The Community College of Aurora is accredited by the Higher Learning Commission, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504, 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 303-340-7093, or the Office for Civil Rights, U.S. Dept. of Education, 1961 Stout Street, Denver, CO, 80242.

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 requirement included in 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 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 2003
Full term (10 weeks)
June 2 - August 9, 2003
Session I (5 weeks)
June 2 - July 3, 2003
Independence Day (college closed)
July 4, 2003
Session II (5 weeks)
July 7 - August 9, 2003

Fall Semester 2003
Classes begin
August 25, 2003
Labor Day (college closed)
September 1, 2003
Thanksgiving (no classes)
November 26 - 30, 2003
Classes end
December 13, 2003

Spring Semester 2004
Classes begin
January 20, 2004
Spring break (no classes)
March 29 - April 4, 2004
Graduation
May 7, 2004
Classes end
May 10, 2004

Summer Semester 2004
Full term (10 weeks)
June 1 - August 9, 2004
Session I (5 weeks)
June 1 - July 3, 2004
Independence Day (college closed)
July 5, 2004
Session II (5 weeks)
July 6 - August 9, 2004

Fall Semester 2004
Classes begin
August 30, 2004
Labor Day (college closed)
September 6, 2004
Thanksgiving (no classes)
November 24 - 28, 2004
Classes end
December 19, 2004
5 Welcome to CCA
   The Bridge to Your Future • History • Goals

7 Admissions, Registration & Records
   Admissions Policy and Procedure • Registration • Student Records
   Tuition

13 Student Services & Activities
   Advising • Drug Free CCA • Financial Aid • Learning Resource
   Center • Safety • Student Activities

21 Business & Community Services
   Community Services • Service Learning • Small Business
   Development Center • Small Business Management Program

23 Academic Standards, Information & Policies
   Advisory Committees • Attendance Policy • Basic Skills
   Cancellation of Classes • Catalog Policy • Credit for Prior Learning
   Grading and Evaluation • Policy on Academic Dishonesty • Student
   Code of Conduct

32 Degree and Certificate Requirements & Programs of Instruction
   Degrees and Certificates Awarded • Degree and Certificate Policies
   and Procedures • Associate of Arts Degree • Associate of Science
   Degree • Associate of General Studies • Associate of Applied
   Science Degrees • Certificate Programs • Special Programs

56 Course Descriptions
   Complete listing of all college courses

89 Administration, Faculty and Staff

98 Location Maps

99 Application for Admission

101 Index
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
- Cashier’s Office
- College Fiscal Affairs
- Community Services
- Computer Labs
- Accessibility Services Office
- Distance Learning Office
- Electronic Library
- Financial Aid
- General Information
- General Classrooms
- Instructional Resource Center
- International Student Admission/Advising
- Learning Resource Center
- Personnel Office
- Service Learning
- Student Life
- Testing Center
- Veteran Affairs

**LOWRY CAMPUS**
710 Alton Way, Denver, CO 80230, 303-340-7093

- Biotechnology Program
- CISCO Networking Academy
- Center for Workforce Development
- The Workplace Solutions Center
- Computer Information Systems
- Computer Lab
- Residence Life
- Early Childhood Education Program
- Electronic Library
- Emergency Medical Services Program
- Equipment and Transportation Technology
- Film & Video Technology Program
- Fire Science Program
- Fitness Center
- General Classrooms
- Lowry Family Resource Center
- Holistic Health Program (formerly Mind-Body Health)
- One-Stop Student Services (advising, assessment, registration, financial aid information, career and business office services)
- Police Academy
- Science Labs

**OUTREACH CENTERS**
- Aurora Chamber of Commerce: 3131 S. Vaughn Way, Ste. 622
- Aurora Small Business Development Center: 9905 East Colfax Avenue
- Defense Finance & Accounting Services: 6760 E. Irvington Pl.
- Grandview High School: 20500 East Arapahoe Road
- 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 Plwy. (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.
History
Efforts to establish a community college in Aurora began in the early 1950s when a group of citizens envisioned a community college 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 and enhance the quality of life and create opportunities for its people.

The Community College of Denver opened its first campus in 1968 with the creation of the state system of community colleges. 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 in 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.

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, now known as Pickens Tech. 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.

As the Community College of Aurora grew, so too did its need for additional space. The Aurora City Council stepped to the plate and provided a 32-acre parcel of land in the CentreTech Business Park to be used for a college campus. The Community College of Aurora Foundation, created in 1985, sold bonds needed to build on the site. In 1991, CCA officially moved into the CentreTech Campus, complete with an Administration Building, Classroom Building and Forum/Fine Arts building. In 2000, the College opened the doors on a new Student Centre, offering students a place to relax, study, eat and shop for supplies. And, in 2001, the College opened the Larry D. Carter Theatre, a flexible space designed specifically for theatre, music and dance performances at the College.

CCA also played an instrumental role in helping acquire what is now known as the Lowry Campus. In 1994, the Colorado Community Colleges helped secure a 156-acre parcel from the Air Force as it shut down operations at Lowry Air Force Base. The new facility was dedicated for the creation of a cooperative facility focused on high technology education and practical skill development. The campus encompasses 18 buildings with more than one million square feet of classroom laboratory and auxiliary space. CCA offers a number of degree and certificate programs at Lowry and also offers student housing in the Residence Hall.

Today, both the CentreTech and Lowry campuses are home to more than 10,000 students annually. Both facilities are equipped with the latest technologies, allowing students to study new and traditional programs. The College attracts a diverse population of students, including out-of-state and out-of-country students, with courses in many disciplines, delivered on-site as well as at a distance via the Internet.

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 1998 and graduated by the Fall of 2000 is 15 percent. This does not include students who extend their studies beyond two years.

CCA Crime Statistics. In 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 2001, there were no reported thefts and one murder 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 complete a Request for Waiver of Admission Requirements form, see the director of advising, and receive signature approval from the college president. 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. All new, first-time students who seek a degree or wish to enroll in a college-level English or math course must be assessed. A student may be considered for exemption from assessment if one or more of the following documented criteria are met: ACT or SAT scores (within last 2 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. Assessment 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 need to enroll in certain 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 enroll 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 Accessibility 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, CentreTech Campus, A103 or Lowry Campus, Bldg. 903. 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 (PSEO) ACT. High school students enrolling under the PSEO Act (Title-22, Article-35, C.R.S.) must receive approval from their school district to be eligible for tuition reimbursement. PSEO 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 303-360-4705.

HIGH SCHOOL STUDENTS NOT PARTICIPATING IN THE POSTSECONDARY ENROLLMENT OPTIONS ACT. School students enrolling under the PSEO 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, prior to registering for courses.

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 Assessment test.

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.

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 Advisor. All questions and forms should be submitted to the Veteran Affairs office, CentreTech Campus, Advising Center, 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 V.A. 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 V.A. Regional office.

**VETERAN ACADEMIC STANDARDS OF PROGRESS**

Academic Standards of Progress, described on page 27, applies to all CCA students, including veterans. As long as a veteran is on academic probation, he/she can continue to receive VA benefits. If the student is suspended from school due to lack of progress, VA benefits will, of course, will be terminated for the length of suspension.

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 V.A. certification will be adjusted accordingly.

**Registration**

A schedule of course offerings is published each semester. The schedule indicates registration procedures, places, dates, and times of registration. Students may obtain a *Schedule of Classes* from the Admissions and Registration office, CentreTech Campus (CTC), Room A103, the Lowry Campus (LC), Bldg. 903 or the Advising Center, CTC, Room A102.

Convenient telephone, online and walk-in registration opportunities are available. See the Schedule of Classes for times, dates, and locations of classes available on-campus or at www.CCAurora.edu.

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, 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.
At the time of application for admission, 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 of class</td>
</tr>
<tr>
<td>II. Full term Distance (Online, field study)</td>
<td>1st two weeks</td>
<td>3rd and following weeks of class</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 (Online, field study)</td>
<td>1st week</td>
<td>2nd and following weeks of class</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. The student must provide two documents supporting residency.

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 prior to the start of the semester the students wish to attend. The Admissions and Registration office cannot assume responsibility for mailed petitions that arrive after the deadline; petitions will not be accepted after the start of the semester.

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, CentreTech Campus, Room A103, and Lowry Campus, Bldg 903.

**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, Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah and Wyoming. For more information, contact the Admissions and Registration office, 303-360-4701.

**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 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 the student’s file may only be released under specific conditions. As a current or former student of CCA, students have complete access to their records in compliance with requirements under the Federal Family Educational Rights and Privacy Act of 1974 (Public Law 93-389 Subsectn. 513,88 Stat. 571; 29 U.S.C. 1232g). Students may view them upon request at the Admissions and Registration office. If the students feels the records contain an error, an appeal may be written to the Registrar.

The student’s 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 disclosure can be prevented. A written statement requesting information to be withheld must be filed with the Admissions and Registration office. 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:

- The student’s major or division
- Date of enrollment
- Number of hours the student is currently taking or have completed previously
- Degrees the student has earned
- Honors the student has received
- Date of birth

The student’s 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 the student’s record is considered private and not open to the public without the student’s written consent.

Only the following individuals have access to this information because of their official function:
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, CentreTech Campus, A103 and Lowry Campus, Bldg. 903, and should be returned to that office. A graduation application charge of $35 must be paid with the application.

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. A $3.00 fee will be charged for all transcripts. A $10.00 fee, in advance, will be charged for fax a transcript long distance. (Fees are subject to change.) 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. Students must be enrolled at CCA in order to have their credits evaluated. 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. Transfer credit will be evaluated course by course based upon the student’s declared degree or certificate. Written confirmation of the credit awarded will be mailed to each student for whom a credit evaluation is completed.

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 tuition rate.

AUDITING A CLASS. Students who wish to attend class without earning credit may register on an audit basis and complete the “Request for Audit” form. Before registering for audit status, 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 classes. Auditing students attend classes, may complete classroom assignments and take examinations; they receive a final letter grade of “AU” which is not calculated into the GPA but 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. See the Schedule of Classes for the exact date. 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, 303-360-4713, 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 information, call 303-360-4713 or 303-340-7093.

**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 officially dropped from the first day of the class through the refund date. However, there is a non-refundable charge of $10.05 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 a class section is canceled by the college 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, Centre Tech, A103 or at Lowry Campus, Bldg. 903.

4. When a class is canceled by the college or dropped by the student before the refund date, a refund is automatically initiated, provided there is not an outstanding balance on the student's account. If a student paid by credit card, the same credit card is credited for the appropriate amount. If payment was made by cash or check, a refund check is mailed to the student's 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. Financial 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 automated telephone registration 303-825-2747 CRIS, fax 303-361-7432, online, or at the Admissions and Registration window at the Centre Tech Campus or at Student Services, Lowry Campus, Bldg. 903.

**TUITION EXCEPTIONS.** Senior Citizens, State Employees, and Small Business Management. (see Grants, page 16).

**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 class unless unforeseen circumstances necessitate the student's withdrawal. To officially drop or withdraw from a class, submit an add/drop form to the Admissions and Registration office, Centre Tech, A103 or Lowry Campus, Bldg. 903. Official notice does not include informing the instructor or non-attendance. 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 withdraw 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.
Advising

Students can meet with an advisor on a walk-in basis during business hours. For more information, call 303-360-4797 for Advising Center at the CentreTech Campus, 303-340-7093 for the 1-Stop Student Services office at the Lowry Campus, Bldg. 903, or email advising@CCAurora.edu.

All new, continuing, and prospective students should contact an advisor. Through consistent contact, students have an opportunity to discuss educational goals and plan a course of action to fulfill these goals.

Career Advising. Career advising is available for students who need help planning for a career or exploring their options. A list of current job openings is also available. Call 303-360-4835 for more information.

Continuing Student Advising. It is important for all continuing students to keep in contact with an advisor as they progress through their educational program. Financial aid students and international (F1) students must meet with an advisor every semester prior to registration.

Financial Aid Student Advising. All students receiving financial aid are required to contact an advisor. Students should contact an advisor prior to registering for classes.

New Student Advising. All new, degree-seeking students are required to contact an academic advisor prior to registration to discuss goals, program requirements, and set-up their Personal Identification Number (PIN) for online or telephone (CRIS) registration.

All first-time college students should visit our online orientation available at www.CCAurora.edu/newstudent/index.html to learn the essentials of becoming a successful college student.

Students who are enrolling in coursework for a job upgrade or personal development are encouraged to contact an advisor prior to registration.

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, CentreTech Campus, A102, or Lowry Campus, Bldg. 903.
**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**

The Financial Aid Office administers funds to assist students in meeting college costs. CCA participates in grant, scholarship, employment and loan programs funded by federal and state governments, the college, and private sources. Students meeting the basic eligibility criteria listed below may be eligible for financial aid regardless of financial circumstances.

The two basic types of financial aid are scholarships and need-determined assistance. Scholarships are awarded on the basis of individual merit, achievement and/or potential. To qualify for need-determined assistance financial need must be proven using a national formula called the Federal Needs Analysis Methodology. Aid eligibility is derived by subtracting family contribution (calculated by using the Federal Needs Analysis) from the cost of attending the college.

Students should apply for financial aid using the Free Application for Federal Student Aid (FAFSA) form for the current year. FAFSA forms are available at the CCA Financial Aid Office or online at www.fafsa.ed.gov. All financial aid awards are contingent upon CCA's receiving adequate funding for the specific programs. Policies and procedures may change during the course of an award year as a result of regulatory changes.

**Scholarships**

Information on private scholarships, applications, processing deadlines and additional information is available at the Financial Aid Office. In addition, the following scholarship programs, which are funded by the Colorado General Assembly, are available to CCA resident students who do not have a bachelor's degree. The following CCA scholarships and their eligibility requirements are listed below:

- **Advance Scholarship** – Advance Scholarship – Colorado, residents who (1) graduated from high school/completed their GED within the last three years and participated in the Post-Secondary Enrollment Act at CCA, or (2) who are entering CCA for the first time after attending another college within the last three years may apply for this award. Applicants must have completed a minimum of six credit hours at CCA or another college with a grade point average of 3.0 or better.

- **Aurorian Scholarship** – Colorado residents who are entering CCA after at least a four-year absence from any formal education may apply for this award. This scholarship is based on the student’s academic promise and goals rather than on past performance.

- **Colorado Scholars** — Continuing CCA students who have completed a minimum of 12 credit hours at CCA and have a 3.2 cumulative GPA may apply for this award.

- **Governor’s Opportunity Scholarship** — The purpose of this scholarship is to increase college participation among students from low-income families by providing no cost of attendance assistance to qualified students. Recipients must be first-time freshmen who demonstrate academic motivation and academic preparation.
Launch Your Future Scholarship—Colorado residents who have graduated from high school/completed their GED within the last two years and have not attended college within that time. Applicants must have a cumulative high school grade point average of 2.5 or better, or have completed the GED with a score of 2500 or better and demonstrate academic promise and proven leadership abilities. Applications are available at area high schools and the CCA Financial Aid Office.

The CCA Foundation offers scholarship assistance. Information regarding all Foundation scholarships is available at the CCA Foundation Office and at the CCA Financial Aid Office.

NEED-DETERMINED ASSISTANCE. To apply for need-determined assistance, students must complete the Free Application for Federal Student Aid (FAFSA), 2003-2004 School Year. The Financial Aid Office may request other documents and materials to complete the application, and it may take 12 weeks to complete the application process. Priority for determining financial aid eligibility is given to students whose completed applications are on file with the Financial Aid Office by these dates:

Fall Semester 2003..............May 1, 2003
Spring Semester 2004...........Nov. 1, 2003
Summer Semester 2004.........April 1, 2004

Students completing applications after these dates must make payment arrangements for your tuition and fees through other means, such as the deferred payment plan. Consult the current schedule of courses of details of this option.

ELIGIBILITY. To qualify for need-determined assistance students must:

• be accepted in an approved degree or certificate program
• be a citizen or permanent resident of the United States
• be registered, if required, with the Selective Service
• be enrolled for a minimum of six credit hours per term; (Federal Pell Grants are available for eligible students who attend a minimum of three credits per term)
• have earned a high school diploma, passed the General Educational Development (GED) test, or demonstrated the federal Ability to Benefit
• not be in default on a federal student loan or owe repayment on a federal grant
• apply in a timely manner and supply the Financial Aid Office with documentation or information needed to determine eligibility
• meet other state and federal eligibility requirements

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

GRANTS

Federal Pell Grant (PELL) — The Federal Pell Grant is a federal aid program designed to provide financial assistance for undergraduate students who do not have a bachelor’s degree and have demonstrated need. The amount of this award is determined by a federal funding formula and the cost of education at CCA.

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

Colorado Leveraging Educational Partnership (CLEAP) — State funds match federal funds available in this program. This grant is available to students who demonstrate financial need.

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

The following tuition grants are available for special programs or circumstances:

Senior Citizen’s Grant — This grant program provides a 50 percent reduction in tuition for Colorado residents, age 60 or over. Contact the Financial Aid Office at the time of registration.

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 CCA Small Business Management program are entitled to tuition assistance. For more information, contact the Small Business Management Program at 303-360-4745.
WORK-STUDY. CCA participates in two work-study programs with award amounts based on the applicants’ documented need. These programs are the Federal (FWS) and State (CWS) Need-Based College Work-Study Programs. They provide employment opportunities that enable students to earn money to fund their education. To the extent practical, CCA will attempt to provide employment that complements and reinforces the educational and vocational career goals of each student. Student earnings are restricted to the amount of their award.

Colorado No-Need Work-Study Program (CONN) - The state provides limited funds for employment of students who do not necessarily have a financial need. Applicants must be Colorado residents for tuition purposes. Students’ earnings are restricted to the amount of their award. Students should submit a written request for these funds to the Financial Aid Office.

LOANS
Federal Stafford Student Loans – This low interest loan is divided into two parts. Subsidized Federal Stafford Loans (SUB) are based on a student’s financial need unmet by other financial aid. Unsubsidized Federal Stafford Loans (UNSUB) are used to replace family contribution. With a subsidized loan, the federal government pays the interest on the loan while attending college and up to six months after leaving college. If a student receives an unsubsidized loan, the student has the option to either pay the accruing interest quarterly, or to have it capitalized at the point repayment begins. Freshmen students may borrow up to $2,625.00 per year; sophomore loan limits are $3,500.00 per year. Refer to the Federal Stafford Loan Application for additional information.

Federal Plus Loan – This loan is for the parents of dependent students. The parent(s) may borrow up to the cost of education less any estimated financial aid the student will receive. Applications are available at participating lenders and at the Financial Aid Office.

All first time borrowers at CCA are required to participate in a loan counseling session prior to submitting their loan request. Information concerning students’ rights and responsibilities with regard to their loans will be provided at that time.

MAINTAINING ELIGIBILITY
To maintain eligibility for financial aid, students must comply with the federal, state, institutional and/or donor rules and regulations that apply to the financial aid awards. Students must continue to meet eligibility criteria, and must reapply for financial aid in a timely manner each academic year. Note: to qualify for state financial aid, student’s required remedial coursework must be completed during the first 30 credit hours of enrollment.

Students receiving need-determined financial aid must maintain satisfactory, measurable progress each semester. To remain in good standing, students must complete at least 75 percent of the credit hours for which they register each semester and maintain a cumulative grade point average of 2.0. Financial aid is only available for one and one-half (1.5) times the program length specified in this catalog. Credit hours attempted while not receiving aid are also counted toward the overall time limitations.

If satisfactory progress is not maintained, students are placed on probation, or may be suspended from financial aid programs if academic progress does not improve. Refer to the 2003-2004 Financial Aid Handbook for the complete policy and responsibilities in this area.

If a student withdraws, drops or changes from credit to audit status, the student may be required to repay a portion of the financial aid received. Student should check with the Financial Aid Office before changing enrollment status.

ADDITIONAL INFORMATION
Further information about financial aid scholarships and loan applications, rules and regulations governing programs, application procedures, payment procedures and costs of attending the college is presented in the 2003-2004 Financial Aid Handbook. This document is available from the Financial Aid Office and the CCA Website, http://ccaurora.edu.

resources for students with disabilities

- Accessible Classrooms
- Career and Academic Advising
- Notetaking
- Community Resources
- Referral Readers
- Assistive Computer Technology Training Classes
- Equipment Loan
- Study Skills Assistance
- Schedule Planning
- Textbook Recording
- General Advocacy
- Interpreting for the Deaf
- FM System for Hard of Hearing
- Tutoring

To request an accommodation, contact the Accessibility Coordinator at your earliest convenience.

The Accessibility Service office is in the Learning Resource Center (LRC) on the CentreTech campus. The telephone number is 303-361-7395.

Services are free for students with physical disabilities (including a temporary disability), health conditions, learning differences, or emotional problems requiring specialized support.
HYBRID CLASSES
Hybrid classes have an onsite, classroom component as well as an offsite, distant component that may involve instructional use of the internet, field study, or research. Such classes are designed to add flexibility to a student’s schedule by providing an alternative way to access courses. Some hybrid classes allow faster completion of degrees and certificates. Students must attend the first onsite class session to obtain information about additional class sessions and about completing course requirement in the hybrid format. Consult the Schedule of Classes for a complete list of hybrid classes and onsite meeting dates.

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 LRC for study groups, quiet study, to utilize reserved study materials and to take specific exams. 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 is developed in order to enhance success. Course placement is mandatory and it is the student’s responsibility to enroll in appropriate developmental coursework before completing thirty credit hours at CCA. In addition, developmental courses may be taken at any Community College of Colorado. Visit www.rightchoice.org for information. All new, first-time students enrolling in degree programs, in English or math courses, 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. Documentation of ACT or SAT (college entrance examinations) scores taken within the last two 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. Documentation showing completion of a college level English and mathematics course with a grade of “C” or higher.
3. Documentation showing completion of an Associates degree or higher at a regionally accredited institution.
4. Taking classes for employment.
5. Not planning to enroll in an English or math course.

Assessment is part of the advising process and educational planning and is available at both the CentreTech Campus and Lowry Campus. 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.

GED TEST CANDIDATES. The GED pre-test is offered to provide information indicating readiness for the official GED examinations. There is a $7.00 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://www.CCAurora.edu/infosheets for details.

RESOURCES FOR STUDENTS WITH DISABILITIES. The Community College of Aurora is committed to providing equitable opportunities for all students. The Accessibility 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 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 Accessibility Services Office at least three weeks prior to the time when you will need the service. The Accessibility Services Office is located in the Learning Resource Center, Room S202E, phone 303-361-7395 (V/TDD).
**TESTING.** The Testing Center delivers tests for the Distance Learning courses, outside exams classroom make-up, CLEP, Dantes, and the pre-GED. The Testing Center is in the Learning Resource Center, CentreTech Campus, S202, 303-340-7542.

**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 (APL) maintains the Community College of Aurora Library. Students are served at two primary locations, the Aurora Public Central Library, located one-half mile from the college at 14949 East Alameda Parkway, and the Instructional Resource Center (IRC), located in the Learning Resource Center, on the CentreTech Campus. Limited services are also available at the Lowry Instructional Resource Center, located next to the One-Stop Student Services Center in Building 903. All CCA students can obtain an APL library card and check out materials from any APL.

The IRC offers video and audio tapes, reference books, and print periodicals. It also offers online access from CentreTech Campus, Lowry Campus, and from off-campus to the Aurora Public Library (APL) and other online library catalogs as well as to several online full text periodical and reference resources to which the college subscribes. APL offers access to several additional subscription online resources. The IRC is located in the Student Center features an electronic library offering Internet access to subscription online resources as well as to publicly accessible resources on the World Wide Web. Students can receive assistance in using all types of online resources in the IRC.

**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.CCAurora.edu](http://www.CCAurora.edu). Information Sheets for Internet courses are available online at [www.CCAurora.edu/infosheets](http://www.CCAurora.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.

**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 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 303-360-4719 x5703.

**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, Student Life, Lowry Student Services, Bldg. 903, or the Residence Halls, Bldg. 900, for information, costs, and to pick up an application. Applications are also available on our website. For more information, call 303-340-7001.

**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 Student Government Association 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 S202H.

STUDENT GOVERNMENT ASSOCIATION
The purpose of the Student Government Association (SGA) 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 Life Office, Room S101B, 303-360-4726 or 303-360-4781.

WEEKEND COLLEGE
CCA students may complete some degrees and certificates by attending classes only on weekends. Weekend College classes are intended for students who may not be able to attend classes on weekdays as well as for those who may wish to complete a degree or certificate in a shorter period of time. Classes in the Weekend College may not meet every weekend. Students should attend the first class for information about additional class sessions and about completing requirements in the weekend format. Consult the Schedule of Classes for a complete list of Weekend College classes and meeting dates.
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 in the Arapahoe Sports League. 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.

EARLY CHILDHOOD EDUCATORS CLUB (ECE CLUB)
The Early Childhood Educators Club provides an opportunity for students and early childhood educators to advocate for young children through quality child care, professionalism, and equitable wages. The group participates in a variety of activities throughout the year to accomplish these goals.

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 LAS CULTURALES
Latino 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 attending CCA. The group meets to instill pride and self-confidence, learn and practice conversational Spanish, promote traditions, and promote awareness of the Latino culture.

LGBTOSA-O-FOX
The lesbian, gay, bisexual, transgender, queer, and straight alliance is a club that supports students of diverse sexual preferences on campus. They work to help the student body understand and accept their individual choices as well as to support one another in their academic pursuits.

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 completed at least 12 credit hours at CCA are invited to join.

SUPER 8 FILMMAKERS CLUB
Super 8 Filmmakers works with the film school to expand students’ knowledge of the film industry. The goals of the club are to promote quality film production and gain knowledge from film industry professionals. They welcome any student interested in discussing and learning more about filmmaking and the film industry.

TENNIS CLUB
The tennis club encourages students to participate in physical activity and the sport of Tennis. Members practice against 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 services are available to area businesses, non-profit organizations, and other groups.

THE WORKPLACE SOLUTIONS CENTER.
Delivering Solutions One Handshake at a Time.
The Workplace Solutions Center collaborates with existing businesses and organizations to address the diverse needs of today’s workforce. Partners include business and industry, non-profit agencies, state and local governments, and professional civic organizations.

To accommodate the wide range of training needs within CCA’s business community, Workplace solutions offers many training options. Courses can be delivered on campus or on-site at the client's business. Incorporating technologies into employee learning, Workplace Solutions provides a variety of delivery modes to individualize instruction (CD-ROM, DVD, Video, Cassette, Internet, Intranet and traditional classroom). By customizing curriculum, our seminars, college credit classes, and continuing education units provide seamless integration of learning into the workplace.

In addition to training, the Workplace Solutions Center offers a number of services including assessment and evaluation, organizational development, knowledge management solutions, database development/consolidation, and internal training department coordination.

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 supports 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 CentreTech Campus, in the Student Centre, S203-C. Phone: 303-340-7519; fax: 303-360-4791.
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 foundational for all of us whether pursuing educational goals, resolving personal issues or maneuvering the maze of the workplace. In order to achieve our stated goals it is imperative that the college determine to what extent students are learning the lifelong skills process. Assessing student learning of the lifelong skills helps improve the quality of education delivered. By setting, assessing and communicating clear goals and outcomes, students will begin the process of establishing responsibility for their learning. Students in some programs will be required to take capstone courses in their field of study where assessment of lifelong skills can take place.

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.
PERSONAL 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.

QUANTITATIVE REASONING: Upon completion of their course of studies, students will be able to perform mathematical operations and to reason and draw conclusions from numerical information by:

• Illustrating the basic mathematical operations of addition, subtraction, multiplication, and division; estimating and judging the reasonableness of numerical results, and thinking proportionally.
• Translating problem situations into symbolic representations and using symbolic representations to solve problems.
• Interpreting and applying statistical information in various forms, e.g. charts and graphs.

TECHNOLOGY: Upon completion of their course of studies, students will be able to make use of various technology-based applications by:

• Constructing products that demonstrate competency in the operation of applicable equipment and/or programs.
• Investigating and using technology to access information and assess its reliability.
• Using technology to complete various tasks applicable to lifelong skills of communication, critical inquiry, and/or quantitative reasoning.

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.
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 applies toward degree requirements; but not toward the general education core curriculum; and not toward institutional residency requirements.

Students who plan to transfer 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.

national standard placement tests

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Testing in both general and subject area examinations is offered in the Learning Resource Center (LRC). Test information, registration forms and testing schedules are available in the LRC, located in the Student Centre Building, Room S202, 303-360-4736.

CLEP study guides may be purchased in the CCA Bookstore. For information about minimum score requirements and credit transferability, contact the Advising Center at 303-360-4797.

DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES) – Test information, registration forms and testing schedules are available in the Learning Resource Center (LRC), located in the Student Centre Building, Room S202, 303-360-4736.
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 .................................................. 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. Un satisfactory progress toward graduation. 0
CR Credit. Acceptable completion of the course objectives. Limited to certain 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, coursework 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.
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 indicate the achievement of the student for the number of credits completed. To calculate a grade point average, multiply the credits by the points for the grade earned. Total the credits and points then 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>Total</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
**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.CCAurora.edu. Grade reports will be mailed to a 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 Community College of Aurora defines satisfactory academic progress as maintaining a 2.0 cumulative grade point average (GPA) or higher. In order to remain in good standing at CCA, students must maintain at least a 2.0 cumulative GPA. Students who have less than a 2.0 cumulative GPA will be placed on probation or suspension status as explained below and can benefit from the academic assistance available at the college.

**Probation:** Students will be placed on academic probation when their cumulative grade point average (GPA) falls below 2.0 and they have 16 or more attempted credit hours at CCA. Students may continue to enroll while on academic probation provided they meet with an academic advisor to discuss a plan for their academic success. As long as students maintain a semester GPA of 2.0 or higher, they may continue to enroll while on academic probation. Once a cumulative GPA of 2.0 or higher is achieved, the student returns to good standing.

**Suspension:** If a student is on academic probation and fails to maintain a semester GPA of 2.0 or higher, the student will be placed on academic suspension for the following full-term semester and will not be eligible to register for any classes. When the student returns to the College after being placed on academic suspension, he/she will be admitted on academic probation. A second occurrence of academic suspension will be for a one-year period, and a third occurrence of academic suspension will result in dismissal from the College. In the case of dismissal, the student will be sent a letter by certified mail explaining appeal rights and procedures.

**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 be qualitatively 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 hours in residency at CCA.

* 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.

**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. 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 should meet with the department chairperson and 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 specify factual errors that the student believes were made in the appeal process.
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 Advising Center.)

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, reading or 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 by successfully completing 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, assignments and grades. Students are expected to achieve satisfactory course grades and to make 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 other individual responsible for evaluating a student’s work. 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 incident with the appropriate dean. If the instructor and dean jointly decide that there is sufficient evidence to substantiate the allegation, the dean will report the incident to the Vice President for Instruction.
2. The student will be notified in writing by the Vice-President for Instruction. The Vice-President's letter will include a description of the student's appeal rights. Copies of the letter will be sent to the appropriate dean, the instructor, and the LRC director (if appropriate).

3. A student may appeal the cheating allegation according to the Community College of Aurora Policy/Procedure No. 230, “Student Academic Appeals.”

**STUDENT GRIEVANCE AND APPEAL PROCESS**

Student Grievance and Appeal procedures concerning grades and other academic matters are available in the office of the Vice-President for Instruction. Appeal procedures for disciplinary actions are available in the Vice-President for Student and Enrollment Management Services office. Appeal procedures for financial aid are available in the Financial Aid office, Room A104. Appeal procedures for tuition refunds and residency are available in the Admissions and Registration office, Room A103.

**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. Condemning 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 distracting.

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 a 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, CentreTech Campus, A201. Care will be taken to keep the accusations as confidential as possible.

DISCIPLINARY ACTIONS. The Director of Student Life/Learning Resource Center 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 Director of Student Life/Learning Resource Center, CentreTech Campus, Student Centre.
Transferability of CCA Credit to Four-Year Institutions

Students who complete an Associate of Arts (AA) or an Associate of Science (AS) degree program at a Colorado public community college have a distinct advantage over other transfer students.

- These degrees are designed to transfer into baccalaureate degree programs in the colleges of liberal arts and sciences with junior standing at Colorado public four-year colleges, if you earn a C grade or better in all courses.
- If you follow the transfer guide for a specific degree program, your courses will apply toward the graduation requirements in your major.

Students who do not complete an AA or AS degree may transfer credits into four-year colleges through the summer of 2005, under the following agreement:

- If the core curriculum is certified on your transcript, you will receive credit for the lower division general education in colleges of arts and science.
- The four-year college will evaluate your transcript on a course by course basis.

Contact the Advising Center for course equivalency information and transfer guides.

Note: Some Colorado colleges and universities have special scholarship programs designated for community college students who complete an AA or AS degree. To learn more about these opportunities, contact the Transfer Coordinator or Admission Director at the institution you wish to attend as soon as possible to start the financial aid planning process.

Two-Year Guarantee

The colleges within the Colorado Community College System (CCCS) have adopted a set of guidelines to define the conditions under which a student can expect to graduate with an Associate of Arts or an Associate of Science degree in two calendar years. Contact the advising center for more information.

The colleges within CCCS guarantee that a student will be able to complete all course work necessary to earn an AA or an AS degree from a specific CCCS college in 60 credit hours and in 24 months.

Student must satisfy all the conditions described below to be eligible for this guarantee:

1. Enroll at the same community college for at least four consecutive semesters, excluding summer.
2. Register within one week of the beginning of registration for each semester.
3. Have completed all required remedial coursework before beginning the count of two years to degree completion.
4. Enroll in and pass (with a ‘C’ or better in each course) an average of 15 credit hours in coursework that applies to the AA/AS in each four consecutive semesters.
5. Obtain a recommended plan of study for the AA or AS degree plan of study, signed by the student and community college advisor, prior to registration for the second semester, and according to the requirements of the students’ community college.
6. Follow the signed plan of student.
7. Continue with the same degree (AA or AS) from entrance to graduation.
8. Retain documentation demonstrating that all the above requirements were satisfied. (Advising records, transcripts, etc.)
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 Campus Security Office under the supervision of the Vice-President for Administrative Services. The Security Office 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, Security Personnel evaluate any possible contributing cause within CCA's 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 Vice President for Administrative Services.
3. Notify the Security Office 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 Security Office 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 Office 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 and/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 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 Campus Security Office 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 & CERTIFICATES

Associate of Arts Degree (AA)
- Business Transfer Emphasis
- Elementary Education Transfer Emphasis

Associate of Science Degree (AS)
- Engineering Transfer Emphasis

Associate of General Studies Degree (AGS)
- Generalist degree
- Articulated degree
  - Criminal Justice
  - Film/Video Technology
  - Paralegal

Associate of Applied Science Degree (AAS)

Accounting — AAS Degree & Certificates
- Computerized Certificate Emphasis
- Governmental Certificate Emphasis

Applied Technology — AAS Degree
- Area Vocational Schools

Biotechnology Technician — Certificate
- Research & Development
- Biotechnology Manufacturing

Business — AAS Degree (CCC Online)

Computer Information Systems — AAS Degree & Certificates
- C Language Programming Certificate
- Cisco Certified Networking Associate Program Certificate
- Cisco Certified Networking Professional Program Certificate
- Computer Information Systems — Degree Emphasis & Certificate
- Computer Service Technician Certificate
- Computer Support Degree Emphasis
- Java Language Programming Certificate
- Linux/Unix System Administrator Certificate
- Management Information Systems Degree Emphasis
- Networking Degree Emphasis & Certificate
- PC Application Specialist Certificate
- PC HelpDesk Support Certificate
- Programming Degree Emphasis & Certificate
- Visual Basic Language Programming Certificate
- Web Development Degree Emphasis & Certificate

Criminal Justice — AAS Degree & Certificates

- Basic Law Enforcement Training Academy Certificate
- Criminal Justice Systems Certificate
- Criminal Justice Operations Certificate
- Criminal Justice Law Certificate
- Criminal Justice Detention Certificate
- Criminal Justice Court Administrative Services Certificate
- Criminal Justice Community Policing Certificate
DEGREE REQUIREMENTS AND PROGRAMS OF INSTRUCTION

Early Childhood Education — AAS Degree & Certificates
Group Leader Certificate
Director Certificate

Emergency Medical Provider — Certificate
(For AAS Degree program, see Public Service)

Equipment and Transportation Technology — AAS Degree
Service Technician

Essential Skills for the Workplace — Certificate

Film/Video Technology — AAS Degree & Certificates
Videography/Cinematography Degree Emphasis & Certificate
Video Post-Production Degree Emphasis & Certificate
Writing/Directing for Film & Video Degree Emphasis & Certificate
Writing/Producing Degree Emphasis & Certificate

Fire Fighter (See Public Service)

Management — AAS Degree & Certificate
Accounting Management Degree Emphasis
Computer Information Systems Management Degree Emphasis
General Management Degree Emphasis & Certificate
Human Resource Management Degree Emphasis
Paralegal Degree Emphasis
Tech Management Degree Emphasis (Pickens)

Marketing — AAS Degree

Mediation — Certificate

Paralegal Certificate and AGS or AAS Degree Emphasis

Public Service — AAS Degree (For certificate program, see Emergency Medical Provider)
Emergency Medical Provider Degree Emphasis
  Basic
  Intermediate
  Paramedic
Firefighter Degree Emphasis

Real Estate Certificate

RECOGNITION OF ACHIEVEMENT CERTIFICATES
Management
  Colorado Mortgage Lenders Program
  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. 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.

2. 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.

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

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

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

6. Only courses numbered 100 and above apply to degrees.

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

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

Degree and Certificate Procedures
1. File an “Application for Graduation” form during the term in which the student intends to graduate. The deadline for submitting the form published in the Schedule of Classes for each term.

2. Complete the course requirements as prescribed by the specific degree or certificate 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 or certificate.

5. Earn at least a “C” in each course in the major, emphasis area, or certificate.

6. For degrees, earn at least 15 semester hours in residency at CCA. For certificates, earn at least 15 semester hours or 50 percent of the required credit hours, whichever is less, in residency at CCA.
AN AA OR AS DEGREE WILL TRANSFER TO ALL COLORADO PUBLIC FOUR-YEAR COLLEGES AND UNIVERSITIES

Colorado's agreement between public colleges and universities guarantees that when the AA or AS degrees is completed—at least 60 credit hours of course work carrying a C or better in every course—the student can transfer to any baccalaureate Liberal Arts and Sciences major (e.g., English, History, Mathematics) and graduate after earning an additional 60 credit hours. While the student is guaranteed not to have to take more than 60 hours to graduation, to finish within two years depends on the number of credits taken each semester at the four-year institution, the course sequencing for a specific major (e.g., some upper-division major courses require that lower-division courses in that major) and course availability.

This agreement does not apply to Business, Teacher Education, or Engineering as all three of these have statewide articulations that have specific lower division requirements. The student can save time by seeing a transfer advisor at the earliest opportunity for "transfer guides." In additional to showing the student which lower division courses are required for articulated programs such as Business, these guides will tell which lower division courses will be best suited for the intended major and to complete the pre-requisites for sequenced coursework needed to transfer to a four-year college.

This transfer agreement applies to courses completed at any Colorado community college. Credit earned for prior learning. Advanced Placement, correspondence courses, CLEP, and other tested-only credit may not apply. The institution to which you transfer will evaluate these credits according to its own policies.

For a copy of the Colorado Commissions Transfer Policy go to www.cccs.edu or www.state.co.us/ccche.html

Students who began courses at one of the 15 Colorado community colleges prior to Fall Semester 2003, will have the option of completing the Community College Transfer Core that has existed since 1989, or completing the new Guaranteed Transfer Courses. Students who opt to complete the Community College Transfer Core must have all core coursework completed before the end of Summer Semester 2005. Upon completion of the Transfer Core all core classes will be guaranteed to transfer. If the Transfer Core is not completed, courses will be evaluated on a course-by-course basis.

Completion of both the Transfer Core and an AA or AS degree with a grade of C or better in each of the courses in the Transfer, qualifies the student to transfer under the Statewide Transfer Policy (60 + 60).

Students beginning classes in the Fall Semester 2003 or after, must follow the guidelines established for the new Guarantee Transfer Courses.

