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 688.46. 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 CCA website has updated disclosure information on the following for easy access:
- 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) in the Catalog and in the Office of the Vice President of Administrative Services, A 204D, 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 ensure 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. Transfer information is available for student use in , CTC Room A102, and on the website.
- 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 Hesse, Affirmative Action Officer and ADA Coordinator, CCA, CentreTech Campus, Room A204 Phone 360-4752, or the Office for Civil Rights, U.S. Dept. of Education, 1961 Stout Street, Denver, CO, 80216.
- 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 2006
Full term (10 weeks) June 5 - August 12, 2006
Session I (5 weeks) June 5 - July 8, 2006
Independence Day (college closed) July 4, 2006
Session II (5 weeks) July 10 - August 12, 2006

Fall Semester 2006
Classes begin August 28, 2006
Labor Day (college closed) September 4, 2006
Faculty In-Service November 21, 2006
Thanksgiving (no classes) November 22 - 26, 2006
Classes end December 16, 2006

Spring Semester 2007
Classes begin January 16, 2007
Spring break (no classes) March 25 – March 31, 2007
Graduation May 4, 2007
Classes end May 7, 2007

Summer Semester 2007
Full term (10 weeks) June 4 - August 11, 2007
Session I (5 weeks) June 4 - July 7, 2007
Independence Day (college closed) July 4, 2007
Session II (5 weeks) July 9 - August 11, 2007

Fall Semester 2007
Classes begin August 27, 2007
Labor Day (college closed) September 3, 2007
Faculty In-Service November 20, 2007
Thanksgiving (no classes) November 21 - 25, 2007
Classes end December 15, 2007
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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
- Accessibility Services Office/Computer Access Center
- Administration
- Cashier’s Office
- College Fiscal Affairs
- Community Services
- Computer Labs
- Enrollment Services (Admissions & Records, Advising, Assessment, Student IDs)
- Electronic Library
- English Tutoring
- Financial Aid
- General Information
- General Classrooms
- Instructional Resource Center
- Insurance
- International Student Admissions/Advising
- Learning Resource Center
- Math Tutoring
- Media Services
- Personnel Office
- Student Life
- Testing Center
- Veteran Affairs

**LOWRY CAMPUS**
710 Alton Way, Denver, CO 80230, 303-340-7093
- Aurora Language Center
- Biotechnology Program
- Center for Teaching Excellence
- 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
- General Information
- General Classrooms
- Holistic Health Program
- One-Stop Student Services (Admissions, Advising, Financial Aid info, Career and Business Office Services)
- Police Academy
- Science Laboratories
- Testing

**OUTREACH CENTERS**
- Aurora Chamber of Commerce: 3131 S. Vaughn Way, Ste. 622
- 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 these 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.

Our Mission

The Community College of Aurora provides lifelong educational opportunities, prepares the current and future workforce, and promotes excellence in teaching, learning and service to our diverse community.

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 Meets 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.

GREAT CHANGES ARE COMING

Starting with the Fall 2006 semester, CCA along with the Colorado Community College System will be changing student information systems to Banner. Banner allows us the opportunity to make some great changes and offer students greater online services. More information will be coming soon, but in the meantime, please "pardon our dust" while we construct some terrific changes for staff, faculty and students!

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 graduation rate for first-time, full-time, degree-seeking students who enrolled in the Fall of 2002 and graduated by the Spring of 2005 was 27 percent; the average for all community colleges in Colorado in 2003 was 20 percent. This does not include students who extend their studies beyond two years; 31 percent of the CCAs Fall 2002 entering cohort transferred to a university. The one-year student retention rate for all Colorado institutions for 2003 was 61 percent; for CCA it was 59 percent.

CCA CRIME STATISTICS. In 2005, 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 were no charges of unlawful sexual contact and two reports 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 either the director of admission and records or the director of advising, and receive signature approval from the college president. An admission decision will be based upon a student’s academic history, determination of ability to benefit from college level instruction, and overall educational goals.
3. All new students must take the assessment test (Accuplacer) or have appropriate ACT or SAT scores taken within the last 5 years. State Board Policy requires that colleges assess their students to determine the appropriate levels of English, mathematic and reading, and if needed, that students take developmental courses within their first 30 hours at the College.

Students are exempt from assessment if:

• They have an Associate of Arts or Science degree or higher.
• They have appropriate, transcripted, college-level English, math or developmental courses.
• They are non-degree or non-certificate seeking and are not taking courses with prerequisites (does not apply to students under the age of 20).
• They have documented ACT (18 for ENG 121, 17 for college-level reading and 19 for MAT 121) or SAT scores (430 Verbal for college-level reading, 440 Verbal for ENG 121, and 460 Math for MAT 121).
• They are seeking only a Real Estate certificate or a Certificate of Recognition (does not apply to students under the age of 20).

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 primary curriculum (degree or certificate program) at the time of registration. Any changes in curriculum major must be recorded with the Enrollment Services 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 an application for admission on the Web. Staff is available to assist students complete the application onsite at Enrollment Services, CentreTech Campus, A103 or Lowry Campus, Bldg. 903.

**NEW STUDENTS.** All individuals who have never attended any institution of higher education before must complete the New Student application for admission. New students pursuing a degree are required to assess and meet with an advisor to register for their first semester to obtain their registration PIN. Students are encouraged to keep in contact with an academic advisor throughout their educational program.

**TRANSFER STUDENTS.** Students who have attended any post-secondary institution before and has not attended CCA previously must complete the Transfer application for admission. Transfer students pursuing a degree or certificate at CCA are also required to meet assessment requirements and meet with an advisor to register for their first semester to obtain their registration PIN. Students are encouraged to keep in contact with an academic advisor throughout their educational program.

**READMIT STUDENTS.** Former students returning to the college after an absence of one year (summer term included) or more must complete the Readmit Application form online 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:

- Complete the New Student application for admission online.
- 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. Upon successful completion of the course(s), the school district will reimburse tuition costs.

For more information on the program, phone 303-360-4795.

**HIGH SCHOOL STUDENTS NOT PARTICIPATING IN POSTSECONDARY ENROLLMENT OPTIONS ACT.** Students need to:

- Complete the New Student application for admission online.
- 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 303-360-4795.

**STUDENTS UNDER THE AGE OF 16**

In addition to completing the New Student application for admission form online, 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 admissions and records or director of advising 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. The international student application for admission, available online.
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 their 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 may 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 Enrollment Services 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:

International students must meet with the international student advisor in Enrollment Services, Room A102, prior to registering for courses.

<table>
<thead>
<tr>
<th></th>
<th>First-Time or Reinstatement Applicants</th>
<th>Current International Students Seeking Transfer</th>
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<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>
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2006 - 2007
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.

**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, Centre Tech Campus, Enrollment Services, phone 303-360-4706. In addition, veterans’ information is available on the College website.

It is important for veteran students to select those subjects that will apply to their specific degree. These are the courses that the college can certify to the Veterans Administration. Students using VA benefits must submit 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 VA 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. Audited courses are not eligible for the COF stipend and this grade is not 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 will receive a grade of “F” in the course.

**REGISTRATION**

A schedule of course offerings is published each semester and is available online. 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, degree- or certificate-seeking students will register online using a registration PIN (personal identification number), obtained during their advising session. The website and 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 requires department approval.

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
- Holding a Colorado driver’s license or vehicle registration
- Registering to vote

The Admissions and Registration Office requires a minimum of two proofs of domicile but depending on circumstances may request additional information. 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 Enrollment Services 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, California, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming. For more information, contact the Enrollment Services office, 303-360-4716. The WUE Program is subject to change.
STUDENT RECORDS
CHANGE OF ADDRESS AND TELEPHONE INFORMATION. It is the responsibility of each student to update their current address and telephone numbers online. If the student is also an employee of the Colorado Community College System, address changes must be made in-person at the appropriate Human Resources office.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974: PUBLIC INFORMATION AND THE SECURITY OF STUDENT RECORDS. The Enrollment Services 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 Subsect. 513, 88 Stat. 571; 29 U.S.C. 1232g). Students may view them upon request at the Enrollment Services office. If the student feels the records contain an error, an appeal may be made to the Registrar.

CCCS AND CCCA RULES FOR STUDENT DIRECTORY INFORMATION FERPA GENERAL GUIDELINES. Students have three primary rights under the Family Educational Rights and Privacy Act (FERPA). They are: to inspect and review their educational records; to have some control over the disclosure of information from their education record; and, to seek to amend their education record.

FERPA DIRECTORY INFORMATION GENERAL GUIDELINES. FERPA requires institutions to give public notice to students of the categories of personally identifiable information, which the institution has designated as public or directory information. According to FERPA, the information contained in an educational record of a student that would not be considered harmful or an invasion of privacy if disclosed, includes: name, address, telephone listing, electronic email address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities or sports, weight and height of athletic team members, degrees, honors, and awards received, and most recent educational institution attended. The colleges may disclose any of this information without prior written consent of the student, unless notified in writing to the contrary by the first official class meeting date of each semester.

DIRECTORY INFORMATION. It is in the best interest of student safety and privacy to limit the disclosure of directory information to items that would not provide immediate access to a student. Immediate access to a student could be attained by disclosing student address, telephone number, or class schedule. Therefore, the following information will be used for directory information:

- student name
- date of birth
- major field of study
- participation in officially recognized activities and sports
- dates of attendance (semester, not individual class dates)
- degrees and awards received
- most recent educational institution attended.

Students' names and dates of attendance 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 Enrollment Services office. Directory 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 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 the college. All other information contained in the student's record is considered private and not open to the public without the student's written consent.

The following individuals have access to student records because of their official function:

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

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

- Judicial orders
- Emergencies, where the information contained in the student's file is needed to protect his/her safety, health or welfare or that of other persons
- Requests by military recruiters who are granted access to students in higher education by the Solomon Amendment
- CCA officials

A complete copy of the Family Education Rights and Privacy Act is available on the web or in the Admissions Office at the CentreTech campus or at the 1-Stop Student Services office at the Lowry campus.

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 the semester before graduation is anticipated. This early application allows CCA's graduation evaluator to review your records and ensure that you register for the appropriate courses in your final semester. Application deadlines are as follows:

<table>
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<tr>
<th>If you plan to graduate at the end of:</th>
<th>Application Deadline</th>
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<tbody>
<tr>
<td>Spring</td>
<td>December 1st</td>
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<tr>
<td>Summer</td>
<td>April 1st</td>
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<tr>
<td>Fall</td>
<td>July 1st</td>
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If you plan to graduate at the end of: Application Deadline
Spring May 15th December 1st
Summer September 15th April 1st
Fall February 15th July 1st
Graduation application forms are available in the Enrollment Services office, CentreTech Campus, A103 and at 1-Stop Student Services, Lowry Campus, Bldg. 903, room 106. A graduation application charge of $45 must be paid prior to application submission. Applications received after the deadline will incur a $10 late-charge and may not be evaluated prior to the start of your final semester.

TRANSCRIPT REQUESTS. The Records office, Room A103, maintain student records and issues transcripts. Students may request a copy of their Community College of Aurora transcript be sent to another college or to an employer by requesting a transcript through online services or by completing a “Request for Transcript” form available at Enrollment Services, CentreTech campus, or One-Stop Student Services, Lowry campus. $3.00 will be charged for each transcript processed within a 48-hour processing period (Mon.-Fri.). On demand processing within the same day, will incur a $6.00 per transcript charge. Although CCA will fax transcripts, students should be aware that faxed transcripts may not be considered official by the receiving institution or employer. $10 (payable in advance) will be charged for long distance faxes.

TRANSFER CREDIT EVALUATIONS. Students must be enrolled at CCA in order to have their credits evaluated. An official transcript must be mailed directly to CCA. Transfer credit will be evaluated course by course based upon the student’s declared degree or certificate. Generally, “C” or better grades will be accepted in transfer. CCA may choose to transfer “D” grades on a “case-by-case basis”, determined by program and whether a “D” grade may be used to meet degree or certificate requirements. 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 to receive COF funds. 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.

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. Courses taken as an Audit are not eligible for the Colorado Opportunity Fund (COF) stipend and will be charged to the student’s account at the non-stipend rate. Auditing students attend classes, and may complete classroom assignments and 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 census date for that 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 fees, attorney’s 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 fall, 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 303-360-4716 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 student enrollment charge 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)
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 an safe environment.
ADVISING

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

NEW STUDENT ADVISING. All new, degree- or certificate-seeking students are required to meet with an academic advisor after assessment and prior to registration to discuss goals and program requirements, and to obtain their registration PIN (personal identification number) for online registration. New Students are strongly encouraged to enroll in AAA 101, The Student Experience.

CONTINUING STUDENT ADVISING. It is important for all continuing students to maintain 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 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.

NON-DEGREE SEEKING STUDENTS. Students who are enrolling in coursework for a job upgrade or personal development are also encouraged to contact an advisor prior to registration.

STUDENTS INTENDING TO TRANSFER. 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 online, at Enrollment Services, CentreTech Campus, A102, or at One-Stop Student Services, Lowry Campus, Bldg. 903, room 106.

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.
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 AND SELF-PACED COURSES
Open-entry math and self-paced reading classes are designed for the student who works well in a non-traditional 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
Financial aid is money available to assist the student with the costs of attending college. This assistance comes from the federal and state government, the institution and private sources. Financial aid includes grants, a work-study program, student loans and scholarships. The federal and state grants are only available to the student who has not earned a Bachelor’s or a professional degree.

Students can access their financial aid student account through online services.

FEDERAL PELL GRANT
This program provides a direct grant to the student to help pay college costs. Amounts awarded to the student depend on the cost of education, financial need and student's enrollment status.

CAMPUS-BASED AND WORK STUDENT PROGRAMS
The programs listed below are campus-based financial aid programs funded by the federal and state governments and by the institution. Since the funding available for these programs is limited, eligible students who have completed their financial aid file by May 1 will be given priority for these grant programs and work-study funds, unless otherwise indicated.

FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (FSEOG)
Students with exceptional financial need are eligible to be awarded this grant. Priority is given to the student who is eligible for a Federal Pell Grant. The student must be enrolled in a minimum of six (6) credit hours each semester to receive this grant.

COLORADO LEVERAGING EDUCATIONAL ASSISTANCE PARTNERSHIP (CLEAP)
Available to Colorado resident undergraduates with documented exceptional financial need. These grants are comprised of federal and state funds.

COLORADO STUDENT GRANT (CSG)
Colorado residents with exceptional financial need are eligible to be awarded this grant. The student must be enrolled in a minimum of six (6) credit hours each semester to receive this grant.

FEDERAL WORK STUDY (FSW) AND COLORADO WORK STUDY (CWS)
CCA participates in the Federal Work Study and the Colorado Work Study programs. These programs provided employment opportunities that enable students to earn money to fund their education. Work study positions are located on both CCA campuses, in addition to reading and math tutoring positions that are available off campus. To the extent practical, CCA will attempt to provide employment that complements and reinforces the education and vocational career goals of each student. Additional information about terms and conditions of employment is available from the CCA Payroll Office and the CCA Financial Aid Office. Work study is awarded to the student who indicates on the FAFSA that she/he wants student employment. A student who has already attained a Bachelor's degree is eligible to apply for these funds.

FEDERAL STAFFORD STUDENT LOAN PROGRAM (FFEL)
This federal program provides low interest loans(s) to the student from lenders such as banks, credit unions, or savings and loan associations. The 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 the family contribution. With a SUB loan, the federal government pays the interest on the loan while the student is attending college and up to six months after leaving college. If a student receives an UNSUB 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. The student who is considered independent by Title IV definition may request additional unsubsidized loan funds beyond these limits.
SCHOLARSHIPS

The student must be registered for a minimum of six (6) credits for the entire loan period to be eligible for either type of loan. Repayment of the loan begins at the end of a six-month grace period after the student either graduates, stops attending or is registered for fewer than six (6) credits per semester.

Students must file the Free Application for Federal Student Aid (FAFSA) prior to submitting a Stafford Loan Application and Master Promissory Note. A student who has already attained a Bachelor's or professional degree is eligible to apply for this loan. Please note that the student who has borrowed the maximum loan amount allowed for an undergraduate student will not be able to get a loan.

FEDERAL PLUS LOAN

This loan program is designed to assist the parent(s) who wants to borrow money to help pay for the educational expenses for each child who is a dependent undergraduate student. The parent(s) may borrow up to the cost of education less any estimated financial aid the student will receive. The student must be registered for a minimum of six (6) credit hours for the entire loan period to be eligible for this loan.

SCHOLARSHIP PROGRAMS

Information on private and some institutional scholarships, applications, and processing deadlines is available at the CCA Financial Aid Office.

Several scholarships are offered at CCA at various times during the year. Applications are available on the CCA website at www.ccaaurora.edu/finaid. Some of the scholarships are listed here:

LAUNCH YOUR FUTURE

This institutional scholarship is designed for 1) recent high school graduates who are entering college for the first time (including those students who have taken courses at CCA through the Postsecondary Enrollment Options Act); 2) students who are entering education after at least a five-year absence from any type of formal education. More specific criteria for the award are on the application.

CCA FOUNDATION SCHOLARSHIPS

The Community College of Aurora Foundation is a not-for-profit, 501(c) (3) corporation that provides student funding and other resources for the development of the college. This is put into practice by an outstanding volunteer Board of Directors and college staff. A complete list of scholarships is available at the CCA Foundation website. The CCA Financial Aid Office processes all Foundation scholarships and must receive the completed application packet by the date published on the application. Applications are available online at www.ccaaurora.edu/finaid/scholarships. The Foundation scholarships are awarded in the fall and spring semesters.

STATE OF COLORADO GENERAL ASSEMBLY SCHOLARSHIPS

The State of Colorado General Assembly funds the Colorado Centennial Scholars Program and the Governor’s Opportunity Scholarship. These scholarships are described below:

COLORADO CENTENNIAL SCHOLARS PROGRAM

The goal of the Colorado's Centennial Scholarship Program is to recruit and retain undergraduate Colorado resident students at Colorado college 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 are on the application.

GOVERNOR’S OPPORTUNITY SCHOLARSHIP

The purpose of the Governor’s Opportunity 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. More specific criteria for the award are on the application.

APPLICATION PROCEDURES

The student begins the application process when she/he completes and submits the Free Application for Federal Student Aid (FAFSA). Students are encouraged to complete these applications as early as possible after January 1. Priority for determining financial aid eligibility is given to students whose completed applications are on file with the CCA Financial Aid Office by these dates:

Fall Semester 2006..............May 1, 2006
Spring Semester 2007...........Nov. 1, 2006
Summer Semester 2007........April 1, 2007

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

This application is used to apply for all types of federal, state and institutional aid awarded by the College.

Students are encouraged to complete the FAFSA on the WEB, which is available at http://www.fafsa.ed.gov. The paper FAFSA is also available from the CCA Financial Aid Office. This application is submitted directly to the U.S. Department of Education's Central Processor. A Federal Student Aid Report (SAR) is sent to the student. An electronic Institutional Student Information Report (ISIR), which duplicates the information on the student's SAR, is sent to the CCA Financial Aid Office. The ISIR must be processed and have a valid Estimate Family Contribution (EFC) as determined by the CCA Financial Aid Office before a student’s eligibility for any financial aid funds can be determined.

GENERAL ELIGIBILITY REQUIREMENTS

A student must meet the following general requirements to be eligible for federal, state, and institutional financial aid programs:

• Be a U.S. citizen, U.S. National or Permanent Resident, or eligible non-resident.
• Be enrolled as a regular student pursuing a degree or a certificate in an eligible program.
• Have a high school diploma or a General Education Development (GED) certificate or pass an Ability to Benefit test, with specified test scores. The Accuplacer assessment test, used by CCA and approved by the Department of Education, is used by CCA for the Ability to Benefit test.
• Have a valid Social Security number.
• Not be in default on a federal student loan or owe a repayment on a federal grant
• Registered with Selective Service if required.
• Meet and maintain the College and Financial Aid Standards of Academic Progress requirements.
• Have financial need as determined through the federal methodology formula.

AWARDING PROCEDURES
When all appropriate information, forms, or documents have been received by the CCA Financial Aid Office, the student’s financial aid file is considered complete and ready for verifying and awarding to the extent funds are available. The CCA Financial Aid Office uses the following criteria to award funds to financial aid applicants:
• Must have financial need;
• Must have an EFC (Estimated Family Contribution) that the Financial Aid office has determined to be valid; and;
• Must have a valid EFC and complete file for the new award year. Students who have completed financial aid files by May 1 will receive priority consideration for the Federal Supplemental Educational Opportunity Grant, Colorado Student Grant, and Work-study programs. Failure to meet this priority date may result in some program funds not being available to applicants. A Federal Pell Grant can be applied for throughout the award year. However, the Financial Aid office must electronically receive the student’s SAR information no later than the last day of the summer semester of the current award year to determine his/her Federal Pell Grant eligibility for the award year. Please note that the last day to complete a FAFSA is generally June 30 of any given year, for the award year.

PAYMENT AUTHORIZATION AND DISBURSEMENT PROCEDURES
The Financial Aid office initially awards students based on full time enrollment. Shortly after census date (the last day to add/drop courses) the awards will be adjusted to the actual enrollment level. Payment cannot be authorized for audited courses and courses in which a student already has withdrawn (W) prior to their financial aid award being disbursed.

