Welcome to the Community College of Aurora

16000 E. CentreTech Parkway
Aurora, Colorado 80011
303-360-4700

Lowry Campus
710 Alton Way
Denver, Colorado 80230
303-340-7093

Para información en Español llame al 303-340-7552

www.CCAurora.edu

Accredited by
The Higher Learning Commission of the North Central Association

Approved by
Colorado Commission on Higher Education
Community Colleges of Colorado

CONSUMERISM COMPLIANCE

The Community College of Aurora will disclose and provide access to information to our students, prospective students, employees and prospective employees pursuant to CFR 668.46. This information will be contained in the CCA Schedule Book that is mailed to all households in designated zip code areas every semester. Enrolled students and employees, living outside the listed zip codes, will also be mailed notification of the required disclosures. In addition, required disclosures to employees will be in the form of an enclosure in their paycheck envelope every spring.

The Schedule Book will direct readers to the CCA website for detailed reports on information the college is required to disclose and to which they should have access. In addition, the office from which a detailed paper report can be requested will be listed in the schedule book. Disclosure of the following information will be provided:

• Annual Campus Security Report (Student Right to Know)
• Completion/Graduation Rate
• FERPA rights of students
• Drug & Alcohol Prevention Information
• General Information about the College (Accreditation, Financial Aid, Equal Opportunity)
• Voter Registration Information

• STUDENT RIGHT-TO-KNOW and CAMPUS SECURITY ACT. In accordance with Title I of Public Law 101-542, information about graduation rates and campus security is available on the CCA website (www.CCAurora.edu) and in the Office of the Vice President of Administrative Services, A 207E, CentreTech Campus.

• FAMILY EDUCATION RIGHTS & PRIVACY ACT. CCA complies fully with the Family Education and Privacy Act, designed to protect the privacy of student educational records and to insure the rights of students to examine their records. More information is available in the Admission & Records Office, CTC Room A103 and on the College website at www.CCAurora.edu.

• DRUG & ALCOHOL PREVENTION INFORMATION and policies are available on the CCA website at www.CCAurora.edu and in the Office of Student Life, S202, CentreTech Campus. CCA supports the efforts of local, state and federal governments in promoting a drug free American, pursuant to public law 101.

• ACCREDITATION. The Community College of Aurora is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Ste. 2400, Chicago, IL, 60602-2504, 1-800-621-7440. The College operates under the jurisdiction of Community Colleges of Colorado. CCA students regularly transfer credits to state colleges and universities within Colorado. Transfer information is available for student use in the Advising Center, CTC Room A102.

• FINANCIAL AID INFORMATION is available on the website and in the Financial Aid Office, Building A, CentreTech Campus and at the Lowry One Stop Student Services Center. All students and prospective students are strongly encouraged to read the information available in the Financial Aid Handbook.

• 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 Cindy Hess, Affirmative Action Officer and ADA Coordinator, CCA, CentreTech Campus, Room A204 Phone 303-360-4752, or the Office for Civil Rights, U.S. Dept. of Education, 1961 Stout Street, Denver, CO, 80230.

• VOTER REGISTRATION. CCA fully supports and advocates that our students and staff register to Vote. Voter Registration forms are available in Admissions Offices, A102 at the CentreTech campus. A link is available on our website directly to the voter registration website for your convenience. (www.ccAurora.edu)

Upon request, the Community College of Aurora will provide students, prospective students, employees and prospective employees a paper copy of this information including a full report of the institution’s graduation rate, and the Annual Security Report.
Summer Semester 2005
- Full term (10 weeks)
- Session I (5 weeks)
- Independence Day (college closed)
- Session II (5 weeks)

Fall Semester 2005
- Classes begin
- Labor Day (college closed)
- Faculty In-Service
- Thanksgiving (no classes)
- Classes end

Spring Semester 2006
- Classes begin
- Spring break (no classes)
- Graduation
- Classes end

Summer Semester 2006
- Full term (10 weeks)
- Session I (5 weeks)
- Independence Day (college closed)
- Session II (5 weeks)

Fall Semester 2006
- Classes begin
- Labor Day (college closed)
- Faculty In-Service
- Thanksgiving (no classes)
- Classes end
<table>
<thead>
<tr>
<th>Chapter</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Welcome to CCA</td>
</tr>
<tr>
<td></td>
<td>The Bridge to Your Future • History • Goals</td>
</tr>
<tr>
<td>7</td>
<td>Admissions, Registration &amp; Records</td>
</tr>
<tr>
<td></td>
<td>Admissions Policy and Procedure • Registration • Student Records</td>
</tr>
<tr>
<td></td>
<td>Tuition</td>
</tr>
<tr>
<td>13</td>
<td>Student Services &amp; Activities</td>
</tr>
<tr>
<td></td>
<td>Advising • Drug Free CCA • Financial Aid • Learning Resource Center • Safety • Student Activities</td>
</tr>
<tr>
<td>20</td>
<td>Business &amp; Community Services</td>
</tr>
<tr>
<td></td>
<td>Community Services</td>
</tr>
<tr>
<td>21</td>
<td>Academic Standards, Information &amp; Policies</td>
</tr>
<tr>
<td></td>
<td>Advisory Committees • Attendance Policy • Basic Skills</td>
</tr>
<tr>
<td></td>
<td>Cancellation of Classes • Catalog Policy • Credit for Prior Learning</td>
</tr>
<tr>
<td></td>
<td>Grading and Evaluation • Policy on Academic Dishonesty • Student Code of Conduct</td>
</tr>
<tr>
<td>31</td>
<td>Degree and Certificate Requirements &amp; Programs of Instruction</td>
</tr>
<tr>
<td></td>
<td>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</td>
</tr>
<tr>
<td>62</td>
<td>Course Descriptions</td>
</tr>
<tr>
<td></td>
<td>Complete listing of all college courses</td>
</tr>
<tr>
<td>104</td>
<td>Administration, Faculty and Staff</td>
</tr>
<tr>
<td>111</td>
<td>Application for Admission</td>
</tr>
</tbody>
</table>
Welcome...

The Community College of Aurora offers all services at our 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/Computer Access Center
- Distance Learning Office
- Electronic Library
- Financial Aid
- General Information
- General Classrooms
- Instructional Resource Center
- International Student Admission/Advising
- Learning Resource Center
- Media Services
- Personnel Office
- Service Learning
- Student Life
- Testing Center
- Veteran Affairs

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

- Aurora Language Center
- Biology, Microbiology, Physics
- Biotechnology Program
- Center for Teaching Excellence
- Center for Workforce Development
- Computer Information Systems
- Computer Labs/Computer Access Center
- Computer Technology
- Early Childhood Education Resource Center
- 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
- Insurance
- One-Stop Student Services (advising, assessment, registration, financial aid information, career and business office services)
- Police Academy
- Science Laboratories:
  - Anatomy & Physiology, Chemistry
- Workplace Solutions Center

OUTREACH CENTERS
- Aurora Chamber of Commerce: 3131 S. Vaughn Way, Ste. 622
- Defense Finance & Accounting Services: 6760 E. Irvington Pl.
- 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
- Center for Teaching Excellence: 9235 E. 10th Dr., Room 115 (Lowry Campus, Bldg. 859)
- Education Resource Center: 9235 E. 10th Dr., Room 115 (Lowry Campus, Bldg. 859)
- Instructional Resource Center: 16000 E. CentreTech Pkwy. (CentreTech campus)
Welcome...

to the Community College of Aurora, the community college that is making a difference in your community. The Community College of Aurora is a bridge to the future. 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.

Advancing Our Community

Advancing Quality Teaching. Our faculty development program ensures quality teaching, which means that your instructor knows you by name and will see that you get the individual help to make your college experience successful.

Advancing 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.

Advancing Your Choices. 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.

Advancing the Type of College Education That Meet Your Needs. We recognize that many students are working their way through college. That’s why we schedule classes that fit into your busy schedule. We offer online courses and hybrid courses that give you the classroom experience along with your online learning as well as our conventional day, evening and weekend courses. You’ll also find accelerated and open-entry computer, math and reading courses with flexible registration dates. Our courses are convenient for your lifestyle.

Advancing to Give You More for Your Money. You will find the Community College of Aurora an affordable and cost-effective alternative. And, if you need assistance, our Financial Aid department can help you find the resources to continue your education.

Advancing with Guaranteed Transfer Courses to a Four-Year College or University. Our Associate of Arts and Associate of Science degree curriculum provides you with the courses that are guaranteed to transfer to most liberal arts and science majors at public Colorado colleges and universities at a significant cost savings. In addition, many private institutions take many courses from CCA which saves you both time and money. Certain majors such as engineering, business, and education have special articulation agreements. To ensure a smooth transfer, consult with advisors at both CCA and your intended transfer institution, many of whom visit CCA regularly. Consult Advising or the College website for more information.
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 the 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.

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. More information is available on pages 12 and 32.

CCA GRADUATION RATES. The rate for first-time, full-time, degree-seeking students who enrolled in the Fall of 2000 and graduated by the Spring of 2003 is 27.3 percent. This does not include students who extend their studies beyond two years. The student retention rate for all Colorado institutions for 2002 was 58.5 percent.

CCA CRIME STATISTICS. In 2004, 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 period there was one charge of unlawful sexual contact and one report of motor vehicle theft at 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. Certain College programs have specific admission requirements as well.

The following minimum requirements are used as guidelines for admission:

1. All individuals, 16 years of age or older, have a high school diploma, General Education (GED) certificate, or are not enrolled in high school are admitted.

2. Students 15 years of age or younger must complete a Request for Waiver of Admission Requirements form, see the director of enrollment services, 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.

3. All students must be assessed. A student may be exempt from assessment if one or more of the following documented criteria are met: ACT or SAT scores (within last 5 years) meet minimum requirements; transcripts showing previous college-level credit (C or better) for college-level English and/or math; or completion of an Associate of Arts or Science degree or higher (See Assessment/Course Placement, page 17).

4. Computer & real estate certificates as well as certificates of recognition are waived from assessment.

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 and in accordance to Board Policy BP 4-10.

Students who enroll in an occupational program, who are veterans, who receive financial aid, or who are on F-1 or M-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.

Acceptance Letters.
Since CCA has an open-admissions policy, acceptance letters are not sent to applicants unless they are classified as a non-resident of Colorado. Students who need a letter of acceptance to the college should contact the admissions office at 303-360-4716.
ADMISSIONS PROCEDURE

Students seeking admission to the Community College of Aurora should submit a completed application on the Web or 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, in the semester schedule, and online.

FORMER STUDENTS. Former students returning to the college after an absence of one year (summer term included) or more 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 course approval from their school district to be eligible for tuition reimbursement. PSEO students need to:
• Apply for admission to CCA
• Complete the CCA assessment test, or provide ACT/SAT scores that meet minimum requirements
• Register for classes at CCA by bringing in the district approval letter.
• Pay for tuition, student fees, books, and supplies.

For more information on the program, phone 303-360-4705.

HIGH SCHOOL STUDENTS NOT PARTICIPATING IN POSTSECONDARY ENROLLMENT OPTIONS ACT.

Students need to:
• Apply for admission to CCA
• Complete the CCA assessment test or provide ACT/SAT scores that meet minimum requirements
• Contact a CCA academic advisor
• Register for classes
• Pay for tuition, student fees, books and supplies.

For additional information, call 303-360-4797.

STUDENTS UNDER THE AGE OF 16

Students under 16 years of age must complete a Request for Waiver of Admission Requirements form. The college president may grant a waiver based on extenuating circumstances. The director of enrollment services will review the waiver request, along with the required supporting materials and forward a recommendation to the president who shall make the final decision.

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

International students are required to submit the following documents:
1. An application for admission.
2. A high school, 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. All documents must be in US dollars and in English.
4. Evidence of proficiency in English as documented by the Test of English as a Foreign Language (TOEFL), minimum score 475 written or 153 computerized; passing grade in English 121 or 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. Students with lower-level English skills can receive their initial I-20 for Language Training and then transfer into an Academic program after appropriate assessment levels are reached.
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.
6. Payment of a $75 non-refundable application charge.

Form I-20 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 and visa approval can be made. The application and approval process can take up to 6 months for first-time applications and approximately 30 days for transfer applications. The earlier you apply, the better your chances are for a timely approval. Although CCA suggests early application, we will not issue an I-20 after the deadlines below:

```
<table>
<thead>
<tr>
<th></th>
<th>First-Time or Reinstatement Applicants</th>
<th>Current International Students Seeking Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>May 15th</td>
<td>July 31st</td>
</tr>
<tr>
<td>Spring</td>
<td>September 15th</td>
<td>November 30th</td>
</tr>
<tr>
<td>Summer</td>
<td>February 15th</td>
<td>April 30th</td>
</tr>
</tbody>
</table>
```

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. USCIS (United States Citizenship and Immigration Services) regulations require that foreign students on F-1 or M-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. Any extensions to the reported completion date must be requested of the International Advisor and reported to USCIS at least 30 days prior.

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.


4. Not work off-campus without prior permission of the International student advisor and USCIS.

5. Notify International Advisor of any address change (both local and abroad) within 10 days of change.

NEW & TRANSFER STUDENTS. All individuals who have not been previously registered at CCA must complete an application for admission. New students pursuing a degree are required to meet with an advisor to register for their first semester. Students are encouraged to keep in contact with an academic advisor throughout their educational program. See Assessment/Course Placement, page 16.

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 official 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, apply 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 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 procedures, dates, and times of registration as well as tuition and fees. Students may obtain a Schedule of Classes from either the CentreTech Campus (CTC), the Lowry Campus (LC), Bldg. 903, Room 106, or online at www.CCAurora.edu.

New students will be registered by their advisor or admissions personnel. Once students have their PIN (personal ID number) they are encouraged to register on the web or CRIS line (303-825-2747). The schedule of classes has instructions to assist with the process.

LATE REGISTRATION. After classes start, students may register through the 1st week of class (full-term classes). Students may enroll for short-term, classroom based classes only through the 1st class meeting. After the open enrollment period, registration is discouraged and must be approved by the department.

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 qualify for in-state tuition, you (or your parents or legal guardian, if you are under 23 years old and not emancipated) must have been domiciled in Colorado for at least one year prior to the first day of the semester for which you seek residency. Domicile for tuition purposes is determined by two factors: 1) your ability to show a permanent place of residence in Colorado, and 2) your ability to demonstrate your intent to remain in Colorado. You can prove your intent by providing documents showing 12 months of domicile in Colorado, such as:

- Paying Colorado income taxes
- Being permanently employed in Colorado
- Owning residential Colorado real estate
- Holding a Colorado driver’s license or vehicle registration
- Registering to vote

If you have been classified as a nonresident, you may submit a Petition for Residency (form available in the Admission and Registration Office) by the first week of class. If your petition is denied, you may appeal in writing to the Residency Appeals Committee through the Admissions and Registration Office (A103).

WESTERN UNDERGRADUATE EXCHANGE (WUE).

WUE is a program through which students in participating states may enroll at a special, reduced tuition level of 150% of the in-state tuition rate, excluding the Colorado Residency Stipend. Participating states include: Alaska, Arizona, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming. For more information, contact the Admissions and Registration office, 303-360-4716. The WUE Program is subject to change.
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. Students can also update addresses and telephone information on CCA's website, www.CCAurora.edu.

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 be released only 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 Subsctn. 513,88 Stat. 571; 29 U.S.C. 1232q). Students may view them upon request at the Admissions and Registration office. If the student feels the records contain an error, an appeal may be written to the Registrar.

Student's names 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
- Dates of enrollment
- Number of hours the student is currently taking or previously completed
- 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, events, and to the news media. In addition, graduation lists which may include student email and address information may be released to 4-year institutions at the discretion of CCA. Written confirmation of the credit earned must be provided to the Admissions and Registration office, Room A103, maintain student records and issue transcripts. Students may request a copy of their Community College of Aurora transcript be sent to another college or to an employer by completing a “Request for Transcript” form available in the Admissions and Registration office, CentreTech Campus, A103 and at 1-Stop Student Services, Lowry Campus, Bldg. 903, room 106. A graduation application charge of $35 must be paid prior to application submission. Applications received after the deadline will incur a $10 late-charge.

GRADUATION APPLICATIONS. Students who expect to complete their degree or certificate requirements and be eligible for graduation at the end of a semester must apply 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 at 1-Stop Student Services, Lowry Campus, Bldg. 903, room 106. A graduation application charge of $35 must be paid prior to application submission. Applications received after the deadline will incur a $10 late-charge.

TRANSFERS CREDIT EVALUATIONS. Students must be enrolled at CCA in order to have their credits evaluated. An official transcript should 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. Students can also check the status of their transfer credits by viewing their unofficial transcript on the website.
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. The Schedule of Classes lists the tuition rate.

College Opportunity Fund (COF). The College Opportunity Trust Fund (COF), created by the Colorado Legislature, provides a stipend to eligible undergraduate students. The stipend pays a portion of your total in-state tuition when you attend a Colorado public institution or a participating private institution. Eligible undergraduate students must apply, be admitted and enroll at a participating institution beginning with the fall semester of 2005-06 academic year. The stipend is paid on a per credit hour basis to the institution at which the student is enrolled. The credit-hour amount will be set annually by the General Assembly. You may apply to the Colorado Opportunity Trust Fund and receive additional information via the Colorado Commission on Higher Education (CCHE) website at www.CollegeInColorado.org.

Auditing a Class. Students who wish to attend class without earning credit may register to audit a class by completing 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 and international students (F1) must see the financial aid advisor; and international students (F1) must see the international student advisor. Registration and tuition are the same for audited as for credit classes. Auditing students attend classes, may complete classroom assignments and may take examinations. A final letter grade of “AU”, which is excluded from the GPA, 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.

Financial Obligations of Students. Financial obligations to the college are due and payable at the time of registration, unless the student has made arrangements with the Fiscal Affairs Office. A student is not considered officially registered and should 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 not be allowed to register for subsequent sessions until he/she has made satisfactory settlement or other arrangements with the college.

Contact the Cashier's Office for more information. Unpaid student accounts will be forwarded to a collections agency and may result in the addition of collections fee, attorneys fees or other costs.

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 qualify for “in-state” tuition. 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 to receive in-state tuition. For information, call 303-360-4713 or 303-340-7093.

Refund Policy. The Community College of Aurora will issue refunds based on the following:

• Official Drop by Refund Date
  1. One hundred percent (100%) refund of tuition and student fees is granted to students for classes officially dropped through the refund date (excluding the non-refundable charge of $10.40 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 303-360-4716 before the start date of the class.
  2. No refunds are given after the refund date, except for extenuating circumstances due to a documented emergency. (see Emergency)

• Class Cancellations
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 and choose from the class sections still available to substitute for the canceled class.

• Refund Processing
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. Processing a cash or check refund takes approximately three to four weeks to be 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:
1. The drop period extends from registration through the refund date published in the Schedule of Classes. Students may add classes through the first week of class (for full-term 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 GRANTS. Senior Citizens, State Employees should contact the financial aid office to determine eligibility.

TUITION AND FEES PAYMENT. Sponsored students must bring proof of sponsorship to the Accounts Receivable office by the tuition due 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.

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 Centre Tech 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 a safe environment.
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 are strongly encouraged to meet with 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 & M1) students must meet with an advisor every semester prior to registration.

FINANCIAL AID STUDENT ADVISING. All students receiving financial aid are should contact an advisor prior to registering for classes to ensure satisfactory progress towards degree or certificate objectives. Financial Aid only pays for coursework that applies directly to a degree or certificate.

NEW STUDENT ADVISING. All new, degree- or certificate-seeking students are required to meet with 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 on the advising web-page at www.CCAurora.edu to learn the essentials of becoming a successful college student.

Students who are enrolling in coursework for a job upgrade or personal development are also 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, room 106.
**Conveniently Structured Classes**

**HYBRID CLASSES**
Hybrid classes offer the convenience of an Internet course with the opportunity to meet face to face with the instructor and classmates. Although all of the work can be done through the Internet, scheduled meeting times will be published for each course. There may be mandatory onsite meetings for some courses to take mid-term or final examinations.

**ONLINE (INTERNET) LEARNING**
Internet courses are taught via the world wide web and email. Most of these courses run on a semester basis; although 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.

Information Sheets for Internet courses are available online at www.CCAurora.edu/infosheets during registration each semester. For more information, contact 303-340-7221.

**OPEN-ENTRY COURSES**
Open-entry math and reading classes are designed for the student who works well in a nontraditional setting. These classes provide one-on-one instruction which allows a student to work at his/her own pace.

Open-entry computer classes are internet-based classes that offer weekly face-to-face contact with instructors and other class members. Although they are “internet” classes, they offer much more interaction with instructors and class members. Students may enroll in and start the class up to mid-semester; however, all work must be completed by the end of the term or as specified in the course syllabus.

**WEEKEND COLLEGE**
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. The first class will detail information about additional class sessions and about course requirements. Consult the Schedule of Classes for a complete list of Weekend College classes and meeting dates.

**FINANCIAL AID**
The Financial Aid Office, A207, 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, Lowry 1-Stop Student Services or online at www.fafsa.ed.gov. All financial aid awards are contingent upon CCAs 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 and institutional scholarships, applications, processing deadlines and additional information is available at the Financial Aid Office, A207. In addition, the Colorado General Assembly funds the Governor’s Opportunity Scholarship and Colorado Centennial Scholars Program.

**Colorado Centennial Scholars Program** — The goal of the Colorado’s Centennial Scholars Program is to recruit and retain undergraduate Colorado resident students at Colorado colleges and universities who demonstrate outstanding levels of academic achievement. In general, a recipient must be a Colorado resident, undergraduate student enrolled as a degree or certificate seeking student, have a 3.75 cumulative grade point average (GPA) or better. More specific criteria for the award is on the application.

**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.

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.

Early Childhood Education has scholarships and tuition assistance information available periodically. Check www.ccaurora.edu/education for current information.

**NEED-DETERMINED ASSISTANCE**. To apply for need-determined assistance, students must complete the Free Application for Federal Student Aid (FAFSA), 2005-2006 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 2005.............May 1, 2005
Spring Semester 2006.............Nov. 1, 2005
Summer Semester 2006............April 1, 2006

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 for 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 — Colorado residents, age 60 years or over (by the end of the semester for which the student is enrolled) are entitled to a 50 percent tuition grant. If you qualify, you must complete an application, available in the Financial Aid Office, and Lowry 1-Stop Student Services.

State Employees Grant — Eligible employees in the State of Colorado Personnel system may be eligible for a 50 percent tuition grant. Qualified applicants must complete an application in the Financial Aid Office and Lowry 1-Stop Student Services.

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.

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 2005-2006 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. Students 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 2005-2006 Financial Aid Handbook. This document is available from the Financial Aid Office, Lowry 1-Stop Student Services and online.

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, and vocational courses. 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, CTC, room S202, are described below.

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. Developmental courses may be taken at any Colorado Community College. Visit www.ccccs.edu for more information. All new students must be assessed. Students may be exempt if they provide:

1. Documentation of ACT or SAT (college entrance examinations) scores taken within the last five years. Listed below are the minimum scores accepted for college level course placement.
   - ACT English: 18 Math: 19 Reading: 17
   - SAT Verbal: 440 Math: 460
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 Associate of Arts or Associate of Science degree or higher.
4. Computer & real estate certificates as well as certificates of recognition are waived from assessment.

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 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 $10.00 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.

TESTING. The Testing Center delivers tests for the Distance Learning courses, outside exams, classroom make-up, CLEP, DSST (Dantes), pre-GED, Career exams, and a variety of other tests. The Testing Center is in the Learning Resource Center, CentreTech Campus, S202, 303-340-7542.

TUTORING. CCA provides a variety of tutoring and supplemental instruction options. The Math and English labs, in C201 and C203 are open to all enrolled CCA students, for tutoring in Math, English and Reading. There are other labs and tutoring options for enrolled ESL, CIS, accounting, and science students. For more information, call 303-340-7536 or 303-360-4736 or stop by the Learning Resource Center, Room S202, CTC campus.
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. Accessibility Services Office (in the Learning Resource Center, S-202E) 303-361-7395, V/TDD. Reniece.Jones@CCAurora.edu.

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. All CCA students can obtain an APL library card and check out materials from any APL branch.

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 also offers access to publicly accessible resources on the World Wide Web. Students can receive assistance in using all types of online resources in the IRC.

Safety
Safety is a vital concern. 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 SERVICES AND ACTIVITIES

2005 - 2006

STUDENT LIFE
CTC Student Centre, Room S101. 303-340-7524.
Free Activities and events are funded by student fees and provide opportunities for student leadership.
Sponsored Organizations include: Sports Clubs, Academic Clubs and Cultural/Special Interest Clubs.
More information about activities and events or clubs and organizations can be found at the Quick Link on the college website, or at the Student Life Office, Centre Tech campus (CTC), Student Centre building, Room S101, 303-340-7524.

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 303-340-7524.

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.

STUDENT HEALTH INSURANCE
Information about health insurance for students is available at the college.

OFF-CAMPUS HOUSING
Please visit the College website at www.CCAurora.edu under the “For Students” tab for more information.

STUDENT ID CARDS
Student ID cards can be obtained for $5.00 on the Centre Tech campus, Student Centre building, Room S101, and at Lowry. Drop-in hours and appointments are available.
ID cards are good for one year and are recommended. Student IDs are required to use the Computer Lab.

CLUBS AND ORGANIZATIONS
Student clubs and organizations are funded through the Student Government Association. See the next page for current, detailed information about the clubs and organizations available.
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 students to participate and promote the Criminal Justice program at CCA. The club provides the opportunity to explore the criminal justice field.

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.

WRITE ON AURORA
This club encourages and supports self-expression through writing and literary events. For more information, please contact Wayne Gilbert at 303-360-7531 or Wayne.Gilbert@ccaurora.edu.

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.

LGBTQSA-Q-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.

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

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

ARTS AND HUMANITIES CLUB
This club is to unite all arts students, to have an opportunity to express their talents and present performances to the CCA community. Visit Center Stage online at http://centerstage.i8.com.

EQUALITY FOR ALL
For students with disabilities to support each other and help others. To educate staff and students. For more information please contact: Benjamin_Costello@hotmail.com.

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, 303-340-7524.
COMMUNITY SERVICES

The Community College of Aurora is proud to offer services to the community.

AURORA LANGUAGE CENTER.

The Aurora Language Center (ALC) administers the college’s community and college preparatory English as a Second Language programs and offers resources and support for collaboration with the community for language instruction and outreach to the area’s diverse population. The Center provides life-skills English to more than 600 students at the Lowry campus through a community collaboration, the Aurora Literacy Initiative. Bryan Holinka (303-340-7086) is the coordinator and lead teacher for the life-skills program. The college preparatory program offers basic, intermediate, and advanced grammar, conversation, reading, and composition courses. These courses generally meet at the CentreTech campus and focus on preparing students for college-level study. The courses follow the regular CCA academic calendar and award college credit. Maria Halloran (303-340-7504) directs the college preparatory program.

CENTRE FOR TEACHING EXCELLENCE.

The Centre provides quality training, resources, and expertise for preparation and professional development for students, educators and community members who seek skills in various components of the profession of education. Areas of emphasis include: Early Childhood Education, Elementary Transfer Preparation, Paraeducator Training and Secondary Education. Go to the Centre for Teaching Excellence website for current information: www.CCAurora.edu/education.

CAREER SERVICES

The college’s Career Center, located in the Advising Center at the CentreTech Campus, 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, alumni and the community.

Businesses wishing to list jobs with the Career Center can call 303-360-4835 or fax a request to 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 leadership and fellowship roles with people of various capabilities and orientations so as to appreciate the integrity and uniqueness 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 required assessment score.

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

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

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

CATALOG CHANGES/ADDENDUMS
The College catalog is subject to changes during the year. Changes and addendums are available at www.CCAurora.edu.
CATALOG OF RECORD/CATALOG POLICY
Students enrolling at CCA shall follow the provisions of the catalog in use at the time of admission. When students interrupt their continuous attendance at CCA for three consecutive terms, or change their degree or certificate programs, they will become subject to the provisions of the current catalog with their next enrollment.

COLORADO COMMUNITY COLLEGE COMMON COURSES
The Colorado Community Colleges System (which includes the Community College of Aurora) assigns common course numbers and common descriptions to the courses taught within the system. This facilitates student transfer and ensures curriculum quality across the system. More information is available at www.cccs.edu/ccns/home.html.

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 or guaranteed transfer; 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

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 CCA 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 the published guides used by the CCA to evaluate this type of prior learning. 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 CCA 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 CCA 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 CCA. After the scores have been evaluated, the student will be notified by the college 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.
**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 minimum 2.0 cumulative grade point average (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 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 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 15 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 at the Community College of Aurora is to provide an opportunity for motivated students to engage in academic challenges that will prepare them for upper-division or graduate course work. Honors courses provide students the chance to delve more deeply into a discipline and thereby generate a more informed appraisal of their interests and abilities.

The Honors Program is specifically interested in identifying students whose abilities and motivation are such that their academic needs would not be met adequately by existing programs; in providing academic opportunities where students are challenged to perform at a higher level of excellence; and in establishing an environment that will foster dignity, self-esteem, and a sense of potential.

Honors courses must be college-level; courses numbered 100 and below cannot be taken for Honors credit. Students can opt to take selected courses for honors credit on a case-by-case basis by contracting with an instructor.

**Recognition of Academic Excellence.**

Transcripts will note the following:

1. *Graduated with Honors* noted on transcript when student has a cumulative GPA of 3.85 or above, with a minimum of 30 semester hours in residency at CCA and

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. “Deans List” designation noted on transcript each term to students who complete a minimum of 12 semester GPA producing credits at CCA with a 3.85 GPA or above for the term.

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

**Repeated Courses.** Most courses, provided they are still offered at CCA, may be repeated for a higher grade. Full tuition is charged for repeated courses. Both grades will appear on the transcript and both will be used in GPA calculation, unless the student requests otherwise by completing a Repeat Request Form at the Admissions and Registration Office. Courses that are repeated apply only once to degrees and certificates.

**Student Load/Credit Hours.** A student can complete a degree program in four semesters by successfully completing 15 required credit hours of required coursework each semester. 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.)
### GRADE QUALITY OF WORK INDICATED

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent or Superior</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Deficient, but passing. Improvement necessary if satisfactory progress toward graduation (GPA of 2.0) is to be met.</td>
<td>0</td>
</tr>
<tr>
<td>F</td>
<td>Failure. Course requirements have not been met satisfactorily. Unsatisfactory progress toward graduation.</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>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.</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>The student has officially withdrawn from the course</td>
<td>0</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>0</td>
</tr>
<tr>
<td>AW</td>
<td>The student has been administratively withdrawn</td>
<td>0</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory – student has passed at the level of “C” or above (credit is earned)</td>
<td>0</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory – student has not passed the course</td>
<td>0</td>
</tr>
</tbody>
</table>

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>CSC 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>
</tbody>
</table>

Total 16 credits 40 grade points

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

### 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. This work must be successfully completed within the first 30 semester hours at CCA. 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 34.) 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. The aim of these studies is to improve 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 division Dean.
3. A student may appeal the cheating allegation according to the CCA Policy/Procedure, “Student Academic Appeals.”

**STUDENT CODE OF CONDUCT & GRIEVANCE PROCEDURE**

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 disciplinary action. Examples of misconduct subject to disciplinary action include but are 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, 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 email 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 violent, abusive, indecent, unreasonably loud, or similar disorderly conduct that infringes upon the
privacy, rights, or privileges of others or disturbs the peace or the orderly process of education on campus or at college-sponsored or supervised functions, or aiding abetting, or procuring another person to engage in the aforementioned activities.

10. Failing to settle any debts with the college or any agency associated with the college and/or delivering any check to the college that is not supported by sufficient funds or is deemed worthless.

11. Condoning any act by another student that violates college policy. Students witnessing any such acts are required to report them to the proper authorities. Confidentiality of the identity of the student reporting violations will be maintained.

12. Unauthorized representation of contracting in the name of Community College of Aurora. (A student may not claim to be an official representative of the college for 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 kinds 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 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 without appropriate authorization; any other attempt to compromise network integrity.

25. Leaving children unattended or unsupervised on 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 of 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. Violating federal, state, and municipal laws as well as Community College System Policies and college procedures and regulations.

INVESTIGATIONS. Before filing a complaint, try to resolve the issue through an informal discussion. If this is unsuccessful, anyone may file a complaint to the Coordinator of Student Activities or an instructional Dean.

Note: Allegations of sexual harassment should be reported to the Director of Human Resources. Care will be taken to keep the accusations as confidential as possible.

Due process is afforded to insure that the student’s rights are protected. The student will be informed of the nature of the complaint, be given an opportunity to respond, and have the opportunity for an appeal. In addition, witnesses and other appropriate individuals may be interviewed. The college has 15 days to investigate and inform the parties of the finding and any disciplinary action.
DISCIPLINE. Depending on the severity and the number of violations, students may face disciplinary actions as the result of an investigation. Examples include: probation, being dropped from a class, summary suspension, suspension, expulsion, and many other remedies necessary to resolve the complaint. For academic dishonesty (plagiarism and cheating), additional remedy options may include but are not limited to: receiving an “F” or “Zero” as the grade for the assignment and/or an “F” for the course; and losing testing privileges in the Learning Resource Center.

In the event of misconduct, a faculty or staff member may take reasonable and discretionary action including, but not limited to, requesting the student leave the area for the duration of the specified activity or a specified time period.

SUMMARY SUSPENSION. The college President or designee may at any time immediately suspend a student from the college for up to 10 days if they believe that the presence of the student on campus would seriously disrupt the operation of the college or constitute a danger to the health, safety, or welfare of students or college employees. During this time the college will investigate the conduct violation and notify the respondent of the results of the investigation. The student may appeal the decision of the investigation as described below.

Students who feel the disciplinary action is unfair may file an appeal.

APPEAL – STUDENT CODE OF CONDUCT VIOLATIONS

Respondents may file an appeal to the Coordinator of Student Activities. The Coordinator of Student Activities or college designee is charged with the responsibility for the administration of appeal procedures, including selecting an Appeals Council, taking notes, keeping official record of the proceedings, setting time limits for the speakers and responses, and a format for the proceedings. Hearing are closed and confidential.

The Coordinator of Student Activities will convene the Appeals Council within fifteen (15) days of the requested appeal. Notice shall be given to all parties at least (7) seven days prior to the hearing, unless the parties agree to a shorter time. The Coordinator of Student Activities shall select an impartial Appeals Council to include three members including: (1) student, one (1) faculty member, one (1) administrator or classified employee.

An advisor may be present to advise either party, but may not take part in the hearing proceedings. The council will hear statements from and may question the complainant and respondent. (However, the respondent has the right, without penalty, to not communicate. In that case the violation decision will be based upon other evidence.) The Appeals Council may accept statements in writing on behalf of petitioner and/or respondent.

The Appeals Council may pursue other actions, which it deems necessary to obtain pertinent information in order to fulfill its role.

In order to find that a student has violated a standard of conduct, the burden of proof required is whether it is more likely than not that the accused violated disciplinary regulations. Within fifteen (15) days after completion of the hearing, the council will report its findings and decision to the Coordinator of Student Activities or designated college representative. The college representative must notify both parities of the decision in writing as soon as possible.

ACADEMIC APPEALS

GRADES

The student should initiate appeals regarding final grades within sixty calendar days after the end of the semester in which the grade was awarded. Before making an appeal, first discuss the grade with the instructor, then if necessary with the instructor's Department Chair. If there is no resolution, appeal the grade by submitting a written statement to the Division Dean explaining the problem. The Dean will investigate and respond in writing within 15 days.

ACADEMIC SUSPENSION

The student should initiate appeals regarding academic suspension within sixty calendar days after the end of the semester in which the decision was rendered. To make an appeal, contact the Vice President of Instruction and Student Services and request a meeting to discuss the suspension or probation. The Vice President will investigate and respond in writing within 15 days.

GRADUATION DECISION

The student should initiate appeals regarding completion of graduation requirements within sixty calendar days after the decision was rendered. To make an appeal, contact the Division Dean explaining the problem. The Dean will investigate and respond in writing within 15 days.

GRIEVANCE PROCEDURES

A grievance is an action filed by a student or group of students that their educational progress is being hampered or individual rights/freedoms are being denied through violation of a college policy, procedure or practice. It requires a request for some specific action to occur. The Petitioner states the grievance in written form to the Coordinator of Student Activities or college designee and should include:

- What, in the individual's opinion, needs to be done to resolve the matter
- When and where this occurred
- What informal attempts were made to resolve the matter
- What, in the individual’s opinion, needs to be done to resolve the matter

The Coordinator of Student Activities will determine if the matter is a grievable offense. The matter will be
closed if the situation is determined “not grievable” and the petitioner will be notified of the reasons. Otherwise, the Coordinator of Student Activities will respond to the petitioner in writing within fifteen (15) days after receipt of the written grievance. If the response is satisfactory to the petitioner, no further action is necessary. If not, the petitioner notifies the Coordinator of Student Activities to proceed to a hearing with the College Grievance Council. The Coordinator of Student Activities will convene the College Grievance Council within fifteen (15) days of the grievance. Notice shall be given to all parties at least (7) seven days prior to the hearing, unless the parties agree to a shorter time. The Coordinator of Student Activities will select an impartial Grievance Council to include three members including: one (1) student, one (1) faculty member, one (1) administrator or classified employee. The council will hear statements from and may question the petitioner and respondent. The Council may accept statements in writing on behalf of petitioner and/or respondent. The Grievance Council may pursue other actions, which it deems necessary to obtain pertinent information in order to fulfill its role.

Within fifteen (15) days after completion of the hearing, the council reports its decision to the Coordinator of Student Activities. College representative must notify both parties of the decision in writing as soon as possible.

**APPEAL OF APPEAL OR GRIEVANCE COUNCIL FINDING.** The right to appeal the decision is available for a period of fifteen (15) days after notification of the decision. The request for an appeal must be submitted in writing to the college Vice President of Instruction and Student Services. The Vice President’s decision is final.

**TERMS:**

- Disciplinary Action – Expulsion, probation, suspension, assignment of community service, or other actions or conditions appropriate to the situation; these actions may be imposed through administrative hearing or appeals council.
- Expulsion – Permanent dismissal of a student from the college for misconduct.
- Suspension – Dismissal of a student from the college or program for misconduct for a specified period of time. Suspension differs from expulsion in that after the stated time period, the student is eligible to be readmitted.
- Probation – A status in which a student remains enrolled and in attendance but under stated conditions.
- Respondent – One who responds to the request or complaint. In the case of student disciplinary matters, the student is the respondent.
- Complainant – One who files the complaint against the respondent.
- Petitioner – one who files the grievance against the respondent.
- Finding – A decision as to whether “it is more likely than not” that a violation of the CCA Student Conduct Code occurred.
- Student – currently enrolled full-time or part-time student.
- Days – calendar days.

Exceptions to deadlines may be made by the Coordinator of Student Activities in situations of special concern or unusual circumstances. The College President or designee may assign other college employees to perform activities mentioned above.

**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 for most majors at Colorado public four-year colleges, if you earn a C grade or better in all courses. For a list of applicable majors, visit gt Pathways at www.state.co.us/cche/academic/transfer/index.html and contact your transfer advisor as soon as possible for a list of degrees applicable. Special articulation agreements exist for Teacher Education, Business, and Engineering. Certain Majors require essential lower-division prerequisites. Please see an advisor for information about consulting a transfer guide that will help you select lower-division credits that will speed you on your way to finishing the baccalaureate degree.