STUDENT APPEALS POLICY

If the student
- graduated with an AA/AS degree
- completed 35 credits of state-guaranteed general education courses, and
- earned a C or better in each course

AND
- the transcript evaluation indicates that more than 60 hours is needed to complete a bachelor's degree, the student can file an appeal.

Contact a transfer advisor at the community college attended for an appeals policy and process. The policy is available at www.cccs.edu or www.state.co.us/cche/stuinf.html.

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, CentreTech Campus, A102, or the Lowry Campus, Bldg. 903, for specific information.

ASSOCIATE OF ARTS DEGREE

GENERAL EDUCATION CORE REQUIREMENTS*

Communications (9 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 121</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 122</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 115</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>SPE 125</td>
<td>Interpersonal Communication**</td>
<td>3</td>
</tr>
</tbody>
</table>

Mathematics (3 credits minimum)

Choose one of the following:

- MAT 120 | Mathematics for Liberal Arts | 3 |
- MAT 121 | College Algebra | 4 |
- MAT 125 | Survey of Calculus | 4 |
- MAT 135 | Introduction to Statistics | 3 |
- MAT 201 | Calculus I | 5 |
- MAT 202 | Calculus II | 5 |

Physical and Life Sciences (8 credits)

Choose one of the following:

- AST 101 | Astronomy I | 4 |
- AST 102 | Astronomy II | 4 |
- BIO 111 | General College Biology I with Lab | 5 |
- BIO 112 | General College Biology II with Lab | 5 |
- CHE 101 | Introduction to Chemistry I with Lab | 5 |
- CHE 102 | Introduction to Chemistry II with Lab | 5 |
- CHE 111 | General College Chemistry I with Lab | 5 |
- CHE 112 | General College Chemistry II with Lab | 5 |
- GYE 111 | Physical Geology | 4 |
- GYE 121 | Historical Geology | 4 |
- PHY 111 | Physics: Algebra-based I with Lab | 5 |
- PHY 112 | Physics: Algebra-based II with Lab | 5 |
- PHY 211 | Physics: Calculus-based I with Lab | 5 |
- PHY 212 | Physics: Calculus-based II with Lab | 5 |
### Social and Behavioral Sciences (9 credits)
Choose one HIS course and 2 courses from two other disciplines

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 101</td>
<td>3</td>
</tr>
<tr>
<td>ANT 111</td>
<td>3</td>
</tr>
<tr>
<td>GEO 105</td>
<td>3</td>
</tr>
<tr>
<td>HIS 101</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102</td>
<td>3</td>
</tr>
<tr>
<td>HIS 201</td>
<td>3</td>
</tr>
<tr>
<td>HIS 202</td>
<td>3</td>
</tr>
<tr>
<td>POS 105</td>
<td>3</td>
</tr>
<tr>
<td>PSY 102</td>
<td>3</td>
</tr>
</tbody>
</table>

### Arts and Humanities (9 credits from 3 disciplines)
Choose 1 course from Arts (category I), 1 course in Literature (category II), and one from Ways of Thinking (category III).

**Category I**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 111</td>
<td>3</td>
</tr>
<tr>
<td>ART 112</td>
<td>3</td>
</tr>
<tr>
<td>MUS 120</td>
<td>3</td>
</tr>
<tr>
<td>MUS 121/122</td>
<td>3/3</td>
</tr>
<tr>
<td>MUS 122</td>
<td>3</td>
</tr>
<tr>
<td>THE 105</td>
<td>3</td>
</tr>
<tr>
<td>THE 211/212</td>
<td>3/3</td>
</tr>
</tbody>
</table>

**Category II**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIT 115</td>
<td>3</td>
</tr>
<tr>
<td>LIT 201/202</td>
<td>3/3</td>
</tr>
</tbody>
</table>

**Category III**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHI 111</td>
<td>3</td>
</tr>
<tr>
<td>PHI 112</td>
<td>3</td>
</tr>
</tbody>
</table>

General Education Core Credits ..............................................................38

### OTHER REQUIREMENTS (5 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 188</td>
<td>1</td>
</tr>
<tr>
<td>ENG 188</td>
<td>1</td>
</tr>
<tr>
<td>HUM 289</td>
<td>3</td>
</tr>
</tbody>
</table>

Other Requirements Credits .................................................................5

### ELECTIVES (17 CREDITS)
Choose from the following

- Accounting 121/123 & 122/124
- Anthropology
- Art
- American Sign Language
- 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
- Health Wellness Education
- History
- Holistic Health Professionals
- Humanities
- Journalism
- Literature
- Management 226*
- Marketing 216*
- Mathematics 121 & above
- Music
- Philosophy
- Physical Education
- Physics
- Political Science
- Psychology
- Sociology
- Speech
- Theatre
- Women’s Studies

**Statewide Business Transfer Agreement**

Colorado community college students who have completed the degree requirements for an Associate of Arts (AA) degree with an emphasis in Business, maintained a minimum 2.0 cumulative GPA, and earned a C or better in all business courses shall be fully considered for admission into the business programs offered by the participating four-year public colleges. If a student is offered admission, the student will enter with junior standing in the school of business, provided that all courses follow the guidelines. See an advisor for more information.

This agreement does not guarantee admission to the School of Business. It does guarantee; however, that admitted students who follow the conditions of this agreement will be guaranteed complete transfer of the AA degree up to the maximum allowable course credits.

Students who have earned other two-year degrees or who have not fully completed the degree requirements for an AA degree will be evaluated on a course-by-course basis. Individual business courses may transfer and count toward the graduation requirements for a four-year business degree but the transferable courses are limited to the courses equivalents of the courses specified in the curricula of the four-year Business Administration degree programs.

**GENERAL EDUCATION REQUIREMENTS**

### English (6 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 121</td>
<td>3</td>
</tr>
<tr>
<td>ENG 122</td>
<td>3</td>
</tr>
</tbody>
</table>

### Mathematics (3 credits minimum)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 120</td>
<td>3</td>
</tr>
<tr>
<td>MAT 121</td>
<td>4</td>
</tr>
<tr>
<td>MAT 125</td>
<td>4</td>
</tr>
<tr>
<td>MAT 135</td>
<td>3</td>
</tr>
<tr>
<td>MAT 201</td>
<td>5</td>
</tr>
<tr>
<td>MAT 202</td>
<td>5</td>
</tr>
<tr>
<td>MAT 215</td>
<td>5</td>
</tr>
</tbody>
</table>

### Physical and Life Sciences (8 credits)

**Select 2 courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AST 101/102</td>
<td>4/4</td>
</tr>
<tr>
<td>BIO 111/112</td>
<td>5/5</td>
</tr>
<tr>
<td>CHE 111/112</td>
<td>5/5</td>
</tr>
<tr>
<td>GEY 111</td>
<td>4</td>
</tr>
<tr>
<td>GEY 112</td>
<td>4</td>
</tr>
<tr>
<td>PHY 111/112</td>
<td>5/5</td>
</tr>
<tr>
<td>PHY 211/212</td>
<td>5/5</td>
</tr>
</tbody>
</table>

### Social and Behavioral Sciences (9 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 201</td>
<td>3</td>
</tr>
<tr>
<td>ECO 202</td>
<td>3</td>
</tr>
<tr>
<td>GEO 105</td>
<td>3</td>
</tr>
</tbody>
</table>

* The new State Guaranteed Transfer Courses and the new Colorado Community College General Education requirements have been incorporated into the degree. Completion of the degree with a grade of “C” or better in every course, guarantees that the student can transfer to any Colorado public 4-year institution and complete any liberal arts or science baccalaureate degree in an additional 60 credits.

NOTE: This guarantee excludes majors in Education, Business, Engineering, or Nursing.

**This requirement is a Colorado Community College System requirement and is in addition to the State Guaranteed General Education Transfer Courses.**
Choose one HIS course from:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 101/102 History of Western Civilization I/II</td>
<td>3</td>
</tr>
<tr>
<td>HIS 201/202 U.S. History I/II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Arts and Humanities (9 credits from 3 disciplines)**

Choose one course from Arts (category I), 1 course in Literature (category II), and one from Ways of Thinking (category III).

**Category I**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 111 Art History I</td>
<td>3</td>
</tr>
<tr>
<td>ART 112 Art History II</td>
<td>3</td>
</tr>
<tr>
<td>MUS 120 Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>MUS 121/122 Introduction to Music History I/II</td>
<td>3/3</td>
</tr>
<tr>
<td>MUS 122 Introduction to Music History II</td>
<td>3</td>
</tr>
<tr>
<td>THE 105 Introduction 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>

**Category II**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIT 115 Introduction to Literature</td>
<td>3</td>
</tr>
<tr>
<td>LIT 201/202 Masterpieces of Literature I/II</td>
<td>3/3</td>
</tr>
</tbody>
</table>

**Category III**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHI 111 Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHI 120 Principles of Philosophy</td>
<td>3</td>
</tr>
</tbody>
</table>

Total General Education Credits .......................................................... 35

**BUSINESS REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 121 Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACC 122 Principles of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>BUS 115 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 216 Legal Environment of Business I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 217 Business Communications &amp; Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 226 Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>CIS 118 Intro to Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>MAN 226 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MAR 216 Principles of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Business Requirements .............................................................. 36

* Contact an advisor for more transfer information.
** Students must complete the ACC 121 & 122, one economics course, BUS 226, and have sophomore standing before enrolling in MAN 226 or MAR 216.

The four-year college or university will accept all eligible credits earned within ten years of transfer. Courses earned more than ten years earlier will be evaluated on an individual basis.

**STATEWIDE ELEMENTARY EDUCATION TRANSFER AGREEMENT**

**Guaranteed General Education and Major Courses for Elementary Education**

This agreement is between the Colorado Public Community/Junior Colleges and Adams State College, Fort Lewis College, Mesa State College, Metropolitan State College of Denver, University of Colorado at Boulder, University of Colorado at Colorado Springs, University of Colorado at Denver, University of Northern Colorado, University of Southern Colorado/Colorado State University at Pueblo, and Western State College.

**GENERAL EDUCATION REQUIREMENTS**

**English (6 credits)**

(must pass with a ‘B’ or better)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 121 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 122 English Composition II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Mathematics (6 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MAT 121 College Algebra</td>
<td>4*</td>
</tr>
<tr>
<td>MAT 135 Introduction to Statistics</td>
<td>3*</td>
</tr>
<tr>
<td>MAT 155 Mathematics for Elem. Teachers I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 156 Mathematics for Elem. Teachers II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Humanities (3 Credits)**

*Students must complete the ACC 121 & 122, one economics course, BUS 226, and have sophomore standing before enrolling in MAN 226 or MAR 216.

**Science (13 Credits)**

(must be lab-based science courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 105** Science of Biology</td>
<td>4</td>
</tr>
<tr>
<td>GEY 111** Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>CHE 101/111 Intro/General College Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>HIS 201 US History I</td>
<td>3</td>
</tr>
<tr>
<td>HIS 202 History of Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>POS 111 American Government</td>
<td>3</td>
</tr>
<tr>
<td>POS 111 American Government</td>
<td>3</td>
</tr>
</tbody>
</table>

**SOCIAL SCIENCES (9 Credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>GEO 105 World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEO 105 World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>HIS 201 US History I</td>
<td>3</td>
</tr>
<tr>
<td>HIS 201 US History I</td>
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<td>HIS 201 US History I</td>
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<tr>
<td>POS 111 American Government</td>
<td>3</td>
</tr>
<tr>
<td>POS 111 American Government</td>
<td>3</td>
</tr>
</tbody>
</table>

**EDUCATION GRADUATION REQUIREMENTS**

**Education (6 Credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 221 Intro to Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU 221 Intro to Education</td>
<td>3</td>
</tr>
<tr>
<td>PSY 238 Child Development</td>
<td>3</td>
</tr>
<tr>
<td>PSY 238 Child Development</td>
<td>3</td>
</tr>
</tbody>
</table>

**Speech (3 Credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPE 115 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>SPE 115 Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Education Requirements Credits ........................................... 45

*Approved for 2002-2003 only. To be replaced by MAT 155 & 156.
**Approved through 2003-2004 year only. To be replaced by two integrated science courses plus one other science course listed above for a total of 13 credits.

A community college student who is planning to become an Elementary Education Teacher will sign a graduation plan at the community college that identifies the first 45 credit hours that are guaranteed to transfer to all teacher education programs that are offered by Colorado public institutions of higher education. The courses are listed above.

To complete the AA graduation requirements, students who have completed or are currently enrolled in courses that will total the first 45 credits, should apply to a specific teacher education program and be advised on the final 15 credits guaranteed to transfer. Students who do not plan to transfer immediately may participate in the co-enrollment and are entitled to the same transfer benefits when they apply for admission in the future.
During the first semester of the student’s sophomore year (or the equivalent term, when the student completes the 45 credits outlined in the elementary education graduation agreement), the student will sign an agreement for the final 15 credit hours that will be co-signed by both the community college and the four-year college. In essence the student will be co-enrolled at both institutions—eligible to enroll in courses at either institution that are guaranteed to apply to graduation requirements at both institutions.

Co-enrollment entitles the student to:

- Advice from the four-year institution on the 5 specific courses that are guaranteed to apply to the graduation requirements that lead to an elementary education licensure.
- A graduation plan that meets the community college’s Associate of Arts requirements and transfer of any credits earned at the four-year institution as meeting the A.A. graduation requirements.
- Ability to enroll in selected courses offered at the four-year institution including on-line or on-campus classes if not available at the community college.

**Note:** This agreement is pending approval and is subject to change. Contact an advisor for more information.

### STATE GUARANTEED GENERAL EDUCATION FOR ENGINEERING

This agreement is between the Colorado Public Community/Junior Colleges and the Colleges of Engineering at Colorado School of Mines, Colorado State University, Colorado State University at Pueblo, University of Colorado at Boulder, University of Colorado at Colorado Springs, and the University of Colorado at Denver.

**Mathematics** (20 credits, 15 credits transfer)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MAT 201</td>
<td>Calculus I .................................................5</td>
</tr>
<tr>
<td>MAT 202</td>
<td>Calculus II ..................................................5</td>
</tr>
<tr>
<td>MAT 203</td>
<td>Calculus III ....................................................4</td>
</tr>
<tr>
<td>MAT 255</td>
<td>Linear Algebra ..................................................3</td>
</tr>
<tr>
<td>MAT 265</td>
<td>Differential Equations ........................................3</td>
</tr>
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</table>

**Science** (10 credits, 8 credits transfer)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PHY 211</td>
<td>Physics: Calculus-based I ..................................5</td>
</tr>
<tr>
<td>PHY 212</td>
<td>Physics: Calculus-based II ..................................5***</td>
</tr>
<tr>
<td>CHE 111</td>
<td>General College Chemistry ...................................5***</td>
</tr>
</tbody>
</table>

**Humanities & Social Sciences** (9 credits, 9 credits transfer)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 201</td>
<td>Principles of Macroeconomics ................................3</td>
</tr>
<tr>
<td>ECO 202</td>
<td>Principles of Microeconomics ................................3</td>
</tr>
<tr>
<td>HIS 247</td>
<td>Contemporary World History ..................................3</td>
</tr>
</tbody>
</table>

**Total CCA Credits** .................................................39

*Depending upon your intended transfer institution, you may be able to fit these 39 credits into an Associate of Science degree, or you may be advised to just complete these 39 credits and not the degree. Contact an advisor for more on this agreement and transfer information.

**Science courses shall be at the college level and shall be appropriate for meeting degree requirements in the Colleges of Engineering.

***A student shall have the option of either transferring Physics II or Chemistry I within the Science group.

**Note:** This agreement is pending approval. Consult an advisor for more information.
OTHER REQUIREMENTS (5 CREDITS)

ENG 188 English Composition I Practicum .............................. 1
ENG 188 English Composition II Practicum ............................ 1
HUM 289 Capstone ............................................................. 3

MATH AND PHYSICAL & LIFE SCIENCE ELECTIVES (16 CREDITS)

Sixteen (16) credits selected from mathematics and physical and life sciences courses applicable to the Associate of Science degree. Math and Physical & Life Sciences Electives .............................................. 6

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

*The new State Guaranteed Transfer Courses and the new Colorado Community College General Education requirements have been incorporated into the degree. Completion of the degree with a grade of “C” or better in every course, guarantees that the student can transfer to any Colorado public 4-year institution AND complete any liberal arts or science baccalaureate degree in an additional 60 credits.

NOTE: This guarantee excludes majors in Education, Business, Engineering, or Nursing.

**This requirement is a Colorado Community College System requirement and is in addition to the State Guaranteed General Education Transfer Courses.

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 26 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 4 credit hours of other requirements

ASSOCIATE OF GENERAL STUDIES

GENERALIST DEGREE

GENERAL EDUCATION CORE REQUIREMENTS

English (3 credits)

ENG 121 English Composition I ............................................. 3

Mathematics (3 credits)

Choose from the following

MAT 120 Mathematics for the Liberal Arts ............................. 3
MAT 121 College Algebra .................................................... 4
MAT 125 Survey of Calculus I ............................................. 4

MAT 135 Introduction to Statistics ........................................ 3
MAT 201 Calculus I ............................................................ 5
MAT 202 Calculus II ........................................................... 5

Science (3 credits)

Choose from the following

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
PHI 105 Conceptual Physics ................................................. 4
PHY 111/112 Physics: Algebra I, II ......................................... 5/5
PHY 211/212 Physics: Calculus I, II ........................................ 5/5

Social/Behavioral Science (3 credits)

Choose from the following

ANT 101 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 Intro to Sociology I, II ....................................... 3/3
HIS 201/202 US History I, II .................................................. 3/3
POS 105 Introduction 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

Humanities (3 credits)

Choose from the following

ART 110 Art Appreciation .................................................. 3
ART 111/112 Art History I, II ............................................. 3/3
Foreign Lang. 111/112 ...................................................... 5/5
Foreign Lang. 211/212 ...................................................... 3/3
HUM 121/122/123 Survey of Humanities I, II, III .................... 3/3/3
LIT 115 Intro to Literature ................................................... 3
LIT 201/202 Masterpieces of Lit 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
THE 105 Intro to Theatre Arts .............................................. 3
THE 211/212 Development of Theatre I, II .............................. 3/3

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

GENERAL EDUCATION ELECTIVES (15 CREDITS)

Courses must be numbered 100 or higher unless otherwise noted.

ACC 121/122, ACC 122/124, ANT, ART, AST, BIO, BUS 115, 216, 217 226, CHE, CIS, COM, CSC, ECO, ENG (121+), ETS, Foreign Language, GEO, GEY, HHP, HIS, HUM, HWE, JOU, LIT, MAN 226, MAR 216, MAT (120+), MUS, PHI, PED, PHI, PHY, POS, PSY, SOC, SPE, THE, WMS

General Education Elective Credits ........................................... 15
### ELECTIVES

Twenty-six (26) 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** ................................................................. 26

### ASSOCIATE OF GENERAL STUDIES (Generalist) DEGREE

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 188</td>
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<tr>
<td>HUM 289</td>
<td></td>
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<tr>
<td>Other Requirement</td>
<td></td>
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</table>

| TOTAL CREDITS | 60 |

### ASSOCIATE OF GENERAL STUDIES ARTICULATED DEGREES

These degrees are designed to transfer into certain baccalaureate degree programs with junior standing. See an advisor for more information.

### ASSOCIATE OF GENERAL STUDIES ARTICULATED DEGREE - CRIMINAL JUSTICE

**GENERAL EDUCATION CORE CURRICULUM (34 CORE CREDITS)**

#### English/Speech (9 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 121</td>
<td>3</td>
</tr>
<tr>
<td>ENG 122</td>
<td>3</td>
</tr>
<tr>
<td>SPE 115</td>
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<table>
<thead>
<tr>
<th>Elective Credits</th>
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<tbody>
<tr>
<td></td>
<td>26</td>
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#### Mathematics (3 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 121</td>
<td>4</td>
</tr>
<tr>
<td>MAT 125</td>
<td>4</td>
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<tr>
<td>MAT 135</td>
<td></td>
</tr>
<tr>
<td>MAT 201</td>
<td>5</td>
</tr>
<tr>
<td>MAT 202</td>
<td>5</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics Credits</th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>26</td>
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</table>

#### Science (4 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AST 101/102</td>
<td>4/4</td>
</tr>
<tr>
<td>BIO 105</td>
<td>4</td>
</tr>
<tr>
<td>BIO 111/112</td>
<td>5/5</td>
</tr>
<tr>
<td>CHE 101/102</td>
<td>5/5</td>
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<tr>
<td>CHE 111/112</td>
<td>5/5</td>
</tr>
<tr>
<td>GYE 111</td>
<td>4</td>
</tr>
<tr>
<td>GYE 121</td>
<td>4</td>
</tr>
<tr>
<td>PHY 105</td>
<td>4</td>
</tr>
<tr>
<td>PHY 111/112</td>
<td>5/5</td>
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<tr>
<td>PHY 211/212</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td></td>
<td>26</td>
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</table>

#### Social and Behavioral Sciences (9 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 101</td>
<td>3</td>
</tr>
<tr>
<td>ANT 111</td>
<td>3</td>
</tr>
<tr>
<td>ECO 201</td>
<td>3</td>
</tr>
<tr>
<td>ECO 202</td>
<td>3</td>
</tr>
<tr>
<td>GEO 105</td>
<td>3</td>
</tr>
<tr>
<td>HIS 101/102</td>
<td>3/3</td>
</tr>
<tr>
<td>HIS 201/202</td>
<td>3/3</td>
</tr>
<tr>
<td>POS 105</td>
<td>3</td>
</tr>
<tr>
<td>POS 111</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101/102</td>
<td>3/3</td>
</tr>
<tr>
<td>SOC 101/102</td>
<td>3/3</td>
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<table>
<thead>
<tr>
<th>Social and Behavioral Sciences Credits</th>
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<tbody>
<tr>
<td></td>
<td>34</td>
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### OTHER REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</table>

| TOTAL CREDITS | 66 |

### CRIMINAL JUSTICE REQUIRED COURSES (30 CREDITS)

<table>
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<tr>
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<th>Credits</th>
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<tbody>
<tr>
<td>CRJ 110</td>
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<tr>
<td>CRJ 111</td>
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<tr>
<td>CRJ 112</td>
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<tr>
<td>CRJ 119</td>
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<td>CRJ 125</td>
<td>3</td>
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<td>CRJ 135</td>
<td>3</td>
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<td>CRJ 145</td>
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<td>CRJ 210</td>
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<td>CRJ 220</td>
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<tr>
<td>CRJ 230</td>
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<table>
<thead>
<tr>
<th>Criminal Justice Required Credits</th>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

### ASSOCIATE OF GENERAL STUDIES DEGREE, CRIMINAL JUSTICE, TRANSFER TO METRO STATE TOTAL CREDITS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

| TOTAL CREDITS | 66 |

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### Other Degree Programs with Junior Standing

Students can transfer to the following degree programs with junior standing. See an advisor for more information.

- **ASSOCIATE OF ARTS DEGREE**
- **ASSOCIATE OF SCIENCE DEGREE**
- **ASSOCIATE OF ARTS DEGREE, BUSINESS**
- **ASSOCIATE OF ARTS DEGREE, COMMUNITY SERVICE**
- **ASSOCIATE OF ARTS DEGREE, CRIMINAL JUSTICE**
- **ASSOCIATE OF ARTS DEGREE, EDUCATION**
- **ASSOCIATE OF ARTS DEGREE, ENGINEERING**
- **ASSOCIATE OF ARTS DEGREE, HEALTH**
- **ASSOCIATE OF ARTS DEGREE, LIBERAL ARTS**
- **ASSOCIATE OF ARTS DEGREE, SOCIAL SERVICES**
- **ASSOCIATE OF ARTS DEGREE, TECHNOLOGY**

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### Transfer Equivalencies

- **English College Equivalency**
- **Mathematics College Equivalency**
- **Science College Equivalency**
- **Social and Behavioral Sciences College Equivalency**

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### Glossary

- **Art Appreciation**
- **Art History**
- **Business**
- **Community Service**
- **Criminology**
- **Criminal Justice**
- **Education**
- **Engineering**
- **Health**
- **Liberal Arts**
- **Social Services**
- **Technology**

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### Additional Information

- **General Education Core Curriculum (34 Core Credits)**
- **Elective Credits**
- **Mathematics (3 credits)**
- **Science (4 credits)**
- **Social and Behavioral Sciences (9 credits)**
- **Other Requirements**
- **Criminal Justice Required Courses**
- **Associate of General Studies Degree, Criminal Justice, Transfer to Metro State Total Credits**
ASSOCIATE OF GENERAL STUDIES
ARTICULATED DEGREE - FILM/VIDEO TECHNOLOGY

This degree program is intended for students seeking a Bachelor of Fine Arts degree in Film Video Production with the University of Colorado at Denver, College of Arts and Media. The AAS, AGS, BFA and Certificate programs are all located at Colorado Film Video Instructional Studios (CFVI Studios), at the CCA Lowry Campus.

Upon completion of degree and certificate programs, students will be prepared for employment in the television, industrial video, network, cable, and internet production, commercial production, educational video, and feature film production industries, or for entry into the articulated BFA program at CU Denver.

Students may satisfy Core curriculum requirements at the CentreTech or Lowry campuses. Residence halls are available with full meal plans on the Lowry campus.

GENERAL EDUCATION CORE REQUIREMENTS

English (4 credits)
ENG 121 English Composition I ..............................................3
ENG 188 English Composition Practicum .................................1

Mathematics (4 credits)
MAT 121 College Algebra ..................................................4

Arts Humanities, Social Sciences (9 credits)
SPE 115 Public Speaking ..................................................3
Choose two courses from the following:
ART 110 Art Appreciation .................................................3
HIS 102 Western Civilization II ............................................3
PHI 111 Introduction to Philosophy .......................................3
THE 111 Acting I ..........................................................3

Sciences (4 credits) Choose from the following
AST 101/102 Astronomy I, II .............................................4/4
BIO 105 Science of Biology ..................................................4
GEY 111 Physical Geology ..................................................4
GEY 121 Historical Geology ..................................................4
PHY 105 Intro to Physics ....................................................4

General Education Credits ..................................................21

GENERAL EDUCATION ELECTIVES

Select from the following: Courses must be numbered 100 or higher.
ART, ART, AST, BIO, CHE, COM, ECO, ENG (121+), ETS, GEO, GEY, HIS, HUM, JOU, LIT, MAT (120), MUS, PHI, PED, PHY, POS, PSY, SOC, SPE, THE, WMS

General Education Elective Credits ......................................12

AREAS OF EMPHASIS Select an emphasis from the following:
Writing & Directing for Film & Video, Videography/Cinema-topography, Video Post-Production, Writing/Producing Emphasis.

WRITING & DIRECTING FOR FILM & VIDEO
(36 CREDITS)
FVT 105 Video Production I ..................................................3
FVT 117 Understanding the Actor's Process ............................3
FVT 150 Development of Film Expression .............................3
FVT 153 Intro to Film Production .........................................3
FVT 155 Writing the Short Script .........................................3
FVT 160 Video Post Production I .........................................3
FVT 200 Video Production II ...............................................3
FVT 250 Scriptwriting for Film Video ....................................3
FVT 206 Film Video Lighting & Grip ......................................3
FVT 209 Production Management Techniques ......................3
FVT 215 Video Post Production II .........................................3
FVT 220 16mm Production ..................................................3
or
FVT 265 DVD Authoring: DVD Studio Pro ............................3

Writing & Directing for Film Video Required Credits ................36

VIDEOGRAPHY/CINEMATOGRAPHY (36 CREDITS)
FVT 105 Video Production I ..................................................3
FVT 117 Understanding the Actor's Process ............................3
FVT 150 Development of Film Expression .............................3
FVT 153 Intro to Film Production .........................................3
FVT 160 Video Post Production I .........................................3
FVT 164 Digital Editing: FCP ..............................................3
FVT 200 Video Production II ................................................3
FVT 205 Film Video Camera Equipment & Techniques ............3
FVT 206 Film Video Lighting & Grip ......................................3
FVT 209 Production Management Techniques ......................3
FVT 215 Video Post Production II .........................................3
FVT 220 16mm Production ..................................................3

Videography/Cinematography Required Credits ......................36

VIDEO POST-PRODUCTION (36 CREDITS)
FVT 105 Video Production I ..................................................3
FVT 150 Development of Film Expression .............................3
FVT 160 Video Post Production I .........................................3
FVT 164 Digital Editing: FCP ..............................................3
FVT 200 Video Production II ................................................3
FVT 208 Sound for Film & Video ..........................................3
FVT 215 Video Post Production II .........................................3
FVT 264 Digital FX for Post I ...............................................3
FVT 265 DVD Authoring: DVD Studio Pro ............................3
FVT 266 Motion Graphics for the Web: Flash .........................3
FVT 268 Video Streaming for the Web ....................................3
FVT 267 Dreamweaver .....................................................3

Video Post-Production Required Credits ................................36

WRITING/PRODUCING (36 CREDITS)
FVT 150 Development of Film Expression .............................3
FVT 153 Intro to Film Production .........................................3
FVT 155 Writing the Short Script .........................................3
FVT 164 Intro to Digital Editing: FCP ....................................3
FVT 209 Production Management Techniques ......................3
FVT 220 16mm Production ..................................................3
FVT 250 Scriptwriting for Film Video ....................................3

Choose 5 FVT 180's courses:
FVT 181 Topics in Film Studies .............................................3
FVT 183 French New Wave Italian NeoRealism .......................3
FVT 185 Documentary Film & Video ....................................3
FVT 187 The Comedy Film ..................................................3
FVT 188 The Horror Film ....................................................3
FVT 189 The Science Fiction Film .........................................3

Writing/Producing Required Credits ....................................36

ASSOCIATE OF GENERAL STUDIES DEGREE, FILM TRANSFER TO UCD, TOTAL CREDITS ..........................................................69

2003 - 2004
ASSOCIATE OF GENERAL STUDIES
ARTICULATED DEGREE - PARALEGAL

This degree program is designed to transfer to the University of Colorado at Denver, Political Science and Sociology majors only. The paralegal course work will transfer as a maximum of 30 credits toward a Political Science major or 26 credits toward a Sociology major.

GENERAL EDUCATION CORE CURRICULUM
(34 CREDITS)

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 121 College Algebra ....................................... 4
MAT 125 Survey of Calculus ................................... 4
MAT 135 Intro to Statistics ..................................... 3
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 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 121 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 (9 credits)
Choose from the following
A minimum of two different disciplines required
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 U.S. 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 (9 credits)
Choose from the following
A minimum of two different disciplines required
ART 110 Art Appreciation .................................... 3
ART 111/112 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
JPN 111/112 Japanese I, II .................................. 3
JPN 211/212 Japanese III, IV ............................. 5/5
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

Other Requirements

GENERAL EDUCATION CORE CREDITS ...........................................34

OTHER REQUIREMENTS

ENG 188 English Composition I Practicum .............. 1
ENG 188 English Composition II Practicum ............ 1
Other Requirements Credits ................................. 2

PARALEGAL REQUIRED COURSES

PAR 115 Introduction to Law ............................... 3
PAR 116* Torts ................................................... 3
PAR 205* Criminal Law ....................................... 3
PAR 207 Intro to Criminal Law ................................ 3
PAR 207 Intro to Civil Litigation ......................... 3
PAR 207* Criminal Law ....................................... 3
PAR 207* Civil Litigation ..................................... 3
PAR 205 Criminal Law ....................................... 3
PAR 205 Business Organizations ....................... 3
PAR 207 Current Issues in Law ......................... 3
PAR 208 Probate and Estates ............................ 3
PAR 209 Constitutional Law ............................. 3
PAR 216 Employment Law ............................... 3

Electives (9 CREDITS)

Select three course from the following:

Select three course from the following:

PAR 101 Introduction to Mediation ...................... 3
PAR 116 Torts .................................................. 3
PAR 117 Family Law ......................................... 3
PAR 125 Property Law ....................................... 3
PAR 205 Criminal Law ....................................... 3
PAR 206 Business Organizations ....................... 3
PAR 207 Current Issues in Law ......................... 3
PAR 208 Probate and Estates ............................ 3
PAR 209 Constitutional Law ............................. 3
PAR 216 Employment Law ............................... 3

Paralegal Emphasis, Required Credits .................. 18

ASSOCIATE OF GENERAL STUDIES DEGREE,
PARALEGAL TRANSFER TO UCD, TOTAL CREDITS ...66
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 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, 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 not applicable toward neither the CCA certificate in Accounting nor 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)
- ENG 121 English Composition I ............................................. 3
- ENG 188 English Composition I Practicum ................................ 1

Mathematics or Science (3 credits)
Choose from the following: Astronomy, Biology, Chemistry, Geology, Mathematics 120 or higher, Physics 105 or higher

Social and Behavioral Sciences (3 credits)
Choose from the following: Anthropology, Geography, History, Political Science, Psychology, Sociology, Women’s Studies

Humanities (3 credits)
Choose from the following: Art, Communication, Foreign Language 111 or higher, Humanities, Journalism, Literature Music, Philosophy, Speech, Theatre

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 115 Payroll Accounting ................................................. 3
ACC 121 Principles of Accounting I ..................................... 4
ACC 122 Principles of Accounting II Recitation ....................... 4
ACC 123 Principles of Accounting I ..................................... 4
ACC 124 Principles of Accounting II Recitation ....................... 4
ACC 211 Intermediate Accounting I .................................... 4
ACC 212 Intermediate Accounting II .................................... 4
ACC 225 Computerized Accounting II .................................. 3
ACC 226 Cost Accounting I .................................................. 3
ACC 227 Cost Accounting II .................................................. 3
ACC 232 Auditing ................................................................. 3
CIS 145 Complete PC Database ............................................ 3
CIS 188 Payroll Accounting Practicum ................................. 1
CIS 188 Complete PC Spreadsheet Practicum ...................... 1
MAN 225 Managerial Finance ............................................... 3

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

ACCOUNTING ELECTIVES (9 CREDITS)
For the Accounting Degree, choose a minimum of 9 credit hours from the following—at least 6 credit hours must be 200 level ACC courses:
- ACC 115 Payroll Accounting ................................................. 3
- ACC 122 Principles of Accounting II Recitation ....................... 4
- ACC 125 Computerized Accounting ..................................... 3
- ACC 188 Computerized Accounting Practicum ...................... 1
- ACC 188 Individual Income Tax Practicum ............................ 3
- ACC 226 Cost Accounting I .................................................. 3
- ACC 227 Cost Accounting II .................................................. 3
- ACC 232 Auditing ................................................................. 3
- CIS 145 Complete PC Database ............................................ 3
- CIS 188 Complete PC Spreadsheet Practicum ...................... 1
- MAT 112 Financial Mathematics .......................................... 3

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

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

ACCOUNTING CERTIFICATE COMPUTERIZED EMPHASIS

EMPHASIS REQUIREMENTS

ACC 115 Payroll Accounting ................................................. 3
ACC 122 Principles of Accounting II Recitation ....................... 4
ACC 125 Computerized Accounting ..................................... 3
ACC 188 Computerized Accounting Practicum ...................... 1
BUS 217 Business Communications & Report Writing ............ 3
BUS 288 Bus Comm & Report Writing Practicum ..................... 1
CIS 110 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

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

Computerized Emphasis Electives
Choose from the Accounting Degree elective credits .................. 6

ACCOUNTING CERTIFICATE, COMPUTERIZED EMPHASIS TOTAL CREDITS .................................................. 33
**GOVERNMENTAL EMPHASIS**

**EMPHASIS REQUIREMENTS**

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<td>1</td>
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<tr>
<td>ACC 122</td>
<td>Principles of Accounting II</td>
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<td>ACC 124</td>
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<td>ACC 211</td>
<td>Intermediate Accounting I</td>
<td>4</td>
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<tr>
<td>ACC 216</td>
<td>Governmental and Not-for-Profit Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 232</td>
<td>Auditing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 217</td>
<td>Business Communications &amp; Report Writing</td>
<td>3</td>
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<tr>
<td>BUS 288</td>
<td>Business Comm &amp; Report Wrt Practicisum</td>
<td>1</td>
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<tr>
<td>CIS 110</td>
<td>Intro to the PC</td>
<td>1</td>
</tr>
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<td>CIS 115</td>
<td>Intro to Computer Information Systems</td>
<td>3</td>
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<td>CIS 188</td>
<td>Intro to CIS Practicum</td>
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<td>Required Governmental Emphasis Credits</td>
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**GOVERNMENTAL EMPHASIS ELECTIVES (3-4 CREDITS)**

Choose from the following:

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<td>ACC 225</td>
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<td>ACC 288</td>
<td>Computerized Accounting II Practicum</td>
<td>1</td>
</tr>
<tr>
<td>ACC 226</td>
<td>Cost Accounting I</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>
</tr>
<tr>
<td>CIS 155</td>
<td>Complete PC Spreadsheet</td>
<td>3</td>
</tr>
<tr>
<td>CIS 188</td>
<td>Complete PC Spreadsheet Practicum</td>
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<td>REQUIRED ACCOUNTING CREDIT</td>
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<td>TOTAL CREDITS</td>
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</tbody>
</table>

**APPLIED TECHNOLOGY AAS DEGREE**

See CCA and area vocational schools AAS Degree Programs, page 47.

**Biotechnology**

**Biotechnology 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 supplemental 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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<td>BIO 160</td>
<td>Introduction to Biotechnology</td>
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<td>BIO 204</td>
<td>Microbiology</td>
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<td>BIO 288</td>
<td>Methods in Cell Biology &amp; Immunology</td>
<td>4</td>
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<tr>
<td>BIO 280</td>
<td>Biotechnology Internship</td>
<td>3</td>
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<tr>
<td>BIO 289</td>
<td>Nucleic Acid Techniques &amp; Molecular Cloning</td>
<td>4</td>
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<tr>
<td>BIO 211</td>
<td>Intermediate Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 131</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 188</td>
<td>Technical Writing Practicum</td>
<td>1</td>
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<td>Total Creds</td>
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**Biotechnology Research & Development Certificate Requirements**

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<th>Course Title</th>
<th>Credits</th>
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<tbody>
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<td>BIO 160</td>
<td>Introduction to Biotechnology</td>
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<tr>
<td>ENG 131</td>
<td>Technical Writing</td>
<td>3</td>
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<tr>
<td>ENG 188</td>
<td>Technical Writing Practicum</td>
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</tr>
<tr>
<td>BIO 265</td>
<td>Techniques in Cell Cultures and Protein Prod.</td>
<td>4</td>
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<td>BIO 280</td>
<td>Biotech Internship</td>
<td>3</td>
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<td>TOTAL CREDITS</td>
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**Biotechnology Manufacturing Certificate Requirements**

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<tr>
<td>ENG 188</td>
<td>Technical Writing Practicum</td>
<td>1</td>
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<tr>
<td>BIO 265</td>
<td>Techniques in Cell Cultures and Protein Prod.</td>
<td>4</td>
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<tr>
<td>BIO 280</td>
<td>Biotech Internship</td>
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<td>TOTAL CREDITS</td>
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</table>

**Business**

See Colorado Community College Online (CCC Online) Degree on page 65.

