



FORT MORGAN, COLORADO

1993 - 1994 CATALOG

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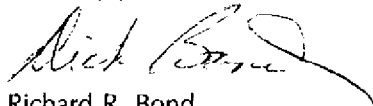
A MESSAGE FROM THE PRESIDENT

Dear Student:

Morgan Community College is a fun place to be! We offer a wide range of courses both in academic and vocational areas which can prepare you to transfer to another college later or directly to a job. And both we at the College and you as a student can enjoy doing it. You will be exposed to good and dedicated teachers who, because we are small, are interested in you. Besides their scholarship, they are informal and enjoy life. They will expect your best - as you should expect from yourself - and it will be done in an atmosphere in which learning is fun.

Take a good look at this catalog and the variety of courses and programs in it. We hope you will be stimulated by what you see and will decide to be part of our community. And don't hesitate to ask us questions.

Sincerely yours,



Richard R. Bond
President



INDEX

Academic Advising.....	25	Emergency Medical Technology - Int.....	47
Academic Calendar.....	8	English.....	61
Academic Retention.....	21	Farm and Ranch Management.....	46
Accounting.....	39	Financial Aid Information.....	15
Accreditation.....	9	Foreign Languages.....	62
Admission of Transfer Students.....	11	General Education Core Transfer Program.....	13
Admission Policy.....	11	Geography.....	62
Admission Policy for Foreign Students.....	11	Geology.....	62
Adult Basic Education Program.....	28	Grade Point Average.....	20
Anthropology.....	54	Grading System.....	19
Application for Graduation.....	23	Graduation with Honors.....	23
Area Vocational Program.....	28	Grants.....	17
Art.....	54	Health.....	62
Assessment Program.....	12	Health Care Assistant (Aide).....	46
Associate of Arts Degree.....	31	History.....	63
Associate of General Studies Degree.....	36	History of the College.....	9
Associate of Science Degree.....	33	Home Economics.....	63
Astronomy.....	55	Honor Rolls.....	23
Audit.....	20	Housing.....	25
Auditing Courses.....	19	How to Apply for Admission.....	11
Automobile Body Repair.....	38	How to Apply for Financial Aid.....	16
Automobile Technology.....	38	Humanities.....	63
Biology.....	55	In Progress.....	20
Bookkeeping Clerk.....	40	Incomplete.....	20
Business.....	56	Independent Study.....	22
Business Management.....	40	Journalism.....	64
Career Counseling.....	25	Law Enforcement.....	45
Career Planning and Development Program.....	29	Learning Resource Center.....	25
Carpentry.....	57	Literature.....	64
Changes in Registration.....	21	Loans.....	18
Chemistry.....	57	Management.....	64
Class Attendance.....	19	Marketing.....	64
Classification of Students.....	19	Mathematics.....	65
Clubs and Organizations.....	25	Maximum Course Load.....	19
Colorado Nanny Academy.....	44	Mission of the College.....	9
Communications.....	58	Name Changes to Academic Records.....	21
Community Programs and Services.....	27	Nurse's Assistant (Aide).....	47
Computer Information Systems.....	58	Nursing.....	48
Correctional Officer.....	45	Off-Campus Evening Degree Program.....	27
Course Cancellations.....	22	Office Technology.....	42
Credit for Prior Learning.....	22	Payment of Tuition and Fees.....	15
Credits from Accredited Institutions.....	11	Personalized Assistance in Learning.....	26
Credits from Non-Accredited Institutions.....	11	Personnel.....	73
Criminal Justice.....	59	Philosophy.....	67
Developmental Courses.....	70	Physical Education.....	67
Distance Learning and Telecourse Study.....	28	Physical Education Waiver.....	19
Drafting.....	60	Physical Therapist Assistant.....	49
Drug & Alcohol Abuse Prevention Program.....	10	Physics.....	68
Economics.....	60	Political Science.....	68
Education.....	60	Psychology.....	68
Educational Rights and Privacy Act.....	9	Records and Transcript of Credits.....	21
Electives Approved for AA/AS Degree.....	34		
Emergency Medical Technology - Basic.....	47		

Recreation in the Area	26	Tech-Prep Program	29
Refunds	15	Testing Center	26
Registration	19	Test-Out Procedures	22
Repeated Classes	20	Transferring Credits	22
Satisfactory/Unsatisfactory Grades	20	Truck Driver Training	50
Science	69	Tuition & Fees	15
Senior Citizens	19	Tuition Classification	11
Service Area	9	Tuition Classification Appeals	12
Services for Students with Disabilities	25	Types of Financial Aid	16
Single Parents & Displaced Homemakers Center	28	Veterans	18
Small Business Development Center	28	Welding Technology	51
Sociology	69	Who's Who	23
Special Studies	22	Withdrawal from Course	20
Special Topics/Activities	22	Withdrawal from College	21
Speech	69	Word Processing	43
Student Conduct	26	Work-Study Jobs	18
Student Government	26	Young Farmers	70
Technical Certificate Programs	27		

Established by the
1967 General Assembly of the State of Colorado
Under the Jurisdiction of the
Colorado State Board for Community Colleges and
Occupational Education

Accredited by
the North Central Association
of Colleges and Schools

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Note: This is an information document and is not to be considered a contract of offerings. Programs and curricula are subject to change without prior notice.

MORGAN COMMUNITY COLLEGE SUPPORT PERSONNEL

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Director of Small Business Development Center	Randy Johnson
Special Assistant to the President	Bruce Snyder
Classified Support Personnel:	
Executive Assistant	Sharon Bishop

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Dean of the College	Thomas Henry
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Chairperson, Division of Health Sciences and Applied Technologies	Phyllis Gertge
Director, Health Services Professional Development Center	Lee A. Green
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Coordinator, Limon Correctional Facility	Kay Seifried
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Coordinator of Student Life	Renee Becker
Vocational Guidance & Placement Specialist	Connie Long
Classified Support Personnel:	
Staff Assistant to the Dean of the College	Mary Jane Davey
Senior Administrative Clerk	
Senior Administrative Clerk - Faculty Support	Maxine Baker
Senior Secretary - Student Services	Lora Kooshian
Administrative Clerk - Student Services	Connie Mese
Library Assistant II	Maureen Kahl
Word Processing Operator	Dolores Lopez
Administrative Clerk - ABE	Betty Johnson
Clerical Assistant - ABE	Zeda Pounds
Clerical Assistant - ABE	Julia Dominguez
Day Care Nursery Aide - ABE	Elena Mendoza
Day Care Nursery Aide - ABE	Mildred Bledsoe
Telecommunication Specialist	Ed Robinson

OFFICE OF THE DEAN OF ADMINISTRATIVE SERVICES

Dean of Administrative Services	Paul Swearengin
Controller	Sabrina Hunt
Director of Auxiliary Enterprises	Sandra Schmeackle
Director of Financial Aid	Susan Smith
Facilities Manager	Lorraine Herbel
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Administrative Services	Maxine Stickley
Senior Administrative Clerk	Melody Wiener
Accounting Technician I	Roxanne Trujillo
Accounting Technician III	
Administrative Clerk	Pat Hale
Information Processing Equipment	
Specialist	
Maintenance Mechanic	Richard Timpe
Maintenance Mechanic	Tim Cunningham
Custodian	
Custodian	



TABLE OF CONTENTS

8	ACADEMIC CALENDAR
9	GENERAL INFORMATION
11	ADMISSION
15	FINANCIAL INFORMATION
	18 Veterans
19	ACADEMIC REGULATIONS
25	STUDENT SERVICES
27	SERVICES TO THE COMMUNITY
31	DEGREE AND CERTIFICATES
	31 Associate of Arts
	33 Associate of Science
	34 General Education Electives
	36 Associate of General Studies
	38 Associate of Applied Science
	38 Certificate Programs
53	COURSE DESCRIPTIONS
70	DEVELOPMENTAL COURSES
73	PERSONNEL
78	INDEX
80	MCC APPLICATION FORM

1993 - 1994 ACADEMIC CALENDAR

FALL SEMESTER

Registration Period Begins
 Academic Faculty Report
 T & I Faculty Report
 Premiere
 First Day of Classes & Late Registration Begins
 Labor Day (College Closed)
 Last Day to Add Regular Sequence Classes
 Last Day to Drop Regular Sequence Classes
 Mid-Term Week
 Thanksgiving Holiday (College Offices
 Closed Thanksgiving Day only)
 Classes End
 Finals Week - Academic Classes
 Christmas Break (College Offices Closed)
 Classes Resume for T & I
 Classes End for T & I

1993-94

April 1
 August 16
 August 24
 August 27
 August 30
 September 6
 September 13
 September 14
 October 18-22

 November 25-26
 December 13
 December 14-17
 December 25-January 3
 January 10
 January 14

SPRING SEMESTER

Registration Period Begins
 New Year's Day (Alternate Holiday,
 January 3 - College closed)
 College Opens
 Academic Faculty Report
 First Day of Classes & Late Registration Begins
 Last Day to Add Regular Sequence Classes
 Last Day to Drop Regular Sequence Classes
 Mid-Term Week
 Spring Break (College Offices Open)
 Academic Classes End
 Finals Week - Academic Classes
 Graduation
 Classes End for T & I
 Memorial Day (College Closed)

November 1

January 3
 January 4
 January 10
 January 17
 January 28
 February 3
 March 7-11
 March 21-25*
 May 9
 May 10-13
 May 14
 May 27
 May 30

SUMMER SESSION

Registration Period Begins
 Memorial Day (College Closed)
 Independence Day (College Closed)
 Classes Begin
 Last Day to Add
 Last Day to Drop
 Classes End

1993-94

April 1
 May 31
 July 5
 June 7
 June 11
 June 14
 July 30

1994-95

April 1
 May 30
 July 4
 June 6
 June 10
 June 13
 July 29

* Subject to Change

T & I: Allied Health, Automobile Technology, Automobile Body Repair,
 Electronics Technology, Welding Technology

GENERAL INFORMATION

Mission

Morgan Community College is a two-year public comprehensive community college offering a variety of educational services to individuals, organizations, and businesses both on-campus and through its satellite network. The mission of the college is accomplished by offering:

- Lower division college courses for transfer to four-year institutions
- Occupational courses and programs for job entry, upgrading, and retraining
- Developmental courses which prepare students to pursue their educational or personal objectives
- Advising and career counseling to assist students in establishing goals
- Opportunities for students to participate in extracurricular activities
- Courses to improve and promote the general welfare of the community

History

In July, 1964, a committee was formed to consider the feasibility of establishing a junior or community college district that would serve the educational needs of Morgan County. In May, 1967, Senate Bill 405 created the Morgan County Junior College District and in September, 1967, a Board of Trustees was elected. The first classes began in September, 1970, in rented buildings in Fort Morgan adapted to the uses of the College. In June, 1973, the local junior college district was dissolved by a vote of the people and the College joined the State System of Community Colleges under the new name of Morgan Community College. A fund drive was initiated in 1978 and the College acquired a ten acre site east of Fort Morgan for the site of a permanent campus. An additional ten acres was acquired in 1981. The Colorado State Legislature appropriated construction funds in 1978 for the first building on the campus. Construction began in 1979 and the first classes were held on the campus in June, 1980. A Vo-Tech/Administrative building was completed in 1985.

Accreditation

Morgan Community College is accredited by the North Central Association of Colleges and Schools.

Service Area

In compliance with the Colorado Statewide Master Plan for Postsecondary Education, the college serves an area comprising Morgan, Washington, Yuma, Lincoln, Kit Carson, and the eastern half of Adams and Arapahoe counties. Satellite centers are maintained in most of the communities of the seven-county service area.

Educational Rights and Privacy Act

Records at Morgan Community College help staff and faculty plan educational opportunities to meet the needs of individual students, better understand students, counsel more effectively with them and assist in employment after graduation.

Student records are regarded as confidential. These records will be released to faculty and professional staff for authorized college-related purposes. Academic records are released only with the written consent of the student or under specific guidelines set out in the Family Educational Rights and Privacy Act of 1974, as amended. Transcripts may be withheld because of outstanding financial obligations to Morgan Community College.

Certain items of student information have been designated by Morgan Community College as public or directory information: name, address, telephone number, date and place of birth, dates of attendance, most recent previous educational institution attended, major field of study, degrees and awards received, participation in officially recognized activities and sports.

Currently enrolled students may withhold disclosure of directory information by notifying the Registrar, in writing, each academic year, that he or she does not want the directory information released for that period of time. "Academic year" is defined as fall through summer terms within one 12-month period. Morgan Community College assumes that unless students specifically request that directory information be withheld, they are approving this information for disclosure.

Copies of Morgan Community College policy relating to the Family Educational Rights and Privacy Act of 1974, as amended, are available in the Student Services office. This act was designated to protect the privacy of education records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

If you have questions concerning the Family Educational Rights and Privacy Act, contact the Student Services staff.

Drug and Alcohol Abuse Prevention Program

Morgan Community College ("College") is a state system community college governed by the State Board for Community Colleges and Occupational Education ("Board"). The Board policy requires the College to comply with the Drug Free Schools and Communities Amendments of 1989 (PL 101-226 in Federal Law). The College adopts the following Drug and Alcohol Abuse Prevention Program:

I. Standard of Conduct

Students and employees shall not engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, or abuse of alcohol and/or illicit drugs on College property or as a part of College activities.

II. Legal Sanctions for Violation of the Standards of Conduct

The unauthorized or unlawful possession, use or distribution of illicit drugs or alcohol may subject the individual to certain penalties. The penalties include imposition of a fine to a jail term.

Any student or employee who is convicted of the unlawful possession, use or distribution of illicit drugs or alcohol is subject to criminal penalties under local, state and federal law. These penalties range in severity from a fine of up to \$100 to life imprisonment

and/or a fine of \$8,000.000. The exact penalty assessed depends upon the nature and severity of the individual offense.

III. Penalties which may be imposed by the College

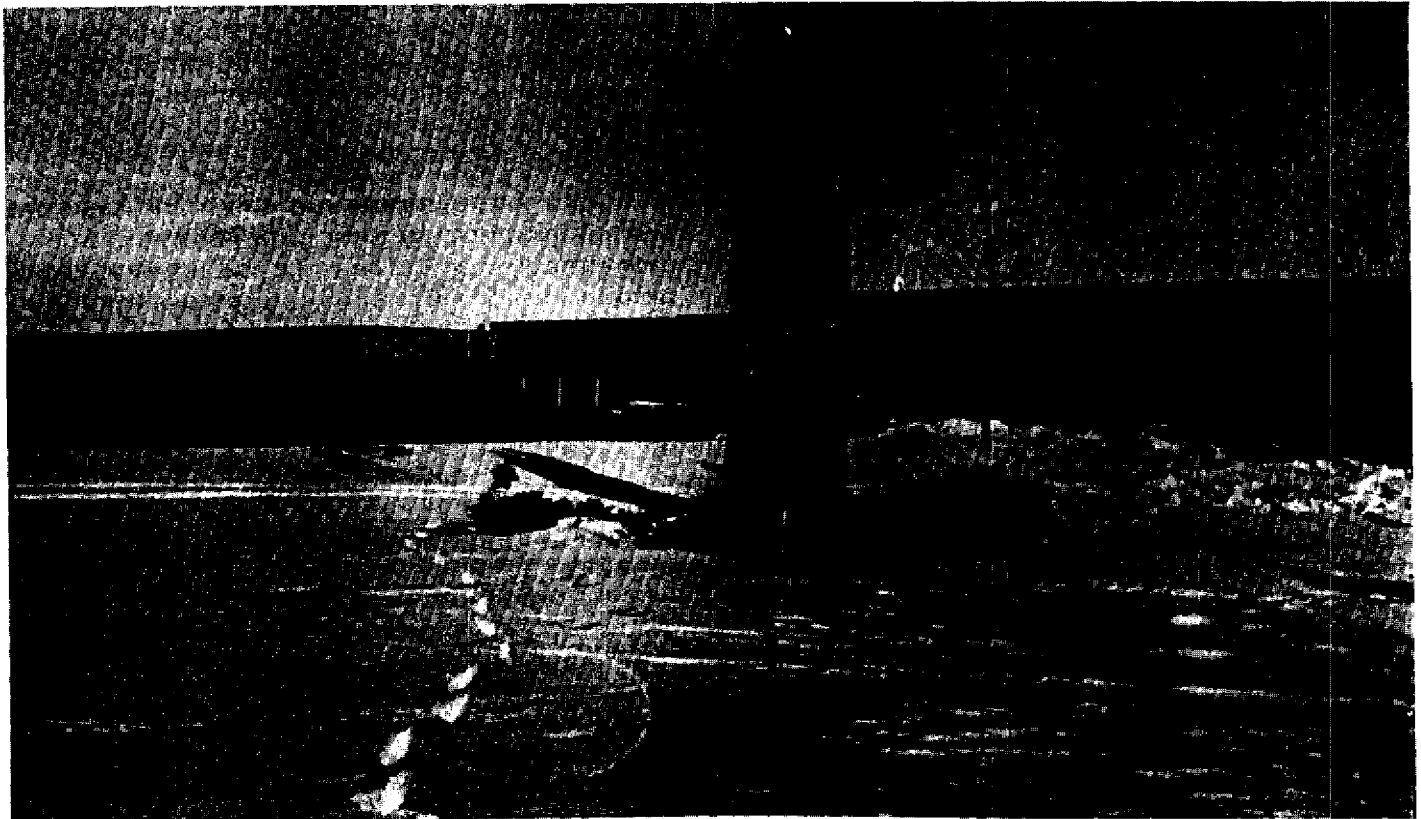
Students and/or employees who violate the above standard of conduct will be subject to disciplinary action under employee and student disciplinary policies. The sanctions include, but are not limited to, a requirement to complete an appropriate rehabilitation or re-entry program; expulsion from College or termination of employment; and/or referral to authorities for prosecution.

IV. Health Risks Associated with use of Illicit Drugs and Alcohol Abuse

Health risks associated with drug and alcohol abuse include, but are not limited to, malnutrition, brain damage, heart disease, pancreatitis, cirrhosis of the liver, mental illness, death, low birth weight babies, and babies with drug addictions.

V. Available Counseling, Treatment, Rehabilitation or Re-entry Program

Counseling, treatment, rehabilitation or re-entry program information can be procured from the Vocational Guidance Specialist or the Associate Dean of the College (1-800-622-0216) or the Colorado Department of Health.



ADMISSION

Admission Policy

The college will admit high school graduates and non-graduates who can profit from the instruction for which they enroll. However, admission to the college does not assure acceptance of an individual student in a particular course or program. Some students may be requested to enroll in special courses for correction of scholastic difficulties.

How to Apply

Students are requested to submit their application to the Student Services office at least ten days prior to the semester for which they are applying. Grade transcripts are required for all full-time students, veterans, and any student planning to receive a degree or certificate at Morgan Community College.

All students, whether full or part-time, must make application for admission and be officially admitted in order to take course work.

Admission of Transfer Students

All transfer students must file the following with the Student Services office:

1. An application for admission
2. One official transcript of all credits earned at each college or university attended

In order to insure an evaluation before registration, these materials should be received in the Registrar's Office at least 30 days in advance of the semester for which the transfer student wishes to enroll. Necessary forms may be obtained from the Student Services office and letters of inquiry should state specifically that the student is a transfer student.

Transfer of College Credit

Credit approved, for transfer to a program of studies at Morgan Community College must have been earned at an appropriately accredited institution.

Credits earned at accredited colleges or universities may be transferred toward fulfilling Morgan Community College program requirements.

The college will accept courses for transfer completed within ten years prior to admission to Morgan Community College. Courses completed more than ten years prior to admission may be validated for acceptance as regular credit hours by completion of fifteen (15) semester hours

of instruction at Morgan Community College with a 2.0 cumulative grade point average.

Courses in which a grade of "D" or above were earned will be accepted in transfer when the courses are applicable to MCC programs.

Admission Policy for Foreign Students

500 TOEFL	begin academic work with no restriction
485 TOEFL/or 75 Michigan	minimum for entrance - will enroll in developmental courses at least 1/2 time, will take college placement exam

To apply for admission to Morgan Community College submit the following to the Student Services office:

1. Application for admission
2. Proof of high school graduation; provide official English translations of high school and post-high school academic records
3. Proof of financial ability to pay tuition for one academic year
4. Proof of English proficiency by documentation of one of the following:
 - a. 75 minimum Michigan Test score from official testing center
 - b. 485 minimum TOEFL
 - c. graduation from English language schools approved by the college

NOTE: The college reserves the right to require official Michigan or TOEFL scores in addition to language school transcripts.

Tuition Classification

A student's classification as an in-state or out-of-state registrant for tuition purposes is made by the college at the time of admission.

The classification of students for tuition purposes at state supported colleges and universities is governed by the Colorado Tuition Classification Law, CRS 5237-101 et seq. (1973), as amended. This statute states that before being entitled to in-state tuition, persons at least twenty-two years of age must have been domiciled in Colorado and fulfilled specific citizen responsibilities for one full calendar year prior to the first day of classes for the term for which such classification is sought. The burden of proof concerning intent to domicile in the State of Colorado rests with the individual.

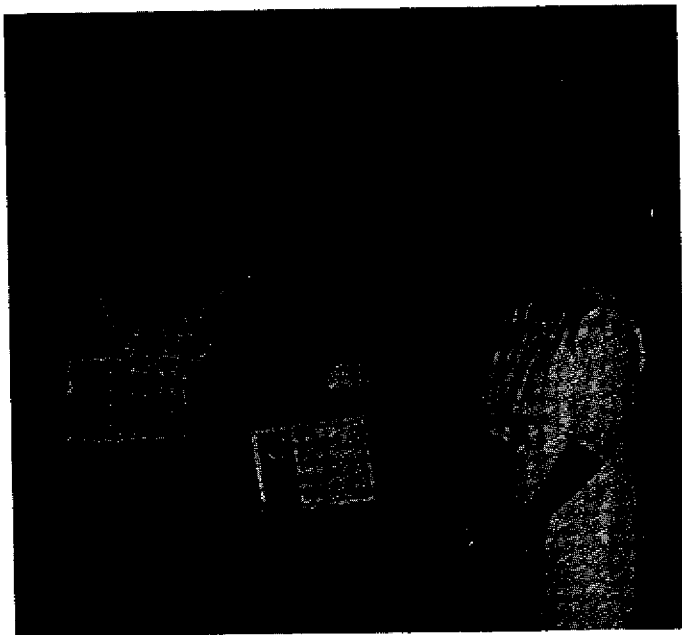
An individual under twenty-two years of age who has never been married is presumed to have the same legal home as his/her parent(s) or legal guardian(s) unless emancipation has occurred. "Emancipation" means complete financial independence. Marriage is an irreversible act of emancipation. Once emancipated, an individual must be domiciled in Colorado for twelve full months before being entitled to in-state tuition.

Active duty military personnel and their dependents whose permanent change of duty station is in Colorado may qualify for in-state tuition rates upon written certification through their assigned base/post Education Services Office. Married women qualify for in-state tuition on their own merit under the tuition statute rather than on the basis of marriage.

Tuition Classification Appeals

Students classified as nonresidents who believe that they can qualify as residents may obtain a Petition for In-State Tuition Classification and a copy of the applicable Colorado statute from the Student Services office. Students must submit the petition plus required supporting documents to the Student Services office by the last day to drop a class for the term for which the change in classification is sought.

Students who challenge the ruling on their petition may appeal the decision to the Tuition Classification Appeals Committee. The Tuition Classification Appeals Committee will review the evidence and make the final decision. Details may be obtained from the Student Services office.



Assessment Program

Morgan Community College has implemented an assessment program designed to assist in the placement of students in proper courses. We are committed to working with students to insure success and have found that effective placement in courses increases the probability of that success.

An important part of the assessment process is identifying entry level skills for each program area. The Dean of the College and program faculty identify appropriate entry level skills and determine placement status for each program. Therefore, students may be allowed to register for the required program courses while strengthening some basic skills, or students may be requested to obtain certain skill levels before entering the program.

Morgan Community College requires that first time, programmatic students complete assessment prior to registration. The assessment requirement may be fulfilled by taking the assessment tests in reading, English, mathematics and study skills. Other methods of assessment may be discussed with an advisor or the Dean of Student Services.

Students are exempt from the assessment requirement if they:

- hold an Associate or higher degree
- are enrolled for employment inservice and/or upgrading; or
- provide proof of minimum ACT scores of 20 in English and math if test taken prior to 10/89; after that date, minimum in English is 20 and math 19.

Research on the Colorado basic skills assessment program indicates that new students who follow assessment-related advice have a greater chance of academic success than those who do not follow such advice.

General Education Core Transfer Program

A student attending one of Colorado's fifteen community/junior colleges can complete a common core of general education that will meet the lower-division general education requirements of most baccalaureate, degree-granting programs in Colorado's public supported four-year institutions.

Implementation of the General Education Transfer Program began with the 1988-89 community/junior college catalogues. The formal agreements with Colorado's public four-year colleges and universities for the transfer of the core became effective in the Fall of 1989.

Students may choose to complete the core curriculum by itself, or as part of a two-year degree program for an Associate of Arts or an Associate of Science Degree.

For more information, contact an advisor.

Core Transfer Classes

In order to be accepted for transfer under the core transfer agreement a grade of "C" or better is required in each core class.

Associate of Science

I. English/Speech (9 semester credits required)

- ENG 121 English Composition I
- ENG 122 English Composition II
- SPE 115 Principles of Speech Communication

II. Mathematics (4 semester credits required)

- MAT 121 College Algebra
- MAT 125 Survey of Calculus
- MAT 201 Calculus I
- MAT 202 Calculus II

III. Science (8 semester credits required)

- AST 101 Astronomy I
- AST 102 Astronomy II
- BIO 111 General College Biology I
- BIO 112 General College Biology II
- CHE 111 General College Chemistry I
- CHE 112 General College Chemistry II
- GEY 111 Physical Geology
- GEY 121 Historical Geology
- PHY 111 Physics: Algebra-Based I
- PHY 112 Physics: Algebra-Based II
- PHY 211 Physics: Calculus-Based I
- PHY 212 Physics: Calculus-Based II

IV. Social and Behavioral Sciences

(Choose 6 semester credits from 2 different disciplines)

- ANT 101 Cultural Anthropology
- ANT 111 Physical Anthropology
- ECO 201 Principles of Macroeconomics
- ECO 202 Principles of Microeconomics
- GEO 105 World Regional Geography
- HIS 101 Western Civilization I
- HIS 102 Western Civilization II
- HIS 201 U.S. History I
- HIS 202 U.S. History II
- POS 105 Introduction to Political Science
- POS 111 American Government
- PSY 101 General Psychology I
- PSY 102 General Psychology II
- SOC 101 Introduction to Sociology I
- SOC 102 Introduction to Sociology II

V. Humanities

(Choose 6 semester credits from 2 different disciplines)

- ART 111 Art History I
- ART 112 Art History II
- FOL 111 Foreign Language I
- FOL 112 Foreign Language II
- FOL 211 Foreign Language III
- FOL 212 Foreign Language IV
- HUM 121 Survey of Humanities I
- HUM 122 Survey of Humanities II
- HUM 123 Survey of Humanities III
- LIT 115 Introduction to Literature
- LIT 201 Masterpieces of Literature I
- LIT 202 Masterpieces of Literature II
- MUS 120 Music Appreciation
- MUS 121 Introduction to Music History I
- MUS 122 Introduction to Music History II
- PHI 111 Introduction to Philosophy
- PHI 112 Ethics
- PHI 113 Logic
- THE 211 Development of Theatre I
- THE 212 Development of Theatre II

Associate of Arts**I. English/Speech** (9 semester credits required)

- ENG 121 English Composition I
- ENG 122 English Composition II
- SPE 115 Principles of Speech Communication

II. Mathematics (4 semester credits required)

- MAT 121 College Algebra
- MAT 125 Survey of Calculus
- MAT 135 Introduction to Statistics
- MAT 201 Calculus I
- MAT 202 Calculus II

III. Science (4 semester credits required)

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

IV. Social and Behavioral Sciences

(Choose 9 semester credits from 2 different disciplines)

- ANT 101 Cultural Anthropology
- ANT 111 Physical Anthropology
- ECO 201 Principles of Macroeconomics
- ECO 202 Principles of Microeconomics
- GEO 105 World Regional Geography
- HIS 101 Western Civilization I
- HIS 102 Western Civilization II
- HIS 201 U.S. History I

HIS 202 U.S. History II

POS 105 Introduction to Political Science

POS 111 American Government

PSY 101 General Psychology I

PSY 102 General Psychology II

SOC 101 Introduction to Sociology I

SOC 102 Introduction to Sociology II

V. Humanities

(Choose 9 semester credits from 2 different disciplines)

ART 111 Art History I

ART 112 Art History II

FOL 111 Foreign Language I

FOL 112 Foreign Language II

FOL 211 Foreign Language III

FOL 212 Foreign Language IV

HUM 121 Survey of Humanities I

HUM 122 Survey of Humanities II

HUM 123 Survey of Humanities III

LIT 115 Introduction to Literature

LIT 201 Masterpieces of Literature I

LIT 202 Masterpieces of Literature II

MUS 120 Music Appreciation

MUS 121 Introduction to Music History I

MUS 122 Introduction to Music History II

PHI 111 Introduction to Philosophy

PHI 112 Ethics

PHI 113 Logic

THE 211 Development of Theatre I

THE 212 Development of Theatre II

NOT ALL COURSES ARE OFFERED ON THE CAMPU.S IN FORT MORGAN.

FINANCIAL INFORMATION

Tuition and fees are established by the State Board for Community College and Occupational Education and are subject to change without advance notice. The rates at the time of publication of this catalog are listed below. Please consult the schedule for the term in which you are enrolling for the rates in effect for that term.

Schedule of Semester Tuition and Fees - 1992-93

Credit Hours	In-State Tuition	Out-of-State Tuition	*WUE Tuition	Student Fees
1	\$ 48.50	\$ 203.50	\$ 72.75	\$ 2.50
2	97.00	407.00	145.50	5.00
3	145.50	610.50	218.25	7.50
4	194.00	814.00	291.00	10.00
5	242.50	1,017.50	363.75	12.50
6	291.00	1,221.00	436.50	15.00
7	339.50	1,424.50	509.25	17.50
8	388.00	1,628.00	582.00	20.00
9	436.50	1,831.50	654.75	22.50
10	485.00	2,035.00	727.50	25.00
11	533.50	2,238.50	800.25	27.50
12	582.00	2,442.00	873.00	30.00
13	630.50	2,645.50	945.75	30.00
14	679.00	2,849.00	1,018.50	30.00
15	727.50	3,052.50	1,091.25	30.00
16	776.00	3,256.00	1,164.00	30.00
17	824.50	3,459.50	1,236.75	30.00
18	873.00	3,663.00	1,309.50	30.00
19	921.50	3,866.50	1,382.25	30.00
20	970.00	4,070.00	1,455.00	30.00
21	1,018.50	4,273.50	1,527.75	30.00
22	1,067.00	4,477.00	1,600.50	30.00
23	1,115.50	4,680.50	1,673.25	30.00
24	1,164.00	4,884.00	1,746.00	30.00

Students enrolled in certain courses or programs may be required to purchase individual supplies and materials and to rent uniforms.

NOTE: TUITION AND FEES SHOWN REFLECT 1992-1993 RATES. THEY ARE, HOWEVER, SUBJECT TO CHANGE FROM ONE ACADEMIC TERM TO THE NEXT AS DEEMED NECESSARY BY THE COLORADO COMMUNITY COLLEGE AND OCCUPATIONAL EDUCATION SYSTEM BOARD. MODEST INCREASES FOR THE 1993-1994 ACADEMIC YEAR ARE EXPECTED.

*Residents of Alaska, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota and Utah qualify for reduced rates under WUE (Western Undergraduate Exchange). For more information, inquire at the Student Services Office.

Payment of Tuition and Fees

Tuition charges at Morgan Community College are dependent upon the student's residency status. TUITION AND FEES ARE PAYABLE AT THE TIME OF REGISTRATION. Any deferred payments must have special permission from the Business office.

Refunds

Students must OFFICIALLY withdraw from the college by processing an approved WITHDRAWAL FORM with the Office of Student Services, within the stated refund period to be eligible for refund of tuition and fees.

If students process an approved OFFICIAL WITHDRAWAL from the college or classes within the stated refund period, they will receive a 100% refund of that proportion of the tuition and fees being dropped. Students withdrawing after the stated refund period will receive no refund. Exceptions to this policy should be referred to the Dean of Student Services.

Pro-rata refunds apply to any student who is new to Morgan Community College and is receiving any Title VI Federal Aid (i.e., Pell Grants, SEOG, Work Study, FFHelp Loans). Pro-rata refunds will be calculated for new students who withdraw or cease attending during their first semester at MCC. Specific questions about pro-rata refunds should be directed to the Financial Aid Office.

