

# MORGAN COMMUNITY COLLEGE

# 1996 - 1998 CATALOG

17800 ROAD 20

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FORT MORGAN, COLORADO

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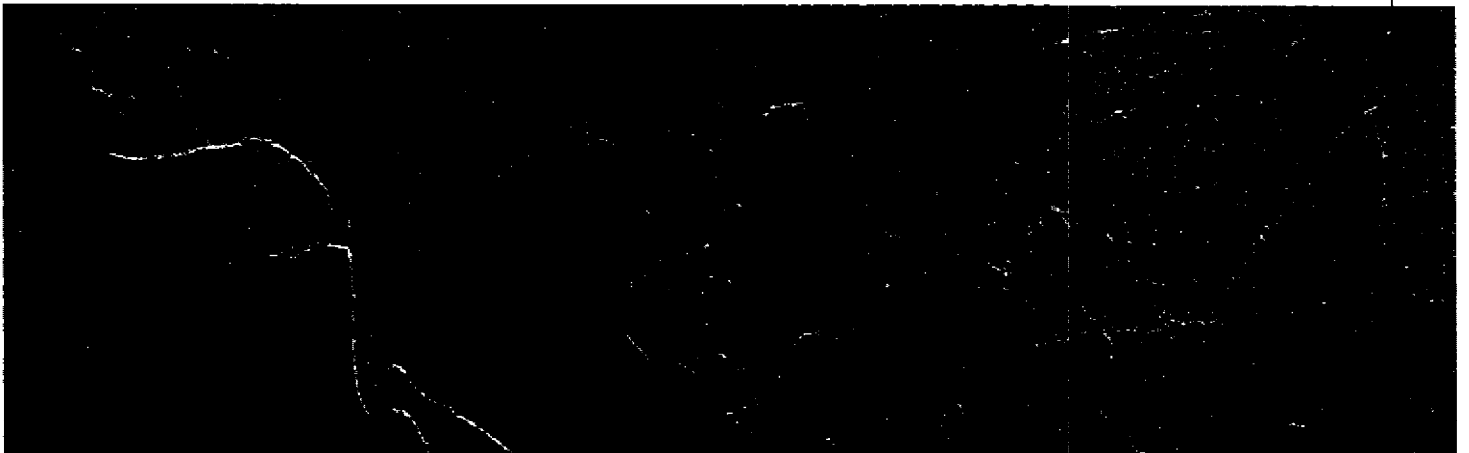
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# A MESSAGE FROM THE PRESIDENT

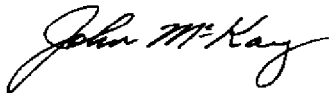
## Welcome to Morgan Community College

As we prepare to enter the 21st century, it is vital that all citizens have the knowledge, skills and abilities needed to be successful in new and exciting careers. A good education is more important now than at any point in history if one is to be successful. Whether you plan to transfer to a university or enter the work force after completing a technical program, the faculty and staff of MCC are committed to your success.

Serving one of the nation's largest geographic districts, we will continue, through new delivery systems, innovative programs, and a state-of-the-art electronic library, to provide the highest quality education to the citizens of eastern Colorado.

At Morgan Community College, our Mission is Education, our Commitment is Service, our Standard is Excellence, and our Vision is Community. MCC is here to serve you.

Best Wishes,



John McKay  
President



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

## MEMBERS OF THE STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION

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Dr. Jerome F. Wartgow

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Mr. Dwight Schmitt .....	Wiggins, Colorado
Ms. Jane Christensen .....	Weldona, Colorado
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Mr. Roger Segura .....	Fort Morgan, Colorado
Ms. Simona Tolentino .....	Brush, Colorado

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

## OFFICE OF THE PRESIDENT

President .....	Dr. John McKay
Director of Public Information .....	Sharon Bzdek
Director of Small Business Development Center .....	Lori Slinn
Classified Support Personnel:	
Program Assistant II .....	Sharon Bishop

## OFFICE OF THE DEAN OF ACADEMIC AFFAIRS

Dean of Academic Affairs .....	Dr. Dale Beckmann
Chairperson, Division of Health Sciences and Applied Technologies .....	Phyllis Gertge
Director, Continuing Education .....	Sharon Bzdek
Director, Learning Resource Center .....	Patty Everett
Director, Personalized Assistance Lab	
Director, Adult Basic Education .....	Julie Waters
Coordinator, Teen Parent Program .....	Nancy Niehoff
Coordinator, Workplace Literacy .....	Shirley Penn
Coordinator, PANA Grant .....	Yolanda Luebker
Associate Dean for Instructional Development, Arts & Sciences .....	Suzanna Spears
Regional Campus Centers	
Coordinator, Bennett Area .....	Nancy Barden
Coordinator, Burlington Center .....	Valerie Rhoades
Coordinator, Lincoln County Center .....	Mary Andersen
Coordinator, Wray Area	
Associate Dean for Student Services .....	Ron Serpliss
Registrar .....	Janie Hubbell
Director of Admissions and Retention .....	Connie Long
Coordinator of Testing .....	Dianna Pfeifer
Student Activities Coordinator	
Career Guidance & Placement Specialist	



## Classified Support Personnel:

Program Assistant to the Dean of Academic Affairs .....	Mary Jane Davey
Administrative Assistant - Instruction .....	Pat Hale
Administrative Assistant - Faculty Support .....	Maxine Baker
Administrative Assistant - Student Services .....	Lora Kooshian
Administrative Assistant - Student Services .....	Connie Mese
Administrative Assistant - ABE .....	Betty Johnson
Administrative Assistant - ABE .....	Zeda Pourids
Administrative Assistant - ABE .....	Julia Dominguez
Child Care Aid .....	Elena Mendóza
Child Care Aid .....	Mildred Bledsoe
Library Technician .....	Maureen Kahl
Telecommunication Specialist .....	Ed Robinson
Switchboard .....	Carol Steward

## OFFICE OF THE DEAN OF ADMINISTRATION

Dean of Administration .....	Dr. Norman Lloyd
Controller / Director of Financial Aid .....	Susan Smith
Director of Auxiliary Services .....	Sandra Schmeackle

## Classified Support Personnel:

Human Resources Specialist I .....	Janet Crawley
Administrative Assistant - Student Services Specialist I .....	Melody Wiener
Administrative Assistant - Financial Aid .....	Mary Hunt
Administrative Assistant - Auxiliary Services .....	Cindy Garret
Accounting Technician III .....	Shane Highberger
Accounting Technician I .....	Roxanne Trujillo
Network Technician .....	Dan Hartless
Maintenance Mechanic .....	Tim Cunningham
Maintenance Mechanic .....	Mike Wiener
Custodian .....	Dixie Johnson
Custodian .....	Helen Torrez





PEOPLE, PLACES, EVENTS



**FALL SEMESTER****1996-1997****1997-1998**

Registration Period Begins  
 Academic Faculty Report  
 Applied Technology Faculty Report  
 Orientation  
 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  
 Graduation  
 Christmas Break (College Offices Closed)  
 Classes Resume for Applied Technology  
 Classes End for Applied Technology

April 22	April 21
August 12	August 11
August 19	August 18
August 16	August 15
August 26	August 25
September 2	September 1
September 6	September 15
September 10	September 9
October 13-17	October 14-18
November 28-29	November 27-28
December 9	December 8
December 10-13	December 9-12
December 13,	December 12
Dec 24-Jan 1	Dec 24-Jan 1
January 6	January 5
January 10	January 9

**SPRING SEMESTER**

Registration Period Begins  
 College Opens  
 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)  
 Faculty Conference (no classes FM campus)  
 Academic Classes End  
 Finals Week - Academic Classes  
 Graduation  
 Classes End for Applied Technology  
 Memorial Day (College Closed)

November 11	November 10
January 2	January 2
January 6	January 5
January 13	January 12
January 24	January 23
January 28	January 27
March 3-7	March 2-6
March 24-28*	March 16-20*
April 18	April 17
May 5	May 4
May 6-9	May 5-8
May 10	May 9
May 30	May 29
May 26	May 25

**SUMMER SEMESTER**

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

April 22	April 21
June 3	June 2
June 6	June 5
June 10	June 9
July 4	July 4
July 26	July 25

\* Subject to change

Applied Technology: Allied Health, Automotive Service Technology, Collision Repair Technology

## MISSION

### VISION STATEMENT

**Our MISSION is Education**  
**Our COMMITMENT is Service**  
**Our STANDARD is Excellence**  
**Our VISION is Community**

### MISSION STATEMENT

"The mission of Morgan Community College is to provide services and educational opportunities that meet the immediate and future needs of students within its service area. These opportunities range from associate degree transfer programs and vocationally oriented certificates and degrees to personal interest, professional improvement, and personal development courses. It is the intent of Morgan Community College to provide avenues through which students can establish and reach career and personal goals, develop leadership skills, cultivate ethical concern, and promote civic responsibility. By helping our students achieve their goals and objectives and by providing educational services to businesses and organizations in our service area, Morgan Community College will contribute to the economic welfare of the community. So that MCC may be better able to service its constituents, it is also the intent of the institution to provide personal and professional growth opportunities to faculty, staff, and administration, thereby improving both the working environment of the institution and its effectiveness in 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 Post Secondary Education, the college serves an area comprising Morgan, Washington, Yuma, Lincoln, Kit Carson, and the eastern half of Adams and Arapahoe counties.

## 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 summer through spring 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 of, 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 \$8,000.00. 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 for Student Services (1-800-622-0216) or the Colorado Department of Health.

#### MCC SUCCESS STORY ...



**R**ose Spradlin, a dynamo around campus who has destroyed all possible stereotypes about grandmothers, received her associate degree in business management in May 1995, and in May 1996 earned a bookkeeping certificate. Married at 18, she stayed home with her children for 21 years and in 1992 she returned to school and earned her GED through MCC.

She was presented the Community Service Award in 1995 for her volunteer work as a leader in Boy Scouts, a volunteer with Caring Ministries, a leader in Camp Fire, involvement in MAPP, and active participation in the MCC student government and Phi Beta Lambda.

# 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

To have an evaluation of prior credit towards a degree at MCC, students may send transcripts from previous colleges to MCC, Registrar's Office, and ask that they be applied towards the specific degree they plan to pursue.

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

Morgan Community 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 completing fifteen semester hours of instruction at Morgan Community College with a 2.0 grade point average or better.

Courses in which a grade of "D" or above were earned will be accepted in transfer when those courses apply to Morgan Community College programs.

## Transfer of Credit to Four-Year Institutions

Students who attend Morgan Community College with the intention to transfer to a four-year college or university should familiarize themselves with the general education requirements of the institution. While graduation requirements may vary, it is ordinarily very easy to transfer from one Colorado institution to another if your planning is solid and your grades are good. Obtain assistance from your academic advisor to plan a transferrable curriculum.

## Transfer Agreements

Transfer agreements have been established in certain programs to facilitate transfer of Morgan Community College credits to other institutions. Agreements include articulation procedures as well as course equivalency lists. The agreements guarantee transfer of credit once a specific curriculum has been satisfactorily completed. Students interested in transferring under an articulation agreement should discuss their plans with their academic advisor early in their studies.

Transfer agreements exist with, and credits may transfer to:

- Adams State College
- Colorado School of Mines
- Colorado State University
- Fort Lewis College
- Mesa State College
- Metropolitan State College of Denver
- University of Colorado, Boulder
- University of Colorado, Colorado Springs
- University of Colorado, Denver
- University of Denver
- University of Northern Colorado
- University of Southern Colorado
- Western State College
- All two-year Community Colleges in Colorado

Transfer of credits to institutions not listed above is possible, however each situation must be evaluated separately by the Registrar or Departmental Head of the receiving institution.

Transfer dispute appeals process for Colorado Public Colleges and Universities

1. Students who follow these suggestions with full support of their academic advisors will rarely encounter any difficulty. Should a problem arise, however, a student has full recourse to due process. Morgan Community College shall adhere to the Colorado Commission on Higher Education policy and general procedures for resolution of transfer disputes.

2. Students must file an appeal within 15 days of receiving their transcript evaluation by writing the Registrar at the receiving institution. The decisions made in the transcript will be binding if the student fails to file a complaint within this time. Upon receipt of the student's written appeal, the receiving institution will have 15 days to respond in writing to the student.
3. If the dispute cannot be resolved between the student and the staff of the receiving institution, the student may appeal in writing to the sending institution. The campus presidents from the sending and receiving institutions will attempt to resolve the dispute within 30 days from the receipt by the sending institution of the student appeal. Agreement between the sending and receiving institution will constitute a final and binding decision which the receiving institution will communicate to the student.

## General Education Core Transfer Program

In June 1987 the Colorado Community College and Occupational Education System announced agreements between community and junior colleges and four-year colleges and universities in Colorado on the General Education Core Transfer Program.

The Core Transfer Curriculum makes it possible for Morgan Community College students to complete a block of classes known as the core curriculum. This block of classes, when completed successfully, is guaranteed to transfer to Colorado's public four-year colleges or universities. 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 Associate of Science degree.

### 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	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 disciplines)

ART 110	Art Appreciation
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 (3 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	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 100	Art Appreciation
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

**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-three 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 classification is sought. The burden of proof concerning intent to domicile in the State of Colorado rests with the individual.

An individual under twenty-three 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 students qualify for in-state tuition on their own responses 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 Registrar's office. Students must submit the petition plus required supporting documents to the Registrar's 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 within ten days of the ruling. The Tuition Classification Appeals Committee will review the evidence and make the final decision. Details may be obtained from the Registrar's 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 Academic Affairs 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 Associate Dean of the College for 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 much higher chance of academic success than those who do not follow such advice.



PEOPLE, PLACES, EVENTS

## Admission Policy for International Students

All full time students from abroad who are considered for admission must have satisfactory academic records and satisfactory English communication skills. Morgan Community College does not conduct a comprehensive English language program for students from abroad. Assistance is available but not intended to replace any preparatory program of English as a Second Language.

### Permanent Residents/Refugees

If you hold a resident card or were admitted to the United States on a refugee, parolee, or political asylum status, you must present your resident alien card or I-94 when you apply for admission. Morgan Community College will make a copy of the original to accompany your application to assure prompt and proper processing. Some English testing may be done to assess your English skills and to insure proper placement in courses. Academic records must be officially translated to English and be submitted.

### Identification/Student Number

Many international students have multiple names. It is important to only use one set of names on all forms, correspondence or material for Morgan Community College and subsequent transfer colleges. If you have a social security number, use it as your student identification number and provide it in the appropriate space on the application form. If you do not have a social security number, a student number will be assigned to you by Morgan Community College for the institution's use only. Do not use a student number that was assigned to you by another institution. Once you have a student identification number, memorize and keep it in a safe place, and use it as reference in all correspondence with Morgan Community College.

### Application Deadlines

The complete application form, financial guarantee, and transcripts from high school or previous colleges must be submitted no later than four weeks prior to the beginning of classes for the semester of application. The specific deadlines are:

<b>Fall Semester</b>	<b>July 15</b>
<b>Spring Semester</b>	<b>December 1</b>
<b>Summer Semester</b>	<b>May 1</b>

No applications will be accepted after the deadlines. Morgan Community College recommends all transfer students apply and submit all documents required for admission at least two months prior to the beginning of the semester of application.