**Computer Information Systems**

**Computer Information Systems AAS Degree**

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>ENG 131</td>
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<tr>
<td>ENG 188</td>
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<tr>
<td>BIO 265</td>
<td>Techniques in Cell Cultures and Protein Prod.</td>
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<td>BIO 280</td>
<td>Biotech Internship</td>
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**Computer Information Systems Emphasis Certificate Requirements**

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<td>Principles of Accounting II Recitation</td>
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<td>ACC 211</td>
<td>Intermediate Accounting I</td>
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<td>ACC 216</td>
<td>Governmental and Not-for-Profit Accounting</td>
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<td>ACC 232</td>
<td>Auditing</td>
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<tr>
<td>BUS 217</td>
<td>Business Communications &amp; Report Writing</td>
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<td>BUS 288</td>
<td>Business Comm &amp; Report Wrt Practicisum</td>
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<td>CIS 110</td>
<td>Intro to the PC</td>
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<td>CIS 115</td>
<td>Intro to Computer Information Systems</td>
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<tr>
<td>CIS 188</td>
<td>Intro to Computer Information Sys Practicum</td>
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</tr>
<tr>
<td>BUS 217</td>
<td>Business Communication and Report Writing</td>
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<td>MAT 121</td>
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### DEGREE REQUIREMENTS

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<td>CIS 128</td>
<td>PC Windows Complete</td>
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<td>CIS 268</td>
<td>Systems Analysis and Design I</td>
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<tr>
<td>CNG 101</td>
<td>Introduction to Networking</td>
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<tr>
<td>CNG 188</td>
<td>Introduction to Networking Practicum</td>
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**Degree Requirements**

- Electives: 12 credits

### EMPHASIS REQUIREMENTS

<table>
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<th>Course Code</th>
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<td>CIS 168</td>
<td>Presentation Graphics I</td>
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<td>CIS 188</td>
<td>Introduction to PC Applications Practicum</td>
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<td>CIS 125</td>
<td>Multi-Platform Operating Systems</td>
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<td>CIS 188</td>
<td>Multi-Platform Operating Systems Practicum</td>
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<td>CIS 129</td>
<td>Advanced Windows</td>
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<td>CIS 188</td>
<td>Advanced Windows Practicum</td>
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<td>CIS 218</td>
<td>Advanced PC Applications</td>
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<td>CIS 162</td>
<td>Advanced Presentation Graphics</td>
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<td>CIS 288</td>
<td>Advanced PC Applications Practicum</td>
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<td>CNG 130</td>
<td>Basic Hardware (PC Technology)</td>
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<td>CNG 188</td>
<td>Basic Hardware (PC Technology) Practicum</td>
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<td>CSC 116</td>
<td>Logic and Program Design</td>
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<td>CSC 188</td>
<td>Logic and Program Design Practicum</td>
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**Emphasis Requirements**

- 25 credits

### EMPHASIS ELECTIVES

Choose one course and its corresponding practicum from each of the following to accumulate a minimum of 12 credits:

#### NETWORKING

<table>
<thead>
<tr>
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<tr>
<td>CNG 121</td>
<td>Computer Technician I: A+</td>
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<td>Computer Technician I: A+ Practicum</td>
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<td>CNG 160</td>
<td>Telecommunications I</td>
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<td>CNG 188</td>
<td>Telecommunications I Practicum</td>
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<tr>
<td>CNG 210</td>
<td>Windows 2000 Network &amp; Operating Essentials</td>
<td>3</td>
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<tr>
<td>CNG 288</td>
<td>Windows 2000 Network &amp; Oper Ess Practicum</td>
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<tr>
<td>CNG 260</td>
<td>CISCO Network Associate I</td>
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</tr>
<tr>
<td>CNG 288</td>
<td>CISCO Network Associate I Practicum</td>
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</table>

#### PROGRAMMING

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CSC 154</td>
<td>Intro to Microsoft Basic .NET Program</td>
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<td>CSC 188</td>
<td>Intro to MS Visual Basic .NET Prog Practicum</td>
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<tr>
<td>CSC 160</td>
<td>Computer Science I (C++) Practicum</td>
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<td>CSC 188</td>
<td>Computer Science I (C++) Practicum</td>
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<tr>
<td>CSC 240</td>
<td>Java Programming</td>
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<td>CSC 288</td>
<td>Java Programming Practicum</td>
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#### WEB DEVELOPMENT

<table>
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<tr>
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<tbody>
<tr>
<td>CWB 165</td>
<td>Microsoft FrontPage</td>
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<td>CWB 188</td>
<td>Microsoft FrontPage Practicum</td>
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</tr>
<tr>
<td>CWB 163</td>
<td>Introduction to HTML</td>
<td>3</td>
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<tr>
<td>CWB 188</td>
<td>Introduction to HTML Practicum</td>
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<tr>
<td>CWB 205</td>
<td>Java Script (Complete Web Scripting)</td>
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<tr>
<td>CWB 288</td>
<td>Java Script Practicum</td>
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<tr>
<td>FVT 267</td>
<td>Web Authoring with Dream Weaver</td>
<td>3</td>
</tr>
<tr>
<td>FVT 266</td>
<td>Flash, Motion Graphics for the Web</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives**

- 12 credits

**Degree Total**

- 67 credits

---

**DEGREE REQUIREMENTS**

- Electives: 12 credits

**GENERAL EDUCATION REQUIREMENTS**

<table>
<thead>
<tr>
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<tr>
<td>BUS 217</td>
<td>Business Communication and Report Writing</td>
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<td>Bus Comm and Report Writing Practicum</td>
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<tr>
<td>MAT 121</td>
<td>College Algebra</td>
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</table>

**General Education Credits**

- 18 credits

### DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CIS 128</td>
<td>PC Windows Complete</td>
<td>3</td>
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<tr>
<td>CIS 188</td>
<td>PC Windows Complete Practicum</td>
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</tr>
<tr>
<td>CIS 268</td>
<td>Systems Analysis and Design I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 288</td>
<td>Systems Analysis and Design I Practicum</td>
<td>1</td>
</tr>
<tr>
<td>CNG 101</td>
<td>Introduction to Networking</td>
<td>3</td>
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<tr>
<td>CNG 188</td>
<td>Introduction to Networking Practicum</td>
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**Degree Requirements**

- 12 credits

### EMPHASIS REQUIREMENTS

<table>
<thead>
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<tr>
<td>CIS 115</td>
<td>Introduction to Computer Information Systems</td>
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<td>CIS 188</td>
<td>Intro to Computer Info Systems Practicum</td>
<td>1</td>
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<tr>
<td>BUS 217</td>
<td>Business Communication and Report Writing</td>
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<tr>
<td>MAT 121</td>
<td>College Algebra</td>
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**General Education Credits**

- 18 credits

### DEGREE REQUIREMENTS

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<th>Course Code</th>
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<tbody>
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<td>PC Windows Complete</td>
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<tr>
<td>CIS 188</td>
<td>PC Windows Complete Practicum</td>
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<td>CIS 268</td>
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<td>CIS 288</td>
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<td>CNG 101</td>
<td>Introduction to Networking</td>
<td>3</td>
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<tr>
<td>CNG 188</td>
<td>Introduction to Networking Practicum</td>
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**Degree Requirements**

- 12 credits

### EMPHASIS REQUIREMENTS

<table>
<thead>
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<td>ACC 124</td>
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<tr>
<td>CIS 118</td>
<td>Introduction to PC Applications</td>
<td>3</td>
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<tr>
<td>CIS 168</td>
<td>Presentation Graphics I</td>
<td>1</td>
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<td>CIS 188</td>
<td>Introduction to PC Applications Practicum</td>
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<tr>
<td>CIS 125</td>
<td>Multi-Platform Operating Systems</td>
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<td>CIS 188</td>
<td>Multi-Platform Operating Systems Practicum</td>
<td>1</td>
</tr>
<tr>
<td>CIS 218</td>
<td>Advanced PC Applications</td>
<td>3</td>
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<tr>
<td>CIS 162</td>
<td>Advanced Presentation Graphics</td>
<td>1</td>
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<td>CIS 288</td>
<td>Advanced PC Applications Practicum</td>
<td>1</td>
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<tr>
<td>CIS 263</td>
<td>PC HelpDesk Skills</td>
<td>3</td>
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<tr>
<td>CIS 288</td>
<td>PC HelpDesk Skills Practicum</td>
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<tr>
<td>MAN 226</td>
<td>Principles of Management</td>
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<td>MAN 242</td>
<td>Project Management Tools &amp; Techniques</td>
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<td>MAN 244</td>
<td>Management Information Systems</td>
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</tbody>
</table>

**Emphasis Requirements**

- 31 credits

### MANAGEMENT INFORMATION SYSTEMS EMPHASIS

**TOTAL CREDITS**

- 61 credits
# Computer Information Systems
## AAS Degree

### Computer Support Emphasis

This program prepares students as entry-level computer specialists. Graduates can configure and repair personal computers and peripherals, install and use both operating systems and application software packages, and possess a basic understanding of networking concepts.

#### GENERAL EDUCATION REQUIREMENTS

- ACC 121 Principles of Accounting I .................................................4
- ACC 123 Principles of Accounting I Recitation ...................................1
- CIS 110 Introduction to the PC ..........................................................3
- CIS 115 Introduction to Computer Information Systems .................3
- CIS 188 Intro to Computer Information Systems Practicum1
- BUS 217 Business Communication and Report Writing .................3
- BUS 288 Bus Comm and Report Writing Practicum .........................1
- MAT 121 College Algebra .................................................................4

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

### DEGREE REQUIREMENTS

- CIS 128 PC Windows Complete .........................................................3
- CIS 188 PC Windows Complete Practicum ........................................1
- CIS 268 Systems Analysis and Design I ..........................................3
- CIS 188 Systems Analysis and Design I Practicum ...........................1
- CNG 101 Introduction to Networking ...............................................3
- CNG 188 Introduction to Networking Practicum ...............................1

Degree Requirements ..........................................................................12

#### EMPHASIS REQUIREMENTS

- CIS 118 Introduction to PC Applications ..........................................3
- CIS 168 Presentation Graphics .........................................................1
- CIS 188 Introduction to PC Applications Practicum ..........................1
- CIS 123 Complete PC Operating Systems ........................................3
- CIS 188 Complete PC Operating Systems Practicum .........................1
- CIS 129 Advanced Windows .............................................................3
- CIS 188 Advanced Windows Practicum ............................................1
- CIS 218 Advanced PC Applications ................................................3
- CIS 162 Advanced Presentation Graphics ........................................1
- CIS 288 Advanced PC Applications Practicum ..................................1
- CIS 220 Fundamentals of Unix ..........................................................3
- CIS 288 Fundamentals of Unix Practicum ..........................................1
- CIS 263 PC HelpDesk Skills ...............................................................3
- CIS 288 PC HelpDesk Skills Practicum ..............................................1
- CNG 121 Computer Technician I: A+ ..............................................3
- CNG 188 Computer Technician I: A+ Practicum .................................1
- CNG 122 Computer Technician II: A+ .............................................4
- CNG 188 Computer Technician II: A+ Practicum ..............................1
- CNG 130 Basic Hardware (PC Technology) .......................................3
- CNG 188 Basic Hardware (PC Technology) Practicum .....................1

Emphasis Requirements Credits .......................................................38

### Degree Requirements

- CIS 128 PC Windows Complete .........................................................3
- CIS 188 PC Windows Complete Practicum ........................................1
- CIS 268 Systems Analysis and Design I ..........................................3
- CIS 188 Systems Analysis and Design I Practicum ...........................1
- CNG 101 Introduction to Networking ...............................................3
- CNG 188 Introduction to Networking Practicum ...............................1

Degree Requirements ..........................................................................12-15

#### EMPHASIS REQUIREMENTS

- CSC 116 Introduction to Logic .........................................................3
- CSC 188 Introduction to Logic Practicum ...........................................1
- CNG 130 Basic Hardware (PC Technology) .......................................3
- CNG 188 Basic Hardware (PC Technology) Practicum .....................1

And all of the following:

- CIS 118 Introduction to PC Applications ..........................................3
- CIS 168 Presentation Graphics .........................................................1
- CIS 188 Introduction to PC Applications Practicum ..........................1
- CIS 125 Multi-Platform Operating Systems (MAC, Unix, Windows) ......3
- CIS 188 Multi-Platform Operating Systems Practicum ......................1
- CIS 145 Complete PC Database .......................................................3
- CIS 188 Complete PC Database Practicum ....................................1
- CWB 165 Microsoft FrontPage .........................................................3
- CWB 188 Microsoft FrontPage Practicum ........................................1
- CWB 163 Introduction to HTML ......................................................3
- CWB 188 Introduction to HTML Practicum .......................................1
- CWB 205 Java Script (Complete Web Scripting) ................................3
- CWB 288 Java Script Practicum .......................................................1
- FVT 266 Flash, Motion Graphics for the Web ...................................3
- FVT 267 Web Authoring with Dream weaver ...................................3
- FVT 275 Photoshop ..........................................................................3

Emphasis Requirements .................................................................38

### Web Development Emphasis

This area of emphasis is designed to prepare the student for an entry-level position in Internet or Web development.

#### GENERAL EDUCATION REQUIREMENTS

- ACC 121 Principles of Accounting I .................................................4
- ACC 123 Principles of Accounting I Recitation .................................1
- BUS 288 Bus Comm and Report Writing Practicum ..........................1
- MAT 121 College Algebra .................................................................4

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

### DEGREE REQUIREMENTS

- CIS 128 PC Windows Complete .........................................................3
- CIS 188 PC Windows Complete Practicum ........................................1
- CIS 268 Systems Analysis and Design I ..........................................3
- CIS 188 Systems Analysis and Design I Practicum ...........................1
- CNG 101 Introduction to Networking ...............................................3
- CNG 188 Introduction to Networking Practicum ...............................1

Degree Requirements ..........................................................................12-15

#### EMPHASIS REQUIREMENTS

- CSC 116 Introduction to Logic .........................................................3
- CSC 188 Introduction to Logic Practicum ...........................................1
- CNG 130 Basic Hardware (PC Technology) .......................................3
- CNG 188 Basic Hardware (PC Technology) Practicum .....................1

And all of the following:

- CIS 118 Introduction to PC Applications ..........................................3
- CIS 168 Presentation Graphics .........................................................1
- CIS 188 Introduction to PC Applications Practicum ..........................1
- CIS 125 Multi-Platform Operating Systems (MAC, Unix, Windows) ......3
- CIS 188 Multi-Platform Operating Systems Practicum ......................1
- CIS 145 Complete PC Database .......................................................3
- CIS 188 Complete PC Database Practicum ....................................1
- CWB 165 Microsoft FrontPage .........................................................3
- CWB 188 Microsoft FrontPage Practicum ........................................1
- CWB 163 Introduction to HTML ......................................................3
- CWB 188 Introduction to HTML Practicum .......................................1
- CWB 205 Java Script (Complete Web Scripting) ................................3
- CWB 288 Java Script Practicum .......................................................1
- FVT 266 Flash, Motion Graphics for the Web ...................................3
- FVT 267 Web Authoring with Dream weaver ...................................3
- FVT 275 Photoshop ..........................................................................3

Emphasis Requirements .................................................................38

### Degree Requirements

- CIS 128 PC Windows Complete .........................................................3
- CIS 188 PC Windows Complete Practicum ........................................1
- CIS 268 Systems Analysis and Design I ..........................................3
- CIS 188 Systems Analysis and Design I Practicum ...........................1
- CNG 101 Introduction to Networking ...............................................3
- CNG 188 Introduction to Networking Practicum ...............................1

Degree Requirements ..........................................................................12-15

#### EMPHASIS REQUIREMENTS

- CSC 116 Introduction to Logic .........................................................3
- CSC 188 Introduction to Logic Practicum ...........................................1
- CNG 130 Basic Hardware (PC Technology) .......................................3
- CNG 188 Basic Hardware (PC Technology) Practicum .....................1

And all of the following:

- CIS 118 Introduction to PC Applications ..........................................3
- CIS 168 Presentation Graphics .........................................................1
- CIS 188 Introduction to PC Applications Practicum ..........................1
- CIS 125 Multi-Platform Operating Systems (MAC, Unix, Windows) ......3
- CIS 188 Multi-Platform Operating Systems Practicum ......................1
- CIS 145 Complete PC Database .......................................................3
- CIS 188 Complete PC Database Practicum ....................................1
- CWB 165 Microsoft FrontPage .........................................................3
- CWB 188 Microsoft FrontPage Practicum ........................................1
- CWB 163 Introduction to HTML ......................................................3
- CWB 188 Introduction to HTML Practicum .......................................1
- CWB 205 Java Script (Complete Web Scripting) ................................3
- CWB 288 Java Script Practicum .......................................................1
- FVT 266 Flash, Motion Graphics for the Web ...................................3
- FVT 267 Web Authoring with Dream weaver ...................................3
- FVT 275 Photoshop ..........................................................................3

Emphasis Requirements .................................................................38

### Degree Requirements

- CIS 128 PC Windows Complete .........................................................3
- CIS 188 PC Windows Complete Practicum ........................................1
- CIS 268 Systems Analysis and Design I ..........................................3
- CIS 188 Systems Analysis and Design I Practicum ...........................1
- CNG 101 Introduction to Networking ...............................................3
- CNG 188 Introduction to Networking Practicum ...............................1

Degree Requirements ..........................................................................12-15

#### EMPHASIS REQUIREMENTS

- CSC 116 Introduction to Logic .........................................................3
- CSC 188 Introduction to Logic Practicum ...........................................1
- CNG 130 Basic Hardware (PC Technology) .......................................3
- CNG 188 Basic Hardware (PC Technology) Practicum .....................1

And all of the following:

- CIS 118 Introduction to PC Applications ..........................................3
- CIS 168 Presentation Graphics .........................................................1
- CIS 188 Introduction to PC Applications Practicum ..........................1
- CIS 125 Multi-Platform Operating Systems (MAC, Unix, Windows) ......3
- CIS 188 Multi-Platform Operating Systems Practicum ......................1
- CIS 145 Complete PC Database .......................................................3
- CIS 188 Complete PC Database Practicum ....................................1
- CWB 165 Microsoft FrontPage .........................................................3
- CWB 188 Microsoft FrontPage Practicum ........................................1
- CWB 163 Introduction to HTML ......................................................3
- CWB 188 Introduction to HTML Practicum .......................................1
- CWB 205 Java Script (Complete Web Scripting) ................................3
- CWB 288 Java Script Practicum .......................................................1
- FVT 266 Flash, Motion Graphics for the Web ...................................3
- FVT 267 Web Authoring with Dream weaver ...................................3
- FVT 275 Photoshop ..........................................................................3

Emphasis Requirements .................................................................38
Computer Information Systems AAS Degree

Networking Emphasis
This degree program prepares students with the general entry level skills and knowledge requisite to establishing and monitoring local area networks along with a brief introduction to wide area networks. The CCA Networking emphasis program provides students with a tier one skill-set sought by employers hiring network engineer technicians. The program is intended to provide an overall or broad exposure to networks without concentrating on any specific proprietary certification.

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

Degree Requirements ..................................................12

Emphasis Requirements
CSC 116 Logic and Program Design ................................3
CSC 188 Logic and Program Design Practicum ..........1
CIS 129 Advanced Windows ........................................3
CIS 188 Advanced Windows Practicum .......................1
CIS 220 Fundamentals of Unix ..................................3
CIS 288 Fundamentals of Unix Practicum ..................1
CNG 160 Telecommunications I ................................3
CNG 188 Telecommunications I Practicum ...............1
CNG 130 Basic Hardware (PC Technology) .................3
CNG 188 Basic Hardware (PC Technology) Practicum .1

Emphasis Requirements ..............................................20

Emphasis Electives
Choose three courses and practicums from the following:
CNG 124 Networking I: Netw........................................4
CNG 188 Networking I Practicum .................................1
CNG 125 Networking II: Netw.................................3
CNG 188 Networking II Practicum ..............................1
CNG 210 Windows 2000 Networking & Operating .........3
CNG 288 Windows 2000 Networking & Operating Essentials Practicum ........................................1
CNG 212 Windows 2000 Professional and Server ..........4
CNG 288 Windows 2000 Professional and Server Pract ....1
CNG 260 Cisco Network Associate I .........................5

CNG 288 Cisco Network Associate I Practicum ...............1
CNG 261 Cisco Network Associate II .........................5
CNG 288 Cisco Network Associate II Practicum ............1

Emphasis Elective Credits ..........................................13 - 17

Computer Information Systems AAS Degree

Programming Emphasis
The objective of this degree is to prepare the student with the skills necessary for an entry-level programming position.

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

Degree Requirements ..................................................12

Emphasis Requirements
CSC 116 Logic and Program Design ................................3
CSC 188 Logic and Program Design Practicum .............1
CSC 230 C Programming ..........................................3
CSC 288 C Programming Practicum ............................1
CSC 220 Fundamentals of Unix ..................................3
CSC 288 Fundamentals of Unix Practicum ..................1
CSC 232 Unix Shell Programming ...............................3
CSC 288 Unix Shell Programming Practicum ...............1

Emphasis Requirements ..............................................25

Emphasis Electives
Choose three courses and practicums from the following:
CSC 160 Computer Science I ....................................4
CSC 188 Computer Science I Practicum .....................1
CSC 231 Advanced C Programming ............................3
CERTIFICATE REQUIREMENTS
This certificate program prepares students as entry-level Unix or Linux specialists. Graduates can configure and repair personal computers and peripherals and install and use PC operating systems and application software. Students are prepared for the CompTIA A+ Certification.

CERTIFICATE REQUIREMENTS

PC APPLICATION SPECIALIST CERTIFICATE
This certificate program prepares students for a career as a microcomputer specialist with an emphasis in applications software, integration, and application programming.

CERTIFICATE REQUIREMENTS

PC HELPDESK SUPPORT CERTIFICATE
This certificate program prepares students as entry-level computer specialists. Graduates can configure and repair personal computers and peripherals, install and use both operating systems and application software packages, and function in a HelpDesk environment for internal and external customers. Students are prepared for the CompTIA A+ Certification.

CERTIFICATE REQUIREMENTS

COMPUTER INFORMATION SYSTEMS DEGREE,
PROGRAMMING EMPHASIS, TOTAL CREDITS........67 - 68

COMPUTER INFORMATION SYSTEMS
Certificates

COMPUTER SERVICE TECHNICIAN CERTIFICATE
This certificate program prepares students as entry-level computer specialists. Graduates can configure and repair personal computers and peripherals and install and use PC operating systems and application software. Students are prepared for the CompTIA A+ Certification.

CERTIFICATE REQUIREMENTS

CIS 123 Complete PC Operating Systems ...............3
CIS 188 Complete PC Operating Systems Practicum .....1
CIS 220 Fundamentals of Unix ................................3
CIS 288 Fundamentals of Unix Practicum .........1
CNG 121 Computer Technician I: A+ ..................3
CNG 188 Computer Technician I: A+ Practicum ....1
CNG 122 Computer Technician II: A+ Practicum ....4
CNG 188 Computer Technician II: A+ Practicum ....1
CNG 130 Basic Hardware (PC Technology) ..........3
CNG 188 Basic Hardware (PC Technology) Practicum 1

COMPUTER SERVICE TECHNICIAN CERTIFICATE, TOTAL CREDITS.....21

LINUX/UNIX SYSTEM ADMINISTRATOR CERTIFICATE
This certificate program prepares students as entry-level Unix or Linux administrators. Graduates can configure, troubleshoot and install Unix/Linux and create networks of machines running Unix/Linux.

CERTIFICATE REQUIREMENTS

CIS 110 Introduction to the PC ......................1
CIS 115 Introduction to Computer Information Systems ...3
CIS 188 Intro to Computer Info Systems Practicum.....1
CIS 220 Fundamentals of Unix ..........................3
CIS 288 Fundamentals of Unix Practicum .......1
CIS 232 Unix Shell Programming ......................3
CIS 288 Unix Shell Programming Practicum ....1
CIS 222 Unix System Administrator ....................3
CIS 288 Unix System Administrator Practicum ....1
CNG 101 Introduction to Networking ................3
CNG 188 Introduction to Networking Practicum ....1

LINUX/UNIX SYSTEMS ADMINISTRATION CERTIFICATE,
TOTAL CREDITS ..............................................21

PC APPLICATION SPECIALIST CERTIFICATE, TOTAL CREDITS ................28

PC HELPDESK SUPPORT CERTIFICATE, TOTAL CREDITS .................34
**Computer Information Systems Certificate**

This certificate is designed to prepare students for employment in the computer information field. The certificate allows for specialty areas of study within the computer information systems discipline. Students may select a course of study from networking, programming, and Web development.

**CERTIFICATE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Introduction to the PC</td>
<td>1</td>
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<tr>
<td>CIS 115</td>
<td>Introduction to Computer Information Systems</td>
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</tr>
<tr>
<td>CIS 188</td>
<td>Intro to Computer Info Systems Practicum</td>
<td>1</td>
</tr>
<tr>
<td>CIS 118</td>
<td>Introduction to PC Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 168</td>
<td>Presentation Graphics I</td>
<td>1</td>
</tr>
<tr>
<td>CIS 188</td>
<td>Introduction to PC Applications Practicum</td>
<td>1</td>
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<tr>
<td>CIS 128</td>
<td>PC Windows Complete</td>
<td>3</td>
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<td>CIS 188</td>
<td>PC Windows Complete Practicum</td>
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<td>CNG 101</td>
<td>Introduction to Networking</td>
<td>3</td>
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<td>CNG 188</td>
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<tr>
<td>CSC 116</td>
<td>Logic and Program Design</td>
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<td>CSC 188</td>
<td>Logic and Program Design Practicum</td>
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**CERTIFICATE ELECTIVES**

**Networking**

Choose course and its corresponding Practicum from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
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<tr>
<td>CNG 124</td>
<td>Networking I: Neta</td>
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<tr>
<td>CNG 188</td>
<td>Networking II: Neta Practicum</td>
<td>1</td>
</tr>
<tr>
<td>CNG 160</td>
<td>Telecommunications I</td>
<td>3</td>
</tr>
<tr>
<td>CNG 188</td>
<td>Telecommunications II Practicum</td>
<td>1</td>
</tr>
<tr>
<td>CNG 210</td>
<td>Windows 2000 Network &amp; Operating Essentials</td>
<td>3</td>
</tr>
<tr>
<td>CNG 288</td>
<td>Windows 2000 Network &amp; Operating Essentials Practicum</td>
<td>1</td>
</tr>
<tr>
<td>CNG 260</td>
<td>CISCO Network Associate I</td>
<td>5</td>
</tr>
<tr>
<td>CNG 288</td>
<td>CISCO Network Associate I Practicum</td>
<td>1</td>
</tr>
</tbody>
</table>

**Programming**

Choose course and its corresponding Practicum from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC 154</td>
<td>Introduction to Microsoft Visual Basic.NET</td>
<td>3</td>
</tr>
<tr>
<td>CSC 188</td>
<td>Introduction to MS Visual Basic.NET Programming Practicum</td>
<td>1</td>
</tr>
<tr>
<td>CSC 160</td>
<td>Computer Science I (C++)</td>
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<tr>
<td>CSC 188</td>
<td>Computer Science I (C++) Practicum</td>
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<tr>
<td>CSC 240</td>
<td>Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>CSC 288</td>
<td>Java Programming Practicum</td>
<td>1</td>
</tr>
</tbody>
</table>

**Web Development**

Choose course and its corresponding Practicum from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBW 165</td>
<td>Microsoft FrontPage</td>
<td>3</td>
</tr>
<tr>
<td>CBW 188</td>
<td>Microsoft FrontPage Practicum</td>
<td>1</td>
</tr>
<tr>
<td>CBW 163</td>
<td>Introduction to HTML</td>
<td>3</td>
</tr>
<tr>
<td>CBW 188</td>
<td>Introduction to HTML Practicum</td>
<td>1</td>
</tr>
<tr>
<td>CBW 205</td>
<td>JavaScript (Complete Web Scripting)</td>
<td>3</td>
</tr>
<tr>
<td>CBW 288</td>
<td>JavaScript Practicum</td>
<td>1</td>
</tr>
<tr>
<td>FVT 267</td>
<td>Web Authoring with Dream Weaver</td>
<td>3</td>
</tr>
<tr>
<td>FVT 266</td>
<td>Flash, Motion Graphics for the Web</td>
<td>3</td>
</tr>
<tr>
<td>CIS Certificate Elective Credits</td>
<td>12-15</td>
<td></td>
</tr>
</tbody>
</table>

**Web Development Certificate**

This certificate prepares the student as an entry-level Web developer. Graduates can analyze, design, implement, and support web applications. This program is intended to provide the student with a broad exposure to web development.

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 125</td>
<td>Multi-Platform Operating Systems (MAC, Unix, Windows)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 188</td>
<td>Multi-Platform Operating Systems Practicum</td>
<td>1</td>
</tr>
<tr>
<td>CBW 165</td>
<td>Microsoft FrontPage</td>
<td>3</td>
</tr>
<tr>
<td>CBW 188</td>
<td>Microsoft FrontPage Practicum</td>
<td>1</td>
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<tr>
<td>CBW 163</td>
<td>Introduction to HTML</td>
<td>3</td>
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<tr>
<td>CBW 188</td>
<td>Introduction to HTML Practicum</td>
<td>1</td>
</tr>
<tr>
<td>CBW 205</td>
<td>JavaScript (Complete Web Scripting)</td>
<td>3</td>
</tr>
<tr>
<td>CBW 288</td>
<td>JavaScript Practicum</td>
<td>1</td>
</tr>
<tr>
<td>FVT 266</td>
<td>Flash, Motion Graphics for the Web</td>
<td>3</td>
</tr>
<tr>
<td>FVT 267</td>
<td>Web Authoring with Dream Weaver</td>
<td>3</td>
</tr>
<tr>
<td>FVT 275</td>
<td>Photoshop</td>
<td>3</td>
</tr>
</tbody>
</table>

**WEB DEVELOPMENT CERTIFICATE, TOTAL CREDITS**

**Cisco Certified Networking Associate Program Certificate**

This certificate program is intended to provide students with the skills and knowledge needed to prepare for the Cisco Certified Networking Associate exam. CCA's Cisco Networking Academy uses Cisco designed curriculum, tests, and labs as required by Cisco in providing this training. Student course test scores and progress are tracked by Cisco's elaborate academy database. The CCNA certification test covers materials from all four of the CCNA courses listed below.

**CISCO CCNA CERTIFICATE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNG 260</td>
<td>Cisco Network Associate I</td>
<td>5</td>
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<tr>
<td>CNG 288</td>
<td>Cisco Network Associate I Practicum</td>
<td>1</td>
</tr>
<tr>
<td>CNG 261</td>
<td>Cisco Network Associate II</td>
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<td>CNG 288</td>
<td>Cisco Network Associate II Practicum</td>
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<tr>
<td>CNG 262</td>
<td>Cisco Network Associate III</td>
<td>5</td>
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<td>CNG 288</td>
<td>Cisco Network Associate III Practicum</td>
<td>1</td>
</tr>
<tr>
<td>CNG 263</td>
<td>Cisco Network Associate IV</td>
<td>5</td>
</tr>
<tr>
<td>CNG 288</td>
<td>Cisco Network Associate IV Practicum</td>
<td>1</td>
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</tbody>
</table>

**CISCO CERTIFIED NETWORKING ASSOCIATE**

**PROGRAM CERTIFICATE, TOTAL CREDITS**

**Degree Requirements and Programs of Instruction**
Cisco Certified Networking Professional Program Certificate

This certificate program is intended to provide students with the skills and knowledge needed to prepare for each of the Cisco Certified Networking Professional exams. CCAs Cisco Networking Academy uses Cisco designed curriculum, tests, and labs as required by Cisco in providing this training. Student course test scores and progress are tracked by Cisco's elaborate academy database. Successful completion of four certification exams is needed to be certified as a CCNP. Each CCNP certification test each covers materials from the respective CCNP courses listed below.

Cisco CCNP Certificate Requirements

CNG 265 Cisco Network Professional I ......................................5
CNG 288 Cisco Network Professional Practicum ......................1
CNG 266 Cisco Network Professional II .....................................5
CNG 288 Cisco Network Professional II Practicum ......................1
CNG 267 Cisco Network Professional III .................................5
CNG 288 Cisco Network Professional III Practicum ...................1
CNG 268 Cisco Network Professional IV .................................5
CNG 288 Cisco Network Professional IV Practicum ..................1

Cisco Certified Networking Professional Program Certificate, Total Credits ........................................24

Computer Networking Certificate

This certificate program prepares students with the general entry level skills and knowledge requisite to establish and monitor local area networks along with a brief Introduction to wide area networks. The program is intended to provide an overall or broad exposure to networks without concentrating on any specific proprietary certification.

Networking Certificate Requirements

CIS 110 Introduction to the PC ...........................................1
CIS 115 Introduction to Computer Information Systems ..........3
CIS 188 Intro to Computer Info Systems Practicum .................1
CIS 128 PC Windows Complete ...........................................3
CIS 188 PC Windows Complete Practicum ..............................1
CIS 220 Fundamentals of Unix ...........................................3
CIS 288 Fundamentals of Unix Practicum ..............................1
CNG 101 Introduction to Networking ...................................3
CNG 188 Introduction to Networking Practicum ......................1
CSC 116 Logic and Program Design ...................................3
CSC 188 Logic and Program Design Practicum ......................1
Networking Certificate Requirements ....................................25

Networking Certificate Electives

(Minimum 12 Credits)

Choose courses and their corresponding Practicums from the following:

CIS 129 Advanced Windows .............................................3
CIS 188 Advanced Windows Practicum .................................1
CSC 232 Unix Shell Programming .....................................3
CSC 288 Unix Shell Programming Practicum .........................1
CSC 222 Unix System Administrator ..................................3
CSC 288 Unix System Administrator Practicum ....................1
CNG 124 Networking I: Net+ ..........................................4
CNG 188 Networking I Practicum ....................................1
CNG 126 Networking II: Net+ .........................................3
CNG 188 Networking II Practicum ..................................1
CNG 210 Windows 2000 Networking & Operating Essentials ..........3
CNG 288 Windows 2000 Networking & Operating Practicum ....1
CNG 212 Windows 2000 Professional and Server ................4
CNG 288 Windows 2000 Professional and Server Practicum ....1
CNG 260 Cisco Network Associate I ..................................5
CNG 288 Cisco Network Associate I Practicum ...................1
CNG 261 Cisco Network Associate II ..................................5
CNG 288 Cisco Network Associate II Practicum ...................1

Network electives credits ................................................12

Computer Networking Certificate, Total Credits ....................37

Programming Certificate

This certificate program is designed to provide students with the programming skills necessary for an entry level programming position in industry.

Programming Certificate Requirements

CIS 110 Introduction to the PC ...........................................1
CIS 115 Introduction to Computer Information Systems ..........3
CIS 188 Intro to Computer Info Systems Practicum .................1
CIS 220 Fundamentals of Unix ...........................................3
CIS 288 Fundamentals of Unix Practicum ..............................1
CSC 116 Logic and Program Design ...................................3
CSC 188 Logic and Program Design Practicum ......................1
Additional credits ...........................................................13

Additional Programming Certificate Requirement

Choose one of the following courses and practicums:

CSC 154 Introduction to Microsoft Visual Basic. NET Programming .................................................3
CSC 188 Introduction to Microsoft Visual Basic. NET Practicum .....................................................1
CSC 230 C Programming .................................................3
CSC 288 C Programming Practicum .................................1
CSC 240 Java Programming .................................................3
CSC 288 Java Programming Practicum ................................1
Additional required credits ...................................................4

Programming Electives (12 – 16 Credits)

Choose three courses and practicums from the following:

(CIS 232 does not count towards this requirement.)

CIS 129 Unix Shell Programming .....................................3
CSC 288 Unix Shell Programming Practicum .........................1
CSC 154 Introduction to Microsoft Visual Basic. NET Programming .................................................3
CSC 188 Introduction to Microsoft Visual Basic. NET Practicum .....................................................1
CSC 157 Advanced Visual Basic.Net Programming .................4
CSC 188 Adv Visual Basic.Net Practicing ..............1
CSC 160 Computer Science I, (C++) ..................................4
CSC 188 Computer Science I, (C++) Practicum ....................1
CSC 230 C Programming .................................................3
CSC 288 C Programming Practicum .................................1
JAVA CERTIFICATE REQUIREMENTS

This certificate program is designed to provide students with the Java programming skills necessary for an entry level Java programming position in industry.

JAVA LANGUAGE PROGRAMMING CERTIFICATE

This certificate program is designed to provide students with the Java programming skills necessary for an entry level Java programming position in industry.

JAVA CERTIFICATE REQUIREMENTS

CSC 231 Advanced C Programming................................. 3
CSC 288 Advanced C Programming Practicum .................. 1
CSC 236 C+ Programming ..............................................4
CSC 288 C+ Programming Practicum ...............................1
CSC 237 Advanced C+ Programming .................................4
CSC 288 Advanced C+ Programming Practicum .................1
CSC 240 Java Programming ...........................................3
CSC 288 Java Programming Practicum ..............................1
CSC 241 Advanced Java Programming ..............................3
CSC 288 Advanced Java Programming Practicum ...............1

Programming Elective Credits ........................................ 12-16

COMPUTER INFORMATION PROGRAMMING CERTIFICATE, TOTAL CREDITS ........................................ 29-33

VISUAL BASIC LANGUAGE PROGRAMMING CERTIFICATE

This certificate program is designed to provide students with the Visual Basic.Net programming skills necessary for an entry level Visual Basic.Net programming position in industry.

VISUAL BASIC CERTIFICATE REQUIREMENTS

CIS 110 Introduction to the PC ...........................................1
CIS 115 Introduction to Computer Information Systems .......3
CIS 188 Intro to Computer Info Systems Practicum ............1
CSC 116 Logic and Program Design .................................4
CSC 188 Logic and Program Design Practicum ..................1
CSC 154 Introduction to Microsoft Visual Basic. Net Programming ........................................ 3
CSC 188 Introduction to Microsoft Visual Basic. Net Programming Practicum ..........................1
CSC 157 Advanced Visual Basic.Net Programming .............4
CSC 188 Adv Visual Basic.Net Programming Practicum .......1

VISUAL BASIC CERTIFICATE, TOTAL CREDITS ........................................ 18

JAVA LANGUAGE PROGRAMMING CERTIFICATE

This certificate program is designed to provide students with the Java programming skills necessary for an entry level Java programming position in industry.

JAVA CERTIFICATE REQUIREMENTS

CIS 110 Introduction to the PC ...........................................1
CIS 115 Introduction to Computer Information Systems .......3
CIS 188 Intro to Computer Info Systems Practicum ............1
CSC 220 Fundamentals of Unix ........................................3
CSC 288 Fundamentals of Unix Practicum ..........................1
CSC 116 Logic and Program Design .................................4
CSC 188 Logic and Program Design Practicum ..................1
CSC 240 Java Programming ...........................................3
CSC 288 Java Programming Practicum ..............................1
CSC 241 Advanced Java Programming ..............................3
CSC 288 Advanced Java Programming Practicum ...............1

JAVA LANGUAGE PROGRAMMING CERTIFICATE, TOTAL CREDITS ........................................ 21

C LANGUAGE PROGRAMMING CERTIFICATE

This certificate program is designed to provide students with the C Language Programming skills necessary for an entry level C Language programming position in industry.

C LANGUAGE CERTIFICATE REQUIREMENTS

CIS 110 Introduction the PC ............................................1
CIS 115 Introduction to Computer Information Systems .......3
CIS 188 Intro to Computer Info Systems Practicum ............1
CSC 220 Fundamentals of Unix ........................................3
CSC 288 Fundamentals of Unix Practicum ..........................1
CSC 116 Logic and Program Design ..................................3
CSC 188 Logic and Program Design Practicum ..................1
CSC 230 C Programming ...............................................3
CSC 288 C Programming Practicum .................................1
CSC 231 Advanced C Programming .................................3
CSC 288 Advanced C Programming Practicum .................1

C LANGUAGE CERTIFICATE, TOTAL CREDITS ........................................ 21

CRIMINAL JUSTICE

The Criminal Justice programs are designed for students whose objectives are to obtain an AAS degree or certificate. In pursuit of upgrading, or employment in the areas of corrections, courts, of law enforcement.