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.

CCA has articulation agreements with many of the private 4-year institutions in Colorado as well, and many of these colleges accept over 60-90 credits from CCA. Contact an advisor for more information.

- 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 on a course by course basis.

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

*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.*
**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 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 Distinction
  Early Childhood Education Transfer Distinction
  Elementary Education Transfer Distinction

Associate of Science Degree (AS)
  Biotechnology Option
  Engineering Transfer Distinction

Associate of General Studies Degree (AGS)
  Generalist degree
  Articulated degree
    Criminal Justice (Metro)
    Film/Video Technology (University of Colorado at Denver)
    Paralegal (University of Colorado at Denver)

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

Business — AAS Degree (CCC Online)

Computer Information Systems — AAS Degree & Certificates
  Cisco Certified Networking Associate Program Certificate
  Computer Information Systems — Degree Emphasis & Certificate
  Java Language Programming Certificate
  Linux/Unix System Administrator Certificate
  Management Information Systems Degree Emphasis
  Networking Degree Emphasis & Certificate
  PC Application Specialist 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

Diesel Program (see Equipment & Transportation Technology)

Early Childhood Education — AAS Degree & Certificates
  Adult Education & Family Literacy Certificate
  Group Leader Certificate
  Director Certificate
Paraprofessional — AGS Degree & Certificates
Emergency Medical Provider — Certificate
(For AAS Degree program, see Public Service)
Equipment and Transportation Technology — AAS Degree (Diesel Program)
Essential Skills for the Workplace — Certificates
Basic Computer Skills Certificate
Customer Service Certificate
Film/Video Technology — AAS Degree & Certificates
Acting for the Screen Certificate
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)
Insurance – Courses & Transfer Program
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
Employment Law
Family Law
Paralegal Certificate, AGS or AAS Degree (Emphasis)
Paraeducator – AAS Degree & Certificates
Paraeducator
English Language Learner
Special Education
Public Service – AAS Degree (For certificate program, see Emergency Medical Provider)
Emergency Medical Provider Degree Emphasis
Firefighter Degree Emphasis
Real Estate Certificate
RECOGNITION OF ACHIEVEMENT CERTIFICATES
Management
Colorado Mortgage Lenders Program
Entrepreneurial Program
Real Estate Appraisal
Holistic Health Professions
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 175-177 or 275-277) 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 directed study courses (generally numbered 295-298) may be applied to any associate degree.
6. Courses numbered 100 and above apply to degrees (MAT 106 is an exception).
7. Credit for Prior Learning will apply toward degree requirements; but not toward the core complete stamp; or toward guaranteed transfer 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. Students should meet with an advisor the semester before they expect to graduate for a degree or certificate check or verification.
2. File an Application for Graduation one semester before the expected graduation term. Applications can be submitted during the 1st week of a student’s final term, but the college recommends that students file applications earlier. A $35.00 graduation charge is payable at the cashiers office.
3. Complete the course requirements as prescribed by the specific degree or certificate program.
4. Complete appropriate general education requirements for the degree.
5. Maintain a required cumulative grade point average of 2.0 (“C”) in all credit counted toward a degree or certificate.
6. Earn at least a “C” in all major area or “emphasis” courses listed in each degree or certificate requirements.
7. Fulfill residency requirements by completing a minimum of 15 semester hours at CCA for all degrees and certificates over 30 hours. Residency requirements for certificate programs less than 30 hours are 50% of the required hours.

AN AA OR AS DEGREE WILL TRANSFER TO ALL COLORADO PUBLIC FOUR-YEAR COLLEGES AND UNIVERSITIES

If you

• complete your AA or AS degree including 35 credits of state-guaranteed general education courses, and
• earn a C grade or better in each course

Then

• at least 60 hours of your AA/AS degree will transfer completely, upon admission, to a baccalaureate Liberal Arts and Sciences major in Colorado’s public four-year institutions*

AND

• you are guaranteed to be able to finish your liberal arts and sciences baccalaureate degree* in just another 60 hours.

* Special articulation agreements exist for Teacher Education, Business, and Engineering that specify which lower-division prerequisites you need.

Certain majors require essential lower-division prerequisites. Links to transfer guides that will help you select lower-division credits that will speed you on your way to finishing the baccalaureate degree are available on the college website.

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.

A list of guaranteed majors is available at www.state.co.us/cche/gened/gtpathways/programs.pdf.

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 Advising, 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>or</td>
<td>SPE 125 Interpersonal Communication**</td>
<td>3</td>
</tr>
</tbody>
</table>

Mathematics (3 credits minimum)

Choose from the following (Credits over 3 will be applied to electives)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 120</td>
<td>Mathematics for Liberal Arts</td>
<td>4</td>
</tr>
<tr>
<td>MAT 121</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MAT 125</td>
<td>Survey of Calculus</td>
<td>4</td>
</tr>
<tr>
<td>MAT 135</td>
<td>Introduction to Calculus</td>
<td>3</td>
</tr>
<tr>
<td>MAT 201</td>
<td>Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MAT 202</td>
<td>Calculus II</td>
<td>5</td>
</tr>
</tbody>
</table>

Physical and Life Sciences (8 credits)

Choose 2 courses from the following (Credits over 8 will be applied to electives)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AST 101/102</td>
<td>Astronomy I/II</td>
<td>4</td>
</tr>
<tr>
<td>BIO 105</td>
<td>Science of Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 111/112</td>
<td>General College Biology I/II</td>
<td>5</td>
</tr>
<tr>
<td>CHE 101/102</td>
<td>Introduction to Chemistry I/II</td>
<td>5</td>
</tr>
<tr>
<td>CHE 111/112</td>
<td>General College Chemistry I/II</td>
<td>5</td>
</tr>
<tr>
<td>GEY 111</td>
<td>Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>GEY 121</td>
<td>Historical Geology</td>
<td>4</td>
</tr>
<tr>
<td>PHY 111/112</td>
<td>Physics: Algebra-based I/II</td>
<td>5</td>
</tr>
<tr>
<td>PHY 211/212</td>
<td>Physics: Calculus-Based I/II</td>
<td>5</td>
</tr>
</tbody>
</table>

Social and Behavioral Sciences (9 credits)

Choose one HIS course and 2 courses from at least one other discipline

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 101</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANT 111</td>
<td>Physical Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ECO 201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 202</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>GEO 101</td>
<td>World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>HIS 101/102</td>
<td>Western Civilization I/II</td>
<td>3/3</td>
</tr>
<tr>
<td>HIS 201/202</td>
<td>U.S. History I/II</td>
<td>3/3</td>
</tr>
<tr>
<td>POS 101/102</td>
<td>Introduction to Political Science</td>
<td>3/3</td>
</tr>
<tr>
<td>POS 111</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101/102</td>
<td>General Psychology I/II</td>
<td>3/3</td>
</tr>
<tr>
<td>SOC 101/102</td>
<td>Intro to Sociology I/II</td>
<td>3/3</td>
</tr>
</tbody>
</table>

Arts and Humanities (9 credits from at least 2 different categories)

Category I

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 110</td>
<td>Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>ART 111/112</td>
<td>Art History I/II</td>
<td>3/3</td>
</tr>
<tr>
<td>MUS 120</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>MUS 121/122</td>
<td>Introduction to Music History I/II</td>
<td>3/3</td>
</tr>
<tr>
<td>THE 105</td>
<td>Introduction to Theatre Arts</td>
<td>3</td>
</tr>
<tr>
<td>THE 211/212</td>
<td>Development of Theatre I/II</td>
<td>3/3</td>
</tr>
</tbody>
</table>

Category II

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 121/122/123</td>
<td>Humanities I/II/III</td>
<td>3/3</td>
</tr>
<tr>
<td>LIT 115</td>
<td>Introduction to Literature</td>
<td>3</td>
</tr>
<tr>
<td>LIT 201/202</td>
<td>Masterpieces of Literature I/II</td>
<td>3/3</td>
</tr>
</tbody>
</table>

Category III

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHI 111</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHI 112</td>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PHI 113</td>
<td>Logic</td>
<td>3</td>
</tr>
</tbody>
</table>

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

OTHER REQUIREMENTS (3 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 289</td>
<td>Capstone</td>
<td>3</td>
</tr>
<tr>
<td>Other Requirements Credits</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

2005 - 2006
**DEGREE REQUIREMENTS AND PROGRAMS OF INSTRUCTION 2005 - 2006**

This Engineering, or Nursing, as well as exempt majors in the colleges of Business Administration degree programs.

The new State Guaranteed Transfer Courses and the new Colorado ASSOCIATE OF ARTS DEGREE, TOTAL CREDITS ....................................60

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.

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

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

ASSOCIATE OF ARTS, BUSINESS TRANSFER DISTINCTION

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.

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>English (6 credits)</td>
<td>ENG 121 English Composition I 3</td>
</tr>
<tr>
<td>Mathematics (8 credits minimum; complete categories 1 &amp; 2)</td>
<td>MAT 123 Finite Mathematics 4</td>
</tr>
<tr>
<td><strong>Category I</strong></td>
<td>MAT 121 College Algebra 4</td>
</tr>
<tr>
<td><strong>Category II</strong></td>
<td>MAT 125 Survey of Calculus 4</td>
</tr>
<tr>
<td><strong>Physical and Life Sciences (8 credits)</strong></td>
<td>Select 2 courses</td>
</tr>
<tr>
<td><strong>Social Sciences (9 credits; select one HIS course and both ECO courses)</strong></td>
<td>ECO 201 Principles of Macroeconomics 3</td>
</tr>
<tr>
<td><strong>Arts and Humanities (6 credits; choose two courses)</strong></td>
<td>ECO 202 Principles of Microeconomics 3</td>
</tr>
<tr>
<td><strong>General Education Transfer Requirements (3 credits)</strong></td>
<td>Choose one HIS course from:</td>
</tr>
<tr>
<td><strong>Community College System Requirement (3 credits)</strong></td>
<td>HIS 101/102 History of Western Civilization I/II 3/3</td>
</tr>
<tr>
<td><strong>Total General Education Credit</strong></td>
<td>HIS 201/202 U.S. History I/II 3/3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUSINESS ELECTIVES (20 CR.)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 121 Principles of Accounting I 4</td>
<td></td>
</tr>
<tr>
<td>ACC 122 Principles of Accounting II 4</td>
<td></td>
</tr>
<tr>
<td>BUS 115 Introduction to Business 3</td>
<td></td>
</tr>
<tr>
<td>BUS 216 Legal Environment of Business I 3</td>
<td></td>
</tr>
<tr>
<td>BUS 217 Business Communications &amp; Report Writing 3</td>
<td></td>
</tr>
<tr>
<td>BUS 226 Business Statistics 3</td>
<td></td>
</tr>
</tbody>
</table>

ASSOCIATE OF ARTS, BUSINESS TRANSFER EMPHASIS, TOTAL CREDITS 60

**GENERAL EDUCATION REQUIREMENTS**

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>English (6 credits)</td>
<td>ENG 121 English Composition I 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English (6 credits)</td>
<td>ENG 122 English Composition II 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics (8 credits minimum; complete categories 1 &amp; 2)</td>
<td>MAT 123 Finite Mathematics 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Category I</strong></td>
<td>MAT 121 College Algebra 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Category II</strong></td>
<td>MAT 125 Survey of Calculus 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Physical and Life Sciences (8 credits)</strong></td>
<td>Select 2 courses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Social Sciences (9 credits; select one HIS course and both ECO courses)</strong></td>
<td>ECO 201 Principles of Macroeconomics 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Arts and Humanities (6 credits; choose two courses)</strong></td>
<td>ECO 202 Principles of Microeconomics 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>General Education Transfer Requirements (3 credits)</strong></td>
<td>Choose one HIS course from:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Community College System Requirement (3 credits)</strong></td>
<td>HIS 101/102 History of Western Civilization I/II 3/3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total General Education Credit</strong></td>
<td>HIS 201/202 U.S. History I/II 3/3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUSINESS ELECTIVES (20 CR.)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 121 Principles of Accounting I 4</td>
<td></td>
</tr>
<tr>
<td>ACC 122 Principles of Accounting II 4</td>
<td></td>
</tr>
<tr>
<td>BUS 115 Introduction to Business 3</td>
<td></td>
</tr>
<tr>
<td>BUS 216 Legal Environment of Business I 3</td>
<td></td>
</tr>
<tr>
<td>BUS 217 Business Communications &amp; Report Writing 3</td>
<td></td>
</tr>
<tr>
<td>BUS 226 Business Statistics 3</td>
<td></td>
</tr>
</tbody>
</table>

Total Business Requirements 20 |

ASSOCIATE OF ARTS, BUSINESS TRANSFER EMPHASIS, TOTAL CREDITS 60
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.

ASSOCIATE OF ARTS, EARLY CHILDHOOD EDUCATION TRANSFER DISTINCTION

STATEWIDE EARLY CHILDHOOD EDUCATION TRANSFER AGREEMENT

A Colorado community college student who is planning to become an early childhood educator will sign a graduation plan at the community college that identifies the first 54 hours that are guaranteed to transfer to all teacher education programs at the following Colorado public four-year colleges: Adams State College, Colorado State University (Human Development), Fort Lewis College, Mesa State College, Metropolitan State College of Denver (Human Development), University of Northern Colorado (Interdisciplinary Studies).

To complete the AA graduation requirements, students, who have completed or are currently enrolled in courses that will total the first 57 credits, will apply to a specific early childhood education program and be advised on the final 6 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.

GENERAL EDUCATION REQUIREMENTS

English (6 credits)

ENG 121 English Composition I ...............................3
ENG 122 English Composition II ............................3

Mathematics (6 credits; Choose category I or II)

Category I
MAT 155 Math for Elementary Education Teachers I ........3
MAT 156 Math for Elementary Education Teachers II ........3

Category II
MAT 120/121 Mathematics for Liberal Arts/College Algebra ....4
MAT 135 Intro to Statistics ........................................3

Humanities (6 credits minimum; Complete categories 1 & 2)

Category I
ART 110 Art Appreciation .......................................3
MUS 120 Music Appreciation ...................................3

Category II
LIT 115 Intro to Literature ........................................3
LIT 255 Children’s Literature .....................................3

Science (8 credits; Complete category I or II)

Category I
SCI 155 Integrated Science I ..................................4
SCI 156 Integrated Science II ..................................4

Category II
GEY 111 Physical Geology .......................................4
BIO 105*/111 Science of /College Biology ......................4
CHE 101*/111 Intro/General College Chemistry * ............5

Total General Education Requirements ................................35

Social Sciences (9 credits)

GEO 105 World Regional Geography .........................3
HIS 201 US History I ............................................3
POS 111 American Government ................................3

Total Early Childhood Education Requirements ................24

Electives determined jointly by CCA & transfer institution ..........6

ASSOCIATE OF ARTS, EARLY CHILDHOOD EDUCATION TRANSFER DISTINCTION TOTAL CREDITS .............................................60

*(depending on your selection of math and science courses, you may have 59 credits. In this case, please contact the ECE dept. chair, 303-340-7078)

ASSOCIATE OF ARTS, ELEMENTARY EDUCATION TRANSFER DISTINCTION

STATEWIDE ELEMENTARY EDUCATION TRANSFER AGREEMENT

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 particular teacher education programs that are offered by Colorado public institutions of higher education. The courses are listed below.

To complete the AA graduation requirements, students who have completed or are currently enrolled in courses that will total the first 45 credits, will apply to a specific teacher education program and be advised on the final 15 credits guaranteed to transfer.

This agreement is between the Colorado Public Community/Junior Colleges and Adams State College (Interdisciplinary Studies), Colorado State University at Pueblo (Liberal Studies), Fort Lewis College (Interdisciplinary Studies), Mesa State College (Liberal Studies), Metropolitan State College of Denver (Behavioral Science and Human Development), University of Colorado at Boulder (History), University of Colorado at Colorado Springs (English, History/Social Studies, Modern Foreign Languages, Science, and Mathematics), University of Colorado at Denver (Individually Structured Major), University of Northern Colorado (Interdisciplinary Studies), and Western State College (Interdisciplinary Studies).

GENERAL EDUCATION REQUIREMENTS

English (6 credits)

ENG 121 English Composition I ...............................3
ENG 122 English Composition II ............................3

Mathematics (6 credits)

MAT 155 Math for Elementary Education Teachers I ........3
MAT 156 Math for Elementary Education Teachers II ........3

* Recommended

Social Sciences (9 credits)

GEO 105 World Regional Geography .........................3
HIS 201 US History I ............................................3
POS 111 American Government ................................3

Total General Education Requirements ................................35

Early Childhood Education Graduation Requirements (24 credits)

ECE 101 Intro to Early Childhood Education ................3
ECE 102 Intro to Early Childhood Lab ..........................3
ECE 205 Nutrition, Health & Safety ............................3
ECE 241 Human Relations for Child Development ............3
PSY 238 Child Development .....................................3
SPE 115 Public Speaking (grade ‘B’ or higher) ..............3

Total Early Childhood Education Requirements ................24

Electives determined jointly by CCA & transfer institution ..........6

ASSOCIATE OF ARTS, ELEMENTARY EDUCATION TRANSFER DISTINCTION TOTAL CREDITS .............................................60

2005 - 2006
### Science (12 Credits; Select 3 courses; Choose GEY and BIOS and CHE or PHY)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEY 111</td>
<td>4</td>
</tr>
<tr>
<td>BIO 105*/111</td>
<td>4</td>
</tr>
<tr>
<td>CHE 101*/111</td>
<td>5</td>
</tr>
<tr>
<td>PHY 105*/111</td>
<td>4-5</td>
</tr>
</tbody>
</table>

**Recommended
* To be replaced by Integrated Science courses

### Social Sciences (9 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEO 105</td>
<td>3</td>
</tr>
<tr>
<td>HIS 201</td>
<td>3</td>
</tr>
<tr>
<td>POS 111</td>
<td>3</td>
</tr>
</tbody>
</table>

### Humanities (3 Credits)

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

### Education Graduation Requirements

<table>
<thead>
<tr>
<th>Education (9 Credits)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 221</td>
<td>3</td>
</tr>
<tr>
<td>PSY 238</td>
<td>3</td>
</tr>
<tr>
<td>SPE 115</td>
<td>3</td>
</tr>
</tbody>
</table>

### Electives based on transfer institution (15 credits)

(Consult an advisor and your transfer institution to determine appropriate electives)

### General Education Core Requirements

<table>
<thead>
<tr>
<th>Communications (9 credits)</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>
<td>3</td>
</tr>
<tr>
<td>SPE 125</td>
<td>3</td>
</tr>
</tbody>
</table>

### Mathematics (4 credits)

(Credits over 4 will be applied to electives)

<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>
</tr>
<tr>
<td>MAT 201</td>
<td>5</td>
</tr>
<tr>
<td>MAT 202</td>
<td>5</td>
</tr>
</tbody>
</table>

### Physical and Life Sciences (8 credits)

Select 2 courses (Credits over 8 will be applied to electives)

<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 121</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)

Select one HIS course and 2 courses from at least one other discipline

<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 201/201</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>
</tr>
</tbody>
</table>

### Arts and Humanities (9 credits)

Select three courses from at least two different categories (1, 2, or 3)

**Category I**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 110</td>
<td>3</td>
</tr>
<tr>
<td>ART 111/112</td>
<td>3/3</td>
</tr>
<tr>
<td>MUS 120</td>
<td>3</td>
</tr>
<tr>
<td>MUS 121/122</td>
<td>3/3</td>
</tr>
<tr>
<td>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>HUM 121/122/123</td>
<td>3/3/3</td>
</tr>
<tr>
<td>LIT 115</td>
<td>3</td>
</tr>
<tr>
<td>LIT 201/202</td>
<td>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>
<tr>
<td>PHI 113</td>
<td>3</td>
</tr>
</tbody>
</table>

### Math and Physical & Life Science Electives (18 credits)

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

### Other Electives (3 Credits)

Choose from: ACC 121/122; ANT, ART, ASL, AST, BIO, BUS 115/216/217/226; CHE, CIS 115/118, COM, DAN, ECO, ENG 121+, ETS, FOR 111+, GEO, GEY, HWE, HIS, HHP (no more than 6 credits), HUM, JOU, LIT, MAN 226, MATH 216, MATH 104+, MUS, PHI, PED, PHD, PHY, POS, PSY, SOC, SPE, THE, WMS

### Associate of Science Degree

GENERAL EDUCATION CORE REQUIREMENTS

<table>
<thead>
<tr>
<th>Communications (9 credits)</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>
<td>3</td>
</tr>
<tr>
<td>SPE 125</td>
<td>3</td>
</tr>
</tbody>
</table>

Math and Physical & Life Sciences Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEY 121</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>

### ASSOCIATE OF SCIENCE DEGREE

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

**NOTE:** Students planning to graduate with an Associate of Science degree are required to take the assessment during your last semester.
ASSOCIATE OF SCIENCE
BIOTECHNOLOGY OPTION

This degree is designed for students intending to transfer to a public college or university in Colorado; however, taking biotech courses may not work for all science majors, and prerequisite courses may be needed upon transfer. Discuss transfer with your advisor and the intended transfer institution early in your program.

GENERAL EDUCATION REQUIREMENTS (39 CR)

Communication – 9 credits
ENGL 121 English Composition I ................................. 3
ENGL 122 English Composition II ................................. 3
SPE 115 Public Speaking* ........................................... 3
OR
SPE 125 Interpersonal Communication* ..................... 3
*This requirement is a Colorado Community College System requirement and is in addition to the statewide guaranteed transfer courses.

Mathematics – 4 credits
(Credits over 4 will be applied to electives)
MAT 121 College Algebra ........................................... 4
MAT 125 Survey of Calculus ......................................... 4
MAT 201 Calculus I .................................................... 5
MAT 202 Calculus II .................................................... 5

Physical & Life Sciences – 8 credits.
BIO 111 General College Biology I .............................. 5
CHE 111 General College Chemistry I ......................... 5

Social & Behavioral Sciences – 9 credits.
Select one HIS course and two courses from at least one different discipline
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 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 Government .................................. 3
PSY 101/102 General Psychology I/II ......................... 3/3
SOC 101/102 Intro to Sociology I/II .............................. 3/3

Humanities – 9 credits
Select three courses from at least two different categories (1, 2, or 3)
Category 1
ART 110 Art Appreciation ......................................... 3
ART 111/112 Art History I/II ....................................... 3
MUS 120 Music Appreciation .................................... 3
MUS 121/122 Intro to Music History/I/II .................... 3/3
THE 105 Intro to Theatre Arts .................................... 3
THE 211/212 Dev. of Theatre I/II ............................... 3/3

Category 2
HUM 121/122/123 Humanities I/II/III ......................... 3
LIT 115 Intro to Literature ....................................... 3
LIT 201/202 Masterpieces of Lit. I/II ......................... 3/3

Category 3
PHI 111 Intro to Philosophy .................................... 3
PHI 112 Ethics ...................................................... 3
PHI 113 Logic ...................................................... 3

Math/Science Electives – 18 credits:
BIO 204 Microbiology ............................................ 4
CHE 112 General College Chem II ......................... 5
CHE 269 Nucleic Acid Techniques ......................... 4
CHE 268 Cell Bio & Immunology .......................... 4
CHE 211L Organic Chem I Lab ............................... 1

Other Electives .................................................. 3 credits
ENG 131 Technical Writing ..................................... 3

Associate of Science, BIO TECH Option ............... 60

STATE GUARANTEED GENERAL EDUCATION FOR ENGINEERING TRANSFER DISTINCTION*

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)
MAT 201 Calculus I .................................................... 5
MAT 202 Calculus II .................................................... 5
MAT 203 Calculus III ................................................... 4
MAT 255 Linear Algebra ........................................... 3
MAT 265 Differential Equations ............................... 3

Science (10 credits, 8 credits transfer)
PHY 211 Physics: Calculus-based I ....................... 5
PHY 212 Physics: Calculus-based II ....................... 5
OR
CHE 111 General College Chemistry ......................... 5

Humanities & Social Sciences (9 credits, 9 credits transfer)
ECO 201 Principles of Macroeconomics .................. 3
ECO 202 Principles of Microeconomics .................. 3
HIS 247 Contemporary World History .................. 3

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 complete a degree. Contact an advisor for more information.

ASSOCIATE OF GENERAL STUDIES DEGREE

There are two types of Associate of General Studies degrees available: Articulated and Generalist.

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.
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
This degree is articulated with Metropolitan State College of Denver. Contact a CCA and Metro advisor for details.

GENERAL EDUCATION (30 CREDITS)
English/Speech (9 credits)
ENG 121 English Composition I .........................3
ENG 122 English Composition II .......................3
SPE 115 Public Speaking ..................................3
OR
SPE125 Interpersonal Communication ................3

Mathematics (3 credits)
Choose from the following:
MAT 120 College Algebra ..................................4
MAT 121 Mathematics for the Liberal Arts ..........4
MAT 125 Survey of Calculus ..........................4
MAT 135 Intro to Statistics ............................3
MAT 201 Calculus I .......................................5
MAT 202 Calculus II .....................................5

Social and Behavioral Sciences (9 credits) +
Choose 1 HIS course & 2 courses from at least 1 different discipline
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 Western Civilization I, II ..............3/3
HIS 201/202 US History I, II ..........................3/3
POS 105 Intro to Political Science ....................3
POS 111 American National Government ............3
PSY 101/102 Gen Psychology I, II ....................3/3
SOC 101/102 Intro to Sociology I, II ..................3/3

Humanities (9 credits)
Choose from the following:
A minimum of two different disciplines are required
ART 110 Art Appreciation ..................................3
ART 111/112 Art History I, II ...........................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 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
THE 105 Intro to Theatre Arts ..........................3
THE 211/212 Development of Theatre I, II ..........3/3

General Education Credits ........................................30

CRIMINAL JUSTICE REQUIRED COURSES (30 CREDITS)
CRJ 110 Intro to Criminal Justice .......................3
CRJ 111 Substantive Criminal Law ....................3
CRJ 112 Procedural Criminal Law ....................3
CRJ 119 Legal and Ethical Concepts .................3
CRJ 125 Law Enforcement Operations ...............3
CRJ 135 Judicial Functions ............................3
CRJ 145 The Correctional Process ....................3
CRJ 210 Constitutional Law ...........................3
CRJ 220 Human Relations and Social Conflict ....3
CRJ 230 Criminology ....................................3

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

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

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 the Colorado Film School, buildings #905 and #965, 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.

GENERAL EDUCATION CORE REQUIREMENTS
English (3 credits)
ENG 121 English Composition I .......................3

Mathematics (4 credits)
MAT 120 Mathematics for the Liberal Arts ..........4
OR
MAT 121 College Algebra ..................................4

Arts, Humanities, Social Sciences (6 credits)
Choose two courses from the following:
ART 110 Art Appreciation ..................................3
ART 111/112 Art History I/II ............................3/3
HIS 101/102 Western Civilization I/II ..................3/3
HIS 201/202 US History I/II ............................3/3
HUM 121/122/123 Humanities I/II/III .................3/3/3
LIT 115 Intro to Literature ................................3
THE 111 Acting I .........................................3

Speech Requirement (3 credits)
SPE 115 Public Speaking ..................................3
OR
SPE 125 Interpersonal Communication .............3

General Education Credits ..................................16
GENERAL EDUCATION ELECTIVES (9 CREDITS)

Select 9 credits from the following. Courses must be numbered 100 or higher unless otherwise noted.

ANT, ART, ASL, AST, BIO, CHE, COM, ECO, ENG (121+), ETS, GEO, GEY, HIS, HUM, JOU, LIT, MAT (120+), MUS, PHI, PED, PHY, PSY, PSY, SPE, TME, WMS

General Education Elective Credits .................................................................9

AREAS OF EMPHASIS

Select an emphasis from the following:

Writing & Directing for Film & Video, Videography/Cinematography, Video Post-Production, Writing/Producing Emphasis.

Writing & Directing for Film & Video (36 credits)

FVT 105  Video Production I .................................................................3
FVT 107  Production Visualization 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 200  Video Production II .................................................................3
FVT 209  Production Management Techniques .......................................3
FVT 215  Video Post Production II ..........................................................3
FVT 220  16mm Production .................................................................3
FVT 250  Scriptwriting for Film Video .....................................................3

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

Videography/Cinematography (36 credits)

FVT 105  Video Production I .................................................................3
FVT 107  Production Visualization 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 200  Video Production II .................................................................3
FVT 207  Production Visualization II .......................................................3
FVT 209  Production Mgmt Tech ............................................................3
FVT 215  Video Post Production II ..........................................................3
FVT 220  16mm Production .................................................................3
FVT 264  Intro Digital FX .....................................................................3

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

Video Post-Production (36 credits)

FVT 105  Video Production I .................................................................3
MGD 111  Photoshop for Editors .............................................................3
FVT 150  Development of Film Expression .............................................3
FVT 160  Video Post Production I ..........................................................3
FVT 164  Digital Editing: FCP .................................................................3
FVT 164  Digital Editing: Avid .................................................................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

Choose Two:

FVT 248  Audio Sweetening: Pro Tools ..................................................3
MGD 143  Motion Graphics- Web: Flash ..............................................3
MGD 141  Web Design I: Dreamweaver ..................................................3
MGD 153  3D Animation I: Maya I ..........................................................3
MGD 253  3D Animation II: Maya II .......................................................3

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

Writing/Producing (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 209  Production Management Techniques .......................................3
FVT 220  16mm Production .................................................................3
FVT 250  Scriptwriting for Film Video .....................................................3

Choose 3 FVT 180’s courses:

FVT 181  Topics in Film Studies .............................................................3
FVT 183  French New Wave Italian NeoRealism ......................................3
FVT 184  Landmarks of Cinema .............................................................3
FVT 185  Documentary Film & Video ....................................................3
FVT 186  The Horror Film .................................................................3
FVT 187  The Science Fiction Film ........................................................3
FVT 188  The Comedy Film .................................................................3

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

ASSOCIATE OF GENERAL STUDIES DEGREE, FILM
TRANSFER TO UCD, TOTAL CREDITS ..................................................64

*Articulation Approval Pending

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
OR
SPE 125  Interpersonal Communication .............................................3
*SPE 115 is recommended

Mathematics (3 credits)

Choose from the following

MAT 120  Mathematics for the Liberal Arts ...........................................4
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 111  Physical Geology .................................................................4
GEY 121  Historical Geology ...............................................................4
PHY 105  Conceptual Physics .............................................................4
PHY 111/112  Physics: Algebra Based I, II .......................................5/5
PHY 211/212  Physics: Calculus Based I, II .......................................5/5
DEGREE REQUIREMENTS AND PROGRAMS OF INSTRUCTION

Social and Behavioral Sciences (9 credits)
Choose from the following
A minimum of two different disciplines required, one must be HIS

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 Western Civilization I, II ............. 3/3
HIS 201/202 US History I, II ....................... 3/3
POS 105 Intro to Political Science .................... 3
POS 111 American National Government ............ 3
PSY 101/102 General Psychology I, II ............. 3/3
SOC 101/102 Intro to Sociology I, II ............... 3/3

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
HUM 121/122 Survey of Humanities I, II .......... 3/3
HUM 123 Survey of Humanities III ................. 3
LIT 115 Intro to Literature ............................ 3
LIT 201/202 Masterpieces of Literature I, II .... 3/3
MUS 120 Music Appreciation ........................ 3
MUS 121/122 Intro to Music History I, II .......... 3/3
PHI 111 Intro to Philosophy ........................... 3
PHI 112 Ethics ............................................. 3
PHI 113 Logic ............................................. 3
THE 105 Intro to Theatre Arts ......................... 3
THE 211/212 Development of Theatre I, II ...... 3/3

General Education Core Credits ....................... 34

PARALEGAL REQUIRED COURSES

PAR 115 Introduction to Law .......................... 3
PAR 116* Torts ........................................... 3
or
PAR 205* Criminal Law ................................. 3
PAR 118 Contracts ....................................... 3
PAR 201 Civil Litigation ................................ 3
PAR 211 Legal Research ................................ 3
PAR 212 Legal Writing .................................. 3
PAR 280 Internship ....................................... 3
or
PAR 285 Directed Study ................................. 3
Paralegal Emphasis, Required Credits ............. 21

ELECTIVES (9 CREDITS)
Select three courses from the following:

MED 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

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

*Students may take either Torts or Criminal Law to meet the emphasis requirements, or they may take both courses, one as an elective.

ASSOCIATE OF GENERAL STUDIES DEGREE,
PARALEGAL TRANSFER TO UCD, TOTAL CREDITS .................... 60

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 50 credit hours.

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 (Credits over 3 will be applied to electives)
MAT 120 Mathematics for the Liberal Arts .......... 4
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 (Credits over 3 will be applied to electives)
AST 101/102 Astronomy I, II ......................... 4/4
BIO 105 Science of Biology ............................ 4
BIO 111/112 General College Biology I, II ....... 5/5
CHE 101/102 Intro to Chemistry I, II .............. 5/5
CHE 111/112 General College Chemistry I, II .... 5/5
GEY 111 Physical Geology ............................ 4
GEY 121 Historical Geology ........................... 4
PHY 105 Conceptual Physics .......................... 4
PHY 111/112 Physics: Algebra-based I, II ....... 5/5
PHY 211/212 Physics: Calculus-based I, II ....... 5/5

Social/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 Western Civilization I, II .......... 3/3
HIS 201/202 US History I, II ....................... 3/3
POS 105 Intro to Political Science .................... 3
POS 111 American National Government .......... 3
PSY 101/102 General Psychology I, II ............ 3/3
SOC 101/102 Intro to Sociology I, II ............... 3/3
ACCOUNTING AAS DEGREE

GENERAL EDUCATION REQUIREMENTS

English (3 credits)

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

Mathematics or Science (3 credits)

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

Social and Behavioral Sciences (3 credits)

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

Humanities (3 credits)

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

Additional General Education Requirements (6 credits)

ECD 201 Principles of Macroeconomics ..................................3
ECD 202 Principles of Microeconomics ..................................3
General Education Credits .................................................18

DEGREE REQUIREMENTS

ACC 115 Payroll Accounting ..................................................3
ACC 125 Computerized Accounting ........................................3
ACC 131 Individual Income Tax .............................................3
ACC 212 Intermediate Accounting II .....................................4
ACC 216 Governmental and Not-for-Profit Accounting ........3
ACC 225 Computerized Accounting II ...................................3
ACC 226 Cost Accounting I ................................................3
ACC 227 Cost Accounting II .................................................3
CIS 145 Complete PC Database ...........................................3
MAT 112 Financial Mathematics ..........................................3
Degree Elective Credits .....................................................12
ACCOUNTING DEGREE TOTAL CREDITS ....................................61

ACCOUNTING CERTIFICATE

COMPUTERIZED EMPHASIS

EMPHASIS REQUIREMENTS

ACC 115 Principles of Accounting I ......................................4
ACC 125 Principles of Accounting II .....................................4
ACC 126 Computerized Accounting I ....................................3
BUS 217 Business Communications & Report Writing ........3
CIS 110 Intro to the PC .......................................................1
ACCOUNTING CERTIFICATE

GOVERNMENTAL EMPHASIS

EMPHASIS REQUIREMENTS (25 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 121</td>
<td>4</td>
</tr>
<tr>
<td>ACC 122</td>
<td>4</td>
</tr>
<tr>
<td>ACC 211</td>
<td>4</td>
</tr>
<tr>
<td>ACC 216</td>
<td>3</td>
</tr>
<tr>
<td>ACC 232</td>
<td>3</td>
</tr>
<tr>
<td>BUS 217</td>
<td>3</td>
</tr>
<tr>
<td>CIS 110</td>
<td>1</td>
</tr>
<tr>
<td>CIS 115</td>
<td>3</td>
</tr>
<tr>
<td>CIS 155</td>
<td>3</td>
</tr>
</tbody>
</table>

Certificate Elective Credits ........................................3

EMPHASIS TOTAL CREDITS ........................................27

GOVERNMENTAL EMPHASIS ELECTIVES (3 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 225</td>
<td>3</td>
</tr>
<tr>
<td>ACC 226</td>
<td>3</td>
</tr>
<tr>
<td>ACC 227</td>
<td>3</td>
</tr>
<tr>
<td>BUS 216</td>
<td>3</td>
</tr>
<tr>
<td>CIS 155</td>
<td>3</td>
</tr>
</tbody>
</table>

Certificate Elective Credits ........................................3

ACCOUNTING CERTIFICATE, GOVERNMENTAL EMPHASIS

TOTAL CREDITS ...........................................28

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 supplement to other educational programs in biology, chemistry, medical technology, or education.

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</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 111</td>
<td>General College Biology I</td>
<td>5</td>
</tr>
<tr>
<td>BIO 160</td>
<td>Introduction to Biotechnology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 204</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 268</td>
<td>Methods in Cell Biology &amp; Immunology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 280</td>
<td>Biotechnology Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

BI 269   | Molecular Cloning                               | 4       |

CHE 111  | General College Chemistry I                     | 4       |

CHE 112  | General College Chemistry II                    | 5       |

CHE 211L | Organic Chemistry I Lab                         | 1       |

ENG 131  | Technical Writing                               | 3       |

BIOTECHNOLOGY RESEARCH & DEVELOPMENT CERTIFICATE,

TOTAL CREDITS ...........................................37

BUSINESS

See Colorado Community College Online (CCC Online) Degree on page 63 or Management Degrees starting on page 55.

COMPUTER INFORMATION SYSTEMS

The objective of this program is to prepare the student as an entry-level employee in the selected emphasis area(s). The program provides a choice of the following emphasis areas: Computer Information Systems, Computer Programming, Management Information Systems, Networking, IT Tech and Support, and Web Development.

Only grades of “C” or better in courses with a CIS or CSC, CNG or CWB prefix will be counted toward a degree or certificate.

COMPUTER INFORMATION SYSTEMS

AAS DEGREE

COMPUTER INFORMATION SYSTEMS EMPHASIS

GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 121</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>CIS 110</td>
<td>Introduction to the PC</td>
<td>1</td>
</tr>
<tr>
<td>CIS 115</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>BUS 217</td>
<td>Business Communication and Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>MAT 121</td>
<td>College Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

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

DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 128</td>
<td>PC Windows Complete</td>
<td>3</td>
</tr>
<tr>
<td>CIS 268</td>
<td>Systems Analysis and Design I</td>
<td>3</td>
</tr>
<tr>
<td>CNG 101</td>
<td>Introduction to Networking</td>
<td>3</td>
</tr>
<tr>
<td>CSC 116</td>
<td>Logic &amp; Program Design</td>
<td>3</td>
</tr>
</tbody>
</table>

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

EMPHASIS REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 118</td>
<td>Introduction to PC Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 161</td>
<td>Presentation Graphics I</td>
<td>1</td>
</tr>
<tr>
<td>CIS 220</td>
<td>Fundamentals of Unix</td>
<td>3</td>
</tr>
<tr>
<td>CNG 130</td>
<td>Basic Hardware (PC Technology)</td>
<td>3</td>
</tr>
</tbody>
</table>

Emphasis Requirements ........................................10

EMPHASIS ELECTIVES; Choose a minimum of 23 credits:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 122</td>
<td>Principles of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>CIS 124</td>
<td>Intro to Operating Systems (DOS &amp; Windows)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 129</td>
<td>Advanced Windows (Power Users)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 162</td>
<td>Advanced Presentation Graphics</td>
<td>1</td>
</tr>
<tr>
<td>CIS 218</td>
<td>Advanced PC Applications (Office)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 232</td>
<td>Advanced Unix: Unix Shell Programming</td>
<td>3</td>
</tr>
<tr>
<td>CNG 121</td>
<td>Computer Technician I: A+</td>
<td>4</td>
</tr>
<tr>
<td>CNG 122</td>
<td>Computer Technician II: A+</td>
<td>3</td>
</tr>
<tr>
<td>CNG 131</td>
<td>Network Security Fundamentals</td>
<td>3</td>
</tr>
</tbody>
</table>
**COMPUTER INFORMATION SYSTEMS AAS DEGREE**

**MANAGEMENT INFORMATION SYSTEMS EMPHASIS**

This emphasis is designed to prepare students for employment in the computer information field with an emphasis in business, management and accounting skills.