Please note that:
• If a student completely withdraws from all classes, Title IV Return of Federal Funds regulations may require that a portion of a student’s aid be returned to the Department of Education by the institution and by the student. (See below for the section on Return of Federal Funds, for more information.)
• If a student drops a class that has not started and receives a 100% refund, aid is reduced to reflect the new enrollment status.

The student should contact the Financial Aid office for further information, especially when adding or dropping classes.

DISBURSEMENT PROCEDURES
After all charges (i.e. tuition, books and supplies) have been deducted from the total amount of the award, the remainder is issued in the form of a check and mailed directly to the student about six (6) weeks into the semester. Please note that checks are mailed to the address the student has on file with the CCA Records Office. Please make sure this address is accurate.

RETURN OF FEDERAL FUNDS
Federal Title IV regulations require a certain percentage of Title IV funds must be returned to the U.S. Department of Education or to a student loan lender when a student completely withdraws from all classes. Federal funds that may have to be returned are Federal Stafford and/or PLUS Loans, Federal Pell Grant, Federal SEOG and CLEAP, which includes Federal program funds. The Colorado Student Grant is not affected by this requirement.

A student who receives all F grades is considered to have unofficially withdrawn from classes. A student receiving financial aid funds who drops out without notifying the institution is considered to have withdrawn at the midpoint of the payment period, unless the institution can document a later date. The student may owe the College for charges no longer paid by financial aid.

For more information and examples of the Return of Federal Funds calculations, contact the Financial Aid or Student Accounts Office.

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. 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 CCA Financial Aid Office before changing enrollment status.

Students receiving need-determined financial aid must maintain satisfactory, measurable progress each semester. This is described in detail in the next section.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESSION POLICY
Each institution that receives title IV funds is required by the U.S. Department of Education, Section 132 of the Higher Education Amendments of 1976, to define and enforce standards for satisfactory academic progress. Satisfactory Academic Progress measures a student’s performance in the following three areas/criteria: completion rate, grade point average (GPA), and maximum time frame. The Financial Aid Office is responsible for establishing and monitoring a standard of “satisfactory academic progress” for continuation of financial aid eligibility.

The full policy is available online at www.ccaurora.edu/finaid.

ADDITIONAL INFORMATION REGARDING FINANCIAL AID
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 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 which enhance their educational experiences at CCA. Services include Accessibility Services, practice tests, Career Planning software and Testing. We have a Computer lab with thirty-five computers for word processing and accessing the Internet. These computers are available to students at no charge throughout each semester. In the LRC’s Instructional Resource Center (the IRC), students can access the library, reference and audiovisual materials. In the LRC’s Testing Center, students can take assessment placement tests, make up tests for classes and tests for online courses. Information about tutoring is also available in the LRC, located on the CentreTech campus (CTC), Student Centre, Room S202.

ASSESSMENT/COURSE PLACEMENT: The college assists students in making course and educational program decisions through assessment and advising. Students are assessed 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.

ACCESSIBILITY SERVICES

• Accessible Classrooms & Programs
• Assistive Computer Technology Training Classes
• Career & Academic Advising
• Community Resources
• General Advocacy
• Accommodations
  • Alternate format for textbooks
  • Equipment loan
  • FM System for Hard of Hearing
  • Interpreter for the Deaf
  • Note takers
  • Study Skills Assistance
  • Test Accommodations
• Tutoring

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

Accessibility Services Office (in the Learning Resource Center, S-202E) 303-340-7536, V/TDD.
Reniece.Jones@CCAurora.edu

Services are free for qualified students with appropriate documentation of physical disabilities (including a temporary disability), health conditions, learning differences, or emotional problems requiring specialized support.

Additional Resource
Rocky Mountain Disability and Business Technical Assistance Center
www.ada-infonet.org
1-800-949-4232

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.cccs.edu for more information. All new students must be assessed. Students are exempt from assessment if they provide:

• They have an Associate of Arts or Science degree or higher.
• They have appropriate, transcripted, college-level English, math or developmental courses.
• They are non-degree or non-certificate seeking and are not taking courses with prerequisites (does not apply to students under the age of 20).
• They have documented ACT (18 for ENG 121, 17 for college-level reading and 19 for MAT 121) or SAT scores (430 Verbal for college-level reading, 440 Verbal for ENG 121, and 460 Math for MAT 121).
• They are seeking only a Real Estate certificate or a Certificate of Recognition (does not apply to students under the age of 20).

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, Reading, and Writing. 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, stop by the Learning Resource Center, Room S202, CTC campus, or go to www.ccaurora.edu/students/study_skills/tutoring.html.

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 qualified 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, fax, 303-340-7543, 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 research 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 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 303-340-7524 or Phi Theta Kappa at 303-360-4726.

**Honors**

CCA offers Honors options for students who want additional challenges. Courses can be taken for Honors credit, and students can earn Honors distinctions upon graduation. For more information, contact the Honors Faculty Advisor at 303-361-7373, or the Dean for Humanities and Fine Arts at 303-360-4729.

**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 at Enrollment Services, Centre Tech campus, Room A102, and at One-Stop Student Services office, Lowry campus. Drop-in hours are available.

ID cards are good for one year and are recommended. Student IDs are required to use the Computer Lab. An ID can also be used for photo id required for testing services.
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.

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.

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.

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.

EQUALITY FOR ALL
For students with disabilities to support each other and help others. To educate staff and students.

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.

MEN’S 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.

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.

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 workout and a chance to meet fellow CCA Students. The club also plays in the City of Aurora Basketball League.

WOMEN’S SOCCER CLUB
The club is open to any student interested in playing soccer. Whether you play competitively or want to learn, soccer provides a workout and a chance to meet fellow CCA Students. The group participates in a variety of activities throughout the year to accomplish these goals.

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.

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.

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 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, punctuation, conversation, reading, and composition courses, as well as computer basics for ESL students. 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 Enrollment Services 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.
4. effectively communicate the process; both written and orally.

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 Enrollment Services. 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 from CCA. CCA does not guarantee transfer of credit outside the Community Colleges of Colorado system. Students may document prior learning through successful completion of any of the following:

**CHALLENGE EXAMINATIONS.** Currently enrolled students may challenge a course provided they are not enrolled in the course. When a student feels especially prepared for a 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 institutions, 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.

**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 online at www.CCAurora.edu. No grades will be given out through 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 Enrollment Services 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.
the Enrollment Services office during the time final grades are being processed. Any questions about grades during this time should be referred to the instructor.

ACADEMIC PROGRESS.
OVERVIEW. Recognizing the value of measuring academic progress for all students, the Colorado Community College System (CCCS) has established the following practice for measuring and notifying students of their academic progress (APP) standing.

APPLICATION. During a student's first twelve credits, the college will monitor satisfactory progress through an Academic Alert process. The Academic Progress Procedure applies to all students who have completed thirteen (13) or more credits in residence while attending a Colorado Community College System college. The APP practice shall be applied consistently and uniformly by all CCCS institutions. All colleges will determine the APP status of enrolled students no later than five days following the posting of term grades for each semester. Students with deficient progress statuses will be notified of their status. Suspended students will not be allowed to begin enrollment in the subsequent semester. Students Academic Progress status will be noted on their transcripts. The APP status of a student is specific to the home institution and does not transfer or impact a student's enrollment at other CCCS colleges.

PRACTICE STANDARDS.
• Good standing
Cumulative Grade Point Average (CGPA) 2.00 or better for all classes completed in residence.
• Academic Alert
Student has completed less than 13 credits with a Cumulative Grade Point Average (CGPA) below 2.00 for all classes completed in residence.
• Probation (initial)
Cumulative Grade Point Average (CGPA) is below 2.00 for all classes completed in residence.
• Probation (continuing)
Cumulative Grade Point Average (CGPA) is below 2.00 for all classes completed in residence and last Term Grade Point Average (TGPA) is 2.00 or better.
• Suspension (initial)
Cumulative Grade Point Average (CGPA) is below 2.00 for all classes completed in residence and last Term Grade Point Average (TGPA) is below 2.00. Student may not register for the next term (fall, spring, or summer) following the suspension term. Student may register for the term following the two term break in enrollment after meeting with an academic advisor of the college. Students with unusual circumstances of a compelling nature may appeal their suspension. Approval of the student's appeal may allow, but does not guarantee, that the student will be allowed to register without a break in enrollment. Students returning from a suspension will be on Probation (continuing).
• Suspension (second)
Cumulative Grade Point Average (CGPA) is below 2.00 for all classes completed in residence and last Term Grade Point Average (TGPA) is below 2.00. Student may not register for the next two terms (fall, spring, or summer) following the suspension term. Student may register for the term following the two term break in enrollment after meeting with an academic advisor of the college. Students with unusual circumstances of a compelling nature may appeal their suspension. Approval of the student's appeal may allow, but does not guarantee, that the student will be allowed to register without a break in enrollment. Students returning from a suspension will be on Probation (continuing).
• Suspension (third)
Cumulative Grade Point Average (CGPA) is below 2.00 for all classes completed in residence and last Term Grade Point Average (TGPA) is below 2.00. Student is suspended from the college and may not register for two (2) calendar years. Students with unusual circumstances of a compelling nature may appeal their suspension. Approval of the student's appeal may allow, but does not guarantee, that the student will be allowed to register without a break in enrollment. Students returning from a suspension will be on Probation (continuing).

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 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. Graduation honors recognize outstanding academic achievement throughout a student's academic career at the home institution. The honors are awarded to students who complete the requirements for an associate degree and earn a 3.5 or better cumulative grade point average at the institution. Only college level courses completed at the institution will be included in the GPA calculation.
Cum Laude ("with honor") 3.50 to 3.749 Cumulative GPA
Magna Cum Laude ("with great honor") 3.75 to 3.99 Cumulative GPA
Summa Cum Laude ("with highest honor") 4.00 Cumulative GPA
# Grade Quality of Work Indicated Grade Points

<table>
<thead>
<tr>
<th>Grade Quality</th>
<th>Description</th>
<th>Credits</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent or Superior</td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Deficient</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td></td>
<td></td>
<td>NGPA</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td></td>
<td></td>
<td>NGPA</td>
</tr>
<tr>
<td>S/A</td>
<td>Satisfactory (A-level) work in a developmental course</td>
<td></td>
<td></td>
<td>NGPA</td>
</tr>
<tr>
<td>S/B</td>
<td>Satisfactory (B-level) work in a developmental course</td>
<td></td>
<td></td>
<td>NGPA</td>
</tr>
<tr>
<td>S/C</td>
<td>Satisfactory (C-level) work in a developmental course</td>
<td></td>
<td></td>
<td>NGPA</td>
</tr>
<tr>
<td>U/D</td>
<td>Unsatisfactory (D-level) work in a developmental course</td>
<td></td>
<td></td>
<td>NGPA</td>
</tr>
<tr>
<td>U/F</td>
<td>Unsatisfactory (F-level) work in a developmental course</td>
<td></td>
<td></td>
<td>NGPA</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td></td>
<td></td>
<td>NGPA</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td></td>
<td></td>
<td>NGPA</td>
</tr>
</tbody>
</table>

**What the letters mean...**

### 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

Grades awarded for developmental courses will not be included in a student’s grade point average (GPA). Grading for developmental courses will utilize the Developmental grade mode (S/A, S/B, S/C, U/D, U/F). The credits will count toward earned and attempted credits.

GPA’s for term recognition such as President’s List, VP List and Dean’s List will not include developmental courses in the calculation.

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.

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.

**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, however only the higher grade will be used in GPA calculation. 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 Veteran 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 Enrollment Services.)*
ACADEMIC RENEWAL
Academic Renewal allows students to get a fresh start on their record at CCA. Under the Academic Renewal policy:
1. 30 hours can be excluded from GPA
2. Students must be out of school for 2 years before being eligible
3. Students must be enrolled and have completed at least 6 hours with a 2.0 minimum GPA
4. Students can only apply for Academic Renewal once and it is not reversible.

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.

INSTRUCTIONAL POLICY ON ACADEMIC DISHONESTY
Academic dishonesty includes cheating and plagiarism. Cheating is the unauthorized use of assistance with 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 Director of Student Life for Student Conduct issues or a Department Chair or Division Dean for Academic issues.

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: warning, 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.

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

The respondent may file an appeal to the Director of Student Life. Director of Student Life 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. The hearing will be closed and confidential.

The Director of Student Life 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 Director of Student Life shall select an impartial Appeals Council to include (3) members including: (1) student, (1) faculty member, (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 Director of Student Life or designated college representative. The college representative must notify both parties of the decision in writing as soon as possible.

ACADEMIC APPEALS

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.

The student should initiate appeals regarding academic probation or 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 request a meeting to discuss the suspension or probation. The Vice President will investigate and respond in writing within 15 days.

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 in writing 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 Director of Student Life or college designee and should include:

• What college policy, procedure, practice, or action is in question and what rights or freedoms are they affecting.
  • 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 Director of Student Life 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 Director of Student Life will respond to the petitioner in writing.
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 appeal 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.
- Warning – A status in which a student remains enrolled and in attendance but counseled to desist from specified undesirable course of action.
- 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 Director of Student Life 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 gtPathways at [http://www.state.co.us/cche/academic/transfer/index.html](http://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 through Credit 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 CCA’s website for transfer information. Transfer guides can be found on the Colorado Commission on Higher Education’s website at [http://www.state.co.us/cche/academic/transfer/guides.html](http://www.state.co.us/cche/academic/transfer/guides.html).

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 CCAs control, identifies appropriate action and coordinates implementation of the solution with the president and vice-presidents of the college.
6. Campus security and safety seminars are conducted throughout each academic year. These seminars acquaint students and staff with procedures for reporting criminal activity, methods of crime prevention, and a report of all recent criminal activity on campus.
7. The reporting requirements of the Crime Awareness and Campus Security Act of 1990 are met through the collection and dissemination of information on crime prevention and the occurrence of crime in college controlled facilities.

Security Officers shall:

1. Summon the appropriate police, fire, or hazardous material agency in the event of an emergency.
2. Patrol the Community College of Aurora campus on a regular basis, as directed by the 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 & Metro)
  - Paralegal (University of Colorado at Denver)

**Associate of Applied Science Degrees (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 Power Mechanics — AAS Degree**

**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)

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 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. Upon completion of that meeting, submit a Graduation Application.

2. 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 the semester before graduation is anticipated. This early application allows CCAs graduation evaluator to review your records and ensure that you register for the appropriate courses in your final semester. A Graduation Application charge of $10 will be collected when you submit your application. Applications submitted after the deadline will incur a $10 late charge and may not be processed before you register for your final semester. Application deadlines are as follows:

   If you plan to graduate at the end of: Application Deadline:
   Spring December 1
   Summer April 1
   Fall July 1

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. Students must satisfactorily complete a minimum of 15 credit hours at the institution from which the Degree is offered. For Certificates, at least 25% of the credits must be completed in residence. Online courses with registrations through the home college will be included in residency 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.

ASSOCIATE OF ARTS DEGREE

GENERAL EDUCATION CORE REQUIREMENTS*

Communication (C01 & C02 - 6 credits)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
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<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>
</tbody>
</table>

Mathematics (MA1 – 3 credits)

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
<th>Credit</th>
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<tbody>
<tr>
<td>MAT 120</td>
<td>Mathematics for Liberal Arts</td>
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</tr>
<tr>
<td>MAT 121</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MAT 122</td>
<td>College Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>MAT 123</td>
<td>Finite Math</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 166</td>
<td>Pre-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 (SC1 – 8 credits)

At least one course must contain a lab component.
(Credits over 8 will be applied to electives)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AST 101/102</td>
<td>Astronomy I/II</td>
<td>4</td>
</tr>
<tr>
<td>BIO 101</td>
<td>Science of Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 111/112</td>
<td>General College Biology I/II with Lab</td>
<td>5</td>
</tr>
<tr>
<td>BIO 201/202</td>
<td>Human Anatomy &amp; Physiology I/II</td>
<td>4/4</td>
</tr>
<tr>
<td>BIO 204</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>CHE 101/102</td>
<td>Introduction to Chemistry I/II with Lab</td>
<td>5/5</td>
</tr>
<tr>
<td>CHE 111/112</td>
<td>General College Chemistry I/II with Lab</td>
<td>5/5</td>
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<tr>
<td>GEY 111</td>
<td>Physical Geology</td>
<td>4</td>
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<tr>
<td>GEY 121</td>
<td>Historical Geology</td>
<td>4</td>
</tr>
<tr>
<td>PHY 101</td>
<td>Conceptual Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHY 111/112</td>
<td>Physics: Algebra-based I/II with Lab</td>
<td>5</td>
</tr>
<tr>
<td>PHY 211/212</td>
<td>Physics: Calculus-Based I/II with Lab</td>
<td>5</td>
</tr>
<tr>
<td>SCI 155/156</td>
<td>Integrated Science I/II</td>
<td>4/4</td>
</tr>
</tbody>
</table>

Social and Behavioral Sciences (HI1, SS1, SS2, & SS3 - 9 credits)

Choose 1 HIS course and 2 courses from at least one other category

Category I – History (HI1)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<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>HIS 247</td>
<td>Contemporary World History</td>
<td>3</td>
</tr>
</tbody>
</table>

Category II – Economic & Political Systems (SS1)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<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>POS 105</td>
<td>Introduction to Political Science</td>
<td>3</td>
</tr>
<tr>
<td>POS 111</td>
<td>American Government</td>
<td>3</td>
</tr>
</tbody>
</table>

Category III – Geography (SS2)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEO 101</td>
<td>World Regional Geography</td>
<td>3</td>
</tr>
</tbody>
</table>

Category IV – Human Behavior & Social Systems (SS3)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
<th>Credit</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>PSY 101/102</td>
<td>General Psychology I/II</td>
<td>3/3</td>
</tr>
<tr>
<td>PSY 235</td>
<td>Human Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101/102</td>
<td>Intro to Sociology I/II</td>
<td>3/3</td>
</tr>
</tbody>
</table>
### 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.

### GENERAL EDUCATION REQUIREMENTS

#### English (6 credits)
- ENG 121 English Composition I ........................................3
- ENG 122 English Composition II ........................................3

#### Mathematics (8 credits minimum; complete categories 1 & 2)

**Category I**
- MAT 123 Finite Mathematics .............................................4
- OR
  - MAT 121 College Algebra .............................................4

**Category II**
- PHY 111/112 Physics: Algebra-based I/II ..........................5/5
  - PHY 211/212 Physics: Calculus-Based I/II ........................5/5

#### Physical and Life Sciences (8 credits)

- AST 101/102 Astronomy I/II .............................................4/4
- BIO 111/112 General College Biology I/II ........................5/5
- BIO 201/202 Human Anatomy & Physiology I/II ...............4/4
- BIO 204 Microbiology ....................................................4
- CHE 101/102 Intro to Chemistry I/II .................................5/5
- CHE 111/112 General College Chemistry I/II with Lab .........5/5
- GEY 111 Physical Geology .............................................4
- GEY 121 Historical Geology ............................................4
- PHY 111/112 Physics: Algebra-based I/II ..........................5/5
- PHY 211/212 Physics: Calculus-Based I/II ........................5/5

#### Social Sciences (9 credits; select one HIS course and both ECO courses)
- ECO 201 Principles of Macroeconomics ............................3
- ECO 202 Principles of Microeconomics .............................3

**Choose one HIS course from:**
- HIS 101/102 History of Western Civilization I/II ..............3/3
- HIS 201/202 U.S. History I/II ........................................3/3
- HIS 249 Contemporary World History .............................3

#### Arts and Humanities (6 credits. Choose two courses)

**Category I – Arts**
- ART 110 Art Appreciation ............................................3
- ART 111/112 Art History I/II ........................................3/3
- FRE 211 French III .......................................................3
- GER 211/212 German III/IV ..........................................3/3
- JPN 211/212 Japanese III/IV ........................................3/3

### DEGREE REQUIREMENTS AND PROGRAMS OF INSTRUCTION

**Arts and Humanities (AH1, AH2, & AH3 - 9 credits from at least 2 different categories)**

**Category I – Arts (AH1)**
- ART 110 Art Appreciation ............................................3
- ART 111/112 Art History I/II ........................................3/3
- FRE 211 French III .......................................................3
- GER 211/212 German III/IV ..........................................3/3
- JPN 211/212 Japanese III/IV ........................................3/3
- MUS 120 Music Appreciation ........................................3
- MUS 121/122 Intro. to Music History I/II ..........................3/3
- RUS 211/212 Russian III/IV ..........................................3/3
- SPA 211/212 Spanish III/IV ..........................................3/3
- THE 105 Introduction to Theatre Arts .............................3
- THE 211/212 Development of Theatre I/II ........................3/3

**Category II – Literature & Humanities (AH2)**
- HUM 121/122/123 Humanities I/II/III ............................3/3/3
- LIT 115 Introduction to Literature ..................................3
- LIT 201/202 Masterpieces of Literature I/II .......................3/3
- LIT 205 Ethnic Literature .............................................3
- LIT 211/212 Survey of American Lit. I/II ..........................3/3
- LIT 221/222 Survey of British Lit. I/II .............................3/3

**Category III – Ways of Thinking (AH3)**
- PHI 111 Introduction to Philosophy ................................3
- PHI 112 Ethics ................................................................3
- PHI 113 Logic .............................................................3

**Community College System Core Requirement - 3**
- SPE 115 Public Speaking ...............................................3
- OR
  - SPE 125 Interpersonal Communication ........................3

**ELECTIVES (22 CREDITS)**

**Choose from the following (Courses must be 100-level and above, except when noted)**

- **Academic Achievement Strategies**
- **Accounting 121 & 122**
- **Anthropology**
- **Art**
- **American Sign Language**
- **Astronomy**
- **Biology**
- **Business 115, 216, 217 & 226**
- **Chemistry**
- **Communication**
- **Computer Info. Systems 115 or 118**
- **Dance**
- **Economics**
- **English 121 & above**
- **Ethnic Studies**
- **Foreign Languages 111 & above**
- **Geography**
- **Geology**
- **Health Wellness Education**
- **History**

**Holistic Health Professionals**
- (no more than six credits)
- **Humanities**
- **Journalism**
- **Literature**
- **Management 226**
- **Marketing 216**
- **Mathematics 111, 120 and above**
- **Music**
- **Philosophy**
- **Photography**
- **Physical Education**
- **Physics**
- **Political Science**
- **Psychology**
- **Sociology**
- **Speech**
- **Theatre**
- **Women's Studies**

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

*The new State Guaranteed Transfer Courses and the new Colorado Community College General Education requirements have been incorporated into the degree. NOTE: This guarantee excludes majors in Education, Business, Engineering, or Nursing, as well as exempt majors in the colleges of liberal arts & sciences.*
ASSOCIATE OF ARTS, BUSINESS TRANSFER EMPHASIS,

Total General Education Credits ..............................................................40

Mathematics (6 credits)

Mathematics (6 credits)

English (6 credits)

English Composition I ..................................................3

English Composition II ..................................................3

General Education Requirements

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

Category I

Art Appreciation ..................................................3

OR

Music Appreciation ..................................................3

Category II

Intro to Literature ..................................................3

OR

Children’s Literature ..................................................3

Science (8 Credits)

Integrated Science I ..................................................4

AND

Integrated Science II ..................................................4

Social Sciences (9 Credits)

World Regional Geography ..................................................3

US History I ............................................................3

American Government ..................................................3

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

Early Childhood Education Graduation Requirements (24 Credits)

Intro to Early Childhood Education ..................................................3

Intro to Early Childhood Lab ..................................................3

Nutrition, Health & Safety ..................................................3

Human Relations for Child Development ..................................................3

Child Development ..................................................3

Public Speaking (grade ‘B or higher) ..................................................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 science courses, you may have 59 credits. In this case, please contact the ECE Dept. Chair at 303-340-7078)

ASSOCIATE OF ARTS, ELEMENTARY EDUCATION TRANSFER DISTINCTION

STATEWIDE ELEMENTARY EDUCATION TRANSFER AGREEMENT

A Colorado 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 41 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 41 credits will consult a specific teacher education program and be advised on the final 19 credits guaranteed to transfer.