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)

Choose from the following: Astronomy, Biology, Biotechnology, Chemistry, Geology, or Physics ........................................ 3

Language (3 credits)

Choose from the following: Spanish, French, German, Japanese, Russian, or American Sign Language at the 101 level or higher ............ 3

Social and Behavioral Sciences (3 credits)

SOC 101 Introduction to Sociology I ..................................3
SOC 102 Introduction to Sociology II ................................3

Oral Communications (3 credits)

SPE 115 Public Speaking ..............................................3
SPE 125 Interpersonal Communication ............................3

General Education Required Credits ................................ 20
CRIMINAL JUSTICE CORE REQUIREMENTS

Students must complete all core courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 110</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 111</td>
<td>Substantive Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 112</td>
<td>Procedural Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 119</td>
<td>Legal and Ethical Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 125</td>
<td>Law Enforcement Operations</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 135</td>
<td>Judicial Functions</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 145</td>
<td>Correctional Process</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 210</td>
<td>Constitutional Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 220</td>
<td>Human Relations and Social Conflict</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 230</td>
<td>Criminology</td>
<td>3</td>
</tr>
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</table>

Degree Credits: 30

CRIMINAL JUSTICE ELECTIVES

Students must complete an additional 12 credit hours from any of the remaining criminal justice courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CRJ 101</td>
<td>Basic Law Enforcement Academy</td>
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<tr>
<td>CRJ 102</td>
<td>Basic Law Enforcement Academy II</td>
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<tr>
<td>CRJ 103</td>
<td>Basic Law Enforcement Academy III</td>
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</tr>
<tr>
<td>CRJ 104</td>
<td>Basic Law Enforcement Academy IV</td>
<td>1</td>
</tr>
<tr>
<td>CRJ 105</td>
<td>Basic Law</td>
<td>6</td>
</tr>
<tr>
<td>RJ 106</td>
<td>Arrest Control</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 107</td>
<td>Driving</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 108</td>
<td>Firearms</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 109</td>
<td>Culture and Conflict Resolution</td>
<td>2</td>
</tr>
<tr>
<td>CRJ 118</td>
<td>Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 126</td>
<td>Patrol Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 127</td>
<td>Crime Scene Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 141</td>
<td>Introduction to Industrial Security</td>
<td>2</td>
</tr>
<tr>
<td>CRJ 146</td>
<td>Community Based Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 150</td>
<td>Victims of Crime and Trauma</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 151</td>
<td>Domestic Violence</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 190</td>
<td>Financial Investigations</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 209</td>
<td>Criminal Investigation I</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 211</td>
<td>Criminal Investigation II</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 212</td>
<td>Criminal Investigation III</td>
<td>2</td>
</tr>
<tr>
<td>CRJ 215</td>
<td>Constitutional Rights of Inmates</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 216</td>
<td>Juvenile Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 218</td>
<td>Drug Investigative Strategies</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 219</td>
<td>Police Intelligence</td>
<td>2</td>
</tr>
<tr>
<td>CRJ 225</td>
<td>Crisis Intervention</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 232</td>
<td>Court Jury Management</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 234</td>
<td>Court Case Management</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 239</td>
<td>Managing Emergency Worker Stress</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 240</td>
<td>Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 241</td>
<td>Security of Specialized Facilities</td>
<td>2</td>
</tr>
<tr>
<td>CRJ 245</td>
<td>Interviewing and Interrogation</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 246</td>
<td>Traffic Investigation and Management</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 256</td>
<td>Classification and Treatment of Offenders</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 260</td>
<td>Police Photography</td>
<td>3</td>
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<tr>
<td>CRJ 264</td>
<td>Practical Homicide Crime Scene Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 275</td>
<td>Special Topics</td>
<td>1-6</td>
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<tr>
<td>CRJ 280</td>
<td>Internship</td>
<td>1-6</td>
</tr>
<tr>
<td>CRJ 286</td>
<td>Directed Studies</td>
<td>1-6</td>
</tr>
<tr>
<td>MED 101</td>
<td>Introduction to Mediation</td>
<td>3</td>
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Total Credit Hours: 12

CRIMINAL JUSTICE AAS DEGREE, TOTAL CREDITS: 62

CRIMINAL JUSTICE CERTIFICATE PROGRAMS

CRIMINAL JUSTICE SYSTEMS CERTIFICATE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CRJ 110</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 119</td>
<td>Substantive Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 220</td>
<td>Human Relations and Social Conflict</td>
<td>3</td>
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<td>CRJ 230</td>
<td>Criminology</td>
<td>3</td>
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Total Credit Hours: 12

CRIMINAL JUSTICE OPERATIONS CERTIFICATE

<table>
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<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>CRJ 110</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 125</td>
<td>Law Enforcement Operations</td>
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<td>CRJ 135</td>
<td>Judicial Functions</td>
<td>3</td>
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<tr>
<td>CRJ 145</td>
<td>Corrections</td>
<td>3</td>
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Total Credit Hours: 12

CRIMINAL JUSTICE LAW CERTIFICATE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>CRJ 110</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 111</td>
<td>Substantive Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 112</td>
<td>Procedural Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 210</td>
<td>Constitutional Law</td>
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Total Credit Hours: 12

CRIMINAL JUSTICE DETENTION CERTIFICATE

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>CRJ 146</td>
<td>Community Based Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 215</td>
<td>Constitutional Rights of Inmates</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 225</td>
<td>Crisis Intervention</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 256</td>
<td>Classification and Treatment of Offenders</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 12

CRIMINAL JUSTICE COURT SERVICES CERTIFICATE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>CRJ 119</td>
<td>Legal and Ethical Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 135</td>
<td>Judicial Functions</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 232</td>
<td>Court Jury Management</td>
<td>3</td>
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<tr>
<td>CRJ 234</td>
<td>Court Case Management</td>
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<tr>
<td>CRJ 285</td>
<td>Legal Studies Internship</td>
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</table>

Total Credit Hours: 15

CRIMINAL JUSTICE COMMUNITY POLICING CERTIFICATE

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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CRJ 110</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 119</td>
<td>Legal and Ethical Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 125</td>
<td>Law Enforcement Operations</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 220</td>
<td>Human Relations and Social Conflict</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 12
BASIC LAW ENFORCEMENT TRAINING ACADEMY CERTIFICATE
The Colorado Peace Officer’s Standards and Training (POST) Board certify the CCA, Basic Law Enforcement Training Academy. Individuals desiring this POST course of study must file an application with the Academy director before registering. Colorado State law requires student’s 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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CRJ 101</td>
<td>Basic Law Enforcement Academy</td>
<td>8</td>
</tr>
<tr>
<td>CRJ 102</td>
<td>Basic Law Enforcement Academy II</td>
<td>6</td>
</tr>
<tr>
<td>CRJ 103</td>
<td>Basic Law Enforcement Academy III</td>
<td>2</td>
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<tr>
<td>CRJ 104</td>
<td>Basic Law Enforcement Academy IV</td>
<td>2</td>
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<tr>
<td>CRJ 105</td>
<td>Basic Law</td>
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<td>CRJ 106</td>
<td>Arrest Control</td>
<td>3</td>
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<tr>
<td>CRJ 107</td>
<td>Driving</td>
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<tr>
<td>CRJ 108</td>
<td>Firearms</td>
<td>3</td>
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<td>Total Credit Hours</td>
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ADDITIONAL GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</table>

ECE 101 Introduction to Early Childhood Education 3
ECE 102 Introduction to EC Lab Techniques 3
ECE 103 Guidance Strategies for Children 3
ECE 220 Curriculum Development; Methods & Techniques 3
PSY 238 Child Development 3

DEGREE ELECTIVES (9 CREDITS)
Choose nine hours from ECE/EDU courses.
Early Childhood Education Elective Credits 9

EARLY CHILDHOOD EDUCATION DEGREE, TOTAL CREDITS 61

*See an advisor for transfer requirements.

EARLY CHILDHOOD EDUCATION CERTIFICATE
The Group Leader Certificate is based on the Colorado Department of Human Services, Division of Child Care, and Colorado Community College and Occupational Education System Early Childhood Education requirements for child care providers in a licensed setting. Students must complete 15 credit hours of required Early Childhood Education courses to satisfy the academic requirements. The Division of Child Care also requires 1395 hours (nine months) of work experience in a group care environment.

The Director Certificate is based on the Colorado Department of Human Services, Division of Child Care, and Colorado Community College and Occupational Education System Early Childhood Education requirements for directors of child care centers. Students must complete 30 Childhood Education courses to satisfy the academic requirements. The Division of Child Care also requires 3640 hours (24 months) of experience working directly with children under first grade in a child development program.

EARLY CHILDHOOD EDUCATION CERTIFICATE
GROUP LEADER CERTIFICATE

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<td>Guidance Strategies for Children</td>
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<tr>
<td>ECE 220</td>
<td>Curriculum Development; Methods &amp; Techniques</td>
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<tr>
<td>PSY 238</td>
<td>Child Development</td>
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EARLY CHILDHOOD EDUCATION CERTIFICATE, GROUP LEADER CERTIFICATE, TOTAL CREDITS 16

DIRECTOR CERTIFICATE

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<th>Course Code</th>
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<tr>
<td>ECE 101</td>
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<td>ECE 102</td>
<td>Introduction to ECP Lab Techniques</td>
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<td>ECE 103</td>
<td>Guidance Strategies for Young Children</td>
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<td>ECE 205</td>
<td>Nutrition, Health and Safety</td>
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<td>ECE 220</td>
<td>Curriculum Development; Methods &amp; Techniques</td>
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<td>PSY 238</td>
<td>Child Development</td>
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<tr>
<td>ECE 240</td>
<td>Admin of EC Care &amp; Educational Programs</td>
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<td>ECE 241</td>
<td>Admin: Human Relations for EC Professions</td>
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<td>ECE 260</td>
<td>The Exceptional Child</td>
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<td>ECE Elective</td>
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EARLY CHILDHOOD EDUCATION
DIRECTOR CERTIFICATE, TOTAL CREDITS 31
D EGREE R EQUIREMENTS AND P ROGRAMS OF I NSTRUCTION

2003 - 2004

CERTIFICATE EMPHASIS

EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC

EMERGENCY MEDICAL TECHNICIAN-Basic Emphasis Certificate

EMERGENCY MEDICAL TECHNICIAN-Intermediate Emphasis

EMERGENCY MEDICAL TECHNICIAN-Paramedic Emphasis

CERTIFICATE EMPHASIS

DEGREE REQUIREMENTS (50 CREDITS)

EQUIPMENT AND TRANSPORTATION TECHNOLOGY: SERVICE TECHNICIAN AAS DEGREE

GENERAL EDUCATION REQUIREMENTS

DEGREE REQUIREMENTS (50 CREDITS)

EQUIPMENT AND TRANSPORTATION TECHNOLOGY: SERVICE TECHNICIAN TOTAL CREDITS

EARLY CHILDHOOD EDUCATION

Consult an advisor for transfer options.

ELEMENTARY EDUCATION

The Elementary Education program permits students to complete general education requirements and some specific education course work in order to transfer into four-year institutions in Colorado. Students must consult with an advisor for specific requirements prior to enrollment. See the elementary education transfer emphasis in this catalog for more information.

EMERGENCY MEDICAL PROVIDER

EMERGENCY MEDICAL PROVIDER CERTIFICATE

The Emergency Medical Provider (EMP) program is designed for students seeking careers in emergency medicine. This program provides students with the knowledge and skills required to function within the Emergency Medical Services System. Unlike other EMS programs, there are no work related prerequisites to enter advanced level courses. Courses progress from EMT-Basic to EMT-Intermediate and are completed with EMT-Paramedic. All programs meet or exceed the Colorado Department of Public Health and Environment requirements for certification eligibility.

All EMS courses must be taken as an emphasis block of instruction as indicated below.

EMERGENCY MEDICAL TECHNICIAN-Basic Certificate Emphasis

EMERGENCY MEDICAL TECHNICIAN-Intermediate Certificate Emphasis

EMERGENCY MEDICAL TECHNICIAN-Paramedic Certificate Emphasis

EMERGENCY MEDICAL PROVIDER CERTIFICATE

Emergency Medical Technician-Intermediate Emphasis

Emergency Medical Technician-Paramedic Emphasis

Certificate, Total Credits ..................................................18-26

Services 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 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 108 Technical Mathematics .......................................3
SPE 125 Interpersonal Communication ............................3
CIS 110 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)

DPM 101 Shop Safety ......................................................2
DPM 111 Preventive Maintenance .....................................3
DPM 185 Internship (del I) ..............................................3
DPM 221 Engines (del II) ...............................................15
DPM 231 Electrical Systems ...........................................8
DPM 241 Hydraulic Systems ..........................................8
DPM 251 Drive Train Systems ........................................8
Degree required credits .................................................47

EQUIPMENT AND TRANSPORTATION TECHNOLOGY: SERVICE TECHNICIAN TOTAL CREDITS .....................................65
ESSENTIAL SKILLS FOR THE WORKPLACE
CERTIFICATE REQUIREMENTS

BTE 100 Touch Keyboarding .................................................1
BTE 111 Speed Building I ..................................................1
or
Vocational Elective
or
Co-op experience

BUS 100 Personal Business Skills .........................................1-3
BUS 109 Workplace Relationships ........................................1
or
COM 267 Teamwork ............................................................1
BUS 290 Workplace Writing ..............................................1-3
CIS 135 Complete PC Word Processing ................................3
CIS 188 Complete PC Word Processing Practicum ...............1
or
Any CIS course
or
Co-op experience

CIS 128 Windows Complete .................................................3
CIS 188 Windows Complete Practicum ................................1
COM 268 Problem Solving .................................................1
MAT 112 Financial Mathematics .......................................3

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

ELECTIVES (4 CREDITS)

BUS 122 Customer Service ................................................1
CIS 110 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 155 Complete PC Spreadsheet ..................................1
CIS 188 Complete PC Spreadsheet Practicum ..................1
COM 260 Listening at Work ..............................................1
COM 262 Communicating with Impossible People ............1
COM 263 Conflict Resolution ............................................1
COM 266 Decision Making ...............................................1
BUS 290 Leadership ..........................................................1
PSY 290 Self Smart ..........................................................1
SPE 219 Group Dynamics ................................................3

Elective Requirements ..........................................................4

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

FILM/VIDEO TECHNOLOGY
The Film/Video Technology program is designed for students seeking professional preparation for careers in Film/Video, and related industries. Upon completion of degree requirements students will be prepared for employment in the television, industrial video, network, cable, and internet production, commercial production, educational video, and feature film production industries.

FILM/VIDEO TECHNOLOGY 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 121 College Algebra ...............................................4
• Arts, Humanities, Social Science (9 credits)
  SPE 115 Public Speaking ................................................3

Choose two of the following:
  ART 110 Art Appreciation ...............................................3
  HIS 102 Western Civilization II .......................................3
  PHI 111 Introduction to Philosophy ...................................3
  THE 111 Acting I .............................................................3

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

VIDEOGRAPHY/CINEMATOGRAPHY CERTIFICATE

FVT 105 Video Production I ..............................................3
FVT 117 Understanding the Actor’s Process ......................3
FVT 150 Development of Film Expression .........................3
FVT 153 Intro to Film Production ......................................3
FVT 155 Writing the Short Script .......................................3
FVT 160 Video Post Production I ......................................3
FVT 185 Documentary Film & Video ................................3
FVT 200 Video Production II ............................................3
FVT 205 Film/Video Camera Equipment & Techniques ....3
FVT 206 Film/Video Lighting & Grip ................................3
FVT 209 Production Management Techniques .................3
FVT 215 Video Post Production II ....................................3
FVT 220 16mm Production ...............................................3
FVT 265 DVD Studio Pro ..................................................3
FVT 297 Cooperative Education ........................................3

Videography/Cinematography Emphasis Required Credits ........45

FILM/VIDEO TECHNOLOGY DEGREE, VIDEOGRAPHY/CINEMATOGRAPHY EMPHASIS, TOTAL CREDITS .................................................................62
**DEGREE REQUIREMENTS AND PROGRAMS OF INSTRUCTION**

2003 - 2004

**WRITING/DIRECTING FOR FILM & VIDEO EMPHASIS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
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<td>Video Production</td>
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<tr>
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<tr>
<td>FVT 150</td>
<td>Development of Film Expression</td>
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<tr>
<td>FVT 153</td>
<td>Intro to Film Production</td>
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<td>FVT 155</td>
<td>Writing the Short Script</td>
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<td>FVT 160</td>
<td>Video Post Production I</td>
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<tr>
<td>FVT 164</td>
<td>Intro to Digital Editing: FCP</td>
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<tr>
<td>FVT 200</td>
<td>Video Production</td>
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<td>Sound for Film &amp; Video</td>
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<td>FVT 209</td>
<td>Production Management Techniques</td>
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<td>FVT 215</td>
<td>Video Post Production II</td>
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<tr>
<td>FVT 264</td>
<td>Digital FX for Post I</td>
<td>3</td>
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<tr>
<td>FVT 266</td>
<td>Motion Graphics for the Web: Flash</td>
<td>3</td>
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<tr>
<td>FVT 265</td>
<td>DVD Authoring: DVD Studio Pro</td>
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<tr>
<td>FVT 267</td>
<td>Dreamweaver</td>
<td>3</td>
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<tr>
<td>FVT 268</td>
<td>Video Streaming for the Web</td>
<td>3</td>
</tr>
<tr>
<td>FVT 297</td>
<td>Cooperative Education</td>
<td>3</td>
</tr>
</tbody>
</table>

Video Post-Production Emphasis Required Credits .................................. 45

**WRITING/PRODUCING EMPHASIS**

<table>
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<tr>
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<tr>
<td>FVT 155</td>
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<td>Video Post Production I</td>
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<tr>
<td>FVT 220</td>
<td>16mm Production</td>
<td>3</td>
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<tr>
<td>FVT 250</td>
<td>Scriptwriting for Film Video</td>
<td>3</td>
</tr>
<tr>
<td>FVT 260</td>
<td>Film/Video Lighting &amp; Grip</td>
<td>3</td>
</tr>
<tr>
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<td>DVD Authoring: DVD Studio Pro</td>
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</tr>
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<td>FVT 297</td>
<td>Cooperative Education</td>
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</table>

Writing & Directing for Film & Video Emphasis Required Credits .......... 45

**VIDEOGRAPHY/CINEMATOGRAPHY CERTIFICATE**

<table>
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<tr>
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<tr>
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</table>

VIDEOGRAPHY/CINEMATOGRAPHY CERTIFICATE, TOTAL CREDITS............... 45

**FILM/VIDEO TECHNOLOGY CERTIFICATES**

The Film/Video Technology and Certificate programs are designed for students seeking professional preparation for careers in Film, Video, and related industries. Students will be prepared for employment in the television, industrial video, network, cable, and internet production, commercial production, educational video, and feature film production industries, or for entry into graduate study programs.

**VIDEO POST-PRODUCTION CERTIFICATE**

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VIDEO POST-PRODUCTION CERTIFICATE, TOTAL CREDITS.................. 45
CERTIFICATE REQUIREMENTS

WRITING & DIRECTING FOR FILM & VIDEO CERTIFICATE

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>FVT 105</td>
<td>Video Production</td>
<td>3</td>
</tr>
<tr>
<td>FVT 117</td>
<td>Understanding the Actor's Process</td>
<td>3</td>
</tr>
<tr>
<td>FVT 150</td>
<td>Development of Film Expression</td>
<td>3</td>
</tr>
<tr>
<td>FVT 153</td>
<td>Intro to Film Production</td>
<td>3</td>
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<tr>
<td>FVT 155</td>
<td>Writing the Short Script</td>
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<tr>
<td>FVT 160</td>
<td>Video Post Production I</td>
<td>3</td>
</tr>
<tr>
<td>FVT 185</td>
<td>Documentary Film &amp; Video</td>
<td>3</td>
</tr>
<tr>
<td>FVT 187</td>
<td>The Comedy Film</td>
<td>3</td>
</tr>
<tr>
<td>FVT 188</td>
<td>The Horror Film</td>
<td>3</td>
</tr>
<tr>
<td>FVT 189</td>
<td>The Science Fiction Film</td>
<td>3</td>
</tr>
<tr>
<td>FVT 209</td>
<td>Production Management Techniques</td>
<td>3</td>
</tr>
<tr>
<td>FVT 220</td>
<td>16mm Production</td>
<td>3</td>
</tr>
<tr>
<td>FVT 250</td>
<td>Scriptwriting for Film Video</td>
<td>3</td>
</tr>
<tr>
<td>FVT 297</td>
<td>Cooperative Education</td>
<td>3</td>
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</tbody>
</table>

WRITING & DIRECTING FOR FILM & VIDEO CERTIFICATE, TOTAL CREDITS ..........45

WRITING/PRODUCING CERTIFICATE, TOTAL CREDITS ..........45

DEGREE REQUIREMENTS

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 & Report Wrt Practicum ....................1

* Paralegal students are required to complete

• Mathematics or Science (3 credits) ........................................3
  Choose from the following:
  Astronomy, Biology, Chemistry, Geology*, Mathematics 120 or higher, Physics 105 or higher ..........3
  * Not acceptable for Paralegal

• Social and Behavioral Sciences (6 credits)
  Required
  ECO 201 Principles of Macroeconomics .................................3
  ECO 202 Principles of Microeconomics .................................3

• 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, Photography, Speech, Theater**

** Paralegal students should consult with an academic advisor for specific requirements.

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

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

2003 - 2004

57
Choose from the following:

**ACCOUNTING MANAGEMENT EMPHASIS**

**EMPHASIS REQUIREMENTS**

- ACC 122 Principles of Accounting II ........................................4
- ACC 226 Intermediate Accounting I.........................................4
- ACC 227 Cost Accounting I..........................................................3
- ACC 115 Intro to the PC................................................................1
- CIS 118 Intro to CIS Practicum..................................................1
- CIS 155 Complete PC Spreadsheet.............................................3
- CIS 188 Intro to CIS Practicum..................................................1
- MAN 116 Principles of Supervision.............................................3

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

**ELECTIVES (6 CREDITS)**

Choose from the following: (You must select at least one course from ACC and at least one course from either BUS, CIS, MAN, or MAR).

- ACC 115 Payroll Accounting.....................................................2
- ACC 188 Payroll Accounting Practicum.....................................1
- ACC 125 Computerized Accounting.........................................3
- ACC 188 Computerized Accounting Practicum........................1
- ACC 131 Income Tax I..............................................................3
- ACC 188 Income Tax I Practicum .............................................1
- 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
- CIS 118 Micro Computer Applications....................................3
- CIS 188 Micro Computer Applications Practicum....................1
- MAN 225 Managerial Finance....................................................3
- MAN 244 Management Information Systems............................3
- MAR 216 Principles of Marketing............................................3
- PHI 112 Ethics............................................................................3

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

**MANAGEMENT DEGREE, ACCOUNTING MANAGEMENT EMPHASIS, TOTAL CREDITS.............................................................................66**
ELECTIVES (6 CREDITS)  CHOOSE FROM THE FOLLOWING

EMPHASIS REQUIREMENTS

HUMAN RESOURCES MANAGEMENT EMPHASIS

EMPHASIS REQUIREMENTS

ACC 122 Principles of Accounting II ................................................. 4
ACC 124 Principles of Accounting II Recitation.............................. 1
or
ACC 226 Cost Accounting I .............................................................. 3

and

ACC 227 Cost Accounting II .............................................................. 3
BUS 115 Introduction to Business ..................................................... 3
CIS 118 Microcomputer Applications ............................................. 3
CIS 168 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 ............................. 25-26

ELECTIVES (6 CREDITS)

Choose from the following

Accounting (all courses)
Business (all courses)
Communications (260-268 only*)
Computer Information Systems (all courses)
Insurance (all courses)
Management (all courses)
Marketing (all courses)

*Note: Only 3 credits from Communications courses may apply toward electives

ELECTIVES (6 CREDITS)

Choose from the following

Business (all courses)
Communications (260-268 only*)
Computer Info. Systems (all courses)
Insurance (all courses)
Management (all courses)
Marketing (all courses)

TECH MANAGEMENT EMPHASIS.  See CCA and Area Vocation
Schools and Joint Degree Programs, page 47.
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 110 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
- MAN 200 Human Resources Management I ......................3
- MAR 216 Principles of Marketing .....................................3
- PHI 112 Ethics .............................................................3
- SPE 125 Interpersonal Communication ............................3

GENERAL MANAGEMENT CERTIFICATE, TOTAL CREDITS ........35

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)

  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 & Report Wrt Practicum ...............1

- Mathematics or Science (3 credits) ..............................3

  Choose from the following: Astronomy, Biology, Chemistry,
  Geology, Mathematics 120 or higher, Physics 105 or higher

- Social and Behavioral Sciences (6 credits) Required
  - ECO 201 Principles of Macroeconomics ..........................3
  - ECO 202 Principles of Microeconomics ..........................3
  - Humanities (3 credits) Recommended
    - SPE 115 Principles of Speech Communication ..............3
    - SPE 125 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 .....................................................16

DEGREE 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
- CIS 110 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
- MAR 108 Personal Selling ..................................................3
- MAR 120 Customer Service ................................................3
- MAR 220 Advertising and Promotion ..................................3
- MAR 216 Principles of Marketing ........................................3

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
- Business (all courses)
- Communications (260-268 only)*
- Computer Info. Systems (all courses)
- Management (all courses)
- Marketing (all courses)
- PHI 112 Ethics .............................................................3
- Real Estate (all courses)

  * Note: only 3 credits from Communication courses may apply toward electives.

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

MARKETING DEGREE, GENERAL MARKETING

EMPHASIS, TOTAL CREDITS ..............................................63
**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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED 101</td>
<td>Introduction to Mediation</td>
<td>3</td>
</tr>
<tr>
<td>MED 104</td>
<td>Culture and Conflict Resolution</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 220</td>
<td>Human Relations &amp; Social Conflict</td>
<td>3</td>
</tr>
<tr>
<td>HHP 106</td>
<td>The Creative Mind</td>
<td>1</td>
</tr>
</tbody>
</table>

**Required Credits** ..............................................10

Choose an area of emphasis:

**EMPLOYMENT LAW/BUSINESS EMPHASIS**

**REQUIRED COURSE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED 103</td>
<td>Employment and Business Mediation</td>
<td>3</td>
</tr>
<tr>
<td>PAR 216</td>
<td>Employment Law</td>
<td>3</td>
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</tbody>
</table>

Employment Law/Business Emphasis Credits ..............................................6

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED 103</td>
<td>Employment and Business Mediation</td>
<td>3</td>
</tr>
<tr>
<td>PAR 116</td>
<td>Family Law</td>
<td>3</td>
</tr>
</tbody>
</table>

**Paralegal Certificate Required Credits** ..............................................21

**ELECTIVES (9 CREDITS)**

Select three courses from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAR 101</td>
<td>Introduction to Mediation</td>
<td>3</td>
</tr>
<tr>
<td>PAR 116</td>
<td>Torts</td>
<td>3</td>
</tr>
<tr>
<td>PAR 117</td>
<td>Family Law</td>
<td>3</td>
</tr>
<tr>
<td>PAR 125</td>
<td>Property Law</td>
<td>3</td>
</tr>
<tr>
<td>PAR 205</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>PAR 206</td>
<td>Business Organizations</td>
<td>3</td>
</tr>
<tr>
<td>PAR 207</td>
<td>Current Issues in Law</td>
<td>3</td>
</tr>
<tr>
<td>PAR 208</td>
<td>Probate and Estates</td>
<td>3</td>
</tr>
<tr>
<td>PAR 209</td>
<td>Constitutional Law</td>
<td>3</td>
</tr>
<tr>
<td>PAR 216</td>
<td>Employment Law</td>
<td>3</td>
</tr>
</tbody>
</table>

**PARALEGAL CERTIFICATE TOTAL CREDITS** ..............................................30

**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 Program Coordinator 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**

**Emphasis Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAR 115</td>
<td>Introduction to Law</td>
<td>3</td>
</tr>
<tr>
<td>PAR 116*</td>
<td>Torts</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAR 205*</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>PAR 118</td>
<td>Contracts</td>
<td>3</td>
</tr>
<tr>
<td>PAR 201</td>
<td>Civil Litigation</td>
<td>3</td>
</tr>
<tr>
<td>PAR 211</td>
<td>Legal Research</td>
<td>3</td>
</tr>
</tbody>
</table>

**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.

The Emergency Medical Services (EMS) program is designed for students seeking careers in emergency medicine. This program provides students with the knowledge and skills required to function within the Emergency Medical Services system. Unlike other EMS programs, there are no work related prerequisites to enter advanced level courses. Courses progress from EMT-Basic to EMT-Intermediate and are completed with EMT-Paramedic. All programs meet or exceed the Colorado Department of Public Health and Environment requirements for certification eligibility.

**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 (4 credits)**
  - MAT 121 College Algebra ..................................................4

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

- **Social and Behavioral Sciences (3 credits)**
  - POS 111 American Government .............................................3
  or
  - POS 125 Amer. State and Local Government ..............................3
### Degree Requirements and Programs of Instruction 2003-2004

#### Emergency Medical Technician-Paramedic Emphasis

Emergency Medical Technician-Intermediate, Total Required Credits ........................................24

### Degree Requirements

The student must select a minimum of 34 credit hours from the list below in consultation with the Department Chairs of Public Service or Emergency Medical Provider to satisfy the occupational core degree requirements. Both prospective EMP and Fire Academy students must be accepted into their respective programs prior to enrollment by calling and meeting with either director of the program they seek to enter. Fire academy students must successfully complete EMS 125, EMS 170 and ENG 121, and be in excellent physical condition prior to applying for the Fire Academy.

#### Area of Emphasis

Choose from the following:

**Firefighter Emphasis**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FST 100</td>
<td>Firefighter I</td>
<td>9</td>
</tr>
<tr>
<td>FST 101</td>
<td>Firefighter II</td>
<td>3</td>
</tr>
<tr>
<td>FST 102</td>
<td>Introduction to Fire Science and Suppression</td>
<td>3</td>
</tr>
<tr>
<td>FST 103</td>
<td>Firefighter Occupational Health and Safety</td>
<td>3</td>
</tr>
<tr>
<td>FST 105</td>
<td>Building Plans and Construction</td>
<td>3</td>
</tr>
<tr>
<td>FST 107</td>
<td>Hazardous Materials Operations (Level I)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Firefighter Emphasis, Total Required Credits</td>
<td>24</td>
</tr>
</tbody>
</table>

**Public Service Degree, Total Credits ........................................62**

#### Emergency Medical Technician-Basic Certificate Emphasis

All EMS courses must be taken as an emphasis block of instruction as indicated below.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 125</td>
<td>EMT Basic</td>
<td>9</td>
</tr>
<tr>
<td>EMS 136</td>
<td>EMT/Paramedic Safety Issues in the Field</td>
<td>1</td>
</tr>
<tr>
<td>EMS 170</td>
<td>EMT/Basic Clinical</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Emergency Medical Technician-Basic Emphasis, Total Credits</td>
<td>11</td>
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</table>

#### Emergency Medical Technician-Intermediate Certificate Emphasis

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CCA EMT-Basic Emphasis Certificate</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>EMT Basic Bridge Course</td>
<td>3</td>
</tr>
<tr>
<td>EMS 203</td>
<td>EMT Intermediate I</td>
<td>6</td>
</tr>
<tr>
<td>EMS 205</td>
<td>EMT Intermediate II</td>
<td>6</td>
</tr>
<tr>
<td>EMS 270</td>
<td>Clinical: EMT Intermediate</td>
<td>3</td>
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<tr>
<td></td>
<td>Emergency Medical Technician-Intermediate Emphasis Certificate, Total Credits</td>
<td>18-26</td>
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</table>

#### Emergency Medical Technician-Paramedic Certificate Emphasis

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCA EMT-Basic Emphasis Certificate</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>EMT Basic Bridge Course</td>
<td>3</td>
</tr>
<tr>
<td>EMS 225</td>
<td>Fundamentals of Paramedic Practice</td>
<td>3</td>
</tr>
<tr>
<td>EMS 226</td>
<td>Fundamentals of Paramedic Practice Lab</td>
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<tr>
<td>EMS 229</td>
<td>Paramedic Special Considerations</td>
<td>3</td>
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<tr>
<td>EMS 230</td>
<td>Paramedic Pharmacology Lab</td>
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<tr>
<td>EMS 231</td>
<td>Paramedic Cardiology</td>
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<tr>
<td>EMS 232</td>
<td>Paramedic Cardiology Lab</td>
<td>1</td>
</tr>
<tr>
<td>EMS 233</td>
<td>Paramedic Medical Emergencies</td>
<td>4</td>
</tr>
<tr>
<td>EMS 234</td>
<td>Paramedic Medical Emergencies</td>
<td>1</td>
</tr>
<tr>
<td>EMS 235</td>
<td>Paramedic Trauma Emergencies</td>
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</table>

### Public Service Certificate

#### Emergency Medical Provider Certificate

All EMS courses must be taken as an emphasis block of instruction as indicated below.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EMS 125</td>
<td>EMT Basic</td>
<td>9</td>
</tr>
<tr>
<td>EMS 136</td>
<td>EMT/Paramedic Safety Issues in the Field</td>
<td>1</td>
</tr>
<tr>
<td>EMS 170</td>
<td>EMT/Basic Clinical</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Emergency Medical Technician-Basic Emphasis Certificate, Total Credits</td>
<td>11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 202</td>
<td>EMT Basic Bridge Course</td>
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</tr>
<tr>
<td>EMS 203</td>
<td>EMT Intermediate I</td>
<td>6</td>
</tr>
<tr>
<td>EMS 205</td>
<td>EMT Intermediate II</td>
<td>6</td>
</tr>
<tr>
<td>EMS 270</td>
<td>Clinical: EMT Intermediate</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Emergency Medical Technician-Intermediate Emphasis Certificate, Total Credits</td>
<td>18-26</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 225</td>
<td>Fundamentals of Paramedic Practice</td>
<td>3</td>
</tr>
<tr>
<td>EMS 226</td>
<td>Fundamentals of Paramedic Practice Lab</td>
<td>2</td>
</tr>
<tr>
<td>EMS 229</td>
<td>Paramedic Pharmacology Lab</td>
<td>2</td>
</tr>
<tr>
<td>EMS 230</td>
<td>Paramedic Pharmacology Lab</td>
<td>5</td>
</tr>
<tr>
<td>EMS 231</td>
<td>Paramedic Cardiology</td>
<td>1</td>
</tr>
<tr>
<td>EMS 232</td>
<td>Paramedic Cardiology Lab</td>
<td>4</td>
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<td>EMS 233</td>
<td>Paramedic Medical Emergencies</td>
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<td>EMS 234</td>
<td>Paramedic Medical Emergencies</td>
<td>1</td>
</tr>
<tr>
<td>EMS 235</td>
<td>Paramedic Trauma Emergencies</td>
<td>4</td>
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</tbody>
</table>
in the CCA catalog which is applicable toward a degree. Students transferring MAT 106 additional credits may be taken from any course in the CCA catalog which is applicable toward a degree. Students transferring MAT 106 required credit hours at CCA in order to bring the total number to 60. Such additional credits may be taken from any course in the CCA catalog which is applicable toward a degree.

CCA ELECTIVES

• Humanities (3 credits) ..................................................3
• Social/Behavioral Science (3 credits) ..................................3

Choose from the following: Anthropology, Economics, Ethnic Studies, Geography, History, Political Science, Psychology, Sociology, Women's Studies

• Mathematics or Science (6 credits) ......................................6

Choose from the following: Astronomy, Biology, Chemistry, Geology, Mathematics 120 or higher, Physics 105 or higher

• 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 of semester credit hours to 60. Such additional credits may be taken from any course in the CCA catalog which is applicable toward a degree. Students transferring MAT 106 from Pickens Tech must take additional business course work to meet the minimum degree requirement of 60 credit hours.

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

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 ..................12

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.

NOTE: Pickens Tech and Emily Griffith students are encouraged to enroll concurrently in CCA courses. They must comply with the regulations and requirements relating to admission and attendance at each institution. Students should consult an academic advisor at Pickens Tech, Emily Griffith or at CCA for further information. They also should review the transfer guides and catalogs of both institutions.

APPLIED TECHNOLOGY

The AAS degree in Applied Technology requires the completion of at least 60 semester hours. Credits from area vocational schools that apply to the degree vary in number according to the certificate program offered by the area vocational school. A maximum of 42 certificate credits may be applied toward the Applied Technology degree. Students must complete at least 18 credit hours in general education courses at CCA. Students whose certificate program taken at the area vocational school requires less than 42 hours must complete more than the 18 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.
- Mathematics or Science (3 credits)
  Choose from the following: Astronomy, Biology, Chemistry, Geology, Mathematics 120 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 Principles of Speech Communication ............3
  SPE 125 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 121</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACC 123</td>
<td>Principles of Accounting I Recitation</td>
<td>1</td>
</tr>
<tr>
<td>CIS 110</td>
<td>Introduction to the PC</td>
<td>1</td>
</tr>
<tr>
<td>CIS 115</td>
<td>Intro to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 188</td>
<td>Intro to CIS Practicum</td>
<td>1</td>
</tr>
<tr>
<td>MAN 226</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>CCA Required Degree Core Credits</td>
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</table>

### CCA Electives (5 Credits)

Choose from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 122</td>
<td>Principles of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACC 124</td>
<td>Principles of Accounting II Recitation</td>
<td>1</td>
</tr>
<tr>
<td>BUS 101</td>
<td>Start Your Own Business</td>
<td>1</td>
</tr>
<tr>
<td>BUS 102</td>
<td>Entrepreneurial Operations</td>
<td>4</td>
</tr>
<tr>
<td>BUS 122</td>
<td>Customer Service</td>
<td>1</td>
</tr>
<tr>
<td>BUS 216</td>
<td>Legal Environment of Business I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 135</td>
<td>Complete PC Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>CIS 188</td>
<td>Complete PC Word Processing Practicum</td>
<td>1</td>
</tr>
<tr>
<td>MAN 116</td>
<td>Principles of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>MAN 120</td>
<td>Office Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN 200</td>
<td>Human Resource Management I</td>
<td>3</td>
</tr>
<tr>
<td>MAN 244</td>
<td>Management Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MAR 108</td>
<td>Personal Selling</td>
<td>3</td>
</tr>
<tr>
<td>MAR 216</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>PHI 112</td>
<td>Ethics</td>
<td>3</td>
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<tr>
<td>CCA Elective Credits</td>
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</tr>
</tbody>
</table>

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

### Management Degree (Tech Management Emphasis)

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; Cabinmaking 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; 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.
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

COLORADO MORTGAGE LENDERS PROGRAM.

To satisfy the requirements for this certificate, complete the following sequence:

- BUS 131 Intro to Mortgage Banking .........................1
- BUS 132 Residential Mortgage Loans .........................1
- BUS 133 Residential Mortgage Processing ..................1
- BUS 134 Mortgage Banking Residential Underwriter ...1
- BUS 135 Residential Loan Closing ..............................1
- BUS 136 Introduction to Secondary Marketing .............1

RECOGNITION OF ACHIEVEMENT CERTIFICATE, COLORADO LENDERS ASSOCIATION PROGRAM, TOTAL CREDITS ........6

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 .........................1

RECOGNITION OF ACHIEVEMENT CERTIFICATE, ENTREPRENEURIAL PROGRAM, TOTAL CREDITS .......................4

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.

CERTIFICATE REQUIREMENTS

- HHP235/BIO260/PSY269 Mind, Body, Healing & Health ......3
- HHP237/BIO261/PSY267 Life Feedback for Health ..........3
- HHP 238 Life Plan for Health ..................................1

Required Credits .......................................................7

ELECTIVES

Choose at least one hour from each category and a total of 9 credits

The Physical Dimension

- PED 147 Hatha Yoga .................................................1
- PED 143 Tai Chi .......................................................1

The Mental Dimension

- HHP 106 The Creative Mind ......................................1
- HHP 161 Meditation for Health .................................1
- HHP 214 Dreams and Self-Discovery ..........................1
- HHP 165 Visualization for Health ..............................1
- HWE 208 Expressive Painting for Health ....................1
- MHP 249 Creative Journaling for Health ....................1

The Healing Arts

- HHP 242 Healing Touch ...........................................1
- HHP 218 Acupressure ...............................................1
- HHP 224 Therapeutic Massage ..................................1
- HHP 205 Introduction to Herbs .................................1
- HHP 206 Herbal Healing for Women ..........................1
- HHP 252 Enhancing Your Performance with Brain Gym ...1
- HHP 253 Brain Gym Applications ..............................1

Other coursework may be approved. Please call, 303-340-7125.

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

RECOGNITION OF ACHIEVEMENT CERTIFICATE, SELF & FAMILY HEALTH ENHANCEMENT, TOTAL CREDITS ..........16

TEACHER TRAINING INSTITUTE FOR CLASSICAL HATHA YOGA

This program is designed to prepare Hatha Yoga teachers to teach in a variety of settings, e.g., schools, health clubs, and corporations. Students who successfully complete the requirements will have: (1) credible academic knowledge about Hatha Yoga and its benefits; (2) well developed skills in their personal practice of Hatha Yoga; (3) the ability to plan, market and effectively teach Hatha Yoga classes.