<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>CIS 110</td>
<td>Introduction to the PC</td>
<td>1</td>
</tr>
<tr>
<td>CIS 115</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>BUS 217</td>
<td>Business Communication and Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>MAT 121</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td><strong>General Education Credits</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 128</td>
<td>PC Windows Complete</td>
<td>3</td>
</tr>
<tr>
<td>CIS 268</td>
<td>Systems Analysis and Design I</td>
<td>3</td>
</tr>
<tr>
<td>CNG 101</td>
<td>Introduction to Networking</td>
<td>3</td>
</tr>
<tr>
<td>CSC 116</td>
<td>Logic &amp; Program Design</td>
<td>3</td>
</tr>
<tr>
<td><strong>Degree Requirements</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

<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>CIS 118</td>
<td>Introduction to PC Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 161</td>
<td>Presentation Graphics I</td>
<td>1</td>
</tr>
<tr>
<td>CIS 218</td>
<td>Advanced PC Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 162</td>
<td>Advanced Presentation Graphics</td>
<td>1</td>
</tr>
<tr>
<td>CIS 220</td>
<td>Fundamentals of Unix</td>
<td>3</td>
</tr>
<tr>
<td>CNG 130</td>
<td>PC Technology (Basic Hardware)</td>
<td>3</td>
</tr>
<tr>
<td>MAN 226</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN 241</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN 289</td>
<td>Management Information Systems</td>
<td>3</td>
</tr>
<tr>
<td><strong>Emphasis Requirements (27 CREDITS)</strong></td>
<td></td>
<td><strong>27</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 124</td>
<td>Intro to Operating Systems (DOS &amp; Windows)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 129</td>
<td>Advanced Windows (Power Users)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 232</td>
<td>Advanced Unix: Unix Shell Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 263</td>
<td>PC Help Desk Skills</td>
<td>3</td>
</tr>
<tr>
<td>CNG 131</td>
<td>Network Security Fundamentals</td>
<td>3</td>
</tr>
</tbody>
</table>

**GENERAL EDUCATION 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>CIS 110</td>
<td>Introduction to the PC</td>
<td>1</td>
</tr>
<tr>
<td>CIS 115</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>BUS 217</td>
<td>Business Communication and Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>MAT 121</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td><strong>General Education Credits</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 128</td>
<td>PC Windows Complete</td>
<td>3</td>
</tr>
<tr>
<td>CIS 268</td>
<td>Systems Analysis and Design I</td>
<td>3</td>
</tr>
<tr>
<td>CNG 101</td>
<td>Introduction to Networking</td>
<td>3</td>
</tr>
<tr>
<td>CSC 116</td>
<td>Logic &amp; Program Design</td>
<td>3</td>
</tr>
<tr>
<td><strong>Degree Requirements</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

**COMPUTER INFORMATION SYSTEMS AAS DEGREE**

**IT TECH AND 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.

<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>CIS 110</td>
<td>Introduction to the PC</td>
<td>1</td>
</tr>
<tr>
<td>CIS 115</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>BUS 217</td>
<td>Business Communication and Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>MAT 121</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td><strong>General Education Credits</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 128</td>
<td>PC Windows Complete</td>
<td>3</td>
</tr>
<tr>
<td>CIS 268</td>
<td>Systems Analysis and Design I</td>
<td>3</td>
</tr>
<tr>
<td>CNG 101</td>
<td>Introduction to Networking</td>
<td>3</td>
</tr>
<tr>
<td>CSC 116</td>
<td>Logic &amp; Program Design</td>
<td>3</td>
</tr>
<tr>
<td><strong>Degree Requirements</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 118</td>
<td>Introduction to PC Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 161</td>
<td>Presentation Graphics I</td>
<td>1</td>
</tr>
<tr>
<td>CIS 124</td>
<td>Intro to Operating Systems (DOS &amp; Windows)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 220</td>
<td>Fundamentals of Unix</td>
<td>3</td>
</tr>
<tr>
<td>CIS 263</td>
<td>PC HelpDesk Skills</td>
<td>3</td>
</tr>
<tr>
<td>CNG 121</td>
<td>Computer Technician I: A+</td>
<td>4</td>
</tr>
<tr>
<td>CNG 122</td>
<td>Computer Technician II: A+</td>
<td>3</td>
</tr>
<tr>
<td><strong>Emphasis Requirements Credits</strong></td>
<td></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

**COMPUTER INFORMATION SYSTEMS AAS DEGREE**

**INFORMATION SYSTEMS EMPHASIS TOTAL CREDITS** | **60**
CNG 132 Principles of Information Security ...................... 3
CNG 160 Intro to Telecommunications .............................. 3
Electives (minimum) .................................................. 13

COMPUTER INFORMATION SYSTEMS DEGREE,
COMPUTER SUPPORT EMPHASIS, TOTAL CREDITS ... 60

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
CIS 110 Introduction to the PC ....................................... 1
CIS 115 Introduction to Computer Information Systems .... 3
BUS 217 Business Communication and Report Writing ...... 3
MAT 121 College Algebra ........................................... 4
General Education Credits ............................................ 15

DEGREE REQUIREMENTS
CIS 128 PC Windows Complete .................................... 3
CIS 268 Systems Analysis and Design I .......................... 3
CNG 101 Introduction to Networking ............................ 3
CSC 116 Logic & Program Design ................................. 3
Degree Requirements .................................................. 12

EMPHASIS REQUIREMENTS
CIS 118 Introduction to PC Applications ......................... 3
CIS 161 Presentation Graphics I .................................... 1
CIS 145 Complete PC Database: MS Access .................. 3
CSC 154 Visual Basic.NET Program ............................... 3
CSC 157 Advanced Visual Basic.NET Program ................ 4
CWB 110 Complete Web Authoring (Front Page) ............ 3
CWB 163 Introduction to HTML .................................... 1
CWB 205 Complete Web Scripting ............................... 3
FVT 266 Flash .......................................................... 3
Emphasis Requirements Credits .................................... 24

EMPHASIS ELECTIVES; Choose a minimum of 9 credits:
CIS 220 Fundamentals of Unix .................................... 3
CNG 130 PC Technology (Basic Hardware) .................... 3
CNG 131 Network Security Fundamentals ..................... 3
CNG 160 Intro to Telecommunications .......................... 3
Emphasis Requirements .............................................. 12

COMPUTER INFORMATION SYSTEMS DEGREE,
NETWORKING EMPHASIS, TOTAL CREDITS ............... 60

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 REQUIREMENTS
ACC 121 Principles of Accounting I ............................. 4
CIS 110 Introduction to the PC ....................................... 1
CIS 115 Introduction to Computer Information Systems .... 3
BUS 217 Business Communication and Report Writing ...... 3
MAT 121 College Algebra ........................................... 4
General Education Credits ............................................ 15

DEGREE REQUIREMENTS
CIS 128 PC Windows Complete .................................... 3
CIS 268 Systems Analysis and Design I .......................... 3
CNG 101 Introduction to Networking ............................ 3
CSC 116 Logic & Program Design ................................. 3
Degree Requirements .................................................. 12

EMPHASIS REQUIREMENTS
CIS 220 Fundamentals of Unix .................................... 3
CNG 130 PC Technology (Basic Hardware) .................... 3
CNG 131 Network Security Fundamentals ..................... 3
CNG 160 Intro to Telecommunications .......................... 3
Emphasis Requirements .............................................. 12

COMPUTER INFORMATION SYSTEMS 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 REQUIREMENTS
ACC 121 Principles of Accounting I ............................. 4
CIS 110 Introduction to the PC ....................................... 1
CIS 115 Introduction to Computer Information Systems .... 3
BUS 217 Business Communication and Report Writing ...... 3
MAT 121 College Algebra ........................................... 4
General Education Credits ............................................ 15
DEGREE REQUIREMENTS
CIS 128  PC Windows Complete ..............................3
CIS 268  Systems Analysis and Design I ................3
CNG 101  Introduction to Networking...................3
CSC 116  Logic and Program Design .......................3
Degree Requirements ..............................................20

EMPHASIS REQUIREMENTS
CSC 154  Visual Basic .Net Programming ..................3
CSC 157  Advanced Visual Basic .Net Programming ......4
CSC 230  "C" Language Programming .......................3
CSC 220  Fundamentals of Unix ...............................3
CSC 232  Advanced Unix: Unix Shell Programming ......3
Emphasis Requirements ..............................................12

EMPHASIS ELECTIVES; Choose a minimum of 17 credits:
CSC 160  Computer Science I: C++ .........................4
CSC 222  Unix (Linux) System Administrator .............3
CSC 231  Advanced "C" Language Programming ...........3
CSC 240  Java Programming ....................................3
CSC 241  Advanced Java Programming .....................3
CSC 236  C# Programming ......................................4
CSC 237  Advanced C# Programming .......................4
Emphasis Electives (minimum) .................................16

COMPUTER INFORMATION SYSTEMS DEGREE,
PROGRAMMING EMPHASIS, TOTAL CREDITS ...............60

JAVA LANGUAGE PROGRAMMING CERTIFICATE
This certificate program prepares 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
CIS 110  Intro to the PC ..............................................1
CIS 115  Intro to Computer Information Systems ........3
CIS 118  Introduction to PC Applications (Office) .......3
CIS 161  Presentation Graphics I ..............................1
CIS 128  PC Windows Complete ...............................3
CNG 101  Intro to Networking ..................................3
CSC 116  Logic and Program Design .........................3
Required Credits ......................................................17

CERTIFICATE ELECTIVES; Choose a minimum of 9 credits:
CIS 218  Advanced PC Applications (Office) ...............3
CIS 162  Advanced Presentation Graphics ..................1
CNG 131  Network Security Fundamentals ................3
CNG 160  Intro to Telecommunications .....................1
CSC 154  Visual Basic .NET Program ......................3
CSC 240  Java Programming ....................................3
CWB 110  Complete Web Authoring (Front Page) .......3
FVT 266  Flash .......................................................3
Certificate Elective Credits (minimum) .......................9

COMPUTER INFORMATION SYSTEMS CERTIFICATE,
TOTAL CREDITS ..................................................26

IT TECH AND SUPPORT 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 118  Intro to Microcomputer Applications ............3
CIS 161  Presentation Graphics I ..............................1
CIS 124  Intro to Operating Systems (DOS & Windows) ......3
CIS 128  PC Windows Complete ...............................3
CIS 220  Fundamentals of Unix ...............................3
CSC 263  PC HelpDesk Skills .................................3
CNG 121  Computer Technician I: A+ .......................4
CNG 122  Computer Technician II: A+ ......................3
COMPUTER SERVICE TECHNICIAN CERTIFICATE, TOTAL CREDITS ......23

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 220  Fundamentals of Unix ...............................3
CSC 116  Logic and Program Design .......................3
CSC 240  Java Programming ..................................3
CSC 241  Advanced Java Programming .................3
JAVA LANGUAGE PROGRAMMING CERTIFICATE, TOTAL CREDITS ......12
### 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**

- **CIS 118**: Introduction to PC Applications .......................... 3
- **CIS 161**: Presentation Graphics I ...................................... 1
- **CIS 128**: Advanced PC Applications (Office) .................... 3
- **CIS 162**: Presentation Graphics II ................................... 1
- **CSC 116**: Logic and Program Design ............................... 3
- **CSC 154**: Visual Basic.NET Program .............................. 3

**PC APPLICATION SPECIALIST CERTIFICATE, TOTAL CREDITS**: 17

### 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 220**: Fundamentals of Unix .................................... 3
- **CSC 116**: Logic and Program Design ............................... 3

Required credits .......................... 6

### 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**

- **CSC 145**: Complete PC Database: MS Access .................... 3
- **CSC 116**: Logic and Program Design ............................... 3
- **CSC 154**: Introduction to Microsoft Visual Basic. Net Programming ................................................................. 3
- **CSC 157**: Advanced Visual Basic.Net Programming ............ 4

**VISUAL BASIC CERTIFICATE, TOTAL CREDITS**: 13

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

**REQUIRED COURSES**

- **CWB 110**: Complete Web Authoring (Front Page) ........... 3
- **CWB 163**: Introduction to HTML ................................. 1
- **CWB 205**: JavaScript (Complete Web Scripting) ............... 3
- **FVT 266**: Flash ..................................................... 3

**WEB DEVELOPMENT CERTIFICATE, TOTAL CREDITS**: 10

### 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. Working in the law enforcement or criminal justice field demands individuals of high character and ability. If you are considering a career in the criminal justice field, please note that, by law, those with prior felony, and certain misdemeanor convictions, including those involving theft, moral turpitude, domestic violence and other crimes against persons, cannot apply for law enforcement positions or the academy, but may be eligible to work in the fields of counseling, mediation, private security, and other legal fields under certain conditions.
## CRIMINAL JUSTICE AAS DEGREE

### GENERAL EDUCATION REQUIREMENTS

<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 131</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**Social and Behavioral Sciences (6 credits)**
Select one of the following courses:
- POS 111 | American Government | 3
- OR
- POS 125 | American State & Local Government | 3
- AND
- SOC 101 | Introduction to Sociology I | 3
- OR
- PSY 101 | General Psychology I | 3

**Communication (3 credits)**
- SPE 115 | Public Speaking | 3
- OR
- SPE 125 | Interpersonal Communication | 3

### CRIMINAL JUSTICE CORE REQUIREMENTS

Students must complete all core courses

<table>
<thead>
<tr>
<th>Course</th>
<th>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 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>
<tr>
<td>PSM 133</td>
<td>Homeland Security: WMD</td>
<td>3</td>
</tr>
<tr>
<td>PSM 132</td>
<td>Threat/Vulnerability Assessment &amp; Counterintelligence</td>
<td>3</td>
</tr>
<tr>
<td>PSM 204</td>
<td>Terrorism</td>
<td>3</td>
</tr>
</tbody>
</table>

**Degree Credits**: 36

### CRIMINAL JUSTICE ELECTIVES

Students must complete an additional 6 credit hours from any of the remaining criminal justice courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<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>
</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>CRJ 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>
</tbody>
</table>

**Total Electives**: 6

**CRIMINAL JUSTICE AAS DEGREE, TOTAL CREDITS**: 60

### CRIMINAL JUSTICE CERTIFICATE PROGRAMS

#### CRIMINAL JUSTICE SYSTEMS CERTIFICATE

<table>
<thead>
<tr>
<th>Course</th>
<th>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 119</td>
<td>Legal and Ethical Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 220</td>
<td>Human Relations and Social Conflicts</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 230</td>
<td>Criminology</td>
<td>3</td>
</tr>
</tbody>
</table>

**CRIMINAL JUSTICE SYSTEMS CERTIFICATE, TOTAL CREDIT**: 12

#### CRIMINAL JUSTICE OPERATIONS CERTIFICATE

<table>
<thead>
<tr>
<th>Course</th>
<th>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 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>Corrections</td>
<td>3</td>
</tr>
</tbody>
</table>

**CRIMINAL JUSTICE OPERATIONS CERTIFICATE**: 3

**TOTAL CREDIT**: 12

#### CRIMINAL JUSTICE LAW CERTIFICATE

<table>
<thead>
<tr>
<th>Course</th>
<th>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 210</td>
<td>Constitutional Law</td>
<td>3</td>
</tr>
</tbody>
</table>

**CRIMINAL JUSTICE LAW CERTIFICATE TOTAL CREDIT**: 12

#### CRIMINAL JUSTICE DETENTION CERTIFICATE

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

**CRIMINAL JUSTICE DETENTION CERTIFICATE TOTAL CREDIT**: 12
CRIMINAL JUSTICE COURT SERVICES CERTIFICATE

CRJ 119 Legal and Ethical Concepts ..................3
CRJ 135 Judicial Functions .............................3
CRJ 232 Court Jury Management ....................3
CRJ 234 Court Case Management ....................3
CRJ 285 Legal Studies Internship ....................3

Criminal Justice Court Services Certificate Total Credit Hours .......................................................15

CRIMINAL JUSTICE COMMUNITY POLICING CERTIFICATE

CRJ 110 Introduction to Criminal Justice .............3
CRJ 119 Legal and Ethical Concepts ..................3
CRJ 125 Law Enforcement Operations ................3
CRJ 220 Human Relations and Social Conflicts ........3

Criminal Justice Community Policing Certificate Total Credit Hours ...............................................12

BASIC LAW ENFORCEMENT TRAINING ACADEMY CERTIFICATE

(POLICE ACADEMY)

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.

Those seeking to enter the CCA P.O.S.T. approved Police Academy to be trained and receive state P.O.S.T. certification to be police officers:

1. CANNOT have a felony conviction or certain misdemeanors including those involving theft, moral turpitude, domestic violence and other crimes against persons.

2. WILL have an extensive background check conducted, and will have to pass an oral board interview prior to admittance into the academy.

3. CANNOT have been convicted of a DUI/DWAI offense in the past five years, or a total of five or more moving violations in the past five years.

4. CANNOT have used marijuana within the past three years.

5. CANNOT have EVER sold, manufactured, or transported for hire, ANY illegal drugs. Certain illegal narcotic, stimulant, or steroid drugs require a 5-year waiting period.

6. MUST pass the Accuplacer assessment test with a score of 84 or higher on the written and reading portions, or show similar proof by a transcript of relevant completed college courses with a “C” grade or higher.

7. MUST be in good physical condition with no limitations, and not currently be on medication which will cause safety concerns during driving, firearms, or arrest control instruction.

8. MUST be at least 21 years of age by the completion date of the academy. Certain other conditions apply.

Graduates of the Aurora Police Academy and the Basic Law Enforcement Training Academy will receive credit for the following courses:

CRJ 101 Basic Law Enforcement Academy .............8
CRJ 102 Basic Law Enforcement Academy II ...........6
CRJ 103 Basic Law Enforcement Academy III ..........2
CRJ 104 Basic Law Enforcement Academy IV ...........1
CRJ 105 Basic Law .............................................6
CRJ 106 Arrest Control .......................................3
CRJ 107 Driving ...............................................3
CRJ 108 Firearms .............................................3

Police Academy Certificate Total Credit Hours ..........................32

DIESEL PROGRAM (SEE EQUIPMENT AND TRANSPORTATION TECHNOLOGY)

EARLY CHILDHOOD EDUCATION

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

EARLY CHILDHOOD EDUCATION AAS DEGREE

GENERAL EDUCATION REQUIREMENTS

English (6 credits)

ENG 121 English Composition I ............................3
ENG 122 English Composition II ..........................3

Mathematics or Science (3 credits)*

Choose from the following: Astronomy, Biology 105, Chemistry 101 or 111, Geology 111, Mathematics 120 or higher (MAT 155 is recommended), Physics 105 or 111 ..................................................3

Social and Behavioral Sciences (6 credits)

Choose 2 of the following:

GEO 105 World Regional Geography ....................3
HIS 201 U.S. History I ........................................3
POS 111 American Government ............................3

Humanities (3 credits)

ART 110 Art Appreciation ...................................3
OR
MUS 120 Music Appreciation ...............................3

ADDITIONAL GENERAL EDUCATION REQUIREMENTS

(3 CREDITS)

Choose one course from: MAT 156, GEY 111, BIO 105, CHE 101, PHY 105, LIT 115, LIT 255 OR POS 111.

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

DEGREE REQUIREMENTS

ECE 101 Intro to Early Childhood Education ............3
ECE 102 Intro to ECE Lab Techniques ....................3
ECE 103 Guidance Strategies for Children ..............3
ECE 205 Nutrition, Health & Safety ......................3
ECE 220 Curriculum Development; Methods & Techniques ..................................................3
PSY 238 Child Development ..................................3
ECE 240 Administration of Early Childhood Care & Education Programs ..........................3

ECE 241 Administration: Human Relations for the Early Childhood Professions ..................3

ECE 260 The Exceptional Child ..............................3
ECE 288 Practicum: Early Childhood Education ........3
ECE 289 Capstone: Early Childhood Education ........3

Required Degree Credits ....................................33
DEGREE ELECTIVES (6 CREDITS)
Choose nine hours from ECE/EDU courses.
Early Childhood Education Elective Credits ..................................6

EARLY CHILDHOOD EDUCATION AAS DEGREE, TOTAL CREDITS ....60
*See an advisor for transfer requirements.
** Each course may apply once toward degree requirements.

EARLY CHILDHOOD EDUCATION CERTIFICATES
ADULT EDUCATION AND FAMILY LITERACY CERTIFICATE
Educators teaching or wishing to teach adult learners in any of the following areas: adult basic education, GED, English as a second language, and family literacy have the opportunity to receive college credit and a certificate upon completion of the following five courses:
EDU 131 Introduction to Adult Education ..........3
EDU 132 Planning, Organizing and Delivering Adult Education.................................3
EDU 133 Adult Basic/Adult Secondary Education.......3
EDU 134 Teaching English as a Second Language to Adult Learners............................3
EDU 135 Family Literacy in Adult Education ..........3
ADULT EDUCATION & FAMILY LITERACY CERTIFICATE TOTAL CREDIT HOURS ...........................................15

GROUP LEADER 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.

Required Courses
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

EARLY CHILDHOOD EDUCATION GROUP LEADER CERTIFICATE, TOTAL CREDITS ........................................15

DIRECTOR CERTIFICATE
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 requirement. 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.

Required Courses
ECE 101 Introduction to Early Childhood Professions ..3
ECE 102 Introduction to ECE Lab Techniques ...............3
ECE 103 Guidance Strategies for Young Children ........3
ECE 205 Nutrition, Health and Safety .....................3
ECE 220 Curriculum Development: Methods & Techniques 3
PSY 238 Child Development ........................................3
ECE 240 Admin of EC Care & Educational Programs ......3
ECE 241 Admin: Human Relations for EC Professions ....3
ECE 260 The Exceptional Child ..................................3
ECE Elective Choose an ECE Elective .........................3

EARLY CHILDHOOD EDUCATION DIRECTOR CERTIFICATE, TOTAL CREDITS ........................................30

EARLY CHILDHOOD EDUCATION TRANSFER
The Early Childhood Education program permits students to complete general education requirements and some specific education coursework in order to transfer into four-year institutions in Colorado. Students must consult with an advisor for specific requirements prior to enrollment. See the Associate of Arts Early Childhood Education transfer distinction in this catalog for more information on page 37.

ELEMENTARY EDUCATION TRANSFER
The Elementary Education program permits students to complete general education requirements and some specific education coursework in order to transfer into four-year institutions in Colorado. Students must consult with an advisor for specific requirements prior to enrollment. See the Associate of Arts Elementary Education transfer distinction in this catalog for more information on page 37.

AAS DEGREE - PARAEDUCATOR
This degree is designed for:
   a. Paraeducators interested in professional development in order to be in compliance with the No Child Left Behind Act
   b. Students interested in becoming paraeducators
   c. Employees who work for agencies which provide services to clients with disabilities

GENERAL EDUCATION REQUIREMENTS
Communications (6 credits) Must complete with a “B” or higher
ENG 121 English Composition I .................3
ENG 122 English Composition II ..................3

Mathematics (6 credits) Must be at level MAT 106
MAT 155 Integrated Math I .........................3
MAT 156 Integrated Math II .........................3

Physical & Life Sciences (12 credits. Complete Category I or Category II (Choose GEY and BIO and CHE or PHY)
Category I
GEY 111 Physical Geology ..................................4
BIO 105/111 Science of/College Biology I ..............4/5
CHE 101 Chemistry I ...........................................5

Category II
SCI 155 Integrated Science I ............................4
SCI 156 Integrated Science II ............................4

Social Sciences (9 credits)
GEO 105 World Regional Geography .................3
HIS 201 U.S. History I ......................................3
POS 111 American Government ........................3

Humanities (3 credits)
LIT 115 Intro to Literature ..................................3
LIT 201/202 Masterpieces of Literature I/II ...........3/3

Education Graduation Requirements (9 credits)
EDU 221 Intro to Education ..................................3
PSY 238 Child Development ..................................3
SPE 115 Public Speaking ......................................3
Electives based on Paraeducator program (15 credits)
(Consult an advisor and your transfer institution to determine appropriate electives)

EDU 110 Overview of Special Populations for Paraeducators ..........................3
EDU 111 Communication Skills with Special Populations for Paraeducators ..........3
EDU 114 Student Behavior Management for Paraeducators .............................3
EDU 141 Basic Instructional Techniques for Paraeducators ..............................3
ECE 228 Language and Literacy ........................................................................3
OR
EDU 232 Literacy in the Multicultural/Multilingual Classroom ..........................3
OR
EDU 233 English Language Learning ...........................................................3

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

PARAEDUCATOR, BILINGUAL CERTIFICATE, PARAEDUCATOR, ENGLISH LANGUAGE LEARNER EMPHASIS COURSEWORK (12 CREDITS)

EDU 110 Overview of Special Populations for Paraeducators ..........................3
EDU 114 Student Behavior Management for Paraeducators .............................3
EDU 141 Basic Instructional Techniques for Paraeducators ..............................3
EDU 232 Literacy in the Multicultural/Multilingual Classroom ..........................3
OR
EDU 233 English Language Learning ...........................................................3
OR
ECE 228 Language and Literacy ........................................................................3
ASL 121/122 American Sign Language I/II ..................................................5/5
SPA 111/112 Spanish Language I/II ..............................................................5/5
Other Foreign Language 111 and 112 (or above) ............................................5/5
PARAEDUCATOR, ENGLISH LANGUAGE LEARNER EMPHASIS CERTIFICATE TOTAL CREDITS ..................................................22

PARAEDUCATOR CERTIFICATE
PARAEDUCATOR EMPHASIS COURSEWORK (30 CREDITS)

EDU 110 Overview of Special Populations for Paraeducators ..........................3
ECE 228 Language and Literacy ........................................................................3
EDU 232 Literacy in the Multicultural/Multilingual Classroom ..........................3
EDU 233 English Language Learning ...........................................................3
EDU 111 Communication Skills with Special Populations for Paraeducators ..........3
EDU 114 Student Behavior Management for Paraeducators .............................3
EDU 141 Basic Instructional Techniques for Paraeducators ..............................3
EDU 221 Intro to Education ............................................................................3
EDU 238 Child Development ...........................................................................3
EDU 261 Teaching, Learning and Technology ...............................................3
PARAEDUCATOR CERTIFICATE TOTAL CREDITS ..................................................30

PARAEDUCATOR CERTIFICATE, SPECIAL EDUCATION EMPHASIS
PARAEDUCATOR EMPHASIS COURSEWORK (22 CREDITS)

EDU 110 Overview of Special Populations for Paraeducators ..........................3
EDU 111 Communication Skills with Special Populations for Paraeducators ..........3
EDU 114 Student Behavior Management for Paraeducators .............................3
EDU 141 Basic Instructional Techniques for Paraeducators ..............................3
ASL 121 American Sign Language I ............................................................5
AND
ASL 122 American Sign Language II ...........................................................5
PARAEDUCATOR SPECIAL EDUCATION EMPHASIS CERTIFICATE TOTAL CREDITS ..................................................22

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 or 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

EMS 125 EMT Basic ..................................................................................9
EMS 136 EMT/Paramedic Safety Issues in the Field ........................................1
EMS 170 EMT/Basic Clinical ........................................................................1
EMERGENCY MEDICAL TECHNICIAN-BASIC EMPHASIS CERTIFICATE, TOTAL CREDITS .................................................11

EMERGENCY MEDICAL TECHNICIAN-INTERMEDIATE CERTIFICATE EMPHASIS

CCA EMT-Basic Emphasis Certificate ..........................................................11
OR
EMS 202* EMT Basic Bridge Course .........................................................4
AND
EMS 203 EMT Intermediate I ...............................................................6
EMS 205 EMT Intermediate II ...............................................................6
EMS 270 Clinical: EMT Intermediate .........................................................3
EMERGENCY MEDICAL TECHNICIAN-INTERMEDIATE EMPHASIS CERTIFICATE, TOTAL CREDITS .........................................18-27

EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC CERTIFICATE EMPHASIS

CCA EMT-Basic Emphasis Certificate ..........................................................11
OR
EMS 202* EMT Basic Bridge Course .........................................................4
EMS 225 Fundamentals of Paramedic Practice ........................................3
EMS 226 Fundamentals of Paramedic Practice Lab ....................................2
EMS 227 Paramedic Special Considerations ...........................................3
EMS 228 Paramedic Special Considerations Lab ....................................2
EQUIPMENT AND TRANSPORTATION/TECHNOLOGY (DIESEL PROGRAM)

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

EQUIPMENT AND TRANSPORTATION TECHNOLOGY: SERVICE TECHNICIAN AAS DEGREE

GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 131</td>
<td>3</td>
</tr>
<tr>
<td>MAT 107</td>
<td>3</td>
</tr>
<tr>
<td>SPE 125</td>
<td>3</td>
</tr>
<tr>
<td>CIS 110</td>
<td>3</td>
</tr>
<tr>
<td>CIS 115</td>
<td>1</td>
</tr>
<tr>
<td>SPA 101</td>
<td>3</td>
</tr>
<tr>
<td>SPE course</td>
<td>3</td>
</tr>
<tr>
<td>Total General Education Credits</td>
<td>16</td>
</tr>
</tbody>
</table>

DEGREE REQUIREMENTS (44 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPM 101</td>
<td>2</td>
</tr>
<tr>
<td>DPM 111</td>
<td>3</td>
</tr>
<tr>
<td>DPM 221</td>
<td>15</td>
</tr>
<tr>
<td>DPM 231</td>
<td>8</td>
</tr>
<tr>
<td>DPM 241</td>
<td>8</td>
</tr>
<tr>
<td>DPM 251</td>
<td>8</td>
</tr>
<tr>
<td>Total Degree required credits</td>
<td>44</td>
</tr>
</tbody>
</table>

EQUIPMENT AND TRANSPORTATION TECHNOLOGY: AAS DEGREE, SERVICE TECHNICIAN TOTAL CREDITS 60

ESSENTIAL SKILLS FOR THE WORKPLACE CERTIFICATES

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTE 100</td>
<td>Computer Keyboarding</td>
</tr>
<tr>
<td>CIS 128</td>
<td>Windows Complete</td>
</tr>
<tr>
<td>CIS 135</td>
<td>Complete PC Word Processing</td>
</tr>
<tr>
<td>CIS 155</td>
<td>Complete PC Spreadsheet</td>
</tr>
<tr>
<td>Total Credits</td>
<td>10</td>
</tr>
</tbody>
</table>

CUSTOMER SERVICE CERTIFICATE

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 110</td>
<td>3</td>
</tr>
<tr>
<td>COM 263</td>
<td>1</td>
</tr>
<tr>
<td>COM 266</td>
<td>1</td>
</tr>
<tr>
<td>MAR 160</td>
<td>1</td>
</tr>
<tr>
<td>PSY 204</td>
<td>1</td>
</tr>
<tr>
<td>PSY 275</td>
<td>1</td>
</tr>
<tr>
<td>Total CUSTOMER SERVICE CERTIFICATE, TOTAL CREDITS</td>
<td>18</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 121</td>
<td>3</td>
</tr>
<tr>
<td>MAT 120</td>
<td>4</td>
</tr>
<tr>
<td>MAT 121</td>
<td>3</td>
</tr>
<tr>
<td>SPE course</td>
<td>3</td>
</tr>
<tr>
<td>Total Arts, Humanities, Social Science (9 credits)</td>
<td>18</td>
</tr>
</tbody>
</table>

Choose two of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 110</td>
<td>3</td>
</tr>
<tr>
<td>ART 111/112</td>
<td>3/3</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>HUM 121/122/123</td>
<td>3/3/3</td>
</tr>
<tr>
<td>LIT 115</td>
<td>3</td>
</tr>
<tr>
<td>THE 111</td>
<td>3</td>
</tr>
<tr>
<td>Total Choose one SPE course</td>
<td>3</td>
</tr>
</tbody>
</table>

General Education Credits 16

CHOOSE ONE EMPHASIS BELOW

WRITING/DIRECTING FOR FILM & VIDEO EMPHASIS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FVT 105</td>
<td>3</td>
</tr>
<tr>
<td>FVT 117</td>
<td>3</td>
</tr>
<tr>
<td>FVT 150</td>
<td>3</td>
</tr>
<tr>
<td>FVT 153</td>
<td>3</td>
</tr>
<tr>
<td>FVT 155</td>
<td>3</td>
</tr>
<tr>
<td>FVT 185</td>
<td>3</td>
</tr>
<tr>
<td>FVT 186</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>Total WRITING/DIRECTING FOR FILM &amp; VIDEO EMPHASIS</td>
<td>3</td>
</tr>
</tbody>
</table>

OR

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FVT 118</td>
<td>3</td>
</tr>
<tr>
<td>FVT 200</td>
<td>3</td>
</tr>
<tr>
<td>FVT 209</td>
<td>3</td>
</tr>
<tr>
<td>FVT 215</td>
<td>3</td>
</tr>
<tr>
<td>FVT 220</td>
<td>3</td>
</tr>
<tr>
<td>FVT 250</td>
<td>3</td>
</tr>
<tr>
<td>FVT 287</td>
<td>3</td>
</tr>
<tr>
<td>Total OR</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Program Credits 90
Choose one category:

Category I:
- FVT 205 Film/Video Camera Equipment & Techniques ..................................3
- FVT 206 Film/Video Lighting & Grip .........................................................3
- OR

Category II:
- FVT 207 Production Visualization I .......................................................3
- FVT 208 Production Visualization II ..........................................................3

FILM/VIDEO TECHNOLOGY DEGREE, WRITING & DIRECTING FOR FILM & VIDEO EMPHASIS, TOTAL CREDITS .........................................................61

VIDEOGRAPHY/CINEMATOGRAPHY EMPHASIS

Choose TWO courses:
- 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 209 Production Management Techniques ..........................................3
- FVT 215 Video Post Production II ...............................................................3
- FVT 220 16mm Production ..........................................................................3
- FVT 265 DVD Authoring with DVD Studio Pro .........................................3
- FVT 287 Cooperative Education .................................................................3

Writing/Producing Emphasis Required Credits ...........................................45

FILM/VIDEO TECHNOLOGY DEGREE, VIDEO POST-PRODUCTION EMPHASIS, TOTAL CREDITS .................................................................61

ELECTIVES (6 CREDITS)

Choose TWO courses:
- FVT 181 Topics in Film Studies .................................................................3
- FVT 183 French New wave/Italian NeoRealism .........................................3
- FVT 184 Landmarks of Cinema ..................................................................3

Writing/Producing Emphasis Required Credits ...........................................45

FILM/VIDEO TECHNOLOGY DEGREE, WRITING/PRODUCING EMPHASIS, TOTAL CREDITS .................................................................61

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.

ACTING FOR THE SCREEN CERTIFICATE

- FVT 117 Understanding the Actor’s Process ..............................................3
- FVT 118 Actor Improvisation ....................................................................3
- FVT 150 Development of Film Expression ................................................3
- FVT 217 Acting for the Screen ....................................................................3
- FVT 218 Actor Movement & Action ............................................................3
- FVT 219 Acting in Productions Workshop ................................................3
- MGD 266 DVD Authoring: DVD Studio ....................................................3

ACTING FOR THE SCREEN CERTIFICATE TOTAL CREDITS .........................................................21

WRITING/DIRECTING FOR FILM & VIDEO CERTIFICATE

- FVT 105 Video Production ..........................................................................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
OR
FVT 118 Actor Improvisation for Screen .........................3
FVT 200 Video Production II ...........................................3
FVT 209 Production Management Techniques ................3
FVT 215 Video Post Production II ....................................3
FVT 220 16mm Production ............................................3
FVT 250 Scriptwriting for Film Video .............................3
FVT 287 Cooperative Education ....................................3

Choose one set:
FVT 205 Film/Video Camera Equipment & Techniques ....3
FVT 206 Film/Video Lighting & Grip ................................3
OR
FVT 107 Production Visualization I .................................3
FVT 207 Production Visualization II .................................3

WRITING & DIRECTING FOR FILM & VIDEO CERTIFICATE

TOTAL CREDITS .............................................................45

VIDEO POST-PRODUCTION CERTIFICATE

FVT 105 Video Production I .............................................3
MGD 111 Photoshop for Editors ......................................3
FVT 150 Development of Film Expression ........................3
FVT 155 Writing the Short Script ....................................3
FVT 160 Video Post Production ........................................3
FVT 164 Intro to Digital Editing - FCP .............................3
FVT 164 Intro to Digital Editing - Avid .............................3
FVT 200 Video Production I ............................................3
FVT 208 Sound for Film & Video ......................................3
FVT 215 Video Post Production II ....................................3
FVT 264 Intro Digital FX ................................................3
FVT 287 Cooperative Education ....................................3

ELECTIVES (9 CREDITS)
Choose 3 courses:
MGD 266 DVD Authoring: Studio Pro .............................3
MGD 141 Web Design: Dreamweaver ..............................3
MGD 143 Web Motion Design .........................................3
MGD 153 3D Animation I ................................................3
MGD 253 3D Animation 2 .............................................3
FVT 269 Audio Sweetening: ProTools .............................3
Elective Credits ..............................................................9

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

VIDEOGRAPHY/CINEMATOGRAPHY CERTIFICATE

FVT 105 Video Production I .............................................3
FVT 107 Production Visualization 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 207 Production Visualization II ...............................3
FVT 209 Production Management Techniques ................3
FVT 215 Video Post Production II ....................................3
FVT 220 16mm Production ............................................3
FVT 265 Intro to Digital FX .............................................3
FVT 287 Cooperative Education ....................................3

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

WRITING/PRODUCING CERTIFICATE

FVT 105 Video Production I .............................................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 209 Production Management Techniques ................3
FVT 220 16mm Production ............................................3
FVT 250 Scripting for Film & Video ................................3
FVT 265 DVD Authoring: DVD Studio Pro .......................3
FVT 287 Cooperative Education ....................................3

ELECTIVES (15 CREDITS)
Choose 5 FVT 180's courses
FVT 181 Topics in Film Studies .......................................3
FVT 183 French New wave/Italian NeoRealism...................3
FVT 184 Landmarks of Cinema .......................................3
FVT 185 Documentary Film & Video ..............................3
FVT 186 The Horror Film .............................................3
FVT 187 The Science Fiction Film ....................................3
FVT 188 The Comedy Film ............................................3
Elective Credits ..............................................................15

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

FIRE SCIENCE ACADEMY

(See Public Service)

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 ASA compliance, students must meet with an academic advisor/department chair of Paralegal. Students seeking a four-year degree in business should contact an academic advisor.
MANAGEMENT AAS DEGREE

GENERAL EDUCATION REQUIREMENTS

- English (3 credits)
  Choose from the following
  ENG 121* English Composition I ........................................3
  BUS 217 Business Communication & Report Writing ...........3
* 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 .................................................................3
* Not acceptable for Paralegal

- Social and Behavioral Sciences (6-9 credits)
  ECO 201 Principles of Macroeconomics ..............................3
  ECO 202 Principles of Microeconomics ..............................3
  Paralegal students must also choose one course from the following:
  HIS 201/202 U.S. History I/II ........................................3/3
  SDC 101/102 Sociology I/II ...........................................3/3

- Humanities (3 credits)
  Recommended
  SPE 115 Public Speaking ................................................3
  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 or the
  department for specific requirements.