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

GENERAL EDUCATION REQUIREMENTS

English (6 credits)

(Must complete with a ‘B’ or better)

English Composition I ..................................................3

English Composition II ..................................................3

Mathematics (6 credits)

Integrated Math I ..................................................3

AND

Integrated Math II ..................................................3

Category I

MAT 155

AND

MAT 156
Science (8 Credits)
SCI 155 Integrated Science I .................................................4
AND
SCI 156 Integrated Science II .................................................4

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

Humanities (3 Credits)
LIT 115 Intro to Literature ....................................................3
OR
LIT 255 Children's Literature ..............................................3
OR
LIT 201/202 Masterpieces of Literature I/II ..........................3

EDUCATION GRADUATION REQUIREMENTS

Education (9 Credits)
EDU 221 Intro to Education ....................................................3
PSY 238 Child Development ..................................................3
SPE 115 Public Speaking .......................................................3
Total CCA Education Requirements Credits ............................41

Electives based on transfer institution (19 credits)
Total Electives determined jointly by CCA & transfer institution ...19
(Consult an advisor at your transfer institution to determine appropriate electives)
ASSOCIATE OF ARTS, ELEMENTARY EDUCATION TRANSFER
DISTINCTION TOTAL CREDITS .....................................................60

ASSOCIATE OF SCIENCE DEGREE

GENERAL EDUCATION CORE REQUIREMENTS*

Communication (CO1 & CO2 - 6 credits)
ENG 121 English Composition I ..............................................3
ENG 122 English Composition II ............................................3

Mathematics (MA1 – 3-5 credits)
Choose from the following (Credits over 3 will be applied to electives)
MAT 121 College Algebra ......................................................4
MAT 122 College Trigonometry .............................................3
MAT 201 Calculus I ...............................................................5
MAT 202 Calculus II .............................................................5

Physical and Life Sciences (SC1-8 credits)
Choose 2 laboratory-based courses. (Credits over 8 will be applied to electives)
AST 101/102 Astronomy I/II ...............................................4
BIO 111/112 General College Biology I/II with Lab ..............5
BIO 201/202 Human Anatomy & Physiology I/II ...............4/4
BIO 204 Microbiology ..........................................................4
CHE 111/112 General College Chemistry I/II with Lab ....5/5
GEY 111 Physical Geology ....................................................4
GEY 121 Historical Geography .............................................4
PHY 111/112 Physics: Algebra-based I/II with Lab ............5
PHY 211/212 Physics: Calculus-Based I/II with Lab ..........5

Social and Behavioral Sciences
(H1, S1, S2, & S3 - 9 credits)
Choose 1 HIS course and 2 courses from at least one other category
Category I – History (H11)
HIS 101/102 Western Civilization I/II .................................3/3
HIS 201/202 U.S. History I/II .............................................3/3
HIS 247 Contemporary World History ................................3

Category II – Economic & Political Systems (SS1)
ECO 201 Principles of Macroeconomics ............................3
ECO 202 Principles of Microeconomics ..............................3
POS 105 Introduction to Political Science ............................3
POS 111 American Government ..........................................3

Category III – Geography (SS2)
GEO 105 World Regional Geography ...................................3

Category IV – Human Behavior & Social Systems (SS3)
ANT 101 Cultural Anthropology ...........................................3
ANT 111 Physical Anthropology ..........................................3
PSY 101/102 General Psychology I/II ...................................3/3
PSY 235 Human Growth & Development ...........................3
SOC 101/102 Intro to Sociology I/II ....................................3/3

Arts and Humanities (AH1, AH2, & AH3 - 9 credits from at least 2 different categories)

Category I – Arts (AH1)
ART 110 Art Appreciation ....................................................3
ART 111/112 Art History I/II ...............................................3/3
FRE 211 French I .................................................................3
GER 211/212 German II/IV ................................................3/3
JPN 211/212 Japanese II/IV .................................................3/3
MUS 120 Music Appreciation ..............................................3
MUS 121/122 Intro. to Music History I/II .............................3/3
RUS 211/212 Russian II/IV ..................................................3/3
SPA 211/212 Spanish II/IV ..................................................3/3
THE 105 Introduction to Theatre Arts ...................................3
THE 211/212 Development of Theatre I/II ...........................3/3

Category II – Literature & Humanities (AH2)
HUM 121/122/123 Humanities I/II/III .................................3/3/3
LIT 115 Introduction to Literature ........................................3
LIT 201/202 Masterpieces of Literature I/II .........................3/3
LIT 205 Ethnic Literature .....................................................3
LIT 211/212 Survey of American Lit. I/II ............................3/3
LIT 221/222 Survey of British Lit. I/II .................................3/3

Category III – Ways of Thinking (AH3)
PHI 111 Introduction to Philosophy .......................................3
PHI 112 Ethics .......................................................................3
PHI 113 Logic .......................................................................3

Community College System Core Requirement - 3
SPE 115 Public Speaking .......................................................3
SPE 125 Interpersonal Communication ................................3

General Education Core Credits .........................................38-40

Math and Physical & Life Science Electives (19 credits)
Nineteen (19) credits selected from mathematics and physical and life sciences courses applicable to the Associate of Science degree.
Math and Physical & Life Sciences Electives .........................19

OTHER ELECTIVES (3 CREDITS)

Courses must be 100-level and above except where noted. Choose from:
AAA, ACC 121/122; ANT, ART, ASL, AST, BIO, BUS 115/215/217/226;
CHE, CIS 115/118, COM, DAN, ECO, ENG 121+, ETS, FOR 111+, GEO,
GEY, HWE, HIS, HIP (no more than 6 credits), HUM, JOU, LIT, MAN,
MAR 216, MAT 111/120+, MUS, PHI, PED, PHD, PHY, POS, PSY,
SOC, SPE, THE, WMS .........................................................3
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 (38 CR)

Communication – (CO 1 & CO2 - 6 credits)
ENG 121 English Composition I ........................................3
ENG 122 English Composition II ....................................3
Mathematics – (MA1 - 3-5 credits)
(Credits over 3 will be applied to electives)
MAT 121 College Algebra ....................................................4
MAT 122 College Trigonometry ........................................3
MAT 201 Calculus I ..........................................................5
MAT 202 Calculus II ..........................................................5
Physical & Life Sciences – (SC1 - 8 credits)
(Credits over 8 will be applied to math & science electives)
BIO 111 General College Biology I ..................................5
CHE 111 General College Chemistry I ............................5
Social and Behavioral Sciences (HI1, SS1, SS2, & SS3 - 9 credits)
Choose 1 HIS course and 2 courses from at least one other category
Category I – History (HI1)
HIS 101/102 Western Civilization I/II ........................3/3
HIS 201/202 U.S. History I/II ........................................3/3
HIS 247 Contemporary World History ........................3
Category II – Economic & Political Systems (SS1)
ECO 201 Principles of Macroeconomics ............................3
ECO 202 Principles of Microeconomics ............................3
POS 105 Introduction to Political Science .......................3
POS 111 American Government .......................................3
Category III – Geography (SS2)
GEO 105 World Regional Geography .............................3
Category IV – Human Behavior & Social Systems (SS3)
ANT 101 Cultural Anthropology .......................................3
ANT 111 Physical Anthropology .......................................3
PSY 101/102 General Psychology I/II .............................3/3
PSY 235 Human Growth & Development ........................3
SOC 101/102 Intro to Sociology I/II ............................3/3
Arts and Humanities (AH1, AH2, & AH3 - 9 credits from at least 2 different categories)
Category I – Arts (AH1)
ART 110 Art Appreciation ............................................3
ART 111/112 Art History I/II .........................................3/3
FRE 211 French III .........................................................3

ASSOCIATE OF SCIENCE

BIOTECHNOLOGY OPTION

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

*The new State Guaranteed Transfer Courses and the new Colorado Community College General Education requirements have been incorporated into the degree.

NOTE: This guarantee excludes majors in Education, Business, Engineering, or Nursing, and certain Liberal Arts & Sciences majors.

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

Other Electives ................................................................3 credits
ENG 131 Technical Writing .............................................3
Associate of Science, BIO TECH Option ..................61
ASSOCIATE OF GENERAL STUDIES DEGREE

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

ASSOCIATE OF GENERAL STUDIES ARTICULATED DEGREES

These degrees are 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.

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 College Trigonometry ..............................................3
MAT 125 Survey of Calculus .................................................4
MAT 135 Intro to Statistics ....................................................3
MAT 155/156 Integrated Math I/II .........................................4/4
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 Prin of Macroeconomics .....................................3
ECO 202 Prin of Microeconomics ........................................3
GEO 105 World Regional Geography .................................3

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

ASSOCIATE OF GENERAL STUDIES DEGREE, CRIMINAL JUSTICE

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

General Education 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 or a bachelor of science in technical communications and the Metropolitan State College of Denver. 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 Liberal Arts .................................4

OR

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

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, 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

General Education Credits ................................................3

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

HIS 101/102 Western Civilization I/II .........................3
HIS 201/202 US History I/II .........................................3

HIS 249 Contemporary World History ..............................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 3 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, PHO, PHY, POS, PSY, SOC, SPE, THE, WMU

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 155 Writing the Short Script ..................................3
FVT 160 Video Post Production I ...................................3
FVT 200 Video Production II ...........................................3
FVT 206 Production Management Techniques ...............3
FVT 215 Video Post Production II ....................................3
FVT 220 16mm Production .............................................3
FVT 250 Scriptwriting for Film Video ..............................3

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

WRITE 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 .............................61

*Articulation Approval Pending
ASSOCIATE OF GENERAL STUDIES
ARTICULATED DEGREE
PARALEGAL

A paralegal is a person, qualified by education, training or work experience, who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible. Paralegals are not authorized to practice law in any way, as the practice of law is restricted to persons who are licensed by this or any other state. Any act that requires a legal license to perform, unless otherwise authorized by applicable court rules, constitutes unauthorized practice of law.

This program combines an understanding of legal principles, legal analysis and ethical considerations with practical application. 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.

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 major in Political Science major or 26 credits toward a major in Sociology. Students wishing to continue in a baccalaureate degree program after completing their associate degree should contact an academic advisor at the University of Colorado at Denver.

GENERAL EDUCATION CORE CURRICULUM (34 CREDITS)

<table>
<thead>
<tr>
<th>English/Speech (9 credits)</th>
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<tbody>
<tr>
<td>ENG 121</td>
<td>English Composition I ..................................................3</td>
</tr>
<tr>
<td>ENG 122</td>
<td>English Composition II ..................................................3</td>
</tr>
<tr>
<td>SPE 115*</td>
<td>Public Speaking ..............................................................3</td>
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<tr>
<td>OR</td>
<td></td>
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<tr>
<td>SPE 125</td>
<td>Interpersonal Communication ............................................3</td>
</tr>
<tr>
<td>*SPE 115 is recommended</td>
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<table>
<thead>
<tr>
<th>Mathematics (3 credits)</th>
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<tbody>
<tr>
<td>MAT 120</td>
<td>Mathematics for the Liberal Arts .....................................4</td>
</tr>
<tr>
<td>MAT 121</td>
<td>College Algebra .............................................................4</td>
</tr>
<tr>
<td>MAT 122</td>
<td>College Trigonometry ....................................................4</td>
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<tr>
<td>MAT 125</td>
<td>Survey of Calculus ..........................................................4</td>
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<tr>
<td>MAT 135</td>
<td>Intro to Statistics ..........................................................4</td>
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<tr>
<td>MAT 155/156</td>
<td>Integrated Math I/II ......................................................4/4</td>
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<tr>
<td>MAT 201</td>
<td>Calculus I .................................................................5/5</td>
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<tr>
<td>MAT 202</td>
<td>Calculus II .................................................................5/5</td>
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<table>
<thead>
<tr>
<th>Science (4 credits)</th>
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<tr>
<td>AST 101/102</td>
<td>Astronomy I, II .........................................................4/4</td>
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<tr>
<td>BIO 105</td>
<td>Science of Biology ..........................................................4</td>
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<tr>
<td>BIO 111/112</td>
<td>General College Biology I, II .....................................5/5</td>
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<tr>
<td>BIO 201/202</td>
<td>Human Anatomy &amp; Physiology I/II ....................................4/4</td>
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<tr>
<td>BIO 204</td>
<td>Microbiology ...................................................................4</td>
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<tr>
<td>CHE 101/102</td>
<td>Intro to Chemistry I, II ...............................................5/5</td>
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<td>CHE 111/112</td>
<td>General College Chemistry I, II .....................................5/5</td>
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<tr>
<td>GEY 111</td>
<td>Physical Geology ..............................................................4</td>
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<tr>
<td>GEY 121</td>
<td>Historical Geology .............................................................4</td>
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<tr>
<td>PHY 105</td>
<td>Conceptual Physics .............................................................4</td>
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<tr>
<td>PHY 111/112</td>
<td>Physics: Algebra Based I, II .........................................5/5</td>
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<tr>
<td>PHY 211/212</td>
<td>Physics: Calculus Based I, II .........................................5/5</td>
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</table>

Social and Behavioral Sciences (HI1, SS1, SS2, & SS3 - 9 credits)

Choose 1 HIS course and 2 courses from at least one other category.

<table>
<thead>
<tr>
<th>Category I – History (HI1)</th>
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<tbody>
<tr>
<td>HIS 101/102</td>
<td>Western Civilization I/II ...........................................3/3</td>
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<tr>
<td>HIS 201/202</td>
<td>U.S. History I/II ............................................................3/3</td>
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<tr>
<td>HIS 247</td>
<td>Contemporary World History ..........................................3</td>
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<table>
<thead>
<tr>
<th>Category II – Economic &amp; Political Systems (SS1)</th>
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<tbody>
<tr>
<td>ECO 201</td>
<td>Principles of Macroeconomics .........................................3</td>
</tr>
<tr>
<td>ECO 202</td>
<td>Principles of Microeconomics ..........................................3</td>
</tr>
<tr>
<td>POS 105</td>
<td>Introduction to Political Science ......................................3</td>
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<tr>
<td>POS 111</td>
<td>American Government ..........................................................3</td>
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<table>
<thead>
<tr>
<th>Category III – Geography (SS2)</th>
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<tr>
<td>GEO 105</td>
<td>World Regional Geography ................................................3</td>
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<tr>
<th>Category IV – Human Behavior &amp; Social Systems (SS3)</th>
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<tbody>
<tr>
<td>ANT 101</td>
<td>Cultural Anthropology ..........................................................3</td>
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<tr>
<td>ANT 111</td>
<td>Physical Anthropology ..........................................................3</td>
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<tr>
<td>PSY 101/102</td>
<td>General Psychology I/II ................................................3/3</td>
</tr>
<tr>
<td>PSY 235</td>
<td>Human Growth &amp; Development .............................................3</td>
</tr>
<tr>
<td>SOC 101/102</td>
<td>Intro to Sociology I/II .......................................................3/3</td>
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</table>

<table>
<thead>
<tr>
<th>Category V – Arts and Humanities (AH1, AH2, &amp; AH3 - 9 credits from at least 2 different categories)</th>
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<tbody>
<tr>
<td>ART 110</td>
<td>Art Appreciation ..............................................................3</td>
</tr>
<tr>
<td>ART 111/112</td>
<td>Art History I/II ................................................................3/3</td>
</tr>
<tr>
<td>FRE 211</td>
<td>French III .............................................................................3</td>
</tr>
<tr>
<td>GER 211/212</td>
<td>German III/IV .................................................................3/3</td>
</tr>
<tr>
<td>JPN 211/212</td>
<td>Japanese III/IV .................................................................3/3</td>
</tr>
<tr>
<td>MUS 120</td>
<td>Music Appreciation ..............................................................3</td>
</tr>
<tr>
<td>MUS 121/122</td>
<td>Intro. to Music History I/II ................................................3/3</td>
</tr>
<tr>
<td>RUS 211/212</td>
<td>Russian III/IV .................................................................3/3</td>
</tr>
<tr>
<td>SPA 211/212</td>
<td>Spanish III/IV .................................................................3/3</td>
</tr>
<tr>
<td>THE 105</td>
<td>Introduction to Theatre Arts ................................................3</td>
</tr>
<tr>
<td>THE 211/212</td>
<td>Development of Theatre I/II ................................................3/3</td>
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<table>
<thead>
<tr>
<th>Category VI – Literature &amp; Humanities (AH2)</th>
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<tbody>
<tr>
<td>LIT 115</td>
<td>Introduction to Literature ...................................................3</td>
</tr>
<tr>
<td>LIT 201/202</td>
<td>Masterpieces of Literature I/II ...........................................3/3</td>
</tr>
<tr>
<td>LIT 205</td>
<td>Ethnic Literature .................................................................3</td>
</tr>
<tr>
<td>LIT 211/212</td>
<td>Survey of American Lit. I/II ..............................................3/3</td>
</tr>
<tr>
<td>LIT 221/222</td>
<td>Survey of British Lit. I/II ....................................................3/3</td>
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<table>
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<tr>
<th>Category VII – Ways of Thinking (AH3)</th>
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<tbody>
<tr>
<td>PHI 111</td>
<td>Introduction to Philosophy ..................................................3</td>
</tr>
<tr>
<td>PHI 112</td>
<td>Ethics .................................................................................3</td>
</tr>
<tr>
<td>PHI 113</td>
<td>Logic ....................................................................................3</td>
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General Education Core Credits ..................................................34

PARALEGAL REQUIRED COURSES

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<tbody>
<tr>
<td>PAR 115</td>
<td>Introduction to Law ...........................................................3</td>
</tr>
<tr>
<td>PAR 116*</td>
<td>Torts ..................................................................................3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>PAR 205*</td>
<td>Criminal Law .....................................................................3</td>
</tr>
<tr>
<td>PAR 118</td>
<td>Contracts .........................................................................3</td>
</tr>
<tr>
<td>PAR 201</td>
<td>Civil Litigation .................................................................3</td>
</tr>
</tbody>
</table>

2006 - 2007
**ASSOCIATE OF GENERAL STUDIES DEGREE**

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

**Category I – History (HI1)**

Social and Behavioral Sciences (HI1, SS1, SS2, & SS3 - 3 credits)

**Science (3 credits)**

**Category II – Economic & Political Systems (SS1)**

**Category III – Geography (SS2)**

**Category IV – Human Behavior & Social Systems (SS3)**

Arts and Humanities (AH1, AH2, & AH3 - 3 credits)