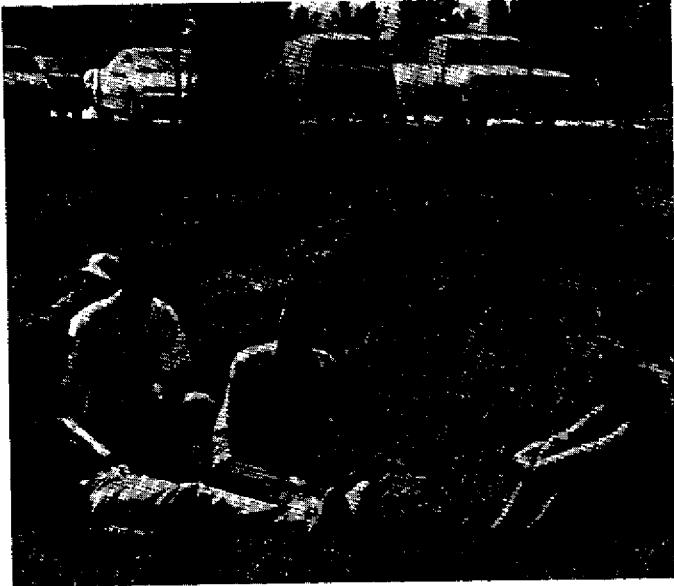
FINANCIAL AID INFORMATION

Philosophy and Purpose of Financial Aid

The purpose of a financial aid program is to assist students who, without such help, would be unable to pursue their educational goals. The primary responsibility for financing this education rests with the student's family, who must make every effort to assist the student financially. The secondary responsibility lies with the student.

Colleges and universities provide supplemental assistance to students who show documented financial need. These resources are a combination of work, loan, and grants. The college financial aid administrator uses these resources in an attempt to meet the student's needs.

A large percentage of financial assistance, is awarded on the basis of financial need. Some assistance is awarded on the basis of academic merit or achievements and requires a separate application.



How to Apply for Financial Aid

Students who wish to apply for financial aid should apply for admission to Morgan Community College, submit the ACT Free Application for Federal Aid or any government approved financial need analysis form, and the MCC Student Information Form. Students interested in scholarships need to submit the Morgan Community College Scholarship application form. All applications are available from the Student Services office or high school counselors.

Priority deadlines for Financial Aid are:

1. FAF-SA completed and mailed by March 1.
2. MCC Scholarship application received by April 1.

Financial aid will be awarded on a rolling basis until funds are used up. For additional information, contact the Director of Financial Aid.

TRANSFER STUDENTS. Before aid may be determined, Morgan Community College must receive Financial Aid Transcripts from all previous colleges attended whether or not aid has been received. Transcript request forms may be obtained from the Financial Aid Office.

Additional documents which may be requested by the Financial Aid Office may include: Federal Tax forms, Pell Student Aid Report (SAR), Income Verification Form, Un-taxed Income Information, etc.

Application for assistance will be considered only after admissions and financial aid files have been completed. Students wishing top consideration for financial aid should have their files completed by the priority dates listed below. The Financial Aid Office will continue to accept applications after these dates, but awards will be dependent upon the availability of funds.

PRIORITY DATES FOR AID

Fall Semester	June 1
Spring Semester	November 1
Summer Semester	April 1

Students should follow dates listed above to receive priority. Students applying for Pell must have applications in before May 1 of the academic year. Summer Aid applicants must have their file complete prior to June 15 to receive assistance for the summer term.

Types of Financial Aid Available

There are various types of financial assistance available, including scholarships, grants, work-study jobs and student loans. Scholarships do not have to be repaid.

Scholarships

Most scholarships are available to Morgan Community College students who are enrolled in a degree or certificate program. Recipients are selected based upon their qualifications.

Scholarship applications should be completed and submitted to the Financial Aid Office by April 1, for top consideration for the upcoming academic year.

COLORADO SCHOLARS

Approximately 30 scholarships are awarded annually to students with one of the following minimum requirements: 2.0 high school G.P.A., 250 G.E.D. test score or a previous college G.P.A. of at least 2.5. Also, the student's ability, desire and state residency are considered in making selections.

GREATER GIFTS SCHOLARSHIPS

These scholarships are awarded by the Greater Gifts Scholarship Board to outstanding students who are enrolled on a full-time basis. Also, considered are the students' potential and desire to reach goals. Several scholarships, at approximately \$1,400, are awarded.

HOWARD B. BLOEDORN

Approximately 10 scholarships will be awarded to Morgan County high school graduates who are scholastically able and financially deserving of this award. Students may apply for both their local high school Bloedorn Scholarship and the Morgan Community College H. B. Bloedorn Scholarship.

In addition, the following scholarships are made available by contributions from businesses, individuals and organizations. Deserving and qualified students may earn these annual scholarships.

Greg Alsip Scholarship
 Jolliffe Family Scholarship
 Ruth Graves Scholarship
 Fort Morgan Lions Club
 Petteys Women's Scholarship
 Stan Tieman Memorial Scholarship
 Service Area Scholarships
 Fresh Start Scholarships
 Clavis Club Scholarship

Grants

Grants, like scholarships, do not have to be repaid. While scholarships are awarded on the basis of merit, grants are awarded to students on the basis of documented need. To apply for grants, students must process the ACT-FAF (financial aid packet) or other Federally approved form.

FEDERAL PELL GRANT

This federal aid source is available to all eligible undergraduate students seeking a first degree. Award amounts range up to \$2,400 based upon the student's financial need, costs at the institution and Congressional allocation.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

This federal grant ranges from \$200-\$2,000 per year to students showing financial need.

COLORADO STUDENT GRANT (CSG)

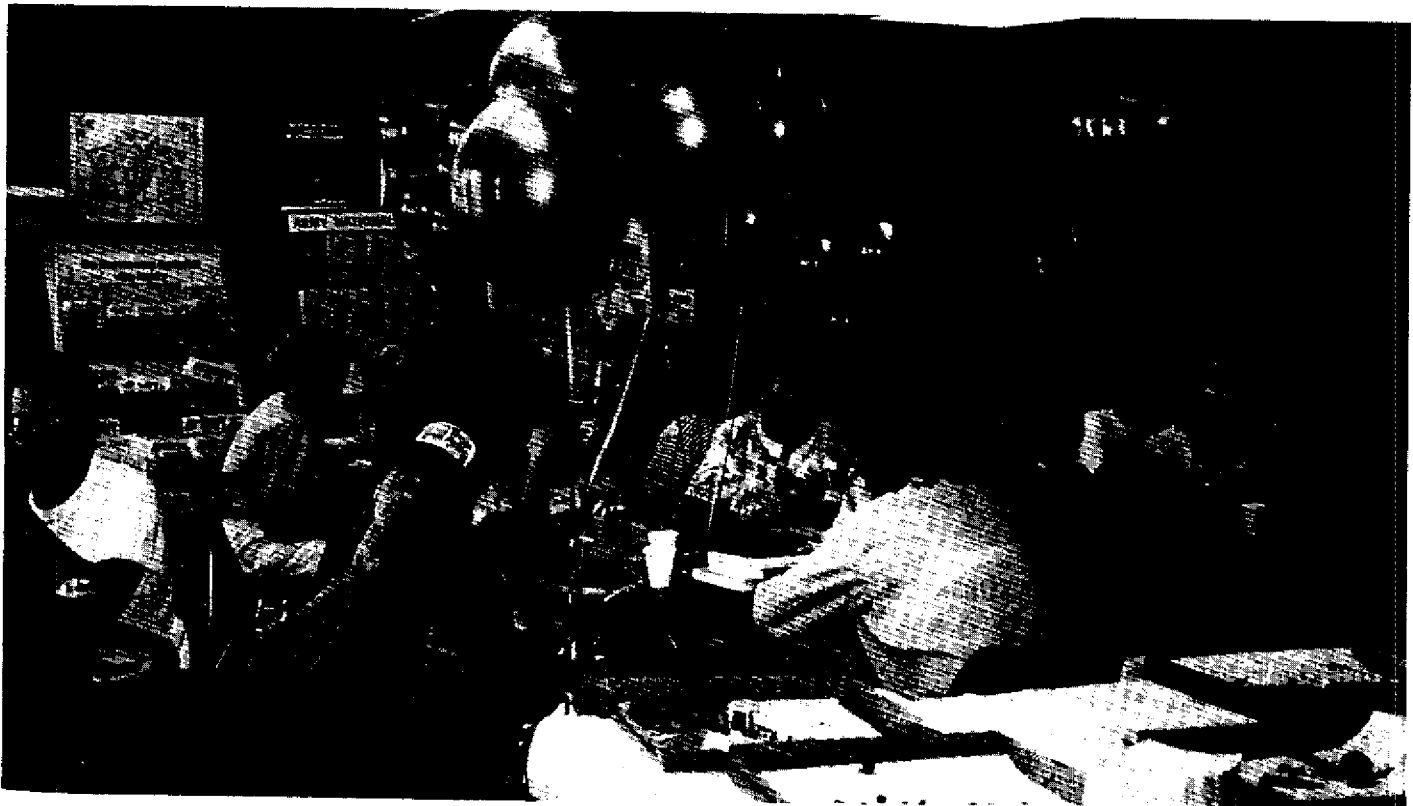
This State grant is available to students classified as Colorado residents (for tuition purposes) based upon financial need. Awards range up to \$2,000.

COLORADO STUDENT INCENTIVE GRANT (CSIG)

Grants of up to \$2,000 are made available to Colorado residents who show substantial financial need. The State of Colorado and the Federal Government each contribute 50% of the available funding.

MCC DIVERSITY GRANT

The Colorado Legislature has funded this grant which is awarded to students from MCC's targeted under-represented groups (traditional age, minority, first generation college student, full-time and documented financial aid). Maximum award is for the amount of full-time, in-state tuition and fees.



MCC GRANT PROGRAMS

MCC Foundation Educational Assistance Grant. Student awards are as part of the financial aid package. Funds are available to students who show financial need and to students without regard to financial need up to a maximum of full-time tuition and fees.

Programmatic Grants. Students in Young Farmers, Farm/Ranch Management, and Adult Basic Education programs, as well as students taking approved health courses and approved State Classified Personnel may apply for this special grant program. Grant amounts vary with the program.

Work-Study Jobs

Morgan Community College offers employment to allow students to earn money toward their education while attending school. Students are sometimes able to secure a campus job related to their particular program of study. To apply for work-study, students must process the ACT-FAF (financial aid packet) or other Federally approved form.

FEDERAL NEED-BASED WORK-STUDY

Allocations are made to students with financial need. Wages are earned on an hourly basis. Students may not earn in excess of the award amount.

COLORADO NEED-BASED WORK-STUDY

This program provides employment for Colorado residents (tuition classification) demonstrating financial need. Wages are earned on an hourly basis. The student's earnings may not exceed the amount of the award.

COLORADO NO-NEED WORK-STUDY

The State of Colorado provides limited funds to employ students who do not demonstrate financial need and who are Colorado residents for tuition purposes. Wages are paid on an hourly basis. Interested students must complete the financial aid packet (ACT-FAF).

Federal Family Educational Loan Programs

Morgan Community College participates in several need-based student loan programs. The Financial Aid Office will determine a student's eligibility for such funding upon request. To be considered for a student loan, the ACT-FFS (financial aid packet) or other Federally approved form must be processed.

FEDERAL STAFFORD AND UNSUBSIDIZED FEDERAL STAFFORD LOANS

These low-interest loans are made to students by the lender of their choice. Maximum to borrow per academic year is \$2,625. The aggregate limit is \$17,250. Repayment begins six months following the date the student ceases to attend at least 1/2 time.



FEDERAL PLUS/SLS

A below-market interest rate loan. Parents may borrow up to a maximum of \$4,000 per year for their dependent student. Independent students may also borrow up to a maximum of \$4,000 per academic year. Repayment begins within 60 days of disbursement.

For more information on Financial Aid, contact the Director of Financial Aid located in the Student Services Office.

VETERANS

The College's Office of Veteran Affairs, located in the Student Services Office, provides the eligible veteran and/or dependent with Veterans Administration forms used in applying for a program of education, information regarding institutional and V.A. policies, and requirements for receipt of benefits. The office also provides other services such as information and necessary forms for V.A. tutorial services, educational loans, vocational rehabilitation, and V.A. counseling.

Veterans must submit official transcripts of grades for any previous college education when submitting their application for admission to Morgan Community College. Failure to provide this institution with a written record may result in delay of educational benefits.

For more information on Veterans, contact the Student Services Office.

ACADEMIC REGULATIONS

Registration

Registration is an important part of a student's academic progress. It is the policy of the college to devote as much time as is necessary to pre-registration and registration advising, to help students select and pursue an educational program in harmony with their abilities and goals.

Students are responsible for reading the Morgan Community College catalog and studying the curriculum guide sheet for their major. Students are also responsible for periodically checking their program to determine whether or not they are fulfilling all course requirements. If students have any questions regarding their academic status at any time, they should check with their advisor or the Registrar.

Classification of Students

Students registered for 12 credit hours or more are considered to be full-time students. Anyone taking fewer hours is a part-time student.

A student's class standing is determined by the total semester hours completed:

Freshman - 1-30 semester credits

Sophomore - 31-60 semester credits

Maximum Course Load

A course load, determined by students and their advisors, may not exceed twenty (20) credit hours per term. Certain occupational programs approved by the State Board for Community College and Occupational Education may require students to take up to twenty-four (24) credit hours per term. For these programs students are allowed to take all necessary courses. In no case may a course load exceed twenty-four (24) credit hours per term except by written approval of the Dean of the College or the Associate Dean of the College for Student Services at or before the time of registration.

Auditing Courses

Students may elect to attend a class but not receive credit by declaring at registration that they choose to audit the course. No credit will be granted towards a degree or certificate although the instructional standards are the same as for students taking the course for credit. Students pay the same tuition and fees as those taking the class for credit.

A student may change from audit to credit or from credit to audit only during the designated add period each

semester. Unusual circumstances should be referred to the Associate Dean of the College for Student Services.

Physical Education Waiver

A Waiver to the physical education requirement may be claimed under one of the following conditions:

1. Completion of a year or more of active military service.
2. Presentation of a medical exemption recommended by a physician.
3. Proof of age of 35 years or older at time of first registration at the College.

Senior Citizens

Persons sixty years of age and older who are classified as in-state students, are eligible to enroll free of tuition and student fee charges for credit courses on a space-available basis. If space is not available, senior citizens are eligible to enroll by paying 50% of the regular tuition charged and applying for a grant to cover the remaining 50%.

Class Attendance

Students are expected to attend all classes for which they are registered, except in cases of illness or other emergencies. The instructor shall determine and inform students of the effect of absences on their grade. If any student accumulates so many absences that continued enrollment in the class seems to be of little value, the student may be officially withdrawn by the instructor.

Grading System

Grade	Quality Points
A	4
B	3
C	2
D	1
F	0
S (Satisfactory)	NONE
U (Unsatisfactory)	NONE
I (Incomplete)	NONE
W (Withdrawal)	NONE
AU (Audit)	NONE
IP (In-Progress)	NONE
Z (Grade not available at time of processing)	NONE

Incomplete

Incomplete (I) is a temporary grade wherein 75% of the course work has been satisfactorily completed, but due to reasons beyond the student's control, the work of the course cannot be completed at the correct time. An incomplete grade does not permit the student to re-enroll in the class without payment of tuition.

An "I" grade is to be made up during the semester immediately following the assignment of the grade, except for grades assigned in the Spring term which may be made up during the following Fall term. If no grade change form is received from the instructor by the final day of the succeeding semester, the grade will revert to an "F".

Audit

Audit (AU) is assigned when a student is officially enrolled, has paid tuition, but does not wish to have academic credit for the course. When a grade of AU (audit) has been assigned to a student, the grade continues as the permanent grade and cannot later be changed to an A, B, C, D, or F unless the course is repeated.

Satisfactory/Unsatisfactory Grades

The grades "S" (Satisfactory) and "U" (Unsatisfactory) will be assigned in the following classes:

1. Developmental Education
2. Physical Education
3. Classes having a course number below 100
4. Farm/Ranch Management classes
5. Young Farmers classes
6. Other selected courses if approved by the Division Chair and Dean of the College

Morgan Community College considers a Satisfactory grade in Satisfactory/Unsatisfactory courses to be computable at a "D" or better. Courses in which "S/U" grades are earned are not computed into a student's overall grade point average.

In Progress

In Progress (IP) is used for designated courses listed as open-entry, open-exit, indicating that the class may extend beyond the normal end of a term. The student is eligible to complete the course during the following year for credit and a grade. An "IP" not removed by the deadline will revert to an "U/F".

Withdrawal

Students may initiate a withdrawal from a class or classes at anytime within the first 80% of a term.

- A. A student withdrawing from a class or classes during the first 15% of a term will be eligible for a refund of tuition and fees and will not have grades entered on a permanent academic record.
- B. A student withdrawing from a class or classes after the first 15% of term, but within the first 80% of a term, will have an academic record with grades entered. If the student is passing the course, a grade of "W" will be granted. If the student is failing at the time of withdrawal, the instructor has the discretion of entering a grade of either "W" or "U/F". These students are not eligible for a refund. Unusual circumstances should be referred to the Registrar or the Dean of Administrative Services.

Instructors may "Instructor Drop" a student from a course or courses for academic or disciplinary reasons at any time within the first 80% of a term. If a student is passing the course, a grade of "W" will be recorded. If the student is failing at the time of withdrawal, the instructor has the discretion of entering a grade of either "W" or "U/F". An instructor cannot submit a "W" as a final grade.

The College administration may initiate withdrawal for death, veteran attendance, non-payment of fees, disciplinary problems and similar reasons.

Grade Point Average

Only the credits accumulated and grade points earned at Morgan Community College are used in computation of semester and cumulative G.P.A.'s. A cumulative G.P.A. of 2.0 is required for graduation.

Repeated Classes

A student may repeat a course once in which a grade of "D" or "F" was received as long as the course continues to be offered by the College with the same course prefix, number, title, and credit hours. The student must file the appropriate request form with the Registrar's Office at the time of registration.

It should be noted that both the original and repeated grade will appear on the student's transcript. However, the higher of the two grades will be included in the grade point average.

Courses for which a student has received a grade of "C" or better may not be repeated for credit. Any exceptions to this policy must be made by the Dean of the College.

Changes in Registration

In instances where a student's program of study can be improved, adds and drops may be processed with the approval of the instructor and advisor. Program change forms may be obtained in the Office of Student Services. Students have ten (10) college working days from the first day of the Fall or Spring semesters in which to add courses.

Withdrawal from College

A student who desires to withdraw from all courses at the college must obtain the necessary form from the Office of Student Services. Withdrawals with refund from the college will be granted in accordance with the Refund Policy.

Academic Retention

Students who have attempted six or more credit hours at Morgan Community College must maintain a 2.0 cumulative grade point average, otherwise, the student is automatically placed on probation for the next term. During the probationary term, students must average a "C" grade (2.0 G.P.A.) on all hours attempted and must contact the Associate Dean of the College for Student Services for a personal academic assessment. Students have the personal obligation to follow through on the academic prescription provided. Students placed on probation who raise their term G.P.A. to 2.0 but whose cumulative G.P.A. is below 2.0 will be continued on probation. When students do not achieve a 2.0 G.P.A. for the probationary term, they shall be automatically suspended for one term. A student on suspension must appeal in writing to the Student Affairs Committee to be reinstated to the college.

Following academic suspension, students who are readmitted must attain a term grade point average of 2.0 or they will be automatically dismissed from the college for twelve months.

After academic dismissal, a student can petition to return to college. This petition must be approved by the Student Affairs Committee, which may impose conditions to assure progress and program completion. If reinstated, a student must make a 2.0 G.P.A. for the term.

Only credit hours earned at Morgan Community College will be used in determining probation, suspension or dismissal. Courses receiving "S", "U", "I", "W", "AU", "IP" or "Z" grades will not be considered when determining the probationary status of a student, nor will they be computed into the cumulative grade point average.



Records and Transcript of Credits

All grades reported to the Registrar by an instructor are entered upon the student's permanent record. These grades are permanent and will be changed only in the case of a grading or reporting error by the instructor. Grades may be changed only four weeks into the succeeding semester.

Official transcripts covering a student's previous secondary and college education, submitted to the college as part of the admissions procedure, become part of the official file and cannot be returned to the student. The college does not issue or certify copies of transcripts from other institutions.

Transcripts, documented military experience and testing scores of approved programs are evaluated in accordance with college policy. The acceptance of this credit is documented on the college transcript.

Transcripts of college coursework are available by student request in writing from the Registrar's Office. Transcripts will NOT be released to students with financial obligations to the college.

Name Changes to Academic Records

All requests for name changes to academic records, whether requested by a continuing or readmitted student, must be accompanied by a copy of the legal document issued by the court or legal agency verifying the name

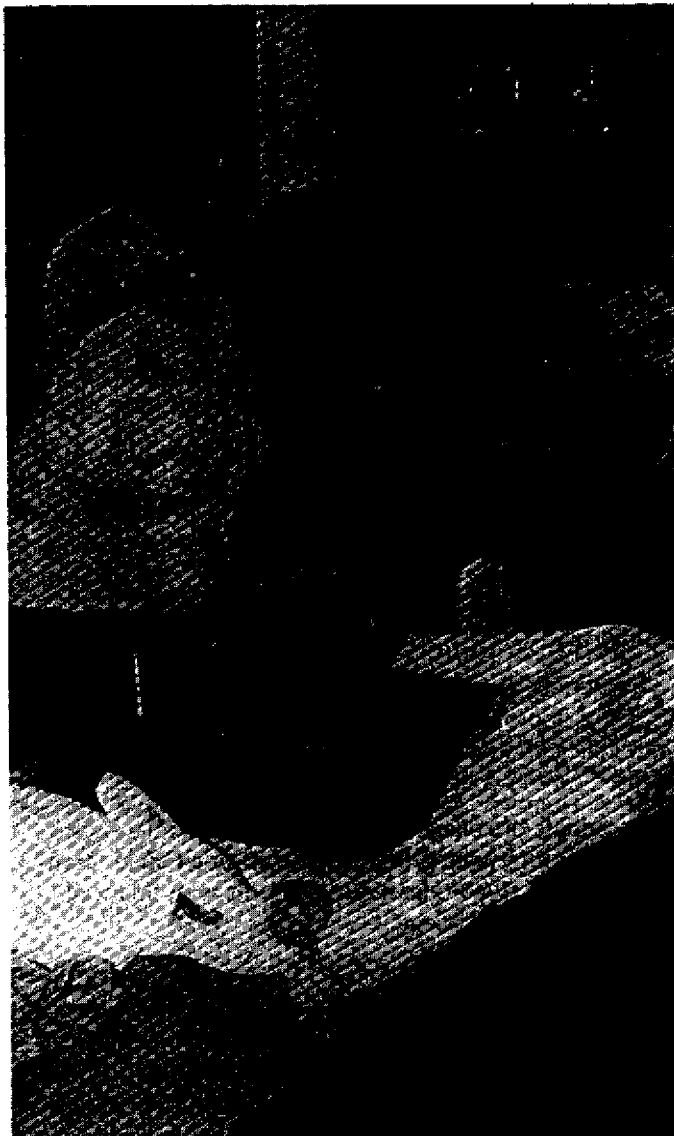
change or a notarized affidavit. The Student Services office will keep this copy in the student's file.

Credit for Prior Learning

Credit can be granted for learning outside of college courses. Credit is given through portfolio, standardized testing, proficiency exams, and published guides. A Handbook on Credit for Prior Learning is available in the Student Services Office.

Transferring Credits

Those students desiring to transfer credits from Morgan Community College to a four-year institution may do so by contacting the Registrar's Office. Transcripts of courses taken and grades received will be sent to the institution of the student's choice. The decision as to whether certain courses offered at MCC will transfer to a four-year institution is made by the college accepting the student's credits.



Test-Out Procedures

Students may request, after classes begin, to test-out of classes they are currently enrolled in if they feel they have sufficient mastery of the subject matter to successfully pass a comprehensive examination.

Approval to test-out of any course is at the discretion of the instructor. If a student's request is granted to test-out of a course, the instructor will set the time for the examination. The grade will be recorded by the instructor and turned in at the end of that semester. The student must make a grade of "C" or higher to receive credit without continuing in the course.

Special Studies

Courses with course numbers 195 or 295 are designated as Special Studies in a specific discipline. These courses allow the advanced student to engage in intensive study or research of a given topic under the individual direction of a qualified faculty member. One credit hour is awarded for each two hours of contracted special study per week per semester.

It is expected that the student will spend at least two hours per week of additional outside study for each credit awarded over and above the contracted study. Enrollment requires approval of the Division Chair and the Dean of the College. Forms to apply are available in Student Services.

Special Topics/Activities

Special topics and activities are defined as seminars, workshops, or courses delivered for credit by MCC, but generally offered to special needs groups, especially by Continuing Education. Special topics and activities are not designed to fulfill either an AA/AS degree requirement, or, to serve as an AA/AS elective. Courses are determined by the specific course number, 185 or 285, preceded by a three letter prefix to indicate the appropriate department (e.g., CSC 185, PED 285, etc.)

Independent Study

Independent Study course offerings at MCC may be made available to students who by virtue of time and circumstance are unable to attend scheduled classes. Arrangements for Independent Study are made with the instructor-of-record by the student and approved by the student's advisor.

Course Cancellations

The college retains the customary right to cancel or alter programs or course offerings where enrollments are insufficient to permit them to be offered on an educationally sound and economically efficient basis.

Application for Graduation

To receive a certificate or degree a student must file an application for graduation with the Registrar Office no later than the fourth week of the term in which they plan to graduate. Students completing graduation requirements in the summer term who want to participate in graduation ceremonies in the previous spring term must file a graduation application by the fourth week of the spring term.

Participation in the graduation ceremony does not imply that a degree/certificate has been awarded. All degree requirements must be met before a degree/certificate is awarded. A nonrefundable service fee is charged during any term that an application for graduation is filed. An additional fee is charged when an application is filed for graduation in a second program for the same term.

For the Associate of Arts, Associate of Science, Associate of General Studies, Associate of Applied Science Degrees, and occupational certificates, graduation requirements are as follows. Candidates must have: a cumulative grade point average of 2.0; no grades below a "D" among the required classes in their program; earned at least fifteen (15) semester hours of credit at Morgan Community College; completed an "Application to Graduate" and paid the graduation fee. Certain occupational programs have additional requirements which are specified in program layouts.

Other policies pertaining to graduation include:

1. Morgan Community College will accept those courses in transfer which have been completed with a "D" or better at an accredited college or university, or other approved institution.
2. No remedial or developmental courses will be applicable to an associate degree program.
3. The college reserves the right to substitute or delete course work based on current curriculum.
4. No more than three semester hours of physical education course work may be applied to an associate degree program.

5. To complete an associate degree program or certificate, students are required to complete the requirements in effect at the time of initial enrollment as specified in the college catalog. If a student does not attend the college for at least two consecutive semesters, excluding summer semester, the student will be subject to the requirements of the catalog in effect at the time of re-enrollment.

Honor Rolls

Those who excel in their courses of study at Morgan Community College may qualify to be named to the Dean's List or President's List. To be eligible for the Dean's List, a student must be classified as a full-time student with a minimum of 12 semester hours of completed college-level work, successfully complete at the end of each semester the courses attempted, and maintain a term grade point average of 3.25 to 3.74. To be eligible for the President's List, a student must be classified as a full-time student with a minimum of 12 semester hours of completed college-level work, successfully complete at the end of each semester the courses attempted, and maintain a term grade point average of 3.75 and above.

Graduation with Honors

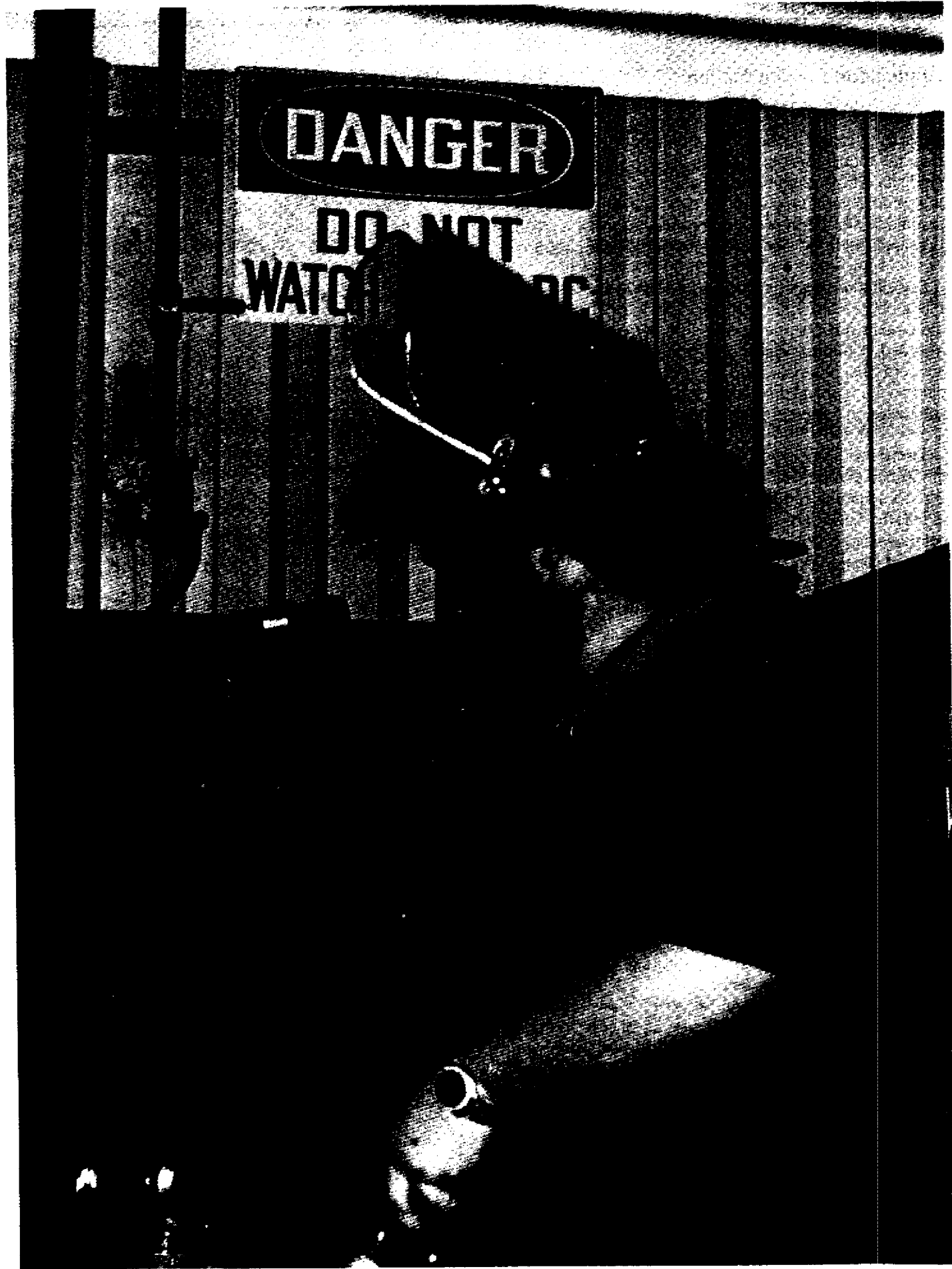
Students who have a declared major of A.A., A.S., A.G.S., or A.A.S. will be eligible to graduate with honors. Students with cumulative grade point averages of 4.00 are graduated SUMMA CUM LAUDE. Students with cumulative G.P.A.'s of 3.88 to 3.99 are graduated MAGNA CUM LAUDE. Students with cumulative G.P.A.'s of 3.76 to 3.87 are graduated CUM LAUDE. Transfer students must complete a minimum of 51% of course work at MCC in order to receive these designations. Recipients must have all coursework completed by the end of spring semester to be recognized at commencement.

Who's Who

Each year the faculty nominates students for the publication, Who's Who Among Students in American Junior Colleges. Students are selected from two year degree programs based on academic achievement, leadership and potential for continued success.

DANGER

**DO NOT
WATCH**



STUDENT SERVICES

Academic Advising

At Morgan Community College the growth and development of each student is of utmost importance. Each student is assigned to a faculty advisor who is interested in the student's development and who manifests interest in ways that bring greater confidence and meaning to the student in relation to college work and life.

Advising is a form of teaching and is an integral part of each student's education. The basic relationship in the advising program is, of course, that of the advisor and the advisee. It is one of the primary means by which the advisee's education is individualized.

Career Counseling

The Vocational Guidance Specialist works closely with faculty advisors to provide special help to all students in the areas of career information, career development, testing, and agency referral so students can make decisions concerning career goals.

The Vocational Guidance Specialist is available by appointment, referral, or any time a student needs a sounding board.