GENERAL EDUCATION CREDITS ..................................................15-18

DEGREE REQUIREMENTS

ACC 121* Principles of Accounting I ......................................4
BUS 216 Legal Environment of Business I ............................3
MAN 200 Human Resources Management I ............................3
MAN 226 Principles of Management ......................................3
MAN 287/PAR 287** Internship
  OR
  MAN 285/PAR 285** Directed Studies ..................................3
  * Students in the paralegal program may substitute ACC 101 for ACC 121,
  but will need to take an additional 3 credits of Social Science.
  ** PAR 285 or 287, is required for students in the Paralegal emphasis.

Degree Credits ...........................................................................16

CHOOSE ONE AREA OF EMPHASIS

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

ACCOUNTING MANAGEMENT EMPHASIS

EMPHASIS REQUIREMENTS

ACC 122 Principles of Accounting II .................................4
ACC 211 Intermediate Accounting I .................................4
ACC 226 Cost Accounting I ...........................................3
ACC 227 Cost Accounting II ..........................................3
CIS 110 Intro to the PC ...................................................1

CIS 115 Intro to Computer Information Systems ...............3
CIS 155 Complete PC Spreadsheet ..................................3
MAN 116 Principles of Supervision ....................................3

Accounting Management Emphasis, Required Credits .................24

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 125 Computerized Accounting ....................................3
ACC 131 Income Tax I .....................................................3
ACC 216 Governmental and Not-for-Profit Accounting I ........3
ACC 232 Computerized Accounting II ...............................3
ACC 276 Auditing ............................................................3
BUS 115 Intro to Business ................................................3
BUS 226 Business Statistics .............................................3
CIS 118 Intro to PC Applications .......................................3
CIS 161 Presentation Graphics I .......................................1
MAN 225 Managerial Finance .........................................3
MAN 289 Management Information Systems ....................3
MAR 216 Principles of Marketing .................................3
PHI 112 Ethics ..............................................................3

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

MANAGEMENT DEGREE, ACCOUNTING MANAGEMENT
  EMPHASIS, TOTAL CREDITS ................................................62

COMPUTER INFORMATION SYSTEMS

MANAGEMENT EMPHASIS

EMPHASIS REQUIREMENTS

CIS 110 Introduction to the PC ........................................1
CIS 115 Intro to Computer Information Systems ...............3
CIS 118 Intro to PC Applications ....................................3
CIS 161 Presentation Graphics I .......................................1
CIS 128 PC Windows Complete ......................................3
CWB 183 Introduction to HTML .......................................1
MAN 116 Principles of Supervision ....................................3

Computer Information Systems Management,
  Emphasis Credits .........................................................15

ELECTIVES (14-16 CREDITS)

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

ACC 122 Principles of Accounting II .................................4
BUS 115 Introduction to Business ......................................3
CIS 135 Complete PC Word Processing ............................3
CIS 145 Complete PC Database .......................................3
CIS 155 Complete PC Spreadsheets ..................................3
MAN 227 Operations Management ....................................3
MAN 289 Management Information Systems ....................3
MAR 216 Principles of Marketing .....................................3
PHI 112 Ethics ..............................................................3

Elective Credits ......................................................................13-15

MANAGEMENT DEGREE, COMPUTER INFORMATION SYSTEMS
  MANAGEMENT EMPHASIS,TOTAL CREDITS .........................60-62

2005 - 2006
GENERAL MANAGEMENT EMPHASIS

EMPHASIS REQUIREMENTS

ACC 122 Principles of Accounting II .........................4
OR
ACC 226 Cost Accounting I ........................................3
AND
ACC 227 Cost Accounting II ........................................3
BUS 115 Introduction to Business ................................3
CIS 118 Intro to PC Applications ................................3
CIS 161 Presentation Graphics I .................................1
MAN 116 Principles of Supervision ..............................3
MAN 225 Managerial Finance ......................................3
MAN 289 Management Information Systems ................3
MAR 216 Principles of Marketing ...............................3

General Management Emphasis, Required Credits ...........23-25

ELECTIVES (6 CREDITS)

Choose from the following

Business (all courses)
Communications (260-268 only*)
Computer Information Systems (all courses)
Finance (all courses)
Insurance (all courses)
Management (all courses)
Marketing (all courses)
PHI 112 Ethics
Real Estate (all courses)
Small Business Management (SBM 101)

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

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

Management Degree, General Management Emphasis, Total Credits ......................60-62

HUMAN RESOURCES MANAGEMENT EMPHASIS

EMPHASIS REQUIREMENTS

BUS 115 Intro to Business ...........................................3
CIS 118 Intro to PC Applications ................................3
CIS 161 Presentation Graphics I .................................1
MAN 116 Principles of Supervision ..............................3
MAN 129 Labor Relations ............................................3
MAN 201 Human Resources Management II ...............3
MAN 289 Management Information Systems ................3
MAR 216 Principles of Marketing ...............................3

Human Resources Management Emphasis,
Total Credits .............................................................22

ELECTIVES (6 CREDITS)

Choose from the following

Business (all courses)
Communications (260-268 only*)
Computer Information Systems (all courses)
Insurance (all courses)
Management (all courses)
Marketing (all courses)
PHI 112 Ethics

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

Management Degree, Human Resources Management Emphasis, Total Credits ......................60

PARALEgal EMPHASIS

This program combines an understanding of legal principles, legal analysis and ethical considerations with practical applications. Courses lead to an American Bar Association (ABA) approved Paralegal certificate. Students must complete the emphasis requirements and degree requirements including ENG 121. All Paralegal students must consult with an academic advisor. Students wishing to continue in a baccalaureate degree program after completing their associate degree should contact the University of Colorado at Denver and an academic advisor.

EMPHASIS REQUIREMENTS

PAR 115 Introduction to Law ......................................3
PAR 116 Torts ..........................................................3
OR
PAR 205 Criminal Law ..............................................3
PAR 118 Contracts ....................................................3
PAR 201 Civil Litigation .............................................3
PAR 211 Legal Research .............................................3
PAR 212 Legal Writing ..............................................3

*Students may take either Torts or Criminal Law to meet the emphasis requirements, or they may take both courses, one as an elective.

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

ELECTIVES (9 CREDITS)

Select three courses from the following:

MED 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

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

Management Degree, Paralegal Emphasis,
Total Credits ............................................................61

TECH MANAGEMENT EMPHASIS. SEE CCA AND AREA VOCATION SCHOOLS AND JOINT DEGREE PROGRAMS, PAGE 61.
### 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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 121</td>
<td>4</td>
</tr>
<tr>
<td>BUS 115</td>
<td>3</td>
</tr>
<tr>
<td>BUS 216</td>
<td>3</td>
</tr>
<tr>
<td>BUS 217</td>
<td>3</td>
</tr>
<tr>
<td>CIS 110</td>
<td>1</td>
</tr>
<tr>
<td>CIS 115</td>
<td>3</td>
</tr>
<tr>
<td>BTE 225</td>
<td>3</td>
</tr>
<tr>
<td>MAN 200</td>
<td>3</td>
</tr>
<tr>
<td>MAN 226</td>
<td>3</td>
</tr>
<tr>
<td>MAR 216</td>
<td>3</td>
</tr>
<tr>
<td>PHI 112</td>
<td>3</td>
</tr>
<tr>
<td>SPE 125</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits:** 32

### 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 (3 credits)**
  - Choose from the following
    - ENG 121: English Composition I ........................................3
    - OR
    - BUS 217: Business Communication & Report Writing ........3
  - **Mathematics or Science (3 credits)** ................................3
    - Choose from the following: Astronomy, Biology, Chemistry, Geology, Holistic Health Professions, Health Wellness Education, Mathematics 120 or higher, Physics 105 or higher
  - **Social and Behavioral Sciences (6 credits)**
    - ECO 201: Principles of Macroeconomics .........................3
    - ECO 202: Principles of Microeconomics ..........................3
  - **Humanities (3 credits)**
    - Recommended
      - SPE 115: Principles of Speech Communication ................3
      - OR
      - SPE 125: Interpersonal Communication .........................3
      - Or choose from the following: Art, Communication, Foreign Language 111 or above, Humanities, Journalism, Literature, Music, Philosophy, Photography, Speech, Theater

**General Education Credits:** 15

**Degree Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 121</td>
<td>4</td>
</tr>
<tr>
<td>BUS 115</td>
<td>3</td>
</tr>
<tr>
<td>BUS 216</td>
<td>3</td>
</tr>
<tr>
<td>CIS 110</td>
<td>1</td>
</tr>
<tr>
<td>CIS 115</td>
<td>3</td>
</tr>
<tr>
<td>MAN 226</td>
<td>3</td>
</tr>
<tr>
<td>MAR 111</td>
<td>3</td>
</tr>
<tr>
<td>MAR 160</td>
<td>1</td>
</tr>
<tr>
<td>MAR 220</td>
<td>3</td>
</tr>
<tr>
<td>MAR 216</td>
<td>3</td>
</tr>
</tbody>
</table>

**Required Degree Credits:** 27

**Marketing Degree, General Marketing Emphasis, Total Credits:** 80

### 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>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED 101</td>
<td>3</td>
</tr>
<tr>
<td>MED 104</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 220</td>
<td>3</td>
</tr>
<tr>
<td>HHP 106</td>
<td>1</td>
</tr>
</tbody>
</table>

**Required Credits:** 10

Choose an area of emphasis:
### EMPLOYMENT LAW/BUSINESS EMPHASIS

#### REQUIRED COURSES

<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>
</tr>
<tr>
<td></td>
<td>Employment Law/Business Emphasis Credits</td>
<td>6</td>
</tr>
</tbody>
</table>

**MEDIATION CERTIFICATE, LAW/BUSINESS EMPHASIS, TOTAL CREDITS** ........................................ 16

### FAMILY LAW EMPHASIS

#### REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED 102</td>
<td>Family Mediation</td>
<td>3</td>
</tr>
<tr>
<td>PAR 117</td>
<td>Family Law</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Family Law Emphasis Credits</td>
<td>6</td>
</tr>
</tbody>
</table>

**MEDIATION CERTIFICATE, FAMILY LAW EMPHASIS, TOTAL CREDITS** ........................................ 16

### PARALEGAL

#### PARALEGAL CERTIFICATE

This program, approved by the American Bar Association (ABA), combines an understanding of legal principles, legal analysis and ethical considerations with practical applications. To be awarded the Paralegal Certificate, the student must complete the certificate requirements and complete an additional (or submit evidence of) 30 semester hours, including 18 hours of general education, and ENG 121, or the equivalent. Five years of law-related work experience may be substituted in some cases for the 30 semester hours requirement. All students must consult with the 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>
<tr>
<td>PAR 212</td>
<td>Legal Writing</td>
<td>3</td>
</tr>
<tr>
<td>PAR 280</td>
<td>Internship</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAR 285</td>
<td>Independent Study</td>
<td>3</td>
</tr>
</tbody>
</table>

*Students may take either Torts or Criminal Law to meet the emphasis requirements, or they may take both courses, one as an elective.*

**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>MED 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>

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

**Paralegal Certificate Total Credits** ................................................ 30

### 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 (6 credits)**
  - ENG 121 English Composition I ................. 3
  - ENG 131 Technical Writing ...................... 3

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

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

#### Social and Behavioral Sciences (3 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>POS 111</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POS 125</td>
<td>Amer. State and Local Government</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Humanities (6 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHI 112</td>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td>AND</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPE 115</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPE 125</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

**General Education Credits** ................................................................. 24

#### DEGREE REQUIREMENTS

The student must select a minimum of 35 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.
## Degree Requirements and Programs of Instruction

### 2005 - 2006

#### Public Service Degree, Total Credits

60

*Not required if EMT-Basic completed at CCA.

#### Emergency Medical Technician Paramedic Emphasis

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FST 100  Firefighter I</td>
<td>9</td>
</tr>
<tr>
<td>FST 101  Firefighter II</td>
<td>3</td>
</tr>
<tr>
<td>FST 102  Introduction to Fire Science and Suppression</td>
<td>3</td>
</tr>
<tr>
<td>FST 103  Firefighter Occupational Health and Safety</td>
<td>3</td>
</tr>
<tr>
<td>FST 105  Building Plans and Construction</td>
<td>3</td>
</tr>
<tr>
<td>FST 107  Hazardous Materials Operations (Level I)</td>
<td>3</td>
</tr>
<tr>
<td>FST 275  Special Topics</td>
<td>1</td>
</tr>
</tbody>
</table>

Firefighter Emphasis, Total Required Credits

25

#### Emergency Medical Technician-Basic Emphasis

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 125  EMT Basic</td>
<td>9</td>
</tr>
<tr>
<td>EMS 136  EMT/Paramedic Safety Issues in the Field</td>
<td>1</td>
</tr>
<tr>
<td>EMS 170  EMT/Basic Clinical</td>
<td>1</td>
</tr>
</tbody>
</table>

Emergency Medical Technician-Basic Emphasis, Total Credits

11

#### Emergency Medical Technician-Intermediate Emphasis

**Certification Emphasis**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCA EMT-Basic Emphasis Certificate</td>
<td>11</td>
</tr>
</tbody>
</table>

**Choose from the following:**

- **Firefighter Emphasis**
  - FST 100  Firefighter I                      | 9       |
  - FST 101  Firefighter II                     | 3       |
  - FST 102  Introduction to Fire Science and Suppression | 3       |
  - FST 103  Firefighter Occupational Health and Safety | 3       |
  - FST 105  Building Plans and Construction    | 3       |
  - FST 107  Hazardous Materials Operations (Level I) | 3       |
  - FST 275  Special Topics                      | 1       |
  
Firefighter Emphasis, Total Required Credits

25

- **Emergency Medical Technician-Basic Emphasis**
  - EMS 125  EMT Basic                          | 9       |
  
EMERGENCY MEDICAL TECHNICIAN-BASIC Emphasis

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 125  EMT Basic</td>
<td>9</td>
</tr>
<tr>
<td>EMS 136  EMT/Paramedic Safety Issues in the Field</td>
<td>1</td>
</tr>
<tr>
<td>EMS 170  EMT/Basic Clinical</td>
<td>1</td>
</tr>
</tbody>
</table>

Emergency Medical Technician-Basic Emphasis, Total Credits

11

- **Emergency Medical Technician-Intermediate Emphasis**
  - EMS 202*  EMT Basic Bridge Course          | 4       |

AND

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 203  EMT Intermediate I</td>
<td>6</td>
</tr>
<tr>
<td>EMS 205  EMT Intermediate II</td>
<td>6</td>
</tr>
<tr>
<td>EMS 270  Clinical: EMT Intermediate</td>
<td>3</td>
</tr>
</tbody>
</table>

Emergency Medical Technician-Intermediate Emphasis, Total Credits

19-26

#### Emergency Medical Technician-Paramedic Certificate Emphasis

**Certification Emphasis**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCA EMT-Basic Emphasis Certificate</td>
<td>11</td>
</tr>
</tbody>
</table>

**OR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 202*  EMT Basic Bridge Course</td>
<td>4</td>
</tr>
</tbody>
</table>

AND

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 225  Fundamentals of Paramedic Practice</td>
<td>3</td>
</tr>
<tr>
<td>EMS 226  Fundamentals of Paramedic Practice Lab</td>
<td>2</td>
</tr>
<tr>
<td>EMS 227  Paramedic Special Considerations</td>
<td>3</td>
</tr>
<tr>
<td>EMS 228  Paramedic Special Considerations Lab</td>
<td>2</td>
</tr>
<tr>
<td>EMS 229  Paramedic Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>EMS 230  Paramedic Pharmacology Lab</td>
<td>2</td>
</tr>
<tr>
<td>EMS 231  Paramedic Cardiology</td>
<td>5</td>
</tr>
<tr>
<td>EMS 232  Paramedic Cardiology Lab</td>
<td>1</td>
</tr>
<tr>
<td>EMS 233  Paramedic Medical Emergencies</td>
<td>4</td>
</tr>
<tr>
<td>EMS 234  Paramedic Medical Emergencies Lab</td>
<td>1</td>
</tr>
<tr>
<td>EMS 235  Paramedic Trauma Emergencies</td>
<td>4</td>
</tr>
<tr>
<td>EMS 236  Paramedic Trauma Emergencies Lab</td>
<td>1</td>
</tr>
<tr>
<td>EMS 237  Paramedic Internship Preparatory</td>
<td>2</td>
</tr>
<tr>
<td>EMS 280  Paramedic Internship I</td>
<td>6</td>
</tr>
<tr>
<td>EMS 281  Paramedic Internship II</td>
<td>6</td>
</tr>
</tbody>
</table>

Emergency Medical Technician Paramedic Emphasis

Certificate, Total Credits

49-56

*Not required if EMT-Basic completed at CCA.

#### Public Service Degree, Total Credits

60

#### Firefighter Certificate Emphasis

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

Firefighter Emphasis, Total Credits

24

*Not required if EMT-Basic completed at CCA.
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:

REE 103  Real Estate Broker I ..................................................6
REE 104  Real Estate Broker II .................................................5

Real Estate, Total Credits ..........................................................11

COLORADO COMMUNITY COLLEGES AND AREA VOCATIONAL SCHOOLS
JOINT DEGREE PROGRAMS
Colorado Community Colleges, of which CCA is a part, along with area vocational schools offer joint AAS degree programs. The 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 45 certificate credits may be applied toward the Applied Technology degree. Students must complete at least 15 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.

COMMUNITY COLLEGE OF AURORA GENERAL EDUCATION REQUIREMENTS

• Speech (3 credits)
  Choose from the following
  SPE 115  Public Speaking ..................................................3
  OR
  SPE 125  Interpersonal Communication ................................3

Mathematics or Science (6 credits) ............................................6
  Choose from the following:
  Astronomy, Biology, Chemistry, Geology, Holistic Health Professions, Health Wellness Education, Mathematics 120 or higher, Physics 105 or higher

Social/Behavioral Science (3 credits) ......................................3
  Choose from the following:
  Anthropology, Economics, Ethnic Studies, Geography, History, Political Science, Psychology, Sociology, Women’s Studies

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

CCA General Education Credits .............................................15
Total CCA Credits ...............................................................15
Total Area Vocational School Credits Up to 45
(If credits transferred in equal less than 45, you must take enough to equal 60)

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

MANAGEMENT (TECH MANAGEMENT EMPHASIS)
The AAS degree in Management with an emphasis in Tech Management may be taken at CCA only by students who complete certificates at Pickens Tech. This degree requires the completion of at least 60 semester credit hours. Credits from Pickens Tech that apply to the degree vary in number according to the certificate program offered by Pickens Tech. A maximum number of 30 certificate credits may be applied toward the Management (Tech Management Emphasis) degree. Students must complete at least 30 credit hours at CCA. Students whose certificate program taken at Pickens Tech requires less than 30 hours must complete more than the 30 required credit hours at CCA in order to bring the total number 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 112 from Pickens Tech must take additional business course work to meet the minimum degree requirement of 60 credit hours.

MANAGEMENT AAS DEGREE
TECH MANAGEMENT EMPHASIS

COMMUNITY COLLEGE OF AURORA REQUIRED GENERAL EDUCATION COURSES

English (3 credits)
  Choose from the following
  ENG 121  English Composition I ........................................3
  ENG 131  Technical Writing ................................................3
  BUS 217  Business Communications & Report Writing ........3

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

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

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

CCA General Education Credits .............................................15
* BUS 115 may be counted as a general education elective.
### CCA Degree Requirements

**Total Pickens Tech Credits** ...................................................... up to 30

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 122</td>
<td>4</td>
</tr>
<tr>
<td>CIS 110</td>
<td>1</td>
</tr>
<tr>
<td>CIS 115</td>
<td>3</td>
</tr>
<tr>
<td>MAN 226</td>
<td>3</td>
</tr>
<tr>
<td>CCA Required Degree Core Credits</td>
<td>11</td>
</tr>
</tbody>
</table>

**CCA Electives (6 Credits)**

Choose from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 122</td>
<td>4</td>
</tr>
<tr>
<td>BUS 102</td>
<td>4</td>
</tr>
<tr>
<td>BUS 216</td>
<td>3</td>
</tr>
<tr>
<td>CIS 135</td>
<td>3</td>
</tr>
<tr>
<td>MAN 116</td>
<td>3</td>
</tr>
<tr>
<td>BTE 225</td>
<td>3</td>
</tr>
<tr>
<td>MAN 200</td>
<td>3</td>
</tr>
<tr>
<td>MAN 289</td>
<td>3</td>
</tr>
<tr>
<td>MAR 113</td>
<td>3</td>
</tr>
<tr>
<td>MAR 160</td>
<td>1</td>
</tr>
<tr>
<td>MAR 216</td>
<td>3</td>
</tr>
<tr>
<td>PHI 112</td>
<td>3</td>
</tr>
<tr>
<td>SBM 101</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Pickens Tech Credits ...................................................... up to 30

**Management Degree (Tech Management Emphasis), Total Credits** ...................................................... 62

### 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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HHP 235</td>
<td>3</td>
</tr>
<tr>
<td>HHP 238</td>
<td>1</td>
</tr>
</tbody>
</table>

**Electives**

**The Physical Dimension**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PED 147</td>
<td>1</td>
</tr>
<tr>
<td>PED 143</td>
<td>1</td>
</tr>
</tbody>
</table>

**The Mental Dimension**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HHP 106</td>
<td>1</td>
</tr>
<tr>
<td>HHP 161</td>
<td>1</td>
</tr>
<tr>
<td>HHP 214</td>
<td>1</td>
</tr>
<tr>
<td>MHP 249</td>
<td>1</td>
</tr>
</tbody>
</table>

**The Healing Arts**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HHP 242</td>
<td>1</td>
</tr>
<tr>
<td>HHP 218</td>
<td>1</td>
</tr>
<tr>
<td>HHP 224</td>
<td>1</td>
</tr>
<tr>
<td>HHP 205</td>
<td>1</td>
</tr>
<tr>
<td>HHP 206</td>
<td>1</td>
</tr>
</tbody>
</table>

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

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

### Recognition of Achievement Certificate, Self & Family Health Enhancement, Total Credits ....6

### 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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HHP 250</td>
<td>10</td>
</tr>
</tbody>
</table>

### Management Colorado Mortgage Lenders Program

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 131</td>
<td>1</td>
</tr>
<tr>
<td>FIN 132</td>
<td>1</td>
</tr>
<tr>
<td>FIN 133</td>
<td>1</td>
</tr>
<tr>
<td>FIN 134</td>
<td>1</td>
</tr>
<tr>
<td>FIN 135</td>
<td>1</td>
</tr>
<tr>
<td>FIN 136</td>
<td>1</td>
</tr>
</tbody>
</table>

**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 102  Entrepreneurial Operations ..................4
SBM 101  Start Your Own Business ..................1

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

REAL ESTATE APPRAISAL.

To satisfy the requirements for this certificate and be eligible to sit for the state appraiser examination, you must successfully complete the course REE 118, Principles of Real Estate Appraisal.

CERTIFICATE REQUIREMENTS

REE 118 Principles of Real Estate Appraisal ..........5

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

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. 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, 303-340-7093, or e-mail advising@CCAurora.edu. CCA offers many online courses as well.

COLORADO COMMUNITY COLLEGES (CCCONLINE)

BUSINESS AAS DEGREE

GENERAL EDUCATION REQUIREMENTS

English (6 credits)

ENG 121  English Composition I ..................3
ENG 122  English Composition II ..................3

Mathematics (4 credits)

MAT 121  College Algebra ..................4

Social and Behavioral Science (6 credits)

ECO 201  Principles of Macroeconomics ........3
ECO 202  Principles of Microeconomics ........3

Humanities (3 credits)

SPE 115  Public Speaking ..................3

OR

SPE 125  Interpersonal Communication ........3

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

DEGREE REQUIREMENTS (35 CREDITS)

ACC 121  Principles of Accounting I ............4
ACC 122  Principles of Accounting II ............4
BUS 115  Intro to Business ..................3
BUS 216  Legal Environment of Business ........3

BUS 217  Business Communication ............3
BUS 226  Business Statistics ............3
MAN 200  Human Resource Management I ........3
MAN 216  Small Business Management ........3
MAN 226  Principles of Management ............3
MAR 111  Principles of Sales ..................3
MAR 216  Principles of Marketing ............3

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

INFORMATION TECHNOLOGY CLASSES (9 CREDITS)

CIS 115  Intro to Computer Info Systems ........3
CIS 118  Intro to Microcomputer Applications ........3
CIS 155  PC Spreadsheet Concepts ........3

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

CCCONLINE BUSINES DEGREE, TOTAL CREDITS ..............63

INSURANCE TRANSFER PROGRAM 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.
STATEWIDE GUARANTEED TRANSFER COURSES
Colorado has identified courses that are guaranteed to transfer to any public institution of higher education in Colorado. Courses approved for statewide guaranteed transfer are noted in the course description. More transfer information is available at the Colorado Commission of Higher Education website at www.state.com.us/cche/academic/transfer/index.htm.

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.

PREREQUISITES AND COREQUISITES
If a course has a prerequisite or corequisite, it will be listed in the course description. A prerequisite lists the course(s) or test score(s) needed prior to enrollment in the course. Prerequisite courses must be completed with a “C” or higher. A co-requisite lists the course(s) in which concurrent enrollment is required.

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 program.

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.

COURSE NUMBERS AND DESCRIPTIONS ARE SUBJECT TO CHANGE
The Colorado Community Colleges participate in a common course numbering and common competency system to provide students ease of transfer and to ensure curriculum quality across the colleges. This system includes all courses offered for credit at every community college and is available for review at www.cccs.edu. See the college website at www.CCAurora.edu for the most updated catalog and/or addendums.
**Academic Achievement**

**AAA 090 Academic Achievement Strategies**
3 Credit hours  45 Contact hours
Develops personalized approaches to learn and succeed for easier transition into college. Topics include goal-setting, time management, textbook reading strategies, note-taking, test-taking, listening techniques, concentration and memory devices, and critical thinking for student success. **Course Note:** Does not apply to CCA degrees or certificates.

**AAA 175 Special Topics: First Year Seminar**
1 Credit hour  15 Contact hours
The New Student Orientation Course introduces students to college by providing an interactive seminar designed to prepare for the challenges they will face as students. This course will provide an awareness of campus resources and procedures, set academic and career goals, introduce basic study skills, and balance lifestyle issues with academic commitments.

**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
Studies federal and state employment laws and their effects on personnel and payroll records. The course is non-technical and is intended to give students a practical working knowledge of the current tax laws and actual experience in applying regulations. Students will be exposed to computerized payroll procedures. **Prerequisite:** Successful completion of ACC 101 or 121 (grade of ‘C’ or higher). **Course Note:** Also available as an online course.

**ACC 121 Accounting Principles I**
4 Credit hours  60 Contact hours
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. **Course Note:** Also available as an online course.

**ACC 122 Accounting Principles II**
4 Credit hours  60 Contact hours
Continues the study of accounting principles as they apply to partnerships and corporations. Major topics include: stocks and bonds; investments; cash flow statements; financial analysis; budgeting; and cost and managerial accounting. **Prerequisite:** Successful completion of ACC 121 or equivalent (grade of ‘C’ or higher). **Course Note:** Also available as an online course.

**ACC 125 Computerized Accounting**
3 Credit hours  45 Contact hours
Introduces the capabilities of computer applications in accounting. Includes solving accounting problems of a financial nature and hardware and software controls. **Prerequisite:** Successful completion of ACC 101 or ACC 121 (grade of ‘C’ or higher).

**ACC 131 Income Tax**
3 Credit hours  45 Contact hours
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. **Prerequisite:** Successful completion of ACC 121 (grade of ‘C’ or higher).

**ACC 135 Spreadsheet Application for Accounting**
3 Credit hours  45 Contact hours
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. **Prerequisite:** Successful completion of ACC 122, CIS 155 (grade of ‘C’ or higher) or spreadsheet experience.

**ACC 211 Intermediate Accounting I**
4 Credit hours  60 Contact hours
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 Arealworld® financial analysis and reporting issues. **Prerequisite:** Successful completion of ACC 122 or equivalent (grade of ‘C’ or higher).

**ACC 212 Intermediate Accounting II**
4 Credit hours  60 Contact hours
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. **Prerequisite:** Successful completion of ACC 211 (grade of ‘C’ or higher).

**ACC 216 Governmental and Not-for-profit Accounting**
3 Credit hours  45 Contact hours
Addresses concepts of budgetary control as a matter of law and public administration theory, and accounting principles and procedures necessary to implement budgetary controls for governmental units and other not-for-profit institutions and organizations. **Prerequisite:** Successful completion of ACC 121 or equivalent (grade of ‘C’ or higher).

**ACC 225 Computerized Accounting II**
3 Credit hours  45 Contact hours
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. **Prerequisite:** Successful completion of ACC 125 (grade of ‘C’ or higher).

**ACC 226 Cost Accounting I**
3 Credit hours  45 Contact hours
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. **Prerequisite:** Successful completion of ACC 122 (grade of ‘C’ or higher). **Course Note:** Also available as an online course.

**ACC 227 Cost Accounting II**
3 Credit hours  45 Contact hours
Continues ACC 226 and focuses on the decision making aspects of managerial accounting using electronic spreadsheet applications for assigned problems. Topics include product pricing strategy, capital budgeting, statement of cash flow and application of linear programming. **Prerequisite:** Successful completion of ACC 226 (grade of ‘C’ or higher). **Course Note:** Also available as an online course.
ACC 232 Auditing
3 Credit hours 45 Contact hours
Studies auditing procedures, standards, and programs; examines financial statements and preparation of audit working papers. Good working relationship features between the internal accountant and external auditor will be analyzed to assist in preparing for audits. This course will focus on the audit process, procedures, and mechanics.

Prerequisite: Successful completion of ACC 122 (grade ‘C’ or higher).

American Sign Language

ASL 121 American Sign Language I
5 Credit hours 75 Contact hours
Exposes the student to American Sign Language. Readiness activities are conducted focusing on visual/receptive skills and basic communication. Utilizes the direct experience method. Students must complete this course with a “B” or higher or pass an ASL proficiency test with a score of at least 80% or better prior to registering for ASL 122 if planning to enroll in the Interpreter Preparation Program.

ASL 122 American Sign Language II
5 Credit hours 75 Contact hours
Develops a basic syntactic knowledge of American Sign Language (ASL), basic vocabulary and basic conversational skills. Incorporates vital aspects of deaf culture and community. The direct experience method is used to enhance the learning process. Students must complete this course with a “B” or higher or pass the ASL 121 proficiency test at 80% or better prior to acceptance into the Interpreter Preparation Program.

Prerequisite: Successful completion of ASL 121 (grade of ‘C’ or higher) or passing the ASL Proficiency Exam or permission of department chair.

ASL 125 Conversational American Sign Language
2 Credit hours 30 Contact hours
Provides the student an extended opportunity to develop a strong grasp of American Sign Language (ASL) as well as the cultural features of the language. It helps the student maintain sign language skill.

Anthropology

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

Prerequisite: Successful completion of ENG 090 or ENGL 121 (grade ‘C’ or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440). Course Note: Statewide guaranteed transfer course.

ANT 107 Introduction to Archaeology
3 Credit hours 45 Contact hours
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
Studies human biology and its effect on behavior. Includes principles of genetics and evolution, vertebrates and primates, human origins, human variation, and ecology.

Prerequisite: Successful completion of ENG 090 or ENGL 121 (grade ‘C’ or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440). Course Note: This is a statewide guaranteed transfer course.

ANT 221 Exploring Other Cultures I
3 Credit hours 45 Contact hours
Provides an anthropological understanding of a selected culture. Areas of study include the cultures 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
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 in Anthropology
1-3 Credit hours 15-75 Contact hours
Provides opportunity for off-campus field experience or study of a special topic in Anthropology. Field study may occur at archaeological sites, museums, host educational institutions, within ethnographic situations, or other anthropologically appropriate places. Study of a special topic may include that derived from physical anthropology, cultural anthropology, archaeology, or other anthropological discipline.

Art

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

Prerequisite: Successful completion of ENG 090 or ENGL 121 (grade ‘C’ or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440). Course Note: This is a statewide guaranteed transfer course.

ART 111 Art History I
3 Credit hours 45 Contact hours
Provides the knowledge base to understand the visual arts, especially as related to Western Culture. Surveys the visual arts from the Ancient through the Medieval periods.

Prerequisite: Successful completion of ENG 090 or ENGL 121 (grade ‘C’ or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440). Course Note: This is a statewide guaranteed transfer course.

ART 112 Art History II
3 Credit hours 45 Contact hours
Provides the knowledge base to understand the visual arts, especially as related to Western Culture. Surveys the visual arts from the Renaissance through the Modern periods.

Prerequisite: Successful completion of ENG 090 or ENGL 121 (grade ‘C’ or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440). Course Note: This is a statewide guaranteed transfer course.

ART 121 Drawing I
3 Credit hours 90 Contact hours
Explores drawing techniques with an emphasis on formal composition, color media and content or thematic development.

Prerequisite: Successful completion of ART 121 (grade ‘C’ or higher) or permission of Instructor.

ART 123 Watercolor I
3 Credit hours 90 Contact hours
Provides introduction to the basic techniques and unique aspects of materials involved in the use of either transparent or opaque water media or both. Color theory is included.

Prerequisite: Successful completion of ART 121, Art 131 or its equivalency (grade of ‘C’ or higher), or permission of the instructor.
ART 124 Watercolor II
3 Credit hours 90 Contact hours
Continues the study of watercolor techniques, emphasizing original compositions and experimentation with materials. Color theory is included.
Prerequisite: Successful completion of ART 123 (grade of ‘C’ or higher) or permission of Instructor

ART 121 Advanced 2-D Design
3 Credit hours 90 Contact hours
Focuses on learning to apply the elements and principles of design to three-dimensional problems.
Prerequisite: Successful completion of ART 120 (grade of ‘C’ or higher) or permission of Instructor

ART 122 Ceramics II
3 Credit hours 90 Contact hours
A continuation of ART 161, this course emphasizes skill, techniques and form.
Prerequisite: Successful completion of ART 161 (grade of ‘C’ or higher)

ART 211 Painting I
3 Credit hours 90 Contact hours
Introduces basic techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting to depict form and space on a two-dimensional surface.
Prerequisite: Successful completion of ART 121 or ART 131 (grade of ‘C’ or higher)

ART 146 Stained Glass I
3 Credit hours 45 Contact hours
Develops a basic understanding and approach to stained glass. Students gain an understanding of and appreciation for the properties of glass and the nature of finished stained glass construction.

ART 147 Stained Glass II
3 Credit hours 45 Contact hours
A continuation of Stained Glass I, students advance to a clearer but still basic understanding and approach to stained glass. Students gain a greater understanding of and appreciation for the properties of glass and the nature of finished stained glass construction.
Prerequisite: Successful completion of ART 146 (grade of ‘C’ or higher).

ART 154 Sculpture I
3 Credit hours 90 Contact hours
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
Develops understanding and focus on manipulation of three-dimensional form, with greater concentration on individual creativity and style.
Prerequisite: Successful completion of ART 154 (grade of ‘C’ or higher) or permission of Instructor

ART 156 Figure Drawing I
3 Credit hours 90 Contact hours
Introduces to the basic techniques of drawing the human figure.

ART 161 Ceramics I
3 Credit hours 90 Contact hours
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
A continuation of ART 161, this course emphasizes skill, techniques and form.
Prerequisite: Successful completion of ART 161 (grade of ‘C’ or higher)

ART 211 Painting I
3 Credit hours 90 Contact hours
Develops a basic understanding and approach to stained glass. Students gain an understanding of and appreciation for the properties of glass and the nature of finished stained glass construction.

ART 161 Ceramics I
3 Credit hours 90 Contact hours
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
A continuation of ART 161, this course emphasizes skill, techniques and form.
Prerequisite: Successful completion of ART 161 (grade of ‘C’ or higher)

ART 211 Painting I
3 Credit hours 90 Contact hours
Provides continued exploration of techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development.
Prerequisite: Successful completion of ART 211 (grade of ‘C’ or higher) or permission of Instructor

ART 213 Painting III
3 Credit hours 90 Contact hours
Provides continued exploration of techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development.
Prerequisite: Successful completion of ART 212 (grade of ‘C’ or higher) or permission of Instructor

ART 214 Painting IV
3 Credit hours 90 Contact hours
Explores advanced techniques, materials, and concepts used in opaque painting processes, with emphasis on the development of themes and a cohesive body of work.
Prerequisite: Successful completion of ART 213 (grade of ‘C’ or higher) or permission of Instructor

ART 221 Drawing III
3 Credit hours 90 Contact hours
Offers a continued study of expressive drawing techniques and development of individual style, with an emphasis on composition and technique variation.
Prerequisite: Successful completion of ART 122 (grade of ‘C’ or higher) or permission of Instructor

ART 222 Drawing IV
3 Credit hours 90 Contact hours
Explores advanced drawing problems with an emphasis on conceptual development and portfolio and/or exhibition quality presentation.
Prerequisite: Successful completion of ART 221 (grade of ‘C’ or higher) or permission of Instructor

ART 223 Watercolor III
3 Credit hours 90 Contact hours
Concentrates on the advanced study of subject development, form, color, and theme in watercolor.
Prerequisite: Successful completion of ART 124 (grade of ‘C’ or higher) or permission of Instructor

ART 224 Watercolor IV
3 Credit hours 90 Contact hours
Concentrates on the advanced study of techniques, individual style or expression, and consistency of compositional problem solving in watercolor.
Prerequisite: Successful completion of ART 223 (grade of ‘C’ or higher) or permission of Instructor

ART 213 Advanced 2-D Design
3 Credit hours 45 Contact hours
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.
Prerequisite: Successful completion of ART 131 (grade of ‘C’ or higher).

ART 222 Advanced 3-D Design
3 Credit hours 45 Contact hours
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.
Prerequisite: Successful completion of ART 132 (grade of ‘C’ or higher).

ART 256 Advanced Figure Drawing
3 Credit hours 45 Contact hours
Provides continuing study of the various methods of drawing the human figure, with emphasis on the description of form and individual style.
Prerequisite: Successful completion of ART 156 (grade of ‘C’ or higher) or permission of Instructor

ART 261 Ceramics III
3 Credit hours 90 Contact hours
Encourages students to develop an individual style of wheel thrown and hand built ceramic forms with continuing involvement in surface treatment.
Prerequisite: Successful completion of ART 162 (grade of ‘C’ or higher).
ART 262 Ceramics IV
3 Credit hours  90 Contact hours
Continues advanced work with emphasis on various clay bodies, unique glazes and enroses, and combining different textures and shapes, and development of personal forms.
Prerequisite: Successful completion of ART 261 (grade of 'C' or higher).