**Choose 1 course**

**Category I – Arts (AH1)**

- ART 110 Art Appreciation ................................................3
- ART 111/112 Art History I/II .............................................3/3
- FRE 211 French III .........................................................3
- GER 211/212 German III/IV .............................................3/3
- JPN 211/212 Japanese III/IV ............................................3/3
- MUS 120 Music Appreciation ..........................................3
- MUS 121/122 Intro to Music History I/II ............................3/3
- RUS 211/212 Russian III/IV .............................................3/3
- SPA 211/212 Spanish III/IV .............................................3/3
- THE 105 Introduction to Theatre Arts ................................3
- THE 211/212 Development of Theatre I/II ........................3/3

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

**Total Credits .................................................................60**
ASSOCIATE OF APPLIED SCIENCE
DEGREE PROGRAMS

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

ACCOUNTING

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

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

ACCOUNTING AAS DEGREE

GENERAL EDUCATION REQUIREMENTS

English (3 credits)
ENG 121 English Composition I .............................................3

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

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

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

Additional General Education Requirements (6 credits)
ECO 201 Principles of Macroeconomics ..........................3
ECO 202 Principles of Microeconomics .................................3
General Education Credits ...................................................18

DEGREE REQUIREMENTS

ACC 121 Principles of Accounting I ....................................4
ACC 122 Principles of Accounting II ....................................4
ACC 211 Intermediate Accounting I .................................3
ACC 212 Intermediate Accounting II .................................3
ACC 216 Governmental and Not-for-Profit Accounting ........3
ACC 225 Computerized Accounting I .................................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 ELECTIVES (12 CREDITS)

For the Accounting Degree, choose a minimum of 12 credit hours from the following—at least 6 credit hours must be 200 level ACC courses:

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

Required Degree Credits ................................................31

ACCOUNTING CERTIFICATE

COMPUTERIZED EMPHASIS

EMPHASIS REQUIREMENTS

ACC 121 Principles of Accounting I ....................................4
ACC 122 Principles of Accounting II ....................................4
ACC 125 Computerized Accounting I .................................3
BUS 217 Business Communication & Report Writing ............3
CIS 110 Intro to the PC ..................................................1
CIS 115 Intro to Computer Information Systems .................3
CIS 155 Complete PC Spreadsheet ....................................3
CIS 110 Intro to the PC ..................................................1

Required Computer Emphasis Credits ................................21

Computerized Emphasis Electives

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

ACCOUNTING CERTIFICATE, COMPUTERIZED
EMPHASIS TOTAL CREDITS ............................................27

GOVERNMENTAL EMPHASIS

EMPHASIS REQUIREMENTS (25 CREDITS)

ACC 121 Principles of Accounting I ....................................4
ACC 122 Principles of Accounting II ....................................4
ACC 211 Intermediate Accounting I .................................3
ACC 216 Governmental and Not-for-Profit Accounting ........3
ACC 232 Auditing .........................................................3
BUS 217 Business Communication & Report Writing ............3
CIS 110 Intro to the PC ..................................................1
CIS 115 Intro to Computer Information Systems .................3

Required Governmental Emphasis Credits ................................25

ELECTIVES (3 CREDITS)

Select one course from the following:
ACC 225 Computerized Accounting II .................................3
ACC 226 Cost Accounting I ................................................3
ACC 227 Cost Accounting II ..............................................3
BIOTECHNOLOGY RESEARCH & DEVELOPMENT CERTIFICATE
ACCOUNTING CERTIFICATE, GOVERNMENTAL EMPHASIS

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

GENERAL EDUCATION REQUIREMENTS

CONTINUOUS PROCESSING<br>ENGLISH<br>CHE 112 General Chemistry II ...................................................5
BIO 269 Nucleic Acid Techniques & Molecular Cloning ..............4
CHE 111 General College Chemistry I..........................................5
BIO 111 General College Biology I ...................................................5
CHE 111L 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 61 or Management Degrees starting on page 54.

COMPUTER INFORMATION SYSTEMS

The objective of this program is to prepare the student as an entry-level employee in the selected emphasis areas. 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

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

DEGREE REQUIREMENTS

CIS 128 PC Windows Complete .................................................3
CIS 268 Introduction to Design .................................................3
CSC 116 Logic & Program Design ..............................................3

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

EMPHASIS REQUIREMENTS

CIS 118 Introduction to PC Applications .....................................3
CIS 161 Presentation Graphics ..................................................1
CIS 220 Fundamentals of Unix ..................................................3
CNG 130 Basic Hardware (PC Technology) .................................3

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

EMPHASIS ELECTIVES;

Choose a minimum of 23 credits

ACC 122 Principles of Accounting II .........................................4
CIS 124 Intro to Operating Systems (DOS & Windows) ..........3
CIS 129 Advanced Windows (Power Users) ..........................3
CIS 162 Advanced Presentation Graphics ...............................1
CIS 218 Advanced PC Applications (Office) ..............................3
CIS 230 Advanced Unix: Unix Shell Programming .................3
CNG 121 Computer Technician I: A+ .......................................4
CNG 122 Computer Technician II: A+ .......................................3
CNG 131 Network Security Fundamentals .................................3
CNG 132 Principles of Information Security .............................3
CNG 160 Intro to Telecommunications ......................................3
CNG 260 CISCO Network Associate I ......................................5
CNG 261 CISCO Network Associate II .....................................5
CSC 154 Visual Basic.NET Program ..........................................3
CSC 160 Computer Science I (C++) ...........................................4
CSC 236 C++ Programming ......................................................4
CSC 240 Java Programming ......................................................3
CW 210 Complete Web Authoring (HTML) .............................3
CW 210 Complete Web Editing Tools (FrontPage) ...............3
CW 200 Complete Web Scripting .............................................3
FVT 266 Flash ........................................................................3

Electives (minimum) .................................................................23

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

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.

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

2006 - 2007
## DEGREE REQUIREMENTS

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CIS 128</td>
<td>PC Windows Complete</td>
<td>3</td>
</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>
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Degree Requirements: 12

## EMPHASIS REQUIREMENTS (27 CREDITS)

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<tr>
<th>Course Code</th>
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<th>Credits</th>
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<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>
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<tr>
<td>MAN 226</td>
<td>Principles of Management</td>
<td>3</td>
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<tr>
<td>MAN 241</td>
<td>Project Management</td>
<td>3</td>
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<tr>
<td>MAN 289</td>
<td>Management Information Systems</td>
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Emphasis Requirements: 27

## EMPHASIS ELECTIVES;

Choose a minimum of 7 credits:

<table>
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<th>Course Title</th>
<th>Credits</th>
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<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>CNS 131</td>
<td>Network Security Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CNS 132</td>
<td>Principles of Information Security</td>
<td>3</td>
</tr>
<tr>
<td>CNS 160</td>
<td>Intro to Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>CNS 260</td>
<td>CISCO Network Associate I</td>
<td>5</td>
</tr>
<tr>
<td>CSS 154</td>
<td>Intro to MS Visual Basic.NET</td>
<td>3</td>
</tr>
<tr>
<td>CSS 160</td>
<td>Computer Science I (C++)</td>
<td>4</td>
</tr>
<tr>
<td>CSS 236</td>
<td>C# Programming</td>
<td>4</td>
</tr>
<tr>
<td>CSS 240</td>
<td>Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>CWB 110</td>
<td>Complete Web Authoring (HTML)</td>
<td>3</td>
</tr>
<tr>
<td>CWB 130</td>
<td>Complete Web Editing Tools (FrontPage)</td>
<td>3</td>
</tr>
<tr>
<td>CWB 205</td>
<td>Complete Web Scripting</td>
<td>3</td>
</tr>
<tr>
<td>FVT 266</td>
<td>Flash</td>
<td>3</td>
</tr>
<tr>
<td>FVT 267</td>
<td>Dreamweaver</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives (minimum): 7

COMPUTER INFORMATION SYSTEMS DEGREE, MANAGEMENT INFORMATION SYSTEMS EMPHASIS TOTAL CREDITS: 61

## 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 gain a basic understanding of networking concepts.

## 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>
</tbody>
</table>

General Education Credits: 15

## DEGREE REQUIREMENTS

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

Choose a minimum of 13 credits:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 129</td>
<td>Advanced Windows (Power Users)</td>
<td>3</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>4</td>
</tr>
<tr>
<td>CIS 222</td>
<td>Unix (Linux) System Administrator</td>
<td>3</td>
</tr>
<tr>
<td>CIS 232</td>
<td>Advanced Unix: Unix Shell Programming</td>
<td>3</td>
</tr>
<tr>
<td>CNS 131</td>
<td>Network Security Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CNS 132</td>
<td>Principles of Information Security</td>
<td>3</td>
</tr>
<tr>
<td>CNS 160</td>
<td>Intro to Telecommunications</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives (minimum): 13

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

## COMPUTER INFORMATION SYSTEMS AAS DEGREE

### 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

<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>
</tbody>
</table>

General Education Credits: 15

## DEGREE REQUIREMENTS

<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>
</tbody>
</table>

Degree Requirements: 12

## EMPHASIS REQUIREMENTS

<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 145</td>
<td>Complete PC Database: MS Access</td>
<td>3</td>
</tr>
<tr>
<td>CSC 154</td>
<td>Visual Basic.NET Program</td>
<td>3</td>
</tr>
<tr>
<td>CSC 157</td>
<td>Advanced Visual Basic.NET Program</td>
<td>4</td>
</tr>
</tbody>
</table>
COMPUTER INFORMATION SYSTEMS DEGREE

NETWORKING EMPHASIS

This degree program prepares students with the general entry level skills and knowledge requisite to establish and monitor local area networks and offers 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 and 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

EMPHASIS ELECTIVES;

Choose a minimum of 21 credits:
ACC 122 Principles of Accounting II ..........................4
CIS 124 Intro to Operating Systems (DOS & Windows) ...3
CIS 129 Advanced Windows (Power Users) .................3
CIS 222 Unix (Linux) System Administrator ................3
CIS 232 Advanced Unix: Unix Shell Programming .........3
CNG 132 Principles of Information Security ..................3
CNG 260 Cisco Network Associate I ............................5
Emphasis Electives (minimum) ....................................21

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 220 Fundamentals of Unix .....................................3
CSC 232 Advanced Unix: Unix Shell Programming .........3
Degree Requirements ..................................................12

EMPHASIS REQUIREMENTS

CSC 164 Intro to MS Visual Basic.Net ............................3
CSC 157 Advanced Visual Basic.Net Programming ........4
CSC 230 C Language Programming ..............................3
CSC 220 Fundamentals of Unix .....................................3
CSC 232 Advanced C Language Programming ................3
Emphasis Requirements ..............................................16

EMPHASIS ELECTIVES;

Choose a minimum of 17 credits:
CSC 116 Advanced C++ Programming ........................3
CSC 154 Advanced Visual Basic.Net Programming ........4
CSC 154 Intro to Visual Basic.Net Programming ............4
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) ....................................17

COMPUTER INFORMATION SYSTEMS DEGREE

C LANGUAGE PROGRAMMING CERTIFICATE

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

C LANGUAGE CERTIFICATE REQUIREMENTS

CIS 220 Fundamentals of Unix .....................................3
CSC 116 Logic and Program Design ..............................3
CSC 230 C Programming .............................................3
CSC 231 Advanced C Programming ..............................3
C LANGUAGE CERTIFICATE, TOTAL CREDITS ...............12
CISCO CERTIFIED NETWORKING ASSOCIATE PROGRAM CERTIFICATE

This certificate program is intended to provide students with the skills and knowledge needed to prepare for the Cisco Certified Networking Associate exam. The CCNA certification test covers materials from all four of the CCNA courses listed below.

CISCO CCNA CERTIFICATE REQUIREMENTS

- CNG 260 Cisco Network Associate I ........................................5
- CNG 261 Cisco Network Associate II .......................................5
- CNG 262 Cisco Network Associate III .....................................5
- CNG 263 Cisco Network Associate IV .....................................5

CISCO CERTIFIED NETWORKING ASSOCIATE PROGRAM CERTIFICATE, TOTAL CREDITS .................................................20

COMPUTER INFORMATION SYSTEMS CERTIFICATE

This certificate 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
- CIS 118 Introduction to PC Applications (Office) ..........................3
- CIS 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
- CIS 160 Intro to Telecommunications .......................................3
- CIS 232 Advanced Unix: Unix Shell Programming ......................3
- CIS 161 Presentation Graphics I .............................................1
- CIS 128 PC Windows Complete .............................................3
- CIS 240 Java Programming ...................................................3
- CIS 220 Fundamentals of Unix ..............................................3
- CWB 130 Complete Web Editing Tools (FrontPage) 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 PC 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
- CIS 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

LINUX/UNIX SYSTEM ADMINISTRATOR CERTIFICATE

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

CERTIFICATE REQUIREMENTS

- CIS 220 Fundamentals of Unix ..............................................3
- CSC 222 Unix (Linux) System Administrator ..............................3
- CNG 232 Advanced Unix: Unix Shell Programming ......................3
- CNG 101 Intro to Networking .................................................3

LINUX/UNIX SYSTEMS ADMINISTRATION CERTIFICATE, TOTAL CREDITS ..........................................................12

NETWORKING/SECURITY CERTIFICATE (BEGINNING)

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

CERTIFICATE REQUIREMENTS

- CIS 128 PC Windows Complete .............................................3
- CIS 220 Fundamentals of Unix ..............................................3
- CNG 232 Advanced Unix: Unix Shell Programming ......................3
- CNG 101 Intro to Networking .................................................3
- CNG 131 Network Security Fundamentals .................................3
- CSC 116 Logic and Program Design .........................................3

BEGINNING NETWORKING/SECURITY CERTIFICATE TOTAL CREDITS ..........................................................18

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 PC Windows Complete .............................................3
- CNG 218 Advanced PC Applications (Office) ..............................3
- CSC 116 Logic and Program Design .........................................3
- CSC 154 Intro to MS Visual Basic.NET ....................................3

PC APPLICATION SPECIALIST CERTIFICATE, TOTAL CREDITS ..........................................................17
**WEB DEVELOPMENT 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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 220</td>
<td>Fundamentals of Unix</td>
<td>3</td>
</tr>
<tr>
<td>CSC 116</td>
<td>Logic and Program Design</td>
<td>3</td>
</tr>
</tbody>
</table>

Required credits: 6

**PROGRAMMING ELECTIVES; CHOOSE A MINIMUM OF 12 CREDITS:**

Note: One advanced programming class is required. CIS 232 does not satisfy this advanced programming requirement.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 232</td>
<td>Advanced Unix: Unix Shell Programming</td>
<td>3</td>
</tr>
<tr>
<td>CSC 154</td>
<td>Intro to MS Visual Basic.NET</td>
<td>3</td>
</tr>
<tr>
<td>CSC 157</td>
<td>Advanced Visual Basic.NET Program</td>
<td>4</td>
</tr>
<tr>
<td>CSC 160</td>
<td>Computer Science I (C++)</td>
<td>4</td>
</tr>
<tr>
<td>CSC 230</td>
<td>C Language Programming</td>
<td>3</td>
</tr>
<tr>
<td>CSC 231</td>
<td>Advanced C Language Programming</td>
<td>3</td>
</tr>
<tr>
<td>CSC 236</td>
<td>C++ Programming</td>
<td>4</td>
</tr>
<tr>
<td>CSC 237</td>
<td>Advanced C++ Programming</td>
<td>4</td>
</tr>
<tr>
<td>CSC 240</td>
<td>Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>CSC 241</td>
<td>Advanced Java Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Electives (minimum): 12

**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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 145</td>
<td>Complete PC Database: MS Access</td>
<td>3</td>
</tr>
<tr>
<td>CSC 116</td>
<td>Logic and Program Design</td>
<td>3</td>
</tr>
<tr>
<td>CSC 154</td>
<td>Intro to MS Visual Basic.NET</td>
<td>3</td>
</tr>
<tr>
<td>CSC 157</td>
<td>Advanced Visual Basic.Net Programming</td>
<td>4</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CWB 110</td>
<td>Complete Web Authoring (HTML)</td>
<td>3</td>
</tr>
<tr>
<td>CWB 163</td>
<td>Complete Web Editing Tools (FrontPage)</td>
<td>3</td>
</tr>
<tr>
<td>CWB 205</td>
<td>JavaScript (Complete Web Scripting)</td>
<td>3</td>
</tr>
<tr>
<td>FVT 266</td>
<td>Flash</td>
<td>3</td>
</tr>
</tbody>
</table>

**WEB DEVELOPMENT CERTIFICATE, TOTAL CREDITS**: 12

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**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, and 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**

**English (6 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 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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSM 204</td>
<td>Terrorism</td>
<td>3</td>
</tr>
<tr>
<td>PSM 133</td>
<td>Homeland Security: WMD</td>
<td>3</td>
</tr>
<tr>
<td>PSM 204</td>
<td>Terrorism</td>
<td>3</td>
</tr>
</tbody>
</table>

**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 132</td>
<td>Threat/Vulnerability Assessment &amp; Counterintelligence</td>
<td>3</td>
</tr>
<tr>
<td>PSM 133</td>
<td>Homeland Security: WMD</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>
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<tbody>
<tr>
<td>CRJ 101</td>
<td>Basic Law Enforcement Academy</td>
<td>8</td>
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<tr>
<td>CRJ 102</td>
<td>Basic Law Enforcement Academy II</td>
<td>12</td>
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<tr>
<td>CRJ 103</td>
<td>Basic Law Enforcement Academy III</td>
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</tr>
<tr>
<td>CRJ 104</td>
<td>Basic Law Enforcement Academy IV</td>
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</tr>
<tr>
<td>CRJ 105</td>
<td>Basic Law</td>
<td>8</td>
</tr>
<tr>
<td>CRJ 106</td>
<td>Arrest Control</td>
<td>3</td>
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<tr>
<td>CRJ 107</td>
<td>Driving</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 108</td>
<td>Firearms</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 109</td>
<td>Culture and Conflict Resolution</td>
<td>2</td>
</tr>
<tr>
<td>CRJ 118</td>
<td>Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 126</td>
<td>Patrol Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 127</td>
<td>Crime Scene Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 141</td>
<td>Introduction to Industrial Security</td>
<td>2</td>
</tr>
<tr>
<td>CRJ 146</td>
<td>Community Based Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 150</td>
<td>Victims of Crime and Trauma</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 151</td>
<td>Domestic Violence</td>
<td>3</td>
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<tr>
<td>CRJ 190</td>
<td>Financial Investigations</td>
<td>3</td>
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<tr>
<td>CRJ 209</td>
<td>Criminal Investigation I</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 211</td>
<td>Criminal Investigation II</td>
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<td>CRJ 212</td>
<td>Criminal Investigation III</td>
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<td>CRJ 215</td>
<td>Constitutional Rights of Inmates</td>
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<td>CRJ 216</td>
<td>Juvenile Law</td>
<td>3</td>
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<tr>
<td>CRJ 218</td>
<td>Drug Investigative Strategies</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 219</td>
<td>Police Intelligence</td>
<td>2</td>
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<tr>
<td>CRJ 225</td>
<td>Crisis Intervention</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 232</td>
<td>Court Jury Management</td>
<td>3</td>
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<tr>
<td>CRJ 234</td>
<td>Court Case Management</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 239</td>
<td>Managing Emergency Worker Stress</td>
<td>3</td>
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<tr>
<td>CRJ 240</td>
<td>Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 241</td>
<td>Security of Specialized Facilities</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 245</td>
<td>Interviewing and Interrogation</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 246</td>
<td>Traffic Investigation and Management</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 256</td>
<td>Classification and Treatment of Offenders</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 260</td>
<td>Police Photography</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 264</td>
<td>Practical Homicide Crime Scene Investigation</td>
<td>3</td>
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<tr>
<td>CRJ 275</td>
<td>Special Topics</td>
<td>1-6</td>
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<tr>
<td>CRJ 280</td>
<td>Internship</td>
<td>1-6</td>
</tr>
<tr>
<td>CRJ 286</td>
<td>Directed Studies</td>
<td>1-6</td>
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<tr>
<td>MED 101</td>
<td>Introduction to Mediation</td>
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<tr>
<td>Total Electives</td>
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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>
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<tbody>
<tr>
<td>CRJ 110</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 119</td>
<td>Legal and Ethical Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 220</td>
<td>Human Relations and Social Conflicts</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 230</td>
<td>Criminology</td>
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</table>

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>
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</table>

CRIMINAL JUSTICE LAW 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>
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</table>

CRIMINAL JUSTICE COURTS CERTIFICATE

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

CRIMINAL JUSTICE COMMUNITY POLICING CERTIFICATE

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 110</td>
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<td>3</td>
</tr>
<tr>
<td>CRJ 119</td>
<td>Legal and Ethical Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 125</td>
<td>Law Enforcement Operations</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 220</td>
<td>Human Relations and Social Conflicts</td>
<td>3</td>
</tr>
</tbody>
</table>

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 that students 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 | 12 |
| CRJ 103 | Basic Law Enforcement Academy III | 2 |
| CRJ 104 | Basic Law Enforcement Academy IV | 1 |
| CRJ 105 | Basic Law | 8 |
| CRJ 106 | Arrest Control | 3 |
| CRJ 107 | Driving | 3 |
| CRJ 108 | Firearms | 3 |

**POLICE ACADEMY CERTIFICATE TOTAL CREDIT HOURS** 40

**DIESEL POWER MECHANICS DEGREE PROGRAM**

Diesel Power Mechanics, (formerly called Equipment & Transportation Technology, ETT) trains entry-level diesel mechanics for any industries where the power comes from diesel engines. This can include over the road Truck & Trailer, Earth Moving/Construction Equipment, Agriculture Farm Equipment, Power Generation Equipment and even Diesel Automobiles. 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 are required to have a pre-approved, industry-related job as a mechanic. Work sponsor approval is done through the Diesel Power Mechanics department and must be in place before a student can be accepted into the program.