CERTIFICATE REQUIREMENTS

- HHP 250 Yoga Teacher Institute ...............................10

DEGREE REQUIREMENTS AND PROGRAMS OF INSTRUCTION

2003 - 2004
SPECIAL PROGRAMS

COLORADO COMMUNITY COLLEGE ONLINE (CCC ONLINE) DEGREE.
The Colorado Community College Online is a consortium of 13 colleges in the Community Colleges of Colorado system. Through CCCOnline, you can earn some degrees and certificates. All courses are taught over the internet. Tuition is $134.90 per credit hour. For more information, visit the CCCOnline website at: www.ccconline.org or contact an academic advisor at CCA in Room A102, phone 303-360-4797, or e-mail advising@CCAurora.edu. CCA offers many online courses as well. 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 to earn credits toward a Bachelor of Science in Business Administration with an emphasis in Insurance by having an agreement with 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 advisor, CentreTech Campus A102, or Lowry Campus, Bldg. 903.

COLORADO COMMUNITY COLLEGES (CCCONLINE)

BUSINESS AAS Degree

GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 121</td>
<td>English Composition I</td>
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<td>ENG 122</td>
<td>English Composition II</td>
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MATHEMATICS (4 CREDITS)

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>MAT 121</td>
<td>College Algebra</td>
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SOCIAL AND BEHAVIORAL SCIENCE (6 CREDITS)

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<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ECO 201</td>
<td>Principles of Macroeconomics</td>
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<tr>
<td>ECO 202</td>
<td>Principles of Microeconomics</td>
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HUMANITIES (3 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>SPE 115</td>
<td>Public Speaking</td>
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Total General Education Credits .............................................................19

DEGREE REQUIREMENTS (35 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ACC 121</td>
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<td>ACC 122</td>
<td>Principles of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>BUS 115</td>
<td>Intro to Business</td>
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<tr>
<td>BUS 216</td>
<td>Legal Environment of Business</td>
<td>3</td>
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<td>BUS 217</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>BUS 226</td>
<td>Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MAN 200</td>
<td>Human Resource Management I</td>
<td>3</td>
</tr>
<tr>
<td>MAN 216</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN 226</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MAR 111</td>
<td>Principles of Sales</td>
<td>3</td>
</tr>
<tr>
<td>MAR 216</td>
<td>Principles of Marketing</td>
<td>3</td>
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</table>

Total Degree Requirements ....................................................................35

INFORMATION TECHNOLOGY CLASSES (9 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>CIS 115</td>
<td>Intro to Computer Info Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 118</td>
<td>Intro to Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 155</td>
<td>PC Spreadsheet Concepts</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Information Technology Credits ................................................9

CCCONLINE BUSINESS DEGREE, TOTAL CREDITS .......................................63
COURSE DESCRIPTIONS
The Colorado Community Colleges System (which includes the Community College of Aurora) has undertaken a project to assign common 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.

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. 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. 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 plan developed by the student and 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.

PREREQUISITES AND COREQUISITES
If a course has a prerequisite or corequisite, it will be noted here. A prerequisite lists the course(s) or test score(s) needed prior to enrollment in the course. A corequisite lists the course(s) that is required to be enrolled in concurrently.
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
3 Credit hours 45 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 automated payroll procedures. (Formerly ACC 106)

ACC 121 Accounting Principles I
4 Credit hours 60 Contact hours
Co-requisite: ACC 123
 Introduces the study of accounting principles for understanding of the theory and logic that underlie procedures and practices. Major topics include: the accounting cycle for service and merchandising companies; special journals and subsidiary ledgers; internal control principles and practices; notes and interest; inventory systems and costing; plant assets and intangible asset accounting; and depreciation methods and practices.

ACC 122 of Accounting Principles 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 management accounting.

ACC 123 Accounting Principles I Recitation
1 Credit hour 15 Contact hours
Co-requisite: ACC 121
 Offers accompanying recitation for ACC 121, Accounting Principles I. The course 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 situations, using individual and team problem solving. (Formerly included in ACC 121)

ACC 124 Accounting Principles II Recitation
1 Credit hour 15 Contact hours
Co-requisite: ACC 122
 Offers an accompanying recitation for ACC 122, Accounting Principles II. The course 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 in ACC 122)

ACC 125 Computerized Accounting
3 Credit hours 45 Contact hours
Prerequisite: ACC 101 or ACC 121. Co-requisite: ACC 188
 Introduces the capabilities of computer applications in accounting. Includes solving accounting problems of a financial nature and hardware and software controls. (Formerly ACC 116)

ACC 131 Income Tax
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 taxation of individuals and sole proprietorships.

ACC 135 Spreadsheet Application For Accounting
3 Credit hours 45 Contact hours
Prerequisite: ACC 122, CIS 159 or spreadsheet experience
 This course introduces spreadsheets as an accounting tool. Using an accounting perspective, the student applies fundamental spreadsheet concepts. The spreadsheet is used as a problem solving and decision making tool. (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
 Focuses on comprehensive analysis of generally accepted accounting principles (GAAP), accounting theory, concepts and financial reporting principles for public corporations. It is the first of a two-course sequence in financial accounting and is designed primarily for accounting and finance majors. Focuses on the preparation and analysis of business information relevant and useful to external users of financial reports. Explores the theories, principles and practices surveyed in Accounting Principles and critically examines real-world financial analysis and reporting issues.

ACC 212 Intermediate Accounting II
4 Credit hours 60 Contact hours
Prerequisite: ACC 211
 Focuses on the theoretical and practical aspects of accounting for long-term liabilities, stockholders’ equity, investments, pensions and leases. Includes income tax allocation, financial statement analysis, cash flow statements and accounting methods changes.

ACC 216 Governmental and Not-for-profit Accounting
3 Credit hours 45 Contact hours
Prerequisite: ACC 121 or equivalent.
 Addresses concepts of budgetary control as a matter of law and public administration theory, Accounting principles and procedures necessary to implement budgetary controls for governmental units and other not-for-profit institutions and organizations. (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
 Continues Computerized Accounting (ACC 125) with emphasis on the practical application of integrated accounting processes through the use of commercially available software. Includes software evaluation and selection, automated accounting systems controls, and system documentation. (Formerly ACC 216)

ACC 227 Cost Accounting II
3 Credit hours 45 Contact hours
Prerequisite: ACC 122
 Studies cost accumulation methods and reports. Focuses on the concepts and procedures of job order, process, standard, and direct cost system, budgeting, planning, and control of costs.

ACC 228 Cost Accounting I
3 Credit hours 45 Contact hours
Prerequisite: ACC 122
 Studies cost accumulation methods and reports. Focuses on the concepts and procedures of job order, process, standard, and direct cost system, budgeting, planning, and control of costs.
Ammanin the Interpreter Preparation Program.

Prerequisite: Successful completion of ASL 121 or Passing the ASL Proficiency Exam or Permission of department chair.

Develops a basic syntactic knowledge of American Sign Language (ASL), basic vocabulary and basic conversational skills. Incorporate vital aspects of deaf culture and community. The direct experience method is used to enhance the learning process.

Students must complete this course with a “B” or higher or pass an ASL proficiency test at 80% or better prior to registering for ASL 122 if planning to enroll in the Interpreter Preparation Program.

ASL 122 American Sign Language II

5 Credit hours 75 Contact hours
Prerequisite: Successful completion of ASL 121 or Passing the ASL Proficiency Exam or Permission of department chair.

Provides an introduction to basic techniques and the cultural impact of ASL as well as the cultural features of the language. It helps the student maintain sign language skills. This course is designed for students who have not met the minimum requirements to continue on with ASL 221.

ANTHROPOLOGY

ANT 101 Cultural Anthropology

3 Credit hours 45 Contact hours
Prerequisite: ASL 123 with a grade of C or below.

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
Prerequisite: ART 121 or permission of Instructor.

Introduces the science of recovering the human prehistoric and historic past through excavation, analysis, and interpretation of material remains. Includes a survey of the archaeology of different areas of the Old and New Worlds. Also includes the works of selected archaeologists and discussions of major archaeological theories.

ANT 111 Physical Anthropology

3 Credit hours 45 Contact hours
Prerequisite: ART 121 or permission of Instructor.

Studies human biology and its effect on behavior. Includes principles of genetics and evolution, vertebrates and primates, human origins, human variation, and ecology.

ANT 211 Exploring Other Cultures

3 Credit hours 45 Contact hours
Prerequisite: ART 121 or permission of Instructor.

Provides an anthropological understanding of a selected culture. Areas of study include the culture’s language, processes of enculturation, subsistence patterns and economics, kinship and descent, political organization, religion, art, history, and its reactions to the forces of globalization.

ANT 260 Sex, Gender, and Culture

3 Credit hours 45 Contact hours
Prerequisite: ART 121 or permission of Instructor.

Explores the anthropology of gender. Includes the relationship between biology and culture in human evolution, archaeological evidence of gender distinctions in prehistory, cross-cultural constructions of masculinity, femininity, and sexuality, variations in the sexual division of labor and economic stratification, gender differences in ritual and religion, and the impact of gender issues in contemporary global culture change.

ANT 275 Special Topics

1-3 Credit hours 38-113 Contact hours
Prerequisite: ART 121 or permission of Instructor.

Provides an opportunity for off-campus field experience or study of a special topic in Anthropology. Field study may occur at archaeological sites, museums, host educational institutions, within ethnographic situations, or other anthropologically appropriate places. Study of a special topic may include that derived from physical anthropology, cultural anthropology, archaeology, or other anthropological discipline.
ART 124 Watercolor II
3 Credit hours  90 Contact hours
Prerequisite: ART 123 or permission of Instructor
Continues the study of watercolor techniques, emphasizing original compositions and experimentation with materials. Color theory is included.

ART 131 2-D Design
3 Credit hours  90 Contact hours
Examines the basic elements of design, visual perception, and artistic form and composition as they relate to two-dimensional media.

ART 132 3-D Design
3 Credit hours  90 Contact hours
Prerequisite: ART 131 or permission of Instructor
Focuses on learning to apply the elements and principles of design to three dimensional problems.

ART 154 Sculpture I
3 Credit hours  90 Contact hours
Prerequisite: ART 154 or permission of Instructor
Introduces the fundamentals of sculpture such as the modeling, casting, carving, and the processes of assemblage.

ART 155 Sculpture II
3 Credit hours  90 Contact hours
Prerequisite: ART 154 or permission of Instructor
Develops an understanding and focus on the manipulation of three-dimensional form, with greater concentration on individual creativity and style.

ART 156 Figure Drawing I
3 Credit hours  90 Contact hours
Prerequisite: ART 156 or permission of Instructor
Introduces the basic techniques of drawing the human figure.

ART 161 Ceramics I
3 Credit hours  90 Contact hours
Prerequisite: ART 161
Introduces traditional and contemporary ceramic forms and processes including hand building and throwing on the potter’s wheel.

ART 162 Ceramics II
3 Credit hours  90 Contact hours
Prerequisite: ART 161
A continuation of ART 161, this course emphasizes skill, techniques and form.

ART 211 Painting I
3 Credit hours  90 Contact hours
Prerequisite: ART 121 or ART 131
Explores basic techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting to depict form and space on a two-dimensional surface.

ART 212 Painting II
3 Credit hours  90 Contact hours
Prerequisite: ART 211 or permission of Instructor
This course further explores basic techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with an emphasis on composition and content development.

ART 213 Painting III
3 Credit hours  90 Contact hours
Prerequisite: ART 212 or permission of Instructor
Provides continued exploration of techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with an emphasis on composition and content development.

ART 214 Painting IV
3 Credit hours  90 Contact hours
Prerequisite: ART 213 or permission of Instructor
Explores advanced techniques, materials, and concepts used in opaque painting processes, with an emphasis on the development of themes and a cohesive body of work.

ART 221 Drawing III
3 Credit hours  90 Contact hours
Prerequisite: ART 221 or permission of Instructor
Continues advanced work with emphasis on composition and content development.

ART 222 Drawing IV
3 Credit hours  90 Contact hours
Prerequisite: ART 221 or permission of Instructor
Offers a continued study of expressive drawing techniques and development of individual style, with an emphasis on composition and technique variation.

ART 223 Watercolor III
3 Credit hours  90 Contact hours
Prerequisite: ART 223 or permission of Instructor
Explores advanced drawing problems with an emphasis on conceptual development and portfolio and/or exhibition quality presentation.

ART 224 Watercolor IV
3 Credit hours  90 Contact hours
Prerequisite: ART 223 or permission of Instructor
Concentrates on the advanced study of subject development, form, color, and theme in watercolor.

ART 231 Advanced 2-D Design
3 Credit hours  45 Contact hours
Prerequisite: ART 131
Provides continued study of the principles and elements of two-dimensional design with an emphasis on visual communication for further application in fine art, commercial art, and/or applied arts.

ART 233 Advanced 3-D Design
3 Credit hours  45 Contact hours
Prerequisite: ART 131
Provides continued study of the principles and elements of three-dimensional design with an emphasis on visual communication for further application in fine art, commercial art, and/or applied arts.

ART 256 Advanced Figure Drawing
3 Credit hours  45 Contact hours
Prerequisite: ART 156 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.

ART 261 Ceramics III
3 Credit hours  90 Contact hours
Prerequisite: ART 162
Encourages students to develop an individual style of wheel thrown and hand built ceramic forms with continuing involvement in surface treatment.

ART 262 Ceramics IV
3 Credit hours  90 Contact hours
Prerequisite: ART 261
Continues advanced work with emphasis on various clay bodies, unique glazes and engobes, and combining different textures and shapes, and development of personal forms.

ART 268 Sculpture III
3 Credit hours  90 Contact hours
Prerequisite: ART 153 or permission of Instructor
Focuses on advanced individual sculpture projects, emphasizing experimentation with materials, accomplished technique and conceptual significance.
**Astronomy**

**AST 101 Astronomy I**  
4 Credit hours  60 Contact hours  
Focuses on the history of astronomy, the tools of the astronomer, and the contents of the solar system including the planets, moons, asteroids, comets, and meteoroids. Incorporates laboratory experience.

**AST 102 Astronomy II**  
4 Credit hours  60 Contact hours  
Emphasizes the structure and life cycle of the stars, the sun, galaxies, and the universe as a whole, including cosmology and relativity. Incorporates laboratory experience.

**Biology**

**BIO 105 Science of Biology**  
4 Credit hours  90 Contact hours  
Examines the basis of biology in the modern world and surveys the current knowledge and conceptual framework of the discipline. Explores biology as a science - a process of gaining new knowledge - as is the impact of biological science on society. Includes laboratory experiences. Designed for non-science majors.

**BIO 106 Basic Anatomy and Physiology**  
4 Credit hours  90 Contact hours  
Focuses on basic knowledge of body, structures and function, and provides a foundation for understanding deviations from normal and disease conditions. This course is designed for individuals interested in health care and is directly applicable to the Practical Nursing Program and the Medical Office Technology program. (Formerly BIO 116)

**BIO 111 General College Biology with Lab**  
5 Credit hours  105 Contact hours  
Examines the fundamental molecular, cellular, and genetic principles characterizing plants and animals. Includes cell structure and function and the metabolic processes of respiration and photosynthesis, as well as cell reproduction, and basic concepts of heredity. This course includes laboratory experience.

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

**BIO 135 Human Nutrition**  
Refer to HWE 100 under Health Wellness Education (Formerly BIO 109)

**BIO 141 Human and the Environment**  
3 Credit hours  45 Contact hours  
This course is designed for non-science majors. Topics include basic principles of ecology, and the impact of humans on the environment.

**BIO 201 Human Anatomy and Physiology I**  
4 Credit hours  90 Contact hours  
Prerequisite: BIO 111 or equivalent, or permission of Department Chair  
Focuses on an integrated study of the human body including the histology, anatomy, and physiology of each system. Examines molecular, cellular, and tissue levels of organization plus integuments, skeletal, articulations, muscular, nervous, and endocrine systems. Includes a mandatory hands-on laboratory experience covering experimentation, microscopy, observations, and dissections. This is the first semester of a two semester sequence.

**BIO 202 Human Anatomy and Physiology II**  
4 Credit hours  90 Contact hours  
Prerequisite: BIO 201 or equivalent, or permission of Department Chair  
Focuses on the integrated study of the human body and the histology, anatomy, and physiology of the following systems and topics: cardiovascular, hematologic, lymphatic, immune, urinary, fluid and electrolyte control, digestive, nutrition, respiratory, reproductive, and development. Includes a mandatory hands-on laboratory experience that includes experimentation, microscopy, observations, and dissection. This is the second semester of a two semester sequence.

**BIO 204 Microbiology**  
4 Credit hours  90 Contact hours  
Prerequisite: BIO 111 or equivalent, or permission of Department Chair  
Designed for health science majors. Examines microorganisms with emphasis on their structure, development, physiology, classification, and identification. The laboratory experience includes culturing, identifying, and controlling microorganisms with an emphasis on their role in infectious disease. (Formerly BIO 205)

**BIO 208 General College Microbiology**  
5 Credit hours  105 Contact hours  
Prerequisite: BIO 111 or equivalent, or permission of Department Chair  
This course is designed for biology and health science majors. It is a survey of microorganisms with an emphasis on their structure, development, physiology, classification, and identification. Major topics include microbial diversity, functional anatomy, biochemistry, genetics, ecology, and disease. Mandatory hands-on laboratory experience includes sterile technique, microscopy, culture procedures, and biochemical and genetic analysis.

**BIO 220 General Zoology**  
5 Credit hours  75 Contact hours  
Prerequisite: BIO 111 or equivalent, or permission of Department Chair  
This course is designed for biology majors. It involves a study of invertebrate and vertebrate animals, involving structure, evolutionary development, ecology, classification, physiology, reproduction and zoogeography. A survey of zoological diversity emphasizes the characteristics, zoological contributions, and classification of animal phyla and major classes. This course requires hands-on laboratory and field experience. (Formerly BIO 225)

**BIO 221 Botany**  
5 Credit hours  75 Contact hours  
Prerequisite: BIO 111 or equivalent, or permission of Department Chair  
This course is designed for biology majors. It is a study of nonvascular and vascular plants. It emphasizes photosynthesis, pathways, function, reproduction, physiology, genetics, diversity, evolution, and ecology. This course requires mandatory hands-on laboratory and field experience.

**BIO 222 General College Ecology**  
4 Credit hours  60 Contact hours  
Prerequisite: BIO 111 or equivalent, or permission of Department Chair  
This course is a study of the interrelationships between organisms and their environment. Topics covered will include composition and function of aquatic and terrestrial ecosystems, population biology, pollution and the effects of man on ecosystems. Will include laboratory and field experiences. (Formerly BIO 227)

**BIO 224 Genetics**  
4 Credit hours  60 Contact hours  
Prerequisite: BIO 111 or equivalent, or permission of the Department Chair  
This course is 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 some laboratory experience. (Formerly BIO 207)

**BIO 226 Field Biology I**  
2 Credit hours  75 Contact hours  
Prerequisite: BIO 111 or equivalent, or permission of Department Chair  
This course involves indepth field study of natural environments within and outside of the United States. The course varies from seven to twenty-one days in length. It involves identification of organisms, as well as an examination of ecological concepts and principles. This course requires hands-on laboratory and field experience (includes extensive hiking). (Formerly BIO 228)
BIO 190 Sterile Technique, Microscopy, Media and Proteins, preparing them for research and industry. Laboratory experience will include hands-on laboratory experience. (Formerly BIO 230)

BIO 261 Introduction to Forensic Science and Criminalistics
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. (Formerly BIO 231)

BIO 268 Cell Biology and Immunology
4 Credit hours 90 Contact hours
Provides an introduction to research in cell biology. Student performs hands-on laboratory techniques to include cell isolation and culture, subcellular fractionation, protein isolation, protein and enzyme assays, electrophoresis and various monoclonal-antibody techniques. Part of the Biotechnology Program Professional/Vocational Core. (Formerly BIO 284)

BIO 269 Nucleic Acid Techniques and Molecular Cloning
4 Credit hours 90 Contact hours
Introduces Recombinant DNA technology as it is used in Biomedical Research. Covers basic information on the structure and function of DNA as a genetic material before students are guided through a research project involving the isolation and sequence analysis of a gene. Students perform hands-on laboratory techniques on non-infectious material to include PCR, gel electrophoresis, molecular cloning, and automated DNA sequencing. (Formerly BIO 288)

BIO 280 Biotechnology Internship
3 Credit hours 135 Contact hours
The internship is a required component of the biotechnology certificate and serves as a capstone experience. Students gain real time experience by working in a company laboratory. (Formerly BIO 285)

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 109 Workplace Relationships
1 Credit hour 15 Contact hours
Empower yourself to create more harmonious workplace relationships 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. (Also Available As An Online Course)
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
Prerequisite: BUS 131
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 affect the loan process.

BUS 133 Residential Mortgage Processing
1 Credit hour 15 Contact hours
Prerequisite: BUS 131
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
Prerequisite: BUS 131 and BUS 133
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
Prerequisite: BUS 131
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
Prerequisite: BUS 131, BUS 132, BUS 133, BUS 134 and BUS 135
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.

BUS 216 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. (Also Available As An Online Course)

BUS 217 Business Communications and Report Writing
3 Credit hours 45 Contact hours
Co-requisite: BUS 288. 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. Basic Word processing skills needed. (Also Available As An Online Course)

BUS 218 Legal Environment of Business II
3 Credit hours 45 Contact hours
Student 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 busi-ness 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 221 Business Law I
3 Credit hours 45 Contact hours
An introductory study of business law to include, but not be restricted to, such topics as foundations of the legal system, contracts, sales (UCC), agency, and property (real and personal). (Also available as an online class.)

BUS 226 Business Statistics
3 Credit hours 45 Contact hours
Prerequisite: MAT 105 or permission of Department Chair
Course is intended for business majors and includes statistical study, descriptive statistics, probability and the binomial 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 228 Workplace Writing: E-mail, Memos, Letters
1 Credit hour 15 Contact hours
Concentrates on techniques for producing effective business documents: e-mail, memos, and letter. The course focuses on audience profiling and the process of writing, including content organization, draft development, evaluation, and revision. Will produce written documents that reflect sound communication principles and mechanical accuracy.

BUS 229 Workplace Writing: Proposals and Reports
1 Credit hour 15 Contact hours
Concentrates on techniques for producing effective business documents: proposals and reports. The course focuses on audience profiling and the process of writing, including content organization, draft development, evaluation, and revision. Students will produce written documents that reflect sound communication principles and mechanical accuracy.

BUS 260 Business Process Foundations for E-Commerce
3 Credit hours 45 Contact hours
Prerequisite: CBW 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 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.
CHEMISTRY

CHE 101 Introduction to Chemistry I with Lab
5 Credit hours  90 Contact hours
Prerequisite:  CHE 101 or instructor permission
Focuses on introductory organic and biochemistry (sequel to Introduction to Chemistry I). Includes the study of hybridization of atomic orbitals for carbon, nomenclature of both organic and biochemical compounds, physical and chemical properties of various functional groups of organic chemistry, and physical and chemical properties of biochemical compounds along with their biochemical pathways. Incorporates laboratory experiments.

CHE 102 Introduction to Chemistry II with Lab
5 Credit hours  90 Contact hours
Prerequisite:  CHE 101 or instructor permission
Focus on introductory organic and biochemistry (sequel to Introduction to Chemistry I). Includes the study of hybridization of atomic orbitals for carbon, nomenclature of both organic and biochemical compounds, physical and chemical properties of various functional groups of organic chemistry, and physical and chemical properties of biochemical compounds along with their biochemical pathways. Incorporates laboratory experiments...

CHE 111 General College Chemistry I with Lab
5 Credit hours  105 Contact hours
Prerequisite:  One year of high school chemistry or equivalent, Co-requisite:  MAT 121
Focuses on general chemistry and measurement: matter, chemical formulas, reaction and equations, stoichiometry, and thermodynamics. Covers the development of atomic theory culminating in the use of quantum numbers to determine electron configurations of atoms, and the relationship of electron configuration to chemical bond theory and molecular orbital theory. Includes gases, liquids, and solids. Problem solving skills are emphasized. Incorporates laboratory experiments.

CHE 112 General College Chemistry II with Lab
5 Credit hours  105 Contact hours
Prerequisite:  CHE 111, MAT 121
Present concepts in the area of solution properties, chemical kinetics, chemical equilibrium, acid-base and ionic equilibrium, thermodynamics, electrochemistry, nuclear chemistry, and organic chemistry. Emphasizes problem solving skills and descriptive contents for these topics. Laboratory experiments demonstrate qualitative and quantitative analytical techniques.

CHE 211 Organic Chemistry I with Lab
5 Credit hours  105 Contact hours
Prerequisite:  CHE 112
Focuses on compounds associated with the element carbon. Includes structure and reactions of aliphatic hydrocarbons and selected functional group families. Covers nomenclature of organic compounds, stereochemistry, and reaction mechanisms such as SN1, SN2, E1 and E2. Laboratory experiments demonstrate the above concepts plus the laboratory techniques associated with organic chemistry.

CHE 212 Organic Chemistry II with Lab
5 Credit hours  105 Contact hours
Prerequisite:  CHE 211
Continues the investigation into the chemistry of carbon-based compounds, their reactions and synthesis. Includes the structure, physical properties, reactivities, and synthesis of organic functional groups not covered in the first semester. Explores functional groups including alcohols, ethers, aromatics, aldehydes, ketones, amines, amides, esters, and carboxylic acids. Includes reactions and reaction mechanisms of aromatics compounds. An introduction to biochemical topics may be included if time permits. Laboratory experiences demonstrate the above concepts and the laboratory techniques associated with organic chemistry.

COMMUNICATIONS (SEE SPEECH)

COMPUTER INFORMATION SYSTEMS

BTE 100 Computer Keyboarding
1 Credit hour  15 Contact hours
Co-requisite:  BTE 111
Designed to students who have minimal or no keyboarding skills. Introduces the touch method of keyboarding, as well as the basic operation and functions of the equipment. Emphasizes learning the alphanumeric keyboard, proper technique, and speed control.

BTE 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 101 Introduction to the PC
1 Credit hour  15 Contact hours
Co-requisite:  CIS 110.
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. (Formerly CIS 105)

CIS 115 Introduction to Computer Information Systems
3 Credit hours  45 Contact hours
Co-requisites:  CIS 110, 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 118 Introduction to PC Applications
3 Credit hours  45 Contact hours
Co-requisites:  CIS 168, CIS 188
Introduces computer concepts and components, as well as application suite software and the Internet. Includes descriptions of operating environments and other common PC application packages.

CIS 124 Introduction to Operating System
3 Credit hours  45 Contact hours
Co-requisite:  CIS 188
Introduces concepts, terminology, and hands-on skills in the use DOS and Windows. Emphasizes navigation, file manipulation, file creation and troubleshooting. (Former CIS 123)

CIS 125 Multi-Platform Operating Systems
3 Credit hours  45 Contact hours
Co-requisites:  CIS 110, CIS 188
Introduces concepts, terminology, and hands-on skills in the use of both MAC, Unix, and Windows Operating Systems. Emphasizes navigation, file manipulation, and file creation.

CIS 128 Windows Complete
3 Credit hours  45 Contact hours
Co-requisite:  CIS 188
An introduction to the functions and capabilities of Microsoft Windows. Topic include: Basics of Windows, cut, copy and paste Windows Explorer, Word Pad, Paint, customizing Windows, OLE, Network Basics, hardware basics and management. (Formerly CIS 176 and CIS 122/123)

CIS 129 Advanced Windows
2 Credit hour  30 Contact hours
Prerequisite:  CIS 128 or Introduction to Windows. Co-requisite:  CIS 188
This course introduces the advanced functions of Windows 2000. Demonstrates the use of Windows 2000 filing system including FAT16, FAT32, VFAT, and NFTS. In addition, the following topics are explored: CMOS, registry, troubleshooting tools, customizing browsers, compression utilities and swap files.
CIS 135 Complete PC Word Processing (Word)
3 Credit hours 45 Contact hours
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.

CIS 145 Complete PC Database
3 Credit hours 45 Contact hours
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 PC Spreadsheet Complete: Excel
3 Credit hours 45 Contact hours
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 162 Advanced Presentation Graphics
1 Credit hour 30 Contact hours
Prerequisite: CIS 168. Co-requisite: CIS 218 and CIS 288
Focuses on delivery and integration of presentation software. Students will learn to rehearse, modify and deliver their presentations. This course will emphasize the integration features of PowerPoint as students learn how to share presentations, work together on development of presentations and to integrate their presentations with other programs.

CIS 165 Complete Presentation Graphics: PowerPoint
3 Credit hours 45 Contact hours
Prerequisite: CIS 128. Co-requisite: CIS 288
Focuses on the development of presentation graphics materials including graphs, charts, illustrations, and diagrams. Emphasizes effective communication through computerized presentations.

CIS 168 Presentation Graphics I
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. In addition, this course emphasizes effective communication. (Formerly CIS 160)

CIS 188 - 100 Level Practicum
1 Credit hour 15 Contact hours
This course is designed to require students to spend a minimum of 2 hours per week working on class assignments, projects, and gaining hands on practice. Credit is awarded based upon completion of projects and the mastery of course specific software.

CIS 218 Advanced PC Applications
3 Credit hours 45 Contact hours
Prerequisite: CIS 118. Co-requisite: CIS 162 and CIS 288
Covers the advanced capabilities of a PC software applications suite. Emphasizes solving business problems by integrating data from all of the software applications that facilitate the production of useful information.

CIS 220 Fundamentals of 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 file system and file processing, various utility programs, and shell multi-user operation, memory management, text processing, and communications. (Formerly CIS 175)

CIS 222 Unix System Administration
3 Credit hours 45 Contact hours
Prerequisite: CIS 221 or CIS 232 and CNG 101. Co-requisite: CIS 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 Systems 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. (Formerly CNT 212)

CIS 232 Advanced Unix (Unix Shell Programming)
3 Credit hours 45 Contact hours
Prerequisite: CIS 220. Co-requisite: CIS 288
This course covers simple scripts to automate frequently executed commands followed by an explanation of adding conditional logic, user interaction, loops, menus, traps and functions to enhance the productivity and effectiveness of the user. In addition, students explore in detail Bourne and Korn shell scripting languages. (Formerly CIS 221)

CIS 263 PC Help Desk Skills
3 Credit hours 45 Contact hours
Prerequisite: CIS 128, CNG 101. Co-requisite: CIS 288
This course is designed to require students to spend a minimum of 2 hours per week working on class assignments, projects, and gaining hands on practice. Credit is awarded based upon completion of projects and the mastery of course specific software.

CIS 268 Systems Analysis and Design I
3 Credit hours 45 Contact hours
Prerequisite: CIS 115, CIS 128, CNG 101, should be taken in your final semester, and one programming language. Co-requisite: CIS 271, 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 288 - 200 Level Practicum
1 Credit hour 15 Contact hours
This course is designed to require students to spend a minimum of 2 hours per week working on class assignments, projects, and gaining hands on practice. Credit is awarded based upon completion of projects and the mastery of course specific software.

COURSE DESCRIPTIONS

COMPUTER NETWORKING TECHNOLOGY

CNG 101 Introduction to Networking
3 Credit hours 45 Contact hours
Prerequisite: CNG 115. Co-requisite: CNG 188
Focuses on underlying concepts of data communications, telecommunications and networking. Emphasizes the terminology and technologies in current networking environments and provides a general overview of the field of networking as a basis for continued study in the field. (Formerly CNT 140.)

CNG 121 Computer Technician I A+
4 Credit hours 60 Contact hours
Prerequisite: CNG 123. Co-requisite: CNG 188
Introduces personal computer hardware to gain the skills and knowledge for a successful entry-level computer service technician. Provides extensive hands-on work with computer systems. Includes PC setup and configuration, floppy and hard drive installation and basic maintenance and troubleshooting. Successful completion prepares the student for the core hardware service technician portion of the CompTIA A+ Certification Exam. (Formerly CIS 125)
COURSE DESCRIPTIONS

CNG 122 Computer Technician II A+
3 Credit hours 45 Contact hours
Prerequisite: CNG 121, Co-requisite: CNG 188
Focuses on operating systems as well as installation of modems, tape backups, CD-ROM drives, and SCSI subsystems. Covers operating systems, Windows 9x, Windows NT and Windows 2000 installation, configuration and upgrading. Includes laser printers and backup power systems. This course prepares the student for the CompTIA A+ OS Technologies Exam. (Formerly CIS 265)

CNG 124 Networking I: Network +
4 Credit hours 60 Contact hours
Prerequisite: CNG 101, Co-requisite: CNG 188
Provides students with knowledge necessary to understand, identify, and perform necessary tasks involved in supporting a network. Covers the vendor-independent networking skills and concepts that affect all aspects of networking, such as installing and configuring TCP/IP. This course also prepares students for the Networking II: Network + course. (Formerly CNT 124)

CNG125 Networking II: Network +
3 Credit hours 45 Contact hours
Prerequisite: CNG 124, Co-requisite: CNG 188
Continues to provide students with the knowledge necessary to implement and support a network. Focuses on the vendor-independent networking skills and concepts that affect all aspects of networking. The Networking I and II: Network + courses prepare students for the Network + certification. (Formerly CNT 125)

CNG 130 PC Hardware and Software (PC Technology)
3 Credit hours 45 Contact hours
Prerequisite: CNG 188
This is an introductory course in computer hardware. Since hardware depends upon specific software to make it work properly, the course also explores relevant software topics. The course covers taking computers apart, diagnosing and fixing minor problems, and upgrading PCs with new components. Other topics include types of microcomputers, bus system architecture, storage devices, monitors, graphics adapters, and printers.

CNG 160 Intro to Telecommunication
3 Credit hours 45 Contact hours
Prerequisite: CNG 101. Co-requisite: CNG 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 CNT 160)

CNG 188 - 100 Level Practicum
1 Credit hour 15 Contact hours
Prerequisite: CNG 101, Co-requisite: CNG 121, CNG 122, CNG 123, CNG 124, CNG 125, and CNG 160.
Students will demonstrate the practical computer applications and skills commensurate with the 100-level corequisite course. (Formerly CIS 188 or CNT 188)

CNG 210 Windows 2000 Network and Operating Essentials
3 Credit hours 45 Contact hours
Prerequisite: CNG 101 and CIS 124 or CIS 129, Co-requisite: CNG 288
Provides individuals who are new to Microsoft Windows 2000 with the knowledge necessary to understand and identify tasks involved in supporting Windows 2000 networks. This course provides an overview of networking concepts and how they are implemented in Windows 2000 and also provides the prerequisite knowledge and skills required for CNT 212, Implementing Windows 2000 Professional and Server. Part of the Microsoft MCSA/MCSE Certification Program. (Formerly CNT 210)

CNG 212 Implementing Windows 2000 Professional and Server
4 Credit hours 60 Contact hours
Prerequisite: CNG 210, Co-requisite: CNG 288
Provides students with the knowledge and skills necessary to install and configure Microsoft Windows 2000 Professional on stand-alone and client computers that are part of a workgroup or domain. Focuses on the skills and knowledge necessary to install and configure Windows 2000 Server to create file, print, Web, and Terminal servers. Provides students with the prerequisite knowledge and skills required for course CNG 213 Implementing a Windows 2000 Network Infrastructure. (Formerly CNT 212)

CNG 213 Implementing A Windows 2000 Network Infrastructure
4 Credit hours 60 Contact hours
Prerequisite: CNG 212, Co-requisite: CNG 288
This course supports professionals who are new to Windows 2000 and will be responsible for installing, configuring, managing, and supporting a network infrastructure which uses Windows 2000 Server products. Also provides the prerequisite knowledge and skills required for CNT 214, Implementing and Administering Windows 2000 Directory Services. Part of the Microsoft MCSA/MCSE Certification Program. (Formerly CNT 213)

CNG 214 Implementing and Administering Windows 2000 Directory Services
4 Credit hours 60 Contact hours
Prerequisite: CNG 213, Co-requisite: CNG 288
This course provides knowledge and skills necessary to install, configure, and administer Windows 2000 Active directory services. Focuses on implementing Group Policy-related tasks that are required to centrally manage users and computers. Also provides students with the prerequisite knowledge and skills required for CNT 221, Designing A Windows 2000 Directory Service Infrastructure. Part of the Microsoft MCSA/MCSE Certification Program. (Formerly CNT 214)

CNG 215 Managing a Microsoft Windows 2000 Network Environment
3 Credit hours 45 Contact hours
Prerequisite: CNG 214, Co-requisite: CNG 288.
This course provides knowledge land skills required to implement, manage, and troubleshoot existing network and server environments based on the Windows 2000 platform. These skills are required in medium to large size organizations that maintain 200 to 26,000 user desktops and servers, spanning 2 to 100 physical locations via Large Area Networks and the Internet or Intranets. Part of the Microsoft MCSA/MCSE Certification Program. (Formerly CNT 215)

CNG 260 Cisco Associate I
5 Credit hours 75 Contact hours
Co-requisite: CNG 288
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 CNT 260)

CNG 261 Cisco Associate II
5 Credit hours 75 Contact hours
Prerequisite: CNG 260. Co-requisite: CNG 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 CNT 261)

CNG 262 Cisco Associate III
5 Credit hours 75 Contact hours
Prerequisite: CNG 261. Co-requisite: CNG 288
The third in a series of four courses. This course focuses on Advanced Routing and Switching including advanced router configurations, LAN switching, network management, and advanced network design. Upon successful completion of all four courses, students will be qualified to take the Cisco Certified Network Associate (CCNA) exam. (Formerly CNT 262)
CNG 263 Cisco Associate IV
5 Credit hours 75 Contact hours
Prerequisite: CNG 262. Co-requisite: CNG 288
The fourth in a series of four courses. This course focuses on Project Based Learning including advanced network design projects and advanced network management projects. Upon successful completion of all four courses, students will be qualified to take the Cisco Certified Network Associate (CCNA) exam. (Formerly CNT 263)

CNG 265 Cisco Professional I
5 Credit hours 75 Contact hours
Prerequisite: Department Approval. Co-requisite: CNG 288.
The first in a series of four courses, this course focuses on using Cisco routers connecting LANs and WANs typically found in medium to large network sites. Upon successful completion of this course, students will be able to select and implement the appropriate Cisco IOS services required to build a scalable, routed network. Topics addressed include those theories and tasks that network managers and administrators need to perform when managing access and controlling overhead traffic in growing, routed networks once connectivity has been established. (Formerly CNT 265)

CNG 266 Cisco Professional II
5 Credit hours 75 Contact hours
Prerequisite: Department Approval. Co-requisite: CNG 288.
The second in a series of four courses pertaining to CCNP Certification, this course focuses on using and configuring Cisco routers remotely connected in WANs typically found in medium to large network sites. Upon successful completion of this course, students will be able to select WAN topologies, devices, protocols, and implement the appropriate Cisco IOS services required for remotely accessing network resources. Topics address include selecting WAN components, configuring asynchronous modems, PPP and ISDN protocols, X.25, Dial Backup, and Managing Network Performance with Queuing and Compression together with the requisite router configurations. (Formerly CNT 266)

CNG 267 Cisco Professional III
5 Credit hours 75 Contact hours
Prerequisite: Department Approval. Co-requisite: CNG 288.
The third course in a series of four semesters pertaining to CCNP Certification, this course focuses on using and configuring Cisco routers and switches to connect LANs and WANs typically found at medium to large network sites. Upon successful completion of this course, students will be able to select and implement the appropriate Cisco IOS services required to build scalable, routed, switched and multi-layered switched networks. Topics addressed include those theories and tasks that network managers and administrators need to perform when managing access and controlling overhead traffic in growing, routed networks once connectivity has been established. (Formerly CNT 267)

CNG 268 Cisco Professional IV
5 Credit hours 75 Contact hours
Prerequisite: Department Approval. Co-requisite: CNG 288.
This is the third course in a series of four semesters pertaining to CCNP Certification, a course which focuses on methodologies that provide systematic and efficient approaches to troubleshooting and support of networks and network components. Concepts emphasized include troubleshooting tools, software testing products, protocol overviews, TCP/IP features, LAN switching, VLAN broadcasts and security, routing and switching architectures, Frame Relay, ISDN, Novel IPX, Apple Talk, EIGRP, OSPF, and BGP. (Formerly CNT 268)

CNG 288 - 200 Level Practicum
1 Credit hour 15 Contact hours
Co-requisite: CNG 210, CNG 212, CNG 213, CNG 214, CNG 215, CNG 260, CNG 261, CNG 262, CNG 263, CNG 265, CNG 266, CNG 267, and CNG 268
Students will demonstrate the practical computer applications and skills commensurate with the 200-level corequisite course. (Formerly CIS 288 or CNT 288)

CSC 150 Visual Basic .NET Programming
4 Credit hours 60 Contact hours
Prerequisite: CIS 116 or CSC 116. Co-requisite: CSC 288
Introduces students to the discipline of computer science. Covers algorithm development, data representation, logical expressions, sub-programs and input/output operations using a structured programming language. Requires intensive lab work outside of class time.