ART 268 Sculpture III
3 Credit hours  90 Contact hours
Focuses on advanced individual sculpture projects, emphasizing experimentation with materials, accomplished technique and conceptual significance.
Prerequisite: Successful completion of ART 155 (grade of 'C' or higher) or permission of Instructor

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 meteors. Incorporates laboratory experience.
Prerequisite: Successful completion of MAT 090 or above ANDREA 090 OR ENG 121 (grade of 'C' or higher) or equivalent or appropriate assessment scores (EA: 61+ AND RC: 80+) or (ACT Math: 17+ AND ACT Reading: 17+). SAT Verbal: 440+ satisfies reading requirement. Course Note: This is a statewide guaranteed transfer course.

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.
Prerequisite: Successful completion of MAT 090 or above ANDREA 090 OR ENG 121 (grade of 'C' or higher) or equivalent or appropriate assessment scores (EA: 61+ AND RC: 80+) or (ACT Math: 17+ AND ACT Reading: 17+). SAT Verbal: 440+ satisfies reading requirement. Course Note: This is a statewide guaranteed transfer course.

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 - and the impact of biological science on society. Includes laboratory experiences. Designed for non-science majors.
Prerequisite: Successful completion of MAT 090 or above ANDREA 090 OR ENG 121 (grade of 'C' or higher) or equivalent or appropriate assessment scores (EA: 61+ AND RC: 80+) or (ACT Math: 17+ AND ACT Reading: 17+). SAT Verbal: 440+ satisfies reading requirement. Course Note: This is a statewide guaranteed transfer course.

BIO 106 Basic Anatomy and Physiology
4 Credit hours  60 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.
Prerequisite: Successful completion of MAT 090 (grade of 'C' or higher) or equivalent or appropriate assessment scores (RC: 80+, ACT Reading: 17+, SAT Verbal: 440+). SAT Verbal: 440+ satisfies reading requirement.

BIO 111 General College Biology I 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.
Prerequisite: Successful completion of MAT 090 or above ANDREA 090 (grade of 'C' or higher) or equivalent or appropriate assessment scores (EA: 45+ and RC: 80+, ACT Math: 16+ AND ACT Reading: 17+). SAT Verbal: 440+ satisfies reading requirement.
Course Note: This is a statewide guaranteed transfer course.

BIO 112 General College Biology II with Lab
5 Credit hours  105 Contact hours
A continuation of Biology I. Includes ecology, evolution, classification, structure, and function in plants and animals. This course includes laboratory experience.
Prerequisite: Successful completion of BIO 111 (grade of 'C' or higher). Course Note: This is a statewide guaranteed transfer course.

BIO 135 Human Nutrition - refer to HWE 100 under Health Wellness Education.

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
Focuses on an integrated study of the human body including the histology, anatomy, and physiology of each system. Examines molecular, cellular, and tissue levels of organization plus integuments, skeletal, articulations, muscular, nervous, and endocrine systems. Includes a mandatory hands-on laboratory experience covering experimentation, microscopy, observations, and dissection. This is the first semester of a two semester sequence.
Prerequisite: Successful completion of MAT 060 or above ANDREA 090 AND BIO 106 or 111 (grade of 'C' or higher) or equivalent or appropriate assessment scores (EA: 45+ AND RC: 80+, ACT Math: 16+ AND ACT Reading: 17+). SAT Verbal: 440+ satisfies reading requirement. Course Note: This is a statewide guaranteed transfer course.

BIO 202 Human Anatomy and Physiology II
4 Credit hours  90 Contact hours
Focuses on the integrated study of the human body and the histology, anatomy, and physiology of the following systems and topics: cardiovascular, hematology, 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.
Prerequisite: Successful completion of BIO 201 (grade of 'C' or higher) Course Note: This is a statewide guaranteed transfer course.

BIO 204 Microbiology
4 Credit hours  90 Contact hours
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.
Prerequisite: Successful completion of BIO 111 or BIO 201 (grade of 'C' or higher) Course Note: This is a statewide guaranteed transfer course.

BIO 206 General College Microbiology
5 Credit hours  105 Contact hours
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.
Prerequisite: Successful completion of BIO 111 (grade of 'C' or higher) or equivalent, or permission of Department Chair
BIO 220 General Zoology
5 Credit hours  75 Contact hours
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.
Prerequisite: Successful completion of BIO 111 (grade of ‘C’ or higher) or equivalent, or permission of Department Chair

BIO 221 Botany
5 Credit hours  75 Contact hours
This course is designed for biology majors. It is a study of nonvascular and vascular plants. It emphasizes plant morphology and function of aquatic and terrestrial ecosystems, population biology, physiology, genetics, diversity, evolution, and ecology. This course requires mandatory hands-on laboratory and field experience.
Prerequisite: Successful completion of BIO 111 (grade of ‘C’ or higher) or equivalent, or permission of Department Chair

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

BIO 224 Genetics
4 Credit hours  60 Contact hours
This course is a study of fundamental laws of heredity and their application to living organisms. The course will cover the basics of genetics. Topics include the laws of Mendel, linkage, mutation concept, molecular genetics, and Hardy-Weinberg law. This course includes some laboratory experience.
Prerequisite: Successful completion of BIO 111 (grade of ‘C’ or higher) or equivalent, or permission of the Department Chair

BIO 226 Field Biology I
2 Credit hours  75 Contact hours
This course involves in-depth field study of natural environments within and outside 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).

BIO 275 Special Topics
1-6 Credit hours  15-90 Contact hours
This course will cover a specific topic within Biology as determined by the instructor. Topic will reflect the special expertise of the faculty and/or special needs of the students.
Prerequisite: Successful completion of BIO 111 (grade of ‘C’ or higher) or equivalent, or permission of Department Chair

BIO 285 Independent Study
1-6 Credit hours  15-90 Contact hours
This course is designed for students to pursue a specific project within Biology. The student and instructor will determine the topic outline of work, and method of evaluation.
Prerequisite: Successful completion of BIO 111 (grade of ‘C’ or higher) or equivalent, or permission of Department Chair

BIOTECHNOLOGY

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

BIO 160 Introduction to Biotechnology
3 Credit hours  45 Contact hours
Introduces students to modern molecular biology technologies that include DNA, RNA, and proteins, preparing them for research and industry. Laboratory experience will include sterile technique, microscopy, media preparation, and bacterial culturing.
Prerequisite: MAT 121 or higher (grade of ‘C’ or higher); CHE 101 or CHE 111 (grade of ‘C’ or higher); BIO 105 or BIO 111 (grade of ‘C’ or higher).

BIO 265 Techniques in Cell Culture and Protein Production
4 Credit hours  90 Contact hours
Teaches students the methods commonly used in biotech manufacturing facilities. Includes eukaryotic cell culture, prokaryotic fermentation, and protein production and purification. Requires hands-on laboratory experience.
Prerequisite: Successful completion of BIO 111 (grade of ‘C’ or higher) or equivalent, or permission of Department Chair

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.
Prerequisite: Successful completion of BIO 111 AND CHE 111 (grade of ‘C’ or higher).

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.
Prerequisite: Successful completion of BIO 111 AND CHE 111 (grade of ‘C’ or higher).

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.
Prerequisite: Successful completion of BIO 268 and BIO 269 (grade of ‘C’ or higher)

BUSINESS

BUS 100 New Directions
3 Credit hours  45 Contact hours
This course is designed to prepare students to enter the workforce through introduction of learning and work styles, job search and interviewing techniques, and personal strategies for workplace success.

BUS 102 Entrepreneurial Operations
4 Credit hours  60 Contact hours
Designed for those interested in starting their own business or those who have recently begun their business. It provides student with the marketing, management and financial knowledge needed to succeed in their own business. In addition, students develop and present their own business plans.
BUS 108 Workplace Integration
1 Credit hour 15 Contact hours
Gain a practical understanding of the workplace by examining various structures, employer expectations, and employee rights and responsibilities. Explore a variety of career paths and the relationship of performance to career progression. During this class, you will learn how to give and receive feedback on performance while developing a personal code of working ethics and standards for yourself and your employer.

BUS 109 Workplace Relationships
1 Credit hour 15 Contact hours
Empower yourself to create more harmonious workplace 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. Course Note: Also available as an online course.

BUS 116 Personal Financial Planning
3 Credit hours 45 Contact hours
Surveys the basic personal financial needs of most individuals. Emphasizes the basics of budgeting and buying, saving and borrowing money, the intricacies of home ownership, income tax and investments, and the wise use of insurance, wills and trusts. (Formerly BUS 152)

BUS 204 Introduction to E-Commerce
3 Credit hours 45 Contact hours
Introduces the use of technology in all aspects of a business. Explores the use of technology for customer relations management, accounting and financial applications, purchasing and production tools, sales and marketing functions, and human resources management. Examines use of the Internet, world-wide-web and sophisticated multi-function software tools. Students gain a heightened awareness of emerging technologies and trends in e-commerce. (Formerly MAR 221)

Prerequisite: Successful completion of ENG 121, MAT 106, CIS 115, CIS 110 and ECO 202 (grade of ‘C’ or higher).

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. Course Note: Also available as an online course.

BUS 217 Business Communications and Report Writing
3 Credit hours 45 Contact hours
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. Prerequisite: Appropriate assessment score. Course Note: Also available as an online course.

BUS 218 Legal Environment of Business II
3 Credit hours 45 Contact hours
Students gain a better understanding of the legal system and how it applies to the regulation of business and the consumer. The course examines the legal entities of business organizations and includes the study of the Uniform Commercial Code as it applies to commercial paper and secured transactions. Areas emphasized include antitrust and trade regulations, consumer protection, employment law, environmental law, and securities regulations. Ethics and social responsibility in all areas are examined. Course note: 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). Course Note: Also available as an online class.

BUS 226 Business Statistics
3 Credit hours 45 Contact hours
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.

Prerequisite: Successful completion of MAT 106 (grade of ‘C’ or higher) or permission of Department Chair

BUS 227 Principles of Purchasing
3 Credit hours 45 Contact hours
Covers the management of the purchasing activity and the control of materials in business, government, and organizations. Course Note: Also available as an online course.

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. Students 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
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. Prerequisite: Successful completion of CBW 221, BUS 204 (grade of ‘C’ or higher).

FIN 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.
CHEMISTRY

CHE 101 Introduction to Chemistry I with Lab
5 Credit hours 90 Contact hours
Includes the study of atomic theory, chemical bonding, nomenclature, stoichiometry, solution, acid and base, gas laws, and condensed states. Laboratory experiments demonstrate the above concepts qualitatively and quantitatively. Designed for non-science majors, students in occupational and health programs, or students with no chemistry background.
Prerequisite: Successful completion of MAT 090 or above AND REA 090 or ENG 121 (grade 'C' or higher) or equivalent or appropriate assessment scores (EA: 61+ AND RC: 80+ or (ACT Math: 17+ AND ACT Reading: 17+) SAT Verbal: 440+ satisfies reading requirement.
Course Note: This is a statewide guaranteed transfer course.

CHE 102 Introduction to Chemistry II with Lab
5 Credit hours 90 Contact hours
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.
Prerequisite: Successful completion of CHE 101 (grade 'C' or higher).
Course Note: This is a statewide guaranteed transfer course.

CHE 111 General College Chemistry I with Lab
5 Credit hours 105 Contact hours
Focuses on basic 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.
Prerequisite: Successful completion of CHE 101 or one year of high school chemistry AND MAT 106 AND REA 090 or ENG 121 (grade 'C' or higher) or appropriate assessment scores (EA: 85+ AND RC: 80+, ACT Math: 19 AND ACT Reading: 17, SAT Math: 460 AND SAT Verbal: 440). Corequisite: MAT 121 (if not previously completed). Course Note: This is a statewide guaranteed transfer course.

CHE 112 General College Chemistry II with Lab
5 Credit hours 105 Contact hours
Presents concepts in the areas 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.
Prerequisite: Successful completion of CHE 111 (grade 'C' or higher).
Course Note: This is a statewide guaranteed transfer course.

CHE 211 Organic Chemistry I with Lab
5 Credit hours 105 Contact hours
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, stereo chemistry, and reaction mechanisms such as SN1, SN2, E1 and E2. Laboratory experiments demonstrate the above concepts plus the laboratory techniques associated with organic chemistry.
Prerequisite: Successful completion of CHE 112 (grade 'C' or higher).

CHE 212 Organic Chemistry II with Lab
5 Credit hours 105 Contact hours
Continues into the investigation of 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.
Prerequisite: Successful completion of CHE 211 (grade 'C' or higher).

CHINESE (SEE FOREIGN LANGUAGES)

COMMUNICATIONS (SEE SPEECH)
Computer Information Systems

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

BTE 111 Keyboarding Speed Building I
1 Credit hour 15 Contact hours
Designed to increase speed and improve accuracy in keyboarding on the PC through the use of correct techniques and concentrated effort.
Co-requisite: BTE 100.

CIS 102 Computer Assistive Technology (Drago) (Leave) (Zoom Text)
3 Credit hours 45 Contact hours
Introduces assistive technology and alternative methods for utilization of computer systems. Depending upon student need or interest, the student selects the AT method or option. Includes voice recognition, screen readers, screen enlargement, keyboard modification, work predication, reading enhancement programs and alternative data entry methods.

CIS 104 Word Processing with Assistive Technology
3 Credit hours 45 Contact hours
Provides training in the functions, features, and use of assistive technology and alternative methods. Covers the introduction of standard word processing features needed for proper presentation of college or business papers and the methodology to successfully use the assistive technology/alternative method in continuing educational or employment environments.

CIS 110 Introduction to the PC
1 Credit hour 15 Contact hours
Provides the beginning computer user 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.
Co-requisite: CIS 115.

CIS 115 Introduction to Computer Information Systems
3 Credit hours 45 Contact hours
Focuses on an overview of the needs for and roles of computer information systems. Emphasizes computer requirements in organizations, history, hardware functions, programming, systems development, and computer operations. Introduces computer applications.
Co-requisite: CIS 110.

CIS 118 Introduction to PC Applications
3 Credit hours 45 Contact hours
Introduces computer concepts and components, as well as application suite software and the Internet. Includes descriptions of and hands-on experience with word processing, spreadsheets, databases, operating environments and other common PC application packages.
Co-requisite: CIS 161.

CIS 124 Introduction to Operating Systems
3 Credit hours 45 Contact hours
Introduces concepts, terminology, and hand-on skills in the use of DOS and Windows. Emphasizes navigation, file manipulation, file creation and troubleshooting.
Course note: Formerly CIS 123

CIS 125 Multi-Platform Operating Systems (MAC, UNIX, WIN)
3 Credit hours 45 Contact hours
Introduces concepts, terminology and hand-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
Introduces the functions and capabilities of Microsoft Windows. Includes configuring and modifying the operating system environment.

CIS 129 Advanced Windows
3 Credit hours 46 Contact hours
Introduces the more advanced concepts of the Windows operating system. Topics include resource management, interactive booting, opening DOS sessions, customizing desktop properties, navigating folders, installing and uninstalling software, multitasking, task switching, disk optimization, troubleshooting tools, evaluating system performance, software installation, and use of the Windows Registry.
Prerequisite: Successful completion of CIS 128 (grade of ‘C’ or higher) or department approval.

CIS 135 Complete PC Word Processing (Word)
3 Credit hours 45 Contact hours
Explores a complete array of word processing skills. The skills needed to create, edit, format, and print documents are covered. Other topics include character, paragraph, and page formats, the use of spelling checkers and thesaurus, hyphenation, tables, mail merge, document design, and graphics.

CIS 145 Complete PC Database (Access)
3 Credit hours 45 Contact hours
Explores a complete array of database skills. Includes table, query, form, and report creation and modification. Other topics include application integration and automation of database tasks within the database.

CIS 155 PC Spreadsheet Complete (Excel)
3 Credit hours 45 Contact hours
Explores the student to a wide range of uses of the electronic spreadsheet with special emphasis on using it as a business tool. Includes fundamentals and terms, creating and saving workbooks, entering and using formulas, formatting, printing, multiple-page workbooks, creating charts, entering and using functions, managing lists, and simple macros.

CIS 161 Presentation Graphics I (PowerPoint)
1 Credit hour 15 Contact hours
Introduces the development of presentation graphics materials including graphs, charts, illustrations, and diagrams. Emphasizes effective communication.
Co-requisite: CIS 118
Course note: Formerly CIS 168

CIS 162 Presentation Graphics II (PowerPoint)
1 Credit hour 15 Contact hours
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 the software as students learn how to share presentations, work together on development of presentations and integrate their presentations with other programs.
Co-requisite: CIS 218.

CIS 165 Complete Presentation Graphics (PowerPoint)
3 Credit hours 45 Contact hours
Focuses on the development of presentation graphics materials including graphs, charts, illustrations, and diagrams. Emphasizes effective communication through computerized presentations. Covers features of the software and effective presentation techniques.

CIS 168 Advanced Presentation Graphics (PowerPoint)
1 Credit hour 15 Contact hours
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 integrate their presentations with other programs.
Co-requisite: CIS 118.
CIS 218 Advanced PC Applications
3 Credit hours  45 Contact hours
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. Printed documents, reports, slides, and forms are produced to communicate information.
Prerequisite: Successful completion of CIS 118 (grade ‘C’ or higher) or department approval.
Co-requisite: CIS 162.

CIS 220 Fundamentals of UNIX
3 Credit hours  45 Contact hours
Covers the structure and fundamentals of the UNIX operating system. Includes the file system and file processing, various utility programs, and shell multi-user operation, memory management, text processing, and communications.

CIS 222 UNIX System Administration
3 Credit hours  45 Contact hours
Introduces the UNIX/Linux operating system and covers the skills required to install, configure and operate a UNIX/Linux system.
Prerequisite: Successful completion of CIS 232 (grade ‘C’ or higher).

CIS 222 Advanced UNIX (UNIX Shell Programming)
3 Credit hours  45 Contact hours
This course covers simple scripts to automated 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.
Prerequisite: Successful completion of CIS 220 (grade ‘C’ or higher).

CIS 244 SQL PL/SQL
3 Credit hours  45 Contact hours
Provides a detailed introduction to the Structured Query Language (SQL) as used in modern relational database systems. Students will develop skills in storing, retrieving and manipulating data using SQL as well as in defining database objects using the portion of SQL known as the Data Definition Language (DDL). The course will also provide a detailed introduction to the PL/SQL programming language that is integral to some widely-used relational database systems, such as Oracle. Students will learn to create and maintain blocks of PL/SQL code that are used and shared by multiple forms, reports and program libraries. Users will learn to implement database triggers and other coded structures applicable to client/server databases.
Prerequisite: Successful completion of CIS 251 (grade ‘C’ or higher).

CIS 246 Data Modeling and Relational Databases
3 Credit hours  45 Contact hours
Introduces a systematic approach to database development using entity-relationship models and relational database design. Students learn how to interpret and create ER models and first-cut database designs based on business information requirements.

CIS 246 Oracle Database Administration I
4 Credit hours  60 Contact hours
Provides a foundation in basic Oracle architecture, storage structure and database administrative tasks. Emphasizes the knowledge and skills to create databases and data dictionary views, and to manage Oracle instances, tables, table spaces, data files, control files, redo log files and rollback segments.
Prerequisite: Successful completion of CIS 251 (grade ‘C’ or higher).

CIS 251 Introduction to Structured Query Language (SQL)
3 Credit hours  45 Contact hours
Introduces students to ANSI SQL which is the basis for most other Structured Query Languages. Students learn to query and update data, create tables and views, use indexes, secure data, develop stored procedures and triggers learn object relational concepts and develop applications with embedded SQL and ODBC.

CIS 263 PC Help Desk Skills
3 Credit hours  45 Contact hours
 Enables the students to understand and develop appropriate help desk techniques. Includes roles of help-desk personnel and how to troubleshoot hardware and software problems.

CIS 268 Systems Analysis and Design
3 Credit hours  45 Contact hours
Introduces the student to the materials, techniques, procedures and human interrelations involved in developing computer information systems. Includes 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.
Prerequisite: Successful completion of CIS 128, CNG 101 (grade ‘C’ or higher) and one programming language should be taken in your final semester.
Course note: Formerly CIS 276

Computer Networking Technology

CNG 101 Introduction to Networking
3 Credit hours  45 Contact hours
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.

CNG 121 Computer Technician I A+ 4 Credit hours  60 Contact hours
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.
Prerequisite: Successful completion of CNG 124 or CNG 220 (grade ‘C’ or higher).

CNG 122 Computer Technician II A+
3 Credit hours  45 Contact hours
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.
Prerequisite: Successful completion of CNG 121 (grade ‘C’ or higher).

CNG 124 Networking I: Network +
4 Credit hours  60 Contact hours
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.
Prerequisite: Successful completion of CNG 101 (grade ‘C’ or higher).

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

2005 - 2006
Computer Forensics is introduced and discussed as it relates to physical security. Vulnerabilities to explore and identify network structures are covered. Cryptography basics are incorporated, and operational/organizational security is discussed as it relates to physical security, disaster recovery, and business continuity. Computer forensics is introduced.

CNG 130 PC Technology
3 Credit hours 45 Contact hours Provides the student with an introduction to microcomputer technology as it pertains to IBM – compatible personal computers.

CNG 131 Network Security Fundamentals
3 Credit hours 45 Contact hours Delivers a comprehensive overview of network security, including general security concepts. Communication Security is studied, including remote access, e-mail, the Web, directory and file transfer, and wireless data. Common network attacks are introduced. Cryptography basics are incorporated, and operational/organizational security is discussed as it relates to physical security, disaster recovery, and business continuity. Computer forensics is introduced.

CNG 132 Principles of Information Security
3 Credit hours 45 Contact hours Examines the field of information security to prepare information systems students for their future roles as business decision-makers. The course presents a balance of the managerial and the technical aspects of information security. The concepts covered in this course should be helpful for students working towards the Certified Information Systems Security Professional (CISSP) certification.

Prerequisite: Successful completion of CNG 131 (grade ‘C’ or higher) or approval of department.

CNG 145 Principles of Survivability and Assurance
3 Credit hours 45 Contact hours Examines principles for survivability and information assurance within an enterprise system. Topics include: fundamental information assurance principles, determining the role of the systems administrator in risk assessment, applying a structured approach to security practices, and evaluating the operational risk management process of critical threats.

Prerequisite: Understanding of information technology; previous experience as a system/network administrator or technical manager is recommended.

CNG 146 Information Assurance Networking Fundamentals I
3 Credit hours 45 Contact hours Examines the networking fundamentals of survivability and security for enterprise systems. Using a network protocol analyzer, various information assurance concepts are examined with respect to the TCP/IP protocol suite, UDP, and the Ethernet. Students use computing facilities to explore and identify network vulnerabilities.

CNG 147 Information Assurance Networking Fundamentals II
3 Credit hours 45 Contact hours This course continues the examination of the networking fundamentals of survivability and security for enterprise systems. Application layers services built on TCP/IP protocol suites are defined. Students analyze network data capture to determine a network’s topology, identify services that may be scattered across the network, and identify which computer system and network components make use of those services. Students use computing facilities to identify network vulnerabilities.

Prerequisite: Successful completion of CNG 146 (grade ‘C’ or higher).

CNG 148 Sustaining, Improving, and Building Survivable Functional Units
3 Credit hours 45 Contact hours Covers taking over and managing the network according to information assurance principles and networking concepts, beginning with an existing organizational network, traffic captured from that network, and other network and organizational artifacts. Students analyze the interaction of various practices with respect to patches, attacks, and intrusions. Working in teams at computing facilities, students learn to sustain and improve survivable functional units found in an existing network and add to that network a new survivable functional unit.

Prerequisite: Successful completion of CNG 138 (grade ‘C’ or higher).

CNG 160 Intro to Telecommunication
3 Credit hours 45 Contact hours Introduces the background needed to understand telephony products and services in the telecommunication industry. Includes hardware and devices, transmission characteristics and codes, network configurations, software and protocols.

Prerequisite: Successful completion of CNG 101 (grade ‘C’ or higher).

CNG 175 Special Topics: Wireless Network Solutions
3 Credit hours 45 Contact hours This case-based course provides students with the skills necessary to implement a wireless network. Topics covered will include building and using a small to midsize wireless network, security, wireless for home users, wireless for mobile users and troubleshooting. In addition, the course will look at where the wireless industry is today and where it is headed.

CNG 210 Windows 2000 Network and Operating Essentials
3 Credit hours 45 Contact hours 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. Provides students with the prerequisite knowledge and skills required for CNG 212, Implementing Windows 2000 Professional and Server.

Prerequisite: Successful completion of CNG 101 and CIS 124 or CIS 125 (grade ‘C’ or higher).

CNG 212 Implementing Windows 2000 Professional and Server
4 Credit hours 60 Contact hours 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.

Prerequisite: Successful completion of CNG 210 (grade ‘C’ or higher).

CNG 213 Implementing a MS Windows Network Infrastructure
4 Credit hours 60 Contact hours 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.

Prerequisite: Successful completion of CNG 212 (grade ‘C’ or higher).

CNG 214 Implementing and Administering Windows 2000 Directory Services
4 Credit hours 60 Contact hours 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.

Prerequisite: Successful completion of CNG 213 (grade ‘C’ or higher).
CNG 215 Managing a Microsoft Windows 2000 Network Environment
3 Credit hours 45 Contact hours
This course provides knowledge and 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.
Prerequisite: Successful completion of CNG 214 (grade ‘C’ or higher).

CNG 260 Cisco Associate I
5 Credit hours 75 Contact hours
Introduces network fundamentals, the OSI model and industry standards, IP addressing (subnet masks) and basic network design.

CNG 261 Cisco Associate II
5 Credit hours 75 Contact hours
Focuses on router theory and technologies, including router configurations, protocols, network management and introductory LAN switching.
Prerequisite: Successful completion of CNG 260 (grade ‘C’ or higher).

CNG 262 Cisco Associate III
5 Credit hours 75 Contact hours
Focuses on advanced routing and switching network management and advanced network design.
Prerequisite: Successful completion of CNG 261 (grade ‘C’ or higher).

CNG 263 Cisco Associate IV
5 Credit hours 75 Contact hours
Focuses on project based learning including advanced network design projects and advanced network management projects. This course and CNG 260, 261, and 262 prepare students for the CISCO Certified Network Associate (CCNA) certification exam.
Prerequisite: Successful completion of CNG 262 (grade ‘C’ or higher).

Computer Science

CSC 116 Logic and Program Design
3 Credit hours 45 Contact hours
Introduces computer program design using concepts of structured programming and logic. Includes pseudo code, flowcharts, and structure charts. Covers variables, data types, control structures. loops, program breaks, and arrays.

CSC 154 Visual Basic .NET Programming
3 Credit hours 45 Contact hours
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.
Prerequisite: Successful completion of CSC 116 (grade ‘C’ or higher).

CSC 157 Advanced Visual Basic .NET Programming
4 Credit hours 60 Contact hours
Students are introduced to more advanced features of the Visual Basic.NET programming language. This course will explore the relationships between Visual Basic.NET and the .NET Framework and introduces some important .NET services. We will introduce the student to collections, copying and comparing objects, and how the .NET framework interfaces to XML. Content will focus on writing clear, properly structured and well-documented programs using Visual Basic.NET and object oriented methodology.
Prerequisite: Successful completion of CSC 154 (grade C’ or higher).

CSC 160 Computer Science I: C++
4 Credit hours 60 Contact hours
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.
Prerequisite: Successful completion of CSC 116 (grade ‘C’ or higher).

CSC 230 “C” Platform Programming
3 Credit hours 45 Contact hours
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”.
Prerequisite: Successful completion of CSC 116 (grade ‘C’ or higher).

CSC 231 Advanced “C” Language Programming
3 Credit hours 45 Contact hours
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.
Prerequisite: Successful completion of CSC 230 (grade ‘C’ or higher).

CSC 236 C# Programming
4 Credit hours 60 Contact hours
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.
Prerequisite: Successful completion of CSC 116 (grade ‘C’ or higher).

CSC 237 Advanced C# Programming
4 Credit hours 60 Contact hours
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.
Prerequisite: Successful completion of CSC 236 (grade ‘C’ or higher).

CSC 240 Java Programming
3 Credit hours 45 Contact hours
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.
Prerequisite: Successful completion of CSC 116 (grade ‘C’ or higher).

CSC 241 Advanced Java Programming
3 Credit hours 45 Contact hours
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.
Prerequisite: Successful completion of CSC 240 (grade ‘C’ or higher).

CSC 264 Building COM+ Applications Using MS.NET Enterprise Services
3 Credit hours 45 Contact hours + Lab
Provides students with the knowledge and skills to effectively build scalable, distributed applications that use Microsoft.NET Enterprise Services and the Microsoft.NET Frameworks.

CSC 275 Special Topics: Game Development: Unreal Engine
4 Credit hours 60 Contact hours
This course is designed for the novice programmer wanting to enter the exciting world of game development. Topics include programming story development, graphics, animation and sound.

CSC 275 Special Topics: Game Programming with VB.Net and Direct X3.0
4 Credit hours 60 Contact hours
This is an introduction to game programming with emphasis on music, drawing, colors, animation, coding, level design, quality assurance and project management.
COMPASS CAFETERIA

Computer Web Based

CWB 110 Complete Web Authoring (Front Page)
3 Credit hours 45 Contact hours
Explores the complete set of web authoring skills using HTML and/or other scripting languages. Includes links, backgrounds, controlling text and graphic placement, tables, image maps, frames, and forms.
Prerequisite: Successful completion of CIS 128 (grade ‘C’ or higher) or department approval.

CWB 163 Introduction to HTML
3 Credit hours 45 Contact hours
Provides an introduction to Hypertext Markup Language. Teaches students to write HTML, to create tags, format text, insert and manipulate images, create links, lists, tables and forms, and to work with style sheets.

CWB 175 Special Topics (Online Auctions)
3 Credit hours 45 Contact hours
Introduces the methods and techniques to become successful with online auctioning as either a buyer, a seller or both. Emphasis is on the eBay Phenomenon, computer requirements, HTML programming and Web page development, graphics and digital photography, email communications, security and privacy, and managing you auctions. Hands-on experience with application and programming will be included.

CWB 205 Complete Web Scripting
3 Credit hours 45 Contact hours
Explores the complete set of web scripting skills needed to develop Web Applications. Includes 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.
Prerequisite: Successful completion of CWB 163 (grade ‘C’ or higher).

CWB 221 Technology Foundations for E-Commerce
3 Credit hours 45 Contact hours
Provides the student with thorough knowledge of e-commerce architecture, relational database management systems, HTML, and network fundamentals.
Prerequisite: Successful completion of BUS 115, BUS 217, CIS 115, ECO 202, BUS 204, MAT 106 (grade ‘C’ or higher).

Correctional Services (See Criminal Justice)

Criminal Justice

CRJ 101 Basic Law Enforcement Training Academy
8 Credit hours 180 Contact hours
Conforms to Colorado P.O.S.T. standards and State certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a peace officer. Emphasis will be on simulating actual situations utilizing a lecture and laboratory mode of learning.
Prerequisite: Requires acceptance to CCA Police Academy

CRJ 102 Basic Law Enforcement Academy II
6 Credit hours 140 Contact hours
Conforms to P.O.S.T. standards 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 simulating actual situations utilizing a lecture and laboratory mode of learning.
Prerequisite: Requires acceptance to CCA Police Academy

CRJ 103 Basic Law Enforcement Training Academy III
2 Credit hours 45 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.
Prerequisite: Requires acceptance to CCA Police Academy

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.
Prerequisite: Requires acceptance to CCA Police Academy

CRJ 105 Basic Law
6 Credit hours 98 Contact hours
Covers constitutional and procedural considerations 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.
Prerequisite: Requires acceptance to CCA Police Academy

CRJ 106 Arrest Control
3 Credit hours 96 Contact hours
Covers the skill, knowledge and abilities necessary to effectively maintain control of a suspect when making an arrest. Emphasizes the continuum of force and de-escalation of force.
Prerequisite: Requires acceptance to CCA Police Academy

CRJ 107 Driving
3 Credit hours 45 Contact hours
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.
Prerequisite: Requires acceptance to CCA Police Academy

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.
Prerequisite: Requires acceptance to CCA Police Academy

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. An 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
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
Covers constitutional and procedural considerations affecting arrest, search and seizure, post-conviction treatment, origin, development, philosophy, and constitutional basis of evidence. Focuses on degrees of evidence and rules governing admissibility, judicial decisions interpreting individual rights, and an analysis of 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  
Explores 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  
An in-depth 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 in-depth 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 and preparing initial reports and sketches. Includes processing evidence and related criminalistic procedures. Covers interviewing suspects, witnesses and victims to include the recording of identifications and descriptions.

CRJ 135 Judicial Functions  
3 Credit hours  45 Contact hours  
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  
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  
Covers the post-conviction corrections process; the development of a correctional philosophy, theory, and practice; a description of institutional operation, programming, and management; community-based corrections, probation, and parole.

CRJ 146 Community Based Corrections  
3 Credit hours  45 Contact hours  
An analysis of community based correctional programs and procedures. Emphasis on environment and the relationship to public safety, rehabilitation, and punishment.

CRJ 150 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.

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

CRJ 190 Financial Investigations  
3 Credit hours  45 Contact hours  
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 as 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 searchers, 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  
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.  
Prerequisite: Successful completion of CRJ 209 (grade of ‘C’ or higher), or permission of Department Chair.

CRJ 212 Criminal Investigation III  
2 Credit hours  30 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. Focuses on an in-depth 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 operations are also components of this class.  
Prerequisite: Successful completion of CRJ 209 and/or CRJ 211 (grade of ‘C’ or higher), or permission of Department Chair.

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 in-depth 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.  
Course note: Formerly CRJ 218 Addictive Process
CRJ 219 Police Intelligence
2 Credit hours 30 Contact hours
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.
Prerequisite: Class open only to CRJ majors, law enforcement and security personnel; others with permission of the Department Chair.

CRJ 220 Human Relations and Social Conflicts
3 Credit hours 45 Contact hours
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.
Prerequisite: Successful completion of CRJ 110 (grade of 'C' or higher) or equivalent.

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

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

CRJ 231 Introduction to Forensic Science and Criminalistics
3 Credit hours 45 Contact hours
Focuses on the fundamentals of forensic science that are essential for gathering evidence at the crime scene and analyzing it in the crime laboratory.

CRJ 232 Court Jury Management
3 Credit hours 45 Contact hours
This 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.
Prerequisite: Requires acceptance to the CCA Police Academy, or permission of the Academy Director.

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 248 Simunitions® Tactical Officer Training
1 Credit hour 15 Contact hours
This course will introduce police cadets and law enforcement personnel to the use of Simunitions® tactical scenario-based training to complement their law enforcement firearms training. Through classroom and scenario-based training, students will evaluate, exercise, and critique proper legal firearms-use decisions in a variety of situations. Students will receive critical, evaluated practical experience covering a wide range of scenarios commonly encountered including EDPs (Emotionally Disturbed Persons), domestic disputes, vehicle and pedestrian stops, arrests, felonies in progress, and terrorist events.

3 Credit hours 45 Contact hours
This course will introduce and train criminal justice, government, and emergency services providers to Weapons of Mass Destruction (WMD), their origins and military use, hazards associated with each WMD category, their potential for use as terrorist weapons, procedures for recognizing WMD attacks, and agency responses to managing the aftermath of a WMD attack.

CRJ 258 Threat and Vulnerability Assessment and Counterintelligence
3 Credit hours 45 Contact hours
This course will introduce criminal justice, government, emergency services, and private industry to intelligence agencies, their history, methodologies of intelligence and counterintelligence, and the relationships between intelligence and criminal justice agencies. Emphasis will be on terrorist and counterterrorist activities and vulnerability studies; using intelligence and vulnerability analysis to identify terrorist threats, create and rank vulnerability assessments, and develop realistic counter-measures and management strategies.

CRJ 260 Police Photography
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 consists of current methods and techniques of police photography. Use, nomenclature, and operation of 35mm, 4x5, and digital cameras and equipment at simulated crime scenes and traffic accidents is studied and practiced; development, printing, and enlargement of photos are also studied.
Course: CRJ 264 Practical Homicide 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.
The student will be introduced to the investigation of death from the medical-legal standpoint. The course will discuss all aspects of such an investigation from the findings and identification of the deceased to 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.
Prerequisite: Successful completion of one of the following: CRJ 209, CRJ 211, CRJ 231, or CRJ 240 (grade ‘C’ or higher), or permission of Department Chair.

Course: CRJ 275 Special Topics
1-6 Credit hour(s) 15-90 Contact hour(s)
This course provides students with a vehicle to pursue in depth exploration of special topics of interest.

Course: CRJ 280 Internship
1-6 Credit hour(s) 15-270 Contact hour(s)
Placement in the criminal justice field to integrate theory with practice.

Course: CRJ 286 Directed Studies
1-6 Credit hour(s) 15-90 Contact hour(s)
An independent project designed to enhance the student's ability by concentrating on an assignment more complex than that achieved in a classroom setting.

Course: PSM 132 Threat and Vulnerability Assessment and Counterintelligence
3 Credit Hours 45 Contact hours
Examines the variety of new indicators, warning methodologies, and analytical tools available to analysts; review of the extensive academic, governmental, and policy literature on terrorism forecasting that has been developed to assess and forecast terrorism in its numerous dimensions. Students will comprehend the various analytical capabilities of the types of terrorist threats that are most likely to confront the U.S.A. and its allies in the near future, and predict how to develop proactive defenses for the long term protection of our society.
Course note: Formerly CRJ 258

Course: PSM 133 Homeland Security: Weapons of Mass Destruction
3 Credit hours 45 Contact hours
Provides overview of the radiological, chemical, biochemical, and biological threat to Homeland Security. Analysis of the agents and means of dissemination or attack that an adversary nation, group, or terrorist cell may employ to deliver these agents; review the current and projected means, techniques, and procedures for defense against such agents; review of theory and practices in chemical and biological threats to develop proactive defense postures to top these threats.
Course note: Formerly CRJ 257

Course: PSM 204 Terrorism
3 Credit hours 45 Contact hours
Provides the student with an interactive opportunity for students to develop enforcement strategies for investigating terrorism, intelligence gathering, and justice. The course will focus on the history and development of traditional and non-traditional terrorist actors, cells, supporting countries, and homeland defensive methodologies for the security professional. The operational strategies of law enforcement in combating terrorism, including electronic surveillance, intelligence operations, and covert operations will be discussed and applied in role-play situations.
Course note: Formerly CRJ 259

Course: PSM 301 Dance
1 Credit hour 15 Contact hour
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.

Course: PSM 302 Jazz II
1 Credit hour 15 Contact hour
Prerequisite: DAC 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.

Course: PSM 303 Ballet I
1 Credit hour 15 Contact hour
Introduces the basic techniques of ballet which are built upon the knowledge of ballet terminology, fundamental exercises, and basic elements of dance.

Course: PSM 304 Tap I
1 Credit hour 15 Contact hour
Introduces basic tap dance movements and techniques. The shuffle, ball change, brush, flap heel drop, stomp, and stamp step are covered.