This degree program is a 10 month process. The program runs from the end of August to the following June each year. New students who wish to enter the program must start in August. DPM 101 Safety is the first course taught and has to be completed before any other DPM courses. Students are not allowed to register for individual courses during the year. Registration for the DPM program is done in the fall for all courses taught that semester. Only continuing students can register for the spring and summer DPM courses. Students may complete general education requirements prior to enrolling in DPM courses or can take them as a part of the DPM program.

Students interested should contact the department chair at 303-340-7246.

**DIESEL POWER MECHANICS: SERVICE TECHNICIAN AAS DEGREE**

**GENERAL EDUCATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 131</td>
<td>Technical Writing I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 132</td>
<td>Technical Writing II</td>
<td>3</td>
</tr>
<tr>
<td>MAT 107</td>
<td>Career Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>SPE 125</td>
<td>Interpersonal Communication</td>
<td>3</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>
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</table>

**General Education Credits** 16

**DEGREE REQUIREMENTS (44 CREDITS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>DPM 101</td>
<td>Shop Safety</td>
<td>2</td>
</tr>
<tr>
<td>DPM 111</td>
<td>Preventative Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>DPM 221</td>
<td>Engines (del III)</td>
<td>15</td>
</tr>
<tr>
<td>DPM 231</td>
<td>Electrical Systems</td>
<td>8</td>
</tr>
<tr>
<td>DPM 241</td>
<td>Hydraulic Systems</td>
<td>8</td>
</tr>
<tr>
<td>DPM 251</td>
<td>Drive Train Systems</td>
<td>8</td>
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</tbody>
</table>

**Degree required credits** 44

**DIESEL POWER MECHANICS SERVICE TECHNICIAN AAS DEGREE, TOTAL CREDITS HOURS** 60

**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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 122</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ART 110</td>
<td>Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>HIS 201</td>
<td>U.S. History I</td>
<td>3</td>
</tr>
<tr>
<td>GEO 105</td>
<td>World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>POS 111</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>MUS 120</td>
<td>Music Appreciation</td>
<td>3</td>
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**Social and Behavioral Sciences (6 credits)**

**Choose 2 of the following:**

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

**Humanities (3 credits)**

**Choose from the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ART 110</td>
<td>Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>POS 111</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>MUS 120</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>ECE 101</td>
<td>Intro to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 102</td>
<td>Intro to ECE Lab Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ECE 103</td>
<td>Guidance Strategies for Children</td>
<td>3</td>
</tr>
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**GENERAL EDUCATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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</thead>
<tbody>
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</tr>
<tr>
<td>HIS 201</td>
<td>U.S. History I</td>
<td>3</td>
</tr>
<tr>
<td>GEO 105</td>
<td>World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>POS 111</td>
<td>American Government</td>
<td>3</td>
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**Social and Behavioral Sciences (6 credits)**

**Choose 2 of the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEO 105</td>
<td>World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>HIS 201</td>
<td>U.S. History I</td>
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<tr>
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**Humanities (3 credits)**

**Choose from the following:**

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<tbody>
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</tr>
<tr>
<td>MUS 120</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ECE 101</td>
<td>Intro to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 102</td>
<td>Intro to ECE Lab Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ECE 103</td>
<td>Guidance Strategies for Children</td>
<td>3</td>
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</tbody>
</table>
ECE 205 Nutrition, Health & Safety .........................3
ECE 220 Curriculum Development: Methods & Techniques3
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 six 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 only 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. Division of Child Care 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 & Techniques3
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 & Techniques3
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 course work in order to transfer into four-year institutions in Colorado. Students must consult with an advisor for specific requirements prior to enrollment. See the Associate of Arts Early Childhood Education transfer distinction in this catalog for more information on page 35.

ELEMENTARY EDUCATION TRANSFER
The Elementary Education program permits students to complete general education requirements and some specific education course work in order to transfer into four-year institutions in Colorado. Students must consult with an advisor for specific requirements prior to enrollment. See the Associate of Arts Elementary Education transfer distinction in this catalog for more information on page 35.

AAS DEGREE - PARAEDUCATOR
This degree is designed for:

a. Parapeducators 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
Communication (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
AND
MAT 156 Integrated Math II ..........................................3

Physical & Life Sciences (12 credits. Complete SCI 155, 156 & one course from GEY, BIO, CHE or PHY)
Complete both of the following:
SCI 155 Integrated Science I .........................................4
AND
SCI 156 Integrated Science II .........................................4
PLUS one course from the following

GEY 111 Physical Geology ...........................................4
OR
BIO 105/111 Science of/College Biology I ......................4/5
OR
CHE 101 Chemistry I ................................................5
OR
PHY 105 Physics ......................................................5
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 105 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
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
PSY 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
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
ASL 121 American Sign Language I ........................................5
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
ASL 122 American Sign Language II ........................................5

PARAEDUCATOR 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 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 CERTIFICATE EMPHASIS, TOTAL CREDITS .................................................................11

EMERGENCY MEDICAL TECHNICIAN-INTERMEDIATE CERTIFICATE EMPHASIS

CCA EMT-Basic Emphasis Certificate ........................................11
EMS 126 EMT Basic Refresher ................................................3
EMS 152 Wellness for Emergency Services ................................1

AND
DEGREE REQUIREMENTS AND PROGRAMS OF INSTRUCTION

EMERGENCY MEDICAL TECHNICIAN-INTERMEDIATE EMPHASIS
CERTIFICATE, TOTAL CREDITS ......................................................19-26

EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC EMPHASIS
CERTIFICATE EMPHASIS
CCA EMT-Basic Emphasis Certificate ........................................11
   OR
EMS 126* EMT Basic Refresher ................................................3
EMS 152 Wellness for Emergency Services ................................1
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
EMS 229 Paramedic Pharmacology ..........................................3
EMS 230 Paramedic Pharmacology Lab .................................... 2
EMS 231 Paramedic Cardiology ............................................... 5
EMS 232 Paramedic Cardiology Lab .........................................1
EMS 233 Paramedic Medical Emergencies ............................... 4
EMS 234 Paramedic Medical Emergencies Lab ......................... 1
EMS 235 Paramedic Trauma Emergencies ............................... 4
EMS 236 Paramedic Trauma Emergencies Lab ......................... 1
EMS 237 Paramedic Internship Preparatory ...............................2
EMS 280 Paramedic Internship I ............................................. 6
EMS 281 Paramedic Internship II ............................................. 6

EMERGENCY MEDICAL TECHNICIAN PARAMEDIC EMPHASIS
CERTIFICATE, TOTAL CREDITS ..................................................49-56
* Not required if EMT-Basic completed at CCA.

ESSENTIAL SKILLS FOR THE WORKPLACE CERTIFICATES

BASIC COMPUTER SKILLS CERTIFICATE
BTE 100 Computer Keyboarding ..............................................1
CIS 128 Windows Complete ...................................................3
CIS 135 Complete PC Word Processing ..................................3
CIS 155 Complete PC Spreadsheet ........................................3
BASIC COMPUTER SKILLS CERTIFICATE, TOTAL CREDITS ...........10

CUSTOMER SERVICE CERTIFICATE
BUS 100 New Directions .......................................................3
COM 273 Conflict Resolution ................................................1
COM 266 Decision Making ....................................................1
MAR 120 Customer Service ...................................................1
PSY 204 Relationships: Challenges and Choices .....................1
PSY 275 Self-Smart .............................................................1
CUSTOMER SERVICE CERTIFICATE, TOTAL CREDITS ...............8

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. This AAS Film/Video degree transfers to the Metropolitan State College of Denver for students seeking a bachelor of science in technical communications only. For other majors at Metro and at other colleges, this degree is not intended to transfer, however, individual courses may.

FILM/VIDEO TECHNOLOGY AAS DEGREE

GENERAL EDUCATION REQUIREMENTS

English (3 credits)
ENG 121 English Composition I .............................................3

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

Arts, Humanities, Social Science (9 credits)
Choose two of 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
HUM 121/122/123 Humanities I/II/III ....................................3/3/3
LIT 115 Intro to Literature ................................................3
THE 111 Acting I .............................................................3
Choose one SPE course:
SPE 115 Public Speaking ..................................................3
   OR
SPE 125 Interpersonal Communication ..............................3

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

CHOOSE ONE EMPHASIS BELOW

WRITING/DIRECTING FOR FILM & VIDEO EMPHASIS

Choose one category:

Category I:
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 .............................................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 Internship ........................................................3

Category II:
FVT 107 Production Visualization ...................................3
FVT 207 Production Visualization II ..................................3

Writing & Directing Emphasis Required Credits ....................45

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

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 250  Scripting for Film & Video ...................................3
FVT 265  DVD Authoring: DVD Studio Pro ...........................3
FVT 287  Internship .......................................................3

ELECTIVES (9 CREDITS)

Choose THREE courses:

MGD 266  DVD Authoring: .................................................3
MGD 141  Web Design I ..................................................3
MGD 143  Motion Graphic Design .......................................3
MGD 153  3D Animation 1 ...............................................3
MGD 253  3D Animation 2 ...............................................3
MGD 269  Audio Sweetening: ProTools .................................3

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

TOTAL CREDITS ......................................................................61

FILM/VIDEO TECHNOLOGY DEGREE, VIDEOGRAPHY/
CINEMATOGRAPHY EMPHASIS, TOTAL CREDITS ..............61

VIDEO POST-PRODUCTION EMPHASIS

FVT 105  Video Production I ..............................................3
MGD 111  Adobe Photoshop I .............................................3
FVT 150  Development of Film Expression ............................3
FVT 155  Writing the Short Script .......................................3
FVT 160  Video Post Production I .......................................3
FVT 164  Intro to Digital Editing:FCP ..................................3
FVT 164  Intro to Digital Editing:Adobe ................................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 Effects ............................................3
FVT 287  Internship .......................................................3

ELECTIVES (9 CREDITS)

Choose THREE courses:

MGD 266  DVD Authoring: .................................................3
MGD 141  Web Design I ..................................................3
MGD 143  Motion Graphic Design .......................................3
MGD 153  3D Animation 1 ...............................................3
MGD 253  3D Animation 2 ...............................................3
MGD 269  Audio Sweetening: ProTools .................................3

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

TOTAL CREDITS ......................................................................61

WRITING/PRODUCING EMPHASIS

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 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 250  Scripting for Film & Video ...................................3
FVT 287  Internship .......................................................3

Choose one set:

FVT 205  Film/Video Camera Equipment & Techniques .......3
FVT 206  Film/Video Lighting & Grip ...................................3

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 Pro ........................3

TOTAL CREDITS ......................................................................21

WRITING/DIRECTING FOR FILM & VIDEO CERTIFICATE

FVT 105  Video Production I ..............................................3
FVT 117  Understanding the Actor’s Process .........................3
FVT 150  Development of Film Expression ............................3
FVT 153  Intro to Film Production .......................................3
FVT 155  Writing the Short Script .......................................3
FVT 181  Topics in Film Studies ..........................................3
FVT 183  French New wave/Italian NeoRealism .....................3
FVT 184  Landmarks of Cinema ............................................3

Choose one set:

FVT 205  Film/Video Camera Equipment & Techniques .......3
FVT 206  Film/Video Lighting & Grip ...................................3

TEXT END
### VIDEOGRAPHY/CINEMATOGRAPHY CERTIFICATE

<table>
<thead>
<tr>
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**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 1 3
- MGD 253 3D Animation 2 3
- FVT 269 Audio Sweetening: ProTools 3

Elective Credits 9

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

### VIDEO POST-PRODUCTION CERTIFICATE

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**ELECTIVES (9 CREDITS)**

**Choose 3 courses:**

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Elective Credits 9

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

### VIDEOGRAPHY/CINEMATOGRAPHY CERTIFICATE

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

### WRITING/PRODUCING CERTIFICATE

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

### ELECTIVES (15 CREDITS)

**Choose 5 FVT 180’S Courses**

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<td>FVT 188</td>
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</table>

Elective Credits 15

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

### ELECTIVES (15 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 1 3
- MGD 253 3D Animation 2 3
- FVT 269 Audio Sweetening: ProTools 3

Elective Credits 9

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

### FIRE SCIENCE ACADEMY

(See Public Service)

### MANAGEMENT AAS DEGREE

**GENERAL EDUCATION REQUIREMENTS**

**English (3 credits)**

<table>
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<th>Course</th>
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<tr>
<td>ENG 121*</td>
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<td>BUS 217</td>
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</table>

* Paralegal students are required to complete

**Mathematics or Science (3 credits)**

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)**

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<td>SOC 101/102</td>
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**Humanities (3 credits)**

**Recommended**

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<tr>
<td>SPE 115</td>
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**OR**
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 225 Computerized Accounting II .......................3
ACC 232 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 ..................61

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
CWI 110 Complete Web Authoring (HTML) ..........3
MAN 116 Principles of Supervision .........................3

Computer Information Systems Management,
Emphasis Credits ........................................17

ELECTIVES (13-15 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 MANUFACTURING EMPHASIS, TOTAL CREDITS .........61-63

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 ....25-26

ELECTIVES (7 CREDITS)

Choose from the following

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

PHI 112 Ethics

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

MANAGEMENT DEGREE, GENERAL MANAGEMENT EMPHASIS, TOTAL CREDITS ..................61-63
HUMAN RESOURCES MANAGEMENT EMPHASIS

EMPHASIS REQUIREMENTS

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<td>Management Information Systems</td>
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<tr>
<td>MAR 216</td>
<td>Principles of Marketing</td>
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</table>

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

ELECTIVES (7 CREDITS)

Choose from the following:

- Business (all courses)
- Communication (260-268 only*)
- Computer Info. Systems (all courses)
- Insurance (all courses)
- Management (all courses)
- Marketing (all courses)
- PHI 112 Ethics
- Real Estate (all courses)
- SPE 115 Public Speaking

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

ELECTIVES (9 CREDITS)

Choose from the following:

- Business (all courses)
- Communication (all courses)
- Computer Info. Systems (all courses)
- Insurance (all courses)
- Management (all courses)
- Marketing (all courses)
- PHI 112 Ethics
- Real Estate (all courses)
- SPE 115 Public Speaking

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

TOTA L CREDITS: 61-63

PARALEGAL EMPHASIS

A paralegal is a person, qualified by education, training or work experience, who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity, and who performs specifically delegated substantive legal work for which a lawyer is responsible. Paralegals are not authorized to practice law in any way, as the practice of law is restricted to persons who are licensed by this or any other state. Any act that requires a legal license to perform, unless otherwise authorized by applicable court rules, constitutes unauthorized practice of law.

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 an academic advisor at the University of Colorado at Denver.

EMPHASIS REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAR 115</td>
<td>Intro to Law</td>
</tr>
<tr>
<td>PAR 116*</td>
<td>Torts</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>PAR 205*</td>
<td>Criminal Law</td>
</tr>
<tr>
<td>PAR 118</td>
<td>Contracts</td>
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<tr>
<td>PAR 201</td>
<td>Civil Litigation</td>
</tr>
<tr>
<td>PAR 213</td>
<td>Legal Research &amp; Writing I</td>
</tr>
<tr>
<td>PAR 214</td>
<td>Legal Research &amp; Writing II</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 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 |

Electives | 9 |

TOTA L CREDITS: 61
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

ACC 112 Principles of Accounting I ........................................4

BUS 115 Intro to Business ....................................................3

BUS 216 Legal Environment of Business I ..............................3

CIS 110 Introduction to the PC ................................................1

CIS 115 Intro to Computer Information Systems ..................3

MAN 226 Principles of Management .....................................3

MAR 111 Principles of Sales ................................................3

MAR 160 Customer Service ..................................................1

MAR 220 Advertising and Promotion ....................................3

MAR 216 Principles of Marketing .........................................3

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

GENERAL MARKETING EMPHASIS

EMPHASIS REQUIREMENTS

BUS 227 Principles of Purchasing ...........................................3

MAN 225 Managerial Finance ................................................3

MAR 117 Retail Management ................................................3

MAR 240 International Marketing ..........................................3

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

ELECTIVES (6 CREDITS)

Choose from the following

Business (all courses)

Communication (260-268 only)*

Computer Info. Systems (all courses)

Finance (all courses)

Management (all courses)

Marketing (all courses)

PHI 112 Ethics

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

MARKETING DEGREE, GENERAL MARKETING EMPHASIS, TOTAL CREDITS ......................................................60

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

REQUIRED COURSES

MED 101 Introduction to Mediation .......................................3

MED 104 Culture and Conflict Resolution ............................3

CRJ 220 Human Relations & Social Conflict ........................3

HHP 106 The Creative Mind ................................................1

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

Choose an area of emphasis:

EMPLOYMENT LAW/BUSINESS EMPHASIS

REQUIRED COURSES

MED 103 Employment and Business Mediation ......................3

PAR 216 Employment Law ..................................................3

Employment Law/Business Emphasis Credits .........................3

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

FAMILY LAW EMPHASIS REQUIRED COURSES

MED 102 Family Mediation ..................................................3

PAR 117 Family Law ..........................................................3

Family Law Emphasis Credits ............................................6

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

PARALEGAL CERTIFICATE

A paralegal is a person, qualified by education, training or work
experience, who is employed or retained by a lawyer, law office,
corporation, governmental agency or other entity and who performs
specifically delegated substantive legal work for which a lawyer is
responsible. Paralegals are not authorized to practice law in any way, as
the practice of law is restricted to persons who are licensed by this or
any other state. Any act that requires a legal license to perform, unless
otherwise authorized by applicable court rules, constitutes unauthorized
practice of law.

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. To be awarded the Paralegal Certificate, the student
must complete the certificate requirements and complete (or
submit evidence of having completed) an additional 30 semester
hours of academic coursework, 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 hour academic coursework requirement. Requests for waiver
based on work experience must be submitted during the student’s first
semester in the Paralegal Program.

CERTIFICATE REQUIREMENTS

EMPHASIS REQUIREMENTS

PAR 115 Introduction to Law ................................................3

PAR 116 Torts .....................................................................3

OR

PAR 205 Criminal Law ......................................................3


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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
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**Humanities (6 credits)**

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<tr>
<td>SPE 115</td>
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<td>SPE 125</td>
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**General Education Credits**

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<td>SPE 115</td>
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<td>SPE 125</td>
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**PARALEGAL CERTIFICATE TOTAL CREDITS**

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**TOTAL CREDITS**

21

**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)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 121</td>
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**Mathematics (4 credits)**

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**Science (5 credits)**

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

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**Humanities (6 credits)**

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>PHI 112</td>
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<td>SPE 115</td>
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<tr>
<td>SPE 125</td>
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**COURSES REQUIRING THE EMERGENCY MEDICAL TECHNICIAN-BASIC EMPHASIS**

**FIREFIGHTER EMPHASIS**

<table>
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<th>Course</th>
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<tbody>
<tr>
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<td>EMS 170</td>
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**EMERGENCY MEDICAL TECHNICIAN-BASIC EMPHASIS**

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<td>EMS 152</td>
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**AND**

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<td>EMS 205</td>
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<td>EMS 270</td>
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**EMERGENCY MEDICAL TECHNICIAN-INTERMEDIATE EMPHASIS**

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**EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC EMPHASIS**

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

**DEGREE REQUIREMENTS**

The student must select a minimum of 36 credit hours from the list below in consultation with the Department Chairs of Public Service or Emergency Medical Provider to satisfy the occupational core degree requirements. Both prospective EMP and Fire Academy students must be accepted into their respective programs prior to enrollment by calling and meeting with either director of the program they seek to enter. Fire academy students must successfully complete EMS 125, EMS 170 and ENG 121, and be in excellent physical condition prior to applying for the Fire Academy.

**AREA OF EMPHASIS**

*CHOOSE FROM THE FOLLOWING:*

**FIREFIGHTER EMPHASIS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
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<td>FST 102</td>
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<td>FST 107</td>
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<td>FST 275</td>
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</table>

Firefighter Emphasis, Total Required Credits 25

**EMERGENCY MEDICAL TECHNICIAN-BASIC EMPHASIS**

<table>
<thead>
<tr>
<th>Course</th>
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<td>EMS 170</td>
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</table>

Emergency Medical Technician-Basic Emphasis, Total Credits 11

**EMERGENCY MEDICAL TECHNICIAN-INTERMEDIATE EMPHASIS**

<table>
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<th>Course</th>
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<td>EMS 126*</td>
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<td>EMS 152</td>
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**AND**

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<tr>
<th>Course</th>
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<tr>
<td>EMS 203</td>
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<td>EMS 205</td>
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<td>EMS 270</td>
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EMERGENCY MEDICAL TECHNICIAN-INTERMEDIATE EMPHASIS, TOTAL CREDITS 19-26

**EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC EMPHASIS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EMS 126*</td>
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**AND**

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<tr>
<td>EMS 225</td>
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</table>

CCA EMT-Basic Emphasis Certificate 11
Emergency Medical Technician-Intermediate Emphasis Certificate, Total Credits ............................................60
*Not required if EMT-Basic completed at CCA.