CSC 151 Advanced Visual Basic .NET Programming
4 Credit hours 60 Contact hours
Prerequisite: CSC 154. Co-requisite: CSC 188
Introduces additional advanced topics. (Formerly CIS 161.)

CSC 154 Visual Basic .NET Programming
3 Credit hours 45 Contact hours
Prerequisite: CIS 116 or CSC 116. Co-requisite: CSC 188
Provides students with the knowledge and skills needed to develop applications in Microsoft Visual Basic.NET for the Microsoft .NET platform. Focuses on user interfaces, program structure, language syntax, and implementation details. This is the first course in the Visual Basic.NET curriculum and serves as the entry point for other .NET courses. (Formerly CSC 250)

CSC 160 Computer Science I: C++
4 Credit hours 60 Contact hours
Prerequisite: CIS 116 or CSC 116. Co-requisite: CSC 288
Introduces students to the discipline of computer science. Covers algorithm development, data representation, logical expressions, sub-programs and input/output operations using a structured programming language. Requires intensive lab work outside of class time.

CSC 161 "C" Language Programming
3 Credit hours 45 Contact hours
Prerequisite: CIS 116 or CSC 116. MAT 160. Co-requisite: CSC 288
Introduces "C" programming language - 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 continues the study of C begun in CSC 230. Includes pointers, arrays, linked lists, stacks and queues, trees, and advanced user interfaces such as menus, windows, and cursor control. (Formerly CIS 231.)

CSC 236 C# Programming  
4 Credit hours 60 Contact hours  
Prerequisite: CIS 116 or CSC 116. Co-requisite: CSC 288  
Introduces the C# programming language. Covers all syntactical components of the language including arrays, structures, functions, and classes. Content will focus on writing clear properly structured, and well-documented programs using C# and object oriented methodology.

CSC 237 Advanced C# Programming  
4 Credit hours 60 Contact hours  
Prerequisite: CIS 116 or CSC 116. Co-requisite: CSC 288  
Continues the structured algorithm development and problem solving techniques begun in CSC 236. Introduces more advanced features of the C# programming language. Explores the relationships between C# and the .NET Framework and introduces important .NET services. Emphasizes collections, copying and comparing objects, and how the .NET Framework interfaces to XML. Focuses on writing clear, properly structured, and well-documented programs using C# and object oriented methodology.

CSC 240 Java Programming  
3 Credit hours 45 Contact hours  
Prerequisite: CIS 116 or CSC 116. Co-requisite: CSC 288  
Introduces Java programming language and covers basic graphics, events/procedures, user interface, and libraries. Enables the student to write and execute a variety of Java programs. Incorporates Java applets into HTML. (Formerly CIS 234)

CSC 241 Advanced Java Programming  
3 Credit hours 45 Contact hours  
Prerequisite: CSC 240. Co-requisite: CSC 288  
Continues the study of the Java programming language. Covers advanced programming topics including multi-threading, network/Internet programming, database programming, and JavaBeans. Enables the student to write advanced, large, and complex programs.

CSC 288 - 200 Level Practicum  
1 Credit hour 15 Contact hours  
This course is designed to require students to spend a minimum of 2 hours per week working on class assignments, projects, and gaining hands on practice. Credit is awarded based upon completion of projects and the mastery of course specific software.

CBW 163 Introduction to HTML  
3 Credit hours 45 Contact hours  
Prerequisite: BTE 100. Co-requisite: CWB 188  
This course introduces the complete set of web authoring skills using HTML. Topics include links, backgrounds, controlling text and graphic placement, tables, image maps, frames and forms.

CBW 165 Complete Web Authoring  
3 Credit hours 45 Contact hours  
Prerequisite: CIS 128. Co-requisite: CBW 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.

CBW 188 - 100 Level Practicum  
1 Credit hour 15 Contact hours  
This course is designed to require students to spend a minimum of 2 hours per week working on class assignments, projects, and gaining hands on practice. Credit is awarded based upon completion of projects and the mastery of course specific software.

CBW 205 Complete Web Scripting  
3 Credit hours 45 Contact hours  
Prerequisite: CBW 175. Co-requisite: CBW 288  
The course explores the complete set of web scripting skills needed to develop Web Applications. Topics include variables, data types, arithmetic operations, logical operations, looping, creating and reading cookies, creating an array, displaying data based on a cookie value, setting flags, working with frames, creating objects in a hidden frame, using the History Object, writing HTML to another window, determining browser and detecting keystrokes.

CBW 221 Technology Foundations for E-Commerce  
3 Credit hours 45 Contact hours  
Prerequisite: BUS 115, BUS 217, CIS 115, ECO 202, MAR 221, MAT 105, Co-requisite: CBW 288  
This is a lecture/lab-based course that is designed to provide the student with thorough knowledge of e-commerce architecture, relational database management systems, HTML, and network fundamentals.
CRJ 104 Basic Law Enforcement Training
Academy IV
1 Credit hour 20 Contact hours
Enhances the standards established by the P.O.S.T. Board and state certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a police officer. Emphasis will be on expanding the P.O.S.T. curriculum to create a unique learning experience.

CRJ 105 Basic Law
6 Credit hours 98 Contact hours
Prerequisite: Requires acceptance to CCA Police Academy
Covers constitutional and procedural consideration affecting arrest, search and seizure, and civil liability. Includes the Colorado criminal, liquor, Controlled substance, and children's code. Emphasizes victim's rights and court room testimony.

CRJ 107 Driving
3 Credit hours 45 Contact hours
This course covers the skills, knowledge and abilities required for operation of a law enforcement vehicle. Defensive driving will be stressed. Students will demonstrate skills by driving a vehicle under simulated conditions.

CRJ 108 Firearms
3 Credit hours 45 Contact hours
This course covers the skills, knowledge and abilities necessary to safely use police firearms. Students will demonstrate skills by firing weapons on a firing range. The student will demonstrate basic safety techniques and will explain the firearms role within the continuum of force.

CRJ 109 Culture and Conflict Resolution
2 Credit hours 30 Contact hours
Students explore the role culture plays in dispute resolution and ways that gender, race, ethnicity, national origin, age, religion, sexual orientation, and language influence conflict resolution.

CRJ 110 Introduction to Criminal Justice
3 Credit hours 45 Contact hours
A study of the agencies and processes involved in the criminal justice system: the legislature, the police, the prosecutor, the public defender, the courts and corrections. Analysis of the roles and problems of the criminal justice system in a democratic society, with an emphasis upon inter-component relations, checks and balances.

CRJ 111 Substantive Criminal Law
3 Credit hours 45 Contact hours
This course teaches 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
This course covers constitutional and procedural considerations affecting arrest, search and seizure, post-conviction treatment, origin, development, philosophy, and constitutional basis of evidence. Degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights; and an analysis of cases studies from arrest through final appeal.

CRJ 118 Report Writing
3 Credit hours 45 Contact hours
Identifies the areas of concern in regards to proper documentation of police related activities. Focuses on report writing skills, proper structuring of interviews and chronological documentation of events. Work will be performed in the area of proper sentence structuring, the use of correct terminology, and accuracy in written reports.

CRJ 119 Legal & Ethical Concepts
3 Credit hours 45 Contact hours
This course will explore the parameters of professional responsibility for Criminal Justice professionals and related occupations. Value systems and clarifications will be examined. (Formerly CRJ 107)

CRJ 125 Law Enforcement Operations
3 Credit hours 45 Contact hours
This course is an indepth examination of the complexity and multi-dimensional aspects of the law enforcement role and career; law enforcement discretion; law enforcement 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 indepth study of the basic knowledge and skills required of a peace officer to safely and effectively accomplish patrol procedure.

CRJ 127 Crime Scene Investigation
3 Credit hours 45 Contact hours
Warning: This class may expose students to extremely graphic images of authentic crime scenes; lectures may include detailed descriptions and photo work of homicides and other crimes of violence. Basic procedures in crime scene management to include photography, preparing initial reports and sketches. Processing evidence and related criminalistic procedures. Interviewing suspects, witnesses and victims to include the recording of identifications and descriptions.

CRJ 135 Judicial Functions
3 Credit hours 45 Contact hours
This course examines the criminal process with an analysis of the major judicial decision-makers, i.e., prosecutors, defense attorneys, judges, and the discretionary aspects of adjudication.

CRJ 141 Introduction to Industrial Security
2 Credit hours 30 Contact hours
This course includes private security practices and functions dealing with industrial oriented problems. Criminal and civil laws, restrictions, total responsibilities, the development and operation of security forces, and an orientation to administration and management structures and policies are covered.

CRJ 145 The Correctional Process
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 Victims of Crime and Trauma
3 Credit hours 45 Contact hours
Introduces the student to the role the crime victim plays in the Criminal Justice System. The traditional response that a crime victim receives from the system will be studied and the psychological, emotional and financial impact these responses have on victimization will be analyzed. (Formerly Introduction to Victimology)

CRJ 151 Domestic Violence
3 Credit hours 45 Contact hours
Examine theories, issues, legal strategies, and intervention applicable to abuse in intimate relationships.

CRJ 190 Financial Investigations
3 Credit hours 60 Contact hours
This course introduces the current perspectives dominant in the field of financial investigations. Concepts of law and evidence, sources of information including financial institutions, business financial record keeping, tracing funds using a variety of methods and interviewing an applied to detecting and resolving financial crimes will be discussed. Emphasis will be placed on theoretical principles.
CRJ 209 Criminal Investigation I
3 Credit hours  45 Contact hours
Warning: This class may expose students to extremely graphic images of authentic crime scenes; lectures may include detailed descriptions and photo work of homicides and other crimes of violence.

This course covers the function of the preliminary investigation at a crime scene to include securing the scene, crime scene investigators, police drawings, and recognition and collection of evidence.

CRJ 210 Constitutional Law
3 Credit hours  45 Contact hours
This course studies the powers of government as they are allocated and defined by the United States Constitution; intensive analysis of United States Supreme Court decisions.

CRJ 211 Criminal Investigation II
3 Credit hours  45 Contact hours
Prerequisite: Requires a “C” grade or better in CRJ 209, or permission of Department Chair
Warning: This class may expose students to extremely graphic images of authentic crime scenes; lectures may include detailed descriptions and photo work of homicides and other crimes of violence.

Continuation of CRJ 209. Follow-up investigation including an examination of death in all its aspects.

CRJ 212 Criminal Investigation III
2 Credit hours  30 Contact hours
Prerequisite: Requires a “C” grade or better in CRJ 209 and/or CRJ 211, or permission of Department Chair
Warning: This class may expose students to extremely graphic images of authentic crime scenes; lectures may include detailed descriptions and photo work of homicides and other crimes of violence.

Focuses on an indepth study of the principles of conducting a complete and systematic interview and/or interrogation. Examines the psychological dynamics of persons falsifying information. Confessions, undercover operations, surveillance techniques, and survival skills unique to undercover operators are also components of this class.

CRJ 215 Constitutional Rights of Inmates
3 Credit hours  45 Contact hours
Covers 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
Focuses on an indepth analysis of the socio-legal operation of the Juvenile Justice System 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 Drug Investigative Strategies
3 Credit hours  45 Contact hours
Focuses on laws dealing with gambling, prostitution, sex crimes, and narcotics. Emphasizes special techniques employed in the detection, suppression, and apprehension of violators. Includes effects of drugs and narcotics; and identification of narcotics and terminology. (Formerly CRJ 218 Addictive Process)

CRJ 219 Police Intelligence
2 Credit hours  45 Contact hours
Prerequisite: Class open only to CRJ majors, law enforcement and security personnel; others with permission of the Department Chair
Focuses on the fundamentals of how law enforcement agencies may apply intelligence in police operations, and combat organized crime. The course explains the structure, training, staffing, and security of intelligence units and shows operating guidelines at a command level.

CRJ 220 Human Relations and Social Conflicts
3 Credit hours  45 Contact hours
Prerequisite: CRJ 110 or equivalent
This course highlights the environmental, organizational, and socio-psychological dimensions of social control. Includes the study of individual attitudes, beliefs, and behavior involved in role conflicts, community relations and conflict management in the social structure.

CRJ 225 Crisis Intervention
3 Credit hours  45 Contact hours
Prerequisite: CRJ 110 or equivalent
This course provides information and application of crisis theories in working with diverse populations; also the interventionist role is examined.

CRJ 230 Criminology
3 Credit hours  45 Contact hours
This course examines the question of crime causation from legal, political, psychological and theoretical perspectives; history and development of criminology.

CRJ 232 Court Jury Management
3 Credit hours  45 Contact hours
The student will conduct an analysis of the basic concepts and methodologies pertaining to the selection of individuals for potential jury service. Included is an appraisal of the necessary management expertise and appropriate technology.

CRJ 234 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 239 Managing Emergency Worker Stress
3 Credit hours  45 Contact hours
This course is designed to provide an understanding of trauma reaction and stress management for first line responders, i.e., police officers, victim advocates, paramedics, and fire personnel. Practical application of coping skills and stress management for first line responders will be discussed.

CRJ 240 Criminal Investigation
3 Credit hours  45 Contact hours
Warning: This class may expose students to extremely graphic images of authentic crime scenes; lectures may include detailed descriptions and photo work of homicides and other crimes of violence.

Investigation methods and procedures will be introduced, from the preliminary through the follow-up stages.

CRJ 241 Security of Specialized Facilities
3 Credit hours  45 Contact hours
The course covers areas within the security field that require special knowledge, such as airport security, nuclear and atomic site control, clearance control, military and civilian integrated security systems, civil demonstrations, strikes, and riot control. Other areas included are specialized areas of accounting, computer control, and industrial espionage.

CRJ 245 Interviewing and Interrogation
3 Credit hours  45 Contact hours
A study of the technical and legal approaches used in gathering desired information from victims, witnesses, and suspects. The fundamental characteristics of questioning and the use of psychological influences will be examined.

CRJ 246 Traffic Investigation and Management
3 Credit hours  45 Contact hours
An overview of the skills and concepts necessary to complete an accurate investigation of a traffic collision. Traffic management concepts, selective traffic enforcement, and safety issues are discussed.

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.
DAN 122 Jazz II
2 Credit hours  30 Contact hours
Prerequisite: DAN 121 or permission of Instructor. Continues Jazz I with an increased knowledge of jazz dance. Enables the students to work at an intermediate level with a basic understanding of body alignment, balance and musicality. May be repeated for a maximum of three credits.

ECE 125 Science/Math and the Young Child
3 Credit hours  45 Contact hours
Examines theories of cognitive development as a framework for conceptualizing the way young children acquire scientific and mathematical skills, concepts, and abilities. Enables students to research and develop appropriate individual and group scientific/mathematical activities for young children. (Formerly ECP 122)

CRJ 264 Practical Homicide Crime Scene Investigation
3 Credit hours  45 Contact hours
Prerequisite: Requires a “C” grade or better in one of the following: CRJ 209, CRJ 211, CRJ 231, or CRJ 240, or permission of Department Chair. Warning: This class may expose students to extremely graphic images of authentic crime scenes; lectures may include detailed descriptions and photo work of homicides and other crimes of violence. The student will be introduced to the investigation of death from the medicolegal standpoint. The course will discuss all aspects of such an investigation from the findings and identification of the deceased. The determination of cause and time of death. The follow-up investigation to the preparation and presentation of evidence for the criminal trial will also be explored.

DANCE

DAN 121 Jazz I
2 Credit hours  30 Contact hours
Introduces the basic technique and vocabulary of jazz dance and the basic elements of dance. Focuses on movement oriented dance, comprised of warm-up exercises, center combinations, traveling combinations and cool down.

DAN 122 Jazz II
2 Credit hours  30 Contact hours
Prerequisite: DAN 121 or permission of Instructor. Continues Jazz I with an increased knowledge of jazz dance. Enables the students to work at an intermediate level with a basic understanding of body alignment, balance and musicality. May be repeated for a maximum of three credits.

ECE 100 Pre-Licensing Training for Family Child Care Providers
1 Credit hour  15 Contact hours
Provide the educational training necessary to meet the hours and categories of training required by the Colorado Department of Human Services in order to open a licensed child care facility for children ages 2-12, with no more than two children under the age of two. Upon completion of 15 hours of training, in the areas listed below, the student will have met the academic training requirements of the Colorado Department of Human Services, needed to open a licensed child care facility for children ages 2-12, with no more than two children under the age of two.

ECE 101 Introduction to the Early Childhood Education
3 Credit hours  45 Contact hours
Provides an introduction to Early Childhood Professions. Include the eight key areas of professional knowledge: Child Growth and Development; Health, Nutrition & Safety; Developmentally Appropriate Practices; Guidance; Family & Community Relationships; Diversity; Professionalism; and Administration and Supervision. Focuses on ages birth through age eight. (Formerly ECP 101)

ECE 102 Introduction to Early Childhood Lab Techniques
3 Credit hours  75 Contact hours
Prerequisite or Co-requisite: ECE 101, health screening and background check
Focuses on a classroom seminar and placement in a child care setting. The supervised placement provides the student with the opportunity to learn to observe, to practice appropriate interactions, and to develop effective guidance and management techniques. Addresses ages birth through age 8. (Formerly ECP 102)

ECE 103 Guidance Strategies for Children
3 Credit hours  45 Contact hours
Explores guidance theories, applications, goals, techniques, and factors that influence expectations, goals, techniques, and factors that influence expectations, classroom management issues, and prosocial skills. Addresses ages birth through age 8. (Formerly ECP 148)

ECE 111 Infant and Toddler Theory and Practice
3 Credit hours  45 Contact hours
Presents an overview of theories, applications (including observations) and issues pertinent to infant and toddler development in group and/or family settings. Includes requirements for licensing, health, safety, and nutrition issues. (Formerly ECP 111)

ECE 130 Early Childhood Lab
3 Credit hours  45 Contact hours
Provides an opportunity to observe and practice techniques for interacting appropriately with young children. Addresses ages birth through age 6. Includes on-site practice in a child care setting. (Formerly ECP 130)

ECE 131 Hands-On Learning Environments
3 Credit hours  45 Contact hours
Examines current topics, issues and activities related to one or more aspects of the early childhood profession.

ECE 155 Family and Parenting Issues
1 Credit hours  15 Contact hours
Explores the types of family organizations, functional roles of family members, different parenting styles and other issues impacting children’s development that families and parents are experiencing in today’s society. (Formerly ECP 119)

ECE 175 Special Topics
1 Credit hours  15 Contact hours
Explores current topics, issues and activities related to one or more aspects of the early childhood profession.
ECE 195 School Age Child in Child Care
2 Credit hours  30 Contact hours
Explores important issues of before and after school care (school holiday and summer day camp), emphasizing child development, health, safety, and appropriate activities for school-age children in the child care setting. (Formerly ECP 113)

ECE 205 Nutrition, Health and Safety
3 Credit hours  45 Contact hours
Focuses on nutrition, health and safety as a key factor for optimal growth and development of young children. Includes nutrient knowledge, menu planning, food program participation, health practices, management and safety, appropriate activities and communication with families. Addresses ages from prenatal through age 8. (Formerly ECP 205)

ECE 209 Observing and Utilizing Young Children’s Assessment
1 Credit hour  15 Contact hours
Examines the current research on the continuous practice of observing children. Incorporates practice with a variety of assessment instruments currently utilized in Colorado ECE Programs.

ECE 220 Curriculum Development: Methods and Techniques
3 Credit hours  45 Contact hours
Provides an overview of early childhood curriculum development. Includes processes for planning and implementing developmentally appropriate environments, materials and experiences, and quality in early childhood programs. (Formerly ECP 227)

ECE 225 Language and Cognition for the Young Child
3 Credit hours  45 Contact hours
Examines theories of cognitive and language development as a framework for conceptualizing the way children acquire thinking skills. Includes observing, planning, facilitating creative representation, and evaluating strategies within the context of play. Focuses on language, science, math, problem solving and logical thinking. Addresses ages birth through age 8. (Formerly ECP 214)

ECE 226 Creativity and the Young Child
3 Credit hours  45 Contact hours
Provides an emphasis on encouraging and supporting creative self expression and problem solving skills in children. Explores creative learning theories and research. Focuses on developmentally appropriate curriculum strategies in all developmental domains. Addresses ages birth through age 8. (Formerly ECP 215)

ECE 236 Child Growth/Development Laboratory
4 Credit hours  60 Contact hours
Covers the growth and development of the child from conception through the elementary school years. Emphasizes physical, cognitive, language, social and emotional domains and the concept of the whole child and how adults can provide a supportive environment. Addressed ages from prenatal through age 12. (Formerly ECP 238)

ECE 240 Administration of Early Childhood Care and Education Programs
3 Credit hours  45 Contact hours
Examines and interprets Colorado’s minimal licensing requirement as well as optimal standards pertaining to the operation of programs for young children. Focuses on the director’s administrative skills and role as a community advocate for young children. Addressed ages birth through age 12. (Formerly ECP 226)

ECE 241 Administration: Human Relations of the Early Childhood Profession
3 Credit hours  45 Contact hours
Focuses on the human relations component of an early childhood professional’s responsibilities. Includes director-staff relationships, staff development, leadership strategies, parent-professional partnerships, and community interaction. (Formerly ECP 216)

ECE 260 The Exceptional Child
3 Credit hours  45 Contact hours
Prerequisite: ECE 235
Presents an overview of typical and a typical developmental progression. Includes planning techniques, learning strategies, legal requirements, accommodations and adaptations necessary to create an integrated classroom environment for a children with a wide range of exceptionalities. Focuses on ages birth through age 8.

ECE 262 Neglect and Abuse of the Child
1 Credit hour  15 Contact hours
Explored definitions of child abuse and neglect, stranger training, current laws, social agencies, and emotional, psychological and physical effects. (Formerly ECP 107)

ECE 263 Children of Substance Abuse
1 Credit hour  15 Contact hours
Focuses on strategies for dealing with children of substance abusers. Includes, but is not limited to, Fetal Alcohol Syndrome, crack babies and HIV positive children. (Formerly ECP 104)

ECE 288 Practicum: Early Childhood Education
1-7 Credit hour(s)  15-105 Contact hour(s)
Prerequisite: When appropriate
Provides students with advanced field experience opportunities in early childhood education programs. (Formerly ECP 202)

ECE 289 Capstone: Early Childhood Education
1-6 Credit hour(s)  15-90 Contact hour(s)
Prerequisite: ECE Program requirements
Incorporates a demonstrated culmination of learning within a given program of study. (Formerly ECP 203)

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
Focuses on the study of the American economy, stressing the interrelationship among household, business, and government sectors. Explores saving and investment decisions, unemployment, inflation, national income accounting, taxing and spending policies, the limits of the market and government, public choice theory, the Federal Reserve System, money and banking, and international trade.

ECO 202 Principles of Microeconomics
3 Credit hours  45 Contact hours
Focuses on the consumer, the firm, the nature of cost, and how these relate to the economy as a whole. Analyzes economic models of the consumer, perfect competition, monopoly, oligopoly and monopolistic competition. Explores economic issues including market power, population growth, positive and negative externalities, income distribution, poverty and welfare, discrimination, and international economic interdependence.

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.
**EDUCATION**

**EDU 221 Introduction to Education**
3 Credit hours 45 Contact hours
Students study the historical, social, political, philosophical, cultural and economic forces that shape the United States public school system as they explore teaching as a career choice. Topics include current issues of educational reform, technology as it relates to education and considerations related to becoming a teacher in Colorado.

**EDU 242 Expressive Arts in the Elementary Classroom**
3 Credit hours 45 Contact hours
Explores the integration of visual arts, music, and physical education/movement into the self-contained elementary classroom curriculum based upon the theory of multiple intelligences. Students become familiar with CO Model Content Standards and curriculum development through field experiences.

**EMERGENCY MEDICAL PROVIDER**

**EMS 125 EMT-Basic**
9 Credit hours 272 Contact hours
Upon successful completion of this course, including written and practical examinations, and being at least 18 years of age, candidates are eligible to take the EMT Certification Examination subject to the requirements of the Colorado Department of Health and Environment.

**EMS 170 EMT-Basic Clinical**
1 Credit hour 48 Contact hours
Provides the EMT student with the clinical experience required of initial and some renewal processes.

**EMS 202 EMT-Basic Bridge**
3 Credit hours 60 Contact hours
Prepares currently certified EMT-Basics to transition into the EMT- Intermediate or EMT Paramedic programs.

**EMS 203 EMT-Basic Intermediate I**
6 Credit hours 135 Contact hours
Prerequisites: Requires acceptance to CCA EMP Program
Course provides preparatory information and is the first part of the EMT Intermediate program.

**EMS 205 EMT-Basic Intermediate II**
6 Credit hours 135 Contact hours
Prerequisites: Requires acceptance to CCA EMP Program
This is the terminal course for EMT Intermediate certification, as determined by the Colorado Department of Public Health and Environment. Curriculum is currently undergoing revision at the state level.

**EMS 270 EMT Intermediate Clinical**
3 Credit hours 250 Contact hours
Prerequisites: Requires acceptance to CCA EMP Program
Provides the EMT Intermediate students with the clinical experience required of initial and some renewal processes.

**EMT-PARAMEDIC**

**EMS 136 EMT/Paramedic Safety Issues in the Field**
1 Credit hour 15 Contact hours
Prerequisites: Requires acceptance to CCA EMP Program
This class will provide EMTs and paramedics with the skills needed to quickly assess the scene for potential hazards to themselves. It will introduce topics on scene safety, evaluation of potential problem patients verbal communication control techniques, physical control techniques for the problem patient and the student will learn specific techniques for scene control.

**EMS 225 Fundamentals of Paramedic Practice**
3 Credit hours 45 Contact hours
Prerequisites: Requires acceptance to CCA EMP Program
First course of National Standard Paramedic Curriculum as approved by the Colorado State Department of Health and Environment.

**EMS 226 Fundamentals of Paramedic Practice - Lab**
2 Credit hours 60 Contact hours
Prerequisites: Requires acceptance to CCA EMP Program
Lab experience to coincide with EMS 225 topics.

**EMS 227 Paramedic Special Considerations**
3 Credit hours 60 Contact hours
Prerequisites: Requires acceptance to CCA EMP Program
Comprehensive study of Advanced Life Support practice.

**EMS 228 Paramedic Special Considerations - Lab**
2 Credit hours 60 Contact hours
Prerequisites: Requires acceptance to CCA EMP Program
Lab experience for those students enrolled in EMS 227.

**EMS 229 Paramedic Pharmacology**
3 Credit hours 45 Contact hours
Prerequisites: Requires acceptance to CCA EMP Program
Comprehensive study of emergency pharmacology.

**EMS 230 Paramedic Pharmacology - Lab**
2 Credit hours 60 Contact hours
Prerequisites: Requires acceptance to CCA EMP Program
Required lab course in paramedic education program.

**EMS 231 Paramedic Cardiology**
5 Credit hours 75 Contact hours
Prerequisites: Requires acceptance to CCA EMP Program
Cardiology topics as presented in the National Standard Curriculum for paramedics.

**EMS 232 Paramedic Cardiology - Lab**
1 Credit hour 30 Contact hours
Prerequisites: Requires acceptance to CCA EMP Program
Hands on application of principles of cardiac care in the hospital environment.

**EMS 233 Paramedic Medical Emergencies**
4 Credit hours 60 Contact hours
Prerequisites: Requires acceptance to CCA EMP Program
Comprehensive study of adult medical emergencies.

**EMS 234 Paramedic Medical Emergencies - Lab**
1 Credit hour 30 Contact hours
Prerequisites: Requires acceptance to CCA EMP Program
Clinical study of adult and pediatric medical emergencies.

**EMS 235 Paramedic Trauma Emergencies**
4 Credit hours 60 Contact hours
Prerequisites: Requires acceptance to CCA EMP Program
Comprehensive study of adult and pediatric trauma emergencies.

**EMS 236 Paramedic Trauma Emergencies - Lab**
1 Credit hour 30 Contact hours
Prerequisites: Requires acceptance to CCA EMP Program
Lab presenting various acute trauma scenarios.

**EMS 237 Paramedic Internship Preparatory**
2 Credit hours 30 Contact hours
Prerequisites: Requires acceptance to CCA EMP Program
Reviews concepts and techniques used in the pre-hospital setting.

**EMS 238 Paramedic Internship I**
6 Credit hours 250 Contact hours
Prerequisites: Requires acceptance to CCA EMP Program
Preceptor/Internship program for paramedic students.
EMS 281 Paramedic Internship II
6 Credit hours  250 Contact hours
Prerequisites: Requires acceptance to CCA EMP Program
Preceptor/Internship program for paramedic students.

ENGLISH

ENG 030 Basic Writing Skills
3 Credit hours  45 Contact hours
Focuses on sentence and basic paragraph structure and development. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations.

ENG 060 Writing Fundamentals
3 Credit hours  45 Contact hours
Prerequisite: Successful completion of ENG 030 (grade “C” or better) or appropriate assessment scores. (Sentence Skills: 40 - 59).
Focuses on paragraph structure and development and introduces the formal essay. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations.

ENG 090 Basic Composition
3 Credit hours  45 Contact hours
Prerequisite: Successful completion of ENG 060 (grade “C” or better) or appropriate assessment scores. (Sentence Skills: 60 - 85).
Emphasizes critical thinking as students explore writing for specific purposes and audiences. Enables the student to develop skills required for college-level writing while reviewing paragraph structure and focusing on essay development.

ENG 121 English Composition I
3 Credit hours  45 Contact hours
Prerequisite: Successful completion of ENG 090 (grade “C” or better) or Appropriate assessment score (sentence skills: 86 or above). Co-Requsite: 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. 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. Basic Word Processing skills needed.

ENG 131 Technical Writing I
3 Credit hours  45 Contact hours
Prerequisite: Appropriate assessment score. Co-Requisite: ENG 188.
Develops skills one can apply to a variety of technical documents. Focuses on principles for organizing, writing, and revising clear, readable documents for industry, business, and government. Basic Word Processing skills needed.

ENG 132 Technical Writing II
3 Credit hours  45 Contact hours
Prerequisite: ENG 131 with a grade of “C” or better. Co-Requisite: ENG 188.
Expands and refines the objectives of ENG 131, emphasizing formal presentations, both written and oral.

ENG 188 - 100 Level Practicum
1 Credit hour  15 Contact hours
Prerequisite: Successful completion of ENG 100 with a grade of “C” or better.
Students will demonstrate the practical computer applications and skills commensurate with the 100 level co-requisite course.

ENG 211 Creative Writing I
3 Credit hours  45 Contact hours
Teaches techniques for creative writing. Explores imaginative uses of language through creative genres fiction, poetry, literary nonfiction with emphasis on the student’s own unique style, subject matter and needs.

ENG 221 Creative Writing II
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 227 Poetry Writing
3 Credit hours  45 Contact hours
Prerequisite: ENG 227 or permission of Department Chair
Explores imaginative uses of language through creative genres fiction, poetry, literary nonfiction with emphasis on the student’s own unique style, subject matter and needs.

ENG 222 Creative Writing II
3 Credit hours  45 Contact hours
Prerequisite: Successful completion of ENG 221 with a grade of “C” or better.
Expands and refines the objectives of ENG 221, emphasizing formal presentations, both written and oral.

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

ENGLISH AS A SECOND LANGUAGE

ESL 009 Low Beginning ESL
2-4 Credit hour(s)  15-60 Contact hours
Prerequisite: Appropriate score on entrance test
Provides listening, speaking, reading, and writing activities that increase the student’s communication skills in everyday and work situations. Assists students in progressing from minimal English skills to competency in survival needs and routine work and social demands.

ESL 021 Basic Grammar
3 Credit hours  45 Contact hours
Prerequisite: Appropriate score on entrance test
Assists the student in mastering basic structures in English grammar through oral and written practice.

ESL 022 Intermediate Grammar
3-5 Credit hour(s)  45-75 Contact hours
Prerequisite: ESL 021 or appropriate assessment score
Reviews basic grammar and introduces intermediate structures. Provides integrated practice through a variety of oral and written exercises.

ESL 023 Advanced Grammar
3-5 Credit hour(s)  45-75 Contact hours
Prerequisite: ESL 022 or appropriate assessment score
Reviews intermediate grammar. Introduces advanced structures with increased emphasis on written communication.

ESL 031 Basic Conversation
3-5 Credit hour(s)  45-75 Contact hours
Prerequisite: Appropriate placement scores
Focuses on listening and speaking activities that help the student communicate more competently. Provides practice with pronunciation, vocabulary, and basic grammatical patterns.

ESL 032 Intermediate Conversation
3-4 Credit hour(s)  45-60 Contact hours
Prerequisite: ESL 031 or placement test scores
Teach listening, pronunciation, and conversation skills. Increases speed and accuracy in speaking through free and guided conversational practice.
ESL 033 Advanced Conversation
3 Credit hours 45 Contact hours
Prerequisite: ESL 032 or placement test scores
Provides students with opportunities to increase the listening and speaking skills required in academic and work situations. Emphasizes vocabulary building, listening and not taking strategies, as well as questioning, discussion, and presentation skills.

ESL 041 Basic Reading
3-4 Credit hour(s) 45-60 Contact hours
Prerequisite: Appropriate placement scores
Improves comprehension of simple written texts through vocabulary building and reading strategies.

ESL 042 Intermediate Reading
3-4 Credit hour(s) 45-60 Contact hours
Prerequisite: ESL 041 or appropriate placement scores
Help the student to read more quickly, accurately and understand a variety of intermediate level reading material.

ESL 055 Computer Basics for ESL Students
2 Credit hours 30 Contact hours
Introduces the basic skills for Windows, word processing, and the Internet.

EQUIPMENT AND TRANSPORTATION TECHNOLOGY

DPM 101 Shop Safety
2 Credit hours Lecture 2 35 Contact hours
Students learn to maintain a safe and clean working environment, to use and care for hand, electric, air, and hydraulic tools safely; to use cleaning equipment properly, including sand and glass bead type blasting equipment; to handle and dispose of hazardous materials correctly; and to apply mandated regulations.

DPM 111 Preventive Maintenance
3 Credit hours Lecture 3 Lab 5 40 Contact hours
Students perform preventive maintenance on heavy equipment and trucks, and complete appropriate maintenance records.

DPM 221 Engine II
15 Credit hours Lecture 5 Lab 10 300 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.

DPM 231 Advanced Electrical Systems
8 Credit hours 130 Contact hours
Students apply their knowledge of electrical charging and starting systems to troubleshooting and maintenance of electrical and computer systems.

DPM 241 Advanced Hydraulic Systems
8 Credit hours 130 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 trouble shooting, pump R and R, and pump and component rebuilding.

DPM 251 Advanced Drive Train Systems
8 Credit hours 130 Contact hours
Students practice maintenance procedures and use power train schematics for system troubleshooting and failure analysis. They apply knowledge to rebuilding components.

DPM 185 Internship I
3 Credit hours Lecture 3 135 Contact hours
This internship is a required component of the DPM 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

ETH 200 Introduction to Ethnic Studies
3 Credit hours 45 Contact hours
This course introduces students to the issues of race and ethnicity. Emphasis is placed on ethnic relations in the United States as it pertains to four major groups. Americans of African, Asian, Latino and Native descent. Students explore issues of racial and ethnic identity, racism and discrimination, stereotyping, prejudice, segregation, colonialism, integration and acculturation.

ETH 212 African-American History
3 Credit hours 45 Contact hours
Explores in-depth introduction of Africans to the colonies and historical developments through modern-day America. The class focuses on the decisions and choices which have impacted African-Americans through contemporary times.

ETH 224 Introduction to Chicano Studies
3 Credit hours 45 Contact hours
Introduces students to skills development in multi cultural education. Covers Chicano history, migration and labor, education, law and Chicano culture.

ETH 275 Special Topics in Ethnic Studies
1-6 Credit hour(s) 15-90 Contact hour(s)
Provides students with a vehicle to pursue in depth explorations of special topics of interest.

FILM AND VIDEO TECHNOLOGY

FVT 105 Video Production I
3 Credit hours 67 Contact hours
Co-requisite: FVT 160
Presents hands-on introduction to video production that must be taken with FVT 160. Students work in pairs structuring and shooting original projects to be edited in FVT 160. Students are responsible for departmental cameras, tripods, and lights while working on projects outside class.

FVT 117 Understanding the Actors Process
3 Credit hours 67 Contact hours
Explores the actor’s creative process with emphasis on how to develop collaborations that are supportive and effective. Improvisation, script work and neutral language are explored.

FVT 150 Development of Film Expression
3 Credit hours 67 Contact hours
This course examines the nature and structure of Film/Video expression, concentrating on the way directors, editors, and cinematographers use visual techniques to serve the narrative. Students watch films in their entirety, then analyze them for their lighting, composition, camera position, movement, lens, depth of field, use of screen space, and editing techniques.

FVT 153 Introduction to Film Production I
3 Credit hours 67 Contact hours
Introduces to and the processes and considerations involved in 16mm film production. The course covers film stock, laboratory and processing, crew positions and responsibilities, audio, lighting and exposure considerations.

FVT 155 Writing the Short Script
3 Credit hours 67 Contact hours
Students write, improve and perfect their own scripts throughout the course, building a portfolio.

FVT 160 Video Post Production I
3 Credit hours 67 Contact hours
Co-requisite: FVT 105
Introduces the basics of broadcast signal, VTR operations, vector scope, waveform monitors, time code edit decision list creation and editing aesthetics. Students are expected to work on the Final Cut Pro edit system, both in and outside of class time.
FVT 164 Introduction to Digital Editing-Final Cut Pro
3 Credit hours 67 Contact hours
Covers digitizing, compression boards, inputting, outputting, and software integration as well as the principles of nonlinear editing are covered. Final projects are output to digital tape. This course is a prerequisite for FVT 215 for all students who have no digital editing experience.

FVT 181 Topics in Film Studies
3 Credit hours 67 Contact hours
Surveys different genres, cultures and movements. Various topics may include: Soviet Cinema, The Musical, Film Noir, Silent Cinema, etc.

FVT 183 Italian Neo Realism and French New Wave Cinema
3 Credit hours 67 Contact hours
Surveys the Post War movements that revitalized world cinema and get production out of the studies and into the streets. The work of Rossellini, De Sica, Goddard, Truffant, and Renais are stressed.

FVT 184 Landmarks of Contemporary Cinema
3 Credit hours 67 Contact hours
Surveys course theat examines standout films of popular cinema from the last few decades with inquiry into what makes them rise above their peers. Students evaluate the films and research individual film makers whose work interests them.

FVT 185 Documentary Film and Video
3 Credit hours 67 Contact hours
An overview of the subject including historical and contemporary examples. Classroom visits with local documentary film makers, analysis of documentary techniques, finding the story and the challenges of the medium.

FVT 186 The Horror Movie
3 Credit hours 67 Contact hours
Provides an overview, history and examination of the horror genre. There is a text, but supplemental reading will also be required; additionally, there will be in-class and supplemental screenings. Students will analyze films from a variety of perspectives: drama, history, culture and film technology. The approach will be by sub-genre, i.e. space travel, time travel, etc.