Course: PSM 305 Dance for Musical Theatre I
3 Credit hours 45 Contact hours
Introduces students to dance within the context of musical theatre. Enables the student to practice non-verbal communication and expressive movement techniques.
ECE 112 Introduction to Infant/Toddler Lab Techniques
3 Credit hours 75 Contact hours
Includes a classroom seminar and placement in an infant and/or toddler setting. The supervised placement provides the student with the opportunity to learn to observe, to practice appropriate interactions, and to develop effective guidance and nurturing techniques with infants and/or toddlers. Addresses ages prenatal through 2.
Prerequisite: Successful completion of ECE 111 (grade ‘C’ or higher) or Co-requisite: ECE 111, health screening and background check

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.

ECE 127 Music/Movement for the Young Child
3 Credit hours 45 Contact hours
Focuses on the purposes of incorporating music and movement into the early childhood curriculum. Through active participation with hands-on experiences, students experience the play and growth of the children and develop their own areas of expertise.

ECE 129 Outdoor Learning Environments
1.5 Credit hours 15-45 Contact hours
Focuses on designing learning environments in a variety of outdoor settings appropriate to young children. Includes playgrounds, field trips and game sites.

ECE 155 Family and Parenting Issues
1 Credit hour 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.

ECE 175 Special Topics
1 Credit hour 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.

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.

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.

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.

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.

ECE 228 Language and Literacy
3 Credit hours 45 Contact hours
Presents strategies for optimum language development, literacy, social and emotional development. Supports children’s language and literacy (including English language learners) in home, classroom, and community settings. Supports appropriate teacher/children verbal interactions, classroom environments, and activities. Addresses ages birth through age 8.

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. Addresses ages birth through age 12.

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.

ECE 246 The Exceptional Child
3 Credit hours 45 Contact hours
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 child with a wide range of exceptionalities. Focuses on ages birth through age 8.
Prerequisite: Successful completion of PSY 238 (grade ‘C’ or higher).

ECE 275 Special Topics: The Exceptional Child II Creating Successful Inclusive Experiences
3 Credit hours 45 Contact hours
This course addresses methods and strategies to adapt early childhood environments for children with special needs. Inclusive ways to foster all developmental areas regardless of a child’s needs as well as adaptations in the daily routine. Teaming and collaboration skills will be addressed as well as supports to be found in the community for child, family, and early childhood educators.

ECE 275 Special Topics: Major Risk Factors for Young Children: Child Abuse, Neglect and Prenatal Exposure
3 Credit hours 45 Contact hours
This course reviews three major risk factors for young children including abuse, neglect, and prenatal exposure. The content will include the different types of abuse and neglect, how to recognize possible abuse/neglect, legal responsibilities of the child care provider, effects of prenatal drug/alcohol exposure, basics of adapting the classroom, impact of these risk factors on the family and child, and resources in the community available to the provider.
ECE 275 Special Topics: Literacy Development for the Early Childhood English Language Learner
3 Credit hours  45 Contact hours
The student will learn how to plan content and implementation for oral language and literacy development. The focus of literacy instruction in building the foundation for future literacy development will be understood by concentrating on expanding children’s language, monitoring oral Language, use of natural language, descriptors of emergent readers and writers, and learning how to develop reading and writing as an ongoing process for students.

ECE 275 Special Topics: Advanced Director’s Roundtable
3 Credit hours  45 Contact hours
This course is set to meet the Colorado Department of Human Services Licensing recertification required every 5 years for all child care center directors working in Colorado. Set up as a participatory seminar with topics related to the Colorado Core Knowledge and Standards, experienced directors meet to discuss pertinent issues related to child care.

ECE 288 Practicum: Early Childhood Education
3 Credit hours  75 Contact hours
Provides students with advanced field experience opportunities in early childhood education programs.
Prerequisite: Director Certificate Coursework, approval of Department Chair.

ECE 289 Capstone: Early Childhood Education
3 Credit hours  75 Contact hours
Incorporates a demonstrated culminating of learning within a given program of study.
Prerequisite or Co-requisite: Successful completion of ECE 288 (grade ‘C’ or higher).

ECONOMICS

ECO 101 Economics of Social Issues
3 Credit hours  45 Contact hours
Examines the major socio-economic issues of the past century. Covers poverty and growth, education, health care, pollution and discrimination.
Prerequisite: Successful completion of ECO 201 and ECO 202 (grade ‘C’ or higher).
Course note: Formerly ECO 205

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.
Course Note: This is a statewide guaranteed transfer course.
Course note: Also Available As An Online Course

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.
Course Note: This is a statewide guaranteed transfer course.
Course note: Also available as an online course

ECO 208 Investment Analysis
3 Credit hours  45 Contact hours
A study of commercial and investment banking tools, emphasizing personal investment strategies. Students explore issues of financing business organizations and the stock market.
Prerequisite: Successful completion of ECO 201 (grade ‘C’ or higher).

ECO 235 International Economics
3 Credit hours  45 Contact hours
Focuses on international economic interdependence. Analyzes the foundations of trade theory, international trade organizations and trade policies, regional trade arrangements, international financial institutions, and e-trade.
Prerequisite: Successful completion of ECO 201 or ECO 202 (grade ‘C’ or higher)
Course note: Formerly ECO 270

ECO 285 Research Methods
3 Credit hours  45 Contact hours
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.
Prerequisite: Successful completion of ECO 201 and ECO 202 (grade ‘C’ or higher).
Course note: Formerly ECO 200

EDUCATION

EDU 110 Overview of Special Populations for Para educators
3 Credit hours  45 Contact hours
Provides students with knowledge in the areas of: laws and history of special education; roles and responsibilities of Para educators; planning for students with disabilities; typical and non-typical developmental stages of children and youth; basic learning concepts; cognitive, communicative, physical and affective needs of students with disabilities; understanding people with disabilities; transition, job coaching; and how to teach students self-advocacy skills.

EDU 111 Communication Skills with Special Populations for Para educators
3 Credit hours  45 Contact hours
Provides knowledge in areas of effective communication skills; problem solving techniques; and analyzing self as communicator.

EDU 114 Student Behavior Management for Para educators
3 Credit hours  45 Contact hours
Provides students knowledge in the areas of behavior modification; teaching appropriate behaviors; contingency contracts; observing and recording behavior; lunchroom supervision; and playground supervision.

EDU 131 Introduction to Adult Education
3 Credit hours  45 Contact hours
Introduces the students to the basic concepts in the instruction of adults. Emphases will be placed on understanding the adult learner and how their individual backgrounds and experiences can affect the learning process. Additionally the course will cover applicable federal and state legislation which affects adult learning programs and will offer information on additional resources and associations in the field of Adult Education.

EDU 132 Planning, Organizing and Delivering Adult Education Instruction
3 Credit hours  45 Contact hours
Covers the basics of planning an adult education program, organizing instruction within the various content areas and delivering the material in a variety of ways, both in groups and individualized instruction. A wide variety of learning principles and theories will be addressed in ways that show their applicability to the adult learner and his/her education.

EDU 133 Adult Basic Education (ABE)/Adult Secondary Education
3 Credit hours  45 Contact hours
Specifically addresses the different levels within an Adult Education program. Each level will be addressed in terms of appropriate assessment tools and instructional techniques. Emphasis will be placed on teaching ways that the adult education instructor can encourage the development of cognitive skills at each level, as a springboard to the next higher level.
Prerequisite/Co-requisite: Successful completion of EDU 131 (grade ‘C’ or higher).
EDU 134 Teaching English as a Second Language to Adult Learners
3 Credit hours 45 Contact hours
Introduces the development and implementation of a program to teach English to adults whose first language is not English. Topics will range widely from an assessment and placement to the theories behind language acquisition. Students will also cover a wide variety of methodologies, both group and individualized, that are aimed at teaching the non-English speaker the written and verbal skills necessary to successfully function in the United States.
Prerequisite/Corequisite: Successful completion of EDU 131 (grade ‘C’ or higher)

EDU 135 Family Literacy in Adult Education
3 Credit hours 45 Contact hours
Introduces the student to the philosophy and theory behind family literacy, and gives practical advice on the development and implementation of a family literacy program. The four-component model of adult education, early childhood education, parent and child together time (PACT) and parenting will be covered, both in theory and practical application.
Prerequisite/Corequisite: Successful completion of EDU 131 (grade ‘C’ or higher).

EDU 141 Basic Instructional Techniques for Paraprofessionals
3 Credit hours 45 Contact hours
Provides students with knowledge in the areas of delivering instruction; grouping students; reading with students; modifying instructional materials; using technology; and utilizing adaptive equipment.

EDU 188 Practicum I
1 Credit hour 15 Contact hours
Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the education facility and with the direct guidance of the instructor.

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.
Prerequisite: Appropriate assessment score. (Sentence skills 95 or above)

EDU 232 Literacy in the Multicultural/Multilingual Classroom
3 Credit hours 45 Contact hours
Introduces students to the theories, methods, and techniques for teaching reading and language to children from diverse cultural and linguistic backgrounds. Includes field experience applying coursework with children.

EDU 233 English Language Learning (K-6)
3 Credit hours 45 Contact hours
Prepares teachers who work with limited English proficient students to learn strategies to develop English Language Learners’ (ELLs’) social and academic English and supports their transition to US culture and schools. This course is appropriate in a variety of program models: mainstream classrooms, self-contained ESL classrooms, and bilingual programs and may be adapted for use with pre-service teachers.
Prerequisite: Appropriate assessment score. (Sentence skills 95 or above)

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.

EDU 261 Teaching, Learning and Technology
3 Credit hours 45 Contact hours
Prepares students to integrate technology into their teaching curriculum. Enables the student to design educational and training materials incorporating instructional technology. I. Explores a variety of technologies, including the computer, internet, multimedia, graphics, audio, and text with an emphasis on increasing learning through their use. Examines combining technology with a variety of instructional methodologies.

EDU 288 Practicum II
1 Credit hour 15 Contact hours
Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the education facility and with the direct guidance of the instructor.

EMERGENCY MEDICAL PROVIDER

EMS 115 First Responder
3 Credit hours 45 Contact hours
Provides the student with core knowledge and skills to function in the capacity of a first responder arriving at the scene of an emergency, providing supportive care until advanced EMS help arrives. Upon successful course completion, the student will be eligible to take a certification exam and the first responder level.

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 136 EMT/Paramedic Safety Issues in the Field
1 Credit hour 15 Contact hours
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 patient problems, verbal communication, control techniques, physical control techniques for the problem patient and specific techniques for scene control.
Prerequisites: Requires acceptance to CCA EMP Program

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 Bridge
4 Credit hours 80 Contact hours
Prepares currently certified EMT-Basics to transition into the EMT- Intermediate or EMT-Paramedic programs.
Prerequisites: Requires acceptance to CCA EMP Program, Colorado EMT Basic Certified and CPR.

EMS 203 EMT Intermediate I
6 Credit hours 135 Contact hours
Course provides preparatory information and is the first part of the EMT Intermediate program.
Prerequisites: Requires acceptance to CCA EMP Program and successful completion of EMS 125 or EMS 202 (grade ‘C’ or higher). Must have successfully completed or be concurrently enrolled in BIO 201 (grade of ‘C’ or higher).

EMS 205 EMT Intermediate II
6 Credit hours 135 Contact hours
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.
Prerequisites: Requires acceptance to CCA EMP Program and all other requirements as listed EMS 203.
EMT-Paramedic

EMS 270 EMT Intermediate Clinical
3 Credit hours
Between 90 and 330 Contact hours – Dependent on advancement into EMS 225
Provides the EMT Intermediate students with the clinical experience required of initial and some renewal processes.
Prerequisites: Requires acceptance to CCA EMP Program and all other requirements as listed EMS 203.

EMS 225 Fundamentals of Paramedic Practice
3 Credit hours 45 Contact hours
First course of National Standard Paramedic Curriculum as approved by the Colorado State Department of Health and Environment.
Prerequisites: Requires acceptance to CCA EMP Program. Must have successfully completed EMS 203, EMS 205, EMS 270 and BIO 201 (grade ‘C’ or higher). Must have successfully completed or be concurrently enrolled in BIO 202 (grade ‘C’ or higher).

EMS 226 Fundamentals of Paramedic Practice - Lab
2 Credit hours 60 Contact hours
Lab experience to coincide with EMS 225 topics.
Prerequisites: Requires acceptance to CCA EMP Program and all other requirements as listed in EMS 225.

EMS 227 Paramedic Special Considerations
3 Credit hours 60 Contact hours
Comprehensive study of Advanced Life Support Practice.
Prerequisites: Requires acceptance to CCA EMP Program and all other requirements as listed in EMS 225.

EMS 228 Paramedic Special Considerations - Lab
2 Credit hours 60 Contact hours
Lab experience for those students enrolled in EMS 227.
Prerequisites: Requires acceptance to CCA EMP Program and all other requirements as listed in EMS 225.

EMS 229 Paramedic Pharmacology
3 Credit hours 45 Contact hours
Comprehensive study of emergency pharmacology.
Prerequisites: Requires acceptance to CCA EMP Program and all other requirements as listed in EMS 225.

EMS 230 Paramedic Pharmacology - Lab
2 Credit hours 60 Contact hours
Required lab course in paramedic education program.
Prerequisites: Requires acceptance to CCA EMP Program and all other requirements as listed in EMS 225.

EMS 231 Paramedic Cardiology
5 Credit hours 75 Contact hours
Cardiology topics as presented in the National Standard Curriculum for paramedics.
Prerequisites: Requires acceptance to CCA EMP Program and all other requirements as listed in EMS 225.

EMS 232 Paramedic Cardiology - Lab
1 Credit hour 30 Contact hours
Hands on application of principles of cardiac care in the hospital environment.
Prerequisites: Requires acceptance to CCA EMP Program and all other requirements as listed in EMS 225.

EMS 233 Paramedic Medical Emergencies
4 Credit hours 60 Contact hours
Comprehensive study of adult medical emergencies.
Prerequisites: Requires acceptance to CCA EMP Program and all other requirements as listed in EMS 225.

EMS 234 Paramedic Medical Emergencies - Lab
1 Credit hour 30 Contact hours
Clinical study of adult and pediatric medical emergencies.
Prerequisites: Requires acceptance to CCA EMP Program and all other requirements as listed in EMS 225.

EMS 235 Paramedic Trauma Emergencies
4 Credit hours 60 Contact hours
Comprehensive study of adult and pediatric trauma emergencies.
Prerequisites: Requires acceptance to CCA EMP Program and all other requirements as listed in EMS 225.

EMS 236 Paramedic Trauma Emergencies - Lab
1 Credit hour 30 Contact hours
Lab presenting various acute trauma scenarios.
Prerequisites: Requires acceptance to CCA EMP Program and all other requirements as listed in EMS 225.

EMS 237 Paramedic Internship Preparatory
2 Credit hours 30 Contact hours
Reviews concepts and techniques used in the pre-hospital setting.
Prerequisites: Requires acceptance to CCA EMP Program and all other requirements as listed in EMS 225.

EMS 280 Paramedic Internship I
6 Credit hours 250 Contact hours
Preceptor/Internship program for paramedic students.
Prerequisites: Requires acceptance to CCA EMP Program and all other requirements as listed in EMS 225.

EMS 281 Paramedic Internship II
6 Credit hours 250 Contact hours
Preceptor/Internship program for paramedic students.
Prerequisites: Requires acceptance to CCA EMP Program and all other requirements as listed in EMS 225. Must have successfully completed EMS 225 through EMS 237 (grade ‘C’ or higher).

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.
Prerequisite: Appropriate assessment scores. (SS: 25 – 49, ACT English: 15).

ENG 060 Writing Fundamentals
3 Credit hours 45 Contact hours
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.
Prerequisite: Successful completion of ENG 030 (grade ‘C’ or higher) or appropriate assessment scores. (SS: 50 – 69, ACT English: 16).

ENG 090 Basic Composition
3 Credit hours 45 Contact hours
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.
Prerequisite: Successful completion of ENG 060 (grade of ‘C’ or higher) or appropriate assessment scores. (SS: 70 – 94, ACT English: 17).

ENG 121 English Composition I
3 Credit hours 45 Contact hours
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.
Prerequisite: Successful completion of ENG 090 (grade of ‘C’ or higher) or appropriate assessment score (SS: 95 above, ACT English: 18, SAT Verbal: 640).
Course Note: This is a statewide guaranteed transfer course.

2005 - 2006
English Composition II
3 Credit hours 45 Contact hours
Expands and refines the objectives of English Composition I. Emphasizes critical and logical thinking and writing, problem definition, research strategies, and writing analytical, evaluative, and/or persuasive papers that incorporate research. Basic Word Processing skills needed.
Prerequisite: Successful completion of ENG 121 (grade of 'C' or higher).
Course Note: This is a statewide guaranteed transfer course.

Technical Writing I
3 Credit hours 45 Contact hours
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.
Prerequisite: Appropriate assessment score.

Technical Writing II
3 Credit hours 45 Contact hours
Expands and refines the objectives of ENG 131, emphasizing formal presentations, both written and oral.
Prerequisite: Successful completion of ENG 131 (grade of 'C' or higher).

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

Creative Writing II
3 Credit hours 45 Contact hours
Provides continued development of written expression in such forms as poetry, fiction, and/or nonfiction writing.
Prerequisite: Successful completion of ENG 221 (grade of 'C' or higher) or permission of Department Chair.

Poetry Writing
3 Credit hours 45 Contact hours
Teaches techniques for creating poems, including study of figurative language, forms, and sound patterns of poetry.
Prerequisite: Successful completion of ENG 221 (grade of 'C' or higher) or permission of Department Chair.

English as a Second Language

Low Beginning ESL
3 Credit hours 45 Contact hours
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.
Prerequisite: Appropriate score on entrance test.

Basic Pronunciation
3 Credit hours 45 Contact hours
Provides listening and speaking activities that help students recognize and produce English vowel and consonant sounds and common stress and intonation patterns.
Prerequisite: Successful completion of ESL 031 or ESL 041 (grade of 'C' or higher) or appropriate assessment score.

Intermediate Pronunciation
3 Credit hours 45 Contact hours
Provides listening, speaking, and reading activities that help students recognize and produce a variety of stress and intonation patterns in English.
Prerequisite: Successful completion of ESL 031 or ESL 041 (grade of 'C' or higher) or appropriate assessment score.

Basic Grammar
4 Credit hours 60 Contact hours
Assists the student in mastering basic structures in English grammar through oral and written practice.
Prerequisite: Appropriate score on entrance test.

Intermediate Grammar
3 Credit hours 45 Contact hours
Reviews basic grammar and introduces intermediate structures. Provides integrated practice through a variety of oral and written exercises.
Prerequisite: Successful completion of ESL 021 (grade of 'C' or higher) or appropriate assessment score.

Advanced Grammar
3 Credit hours 45 Contact hours
Reviews intermediate grammar. Introduces advanced structures with increased emphasis on written communication.
Prerequisite: Successful completion of ESL 021 (grade of 'C' or higher) or appropriate assessment score.

Basic Conversation
3 Credit hours 45 Contact hours
Focuses on listening and speaking activities that help the student communicate more competently. Provides practice with pronunciation, vocabulary, and basic grammatical patterns.
Prerequisite: Appropriate placement score.

Intermediate Conversation
3-4 Credit hours 45-60 Contact hours
Teaches listening, pronunciation, and conversation skills. Increases speed and accuracy in speaking through free and guided conversational practice.
Prerequisite: Successful completion of ESL 031 (grade of 'C' or higher) or appropriate placement score.

Advanced Conversation
3-4 Credit hours 45-60 Contact hours
Implements students with opportunities to increase the listening and speaking skills required in academic and work situations. Emphasizes vocabulary building, listening and note taking strategies, as well as questioning, discussion, and presentation skills.
Prerequisite: Successful completion of ESL 032 (grade of 'C' or higher) or appropriate placement score.

Basic Reading
3 Credit hours 45-60 Contact hours
Improves comprehension of simple written texts through vocabulary building and reading strategies.
Prerequisite: Appropriate placement score.

Intermediate Reading
3 Credit hours 45-60 Contact hours
Helps the student to read more quickly, accurately and understand a variety of intermediate level reading material.
Prerequisite: ESL 041 or appropriate placement score.

Advanced Reading
3 Credit hours 45 Contact hours
Prepares the student for academic reading assignments. Assists the student to read more accurately and critically through the development of vocabulary knowledge and reading skills. Introduces research skills.

Intermediate Composition
3 Credit hours 45 Contact hours
Introduces the fundamentals of paragraph organization and development. Assists the student in developing sentence variety and grammatical competency within well organized paragraphs.

Advanced Composition
3 Credit hours 45 Contact hours
Reviews paragraph organization and develops the skill of writing essays using selected rhetorical modes. Emphasizes accurate use of the advanced grammatical structures. Includes summarizing, paraphrasing, and research writing.

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

Basic Language Skills
6 Credit hours 90 Contact hours
Develops and strengthens the reading, writing, listening, speaking, and grammar production skills of non-native English speakers whose assessment scores reflect a readiness to benefit from basic level ESL courses.
ESL 072 Intermediate Language Skills
6 Credit hours 90 Contact hours
Provides intermediate and high intermediate English language students with intensive instruction and practice in reading, writing, and speaking English. Teaches intermediate and advanced level grammar concepts. Prepares students for further academic and vocational study.

**Equipment and Transportation Technology**

**DPM 101 Shop Safety**
2 Credit hours 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 40 Contact hours
Students perform preventive maintenance on heavy equipment and trucks, and complete appropriate maintenance records.

**DPM 185 Internship I**
3 Credit hours 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.

**DPM 221 Engine II**
15 Credit hours 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.

**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 Studies**
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 hours 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 60 Contact hours
Presents hands-on introduction to video production that must be taken with FVT 160. Students work in pairs structuring and shooting exercises and original projects to be edited in FVT 160. Students are responsible for departmental cameras, tripods, and lights while working on projects outside class.  
Co-requisite: FVT 160

**FVT 107 Production Visualization I**
3 Credit hours 60 Contact hours
Students learn lighting and camera equipment and techniques for film and video as they acquire skills to direct the eye of the audience within the frame, creating mood and subtext through manipulation of camera, lighting, lenses, blocking, color and composition.

**FVT 117 Understanding the Actors Process**
3 Credit hours 60 Contact hours
Designated for beginning directors, this course 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 in the context of the Stanislavski system.

**FVT 118 Actor Improvisation**
3 Credit hours 60 Contact hours
A course in actor improvisation for the creation of realistic, believable performances for the camera. Listening, being in the moment and attention to circumstances are stressed.  
Prerequisite: Successful completion of FVT 117 (grade “C” or higher).

**FVT 150 Development of Film Expression**
3 Credit hours 60 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, and 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 60 Contact hours
Introduces 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. Students shoot a final class project.

**FVT 155 Writing the Short Script**
3 Credit hours 60 Contact hours
Students write, improve and perfect their own scripts throughout the course, building a portfolio for use in student productions while writing for all manners of short subject including commercials, public service announcements (PSA), and informational videos.

**FVT 160 Video Post Production I**
3 Credit hours 60 Contact hours
Must be taken with FVT 105. Students edit projects and exercises on digital edit stations and learn the basics of storytelling in post production, including pacing, aesthetics, and audio editing techniques.  
Co-requisites: FVT 105

**FVT 164 Introduction to Digital Editing - Avid Xpress Pro**
3 Credit hours 60 Contact hours
Covers digitizing, compression, inputting, outputting, and software integration as well as the principles of nonlinear editing are covered. Final projects are output to digital tape. Avid Xpress Pro software is thoroughly explored in a series of instructional exercises.
FVT 181 Topics in Film Studies
3 Credit hours 60 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 60 Contact hours
Surveys the Post War movements that revitalized world cinema and got production out of the studios and into the streets. The work of Rossellini, De Sica, Goddard, Truffant, and Renois are stressed.

FVT 184 Landmarks of Contemporary Cinema
3 Credit hours 60 Contact hours
Survey course that 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 60 Contact hours
An overview of the subject including historical and contemporary examples. Classroom visits with local documentary filmmakers, analysis of documentary techniques, finding the story and the challenges of the medium.

FVT 186 The Horror Movie
3 Credit hours 60 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.: Vampires, Mad Scientists, Zombies, etc.

FVT 187 The Science Fiction Movie
3 Credit hours 60 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. 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 188 The Comedy Movie
3 Credit hours 60 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 60 Contact hours
Engage students in more advanced productions using more sophisticated techniques and equipment in completing two original video productions. Pre-production planning and budgeting, working with actors and resource management with the aim of maximizing production value are stressed.

Prerequisites: Successful completion of FVT 105, 150, 160 or 164 or 107 (grade ‘C’ or higher).
Co-requisite: FVT 215.

FVT 205 Film/Video Camera
3 Credit hours 60 Contact hours
Examines how video and 16mm film cameras work, and various techniques used in composition and the acquisition of images. Lenses, light filters formats, CCDs, 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.

Prerequisites: Successful completion of FVT 105, 150, 160 (grade ‘C’ or higher) or instructor permission.

FVT 206 Film/Video Lighting and Grip
3 Credit hours 60 Contact hours
Includes lighting, stands, flags, grids, diffusion, light meters, waveform, etc. Lighting aesthetics in interior, exterior, location and studio settings, lighting for close-up, large areas and product shoots and balancing for color temperature.

Prerequisites: Successful completion of FVT 105, 150, 160 (grade ‘C’ or higher) or instructor permission.

FVT 207 Production Visualization II
3 Credit hours 60 Contact hours
In a continuation from FVT 107, students master advanced lighting, camera equipment and techniques for film and video as they hone skills with camera, lighting, blocking, and color. There is a concentration on lighting for movement and blocking for actors and camera in dynamic composition.

FVT 208 Sound for Film/Video
3 Credit hours 60 Contact hours
Covers sound acquisition (equipment and techniques), sound perspective and sync as well as covering post-production methods including an introduction to sweetening, Foley, and ProTools TDM 24 station and Digi 001 and 002 stations.

Prerequisites: Successful completion of FVT 105, 150, 160 (grade ‘C’ or higher).

FVT 209 Production Management Techniques
3 Credit hours 60 Contact hours
Break down a film or TV show. This course teaches students to plan, schedule, and budget the shoot using production boards and Scheduling and Budgeting software.

Prerequisites: Successful completion of FVT 105, 150, 160 (grade ‘C’ or higher).

FVT 215 Video Post Production II
3 Credit hours 60 Contact hours
Must be taken with FVT 200. Students edit exercises and their Production 2 projects utilizing our Advanced Edit Lab and FCP HD. Finding the story and cutting for character and narrative are stressed while importing sound files is covered.

Prerequisites: Successful completion of FVT 105, 150, 164 or 155 or 107 (grade ‘C’ or higher).
Co-requisite: FVT 200.

FVT 217 Acting for the Screen
3 Credit hours 60 Contact hours
This course builds on FVT 117, understanding the actor’s process, and is designed for students with an interest and aptitude for on-camera performance. Focus on circumstances, objectives (conscious and unconscious) and textual analysis in scene study work, and trusting the actor’s transparency.

Prerequisites: Successful completion of FVT 117 (grade ‘C’ or higher).

FVT 218 Actor Movement and Action
3 Credit hours 60 Contact hours
An acting workshop in physical expression for the screen. Includes stunts and choreography, and selling action to the camera.

Prerequisites: Successful completion of FVT 117 (grade ‘C’ or higher).

FVT 219 Acting in Productions Workshop
3 Credit hours 60 Contact hours
Students perform in advanced student productions and professional projects in this capstone course for the Acting for the Screen Certificate Program. Students should perform a variety of roles giving evidence of their ability to create believable characters with convincing through lines in this guided study course. Students use the class times as a workshop in textual analysis and character development with the instructor providing the role of acting coach in performance realization. The performances developed in this course should be captured to a DVD as a component of the actor’s resume.

Prerequisites: Successful completion of FVT 117, 118, 217 (grade ‘C’ or higher).
FVT 220 16MM Production
3 Credit hours 60 Contact hours
Provides skills to master 16mm and super 16mm cameras and the DAT for sound sync procedure. Students pitch scripts to class for selection as semester projects, then crew and produce them. 
Prerequisites: FVT 105, 209, 150, 153, 160, 107 (grade ‘C’ or higher).

FVT 250 Script Writing for Film and Video
3 Credit hours 60 Contact hours
Develops screen writing skills, focusing on the basic format of the craft, scene construction, genre conventions, three act structure, characterization and idea generation. Students complete a 30 minute script suitable for shooting, or complete an act of a feature film script. 
Prerequisite: Successful completion of FVT 151 (grade ‘C’ or higher).

FVT 264 Introduction to Digital Effects
3 Credit hours 67 Contact hours
Introduces software and methods for creating digital effects in the post production environment. The coursework covers compositing 2D and 3D effects. Adobe After Effects Pro software is covered. 
Prerequisites: Successful completion of FVT 105, 150, 160, 200 and 215 (grade ‘C’ or higher).

FVT 265 DVD Authoring with DVD Studio Pro
3 Credit hours 60 Contact hours
Introduces DVD authoring. Students learn the ins and outs of DVD design and compression schemes, and then learn the Apple DVD Studio Pro software. A significant portion of this course is a workshop to author and burn a DVD, so students should bring a project into the course with them.

FVT 266 Flash, Motion Graphics for the Web
3 Credit hours 60 Contact hours
Introduces Flash, how to prepare motion graphics for streaming on the web, a practical, hands-on, software skills-based course. Topics include basic tool familiarity, vector drawing, symbol creation, symbol library management, key frames, frame-based animation, button creation layers, tweening, linking and targeting, and sound.

FVT 269 Audio Sweetening: Pro Tools
3 Credit hours 60 Contact hours
An advanced class in post production sound or “audio sweetening” using the industry standard Pro Tools software by Digi Design. Students work on exercises and projects using the TDM 24, 001, and 002 stations. Includes audio dialogue replacement (ADR) techniques.

FVT 275 Special Topics In Film Video
3 Credit hours 60 Contact hours
Offers a variety of courses such as: Film Video Business I, Post Production III, and other skills-based courses. 
Prerequisites: Depending on course

FVT 287 Internship
3 Credit hours TBA Contact hours
Provides Internship in the industry. Minimum of 130 hours. Does not take this course if you are planning to enter the UCD BFA program. 
Prerequisites: Successful completion of FVT 105, 150, 160, 200 and 215, 107 or 164, 207 or 208 or 209 (grade ‘C’ or higher).

MGD 111 Adobe Photoshop I
3 Credit hours 60 Contact hours
Introduces web site planning, design, and creation using industry-standards-based web site development tools. Screen-based color theory, web aesthetics, use of graphics editors, and intuitive interface design are explored.

MGD 141 Web Design I
3 Credit hours 60 Contact hours
Introduces web site planning, design, and creation using industry-standards-based web site development tools. Screen-based color theory, web aesthetics, use of graphics editors, and intuitive interface design are explored.

MGD 143 Motion Graphic Design I: (Software)
3 Credit hours 60 Contact hours
Stresses creation of animation and dynamic interactive media for web and multimedia applications. Students will learn how to animate objects, create symbols, and assemble motion twents.

MGD 153 3D Animation I
3 Credit hours 60 Contact hours
Encompasses all major aspects of creating 3D characters using animation software. Using developed characters, the student will learn how to animate for personality.

MGD 253 3D Animation II
3 Credit hours 60 Contact hours
Addresses more advanced aspects of creating 3D characters on the computer. Students also examine facial animation, lip synchronization, scene design and lighting set-ups. 
Prerequisite: Successful completion of MGD 153 (grade ‘C’ or higher).

MGD 268 DVD Authoring
3 Credit hours 45 Contact hours
Introduces students to all aspects of DVD authoring; covering source acquisition, DVD production, interface design, organization, management and appropriate DVD output solutions.

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. 
Course note: Does not apply to A.A. or A.S. degrees.

FOL 102 Conversational II
3 Credit hours 45 Contact hours
This is the second course in a sequence for beginning students who wish to understand and speak the target language. The material will continue to cover basic conversational patterns, expressions, and grammar. May be used as an elective where appropriate. 
Prerequisite: Successful completion of FOL 101 (grade ‘C’ or higher) or permission of Department Chair
Course note: Does not apply to A.A. or A.S. degrees

Core Foreign Languages
FOL 111 Foreign Language I
5 Credit hours 75 Contact hours
Begins a sequence dealing with 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. 
Prerequisite: Successful completion of ENG 090 or ENG 121 (grade ‘C’ or higher) or appropriate assessment score (SS: 95+, ACT English: 18, or SAT Verbal: 440 AND RC: 80, ACT Reading: 17)
FOL 112 Foreign Language II
5 Credit hours  75 Contact hours
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.
Prerequisite: Successful completion of FOL 111 (grade of "C" or higher) or permission of Department Chair.

FOL 114 Fast-Track Spanish Language I and II
5 Credit hours  75 Contact hours
Intensive high-beginner course designed to bridge beginning FOL courses with intermediate FOL courses.
Prerequisite: Two years of high school FOL or permission of Department Chair.

FOL 211 Foreign Language III
3 Credit hours  45 Contact hours
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.
Prerequisite: Successful completion of FOL 112 (grade of "C" or higher) or permission of Department Chair.
Course Note: This is a statewide guaranteed transfer course for German, Japanese, Russian and Spanish

FOL 212 Foreign Language IV
3 Credit hours  45 Contact hours
A continuation of Foreign Language III 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.
Prerequisite: Successful completion of FOL 211 (grade of "C" or higher) or permission of Department Chair.
Course Note: This is a statewide guaranteed transfer course for German, Japanese, Russian and Spanish

FRENCH (SEE FOREIGN LANGUAGE)

GEOGRAPHY

GEO 105 World Regional Geography
3 Credit hours  45 Contact hours
This course is an introductory course designed to facilitate an understanding of spatial relationships between and among the geographic regions of the world. Included are demographic and cultural (political, economic, and historic) forces related to the physical environments of selected regions. Methods of study include analysis of interrelationships between developed and developing regions, and the interactions between human societies and natural environments.
Course Note: This is a statewide guaranteed transfer course.

GEO 111 Physical Geography-Landforms
4 Credit hours  60 Contact hours
This course introduces the principles of landforms and soil as a major aspect of man's natural environment. Incorporates an integrated process of lecture, discussion, and laboratory assignments. The course may be transferred to universities and colleges as a science credit.

GEO 112 Physical Geography-Weather and Climate
4 Credit hours  60 Contact hours
This course introduces the principles of meteorology, climatology, world vegetation patterns, and world regional climate classification. The course is conducted through an integrated process of lecture, discussion, and laboratory assignments and may be transferred to colleges and universities as a science credit.

GERMAN (SEE FOREIGN LANGUAGES)

GEOLOGY

GEO 111 Physical Geology
4 Credit hours  90 Contact hours
Studies the materials of the earth, its structure, surface features, and the geologic processes involved in its development. This course includes laboratory experience.
Prerequisite: Successful completion of MAT 090 or above ANDREA 090 or ENGL 121 (grade of "C" or higher) or equivalent or appropriate assessment scores (EA: 61+ AND RC: 80+ or) (ACT Math: 17+ AND ACT Reading: 17+). SAT Verbal: 440+ satisfies reading requirement
Course Note: This is a statewide guaranteed transfer course.

GEO 121 Historical Geology
4 Credit hours  90 Contact hours
Studies the physical and biological development of the earth through the vast span of geologic time. Emphasizes the investigation and interpretation of sedimentary rocks, the record of ancient environments, fossil life forms, and physical events, all within the framework of shifting crystal plates. Course includes laboratory experience.
Recommended Prerequisite: Successful completion of GEO 111 (grade of "C" or higher) or permission of Instructor.
Course Note: This is a statewide guaranteed transfer course.

GEY 145 Earth Science
4 Credit hours  60 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. Part two will give an overview of weather and climate and how they relate to earth and its processes. Part three will provide the student with an overview of the solar system, stars and galaxies and the most recent scientific discoveries in astronomy. Part four is focused on oceanography as it studies the composition of oceans, seafloor, and diversity of ocean life. Field and in-classroom laboratory investigations of selected topics in the specific content areas are an integral part of the course. Lab and field safety training provided.

GEY 208 Geology Field Trip
3 Credit hours  113 Contact hours
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.
Prerequisite: Permission of Instructor

GEY 275 Special Topics
2.5-3 Credit hours  5-45 Contact hours
Present an overview of the special topic including one aspect of the earth and its 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.
Prerequisite: Permission from Instructor

GEY 285 Independent Study
1-6 Credit hours  15-90 Contact hours
This course meets the individual needs of students. Students engage in intensive study of research under the direction of a qualified instructor.
Prerequisite: Permission from Instructor

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.

HWE 208 Expressive Painting for Healing
1 Credit hour  15 Contact hours
Teaches the stress reduction and personal growth techniques of relaxation and free
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 this discipline. This is a stand-alone course; HIS 201 is not a prerequisite.
Prerequisite: Successful completion of ENG 090 or ENG 121 (grade ‘C’ or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440).
Course Note: This is a statewide guaranteed transfer course.

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 history 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 and Mexican periods, the fur traders and mountain men, the gold rush, railroad builders, the cattlemen and farmers, the silver boom, the tourists, and the modern state.
Prerequisite: Successful completion of ENG 090 or ENG 121 (grade ‘C’ or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440).

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.
Prerequisite: Successful completion of ENG 090 or ENG 121 (grade ‘C’ or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440).
Course Note: This is a statewide guaranteed transfer course.

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.

HIS 255 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 public institutions. There are five options: archival research, oral history research, historic preservation, museum practices, or the history of social problems.

Holistic Health Professions

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.

HHP 161 Meditation for Health
1 Credit hour 15 Contact hours
Incorporates the 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.
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, Egyptians, and Africans verified by modern scientific research.

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.

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.

HHP 218 Acupressure
1 Credit hour 15 Contact hours
Focuses on acupressure - a light finger pressure in the organ flow and meridians used in traditional Chinese acupuncture. This course offers hands-on instruction emphasizing energyizing, balancing, and the easing of common aches and discomforts.

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.

HHP 238 Life Plan for Health
1 Credit hour 15 Contact hours
Students develop a personalized project to identify, pursue, and achieve healthy lifestyle goals.

Prerequisite: Permission of Program Coordinator only.

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 client’s patient’s 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.

HHP 249 Journaling the Healing Journey
1 Credit hour 15 Contact hours
Incorporates using a journal as an 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.

HHP 250 Teacher Training Institute for Yoga
10 Credit hours 224 Contact hours
Covers the requirements to be professional Hatha Yoga teachers. Enables participants to understand and practice Yoga and develop skills to teach a wide variety of people in various settings.

HHP 285 Independent Study
1-6 Credit hours 15-90 Contact hours
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

HUMANITIES

HUM 121 Survey of Humanities I
3 Credit hours 45 Contact hours
Through a study of the visual arts, literature, music, and philosophy, this course introduces students to the history of ideas that have defined cultures. It emphasizes connections among the arts, values, and diverse cultures, including European and non-European, from the Ancient world to 1900 C.E.

Prerequisite: Successful completion of ENG 090 or ENG 121 (grade ‘C’ or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440).

Course Note: This is a statewide guaranteed transfer course.

HUM 122 Survey of Humanities II
3 Credit hours 45 Contact hours
Examines written texts, visual arts and musical compositions to analyze and reflect the evolution and confluence of cultures in Europe, Asia and the Americas from 1800 C.E. to 1750 C.E.

Prerequisite: Successful completion of ENG 090 or ENG 121 (grade ‘C’ or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440)

Course Note: This is a statewide guaranteed transfer course.

HUM 123 Survey of Humanities III
3 Credit hours 45 Contact hours
Introduces, through a study of the visual arts, literature, music and philosophy, evolution and confluence of world cultures from 1750 C.E. to the present.