## Fee Required

Students are required to pay tuition and fees at the time they register for classes. Tuition and fees for international students are the same as those for any non-Colorado resident: **Tuition and fees per semester are approximately \$3,800.00** (15 credit hours), and are subject to change without notice. The figure does not include the cost of books and supplies which average \$300 per academic year. Additional costs such as room and board, transportation, clothing and other personal expenses will vary. International students have very limited opportunities to work to support themselves during their college career and are not eligible for federal financial aid or most scholarships, so they are urged to insure they have sufficient resources to attend college.

## Transfer Students (Students Currently Attending Another American College)

If you have a student visa (F-1) at another American institution you must have completed at least 12 credits with a 2.0 minimum Grade Point Average for each Fall, Spring, and Summer term to be acceptable in transfer to Morgan Community College. If accepted for admission at Morgan Community College, you must submit the properly completed INS Form I-20 A-B issued by Morgan Community College to the designated official at your former school.

## Student Visa/Form I-20

The international student must have submitted an application for admission, financial support documents, I-94 document, transcripts and copies of records. All materials, including TOEFL scores, must be in English and have been admitted by the Student Services office at Morgan Community College before the Immigration Form I-20 will be issued. Students on F-1 visas are **required to enroll for and complete a minimum of 12 credit hours with a minimum 2.0 grade point average for Fall and Spring semester.**

## English Language Proficiency

Students are required to show official proof of English proficiency. Submit proof of English proficiency by one of the following:

- a) **75 minimum Michigan Test score from official testing center**
- b) **485 minimum TOEFL (Test of English as a Foreign Language)**
- c) **Graduation from English language schools approved by Morgan Community College**

Morgan Community College reserves the right to require official Michigan or TOEFL scores in addition to language school transcripts. A score of 500 on the TOEFL test will allow students to begin academic work with no restrictions. A 485 TOEFL or 75 Michigan test is the minimum score accepted for entrance—students will enroll in developmental courses at least part-time and will take a college placement exam.

### MCC SUCCESS STORY ...



**M**ariana Jenkins said she loves MCC, she loves and admires MCC teachers, in fact the smile she always wears signals her apparent love for everyone and everything. A native of Rumania, she fell in love with a visiting American and in 1991 married and moved with him to Morgan County. She said she knew zero English, so she faced the challenge of learning a different language and a different culture. She began at MCC's Adult Basic Education Center, earned a GED in 1995, advanced to regular college classes, and has now been accepted in the PTA program. She received her U.S. citizenship in February, 1996, in a ceremony, "that was so emotional, I cried."





PEOPLE, PLACES, EVENTS

# 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 - 1996-97

Credit Hours	In-State Tuition	Out-of-State Tuition	*WUE Tuition	Student Fees
1	53.50	243.75	80.25	3.50
3	160.50	731.25	240.75	10.50
12	642.00	2925.00	963.00	42.00
24	1284.00	5850.00	1926.00	84.00

All students are required to pay a \$9.00 registration fee each semester prior to enrolling in classes.

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 1996-1997 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 BOARDS. MODEST INCREASES FOR THE 1997-1998 ACADEMIC YEAR ARE EXPECTED.

\* Residents of Alaska, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, and Wyoming 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.

## REFUND/REPAYMENT POLICY

Students must OFFICIALLY withdraw from college courses by processing an approved WITHDRAWAL form in the Student Services Office within the stated refund (add/drop) period (See Calendar) to be eligible for a refund of tuition and fees.

A student who withdraws from MCC may be entitled to a refund of tuition, fees, and other institutional charges. The amount of any refund will be determined based upon the following policy (refund examples are available upon request in the Financial Aid Office):

## Institutional Refund

A student who completes MCC's official withdrawal form during the stated refund (add/drop) period will receive a 100% refund of tuition and fees paid as established by institutional policy. After the official add/drop period is over, there is no institutional refund. Exceptions to the Institutional Refund policy should be referred to the Dean of Administration.

## Federal Financial Aid Recipients

If a student has received federal Title IV student financial aid during the term (including a parent who has received a Federal PLUS loan for a student), then the student may be entitled to a pro rata or Federal refund. (Students who do not receive federal Title IV aid are not entitled to these refunds.) MCC will compare the pro rata or Federal refunds to the Institutional refund, and refund the largest amount.

For all federal Title IV recipients, the amount of the refund may be affected by any unpaid charges that the student owes for the term in which he or she withdrew. For Institutional and Federal refunds, the student will usually still owe the amount of the unpaid charges even if there is a refund due. If there is a refund due directly to the student after all financial assistance has been refunded, MCC will apply the student's refund to any unpaid charges for the term up to the amount still owed for charges.

For Pro rata and Federal refunds, MCC will automatically keep an administrative fee of 5% of the total institutional charges or \$100, whichever is less even though this fee was not part of the original institutional charges. The rest of the institutional charges to be refunded are indicated below.

## Pro Rata Refund

For a first-time student, MCC will calculate a pro rata refund up to 60% of the term. A first-time student includes any student who has never attended a term at MCC, and any student who previously attended but received a 100% refund of tuition and fees for the previous term(s).

Institutional charges, except for the administrative fee, are refunded as follows (based upon percent of the term that the student completed using weeks):

If you completed	the refund will be
0%	100%
1% to 10%	90%
11% to 20%	80%
21% to 30%	70%
31% to 40%	60%
41% to 50%	50%
51% to 60%	40%
61% to 100%	0%

## Federal Refund

For a student who is not attending MCC for the first time, MCC will calculate a Federal refund up to 50% of the term. If the student withdraws before the first day of classes, then MCC will return 100% of the aid applied toward institutional costs (tuition/fees) to the appropriate funds and will not retain an administrative fee. If the student withdraws on or after the first day of classes, then MCC will refund 100% of the aid applied (excluding workstudy earnings) toward institutional costs (tuition/fees) to the appropriate funds but will retain an administrative fee.

Institutional charges, except for the administrative fee, are refunded as follows (based upon the percent of the term that the student completed using weeks):

If you completed	the refund will be
1% to 10%	90%
11% to 25%	50%
26% to 50%	75%
51%	0%

Refunds will be made in the following order up to the amount received during the term:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal PLUS Loans
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grants
6. Colorado State Grant
7. Colorado Undergraduate Merit
8. Colorado Part Time Grant
9. Colorado Diversity Grant
10. Colorado Student Incentive Grant
11. Other State funds
12. Private Funds
13. MCC Funds
14. Student

Refunds will generally be made within 30 days of the student's withdrawal date or date the student's withdrawal was determined. For Federal Family Education Loans (numbers 1-3 above), the refund will generally be made to the lender within 60 days of the withdrawal date.

Students may appeal the refund process by following the Financial Aid Appeal Process.

## Repayments (Overpayments)

If a student withdraws from all enrolled courses and received financial aid disbursed by MCC for non-institutional costs (room/board, books, supplies, transportation, personal, etc.), then the student may owe a repayment of some or all of those funds. These funds do not include Federal Family Education Loans.

MCC will compare the amount given directly to the student to the amount of non-institutional costs incurred by the student for the time spent in school. MCC will prorate the standard costs for the term by the number of weeks completed by the student. If the amount given to the student exceeds the incurred costs by \$100 or more, the student must repay this overpayment amount to MCC.

The overpayment is due immediately. If a refund is still due directly to the student after being applied to any unpaid charges, MCC will apply the outstanding student refund to the overpayment up to the amount of the overpayment. The student is ineligible for federal Title IV aid at any post-secondary institution until the overpayment is repaid. MCC will notify the Department of Education of any uncollectable Repayments.

Repayments will be assigned in the following order up to the outstanding amount received during the term after any refund:

1. Federal Pell Grants
2. Federal Supplemental Educational Opportunity Grants
3. Colorado State Grant
4. Colorado Undergraduate Merit
5. Colorado Part Time Grant
6. Colorado Diversity Grant
7. Colorado Student Incentive Grant
8. Other State funds
9. Private Funds
10. MCC Funds

## Special Circumstances

MCC reserves the right to make refunds in excess of the amounts calculated under the above criteria or to adjust the amounts incurred for repayment calculations, for special circumstances.

## 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 Free Application for Federal Student Aid 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. FAFSA 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 you received aid or not. Transcript request forms may be obtained from the Financial Aid Office.

Additional documents which may be requested by the Financial Aid Office include: Federal Tax Forms, Pell Student Aid Report (SAR), Income Verification Form, Untaxed 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. 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 for the current academic year must have applications complete before May 1 of the academic year. Summer Aid applicants must have their files 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. Grants and 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 40 scholarships are awarded annually to students attending part-time meeting the following minimum requirements: 2.5 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. Funding is provided by the Colorado General Assembly.

### 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 \$1,500 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. These scholarships are made available to deserving and qualified MCC students annually:

**Greg Alsip Memorial Scholarship**  
**Pat and Joan Jolliffe Scholarship**  
**Ruth Graves Scholarship**  
**Fort Morgan Noon Lions Club**  
**Fort Morgan Sundowners Lions Club**  
**Petteys Women's Scholarship**  
**Stan Tieman Memorial Scholarship**  
**Service Area Scholarship**  
**Young Scholars Scholarship**  
**Fresh Start Scholarship**  
**Doris and Rex Monahan Second Chance Scholarship**  
**Xi Alpha Theta Sorority 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 complete the FAFSA.

### Federal Pell Grant

This federal aid source is available to all eligible undergraduate students seeking their first degree. Award amounts range up to \$2,440 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. Only those who qualify for Federal Pell grants are eligible for this grant.

### 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 for tuition purposes to Colorado residents who show substantial financial need. CSIG consists of both Federal and State monies.

### 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. Awarded to students 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, Truck Driver Training, 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 complete the FAFSA.

### 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. At least 5% of Federal workstudy is awarded to community service jobs.

### 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 don't 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 (FAFSA).

## 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, a student must complete the FAFSA.

### 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 for Freshman students and \$3,500 for Sophomore students. Aggregate limit is \$23,000. In addition, independent students may use the Unsubsidized Loan to borrow an additional \$4,000 per year. Repayment begins six months following the date the student ceases to attend at least 1/2 time.

### Federal Plus

A below-market interest rate loan. Parents may borrow up to the cost of education minus financial aid for their dependent student. Parents may not have an adverse credit history as determined by the lender. Repayment begins within 60 days of disbursement.

Loan amounts may vary dependent upon the program the student is enrolled in. 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 Financial Aid 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 serious delay in educational benefits.

For more information on Veterans, contact the Financial Aid Office.

## FEES 1996-97

COLLEGE FEE (per semester)  
\$1.00/per credit hour \$12/maximum

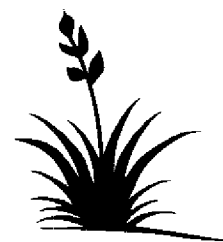
STUDENT ACTIVITY FEE (per sem)  
\$2.50/per credit hour \$30/maximum

PROGRAM FEES  
Telecourse \$35/course  
Truck Driver Training \$1,920

### LAB FEES Per Course

ACC 124 Microcomputer Accounting Application	\$5
All BTE Courses	\$5
All BIO Courses	\$8
All CHE Courses	\$8
All CIS Courses	\$5
All CSC Courses	\$5
All GEY Courses	\$8
All PHY Courses	\$8
All SCI Courses	\$8
DEA 111 Operative Procedures I	\$8
DEA 112 Operative Procedures II	\$8
DEA 121 Dental Materials I	\$8
DEA 122 Dental Materials II	\$8
DEA 146 Dental Radiology	\$8
HEA 106 CPR Recertification	\$5
HEA 109 Personal Care Skills	\$8
HEA 121 Medical Radiology	\$8
HEA 123 Medical Laboratory Procedures	\$8
HEA 126 Standard First Aid	\$5
HEA 137 IV Therapy for LPN's	\$8
HEA 146 Health Insurance Methods & Claims	\$8
HEC 115 Human Nutrition	\$8
HEC 118 Child Nutrition & Food Preparation	\$8
OTA 210 Occupational Therapy Modalities	\$8
OTA 220 OTA Theories and Techniques I	\$8
OTA 230 OTA Theories and Techniques II	\$8

OTA 240 OTA Procedures	\$8
PED 105 CPR	\$5
PED 125 Standard First Aid/CPR	\$5
PTA 210 Physical Therapy Procedures I	\$8
PTA 220 Physical Therapy Procedures II	\$8
PTA 230 Physical Therapy Procedures III	\$8
PTA 235 Principles of Electrical Stimulation	\$8
PTA 240 Physical Therapy Procedures IV	\$8
ASE 115 General Engine Diagnosis and Repair	\$10
ASE 116 Cylinder Head Diagnosis and Repair	\$10
ASE 117 Engine Block Diagnosis and Repair	\$10
ASE 125 Manual Transmission and Clutches	\$5
ASE 126 Manual Transaxles Diagnosis and Repair	\$5
ASE 127 Drive & Universal Joint Diagnosis /Repair	\$5
ASE 135 Steering & Suspension Diagnosis /Repair	\$5
ASE 145 Basic Electricity	\$5
ASE 146 Starting and Charging Systems	\$5
ASE 155 Heating and Cooling	\$5
ASE 161 Computerized Fuel System Fund	\$5
ASE 162 Electronic Fuel Injection	\$5
ASE 165 Fuel Systems	\$5
ASE 215 Automatic Transmission/Transaxle Diagnosis, Maintenance and Adjustment	\$5
ASE 216 Automatic Transmission/Transaxle Repair	\$10
ASE 136 Automatic Brake Systems	\$5
ASE 235 Wheel Algmt, Diagnosis, Adjust, & Repair	\$10
ASE 236 Anti-Lock Brake Systems	\$5
ASE 245 Body Electrical	\$5
ASE 246 Specialized Electronics	\$10
ASE 255 Air Conditioning System Diagnosis	\$10
ASE 265 Ignition Systems	\$5
ASE 266 Automotive Diagnostic Equip.	\$5
ASE 267 Drivability Diagnosis	\$5
CRT 110 Safety in Collision Repair	\$10
CRT 115 Auto Body Welding	\$20
CRT 125 Non-Structural Repair	\$20
CRT 126 Non-Structural Part Replacement	\$10
CRT 135 Structural Repair	\$20
CRT 145 Plastic and Adhesive Repair	\$30
CRT 155 Preparation for Refinishing	\$30
CRT 156 Refinishing I	\$30
CRT 205 Estimating, and Shop Management	\$10
CRT 225 Non-Structural Repair	\$30
CRT 235 Structural Repair II	\$20
CRT 245 Plastic Repair and Refinishing	\$35
CRT 255 Refinishing II	\$35
WEL 131 Basic Welding	\$20
WEL 132 Advanced Welding	\$20
WEL 133 Industrial Welding	\$20





PEOPLE, PLACES, EVENTS

# 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 for their major. Students are also responsible for checking their program periodically 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 he or she has 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 Colleges 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 Academic Affairs, the Associate Dean of the College for Student Services, or Division Chairs, or the area coordinator, 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 Registrar.