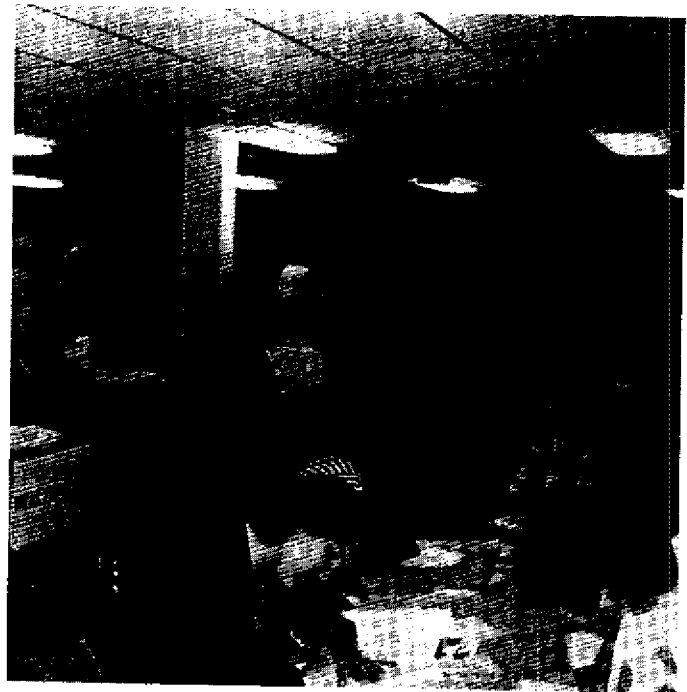
Clubs and Organizations

Club activities are encouraged at Morgan Community College, and it is easy for students to become involved. For information about existing clubs, see a member of the Student Government Association or an advisor(s).

Services for Students with Disabilities

Modifications or adjustments will be made for disabled students, including the following:

1. No one may be excluded from any course, or course of study, because of a disability.
2. Classes will be rescheduled for students with mobility impairments if they are scheduled for inaccessible classrooms.
3. Academic degree or course requirements may be modified in certain instances to insure full participation of disabled students.
4. Alternate methods of testing and evaluation are available in courses offered by the institution for students with requirements for such methods.
5. Auxiliary aids will be made available by the institution for students with impaired sensory, manual, or speaking skills. (This does not include personal appliances.)



The Computer Access Center (C.A.C.) located in Cottonwood, Room 110, provides training in the use of computer adaptations for students with disabilities. The goal of the C.A.C. is to make the personal computer accessible to persons with disabilities, thus enabling them to achieve academic and vocational goals and to enhance employability.

Housing

The college provides assistance with locating off campus housing for interested students. Part of the philosophy of Morgan Community College is to encourage students to become more independent. Learning to maintain oneself in off-campus housing is a life skill that is a necessity in preparation for independent living. For housing assistance contact the Student Services Office.

Learning Resource Center

The Learning Resource Center, located in Cottonwood Hall, provides an excellent variety of books, periodicals, newspapers, and audio-visual materials to support the instructional needs and the reading interests of students, faculty, staff and area residents.

The research needs of the library users are supplemented through the High Plains Regional Library System's interlibrary loan service, NEWS BANK, and the network of

CARL System's, Inc. Three CARL (Colorado Alliance of Research Libraries) terminals are available providing access to over five million records at major Colorado universities and community colleges, the Universities of Wyoming, Maryland, California and Hawaii, Northeastern University in Boston, plus magazine indexes and other informational databases.

Services of the Learning Resource Center are open to students, faculty, staff and residents of Morgan County Monday through Thursday 7:30 a.m. - 8:00 p.m., Friday 7:30 a.m. - 4:00 p.m.

Personalized Assistance in Learning

The Personalized Assistance in Learning Laboratory (PAL Lab), located in Cottonwood Hall, Room 110, provides a variety of services and computer-assisted materials for students. Experienced instructors and peer tutors provide limited free tutorial assistance to aid students in their coursework.

Developmental courses are designed to help students improve basic learning skills. Students may take courses to reinforce their skills in mathematics, reading, writing, and study skills for personal enrichment or as recommended following assessment. Placement tests help academic advisors assist students in course selection. Developmental studies classes are small so that students can receive individual attention. Developmental courses do not apply toward degree or certificate program requirements.

Recreation in the Area

The Morgan County area has an abundant supply of recreational facilities which provide enjoyment in a student's spare time. An 18-hole municipal golf course in Fort Morgan is very accessible. Fort Morgan and Brush have tennis courts and picnic facilities. In the winter months there is ice skating at the Riverside Park in Fort Morgan, and organized recreational activities in the major communities to keep an individual occupied. Of course, the greatest ski

slopes in the United States are just two hours away. Also, the Denver metropolitan area has many recreational offerings only 1-1/2 hours driving time on interstate highways from the Morgan County area.

Student Conduct

Each individual is expected to act as a responsible, mature person. Therefore, the college has no strict rules of conduct for its students. However, all students should honor the rights of others and observe civil laws. Failure to do so may result in disciplinary action or dismissal.

Student Government

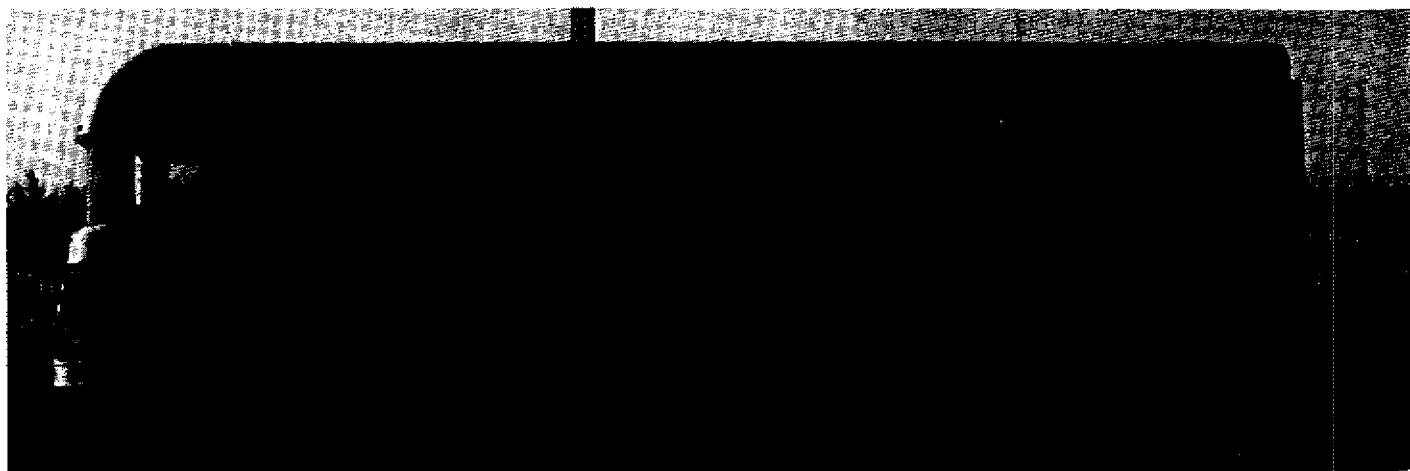
Student government offers an excellent opportunity to strengthen leadership skills. Student leaders work with various issues affecting students and allocate student fees to enhance campus life. Student government is composed of six (6) legislators and four (4) officers: president, vice-president, secretary, and treasurer. Elections for legislators are held during the Fall semester; the executive officers are elected during the Spring semester.

Testing Center

The Testing Center offers aptitude tests and interest inventories for students seeking assistance in these areas. A nominal charge is made for some tests. In addition to the types of tests noted above, the Testing Center provides the following national tests:

- ACT-PEP
- ASSET (advising and placement test)
- CAT (California Achievement Test - teacher certification)
- CLEP (College Level Examination Program)
- GED (General Education Development)
- Vocational Basic Skills (Vocational Teacher Credential)

The Testing Center also proctors make-up exams, exams from other colleges and exams for telecourses. Contact the Testing Center for more information and scheduled testing times.



MORGAN COMMUNITY COLLEGE: THE ELEVEN THOUSAND SQUARE MILE CAMPUS

COMMUNITY PROGRAMS AND SERVICES

Morgan Community College prides itself in offering comprehensive credit and non-credit program offerings across thousands of miles in Northeastern Colorado. Courses and programs are offered to improve the quality of life while enhancing individual growth and development. Seminars and workshops are available for all sectors of business and industry and for individuals. Credit may be awarded where appropriate, or students may simply enroll for non-credit offerings designed to improve their quality of life.

THE COLLEGE OFF-CAMPUS SERVICE NETWORK

Morgan Community College staffs extended campus outreach centers with coordinators at geographic sites including the cities of Wray, Burlington, Bennett, and Limon, to conduct needs assessments and assure delivery of needed programs of study or specially planned offerings. Programs currently available but not limited to include:

Off-Campus Degree Programs

The Off-Campus Degree program provides students living in the service area with an opportunity to complete an Associate of Arts degree at selected outreach centers in Northeastern Colorado. The program includes a prescribed set of classes from the areas of English, humanities, social sciences, mathematics and science. In addition to these required courses, elective course work is also incorporated to complete the degree requirements.

The Off-Campus Degree program includes the "core curriculum" and prepares students for transfer to a four year college or university.

Technical Certificate Program

A variety of certificate programs are delivered in service area communities and by arrangement to special student populations. These include programs in Farm and Ranch Management, Correctional Officer, and Word Processing.



Distance Learning and Telecourse Study

The College delivers transfer and some technical coursework via a Distance Learning Audiographics System. Students enrolled in service area high schools receive College credit instruction in such disciplines as Algebra, English, Astronomy and Business Law by arrangement with the institution. In addition service area and resident College students are provided a broad range of transfer telecourses which are part of the students' program of declared study.

Custom-Designed Business and Industry Credit and Non-Credit Programs of Study

The College has a strong history of providing credit and non-credit continuing and professional education for employees of service area public and private organizations. In-service programs are arranged based upon needs assessments and programs delivered by agreement. The college provides workplace literacy audits and delivers in compact with cooperating organizations, basic and job-related skills in the workplace.

Business Learning Center

Beginning in the fall of 1993, the Business Learning Center will provide students the opportunity to complete business skills classes at their convenience. Classes such as keyboarding, word processing, transcription, and formatting may be taken at the student's own pace in a lab format under the direct supervision and guidance of an instructor.

Small Business Development Center

The Small Business Development Center (SBDC) is a joint effort by Morgan Community College, Job Training Partnership Act, the Governor's office of Business Development, and the Colorado Community College and Occupational Education System. The SBDC provides assistance to new and developing businesses in northeastern Colorado. In addition, it offers training and counseling to established businesses in the area of management, marketing and technical business assistance.

Single Parents and Displaced Homemakers Center (Human Resource Center)

The Single Parent and Displaced Homemaker Center at MCC is part of a collaborative network of agencies that provide meaningful direction for individuals in transition.

Under the auspices of the Colorado Community Colleges and Occupational Education System and the Department of Labor and Employment, these programs assist clients in setting goals and objectives as well as seeking and obtaining resources for training, education and employment.

Economic self-sufficiency and full participation in the workforce are the primary goals of the activities sponsored by the Single Parent and Displaced Homemaker Center at MCC. The services of the center are coordinated by the MCC Human Resource Center staff.

Adult Basic Education Program

Adult Basic Education classes address individual needs of adults in the areas of basic skills such as reading and writing, U.S. Citizenship, English as a Second Language and G.E.D. preparation. Instruction is offered year round to adults over 16 years of age, on an open-entry, open-exit basis.

After assessment and counseling, students and tutors formulate appropriate programs of study. Individual and small group tutoring assists students in achieving their personal and academic goals.

Area Vocational School

The Area Vocational School administered by Morgan Community College serves high school students in the college service area.

The schools objectives are to prepare students with entry-level competencies, manipulative skills, attitudes, and work habits necessary to obtain employment in their chosen occupations.

Students are enrolled in the Area Vocational School as part of their daily public high school schedule. School districts by written contract pay the cost of the instructional programs. The major objective of each program area is to develop job-entry-level employment skills in the students as they complete their high school diplomas. The fulfillment of the one-year certificate usually requires that a student return to the program for a second year (post high school) in order to complete a full program of study.

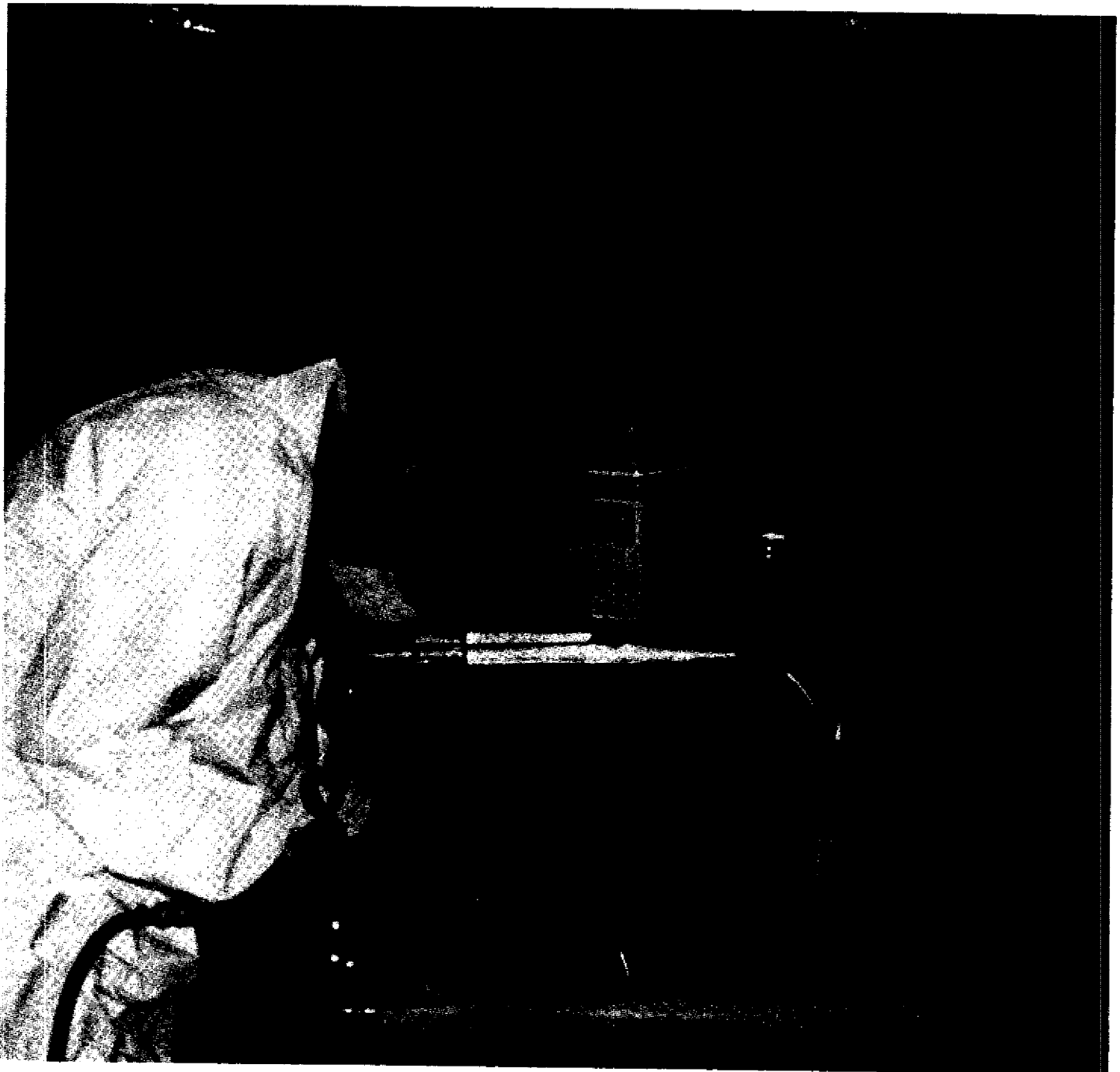
Area Vocational School programs include Allied Health Occupations, Automobile Body Repair, and Automobile Technology.

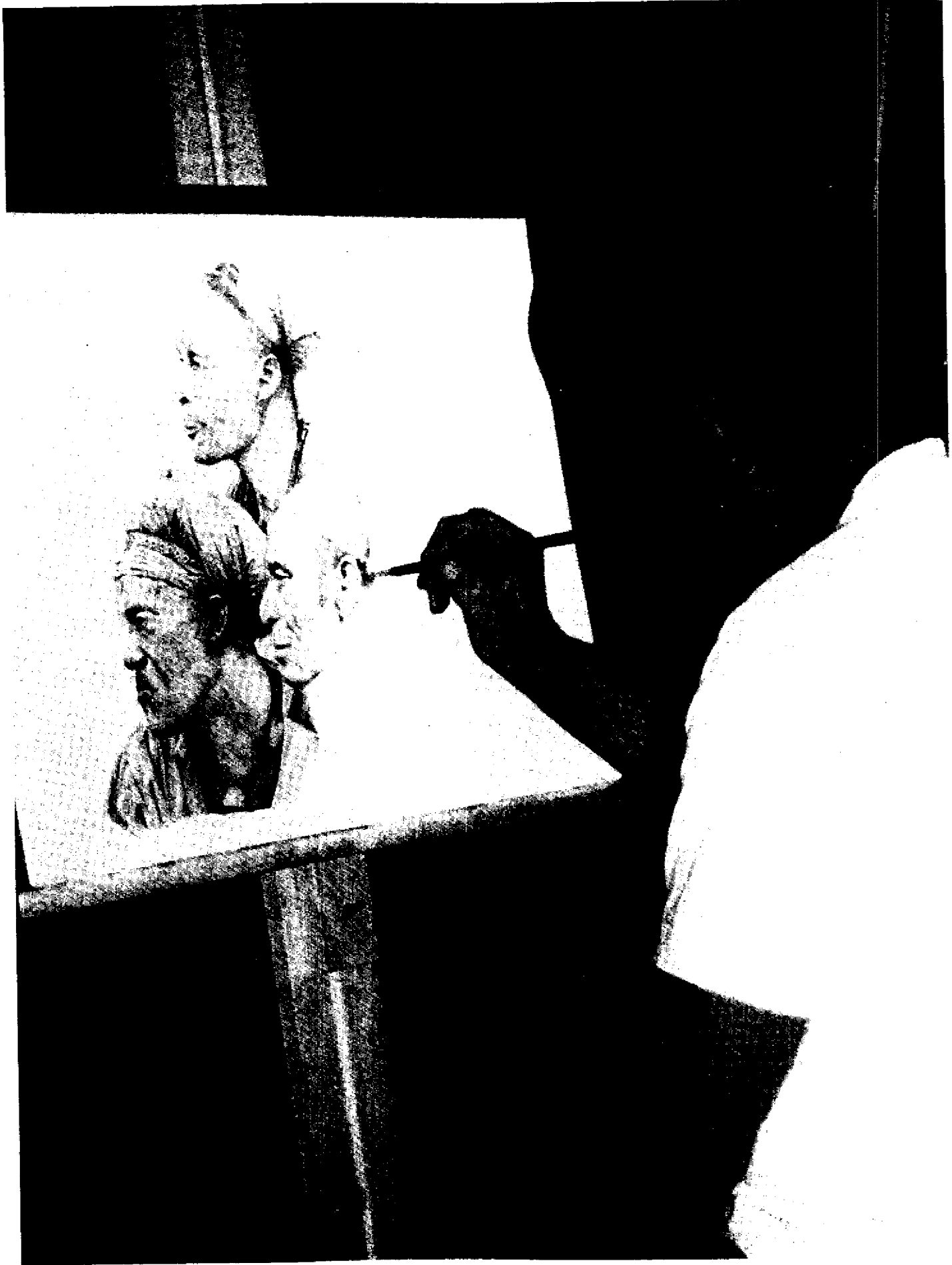
Career Planning and Development Program

The program is offered on-site at college service area high schools for high school seniors and awards a high school semester of three college credit hours. Course contents explores the twenty major occupational clusters in the world of work, an assessment of student readiness for career decision making, career interest assessment, and preliminary development of a career plan for students graduating from high school. The class meets one regular high school period, five days per week during the school semester.

Tech-Prep Program

This program articulates high school and post-secondary study through agreements between service-area high schools and Morgan Community College. Tech-prep provides articulated sequences of high school and community college courses in Business Occupations, and Allied Health when articulation agreements are reached. Students may earn either a certificate or an associate/two-year degree. Participants acquire technical work and academic skills in application-oriented courses while completing the last two years of high school and then attending two years at the community college.





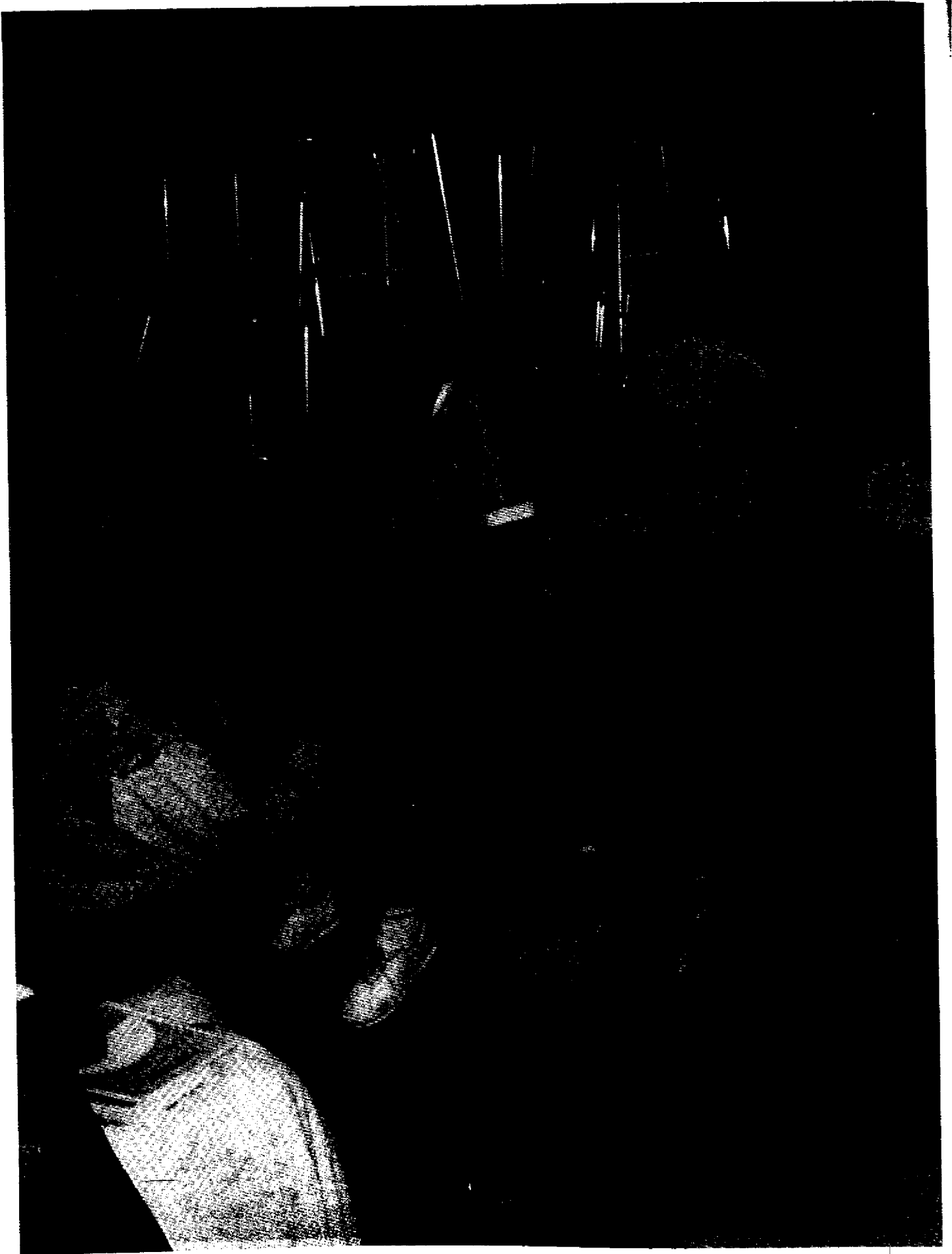
DEGREES AND CERTIFICATES

ASSOCIATE OF ARTS DEGREE (A.A.)

The Associate of Arts degree requires two years of full-time study. It includes the curriculum traditionally taught during the first two years of a Bachelor of Arts degree program and is transferable to four-year institutions. The degree requirements are listed below:

		Required Credit Hours			
I. ENGLISH/SPEECH		9	GEO 105	World Regional Geography	3
ENG 121, 122	English Composition I, II	3,3	HIS 101, 102	Western Civilization I, II	3,3
SPE 115	Principles of Speech Communication	3	201, 202	U.S. History I, II	3,3
II. MATHEMATICS/SCIENCES		11	POS 105	Introduction to Political Science	3
Must include one course from each group below (A, B, and C):			111	American Government	3
A. Mathematics (3)			PSY 101, 102	General Psychology I, II	3,3
MAT 121	College Algebra	4	SOC 101, 102	Introduction to Sociology I, II	3,3
125	Survey of Calculus	4	IV. HUMANITIES		9
135	Introduction to Statistics	3	Must include at least two disciplines:		
201, 202	Calculus I, II	5,5	ART 111, 112	Art History I, II	3,3
B. Science (4)			FOL 111, 112	Foreign Language I, II	5,5
AST 101, 102	Astronomy I, II	4,4	211, 212	Foreign Language III, IV	3,3
BIO 105	Science of Biology	4	HUM 121, 122,		
111, 112	General College Biology I, II	5,5	123	Survey of Humanities I, II, III	3,3,3
CHE 101, 102	Introduction to Chemistry I, II	5,5	LIT 115	Introduction to Literature	3
111, 112	General College Chemistry I, II	5,5	201, 202	Masterpieces of Literature I, II	3,3
GEY 111	Physical Geology	4	PHI 111	Introduction to Philosophy	3
121	Historical Geology	4	112	Ethics	3
PHY 105	Conceptual Physics	4	113	Logic	3
111, 112	Physics: Algebra Based I, II	5,5	V. PHYSICAL EDUCATION*		2
211, 212	Physics: Calculus Based I, II	5,5	PED 110	Physical Education Activities:	
C. Additional Math/Science (3 or 4)			PED 111	Intermediate Physical Education Activities:	
AST	Any Course				
BIO	Any Course				
CHE	Any Course				
GEY	Any Course				
MAT	MAT 121 or higher				
PHY	Any Course				
SCI	Any Course				
III. SOCIAL AND BEHAVIORAL SCIENCES		9	VI. INTRODUCTION TO COMPUTERS OR COMPUTER LANGUAGE CLASS		3
Must include at least two disciplines:			CIS 115	Introduction to Computers	3
ANT 101	Cultural Anthropology	3	CIS 160	BASIC Language Programming	3
111	Physical Anthropology	3	CIS 260	COBOL Programming	3
ECO 201	Principles of Macroeconomics	3	CSC 148	FORTRAN Programming	3
202	Principles of Microeconomics	3	CSC 150	PASCAL Programming	3
			CSC 230	C-Language Programming	3
			VII. ELECTIVES		19
			Electives may be selected from list of courses approved for A.A./A.S. degrees (pages 34-35)		
			TOTAL CREDITS		62

Students entering this program are required to complete assessment. The entrance levels from ASSET are reading 45, math 45, writing 45. Students may be required to obtain these levels before entering the program.



ASSOCIATE OF SCIENCE DEGREE (A.S.)

The Associate of Science degree requires two years of full-time study, concentrating on mathematics and science. It includes the curriculum traditionally taught during the first two years of a Bachelor of Science degree program and is transferable to four-year institutions. The degree requirements are listed below:

	Required Credit Hours		
I. ENGLISH/SPEECH 9			
ENG 121, 122	English Composition I, II	3,3	
SPE 115	Principles of Speech Communication	3	
II. MATHEMATICS/SCIENCES 24			
Must include one course from each group below (A, B and C):			
A. Mathematics (4)			
MAT 121	College Algebra	4	
125	Survey of Calculus	4	
201, 202	Calculus I, II	5,5	
B. Science 8			
AST 101, 102	Astronomy I, II	4,4	
BIO 111, 112	General College Biology I, II	5,5	
CHE 111, 112	General College Chemistry I, II	5,5	
GEY 111	Physical Geology	4	
121	Historical Geology	4	
PHY 111, 112	Physics: Algebra Based I, II	5,5	
PHY 211, 212	Physics: Calculus Based I, II	5,5	
C. Additional Math/Science (12)			
AST	Any Course		
BIO	Excluding BIO 105		
CHE	Excluding CHE 101, 102		
GEY	Any Course		
MAT	MAT 121 or higher		
PHY	Excluding PHY 105		
III. SOCIAL AND BEHAVIORAL SCIENCES 6			
Must include at least two disciplines:			
ANT 101	Cultural Anthropology	3	
111	Physical Anthropology	3	
ECO 201	Principles of Macroeconomics	3	
202	Principles of Microeconomics	3	
GEO 105	World Regional Geography	3	
HIS 101, 102	Western Civilization I, II	3,3	
201, 202	U.S. History I, II	3,3	
POS 105	Introduction to Political Science	3	
111	American Government	3	
PSY 101, 102	General Psychology I, II	3,3	
SOC 101, 102	Introduction to Sociology I, II	3,3	
IV. HUMANITIES 6			
Must include at least two disciplines:			
ART 111, 112	Art History I, II	3,3	
FOL 111, 112	Foreign Language I, II	5,5	
211, 212	Foreign Language III, IV	3,3	
HUM 121, 122,	Survey of Humanities I, II, III	3,3,3	
123			
LIT 115	Introduction to Literature	3	
201, 202	Masterpieces of Literature I, II	3,3	
PHI 111	Introduction to Philosophy	3	
112	Ethics	3	
113	Logic	3	
V. PHYSICAL EDUCATION* 2			
PED 110	Physical Education Activities		
PED 111	Intermediate Physical Education Activities		
* The PED requirement may be waived under one of the following conditions:			
1. Completion of a year or more of active military service.			
2. Presentation of a medical exemption recommended by a physician.			
3. Proof of age of 35 years or older at time of first registration at the College.			
VI. INTRODUCTION TO COMPUTERS OR COMPUTER LANGUAGE CLASS 3			
CIS 115	Introduction to Computers	3	
CIS 160	BASIC Language Programming	3	
CIS 260	COBOL Programming	3	
CSC 148	FORTAN Programming	3	
CSC 150	PASCAL Programming	3	
CSC 230	C-Language Programming	3	
VII. ELECTIVES 12			
Electives may be selected from list of courses approved for the A.A./A.S. degrees (pages 34-35)			
TOTAL CREDITS			62
Students entering this program are required to complete assessment. The entrance levels from ASSET are reading 45, math 45, writing 45. Students may be required to obtain these levels before entering the program.			