PUBLIC SERVICE DEGREE, TOTAL CREDITS .............................................60

PUBLIC SERVICE CERTIFICATE

EMERGENCY MEDICAL PROVIDER CERTIFICATE

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

EMERGENCY MEDICAL TECHNICIAN-BASIC
CERTIFICATE EMPHASIS

EMS 236 Paramedic Trauma Emergencies Lab .............................1
EMS 237 Paramedic Internship Preparatory .................................2
EMS 280 Paramedic Internship I .................................................6
EMS 281 Paramedic Internship II ...............................................6
Emergency Medical Technician Paramedic Emphasis
Certificate, Total Credits ................................................................49-56

*Not required if EMT-Basic completed at CCA.

EMERGENCY MEDICAL TECHNICIAN-INTERMEDIATE
CERTIFICATE EMPHASIS

CCA EMT-Basic Emphasis Certificate...........................................11

OR
EMS 126* EMT Basic Refresher ..................................................3
EMS 152 Wellness for Emergency Services .................................1

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 ................................................................................19-26

EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC
CERTIFICATE EMPHASIS

CCA EMT-Basic Emphasis Certificate...........................................11

OR
EMS 126* EMT Basic Refresher ..................................................3
EMS 152 Wellness for Emergency Services .................................1

AND
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
EMS 229 Paramedic Pharmacology ............................................3
EMS 230 Paramedic Pharmacology Lab ....................................2
EMS 231 Paramedic Cardiology ..................................................5
EMS 232 Paramedic Cardiology Lab ..........................................1
EMS 233 Paramedic Medical Emergencies .................................4
EMS 234 Paramedic Medical Emergencies Lab .........................1
EMS 235 Paramedic Trauma Emergencies .................................4
EMS 236 Paramedic Trauma Emergencies Lab .........................1
EMS 237 Paramedic Internship Preparatory .................................2
EMS 280 Paramedic Internship I .................................................6
EMS 281 Paramedic Internship II ...............................................6
Emergency Medical Technician Paramedic Emphasis
Certificate, Total Credits ..............................................................49-56

*Not required if EMT-Basic completed at CCA.

FIREFIGHTER CERTIFICATE 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

Firefighter Emphasis, Total Credits ............................................24

REAL ESTATE

REAL ESTATE CERTIFICATE

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

REE 201 Real Estate Broker I ....................................................6
REE 202 Real Estate Broker II ....................................................6
Real Estate, Total Credits .........................................................12

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 45 hours must complete more than the 15 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 REQUIRED GENERAL EDUCATION COURSES

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

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:
  - Languages 111 or higher, Humanities, Journalism, Literature, Music, Philosophy, Photography, Speech, Theatre

Mathematics or Science (6 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:
  - Languages 111 or higher, Humanities, Journalism, Literature, Music, Philosophy, Photography, Speech, Theatre

Total Pickens Tech 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
  - ENG 131 Technical Writing
  - BUS 217 Business Communication & Report Writing

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:
  - Languages 111 or higher, Humanities, Journalism, Literature, Music, Philosophy, Photography, Speech, Theatre

Mathematics or Science (6 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:
  - Languages 111 or higher, Humanities, Journalism, Literature, Music, Philosophy, Photography, Speech, Theatre

Total Pickens Tech Credits..........................................................60

CCA ELECTIVES (6 CREDITS)
- Choose from the following
  - ACC 122 Principles of Accounting II
  - BUS 102 Entrepreneurial Operations
  - BUS 216 Legal Environment of Business I
  - CIS 135 Complete PC Word Processing
  - MAN 116 Principles of Supervision
  - BTE 225 Office Management
  - MAN 200 Human Resource Management I
  - MAN 289 Management Information Systems
  - MAR 111 Principles of Sales
  - MAR 160 Customer Service
  - MAR 216 Principles of Marketing
  - PHI 112 Ethics
  - SBM 101 Start Your Own Business

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

Total Pickens Tech Credits..........................................................62
RECOGNITION OF ACHIEVEMENT CERTIFICATES

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

HOLISTIC HEALTH PROFESSIONS

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 credible academic knowledge about Hatha Yoga and its benefits, well developed skills in their personal practice of Hatha Yoga, and the ability to plan, market and effectively teach Hatha Yoga classes. In addition, this program meets requirements for 200-level Yoga Alliance Membership.

RECOGNITION OF ACHIEVEMENT CERTIFICATE REQUIREMENTS

To satisfy the requirements for this Recognition of Achievement certificate, complete the following course:

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

MANAGEMENT

COLORADO MORTGAGE LENDERS PROGRAM.

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

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

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

ENTREPRENEURIAL PROGRAM.

To satisfy the requirements for this Recognition of Achievement certificate, 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 ................4
REE 119 Uniform Standards of Professional Practice ....1

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

SPECIAL PROGRAMS

COLORADO COMMUNITY COLLEGE (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@CCAstudios.edu. CCA offers many online courses as well.

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

CCC ONLINE BUSINESS 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.co.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 corequisite 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.

ATTENTION: COURSE NUMBERS AND DESCRIPTIONS ARE SUBJECT TO CHANGES.
“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.”
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 apply to CCA degrees or certificates.

AAA 101 College 101: The Student Experience
1 Credit hour       15 Contact hours
Introduces students to college culture and prepares them for the challenges they will face in higher education. Through a series of interactive seminars, students discover learning in a multicultural environment and use college and community resources to attain education and career goals.

ACCOUNTING

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).

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 151 (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 real-world 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).

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).

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 of ‘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 ‘C’ or higher) or passing the ASL Proficiency Exam or permission of department chair.

ASL 135 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 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

Course Note: This is a 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.

Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

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 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

Course Note: This is a statewide guaranteed transfer course.

ANT 211 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.

Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

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.

Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

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.

Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

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 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.

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 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.

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 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.

ART 121 Drawing I
3 Credit hours 90 Contact hours
Investigates the various approaches and media that students need to develop drawing skills and visual perception.

ART 122 Drawing II
3 Credit hours 90 Contact hours
Explores expressive 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 an introduction to the basic techniques and unique aspects of materials involved in the use of either transparent or opaque water media or both. Color theory is included.

Prerequisite: Successful completion of ART 121, Art 131 or its equivalent (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 131 2-D Design
3 Credit hours 90 Contact hours
Examines the basic elements of design, visual perception, and artistic form and composition as they relate to two-dimensional media. 
Prerequisite: Successful completion of ART 130 (grade of ‘C’ or higher) or permission of Instructor

ART 132 3-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 131 (grade of ‘C’ or higher) or permission of Instructor

ART 138 Photography I
3 Credit hours 45 Contact hours
Introduces black and white photography as a fine art medium and develops skills necessary for basic camera lab operations. NOTE: Students must provide their own suitable 35 mm reflex or range finder camera with one lens (preferably 50 mm) and purchase other supplies. 

ART 139 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. NOTE: Students must provide their own suitable 35 mm reflex or range finder camera with one lens (preferably 50 mm) and purchase other supplies. 
Prerequisite: Successful completion of PHO 101 (grade of ‘C’ or higher) or permission of Instructor

ART 143 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.

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 an 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 the basic techniques of drawing the human figure. 
Prerequisite: ART 121 (grade of ‘C’ or higher) or permission of Instructor

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

ART 212 Painting II
3 Credit hours 90 Contact hours
This course further explores basic 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, with emphasis on the development of themes and a cohesive body of work.
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. 

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 231 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 232 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 238 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 ART 138 and ART 139 (grade of 'C' or higher) or permission of Instructor.

ART 246 Stained Glass III
3 Credit hours 45 Contact hours
Provides continued instruction in which students advance to a clearer and more advanced 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. Emphasizes original, personal expression.
Prerequisite: Successful completion of ART 155 (grade of ‘C’ or higher) or permission of Instructor.

ART 251 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.

ART 256 Advanced Figure Drawing
3 Credit hours 45 Contact hours
Provides continued 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 enrobes, 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.

ART 269 Ceramic Sculpture
3 Credit hours 90 Contact hours
Explores a variety of processes to create three-dimensional images in clay. Focuses on hand-built sculptures, without using a potter's wheel and relying on very basic tools. Encourages creative experimentation and engaging in the process.

ASTRONOMY

AST 101 Astronomy I
4 Credit hours 60 Contact hours
Focuses on the history of astronomy, the tools of the astronomer, and the contents of the solar system including the planets, moons, asteroids, comets, and meteoroids. Incorporates laboratory experience.
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.
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.
Course Note: This is a statewide guaranteed transfer course.

BIO 106 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, Paramedic Program, and the Medical Office Technology program.

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.
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 Humans 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 dissections. This is the first semester of a two semester sequence.
Prerequisite: Successful completion of BIO 106 or 111 (grade of ‘C’ or higher) or equivalent or permission of Department Chair.

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)**

**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).**

**BIO 208 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. Includes 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
Designed for biology majors. Focuses on the study of invertebrate and vertebrate animals, and examines structure, evolutionary development, ecology, classification, physiology, reproduction and zoogeography. A survey of zoological diversity emphasizes the characteristics, zoological contributions, and classification of animal phyla and major classes. 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
Designed for biology majors. It is a study of nonvascular and vascular plants. It emphasizes photosynthetic pathways, form and function, reproduction, 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
Studies the interrelationships between organisms and their environment. Covers composition and function of aquatic and terrestrial ecosystems, population biology, pollution and the effects of man on ecosystems. Will include laboratory and field experiences.

**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
Studies the fundamental laws of heredity and their application to living organisms. The course will cover the basics of genetics. Focuses on the laws of Mendel, linkage, mutation concept, molecular genetics, and Hardy-Weinberg law. Includes a laboratory experience.

**Prerequisite: Successful completion of BIO 111 (grade of ‘C’ or higher) or equivalent or permission of the Department Chair**

**BIO 275 Special Topics**
0.5-6 Credit hours 15-90 Contact hours
Covers a specific topic within Biology as determined by the instructor. Reflects 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 the Department Chair**

**BIO 280 Biotechnology Internship**
3 Credit hours 60 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: BIO 111 or 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 the 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 285 Independent Study**
1-6 Credit hours 15-90 Contact hours
Allows 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**

**BIO 290 Biotechnology**
5 Credit hours 105 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: Successful completion of BIO 111 or BIO 105 or BIO 111 (grade of ‘C’ or higher).**

**BIO 280 Biotechnology Internship**
3 Credit hours 135 Contact hours
Incorporates 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 263 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 students 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 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, regulations 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. (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. (Formerly MAR 226)

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 letters. 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 CWB 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.

FIN 132 Residential Mortgage Loan Origination
1 Credit hour 15 Contact hours
An introduction to the basic procedures of Residential Mortgage Loan Origination for conventional, conforming/non-conforming and government loans. Students determine the acceptability of a loan for underwriting evaluate the market conditions, which affect the loan process.
Prerequisite: Successful completion of FIN 131 (grade of 'C' or higher).

FIN 133 Residential Mortgage Processing
1 Credit hour 15 Contact hours
An introduction to the basic guidelines and functions of Residential Mortgage Processing. Students will analyze the documentation required to assess and process conventional and Government loans to be sold in the secondary market or held by a public or private financial institution in its own portfolio.
Prerequisite: Successful completion of FIN 132 (grade of 'C' or higher).

FIN 134 Residential Banking Mortgage Underwriting
1 Credit hour 15 Contact hours
An overview of the basic guidelines and functions of Residential Mortgage Loan Underwriting. Through workplace simulations, students will utilize real estate contracts, credit analysis, and loan documentation for government and conventional loans which are sold in the secondary market.
Prerequisite: Successful completion of FIN 133 (grade of 'C' or higher).

FIN 135 Residential Loan Closings
1 Credit hour 15 Contact hours
Students learn the requirements for closing a residential loan. Students will apply agency and secondary market guidelines to the residential loan closing process.
Prerequisite: Successful completion of FIN 134 (grade of 'C' or higher).

FIN 136 Introduction to Secondary Marketing
1 Credit hour 15 Contact hours
Students learn the various facets of a traditional Secondary Marketing Department. They explore the historical implications of secondary marketing, locking/pricing an individual loan, the concept of risk management, pipeline management, product development, and the overall department structure.
Prerequisite: Successful completion of FIN 135 (grade of 'C' or higher).

SBM 101 Start Your Own Business
1 Credit hour 15 Contact hours
Investigates the characteristics of successful entrepreneurs, opportunities for starting your own business and ways of entering your own business.

CHEMISTRY

CHE 101 Introduction to Chemistry I with Lab
5 Credit hours 90 Contact hours
Includes the study of measurements, atomic theory, chemical bonding, nomenclature, stoichiometry, solutions, acid and base, gas laws, and condensed states. Laboratory experiments demonstrate the above concepts qualitatively and quantitatively. Designed for non-science majors, students in occupational and health programs, or students with no chemistry background.
Prerequisite: Successful completion of MAT 100 or above (grade of 'C' or higher).
Course Note: This is a statewide guaranteed transfer course.

CHE 132 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 of '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 thermochemistry. 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 (grade of 'C' or higher).
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, acidbase 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 of '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 of 'C' or higher).

CHE 212 Organic Chemistry II with Lab
5 Credit hours 105 Contact hours
Continues the investigation into the chemistry of carbon-based compounds, their reactions and synthesis. Includes the structure, physical properties, reactivities, and synthesis of organic functional groups not covered in the first semester. The course explores functional groups including alcohols, ethers, aromatics, aldehydes, ketones, amines, amides, esters, and carboxylic acids and the 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 of 'C' or higher).

CHINESE (SEE WORLD LANGUAGES)

COMMUNICATIONS (SEE SPEECH)
CIS 118 Introduction to PC Applications
3 Credit hours 15 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.
Corequisite: 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. (Formerly CIS 123)

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

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. (Formerly CIS 168).
Corequisite: CIS 118.

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, how to work together on development of presentations and how to integrate their presentations with other programs.
Corequisite: CIS 218.

CIS 176 Multi-Platform Operating Systems (MAC, UNIX, WIN)
3 Credit hours 45 Contact hours
Introduces concepts, terminology and hands-on skills in the use of MAC, UNIX, and Windows Operating Systems. Emphasizes navigation, file manipulation, and file creation.

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 of ‘C’ or higher) or department approval. Corequisite: 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 files system and file processing, various utility programs, and shell multi-user operation, 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 of ‘C’ or higher).
CIS 232 Advanced UNIX (UNIX Shell Programming)  
3 Credit hours 45 Contact hours  
Covers simple scripts to automate frequently executed commands followed by an explanation of adding conditional logic, user interaction, loops, menus, traps and functions to enhance the productivity and effectiveness of the user. In addition, students explore in detail Bourne and Korn shell scripting languages.  
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 245 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 learned 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 I  
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.  
(Formerly CIS 276.)  
Prerequisite: Successful completion of CIS 128, CIS 101 (grade ‘C’ or higher) and one programming language should be taken in your final semester.

COURSE DESCRIPTIONS

Computer and 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 CIS 124 or CIS 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 +  
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, 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).

CNG 125 Networking II: Network +  
3 Credit hours 45 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. The Networking I and II: Network + courses prepare students for the Network + certification.  
Prerequisite: Successful completion of CNG 124 (grade ‘C’ or higher).

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.
COURSE DESCRIPTIONS

2006 - 2007

CNG 146 Principles of Survivability and Assurance
3 Credit hours  45 Contact hours
This course examines principles for survivability and information assurance within an enterprise system. Topics include: survivability within an enterprise's networked systems, networked systems, managing risk, information assurance policy, identification of users and computer systems, survivable functional units, applying a structured approach to securing a system, technology roadmaps, challenging assumptions and communicating with constituencies. This is course SIA1 of the CCAC and Carnegie Mellon University Software Engineering Institute's Survivability and Information Assurance curriculum. The target audience for this class is existing or prospective system/network administrators.

CNG 146 Information Assurance Networking Fundamentals
5 Credit hours  75 Contact hours
The second course in the Survivability and Information Assurance Curriculum (SIA 2) is entitled “Information Assurance Networking Fundamentals.” This course explains how Transmission Control Protocol/Internet Protocol (TCP/IP) networking works and applies the 10 principles of survivability and information from course SIA 1 whenever possible. This course begins with the simplest of networks: two computer systems connected using Ethernet-style networking. Network services are gradually added, as are additional computer systems and network infrastructure components. Through this spiral technique, the instructor explains and demonstrates most of the commonly used features of TCP/IP. Application layer services are then built on top of TCP/IP and they are provided to some constituency that is authenticated on a service-by-service basis.

CNG 147 Sustaining, Improving, and Building Survivable Functional Units
Information Assurance Networking Fundamentals II (this is the title in CCCNS)  3 Credit hours  45 Contact hours
Using captured network traffic and other network and organizational artifacts, students manage the network according to system survivability, information assurance principles, and networking concepts. Students analyze the interaction of various practices with respect to patches, attacks, and intrusions. Working in teams in a networked classroom environment, students learn to sustain and improve survivable functional units found in an existing network and add to that network a new survivable functional unit. This is course SIA4 of the CCAC and Carnegie Mellon University Software Engineering Institute's Survivability and Information Assurance curriculum.

Prerequisite: Successful completion of CNG 146 (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. Introduces 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 129 (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 that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server environment.

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

CNG 213 Implementing a MS Windows Network Infrastructure
4 Credit hours  60 Contact hours
Provides students with the knowledge and skills to implement and manage a Microsoft Windows Server network infrastructure. Students will learn to implement routing; implement and manage Dynamic Host Configuration Protocol (DHCP), Domain Name Systems (DNS), and Windows Internet Name Service (WINS); secure Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; configure a network access infrastructure, manage and monitor network access.

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
Provides students with the knowledge and skills necessary to plan and maintain a Windows Server network infrastructure. Students will learn to plan, optimize and troubleshoot a TCP/IP physical and logical network, routing, Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS) Windows Internet Naming Service (WINS) and IPSec network access.

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
Provides the knowledge required to implement, manage and troubleshoot existing network and server environments based on the Microsoft Windows platform. These skills are generally required in medium to large size organizations that maintain 200 to 26,000 user desktops and servers, spanning 2 to 100 physical locations via Wide Area Networks (WANs) and the Internet or Intranets.

Prerequisite: Successful completion of CNG 214 (grade ‘C’ or higher).

CNG 250 Cisco Network 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 Network 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 Network 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 Network 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**
4 Credit hours
Introduces computer program design using concepts of structured programming and logic. Includes pseudocode, flowcharts, and structure charts. Covers variables, data types, control structures, looping, program breaks, and arrays.

**CSC 154 Introduction to MS Visual Basic.NET (00P)**
3 Credit 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.

**CSC 157 Advanced Visual Basic .NET Programming**
4 Credit hours
Continues the structured algorithm development and problem solving techniques begun in CSC 154. 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 students 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.

**CSC 160 Computer Science I: C++**
4 Credit hours
Introduces students to the discipline of computer science. Covers algorithms, data structures, logical expressions, sub-programs and input/output operations using a structured programming language. Requires intensive lab work outside of class time.

**CSC 230 "C" Programming**
3 Credit 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".

**CSC 231 Advanced "C" Language Programming**
4 Credit hours
Continues the study of C begun in CSC 210. Includes pointers, arrays, linked lists, stacks and queues, trees, and advanced user interfaces such as menus, window-dows, and cursor control.

**CSC 236 C# Programming**
4 Credit 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.

**CSC 237 Advanced C# Programming**
4 Credit 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.

**CSC 240 Java Programming**
3 Credit 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.

**CSC 241 Advanced Java Programming**
3 Credit hours
Continues the study of the Java programming language. Covers advanced programming topics including multithreading, network/Internet programming, database programming, and JavaBeans. Enables the student to write advanced, large, and complex programs.

**CSC 246 Building COM+ Applications Using MS.NET Enterprise Services**
3 Credit hours
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
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 X9.0**
4 Credit hours
This is an introduction to game programming with emphasis on music, drawing, colors, animation, coding, level design, quality assurance and project management.
COURT DESCRIPTIONS

CRIMINAL JUSTICE

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 USA 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

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

PSM 204 Terrorism
3 Credit hours 45 Contact hours
Provides students with an interactive opportunity 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

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
12 Credit hours 126 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 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
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 106 Arrest Control
3 Credit hours 148 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 40 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 68 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-connectional 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 victims 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  
Examine 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 213 Constitutional Rights of Inmates  
3 Credit hours  45 Contact hours  
This course covers the function of the justice system as it pertains to the constitutional rights of inmates including civil and criminal liabilities, legal services and disciplinary proceedings.