## Physical Education Substitution

A Waiver to the physical education requirement PED 110 and 111 may be claimed under one of the following conditions and substituted with two other PED courses:

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, may obtain a grant to pay one half of the tuition charges for credit courses. This grant applies to tuition only. Any fees assessed will be the responsibility of the student. To qualify for a tuition grant, a student must complete the Senior Citizen Grant Notification form and return it to the financial aid office.

## Class Attendance

Students are expected to attend all classes for which they are registered, except for illness or 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)	



## Incomplete

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

An Incomplete Grade Contract must be submitted by the instructor, along with the final grades for the class.

An "I" grade is to be made up during the semester immediately following the assignment of the grade, except that grades assigned in the Spring term 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 program classes
5. Young Farmers program classes
6. Other selected courses if approved by the Division Chair and Dean of Academic Affairs

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". See Registrar for what classes may be graded "IP".

## Withdrawal

Students may initiate a withdrawal from a class or classes at any time 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. See calendar
- 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.

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 tuition and 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 Grade Point Averages. 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 Student Services 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 Academic Affairs.

## Changes in Registration

In instances where a student's program of study can be improved, adds and drops may be processed. Program change forms may be obtained in the Office of Student Services (see academic calendar for deadlines to drop or add classes).

## Withdrawal from College

A student who desires to completely withdraw from 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 Career Guidance and Placement Specialist 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. Requests for grade changes must be made within 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 course work 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 Credit for Prior Learning Handbook is available in the Student Services Office.

## Transferring Credits

Those students desiring to transfer credits from Morgan Community College may do so by contacting the Student Services 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.

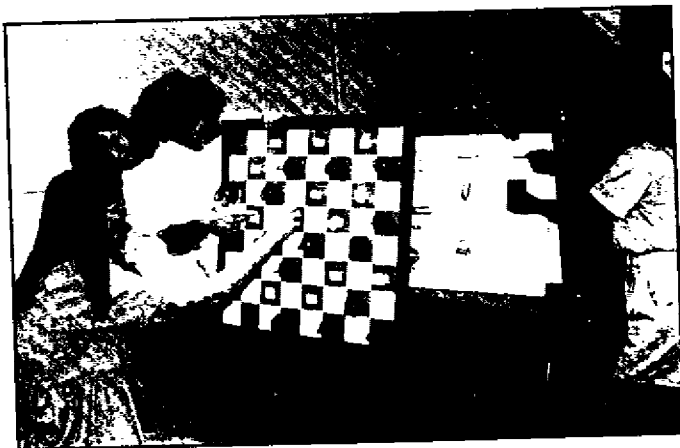
It is expected that the student will spend at least two hours per week of additional outside study for each credit awarded over and above the contracted study. Enrollment in a special studies course requires approval of the Division Chair and the Dean of Academic Affairs. Special Studies contracts are available in Student Services.

## Special Topics/Activities

Special topics and activities are defined as seminars, workshops, or courses delivered for credit by Morgan Community College, 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. Special topics and activities credits need approval by the appropriate Division Chair and Dean prior to being offered to students. 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 Morgan Community College 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 Division Chair.



PEOPLE, PLACES, EVENTS

## Course Cancellations

The college must retain 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 you must file an application for graduation with the Student Services Office no later than the fourth week of the term in which you 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. For the Associate of Arts, Associate of Science, Associate of General Studies, Associate of Applied Science degrees and Applied Technology 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". Certain Applied Technology programs have additional requirements. Check program layouts for specifics.

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. 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 3.75 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. Recipients must have all course work completed by the end of the 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 promise of future usefulness.



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### MCC SUCCESS STORY ...



**D**eb Buck was a waitress in California who moved to Morgan County and decided to finish her high school degree. She earned her GED with test scores high enough to win a MCC scholarship, so she enrolled in college classes. In 1993 she received her associate of applied science degree, and she says MCC gave her confidence and skills to change her life.

She now owns and operates City Cafe in downtown Fort Morgan where, "I implement a lot of what I learned at MCC - everything from taking inventory, doing the books, using the computer, working with the bank ... everything."



PEOPLE, PLACES, EVENTS

# 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.

## Clubs and Organizations

Clubs and their 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.

## Services for Students with Disabilities

Support services are available for students with special needs. Contact ADA Coordinator, Dean of Administration.

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. Classrooms 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.)

Students who have a disability or special needs may be requested to provide documentation of disability and allow for set up time for some services.

## Student Rights and Responsibilities Classroom

1. Students have the right to inquire, to discuss, and to express their views by orderly means that do not infringe upon the rights of others or impede the progress of the course.
2. Students have the right to expect that instructors will conduct themselves professionally in the classroom in accordance with College policy.
3. Students have the right, through a printed syllabus and course outline, to be informed of the academic standards expected of them in each course. Academic standards shall include, but are not limited to, class attendance requirements, objectives to be achieved, and grading criteria which will be applied to a particular course of study.
4. Students have the right to be evaluated solely on the basis of their academic performance, not on their opinions or conduct in matters unrelated to academic standards. Students have the right to be protected through established procedures against prejudiced or capricious academic evaluation. Students may not grieve a grade. Students can grieve violation of the state's grading criteria or the inequitable application of grading criteria.
5. Students have the opportunity, through established institutional mechanisms, to assess the value of a course, services, facilities, and equipment; to make suggestions as to its direction; and to evaluate both the instructor and the instruction they have received.
6. Students have the right to privacy. Personal or scholastic information about students shall be considered confidential and shall not be disclosed to others except in accordance with College policy, Colorado State Open Records Act, The Family Educational Rights and Privacy Act, and Freedom of Information statutes.
7. Students have the right to reasonable academic assistance provided by the institution both in and out of the classroom, based on a resource available basis.
8. Students have the right to legally mandated absences, such as military duty, jury duty, or legal summons to a court of law.

In other cases, if, in the view of the instructor, an absence has exceeded a reasonable amount of time as defined by the instructor's absence policy and the student disagrees, he or she may petition the matter to the Dean of Academic Affairs. Students receiving financial aid or Veterans' benefits should contact the Student Financial Aid Office.

9. No qualified individual with a disability shall, by reason of disability, be excluded from participation, in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by such entity.

## Campus

1. Outside the classroom, students have the right to discuss and to express by orderly means any view in support of any cause, providing it does not disrupt the operation of the institution or infringe on the rights of other members of the College community, subject only to reasonable time, place, and manner restrictions.
2. Students shall be free to determine their personal behavior without institutional interference, according to the following guidelines:

Dress and grooming are modes of personal expression and taste that shall be left to the individual except for reasonable requirements of health and safety and except for ceremonial occasions, the nature of which requires particular dress or grooming.

3. Students have the right to be free from discrimination based on the College's Affirmative Action Policy.

## Grievance

1. Students shall have the right to utilize grievance procedures and to seek redress in the event they believe that their rights and/or freedoms are violated.
2. Students may not grieve a course grade.
3. Complaints from students alleging violation of Title VI, IX, or ADA/504 will be referred to the Associate Dean for Student Services. The Associate Dean for Student Services will be responsible for maintaining a record of the nature of complaint, date filed, location, current status, and resolution. The Associate Dean for Student Services will be responsible for assigning the complaints to the appropriate coordinator for resolution.

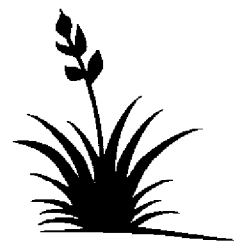
## Disclosure of Student Records

1. The privacy and confidentiality of all student records shall be preserved and access guaranteed in accordance with The Family Educational Rights and Privacy Act, and The Privacy Act of 1974 (as amended, 1976) and pursuant regulations. The College will not permit access to, or the release of student records, or personally identifiable information contained therein, other than public information, without the written consent of the student, or in accordance with existing State or Federal Statutes.
2. Students have the right to access their own scholastic, personal, and college records. All students have the right to examine, in the presence of a professional staff member, their own College records.
3. Other than for collection of such data for statistical reporting purposes as required by proper State or Federal authorities, no record shall be made in relation to any of the following matters except upon express written consent of the student or in accordance with existing State or Federal Statutes:
  - a) Race
  - b) Religion
  - c) Political or social views
  - d) Disability status
4. Records that document students' disabilities or special population classification for the purpose of qualifying them to receive academic accommodations will be held by the Registrar. The Registrar will only share relevant records with other College authorities if it is deemed necessary to do so in order to further students' disability or special population-related support. Information will only be shared with off-campus entities according to College policy or if the students themselves initiate such actions through a signed written request.
5. The following items are considered public information and may be disclosed by the College in response to inquiries concerning individual students, whether the inquiries are in person, in writing, or over the telephone:
  - a. Name
  - b. Affirmation of whether currently enrolled.

Other items are also considered public information. Disclosure can be prevented by filing a written request annually with the Registrar's Office that they withhold the information, unless the student grants written permission. The following items may appear in College directories and publications or be disclosed by staff to anyone inquiring in person, by phone, or in writing.

  - a. College major division
  - b. Dates of enrollment
  - c. Number of hours currently or previously enrolled
  - d. Degrees received
  - e. Honors received

Because of their official function certain parties have access to student records. For a listing of these parties, refer to the Office of the Registrar.



## Rules and Regulations

As members of the academic community, students are expected to conduct themselves in a reasonable manner. Students should at all times try to promote a sense of cooperation and work to build an atmosphere that will be most conducive to the goals of higher education.

Members of the College community shall recognize the authority of the College to publish and maintain its own set of rules and regulations. It is the responsibility of all members of the College community to make themselves aware of the rules and regulations of the institution and comply with those rules and regulations.

All members of the College community, while on campus or while participating in College-sponsored activities (on or off campus), are expected to comply with College rules and regulations and with the regulations of off-campus sites.

The following actions and/or behaviors shall be deemed to violate College rules and regulations and shall be subject to appropriate College disciplinary proceedings.

- A. Threatening, attempting, or committing physical violence against or endangering the health, safety, or welfare of self and/or other person(s).
  - B. Preventing or attempting to prevent any student(s) from attending any class or other College activity, impeding, or disrupting any class or other College activity, or attempting to prevent any person from lawfully entering, leaving, or using any College facility.
  - C. Blocking pedestrian or vehicular traffic or violating College traffic and parking rules and regulations.
  - D. Damaging, destroying, or stealing College property or private property of students, College staff or guests when such property is located upon or within College buildings or facilities.
  - E. Using language that is degrading or abusive to any person and/or harassing any person with language as defined by State or Federal statute.
  - F. Violating any College suspension, probation, or conditions thereof.
  - G. Possessing firearms, explosives, or other dangerous weapons (instruments that are designed to produce bodily harm) within or upon the grounds, buildings, or other facilities of the College. This policy shall not apply to a police officer or peace officer authorized by the State or the President or his/her designee. Weapons may include, but are not limited to BB guns, slingshots, martial arts devices, brass knuckles, hunting knives, daggers, or similar knives or switch blades. Any instrument that is designed to look like a firearm, explosive, or dangerous weapon and that is used by a person to cause fear in or to harass another person is expressly included within the meaning of a firearm, explosive, or dangerous weapon.
  - H. Possessing, consuming, or distributing any alcoholic beverage on campus except in accordance with College rules and regulations; appearing on campus while intoxicated as defined by State and local laws.
  - I. Illegally possessing, using, distributing, or manufacturing any narcotic, dangerous drug, or controlled substance as classified by federal, state, and local laws; or appearing on campus while under the influence of any illegally-obtained narcotic, dangerous drug, or controlled substance.
  - J. Plagiarizing, cheating and/or facilitating violations of reasonable standards of academic behavior. Matters relating to academic standards and achievement fall within the responsibility of instructional staff.
- Examples of the above may include, but are not limited to:
1. Copying, writing, or presenting another person's information, ideas, or phrasing without proper acknowledgment of their true source.
  2. Using a commercially-prepared term paper or project.
  3. Copying information from the test of another student.
  4. Using unauthorized materials during an examination.
  5. Obtaining illegally or attempting to obtain unauthorized knowledge of a test.
  6. Giving or selling to another student unauthorized copies of tests.
  7. Taking a test in place of another student or having someone take a test in his/her place.
  8. Unauthorized collaboration between two or more students on a test, paper, project, or activity.
  9. Forging, altering, or using College documents, records forms, or instruments with the intent to defraud or to furnish false information to the College or to agencies and educational institutions.
- K. Leaving children unattended or unsupervised in campus buildings or on campus grounds can constitute child abuse or child neglect (as outlined in the Colorado Child Protection Act of 1975). Children may be permitted in the class only with instructors' permission and with the understanding that the child's presence will not be disruptive or unduly distracting.
  - L. Influencing or attempting to influence any employee or any student enrolled in the College through the offerings or acceptance of favors (including sexual), bribery, or any kind of threats.
  - M. Failing to comply with contractual obligations with the College (such as defaults on payments, loan agreements, terms of work study, employment, etc.).



N. Intentionally publishing or disseminating any written instrument, sign, picture, object, or verbal statement, with knowledge of its falsity and with malicious intent, to impeach the honesty, integrity, or reputation of another person.

Please note: Additional disciplinary policies are in effect for the health occupations and Truck Driver Training. Please refer to these programs for specific information. Students in the above programs do not in any way forgo their right of due-process through the grievance procedure.

### Student Disciplinary Procedure

Violation of College Rules and Regulations may result in disciplinary action. Student conduct and discipline in the College community is a responsibility shared by students, faculty, classified staff, and administration. Complaints involving students may be initiated by any member of the administration, faculty, classified staff, or student body and addressed to the Associate Dean for Student Services.

Individual instructors are responsible for establishing orderly procedures in matters of classroom integrity or demeanor. If disruptive behavior occurs in the classroom, an instructor has the authority to ask those involved to leave the classroom for the remainder of the class period.

If the time period is to go beyond one class period, the faculty member must file a written complaint with the Associate Dean for Student Services. The Associate Dean for Student Services shall provide notice to the student in writing that continuation or repetition of unacceptable conduct, within a period of time stated in the warning, may be cause for further disciplinary action. (These warnings are cumulative and are recorded in the Office of the Associate Dean for Student Services.)

The respondent will be notified in writing. Those found in violation of College Rules and Regulations and/or Student Rights and Freedoms will be disciplined in accordance with established College policies, directives, and procedures. Disciplinary action may include that the respondent be reprimanded, placed on probation, suspended from school, or permanently dismissed. A student shall have the right of appeal of the Dean's decision in a personal interview with the College President, with whom final authority rests for action at the College level.

The President, or his/her designee, may immediately suspend a student when s/he deems such action is necessary to remove a student who poses a threat to the health and safety of self and/or others or to the operation of the College. This suspension shall be for a period not to exceed ten (10) calendar days. The student may appeal the suspension to the Student Affairs Committee. This suspension does not take the place of college disciplinary action.

The college maintains the right and responsibility to contact local or state authorities based on the nature of the violation.