**COURSES APPROVED AS ELECTIVES FOR
AA/AS DEGREES
1993-94**

ACC 121	Principles of Accounting I	CIS 260	COBOL Programming
ACC 122	Principles of Accounting II	CSC 148	FORTRAN Programming
AGL 115	Animal Sciences	CSC 150	PASCAL Programming
AGL 116	General Crops	CSC 230	C Language Programming
AGL 117	Introductory Soil Science	ECO 201	Principles of Macroeconomics
AGL 118	Agricultural/Natural Resource Economics	ECO 202	Principles of Microeconomics
ANT 101	Cultural Anthropology	EDU 115	Early Field Experience in Education
ANT 111	Physical Anthropology	ENG 226	Fiction Writing
ANT 205	Mankind and Myths	ENG 227	Poetry Writing
ART 110	Art Appreciation	FOL 111	Foreign Language I: French, Spanish
ART 111	Art History I	FOL 112	Foreign Language II: French, Spanish
ART 112	Art History II	FOL 211	Foreign Language III: French, Spanish
ART 116	Lettering	FOL 212	Foreign Language IV: French, Spanish
ART 121	Drawing I	GEO 105	World Regional Geography
ART 122	Drawing II	GEY 106	Principles of Geology
ART 131	Design I	GEY 111	Physical Geology
ART 132	Design II	GEY 121	Historical Geology
ART 211	Painting I	GEY 145	Earth Science
ART 212	Painting II	HEA 116	Medical Terminology
ART 231	Watercolor I	HIS 101	Western Civilization I
ART 232	Watercolor II	HIS 102	Western Civilization II
AST 101	Astronomy I	HIS 201	U.S. History I
AST 102	Astronomy II	HIS 202	U.S. History II
BIO 105	Science of Biology	HIS 225	Colorado History
BIO 109	Humans and the Environment	HEC 115	Human Nutrition
BIO 111	General College Biology I	HUM 121	Survey of Humanities I
BIO 112	General College Biology II	HUM 122	Survey of Humanities II
BIO 201	Human Anatomy & Physiology I	HUM 123	Survey of Humanities III
BIO 202	Human Anatomy & Physiology II	JOU 106	Fundamentals of Reporting
BIO 205	Microbiology	JOU 121	Introduction to Print Media Photography
BIO 245	Kinesiology	JOU 206	Intermediate Newswriting and Editing
BUS 115	Introduction to Business	LIT 115	Introduction to Literature
BUS 216	Legal Environment of Business	LIT 126	Study of Poetry
BUS 217	Business Communications and Report Writing	LIT 127	Study of the Novel
BUS 221	Business Law I	LIT 201	Masterpieces of Literature I
CHE 101	Introduction to Chemistry I	LIT 202	Masterpieces of Literature II
CHE 102	Introduction to Chemistry II	LIT 211	Survey of American Literature I
CHE 111	General College Chemistry I	LIT 212	Survey of American Literature II
CHE 112	General College Chemistry II	MAN 226	Principles of Management
CHE 205	Introduction to Organic Chemistry	MAR 216	Principles of Marketing
CHE 206	Introduction to Biochemistry	MAT 121	College Algebra
CIS 101	Computer Literacy	MAT 122	College Trigonometry
CIS 115	Introduction to Computers	MAT 125	Survey of Calculus
CIS 160	BASIC Language Programming	MAT 135	Introduction to Statistics
		MAT 201	Calculus I
		MAT 202	Calculus II
		*PED 105	CPR
		*PED 125	Standard First Aid-Adult CPR
		PED 110	Physical Education Activities: (see catalog for list of activities)

PED 111 Intermediate Physical Education Activities:
(see catalog for list of activities)

PED 117 Water Safety Instructor

PHI 111 Introduction to Philosophy

PHI 112 Ethics

PHI 113 Logic

PHY 105 Conceptual Physics

PHY 111 Physics: Algebra Based I

PHY 112 Physics: Algebra Based II

PHY 211 Physics: Calculus Based I

PHY 212 Physics: Calculus Based II

POS 105 Introduction to Political Science

POS 111 American Government

PSY 101 General Psychology I

PSY 102 General Psychology II

PSY 106 Human Relations

PSY 116 Stress Management

PSY 118 Beginning Counseling

PSY 226 Social Psychology

PSY 229 Introduction to Addictive Behavior

PSY 235 Human Growth and Development

PSY 247 Child Abuse and Neglect

PSY 248 Child and Adolescent Psychology

PSY 249 Abnormal Psychology

PSY 265 Psychology of Personality

SCI 115 Meteorology

SCI 116 Natural Science

SOC 101 Introduction to Sociology I

SOC 102 Introduction to Sociology II

SOC 205 Marriage & Family

SPE 226 Oral Interpretation

Special Studies (Check with program advisor regarding transfer)

*Does not fulfill PE requirement in AA/AS degrees

**No more than three semester hours of Physical Education may be applied to an AA/AS degree.



ASSOCIATE OF GENERAL STUDIES DEGREE (AGS)

The Associate of General Studies degree provides an educational plan which allows you to create a personalized program by combining a variety of occupational/technical courses and liberal arts and science courses. This degree is primarily for personal enrichment and is not transferable, however, at least 30 hours should be transferable. Each student pursuing this degree will develop, in consultation with an advisor, a written statement of objectives to be followed and courses to be taken. The degree requirements are listed below:



		Required Credit Hours		
I. PRESCRIBED GENERAL EDUCATION			15	
A. English/Communications (3)				
COM	105	Career Communications	3	
ENG	105	Fundamentals of Composition	3	
	121	English Composition I	3	
	122	English Composition II	3	
	226	Fiction Writing	3	
	227	Poetry Writing	3	
SPE	115	Principles of Speech Communication	3	
	226	Oral Interpretation	3	
B. Mathematics (3)				
MAT	115	College Mathematics	3	
	121	College Algebra	4	
	122	College Trigonometry	3	
	125	Survey of Calculus	4	
	135	Introduction to Statistics	3	
	201	Calculus I	5	
	202	Calculus II	5	
C. Science (3)				
AST	101, 102	Astronomy I, II	4,4	
BIO	105	Science of Biology	4	
BIO	109	Humans & the Environment	3	
	111, 112	General College Biology I, II	5,5	
	201, 202	Human Anatomy & Physiology I, II	4,4	
	205	Microbiology	4	
	245	Kinesiology	4	
CHE	101, 102	Introduction to Chemistry I, II	5,5	
	111, 112	General College Chemistry I, II	5,5	
	205	Introduction to Organic Chemistry	4	
	206	Introduction to Biochemistry	4	
GEY	111	Physical Geology	4	
	121	Historical Geology	4	
	145	Earth Science	3	
PHY	105	Conceptual Physics	4	
	111, 112	Physics: Algebra Based I, II	5,5	
	211, 212	Physics: Calculus Based I, II	5,5	
SCI	115	Meteorology	3	
SCI	116	Natural Science	5	
D. Social Sciences (3)				
ANT	101	Cultural Anthropology	3	
	111	Physical Anthropology	3	
	205	Mankind & Myth	3	
ECO	201	Principles of Macroeconomics	3	
	202	Principles of Microeconomics	3	
GEO	105	World Regional Geography	3	
HIS	101, 102	Western Civilization I, II	3,3	
	201, 202	U.S. History I, II	3,3	
	225	Colorado History	3	
POS	105	Introduction to Political Science	3	
	111	American Government	3	
PSY	101, 102	General Psychology I, II	3,3	
	106	Human Relations	3	
	116	Stress Management	2	
	118	Beginning Counseling	2	
	206	Employment Seminar	1	
	229	Introduction to Addictive Behavior	3	
	235	Human Growth and Development	3	
	247	Child Abuse and Neglect	2	
	248	Child and Adolescent Psychology	3	
	265	Psychology of Personality	3	
SOC	101, 102	Introduction to Sociology I, II	3,3	
	205	Marriage & Family	3	
E. Arts and Humanities (3)				
ART	110	Art Appreciation	3	
ART	111, 112	Art History I, II	3,3	
FOL	111, 112	Foreign Language I, II	5,5	
	211, 212	Foreign Language III, IV	3,3	
HUM	121, 122, 123	Survey of Humanities I, II, III	3,3,3	
JOU	106	Fundamentals of Reporting	3	
JOU	206	Intermediate Newswriting and Editing	3	
LIT	115	Introduction to Literature	3	
LIT	126	Study of Poetry	3	
LIT	127	Study of the Novel	3	
	201, 202	Masterpieces of Literature I, II	3,3	
	211, 212	Survey of American Literature I, II	3,3	
PHI	111	Introduction to Philosophy	3	
	112	Ethics	3	
	113	Logic	3	

II. ELECTIVE COURSES IN GENERAL EDUCATION 6

A student is to identify, in consultation with the appropriate college advisor, six (6) elective credits which meet the college's criteria for general education.

III. PROFESSIONAL/GENERALLY TRANSFERABLE ELECTIVES FOR ACS 9

A student, in consultation with the appropriate college advisor, is to select nine (9) semester hours of professional education courses which are generally recognized as transfer courses. These may include college level courses in the area of business management, marketing, computer science, selected courses in technical education and health education, other professional education courses, and/or other courses in the college's general education series.

ACC	121, 122	Principles of Accounting I, II	4,4
ART	121, 122	Drawing I, II	3,3
	131, 132	Design I, II	3,3
	211, 212	Painting I, II	3,3
	231, 232	Watercolor I, II	3,3
BUS	115	Introduction to Business	3
	117	Business English	3
	216	Legal Environment of Business	3
	217	Business Communications and Report Writing	3
	221	Business Law I	3
CIS	101	Computer Literacy	2
	115	Introduction to Computers	3
	160	BASIC Language Programming	3
	260	COBOL Programming	3
CSC	148	FORTRAN Programming	3
	150	PASCAL Programming	3
	230	C-Language Programming	3
CRJ	110	Introduction to Criminal Justice	3
CRJ	111	Substantive Criminal Law	3
CRJ	112	Procedural Criminal Law	3
CRJ	145	Correctional Process	3
CRJ	210	Constitutional Law	3
CRJ	220	Human Relations and Social Conflicts	3
CRJ	230	Criminology	3
MAN	226	Principles of Management	3
MAR	216	Principles of Marketing	3

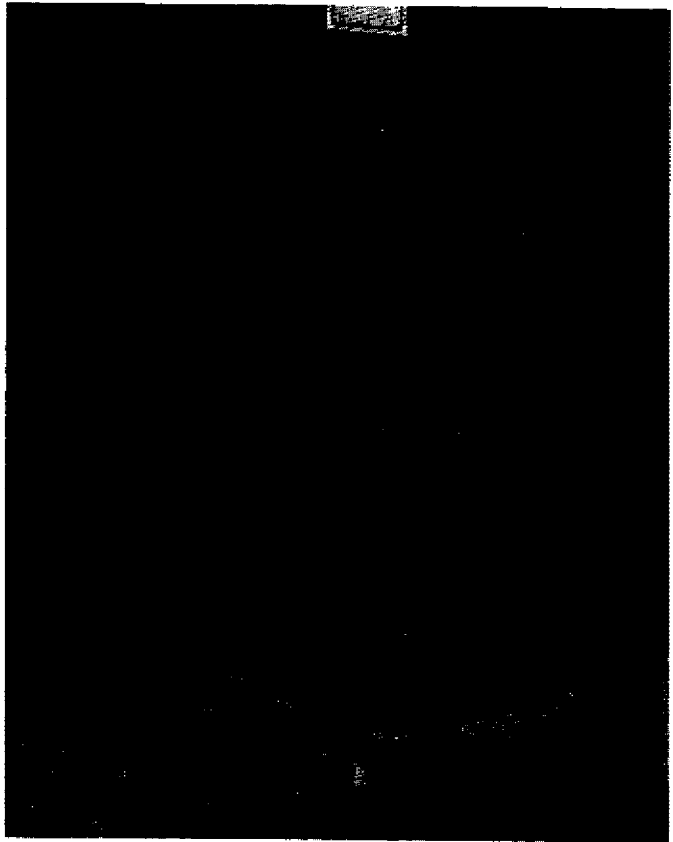
or any generally transferable course from list of approved general education courses.

IV. OTHER COURSES AS PRESCRIBED 30

A maximum of 30 credit hours in vocationally prefixed courses may be used to complete this category.

TOTAL CREDITS 60

Students entering this program are required to complete assessment. The entrance levels from ASSET are reading 43, math 43, writing 43. Students maybe required to obtain these levels before entering the program.



ASSOCIATE OF APPLIED SCIENCE AND CERTIFICATE PROGRAMS

Associate of Applied Science Degree

The Associate of Applied Science degree provides career skills for students to enter the job market after graduation, retrain in a new career, or upgrade employment skills. Occupational courses are designed to meet these needs rather than transfer to four-year institutions; however, many four-year institutions accept some of these courses. Check with your advisor or with the other college or university if you are planning to transfer with these courses.

Occupational Certificate

Occupational training is available in less than two years through certificate programs. Certificates are awarded for several types of training.



AUTOMOTIVE PROGRAMS

The Automotive programs are designed to offer study and training in two major areas. The curricula are: an Associate of Applied Science degree in Automobile Body Repair and a nine-month Certificate in Automobile Technology.

In general, graduates of the Automobile Body Repair program will be prepared for jobs such as auto body painter, frame repair person, and metal repair person. Graduates of the Automobile Technology program will be prepared for jobs such as automobile mechanic, garage mechanic, service mechanic, and tune-up mechanic.

Students entering these programs are required to complete assessment. The entrance levels from ASSET are reading 41, math 37, writing 37. Students may be required to obtain these levels before entering their program.

AUTOMOBILE BODY REPAIR Associate of Applied Science

AUTOMOBILE BODY REPAIR CORE CURRICULUM

ABR 141	Introduction to Auto Body	2
ABR 142	Auto Body Welding	2
ABR 143	Basic Sheet Metal Repair	6
ABR 144	Auto Refinishing I	6
ABR 151	Parts Replacement	3
ABR 152	Frame and Body Analysis	3
ABR 153	Auto Refinishing II	6
ABR 201	Frame and Body Structural Repair	7
ABR 202	Mechanical Related Services	2
ABR 203	Advanced Sheet Metal Repair	8
ABR 211	Advanced Refinishing	7
ABR 212	Estimating and Shop Management	2
ABR 213	Fiberglass and Plastic Repair	3
TOTAL CREDITS		57

AUTOMOBILE TECHNOLOGY Certificate

AUTOMOBILE TECHNOLOGY CORE CURRICULUM

AUT 101	Introduction to Automotive Electricity	3
AUT 102	Fuel and Emission Controls	5
AUT 105	Standard Drive Train	6
AUT 106	Automatic Transmission	5
AUT 107	Automotive Braking System	4
AUT 108	Steering, Suspensions and Alignment	4
AUT 111	Battery, Lighting, Accessory & Body Electrical Systems	4
AUT 112	Starting, Charging, Ignition & Engine Performance	3
AUT 113	Computer Controlled Ignition and Fuel Systems	2
AUT 115	Automotive Air Conditioning & Heating	2
AUT 116	Engine Overhaul	9
TOTAL PROGRAM CREDITS		47

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.

GENERAL EDUCATION REQUIREMENTS

CIS 115	Introduction to Computers	3
COM 105	Career Communications	3
ENG 121	English Composition I	3
MAT 115	College Mathematics	3
PHY 105	Conceptual Physics	4
TOTAL CREDITS		16

OTHER REQUIRED COURSES

HEA 126	Standard First Aid	1
TOTAL CREDITS		1
TOTAL PROGRAM CREDITS		74

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.

BUSINESS/OFFICE TECHNOLOGY PROGRAMS

Business programs are designed to offer a broad opportunity for study and specialization. The curricula are: 1) a two-year Associate of Applied Science degree program in Business Management; 2) a two-year Associate of Applied Science degree program in Accounting; and 3) a nine-month Bookkeeping Clerk Certificate program. The following pages show these curricula.

The Business Management program provides the student with broad-based business and management concepts needed for entry-level supervisory positions.

Graduates in the Accounting Program will be prepared for jobs such as billing clerk, bookkeeper, payroll/time clerk, accountant, head clerk trainee, and financial assistant.

Graduates of the Bookkeeping Clerk program will be prepared for jobs such as billing clerk, bookkeeper, or payroll/time clerk.

The Office Technology programs are designed to offer a broad opportunity for study and specialization. The curricula are a two-year Associate of Applied Science degree program in Office Technology and a Certificate in Word Processing. The following pages show these curricula.

The programs provide students with the backgrounds necessary to attain the standards of proficiency needed in secretarial or general office employment. In general, graduates of the Office Technology program will be prepared for jobs such as administrative secretary, secretary, or clerk-typist. Emphasis areas include the legal, medical, and administrative fields.

Graduates of the Word Processing program will be prepared for jobs such as secretary, word processor technician, and clerk-typist.

Computer related instruction in all areas enhances the classroom curriculum and provides students with the skills needed in today's "high-tech" society. Classes in these programs are offered in full-time daytime format as well as selected evening classes.

Students entering these programs are required to complete assessment. The entrance levels from ASSET are: reading 43, math 43, and writing 43. Students may be required to attain these levels before entering their program.

ACCOUNTING Associate of Applied Science Degree

BUSINESS CORE CURRICULUM

BUS 115	Introduction to Business	3
BUS 116	Business Math	3
BUS 117	Business English	3
BUS 217	Business Communications and Report Writing	3
BUS 218	Records Management	3
BUS 221	Business Law I	3
CIS 115	Introduction to Computers	3
TOTAL CREDITS		21

GENERAL EDUCATION REQUIREMENTS

ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
PSY 106	Human Relations	3
SPE 115	Principles of Speech Communication	3
	General Education Elective *	3
TOTAL CREDITS		15

REQUIRED ACCOUNTING CORE CURRICULUM

ACC 101	Fundamentals of Accounting	5
ACC 105	Individual Income Tax	3
ACC 121	Principles of Accounting I	4
ACC 122	Principles of Accounting II	4
ACC 124	Microcomputer Accounting Applications	2
ACC 215	Payroll Accounting	3
BUS 205	Business Finance	3
CIS 150	Lotus 1,2,3	2
MAN 226	Principles of Management	3
OFT 111	Keyboarding	3
	Business Elective	3
TOTAL CREDITS		35
TOTAL PROGRAM CREDITS		71

*General Education electives are selected with consent of the advisor.

This program is not intended for transfer to a baccalaureate degree program; however, some of its courses may be accepted toward a bachelor's degree at some institutions. Please consult a faculty advisor for further information.

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.

BOOKKEEPING CLERK Certificate

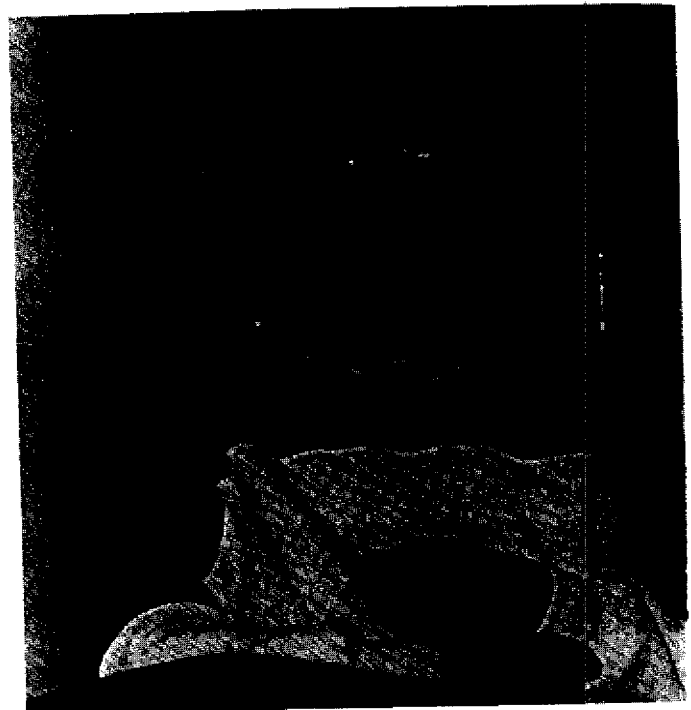
BUSINESS CORE CURRICULUM

BUS 115	Introduction to Business	3
BUS 116	Business Math	3
BUS 117	Business English	3
BUS 217	Business Communications and Report Writing	3
BUS 218	Records Management	3
BUS 221	Business Law I	3
CIS 115	Introduction to Computers	3
	TOTAL CREDITS	21

REQUIRED BOOKKEEPING CURRICULUM

ACC 101	Fundamentals of Accounting	5
ACC 105	Individual Income Tax	3
ACC 124	Microcomputer Accounting Applications	2
OFT 111	Keyboarding	3
	TOTAL CREDITS	13
	TOTAL PROGRAM CREDITS	34

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.



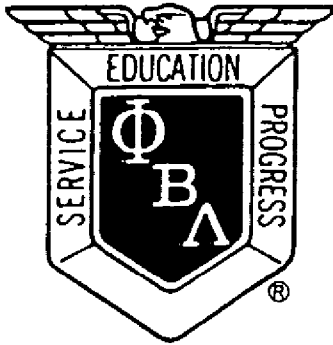
BUSINESS MANAGEMENT Associate of Applied Science Degree

BUSINESS CORE CURRICULUM

BUS 116	Business Math	
BUS 117	Business English	
BUS 217	Business Communications and Report Writing	
BUS 218	Records Management	
BUS 221	Business Law I	
CIS 115	Introduction to Computers	
	TOTAL CREDITS	13

GENERAL EDUCATION REQUIREMENTS

ECO 201	Principles of Macroeconomics	
ECO 202	Principles of Microeconomics	
PSY 106	Human Relations	
SPE 115	Principles of Speech Communications	
	General Education Elective *	
	TOTAL CREDITS	13

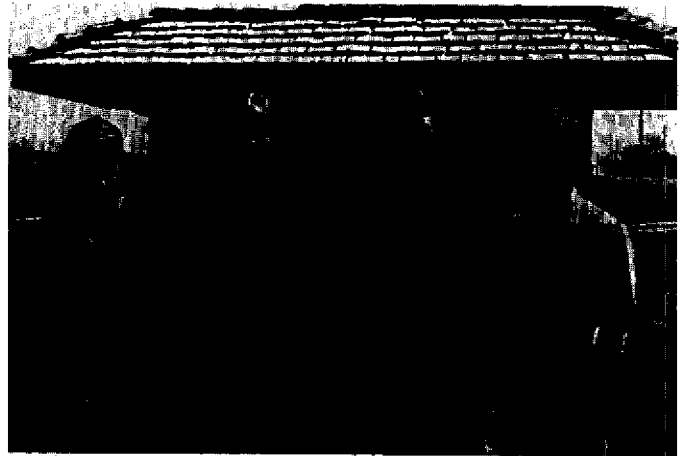
**REQUIRED BUSINESS MANAGEMENT COURSES:**

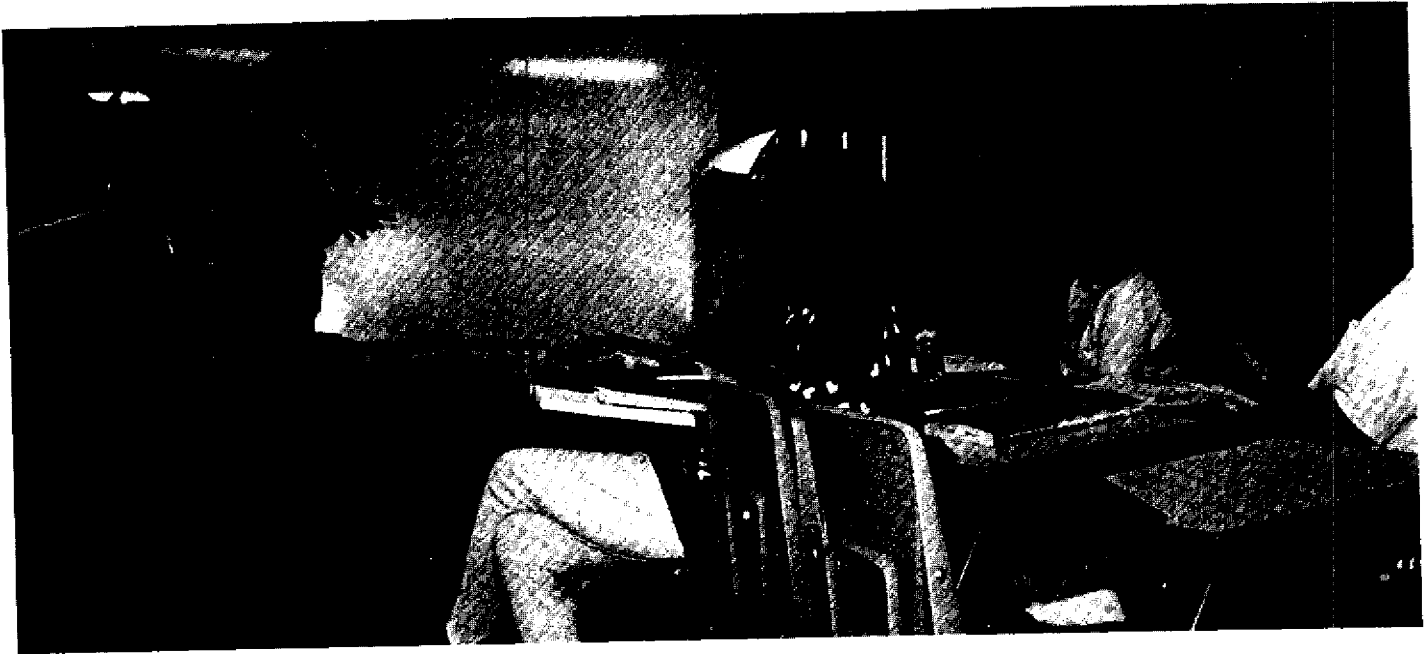
ACC 105	Individual Income Tax	3
ACC 121	Principles of Accounting I	4
ACC 122	Principles of Accounting II	4
ACC 215	Payroll Accounting	3
BUS 205	Business Finance	3
MAN 226	Principles of Management	3
MAN 227	Management Simulation	2
MAR 111	Principles of Sales	3
MAR 117	Principles of Retailing	3
MAR 216	Principles of Marketing	3
OFT 111	Keyboarding	3
	Business Education Elective	1
	TOTAL CREDITS	35

*General Education electives are selected with consent of the advisor.

This program is not intended for transfer to a baccalaureate degree program; however, some of its courses may be accepted toward a bachelor's degree at some institutions. Please consult a faculty advisor for further information.

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.





OFFICE TECHNOLOGY Associate of Applied Science Degree

BUSINESS CORE CURRICULUM

BUS 115	Introduction to Business	3
BUS 116	Business Math	3
BUS 117	Business English	3
BUS 217	Business Communications and Report Writing	3
BUS 218	Records Management	3
BUS 221	Business Law I	3
	TOTAL CREDITS	18

GENERAL EDUCATION REQUIREMENTS

CIS 115	Introduction to Computers	3
COM 105	Career Communications	3
PSY 106	Human Relations	3
PSY 116	Stress Management	2
SPE 115	Principles of Speech Communication	3
	General Education Elective *	3
	TOTAL CREDITS	17

REQUIRED OFFICE TECHNOLOGY CURRICULUM

ACC 101	Fundamentals of Accounting	5
CIS 150	Lotus 1,2,3	2
MAN 226	Principles of Management	3
OFT 101	Shorthand I	4
OFT 111	Keyboarding	3
OFT 112	Formatting	3
OFT 114	Word Processing Operations	4
OFT 208	Office Administration	3
	TOTAL CREDITS	27

EMPHASIS AREAS:

ADMINISTRATIVE OFFICE TECHNOLOGY

OFT 113	Advanced Formatting	3
OFT 205	Machine Transcription	2
	Business Elective	2
	TOTAL CREDITS	7

OR

LEGAL OFFICE TECHNOLOGY

OFT 116	Legal Terminology	2
OFT 117	Legal Formatting	3
OFT 215	Legal Transcription	2
	TOTAL CREDITS	7

OR

MEDICAL OFFICE TECHNOLOGY

HEA 116	Medical Terminology	2
OFT 118	Medical Formatting	3
OFT 216	Medical Transcription	2
	TOTAL CREDITS	7
	TOTAL PROGRAM CREDITS	71

*General Education electives are selected with consent of the advisor.

This program is not intended for transfer to a baccalaureate degree program; however, some of its courses may be accepted toward a bachelor's degree at some institutions. Please consult a faculty advisor for further information.

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.

WORD PROCESSING Certificate

BUSINESS CORE CURRICULUM

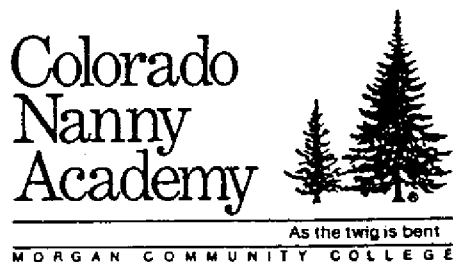
BUS 116	Business Math	3
BUS 117	Business English	3
BUS 217	Business Communications and Report Writing	3
BUS 218	Records Management	3
	TOTAL CREDITS	12

REQUIRED WORD PROCESSING CURRICULUM

ACC 101	Fundamentals of Accounting	5
CIS 115	Introduction to Computers	3
OFT 111	Keyboarding	3
OFT 112	Formatting	3
OFT 114	Word Processing Operations	4
OFT 205	Machine Transcription	2
OFT 208	Office Administration	3
PSY 116	Stress Management	2
	TOTAL CREDITS	25
	TOTAL PROGRAM CREDITS	37

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.





COLORADO NANNY ACADEMY

The Colorado Nanny Academy of Morgan Community College prepares nanny trainees for the ever-growing world of professional in-home child care. A nanny is a child care specialist who, as a member of the family team, provides for children's physical, emotional, social, and intellectual needs.

The program combines both on-going general education classes and specially designed nanny training classes. The curriculum includes basics such as infant and child care, food and nutrition, child health and development along with such diverse topics as etiquette, family dynamics, discipline, travel, personal appearance, and children's clothing. On-the-job training occurs in both licensed day care homes and in private homes, and is at least 120 hours of the program. Students must successfully complete all courses and earn a minimum of a 2.0 overall G.P.A. to receive their certificate.

The Colorado Nanny Academy has a number of families requesting nannies. Nannies who have successfully completed the training program may contact these individual families for employment. The Colorado Nanny Academy is accredited by the American Council of Nanny Schools, and graduates receive certification through the Colorado State Board for Community Colleges and Occupational Education.

To gain entrance into the program, students must be at least 18 years of age and must have earned a high school diploma or GED. Training is open to both males and females. Applicants must meet current criteria and application procedure for enrollment.

Students entering this program are required to complete assessment. The entrance levels from ASSET are reading 41, math 43, writing 37. Students may be required to obtain these levels before entering the program.

COLORADO NANNY ACADEMY Certificate

NANNY CORE CURRICULUM

NAN 105	Children's Activities	3
NAN 201	Nanny Practicum	2
NAN 202	Child Care Co-op Training	4
NAN 211	The Nanny as a Professional I	2
NAN 212	The Nanny as a Professional II	2
	TOTAL CREDITS	13

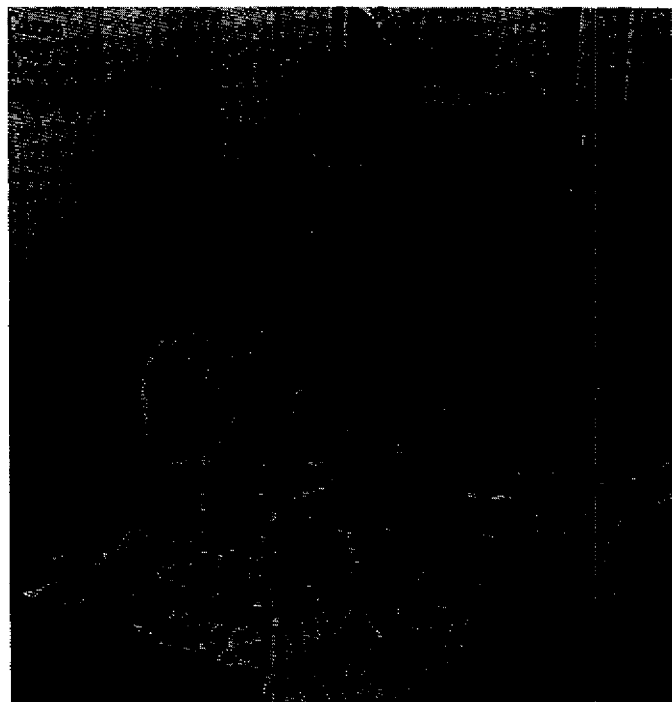
GENERAL EDUCATION COURSES

ENG 105	Fundamentals of Composition	
	OR	
ENG 121	English Composition I	3
PSY 106	Human Relations	3
PSY 248	Child and Adolescent Psychology	3
SOC 205	Marriage & Family	3
	TOTAL CREDITS	12

OTHER REQUIRED COURSES

HEA 131	Infant and Child Care I	2
HEA 132	Infant and Child Care II	2
HEC 118	Child Nutrition and Food Preparation	2
PED 105	CPR	1
PED 125	Standard First Aid-Adult CPR	2
	TOTAL CREDITS	9
	TOTAL PROGRAM CREDITS	34

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.



CRIMINAL JUSTICE PROGRAMS

Morgan Community College offers two certificate programs in Criminal Justice, the Correctional Officer certificate and the Law Enforcement certificate.

The Correctional Officer Certificate Program is designed for students seeking a career in corrections. The program meets the State Department of Corrections pre-employment requirement (30 semester hour credits in corrections, criminal justice, helping services or other human or behavioral sciences) for entry level employment as a correctional officer.

In addition to successful completion of the course, students are required to undergo a background check by state and federal agencies.

The Law Enforcement program is designed to provide basic training required of all employed and pre-employed law enforcement officers.

The Morgan Community College Basic Law Enforcement Academy and the program it offers is approved by POST (Police Officers Standards and Training Board). The initial requirement for acceptance to the Law Enforcement Training program is a completed Application for Admission to Morgan Community College. After the prospective student has been accepted to the College the applicant must meet the current criteria for certification by POST in order to enroll in the 15 week program. With completion of the program application, a personal interview with the prospective student will be conducted by the Law Enforcement Advisory board.

Students entering these programs are required to complete assessment. The entrance levels from ASSET are reading 43, math 43, writing 43. Students may be required to obtain these levels before their program.

CORRECTIONAL OFFICER Certificate

CORRECTIONAL OFFICER CORE CURRICULUM

*CRJ 110	Introduction to Criminal Justice	3
*CRJ 111	Substantive Criminal Law	3
*CRJ 145	Correctional Process	3
*CRJ 210	Constitutional Law	3
CRJ 225	Crisis Intervention	3
*CRJ 230	Criminology	3
CRJ 275	Correctional Field Experience	2
	TOTAL CREDITS	20

GENERAL EDUCATION REQUIREMENTS

ENG 121	English Composition I	3
SOC 101	Introduction to Sociology I	3
	TOTAL CREDITS	6

OTHER REQUIRED COURSES

PSY 206	Employment Seminar	1
PSY 226	Social Psychology	3
	TOTAL CREDITS	4
	TOTAL PROGRAM CREDITS	30



LAW ENFORCEMENT TECHNOLOGY Certificate

LAW ENFORCEMENT TECHNOLOGY CORE CURRICULUM

CRJ 105	Arrest Tactics	2
CRJ 106	Driving	2
CRJ 107	Fire Arms	2
CRJ 108	Administration of Justice	1
CRJ 111	Substantive Criminal Law	3
*CRJ 112	Procedural Criminal Law	3
CRJ 115	Traffic Control	2
CRJ 118	Report Writing	3
CRJ 126	Patrol Procedure	3
*CRJ 220	Human Relations and Social Conflicts	3
CRJ 240	Criminal Investigations	4
	TOTAL PROGRAM CREDITS	28

*Transferable Criminal Justice Core Course

FARM AND RANCH MANAGEMENT

Created for the farm or ranch owner/manager, the program provides classroom and on-site assistance over a three-year period. More specialized classes are available following the three year period to allow the owner/manager to concentrate on a specific business application.

