training and Development, Director .................. Becky Barcheski
Workplace Training and Development, Instructional Coordinator ......................... Jeanette Issaef
Department Chair/Associate Professor, Early Childhood Professions .......................... Shirley Harris
Coordinator, Insurance ............................................. Richard Mintzer
Assistant Coordinator, Insurance ................................ PJ. Dinner
Assistant Coordinator, Insurance ................................ PJ. Dinner
Lowry Family Center, Director .............................Kathy Hill-Young
Lowry Family Center, Family Advocate ............David Bechhoefer
Lowry Family Center, Family Advocate ..........Margaret Moore
Lowry Family Center, Youth Advocate ..............Shawn Taylor
Lowry Family Center,
Administrative Assistant .................................MaryAnn Hanson
Lowry Family Center, Administrative
Assistant .............................................................Wynonna Cherry
Service Learning, Coordinator .........................Paula Bonell

STUDENT, SERVICES AND
ENROLLMENT MANAGEMENT
Vice-President .....................................................Vacant
Administrative Assistant .........................................Traci Fielden

ADMISSIONS, REGISTRATION AND
RECORDS
Director ..............................................................Vacant
Assistant to the Registrar .................................Sue Waldheim
Veteran Affairs Advisor .................................Mike Harris
Credentials Evaluator .................................Janice Davis
Assistant Credentials Evaluator .................Sandi Sullivan
Grades/Computer Records Specialist ........Denise Oakeley
Registration and Record Clerk .........................Amy Nellis
Switchboard Operator .................................Danette Barela
Transcript Specialist ........................................Rita Borganah
Computer Imaging ................................................Karel Clift

ADVISING CENTER
Director .................................................................Michael Rusk
Academic Advisor ..............................................Libby Broughton
Academic Advisor ..............................................Mike Gallivan
Academic Advisor .............................................Willie Hayes, Jr.
Academic and International Student Advisor ....Dino Madariaga
Academic Advisor ..................................................John Young
Administrative Assistant ..................................Anna Jansen
Administrative Assistant ........................................Mary Jones
Receptionist ............................................................Elaine Fergersen

FINANCIAL AID
Director/Workstudy Coordinator .....................Marlena Ragin
Financial Aid Advisor/Technical
Coordinator ..........................................................Sharon Robinson
Financial Aid Advisor/Scholarship ......................Vacant
Financial Aid Advisor/Loan Coordinator ............Vacant
Financial Aid Imager Processor ........................Celia Molina
Administrative Assistant ...............................Tonia Washington

INSTRUCTIONAL RESOURCE CENTER
(IRC) AND LIBRARY SERVICES
Liaison .................................................................Tom Connole
Assistant ............................................................Pam MacDonald

LEARNING RESOURCE CENTER (LRC)
Director ..............................................................Terry Campbell Caron
Student Resources Coordinator .........................Lanne Lancaster
Disability Services Office Coordinator .............Reniece Jones
Media Specialist II & Front Desk Coordinator ...Seatoon Rounds
Front Desk Staff ....................................................Sheyl Broadnax
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Career Center Assistant .....................................Rusty White
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Accounts Payable/General Ledger .......................Kathy Bodemann
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Mail Clerk ...........................................................Chris Hunt
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Groundskeeper I .....................................................Don Castanada
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Night Custodian .....................................................Erik Perks
Night Custodian .....................................................Charles Mulhall
Night Custodian .....................................................Jeff Andrich
Swing Custodian ..................................................Arthur Oakeley
Day Custodian ......................................................Mo Gantt
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Director, Aurora Education Center,
1979-1983 .........................................................Nai-Kwang Chang

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<th>TERM EXPIRES</th>
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<tbody>
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<td>P. O. Box 1466 Golden, CO 80402</td>
<td>303-278-4310</td>
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<tr>
<td>303-279-7686 FAX</td>
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<td>Renee Gullickson*1........................................6/00</td>
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<td>303-752-6312 FAX</td>
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<td>Kevin Hougen*2..............................................6/00</td>
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<td>President Aurora Chamber of Commerce 562 Sable Blvd. #200 Aurora, CO 80011</td>
<td>303-344-1500</td>
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<td>303-344-1564 FAX</td>
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<td>Stephen F. Hungerford ......................................6/01</td>
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<td>XPEDX 3900 Lima Street Denver, CO 80239</td>
<td>303-375-2392</td>
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</tbody>
</table>
John Abolaji, Biology - B.S., University of Ibadan, Nigeria; M.S., Ph.D., Southern Illinois University  
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Helen Young, Early Childhood Education - B.S., Lincoln University
Community College of Aurora offices & classrooms at the Lowry Campus Main entrance at 6th Avenue and Dayton.

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**From the South and East:** Take I-225 north to 6th Avenue. Take 6th Ave., which becomes Lowry Blvd. Enter at Dayton.

**Building 758**
**INFORMATION TECHNOLOGY**
- Fire Academy
- Police Academy
- Cisco Training
- Workplace Training & Development

**Building 859**
**BIOTECHNOLOGY & SCIENCE**
- Biotechnology
- Early Childhood Professions
- Emergency Medical Training
- Center for Workforce Development
- Science Laboratories: Chemistry, Biology, Microbiology, Physics
- Mind-Body Health
- Insurance
- Service Learning
- Lowry Family Center
- General Education

**Building 880**
**INTERGENERATIONAL CENTER**
INSTRUCTIONS - Please complete all sections of this application in Black Ink.