### 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.

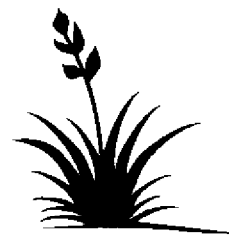
The research needs of the library users are supplemented through the High Plains Regional Library System's interlibrary loan service, NEWS BANK, and the network of CARL System's, Inc. Three CARL (Colorado Alliance of Research Libraries) terminals are available providing access to over five million records 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. and Friday 7:30 a.m. - 4:00 p.m., unless otherwise posted.

### The Learning Center (TLC)

The Learning Center (TLC), provides learning assistance to all MCC students. These services help students enter and complete the educational program of their choice. Tutoring is available for both individuals and small groups primarily in the areas of English, mathematics, and algebra.

The Learning Center also offers computer - assisted support through use of computer programs for reading, writing and grammar skills, math, algebra, typing skills, and word processing. Students are welcome to use the services as long as they are enrolled.



## DEVELOPMENTAL STUDIES COURSES

The developmental studies program is designed to strengthen students' basic skills in preparation for successful college level studies.

Students enter these courses at different levels, based on either assessment recommendations or personal choice. Students may also choose to take developmental courses concurrently with classes in their program major.

The following developmental studies courses are offered. Course descriptions may be found under the listings in the Course Descriptions section. (The following courses do not apply toward any degree or certificate.)

DES	015	- Basic Skills
DES	016	- Customized Basic Skills
DES	025	- Adapted Word Processing - (Computer Access Center)
ENG	030	- Basic Language Skills
ENG	060	- Language Fundamentals
ENG	100	- Composition Style and Technique
MAT	015	- Whole Numbers
MAT	016	- Decimals
MAT	017	- Fractions and Mixed Numbers
MAT	036	- General Skills in Mathematics
MAT	100	- Elementary Algebra
MAT	105	- Intermediate Algebra
REA	060	- Foundations of Reading
REA	090	- College Preparatory Reading
STS	060	- Learning Success Strategies

## The College Center

MCC's College Center, located in Willow Hall, provides a variety of opportunities for relaxation and recreation. Students have access to cable television, music, pool tables, vending machines, a full service kitchen, and a study area. Further, as a hub of Student Activities, the College Center is home to club meetings, student and faculty receptions, campus parties, art shows, poetry readings, etc.

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



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## 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.

## 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 Interactive Distance Learning Network. 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 (BLC)

The Business Learning Center provides 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, 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 financing, management, and marketing.



## Adult Basic Education Program

Adults for a Better Life through Education classes address individual needs of adults in the areas of basic skills such as reading and writing, General Education Development (GED) preparation, English to Speakers of Other Languages (ESOL), U.S. Citizenship, Family Strengths, and Workplace Education programs. Instruction is offered to adults over 16 years of age, on an open-entry, open-exit basis.

After assessment and counseling, instructors help students formulate appropriate individual education plans. Students and tutors work individually and in small groups to achieve their personal and academic goals.

## 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.

## Area Vocational School

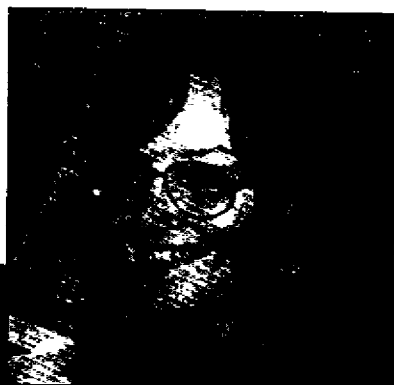
The Area Vocational School administered by Morgan Community College serves high school students in the college service area.

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 entry-level employment skills 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 Collision Repair Technology, and Automotive Service Technology.



MCC  
SUCCESS  
STORY ...

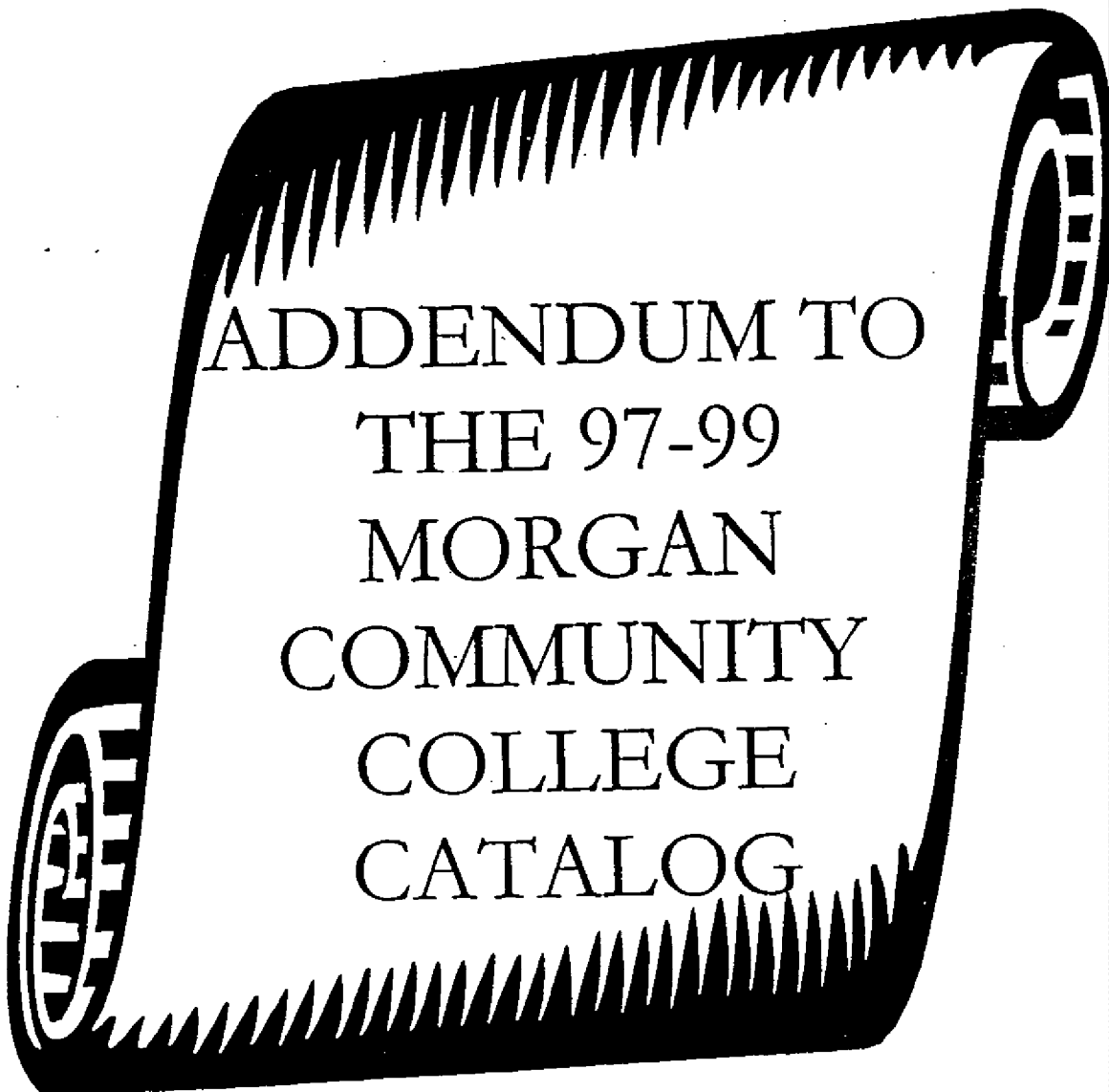


**D**arlene Doane, honored in 1995 as MCC's Outstanding Alumnus, was working as a waitress and raising three daughters when she realized she needed something different, something more. So she returned to school and MCC was the place she chose so she could be home with her family. In 1987 she graduated with an associate of arts degree, worked at a newspaper and a radio station before starting at the Brush News-Tribune as a reporter. She is now editor, past president of the Brush Chamber of Commerce, and member of Rotary in addition to being a wife, mother, and grandmother. "The atmosphere and teachers were wonderful, it was an exciting place," she said about MCC, and she urged daughter Kari to attend MCC, "it is a good place to go to get adjusted before going to a larger college."



# MORGAN COMMUNITY COLLEGE

17800 Road 20 • Fort Morgan CO • 80701 • 970-867-3081 • 1-800-622-0216



ADDENDUM TO  
THE 97-99  
MORGAN  
COMMUNITY  
COLLEGE  
CATALOG

# MORGAN COMMUNITY COLLEGE

970-867-3081

800-622-0216

## Page 13 - REFUND / REPAYMENT POLICY

Students must officially withdraw from college courses by processing the required forms in the Student Services Office during the stated add/drop period for the semester. Students completing the proper steps will be eligible for a refund of tuition and fees.

## Page 14 - PRO RATA REFUND

For a first-time student, MCC will calculate a Pro-Rata Refund up to 60% of the term. A first-time student includes any student who has never attended a term at MCC, and any student who previously attended but received a 100% refund of tuition and fees (for the previous term(s))Deleted

## Page 16 - 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 and/or their family. (The secondary responsibility lies with the student.)Deleted

Colleges and universities provide supplemental assistance to students who show documented financial need which is determined when the application is processed. Need is calculated by taking the college's Cost of Attendance minus the Estimated Family Contribution (EFC) from the Student Aid Report (SAR) minus any Estimated Financial Assistance (EFA) which includes grants, scholarships, student loans, Veterans Education Benefits, and outside resources.

**COA - EFC - EFA = NEED**

The Federal Pell Grant and all other federal and state grants are awarded on need. Scholarships can also be awarded based on need, but require a separate application and are more often based on merit and academic performance.

## Page 16 - HOW TO APPLY FOR FINANCIAL AID

1. FAFSA completed and mailed by March 1.
2. MCC Scholarship application received by April 1.

## Page 16 - HOW TO APPLY FOR FINANCIAL AID (continued)

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

**Page 16 - TRANSFER STUDENTS**

Before aid may be determined, Morgan Community College must receive Financial Aid Transcripts from **(all) Deleted**, previous colleges attended in the last two years whether you received aid or not. Transcript request forms may be obtained from the Financial Aid Office.

**Page 17 - COLORADO SCHOLARS**

Approximately 50 scholarships are awarded annually to students attending at least half time meeting the following minimum requirements: 3.0 high school G.P.A., 250 GED test score or a previous college G.P.A. of at least 3.0. Also, the students ability, desire, and state residency are considered in making selections. Funding is provided by the Colorado General Assembly.

**COLORADO NURSING SCHOLARSHIP**

Funding for this program is provided by the Colorado General Assembly. The Colorado Nursing Scholarship is designed to provide assistance to students pursuing nursing degrees and who agree to practice nursing in Colorado for every year or partial year the student receives the award.

**Page 17 - GREATER GIFTS SCHOLARSHIP**

This scholarship is awarded by the MCC Foundation to outstanding students who are enrolled on a full-time basis. The student's potential and desire to reach goals are also considered. Several scholarships , of approximately \$1,600 each are awarded.

**Page 17 - (HOWARD B. BLOEDORN)Deleted**

**EXTERNALLY FUNDED SCHOLARSHIPS**

**(In addition,)Deleted** the following scholarships are made available by contributions from businesses, individuals, and organizations. These scholarships are made available to deserving and qualified MCC students annually:

- Greg Alsip Memorial Scholarship
- H B Bloedorn Scholarship
- Fresh Start Scholarship
- Ruth Graves Scholarship
- Green Rockies Foundation Scholarship
- Iota Psi Sorority Scholarship
- Carl Maney Johnson Memorial Scholarship
- Pat and Joan Jolliffe Scholarship
- Fort Morgan Noon Lions Club Scholarship
- Doris and Rex Monahan Second Chance Scholarship
- Petty's Women's Scholarship
- Freda T Roof Memorial Scholarship**
- Stan Tieman Memorial Scholarship
- Fort Morgan Sundowners Lions Club Scholarship
- Xi Alpha Theta Sorority Scholarship

**Page 17 - MCC FUNDED SCHOLARSHIPS**  
**Next Step Scholarship**  
**Service Area Scholarship**  
**Young Scholars Scholarship**

**Page 17 - FEDERAL PELL GRANT**

This Federal aid source is available to all eligible undergraduate students seeking their first degree. Award amounts range up to **\$3,000 in 1998-99** based upon the student's financial need, costs at the institution, and Congressional allocation.

**Page 17 - FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT  
COLORADO PART-TIME GRANT (PTG)**

These State grants are available to students classified as Colorado residents (tuition classification) based upon financial need who attend less than full-time. Awards range up to **\$1500**.

**Page 17 - PROGRAMMATIC GRANTS**

Students in various programs including Young Farmers and Farm/Ranch as well as students taking certain health courses and State Classified Personnel may apply for institutional grants. Amounts vary for each program.

**Page 18 - 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. At least 5% of Federal work-study is awarded to community service jobs. **MCC also employs students in the "America Reads" program to work as tutors in grade schools.**

**Page 18 - 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 for Freshman students and \$3,500 for Sophomore students. Aggregate limit is \$23,000. In addition, independent students may use the Unsubsidized Loan to borrow an additional \$4,000 per year. Repayment begins six months following the date the student ceases to attend at least ½ time. **As part of MCC's default management plan, students must complete an Additional Loan Request form before an Additional Unsubsidized loan will be awarded.**

**Page 22 - 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. **With the approval of the Dean of Arts and Sciences, a limit of 3 credits in Special Studies may count toward the AA, AS, or AGS degree as elective credit.**



**Page 22 - CREDIT FOR PRIOR LEARNING**

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

**Page 22 - CERTIFICATES AND DEGREES OFFERED**

The following certificates and degrees currently are offered at Morgan Community College:

Associate of Arts

Associate of Science

Associate of General Studies:

Generalist

Criminal Justice emphasis

Associate of Applied Science:

Automotive Service Technology

Business (with four emphasis areas):

Office Support Specialist

Real Estate

Small Business Management

Business Management

Collision Repair Technology

Nursing

Occupational Therapy Assistant

Physical Therapist Assistant

Certificates:

Automotive Service Technology

Certified Massage Therapist

Colorado Agricultural Leadership

Collision Repair Technology

Correctional Officer

Emergency Medical Technology - Basic

Emergency Medical Technology - Intermediate

Farm and Ranch Management

Meat Processing

Medical Assistant

Medical Receptionist

Health Care Assistant

Nurse's Aide

Office Support Specialist

Small Business Development

**Page 38 - COURSES APPROVED FOR AA/AS DEGREES**

Special Studies (Check with program advisor regarding transfer)Deleted

Up to 3 credits of Special Studies may be used as elective credit. Transfer of these credits is not guaranteed by the College.

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**BUSINESS - CCC.ONLINE**

The Associate of Applied Science (AAS) degree in Business is designed for the student who wants to complete the entire degree via the internet. The courses listed below are offered through Colorado Community College Online ([www.cconline.org](http://www.cconline.org)) which is a single location for this degree. Course descriptions are listed separately at the end of the Course Description section in this catalog.