FARM AND RANCH MANAGEMENT Certificate

FARM RANCH MANAGEMENT CORE CURRICULUM

FRM 101	Farm and Ranch Management I	18
FRM 102	Farm and Ranch Management II	18
FRM 103	Farm and Ranch Management III	18
TOTAL PROGRAM CREDITS		54



HUMAN SERVICES OCCUPATION PROGRAMS

Morgan Community College's vocational health core curriculum is applicable to many health careers. The expanding need for well-trained personnel is being addressed in the currently offered programs Nurse's Assistant (Aide), Health Care Assistant and Emergency Medical Technician. Upon successful completion of these programs, certificates are issued.

The Nurse's Assistant (Aide) curriculum meets the guidelines outlined for state certification. It prepares the Nurse's Assistant to work in acute care and long term care facilities performing duties related to personal care of the patient.

Health Care Assistant (Aide) program prepares individuals for beginning employment in the health care field at an aide level. Basic health skills are demonstrated and applied in a health care setting.

The Emergency Medical Technology program is approved by the Colorado State Department of Health and prepares graduates for all jobs where such a certificate is required by statute, for example, that of ambulance driver or any other first responder occupation. Both Emergency Medical Technology - Basic and Emergency Medical Technology - Intermediate are offered annually. The Emergency Medical Technology - Intermediate is designed for certified EMT's who are actively involved in providing emergency medical care.

Students entering these programs are required to complete assessment. The entrance levels from ASSET are reading 43, math 43, writing 43. Students may be required to obtain these levels before entering their program.

HEALTH CARE ASSISTANT (AIDE) Certificate

HEALTH CARE ASSISTANT CORE CURRICULUM

HEA 107	Illness and the Care Provider	1
HEA 117	Health Care Lab I	2
HEA 118	Health Care Lab II	2
HEA 129	Health Care Skills I	3
HEA 130	Health Care Skills II	3
PED 105	CPR	1
PED 125	Standard First Aid-Adult CPR	2
TOTAL PROGRAM CREDITS		14

RECOMMENDED ELECTIVES

- COM 105 Career Communications
- HEA 116 Medical Terminology

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.

**NURSE'S ASSISTANT (AIDE)
Certificate**

NURSE'S AIDE CORE CURRICULUM

HEA 107	Illness and the Care Provider	1
HEA 109	Personal Care Skills	3
HEA 117	Health Care Lab I	2
	TOTAL PROGRAM CREDITS	6

RECOMMENDED ELECTIVES

COM 105	Career Communications
PED 105	CPR
PED 125	Standard First Aid-Adult CPR

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.



**EMERGENCY MEDICAL TECHNOLOGY - BASIC
Certificate**

EMT 105	Emergency Medical Technology Basic	7
	TOTAL PROGRAM CREDITS	7

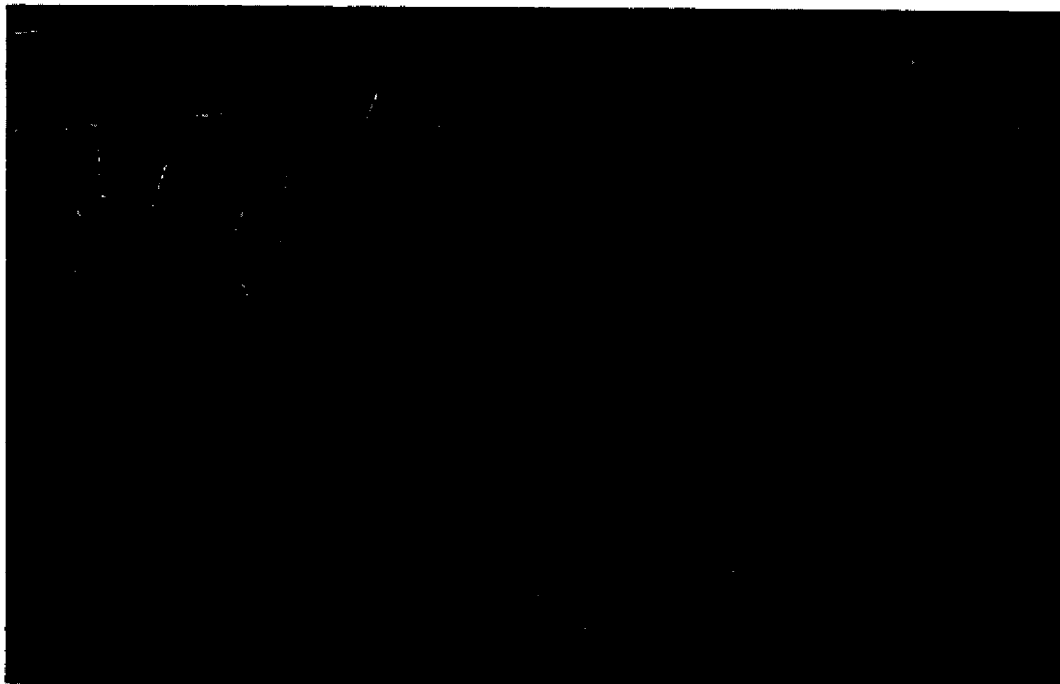
**EMERGENCY MEDICAL TECHNOLOGY INTERMEDIATE
Certificate**

Successful completion of EMT-B is a pre-requisite

EMT 107	Emergency Medical Technology Intermediate	12
	TOTAL PROGRAM CREDITS	12

Certification is also available for Emergency Medical Technology Refresher courses.

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.



NURSING

Associate of Applied Science

The Associate Degree Nursing Program (ADN) is designed to provide education to prepare the student for the licensure examination as a registered nurse. The college in cooperation with Northeastern Junior College (NJC), offers a program leading to the Associate of Applied Science degree in Nursing. Students accepted into the program are required to have completed a practical nursing certificate program at NJC or at another institution. The curriculum is specifically constructed to promote career mobility in nursing and follows the criteria for the Colorado Nursing Articulation Model.

Upon satisfactory completion of the prescribed ADN curriculum with a minimum of a "C" in each course, and having met the qualifications for licensure according to the Colorado Nurse Practice Act, the student will receive an Associate of Applied Science Degree in Nursing and will be eligible to write the State Licensure Examination for Registered Nursing.

Students entering this program must have completed the prescribed general education requirements before admission to the second level courses. Admission to MCC or NJC does not assure admission to the nursing program.

Application Procedure for ADN Program

To Be Eligible for Selection Process:

1. Submit a Morgan Community College application and official transcripts from all previous colleges, including MCC, to the Nursing Program.
2. Submit a nursing application to the Nursing Program.
3. Submit the following to meet the criteria for the Colorado Nursing Articulation Model to the Nursing Program:
 - a. a copy of current active Colorado LPN licensure or permit to practice nursing.
 - b. a copy of PN program transcripts.
 - c. if LPN graduation was more than three years prior to admission, documentation of 1,000 hours of work experience as an LPN.
 - d. proof of completion of all General Education and non-nursing requirements with a "C" or above in each course.
 - e. if graduation was more than 10 years prior to admission or if graduation was from an out-of-state LPN program, student must present verification of required test scores in nursing content areas, ACT/PEP exams, #403, 453, and 554. Contact the Nursing Program at MCC for sites and schedules.
4. Submit to the Nursing Program proof of a CPR certification and successful completion of a State approved IV Therapy course.

Selection Criteria:

1. Meet the above eligibility requirements.
2. A cumulative GPA of 2.5
3. Completion of required nursing aptitude test (student must schedule with the test center (303) 867-3081).
4. Admission materials on file with the Nursing Program by October 15 for consideration for spring semester. Enrollment is limited.

From the above criteria, final selection for admission into the second level of the ADN nursing program will be made.

NURSING

Associate of Applied Science

NURSING HOURS ACCEPTED FROM PN PROGRAM AT NORTHEASTERN JUNIOR COLLEGE OR OTHER COLORADO PN PROGRAM OR OUT-OF-STATE COLLEGE PN PROGRAM	32
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GENERAL EDUCATION COURSES

BIO 201	Human Anatomy & Physiology I	4
BIO 203	Human Anatomy & Physiology II	4
ENG 121	English Composition I	3
PSY 235	Human Growth and Development	3
	Humanities/Social Science Elective *	3
	General Education/Non-Nursing *	3
	TOTAL CREDITS	20

REQUIRED SECOND LEVEL NURSING CURRICULUM

NUR 202	Socialization into Nursing II	1
NUR 203	Socialization into Nursing III	2
NUR 205	Comprehensive Concepts in Gerontological Nursing	2
NUR 206	Comprehensive Clinical Nursing	3
NUR 211	Comprehensive Medical-Surgical Nursing I	4
NUR 212	Comprehensive Medical-Surgical Nursing Clinical I	3
NUR 213	Comprehensive Medical-Surgical Nursing II	2
NUR 214	Comprehensive Medical-Surgical Nursing Clinical II	5
NUR 221	Comprehensive Psychosocial Nursing	2
NUR 222	Comprehensive Psychosocial Nursing Clinical	3
NUR 231	Comprehensive Concepts in Parent-Child Nursing	2
NUR 232	Comprehensive Parent-Child Nursing Clinical	3
	TOTAL CREDITS	32
	TOTAL PROGRAM CREDITS	84

*General Education electives are selected with the consent of the program advisor.

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.

PHYSICAL THERAPIST ASSISTANT

In the top ten fastest growing occupational areas in the nation is the demand for Physical Therapy personnel. Morgan Community College is a member of the Colorado Community Colleges Physical Therapist Assistant Consortium to train physical therapist assistants. The professional health care specialist, is projected to be in high demand beyond the year 2000.

The curriculum will combine a blend of academic subjects and specialized occupation classes with emphasis on clinic experiences. Successful completion of 14 credits of general education requirements is necessary before application to the clinical phase of the program. Physical Therapist Assistant (P.T.A.) activity is in the restoration and maintenance of health, post-operative rehabilitation and working with chronically disabled. About 40 percent of the work force efforts are in hospitals, 30 percent in nursing homes and the balance in other settings, such as rehabilitation centers, home health programs, and private practitioners' offices.

The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Education of American Physical Therapy Association (CAPTE/APTA).

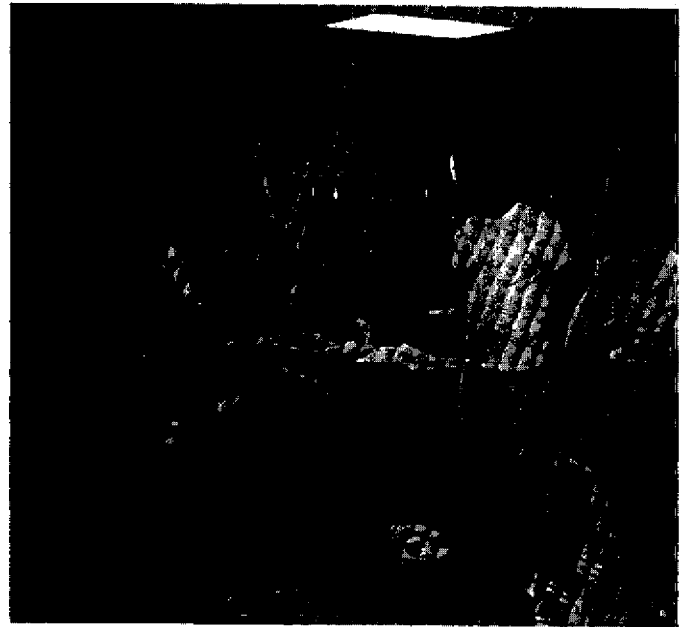
Application Procedure for PTA Program

1. Submit an MCC application and official transcripts from all previous colleges, including MCC, to the PTA program.
2. Submit a PTA application to the PTA program.
3. Completion of Anatomy and Physiology I and II with 2.0 GPA or better.
4. Completion of a minimum of 14 credits of the General Education Courses listed with cumulative GPA of 2.0.
5. Submit documentation of current certification in Standard First Aid and Cardio-pulmonary resuscitation prior to PTA clinicals.

Further Selection Criteria

1. Meet the above eligibility requirements.
2. Completion of required health occupations aptitude tests. (Student must schedule with MCC Test Center, (303) 867-3081).
3. Up to 200 hours of work experience or volunteer hours under a licensed physical therapist or physical therapist assistant.
4. Admission materials on file with the PTA Program by October 15 for consideration for spring semester. Enrollment is limited.

From the above criteria selection for admission into the Physical Therapist Assistant Program is finalized in the fall semester for admission in the spring semester each year.



PHYSICAL THERAPIST ASSISTANT Associate of Applied Science

GENERAL EDUCATION REQUIREMENTS

BIO 201	Human Anatomy & Physiology I	4
BIO 203	Human Anatomy & Physiology II	4
BIO 245	Kinesiology	4
ENG 121	English Composition I	3
HEA 116	Medical Terminology	2
MAT 115	College Mathematics (or higher)	3
PSY 101	General Psychology I	3
PSY 235	Human Growth & Development	3
SPE 115	Principles of Speech Communication	3
TOTAL CREDITS		29

PHYSICAL THERAPIST ASSISTANT CORE CURRICULUM

PTA 115	Principles and Practice of Physical Therapy	2
PTA 210	Physical Therapy Procedures I	5
PTA 220	Physical Therapy Procedures II	5
PTA 221	PTA Clinic Internship I	2
PTA 222	PTA Clinic Internship II	2
PTA 223	PTA Clinic Internship III	5
PTA 224	PTA Clinic Internship IV	5
PTA 225	Medical Lectures	5
PTA 230	Physical Therapy Procedures III	5
PTA 235	Principles of Electrical Stimulation	2
PTA 240	Physical Therapy Procedures IV	5
PTA 245	Physical Therapist Assistant Seminar	2
TOTAL CREDITS		45
TOTAL PROGRAM CREDITS		74

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.

TRUCK DRIVER TRAINING

The Truck Driver Training program is a fifteen week (9 weeks on campus) program designed for training tractor-trailer drivers. It prepares students for entry level positions in truck driving such as tractor-trailer driver, truck driver, heavy, tank truck driver or dump truck driver.

The Morgan Community College Truck Driver Training program meets standards established by state and Federal regulations. U.S. Department of Transportation and the Professional Truck Driver Institute of America prescribe the curriculum.

Admission Requirements:

1. Must be at least 18 years of age (between 18 and 21 years of age eligible for a Provisional license, restricted Intrastate only and no Hazmat);
2. Have a high school diploma, GED, or be judged able to benefit from the program through an interview, and, in the case of financial aid, a written test;
3. Possess a current driver's license;
4. Driving record not to exceed:
 - 2 moving violations in last twelve months
 - 5 moving violations in last three years
 - 3 moving violations of the same type (except speeding) in last three years;
5. No violations for driving while under the influence (DUI) in last three years;
6. Must pass a Department of Transportation physical exam.

Application Procedure:

1. Submit a Morgan Community College application and copy of high school or college transcripts.
2. Submit a program application with the following:
 - a. Copy of MVR

- b. Copy of current driver's license
- c. Copy of DOT physical examination

Quoted costs include tuition, fees, books, and CDL licensing.

Students entering this program are required to complete the assessment testing. The entrance levels from assessment are reading 37, math 37, writing 37. Contact the Director of Admissions for more information.

TRUCK DRIVER TRAINING Certificate

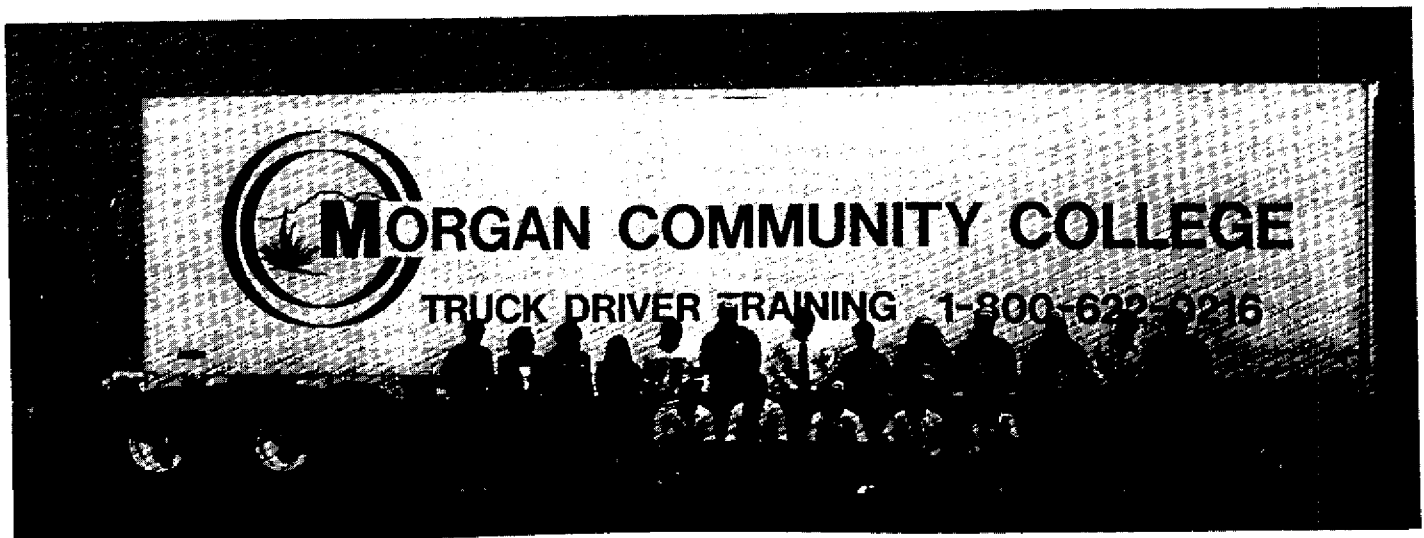
TRUCK DRIVER TRAINING CORE CURRICULUM

TDT 101	Introduction to Truck Driving	4
TDT 105	Commercial Driving	3
TDT 106	Management and Accountability	1
TDT 107	Defensive Driving	1
TDT 108	Motor Carrier Operations & Management	1
TDT 115	Owner/Operator & Independent Trucking	1
TDT 116	Safety Control	2
TDT 117	Vehicle Awareness	2
TDT 118	Basic Operation	2
TDT 125	Safe Operating Practices	2
TDT 126	Advanced Operating Practices	1
	TOTAL CREDITS	20

OTHER REQUIRED COURSES

COM 105	Career Communications	3
HEA 126	Standard First Aid	1
	TOTAL CREDITS	4
	TOTAL PROGRAM CREDITS	24

(This program may be expanded to include 24 total credits in 1993-1994)



WELDING TECHNOLOGY PROGRAM

The Welding Technology Program develops entry level skills and knowledge into the welding trade. The student qualifies for a welding technology certificate when all three skill areas are achieved in addition to the required curriculum.

Welding procedures are used in the manufacture and repair of many different products. Welders are mainly employed in manufacturing industries, construction field and metal working industries. There are over forty different welding processes in welding.

The student will learn to cut metal, lay out a project and draw blueprints. Areas of specialization within the certificate program in Welding Technology are:

1. Gas Metal Arc Welding (MIG)
2. Shielded Metal Arc Welding (STICK)
3. Gas Tungsten Welding (TIG)

Students entering this program are required to complete the assessment. The entrance levels from ASSET are reading 41, math 37, writing 37. Students may be required to obtain these levels before entering the program.

WELDING TECHNOLOGY Certificate

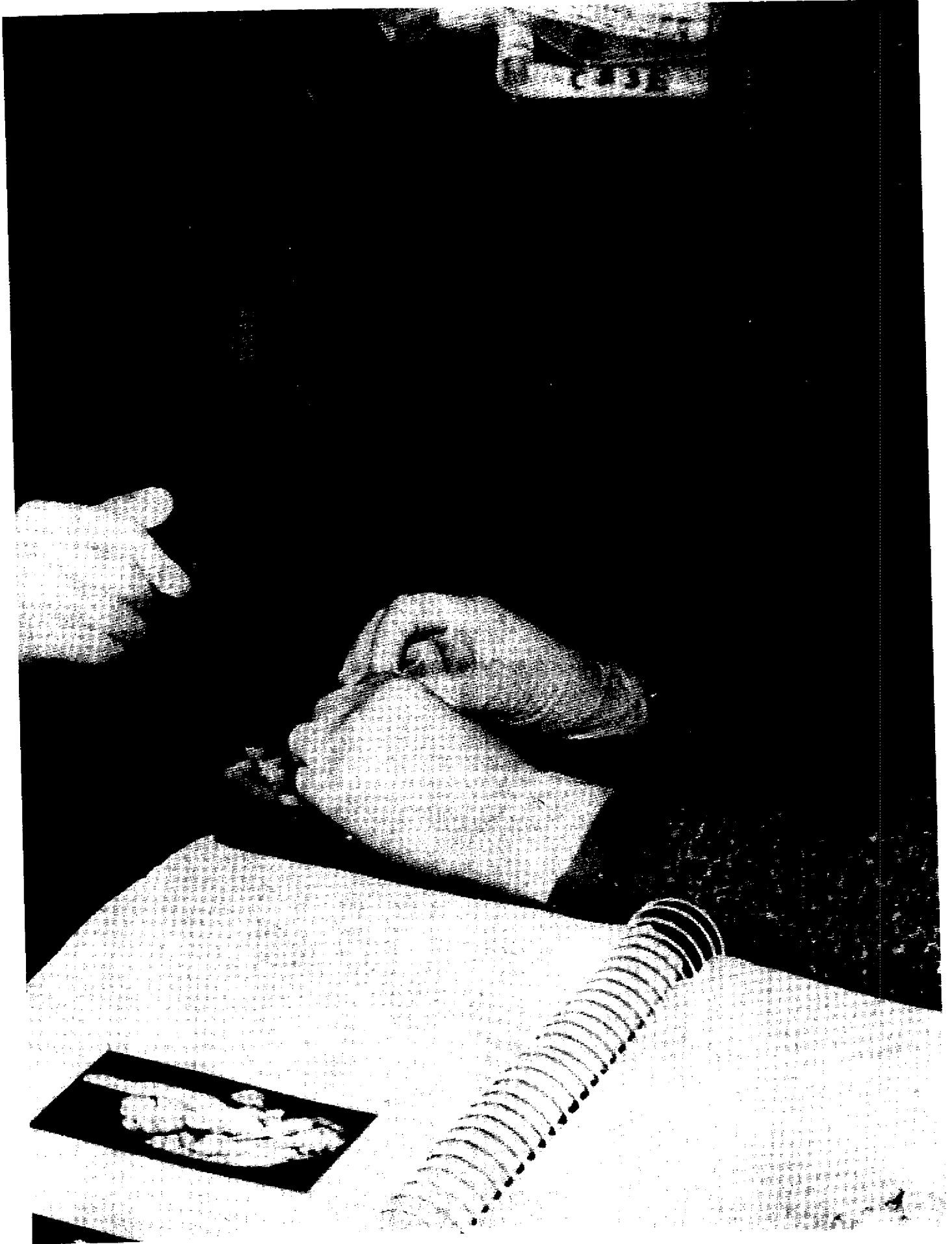
To facilitate welding student progression on-the-job, or in acquiring more immediate placement in the world of work, the college offers three respective areas of "specialization". Any area may be completed exclusive of the certificate program.

WELDING TECHNOLOGY CORE CURRICULUM

WEL 131	Basic Welding	2
WEL 132	Advanced Welding	2
WEL 133	Industrial Welding	2
TOTAL CREDITS		6
TOTAL PROGRAM CREDITS		6

NOT ALL COURSES OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.





COURSE DESCRIPTIONS

AUTOMOBILE BODY REPAIR

ABR 141 INTRODUCTION TO AUTO BODY

(23 lecture hours/11 lab hours/2 credits)

Introduces student to identification, selection of tools and safety practices relating to auto body skills.

ABR 142 AUTO BODY WELDING

(15 lecture hours/23 lab hours/2 credits)

Presents instruction on sheet metal oxygen acetylene welding with shop safety.

ABR 143 BASIC SHEET METAL REPAIR

(30 lecture hours/96 lab hours/6 credits)

Covers shop safety and principles of automotive sheet metal repair, including basic estimation of damage.

ABR 144 AUTO REFINISHING I

(18 lecture hours/108 lab hours/6 credits)

Covers shop safety and instruction for surface preparation, priming and sealing for metal refinishing.

ABR 151 PARTS REPLACEMENT

(15 lecture hours/45 lab hours/3 credits)

Covers selection and safety practices for parts replacement, including glass and panels.

ABR 152 FRAME AND BODY ANALYSIS

(30 lecture hours/23 lab hours/3 credits)

Covers principles and safety for vehicle structuring diagnosis and corrective pulls.

ABR 153 AUTO REFINISHING II

(18 lecture hours/108 lab hours/6 credits)

Prerequisite: ABR 144. Covers selecting mixing and use of correct type of paint for a job, including paint codes.

ABR 201 FRAME AND BODY STRUCTURAL REPAIR

(30 lecture hours/113 lab hours/7 credits)

Prerequisite: ABR 151 and ABR 152. Covers major body repair, structural damage in uni-body and conventional type frames.

ABR 202 MECHANICAL RELATED SERVICES

(9 lecture hours/32 lab hours/2 credits)

Covers damage analysis and sequence of repair for mechanical services performed by auto body repair technician.

ABR 203 ADVANCED SHEET METAL REPAIR

(23 lecture hours/147 lab hours/8 credits)

Prerequisites: ABR 142, ABR 143, and ABR 151. Covers advanced techniques in sheet metal repair for seriously damaged vehicles.

ABR 211 ADVANCED REFINISHING

(36 lecture hours/108 lab hours/7 credits)

Prerequisites: ABR 144 and ABR 153. Covers innovative techniques in automotive refinishing, focusing on custom painting.

ABR 212 ESTIMATING & SHOP MANAGEMENT

(30 lecture hours/2 credits)

Prerequisite: All first year ABR coursework. Covers writing estimates on damaged vehicles, and provides business skills needed to operate an auto body repair shop.

ABR 213 FIBERGLASS & PLASTIC REPAIR

(15 lecture hours/45 lab hours/3 credits)

Prerequisite: All first year ABR coursework. Covers preparation, repair and proper application of fiberglass in auto body repair.

ACCOUNTING

ACC 101 FUNDAMENTALS OF ACCOUNTING

(75 lecture hours/5 credits)

This course presents the basic elements and concepts of accounting, with emphasis on the procedures used for maintaining journals, ledgers, and other related records, and for the completion of end-of-period reports for small service and merchandising businesses.

ACC 105 INDIVIDUAL INCOME TAX

(45 lecture hours/3 credits)

Prerequisite: ACC 101 or consent of the instructor. Covers the development and basic structure of federal income tax laws and regulations with emphasis on practice and problems in the filing of individual federal tax returns.

ACC 121 PRINCIPLES OF ACCOUNTING I

(60 lecture hours/4 credits)*

This course introduces the study of accounting principles to give the student an understanding of the theory and logic that underlie procedures and practices. Major topics include: the accounting cycle for service and merchandising companies, special journals and subsidiary ledgers, internal control principles and practices, notes and interest, inventory systems and costing, plant assets and intangible asset accounting, and depreciation methods and practices.

ACC 122 PRINCIPLES OF ACCOUNTING II

(60 lecture hours/4 credits)*

Prerequisite: ACC 121. This course continues the study of accounting principles as they apply to partnerships and corporations. Major topics include: stocks and bonds, investments, cash flow statements, financial analysis, budgeting, and cost and managerial accounting.

ACC 124 COMPUTERIZED ACCOUNTING APPLICATIONS

(45 lab hours/2 credits)

Prerequisite: ACC 101 or ACC 121. This course covers realistic accounting simulations. Manual and computerized practice sets will be utilized.

ACC 206 GOVERNMENTAL ACCOUNTING

(45 lecture hours/3 credits)

Prerequisite: ACC 101 or ACC 121. Coverage of accounting and financial reporting standards for governmental and not-for-profit organizations and use of financial reports for governments and not-for-profit organizations.

- General Education Common Core for the A.A. and A.S. Degrees

* - General Education Course

ACC 207 INTRODUCTION TO MANAGERIAL ACCOUNTING
(60 lecture hours/4 credits)

Prerequisite: ACC 122, BUS 116. Introduces student to Managerial Accounting and internal operations of a profit-oriented enterprise. Presents the budgetary control function of an organization and the management accounting tools used in this area. Focuses on pricing decisions, short-term operating decisions, capital expenditure decisions and other associated topics of an enterprise.

ACC 215 PAYROLL ACCOUNTING
(30 lecture hours/23 lab hours/3 credits)

Prerequisite: ACC 101 or ACC 121 or consent of instructor. Develops an understanding of personnel and payroll records that provide the information required under the Fair Labor Standards Act, phases of the Social Security Act, federal withholding laws, and other laws that affect payroll. Provides practice in all payroll operations, preparation of payroll registers, recording of accounting entries involving payroll, and the preparation of payroll tax returns that are required in business.

AGRICULTURE

AGL 115 ANIMAL SCIENCES
(45 lecture hours/30 lab hours/4 credits)

Includes composition quality of meat, milk, eggs, wool; principles of genetics, nutrition, anatomy, and physiology as applied to production of livestock and poultry. Not acceptable for science requirement on A.A. or A.S. degree.

AGL 116 GENERAL CROPS
(45 lecture hours/30 lab hours/4 credits)

Covers production and adaptation of cultivated crops; principles affecting growth, development, management, and utilization.

AGL 117 INTRODUCTORY SOIL SCIENCE
(45 lecture hours/30 lab hours/4 credits)

Prerequisite: CHE 101. Studies formation, properties, and management of soils emphasizing soil conditions that affect plant growth. Not acceptable for science requirement on A.A. or A.S. degree.

AGL 118 AGRICULTURE/NATURAL RESOURCE ECONOMICS
(45 lecture hours/3 credits)

Discusses economic principles as applied to agriculture, natural resources, price determination, resource allocation, government policies, and other contemporary problems. Credit not allowed for both AGR 118 and ECO 202.

ANTHROPOLOGY

ANT 101 CULTURAL ANTHROPOLOGY
(45 lecture hours/3 credits)#/*

Studies human cultural patterns and learned behavior. Includes linguistics, social and political organization, religion, culture and personality, culture change, and applied anthropology. Cultural Anthropology deals with issues of cultural diversity, pluralism, and relativism as a component of multi-cultural studies.

ANT 111 PHYSICAL ANTHROPOLOGY
(45 lecture hours/3 credits)#/*

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

ANT 205 MANKIND AND MYTH (45 lecture hours/3 credits)*
Examines mythology's role in human history and how myths have been transformed through cultures' over time.

ART

ART 110 ART APPRECIATION (45 lecture hours/3 credits)*
This course is an introduction to the visual arts language, concepts, process, and history.

ART 111 ART HISTORY I (45 lecture hours/3 credits)#/*
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.

ART 112 ART HISTORY II (45 lecture hours/3 credits)#/*
Provides the knowledge base to understand the visual arts, especially as related to Western culture. Surveys from the Renaissance through the Modern periods.

ART 115 STAINED GLASS I
(15 lecture hours/60 lab hours/3 credits)

This course emphasizes basic construction techniques and includes cutting glass, soldering, leading, and instruction in design.

ART 116 LETTERING (10 lecture hours/40 lab hours/2 credits)
This course is an introduction to the manipulation of materials, tools, and styles of lettering and their uses as fine arts media.

ART 121 DRAWING I (15 lecture hours/60 lab hours/3 credits)
This course is an investigation of various approaches and media designed to develop drawing skills and visual awareness.

ART 122 DRAWING II(15 lecture hours/60 lab hours/3 credits)
Prerequisite: ART 121. This course is a study of expressive drawing techniques and development of individual expressive styles.

ART 131 DESIGN I (15 lecture hours/60 lab hours/3 credits)
This course is a study of basic design elements, visual perception, form, and composition.

ART 132 DESIGN II (15 lecture hours/60 lab hours/3 credits)
Prerequisite: ART 131. This course covers the application of design elements and principles to both two and three dimensional problems.

ART 211 PAINTING I (15 lecture hours/60 lab hours/3 credits)
Prerequisite: ART 121 or instructor's permission. This course covers color, composition, materials, and techniques of studio painting.

ART 212 PAINTING II(15 lecture hours/60 lab hours/3 credits)
Prerequisite: ART 211. This course emphasizes experimentation with materials, composition, and color.

ART 231 WATERCOLOR I
(15 lecture hours/60 lab hours/3 credits)

Prerequisite: ART 121 or instructor's permission. This course is an introduction to the basic techniques and unique aspects of materials involved with using transparent and/or opaque water media.

ART 232 WATERCOLOR II
(15 lecture hours/60 lab hours/3 credits)

Prerequisite: ART 231 or instructor's permission. This course provides advanced study of subject development, form, color, and theme.

- General Education Common Core for the A.A. and A.S. Degrees

* - General Education Course

ASTRONOMY

AST 101 ASTRONOMY I

(45 lecture hours/30 lab hours/4 credits)#/*

Studies the history of astronomy, the tools of the astronomer and the contents of the solar system: the planets, moons, asteroids, comets, and meteoroids. This course includes laboratory experience.