Prerequisite: Successful completion of ENG 090 or ENG 121 (grade ‘C’ or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440)

Course Note: This is a statewide guaranteed transfer course.

HUM 289 Capstone
3 Credit hours 3 Contact hours
Demonstrates a culmination of learning within a given program of study. Students, working individually and in groups, will integrate theories, models and research gained through their educational experiences. Practical field applications will emphasize the skills and processes needed for continuation as a lifelong learner. This course is required for students seeking the Associate of Arts degree and may be taken once they reach 45 credit hours. Other students may take the course as an elective.

Prerequisite: Successful completion of ENG 121 (grade ‘C’ or higher) AND completion of 45 college-level credits.

INSURANCE

INS 104 Introduction to Property and Liability Insurance
1 Credit hour 15 Contact hours
Introduces a number of property liability insurance coverages and many insurance principles.

INS 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 203 Foundations of Insurance Customer Service (ACS 100)
2 Credit hours 30 Contact hours
This is an insurance customer service course supporting the insurance agent or insurance company personnel in meeting and exceeding the needs and expectations of the customer. This course provides a thorough introduction to the knowledge, skills, and perspective every person in the insurance industry needs to work effectively with customers.

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 Workers' 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 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 than 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 222 Human Resource Management for Insurance Professionals (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 224 Management for Insurance Professionals (AIM 40)
3 Credit hours 45 Contact hours
Course created in tandem with course INS 277. The INS 277 program changed and prior books and curriculum now moved to INS 224 (AIM 40M). This course in connection with INS 223 (AIM 45) (strictly online with American Institute) will lead towards the AIM designation.

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 223 Foundation of Risk Management, Insurance, and Professionalism (CPCU 510)
3 Credit hours 45 Contact hours

INS 234 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 235 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 236 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 237 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.
Money and goal setting issues such as risk tolerance, time value of money and goal setting.

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 322)
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.

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.

Course note: 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 255 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.

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 263 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 264 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 liability, insurance, aviation, marine, excess and umbrella liability, advanced risk management techniques.

INS 265 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 267 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, homeowner's endorsement and variations - personal auto, recreational vehicles, developing personal insurance prod., underwriting profitability, pricing, underwriting personal insurance portfolios, gaining efficiencies in personal insurance operations.

INS 268 Survey of Commercial Risk Management and Insurance (CPCU 557)
3 Credit hours 45 Contact hours

INS 269 Personal Financial Planning (CPCU 556)
3 Credit hours 45 Contact hours

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 287 Commercial Underwriting: Principles and Property (AU 50)
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.
JAPANESE (SEE FOREIGN LANGUAGES)

JOURNALISM
JOU 215 Publications Production and Design
3 Credit hours 45 Contact hours
Provides for students participation in the planning, writing, design and production processes of a non-newspaper publication.
Prerequisite: Placement into ENG 121 and REA 090

JOU 221 Newspaper Design I
3 Credit hours 45 Contact hours
Provides student 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.
Prerequisite: Placement into ENG 121 and REA 090

JOU 222 Newspaper Design II
3 Credit hours 45 Contact hours
Allows students to build their newspaper production experience through work on the college newspaper or other approved news-oriented publications.
Prerequisite: Placement into ENG 121 and REA 090

LITERATURE
LIT 115 Introduction to Literature
3 Credit hours 45 Contact hours
Introduces students to fiction, poetry, and drama. Emphasizes active and responsive reading.
Prerequisite: Successful completion of ENG 090 or ENG 121 (grade ‘C’ or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440).
Course Note: This is a state wide guaranteed transfer course.

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.
Prerequisite: Successful completion of ENG 090 or ENG 121 (grade ‘C’ or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440).
Course Note: This is a state wide guaranteed transfer course.

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.
Prerequisite: Successful completion of ENG 090 or ENG 121 (grade ‘C’ or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440).

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.
Prerequisite: Successful completion of ENG 090 or ENG 121 (grade ‘C’ or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440).
Course Note: This is a state wide guaranteed transfer course.

LIT 212 Survey of American Literature II
3 Credit hours 45 Contact hours
This course is an overview of American literature from the mid-nineteenth century to the present. It explores ideas, historical and social contexts, themes, and literary characteristics of works in various genres by major writers.
Prerequisite: Successful completion of ENG 090 or ENG 121 (grade ‘C’ or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440).
Course Note: This is a state wide guaranteed transfer course.

LIT 215 Introduction to Shakespeare
3 Credit hours 45 Contact hours
This 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.
Prerequisite: Successful completion of ENG 090 or ENG 121 (grade ‘C’ or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440).

LIT 216 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.
Prerequisite: Successful completion of ENG 090 or ENG 121 (grade ‘C’ or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440).

LIT 225 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.
Prerequisite: Successful completion of ENG 090 or ENG 121 (grade ‘C’ or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440).

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.
Course Note: Also available as an online course.

MAN 129 Labor Relations
3 Credit hours 45 Contact hours
Course provides an analysis of labor economics, collective bargaining, labor laws, legal issues, and the role of the government in labor relations.
Course Note: Also available as an online course.

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.
Course Note: Also available as an online course.
MAN 201 Human Resources Management II  
3 Credit hours  45 Contact hours  
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.  
Prerequisite: Successful completion of MAN 200 (grade ‘C’ or higher).  
Course Note: Also available as an online course.

MAN 225 Managerial Finance  
3 Credit hours  45 Contact hours  
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.  
Prerequisite: Successful completion of ACC 101 or ACC 121, ECO 201 and ECO 202 (grade ‘C’ or higher). Course Note: Also 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.  
Course Note: 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 241 Project Management  
3 Credit hours  45 Contact hours  
Introduces students to the planning, implementation, and control activities of project management, including project and performance evaluation, quality control and work flow analysis. Emphasis will be on the initiating, planning, executing, controlling and closing activities of project management.  
Course note: Formerly MAN 149

MAN 285 Directed Study  
3 Credit hours  45 Contact hours  
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.  
Course note: Formerly MAN 286

MAN 287 Internship  
3 Credit hours  135 Contact hours  
Provides students with the opportunity to supplement course work with practical work experience related to their educational program and occupational objectives. Students are placed at approved work stations which are related to their program of study. They work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor/mentor. Formerly MAN 285

MAN 289 Capstone: Management Information Systems  
3 Credit hours  45 Contact hours  
Utilizes seminar and simulation techniques in management information systems. Management concepts and principles are applied to both situational and comprehensive case problems.  
Course note: Formerly MAN 244  
Course Note: Also available as an online course.

BTE 225 Administrative 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 governmental control.  
Course Note: Also available as an online course.  
Course note: Formerly MAN 120.

MARKETING

MAR 111 Principles of Sales  
3 Credit hours  45 Contact hours  
Enables the student to understand and develop ethical sales techniques and covers the role of selling in the marketing process. Areas of emphasis include behavioral considerations in the buying and selling process and sales techniques. (Formerly MAR 108)  
Course Note: Also available as an online course.

MAR 117 Principles of Retailing  
3 Credit hours  45 Contact hours  
Focuses on the study of the basic principles and techniques of merchandising, operations, layout, store organization, site location, and customer services with an emphasis on retailing operations.

MAR 160 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.  
Course note: Formerly MAR 120

Course Note: 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.  
Course Note: 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.  
Course Note: Also available as an online course.

MAR 240 International Marketing  
3 Credit hours  45 Contact hours  
An analytical survey of institutions, functions, policies and practices in international marketing. Relates marketing activities to market structure and marketing environment.  
Recommended prerequisite: MAR 216  
Course Note: Also available as an online course.

MATHEMATICS

All Math courses are available on-line except: MAT 107, MAT 108, MAT 155, MAT 156

MAT 030 Fundamentals of Mathematics  
2 Credit hours  30 Contact hours  
This course includes the vocabulary, operations and applications of whole numbers, decimals, and basic fractions and mixed numbers.  
Prerequisite: Appropriate assessment scores. (AR: 24-56, ACT Math: 15)  
Course note: Does not apply to CCA degrees or certificates.

MAT 060 Pre-Algebra  
3 Credit hours  45 Contact hours  
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.  
Prerequisite: Successful completion of MAT 030 (grade ‘C’ or higher) or appropriate assessment scores (AR: 57 - 120; EA: 0-44, ACT Math: 16). Course note: Does not apply to CCA degrees or certificates.
MAT 090 Introductory Algebra
4 Credit hours 60 Contact hours
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. 
Prerequisite: Successful completion of MAT 060 (grade ‘C’ or higher) or appropriate assessment scores (EA: 45 – 60, ACT Math: 17). Course note: Does not apply to CCA degrees or certificates.

MAT 106 Survey of Algebra
3 Credit hours 45 Contact hours
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. 
Prerequisite: Successful completion of MAT 090 (grade ‘C’ or higher) or appropriate assessment scores (EA: 61 – 84, ACT Math: 18). Course note: Does not apply to CCA degrees or certificates.

MAT 107 Career Mathematics
3 Credit hours 45 Contact hours
Covers material designed for career technical or general studies students who need to study particular mathematical topics. Topics may include measurement, algebra, geometry, trigonometry, graphs, and/or finance. These are presented on an introductory level and the emphasis is on applications. 
Prerequisite: Successful completion of MAT 060 (grade ‘C’ or higher) or appropriate assessment scores (EA: 45-60, ACT Math: 17)

MAT 108 Technical Mathematics
3 Credit hours 45 Contact hours
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. 
Prerequisite: Successful completion of MAT 090 (grade ‘C’ or higher) or appropriate assessment scores (EA: 61+). Co-requisite: MAT 111.

MAT 111 Technology Lab for Algebra
1 Credit hour 15 Contact hours
This course explores and applies algebraic topics in a laboratory course using graphing calculators.

MAT 112 Financial Mathematics
3 Credit hours 45 Contact hours
This course covers topics including pricing, taxes, insurance, interest, annuities, amortization, investments using financial calculators and spreadsheets. 
Prerequisites: Successful completion of MAT 060 or appropriate assessment scores (EA: 45-60, ACT Math: 17).

MAT 120 Mathematics for Liberal Arts
4 Credit hours 60 Contact hours
This course develops mathematical and problem-solving skills. Appropriate technological skills are included. Content is selected to highlight connections between mathematics and the society in which we live. Topics include set theory and logic, mathematical modeling, probability and statistical methods, and consumer mathematics. Additional content will include one topic in geometry, numeration systems, decision theory or management science. Graphing calculator required. 
Prerequisite: Successful completion of MAT 106 (grade ‘C’ or higher) or appropriate assessment scores (EA: 85+ or above, ACT Math: 19, SAT Math: 460). Course Note: This is a statewide guaranteed transfer course.

MAT 121 College Algebra
4 Credit hours 60 Contact hours
Includes a brief review of intermediate algebra, equations and inequalities, functions and their graphs, exponential and logarithmic functions, linear and non-linear systems, selection of topics from among graphing of the conic sections, introduction to sequences and series, permutations and combinations, the binomial theorem, and theory of equations. Graphing calculator required. 
Prerequisite: Successful completion of MAT 106 and MAT 111 (grade ‘C’ or higher) or equivalent or appropriate assessment scores (EA: 85+ or above, ACT Math: 19, SAT Math: 460). Course Note: This is a statewide guaranteed transfer course.

MAT 122 College Trigonometry
3 Credit hours 45 Contact hours
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. Graphing calculator required. 
Prerequisite: Successful completion of MAT 121 (grade ‘C’ or higher) 
Course Note: This is a statewide guaranteed transfer course.

MAT 123 Finite Mathematics
4 Credit hours 60 Contact hours
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. Graphing calculator required. 
Prerequisite: Successful completion of MAT 106 or appropriate assessment scores (EA: 85+, ACT Math: 19, SAT Math: 460). Course Note: This is a statewide guaranteed transfer course.

MAT 125 Survey of Calculus
4 Credit hours 60 Contact hours
For business, life science, and/or social science majors. Includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential, and logarithmic functions. Graphing calculator required. 
Prerequisite: Successful completion of MAT 121 or 123 (grade ‘C’ or higher). 
Course Note: This is a statewide guaranteed transfer course.

MAT 135 Introduction to Statistics
3 Credit hours 45 Contact hours
Includes data presentation and summarization, introduction to probability concepts and distributions, statistical inference-estimation, hypothesis testing, comparison of populations, correlation and regression. Graphing calculator required. 
Prerequisite: Successful completion of MAT 106 (grade ‘C’ or higher) or equivalent or appropriate assessment scores (EA: 85+, ACT Math: 19, SAT Math: 460). Course Note: This is a statewide guaranteed transfer course.

MAT 155 Integrated Math 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. 
Prerequisite: Successful completion of MAT 106 (grade ‘C’ or higher) or equivalent or appropriate assessment scores (EA: 85+, ACT Math: 19, SAT Math: 460). Course Note: This is a statewide guaranteed transfer course.
MAT 156 Integrated Math 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.
Prerequisite: Successful completion of MAT 155 (grade ‘C’ or higher)
Course Note: This is a statewide guaranteed transfer course.

MAT 166 Pre-Calculus
5 Credit hours 75 Contact hours
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. Graphing calculator required.
Prerequisite: Successful completion of MAT 106 (grade ‘C’ or higher) or appropriate assessment scores (EA: 85+, ACT Math: 19, SAT Math: 460).
Course Note: This is a statewide guaranteed transfer course.

MAT 201 Calculus I
5 Credit hours 75 Contact hours
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.
Prerequisite: Successful completion of MAT 121 AND MAT 122 or MAT 166 (grade ‘C’ or higher) or appropriate assessment scores (ACT Math: 28)
Course Note: This is a statewide guaranteed transfer course.

MAT 202 Calculus II
5 Credit hours 75 Contact hours
Continuation of single variable calculus, which will include techniques of integration, polar coordinates, analytic geometry, improper integrals, and infinite series. Graphing calculator required.
Prerequisite: Successful completion of MAT 201 (grade ‘C’ or higher)
Course Note: This is a statewide guaranteed transfer course.

MAT 203 Calculus III
4 Credit hours 60 Contact hours
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. Graphing calculator required.
Prerequisite: Successful completion of MAT 202 (grade ‘C’ or higher)
Course Note: This is a statewide guaranteed transfer course.

MAT 255 Linear Algebra
3 Credit hours 45 Contact hours
Topics include vector spaces, matrices, linear transformations, matrix representations, eigenvalues, and eigenvectors. Graphing calculator required.
Prerequisite: Successful completion of MAT 202 (grade ‘C’ or higher)
Course Note: This is a statewide guaranteed transfer course.

MAT 265 Differential Equations
3 Credit hours 45 Contact hours
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. Graphing calculator required.
Prerequisite: Successful completion of MAT 202 (grade ‘C’ or higher)
Course Note: This is a statewide guaranteed transfer course.

MAT 266 Differential Equations with Linear Algebra
3 Credit hours 45 Contact hours
Covers first and second orders differential equations, series solutions, Laplace transforms, linear algebra eigenvalues, first order systems of equations, and numerical techniques are covered. Graphing calculator required.
Prerequisite: Successful completion of MAT 202 (grade ‘C’ or higher)
Course Note: This is a statewide guaranteed transfer course.

MAT 288 Practicum
6 Credit hours 90 Contact hours
Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

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
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.
Prerequisite: Successful completion of MED 101 (grade ‘C’ or higher) or permission of Instructor.

MED 103 Employment and Business Mediation
3 Credit hours 45 Contact hours
Examines the applications of mediation to employment issues such as interpersonal conflict, employee discipline and job performance, harassment, and discrimination.
Prerequisite: Successful completion of MED 101 (grade ‘C’ or higher) or permission of Instructor.

MED 104 Culture and Conflict Resolution
3 Credit hours 45 Contact hours
Explores 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.

MIND - BODY HEALTH
(Places refer to Holistic Health Professional and Physical Education and Recreation for these courses)

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
Reviews music fundamentals and emphasizes diatonic four-part harmony and analysis.
Prerequisite: Successful completion of MUS 100 (grade ‘C’ or higher) or permission of Music Department Coordinator
Co-requisite: MUS 112 Ear Training/Sight Singing I

MUS 111 Music Theory II
3 Credit hours 45 Contact hours
Emphasizes chromatic four-part harmony, analysis.
Prerequisite: Successful completion of MUS 110 and MUS 112 (grade ‘C’ or higher).
Co-requisite: MUS 113 Ear Training/Sight Singing II
MUS 112 Ear Training/Sight Singing Lab I
1 Credit hour 30 Contact hours
Exercises in melodic, rhythmic, and harmonic dictation and sight singing.
Prerequisite: Successful completion of MUS 100 (grade "C" or higher) or permission of Music Department Coordinator
Co-requisite: MUS 111 Music Theory I

MUS 113 Ear Training/Sight Singing Lab II
1 Credit hour 30 Contact hours
Exercises in melodic, rhythmic, and harmonic dictation and sight singing.
Prerequisite: Successful completion of MUS 110 and MUS 112 (grade "C" or higher).
Co-requisite: MUS 111 Music Theory II

MUS 120 Music Appreciation
3 Credit hours 45 Contact hours
Covers the basics of music, musical forms, media, genres, and musical periods. Emphasizes the development of tools for intelligent listening and appreciation.
Prerequisite: Successful completion of ENG 090 or ENG 121 (grade "C" or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440).
Course Note: This is a statewide guaranteed transfer course.

MUS 121 Music History I
3 Credit hours 45 Contact hours
Studies 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.
Prerequisite: Successful completion of ENG 090 or ENG 121 (grade "C" or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440).
Course Note: This is a statewide guaranteed transfer course.

MUS 122 Music History II
3 Credit hours 45 Contact hours
Continues Music History I with a study of music from the early Romantic period to the present.
Prerequisite: Successful completion of MUS 120 or MUS 121 and ENG 090 or ENG 121 (grade "C" or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440).
Course Note: This is a statewide guaranteed transfer course.

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
Weekly rehearsals are required for the public concerts. May be repeated for credit for five semesters.
Prerequisite: If not already a member of the Aurora Symphony, students must pass an audition held by the conductor’s discretion.

MUS 151 - 155 Aurora Singers
1 Credit hour 30 Contact hours
Weekly rehearsals are required for the public concerts. May be repeated for credit for five semesters.
Prerequisite: If not already a member of the Aurora Singers, students must pass an audition held by the conductor’s discretion.

MUSIC PRIVATE INSTRUCTION

PARALEgal
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
Covers domestic law, common property, dissolutions, adoptions, legal separation, and other family law issues.

PAR 118 Contracts
3 Credit hours 45 Contact hours
Covers the basic principles of contract law.
Course note: Not open to students who have taken Business Law.

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.

PAR 201 Civil Litigation
3 Credit hours 45 Contact hours
Prerequisite: Successful completion of PAR 115 (grade "C" or higher), or permission of Program Coordinator.

PAR 205 Criminal Law
3 Credit hours 45 Contact hours
Introduces basic concepts of criminal law and criminal procedure, including Colorado statutes and Rules of Procedure.
Prerequisite: Successful completion of PAR 115 (grade "C" or higher) or permission of Program Coordinator.

PAR 206 Business Organizations
3 Credit hours 45 Contact hours
A study of the major types of business organizations.
Prerequisite: Successful completion of PAR 115 (grade "C" or higher) or permission of Program Coordinator.

PAR 207 Current Issues in Law
3 Credit hours 45 Contact hours
This course provides an understanding of current legal issues and trends applicable to law.
PAR 208 Probate and Estates
3 Credit hours 45 Contact hours
The course provides an understanding of the creation and administration of an estate, including wills and trusts, and the probate process.
Prerequisite: Successful completion of PAR 115 (grade ‘C’ or higher) or permission of Program Coordinator.

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.

PAR 211 Legal Research
3 Credit hours 45 Contact hours
The course is designed to introduce students to basic legal research tools, including statutes, digests, case law, citations, encyclopedias, dictionaries, and online data bases.
Prerequisite: Successful completion of PAR 115 (grade ‘C’ or higher) or permission of Program Coordinator (knowledge of Word or WordPerfect required).

PAR 212 Legal Writing
3 Credit hours 45 Contact hours
In this course students practice the content and conventions of legal writing.
Prerequisite: Successful completion of PAR 115, PAR 211, ENG 121 (grade ‘C’ or higher) or permission of Program Coordinator (knowledge of Word or WordPerfect required).

PAR 216 Employment Law
3 Credit hours 45 Contact hours
Provides an understanding of current legal issues in the area of employer/employee relationships.
Prerequisite: Successful completion of PAR 115 (grade ‘C’ or higher) or permission of Program Coordinator.

PAR 280 Internship
16 Credit hours 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
16 Credit hours 15-90 Contact hours
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

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 human condition, knowledge, freedom, history, ethics, the future, and religion.
Prerequisite: Successful completion of ENG 090 or ENG 121 (grade ‘C’ or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440).
Course Note: This is a state-wide guaranteed transfer course.

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.
Prerequisite: Successful completion of ENG 090 or ENG 121 (grade ‘C’ or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440).
Course Note: This is a state-wide guaranteed transfer course.

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.
Prerequisite: Successful completion of ENG 090 or ENG 121 (grade ‘C’ or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440).
Course Note: This is a state-wide guaranteed transfer course.

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.
Prerequisite: Successful completion of ENG 090 or ENG 121 (grade ‘C’ or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440).

PHI 115 World Religions-West
3 Credit hours 45 Contact hours
Introduces the student to the common and different concepts predominant in the major world religions. Includes sociological, political, psychological, and philosophical aspects of a variety of belief systems. Focuses on the concept of religion as a cultural system, and a way that people make sense of a complex world. Particular emphasis is placed on how myths, legends and folk tales reveal religious concerns.
Prerequisite: Successful completion of ENG 090 or ENG 121 (grade ‘C’ or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440).

PHI 116 World Religions-East
3 Credit hours 45 Contact hours
Emphasizes the diversity and richness of Eastern Religions within a cross-cultural context. Concepts such as fate, reincarnation, enlightenment and morality are analyzed.
Prerequisite: Successful completion of ENG 090 or ENG 121 (grade ‘C’ or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440).

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.
Prerequisite: Successful completion of ENG 090 or ENG 121 (grade ‘C’ or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440).

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.
Course 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
Further exploration in camera and lab operations with an emphasis on individual creativity. It includes the development of a comprehensive portfolio.
Prerequisite: Successful completion of PHI 101 (grade ‘C’ or higher) or permission of Instructor.
Course 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 202 Photography III
3 Credit hours 45 Contact hours
Explores photography techniques with emphasis on history, theory, and assimilation of ideas into the student’s creative work. Includes the development of a comprehensive portfolio.
Prerequisite: Successful completion of PHO 101 and PHO 102 (grade ‘C’ or higher) or permission of Instructor.

PHO 205 Digital Photography I
3 Credit hours 45 Contact hours
Introduces the basic concepts of digital imaging as applied to photography. Using applicable technology and hands on experience, modern developments are presented leading to the present applications of digital imaging which combine traditional photographic ideas with electronic media. Enables the student to learn how to operate image manipulation software using a variety of scanning equipment, software tools and output devices by executing new assignments and applying these technologies to their photographic process.

PHO 222 Portrait Photography
3 Credit hours 45 Contact hours
Teaches the technical and aesthetic aspects of studio and location portrait photography. This course explores the personal style of portraiture, history of the field and portraiture as a visual language and creative expression. This topic also includes lighting, composition, posing, and equipment selection.

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.
Prerequisite: Successful completion of MAT 201 AND REA 090 or ENG 121 (grade ‘C’ or higher) or equivalent or appropriate assessment scores (RC: 80+, SS: 95+, ACT Reading: 17+, SAT Verbal: 440+). Course Note: This is a statewide guaranteed transfer course.

PHY 111 Physics: Algebra Based I with Lab
5 Credit hours 105 Contact hours
Enables the student to explore the truth about physical reality through reasoning, mathematics, and experimentation. Examines kinematics, force, circular motion, energy, momentum, torque, rotational dynamics, simple harmonic motion, temperature, heat, and thermodynamics. The concepts and theories presented are explored through demonstrations and hands-on experiments. It is a general physics course that is recommended for all of the health sciences and all other interested students. Students entering engineering or one of the advanced science should register for PHY 211.
Prerequisite: Successful completion of MAT 121 AND REA 090 or ENG 121 (grade ‘C’ or higher) or equivalent or appropriate assessment scores (RC: 80+, SS: 95+, ACT Reading: 17, SAT Verbal: 440+). Course Note: This is a statewide guaranteed transfer course.

PHY 112 Physics: Algebra Based II with Lab
5 Credit hours 105 Contact hours
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 the demonstrations and hands-on experiments.
Prerequisite: Successful completion of PHY 111 (grade ‘C’ or higher)
Course Note: This is a statewide guaranteed transfer course.

PHY 211 Physics: Calculus Based I with Lab
5 Credit hours 90 Contact hours
 Enables the student to examine the truth about our physical reality through reasoning, mathematics and experimentation. Covers kinematics, force, gravity, energy, momentum, torque, rotational dynamics, fluids and waves. The concepts and theories presented in class are explored through demonstrations and hands-on experiments. The first semester calculus-based physics course is recommended for students entering engineering or one of the advanced sciences.
Prerequisite: Successful completion of MAT 201 AND REA 090 or ENG 121 (grade ‘C’ or higher) or appropriate assessment scores (RC: 80+, SS: 95+, ACT Reading: 17, SAT Verbal: 440+). Course Note: This is a statewide guaranteed transfer course.

PHY 212 Physics: Calculus Based II with Lab
5 Credit hours 90 Contact hours
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.
Prerequisite: Successful completion of PHY 211 (grade ‘C’ or higher).
Course Note: This is a statewide guaranteed transfer course.

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 non-democratic governments and processes, and international relations.
Course Note: This is a statewide guaranteed transfer course.

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.
Course Note: This is a statewide guaranteed transfer course.

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.

POS 205 International Relations
3 Credit hours 45 Contact hours
This course examines relationships among modern nation-states. Topics include diplomacy, nationalism, ideologies, power and influence, conflict and cooperation, the role of non-state actors, the international economy and theoretical attempts to understand international behavior.
POS 215 Current Political Issues
3 Credit hours  45 Contact hours
This course is an in-depth analysis of critical issues in political science. Topics to be determined each term.

POS 225 Comparative Government
3 Credit hours  45 Contact hours
This course is a comparison of the basic features of selected developed and developing countries. Topics include ideologies, political parties, interest groups, and governmental institutions.

POS 285 Legislative Internship
3 Credit hours  135 Contact hours
Program provides direct experience with the Colorado General Assembly, to include: committee hearings, research and analysis, floor activity, constituent assistance. Students serve as an unpaid aide to a state legislator.

PSYCHOLOGY

PSY 101 General Psychology I
3 Credit hours  45 Contact hours
Scientific study of behavior including motivation, emotion, sexuality, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning, and memory.
Prerequisite: Successful completion of ENG 090 or ENG 121 (grade ‘C’ or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440).
Course Note: This is a statewide guaranteed transfer course.

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.
Prerequisite: Successful completion of ENG 090 or ENG 121 (grade ‘C’ or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440).
Course Note: This is a statewide guaranteed transfer course.

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 110 Career Development
3 Credit hours  45 Contact hours
Assists students in recognizing their career potential and provides tools for making realistic decisions concerning educational and occupational objectives.

PSY 117 Parenting
1 Credit hour  15 Contact hours
Examines effective techniques for working with children, with emphasis on setting realistic expectations, consideration of individual differences, satisfactory communication, and effective parent-child relationships.

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.

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 relationships, sexual identity and sexual health.

PSY 222 Psychology of Death and Dying
3 Credit hours  45 Contact hours
This course covers philosophies of life and death, emphasizing dying, death, mourning and the consideration of one’s own death.
Prerequisite: Successful completion of PSY 101, PSY 102 (grade ‘C’ or higher) or permission of Department Chair.

PSY 235 Human Growth and Development
3 Credit hours  45 Contact hours
A survey of human development from conception through death, emphasizing physical, cognitive, emotional, and psychosocial factors.
Prerequisite: Successful completion of ENG 090 or ENG 121 (grade ‘C’ or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440).
Course Note: This is a statewide guaranteed transfer course.

PSY 237 Child and Adolescent Psychology
3 Credit hours  45 Contact hours
This course is a survey of human development from conception through adolescence, emphasizing physical, cognitive, emotional, and psychosocial factors.

PSY 238 Child Development
3 Credit hours  45 Contact hours
This course covers growth and development of the individual from conception through childhood, emphasizing physical, cognitive, emotional, and psychosocial factors.
Prerequisite: Appropriate assessment score (Sentence Skills 95 or above)

PSY 245 Educational Psychology
3 Credit hours  45 Contact hours
Students will study the relationships between theory, research, and practice in the areas of learning, child development, motivation, and educational assessment.

PSY 247 Child Abuse and Neglect
3 Credit hours  45 Contact hours
This course examines the causes and effects of physical, sexual, and psychological abuse and neglect. Intervention and prevention strategies are emphasized.

PSY 249 Abnormal Psychology
3 Credit hours  45 Contact hours
Prerequisite: Successful completion of PSY 101, PSY 102, ENG 090 or ENG 121 (grade ‘C’ or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440).

PSY 288 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.
PUBLIC SERVICE
(Also see Emergency Medical Provider)

FST 100 Firefighter I
9 Credits 135 Contact hours
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. 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 cademy start date.

FST 101 Firefighter II
3 Credits 45 Contact hours
Addresses the requirement necessary to perform at the second level of progression as identified in NFPA 1001, Level II Fire Fighter Professional Qualifications. 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.

FST 102 Introduction to Fire Science and Suppression
3 Credits 45 Contact hours
Introduces the fire science 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. 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.

FST 103 Firefighter Occupational Health and Safety
3 Credit hours 45 Contact hours
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. 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.

FST 105 Building Plans and Construction
3 Credit hours 45 Contact hours
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. 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.

FST 107 Hazardous Materials Operations
3 Credit hours 45 Contact hours
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. 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.

FST 121 Technical Rope Rescue
3 Credit hours 45 Contact hours
This course provides students with the knowledge and skills to handle low and high angle rescues rope and associated hardware. The course takes students from the introductory level up to advanced skills in three separate sessions. Belay, rappel, and raising systems are taught in a real-life setting in both high and low-angle rescue environments. Students are also taught care and maintenance of equipment.

FST 132 Structural Collapse
2 Credit hours 30 Contact hours
This course covers the causes and types of structural collapse, and the associated hazards; specific zones of collapse; ICS/IMS System; tools, equipment and materials used in a structural collapse incident; shoring and equipment monitoring techniques; personal protective equipment and gear for structural collapse incidents.

FST 133 Trench Rescue
2 Credit hours 30 Contact hours
This course covers trench types; trench versus excavation rescue; soil types encountered at trench rescue sites; collapse dynamics; ICS/IMS; equipment, materials and tools used for rescue operations; personal protection issues; trench shoring; and victim extrication.

FST 134 Confined Space Rescue
2 Credit hours 30 Contact hours
This course covers the definition of confined space; OSHA considerations and permit requirements; monitoring instruments; ICS/IMS; victim contact; breathing apparatus such as SABA/SCBA; communications and equipment, e.g., radio/hardwired; patient packaging; rescue versus recovery; and patient extrication.

FST 135 Ice Water Rescue
2 Credit hours 30 Contact hours
This course covers types of ice encountered in ice water rescue; ICS/IMS; ice strength; patient evaluation and contact; rescue equipment; ice water rescue techniques; rescue suit safety; delay line and shore support; hypothermia; Zodiac boat techniques; and victim rescue.

FST 136 Swift Water Rescue
2 Credit hours 30 Contact hours
This course covers fast water hazards and risk analysis relating to swift water rescue; low head dam; ICS/IMS; victims in vehicles; rescue equipment and techniques; rope systems and throw bags; reach/throw/go; rescue safety and shore support; and personal protective equipment.

FST 137 Vehicle Extrication
2 Credit hours 30 Contact hours
This course provides transportation emergency assessment skills as they relate to vehicle extrication; establishing safety zones; “reading” the wreck; ICS/IMS; utilities, traffic and fuel; vehicle construction; air bags; vehicle stabilization; victim access and stabilization; dismantling the vehicle; and patient packaging.

CIVIC LEADERSHIP

PVS 230 Introduction to Civic Leadership
3 Credit hours 45-90 Contact hours
Enables the student to develop a critical understanding of public leadership through the study of pertinent models theories and research.

PVS 275 Special Topics
1 Credit hour 15 Contact hours
Provides students with a vehicle to pursue in depth exploration of special topics of interest not previously offered. Includes National Fire Academy courses, VFIIS courses, NFPA certification courses or other special subject classes that do not fall under the standard FST curriculum.
PVS 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.

READING

REA 030 Basic Reading Skills
2 Credit hours      30 Contact hours
Focuses on strategies for word attack, vocabulary development, stages of reading
and basic reading comprehension.
Prerequisite: Appropriate assessment scores
(RC: 25-39, ACT Reading: 14).
Course note: Does not apply to CCA
degrees or certificates.

REA 060 Foundations of Reading
3 Credit hours      45 Contact hours
Focuses on strategies for vocabulary
development, improved reading comprehension, and enrichment.
Prerequisite: Successful completion of REA
030 (grade ‘C’ or higher) or appropriate
assessment scores (RC: 40-61, ACT Reading:
15).
Course note: Does not apply to CCA
degrees or certificates.

REA 090 College Preparatory Reading
3 Credit hours      45 Contact hours
Enables the student to apply strategies for
improving comprehension, developing
vocabulary, and increasing rate for reading
college textbooks.
Prerequisite: Successful completion of REA
060 (grade ‘C’ or higher) or appropriate
assessment scores (RC: 62 – 79, ACT Reading
16).
Course note: Does not apply to CCA
degrees or certificates.

REAL ESTATE

REE 103 Real Estate Broker I
6 Credit hours      90 Contact hours
Enables the student to meet the
educational requirements of the Colorado
Real Estate Commission for a Colorado
Real Estate Brokers license. Includes real
estate law and practice, practical
application, current legal issues, and trust
accounts and record keeping.

REE 104 Real Estate Broker II
5 Credit hours      75 Contact hours
Enables the student to meet the
educational requirements of the Colorado
Real Estate Commission for a Colorado
Real Estate Brokers license. This course
includes Colorado contracts and
regulations, and real estate closings, and
trust accounts and record keeping.
Prerequisite: REE 103.

REE 115 Introduction to Real Estate
3 Credit hours      45 Contact hours
Focuses on the function of the real estate
broker, sales techniques, real estate ethics.
Course is intended for students that want
to enter the profession, for sales people
who need a review and for those desiring
a basic knowledge of the real estate business.

REE 118 Principles of Real Estate Appraisal
5 Credit hours      75 Contact hours
Focuses on the technique and theory of
appraisal as it relates to single family
residences with emphasis on market data
correlation. Includes standard and ethics
section as well as it includes USAPA.
Course qualifies for application to State
Registered License

REE 285 Co-op Education Career Training - Real
Estate
1 Credit hours      15 Contact hours
Meets the individual needs of students.
Students engage in intensive study or
research under the direction of a qualified
instructor.

RUSSIAN (SEE FOREIGN
LANGUAGE)

SCIENCE

SCI 080 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.
Course note; Does not apply to CCA
degrees or certificates.

SCI 155 Integrated Science I
4 Credit hour      60 Contact hours
Examines the nature of energy and matter,
their interactions and changes, and the
application of fundamental concepts to the
study of our natural world.

SCI 156 Integrated Science II
4 Credit hour      60 Contact hours
Examines earth and biological systems,
living and non-living environments,
through the application and refinement of
fundamental energy and matter concepts.
Prerequisite: Successful completion of SCI 155
(grade ‘C’ or higher).

SOCIOLOGY

SOC 101 Introduction to Sociology I
3 Credit hours      45 Contact hours
Examines the basic concepts, theories, and
principles of sociology, as well as human
cultures, social groups, and the social issues
of age, gender, class, and race.
Prerequisite: Successful completion of ENG
090 or ENG 121 (grade ‘C’ or higher) or
appropriate assessment scores (SS: 95+, ACT
English: 18, or SAT Verbal: 440).
Course Note: This is a statewide guaranteed
transfer course.

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.
Prerequisite: Successful completion of ENG
090 or ENG 121 (grade ‘C’ or higher) or
appropriate assessment scores (SS: 95+, ACT
English: 18, or SAT Verbal: 440).
Course Note: This is a statewide guaranteed
transfer course.

SOC 205 Sociology of Family Dynamics
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.
Prerequisite: Successful completion of ENG
090, SOC 101 (grade ‘C’ or higher) or
Instructor permission.

SOC 215 Contemporary Social Problems
3 Credit hours      45 Contact hours
Explores current social issues that result in
social problems. It focuses on such issues as
civil liberties, gender discrimination, sub stance abuse, crime, poverty, and social
change.

SOC 218 Sociology of Diversity
3 Credit hours      45 Contact hours
Explores the variety of inter-group
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 237 Sociology of Death and Dying
3 Credit hours 45 Contact hours
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 275 Special 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)

SMALL BUSINESS MANAGEMENT (See Business)

SPEECH/COMMUNICATION

SPE 115 Public Speaking
3 Credit hours 45 Contact hours
Speaking in public can be a frightening experience. This course helps you 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. Prerequisite: Successful completion of ENG 090 or ENG 121 (grade 'C' or higher) or appropriate assessment scores (SS 95+, ACT English: 18, SAT Verbal: 440)

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. Prerequisite: Successful completion of ENG 090 or ENG 121 (grade 'C' or higher) or appropriate assessment scores (SS 95+, ACT English: 18, SAT Verbal: 440)

SPE 219 Group Dynamics
3 Credit hours 45 Contact hours
Examines group communication theories with an emphasis on leadership and group behaviors. The course provides opportunities for group participation. Prerequisite: Successful completion of SPE 115 (grade 'C' or higher).

SPE 220 Intercultural Communication
3 Credit hours 45 Contact hours
Explores the link between culture and communication and 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. Prerequisite: Successful completion of SPE 115 (grade 'C' or higher).

SPE 225 Organizational Communication
3 Credit hours 45 Contact hours
Studies human communication systems and patterns in business and organizational settings. Topics include exploration of leadership strategies; effective managerial communication skills with peers, superiors and subordinates; and organizational communication environments, networks, and goals. Prerequisite: Successful completion of SPE 115 (grade 'C' or higher).

SPE 226 Oral Interpretation
3 Credit hours 46 Contact hours
Excites and exposes the student to the potential offered in the reading and performing of great literature such as is found in prose, poetry, and drama.

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 communicators: 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 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 be 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 (See Academic Achievement)
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.
Prerequisite: Successful completion of ENG 090 or ENG 121 (grade 'C' or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440).
Course Note: This is a statewide guaranteed transfer course.

THE 111 Acting I
3 Credit hours 45 Contact hours
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
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.
Prerequisite: Successful completion of THE 111 (grade 'C' or higher) or permission of instructor. THE 105 is strongly advised.

THE 116 Technical Theatre
3 Credit hours 45 Contact hours
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.
Prerequisite: THE 105 is recommended.

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 152 Production Stage Management I
3 Credit hours 60 Contact hours
Examines the practical and creative side of production stage management from a paricipatory stance by serving as the production stage manager for the current main stage production. Participation in this course is subject to an interviewing process with the show's director/producer and is limited to two students per semester. Interviews will start as much as three months in advance of semester enrollment and may last through the second week of the semester of enrollment.
Prerequisite: Successful completion of THE 131 (grade 'C' or higher) or permission of instructor.