CRJ 214 Juvenile Law and Procedure  
3 Credit hours  45 Contact hours  
An in-depth analysis of the sociological 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 215 Drug Investigative Strategies  
3 Credit hours  45 Contact hours  
Focuses on laws dealing with gambling, prostitution, sex crimes, and narcotics. Emphasizes special techniques employed in the detection, suppression, and apprehension of violators. Includes effects of drugs and narcotics; and identification of narcotics and terminology. (Formerly CRJ 218 Addictive Process)

CRJ 216 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 217 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 211 (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 232 Court Jury Management
3 Credit hours 45 Contact hours
The student will conduct an analysis of the basic concepts and methodologies pertaining to the selection of individuals for potential jury service. Included is an appraisal of the necessary management expertise and appropriate technology.

CRJ 234 Court Case Management
3 Credit hours 45 Contact hours
Students will analyze the basic concepts of case management used in contemporary courts. They will examine the skills required to support court operations.

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

CRJ 240 Criminal Investigations
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 Simulations® Tactical Officer Training
1 Credit hour 15 Contact hours
This course will introduce police cadets and law enforcement personnel to the use of Simulations® 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.
Prerequisite: Requires acceptance to the CCA Police Academy, or permission of the Academy Director.

CRJ 250 Criminal Justice Offenders
3 Credit hours 45 Contact hours
Focuses on the process through which the custodial, educational, vocational and treatment needs of the offender are determined.

CRJ 256 Classification and Treatment of Offenders
3 Credit hours 45 Contact hours
Prerequisite: Requires acceptance to the CCA Police Academy, or permission of the Academy Director.

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, 4x4, 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.

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 medicolegal 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, or CRJ 240 (grade ‘C’ or higher), or permission of Department Chair.

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.

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

CRJ 285 Independent Study
5-1 Credit Hour 75-15 Contact hour(s)
This course meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

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.

DANCE

DAN 121 Jazz I
1 Credit hour 15 Contact hours
Introduces the basic technique and vocabulary of jazz dance and the basic elements of dance. Focuses on movement oriented dance, comprised of warm-up exercises, center combinations, traveling combinations and cool down.

DAN 122 Jazz II
1 Credit hour 15 Contact hours
Prerequisite: DAN 121 or permission of Instructor.
Continues Jazz I with an increased knowledge of jazz dance. Enables the students to work at an intermediate level with a basic understanding of body alignment, balance and musicality. May be repeated for a maximum of three credits.

DAN 131 Ballet I
1 Credit hour 15 Contact hours
Introduces the basic techniques of ballet which are built upon the knowledge of ballet terminology, fundamental exercises, and basic elements of dance.

DAN 143 Tap I
1 Credit hour 15 Contact hours
Introduces basic tap dance movements and techniques. The shuffle, ball change, brush, flap heel drop, stomp, and stamp step are covered.

DAN 224 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.
DIESEL POWER MECHANICS

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, electrical, 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, and apply knowledge to rebuilding components.

EARLY CHILDHOOD -EDUCATION

ECE 101 Introduction to the Early Childhood Education
3 Credit hours 45 Contact hours Provides an introduction to Early Childhood Professions. Includes the eight key areas of professional knowledge: Child Growth and Development; Health, Nutrition & Safety; Developmentally Appropriate Practices; Guidance; Family & Community Relationships; Diversity; Professionalism; and Administration and Supervision. Focuses on ages birth through age 8.
Prerequisite or Corequisite: ECE 101, health screening and background check.

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

ECE 103 Guidance Strategies for Children
3 Credit hours 45 Contact hours Explores guidance theories, applications, goals, techniques, and factors that influence expectations, classroom management issues, and prosocial skills. Addresses ages birth through age 8.
Prerequisite or Corequisite: ECE 101, health screening and background check.

ECE 104 Infant and Toddler Theory and Practice
3 Credit hours 45 Contact hours Presents an overview of theories, applications (including observations) and issues pertinent to infant and toddler development in group and/or family settings. Includes requirements for licensing, health, safety, and nutrition issues.

ECE 111 Infant and 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 Corequisite: ECE 111, health screening and background check.

ECE 206 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.
Prerequisite or Corequisite: ENG 060 or equivalent assessment score.

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. (Offered in the Fall Only)
Prerequisite or Corequisite: ENG 060 or equivalent assessment score.

ECE 222 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. (Offered in the Summer Only)

ECE 223 Language and Literacy
8 Credit hours 111 Contact hours (Offered in Fall Only) 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. Provides appropriate teacher/children verbal interactions, classroom environments, and activities. Addresses ages birth through age 8. (Offered in the Spring Only)

ECE 224 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. (Offered in Fall and Summer Only)
Prerequisite or Corequisite: ENG 060 or equivalent assessment score.
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. (Offered in Spring and Summer Only)
Prerequisite or Corequisite: ENG 060 or equivalent assessment score.

ECE 256 Working with Parents, Families and Community Systems
3 Credit hours 45 Contact hours
Examines attitudes and family value systems and how they affect parent-professional partnerships. Addresses communication, problem solving, and conflict resolution strategies. (Offered in the Spring Only)

ECE 260 The Exceptional Child
3 Credit hours 45 Contact hours
Presents an overview of typical and atypical developmental progression. Includes planning techniques, learning strategies, legal requirements, accommodations and adaptations necessary to create an integrated classroom environment for children with a wide range of exceptionalities. Focuses on ages birth through age 8. (Offered in the Fall and Spring Only)
Prerequisite: Successful completion of PSY 238 (grade ‘C’ or higher).

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 culmination of learning within a given program of study.
Prerequisite or Corequisite: 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. (Formerly ECO 205)
Prerequisite: Successful completion of ECO 201 and ECO 202 (grade ‘C’ or higher) and successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

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. (Also Available As An Online Course)
Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).
Course Note: This is a statewide guaranteed transfer 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. (Also available as an online course.)
Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).
Course Note: This is a statewide guaranteed transfer 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) and successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

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. (Formerly ECO 270)
Prerequisite: Successful completion of ECO 201 or ECO 202 (grade ‘C’ or higher) and successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

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. (Formerly ECO 200)
Prerequisite: Successful completion of ECO 201 and ECO 202 (grade ‘C’ or higher) and successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

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. Emphasis 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 address 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/Corequisite: 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 students 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 Paraeducators
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 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 or Corequisite: ENG 060 or equivalent assessment score.

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 support 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. (SS: 95 or above)

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. Explores a variety of technologies, including the computer, internet, multimedia, graphics, audio, and text with an emphasis on increasing learning through their use. Examines combining technology with a variety of instructional methodologies.
Prerequisite or Corequisite: ENG 060 or equivalent assessment score.

EDU 275 Multicultural Education
1 Credit Hour  15 Contact hours
Focuses on the need to recognize and understand the similarities and differences among people and develop a respect for all. This class will look at special learning needs of children from different racial, ethnic and socioeconomic groups.
Corequisite: EDU 221

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.

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.
Corequisite: EMS 136 and EMS 170

EMS 126 EMT-Basic Refresher
3 Credit hours  60 Contact hours
Provides required didactic and skills review for renewing EMT students. Accommodates the needs of the re-entry EMT student.
Prerequisites: Requires acceptance to CCA EMP Program, Colorado EMT Basic Certified and CPR. Corequisite: EMS 152

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 problem patients, verbal communication, control techniques, physical control techniques for the problem patient and specific techniques for scene control.
Corequisites: EMS 125 and EMS 170

EMS 152 Wellness for Emergency Services
1 Credit hour  20 Contact hours
Offers the EMT provider methods for coping with stress in workplace and educates pre-hospital providers on finding additional options to reduce stress and make wise choices in the midst of difficult situations.
Corequisite: EMS 126

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.
Corequisites: EMS 125 and EMS 136

EMS 203 EMT Intermediate I
6 Credit hours  135 Contact hours
Course provides preparatory information for the EMT Intermediate program.
Prerequisites: Requires acceptance to CCA EMP Program and successful completion of EMS 125 or EMS 126. Must have successfully completed or be concurrently enrolled in BIO 201 (grade ‘C’ or higher).
Corequisites: EMS 205 and EMS 270

EMS 205 EMT Intermediate II
6 Credit hours  135 Contact hours
Course provides preparatory information for the EMT Intermediate program.
Prerequisites: Requires acceptance to CCA EMP Program and all other requirements as listed in EMS 203. Corequisite: EMS 203 and EMS 270
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 in EMS 203. Corequisite: EMS 203 and EMS 205

EMT-PARAMEDIC

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 of ‘C’ or higher). Must have successfully completed or be concurrently enrolled in BIO 202 (grade of ‘C’ or higher). Corequisite: EMS 226 through EMS 237 and EMS 280

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 238 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 280.

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, revising, and editing strategies 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 of ‘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 and improve skills required for college-level writing while focusing on developing their ability to write in response to a clear purpose and audience.
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. Students will compose essays 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 scores (SS: 95 above, ACT English: 18, SAT Verbal: 440).

Course Note: This is a statewide guaranteed transfer course.
ENGLISH AS A SECOND LANGUAGE

ESL 011 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 ‘C’ or higher) or appropriate assessment scores.

ESL 012 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 ‘C’ or higher) or appropriate assessment scores.

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

ESL 022 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 ‘C’ or higher) or appropriate assessment scores.

ESL 023 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 022 (grade ‘C’ or higher) or appropriate assessment scores.

ESL 031 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 scores.

ESL 032 Intermediate Conversation
3-4 Credit hour(s) 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 ‘C’ or higher) or appropriate placement scores.

ESL 033 Advanced Conversation
3 Credit hours  45 Contact hours
Provides 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 ‘C’ or higher) or appropriate placement scores.

ESL 041 Basic Reading
3-4 Credit hour(s) 45-60 Contact hours
This course provides effective reading strategies. It presents techniques to develop and increase word attack skills, vocabulary use, and overall comprehension. Prerequisite: Appropriate placement scores.

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

ESL 043 Advanced Reading
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.

ESL 053 Advanced Composition
4 Credit hours  60 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.

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

ESL 071 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 level instruction for 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.

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. Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

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. Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

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. Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

ETH 275 Special Topics in Ethnic Studies
1-6 Credit hour(s) 15-90 Contact hour(s)
Provides students with a vehicle to pursue in depth explorations of special topics of interest. Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

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. Corequisite: 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. Corequisites: 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. 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
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, 117, or 155 or 164 or 107 (grade 'C' or higher). Corequisite: 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.
Prerequisite: Successful completion of FVT 107 (grade 'C' or higher) or instructor permission.

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, 160, 164 or 107 (grade 'C' or higher). Corequisite: 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.
Prerequisite: 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. Prerequisite: 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 155 (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 composing 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
Presents a hands-on course in 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 ProTools software by Digidesign. 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.
MGD 111 Adobe Photoshop I
3 Credit hours 60 Contact hours
Concentrates on the high-end capabilities of a raster photo-editing software as an illustration, design and photo retouching tool. Students explore a wide range of selection and manipulation techniques that can be applied to photos, graphics and videos.

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 153 3-D 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 objects, create symbols, and assemble motion tweens.

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 tweens.

MGD 153 3-D Animation II
3 Credit hours 60 Contact hours
Addressed more advanced aspects of 3D characters characters on the computer. Students also examine facial animation, lip synchronization, scene design and lighting set-ups.

MGD 266 DVD Authoring
3 Credit hours 60 Contact hours
Introduces students to all aspects of DVD authoring: covering source acquisition, DVD production, interface design, organization, management and appropriate DVD output solutions.

FINANCE (SEE BUSINESS)

FIRE SCIENCE/FIRE ACADEMY (SEE PUBLIC SERVICE)

FRENCH (SEE WORLD LANGUAGES)
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 painting. Participants will paint freely and expressively and begin to understand their personal symbols which arise spontaneously in dreams. An opportunity will be given for processing and interpretation under the guidance of the instructor.

HEBREW (SEE WORLD LANGUAGES)

HISTORY

HIS 101 History of Western Civilization I
3 Credit hours 45 Contact hours
This course surveys a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from the prehistoric era to 1650. It reflects the multiple perspectives of gender, class, religion, and ethnic groups. A principal focus of this course is on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline.

Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

Course Note: This is a statewide guaranteed transfer course.

HIS 102 History of Western Civilization II
3 Credit hours 45 Contact hours
This course surveys events, trends, peoples, groups, cultures, ideas, and institutions in United States history, including the multiple perspectives of gender, class, and ethnicity, between the period of the American Civil War and the present. A principal focus of this course is on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline. This is a stand-alone course; HIS 201 is not a prerequisite.

Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

Course Note: This is a statewide guaranteed transfer course.

HIS 201 U.S. History I
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 when Native American Indians were the sole inhabitants of North America, and the America Civil War. A principal focus of this course is on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline.

Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

Course Note: This is a statewide guaranteed transfer course.

HIS 202 U.S. History II
3 Credit hours 45 Contact hours
This course surveys events, trends, peoples, groups, cultures, ideas, and institutions in United States history, including the multiple perspectives of gender, class, and ethnicity, between the period of the American Civil War and the present. A principal focus of this course is on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline. This is a stand-alone course; HIS 201 is not a prerequisite.

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.

Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

HIS 215 Women in U.S. History
3 Credit hours 45 Contact hours
This course surveys women’s changing roles in American history from the pre-colonial native population to the present. This course places special emphasis on the nature of women’s work and the participation of women in family, political, religious, and cultural activities, and in social reform movements.

Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

HIS 225 Colorado History
3 Credit hours 45 Contact hours
This course presents the story of the people, society, and cultures of Colorado from its earliest Native Americans, through the Spanish influx, the explorers, the fur traders and mountain men, the gold rush, railroad builders, the cattlemen and farmers, the silver boom, the tourists, and the modern state.

Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

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.

Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

HIS 247 Contemporary World History
3 Credit hours 45 Contact hours
This course surveys the major political, economic, social, and cultural developments of the modern world, encompassing the global和地区s and nation-states from 1900 to the present. Emphasizes the interactions of global regions and nations.

Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

HIS 285 Independent Studies in History
3 Credit hours 60 Contact hours
Provides learners with an opportunity for direct experience with the problems explored by historians while working with private or non-profit agencies or private or public institutions. There are five options: archival research, oral history research, historic preservation, museum practices, or the history of social problems.

Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

HIS 247 Contemporary World History
3 Credit hours 45 Contact hours
This course surveys the major political, economic, social, and cultural developments of the modern world, encompassing the global和地区s and nation-states from 1900 to the present. Emphasizes the interactions of global regions and nations.

Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

HIS 225 Colorado History
3 Credit hours 45 Contact hours
This course presents the story of the people, society, and cultures of Colorado from its earliest Native Americans, through the Spanish influx, the explorers, the fur traders and mountain men, the gold rush, railroad builders, the cattlemen and farmers, the silver boom, the tourists, and the modern state.

Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

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.

Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

HIS 247 Contemporary World History
3 Credit hours 45 Contact hours
This course surveys the major political, economic, social, and cultural developments of the modern world, encompassing the global和地区s and nation-states from 1900 to the present. Emphasizes the interactions of global regions and nations.

Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

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HIS 285 Independent Studies in History
3 Credit hours 60 Contact hours
Provides learners with an opportunity for direct experience with the problems explored by historians while working with private or non-profit agencies or private or public institutions. There are five options: archival research, oral history research, historic preservation, museum practices, or the history of social problems.

Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).
**COURSE DESCRIPTIONS**

**HOLISTIC HEALTH PROFESSIONS (MIND-BODY HEALTH)**

**HHP 106 The Creative Mind**
1 Credit hour 15 Contact hours
Enables the students to define the nature of human creativity, learn and practice techniques for tapping one's creative potential, and learn to overcome mental blocks to creative activity.

**HHP 161 Meditation for Health**
1 Credit hour 15 Contact hours
Incorporates the fundamental techniques of 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 5 Contact hours
Explores the pharmacokinetics and composition of herbs and their effect on the body systems. Focuses on the usability, harvesting, storage and usage of a select group of herbs. The use of herbs in health maintenance and the healing disease predates written history. Herbs have been found by archeologists in Paleolithic burials and throughout literature on the ancient Chinese and Egyptians verified by modern scientific research.

**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 energizing, 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 235 Mind, Body, Healing and Health**
3 Credit hour 45 Contact hours
Focuses on the rapidly developing awareness of the inner-connectedness of mind and body and spirit. Explores the dialog between eastern and western health care and the many choices that could enhance our health and well-being.

**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.

**HUM 121 Survey of Humanities I**
3 Credit hours 45 Contact hours
Through a study of the visual arts, literature, music, and philosophy, this course introduces students to the history of ideas that have defined cultures. It emphasizes connections among the arts, values, and diverse cultures, including European and non-European, from the Ancient world to 1000 C.E.

**HUM 122 Survey of Humanities II**
3 Credit hours 45 Contact hours
Examines written texts, visual arts and musical compositions to analyze and reflect the evolution and confluence of cultures in Europe, Asia and the Americas from 800 C.E. to 1750 C.E.

**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 112 Introduction to Risk Management**
1 Credit hour 15 Contact hours
This is an introductory course for students new to the industry and wanting to explore basics of risk management. In six lessons this class will cover losses and loss exposures, the risk management process, risk financing, risk control techniques, risk managers role, risk management in an organization, pre- and post-loss goals, disaster planning and personnel exposure.

**INS 113 Introduction to Underwriting**
2 Credit hours 30 Contact hours
This course is designed to teach students what insurance underwriters do but not intended to teach them to be underwriters and assumes no previous underwriting experience.
experience. Topics covered in eight lessons will be Underwriting, Underwriting as Decision making, Personal Lines Auto Underwriting, Personal Lines Homeowners Underwriting, Commercial Lines Underwriting, General Liability Underwriting, Commercial Property Underwriting and Underwriting Results.

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
Students will gain knowledge of the Continuous Improvement Movement by studying the nature of the insurance business, customer identification, what customers want, methods for determining customer needs, key processes and benchmarking, the process improvement mode, process improvement tools, leadership, teamwork and organizational structures and ways to check on progress.

INS 206 Customer Behavior (PCS 391)
3 Credit hours 45 Contact hours
Insurance customer service course studying consumer behavior in a business context that is relevant to the insurance and financial services industry. The course is comprehensive in coverage, managerial in its focus, global in its orientation, and innovative in organization and presentation. First of three courses leading to a PCS (Professional Customer Service) insurance designation.

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 to employers; analyzes compatibility and benefits in given situations; and evaluates medical aspect of given injury claims.

INS 211 The Claims Environment (AIC 33)
3 Credit hours 45 Contact hours
Explains how the claim representatives 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
A one-semester course designed for individuals wishing to strengthen their knowledge of personal insurance.

INS 218 Personal Insurance: Portfolio Management and Issues (API 29)
3 Credit hours 45 Contact hours
A one-semester course designed for individuals wishing to strengthen their knowledge of personal insurance.

INS 223 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 Service Operations (AIM 40)
3 Credit hours 45 Contact hours
Students will gain knowledge of how to manage people and resources well in a service operation. They will learn what information they need to make smart business decisions quickly. Students will gain increased confidence in managing direct reports as well as increasing their credibility with senior level positions.

INS 230 Essentials of Risk Management (ARM 54)
3 Credit hours 45 Contact hours
Provides an understanding of the nature, purpose and steps of risk management; identifies and analyzes the loss exposures of individuals and organizations; examines alternative risk management techniques; and develops rules for choosing risk management techniques.

INS 231 Essentials of Risk Control (ARM 55)
3 Credit hours 45 Contact hours
Provides an understanding of the importance of risk control in risk management; explains specific applications of risk control techniques to particular loss exposures; and applies decision rules for choosing, implementing and monitoring risk control techniques in specific situations.

INS 232 Essentials of Risk Financing (ARM 56)
3 Credit hours 45 Contact hours
Explains the importance of risk financing in risk management; develops specific applications of risk financing techniques, competitor loss exposures; and applies decision rules for choosing, implementing and monitoring risk financing techniques.

INS 233 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
Examines how insurance companies are organized, operated and regulated. It provides an overview of various departments within most insurance organizations and explores how those departments relate to other departments,
other insurance entities and external customers when providing insurance and related services.

**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 topics 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, and risks incurred by financial institutions.

**INS 238 Commercial Underwriting: Principles and Property (AU65)**
3 Credit hours 45 Contact hours
Students will gain knowledge of underwriting principles including exposure identification, coverage knowledge, key underwriting considerations, and loss control techniques. These principles and the underwriting decision-making process tie the financial protection needs of the policyholders to the profile of a desirable and profitable account from the perspective of the insurance company. (formerly INS 287)

**INS 239 Commercial Underwriting: Liability and Advanced Techniques (AU66)**
3 Credit hours 45 Contact hours
Students will gain knowledge of liability underwriting principles including the legal foundations of negligence as they relate to general liability, business auto, workers compensation and professional liability. In addition, the student will gain knowledge of reinsurance, ratemaking, underwriting policy and quantitative underwriting tools. (formerly INS 288)

**INS 242 Insurance and Financial Planning (HS 318)**
3 Credit hours 45 Contact hours
Students learn about property liability, life, group, health and social insurance. Students will apply the basic concepts of Risk Management and Insurance as they practice with various financial planning issues such as risk tolerance, time value of money and goal setting.

**INS 243 Fundamentals of Financial Planning (HS 320)**
3 Credit hours 45 Contact hours
The course deals with the basics of financial planning. Topics include the financial planning process; measuring client risk propensities; communication skills; using time-value analysis in financial planning; basics of income, estate, and gift tax planning; the regulatory and ethical environment; information technology; and a sample financial planning case.