AST 102 ASTRONOMY II

(45 lecture hours/30 lab hours/4 credits)#/*

Studies the structure and life cycle of the stars, the sun, galaxies, and the universe as a whole, including cosmology and relativity. This course includes laboratory experience.

AUTOMOBILE TECHNOLOGY

AUT 101 INTRODUCTION TO AUTOMOTIVE ELECTRICITY

(38 lecture hours/11 lab hours/3 credits)

Introduces electron theory, series circuits, parallel currents, Ohms Law, volts, ohms, amps, diodes, and transistors. Emphasis will be on understanding circuits and testing.

AUT 102 FUEL AND EMISSION CONTROLS

(45 lecture hours/45 lab hours/5 credits)

Includes the principles and repair of the fuel, exhaust, and emission control systems with emphasis on computerized fuel systems, carburetor service and the use of electronic test devices. Students will learn to diagnose problems using various test equipment and make necessary adjustments.

AUT 105 STANDARD DRIVE TRAIN

(30 lecture hours/90 lab hours/6 credits)

Covers the principles and repair of the standard transmission, drive line, rear axle, and trans axle assemblies.

AUT 106 AUTOMATIC TRANSMISSION

(30 lecture hours/68 lab hours/5 credits)

Combines the principles, construction and operation of automatic transmissions. Continued study will emphasize diagnosis and service of automatic transmissions in bench model overhaul practices.

AUT 107 AUTOMOTIVE BRAKING SYSTEMS

(45 lecture hours/23 lab hours/4 credits)

Areas of instruction include principles, diagnosis, and service of drum, disc, and power brake units.

AUT 108 STEERING, SUSPENSIONS AND ALIGNMENT

(45 lecture hours/23 lab hours/4 credits)

Examines the principles and repair of steering and suspension systems. Also covers balancing of tires and wheel alignment, including four wheel alignment, and using electronic equipment.

AUT 111 BATTERY, LIGHTING, ACCESSORY & BODY ELECTRICAL SYSTEMS

(45 lecture hours/23 lab hours/4 credits)

Prerequisite or Corequisite: AUT 102. Includes the principles, maintenance, diagnosis, and repair of the battery, the lighting system, and the accessories system. Emphasis will be on diagnosis.

AUT 112 STARTING, CHARGING, IGNITION, AND ENGINE PERFORMANCE

(38 lecture hours/11 lab hours/3 credits)

Prerequisite: AUT 111. A continuation of AUT 111 with emphasis on ignition, emission, charging, and starting systems. Diagnosis will be emphasized. Also included will be modern tune-up procedures using electronics test equipment.

AUT 113 COMPUTER CONTROLLED IGNITION AND FUEL SYSTEMS

(23 lecture hours/11 lab hours/2 credits)

Prerequisite or Corequisite: AUT 112. Emphasizes the diagnosis of problems relating to the computerized ignition and fuel control systems.

AUT 115 AUTOMOTIVE AIR CONDITIONING & HEATING

(23 lecture hours/11 lab hours/2 credits)

Covers the principles, construction, and operation of automotive air conditioner systems. Emphasis is on diagnosis, service, and charging methods of actual in-car systems.

AUT 116 ENGINE OVERHAUL

(30 lecture hours/158 lab hours/9 credits)

Expands and refines the knowledge of the design and principles of engine, block, valve trains, piston/rod/ring assemblies, crankshaft/bearing assemblies, cooling, and related systems. Each student will disassemble an engine, measure for wear, diagnose problems, and prepare estimate and cost sheets. Also included will be the machining operation of the valve train, block preparation, crankshaft/rod/piston assemblies, the reassembly of the complete engine, and all necessary adjustments. Also covers tuning the engine to the manufacturer's specifications.

BIOLOGY

BIO 105 SCIENCE OF BIOLOGY

(45 lecture hours/30 lab hours/4 credits)#/*

Examines the basis of biology in the modern world and surveys the current knowledge and conceptual framework of the discipline. Biology as a science - a process of gaining new knowledge - is explored as is the impact of biological science on society. This course includes laboratory experience. Designed for non-science students.

BIO 106 BASIC HUMAN ANATOMY

(30 lecture hours/2 credits)

A survey of basic concepts of human anatomy and physiology. Introduces students to anatomy and physiology who have a minimal science background. Applicable for the A.G.S. degree, A.A.S. degree, and occupational certificates.

BIO 109 HUMANS AND THE ENVIRONMENT*

(45 lecture hours/3 credits)

This is a one semester course for nonscience majors. Topics include basic principles of ecology, and human's impact on the environment.

- General Education Common Core for the A.A. and A.S. Degrees

* - General Education Course

BIO 111 GENERAL COLLEGE BIOLOGY I**(60 lecture hours/30 lab hours/5 credits)#/***

Examines the fundamental molecular, cellular, and genetic principles characterizing plants and animals. Includes cell structure and function, and the metabolic processes of respiration, and photosynthesis as well as cell reproduction and basic concepts of heredity. This course includes laboratory experience.

BIO 112 GENERAL COLLEGE BIOLOGY II**(60 lecture hours/30 lab hours/5 credits)#/***

Prerequisite: BIO 111 or permission of instructor. A continuation of BIO 111. Includes ecology, evolution, classification, structure, and function in plants and animals. This course includes laboratory experience.

BIO 201 HUMAN ANATOMY & PHYSIOLOGY I**(45 lecture hours/30 lab hours/4 credits)***

Prerequisite: Permission of instructor. This course is an integrated study of the human body in which the histology, anatomy and physiology of each system is covered. The first part of this two semester course includes molecular, cellular and tissue levels of organization; integuments, skeletal, articulations, muscular, nervous, senses (or endocrine, digestive and respiratory) systems. This course has laboratory experience that includes experimentation, microscope work, observations, and dissection. The lab covers the same topics as the lecture.

BIO 202 HUMAN ANATOMY & PHYSIOLOGY II**(45 lecture hours/30 lab hours/4 credits)***

Prerequisite: BIO 201 or permission of instructor. An integrated study of the human body in which the histology, anatomy and physiology of each system is covered. The second part of this two semester course includes the study of the following systems: cardiovascular with hematology, lymphatic, immunological, urinary with fluid and electrolyte control, digestive with nutrition, respiratory (or endocrine, nervous, and senses), and the reproductive system with genetics and development. This course has a laboratory experience that includes experimentation, microscope, observation, and dissection. The lab covers the same topics as the lecture.

BIO 205 MICROBIOLOGY**(45 lecture hours/30 lab hours/4 credits)***

Prerequisite: BIO 112 or permission of the instructor. This course is a study of microorganisms with an emphasis on their structure, development, physiology, classification and identification. The laboratory experience includes culturing, identifying and controlling microorganisms, and the study of the role of microorganisms in infectious disease.

BIO 218 MEDICAL PHARMACOLOGY**(40 lecture hours/15 lab hours/3 credits)**

Prerequisites: BIO 201, 203 or permission of instructor. Offers an understanding of the action of common pharmaceuticals. Discusses manufacture, administration, dosage, site of action, and clearance. Uses a biochemical and physiological approach. Does not apply to the A.A. or A.S. degree.

BIO 245 KINESIOLOGY**(45 lecture hours/30 lab hours/4 credits)***

Prerequisites: BIO 201, 202, PSY 235. Kinesiology is the science of human motion. This course will focus upon the theories of biomechanics, and muscle/joint structure and function. This course includes a laboratory experience that will cover material applications of kinesiology principles.

BUSINESS**BUS 105 BUSINESS SOFTWARE****(15 lecture hours/23 lab hours/2 credits)**

Introduces software applications most commonly used in business and industry.

BUS 108 TEN KEY BY TOUCH**(23 lab hours/1 credit)**

An introduction to touch control of ten-key pad. This class emphasizes the development of speed and accuracy using proper technique.

BUS 115 INTRODUCTION TO BUSINESS**(5 lecture hours/3 credits)***

Survey of the operation of the American Business System: fundamentals of the economy, careers and opportunities, marketing, management, production, governmental regulations, tools of business, and social responsibilities.

BUS 116 BUSINESS MATH**(45 lecture hours/3 credits)**

Prerequisite: Asset test score of 43 or higher or successful completion of DEM 012. Develops the mathematical concepts and applications used in business computations. Covers percentages, ratios, banking, merchandising, and credit and finance applications.

BUS 117 BUSINESS ENGLISH**(45 lecture hours/3 credits)***

Studies elements of the English language and emphasizes grammar rules, capitalization, word division, number usage, plurals, possessives, usage problems, and business vocabulary.

BUS 205 BUSINESS FINANCE**(45 lecture hours/3 credits)**

Prerequisite: ACC 121. Surveys finance in both the private and public sectors. Emphasis is on current problems and the basic elements of the monetary system, commercial banking, the Federal Reserve, the money supply, and long- and short-term financing.

BUS 216 LEGAL ENVIRONMENT OF BUSINESS**(45 lecture hours/3 credits)**

This is an activity course which emphasizes public law, regulation of business, ethical considerations, and various relationships which exist within society, government, and business. Specific attention will be devoted to economic regulation, social regulation, regulation and laws impacting labor-management issues, and environmental concerns. Students will develop an understanding of the role of law in social, political, and economic change.

BUS 217 BUSINESS COMMUNICATIONS AND REPORT**WRITING****(45 lecture hours/3 credits)**

Prerequisite: BUS 117 or consent of instructor. The course emphasizes effective business writing: letters, memoranda, reports, application letters, and resumes. Also, the course will include the fundamentals of business communication and an introduction to international communication.

BUS 218 RECORDS MANAGEMENT**(30 lecture hours/23 lab hours/3 credits)**

Designed to develop practices of administrative record systems, storage and retrieval methods, paperwork management, and modern filing techniques including computerized data base management. Students gain practical experience through the use of manual and computerized filing simulations.

- General Education Common Core for the A.A. and A.S. Degrees

* - General Education Course

BUS 221 BUSINESS LAW I (45 lecture hours/3 credits)*

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).

CARPENTRY**CAR 102 INTRODUCTION TO CARPENTRY**

(7 lecture hours/13 lab hours/1 credit)

Includes units in basic measurement, hardware, and fasteners, use and care of hand tools, and lumber; and sketching.

CAR 103 HAND TOOLS PROJECTS

(7 lecture hours/13 lab hours/1 credit)

Includes the planning and building of a simple project using as many hand tools as possible.

CAR 111 POWER MACHINES

(7 lecture hours/13 lab hours/1 credit)

Demonstrates and practices safe use of all woodworking machines in the shop. Students will be required to pass safety test. The class ends with the construction of double pole scaffolds with the use of the machines.

CHEMISTRY**CHE 101 INTRODUCTION TO CHEMISTRY I**

(60 lecture hours/30 lab hours/5 credits)#/*

Prerequisite: Algebra or consent of instructor. For non-science majors, students in occupational and health programs, or students with no chemistry background. Includes the study of measurements, atomic theory, chemical bonding, nomenclature, stoichiometry, solutions, acid and base, gas laws, and condensed states. Laboratory experiments demonstrate the above concepts qualitatively and quantitatively.

CHE 102 INTRODUCTION TO CHEMISTRY II

(60 lecture hours/30 lab hours/5 credits)#/*

Prerequisite: CHE 101. Includes the study of hybridization of atomic orbitals for carbon; nomenclature of organic compounds; properties of different functional groups, nomenclature of various biological important compounds, their properties and their biological pathways. Laboratory experiments demonstrate the above topics qualitatively and quantitatively.

CHE 111 GENERAL COLLEGE CHEMISTRY I

(60 lecture hours/30 lab hours/5 credits)#/*

Prerequisite: One year of high school chemistry or equivalent. Corequisite: MAT 121 or consent of the instructor. For science and engineering majors. Includes the study of measurements, atomic theory, chemical bonding, stoichiometry, gases, condensed states, solutions, and thermochemistry. Also includes the problem solving skills and descriptive contents for these topics. Laboratory techniques used in the experiments will demonstrate the above concepts as well as the qualitative and quantitative analytical techniques involved in chemistry.

CHE 112 GENERAL COLLEGE CHEMISTRY II

(60 lecture hours/30 lab hours/5 credits)#/*

Prerequisite: CHE 111. Includes the study of thermodynamics, chemical kinetics, chemical equilibrium, acid-base equilibrium, ionic equilibrium, electrochemistry, nuclear chemistry, and organic chemistry. Also includes the problem solving skills and descriptive contents for these topics. Organic chemistry may be included if time permits. The laboratory experiments will demonstrate both the qualitative and quantitative analytical techniques.

CHE 205 INTRODUCTION TO ORGANIC CHEMISTRY

(45 lecture hours/30 lab hours/4 credits)*

Prerequisite: CHE 112. Presents the principles of organic chemistry and its application to living organisms including topics that apply to the human body.

CHE 206 INTRODUCTION TO BIOCHEMISTRY

(45 lecture hours/30 lab hours/4 credits)*

Prerequisite: CHE 112. Presents the principles of biochemistry and its application to living organisms including topics that apply to the human body. Laboratory examination of principles of biochemistry will be included.

COLORADO NANNY ACADEMY**NAN 105 CHILDREN'S ACTIVITIES (45 lecture hours/3 credits)**

Provides instruction in enrichment experiences for children both in and out of the home. Components include creative and manipulative activities, children's literature and storytelling, puppetry, music activities, songs and fingerplays, science and math experiences, choosing play equipment and materials, and field experiences for children.

NAN 201 NANNY PRACTICUM

(15 lecture hours/30 practicum hours/2 credits)

Students cover practicum-related issues and concerns as well as complete a minimum of 30 hours in a supervised child care experience.

NAN 202 CHILD CARE CO-OP TRAINING

(15 lecture hours/90 co-op hours/4 credits)

Prerequisite: NAN 201. Students cover co-op related issues and concerns and complete a minimum of 90 co-op work hours in an in-home child care experience.

NAN 211 THE NANNY AS A PROFESSIONAL I

(30 lecture hours/2 credits)

This course provides nanny trainees with specialized skills necessary to enhance their abilities and identity as a professional nanny. Modules include: time management, personal care and appearance, and etiquette.

NAN 212 THE NANNY AS A PROFESSIONAL II

(30 lecture hours/2 credits)

Prerequisite: Acceptance into the Colorado Nanny Academy. This course continues the nanny trainees' experience of NAN 211. Modules include: employment issues, recordkeeping, and travel and transportation.

- General Education Common Core for the A.A. and A.S. Degrees

* - General Education Course

COMMUNICATIONS

COM 105 CAREER COMMUNICATIONS

(45 lecture hours/3 credits)*

Develops such skills needed in obtaining and keeping a job such as job searching, applications, resumes, interviews, and the dynamics of customer, peer, and managerial relationships. Emphasizes speaking, writing, listening, critical reading skills, and vocabulary development essential to the employment world. Acceptable for the A.G.S. degree, A.A.S. degree and occupational certificates.

COMPUTER INFORMATION SYSTEMS

CIS 101 COMPUTER LITERACY

(20 lecture hours/20 lab hours/2 credits)*

Introduces the various uses and applications of microcomputers including command instructions to carry out basic operations. Applications include the use of PRINT statements, arithmetic operations, and graphic operations. The class is acceptable for the A.G.S. degree only.

CIS 105 BASIC COMPUTER OPERATIONS

(10 lecture hours/10 lab hours/1 credit)

Introduces students to computers, computer operations, computer theory, and computer software. Students will utilize computers for their own purposes. The class is acceptable for the A.G.S. degree only.

CIS 110 INTRODUCTION TO MICROCOMPUTER OPERATING SYSTEMS:

(20 lecture hours/20 lab hours/2 credits)

This course introduces concepts, terminology, and skills in the use of an operating system. The emphasis will be on understanding and using an operating system in a practical way in order to complement the student's use of application software on the microcomputer.

CIS 111 ADVANCED MICROCOMPUTER OPERATING SYSTEMS: (20 lecture hours/20 lab hours/2 credits)

This course builds on skills from CIS 110. Topics include advanced features of the microcomputer operating system commands and application of these features to create an efficient environment for microcomputer operations are covered.

CIS 115 INTRODUCTION TO COMPUTERS

(30 lecture hours/30 lab hours/3 credits)*

This is an overview of the needs for and roles of computer information systems. Emphasis is on computer requirements in organizations, history, hardware functions, programming, systems development, and computer operations. Computer applications and programming are introduced.

CIS 117 COMPUTER GRAPHICS

(20 lecture hours/20 lab hours/2 credits)

Prerequisite: CIS 115. Presents a variety of methods of generating computer graphics displays, including low and high resolution graphics and shape tables.

CIS 120 INTRODUCTION TO WORD PROCESSING: WORDPERFECT

(10 lecture hours/10 lab hours/1 credit)

This course introduces the features of a word processing software package. Topics include creating, editing, formatting, and printing documents, and the use of spelling dictionary and thesaurus.

CIS 121 INTERMEDIATE WORD PROCESSING: WORDPERFECT

(10 lecture hours/10 lab hours/1 credit)

This course continues to build on word processing skills.

CIS 140 INTRODUCTION TO MICROCOMPUTER DATABASE: (30 lecture hours/2 credits)

This course introduces the functions of a data-base. It includes skills such as file creation, searches, sorts, simple editing and indexing.

CIS 150 INTRODUCTION TO ELECTRONIC SPREADSHEETS: LOTUS 1,2,3 (20 lecture hours/20 lab hours/2 credits)

This course introduces the student to concepts and applications of an electronic spreadsheet. Topics include calculations, built-in functions, and spreadsheet design; also an introduction to graphics, database, and macros.

CIS 151 INTERMEDIATE ELECTRONIC SPREADSHEETS: LOTUS 1,2,3 (20 lecture hours/20 lab hours/2 credits)

This course continues to build on electronic spreadsheet skills.

CIS 152 ADVANCED ELECTRONIC SPREADSHEETS: LOTUS 1,2,3 (20 lecture hours/20 lab hours/2 credits)

This course continues to build on electronic spreadsheet skills.

CIS 160 BASIC LANGUAGE PROGRAMMING

(45 lecture hours/3 credits)*

This is an introductory course using the BASIC programming language. Topics include program design, input/output, loop control, string manipulation, subroutines, and arrays.

CIS 245 DATABASE MANAGEMENT SYSTEMS

(45 lecture hours/3 credits)

Prerequisite: CIS 115 and one programming language. This course introduces the principles of data base concepts. Topics include relational and hierarchical, and network database structure, query commands and command level programs. Students will examine current issues including model selection, database design, usage, implementation, and maintenance.

CIS 260 COBOL PROGRAMMING (45 lecture hours/3 credits)

Prerequisite: CIS 115 or permission of the instructor. This is a computer programming course in which elements of the COBOL language are taught. Students will design, code, debug and document solutions to a variety of business-oriented problems.

CIS 276 SYSTEMS ANALYSIS AND DESIGN

(45 lecture hours/3 credits)

Prerequisite: CIS 115 and one programming language. This course introduces the student to the materials, techniques, procedures and human interrelations involved in developing computer information systems. Topics covered include the systems approach, fact gathering techniques, forms design, input/output, file design, file organization, various charting techniques, system audits and controls, project management, implementation and evaluation.

- General Education Common Core for the A.A. and A.S. Degrees

* - General Education Course

CSC 148 FORTRAN PROGRAMMING**(45 lecture hours/3 credits)**

Corequisite: MAT 121. Students will acquire programming skills using the FORTRAN programming language. Topics include program design, data types, looping structures, formatted and unformatted input/output, array and matrix processing, character manipulations, functions and subroutines, and sequential and direct file applications.

CSC 150 PASCAL PROGRAMMING (45 lecture hours/3 credits)

Prerequisite: CIS 115 or permission of the instructor. Students will be introduced to structured programming design concepts, and will use the Pascal language to solve problems dealing with a variety of applications. Data representation and data manipulation control structures will be stressed.

CSC 230 C-LANGUAGE PROGRAMMING**(45 lecture hours/3 credits)**

Prerequisite: CIS 115 or permission of the instructor. Students are introduced to the C programming language, which is a "mid-level" language whose economy of expression and data manipulation features allow a programmer to deal with the computer at a "low level."

CRIMINAL JUSTICE**CRJ 105 ARREST TACTICS****(15 lecture hours/23 lab hours/2 credits)**

Introduces the techniques required to arrest, control, or subdue criminal suspects which includes baton training.

CRJ 106 LAW ENFORCEMENT DRIVING**(7.5 lecture hours/36 lab hours/2 credits)**

Applies the techniques of defensive and pursuit driving and must be completed at the CLETA driving course.

CRJ 107 FIRE ARMS (8 lecture hours/40 lab hours/2 credits)

Introduces the safety and servicing of firearms. Requires firing range practice with a handgun, a rifle, and a shotgun.

CRJ 108 ADMINISTRATION OF JUSTICE**(24 lecture hours/1 credit)**

Surveys the three components of the criminal justice system and their operations, the criminal process from arrest to final disposition, the functions and jurisdiction of various state and federal law enforcement agencies, the NCIC/CCCI systems, the role of attorneys, state and federal court jurisdiction, and the canons of police ethics.

CRJ 110 INTRODUCTION TO CRIMINAL JUSTICE**(45 lecture hours/3 credits)**

A study of the agencies and processes involved in the criminal justice system; the legislature, the police, the prosecutor, the public defender, the courts, and corrections. An analysis of the roles and problems of the criminal justice system in a democratic society, with an emphasis upon inter-component relations and checks and balances.

CRJ 111 SUBSTANTIVE CRIMINAL LAW**(45 lecture hours/3 credits)**

Legal definitions of crime; purposes and functions of the law; historical foundations and the limits of the criminal law.

CRJ 112 PROCEDURAL CRIMINAL LAW**(45 lecture hours/3 credits)**

Constitutional and procedural considerations affecting arrest, search and seizure, post-conviction treatment, origin, development, philosophy, and constitutional basis of evidence. Degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies.

CRJ 115 TRAFFIC CONTROL**(28 lecture hours/13 lab hours/2 credits)**

Introduces statutory provisions of the traffic code, stopping and checking of violators, issuance of citations, D.U.I. procedures, intoxication testing, and investigation and reporting of traffic accidents.

CRJ 118 REPORT WRITING**(45 lecture hours/3 credits)**

This course is designed to teach the fundamentals for preparing criminal justice reports, who uses them, what information must be included, how to organize it, and how to write reports in clear, concise language that will communicate the maximum amount of factual information. Special emphasis will be placed on spelling, punctuation, and paragraphing.

CRJ 125 LAW ENFORCEMENT OPERATIONS**(45 lecture hours/3 credits)**

An in-depth examination of the complexity and multi-dimensional aspects of the police role and career; police discretion; police values and culture in modern America. The role and functions of the police occupational, social, political and organizational context.

CRJ 126 PATROL PROCEDURE**(30 lecture hours/25 lab hours/3 credits)**

An in-depth study of the basic knowledge and skills required of a peace officer to safely and effectively accomplish the patrol procedure.

CRJ 135 JUDICIAL FUNCTION**(45 lecture hours/3 credits)**

Examines the criminal court system and criminal process with an analysis of the major judicial decision-makers, i.e., prosecutors, defense attorneys, judges, and the discretionary aspects of adjudication.

CRJ 145 CORRECTIONAL PROCESS**(45 lecture hours/3 credits)**

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 210 CONSTITUTIONAL LAW (45 lecture hours/3 credits)

A study of the powers of government as they are allocated and defined by the United State Constitution; intensive analysis of United States Supreme Court decisions.

CRJ 220 HUMAN RELATIONS AND SOCIAL CONFLICTS**(45 lecture hours/3 credits)**

Highlights of 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.

- General Education Common Core for the A.A. and A.S. Degrees

* - General Education Course

CRJ 225 CRISIS INTERVENTION (45 lecture hours/3 credits)

Prerequisite: Permission of instructor. This course provides an understanding of crisis theories and examines the role of the interventionist.

CRJ 230 CRIMINOLOGY (45 lecture hours/3 credits)

Examination of the question of crime causation from legal, social, political, psychological, and theoretical perspectives; history and development of criminology.

CRJ 240 CRIMINAL INVESTIGATION (30 lecture hours/24 lab hours/3 credits)

Criminal investigative methods and procedures will be introduced, from the preliminary through the follow up stages.

CRJ 275 CORRECTIONAL FIELD EXPERIENCE (15 lecture hours/45 internship hours/2 credits)

Prerequisite: CRJ 145 and permission of instructor. Placement in an appropriate correctional area or facility. Required paper and log information provided at time of enrollment.

DRAFTING**DRT 105 DRAFTING FUNDAMENTALS (45 lab hours/2 credits)**

Introduces students to drafting. Presents students techniques in the correct use of drafting tools and methods of lettering as well as the alphabet of lines and dimensioning. Emphasis is on orthographic drawing, pictorial drawing, and sketching.

DRT 106 BLUEPRINT READING (45 lab hours/2 credits)

Presents information on types of plans, symbols, abbreviations, materials, and standards relating to prints and specifications used in residential and light commercial construction.

DRT 107 COMPUTER AIDED DRAFTING I (30 lecture hours/30 lab hours/3 credits)

Provides an introduction into the use of the personal computer as a tool for graphic communication. During the lecture time instruction will be given on hardware, software, and AUTO-CAD command sequence requirements. Additional lab work will be required to complete the assignments.

EARLY CHILDHOOD EDUCATION**ECE 226 ADMINISTRATION OF ECE PROGRAMS (60 lecture hours/4 credits)**

This course is designed to provide students in the field of early childhood education with the opportunity to examine and interpret Colorado's minimal requirements pertaining to the establishment and operation of centers for young children. Course content will focus upon site selection, policy formation, administrative forms, staffing needs and patterns, fiscal management, the selection of appropriate indoor and outdoor equipment, program development and evaluation, and administrative styles and techniques.

ECONOMICS**ECO 201 PRINCIPLES OF MACROECONOMICS (45 lecture hours/3 credits)#/***

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

ECO 202 PRINCIPLES OF MICROECONOMICS (45 lecture hours/3 credits)#/*

Studies the firm in-depth, the nature of cost, and how those 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.

EDUCATION**EDU 115 EARLY FIELD EXPERIENCE IN EDUCATION (Variable/38 to 75 field hours/1-2 credits)**

Provides classroom experience as teacher aides and coaching assistants to students anticipating careers in the teaching profession.

EMERGENCY MEDICAL TECHNOLOGY

Proof of Hepatitis B vaccination will be required prior to the clinical portion of all EMT classes.

EMT 105 EMERGENCY MEDICAL TECHNOLOGY BASIC (90 lecture hours/30 lab hours/7 credits)

Prerequisite: current CPR card. Designed to prepare the student for certification in the state of Colorado as an Emergency Medical Technician- Basic. Class content follows guidelines established by the United States Department of Transportation. Topics include an introduction to the program, patient assessment, breathing aids, bleeding, shock, soft tissue and extremity injuries, traction, skull, spine and chest injuries, emergency room orientation, fractures and splints, poison, drugs, burns, obstetrics, pediatrics, psychiatric care, crisis intervention, disaster assistance, extrication, transportation, and emergency driving. Ten hours of practical experience are also required.

EMT 106 EMERGENCY MEDICAL TECHNOLOGY REFRESHER (30 lecture hours/2 credits)

Refresher course for renewal of the EMT Basic. Reviews knowledge and skills of emergency procedures, current roles and legal responsibilities of the EMT, and tools for application of care are stressed.

- General Education Common Core for the A.A. and A.S. Degrees

* - General Education Course

EMT 107 EMERGENCY MEDICAL TECHNOLOGY INTERMEDIATE

(150 lecture hours/60 lab hours/12 credits)

Prerequisite: EMT B certificate one year prior. Designed to prepare the student for certification in the state of Colorado as an Emergency Medical Technician-Intermediate. Class content follows the guidelines established by the United States Department of Transportation. Topics include: EMT-I roles and responsibilities, human systems with patient assessment, shock, fluid, therapy/mast, cardiology with defibrillation, pharmacology with drug therapy, advanced respiratory and trauma assessment and management. Also covers medical emergencies dealing with child-birth, pediatrics, and environment. Requires 52 hours of practical experience.

ENGLISH

ENG 105 FUNDAMENTALS OF COMPOSITION

(45 lecture hours/3 credits)*

A rigorous study of levels of usage and of all stages of the composing process. The course includes a review of standard English, practice in spelling, diction and vocabulary acquisition, and paragraph writing. Acceptable for the ACS degree, AAS degree, and occupational certificates.

ENG 121 ENGLISH COMPOSITION I

(45 lecture hours/3 credits)##/

Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. Includes a minimum of five compositions that stress analytical, evaluative, and persuasive/argumentative writing.

ENG 122 ENGLISH COMPOSITION II

(45 lecture hours/3 credits)##/*

Prerequisite: ENG 121. Expands and refines the objectives of English Composition I. Emphasizes critical/logical thinking and reading, problem definition, research strategies, and writing analytical, evaluative, and/or persuasive papers that incorporate research.

ENG 226 FICTION WRITING (45 lecture hours/3 credits)*

This course teaches techniques for creating fiction, including the study and appreciation of the language and forms of the short story.

ENG 227 POETRY WRITING (45 lecture hours/3 credits)*

Prerequisite: permission of instructor. This course teaches techniques for creating poems, including study of figurative language, forms, and sound patterns of poetry.

FARM AND RANCH MANAGEMENT

FRM 101 FARM AND RANCH MANAGEMENT I

(45 lecture hours/52.5 private instruction hours/
360 co-op hours/18 credits)

This course is designed for self-employed farmers and ranchers or managers of farms or ranches. Emphasizes organization of records on a computer system. The computer and software are provided if not owned by the farm or ranch. Classroom lectures and lab are offered in the evenings during the winter months. Enrollment will cover a one year business fiscal period, normally January - December. Records are kept monthly, providing the farm or ranch with continuous reports showing the financial position of the business.

FRM 102 FARM AND RANCH MANAGEMENT II

(45 lecture hours/52.5 private instruction hours/
360 co-op hours/18 credits)

Continues to apply principles learned in year one. Computer records from the previous years will be analyzed. General interpretation of the farm or ranch business analysis will point to strengths and weaknesses of the agricultural business. The computer program will make a variety of reports available.

FRM 103 FARM AND RANCH MANAGEMENT III

(45 lecture hours/52.5 private instruction hours/
360 co-op hours/18 credits)

Instruction continues with analysis of record systems, accounting systems and practices, enterprise analysis, and a total review of the farm or ranch as a business enterprise. Emphasizes reorganizing the agri-business to meet both business and family living goals.

FRM 106 AGRICULTURAL COMMODITIES MARKETING

(Variable 15 to 30 lecture hours/
7.5 to 52.5 private instruction hours/1 - 5 credits)

Introductory course to agricultural marketing and risk management. Explores the terminology associated with agricultural commodity marketing and apparent risks of both production and marketing. Provides an introduction to various facets of cash marketing as well as cash marketing alternatives. Looks at use of supply/demand, basis, futures and option markets. A final class project involves completing an ag marketing plan for a selected ag commodity.

FRM 107 SPECIALIZED FARM AND RANCH MANAGEMENT I

(45 lecture hours/52.5 private instruction hours/
360 co-op hours/18 credits)

Designed for students who want to continue in Farm/Ranch Management with the option to specialize in a given production area or to utilize previous information to improve management with other software packages.

FRM 111 ADVANCED FARM AND RANCH MANAGEMENT

(Variable 15 to 45 private instruction hours/1-3 credits)

Prerequisite: FRM 103 or consent of instructor. This course provides the student with continued analysis of the farm business following the Farm and Ranch Management Certificate. It allows for those with computerized record keeping systems but in need of further detailed enterprise and whole farm analysis.

FRM 131 DAIRY PRODUCTION RECORDS MANAGEMENT I

(109 private instruction hours/158 co-op hours/18 credits)

Teaches dairymen about available software programs designed for dairy production recordkeeping. Instructs dairymen to use the software programs using their own records and at the same time learn how to run a computer. Computer software packages used in the class are Dairy Trak and Dairy Flex.

- General Education Common Core for the A.A. and A.S. Degrees

* - General Education Course

FRM 141 COMPUTERIZED COW-CALF PRODUCTION RECORDS
(109 private instruction hours/
158 co-op hours/18 credits)

This course is designed to instruct cow-calf operators in the use of computerized production record keeping through the use of Red Wings Cow-Calf software. Students will use their own records for input data while they learn. The program involves entering historical records of the herd, then updating on a monthly basis. Within the process reports will be generated to aid the operator in management decisions.

FOREIGN LANGUAGES

FOL 101 CONVERSATIONAL FOREIGN LANGUAGE I: FRENCH, GERMAN, RUSSIAN, SPANISH
(30 lecture hours/30 lab hours/3 credits)

This is the first course in a sequence for beginning students who wish to understand and speak (FOL). The material will include basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

FOL 102 CONVERSATIONAL FOREIGN LANGUAGE II: FRENCH, GERMAN, RUSSIAN, SPANISH
(30 lecture hours/30 lab hours/3 credits)

Prerequisite: FOL 101. This is the second course in a sequence for beginning students who wish to understand and speak (FOL). The material will continue to cover basic conversational patterns, expressions, and grammar.