This degree is designed to prepare the student to enter the workforce in a full-time skilled or paraprofessional position related to business. The degree provides a mix of business courses, general education courses, and related information technology requirements. Although many of the credits in the degree are accepted for transfer by particular colleges and universities, the degree is not designed to facilitate transfer to a baccalaureate degree program. The student who anticipates pursuing a baccalaureate degree is encouraged to check the degree requirements of the respective institution.

<b>AAS DEGREE - (BUS)</b> .....	<b>TOTAL CREDITS</b>	<b>60</b>
<b>GENERAL EDUCATION REQUIREMENTS</b> .....		<b>18</b>
ECO        201    Principles of Macroeconomics		3
ECO        202    Principles of Microeconomics		3
ENG        121    English Composition I		3
ENG        122    English Composition II		3
MAT        121    College Algebra		3
SPE        115    Speech Communications		3
<b>CORE CURRICULUM REQUIREMENTS - ALL OPTIONS</b> .....		<b>33</b>
ACC        121    Principles of Accounting I		3
ACC        122    Principles of Accounting II		3
BUS        115    Introduction to Business		3
BUS        216    Legal Environment of Business		3
BUS        217    Business Communication and Report Writing		3
BUS        226    Business Statistics		3
MAN        216    Small Business Management		3
MAN        226    Principles of Management		3
MAR        111    Principles of Sales		3
MAR        216    Principles of Marketing		3
BUS        158    Human Resources Management		3
<b>RELATED REQUIREMENTS</b> .....		<b>9</b>
CIS        115    Introduction to Computer Information Systems		3
CIS        118    Introduction to Microcomputer Applications		3
CIS        150    Introduction to Spreadsheets		3

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**Page 51 - COURSE DESCRIPTIONS**

**ACC 121 - Principles of Accounting I - Variable 3 - 4 credits**  
**ACC 122 - Principles of Accounting II - Variable 3 - 4 credits**

**Page 57 - COURSE DESCRIPTIONS**

**BUS 116 - Small Business Management - Variable 3-4 credits**  
**BUS 118 - Business Math**

**Page 58 - COURSE DESCRIPTIONS**

**BUS 158 - Human Resource Management**  
3 Credit Hours  
Pre-requisite: None  
Covers the selection, development, and maintenance of a work force, employment law, fringe benefits, and wage and salary administration with an emphasis on job design and analysis.

**Page 59 - COURSE DESCRIPTIONS**

**BUS 226 - Business Statistics**  
3 Credit Hours  
Pre-requisite: Intermediate Algebra or permission of instructor  
Covers statistical study, descriptive statistics, probability and the binomial distribution, index numbers, time series, decision theory, confidence intervals, hypothesis testing, testing of two-sample means, chi-square and ANOVA, linear regression and correlation. Course is intended for business major, and covers statistical study, descriptive statistics, probability, and the binomial distribution, index numbers, time series, decision theory, confidence intervals, linear regression, and correlation.

**Page 61 - COURSE DESCRIPTIONS**

**CIS 111 - Advanced Microcomputer Operating Systems(Windows)-  
Variable 1-3 credits**

**Page 62 - COURSE DESCRIPTIONS**

**CIS 150 - Introduction to Electronic Spreadsheets - Variable 2-3  
credits**

**Page 65 - COURSE DESCRIPTIONS**

**FOL 225 - Variable Credit**

**PERSONNEL (Page 79 of the 97-99 Catalogue)**

**FACULTY OF THE COLLEGE**

**FRICH, CAROL (1997) Nursing**

M.S. (1997) University of Ohio

**GEORGE, SHERYL (1998) Nursing**

B.A. (1969) University of Iowa

M.A. (1994) University of Northern Colorado

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**HEIKES, DAVID (1997) English**

B.S. (1979) University of South Dakota

M.A. (1984) Western Washington-University

**ACADEMIC AND ADMINISTRATIVE SERVICES STAFF**

**(Page 81 and 82 of the 97-99 Catalogue)**

**Morgan And Aims Community College Center For Workplace Excellence**

**EVANS, JAYLENE (1998)**

B.S. (1997) University of Phoenix

**Dean of Student and Campus Life**

**GILLAN, KATHY JO (1998)**

B.S. Ed (1981) Central Michigan University

M.Ed (1985) University of Massachusetts

Ph.D. (1995) University of Northern Colorado

**Maintenance and Operations**

**KIND, GENE (1997)**

**Assistant Director Downtown Center and Teen Parenting Coordinator**

**PAGE, CHERYL (1997)**

B.A. (1997) University of Northern Colorado

B.S. (1987) Regis University

**Director, Small Business Development Center, Stratton**

**ROGERS, CONNIE (1998)**

B.S. (1995) University of Phoenix

**Telecommunications Coordinator**

**PERISHO, MICHELE (1996)**

**Administrative Assistant III, Office of Vice President of Instruction**

**DAVEY, MARYJANE**

**Accounting Technician II**

**TRUJILLO, ROXANNE (1993)**

**Human Resources Specialist I**

**CRAWLEY, JANET (1995)**

M.S.M. (1997) Regis University

**Administrative Assistant III, Student Services**

**MESE, CONNIE (1993)**

**Administrative Assistant II, Student Services**

**MCCLELLAN, JAN (1997)**

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**Campus Centers  
Administrative Assistant I, Limon Center  
OLSEN, LINDA (1997)**

**Names to be deleted:  
NIEHOFF, NANCY  
CARR, RHONDALLYN  
WEGENER, LISA**

**Programs to be deleted:  
PALS**

revised 3/30/98



# 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 at Colorado's publicly supported four-year institutions.

Students may take the core courses as part of a two-year degree program for an Associate of Arts, Associate of Science, or Associate of General Studies Degree.

Implementation of the General Education Transfer Program began with the 1988-89 community/junior college catalogs. 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. For further information, contact a community/junior college counselor or program advisor.

## Associate of Science

- I. English/Speech (9 semester credits required)  
ENG 121, ENG 122  
SPE 115
- II. Mathematics (4 semester credits required)  
Choose from: MAT 121, MAT 125, MAT 201, MAT 202
- III. Science (8 semester credits required)  
Choose from: BIO 111, BIO 112, CHE 111, CHE 112, PHY 111, PHY 112, PHY 211, PHY 212, GEY 111, GEY 121, AST 101, AST 102
- IV. Social and Behavioral Sciences (6 semester credits from 2 different disciplines)  
Choose from: ANT 101, ANT 111, ECO 201, ECO 202, GEO 105, HIS 101, HIS 102, HIS 201, HIS 202, POS 105, POS 111, PSY 101, PSY 102, SOC 101, SOC 102
- V. Humanities (6 semester credits from 1 or 2 disciplines)  
Choose from: ART 110, ART 111, ART 112, \*111, \*112, \*211, \*212, HUM 121, HUM 122, HUM 123, LIT 115, LIT 201, LIT 202, MUS 120, MUS 121, MUS 122, THE 105, THE 211, THE 212, PHI 111, PHI 112, PHI 115  
\*Foreign Language

## Associate of Arts

- I. English/Speech (9 semester credits required)  
ENG 121, ENG 122  
SPE 115
- II. Mathematics (3 semester credits required)  
Choose from: MAT 121, MAT 125, MAT 155, MAT 201, MAT 202
- III. Science (4 semester credits required)  
Choose from: BIO 105, BIO 111, BIO 112, CHE 101, CHE 102, CHE 111, CHE 142, PHY 105, PHY 111, PHY 112, PHY 211, PHY 212, GEY 111, GEY 121, AST 101, AST 102
- IV. Social and Behavioral Sciences (9 semester credits from 2 different disciplines)  
Choose from: ANT 101, ANT 111, ECO 201, ECO 202, GEO 105, HIS 101, HIS 102, HIS 201, HIS 202, POS 105, POS 111, PSY 101, PSY 102, SOC 101, SOC 102
- V. Humanities (9 semester credits from 2 different disciplines)  
Choose from: ART 110, ART 111, ART 112, \*111, \*112, \*211, \*212, HUM 121, HUM 122, HUM 123, LIT 115, LIT 201, LIT 202, MUS 120, MUS 121, MUS 122, THE 105, THE 211, THE 212, PHI 111, PHI 112, PHI 115  
\*Foreign Language

### Colorado Community College & Occupational Education System

# General Education Common Core for the A.A., A.S., & A.G.S. Degrees

Semester credits

<b>English</b>	ENG 121	English Composition I	5	
	ENG 122	English Composition II	5	
	SPE 115	Principles of Speech Communication	5	
<b>Mathematics</b>	MAT 121	College Algebra	4	
	MAT 125	Survey of Calculus	4	
	MAT 135	Introduction to Statistics	5	
	MAT 201	Calculus I	5	
	MAT 202	Calculus II	5	
<b>Science</b>	AST 101	Astronomy I	4	
	AST 102	Astronomy II	4	
	BIO 105	Science of Biology	4	
	BIO 111	General College Biology I	5	
	BIO 112	General College Biology II	5	
	CHE 101	Introduction to Chemistry I	5	
	CHE 102	Introduction to Chemistry II	5	
	CHE 111	General College Chemistry I	5	
	CHE 112	General College Chemistry II	5	
	GEY 111	Physical Geology	4	
	GEY 121	Historical Geology	4	
	PHY 105	Conceptual Physics	4	
	PHY 111	Physics: Algebra-based I	5	
	PHY 112	Physics: Algebra-based II	5	
	PHY 211	Physics: Calculus-based I	5	
	PHY 212	Physics: Calculus-based II	5	
	<b>Behavioral and Social Science</b>	ANT 101	Cultural Anthropology	5
		ANT 111	Physical Anthropology	3
		ECO 201	Principles of Macroeconomics	5
		ECO 202	Principles of Microeconomics	5
GEO 105		World Regional Geography	5	
HIS 101		Western Civilization I	3	
HIS 102		Western Civilization II	3	
HIS 201		U.S. History I	5	
HIS 202		U.S. History II	3	
POS 105		Introduction to Political Science	3	
POS 111		American Government	3	
PSY 101		General Psychology I	3	
PSY 102		General Psychology II	3	
SOC 101		Introduction to Sociology I	3	
SOC 102		Introduction to Sociology II	3	
<b>Humanities</b>		ART 110	Art Appreciation	3
		ART 111	Art History I	3
		ART 112	Art History II	3
		* 111	Foreign Language I	5
		* 112	Foreign Language II	5
	* 211	Foreign Language III	3	
	* 212	Foreign Language IV	3	
	HUM 121	Survey of Humanities I	3	
	HUM 122	Survey of Humanities II	5	
	HUM 125	Survey of Humanities III	5	
	LIT 115	Introduction to Literature	3	
	LIT 201	Masterpieces of Literature I	5	
	LIT 202	Masterpieces of Literature II	5	
	MUS 120	Music Appreciation	3	
	MUS 121	Introduction to Music History I	3	
	MUS 122	Introduction to Music History II	5	
	PHI 111	Introduction to Philosophy	3	
	PHI 112	Ethics 3	3	
	PHI 115	Logic	3	
	THE 105	Introduction to Theatre Arts	3	
THE 211	Development of Theatre I	5		
THE 212	Development of Theatre II	5		

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
<b>I. ENGLISH/SPEECH</b>		
<b>9</b>		
ENG 121, 122	English Composition I, II	3,3
SPE 115	Principles of Speech Communication	3
<b>II. MATHEMATICS/SCIENCES</b>		
<b>11</b>		
Must include one course from each group below (A, B, and C):		
<b>A. Mathematics (3)</b>		
MAT 121	College Algebra	4
125	Survey of Calculus	4
135	Introduction to Statistics	3
201, 202	Calculus I, II	5,5
<b>B. Science (4)</b>		
AST 101, 102	Astronomy I, II	4,4
BIO 105	Science of Biology	4
111, 112	General College Biology I, II	5,5
CHE 101, 102	Introduction to Chemistry I, II	5,5
111, 112	General College Chemistry I, II	5,5
GEY 111	Physical Geology	4
121	Historical Geology	4
PHY 105	Conceptual Physics	4
111, 112	Physics: Algebra Based I, II	5,5
211, 212	Physics: Calculus Based I, II	5,5
<b>C. Additional Math/Science (4)</b> <i>el</i>		
AST	Any Course	
BIO	Any Course	
CHE	Any Course	
GEY	Any Course	
MAT	MAT 121 or higher	
PHY	Any Course	
SCI	Any Course	
<b>III. SOCIAL AND BEHAVIORAL SCIENCES</b>		
<b>9</b>		
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	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 9

Must include at least two disciplines:

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
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. Have completed a year or more of active military service.
2. Presented a medical exemption recommended by a physician.
3. Are 35 years of age or older at time of first registration at the College.

#### VI. INTRODUCTION TO COMPUTERS OR COMPUTER LANGUAGE CLASS 3

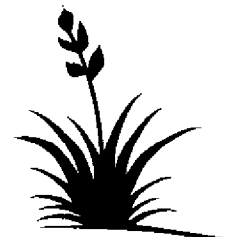
CIS 115	Introduction to Computers	3
CIS 160	BASIC Language Programming	3
CIS 260	COBOL Programming	3
CSC 148	FORTRAN Programming	3
CSC 150	PASCAL Programming	3
CSC 230	C-Language Programming	3

#### VII. ELECTIVES 19

Electives may be selected from list of courses approved for A.A./A.S. degrees (page 38)

#### TOTAL CREDITS 62

Students entering this program are required to complete assessment. The entrance levels from the Accuplacer scores are sentence skills 101, reading 85, arithmetic 85, or ASSET scores 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	
<b>I. ENGLISH/SPEECH</b>		
ENG 121, 122	English Composition I, II	3,3
SPE 115	Principles of Speech Communication	3
<b>II. MATHEMATICS/SCIENCES</b>		
Must include one course from each group below (A, B and C):		<b>24</b>
<b>A. Mathematics (4)</b>		
MAT 121	College Algebra	4
125	Survey of Calculus	4
201, 202	Calculus I, II	5,5
<b>B. Science (8)</b>		
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
<b>C. Additional Math/Science (12)</b>		
AST	Any Course	
BIO	Excluding BIO 105	
CHE	Excluding CHE 101, 102	
GEY	Any Course	
MAT	MAT 121 or higher	
PHY	Excluding PHY 105	
<b>III. SOCIAL AND BEHAVIORAL SCIENCES</b>		
Must include at least two disciplines:		<b>6</b>
ANT 101	Cultural Anthropology	3
111	Physical Anthropology	3
ECO 201	Principles of Macroeconomics	3
202	Principles of Microeconomics	3
GEO 105	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

Must include at least two disciplines:

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
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\*

PED 110	Physical Education Activities	2
PED 111	Intermediate Physical Education Activities	2

\* The PED requirement may be waived and substituted with two other PED courses under one of the following conditions:

1. Have completed a year or more of active military service.
2. Presented a medical exemption recommended by a physician.
3. Are 35 years of age or older at time of first registration at the College.