**INS 244 Income Taxation (HS 321)**
3 Credit hours 45 Contact hours
Students will examine the federal income tax system with particular reference to the taxation of life insurance and annuities. The income taxation of individuals, sole proprietorship, partnerships, and corporations also covered.

**INS 246 Individual Insurance (HS 323)**
3 Credit hours 45 Contact hours
All types of individual insurance coverages for meeting Life, Health and Personal risks are discussed.

**INS 247 Group Benefits (HS 325)**
3 Credit hours 45 Contact hours
Students will discuss and analyze group insurance benefits including the regulatory environment, contract provisions, marketing, underwriting, rate making, plan design, cost containment, and alternative funding methods.

**INS 248 Planning for Retirement Needs (HS 326)**
3 Credit hours 45 Contact hours
Focuses on retirement planning for the business, the business owner, and the individual. Assignments are designed to help students understand IRAs and retirement needs for individual clients.

**INS 249 Investments (HS 328)**
3 Credit hours 45 Contact hours
All types of securities and investments and their relationship and use with insurance are discussed.

**INS 251 Fundamentals of Estate Planning I (HS 330)**
3 Credit hours 45 Contact hours
Various aspects of estate and gift tax planning, including the nature, valuation, transfer, administration, and taxation of property are discussed. (formerly INS 288)

**INS 252 Planning for Business Owners and Professionals (HS 331)**
3 Credit hours 45 Contact hours
Discussions include various business forms, valuation, transfer and insurance considerations.

**INS 253 Fundamentals of Estate Planning II (HS 334)**
3 Credit hours 45 Contact hours
Topics include estate planning, taxation and trusts, and the use of the insurance tool.

**INS 255 Fundamentals of Retirement Planning (HS 335)**
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, and 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 insurance, aviation, marine, excess and umbrella liability, and 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, and estate planning.
**JOURNALISM**

**JOU 106 Fundamentals of Reporting**  
3 Credit hours  45 Contact hours  
Introduces the principles of AP-style news writing, reporting and interviewing with an emphasis on clarity, accuracy, completeness, timeliness, and fairness. Students will be encouraged to develop and use critical thinking and reasoning skills.  
**Course Note:** This is a statewide guaranteed transfer course.

**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 score (SS: 95+, ACT English: 18, or SAT Verbal: 440).  
**Course Note:** This is a statewide 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 score (SS: 95+, ACT English: 18, or SAT Verbal: 440).  
**Course Note:** This is a statewide 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 score (SS: 95+, ACT English: 18, or SAT Verbal: 440).  
**Course Note:** This is a statewide guaranteed transfer course.

**LIT 205 Ethnic Literature**  
3 Credit hours  45 Contact hours  
Focuses on significant texts by ethnic Americans, including African-American, Native American, Latino/a, and Asian Americans. Emphasizes careful reading and understanding of the cultural and literary elements of the 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).
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 246 Literature of Women
3 Credit hours 45 Contact hours
This course examines the techniques and themes in literature by and about women by examining women’s issues from various genres.
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

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, workflow, forms design, record storage and retrieval systems, personnel administration and problems, and government control.
Course Note: Only available as an online course. Formerly MAN 120.

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.
Prerequisites: 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. (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. (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/ coordinator. (Formerly MAN 287)

MAR 244 Principles of Sales
3 Credit hours 45 Contact hours
Focuses on the principles and techniques of sales management, decision-making, and control, and in the buying and selling process.
Course Note: Also available as an online course.

MARKETING

MAR 108 Principles of Retailing
3 Credit hours 45 Contact hours
Emphasizes the study of the basic principles and techniques of merchandising, operations, layout, store organization, site location, and customer service with an emphasis on retailing operations.

MAR 117 Principles of Marketing
3 Credit hours 45 Contact hours
An analysis of theoretical marketing processes and the strategies of product development, pricing, pro-motion 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 of advertising and promotion play 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 study 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. Does not apply to CCA degrees or certificates.
**Prerequisite:** Appropriate assessment scores. (AR: 24–56, ACT Math: 15)

**MAT 060 Pre-Algebra**
3 Credit hours 45 Contact hours
This course furthers the study of fractions and mixed numbers. Also included are vocabulary, operations and applications of ratio, proportion, percent, area, perimeter, US and metric measures, integers, and an introduction to algebraic expressions and the solution of basic first-degree equations. Does not apply to CCA degrees or certificates.
**Prerequisite:** Successful completion of MAT 030 (grade 'C' or higher) or appropriate assessment scores (AR: 57 - 120; EA: 0-44, ACT Math: 16).

**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. Does not apply to CCA degrees or certificates.
**Prerequisite:** Successful completion of MAT 060 (grade 'C' or higher) or appropriate assessment scores (EA: 45 – 60, ACT Math: 17).

**MAT 106 Survey of Algebra**
4 Credit hours 60 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. Does not apply to CCA degrees or certificates.
**Prerequisite:** Successful completion of MAT 090 (grade 'C' or higher) or appropriate assessment scores (EA: 61 – 84, ACT Math: 18).
**Prerequisite or Corequisite:** MAT 111

**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**
4 Credit hours 60 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+).
**Corequisite:** 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 and MAT 111 (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). MAT 111 is a corequisite or prerequisite.
**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) or appropriate assessment scores (CLM 61-102, ACT Math 25)
**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).  
Corequisite: MAT 179  
Course Note: This is a statewide guaranteed transfer course.

MAT 155 Integrated Math I  
3 Credit hours  45 Contact hours  
Engages students in the concepts of school mathematics; the course will include the recognition of numerical and geometric patterns and their applications to a variety of mathematical situations; mathematical problem-solving, reasoning, critical thinking, and communication; algebraic thinking, representation, analysis, manipulation, generalizations and extensions.  
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  
Furthers MAT 155 concepts; the course will include fundamentals of probability, statistics, and Euclidean geometry. Mathematical problem-solving, reasoning, critical thinking and communication will continue to be an integral part of this sequence.  
Prerequisite: 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 179 Computer Applications for Statistical Procedures  
1 Credit hour  15 Contact hours  
Uses statistical software and the World Wide Web to engage students in an active, visual approach to the topics covered in MAT 135. Students will work with real world data on problems of a practical nature.

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. 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).  
Corequisite: MAT 179  
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).

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).

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).

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. Graphing calculator required.  
Prerequisite: Successful completion of MAT 202 (grade ‘C’ or higher).  
Corequisite: MAT 203

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.  
Mediation

MED 101 Introduction to Mediation  
3 Credit hours  45 Contact hours  
Introduces students to the role of the mediator in helping parties resolve their disputes. Students explore the conflict resolution, communication and problem-solving skills necessary for achieving effective dispute resolution in both professional and personal situations.

MED 102 Family Mediation  
3 Credit hours  45 Contact hours  
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.
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
Corequisite: 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).
Corequisite: 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
Corequisite: MUS 110 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).
Corequisite: MUS 111 Music Theory II

MUS 120 Music Appreciation
3 Credit hours 45 Contact hours
Covers the basic materials of music, musical forms, media, genres, and musical periods. Emphasizes the development of tools for intelligent listening and appreciation.
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 of the various periods of music history with regard to the composers, aesthetics, forms, and genres of each period. Considers music from the Middle Ages through the Classical period.
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 at 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 at the conductor’s discretion.

MUSIC PRIVATE INSTRUCTION

MUS Private Instruction
Private instruction consists of one lesson per week plus private student performance class participation.
Prerequisites: MUS 131 or audition for flute, guitar, piano, and voice; audition for all other instruments; MUS 100 or composition/song writing experience for composition.
Composition students have the opportunity to utilize CCA’s electronic/computer equipment. Since private lessons may be repeated for credit for a total of five semesters, they must be taken in sequence, beginning with MUS 141. A private instruction registration form is required for enrollment each semester. Also, a fee is added to tuition. Scheduling lessons depends on the availability of an instructor and space. To arrange for an audition, or to schedule lessons, contact the Music Department Coordinator at 303-361-7425.

PARALEGAL

A paralegal is a person qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, government agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible. Paralegals are not authorized to practice law in any way, as the practice of law is restricted to persons who are licensed by this or any other state. Any act that requires a legal license to perform, unless otherwise authorized by applicable court rules, constitutes unauthorized practice of law.

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, in-tentional torts, and strict liability, with an emphasis on personal injury litigation. (Offered in Spring only)
COURSE DESCRIPTIONS

PAR 117 Family Law
3 Credit hours 45 Contact hours
Covers domestic law, common property, dissolutions, adoptions, legal separation, and other family law issues. (Offered in Spring only)

PAR 118 Contracts
3 Credit hours 45 Contact hours
Covers the basic principles of contract law. (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. (Offered in Summer only)

PAR 201 Civil Litigation
3 Credit hours 45 Contact hours
Intensive study of the legal process including the Federal and Colorado Rules of Civil Procedure. (Offered in Fall only)
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. (Offered in Spring only)
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. (Offered in Fall semester only)
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. (Offered in Summer semester only)

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 will and trusts, and the probate process. (Offered in Fall semester only)
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 213 Legal Research and Writing I
3 Credit hours 45 Contact hours
Provides an introduction to legal research and writing. (formerly PAR 211)
Prerequisite: Successful completion of PAR 115, ENG 121 (grade 'C' or higher) or permission of Program Coordinator (knowledge of Word or Word Perfect required).
Note: PAR 213 and PAR 214 are not open to students who have taken PAR 211 or PAR 212.

PAR 214 Legal Research and Writing II
3 Credit hours 45 Contact hours
Serves as an advanced course in legal research and writing. (formerly PAR 212)
Prerequisite: Successful completion of PAR 115, PAR 211 or PAR 213, ENG 121 (grade 'C' or higher) or permission of Program Coordinator (knowledge of Word or Word Perfect required).
Note: PAR 213 and PAR 214 are not open to students who have taken PAR 211 or PAR 212.

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. (Offered in Fall semester only)

PAR 275 Special Topics in Paralegal
1-6 Credit hour(s) 15-90 Contact hours

PAR 280 Internship
1-6 Credit hour(s) 15-90 Contact hours
Provides students with the opportunity to supplement course work with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

PAR 285 Independent Study
1-6 Credit hour(s) 15-90 Contact hours
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.
Prerequisite: Students may take either the Internship or a Directed Study in lieu of an internship after they have taken 21 hours of related coursework.

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 statewide 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 statewide 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 statewide 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 related coursework.
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).

**PHYSICS**

**PHI 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 090 (grade ‘C’ or higher)

**PHI 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 sciences should register for PHY 211.

**Prerequisite:** Successful completion of MAT 121 (grade ‘C’ or higher)

**Course Note:** This is a statewide guaranteed transfer course.

**PHI 112 Physics: Algebra Based II with Lab**
5 Credit hours 105 Contact hours Expands upon PHY 111 and covers 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.

**PHI 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 (grade ‘C’ or higher)

**Course Note:** This is a statewide guaranteed transfer course.

**PHI 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.

**Prerequisite:** Successful completion of ENG 090 (grade ‘C’ or higher) or assessment scores (SS: 70+).

**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.

**Prerequisite:** Successful completion of ENG 090 (grade ‘C’ or higher) or assessment scores (SS: 70+).

**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.

**Prerequisite:** Successful completion of ENG 090 (grade ‘C’ or higher) or assessment scores (SS: 70+).

**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.

**Prerequisite:** Successful completion of ENG 090 (grade ‘C’ or higher) or assessment scores (SS: 70+).
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 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).  
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 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).  
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 psychological dynamics 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.  
Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

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.  
Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

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.  
Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

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.  
Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

PSY 217 Human Sexuality  
3 Credit hours  45 Contact hours  
A survey of physiological, psychological, psychosocial aspects of human sexuality. Topics include relationships, sexual identity and sexual health.  
Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

PSY 227 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 and successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

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 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

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.  
Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

PSY 245 Educational Psychology  
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: Successful completion of PSY 101, PSY 102, ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

PSY 246 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.  
Prerequisite: Successful completion of PSY 101, PSY 102, ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).
PSY 240 Abnormal Psychology
3 Credit hours 45 Contact hours
Prerequisite: Successful completion of PSY 101, PSY 102, ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

PSY 268 Organizational Psychology
3 Credit hours 45 Contact hours
Provides a comprehensive study of psychological principles and theories as applied to organizational behavior. Topics include motivation, job satisfaction, conflict, management supervision, human relations, and stress management.
Prerequisite: Successful completion of PSY 101, PSY 102, ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

PSY 275 Special Topics
0.5-6 Credit hours 75-90 Contact hours
Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

PUBLIC SECURITY MANAGEMENT
(For PSM classes please see under “Criminal Justice”)

PUBLIC SERVICE
(Also see Emergency Medical Provider)

FST 100 Firefighter I
9 Credit hours 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 academy start date.

FST 101 Firefighter II
3 Credit hours 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 Credit hours 45 Contact hours
Introduces the fire service organization and operation from past to present operations. Includes operation and organization of federal, state, local and private protection forces. Emphasizes extinguishing methods and equipment, special extinguishing agents and special hazard considerations. Serves as a prerequisite for students having no previous fire suppression training or experience.
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 (Level I)
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
2 Credit hours 30 Contact hours
This course provides students with the knowledge and skills to handle low and high angle rescue 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 123 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 rescues; 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; rescuer safety and shore support; and personal protective equipment.
FST 137 Vehicle Extrication
2 Credit hours 30 Contact hours
This course covers 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
3-6 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, VFIS 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 45-640 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 recognition, 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 identifying textbook strategies and paragraph structure, 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. This class also focuses on identifying patterns of structure and patterns of development and bias in longer readings.
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 115 Introduction to Real Estate
3 Credit hours 45 Contact hours
Focuses on the function of the real estate broker, sales techniques, and 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
4 Credit hours 60 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 USPAP. Course qualifies for application to State Registered License.
COREQ: REE 119

REE 119 Uniform Standards of Professional Practices (USPAP)
1 Credit hour 15 Contact hours

REE 201 Real Estate Broker I
6 Credit hours 90 Contact hours
Enables the student, in conjunction with REE 202 – Real Estate Brokers II, to meet the educational requirements of the Colorado Real Estate Commission for a Colorado Real Estate Brokers’ license. This course includes Real Estate Law and Practice, practical applications, and Current Legal Issues.

REE 202 Real Estate Broker II
6 Credit hours 90 Contact hours
Enables the student, in conjunction with REE 201 – Real Estate Brokers I, 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 Recordkeeping and Trust Accounts.
Prerequisite: REE 201

RUSSIAN (SEE WORLD LANGUAGES)

SCIENCE

SCI 155 Integrated Science I
4 Credit hours 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.
Course Note: This is a statewide guaranteed transfer course.

SCI 156 Integrated Science II
4 Credit hours 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).
Course Note: This is a statewide guaranteed transfer course.

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 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).
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 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).
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 060 (grade ‘C’ or higher), 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 societal problems. It focuses on such issues as civil liberties, gender discrimination, substance abuse, crime, poverty, and social change.
Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

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.
Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

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.
Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

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.
Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

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
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 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 45 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, domineering, 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 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 crew.
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 137 Dramaturgy  
1 Credit hour 15 Contact hours
Examines the practical and creative side of production stage management from a participatory 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 45 Contact hours
Examines the practical and creative side of production stage management from a participatory 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 131 (grade ‘C’ or higher) or permission of instructor.

THE 180 Internship: Theatre Production I  
0.5 Credit hours 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 189 Internship: Theatre Production II  
0.5 Credit hours 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 182 (grade ‘C’ or higher), permission of Theatre Department Director.

THE 211 Development of Theatre I  
3 Credit hours 45 Contact hours
Surveys the 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 THE 230 (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, THE 112, and/or THE 132 (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 183 (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 roles, 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.
Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

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 ‘C’ or higher) or concurrent enrollment, or permission from the instructor and successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

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.
Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

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.
Prerequisite: Successful completion of ENG 060 (grade ‘C’ or higher) or assessment scores (SS: 70+).

WORLD LANGUAGES

WOL 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.

WOL 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 WOL 101 (grade ‘C’ or higher) or permission of Department Chair
Course Note: Does not apply to A.A. or A.S. degrees.

CORE LANGUAGES

WOL 111 World 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 scores (SS: 95+, ACT English: 18, or SAT Verbal: 440 AND RC: 80, ACT Reading: 17)
WOL 112 World Language II
5 Credit hours 75 Contact hours
A continuation of World 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 WOL 111 (grade of 'C' or higher) or permission of Department Chair.

WOL 114 Fast-Track Spanish Language I and II
5 Credit hours 75 Contact hours
Intensive high-beginner course designed to bridge beginning WOL courses with intermediate WOL courses.
Prerequisite: Two years of high school WOL or permission of Department Chair.

WOL 211 World Language III
3 Credit hours 45 Contact hours
A continuation of World 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 WOL 112 (grade of 'C' or higher) or permission of Department Chair.

WOL 212 World Language IV
3 Credit hours 45 Contact hours
A continuation of World 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 WOL 211 (grade of 'C' or higher) or permission of Department Chair.
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 assistance 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
Publications Specialist .................... Liz VanLandingham
Executive Director of Grants and Planning ... Chris Ward

**HUMAN RESOURCES**

Director ................................. Vacant
Benefits Specialist ................. Debbie Irvine
Data Specialist ............. Dianda Havel-Coe

**CCA FOUNDATION**

Executive Director .................. Diana Whye
Development Coordinator ............ Kacee Austin

**INSTRUCTION**

Vice President ....................... Bernice Harris
Facilities Scheduler ................ Traci Fielden

**INSTRUCTIONAL RESOURCE CENTER AND LIBRARY SERVICES**

Instructional Resource Center Liaison ............ Vacant
Information Specialist ..................... Vacant

**LOWRY CAMPUS**

Associate Vice President .................. Les Moroye
Administrative Assistant .................. Cindy Smith
INSTRUCTIONAL DIVISIONS

COMPUTERS, MATHEMATICS AND BUSINESS
Director of IT and Distance Learning ............ George Lesko
Department Chair of Business and Computers
.................................................. Karla Adamson-Lesko
Administrative Assistant for Business, CRS & Paralegal,
Computers, Accounting, Economics, Management,
Marketing, Real Estate  ............... Sheila Sheibley
Professor, Business Management, Marketing
.................................................. Lewis Schlossinger
Professor, Computers  ....................... Constance Seiden
Professor, Computers  ....................... Gil Davies
Computer Systems Administrator  ............. Glen Murphy
Network Infrastructure Administrator  ........ Denny Bagaporo
Network Technician  ......................... Eduardo Peralta

ENGLISH AS A SECOND LANGUAGE
Director, Aurora Language Center ............. Chris Ward
Community ESL, Lead Teacher/Program
Coordinator  .............................. Bryan Holinka
Department Chair, ESL  ....................... Maria Halloran

HUMANITIES, FINE ARTS, MATH AND SOCIAL SCIENCES
Interim Dean  ............................. Nancy Jackson
Department Chair/Professor, Arts & Humanities
............................................. Wayne Gilbert
Department Chair, English & Communication  .......... Nancy Jackson
Department Chair,
Early Childhood Education  ............. Jan Leversee
Coordinator, Early Childhood Education
Resource Center  .......................... Michelle Reetz
Department Chair/Professor, Film/Video . Frederic Lahey
Department Chair, Mathematics  .............. James Gray
Associate Professor/Coordinator,
Behavioral Sciences  ....................... Kathleen Cramm
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, Developmental English  ........ Mark Kemble
Professor, English  ........................ 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  .... Nicole Weller
Administrative Assistant, Center for
Workforce Development  .................. Christy Bernal
Assistant Coordinator, Center for
Workforce Development  .................. Veronica Russell
Case Manager/CHOICES,
Center for Workforce Development  .... Christy Bernal
Case Manager/CHOICES,
Center for Workforce Development  .... Anna Bauer
Director, Emergency Medical Services  .... Bob Matoba
Administrative Assistant, EMS  ............... Donna Jones
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 Doucette
Administrative Assistant, Police/Fire Academies  . Vacant
Administrative Assistant, Public Service  .... Sheila Sheibley
Coordinator, Public Service Programs/
Assistant Professor  ......................... Margaret Uchner
Program Coordinator/Professor Paralegal
and Mediation  ............................ Robin Rossenfeld
Department Chair, Sciences (Astronomy, Biology,
Chemistry, Geology, Physics)  ........... Martha Jackson-Carter
Administrative Assistant, Science,
ECE, HHP, PED  ......................... 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
Professor, Biology  ........................ Jill Stephens

STUDENT SERVICES AND ENROLLMENT MANAGEMENT
Vice-President  ............................ Greg Goode
Recruiting Coordinator  ..................... Anna Jansen

ENROLLMENT SERVICES (ADMISSIONS & RECORDS)
Director  .................................... Kristen Cusack
Credentials Evaluator  ....................... Janice Davis
Grades/Computer Records Specialist  ....... Valerie Sangiuliano
Registration and Records Clerk  ............ Vacant
Switchboard Operator  ...................... Rita Borgonah
Transcript Specialist and Imaging  .......... JoAnne Barnes
Registration and Records Clerk  ............ Judy Spitz

ADVISING CENTER
Director  .................................... Libby Broughton
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Academic/Veterans Advisor  ............... Tom Dury
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