FOL 111 FOREIGN LANGUAGE I: FRENCH, SPANISH
(60 lecture hours/30 lab hours/5 credits)#/*

Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading, and writing language. Note: The order of the topics and the methodology will vary according to the individual texts and instructors.

FOL 112 FOREIGN LANGUAGE II: FRENCH, SPANISH
(60 lecture hours/30 lab hours/5 credits)#/*

Prerequisite: FOL 111 or instructor permission. Continues FOL 111 in the development of functional proficiency in listening, speaking, reading and writing the language. Note: The order of the topics and the methodology will vary according to the individual texts and instructors.

FOL 211 FOREIGN LANGUAGE III: FRENCH, SPANISH
(30 lecture hours/30 lab hours/3 credits)#

Prerequisite: FOL 112 or instructor permission. Continues FOL 111 and FOL 112 in the development of increased functional proficiency in listening, speaking, reading, and writing the language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

FOL 212 FOREIGN LANGUAGE IV: FRENCH, SPANISH
(30 lecture hours/30 lab hours/3 credits)#

Prerequisite: FOL 211 or instructor permission. Continues FOL 111, FOL 112, and FOL 211 in the development of increased functional proficiency in listening, speaking, reading, and writing the language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

GEOGRAPHY

GEO 105 WORLD REGIONAL GEOGRAPHY
(45 lecture hours/3 credits)#/*

An introductory course designed to facilitate an understanding of spatial relationships between and among the geographic regions of the world. Included are demographic and cultural (political, economic, and historic) forces related to the physical environments of selected regions. Methods of study include analysis of and interrelationships between developed and developing regions.

GEOLOGY

GEY 106 PRINCIPLES OF GEOLOGY
(45 lecture hours/3 credits)*

This course is a general study of the characteristics of the past and present physical environment and the geologic forces at work to sculpt the landscape.

GEY 111 PHYSICAL GEOLOGY
(45 lecture hours/30 lab hours/4 credits)#/*

Studies the materials of the earth, its structure, surface features and the geologic processes involved in its development. This course includes laboratory experience.

GEY 121 HISTORICAL GEOLOGY
(45 lecture hours/30 lab hours/4 credits)#/*

Prerequisite: GEY 111 or consent of instructor. Studies the physical and biological development of the earth through the vast span of geologic time. Emphasizes the investigation and interpretation of sedimentary rocks, the record of ancient environments, fossil life forms, and physical events, all within the framework of shifting crustal plates. Course includes laboratory experience.

GEY 145 EARTH SCIENCE (45 lecture hours/3 credits)*

This course examines basic concepts in geology, astronomy, and meteorology. It is intended to introduce the nonscience major to the earth sciences, and to the effects of geological and meteorological phenomena upon man, and man's effect upon those phenomena.

HEALTH

HEA 106 CPR RECERTIFICATION (7.5 lecture hours/5 credit)

A review of CPR, an emergency lifesaving technique. Student must present previous CPR certification. Certification renewed for Community CPR, Adult CPR, infant & child CPR or Basic Life Support. Satisfactory and unsatisfactory grades will be assigned to this class.

HEA 107 ILLNESS AND THE CARE PROVIDER
(15 lecture hours/1 credit)

Develops the knowledge and skills for the health care worker that are necessary for understanding illness and recognizing symptoms of disease. Class objectives are to provide care for the terminally ill, to understand the stages of grief and dying, and to assist in rehabilitation. Communication skills, medical ethics, and acceptable reporting techniques will be discussed.

- General Education Common Core for the A.A. and A.S. Degrees

* - General Education Course

HEA 109 PERSONAL CARE SKILLS (45 lecture hours/3 credits)
Presents the theory and related practice of basic nursing procedures that are necessary to give safe nursing care. Emphasizes the scientific principles underlying these skills and on treating the patient/client as an individual.

HEA 116 MEDICAL TERMINOLOGY (30 lecture hours/2 credits)*
Builds skills in verbal and written communication of medical terms. Focuses on word elements that relate to human anatomy. Develops practical use of medical vocabulary with translation into non-medical terms.

HEA 117 HEALTH CARE LAB I (45 lab hours/2 credits)
A program designed to prepare the individual to perform basic tasks under the direction of a supervisor in health care agencies.

HEA 118 HEALTH CARE LAB II (45 lab hours/2 credits)
A continuation of HEALTH CARE LAB I skills with an exploration of student's chosen health career option.

HEA 126 STANDARD FIRST AID (15 lecture hours/1 credit)
Coordinated instructional system consisting of demonstration, videos, and practice sessions. American Red Cross and adult CPR card are earned. Satisfactory and unsatisfactory grades will be assigned to this class.

HEA 129 HEALTH CARE SKILLS I (45 lecture hours/3 credits)
Introduces basic health skills which includes vital signs, medical and surgical asepsis, body mechanics, positioning, transferring, and administering personal hygiene.

HEA 130 HEALTH CARE SKILLS II (45 lecture hours/3 credits)
Continuation of basic health skills, HEA 129. Explores health career options. Develops knowledge and skills for aide level employment in the health care field.

HEA 131 INFANT AND CHILD CARE I (15 lecture hours/30 lab hours/2 credits)
Provides instruction in the skills of newborn, infant, toddler and preschooler care. Safety, health, illness, and daily care are emphasized.

HEA 132 INFANT AND CHILD CARE II (15 lecture hours/30 lab hours/2 credits)
Emphasizes child care skills for the school aged and early adolescent child. Focuses on children with special needs including medical and educational aspects of handicapping conditions. Covers safety and security along with guidance and discipline for children.

HEA 137 IV THERAPY FOR LPN'S (45 lecture hours/23 lab hours/4 credits)
Provides LPN's with an opportunity to expand their nursing role by learning appropriate procedures for intravenous therapy and venous blood withdrawal. The program includes lecture, laboratory practice and clinical experience. Prepares the student for IV certification under State Board of Nursing guidelines.

HISTORY

HIS 101 WESTERN CIVILIZATION I (45 lecture hours/3 credits)#/*
Explores the major political, economic, social, diplomatic/military, cultural, and intellectual events, and the roles of key personalities that shaped Western civilization from the prehistoric era to 1715.

HIS 102 WESTERN CIVILIZATION II (45 lecture hours/3 credits)#/*
Explores the major political, economic, social, diplomatic/military, cultural, and intellectual events, and the roles of key personalities that shaped Western civilization from 1650 to the present day.

HIS 201 U.S. HISTORY I (45 lecture hours/3 credits)#/*
Examines the major political, economic, social, diplomatic/military, cultural, and intellectual events in American History from the first inhabitants through the Civil War/Reconstruction.

HIS 202 U.S. HISTORY II (45 lecture hours/3 credits)#/*
Examines the major political, economic, social, diplomatic/military, cultural, and intellectual events in American History from reconstruction to the present.

HIS 225 COLORADO HISTORY (45 lecture hours/3 credits)*
This course presents the story of the people, society, and cultures of Colorado from the earliest Native Americans, through the Spanish influx, the explorers, the fur traders and mountain men, the gold rush, railroad builders, the cattlemen and farmers, the silver boom, the tourists and the modern twentieth-century state.

HOME ECONOMICS

HEC 115 HUMAN NUTRITION (45 lecture hours/3 credits)*
Studies nutrition principles throughout the life cycle including contemporary nutrition issues.

HEC 118 CHILD NUTRITION AND FOOD PREPARATION (25 lecture hours/10 lab hours/2 credits)
Emphasizes basic nutrition, food selection and preparation, food habits, and common nutritional problems as they relate to children.

HUMANITIES

HUM 121 SURVEY OF HUMANITIES I (45 lecture hours/3 credits)#/*
Introduces students to the history of ideas in Western cultures through a study of the visual arts, literature, drama, music, and philosophy of early civilizations, Greek and Roman antiquity, and Christian eras. Emphasizes connections among the arts, values, and diverse cultures.

HUM 122 SURVEY OF HUMANITIES II (45 lecture hours/3 credits)#/*
Examines the Medieval, Renaissance, and Baroque periods through a study of the visual arts, literature, music, and philosophy. Compares and contrasts diverse cultural ideas and feminine and masculine viewpoints.

HUM 123 SURVEY OF HUMANITIES III (45 lecture hours/3 credits)#/*
Examines the cultures of the 17th through the 20th centuries by focusing on the interrelatedness of the arts, ideas, and history. Considers the influences of industrialism, scientific development, and non-European peoples.

- General Education Common Core for the A.A. and A.S. Degrees

* - General Education Course

JOURNALISM

JOU 106 FUNDAMENTALS OF REPORTING

(45 lecture hours/3 credits)*

This is an introductory course in newswriting, reporting, and interviewing, with an emphasis on clarity, accuracy, timeliness and fairness.

JOU 121 INTRODUCTION TO PRINT MEDIA PHOTOGRAPHY

(30 lecture hours/30 lab hours/3 credits)

This is an introductory, hands-on course in black-and-white photography, with an emphasis on photojournalistic techniques, processing and printing. This course includes an investigation of word/picture relationships in creating photo essays for publications.

JOU 206 INTERMEDIATE NEWSWRITING AND EDITING

(45 lecture hours/3 credits)*

Prerequisite: JOU 106 or permission of instructor. This course will sharpen students skills in newswriting and reporting with an emphasis on editing, ethics, and news judgement. Students may also develop skills in broadcast, public affairs and investigative writing.

LITERATURE

LIT 115 INTRODUCTION TO LITERATURE

(45 lecture hours/3 credits)#/*

Introduces students to fiction, poetry, and drama. Emphasizes active and responsive reading.

LIT 126 STUDY OF POETRY (45 lecture hours/3 credits)*

This course focuses on careful reading and interpretation of various poems representing types and periods of poetry. It examines formal as well as thematic elements of poetry.

LIT 127 STUDY OF THE NOVEL (45 lecture hours/3 credits)*

This course focuses on careful reading and interpretation of selected novels. It examines formal as well as thematic elements of longer fiction.

LIT 201 MASTERPIECES OF LITERATURE I

(45 lecture hours/3 credits)#/*

Examines significant writings in world literature from the ancients through the Renaissance. Emphasizes careful reading and understanding of the works and their cultural backgrounds.

LIT 202 MASTERPIECES OF LITERATURE II

(45 lecture hours/3 credits)#/*

Examines significant writings in world literature from the seventeenth century to the present. Emphasizes careful reading and understanding of the works and their cultural backgrounds.

LIT 211 SURVEY OF AMERICAN LITERATURE I

(45 lecture hours/3 credits)*

This course is an overview of American literature from the Puritans through the nineteenth century Romantics. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers.

LIT 212 SURVEY OF AMERICAN LITERATURE II

(45 lecture hours/3 credits)*

This course is an overview of American literature from the mid-nineteenth century to the present. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers.

MANAGEMENT

MAN 205 SMALL BUSINESS MANAGEMENT

(30 lecture hours/2 credits)

Studies the problems and opportunities characteristic of small business. Covers techniques of start-up strategies and operation.

MAN 215 PRINCIPLES OF SUPERVISION

(30 lecture hours/2 credits)*

Develops an awareness of the interrelationships of people within the work force and provides an insight into various techniques used by supervisors to achieve organizational objectives. Motivation and staffing are major considerations.

MAN 226 PRINCIPLES OF MANAGEMENT

(45 lecture hours/3 credits)*

A survey of the principles of management. Emphasis will be on the preliminary functions of planning, organization, staffing, directing, and controlling with a balance between the behavioral and operational approach.

MAN 227 MANAGEMENT SIMULATION

(15 lecture hours/23 lab hours/2 credits)

Prerequisite: MAN 226. Uses case studies to apply fundamental management skills in problem solving. Cases present realistic job situations and integrate class skills for solutions.

MARKETING

MAR 111 PRINCIPLES OF SALES (45 lecture hours/3 credits)

This course enables students to understand and develop ethical sales techniques and covers the role of selling in the marketing process. Behavioral considerations in the buying and selling process and sales techniques are emphasized.

MAR 117 PRINCIPLES OF RETAILING (45 lecture/3 credits)

This course is a 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 216 PRINCIPLES OF MARKETING

(45 lecture hours/3 credits)*

The analysis of theoretical marketing processes and the strategies of product development, pricing, promotion and distribution, and their applications to businesses and the individual consumer.

MAR 226 MARKETING RESEARCH (30 lecture hours/2 credits)

This course will introduce the principles and practices of marketing research, including research instruments, data collection, and data interpretation.

- General Education Common Core for the A.A. and A.S. Degrees

* - General Education Course

MATHEMATICS

MAT 115 COLLEGE MATHEMATICS

(45 lecture hours/3 credits)*

Students learn topics from a broad overview of modern mathematical concepts. Topics include fundamental counting principles, permutations, combinations, probability, natural numbers, binary systems, exponential growth, paradoxes and mathematical curves. Acceptable for the AGS degree, AAS degree, and occupational certificates.

MAT 121 COLLEGE ALGEBRA (60 lecture hours/4 credits)#/*

Prerequisite: DEM 018 or equivalent. Includes a brief review of intermediate algebra, equations and inequalities, functions and their graphs, exponential and logarithmic functions, linear and non-linear systems, selection of topics from among graphing of the conic sections, introduction to sequences and series permutations and combinations, the binomial theorem and theory of equations.

MAT 122 COLLEGE TRIGONOMETRY (45 hours/3 credits)*

Prerequisite: MAT 121 or permission of the instructor. This is a traditional prerequisite course to the calculus sequence. Topics include trigonometric functions (with graphs and inverse functions), identities and equations, solutions of triangles, complex numbers, and other topics as time permits.

MAT 125 SURVEY OF CALCULUS

(60 lecture hours/4 credits)#/*

Prerequisite: MAT 121 or Finite Mathematics (or equivalent) or permission of instructor. For business, life science and/or social science majors. Includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential, and logarithmic functions.

MAT 135 INTRODUCTION TO STATISTICS

(45 lecture hours/3 credits)#/*

Prerequisite: DEM 018 or equivalent. Includes data presentation and summarization, introduction to probability concepts and distributions, statistical inference-estimation, hypothesis testing, comparison of populations, correlation, and regression.

MAT 201 CALCULUS I (75 lecture hours/5 credits)#/*

Prerequisite: MAT 121 and MAT 122 or equivalent. Introduces single variable calculus and analytic geometry. Includes limits, continuity, derivatives, and applications of derivatives as well as indefinite and definite integrals and some applications.

MAT 202 CALCULUS II (75 lecture hours/5 credits)#/*

Prerequisite: MAT 201 or permission of instructor. Continuation of single variable calculus and includes techniques of integration, polar coordinates, analytic geometry, improper integrals, and infinite series.

MUSIC

MUS 120 MUSIC APPRECIATION (45 lecture hours/3 credits)#

Covers the basic materials of music, musical forms, media, genres, and musical periods. Emphasizes the development of tools for informed listening and appreciation.

NURSING

NUR 202 SOCIALIZATION INTO NURSING II

(15 lecture hours/1 credit)

Prerequisite: Admission into Level II. This course introduces the student to the role, responsibilities, and dependent and independent functions of the associate degree nurse in the health delivery system. Content areas include role transition from LPN to RN, historical perspectives of ADN nursing, legislation, legal/ethical issues, and professional organizations.

NUR 203 SOCIALIZATION INTO NURSING III.

(30 lecture hours/2 credits)

Prerequisite: NUR 202, NUR 211, NUR 212, NUR 213, NUR 214, NUR 221, NUR 222. Corequisite: NUR 205, NUR 206. This course prepares the student for the transition from student to graduate nurse. Focus is on principles of effective leadership and management as they relate to individual and team membership. Included are licensure, and legal and professional issues as they relate to this role change.

NUR 205 COMPREHENSIVE CONCEPTS IN GERONTOLOGICAL NURSING

(30 lecture hours/2 credits)

Prerequisite: NUR 202, NUR 211, NUR 212, NUR 213, NUR 214, NUR 221, NUR 222. Corequisite: NUR 203, NUR 206. This course is a continuation of the study of aging. The focus is on the biological, psychological, social, cultural, and spiritual components of the normal aging process with emphasis on the physiological effects related to nursing care of the older adult.

NUR 206 COMPREHENSIVE NURSING CLINICAL

(192 practicum hours/3 credits)

Prerequisite: Grade of C or better in previous NUR coursework. Corequisite: NUR 203, NUR 205. This course offers the clinical practicum to apply the theory of previous nursing courses. Focus includes application of principles of team leading, role change in a variety of clinical settings and clinical preceptorship, with an emphasis on proficiency in acquired nursing skills.

NUR 211 COMPREHENSIVE MEDICAL-SURGICAL NURSING I

(60 lecture hours/4 credits)

Prerequisite: Admission into Level II. Corequisite: NUR 212, NUR 202. This course is a comprehensive study of the nursing needs of the adult with medical-surgical conditions utilizing integration of nursing care with pathophysiology and related symptoms of respiratory, cardiovascular, and neurologic disorders, and dietary and pharmacological therapies. Focus includes nursing process, nursing physical assessment, nutritional, fluid and electrolyte assessment, and intravenous therapy.

NUR 212 COMPREHENSIVE MEDICAL-SURGICAL NURSING CLINICAL I

(112 practicum hours/3 credits)

Prerequisite: Admission into Level II. Corequisites: NUR 202, NUR 211. This course offers the clinical practicum to apply the theory of NUR 211. Focus includes application of nursing process, nursing assessment, nutritional support, intravenous therapy, and utilizing Maslow's hierarchy in the care of adult medical-surgical patients.

- General Education Common Core for the A.A. and A.S. Degrees

* - General Education Course

NUR 213 COMPREHENSIVE MEDICAL-SURGICAL NURSING II
(30 lecture hours/2 credits)

Prerequisite: NUR 202, NUR 211, NUR 212, NUR 221, NUR 222. Corequisite: NUR 214. This course is a comprehensive study of the nursing needs of the adult with medical-surgical conditions in the acute care setting. It is a continuation of NUR 211, building on knowledge previously gained in meeting the needs of adult patients. Focus includes gastrointestinal, metabolic, endocrine, renal, reproductive, immune, musculoskeletal and oncology disorders.

NUR 214 COMPREHENSIVE MEDICAL-SURGICAL NURSING CLINICAL II
(120 practicum hours/5 credits)

Prerequisite: NUR 202, NUR 211, NUR 212, NUR 221, NUR 222. Corequisite: Nur 213. This course offers the clinical practicum to apply the theories of prerequisite nursing courses. Focus includes application of nursing process in the care of medical-surgical patients in the acute care setting.

NUR 221 COMPREHENSIVE PSYCHOSOCIAL NURSING
(30 lecture hours/2 credits)

Prerequisite: Grade of C or better in previous NUR coursework. Corequisite: NUR 202, NUR 222. This course studies human behavior and interpersonal relationships as well as basic principles of psychiatric nursing. The role of the nurse in prevention, crisis situations, and in meeting the emotional needs of ill patients is examined.

NUR 222 COMPREHENSIVE PSYCHOSOCIAL NURSING CLINICAL
(112 practicum hours/3 credits)

Prerequisite: Grade of C or better in previous NUR coursework. Corequisite: NUR 202, NUR 221. This course offers the clinical practicum to apply the theory of NUR 221. Focus includes application of nursing process in assessing psychosocial needs and planning patient care, utilizing Maslow's hierarchy and concepts from Selye and Erikson.

NUR 231 COMPREHENSIVE CONCEPTS IN PARENT-CHILD NURSING
(30 lecture hours/2 credits)

Prerequisite: NUR 202, NUR 211, NUR 212, NUR 213, NUR 214, NUR 221, NUR 222. Corequisite: NUR 232. This course is a comprehensive study of family centered childbearing and child health. Focus is on complications of pregnancy and nursing measures utilized to reduce maternal-infant morbidity. It also includes a continuation of the study of the needs in health and illness of the child from infancy through adolescence.

NUR 232 COMPREHENSIVE PARENT-CHILD NURSING CLINICAL
(208 practicum hours/3 credits)

Prerequisite: NUR 202, NUR 211, NUR 212, NUR 213, NUR 214, NUR 221, NUR 222. Corequisite: NUR 231. This course offers the clinical practicum to apply the theory of NUR 213. Focus includes application of nursing process in the care of mothers, newborns, and children, utilizing Maslow's Hierarchy of Needs and Developmental Theory. Emphasis is placed on identifying psychosocial impacts, pathophysiology, and use of nursing process involved in the care of high risk family members.

OFFICE TECHNOLOGY

OFT 101 ALPHA SHORTHAND I (60 lecture hours/4 credits)

Prerequisite: OFT 111, concurrent enrollment, or consent of instructor. Introductory course covering the theory of an alphabetic system of shorthand. Brief forms, theory, dictation speed, and transcription skills will be developed.

OFT 105 INTRODUCTORY KEYBOARDING
(30 lab hours/1 credit)

Introduces the use of the standard keyboard (letter, symbol and number keys) by the touch system. Emphasizes computer keyboards with skills applying equally to electric and electronic typewriters.

OFT 111 KEYBOARDING (68 lab hours/3 credits)

Introduces the operation of the microcomputer as a keyboarding tool utilizing the touch system. Covers letter, figure and symbol keys, memoranda, business letters, tables, and reports.

OFT 112 FORMATTING (68 lab hours/3 credits)

Prerequisite: OFT 111 or consent of instructor. Reinforces basic keyboarding formats and procedures. Emphasizes speed and accuracy in office-type production output. Stresses productivity and decision-making skills.

OFT 113 ADVANCED FORMATTING (68 lab hours/3 credits)

Prerequisite: OFT 112 or consent of instructor. Continues the development of speed and accuracy. Emphasizes specialized keyboarding applications for legal, medical, and other advanced clerical positions.

OFT 114 WORD PROCESSING OPERATIONS
(20 lecture hours/60 lab hours/4 credits)

Prerequisite: OFT 112 or concurrent enrollment or consent of instructor. Provides students with an understanding of word processing concepts, functions, applications, and techniques. In addition to word processing theory, students train in the use of word processing equipment/software using realistic simulations.

OFT 116 LEGAL TERMINOLOGY (30 lecture hours/2 credits)

Familiarizes student with the legal terminology essential to the non-lawyer employee in a legal firm. Topics include correct spelling, pronunciation, and definition of legal terms.

OFT 117 LEGAL FORMATTING (68 lab hours/3 credits)

Prerequisites: OFT 112 or consent of instructor. Continues the development of speed and accuracy while emphasizing specialized legal keyboarding applications. Topics covered include court documents and other legal documents, and advanced administrative communications for the legal office.

OFT 118 MEDICAL FORMATTING (68 lab hours/3 credits)

Prerequisites: OFT 112 or consent of instructor. Continues the development of speed and accuracy while emphasizing specialized medical keyboarding applications. Topics covered include insurance forms, billing and collection procedures, and creating and revising various medical reports.

OFT 205 MACHINE TRANSCRIPTION (45 lab hours/2 credits)

Prerequisite: OFT 111 and concurrent enrollment in OFT 112 or consent of instructor. Provides fundamental instruction in the use of transcribing machines in the preparation of business letters and other correspondence. Includes a review of letter styles, rules of transcription and punctuation, and the mechanics of producing mailable letters at high production rates.

- General Education Common Core for the A.A. and A.S. Degrees

* - General Education Course

OFT 208 OFFICE ADMINISTRATION**(45 lecture hours/3 credits)**

Presents new developments, technology, procedures, organization, and contemporary terminology used in effective office management. Emphasizes decision making and application of administrative skills.

OFT 215 LEGAL TRANSCRIPTION (45 lab hours/2 credits)

Prerequisites: OFT 111, OFT 116, and concurrent enrollment in OFT 112 or consent of instructor. Provides instruction in the use of transcribing machines in the preparation of legal documents and correspondence. Topics include document production mechanics as well as litigation, civil actions, criminal law, probate, real property, contracts, leases, domestic relations, and commercial paper.

OFT 216 MEDICAL TRANSCRIPTION (45 lab hours/2 credits)

Prerequisites: OFT 111, HEA 116, and concurrent enrollment in OFT 112 or consent of instructor. Provides instruction in the use of transcribing machines in the preparation of medical documents and correspondence. Topics include medical forms and reports, medical correspondence, and insurance forms.

PHILOSOPHY**PHI 111 INTRODUCTION TO PHILOSOPHY****(45 lecture hours/3 credits)#/***

Prerequisite: College entry level reading and writing skills. Introduces significant human questions and emphasizes understanding the meaning and methods of philosophy. Includes the human condition, knowledge, freedom, history, ethics, the future, and religion.

PHI 112 ETHICS (45 lecture hours/3 credits)#/*

Prerequisite: College level reading and writing skills. Examines human life, experience, and thought in order to discover and develop the principles and values for pursuing a more fulfilled existence. Theories designed to justify ethical judgments are applied to a selection of contemporary personal and social issues.

PHI 113 LOGIC (45 lecture hours/3 credits)#/*

Prerequisite: College entry level reading and writing skills. 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.

PHYSICAL EDUCATION**PED 105 CPR (15 lecture hours/1 credit)***

The course is designed to teach first aid procedures for respiratory failure, obstructed airway, and cardiac arrest victims of all ages. It meets certificate requirements of American Red Cross, American Heart Association or Medic First Aid.

PED 110 PHYSICAL EDUCATION ACTIVITIES: (30 hours/1 credit)

Development of skills in physical education activities; basketball, physical fitness, bowling, cross-country skiing, downhill skiing, softball, golf, swimming, tennis, volleyball, weightlifting, air-rifle shooting.

PED 111 INTERMEDIATE PHYSICAL EDUCATION ACTIVITIES: (30 hours/1 credit)

Continuation of development of skills in physical education activities; basketball, physical fitness, bowling, cross-country skiing, downhill skiing, softball, golf, swimming, tennis, volleyball, weightlifting, air-rifle shooting.

PED 117 WATER SAFETY INSTRUCTOR (30 lecture hours/30 lab hours/3 credits)

Prerequisite: ISHE certification, current EWS or lifeguard certificate, and student must be 17 years old. Methods of teaching swimming skills and water safety practices. Red Cross Safety Instructor certificate issued upon completion.

PED 125 STANDARD FIRST AID-ADULT CPR (30 lecture hours/2 credits)*

This course provides standard first aid and adult CPR instruction through the use demonstration videos, instructor-led practice sessions and a workbook. Topics included are rescue breathing, obstructed airway, adult CPR, wounds, shock, poisoning, burns, fractures, and sudden illness. Standard First Aid and Adult CPR certification is included.

PHYSICAL THERAPIST ASSISTANT**PTA 115 PRINCIPLES AND PRACTICE OF PHYSICAL THERAPY (30 lecture hours/2 credits)**

History and definition of Physical Therapy as a profession. Discusses ethics, professionalism, communications and human relations as they relate to the health care field with current issues and trends in physical therapy.

PTA 210 PHYSICAL THERAPY PROCEDURES I (30 lecture hours/68 lab hours/ 5 credits)

Prerequisite: Admission to PTA program. Examines the principles and practices of physical therapy and develops an understanding of the following procedures: range of motion, positioning, body mechanics, transfers, wheelchair management, and architectural barriers, activities of daily living, bandaging, asepsis, isolation techniques, basic gait training with assistive device, and SOAP documentation.

PTA 220 PHYSICAL THERAPY PROCEDURES II (30 lecture hours/68 lab hours/ 5 credits)

Prerequisite: Admission to PTA Program. Examines the principles and practices of physical therapy and develops an understanding of the following procedures: therapeutic heat and cold, hydro therapy, TENS, massage, biofeedback, traction, and an introduction to the use of electro therapy.

PTA 221 PTA CLINIC INTERNSHIP I (80 practicum hours/2 credits)

Prerequisites: PTA 210, PTA 220. The initial clinical visitation with observation of various types of patients and practicum of skills and techniques learned in preceding courses.

PTA 222 PTA CLINIC INTERNSHIP II (80 practicum hours/2 credits)

Prerequisites: PTA 221. This continuation of Clinic I, includes practical application of physical therapy procedures, professional behavior, and communication principles appropriate in the physical therapy practice setting.

- General Education Common Core for the A.A. and A.S. Degrees

* - General Education Course

PTA 223 PTA CLINIC INTERNSHIP III**(240 clinical internship hours/5 credits)**

Prerequisites: PTA 240. Application of physical therapy principles and practice with emphasis on applied theoretical knowledge, quality assurance, and patient/professional communication. The student will also develop towards proficiency as a graduate Physical Therapist Assistant in the clinical setting.

PTA 224 PTA CLINIC INTERNSHIP IV**(240 clinical internship hours/5 credits)**

Prerequisites: PTA 223. Continued application of physical therapy principles and practice with emphasis on applied theoretical knowledge, quality assurance, and patient/professional communication and special needs groups. The students will develop towards proficiency as a graduate Physical Therapist Assistant in the clinical setting.

PTA 225 MEDICAL LECTURES (75 lecture hours/5 credits)

Prerequisite: BIO 201 and BIO 202. An introduction to the pathology of orthopedic, medical, neurological and surgical problems as they relate to physical therapy treatment.

PTA 230 PHYSICAL THERAPY PROCEDURES III**(30 lecture hours/68 lab hours/5 credits)**

Prerequisite: PTA 222. Corequisite: PTA 225. Examines the principles and practices of physical therapy and develops an understanding of the following procedures: therapeutic exercise as it pertains to orthopedics and surgical conditions, goniometry, MMT, orthotics, prosthetics, and sport injuries.

PTA 235 PRINCIPLES OF ELECTRICAL STIMULATION**(15 lecture hours/22.5 lab hours/2 credits)**

Prerequisite: PTA 220. Investigates the principles and application of electrical stimulation (ES) modalities currently used in physical therapy practice. The electrochemical and physiological effects of electrical stimulation and the various forms and applications of ES will be identified.

PTA 240 PHYSICAL THERAPY PROCEDURES IV**(30 lecture hours/68 lab hours/5 credits)**

Prerequisite: PTA 222. The theory and principles of physical therapy will be expanded with an introduction to evaluation techniques and advanced physical therapy procedures related to special needs population that includes but is not limited to geriatrics, pediatrics, sports medicine, home health patients, industrial rehabilitation, and neurological patients.

PTA 245 PHYSICAL THERAPIST ASSISTANT SEMINAR**(30 lecture hours/2 credits)**

Prerequisite: PTA 224. A summary of clinical affiliations. Areas of focus include equipment, legislative issues, types of practice, and trends in treatment, approaches, and techniques, career information, resumes, goal setting, licensing and employment opportunities.

PHYSICS**PHY 105 CONCEPTUAL PHYSICS****(45 lecture hours/30 lab hours/4 credits)#/***

(For non-science majors) Studies include mechanics, heat, properties of matter, electricity and magnetism, light and modern physics. This course includes laboratory experience.

PHY 111 PHYSICS: ALGEBRA BASED I**(60 lecture hours/30 lab hours/5 credits)#/***

Corequisite: MAT 122. Studies include mechanics and heat. This course includes laboratory experience.

PHY 112 PHYSICS: ALGEBRA BASED II**(60 lecture hours/30 lab hours/5 credits)#/***

Prerequisite: PHY 111. Studies include electricity and magnetism, light, and modern physics. This course includes laboratory experience.

PHY 211 PHYSICS: CALCULUS BASED I**(60 lecture hours/30 lab hours/5 credits)#/***

Prerequisite: MAT 121 & MAT 122. Corequisite: MAT 201. Studies include mechanics and heat. This course includes laboratory experience.

PHY 212 PHYSICS: CALCULUS BASED II**(60 lecture hours/30 lab hours/5 credits)#/***

Prerequisite: PHY 211. Studies include wave motion, electricity and magnetism, and light. This course includes laboratory experience.

POLITICAL SCIENCE**POS 105 INTRODUCTION TO POLITICAL SCIENCE****(45 lecture hours/3 credits)#/***

Survey of the discipline of political science, including political philosophy and ideology, democratic and non-democratic governments, and processes, and international relations.

POS 111 AMERICAN GOVERNMENT**(45 lecture hours/3 credits)#/***

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.

PSYCHOLOGY**PSY 101 GENERAL PSYCHOLOGY I****(45 lecture hours/3 credits)#/***

Scientific study of behavior including motivation, emotion, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning, and memory.

PSY 102 GENERAL PSYCHOLOGY II**(45 lecture hours/3 credits)#/***

Scientific study of behavior including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development, and social psychology.

PSY 106 HUMAN RELATIONS (45 lecture hours/3 credits)*

This course emphasizes the development and practice of effective interpersonal communication skills on and off the job.

PSY 116 STRESS MANAGEMENT (30 lecture hours/2 credits)*

This course identifies the physiological, emotional and behavioral aspects of stress. Techniques of stress reduction and management are explored and applied.

- General Education Common Core for the A.A. and A.S. Degrees

* - General Education Course

PSY 117 PARENTING (30 lecture hours/2 credits)

This course examines effective techniques for working with children with emphasis on setting realistic expectations, consideration of individual differences, satisfactory communication, and effective parent-child relationships.

PSY 118 BEGINNING COUNSELING (30 lecture hours/2 credits)*

This course introduces students to communication techniques useful in helping people. Students will acquire skills in attending, listening, empathizing, and facilitating for use at a peer counseling level.