## VI. INTRODUCTION TO COMPUTERS OR COMPUTER LANGUAGE CLASS

CIS 115	Introduction to Computers	3
CIS 160	BASIC Language Programming	3
CIS 260	COBOL Programming	3
CSC 148	FORTRAN Programming	3
CSC 150	PASCAL Programming	3
CSC 230	C-Language Programming	3

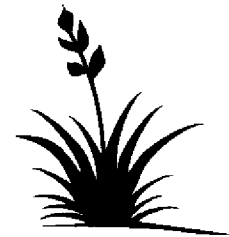
## VII. ELECTIVES

Electives may be selected from list of courses approved for the A.A./A.S. degrees

## TOTAL CREDITS

**62**

Students entering this program are required to complete assessment. The entrance levels from the Accuplacer computerized placement test of sentence skills 101 or ASSET scores are reading 85, math 85, writing 45. Students may be required to obtain these levels before entering the program.



## COURSES APPROVED AS ELECTIVES FOR AA/AS DEGREES 1996-98

ACC 121	Principles of Accounting I	HIS 202	U.S. History II
ACC 122	Principles of Accounting II	HIS 225	Colorado History
AGL 115	Animal Sciences	HEC 115	Human Nutrition
AGL 116	General Crops	HUM 121	Survey of Humanities I
AGL 117	Introductory Soil Science	HUM 122	Survey of Humanities II
ACL 118	Agricultural/Natural Resource Economics	HUM 123	Survey of Humanities III
ANT 101	Cultural Anthropology	JOU 106	Fundamentals of Reporting
ANT 111	Physical Anthropology	JOU 121	Introduction to Print Media Photography
ANT 205	Mankind and Myth	JOU 206	Intermediate Newswriting and Editing
ART 110	Art Appreciation	LIT 115	Introduction to Literature
ART 111	Art History I	LIT 126	Study of Poetry
ART 112	Art History II	LIT 127	Study of the Novel
ART 116	Lettering	LIT 201	Masterpieces of Literature I
ART 121	Drawing I	LIT 202	Masterpieces of Literature II
ART 122	Drawing II	LIT 211	Survey of American Literature I
ART 131	Design I	LIT 212	Survey of American Literature II
ART 132	Design II	MAN 226	Principles of Management
ART 211	Painting I	MAR 216	Principles of Marketing
ART 212	Painting II	MAT 121	College Algebra
ART 231	Watercolor I	MAT 122	College Trigonometry
ART 232	Watercolor II	MAT 125	Survey of Calculus
AST 101	Astronomy I	MAT 135	Introduction to Statistics
AST 102	Astronomy II	MAT 201	Calculus I
BIO 105	Science of Biology	MAT 202	Calculus II
BIO 109	Man and the Environment	*PED 105	CPR
BIO 111	General College Biology I	*PED 125	Standard First Aid-Adult CPR
BIO 112	General College Biology II	PED 110	Physical Education Activities: (see catalog)
BIO 201	Human Anatomy & Physiology I	PED 111	Intermediate Physical Education
BIO 203	Human Anatomy & Physiology II	PED 117	Activities: (see catalog)
BIO 205	Microbiology	PHI 111	Water Safety Instructor
BIO 216	Pathophysiology	PHI 112	Introduction to Philosophy
BIO 245	Kinesiology	PHI 113	Ethics
BUS 115	Introduction to Business	PHI 115	Logic
BUS 216	Legal Environment of Business	PHY 105	Comparative Religions
BUS 217	Business Communications and Report Writing	PHY 111	Conceptual Physics
BUS 221	Business Law I	PHY 112	Physics: Algebra Based I
CHE 101	Introduction to Chemistry I	PHY 211	Physics: Algebra Based II
CHE 102	Introduction to Chemistry II	PHY 212	Physics: Calculus Based I
CHE 111	General College Chemistry I	POS 105	Physics: Calculus Based II
CHE 112	General College Chemistry II	POS 111	Introduction to Political Science
CHE 205	Introduction to Organic Chemistry	PSY 101	American Government
CHE 206	Introduction to Biochemistry	PSY 102	General Psychology I
CIS 101	Computer Literacy	PSY 106	General Psychology II
CIS 115	Introduction to Computers	PSY 116	Human Relations
CIS 160	BASIC Language Programming	PSY 118	Stress Management
CIS 260	COBOL Programming	PSY 226	Beginning Counseling
CSC 148	FORTRAN Programming	PSY 229	Social Psychology
CSC 150	PASCAL Programming	PSY 235	Introduction to Addictive Behavior
CSC 230	C-Language Programming	PSY 247	Human Growth and Development
ECO 201	Principles of Macroeconomics	PSY 248	Child Abuse and Neglect
ECO 202	Principles of Microeconomics	PSY 249	Child and Adolescent Psychology
EDU 115	Early Field Experience in Education	PSY 265	Abnormal Psychology
ENG 226	Fiction Writing	SCI 115	Psychology of Personality
ENG 227	Poetry Writing	SCI 116	Meteorology
FOL 111	Foreign Language I: French, Spanish	SOC 101	Natural Science
FOL 112	Foreign Language II: French, Spanish	SOC 102	Introduction to Sociology I
FOL 211	Foreign Language III: French, Spanish	SOC 205	Introduction to Sociology II
FOL 212	Foreign Language IV: French, Spanish	SOC 215	Marriage & Family
GEO 105	Geography		Contemporary Social Problems
GEY 106	Principles of Geology		Special Studies (Check with program advisor regarding transfer)
GEY 111	Physical Geology		
GEY 121	Historical Geology		
GEY 145	Earth Science		
HEA 116	Medical Terminology		
HIS 101	Western Civilization I		
HIS 102	Western Civilization II		
HIS 201	U.S. History I		

\* 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	
<b>I. PRESCRIBED GENERAL EDUCATION 15</b>			
<b>A. English/Communications (3)</b>			
COM 105	Career Communications	3	
ENG 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>B. Mathematics (3)</b>			
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	
<b>C. Science (3)</b>			
AST 101, 102	Astronomy I, II	4,4	
BIO 105	Science of Biology	4	
111, 112	General College Biology I, II	5,5	
201, 203	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	
<b>D. Social Sciences (3)</b>			
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	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	
<b>E. Arts and Humanities (3)</b>			
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	
<b>II. ELECTIVE COURSES IN GENERAL EDUCATION 6</b>			
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 AGS 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
ART 131, 132	Design I, II	3,3
ART 211, 212	Painting I, II	3,3
ART 231, 232	Watercolor I, II	3,3
BUS 115	Introduction to Business	3
BUS 117	Business English	3
BUS 216	Legal Environment of Business	3
BUS 217	Business Communications and Report Writing	3
BUS 221	Business Law I	3
CIS 101	Computer Literacy	2
CIS 115	Introduction to Computers	3
CIS 160	BASIC Language Programming	3
CIS 260	COBOL Programming	3
CSC 148	FORTRAN Programming	3

CSC 150	PASCAL Programming	3
CSC 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 the Accuplacer scores are sentence skills 90, reading 80, arithmetic 78, or ASSET scores are reading 45, math 45, writing 45. Students may be required to obtain these levels before entering the program.



MCC SUCCESS STORY ...



Lance Carr is a part time instructor and tutor at MCC where he earned an associate of arts in 1991. Forced by muscular dystrophy to live in a wheel chair, he needed a college close to his Fort Morgan home and is happy he chose MCC because, "at MCC you get the best instructors...enthusiastic, having a wealth of knowledge, and who become friends."

He went on to graduate with honors with a BA degree from Regis University in their program which allows students to study at home using mentors.

# 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.

Students must complete a minimum of 15 hours in general education requirements to complete their Associate of Applied Science degree.

## Occupational Certificate

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

### AUTOMOTIVE

The Automotive programs are designed to offer study and training in two major areas. The curricula are: Associate of Applied Science degrees or Certificates in Collision Repair Technology and Automotive Service Technology. In general, graduates of the Collision Repair Technology program will be prepared for jobs such as auto body painter, frame repair person, and metal repair person. Graduates of the Automotive Service Technology program will be prepared for jobs such as automobile mechanic, garage mechanic, service mechanic, and tune-up mechanic. The Automotive programs meet Automotive Service Excellence (ASE) standards, established by the National Automobile Technicians Education Foundation (NATEF).

Students entering these programs are required to complete assessment. The entrance levels from ASSET are reading 41, math 37, writing 37, and scores from Accuplacer are reading 65, arithmetic 75, sentence skills 62. Students may be required to obtain these levels before entering their program. All program completers are required to take an exit exam.

## AUTOMOTIVE SERVICE TECHNOLOGY

### Associate of Applied Science

#### Automotive Service Technology Core Curriculum

+ASE 125	Manual Transmissions and Clutches	3
+ASE 126	Manual Transaxles Diagnosis and Repair	3
+ASE 127	Drive & Universal Joint Diagnosis/Repair	2
ASE 215	Automatic Transmission/Transaxle Diagnosis, Maintenance and Adjustment	3
ASE 216	Automatic Transmission/Transaxle Repair	3

ASE 136	Automotive Brak Systems	2
ASE 236	Anti-Lock Brake Systems	3
ASE 135	Steering & Suspension Diagnosis and Repair	3
ASE 235	Wheel Alignment Diagnosis, Adjustment and Repair	3
ASE 155	Heating and Cooling	2
ASE 255	Air Conditioning System Diagnosis	2
+ASE 145	Basic Electricity	3
ASE 245	Body Electrical	3
+ASE 165	Fuel Systems	2
ASE 166	Emissions Control	2
+ASE 146	Starting and Charging Systems	2
ASE 265	Ignition Systems	3
ASE 246	Specialized Electronics	2
ASE 162	Electronic Fuel Injection	2
+ASE 161	Computerized Fuel System Fundamentals	1
+ASE 266	Automotive Diagnostic Equipment	2
+ASE 267	Driveability Diagnosis	1
+ASE 115	General Engine Diagnosis and Repair	2
+ASE 116	Cylinder Head Diagnosis and Repair	2
+ASE 117	Engine Block Diagnosis and Repair	3
TOTAL CREDITS		59

## General Education Requirements

Applied Communications	Com 105	3
Applied Math	Mat 115	3
CIS 115	Introduction to Computers	3
BUS 115	Introduction to Business	3

#### Recommended Electives:

PED 105	CPR	1
PED 125	Standard First Aid	2

#### OR

ENG 121	English Composition I	3
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TOTAL CREDITS	15
TOTAL PROGRAM CREDITS	74

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

## AUTOMOTIVE SERVICE TECHNOLOGY Certificate

+Students completing 31 credits or more in Automotive Service Technology will be eligible to receive a MCC Certificate.

## COLLISION REPAIR TECHNOLOGY

Associate of Applied Science

### Collision Repair Technology Core Curriculum

+CRT 110	Safety in Collision Repair	2
CRT 115	Auto Body Welding	3
+CRT 125	Non-Structural Repair	6
+CRT 155	Preparation for Refinishing	3
+CRT 145	Plastic and Adhesive Repair	3
CRT 126	Non-Structural Part Replacement	3
+CRT 135	Structural Repair I	3
+CRT 156	Refinishing I	6
+CRT 235	Structural Repair II	7
CRT 225	Non-Structural Repair II	6
CRT 255	Refinishing II	7
CRT 205	Estimating and Shop Management	3
CRT 245	Plastic Repair and Refinishing	3
CRT 265	Mechanical Related Services	3
TOTAL CREDITS		58

### General Education Requirements

Applied Communications		3
Applied Math		3
CIS 115	Introduction to Computers	3
BUS 115	Introduction to Business	3
PED 105	CPR	1
PED 125	Standard First Aid	2
TOTAL CREDITS		15
TOTAL PROGRAM CREDITS		73

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

### COLLISION REPAIR TECHNOLOGY Certificate

Students completing 30 credits or more in Collision Repair Technology will be eligible to receive a MCC Certificate.



## TRUCK DRIVER TRAINING

The Truck Driver Training program is designed for training novice tractor-trailer drivers. It prepares students for entry level positions in truck driving. Graduates will be qualified to operate any type of commercial truck. This includes conventional tractor-trailer, flatbeds, double and triple trailers, tankers, and hazardous materials.

### 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. Must obtain and pass a Department of Transportation (DOT) physical exam and drug screen.

### Application Procedure:

1. Submit a Morgan Community College application.
2. Submit a Truck Driver Training program application with the following:
  - a. Copy of Motor Vehicle Registration
  - b. Copy of current driver's license and social security card.
  - c. Copy of DOT physical examination and drug screen. Quoted costs include tuition, fees, books, and Commercial Drivers License testing.

Contact the Truck Driver Training Center at 117 Main Street for additional information, 970-867-9440 or 1-800-867-9856.

## 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

## BUSINESS

The 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 or preparation for owning or operating a small business. Graduates of the program will be prepared for jobs such as departmental manager, shift manager, or small business operator.

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

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

## BUSINESS TECHNOLOGIES PROGRAM

The Business Technologies 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 Technologies; and 2) a nine-month 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 Business Technologies program will be prepared for jobs such as administrative secretary, secretary, or data-entry specialist. 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 data-entry specialist.

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 the Accuplacer scores are sentence skills 90, reading 80, arithmetic 78, or ASSET scores are reading 43, math 43, writing 43. Students may be required to attain these levels before entering their program.

## SMALL BUSINESS DEVELOPMENT

### Certificate

(pending CCOES approval)  
36 credits in program

### Required Courses

MAN 205	Small Business Management	2
MAN 215	Principles of Supervision	2
MAN 226	Principles of Management	3
MAN 227	Management Simulation	2

## BUSINESS LEARNING CENTER

New in 1993-94, the Business Learning Center (BLC) is a flexible curriculum delivery system designed for students enrolled in skills classes. Students who enroll in classes such as keyboarding, word processing, and transcription will use this self-paced learning approach in a lab format under the supervision and guidance of an instructor.