PLEASE PRINT LEGIBLY

PLEASE INDICATE THE YEAR AND TERM YOU WISH TO ENROLL  

| 20 | ☐ SUMMER | ☐ FALL | ☐ SPRING |

*Social Security Number/Student I.D.  
MM  DD  YYYY

**LAST NAME**

**FIRST NAME**

**MIDDLE NAME**

**PREVIOUS NAME**

**Gender**  
☐ M (Male)  
☐ F (Female)

**Current Employment Status**

☐ (F) Full time (30+ hrs/week)
☐ (P) Part time (1-29 hrs/week)
☐ (U) Unemployed

**Veteran/Military Service**

☐ None
☐ (1) Veteran or Dependent Eligible for VA Educational Benefits
☐ (2) Veteran Not Eligible for VA Educational Benefits
☐ (3) Active Duty Veteran
☐ (4) Active Duty Military

**Are you a U.S. Citizen?**  
☐ Yes  ☐ No

**If No, Country of Citizenship:**

**Visa Type:**

You must attach photocopy of I-94 (Arrival-Departure Record), or I-551 (Resident Alien Card) (both sides) and copy of parent(s) if you are under the age of 23.

While at this institution, do you intend to

☐ (1) Earn an academic degree (AA/AS/AGS)
☐ (2) Earn a vocational - technical degree (AAS)
☐ (3) Earn a vocational - technical certificate
☐ (4) None of the above

Are you enrolling at this college for job or career reasons?

☐ (Y) Yes  ☐ (N) No

Program/Major area of study: ____________________

STUDENT GOALS

Do you plan to transfer to another institution?

☐ (1) Yes, to a 4 year school after graduation
☐ (2) Yes, to a 4 year school before graduation
☐ (3) Yes, to a 2 year school after graduation
☐ (4) Yes, to a 2 year school before graduation
☐ (5) No, I do not plan to transfer

Please indicate planned length of study at this institution:

☐ (1) Semester  ☐ (3) 2 years
☐ (2) 1 year  ☐ (4) More than 2 years

ENROLLMENT DATA

Which best describes your current status?

☐ (RA) Re-entering former student at this institution
☐ (TR) Transfer, attended another college
☐ (TN) Transfer, not transfer credit in
☐ (NE) New Student, first college attended

Which best describes the level of education you have completed? (choose one)

☐ (LH) Less than High School
☐ (HS) High School Graduate/GED
☐ (CE) Certificate
☐ (AD) Associate Degree
☐ (BD) Bachelor’s Degree
☐ (PD) Professional Degree (MD, JD, MBA, Ed S)
☐ (DO) Doctorate (Ed D, Ph D)

*Do you consider yourself economically disadvantaged?  
☐ Yes  ☐ No

*Do you consider yourself academically disadvantaged?  
☐ Yes  ☐ No

*Is your primary language other than English?  
☐ Yes  ☐ No

Language ____________________

Have your parents earned a baccalaureate (4-year) degree?  

☐ (M) Mother  ☐ (F) Father  ☐ (B) Both  ☐ (N) Neither
☐ (U) Unknown

OFFICE USE ONLY

REV (4/00)

16000 East CentreTech Parkway  
Aurora, Colorado 80011
**SELECTIVE SERVICE STATEMENT**

Information on Selective Service registration status must be provided in order to comply with Colorado state law. Individuals providing false information are subject to penalty of law.

Are you required to be registered with the Selective Service?  
☐ Yes  
☐ No  

If yes, are you registered?  
☐ Yes  
☐ No  

---

**TUITION CLASSIFICATION:** (Has no effect on admission to the college)

---

**COMPLETE FOR COLORADO RESIDENCY CLASSIFICATION**

Please answer the following questions carefully. If appropriate indicate “none” or “not applicable”. You may write explanatory notes on this form and/or attach additional sheets as necessary. Use the word “present” for month/year if the date extends to the time you are completing this application. Failure to answer a question may result in your being misclassified. Please contact the Office of Admissions if you need assistance.

---

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- Dates of continuous physical presence in Colorado: ____________________________
- Dates of extended absences from Colorado during the last two years: ____________
- List the last two years Colorado income taxes have been filed: ________________
- List the last two years of employment or source of income: ____________________

**Employer**  
**State**  
**mo yr**  
**to**  
**mo yr**

**Date current Colorado Driver's License or Colorado I.D. was issued:** ____________

**List the last two years of Colorado Motor Vehicle Registration:** ________________

**Date of Colorado Voter Registration:** ________________

---

**STUDENTS WHO CLAIM A CHANGE IN TUITION CLASSIFICATION OR EMANCIPATION MUST FILE A PETITION FOR RESIDENCY PRIOR TO REGISTRATION.**

I hereby certify that, to the best of my knowledge, the information furnished in this application is true and complete without intent of evasion or misrepresentation. I understand the above information is submitted under penalty of perjury and false or misrepresented data is sufficient cause for rejection or dismissal.

---

Student Signature: ____________________________  
AND Parent or Legal Guardian Signature if applicant is under 18: ____________________________  
Date: ____________________________

---

Institutions using this application form do not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to the affirmative action officer of the institution to which you are applying.

---

THANK YOU FOR YOUR INTEREST IN OUR COLLEGE

member of  
COMMUNITY COLLEGES OF COLORADO
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