FVT 187 The Science Fiction Movie
3 Credit hours 67 Contact hours
Provides an overview, history and examination of science fiction movies; the ultimate what if films. There is a text as well as supplemental reading, but the heart of the class is centered in the in-class and supplemental screenings.

FVT 188 The Comedy Movie
3 Credit hours 67 Contact hours
Provides an overview, history and examination of the film comedy genre. A text and some supplemental reading are required; additionally, there will be in-class and supplemental screenings. Students will analyze films from a variety of perspectives; drama, history, culture and film technology. We will examine both style (Farce, Social Satire, Parody, etc.), and performers (Chaplin, Fields, Marx Brothers, etc.), moving chronologically.

FVT 200 Video Production II
3 Credit hours 67 Contact hours
Pre-requisites: FVT 105, 150, 160 or instructor permission.
Examines how video and 16mm cameras work, and various techniques used in composition and the acquisition of images. Lenses, light filters, formats, CCD's, cranes, dollies, and jib-arms are discussed and utilized. The narrative importance of different camera angles, movements and focal planes are analyzed. Students are required to shoot specific exercises both in and out of class.

FVT 201 Film/Video Lighting and Grip
3 Credit hours 67 Contact hours
Pre-requisites: FVT 105, 150, 160 or instructor permission.
Covers lighting, stands, new, flags, grids, diffusion, light meters, waveform, etc., are covered. Lighting aesthetics in interior, exterior, location and studio settings, lighting for close-up, large areas and product shoots and balancing for color temperature.

FVT 202 Sound for Film/Video
3 Credit hours 67 Contact hours
Pre-requisites: FVT 105, 150, 160.
Covers sound acquisition (equipment and techniques) sound perspective and sync as well as covering post-production methods including an introduction to sweetening, Foley, DEKII, and Protools.

FVT 203 Production Management Techniques
3 Credit hours 67 Contact hours
Pre-requisites: FVT 105, 150, 160.
Break down a film or TV show. This course teaches students to plan, schedule, and budget the shoot using production boards and Movie Magic software.

FVT 204 Introduction to Digital Effects
3 Credit hours 67 Contact hours
Pre-requisites: FVT 105, 150, 160, 205, 206, 208 and 209.
Covers design and creation of special effects for selection as semester projects, then crew and produce them.

FVT 205 16MM Production
3 Credit hours 67 Contact hours
Pre-requisites: FVT 105, 150, 160.
Break down a film or TV show. This course teaches students to plan, schedule, and budget the shoot using production boards and Movie Magic software.

FVT 206 Flash, Motion Graphics for the Web
3 Credit hours 67 Contact hours
Introduces to Flash, how to prepare motion graphics for streaming on the web, a practical, hands-on, software skills-based course.

FVT 207 Web Authoring with Dream Weaver
3 Credit hours 67 Contact hours
Introduces to Flash, how to prepare motion graphics for streaming on the web, a practical, hands-on, software skills-based course.
FOREIGN LANGUAGES

The development of functional proficiency in speaking, reading, and writing of the language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

FOL 112 Foreign Language II
5 Credit hours 75 Contact hours
Prerequisite: Successful completion of FOL 111 (grade of "C" or better) or permission of Department Chair.
A continuation of Foreign Language I in the development of functional proficiency in listening, speaking, reading, and writing 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: Successful completion of FOL 112 (grade of "C" or better) or permission of Department Chair.
A continuation of Foreign Language II in the development of functional proficiency in listening, speaking, reading, and writing 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: Successful completion of FOL 211 (grade of "C" or better) or permission of Department Chair.
A continuation of Foreign Language III in the development of functional proficiency in receptive in listening, speaking, reading, and writing of the language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

Core Foreign Languages

FOL 111 Foreign Language I
5 Credit hours 75 Contact hours
Prerequisite: Successful completion of ENG 090 (grade of "C" or better) or Assessment. (Sentence 86, Reading 83) or permission of Department Chair.
Begin a sequence dealing with the development of functional proficiency in

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.

FVT 287 Internship
3 Credit hours
Pre-requisites: FVT 105, 150, 160, 200 and 215.
Provides Internship in the industry. Minimum of 130 hour. Do not take this course if you are planning to enter the UCD BFA program.

FOL 112 Foreign Language II
5 Credit hours 75 Contact hours
Prerequisite: Successful completion of FOL 111 (grade of "C" or better) or permission of Department Chair.
A continuation of Foreign Language I in the development of functional proficiency in listening, speaking, reading, and writing 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: Successful completion of FOL 112 (grade of "C" or better) or permission of Department Chair.
A continuation of Foreign Language II in the development of functional proficiency in listening, speaking, reading, and writing 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: Successful completion of FOL 211 (grade of "C" or better) or permission of Department Chair.
A continuation of Foreign Language III in the development of functional proficiency in receptive in listening, speaking, reading, and writing of the language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

Core Foreign Languages

FOL 111 Foreign Language I
5 Credit hours 75 Contact hours
Prerequisite: Successful completion of ENG 090 (grade of "C" or better) or Assessment. (Sentence 86, Reading 83) or permission of Department Chair.
Begin a sequence dealing with the development of functional proficiency in
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 effects of earth science and to the effects of geological and meteorological phenomena upon man and man's effect upon those phenomena.

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.

GEY 275 Special Topics
2.5-3 Credit hours  5-45 Contact hours
Prerequisite: Permission from Instructor
Present an overview of the special topic including one aspect of the earth and it's history as recorded in rocks and rock formations. May also include current changes and impact of historical events exploration of current topics, issues, and activities related to one or more aspects of the named discipline.

GEY 285 Independent Study
1-6 Credit hours  15-90 Contact hours
Prerequisite: Permission from Instructor
This course meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

HISTORY

HIS 101 History of Western Civilization I
3 Credit hours  45 Contact hours
This course surveys a 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, 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 History of Western Civilization II
3 Credit hours  45 Contact hours
This course surveys a 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, 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
This course surveys events, trends, peoples, groups, cultures, ideas, and institutions in North America and United States history, including the multiple perspectives of gender, class, and ethnicity, between the period when Native American Indians were the sole inhabitants of North America, and the America 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
This course surveys events, trends, peoples, groups, cultures, ideas, and institutions in United States history, including the multiple perspectives of gender, class, and ethnicity, between the period of the American Civil War and the present. 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 World History
3 Credit hours  45 Contact hours
This course surveys the roles, experiences, and contributions of women in world history and explores ways in which women's history modifies the traditional interpretations of historical events.

HIS 208 Native American Experience
3 Credit hours  45 Contact hours
This course analyzes historical and socio-cultural change for Native Americans (Indians) from pre-colonial America to the present, emphasizing those processes and relations with non-Native Americans which have contributed to the current conditions.

HIS 215 Women in U.S. History
3 Credit hours  45 Contact hours
This course surveys women's changing roles in American history from the pre-colonial native population to the present. This course places special emphasis on the nature of women's work and the participation of women in family, political, religious, and cultural activities, and in social reform movements.

HIS 225 Colorado History
3 Credit hours  45 Contact hours
This course presents the story of the people, society, and cultures of Colorado from its earliest Native Americans, through the Spanish influx, the explorers, the fur traders and mountain men, the gold rush, railroad builders, the cattlemen and farmers, the silver boom, the tourists, and the modern state.

HIS 236 Contemporary U.S. History
3 Credit hours  45 Contact hours
This course surveys the major political, economic, social, and cultural developments that have shaped modern America.

HIS 247 Contemporary World History
3 Credit hours  45 Contact hours
Investigates the major political, social, and economic developments, international relationships, scientific breakthroughs, and cultural trends that have shaped the various global regions and nation-states from 1900 to the present. Emphasizes the interactions of global regions and nation-states.

HIS 250 African-American History
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.

HEALTH WELLNESS EDUCATION

HWE 100 Human Nutrition
3 Credit hours  45 Contact hours
Introduces basic principles of nutrition with emphasis on personal nutrition. Satisfies nutrition requirement of students entering health care professions. (Formerly BIO 135)

HWE 208 Expressive Painting for Healing
1 Credit hour  15 Contact hours
Teaches 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. (Formerly MBH 208)

HIS 216 Social Change
3 Credit hours  45 Contact hours
Investigates the nature of social, political, and cultural change. Notes the achievements and the limits of change. Examines the causes of social change and the major agents of social change. Focuses on social change in the United States during the 20th century.
HIS 285 Independent Studies 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 five options: archival research, oral history research, historic preservation, museum practices, or the history of social problems.

Holistic Health Professions (Formerly Mind-Body Health)

HHP 106 The Creative Mind
1 Credit hour  15 Contact hours
Enables the students 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. (Formerly MBH 201)

HHP 161 Meditation for Health
1 Credit hour  15 Contact hours
Incorporates the 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. (Formerly MBH 202)

HHP 165 Visualization for Health
1 Credit hour  15 Contact hours
Focuses on 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. (Formerly MBH 206)

HHP 205 Herbology
1 Credit hour  15 Contact hours
Explores the pharmacokinetics and composition of herbs and their effect on the body systems. Focuses on the habitat, harvesting, storage and usage of a select group of herbs. The use of herbs in health maintenance and the healing disease predates written history. Herbs have been found by archeologists in Paleolithic burials and throughout literature on the ancient Chinese and Egyptians verified by modern scientific research. (Formerly MBH 257)

HHP 206 Herbal Healing for Women
1 Credit hour  15 Contact hours
Focuses on herbs for women’s reproduction health, including strategies for dealing with common, ongoing complaints that arise during different cycles of a woman’s life. (Formerly MBH 258)

HHP 214 Dreams and Self-Discovery
1 Credit hour  15 Contact hours
People of all ages and in all stages of health dream nightly, whether or not they remember their dreams. This participatory course of dream interpretation leads to an awareness of the benefits of dreams as a valuable tool for facilitating health and personal growth. Participants learn simple tools for dream recall, recording dreams and uncovering the many levels of meaning that are found in every dream. Students evaluate their lifestyles and develop an individual concept of wellness and optimal health by tapping into their dreams as a source for reducing stress and increasing spirituality and inner growth. (Formerly MBH 203)

HHP 218 Acupuncture
1 Credit hour  15 Contact hours
Focuses on acupuncture - a 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. (Formerly MBH 253)

HHP 224 Introduction to Massage Therapy
1 Credit hour  15 Contact hours
Teaches hands-on techniques to complete a full body massage along with integration of healing touch. Swedish massage techniques and basic foot Reflexology combined with a complete energy balance are performed and experienced by each student. (Formerly MBH 254)

HHP 235 Mind, Body Healing and Health
3 Credit hours  45 Contact hours
Focuses on rapidly developing awareness of the inner-connectedness of mind and body and spirit. Explores the dialog between eastern and western health care and the many choices which could enhance our health and well-being. (Formerly MBH 280)

HHP 237 Stress Reduction with Biofeedback
3 Credit hours  45 Contact hours
Focuses on the biological and psychological basis of stress and the detrimental effects it may have on out health. Emphasizes learning and applying stress reduction skills which are monitored with simple biofeedback instruments. (Formerly MBH 281)

HHP 238 Life Plan for Health
1 Credit hour  15 Contact hours
Permission of Program Coordinator only.
Students develop a personalized project to identify, pursue, and achieve healthy lifestyle goals. (Formerly MBH 285)

HHP 242 Healing Touch Level I
1 Credit hour  15 Contact hours
Healing Touch is an energy based therapeutic approach to healing. Enables the student to develop and use touch as a means of assessing a clients/patients state of wellness through the intentional use of touch. Participants are given specific instructions in developing touch sensitivity and practice the assessment and healing methods. Healing Touch is a multi-level program that moves from beginning to advanced practice. After completion of Level III, a person is eligible to apply for certification as a healing touch practitioner. (Formerly MBH 252)

HHP 249 Journaling the Healing Journey
1 Credit hour  15 Contact hours
Incorporates using a journal as a effective tool for looking at our personal growth process, as well as for helping clients in their healing process. Journaling helps develop memory, imagination, feeling, intuition, and other creative aspects of ourselves. Using a journal in health practices can accelerate the healing process for clients. Teaches journaling skill and how to focus specifically on healing through various techniques. (Formerly MBH 209)

HHP 250 Teacher Training Institute for Yoga
10 Credit hours  224 Contact hours
Prerequisite: Permission of Mind-Body Health Coordinator.
Covers the requirements to be professional Hatha Yoga teachers. Enables participants understand and practice Yoga and develop skills to teach a wide variety of people in various settings. (Formerly MBH 250)

HHP 252 Enhancing Your Performance with Brain Gym
1 Credit hour  15 Contact hours
Focuses on Brain Gym - a highly effective system of targeted activities that prepares the brain and entire nervous system for optimal performance in all areas of life. Includes the intellectual, creative, athletic, and interpersonal aspects of living. Students learn how Brain Gym works, the twenty-six Brain Gym movements, and the benefits of doing each movement. (Formerly MBH 270)

HHP 253 Brain Gym7 Applications
1 Credit hour  15 Contact hours
Prerequisite: MBH 270
Builds on the basic Brain Gym principles introduced in MBH 252 and presents the five step process, called a “balance”, which is unique to Brain Gym. Each student is encouraged to develop specific and observable goals. Used the techniques of Brain Gym to assist the student in realizing those goals. (Formerly MBH 271)
### Insurance

**INS 104 Introduction to Property and Liability Insurance**
3 Credit hours  15 Contact hours
Introduces a number of property liability insurance coverages and many insurance principles.

**INS 200 Property and Liability Insurance Principles (INS 21)**
3 Credit hours  45 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)**
3 Credit hours  45 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 Works’ Compensation and Medical Aspects of Claims (AIC 34)**
3 Credit hours  45 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 211 The Claims Environment (AIC 33)**
3 Credit hours  45 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 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 215 Essentials of Information Technology for the Insurance Professional**
2 Credit hours  30 Contact hours
Students gain practical knowledge of computer operation, terminology, systems, and information technology. Students apply this knowledge to make more informed decisions regarding the use of technology and information within the insurance industry.

**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 financial 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 223 Human Resource Management for Insurance Professional (AIM 44)**
3 Credit hours  45 Contact hours
Students gain knowledge of how to effectively manage people and resources and to make responsive business decisions quickly. Students gain increased confidence managing direct reports as well as increasing their credibility with senior level positions.

**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
The 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.

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.

INS 251 Fundamentals of Estate Planning I (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.

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.

INS 262 Crime Insurance and Non-Contract Surety (AFSB 153)
3 Credit hours 45 Contact hours
This course covers the construction business and legal considerations associated with it. Contract surety bond forms are examined, as well as the contract bid process and the basic underwriting approach.

INS 269 Personal Financial Planning (CPCU 556)
3 Credit hours 45 Contact hours

INS 270 Survey of Commercial Risk Management and Insurance (CPCU 557)
3 Credit hours 45 Contact hours

INS 271 Foundation of Risk Management, Insurance, and Professionalism (CPCU 510)
3 Credit hours 45 Contact hours

INS 272 Survey of Personal Risk Management, Insurance and Financial Planning (CPCU 553)
3 Credit hours 45 Contact hours
Survey of Personal Risk Management, Insurance and Financial planning topics include: auto insurance and society, personal auto policy, home owners insurance, investment planning, other residential insurance, personal financial planning, life, health and disability insurance, investment planning, planning for retirement, estate planning.

INS 273 Commercial Property Risk Management and Insurance (CPCU 551)
3 Credit hours 45 Contact hours
Commercial property risk management and insurance topics include: building and personal property coverage, causes-of-loss forms, flood, earthquake, and specialty forms, business income, inland marine and ocean cargo, crime, equipment breakdown, business owners and farm owners, surety bonds.

INS 274 Commercial Liability Risk Management and Insurance (CPCU 552)
3 Credit hours 45 Contact hours
Commercial liability risk management and insurance topics include: liability loss exposures, risk control, CGL, business auto, garage and motor carrier, workers comp. and employers liability, professional liability, environmental insurance, aviation, marine, excess and umbrella liability, advanced risk management techniques.

INS 275 Insurance Operations and Regulation (CPCU 520)
3 Credit hours 45 Contact hours
Insurance operations and regulation topics include: regulation, distribution systems, underwriting (property, liability and package), loss control and premium auditing, reinsurance, rate making, financial management, claims adjusting.
INS 276 The Legal Environment of Risk Management and Insurance (CPCU 530)
3 Credit hours 45 Contact hours
The legal environment of risk management and insurance topics include: legal system, criminal law and intentional torts, negligence, product and professional liability, contracts, real property, credit and bankruptcy, principal and agent, employment law, business entities, corporate management and shareholder rights, consumer protection.

INS 277 Personal Risk Management and Property-Liability Insurance (CPCU 555)
3 Credit hours 45 Contact hours
Personal risk management and property-liability insurance topics include: personal risk management, homeowners insurance, homeowners endorsement and variations - personal auto, recreational vehicles, developing personal insurance prod., underwriting profitability, pricing, reunderwriting personal insurance portfolios, gaining efficiencies in personal insurance operations.

INS 278 Business and Financial Analysis for Risk Management and Insurance Professionals (CPCU 540)
3 Credit hours 45 Contact hours
Business and Financial Analysis for Risk Management and Insurance Professionals topic include: accounting process and financial statements, insurer financial statement, assets, liabilities, revenues and expenses, interpreting property-casualty insurer financial statements, capital budgeting, financial statement analysis, insurance company finance and investments.

INS 279 Financial Services Institutes (CPCU 560)
3 Credit hours 45 Contact hours
Financial services institutes topics include: financial markets, money markets, bond markets, stock markets, derivative securities, bank, finance companies, insurance companies, securities firms and investment banks, mutual funds, pension funds, risks incurred by financial institutions.

INS 284 Medical Professional Liability
2 Credit hours 30 Contact hours
Students learn about the various segments of the medical professional liability market, including hospital risk management, hospital professional liability and physicians professional liability, and about issues that apply to associated health professionals, such as nurses, therapists, and emergency medical technicians.

INS 287Commercial Underwriting: Principles and Property (AU 65)
3 Credit hours 45 Contact hours
Examines the tools a professional underwriter uses in evaluating an applicant for commercial insurance, and emphasizes the analysis used in selecting profitable property accounts.

INS 288 Commercial Underwriting: Liability and Advanced Techniques (AU 66)
3 Credit hours 45 Contact hours
Focuses on the major lines of liability insurance and effective risk selection, and investigates topics that broaden an underwriter’s ability to assess individual accounts.

INS 290 Fundamentals of Retirement Planning
1 Credit hour 15 Contact hours
Students learn about and practice budgeting, investment planning, tax planning and estate distribution as these concepts apply to retirement.

JAPANESE (SEE FOREIGN LANGUAGES)

JOURNALISM

JOU 215 Publications Production and Design
3 Credit hours 45 Contact hours
Prerequisite: Placement into ENG 121 and REA 090
Provides for students participation in the planning, writing, design and production processes of a non-newspaper publication.

JOU 221 Newspaper Design I
3 Credit hours 45 Contact hours
Prerequisite: Placement into ENG 121 and REA 090
Provides students with experience in news writing, editing, design, layout and advertising for newspaper production. Students may be required to work on the college newspaper or other news-oriented publications.

JOU 222 Newspaper Design II
3 Credit hours 45 Contact hours
Prerequisite: Placement in ENG 121 & REA 090
Allows students to build their newspaper production experience through work on the college newspaper or other approved news-oriented publications.

LITERATURE

LIT 115 Introduction to Literature
3 Credit hours 45 Contact hours
Introduces students to fiction, poetry, and drama. Emphasizes active and responsive reading.

LIT 201 Masterpieces of Literature I
3 Credit hours 45 Contact hours
Examines significant writings in world literature from the ancient 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
This course is an overview of American literature from the Native American through the nineteenth century Romantics. It explores ideas, historical and social contexts, themes, and literary characteristics of works in various genres by major writers.

LIT 212 Survey of American Literature II
3 Credit hours 45 Contact hours
This course is an overview of American literature from the midnineteenth century to the present. It explores ideas, historical and social contexts, themes, and literary characteristics of works in various genres by major writers.

LIT 221 Survey of British Literature I
3 Credit hours 45 Contact hours
This course is an overview of British literature from the Anglo-Saxon period through the seventeenth century. It 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
This course is an overview of British literature from the eighteenth century to the present. It explores ideas, historical 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
Course explores a selection of works by William Shakespeare. It focuses on careful reading and interpretation of the plays and poems, includes pertinent information about Elizabethan England, and examines formal as well as thematic elements of the selected works.
LIT 246 Literature of Women
3 Credit hours 45 Contact hours
This course examines the techniques and themes in literature by and about women by examining women’s issues from various genres.

LIT 255 Children's Literature
3 Credit hours 45 Contact hours
Evaluates the criteria for selecting appropriate literature for children through exploration of genres, age levels, values taught through literature, and the literary and artistic quality of various texts.

MANAGEMENT

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 focuses on the human interaction in supervision. (Also available as an Online Course.)

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.) (Also available as an Online Course.)

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. Student 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 evaluating 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. (Also available as an Online Course.)

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 development, job enrichment, and wage and salary administration. (Also available as an Online Course.)

MAN 225 Managerial Finance
3 Credit hours 45 Contact hours
Prerequisites: ACC 101 or 121, ECO 201 & 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. (Available as an Online Course.)

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. (Also available as an Online Course.)

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. (Also available as an Online Course.)

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 related to his/her occupational program and occupational objective. 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 Department 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 108 Personal Selling
3 Credit hours 45 Contact hours
Examines behavioral concepts as they apply to selling process. For example: motivation, personality, decision making, verbal and non-verbal communication, self-concept. (Also available as an Online Course.)

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. (Also available as an Online Course.)

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. (Also available as an Online Course.)

MAR 221 Introduction to E-Commerce
3 Credit hours 45 Contact hours
Prerequisite: ENG 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) (Also available as an Online Course.)

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. (Offered Fall Semester) (Also available as an Online Course.)

MATHEMATICS
MAT 030 Fundamentals of Mathematics
2 Credit hour 30 Contact hours
Prerequisite: Appropriate assessment scores.
(Arithmetic 0-44)
This course includes the vocabulary, operations and applications of whole numbers, decimals, and basic fractions and mixed numbers. Does not apply to CCA degrees or certificates.

MAT 060 Pre-Algebra
3 Credit hours 45 Contact hours
Prerequisite: Successful completion of MAT 030 (grade “C” or better) Appropriate assessment scores (Arithmetic 45 - 60; Elementary Algebra 0-39).
This course further studies the fractions and mixed numbers. Also included are vocabulary, operations and applications of ratio, proportion, percent, area, perimeter, US and metric measures, integers, and an introduction to algebraic expressions and the solution of basic first-degree equations. Does not apply to CCA degrees or certificates.

MAT 090 Introductory Algebra
4 Credit hours 60 Contact hours
Prerequisite: Successful completion of MAT 060 (grade “C” or better) Appropriate assessment scores (Elementary Algebra 40 - 54).
This course includes first-degree equations, inequalities, and formulas; polynomials; algebraic fractions, factoring polynomials, solving quadratic equations by factoring, and applications. Coordinate geometry, graphing linear equations and inequalities, and systems of linear equations shall be included. Does not apply to CCA degrees or certificates.

MAT 106 Survey of Algebra
3 Credit hours 45 Contact hours
Prerequisite: Successful completion of MAT 090 (grade “C” or better) Appropriate assessment scores (Elementary Algebra 55-71).
This course emphasizes problem solving with further study of equations, slope, inequalities, systems of equations, polynomials, quadratic equations, rational expressions, rational exponents, radical expressions, graphing and applications. A graphing calculator or equivalent software may be utilized.

MAT 108 Technical Mathematics
3 Credit hours 45 Contact hours
Prerequisite: MAT 090 or appropriate assessment scores.
This course is designed for career technical students or general studies students who need to study particular mathematical topics. Topics may include calculator usage, algebra, geometry, trigonometry, graphs, finance logarithms and statistics. These are presented on an introductory level and the emphasis is on applications.

MAT 111 Technology Lab for Algebra
1 Credit hours 15 Contact hours
This course explores and applies algebraic topics in a laboratory course using graphing calculators.

MAT 120 Mathematics for Liberal Arts
4 Credit hours 60 Contact hours
Prerequisite: MAT 090
This is the second of a two-course sequence designed for career technical or liberal arts students or general studies students who need to study particular mathematical topics. Topics such as statistics when time permits. For business, life science, and/or social science majors. Includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential, and logarithmic functions.

MAT 121 College Algebra
3 Credit hours 45 Contact hours
Prerequisite: MAT 120 or 124
This is a traditional prerequisite course to the calculus sequence. Topics include algebraic, exponential, and logarithmic functions.

MAT 122 College Trigonometry
3 Credit hours 45 Contact hours
Prerequisite: MAT 121
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 123 Finite Mathematics
4 Credit hours 60 Contact hours
Prerequisite: MAT 106 or Appropriate assessment scores.
The course is primarily intended for business, life science, or social science majors. Covers topics including functions, matrix algebra, linear programming, and an introduction to probability and counting techniques. Emphasis is on applications. This course may include other topics such as statistics when time permits.

MAT 125 Survey of Calculus
4 Credit hours 60 Contact hours
Prerequisite: MAT 121 or 124
For business, life science, and/or social science majors. Includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential, and logarithmic functions.

MAT 135 Introduction to Statistics
3 Credit hours 45 Contact hours
Prerequisite: MAT 121 or 124
This course is designed for career technical or liberal arts students or general studies students who need to study particular mathematical topics. Topics such as statistics when time permits. Includes data presentation and summarization, introduction to probability concepts and distributions, statistical inference-estimation, hypothesis testing, comparison of populations, correlation and regression.

MAT 155 Mathematics for Elementary Teachers I
3 Credit hours 45 Contact hours
This is the first of a two-course sequence particularly pertinent to prospective arithmetic teachers, presenting arithmetic and algebra from a modern approach. Topics include natural numbers, relations, functions, and equations.

MAT 156 Mathematics for Elementary Teachers II
3 Credit hours 45 Contact hours
This is the second of a two-course sequence particularly pertinent to prospective elementary school teachers presenting arithmetic and algebra from a modern approach. It includes the study of fundamentals of probability, statistics, and informal Euclidean geometry suitable for K-8 curriculum, and employs laboratory techniques where applicable.
MAT 166 Pre-Calculus
5 Credit hours 75 Contact hours
Prerequisites: MAT 106
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 201 Calculus I
5 Credit hours 75 Contact hours
Prerequisites: MAT 121 & MAT 122 or MAT 166
This course introduces single variable calculus and analytic geometry. Includes limits, continuity, derivatives, and applications of derivatives as well as indefinite integrals and some applications.

MAT 202 Calculus II
5 Credit hours 75 Contact hours
Prerequisite: MAT 201
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
This 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
Topics include vector spaces, matrices, linear transformations, matrix representations, eigenvalues, and eigenvectors.

MAT 265 Differential Equations
3 Credit hours 45 Contact hours
Prerequisite: MAT 202
This course emphasizes techniques of problem solving and applications. Topics include first, second, and higher order differential equations, series methods, approximations, systems of differential equations, and Laplace transforms.

MEDIATION
MED 101 Introduction to Mediation
3 Credit hours 45 Contact hours
Introduces students to the role of the mediator in helping parties resolve their disputes. Students explore the conflict resolution, communication and problem-solving skills necessary for achieving effective dispute resolution in both professional and personal situations.

MED 102 Family Mediation
3 Credit hours 45 Contact hours
Prerequisite: MED 101 or permission of Instructor
Examines the process of mediation as it applies to family law issues such as divorce, child custody and parenting time, division of marital assets, and domestic violence. (Formerly MED 104)

MED 103 Employment and Business Mediation
3 Credit hours 45 Contact hours
Prerequisite: MED 101 or permission of Instructor
Examines the applications of mediation to employment issues such as interpersonal conflict, employee discipline and job performance, harassment, and discrimination. (Formerly MED 102)

MED 104 Culture and Conflict Resolution
3 Credit hours 45 Contact hours
Examines the role culture plays in conflict and its resolution, including the ways that race, ethnicity, gender, national origin, age, religion, sexual orientation, and language influence the mediation process. (Formerly MED 105)

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 110 Music Theory I
3 Credit hours 45 Contact hours
Prerequisite: MUS 100 or permission of Music Department Coordinator
Co-requisite: MUS 112 Ear Training/Sight Singing I
Reviews music fundamentals and emphasizes diatonic four-part harmony and analysis.

MUS 111 Music Theory II
3 Credit hours 45 Contact hours
Prerequisite: MUS 110 & MUS 112, Co-reg: MUS 113 Ear Training/Sight Singing II
Emphasizes chromatic four-part harmony, analysis.

MUS 112 Ear Training/Sight Singing Lab I
1 Credit hour 30 Contact hours
Prerequisite: MUS 100 or permission of Music Department Coordinator
Co-requisite: MUS 111 Music Theory I
Exercises in melodic, rhythmic, and harmonic dictation and sight singing.

MUS 113 Ear Training/Sight Singing Lab II
1 Credit hour 30 Contact hours
Prerequisite: MUS 110 and MUS 112, Co-requisite: MUS 111 Music Theory II
Exercises in melodic, rhythmic, and harmonic dictation and sight singing.

MUS 120 Music Appreciation
3 Credit hours 45 Contact hours
Covers the basic materials of music, musical forms, media, genres, and musical periods. Emphasizes the development of tools for intelligent listening and appreciation.

MUS 121 Music History I
3 Credit hours 45 Contact hours
Studies 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 Music History II
3 Credit hours 45 Contact hours
Prerequisite: MUS 120 or MUS 121
Continues Music History I with a study of music from the early Romantic period to the present.

MUS 131 Music Class: Guitar
2 Credit hours 45 Contact hours
Introduction to basic guitar techniques which are applicable to all styles of electric and acoustic guitar performance.

MUS 131 Music Class: Piano
2 Credit hours 45 Contact hours
Introduction to basic piano techniques. Emphasis on scales, chords, and beginning to intermediate music. Additional applications include sight reading, ensemble performance, and accompaniment patterns.

MUS 131 Music Class: Voice
2 Credit hours 45 Contact hours
Intended for the beginning singer or singers with previous training who wish to review the fundamentals of vocal technique. Correct breath management, range development, projection, interpretation, performance, and care of the voice are taught in both group and individual sessions.

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 concerts. May be repeated for credit for five semesters.
MUS 151 -155 Aurora Singers
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 concerts. 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. Composition students have the opportunity to utilize CCA’s electronic/computer equipment. 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 registration permission form is required for enrollment each semester. Also, a fee is added to tuition. Scheduling lessons depends on the availability of an instructor and space. To arrange for an audition, or to schedule lessons, contact the Music Depart. Coordinator at 303-361-7425.

Paralegal

PAR 101 Introduction to Mediation
3 Credit hours 45 Contact hours
Introduces students to the role of the mediator in helping parties resolve their disputes. Students explore the conflict resolution, communication and problem-solving skills necessary for achieving effective dispute resolution in both professional and personal situations.

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 will be discussed.

PAR 116 Torts
3 Credit hours 45 Contact hours
A basic course in tort law, including negligence, intentional torts, and strict liability, with an emphasis on personal injury litigation.

PAR 117 Family Law
3 Credit hours 45 Contact hours
This course covers domestic law, common property, dissolutions, adoptions, legal separation, and other family law issues.

PAR 118 Contracts
3 Credit hours 45 Contact hours
This course covers the basic principles of contract law. (Not open to students who have taken Business Law, formerly course numbers: BUS 221 and PAR 221.)

PAR 125 Property Law
3 Credit hours 45 Contact hours
This course covers real estate law, ownership, sale, leasing, financing and government regulation of land. (Formerly PAR 205)

PAR 201 Civil Litigation
3 Credit hours 45 Contact hours
Prerequisite: PAR 115, or with permission of Instructor

PAR 205 Criminal Law
3 Credit hours 45 Contact hours
Prerequisite: PAR 115 or with permission of Instructor
Introduces basic concepts of criminal law and criminal procedure, including Colorado statutes and Rules of Procedure. (Formerly PAR 203)

PAR 206 Business Organizations
3 Credit hours 45 Contact hours
Prerequisite: PAR 115, or with permission of Instructor
A study of the major types of business organizations.

PAR 207 Current Issues in Law
3 Credit hours 45 Contact hours
Prerequisite: PAR 115, or with permission of instructor
This course provides an understanding of current legal issues and trends applicable to law. (Formerly PAR 232)

PAR 208 Probate and Estates
3 Credit hours 45 Contact hours
Prerequisite: PAR 115, or with permission of instructor
The course provides an understanding of the creation and administration of an estate, including will and trusts, and the probate process. (Formerly PAR 211)

PAR 209 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. (Formerly PAR 210)

PAR 211 Legal Research
3 Credit hours 45 Contact hours
Prerequisite: PAR 115, or with permission of Instructor, knowledge of Word or Word Perfect required
The course is designed to introduce students to basic legal research tools, including statutes, digests, case law, citations, encyclopedias, dictionaries, and online data bases. (Formerly PAR 119)

PAR 212 Legal Writing
3 Credit hours 45 Contact hours
Prerequisite: PAR 115, PAR 211, ENG 121, knowledge of Word or Word Perfect required or permission of Instructor
Students practice the content and conventions of legal writing. (Formerly PAR 120)

PAR 216 Employment Law
3 Credit hours 45 Contact hours
Prerequisite: PAR 115, or with permission of Instructor
Provides an understanding of current legal issues in the area of employer/employee relationships. (Formerly PAR 230)

PAR 280 Internship
1-6 Credit hour(s) 15-90 Contact hours
Provides students with the opportunity to supplement course work with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

PAR 285 Independent Study
1-6 Credit hour(s) 15-90 Contact hours
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. (Formerly PAR 286)

Philosophy

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.

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 human condition, knowledge, freedom, history, ethics, the future, and religion.
PHI 112 Ethics
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. Theories designed to justify ethical judgments are applied to a selection of contemporary personal and social issues.

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 114 Comparative Religions
3 Credit hours 45 Contact hours
This course introduces students to the similarities and differences among concepts predominant in the major world religions, comparing sociological, philosophical, and phenomenological similarities between major world faiths. It is designed to transfer to any four-year college philosophy, religious studies or humanities department.

PHI 214 Philosophy of Religion
3 Credit hours 45 Contact hours
Focuses on the critical examination of the fundamental concepts, ideas, and implications of religion. Specific topics will include: the nature of God, the varieties of religious experience, argument concerning God's existence, the problem of evil, faith and reason, religion and human destiny, and the connection between religion and ethics.

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 include The People of the Book, Biblical archaeology, prophecy as social criticism, religious utopianism, and the Middle East in current events.

PHOTOGRAPHY
PHO 101 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.

PHO 102 Photography II
3 Credit hours 45 Contact hours Prerequisite: PHO 101 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.

PHI 110 Ethics
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. Theories designed to justify ethical judgments are applied to a selection of contemporary personal and social issues.

PHI 113 Logic
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PHYSICS
PHY 105 Conceptual Physics
4 Credit hours 90 Contact hours
Focuses on mechanics, heat, properties of matter, electricity and magnetism, light, and modern physics. Incorporates laboratory experience.

PHY 111 Physics: Algebra Based I with Lab
5 Credit hours 105 Contact hours Prerequisite: MAT 121
This course introduces basic concepts of physics, including kinematics, force, circular motion, energy, momentum, torque, rotational dynamics, simple harmonic motion, temperature, heat, and thermodynamics. The course is designed to prepare students for PHY 211.

PHY 112 Physics: Algebra Based II with Lab
5 Credit hours 105 Contact hours Prerequisite: PHY 111
This is the continuation of the PHY 111 course. Some of the topics covered in this class include: sound waves, electric fields, electric circuits, magnetic fields, optics, and modern physics. The concepts and theories presented in class are explored through demonstrations and hands-on experiments.

PHI 211 Physics: Calculus Based I with Lab
5 Credit hours 90 Contact hours Co-requisite: MAT 201
Physics is the most fundamental of all sciences. The goal of physics is to determine the truth about our physical reality through reasoning, mathematics and experimentation. Some of the topics covered in this class include: kinematics, force, gravity, energy, momentum, and rotational dynamics, forces and waves. The concepts and theories presented in class are explored through the demonstrations and hands-on experiments. The first semester calculus-based physics course is recommended for students entering engineering or one of the advanced sciences.

PHY 212 Physics: Calculus Based II with Lab
5 Credit hours 90 Contact hours Prerequisite: PHY 211
Expands upon PHY 211 and examines thermodynamics, electric fields, electric circuits, magnetic fields, light and optics, and modern physics. The concepts and theories presented in class are explored through demonstrations and hands-on experiments.

POLITICAL SCIENCE
POS 105 Introduction to Political Science
3 Credit hours 45 Contact hours
Survey of the discipline of political science, including political philosophy and ideology, democratic and nondemocratic governments and processes, and international relations.

POS 111 American 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
This course is a study of the structure and function of state, county, and municipal governments, including their relations with each other and with national government. Colorado government and politics are emphasized.
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 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.

PSY 205 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. (Credit is available for PSY 246 or WMS 246, but only for one.)

PSY 215 Psychology of Adjustment
3 Credit hours 45 Contact hours
This course emphasizes personal growth and the development of interpersonal skills. Focus is on practical application of psychological principles and theories in achieving self-understanding and personal growth.

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 227 Death and Dying
3 Credit hours 45 Contact hours
Prerequisite: PSY 101, PSY 102 or permission of Department Chair
This course covers philosophies of life and death, emphasizing dying, death, mourning and the consideration of one’s own death.

PSY 235 Human Growth and Development
3 Credit hours 45 Contact hours
Prerequisite: PSY 101, PSY 102 or permission of Department Chair
A survey of human development from conception through death, emphasizing physical, cognitive, emotional, and psychosocial factors.

PSY 236 Stress Reduction with Biofeedback
1 - 3 Credit hours 15 - 45 Contact hours
Prerequisite: PSY 101, PSY 102 or permission of Department Chair
This course examines the causes and effects of stress and the detrimental effects it may have on our health. Emphasis will be on learning and applying stress reduction skills which are monitored with simple biofeedback instruments. (Formerly PSY 281)
PSY 268 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 269 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. (Formerly PSY 280)

PUBLIC SERVICE
(Also see Emergency Medical Provider)

FST 100 Firefighter I
9 Credits 135 Contact hours
Prerequisite: Requires acceptance to CCA Firefighter Academy; be 21 or older; meet all current civil service and physical fitness requirements for hire by a Colorado Fire Department; and possess EMT-B certification by academy start date.
Addresses the requirements necessary to perform at the first level of progression as identified in National Fire Protection Association (NFPA) 1001, Firefighter Professional Qualifications. This is a lecture and lab course for meeting the NFPA 1001, Level I, standard using IFSTA Essentials.

FST 101 Firefighter II
3 Credits 45 Contact hours
Prerequisite: Requires acceptance to CCA Firefighter Academy; be 21 or older; meet all current civil service and physical fitness requirements for hire by a Colorado Fire Department; and possess EMT-B certification by academy start date.
Addresses the requirement necessary to perform at the second level of progression as identified in NFPA 1001, Level II Fire Fighter Professional Qualifications.

FST 102 Introduction to Fire Science and Suppression
3 Credits 45 Contact hours
Prerequisite: Requires acceptance to CCA Firefighter Academy; be 21 or older; meet all current civil service and physical fitness requirements for hire by a Colorado Fire Department; and possess EMT-B certification by academy start date.
Introduces the fire service organization and operation from past to present operations. Includes operation and organization of federal, state, local and private protection forces. Emphasizes extinguishing methods and equipment, special extinguishing agents and special hazard considerations. Serves as a prerequisite for students having no previous fire suppression training or experience.

FST 103 Firefighter Occupational Health and Safety
3 Credit hours 45 Contact hours
Prerequisite: Requires acceptance to CCA Firefighter Academy; be 21 or older; meet all current civil service and physical fitness requirements for hire by a Colorado Fire Department; and possess EMT-B certification by academy start date.
Focuses on on-scene and on-the-job firefighter health, safety and fitness, the safety officer, mental well being, stress management, and standards related to health, safety and fitness.