## 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 Application	2
ACC 215	Payroll Accounting	3
BUS 205	Business Finance	3
CIS 150	Intro to Spreadsheets	2

MAN 226	Principles of Management	3
BTE 100	Touch Keyboarding	1
BTE 102	Keyboarding Applications	2
	Business Elective	3
	<b>TOTAL CREDITS</b>	<b>35</b>
	<b>TOTAL PROGRAM CREDITS</b>	<b>71</b>

\*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
	<b>TOTAL CREDITS</b>	<b>21</b>

**Required Bookkeeping Curriculum**

ACC 101	Fundamentals of Accounting	5
ACC 105	Individual Income Tax	3
ACC 124	Microcomputer Accounting Applications	2
BTE 100	Touch Keyboarding	1
BTE 102	Keyboarding Applications	2
	<b>TOTAL CREDITS</b>	<b>13</b>
	<b>TOTAL PROGRAM CREDITS</b>	<b>34</b>

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

**BUSINESS MANAGEMENT**  
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

**General Education Requirements**

ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
SPE 115	Principles of Speech Communications	3
	General Education Elective *	3
	<b>TOTAL CREDITS</b>	<b>12</b>

**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	Principles of Sales	3
MAR 111	Principles of Management	3
MAR 117	Principles of Retailing	3
MAR 216	Principles of Marketing	3
BTE 100	Touch Keyboarding	1
BTE 102	Keyboarding Applications	2
	<b>TOTAL CREDITS</b>	<b>34</b>
	<b>TOTAL PROGRAM CREDITS</b>	<b>67</b>

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

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

**BUSINESS TECHNOLOGIES**  
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
	<b>TOTAL CREDITS</b>	<b>15</b>





**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
	<b>TOTAL CREDITS</b>	<b>17</b>

**Required Business Technologies Curriculum**

ACC 101	Fundamentals of Accounting	5
BTE 100	Touch Keyboarding	1
BTE 102	Keyboarding Applications	2
BTE 108	Ten Key By Touch	1
BTE 112	Formatting	3
BTE 114	Word Processing Applications	3
BTE 119	Information Processing Concepts	2
BTE 121	Alpha Shorthand I	4
BTE 208	Office Administration	3
CIS 150	Principles of Management	3
	<b>TOTAL CREDITS</b>	<b>29</b>

**Emphasis Areas:****ADMINISTRATIVE**

BTE 113	Advanced Formatting	3
BTE 205	Machine Transcription Business Elective	2
	<b>TOTAL CREDITS</b>	<b>7</b>

**OR****LEGAL**

BTE 116	Legal Terminology	2
BTE 117	Legal Formatting	3
BTE 215	Legal Transcription	2
	<b>TOTAL CREDITS</b>	<b>7</b>

**OR****MEDICAL**

HEA 116	Medical Terminology	2
BTE 118	Medical Formatting	3
BTE 216	Medical Transcription	2
	<b>TOTAL CREDITS</b>	<b>7</b>

**TOTAL PROGRAM CREDITS 68**

\*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
	<b>TOTAL CREDITS</b>	<b>12</b>

**Required Word Processing Curriculum**

ACC 101	Fundamentals of Accounting	5
BTE 100	Touch Keyboarding	1
BTE 102	Keyboarding Applications	2
BTE 112	Formatting	3
BTE 114	Word Processing Applications	3
BTE 119	Information Processing Concepts	2
BTE 205	Machine Transcription	2
BTE 208	Office Administration	3
CIS 115	Introduction to Computers	3
PSY 116	Stress Management	2
	<b>TOTAL CREDITS</b>	<b>26</b>
	<b>TOTAL PROGRAM CREDITS</b>	<b>38</b>

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

**CRIMINAL JUSTICE PROGRAM**

Morgan Community College offers a certificate program in Criminal Justice, the Correctional Officer 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.

Students entering these programs are required to complete assessment. The entrance levels from the Accuplacer scores are sentence skills 90, reading 80, arithmetic 78, or ASSET scores are reading 43, math 43, writing 43. Students may be required to obtain these levels before entering their program.

**CORRECTIONAL OFFICER**

## Certificate

**Correctional Officer Core Curriculum**

CRJ 110	Introduction to Criminal Justice	3
CRJ 111	Basic Law	6
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 23

**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 33

NOT ALL COURSES ARE OFFERED EVERY SEMESTER.  
PLEASE CHECK WITH YOUR PROGRAM ADVISOR.  
(This program is subject to sufficient enrollment.)

**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 and 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

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.

**HEALTH SCIENCE AND APPLIED  
TECHNOLOGIES PROGRAMS**

The Health Sciences and Applied Technologies Division offers nine health-related programs of study in Health Occupations.

Programs range from one semester to five semesters in length. Each program prepares students for a career in a specific health or human services occupation. All program completers are required to take an exit exam. The nine programs are:

Associate Degree Nursing  
Dental Assistant  
Emergency Medical Technology - Basic and Intermediate  
Health Care Assistant  
Medical Assistant  
Medical Receptionist  
Nurse Aide  
Occupational Therapy Assistant  
Physical Therapist Assistant

The number of students admitted to each health-related program is limited. There are usually more applicants than available spaces. Admission to each program is based upon successful completion of admission requirements and on a space available basis. Applications are available in the admissions office for each program. Certificate programs are generally open enrollment, but the student must complete the appropriate application and entry exam.

Applications for admissions to a Health Occupations Associate of Applied Science degree program (ADN, OTA, PTA) are as follows.

1. Request and submit a completed application to the specific program. Directions are explicit in individual applications and must be adhered to.
2. Completion of Anatomy and Physiology I and II with a 2.0 G.P.A. or better.
3. Completion of required entry exam. Schedule with the MCC Testing Center.
4. Completed admissions materials must be on file with the specific program by October 1 for consideration for entrance in the spring semester.
5. Completion of the general education courses (see individual program requirements) with a cumulative 2.0 G.P.A. (ADN: 20 semester credits, PTA: 14 semester credits, OTA: 10 semester credits)
6. Submit transcripts of all previous coursework completed at all colleges attended (including MCC) to the program coordinator.

**Specific program requirements:****ADN**

1. LPN program graduate., submit Colorado licensure or permit.
2. LPN graduation of 3 years prior, documentation of 1,000 hours of work experience as a LPN
3. LPN graduation of 10 years prior, or if a graduate from an out of state LPN program:

Verification of required test scores in nursing content areas.; ACT/PEP exams, #403 Fundamentals of Nursing, #453 Med-Surgical Nursing, #554 Maternal Child Health, or the NLN Mobility Profile I. A schedule of test dates is available from the Testing Center.

4. Current certification in CPR.

**PTA**

1. Documented work experience or volunteer hours under a licensed physical therapist or physical therapist assistant required. (see PTA program application)
2. May be asked for a personal interview.

**OTA**

1. Documented work experience or volunteer hours under a registered occupational therapist or a certified occupational therapy assistant, up to 200 hours.

Each health-related program includes course work in a clinical setting (on-the-job), which generally requires additional expenses related to assigned courses, e.g. medical examinations, liability insurance, uniforms, meals, and travel. All expenses are the student's responsibility.

**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 take 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 or be in the eight slots for direct admission from the Northeastern Junior College practical nursing program. Admission to MCC or NJC does not assure admission to the nursing program.

NURSING HOURS ACCEPTED FROM PN PROGRAM AT NORTHEASTERN JUNIOR COLLEGE OR OTHER COLORADO PN PROGRAM OR OUT-OF-STATE COLLEGE PN PROGRAM **28**

**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 Electives (non-nursing)	3
	<b>TOTAL CREDITS</b>	<b>20</b>

**Required Second Level Nursing Curriculum**

NUR 202	Socialization into Nursing II	1
NUR 203	Socialization into Nursing III	2
NUR 206	Comprehensive Clinical Nursing	3
NUR 211	Comprehensive Medical-Surgical Nursing I	4
NUR 212	Comprehensive Medical-Surgical Nursing Clinical I	4
NUR 213	Comprehensive Medical-Surgical Nursing II	2
NUR 214	Comprehensive Medical-Surgical Nursing Clinical II	4
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
	<b>TOTAL CREDITS</b>	<b>30</b>
	<b>TOTAL PROGRAM CREDITS</b>	<b>78</b>

**Recommended Nursing Electives:**

NUR 201	Nursing Assessment	2
NUR 205	Comprehensive Concepts in Gerontological Nursing	2
NUR 215	Advanced Concepts in Nursing I	1
NUR 216	Advanced Concepts in Nursing II	1
NUR 217	Advanced Concepts in Nursing III	1
NUR 220	Advanced Clinical Experiences	4

Not all courses are offered every semester. Please check with your program advisor.

## OCCUPATIONAL THERAPY ASSISTANT

Occupational Therapy is a health rehabilitation profession. Its practitioners provide service to individuals of all ages who have physical, developmental, emotional and social deficits and, because of these conditions, need specialized assistance in learning functional skills to lead independent, productive and satisfying lives.

According to the U.S. Bureau of Labor Statistics, Occupational Therapy is among the 20 fastest growing occupations. The Occupational Therapy Assistant (OTA) program at MCC was developed to meet the need for qualified professionals in this field. The OTA program consists of five semesters of academic coursework combined with fieldwork in the community. The curriculum is designed to prepare the student to take a national certification exam to become a COTA.

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE 4720 Montgomery Lane, PO Box 31220, Bethesda, MD, 20824, phone 301-652-2682). Graduates of the program will be able to sit for the national certification exam. After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA).

### OCCUPATIONAL THERAPY ASSISTANT Associate of Applied Science

#### General Education Requirements

BIO 201	Human Anatomy & Physiology I	4
BIO 202	Human Anatomy & Physiology II	4
BIO 216	Pathophysiology	5
BIO 245	Kinesiology	4
CIS 115	Introduction to Computers	3
ENG 121	English Composition I	3
HEA 116	Medical Terminology	2
MAT 115	College Math (or higher level)	3
PSY 235	Human Growth and Development	3
PSY 249	Abnormal Psychology	3
SPE 115	Principles of Speech Communications	3

TOTAL CREDITS 37

#### Occupational Therapy Core Curriculum

OTA 115	Principles and Practices of OT	2
OTA 210	Occupational Therapy Modalities	5
OTA 220	OTA Theories & Techniques I	5
OTA 221	OTA Level I Fieldwork A	2
OTA 222	OTA Level II Fieldwork B	2
OTA 223	Level II Fieldwork A	5
OTA 224	Level II Fieldwork B	5
OTA 230	OTA Theories & Techniques II	5
OTA 240	OTA Procedures	5
OTA 245	OTA Practice Management	2

TOTAL CREDITS 38

TOTAL PROGRAM CREDITS 75

## PHYSICAL THERAPIST ASSISTANT

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

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 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.

The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE).

### 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 216	Pathophysiology	5
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		34

#### 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 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		40

TOTAL PROGRAM CREDITS 74

Not all courses are offered every semester. Please check with your program advisor.

## HEALTH OCCUPATIONS CERTIFICATE PROGRAMS

The Health Occupations Certificate Programs are designed to prepare students for entry level employment or to provide supplemental training for persons previously, or currently employed in the health care field. Students may transfer core courses into an AGS degree as well as articulate credits with appropriate programs.

### DENTAL ASSISTANT

The Dental Assistant certificate program prepares students for entry level employment in the dental field and to take the Dental Assisting National Board exam (DANB).

#### Required Courses

##### General Education and Health Sciences

BIO 106	Basic Human Anatomy	2
BTE 208	Office Administration	3
CIS 149	Computer Applications For Health	3
COM 105	Career Communications	3
HEA 116	Medical Terminology	2
HEA 145	History, Law and Ethics	1
HEA 147	Medical/Dental Spanish	2
HEA 148	Pharmacology Principles and Administration	1
PED 105	CPR	1
PED 125	Standard First Aid-Adult CPR	2
TOTAL		20

##### Dental Assistant Core Curriculum

DEA 105	Dental Anatomy	1
DEA 106	Dental Science	2
DEA 111	Operative Procedures I	4
DEA 112	Operative Procedures II	2
DEA 121	Dental Materials I	2
DEA 122	Dental Materials II	2
DEA 146	Dental Radiology	4
DEA 186	Dental Assisting Externship I	2
DEA 187	Dental Assisting Externship II	5
TOTAL		24
TOTAL PROGRAM CREDITS		44

### MEDICAL ASSISTANT

The Medical Assistant Certificate Program prepares students for entry level employment in the health care field and for taking the Certified Medical Assisting Exam (CMA).

#### Required Courses

##### General Education and Health Science Courses

BIO 201	Anatomy and Physiology I	4
BIO 202	Anatomy and Physiology II	4
BTE 208	Office Administration	3
CIS 149	Computer Applications For Health	3
COM 105	Career Communications	3
HEA 116	Medical Terminology	2
HEA 147	Medical/Dental Spanish	2
PED 105	CPR	1
PED 125	Standard First Aid-Adult CPR	2
PSY 235	Human Growth and Development	3
TOTAL		27

##### Medical Assistant Core Curriculum

HEA 107	Illness and the Care Provider	1
HEA 117	Health Care Lab I	2
HEA 121	Medical Radiology	4
HEA 123	Medical Laboratory Procedures	3
HEA 129	Health and Care Skills or	3
HEA 145	History, Law and Ethics	1
HEA 148	Pharmacology Principles and Administration	1
HEA 187	Medical Assisting Externship II	4
TOTAL		19
TOTAL PROGRAM CREDITS		46

### MEDICAL RECEPTIONIST

Students learn maintenance and clerical skills needed for entry level employment in dental and medical offices and clinics.

#### Required Courses

##### General Education and Health Sciences Courses

BIO 106	Basic Human Anatomy	2
COM 105	Career Communications	3
CIS 149	Computer Applications For Health	3
HEA 116	Medical Terminology	2
HEA 147	Medical/Dental Spanish	2
PED 125	Standard First Aid-Adult CPR	2
TOTAL		14

##### Medical Receptionist Core Curriculum

BTE 108	Ten Key by Touch	1
BTE 208	Office Administration	3
BTE 216	Medical Transcription	2

BUS 218	Records Management	3
HEA 117	Health Care Lab I	2
HEA 145	History, Law and Ethics	1
HEA 146	Health Insurance Methods & Claims	3
	<b>TOTAL</b>	<b>15</b>
	<b>TOTAL PROGRAM CREDITS</b>	<b>29</b>

**HEALTH CARE ASSISTANT (AIDE)  
Certificate**

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.

**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
	<b>TOTAL PROGRAM CREDITS</b>	<b>14</b>

**Recommended Electives**

COM 105	Career Communications	3
HEA 116	Medical Terminology	2

Not all courses are offered every semester. Please check with your program advisor.

**NURSE'S AIDE  
Certificate**

Nurse's Assistant (Aide) 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.

**Nurse's Aide Core Curriculum**

HEA 107	Illness and the Care Provider	1
HEA 117	Health Care Lab I	2
NUR 108	Nurse Aide Skills	3
	<b>TOTAL PROGRAM CREDITS</b>	<b>6</b>

**Recommended Electives**

COM 105	Career Communications	3
PED 105	CPR	1
PED 125	Standard First Aid-Adult CPR	2

Not all courses are offered every semester. Please check with your program advisor.

**EMERGENCY MEDICAL TECHNOLOGY - BASIC  
Certificate**

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.

EMT 105	Emergency Medical Technology Basic	8
	<b>TOTAL PROGRAM CREDITS</b>	<b>8</b>

**EMERGENCY MEDICAL  
TECHNOLOGY - INTERMEDIATE  
Certificate**

The Emergency Medical Technology - Intermediate is designed for certified EMT's who are actively involved in providing emergency medical care. Successful completion of EMT-B is a pre-requisite

EMT 107	Emergency Medical Technology Intermediate	12
	<b>TOTAL PROGRAM CREDITS</b>	<b>12</b>

Certification is also available in these additional Emergency Medical Services areas:

- Emergency Medical
- Automatic External Defibrillation
- IV Therapy

Continuing Education for certificate renewal (EMT-B and EMT-I)

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



**PEOPLE, PLACES, EVENTS**

## 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 merchandizing businesses.

### ACC 102 INTEGRATED APPLICATIONS IN ACCOUNTING (15 lecture hours/30 lab hours/2 credits)

Prerequisite: ACC 101. Covers realistic accounting simulations for a merchandising enterprise. Manual and computerized practice sets will be utilized.

### 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 MICROCOMPUTER 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.