PSY 206 EMPLOYMENT SEMINAR (15 lecture hours/1 credit)

This course is designed to assist students in developing skills that are needed in searching for and acquiring a job. Topics include markets, resumes, applications and interviews.

PSY 207 CHILD SEXUAL ABUSE (30 lecture hours/2 credits)

Deals with a historical understanding of child sexual abuse, including definitions, dynamics, effects on the victim, how society intervenes and prevention methods. Designed for the professional in education, public health, health sciences, social work, and law. Does not apply to A.A. or A.S. degree requirements.

PSY 226 SOCIAL PSYCHOLOGY (45 lecture hours/3 credits)

Prerequisite: PSY 101 or 102 or SOC 101 or 102. This course covers behavior of humans in social settings including attitudes, aggression, conformity, cooperation and competition, prejudice, and interpersonal attraction.

PSY 229 INTRODUCTION TO ADDICTIVE BEHAVIORS (45 lecture hours/3 credits)*

This course explains addictive behavior and examines its effects on individuals, families, and society.

PSY 235 HUMAN GROWTH & DEVELOPMENT (45 lecture hours/3 credits)*

This course is a survey of human development from conception through death emphasizing physical, cognitive, emotional and psychosocial factors.

PSY 247 CHILD ABUSE & NEGLECT (30 lecture hours/2 credits)*

This course examines the causes and effects of physical, sexual, and psychological abuse and neglect. Intervention and prevention strategies are emphasized.

PSY 248 CHILD & ADOLESCENT PSYCHOLOGY (45 lecture hours/3 credits)*

This course examines physical, cognitive, emotional, and psychosocial development from conception through adolescence.

PSY 249 ABNORMAL PSYCHOLOGY (45 lecture hours/3 credits)

Prerequisite: PSY 101 or 102 or SOC 101 or 102. This course is a study of abnormal behavior and its classification, causes, prevention, and treatment.

PSY 265 PSYCHOLOGY OF PERSONALITY (45 lecture hours/3 credits)*

Prerequisite: PSY 101 or permission of instructor. This course examines structure, function, and development of personality. Major theories of personality are considered. The impact of family, culture, and stress are viewed in their relationship to personality.

SCIENCE**SCI 115 PRINCIPLES OF METEOROLOGY (45 lecture hours/3 credits)***

Examines principles of synoptic meteorology and simple atmospheric thermodynamics. Topics include the atmosphere, clouds, precipitation, heat balance, air in motion, jet streams, general circulation, climate, forecasting and statistics.

SCI 116 NATURAL SCIENCE (60 lecture hours/30 lab hours/5 credits)*

Students study science and technology with an emphasis on physics and chemistry. Includes the laws of motion, work, power, energy, sound, music, electromagnetics, inorganic and organic chemistry. Laboratory experimentation tests the theories presented.

SOCIOLOGY**SOC 101 INTRODUCTION TO SOCIOLOGY I (45 lecture hours/3 credits)#/***

Examines the basic concepts, theories, and principles of sociology, as well as human cultures, social groups, and the social issues of age, gender, class, and race.

SOC 102 INTRODUCTION TO SOCIOLOGY II (45 lecture hours/3 credits)#/*

Examines social institutions and organizations from the macro perspective. Emphasizes issues of social change, demography, social movements, and conflicts and trends within education, religion, family, political, and economic structures.

SOC 205 MARRIAGE & FAMILY (45 lecture hours/3 credits)*

This course will help develop an understanding of marriage, family, and kinship. It examines the family as an institution and how social, cultural, and personal factors influence family relations. The stability and diversity of the family will be explored, along with current trends and some alternative life styles.

SPEECH**SPE 115 PRINCIPLES OF SPEECH COMMUNICATION (45 lecture hours/3 credits)#/***

Combines basic theory of speech communication with public speech performance skills. Emphasizes speech delivery, preparation, organization, support, and audience analysis.

TRUCK DRIVER TRAINING**TDI 101 INTRODUCTION TO TRUCK DRIVING (120 instructional lab hours/4 credits)**

History and definition of tractor trailer driving as an occupation. Discusses trip planning, lifestyle, applied mathematics, and human relations as they relate to the trucking industry. Promotes an understanding of the role of long-haul trucking in a complex and changing motor carrier workforce.

- General Education Common Core for the A.A. and A.S. Degrees

* - General Education Course

TDT 105 COMMERCIAL DRIVING (45 lecture hours/3 credits)
Introduces general knowledge of the trucking industry. Provides an orientation and history of trucking and meets requirements for commercial drivers license.

TDT 106 MANAGEMENT & ACCOUNTABILITY
(15 lecture hours/1 credit)

Develops problem solving skills as it relates to management. Integrates realistic job situations and time utilization.

TDT 107 DEFENSIVE DRIVING (15 lecture hours/1 credit)
Continues driving skills including mechanical and physical exposure in the industry.

TDT 108 MOTOR CARRIER OPERATIONS & MANAGEMENT
(15 lecture hours/1 credit)

Examines rights and authority in trucking operations. Includes procedures relating to permits, licensing and insurance.

TDT 115 OWNER/OPERATOR & INDEPENDENT TRUCKING
(15 lecture hours/1 credit)

Surveys the components of independent trucking operations.

TDT 116 SAFETY CONTROL (30 lecture hours/2 credits)
Introduces the provisions of Federal motor carrier safety regulations and other procedures under ICC requirements.

TDT 117 VEHICLE AWARENESS (30 lecture hours/2 credits)
Familiarizes the student with preventive maintenance and serving of vehicles. Develops skills in diagnosing and reporting malfunctions.

TDT 118 BASIC OPERATION
(7 lecture hours/38 lab hours/2 credits)

Covers interaction between the driver and the vehicle. Presents methods to control vehicle motion, couple trailers and insure proper operating condition.

TDT 125 SAFE OPERATING PRACTICES
(15 lecture hours/23 lab hours/2 credits)

Develops the interaction between driver/vehicle combination and highway traffic environment. Application of skills to insure road safety.

TDT 126 ADVANCED OPERATING PRACTICES
(12 lecture hours/5 lab hours/1 credit)

Provides coping skills necessary to deal with hazards of the roadway/traffic environment.

WELDING

WEL 131 BASIC WELDING
(15 lecture hours/23 lab hours/2 credits)

Introduces beginning industrial welding techniques. Students will be prepared for entry level welding skills in basic arc and manual inert gas welding (MIG). Includes safety oriented training to learn equipment set-up, operation and technique. This course may also be helpful for individuals interested in improving existing welding skills.

WEL 132 ADVANCED WELDING
(15 lecture hours/23 lab hours/2 credits)

A continuation of Basic Welding. In addition to instruction, the student will be practicing the process needed in the industrial welding field.

WEL 133 INDUSTRIAL WELDING
(20 lecture hours/15 lab hours/2 credits)

Covers the techniques which are necessary for certification through the American Welding Society (AWS). Students receive theory and practice in industrial welding.

YOUNG FARMERS

YOF 105 YOUNG FARMERS
(30 lecture hours/15 private instruction hours/4 credits)

Provides yearly enrollment for farmers of all ages. Concentrated in the winter months, classes will cover current agricultural issues and practices presented by knowledgeable specialists. Coordinated and operated from the local high school Agriculture Departments, the program will also provide individualized instruction for students throughout the year as needed.

PERSONALIZED ASSISTANCE IN LEARNING DEVELOPMENTAL EDUCATION

The Personalized Assistance in Learning Laboratory (PAL Lab), located in Cottonwood, Room 110, provides a variety of services and computer-assisted materials for students. Experienced instructors and peer tutors provide limited free tutorial assistance to aid students in their coursework.

Developmental courses are designed to help students improve basic learning skills. Students may take courses to reinforce their skills in mathematics, reading, writing, and study skills for personal enrichment or as recommended following assessment. Placement tests help academic advisors assist students in course selection. Developmental studies classes are small so that students can receive individual attention. Developmental courses do not apply toward degree or certificate program requirements.

DEVELOPMENTAL COURSES

BAS 005 COLLEGE FOR LIVING (30 lecture hours/2 credits)
College for Living is a unique concept in the education of developmentally disabled adults. This course offers adult continuing education in basic living skills.

DEE 011 ENGLISH SKILLS I (30 lecture hours/2 credits)
This course is designed to prepare the student for DEE 012. It provides instruction in the mechanics of writing, which includes grammar, basic sentence types, capitalization and punctuation. Ample writing practice is used to strengthen writing skills and apply them in practical applications.

DEE 012 ENGLISH SKILLS II (45 lecture hours/3 credits)
This basic skills English course meets both the personal needs of the student and the recommended minimum standards of the program in which the student is enrolled. The course develops writing skills including skills in revising and correcting simple errors, a review of English usage, punctuation and capitalization.

- General Education Common Core for the A.A. and A.S. Degrees

* - General Education Course

DEM 011 MATH SKILLS I (30 lecture hours/2 credits)

This course is designed to prepare the student for DEM 012. Students increase skills and knowledge of the four basic math operations for whole numbers, fractions, decimals and percents.

DEM 012 MATH SKILLS II (45 lecture hours/3 credits)

This course provides instruction in real numbers (fractions, decimals, percents) and develops problem solving strategies. Depending upon the students program of study, the following topics are also required; pre-algebra, basic geometry and measurement.

DEM 015 INTRODUCTORY ALGEBRA**(60 lecture hours/4 credits)**

Prerequisite: DEM 012 or permission of instructor. Includes concepts of number systems, real numbers, solving equations and equalities, exponents and polynomials, factoring, rational expressions, graphing linear equations, linear systems, roots, radicals and quadratic equations.

DEM 018 INTERMEDIATE ALGEBRA**(60 lecture hours/4 credits)**

Prerequisite: DEM 015 or High School Algebra I. Includes concepts of linear equations and inequalities; polynomials and factoring; rational expressions; exponents and radicals; quadratic equations and inequalities; graphs, relations and functions; systems of linear equations and inequalities.

DER 011 READING SKILLS I (30 lecture hours/2 credits)

This course develops and reviews basic reading skills to prepare the student for DER 012. The course includes reading comprehension, vocabulary development and reading mechanics.

DER 012 READING SKILLS II (45 lecture hours/3 credits)

This course develops basic skills in reading to meet the personal needs of the student as well as the recommended minimum standards for the major program in which the student is enrolled. The course develops flexibility in reading rates, enlarges vocabulary and improve comprehension skills by using context clues and critical analysis.

DES 015 BASIC SKILLS**(Variable/15-45 lecture hours/1-3 credits)**

Covers subject areas in math, reading and English. It is designed to develop basic skills in each subject area sufficient to meet the recommended minimum standards for the major program in which the student is enrolled.

DES 016 CUSTOMIZED BASIC SKILLS**(Variable/15-45 lecture hours/1-3 credits)**

Students enter this program either through self-referral or teacher-referral. Difficulties in the areas of communication, math, sciences, or other disciplines are diagnosed through appropriate educational tests, and a program for improvement is designed by the staff for the student. Students may work individually or in small groups.

DES 017 CAREER CHOICES**(8 private instruction hours/1 credit)**

An individualized course involving a series of one-on-one conferences between instructor and student. The course provides assessment and analysis of aptitudes and career interests. It includes exploration of and planning for various career options.

DES 019 STUDY SKILLS (45 lecture hours/3 credits)

This course is designed to prepare a student to be successful in college by teaching specific content area study skills such as: goal setting, time management, problem solving, speed reading, memorization techniques, vocabulary review, reading comprehension, library research, listening skills, note-taking and test-taking.

DES 025 ADAPTED WORD PROCESSING**(45 lecture hours/3 credits)**

This course provides learning disabled, acquired brain injured, deaf, hearing impaired, low-vision, blind and orthopedically disabled students equal opportunity to: (1) Access and use micro-computers and; (2) Produce written material for course assignments. Students will receive training in the use of special adaptations that are learned and used within the context of word processing. Students are familiarized with basic concepts of word processing using Word Perfect or Word Predict. Instruction will be integrated in the computer lab creating a "hands-on" learning environment.

ADULT BASIC EDUCATION**ABE 025 ADULT BASIC EDUCATION****(15 lecture hours/1 credit)**

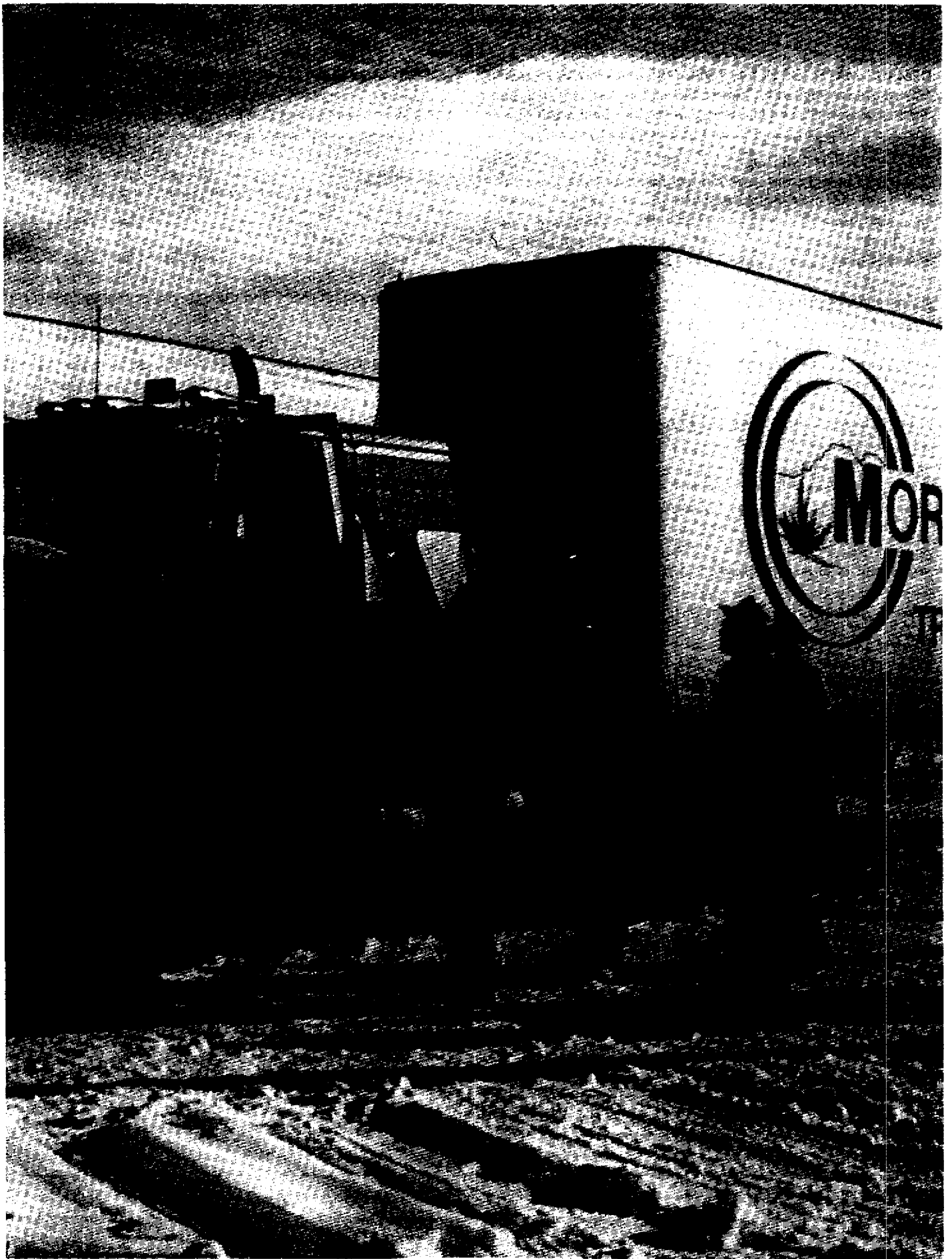
Includes basic skills such as reading and writing, U.S. Citizenship, English as a Second Language, and Hispanic Substance Abuse programs. Appropriate program of study is formulated after assessment and counseling.

ABE 026 G.E.D. PREPARATION (15 lecture hours/1 credit)

Provides instruction in writing, social studies, science, literature, arts, and math. Prepares students to take the G.E.D. examination.

- General Education Common Core for the A.A. and A.S. Degrees

* - General Education Course



PERSONNEL

FACULTY OF THE COLLEGE

FULL-TIME STAFF

BERGER, VIRGINIA (1992) Farm and Ranch Management

A.A.S. (1977) University of Minnesota Technical College
 B.S. (1988) University of Tennessee
 M.S. (1992) Iowa State University

BERNAHL, SHARROLL (1975) Health & Human Services

R.N. (1964) Iowa Lutheran School of Nursing
 Vocational Credential

CHITTENDEN, KATHRYN, Business, Limon Correctional Facility

A.S. (1977) Police Science, Pikes Peak Community College
 B.A. (1980) University of Colorado, Colorado Springs
 M.B.A. (1989) University of Southern Colorado

COX, DOROTHY (1990) Physical Therapist Assistant Program

B.S. (1964) Loma Linda University

DANFORD, JEAN (1970) Humanities and Communications

B.A. (1970) University of Northern Colorado
 M.A. (1974) University of Northern Colorado

DATTERI, ROBERT F., President Emeritus

B.S. (1955) Colorado State University
 M.Ed. (1970) Colorado State University
 Ph.D. (1977) Colorado State University

DUELL, CHARLES (1988) Farm/Ranch Management

B.S. (1987) Colorado State University

EKBERG, JAMES, Industrial Maintenance Technology, Limon Correctional Facility

A.A. (1968) Nebraska Western College
 B.A. (1970) University of Northern Colorado

ELDRIDGE, STEPHANIE, Hobby Shop, Limon Correctional Facility

GASKILL, DUANE, Truck Driver Training

GERTGE, PHYLLIS (1970) Chair, Health Sciences and Applied Technologies

R.N. (1961) Mercy Hospital
 M.P.H. (1991) University of Northern Colorado
 Vocational Credential

GIAUQUE, LARRY L. (1985) Math, Computer Science, and Science

B.A. (1961) University of Colorado
 M.S. (1971) Naval Postgraduate School

GRAUBERGER, TIM (1989) Automobile Body Repair

A.A. (1983) Northeastern Junior College
 B.S. (1989) Colorado State University

HERNANDEZ, MARK, Industrial Maintenance Technology, Limon Correctional Facility

HILL, BARBARA (1993) Power Sewing, Limon Correctional Facility

HOSTBJOR, PATRICIA (1993) Associate Degree in Nursing Program

A.D.N. (1979) Dickinson State University
 B.S.N. (1986) Dickinson State University
 M.S. (1988) University of North Dakota

HUBER, ROBERT J. (1985) Business

B.S. (1979) Ferris State College
 M.A. (1984) Colorado State University

JACKSON, JACQUELYN, Adult Basic Education, Limon Correctional Facility

A.A. (1976) Auburn Community College
 B.S. (1982) Cornell University

KAMMERER, DONALD J. (1987) Social Sciences

B.A. (1965) University of Colorado
 M.A. (1972) Western State College, Gunnison
 Ed.S. (1976) University of Wyoming

KEMBEL, SHERI (1991) Associate Degree in Nursing Program

A.S. (1985) Mesa State College
 B.S.N. (1987) University of Northern Colorado
 M.S.N. (1991) University of Northern Colorado

KEOWN, CORLISS A. (1985) Chair, Arts and Sciences

B.A. (1970) Pomona College
 M.A. (1972) Vanderbilt University

KRAL, EVELYN (1989) Instructional Support Services

B.S. (1969) Kearney State College

KRIEN, JAN (1989) Colorado Nanny Academy

B.A. (1976) Wayne State College
 M.S. (1982) University of Nebraska-Kearney

LAWTHER, WILMA, Instructor Emeritus

LEON, MARGARITO, JR., Truck Driver Training

MALONEY, EDWIN, Electronics, (Limon Correctional Facility)

MASON, KELLEY (1978) Coordinator of Computer Access Center

Vocational Credential, Electronic Technology

MCKIE, BETTY (1982) Business

A.A.S. (1978) Morgan Community College
 A.A. (1979) Morgan Community College
 B.A. (1982) University of Northern Colorado
 M.Ed. (1988) Colorado State University
 Vocational Credential

MEDIN, DOUG (1988) Math, Science and Computer Science

B.S. (1977) Miami University
 M.S. (1979) University of Illinois

MICKENS, CHARLES, Industrial Maintenance Technology, Limon Correctional Facility**MILLAGE, ALAN, Truck Driver Training****MOENS, KENNETH R. (1985) Farm/Ranch Management**

B.S. (1978) University of Illinois
 M.S. (1982) University of Illinois
 M.B.A. (1992) Colorado State University

PROPP, LARRY (1986) Young Farmers Program

A.A. (1969) Northeastern Junior College
 B.A. (1972) Colorado State University
 M.Ed. (1979) Colorado State University

RHOADES, MERLE D. (1974) Business

B.S. (1968) University of Northern Colorado
 M.A. (1971) University of Northern Colorado
 Ph.D. (1987) Colorado State University

RHODES, SHELTON, Computer Repair, Limon Correctional Facility**SEIFRIED, WAYNE, Adult Basic Education, Limon Correctional Facility**

B.A. (1970) University of Southern Colorado
 M.A. (1976) University of Northern Colorado

SHEAN, BLAIR S. (1993) Science

B.A. (1986) The Evergreen State College, Washington
 M.S. (1989) Colorado State University
 Ph.D. (1993) Colorado State University

THORNSBY, CAROLYN (1970) Humanities and Communications

B.A. (1961) Colorado State University
 M.A. (1983) University of Northern Colorado

WEIMER, MAXINE (1985) Director, Personalized Assistance in Learning

A.S. (1982) Morgan Community College
 B.A. (1986) Lorreto Heights College

WELSCHMEYER, DONNA (1987) Business

B.A. (1982) University of Northern Colorado
 Vocational Credential

WENTZ, SHIRLEY J. (1993) Associate Degree in Nursing Program

B.S.N. (1975) University of Northern Colorado

WORTHINGTON, RANDY, Truck Driver Training

A.A. (1990) ITT Technical Institute
 B.A. (1975) Columbia College

ZIEGLER, GENE (1970) Automobile Technology Vocational Credential, Automotive Technology**FACULTY OF THE COLLEGE****PART-TIME STAFF**

ADOLF, SHANDRA Farm Ranch Management

ANDERSON, MARY, Humanities

ANNAN, WILLIAM Young Farmers

BATCHELLER, LORI, Physical Therapy

BAUMGARTNER, KRISTY, Humanities/Business

BELTZ, TERRENCE, Math/Science

BLAKESLEE, KATHY, Art

BLAUW, MARILYN, Art

BOSTRON, DENNIS Young Farmers

BROKAW, LESLIE, Science

BROWN, SHARON Health & Human Services

BUCK, JODY, Humanities

BURKHALTER, BETTY Physical Therapist Assistant Program

BUSHNER, B. TRENT Young Farmers

CABLE, NANCY Nursing

CARRICK, LYNNE Mathematics

CARRUTH, JUDITH E. English

CARTER, STEVE Physical Activities

CHAMBERS, MICHAEL Young Farmers

CLARK, VIRGINIA, Math

CLAY, VAN (1991) Chemistry

CRAIG, BETH, Health/Physical Activities

CROUCH, JANET, Physical Activities

DAVIS, JEANNE, Physical Therapy Assistant

DAVISON, DEB Physical Education

DICKENS, GEORGINE, Humanities

DILLE, ARLENE Physical Education
DOANE, KALA Farm Ranch Management
EVERHART, DENNIS Young Farmers
ENGLISH, ALBERT Law Enforcement
ENLOW, KATHLEEN, Humanities
ERNST, ROCKIE Young Farmers
ESTEP, ALFRED, Criminal Justice
EVERETT, WALTER, Art
FARMER, LARRY, Business
FEARON, FREDERICK, Social Sciences
FEARON, ROBBIE, Social Sciences
FISCHER, RAMONA Speech
FLAIR, CHERYL Physical Education
FLASKA, TRACY, Health
FOLEY, ELEANOR Computer Science
FRIHAUF, BARBARA Farm/Ranch Management
GECKLER, DONNA Psychology
GILESPIE, SHERI, Physical Therapy Assistant
GOSSEN, RUTH English
GUY, JUNE E.M.T.
HAINLEY, LEONARD Psychology/Science
HALL, ROBERT Young Farmers
HENDRICKS, SANDRA Psychology
HEPNER, DALE, Welding
HUFFMAN, JANET, Humanities
JACOBSEN, JEANETTE, Science
JOHNSON, LISA Science
JOHNSON, ROBERT Adult Basic Education
JONES, JAMES Math
JONES, PATTY (Borrego) EMT & Health
KAUFMAN, LORI Health & Human Services
KEATING, HELEN Business
KEENAN, TRUDY History
KING, LEO Humanities
KOKES, MARK Young Farmers
KOPETZKY, KAROL Computer Science
KRENING, JUDY, Computer Science
KRENING, KAREN, Computer Science
KYNCL, ELEANOR Communications
KYNCL, GEORGE Social Sciences
LAMPE, STAN Physical Education
LUBELL, GARY Social Sciences
MALOLEY, RITA, Psychology
MARKLE, LESLIE, Health/Humanities
MARTIN, DAVID Law Enforcement
MARTINEZ, REBECCA Adult Basic Education
McLELLAN, PATRICIA Physical Education
MEGEL, LARRY Computer Science
MENDOZA, LINDA Adult Basic Education
MERCIER, DONALD Law Enforcement
MERSINGER, GERALDINE Basic Skills
MILES, GAY Psychology
MILTENBERGER, PAULINE Farm Ranch Management
MONKS, CHARLENE Social Science
MORRIS, LAURIE Farm Ranch Management
MOSIER, EDWIN Humanities/Computer Science
MUSGRAVE, CHARLA Humanities/Computer Science
MUSGRAVE, LARRY Computer Science
NELSON, GEORGE, Farm/Ranch Management
NIXON, TIMOTHY Computer Science/Business
PADILLA, ROSARIO Foreign Language
PFEIFER, DIANNA Business
PIERSON, CONNIE, Business
PLANK, KENNETH Law Enforcement
PREDMORE, MICHAEL Humanities
PORTER, BEV Tennis
ROBINSON, MARY SUSAN Health
ROTH, JOHN Defensive Driving
SAYLES, CURTIS Farm/Ranch Management
SCARINZI, HUGO Science
SCHAMBERGER, LYNN Health
SCHMIDT, ROSE Farm/Ranch Management

SCHNEIDER, TODD Math
SCHWALM, RANDY Young Farmers
SCOTT, DEBRA Farm Ranch Management
SEIFRIED, GWENDOLYN Humanities
SHERER, PATTY MCCOMBS E.M.T.
SIEKMAN, GRACE E.M.T.
SISNEROS, THEODORE Foreign Language
SMITH, JOY Humanities
STONEBRAKER, PAULA English
TALLA, JUDY Computer Science/Business
THOMPSON, JANICE English
THOMPSON, LINDA Spanish
TRUED, JOHN Social Science
VRATIL, SCOTT Business
WATKINS, RONALD Law Enforcement
WATSON, BERNARD Social Science
WEIMER, ARLENE Adult Basic Education
WELLS, TONY E.M.T.
WHITE, JANE Adult Basic Education
WORDEN, WILLIAM E.M.T. Coordinator

ACADEMIC AND ADMINISTRATIVE SERVICES STAFF

ALEXANDER, CINDY (1992) Truck Driver Training
 A.A.S. (1992) Morgan Community College
BAKER, MAXINE (1974) Senior Administrative Clerk,
 Faculty Support
BARDEN, NANCY (1985) Off-Campus Coordinator/
 Bennett
 B.A. (1979) University of Northern Colorado
BECKER, RENEE (1990) Coordinator of Student Life
 A.A.S. (1987) Morgan Community College
 A.A. (1988) Morgan Community College
 B.S. (1993) Regis University
BISHOP, SHARON (1987) Executive Assistant to the
 President
BLEDSON, MILDRED (1991) Day Care Nursery Aide,
 Adult Basic Education

BOND, RICHARD (1991) President of the College
 B.S. (1948) Salem College
 M.S. (1949) West Virginia University
 Ph.D. (1955) University of Wisconsin
 L.H.D. Honoris Causa (1975) Salem College
BZDEK, SHARON (1991) Public Information Officer and
 Director of Continuing Education
CARR, RHONDALYN (1992) Director, S.B.D.C. Stratton
CUNNINGHAM, TIM Maintenance Mechanic
DAVEY, MARY JANE (1985) Staff Assistant to the Dean
 of the College
DOMINGUEZ, JULIA (1991) Clerical Assistant, Adult
 Basic Education
EVERETT, PATTY (1975) Director, Learning Resources
 B.A. (1955) University of Northern Colorado
FAZ, JUAN Admissions Counselor
 B.A. (1992) Colorado State University
GREEN, LEE Director, Health Services Center
 R.N. (1986) Western Nebraska General Hospital
 School of Nursing
HALE, PAT Administrative Clerk
HELGET, CAROLYN (1991) Coordinator of Human
 Resource Center
 B.A. (1964) Bethel College
 B.S. (1966) University of Minnesota
 M.A. (1972) University of Wyoming
HENRY, THOMAS (1987) Dean of the College
 B.A. (1966) Colorado State College
 M.A. (1968) Colorado State College
 Ed.S. (1969) Colorado State College
 Ph.D. (1976) University of Nebraska-Lincoln
HERBEL, LORRAINE (1985) Facilities Manager
 A.A.S. (1984) Morgan Community College
HOTCHKISS, ROBIN (1981) Director of
 Telecommunications
 A.A.S. (1981) Morgan Community College
HUBBELL, JANIE (1976) Registrar
 A.A.S. (1974) Morgan Community College
 A.A. (1987) Morgan Community College
 B.S. (1992) Regis University
HUNT, SABRINA (1979) Controller
 A.A.S. (1979) Morgan Community College
 A.A. (1992) Morgan Community College
JEFFRIES, TRAYCE (1992) Off-Campus Coordinator/
 Lincoln County Center

JOHNSON, BETTY (1991) Administrative Clerk, Adult Basic Education

B.A. (1980) University of Colorado
B.S.N. (1982) University of Colorado

JOHNSON, RANDY (1986) Director, Small Business Development Center

B.A. (1969) University of Northern Colorado
M.A. (1980) Colorado State University
Vocational Credential

KAHL, MAUREEN (1984) Library Assistant II, Learning Resource Center

A.A. (1985) Morgan Community College

KOOSHIAN, LORA (1993) Senior Secretary, Student Services**LEBSOCK, BETH (1970) Associate Dean of the College for Student Services**

A.A. (1976) Morgan Community College
B.A. (1981) Colorado State University
M.Ed. (1988) Colorado State University

LEE, STEVE (1993) Interim Director, Adult Basic Education

B.A. (1991) Arizona State University

LONG, CONNIE (1991) Vocational Guidance and Placement Specialist

B.M.E. (1976) Central Missouri State University
M.S.E. (1982) Central Missouri State University

LOPEZ, DELORES (1985) Word Processing Operator, Extended Studies**MENDOZA, ELENA (1991) Day Care Nursery Aide, Adult Basic Education****MESE, CONNIE (1993) Administrative Clerk, Student Services****PENN, SHIRLEY (1993) Coordinator, Workplace Literacy**

M.A. (1992) University of Northern Colorado
B.A. (1969) University of Northern Colorado

POUNDS, ZEDA (1991) Clerical Assistant, Adult Basic Education**PREEDY, CHUCK (1992) Admissions Counselor****RHOADES, VALERIE (1989) Off-campus Coordinator/Burlington**

A.A.S. (1976) Northeastern Junior College
B.A. (1982) Colorado State University

ROBINSON, ED (1992) Telecommunication Specialist

A.A.S. (1990) Electronics

SCHMEECKLE, SANDRA (1977) Director of Auxiliary Services

A.A. (1964) Colorado Women's College
B.A. (1966) Colorado Women's College

SEIFRIED, KAY (1993) Coordinator, Limon Correctional Facility

B.A. (1975) University of Northern Colorado

SMITH, SUSAN (1987) Director of Financial Aid

A.A. (1990) Morgan Community College
B.S. (1993) Regis University

SNYDER, BRUCE (1991) Associate Dean of the College for Extended Studies

ED.D. (1971) University of Northern Colorado
M.S. (1968) Chadron State College, Nebraska
B.S. (1962) Colorado State University
A.A. (1960) Nebraska Western Community College

SOEHNER, RHONDA (1991) Off-Campus Coordinator/Wray

A.A. (1990) Morgan Community College

STICKLEY, MAXINE (1984) Staff Assistant, Personnel

A.A.S. (1985) Morgan Community College

SWEARENGIN, PAUL (1992) Dean of Administrative Services

B.S. (1978) University of Northern Colorado

THORNSBY, DOROTHY (1987) Coordinator of Assessment

B.A. (1951) University of Northern Colorado

TIMPE, RICHARD (1986) Physical Plant Mechanic, Plant Maintenance and Operations**TRUJILLO, ROXANNE (1993) Accounting Technician I****WIENER, MELODY (1993) Senior Administrative Clerk, Financial Aid**