FST 105 Building Plans and Construction
3 Credit hours 45 Contact hours
Prerequisite: Requires acceptance to CCA Firefighter Academy; be 21 or older; meet all current civil service and physical fitness requirements for hire by a Colorado Fire Department; and possess EMT-B certification by academy start date.
Covers various methods of building construction, the materials used in building construction, and their relationship to methods of fire attack and extinguishment. Includes types of building construction, principles of fire resistance, flame spread, smoke and fire containment, basic knowledge of plan review, and blueprint specifications.

FST 107 Hazardous Materials Operations (Level I)
3 Credit hours 45 Contact hours
Prerequisite: Requires acceptance to CCA Firefighter Academy; be 21 or older; meet all current civil service and physical fitness requirements for hire by a Colorado Fire Department; and possess EMT-B certification by academy start date.
Introduces hazardous materials incidents, recognizing and identifying hazardous materials, planning response, implementing response procedures, decision making, and continued evaluation at the awareness and operation level.

FST 230 Introduction to Civic Leadership
3-6 Credit hours 45-90 Contact hours
Prerequisite: RES 111 or permission of Department Chair
Enables the student to develop a critical understanding of public leadership through the study of pertinent models theories and research.

FST 288 Practicum in Civic Leadership
3-6 Credit hours 45-540 Contact hours
Enables the student to test principles and relate theory to practice in community settings. This is a guided learning opportunity.

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 discussed. 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
This 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 that includes real property, government controls, evaluation, appraisal and real estate financial settlement/closing, contracts agency; and 8 classroom hours of current legal issues that includes Colorado Real Estate rules, regulations, policies position statements, instructive disciplinary proceeding, recent and relevant federal, state and statutory law. Additional hours include exam prepreations.

RES 112 Real Estate Principles II
6 Credit hours 90 Contact hours
Prerequisite: RES 111 or permission of Department Chair
This is a companion course that is to be taken with RES 111. It includes 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 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.

READING

REA 060 Foundations of Reading
3 Credit hours 45 Contact hours
Prerequisite: Appropriate assessment scores.
(Reading comprehension: 59 or below).
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.

REA 090 College Preparatory Reading
3 Credit hours 45 Contact hours
Prerequisite: Appropriate assessment scores.
(Reading comprehension: 60 – 82).
Students prepare for college level content reading. The course builds upon the Level I content and provide a bridge from remedial reading to content instruction. Does not apply to CCA degrees or certificates.
RES 114 Principles of Real Estate Appraisal  
5 Credit hours 75 Contact hours  
The successful completion of this course is designed to prepare students for the State of Colorado Registered Appraiser examination. The course work also prepares students with knowledge of the appraisal field. Plus, the course provides an outline of what an appraiser does in the development and presentation of an estimate of value or appraisal. The vocabulary of appraisal, the three approaches to value, and factors that affect real property will be discussed.

RES 285 Co-op Education Career Training - Real Estate  
3 Credit hours 135 Contact hours  
Students gain experience in applying their occupational skills and/or develop specific skills in a real estate work setting. The instructor works with students 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.

SOCIOLgy  

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. Also discussed are remedies for crime victims, including civil and criminal solutions. (Credit is available for SOC 150 or PSY 150, but not for both.)

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.

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 is 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.

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 are explored, along with current trends and some alternative lifestyles.

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 216 Sociology of Gender  
3 Credit hours 45 Contact hours  
Gives students the theoretical and factual background necessary to understand the phenomenon of gender stratification in American and other cultures. Students will be exposed to a history of gender stratification in human societies, theoretical explanations for this and insights into the consequences of gender differentiation in our world today.

SOC 218 Sociology of Diversity  
3 Credit hours 45 Contact hours  
Explores the variety of intergroup relations regarding race, nationality, ethnicity, gender, sexual orientation, and other diversity issues. Patterns of prejudice, discrimination and possible solutions to these issues will be addressed.

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.

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 237 Sociology of Death and Dying  
3 Credit hours 45 Contact hours  
Prerequisite: ENG 090 or testing into ENG 121. Provides an opportunity to familiarize students and professionals with the needs and issues surrounding dying and death. This course will provide sociological, psychological, religious, historical and anthropological perspectives for interpreting contemporary American customs dealing with dying, death and bereavement. We will examine the professions associated with death and dying, such as hospice, funeral and crematory institutions, and medical care.

SOC 237 Sociology Topics in Sociology  
3 Credit hours 45 Contact hours  
Analysis of contemporary issues in political and social conditions and situations in the Middle East. Includes discussion of History, Geography, Population, Natural Resources, Culture, Economics and Political Structure, as well as conflicts in the region.

SPANISH (SEE FOREIGN LANGUAGES)  

SPE 115 Public Speaking  
3 Credit hours 45 Contact hours  
Speaking in public can be a frightening experience. This course helps you to overcome this fear by combining the basic theory of speech communication with public performance skills. Emphasis is on speech delivery, preparation, organization, research, support, and audience analysis.

SPE 125 Interpersonal Communication  
3 Credit hours 45 Contact hours  
The art of communicating in interpersonal relationships is the focus of this course. Theories of perception, self-concept, self-disclosure, nonverbal communication, listening, and conflict negotiation are among those discussed and applied to romantic, social, family and professional relationships.
SPE 215 Professional and Business Speaking
3 Credit hours 45 Contact hours
Prerequisite: SPE 115
Do you want to advance in your career? Professional, business and education careers require mastery of presentation techniques: conference speaking, marketing presentation, business meetings, briefings, interviews and managerial/supervisory communication. This course includes skill development and analysis of communication.

SPE 219 Group Dynamics
3 Credit hours 45 Contact hours
Group Dynamics examines group communication theories with an emphasis on leadership and group behaviors. The course provides opportunities for group participation.

SPE 220 Intercultural Communication
3 Credit hours 45 Contact hours
Prerequisite: SPE 115
Exploring the link between culture and communication will develop and/or enhance communication skills and the abilities appropriate to a multi-cultural society. Emphasis will be on understanding diversity within and across cultures. Relevant concepts include perception, world view, context, ethics, language, and nonverbal communication.

SPE 225 Organizational 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 260 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.

COM 261 Basic Concepts
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.

COM 262 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.

COM 263 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.

COM 264 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.

COM 265 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.

COM 266 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 applied.

COM 267 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.

COM 268 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.

STUDY SKILLS

STS 060 Learning Success Strategies
3 Credit hours 45 Contact hours
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
Co-requisite: THE 105 is recommended, not required
Covers basic acting techniques and approaches, including scene study, improvisation, and script analysis. It includes practical application through classroom and showcase performances.

THE 112 Acting II
3 Credit hours 45 Contact hours
Prerequisite: THE 111 or permission of instructor. THE 105 is strongly advised.
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 116 Technical Theatre  
3 Credit hours 45 Contact hours  
Prerequisite: THE 105 is recommended.  
Introduces hands-on methods of constructing and painting scenery and properties and operating stage lighting. Students also learn the proper procedures of using shop equipment and serving on stage crews.

THE 131 Theatre Production I  
3 Credit hours 45 Contact hours  
Allows students to put into practice theories of theatre production. Participation in set construction, scenic artistry, costuming, lighting, sound, acting, stage managing, and administration is available.

THE 132 Theatre Production II  
3 Credit hours 45 Contact hours  
Allows students to put into practice theories of theatre production. Participation in set construction, scenic artistry, costuming, lighting, sound, acting, stage managing, and administration is available.

THE 135 Stage Makeup I  
2 Credit hours 30 Contact hours  
Covers design, and application techniques. Techniques include basic corrective, character, old age, and fantasy application.

THE 182 Practicum: Theatre Production I  
1-3 Credit hour(s) 60-120 Contact hours  
Prerequisite: Permission of Theatre Department Director; THE 105 is recommended.  
Allows students to put into practice theories of theatre production. Participation in set construction, scenic artistry, costuming, lighting, sound, acting, stage managing, and administration is available.

THE 183 Practicum: Theatre Production II  
1-3 Credit hour(s) 60-120 Contact hours  
Prerequisite: THE 182, permission of Theatre Department Director.  
Allows students to apply theories of theatre production. Participation in set construction, scenic artistry, costuming, lighting, sound, acting, stage managing, and administration is available.

THE 212 Development of Theatre II  
3 Credit hours 45 Contact hours  
Prerequisite: THE 105 is recommended.  
Surveys the history and evolution of drama from the Renaissance to the present, emphasizing all aspects of the art from period values to the analysis of dramatic literature and performance.

THE 218 Readers Theatre  
3 Credit hours 45 Contact hours  
Studies ensemble interpretation of literature - poetry, prose, and drama, primarily through the medium of the spoken word.

THE 275 Stage Combat  
3 Credit hours 45 Contact hours  
This course is designed to introduce the student to the Art of Stage Combat in a workshop format. The student will learn how to approach, prepare, and perform a fight for the stage. This class is an acting class and thus the focus will be to learn and develop safe and dramatically effective techniques of staged violence.

THE 280 Practicum: Theatre Production III  
1-3 Credit hour(s) 15-45 Contact hours  
Prerequisite: THE 183, or permission of Theatre Department Director.  
Allows students to continue to put into practice theories of theatre production. Participation in set construction, scenic artistry, costuming, lighting, sound, acting, stage managing, and administration is available.

THE 281 Practicum: Theatre Production IV  
2-4 Credit hour(s) 30-60 Contact hours  
Prerequisite: THE 280, or permission of Theatre Department Director.  
Allows students to continue to put into practice theories of theatre production. Participation in set construction, scenic artistry, costuming, lighting, sound, acting, stage managing, and administration is available.

WOMEN’S STUDIES  

WST 200 Introduction to Women Studies  
1 Credit hour 30 Contact hours  
Examines the nature and function of women in society from an interdisciplinary perspective, focusing on the similarity and diversity of women's experience over time and across cultures. The course will examine topics such as sex role, socialization, political, and philosophical perspectives on women's issues, and women's accomplishments in history, art, literature, science, health issues and the family. Students will gain an awareness of the limitations of traditional scholarship on women, and gain a means of practical application of the new scholarship on women's roles and nature.
Administration and Staff

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..............................Tami Morrissey
Communications Director..............................Liz VanLandingham
Director of Grants..........................................Chris Ward

Lowry Campus
Associate Vice-President ................................Les Moroye
Administrative Assistant...............................Cindy Smith

Administrative Services
Vice-President .................................................Wes Geary

Admissions, Registration and Records
Director ..........................................................Connie Simpson
Assistant to Registrar ....................................Rebecca Strausser
Credentials Evaluator .....................................Janice Davis
Grades/Computer Records Specialist .............Denise Oakeley
Registration and Records Clerk .....................Cheryl Tomlinson
Switchboard Operator .....................................Rita Borgonah
Transcript Specialist and Imaging .................JoAnne Barnes
Administrative Assistant ...............................Valerie Sangiuliano

Advising Center
Interim Director ..............................................Libby Broughton
Academic Advisor/Special Projects ...............Rebecca Bernstein
Academic/Veterans Advisor .........................Tom Dury
Academic Advisor .........................................Willie Hayes, Jr.
Academic/International Advisor ..................Dino Madariaga
Academic/Career Advisor ............................Elizabeth Reed
Administrative Assistant ..............................Elaine Fergersen

Facilities
Director ..........................................................Larry Steele
Assistant Director ..........................................Linda Arman
Mail Clerk .....................................................Chris Hunt
Building Maintenance - Supervisor ............Chuck Socienski
Building Maintenance - Electrician ..............Mike Davis
Housekeeping Supervisor .............................Billy Downing
Day Custodian ............................................Arthur Oakeley
Night Custodian ............................................Hortencia Barnes
Night Custodian ..........................................Noanh Nguyen
Night Custodian ...........................................Quang Ngo
Swing Custodian ...........................................Trai Bao
Grounds Supervisor .................................Kurt Scadden
Groundskeeper ............................................Dien Le

Financial Affairs
Controller .....................................................Vacant
Accountant ....................................................George Goree, Jr.
Accounts Receivable/Cashier ......................Christina Johnson
Accounts Payable/General Ledger ...............Kathy Bodemann
Payroll .........................................................Kimberly Suazo
Cashier/Payroll ..........................................Dianna Doyle
Cashier ......................................................Sabrina Ward
Administrative Assistant ...............................Eugenia Parham

Foundation
Executive Director ..........................................Ted Sandquist
Coordinator ................................................Debbie Lynch

Institutional Research
Director .........................................................Mike Berry

Instruction
Vice President ...............................................Greg Goode

Instructional Resource Center and Library Services
Instructional Resource Center Liaison .............Tom Connelle
Instructional Resource Center Assistant .........Pam MacDonald

Service Learning
Coordinator ................................................Sharon Halford

Workplace Solutions
Director .......................................................Becky Barcheski
Instructional Services Manager ...................Jeanette Issaef
Project Manager ..........................................Paula Wallace
INSTRUCTIONAL DIVISIONS

COMPUTERS, MATH AND BUSINESS
Director Distance Learning, Professor ..................George Lesko
Director, Management
Information Systems/IT ..................................Bobby Williams
Facilities Scheduler ........................................Alvin Bryant
Professor, Math ........................................Cheryl Wingard
Department Chair/Professor, Accounting,
Networking and Computer Science .................Jerry Martens
Coordinator/Professor, Economics ...................Abdelkader Nouibat
Department Chair/Professor, Accounting, Economics,
Management, Marketing ..................................Lewis Schlossinger
Professor, Computer ........................................Constance Seiden
Associate Professor, Computer .......................Gil Davies
Network Technician ........................................Scott Hostetter
Network Technician ........................................Glen Murphy
Network Technician ........................................Denny Bagaporo
Assistant Coordinator, Insurance .....................Kay Mitchell
Coordinator/Professor, Holistic Health
Program Assistant, Police/Fire Academies ........Michelle Russell
Coordinator/Professor, Health

HUMANITIES, FINE ARTS AND SOCIAL SCIENCES
Interim Dean .............................................Geoff Hunt
Department Chair/Professor,
Developmental English .................................Mark Kemble
Department Chair/Associate Professor,
Social Sciences .............................................Kathleen Cram
Department Chair/Professor, English ................Marian Lauterbach
Department Chair/Professor, Film/Video .............Frederic Lahaye
Department Chair/Professor,
Foreign Languages ......................................Michele Amon
Department Chair/Professor, History,
Geography ..................................................Geoff Hunt
Department Chair/Professor, Literature, Humanities &
Philosophy ..................................................Susan Kirk
Department Chair/Associate Professor, Theatre,
Fine Arts ....................................................Michael Osborne
Department Coordinator, Art .........................Cindy Thomas
Department Coordinator, Film/Video .................Roger Carter
Department Coordinator, Music ......................Richard Italiano
Department Coordinator, Dance,
Ethnic Studies, Women's Studies .....................Barbara Gabriel
Department Coordinator, Political Science .......Kazu Kuriyagawa
Department Coordinator, Speech & Comm ...........Casey Slott
Professor, English .......................................Wayne Gilbert
Professor, Psychology ................................级 Linda Bradford
Professor, Psychology .....................................James Ford
Administrative Assistant ..............................Sue Waldheim

PUBLIC SERVICE, SCIENCE AND WORKFORCE DEVELOPMENT
Dean ..................................................Les Moroye
Director of Public Service and the Academies ..Michael Carter
Director of Emergency Medical
Provider (Interim) ........................................Bob Matoba
Emergency Medical Provider
Primary Instructor .........................................Ken Forinash
Emergency Medical Provider Primary Instructor ....Joni Forinash
Professor, Biology, Geology ..........................Jim Weedin
Department Chair, Sciences (Astronomy, Biology,
Chemistry, Geology, Physics) .................Martha Jackson-Carter

INSTRUCTIONAL RESOURCE CENTER AND LIBRARY SERVICES
Institutional Resource Center Liaison .................Tom Connole
Institutional Resource Center Assistant ..........Pam MacDonald
Institutional Resource Center Assistant ............Mark Kemble
Institutional Resource Center Assistant ..........Ronda Lietz

LEARNING RESOURCE CENTER (LRC)
Director ........................................Amy Grazier-Leach
Student Resources Coordinator ..................Karla Adamson Lesko
Accessibility Services Coordinator ..............Reniece Jones
Media Specialist II and Front Desk
Coordinator .............................................Seafoor Rounds
Front Desk Staff .............................................Shawn Taylor
Testing Development Center Coordinator .........Susan Yuthas
Tutoring Coordinator ................................Patti Molai

LOWRY FAMILY CENTER
Director ..................................................Kathy Hill-Young
Administrative Assistant .............................Ronda Lietz
Case Manager ............................................David Bescheoher
Family Advocate/ Kinship Coordinator ..........Margaret Louise Moore
Family Advocate ..........................................Michelle Gebow
Youth in Conflict Advocate .........................Shawn Taylor
Lowry Family Center, Office Assistant ..........Wynnna Cherry
Lowry Family Center, Office Assistant ..........MaryAnn Hanso

MANAGEMENT INFORMATION SYSTEMS/IT
Director ..................................................Bobby Williams

PERSONNEL SERVICES
Director ..................................................Ron Ross
Benefits Specialist ..........................................Debbie Irvine
Data Specialist ...........................................Dianda Coe
**Purchasing**
Purchasing Agent ..............................................................Tami Morrissey

**Campus Security and Safety**
Vice President.................................................................Wes Geary
Security Safety Officer.....................................................Antar Al-Amin

**Student Services and Enrollment Management**
Vice-President ...............................................................Greg Goode
Recruiting Coordinator ....................................................Anna Jansen

**Student Life**
Director.................................................................Amy Grazier-Leach
Residence Hall Director ................................................Kim Miller
Student Government Association
Highline Chronicle

**Student Services-Lowry**
Student Services Specialist ..............................................Yen Phillips
Administrative Assistant ................................................Amy Nellis-Stotmeister
Administrative Assistant ................................................Traci Fielden

**Workplace Training and Development**
Director ........................................................................Becky Barcheski
Instructional Coordinator ................................................Jeanette Issaef

**Colorado State Board for Community Colleges and Occupational Education**
Patricia A. Erjavec, Chair ..................................................Pueblo
Tamra J. Ward, Vice Chair .................................................Denver
Stephen A. Chapman ......................................................Denver
Lena A. Elliott, First Vice Chair .......................................Grand Junction
Jerry L. Heimlicher ..........................................................Colorado Springs
Barbara McKellar ............................................................Englewood
Jeannie G. Reeser, Chair .....................................................Brighton
Greg Romberg .................................................................Evergreen
Andrew B. “Andy” Wyatt .....................................................Lamar
Erin McNulty Student Member ........................................Rangely
Non-Voting Board Members
Christopher Jones, SSACRepresentative .........................Boulder
Esther Williams, Faculty Member .....................................Pueblo

**Community College of Colorado System**
President .................................................................Dr. Joe May

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Diane Dembicki, Anthropology - B.A., State University of New York; M.A., Indiana University; Ph.D., Colorado State University
Susan Desportes, Computer Information System - B.S., B.A., University of Southern Mississippi
Jane Diamond, Early Childhood Education - B.A., Colorado Women's College
Conchita Domenech, Spanish - B.A., M.A., Autonoma University (Spain)
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Satya Brata Dutta, Economics - Ph.D., Clark University
Susan Echols, Marketing - B.S., University of Tennessee
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Gary Scott, Anthropology - B.A., University of North Dakota; M.A., University of Tennessee at Knoxville
Gwen Scott, Early Childhood Education - B.F.A., M.A., University of Denver
Constance Seiden, Computer Information Systems - B.B.A., West Texas State University, M.B.A., City University
Larry Sessions, Astronomy - B.S., University of Arkansas
Barbara Shaw, Sociology - B.A., M.A., Texas Christian University
Donald Shelly, Insurance - B.A., Trinity College; CLU, RHU, ChFC
Charles Sherrill III, Mathematics - B.S., University of Florida; M.S.(A.Math), University of Colorado
Cherise Simpson, Music - B.M., M.M., University of Florida
Connie Simpson, Director, Admissions, Registration and Records - MBA, University of Missouri
Christopher Slates, Mathematics - B.S., California Polytechnic State University
Casey Slott, Speech Communication - M.A., Duquesne University
Albert Smith, Criminal Justice - B.A., Concord College
Charles Smith, Mathematics - B.S., M.A., California State Poly-Tech College
Cindy Smith, Public Service, Science & Workforce Development, Administrative Assistant - A.A.S., Community College of Aurora
Jarold Smith, Insurance - B.A., Sacramento State College
Mark Smith, Art - B.S., Rochester Institute of Technology
David Spiegel, Philosophy - B.A., University of California at Santa Barbara; M.A., Denver Seminary
Judy Spitz, College Services, Administrative Assistant - A.A., Community College, Aurora
Tony Spurlock, Criminal Justice - P.O.S.T. Certificate
Larry Steele, Facilities Manager - B.A., Metropolitan State College; M.A., Colorado State University
Lila Stevens, Sociology - B.A., St. Augustine’s College; M.A., Webster University
Barbara Stimson, Education - B.S., Eastern Montana College
Stephanie Stockdale, Accounting - B.A., University of Northern Colorado; M.B.A., University of Colorado
Thomas Stovall, Criminal Justice - B.S., Columbia College
George Stragand, Mathematics - B.A., St. Vincent College, M.S., University of Northern Colorado
Boston Stanton, Jr., Management - M.S., J.D., University of Denver
Kimberly Suazo, Payroll - A.G.S., Community College of Aurora
Cynthia Thomas, Art, Psychology - B.A., M.A., Western Kentucky University; M.A., Colorado Christian University
Arland Thompson, Mathematics, Physics - B.S., Baylor University; M.S., University of Colorado
Bill Thompson, Department Chair, Mathematics - B.S., M.S., New Mexico State University
Tony Tilger, Criminal Justice - B.S., J.D., University of Colorado
Iris Torres, Spanish - M.A., University of Buffalo
Sterling Townsend, Mathematics - B.A., University of Wyoming
David Trott, Astronomy - B.S., University of Colorado
Claudia True, Humanities, M.S.W., University of Denver
Anne Van Etten, Music - B.Mus., University of Hawaii; M.Mus., New England Conservatory
Karl Van Etten, Management - B.A., University of Hawaii; M.B.A., Northeastern University; Ed.D.
Liz VanLandingham, Communications Director - B.S., University of Colorado-Boulder, M.F.A., Naropa University
Paula Von Lindern, Insurance - A.B., Gonzaga University
Susan Waldheim, Humanities, Fine Arts, Administrative Assistant - B.A., Org Develop., Regis University
Terry Walker, Criminal Justice - B.S., Black Hills State University, South Dakota; M.S., University of South Dakota;
Chris Ward, Director of Grants, Anthropology - B.A., Concordia College, M.Div., San Francisco Theological Seminary; Ph.D., University of Pittsburgh
James Weedin, Biology, Geology - A.S., San Antonio College; B.A., University of Texas; M.S. Sul Ross State University
Linda Wegher, Insurance - B.S., University of Colorado; CPCU, ARM
Anita Wenner, Early Childhood Education - B.S., University of Colorado; M.A.R., Iliff School of Theology
Cathleen Whiles, Music - B.M., University of Northern Colorado, M.M., University of Colorado
Lisa Whiteford, Art - B.S., M.A., Towson University, Baltimore MD
Bobby Williams, Director, Information Technology - B.S., Metropolitan State College; A.S., A.A., Community College of Aurora, M.S.C.I.S., Regis University
Nathaniel Wilson, Psychology - B.S., Florida A&M, M.A, Regis University
Cheryl Wingard, Mathematics - B.S., University of Southern Colorado; M.S., University of Colorado
Sandra Winston, Computer Information Systems, Management - A.A.S., A.A., Community College of Aurora, Business Administration - B.S., Columbia College
Joy Wood, Sociology - B.A., University of Northern Colorado; M.A., Columbia University
Delinda Wunder, English - B.A., Montana State University; M.A., Ph.D., University of Colorado at Boulder
Mark Yankosky, Computer Information Systems - M.A., Webster University
Betty Yonce, Mathematics - B.S., Iowa State University
Matthew Yost, English - M.A., Naropa Institute
Barbara Youmans, Early Childhood Education - B.A., Northern Michigan University
Helen Young, Early Childhood Education - B.S., Lincoln University
Kyung Young, Counseling Psychology - M.A., University of Colorado at Denver
Susan Yuthas, Business Administration - M.B.A., University of New Mexico
Community College of Aurora offices & classrooms at the Lowry Campus

Building 859
- Biotechnology
- Early Childhood Education
- Emergency Medical Services
- Center for Workforce Development
- Science Laboratories: A&P, Chemistry
- Mind-Body Health
- Insurance
- Lowry Family Center

Building 900
- Residence Hall

Building 901
- Computer Programs

Building 903
- 1-Stop Student Services
- Workplace Solutions Center
- Biology, Microbiology, Physics, General Education

Building 905
- Film/Video
- General Education

Driving Directions to the Lowry Campus: Community College of Aurora offices & classrooms at the Lowry Campus Main entrance at 6th Avenue and Dayton.
From the North and West: Take I-70 east to Quebec. Take Quebec south to 11th Avenue. Enter at Yosemite or 10th & Dayton.
From the South and East: Take I-225 north to 6th Avenue. Take 6th Ave., which becomes Lowry Blvd. Enter at Dayton.
# Application for Admission

*Responses to items marked by an asterisk (*) are voluntary, will be kept confidential, will not be used in a discriminatory manner, and are intended to support actions designed to promote student participation in the education programs offered by the College. The information will not be used as a factor in acceptance to the College.*

### INSTRUCTIONS - Please complete all sections of this application in Black Ink and PRINT LEGIBLY.

<table>
<thead>
<tr>
<th>PLEASE INDICATE THE YEAR AND TERM YOU WISH TO ENROLL</th>
<th>20</th>
<th>☐ SUMMER</th>
<th>☐ FALL</th>
<th>☐ SPRING</th>
</tr>
</thead>
</table>

**Social Security Number (Optional):**

**Last Name:**

**First Name:**

**Middle Name:**

**Ethnic Origin:**

- [ ] American Indian or Alaskan Native
- [ ] Asian or Pacific Islander
- [ ] Black Non-Hispanic
- [ ] White Non-Hispanic

**Citizenship:**

- [ ] U.S. Citizen
- [ ] Non-U.S. Citizen

**VISA Type:**

**Visa Expiration Date:**

**Country of Citizenship:**

**Previous Name:**

**Office Use Only:**

**Residency:**

**Local County:**

**Residence Address (if different from above):**

**E-mail Address:**

**Business Phone Number:**

### STUDENT GOALS

**While at this institution, do you intend to:**

- [ ] Earn an academic degree (AA/AAS/AS).
- [ ] Earn a vocational - technical degree (AAS).
- [ ] Earn a high school diploma/General Education Diploma (GED).
- [ ] None of the above.

**Are you enrolling at this college for job or career reasons?**

- [ ] Yes
- [ ] No

**Program/Major area of study:**

### ENROLLMENT DATA

**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:**

- [ ] English
- [ ] Spanish
- [ ] Other

**Do you consider yourself a displaced homemaker?**

- [ ] Yes
- [ ] No

**Do you consider yourself a single parent?**

- [ ] Yes
- [ ] No

**Have your parents earned a baccalaureate (4-year) degree?**

- [ ] Mother
- [ ] Father
- [ ] Both
- [ ] Neither
- [ ] Unknown

**Type of Secondary Diploma**

- [ ] High School Diploma
- [ ] G.E.D.
- [ ] Currently enrolled in High School
- [ ] Non-Graduate

**Office Use Only**

**College/Class/Degree/Major/Minor**

**High School Code/College Code**

**State**

**Current/Previous high school attended:**

- [ ] (Y) Year Received 1920
- [ ] (G) G.E.D.
- [ ] (C) Currently enrolled in High School
- [ ] (N) Non-Graduate
SELECTION 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.

C O R R E S P O N D E N C E  A GE

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 ye to mo ye

Employer State mo ye to mo ye

Employer State mo ye to mo ye

If you are NOT a U.S. Citizen, please attach a photocopy of your parent’s legal guardian’s Visa, I-551 (Resident Alien Card) (both sides), or I-94 (Arrival-Departure Record).

Date Current Colorado Driver’s License or Colorado I.D. was issued and number: ..........................................................

List the last two years of Colorado Motor Vehicle Registration: ...........

Date Colorado Voter Registration: ..........................................................

If you are active duty military or a dependent of an active duty military and assigned to a Permanent Change of Station in Colorado, you may be eligible for in-state tuition rates. Contact your Military Base Education Office.

All items are subject to change without notice.

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 tuition reclassification or dismissal.

Student Signature: .......................................................... AND Parent or Legal Guardian Signature if applicant is under 18: ..........................................................

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

COLORADO COMMUNITY COLLEGE SYSTEM

ZS0001 REV (5/03)
A

Academic Calendar .................................................................2
Academic Dishonesty Policy ....................................................28
Academic Standards and Information .....................................23
Accounting
  Associate of Applied Science Degree ..................................39
  Accounting Certificate .....................................................48
  Computerized Emphasis ....................................................48
  Governmental Emphasis ...................................................48
  Courses ...........................................................................57
Accreditation .........................................................................1
Administration & Staff..........................................................91
Admissions Procedure ............................................................8
  Former Students ...............................................................8
  High School Students .......................................................8
  International Students ......................................................8
  New/Transfer Students ......................................................8
  Veteran Affairs .................................................................8
  Veteran’s Academic Standards ...........................................9
Advising ..............................................................................13
American Sign Language Courses ........................................59
Anthropology Courses ..........................................................59
Applied Technology .............................................................47
Area Vocational Schools Joint Degree Programs ....................47
  Applied Technology AAS ..................................................40
  Management Emphasis ....................................................47
  Tech Management Emphasis .............................................47
Art Courses .........................................................................59
Associate of Arts Degree .....................................................34
Associate of Science Degree ...............................................36
Associate of General Studies Degree .....................................39
Associate of Applied Science Degree ...................................39
Astronomy Courses .............................................................60
Attendance .........................................................................24
Auditing a Course ................................................................11

B

Basic Skills Necessary for College Level Work ......................24
Biology Courses ..................................................................60
Business Courses ..................................................................62
Business-Small Business Management Program ....................87
Biotechnology Certificate ....................................................49
Biotechnology Courses ......................................................61-62

C

Campus Security Act of 1990 .................................................9
Cancellation of Classes .......................................................24
Career Development Center ..............................................17-18
Catalog Policy ......................................................................24
Certificates ..........................................................................48
Chemistry Courses ............................................................64
Colorado Community College Online ...................................56
Colorado State Board for Community College and Occupational Education ........................................94
Community Colleges of Colorado ......................................94
Communications Courses (See Speech) .............................64, 88
Community Services ..........................................................21
Computer Information Systems ..........................................40
  Associate of Applied Science Degree .................................40
  Computer Information Systems Certificates .......................49
  CISCO Certified Networking Associate Program Certificate .........................................................50
  CISCO Certified Networking Professional Certificate ...........................................................................50
  Computer Networking Certificate ..................................50
  Programming Certificate ..................................................51
  LINUX/UNIX Operating Systems Administrator Certificate ...............................................................51
  “C” Language Programming Certificate ............................51
  Visual Basic Language Programming Certificate ..........51
  Cobol Language Programming Certificate .......................51
  Courses ...........................................................................64
  Computer Networking Technology Courses .....................65
  Computer Science Courses ..............................................65
  Computer Web Based Courses ........................................66
  Corrections Courses .........................................................67
  Course Descriptions .......................................................56
  Credit for Prior Learning ...................................................24
  Criminal Justice ...............................................................41
  Associate of Applied Science Degree .................................41
  Correctional Services Emphasis ..........................................41
  Law Enforcement Services Emphasis ................................42
  Law Enforcement Training Academy ................................42
  Victim Advocacy Services Emphasis ................................42
  Certificates .......................................................................51
  Correctional Services Certificate .......................................51
  Law Enforcement Training Academy ................................52
  Victim Advocacy Services Certificate ................................51
  Courses ...........................................................................67
  Customized and Contract Training and Education Programs .................................................................21
D
Degree Requirements and Programs of Instruction ........................................ 32
Degrees
  Awarded ................................................................................. 32
  Procedure and Policy ......................................................... 32
Drug Free CCA ........................................................................ 14
E
Early Childhood Profession ............................................................. 42
  Associate of Applied Science Degree .................................. 42
  ECP Certificates .................................................................. 52
  Group Leader Emphasis Certificate .................................... 52
  Director Emphasis Certificate ............................................. 52
  Courses .............................................................................. 67
Economics Courses ................................................................. 70
Education Courses ................................................................. 70
Emergency Withdrawal Procedure ........................................... 11
English Courses ..................................................................... 71
English as a Second Language Courses .................................... 72
Equipment and Transportation Technology AAS ..................... 42
Equipment and Transportation Technology Courses .................. 72
Essential Skills for the Workplace Certificate ......................... 51
Ethnic Studies Courses ........................................................... 73
F
Facilities/Campus Locations ........................................................ 4
Faculty .................................................................................... 95
Family Education Rights and Privacy Act of 1974 ....................... 10
Financial Aid ........................................................................... 14
  General Information .......................................................... 14
  Application Procedures ....................................................... 14
  Need Determined Financial Aid, Grants-Loans ..................... 15
  Eligibility ........................................................................... 15
  Scholarships .................................................................... 14-15
  Types of Aid Available .................................................... 14-15
Film/Video Technology .............................................................. 52
  Associate of Applied Science Degrees ............................... 43
  Videography/Cinematography Emphasis .............................. 43
  Video Post-Production Emphasis ........................................ 43
  Writing & Directing for Film & Video Emphasis .................... 43
  Writing/Producing Emphasis .............................................. 44
  Certificates ....................................................................... 52
  Videography/Cinematography Emphasis ............................. 52
  Video Post-Production Emphasis ........................................ 53
  Writing & Directing for Film & Video Emphasis .................... 53
  Writing/Producing Emphasis .............................................. 53
Foreign Language Courses ....................................................... 75
G
GED Test Preparation ............................................................... 18
General Core Curriculum ......................................................... 34
Geography Courses ................................................................. 75
Geology Courses ..................................................................... 75
Goals of the College ................................................................ 6
Grade Appeal Procedures ....................................................... 29
Grade Point Average Calculation ........................................... 26
Grading and Evaluation ........................................................... 25
  Academic Standards .......................................................... 27
  CCA Expectations for Student Performance ........................ 28
  Credit Hours .................................................................... 27
  Honors Program ................................................................ 27
  Student Grade Appeal Process ........................................... 27
Graduation Applications ......................................................... 11
Graduation Requirements ....................................................... 32
Grants .................................................................................. 16
H
Highline Chronicle .................................................................... 17
History Courses ....................................................................... 76
History of the College ............................................................. 6
Humanities Courses ................................................................. 76
I
Insurance Courses .................................................................... 76
International Students ............................................................ 8
Internet Classes ...................................................................... 18
J
Journalism Courses ................................................................. 78
K-L
Learning Resource Center ......................................................... 17
  Assessment/Course Placement ........................................... 17
  GED Test Preparation ......................................................... 18
  Career Development Center ............................................. 17
  Resources for Students with Disabilities ............................. 18
  Skill Development ............................................................... 17
  Tutoring ............................................................................ 18
Library Services ....................................................................... 4, 18
Literature Courses .................................................................. 78
Loans .................................................................................... 15
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Code of Conduct</td>
<td>29</td>
</tr>
<tr>
<td>Student Grievance &amp; Appeals</td>
<td>29</td>
</tr>
<tr>
<td>Student Records</td>
<td>10</td>
</tr>
<tr>
<td>Change of Address</td>
<td>10</td>
</tr>
<tr>
<td>Privacy Act of 1974</td>
<td>10</td>
</tr>
<tr>
<td>Graduation Applications</td>
<td>11</td>
</tr>
<tr>
<td>Transfer Credit Evaluations</td>
<td>11</td>
</tr>
<tr>
<td>Transcript Requests</td>
<td>11</td>
</tr>
<tr>
<td>Student's Right to Know</td>
<td>6</td>
</tr>
<tr>
<td>Student Services</td>
<td>13</td>
</tr>
<tr>
<td>Advising</td>
<td>13</td>
</tr>
<tr>
<td>Student Activities</td>
<td>20</td>
</tr>
<tr>
<td>Residence Halls</td>
<td>19</td>
</tr>
<tr>
<td>Resources for Students with Disabilities</td>
<td>16, 18</td>
</tr>
<tr>
<td>Career Development Center</td>
<td>18</td>
</tr>
<tr>
<td>Study Skills</td>
<td>89</td>
</tr>
<tr>
<td>Theatre Courses</td>
<td>89</td>
</tr>
<tr>
<td>Transcript Requests</td>
<td>11</td>
</tr>
<tr>
<td>Transfer Student Admission</td>
<td>8</td>
</tr>
<tr>
<td>Transfer Credit Evaluations</td>
<td>11</td>
</tr>
<tr>
<td>Transferability of CCA Credit</td>
<td>30</td>
</tr>
<tr>
<td>Travel Courses</td>
<td>88</td>
</tr>
<tr>
<td>Tuition</td>
<td>11</td>
</tr>
<tr>
<td>Tuition &amp; Fees Payment</td>
<td>12</td>
</tr>
<tr>
<td>Financial Obligations</td>
<td>11</td>
</tr>
<tr>
<td>Tuition Exceptions</td>
<td>12</td>
</tr>
<tr>
<td>Military Personnel</td>
<td>12</td>
</tr>
<tr>
<td>Refund Policy</td>
<td>12</td>
</tr>
<tr>
<td>Emergency Withdrawal</td>
<td>11</td>
</tr>
<tr>
<td>Auditing a Course</td>
<td>11</td>
</tr>
<tr>
<td>Schedule Changes</td>
<td>12</td>
</tr>
<tr>
<td>Withdrawing from a Class/College</td>
<td>12</td>
</tr>
<tr>
<td>Veteran Affairs</td>
<td>9</td>
</tr>
<tr>
<td>Veterans Academic Standards of Progress</td>
<td>9</td>
</tr>
<tr>
<td>Victim Assistance Courses (See Criminal Justices)</td>
<td>67</td>
</tr>
<tr>
<td>Women's Studies Courses</td>
<td>90</td>
</tr>
<tr>
<td>Work-Study</td>
<td>15</td>
</tr>
</tbody>
</table>
DRIVING DIRECTIONS TO THE LOWRY CAMPUS

From the North and West: Take I-70 east to Quebec. Take Quebec south to 11th Avenue. Enter at Yosemite or 10th & Dayton.

From the South and East: Take I-225 north to 6th Avenue. Take 6th Ave., which becomes Lowry Blvd. Enter at Alton Way.

Community College of Aurora offices & classrooms at the Lowry Campus Main entrance at 6th Avenue and Dayton

Building 859
- Biotechnology
- Early Childhood Education
- Emergency Medical Services
- Center for Workforce Development

Building 900
- Science Laboratories: A&P, Chemistry
- Mind-Body Health
- Insurance
- Lowry Family Center
- Residence Hall

Building 901
- Computer Technology

Building 903
- 1-Stop Student Services
- Workplace Solutions Center
- Biology, Microbiology, Physics, General Education

Building 905
- Film/Video
- General Education

COMMUNITY COLLEGE OF AURORA PROGRAMS. The following programs are available through the Community College of Aurora:

<table>
<thead>
<tr>
<th>Program/office</th>
<th>Phone</th>
<th>Program/office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assoc. Vice President, Lowry Campus</td>
<td>303-340-7070</td>
<td>Early Childhood Education</td>
<td>303-340-7078</td>
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<td>Biotechnology</td>
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</tr>
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<td>Center for Workforce Development</td>
<td>303-340-7040</td>
<td>Mind-Body Health Center</td>
<td>303-340-7125</td>
</tr>
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<td>Computer Technology</td>
<td>303-340-7220</td>
<td>Workforce Development</td>
<td>303-340-7040</td>
</tr>
<tr>
<td>CCA Police and Fire Academies</td>
<td>303-340-7211</td>
<td>Workplace Solutions Center</td>
<td>303-340-7039</td>
</tr>
<tr>
<td>Emergency Medical Services</td>
<td>303-340-7217</td>
<td>Science</td>
<td>303-340-7120</td>
</tr>
</tbody>
</table>