THE 153 Production Stage Management II
3 Credit hours 60 Contact hours
Examines the practical and creative side of production stage management from a paricipatory stance by serving as the production stage manager for the current main stage production. Participation in this course is subject to an interviewing process with the show's director/producer and is limited to two students per semester. Interviews will start as much as three months in advance of semester enrollment and may last through the second week of the semester of enrollment.
Prerequisite: Successful completion of ENG 060, REA 090, THE 111 (grade 'C' or higher) or permission of instructor.

THE 182 Internship: Theatre Production I
0-6 Credit hour(s) 0-240 Contact hours
Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.
Prerequisite: Permission of Theatre Department Director; THE 105 is recommended.

THE 183 Internship: Theatre Production II
0-6 Credit hour(s) 0-240 Contact hours
Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.
Prerequisite: Successful completion of THE 132 (grade 'C' or higher), permission of Theatre Department Director

THE 211 Development of Theatre I
3 Credit hours 45 Contact hours
Surveys the history and evolution of drama from Ancient Greece to the Renaissance, emphasizing all aspects of the art from period values to analysis of dramatic literature and performance.
Prerequisite: THE 105 is recommended. Successful completion of ENG 090 or ENG 121 (grade 'C' or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440).
Course Note: This is a statewide guaranteed transfer course.

THE 212 Development of Theatre II
3 Credit hours 45 Contact hours
Surveys the history and evolution of drama from the Renaissance to the present, emphasizing all aspects of the art from period values to analysis of dramatic literature and performance.
Prerequisite: THE 105 is recommended. Successful completion of ENG 090 or ENG 121 (grade 'C' or higher) or appropriate assessment scores (SS: 95+, ACT English: 18, or SAT Verbal: 440).
Course Note: This is a statewide guaranteed transfer course.

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 220 Directing I
3 Credit hours 45 Contact hours
This course covers the basic techniques for stage directing in contemporary theatre. Topics to be covered include stage composition, script analysis, work with actors, and the collaborative role of the director.
Prerequisite: Successful completion of THE 111 (grade 'C' or higher) or permission of instructor.

THE 231 Theatre Production III
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.
Prerequisite: Successful completion of ENG 060, REA 090, THE 111, 112 and/or THE 132 (grade 'C' or higher) or permission of instructor.

THE 232 Theatre Production IV
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.
Prerequisite: Successful completion of ENG 060, REA 090, THE 111, 112 and/or THE 231 (grade 'C' or higher) or permission of instructor.
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
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.
Prerequisite: Successful completion of THE 181 (grade ‘C’ or higher), or permission of Theatre Department Director.

THE 281 Practicum: Theatre Production IV
2-4 Credit hour(s)  30-60 Contact hours
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.
Prerequisite: Successful completion of THE 280 (grade ‘C’ or higher), or permission of Theatre Department Director.

WOMEN’S STUDIES

WST 200 Introduction to Women’s Studies
3 Credit hours  45 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.

WST 225 Perspectives on Women and Social Change
3 Credit hours  45 Contact hours
Enables students to gain an understanding of the role of the systems of oppression in society and avenues available to them to create both individual and collective change through social action. Students becomes aware of their ability to enact change and the empowerment that process provides. We will explore issues of diversity including, but not limited to race, class, gender, age and disability. The course emphasizes critical thinking skills and is informed by feminist pedagogy.
Prerequisite: WST 200 (grade of ‘C’ or higher) or concurrent enrollment, or permission from the instructor.

WST 240 Goddesses and Women in the Ancient World
3 Credit hours  45 Contact hours
Surveys gender socialization and the roles, challenges, contributions, and images of women in the development of cultures. Through a study of arts, literature, music, politics, religion, philosophy, laws, and social standards, students are introduced to the history of ideas that have defined women’s place in societies. It examines goddesses, rituals, and ceremonies and how the image of the Feminine Divine changed from matriarchal cultures through the establishment of patriarchal cultures, including European and non-European, from the ancient World through the Middle ages.

WST 275 Special Topics in Women’s Studies
1-6 Credit hour(s)  15-90 Contact hours
Provides students with a vehicle to pursue in depth exploration of special topics of interest.
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 and Planning ............. Chris Ward
ESL, Lead Teacher/Program Coordinator ... Bryan Holinka

HUMAN RESOURCES
Director ........................................ Vacant
Benefits Specialist .............................. Debbie Irvine
Data Specialist ................................. Cindy Havel-Coe

CCA FOUNDATION
Executive Director ............................. Diana Whye
Development Coordinator ................... Kacee Austin

INSTRUCTION
Vice President ................................. Greg Goode
Assistant to the Vice President ............. Libby Broughton

INSTRUCTIONAL RESOURCE CENTER AND LIBRARY SERVICES
Instructional Resource Center Liaison ...... Tom Connole
Instructional Resource Center Assistant . Pam MacDonald

LOWRY CAMPUS
Associate Vice President .................... Les Moroye
Administrative Assistant .................... Cindy Smith

INSTRUCTIONAL DIVISIONS
COMPUTERS, MATHEMATICS AND BUSINESS
Dean ............................................. Robert (Bob) Fulcomer
Director Distance Learning, Professor ..... George Lesko
Director, Management Information Systems/IT, Department Chair, Computers ...... Bobby Williams
Administrative Assistant for Mathematics, Computers .................. Alvin Bryant
Department Chair/Professor, Mathematics .................. Cheryll Wingard
Associate Professor, Mathematics ................. James Gray
Department Chair/Professor,
Networking and Computer Science ..............George Lesko
Department Chair/Professor, Accounting,
Economics, Management, Marketing,
Insurance and Real Estate .............. Lewis Schlossinger
Professor, Computer ......................... Constance Seiden
Associate Professor, Computer ..............Gil Davies
Network Technician ......................Glen Murphy
Network Technician ......................Denny Bagaporo
Network Technician ......................Eduardo Peralta
Marketing Manager, Insurance ........... Kay Mitchell-Ward
Assistant Coordinator, Insurance ........Paula von Lindern
Administrative Assistant for Insurance, and
Facilities Scheduler ......................... Sue Waldheim
Administrative Assistant, Accounting, Economics,
Management, Marketing, Real Estate .... Traci Fielden

HUMANITIES, FINE ARTS AND SOCIAL SCIENCES
Dean ........................................... Bernice Harris
Department Chair/Professor,
Communications ......................... Nancy Jackson
Department Chair/Professor,
Fine Arts & Humanities ................ Wayne Gilbert
Department Chair/Professor, Social Sciences .. Geoff Hunt
Department Chair/Professor, Film/Video .. Frederic Lahay
Department Chair, ESL .................. Maria Halloran
Associate Professor/Coordinator,
Behavioral Sciences ..................... Kathleen Crann
Department Coordinator, Dance,
Ethnic Studies, Women’s Studies ........ Barbara Gabriel
Department Coordinator, Music .......... Richard Italiano
Department Coordinator, Philosophy ........ David Spiegel
Department Coordinator, Art ............. Cindy Vinson
Associate Professor,
Theatre Director ......................... Michael Osborne
Professor, Psychology ..................... Linda Bradford
Professor, Developmental English ........ Mark Kemble
Professor, English Composition .......... Marian Lauterbach
Program Assistant, Film/Video ........ Veronica Sanchez
Administrative Assistant, Humanities,
Fine Arts and Social Sciences .......... Jennifer James

PUBLIC SERVICE, SCIENCE AND WORKFORCE DEVELOPMENT
Dean .............................................. Les Moroye
Administrative Assistant .................... Cindy Smith
Director, Center for
Workforce Development ................ Daniela Higgins
Administrative Assistant,
Center for Workforce Development .......... Veronica Russell
Assistant Coordinator, Center for
Workforce Development ................. Nicole Weller
Case Manager/Phase I/Job Development,
Center for Workforce Development .......... Claudia True
Case Manager/Phase I, Center for
Workforce Development ............... Christy Bernal
Case Manager/Phase II, Center for
Workforce Development ............. Michael Bateman
Case Manager/Phase II, Center for
Workforce Development ............. Jennifer Dargie
Department Chair, Early Childhood Education .... Vacant
Coordinator, Early Childhood
Education Resource Center ................ Michelle Reetz
Director, Emergency Medical Services .......... Bob Matoba
Administrative Assistant, EMS ............. Donna Jones
Administrative Assistant, EMS ............. Kori Smith
Coordinator, Clinical and
Lab Instructor, EMS .................. Pony Anderson
Primary Instructor, EMS ................. Joni Briola
Primary Instructor, EMS ................. Ken Forinash
Director of Public Service
Programs and the Academies ................. Michael Carter
Program Assistant, Police/
Fire Academies ......................... Michelle Russell
Administrative Assistant, Police/
Fire Academies ......................... Vacant
Administrative Assistant, Public Service .... Sheila Sheibley
Coordinator, Public Service
Programs/Assistant Professor ......... Margaret Uchner
Paralegal Specialist,
Paralegal/Mediation .................... Robin Rossenfeld
Department Chair, Sciences (Astronomy, Biology,
Chemistry, Geology, Physics) .......... Martha Jackson-Carter
Administrative Assistant,
Science, ECE, HHIP .................... Pat Machledt
Associate Professor, Biology ........ Sheridan Samano
Coordinator/Professor, Holistic
Health Professions ...................... James Ford
Coordinator/Professor, Physics .......... Charles Nelms
Professor, Biology, Geology ............. Jim Weedin
Professor, Biology ....................... Todd Bergren

LOWRY FAMILY CENTER
Director ....................................... Kathy Hill-Young
Administrative Assistant .................... Sandra Winston
Case Manager ................................ David Bechhoefer
Family Advocate/
Kinship Coordinator .................. Margaret Louise Moore
Family Advocate, Bilingual ............. Jeannette Langston
Family Advocate ......................... Michelle Gebow
Youth-in-Conflict Advocate ............ Shawn Taylor

STUDENT SERVICES AND ENROLLMENT MANAGEMENT
Vice-President ................................ Greg Goode
Recruiting Coordinator ..................... Anna Jansen

ADMISSIONS, REGISTRATION AND RECORDS
Director ........................................ Connie Simpson
Credentials Evaluator ..................... Janice Davis
Grades/Computer Records Specialist .... Denise Oakeley
Registration and Records Clerk .......... Valerie Sangiuliano
Switchboard Operator ..................... Rita Borgenah
Transcript Specialist and Imaging ........ JoAnne Barnes

ADVISING CENTER
Director ........................................ Connie Simpson
Academic Advisor/Special Projects ........ Belinda Marshall
Academic/Veterans Advisor ............... Tom Dury
Academic Advisor ......................... Willie Hayes, Jr.
Academic/International Advisor .......... Kristen Cusack
Academic/Career Advisor ................. Elizabeth Reed
Administrative Assistant ................... Elaine Fergerson
FINANCIAL AID
Director/Special Programs ............Terry Campbell Caron
Financial Aid Advisor/Operations Coordinator ............John Young
Financial Aid Advisor/Scholarships ............Vacant
Financial Aid Advisor ............Maurice Thompson
Administrative Assistant ............Mary Jones

LEARNING RESOURCE CENTER (LRC)
Director .....................Bernice Harris
Student Resources Coordinator ....Karla Adamson-Lesko
Accessibility Services Coordinator ............Renee Jones
Media Specialist II and Front Desk Coordinator ............Seatoo Rounds
Front Desk Staff ............Sheryl Broadnax
Testing Development Center Coordinator ....Susan Yuthas
Tutoring Coordinator ............Patti Molai
Administrative Assistant ............Traci Thrall (Pens)

STUDENT LIFE
Activities Coordinator ............Angela Tiedeman

STUDENT SERVICES-LOWRY
Director .....................Yen Phillips
Student Services Generalist ............Greg Moore
Administrative Assistant ............Traci Fielden

ADMINISTRATIVE SERVICES
Vice President .....................Wes Geary

FISCAL AFFAIRS
Controller .....................Vacant
Accounts Receivable/Cashier ............Christina Johnson
Accounts Payable/General Ledger ............Kathy Bodemann
Payroll .....................Kimberly Suazo
Cashier/Payroll ............Dianna Doyle-Edwards
Cashier .....................Sabrina Ward
Administrative Assistant ............Eugenia Parham

FACILITIES
Director .....................Larry Steele
Assistant Director ............Linda Arman
Facilities Set Up Clerk ............Tom Morrissey
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

INSTITUTIONAL RESEARCH
Director .....................Mike Berry

PURCHASING
Purchasing Agent .....................Linda Arman

CAMPUS SECURITY AND SAFETY
Security/Safety Officer .....................Scott Hostetter

EMERITUS
President, Community College of Aurora, 1986-2000 (Retired 2000) ............Larry D. Carter
President, Community College of Aurora, 1983-1986 (Retired 1986) ............Nai-Kwang Chang
Director, Aurora Education Center, 1979-1983 ............Nai-Kwang Chang

COLORADO STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION
Tanra J. Ward .....................Chair
Barbara McKeller .....................Vice Chair
Stephen A. Chapman
Wanda Cousar
Patricia A. Erjavec
Jennifer Hopkins
Persiano “Pres” Montoya
Ralph J. Nagel
David C. Taylor
David Strungis, Non-Voting Faculty Member
John Salladay, Non-Voting Faculty Member

COMMUNITY COLLEGE OF COLORADO SYSTEM
President .....................Nancy McCallin

COLLEGE ADVISORY COUNCIL
COMMUNITY COLLEGE OF AURORA
Renee Gullickson
Wells Fargo Bank - Buckingham
1430 S. Havana St.
Aurora, CO 80012-4016
303-752-6320
FAX: 303-752-6312

Kevin Hougen
President
Aurora Chamber of Commerce
562 Sable Blvd. #200
Aurora, CO 80011
303-344-1500
FAX: 303-344-1564

James C. Lewien
President
Commerce Bank of Aurora
13303 E. Colfax Avenue
Aurora, CO 80011
303-344-5202
FAX: 303-364-7636

Paul Suss
Suss Pontiac
1301 S. Havana
Aurora, CO 80012
303-751-3400
FAX: 303-306-4059

Father Michael J. Sheeran
Regis University
3333 Regis Boulevard
Denver, CO 80221
303-458-4190
FAX: 303-964-5529

Jay Gershen, D.D.S.
University of Colorado Health Sciences Center
4200 E. 9thAve., Campus B A095
Denver, CO 80262
303-315-7734
FAX: 303-315-7729
**Faculty and Staff**

John Abolaji, Biology - B.S., University of Ibadan, Nigeria; M.S., Ph.D., Southern Illinois University

Susan Achziger, English - B.S., Brigham Young University; M. Ed., Utah State University

Midori Allmeyer, Japanese - B.A., Hokkaido Gakvin College

Greg Appling, Sociology - B.A., Stanford University, M.A., Ph.D., Cornell University

Reza Asrari, Sociology, Political Science - B.A., University of Northern Colorado; M.A., Ed.D. University of Northern Colorado

Cynthia Lauver-Baker, Paralegal - B.A., Bethany College; J.D., Washburn University

Jenny Ballevweg, Criminal Justice – B.S., Metropolitan State College of Denver

Alan Bardwick, Business - S.B.M.E., Massachusetts Institute of Technology, MBA, Harvard University

Carlos Beer, Chemistry - B.A., Eastern Kentucky University; M.S., Colorado School of Mines

John Bennett, Basic Law Enforcement - B.A., Western State College

Michelle Bergren, German - B.A., M.A., University of Colorado

Todd Bergren, Biology - B.S., Colorado State University; B.S., Colorado School of Mines; M.S., Ph.D., University of Colorado

Christy Bernal, Case Manager, Center for Workforce Development – B.A., Metropolitan State College

Rebecca Bernstein, Academic Advisor, Management – M.S., Regis University

Nancy Black, Victim Assistance - B.A., University of Colorado

Eileen Blasius, English - B.A., M.A., Ph.D., University of Denver

Michael Bleacher, Computer Information Systems - B.S., Colorado Christian University

Wayne Blethen, Accounting – B.S. University of Kentucky

Victor Bliden, Mathematics – B.S., United States Air Force Academy


Paula Bonell, Coordinator, Service Learning, Criminal Justice, - A.A., Arapahoe Community College, BA, Regis University

Darryl Borgonah, Computer Information Systems - B.A., University of Colorado, Boulder

Rita Borgonah, Admissions, Registration - A.G.S., Community College of Aurora

SUSAN Bostwick, Law-B.S., Principia College; M.S., University of Illinois; J.D., University of Utah

David Bosworth, Mathematics – B.S., Metropolitan State College of Denver

Harry Bowland, Business - B.S., B.A., University of Denver

Linda Bowman, President – B.A., University of South Alabama, M.A., Colorado State University, Ph.D., University of Colorado

Linda Bradford, Psychology - , B.A., Metropolitan State College; M.A., Ph.D., University of Northern Colorado

Ron Brainerd, Mathematics - B.A., University of Wyoming; M.A., University of Northern Colorado

Marcia Briones, Journalism – B.S., University of Colorado

Melanie Briscoe, Geology - B.S., M.S., Northern Arizona University

Libby Broughton, Assistant to Vice President, B.A., Metropolitan State College

George Brown, Mathematics - B.S., M.S., University of Rhode Island, B.S., Colorado State University of Northern Colorado; M.S., Syracuse University, Ph.D. University of Rhode Island

Stacey Brown, English - B.A., University of Northern Colorado

Becky Brussow, Management - A.A., Community College of Aurora, B.S., Colorado Christian University

Paul Burkett, Insurance - B.A., University of Minnesota; CPCU, CIC, ALCM, ARM

Elizabeth Burnett, Psychology - B.S. Rutgers University, M.A., Denver Seminary

Janet Butler, Mathematics - B.S., (A. Math), M.B.S., University of Colorado

Robert Campbell, Mathematics - B.A., Augsburg College, M.S., University of Denver

Theresa Campbell Caron, Director of Financial Aid - B.S., Colorado State University; M.A., Webster University

Lisa Carlisle, English - B.A., Emory University; M.Ed., University of Georgia

Michael Carter, Director of Public Service Programs and the Academies - B.S., M.S., Chaminade University of Honolulu

Christina Catlett, Sociology - B.A., University of Denver

Roger Cautton, Education, Psychology - B.A., Wichita State University; M. Divinity, Denver Seminary

Roger A. Chandler, Art – B.A., Southern Missionary College, M.A., Ph.D., University of California

Ronald Chavez, Accounting – B.A., M.B.A., Regis College of Denver

Sung Cho, Philosophy - M.D.I.V., Iliff School of Theology

Mark Christiansen, Accounting - B.S., Regis College; CPA

Julie Cole, Spanish – B.A., University of Colorado

Steven Conn, Counseling - M.A., Ball State University

Timothy Cook, Philosophy - B.A., Kansas University; M.A., Arkansas University; Ph.D., University of Colorado

Kathleen Cramm, Department Chair, - Behavioral Sciences B.A., University of Colorado; M.A., PSY. D. University of Northern Colorado

Larry Cramm, Psychology - B.A., Columbia College, M.A., Leslie College

Clin Cressawn, Speech Communication - B.A., University of North Carolina at Greensboro; M.A., University of Washington

Jason Cuerton, Criminal Justice – J.D., Howard University

Kristen Cusack, Academic and International Advisor, Computer Information System - B.S., Metropolitan State

Carolyn B. Cusick, Early Childhood Professional – B.A., University of Colo., M.A., University of Wisconsin

Gildas Davies Jr., Computer Information Systems - B.S., Metropolitan State College

Beatrice Davis, Speech/Communication - B.A., M.B.A., University of Denver

Patricia Davis, English as a Second Language - B.S., University of Calgary; M.A., University of Colorado

Timothy Davis, Mathematics - B.A., University of Northern Colorado, M.S., University of Maryland

Charles DeLaCroix, Insurance - B.B.A., Northeastern University of Louisiana

2005 - 2006
Susan Desportes, Computer Information System - B.S., B.A., University of Southern Mississippi
Jane Diamond, Early Childhood Education - B.A., Colorado Women’s College
Christina Doherty, Biology – B.A., California State University, Northridge, M.A., Pepperdine University
Thomas Dury, Academic Advisor, Humanities - M.A., Graduate Theological Union
Patricia Elledge, Mediation - B.A., Boise State University; M.F.A., University of California
Steve Emerson, Basic Law Enforcement Training Academy, A.A., Arapahoe Community College
Walter Epsting, Accounting - B.S., University of Colorado; B.S., Prairie View University; CPA
Larry Falsetta, Computer Information Systems, Accounting, Business Admin. - B.A., University of Southern Colorado
James Fell, Jr., History – M.A., Ph.D., University of Colorado
William L. Ferguson, Marketing - M.B.A., University of Missouri
John Fern, Workforce Development – A.A., Fullerton Junior College
Samuel A. Fernandez, Mathematics – B.S., Texas State University
Traci Fielden, Instructional Support & Lowry One Stop – A.G.S., Community College of Aurora
Meritt Finer, Economics – B.A., M.A. University of Colorado
Bruce Firtha, Mathematics - B.S., M.S., John Carroll University; M.S., Cleveland State University
James Ford, Coordinator, Holistic Health Professions – B.A., Wittenberg University; M.Div., Hamma School of Theology; M.S., Butler University, Th.D., Iliff School of Theology and Denver University
Nellie Ford, Holistic Health Professions - C.M.T., Massage Therapy Institute of Colorado
David Frantom, Mathematics – B.A., University of Michigan, Ann Arbor
Yvonne Frye, English - B.A., Metropolitan State College; M.A., University of Colorado
Robert Fulcomer, Dean, Computer, Math & Business, Business - B.S., Park College; M.B.A., City University
Maria Gabrielson, Mathematics - B.A., Metropolitan State college of Denver; M.A., University of Colorado, Boulder
Barbara Gabriel, Women’s Studies, History, Dance - B.A., Ohio Wesleyan University; M.A., Xavier University
Katherine Galli, Mathematics - B.S., University of Colorado
Alex Garcia, Case Manager, Center for Workforce Development – B.A., Metropolitan State College, M.A., Framingham State College
Doyle Garrigus, Accounting - B.S., Indiana State University
Don Gerstenberger, Accounting - B.S., Colorado State University
Wesley Geary, Vice President, Administrative Services, Accounting - M.S., North Texas State
Susan Gibbons, Art, Humanities - B.F.A., Colorado State University
Wayne Gilbert, English - M.A., Iliff School of Theology
Gerald Gilliard, Accounting - A.A., Northeastern Junior College, B.S., University of Northern Colorado, M.S., University of Colorado
Linda Gilroy, Marketing - B.S., University of Phoenix
Gregory Goode, Vice President of Instruction and Student Services, M.S., Bemidji State University
Daniel Gorklo, Music - B.M., Univ. of Northern Colorado; M.A., University of Denver
James Gray, Mathematics – M.A., University of Colorado
Maria Halloran, Chair, ESL, Art, French, Spanish - B.A., Colorado Women’s College, M.E.A., University of Madrid; M.A., Webster University
John Hammond, Film Video - B.A., Metropolitan State College
Christin Hansen, Case Manager, Center for Workforce Development – B.A., Metropolitan State College of Denver
Dianda Havel-Coe, Data Specialist - B.S., Columbia College
Willie Hayes, Jr, Academic Advisor, Philosophy - B.A., Loyola University, M.A., University of Colorado
Tiffany Hayes, Chemistry - B.S., M.S., University of Colorado at Denver, Daniela Higgins, Director, Center for Workforce Development - A.A., Prevard Community College, B.S., Rollins College, MA, Webster University
Doug Hill, Criminal Justice - B.A., Cleveland State University
Kathy Hill-Young, Director, Lowry Family Center - Psychology, B.S., Marycrest College; M.S.W., University of Denver
Barbara Hinten, Spanish - B.S., M.A., Ph.D., University of Colorado
Elizabeth Hirsh, Anthropology – M.A., The State University of New Jersey Rutgers
Patricia Hoerner, Mathematics – B.S., Georgetown University
Barbara Horton, Speech/Communication - B.A., Idaho State College; M.A., University of Denver
Sue Hovland, Holistic Health Professions - B.S.N., Northwestern University; C.M.T., Colorado School of Healing Arts
Geoffrey Hunt, Chair, History, Geography, Political Science - B.A., University of Wyoming; M.A.S., Sunny College; Ph.D., University of Colorado
William Hunt, Accounting – B.S., Metropolitan State College of Denver
Jacques Hutchinson, Speech Communication – B.S., M.S., University of Wisconsin, Ph.D., University of Denver, Colorado Seminary
Eric Imbody, Mind-Body Health - B.A., Ohio Wesleyan University, M.A., Leslie University
Karen Iorio, Biology - B.A., Rutgers University, Cook College; Ph.D., Medical College of Virgina, Virginia Commonwealth University
Richard Italiano, Music - B.MUS., University of Northern Colorado; M.MUS., Peabody Conservatory
Martha Jackson-Carter, Science Chair, Chemistry - B.A., University of Colorado
Christy Janda, Psychology – B.S., Southern Illinois University at Carbondale, M.A., University of Phoenix
Anna Jansen, Recruitment Coordinator – A.A., Community College of Aurora
John Johnson, Film Video – A.A.S., Rochester Institute of Technology, B.F.A., Southern Colorado State College, Pueblo
Karen Johnson, History, Geography - B.A.C., University of Kansas, M.A., University of Colorado, Denver
Linda Johnson, Speech/Communication - B.A., University of Wisconsin; M.A., University of New Mexico
Mary Jones, Financial Aid, Administrative Assistant - B.S. Loyola University, Chicago
Reniece Jones, Disability Services Coordinator, - A.A.S., Front Range Community College; B.A., Metropolitan State College; M.A., University of Northern Colorado
Paramjit Kaur, Biology – M.A., University of Denver
Eric Keely, Computer Information Systems - M.A., Columbia College
Mark Kemble, Department Chair, Developmental English - B.A., Ohio Wesleyan University; M.A., Ed.M., Teachers College, Columbia University

Susan Khair, Speech - B.S., Univ. of Northern Iowa; M.A., Florida State University

Andrea Kelly, Mathematics – B.A., M.A., City University of New York

Philip Klein, Geography - B.A., Univ of California; Ph.D., Univ of Colorado

Ross Klutke, Computer Information Systems - B.A., University of Hawaii, M.B.A., Willamette University

Kazuo Kuriyagawa, Political Science - B.A., University of Northern Colorado; M.A., Wesley University, Tokyo

Tofaaga LA’AA, Criminal Justice - B.S., Chaminade University of Honolulu, M.S., Troy State University

John LaFerlita, Film Video – B.A., M.F.A., Brooklyn College

Frederic Lahey, Film Video - B.A., MFA Columbia University

David Lathers, Police Academy - J.D., Hamline University

Marian Lauterbach, English - B.A., Smith College; M.A., University of Hawaii

Amy Leach, Advisor, B.A., University of Kansas; M.A., University of Missouri, Columbia

Lisa Lehman, Biology - B.A., Colorado College; M.S., University of Colorado Health Sciences Center

Karla Adamson-Lesko, Student Resource Coordinator - B.S., M.S., University of Central Oklahoma

George Lesko, Computers Information Systems, Distance Learning - B.A., Park College; M.A., Webster University

William Lind, Management – B.S., Colorado State University

Jim Lund, Astronomy - B.A., Brigham Young University; M.S., Ohio State University

Percy Lyle, Speech, Ethnic Studies - B.A., University of Colorado; M.A., Webster University, Ph.D., University of Denver

Bill MacBride, Paralegal - B.S., Colorado School of Mines; M.B.A., University of Houston; J.D., University of Denver

Danny Martinez, Spanish - B.A., University of Colorado at Denver; M.A., University of Colorado at Boulder

Jimmy McCullough, Mathematics – M.S., University New Mexico, Albuquerque, M.B.A., Cal State College Hayward

Patrick McNally, Art, Humanities, History, Geography - B.A., Michigan State University; M.H., University of Colorado

Tania McCutt, Mathematics – B.S., Colorado State University

Christina Medina, Political Science - B.A., M.P.A., University of Colorado at Denver

Opelia Mejia, Early Childhood Education – B.A., M.A., Regis University

Timothy Merrill, Philosophy - B.A., Saint Paul Bible College; M.A., Iliff School of Theology

Jeana Miller, Mathematics – B.S., Colorado State University

Mihail Mitrache, Film Video - Diploma in Arts - Republic of Romania, SBCCOE Credential

Teresa Mongold, Speech Communication - M.A., New Mexico State University

Lisa Montagne, English - B.A., California Lutheran University; M.A., University of Nevada

Robert Moore, Computer Information Systems - M.A., Webster University

Kent Morgan, Early Childhood Education – A.A.S., Community of the Air Force, B.S., University of Phoenix

Lester Moroye, Dean, Public Service, Sciences & Workforce Development, Associate Vice President, Lowry - B.S., University of Southern Colorado; M.A., University of Phoenix

Frank Moschetti, Criminal Justice, Paralegal - B.S., Metropolitan State College; J.D., Cornell Law School

Tanya Mote, Political Science - B.A, M.A., University of Denver, National College of Chiropractic; Doctor of Chiropractic Medicine

John Murzyn, Biology, B.S., Texas Christian University; National College of Chiropractic; Doctor of Chiropractic Medicine

Charles Nelms, Coordinator, Physics, - B.S., M.S., University of Texas

Jan Netting, Insurance - B.A., University of Denver, CLU, CHFC

Steve Norton, Basic Law Enforcement Training Academy, - B.A., University of Northern Colorado

Denise Oakeley, Grades, Computer Records Specialist A.G.S., Community College of Aurora

Mark Ortiz, History - B.A., M.A., University of Colorado

Michael Osborne, Chair, Fine Arts, Theatre - B.A., Oberlin College, Ohio; M.F.A., Western Illinois University

Albert Otii, Mathematics – M.B.A., University of Northern Colorado

Eugenia Parham, Administrative Services, Administrative Assistant - A.A.S., Community College of Aurora; B.S., Columbia College

Jeffrey Paganini, Mathematics – M.A., Webster University, St. Louis, MO.

Ronnie Peacock, History - A.A., A.G.S., Community College of Aurora, B.A., University of Colorado Denver, M.A., University of Northern Colorado

Pat Pendergras, Mathematics - B.A., M.A., University of Northern Colorado, M.S., University of Colorado

Debi Peterson, Mind-Body Health - B.A., State University of New York

Craig Piel, Basic Law Enforcement Training Academy - B.S., University of Nebraska; M.S., University of Colorado

Yvette Pita, Film Video- B.A., Davidson College, N.C., M.F.A., New York University, N.Y.

Carol Pettengill, Child Development – B.S., San Diego State University

Yen Lu Phillips, Student Services Specialist - B.S., Taiwan Normal University, M.A., Oklahoma State University, M.S., University of Colorado

Tililotta Pope, English - B.A., University of Pittsburg; M.A., Georgetown University

Geraldine Prager, Education – B.S., Central Michigan University

Ray Pudlik, Education - B.S., University of Michigan; M.A., University of Northern Colorado

Jan Ramsay, Mathematics - B.A., Adams State College

Henry Rasof, Music – B.A., University of California, Los Angeles, M.A., Brooklyn College

Alwin Riede, Management - J.D., University of Denver

Charles Riedel, Insurance - B.A., University of Michigan; CLU

Joanne Roberts, Counseling & Guidance-M.A., University of Colorado

Lena Ross, Mathematics - B.A., University of Colorado at Denver

Ron Ross, Management - B.A., Regis College; M.P.A., University of Colorado

Robin Rosenfeld, Paralegal – B.A., Wellesley College, J.D., University of Miami, Law School

Veronica Russell, Center for Workforce Development Administrative Assistant, A.A.S., Community College of Denver

Sheridan Samano, Biology - B.S., Texas A & M University

Valerie Sangiuliano, Admissions Clerk, A.A.S., Community College of Aurora

James Santa Maria, Mathematics - B.S., San Francisco State University; M.S., University of Northern Colorado
Lewis Schlossinger, Department Chair, Accounting, Business, Economics, Management, Marketing, Insurance - B.S., Parsons College; M.A., University of Iowa

Robert Schneider, Computer Information Systems - B.S., Columbia College

Gary Schroeder, Mind-Body Health - B.S., Metropolitan State College; M.A., Webster University

Mary Schumacher, Criminal Justice - B.S., Metropolitan State College; M.A., University of Phoenix

Jeffrey Schweinfeist, Social Sciences – M.S., University of Colorado

Barbara Schwendler, Environmental Science - B.A., College of Arts and Science at Plattsburg; M.A., McGregor School of Antioch University

Gary Scott, Anthropology - B.A., University of North Dakota; M.A., Webster University

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

Evelyn Sickel, Early Childhood Education – M.A., University of Colorado at Denver

Cherise Simpson, Music - B.M., M.M., University of Florida

Connie Simpson, Director, Admissions, Registration and Records – M.B.A., University of Missouri

Christopher Slates, Mathematics - B.S., California Polytechnic State University

Albert Smith, Criminal Justice - B.A., Concord College

Charles Smith, Mathematics - B.S., M.A., California State Polytechnic 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

Kristen L. Speck, Speech – M.A., University of Colorado

David Spiegel, Philosophy - B.A., University of California at Santa Barbara; M.A., Denver Seminary

Judy Spitz, Police/Fire Academies, Administrative Assistant - A.A., Community College Aurora

Tony Spurlock, Criminal Justice - P.O.S.T. Certificate

Todd Stahly, Criminal Justice – B.S., Michigan Technological University, J.D., California Western School of Law

Larry Steele, Facilities Manager - B.A., Metropolitan State College; M.A., Colorado State University

John Steinle, History – M.A., Wright State University

Lila Stevens, Sociology - B.A., St. Augustine’s College; M.A., Webster University

David Stoll, Mathematics – M.S., University of Northern Colorado

George Stragand, Mathematics - B.A., St. Vincent College, M.S., University of Northern Colorado

Kimberly Suazo, Payroll - A.G.S., Community College of Aurora

Andree Swanson, Communications, Economics – B.S., University of Maryland, M.A., University of Phoenix

Elizabeth Templeton, Early Childhood Education – M.Ed., Leslie College

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

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

Claudia True, Humanities, M.S.W., University of Denver

Carol VanDonselaar, Human Development – M.A., Pacific Oaks College

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., Northwestern University; Ed.D.

Liz VanLandingham, Communications, B.S., Journalism, University of Colorado-Boulder, M.F.A., Naropa University

Rebecca Vartabedian, Philosophy – B.A., University of Colorado, M.A., Denver Seminary

Goldokht Vazirabadi, Mathematics – A.A., Community College of Aurora, M.A., University of Denver

Paula Von Lindern, Insurance - A.B., Gonzalez University

Susan Waldheim, Facilities Scheduler, and Insurance Administrative Assistant - B.A., Org Develop., Regis University

Chris Ward, Director of Grants, Anthropology - B.A., Concordia College, M.Div., San Francisco Theological Seminary; Ph.D., University of Pittsburgh

Kourtney Washington, Case Manager, Center for Workforce Development – B.A., University of Memphis

James Weedin, Biology, Geology - A.S., San Antonio College; B.A., University of Texas; M.S. Sul Ross State University, Texas

Niki Wellor, Assistant Coordinator, Center for Workforce Development – B.A., University of Minnesota

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, Management Information Technology/IT, Department Chair, Computer - B.S., Metropolitan State College; A.S., A.A., Community College of Aurora, M.S.C.I.S., Regis University

Aimee Williamson, Political Science – M.A., University of Colorado

Nathaniel Wilson, Psychology - B.S., Florida A&M, M.A., Regis University

Cheryl Wingard, Department Chair, Mathematics - B.S., University of Southern Colorado; M.S., University of Colorado

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

Michael Yeager, Biology – B.A.C.S., B.S., University of Colorado at Boulder

Betty Yonce, Mathematics - B.S., Iowa State University, M.A., University of Phoenix

Matthew Yoss, English - M.A., Naropa Institute

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

Justine Zollo, Theatre – M.A., University of Denver
INSTRUCTIONS - Please complete all sections of this application in Black Ink and PRINT LEGIBLY.

PLEASE INDICATE THE YEAR AND TERM YOU WISH TO ENROLL  20    ☐ SUMMER ☐ FALL ☐ SPRING

Social Security Number/Student I.D. ☐ OR LIST OTHER: ____________________________

Current Employment Status
☐ F) full time (30+ hrs/week)
☐ P) part time (1-29 hrs/week)
☐ U) unemployed

Veteran/Military Service
☐ (1) Veteran or Dependent Eligible for VA Educational Benefits
☐ (2) Veteran Not Eligible for VA Educational Benefits
☐ (3) Active Duty Veteran
☐ (4) Active Duty Military

Ethnic Origin: ☐ (1) American Indian or Alaskan Native
☐ (O) Asian or Pacific Islander
☐ (H) Hispanic
☐ (B) Black Non-Hispanic
☐ (W) White Non-Hispanic

Citizenship:
☐ U.S. Citizen
☐ Non U.S. Citizen**

Language: ____________________________

Ethnic Origin:

Citizenship:

U.S. Citizen
Non U.S. Citizen**

SPEAK EXPIRATION DATE: ____________________________

**You must attach photocopy of I-551 (Resident Alien Card) (both sides) or I-94 (Arrival-Departure Record) and copy of parent(s) if you are under the age of 23.

While at this institution, do you intend to
☐ (1) Earn an academic degree (AA/AS/AGS)
☐ (2) Earn a vocational - technical degree (AAS)
☐ (3) Earn a vocational - technical certificate
☐ (4) None of the above

Are you enrolling at this college for job or career reasons?
☐ (Y) Yes ☐ (N) No

Program/Major area of study: ____________________________

Do you plan to transfer to another institution?
☐ (1) Yes, to a 4-year school after graduation
☐ (2) Yes, to a 4-year school before graduation
☐ (3) Yes, to a 2-year school after graduation
☐ (4) Yes, to a 2-year school before graduation
☐ (5) No, I do not plan to transfer

Please indicate planned length of study at this institution:
☐ (1) semester ☐ (3) 2 years
☐ (2) 1 year ☐ (4) More than 2 years

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

Name of Last High School Attended

Type of Secondary Diploma
☐ High School Diploma,
☐ (Y) Year Received 19/20
☐ (G) G.E.D. - Year Received 19/20
☐ (C) Currently enrolled in High School

Expected Graduation Date 19/20

Have your parents earned a baccalaureate (4-year) degree?
☐ (M) Mother ☐ (F) Father ☐ (B) Both ☐ (N)Neither ☐ (U) Unknown

Which best describes your current status?
☐ (RA) Re-entering former student at this institution
☐ (TR) will transfer credit in
☐ (TN) will not transfer credit in
☐ (NE) New Student, first college attended

Which best describes the level of education you have completed? (choose one)
☐ (LH) Less than High School
☐ (HS) High School Graduate/GED
☐ (CE) Certificate
☐ (AD) Associate Degree
☐ (BD) Bachelor's Degree
☐ (PR) Professional Degree (MD, JD, MBA, Ed S)
☐ (DD) Doctorate (Ed D, Ph D)

OFFICE USE ONLY

COLLEGE CLASS DEGREE MAJOR MINOR SPEC HIGH SCHOOL CODE COLLEGE CODE

REV (7/02)
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.