### 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.

\* - General Education Course

## 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.

### 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.

# - General Education Common Core for the A.A. and A.S. Degrees \* - General Education Course

## 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 include 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 include 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.

# - General Education Common Core for the A.A. and A.S. Degrees \* - General Education Course

**AUTOMOTIVE SERVICE TECHNOLOGY****ASE 115 GENERAL ENGINE DIAGNOSIS AND REPAIR****(25 lecture hours/10 lab hours/2 credits)**

This course will cover analyzing the condition of an engine to determine what engine repairs are needed. The course will include valve, ring or major overhaul, as well as disassembly of engines, inspection and measuring to locate faulty parts.

**ASE 116 CYLINDER HEAD DIAGNOSIS AND REPAIR****(15 lecture hours/45 lab hours/2 credits)**

This course will acquaint the student with design features and operational characteristics of the cylinder head parts, passages, valves and valve mechanisms. The course will include valve grinding, seat grinding and head service.

**ASE 117 ENGINE BLOCK DIAGNOSIS AND REPAIR****(15 lecture hours/45 lab hours/3 credits)**

Prerequisite: ASE 115. This course will cover assembling block components, including bearings, block plugs, crankshaft and lifters. The student will learn to correctly measure bearing clearance and crankshaft end play, ring, ring and gap, and piston clearance. The course will include the assembly of all components, and the installation and hookup of all related items. Running, adjusting and road testing the finished product will be covered as well.

**ASE 125 MANUAL TRANSMISSIONS AND CLUTCHES****(38 lecture hours/11 lab hours/3 credits)**

This course covers the theory, inspection, and repair procedures for standard transmissions and clutches.



**ASE 126 MANUAL TRANSAXLES DIAGNOSIS AND REPAIR**  
(38 lecture/11 lab hours/3 credits)

This course is a study of the theory and inspection and repair procedures for standard transaxles, four-wheel drives and final drives.

**ASE 127 DRIVE-SHAFT (HALF) AND UNIVERSAL JOINT DIAGNOSIS AND REPAIR**  
(15 lecture hours/23 lab hours/2 credits)

This course covers the operating principles and repair procedures relating to drive shafts and universal joints.

**ASE 135 STEERING AND SUSPENSION DIAGNOSIS AND REPAIR**  
(36 lecture hours/15 lab hours/3 credits)

This course provides instruction in the construction of and the operating principles for suspension and steering systems of the automobile.

**ASE 136 AUTOMOTIVE BRAKE SYSTEMS**  
(15 lecture hours/23 lab hours/2 credits)

This course provides instruction in the theory, operation, diagnosis, and repair of the hydraulic and mechanical automotive brake systems.

**ASE 145 BASIC ELECTRICITY**  
(15 lecture hours/45 lab hours/3 credits)

This is an introductory course to automotive electrical theory, circuit designs, wiring methods, battery theory and testing.

**ASE 146 STARTING AND CHARGING SYSTEMS**  
(12 lecture hours/28 lab hours/2 credits)

Prerequisite: ASE 145. This course covers the theory, operation, and testing of the battery, cranking motor and alternator. Also included are on-car circuit and component diagnosis, bench disassembly and testing.

**ASE 155 HEATING & COOLING**  
(12 lecture hours/28 lab hours/2 credits)

The student will study the repair procedures for the components of the modern automotive heating and cooling systems.

**ASE 161 COMPUTERIZED FUEL SYSTEM FUNDAMENTALS**  
(12 lecture hours/28 lab hours/2 credits)

This course provides the student with the foundation for servicing computer controlled systems and for advanced computer systems training. Includes operation and service of fuel and air management, plus a review of basic electrical and electronic ignition and timing controls.

**ASE 162 ELECTRONIC FUEL INJECTION**  
(15 lecture hours/23 lab hours/2 credits)

PREREQUISITE: ASE 161. This course covers fuel injection systems for gasoline engines. The class includes system component operation to systems' service.

**ASE 165 FUEL SYSTEMS**  
(15 lecture hours/23 lab hours/2 credits)

This course will enable the student to understand the operation of automotive fuel systems. The course covers the operation, testing, and the repairing of fuel pumps, carburetor and fuel injection systems.

**ASE 166 EMISSIONS CONTROL**  
(15 lecture hours/23 lab/2 credits)

This course provides an in-depth study of what causes vehicle emissions, and the repairs or adjustments required to correct or eliminate tailpipe emission. Current emission laws will also be discussed.

**ASE 215 AUTOMATIC TRANSMISSION/TRANSAXLE DIAGNOSIS, MAINTENANCE AND ADJUSTMENT**  
(15 lecture hours/45 lab hours/3 credits)

This course covers the theory, operation, diagnosis and maintenance of automatic transmissions and transaxles.

**ASE 216 AUTOMATIC TRANSMISSION/TRANSAXLE REPAIR**  
(15 lecture hours/45 lab hours/3 credits)

Prerequisite: ASE 215. This course provides an in-depth study of the disassembly, inspection and repair of automatic transmissions and transaxles.

**ASE 235 WHEEL ALIGNMENT DIAGNOSIS, ADJUSTMENT AND REPAIR**  
(36 lecture hours/15 lab hours/3 credits)

This course provides instruction in the fundamentals of wheel alignment, theory, and operation. Also covered is the diagnosis of wheel alignment problems, including wheel balance and wheel service.

**ASE 236 ANTI LOCK BRAKE SYSTEMS**  
(13 lecture hours/49 lab hours/3 credits)

Prerequisite: ASE 136 and ASE 246. This is an advanced course that covers the basics of brake systems and the study of anti-lock brake systems.

**ASE 245 BODY ELECTRICAL**  
(15 lecture hours/45 lab hours/3 credits)

Prerequisite: ASE 145. This course provides a comprehensive study of the theory, operation, diagnosis, and repair of vehicle accessories.

**ASE 246 SPECIALIZED ELECTRONICS**  
(24 lecture hours/10 lab hours/2 credits)

Prerequisite: ASE 145. This course provides a systematic approach to automotive electrical systems. The course builds from the basic electrical principles and concepts through semiconductors and microprocessors. On-bench exercises are features of the classroom activities. The students will practice diagnostic procedures that have applications to present and future automotive electronics and electrical systems.

**ASE 255 AIR CONDITIONING SYSTEM AND DIAGNOSIS**  
(12 lecture hours/28 lab hours/2 credits)

This is a course that combines theory and related laboratory experiences in the diagnosis and service of automotive air conditioning systems.

**ASE 265 IGNITION SYSTEMS****(38 lecture hours/11 lab hours/3 credits)**

Prerequisite: ASE 145. This course covers theory, diagnosis and repair of ignition components, electronic spark timing and electronic spark control systems.

**ASE 266 AUTOMOTIVE DIAGNOSTIC EQUIPMENT****(28 lecture hours/4 lab hours/2 credits)**

Prerequisites: ASE 162, ASE 246, ASE 265. This course is designed for the advanced student. It provides a working knowledge of diagnostic scan tools and focuses on vehicle practice using the diagnostic modes and computerized diagnostic equipment.

**ASE 267 DRIVEABILITY DIAGNOSIS****(12 lecture hours/5 lab hours/1 credit)**

Prerequisite: ASE 266. This course provides a systematic approach to the diagnosis and repair of driveability problems on computer controlled fuel systems.

**BIOLOGY****BIO 105 SCIENCE OF BIOLOGY****(45 lecture hours/30 lab hours/4 credits)#/\***

Designed for non-science students. 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.

**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/3credits)\***

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

**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, 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 115 HUMAN GENETICS****(45 lecture hours/3 credits)\***

This course is a study of the inheritance of human traits. It is a nonmathematical study for the nonscience major. Topics include Mendelian, non-Mendelian, sex-linked, blood type traits, inherited diseases, and ethics.

**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, and senses (or endocrine, digestive and respiratory) systems. This course has a laboratory experience that includes experimentation, microscope work, observations, and dissection. The lab covers the same topics as the lecture.

**BIO 203 HUMAN ANATOMY & PHYSIOLOGY II****202 (45 lecture hours/30 lab hours/4 credits)\***

Prerequisite: BIO 201 or 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 second part of this two semester course includes 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 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, controlling microorganisms, and the study of the role of microorganisms in infectious disease.

**BIO 216 PATHOPHYSIOLOGY****(75 lecture hours/5 credits)\***

Prerequisite: BIO 201 and BIO 202. This one semester course focuses upon the functions of the human body systems with emphasis on their interrelationships in adaptation to stress and 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.

# - General Education Common Core for the A.A. and A.S. Degrees \* - General Education Course

**BUSINESS TECHNOLOGIES****BTE 100 TOUCH KEYBOARDING****(30 lab hours/1 credit)**

An introduction to touch keyboarding as well as basic operations and functions of equipment. Areas of emphasis include learning the alphanumeric keyboard, proper technique, and speed and control. This course is designed for students who have minimal or no keyboarding skills.

**BTE 102 BASIC KEYBOARDING APPLICATIONS****(46 lab hours/2 credits)**

This course is designed for students with minimal keyboarding skills. Letters, tables, memos, and reports are introduced. Speed and accuracy are emphasized. Prerequisite: BTE 100 or equivalent or consent of instructor.

**BTE 107 SPEEDBUILDING****(30 lab hours/1 credit)**

Emphasizes development of keyboarding speed. Provides drill work designed to increase typing speed to an employable level of 50+ words per minute. Prerequisite: 35 wpm or consent of instructor.

**BTE 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.

**BTE 112 FORMATTING****(68 lab hours/3 credits)**

Prerequisite: BTE 100 and BTE 102 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.

**BTE 113 ADVANCED FORMATTING****(68 lab hours/3 credits)**

Prerequisite: BTE 112 or consent of instructor. Continues the development of speed and accuracy. Student will complete a keying simulation designed to teach decision making regarding document production.

**BTE 114 WORD PROCESSING APPLICATIONS****(68 lab hours/3 credits)**

Prerequisite: BTE 112 and BTE 119 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.

**BTE 116 LEGAL TERMINOLOGY****(30 lecture/2 credits)**

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

**BTE 117 LEGAL FORMATTING****(68 lab hours/3 credits)**

Prerequisite: BTE 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.

**BTE 118 MEDICAL FORMATTING****(68 lab hours/3 credits)**

Prerequisite: BTE 112 and HEA 116 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.

**BTE 119 INFORMATION PROCESSING CONCEPTS****(30 lecture hours/2 credits)**

This course is designed to introduce students to the basic concepts of word processing and office automation and how these technologies affect the business environment.

**BTE 121 ALPHA-SHORTHAND I****(60 lecture hours/4 credits)**

Prerequisite: Keyboarding skill of 30 words per minute. This is an introductory course covering the theory of an alphabetic system of shorthand. The skills developed in this class will be brief forms, theory, dictation speed, and transcription.

**BTE 205 MACHINE TRANSCRIPTION****(45 lab hours/2 credits)**

Prerequisite: BTE 102 and concurrent enrollment in BTE 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.

**BTE 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.

**BTE 215 LEGAL TRANSCRIPTION**  
(45 lab hours/2 credits)

Prerequisites: BTE 102, BTE 116 and concurrent enrollment in BTE 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.

**BTE 216 MEDICAL TRANSCRIPTION**  
(45 lab hours/2 credits)

Prerequisites: BTE 102, HEA 116, and concurrent enrollment in BTE 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.

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

Introduces software applications most commonly used in business and industry.

**BUS 115 INTRODUCTION TO BUSINESS**  
(45 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 in math of 43 or higher, Accuplacer score of 78, or successful completion of MAT 036. 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 141 FUNDAMENTALS OF ENTREPRENEURSHIP**  
(45 lecture hours/15 private instruction hours/45 co-op hours/6 credits)

Introduction to Small Business Management. Topics include: identification of business resources, goal setting, and preparation of a feasibility study.

**BUS 142 ENTREPRENEURIAL ACCOUNTING AND FINANCE**  
(45 lecture hours/15 private instruction hours/45 co-op hours/6 credits)

Topics include: development of an accounting system, basic financial statements, banking relationships, cash flow statement analysis, basic tax rules and reporting, break-even analysis, and budgeting. (Prerequisite: BUS 141)

**BUS 143 ADVERTISING AND MARKETING STRATEGIES**  
(45 lecture hours/15 private instruction hours/45 co-op hours/6 credits)

Topics include: development of a basic marketing plan, defining your market, analyzing your competition; basic product, pricing, and advertising strategies; analyzing consumer behavior, changes, and trends; and determining customer needs and wants. (Prerequisite: BUS 141)

**BUS 144 MANAGERIAL ENTREPRENEURSHIP**  
(45 lecture hours/15 private instruction hours/45 co-op hours/6 credit)

Topics include: planning, organizing, leading, and controlling; evaluation of staffing, employee development, cross-training, motivation techniques, internal management control procedures, and long-term planning. (Prerequisite: BUS 141)

**BUS 145 CONTEMPORARY TOPICS IN BUSINESS**  
(45 lecture hours/15 private instruction hours/45 co-op hours/6 credits)

Topics include: legal and ethical issues, stress management, problem-solving techniques, time management, networking, leadership, and business intuition. (Prerequisite: BUS 141).

**BUS 149 BUSINESS PLANNING**  
(45 lecture hours/15 private instruction hours/45 co-op hours/6 credits)

The culmination of this program will be a student's well-defined business plan, including strategies and knowledge of available resources and necessary skills to manage his/her own business. (Prerequisites: BUS 141, BUS 142, BUS 143, BUS 144, and BUS 145)

**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.

**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).

\* - General Education Course

**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.

# - General Education Common Core for the A.A. and A.S. Degrees \* - General Education Course

**COLLISION REPAIR TECHNOLOGY****CRT 110 SAFETY IN COLLISION REPAIR****(23 lecture hours/11 lab hours/2 credits)**

Introduces the student to safety techniques and operations as it relates to shop safety and industry standards.

**CRT 115 AUTO BODY WELDING****(30 lecture hours/23 lab hours/3 credits)**

The student will learn sheet metal oxygen-acetylene welding techniques including safety, materials, equipment and setups. The welding procedures of fusion, brazing, soldering, cutting and heat striking are presented. Mig welding procedures of seam welds, stitch welds and plus welds are stressed. Resistance spot welding, which includes two-sided spot weld, plasma cutting, safety, materials, equipment and operating procedures, with emphasis on shop safety are also presented.

**CRT 125 NONSTRUCTURAL REPAIR****(30 lecture hours/96 lab hours/6 credits)**

This course will cover the basic properties and characteristics of automotive sheet metal. Students will familiarize themselves with damage analysis, extent of damage and the sequence of repair. Straightening techniques including tension pulls/stress relief, metal finishing, metal shrinking, and the use of fillers are presented.

**CRT 126 NONSTRUCTURAL PART REPLACEMENT**  
(15 lecture hours/45 lab hours/3 credits)

This course will cover identification, handling, and replacement of parts such as adjustment, and alignment of bolt-on parts and accessories. Door glasses, vent windows, windshields, and back glasses will be removed and replaced. Interior trim panels, seats and headliners will be removed and replaced with instruction in the proper care and treatment of vehicle seat protectors. Instruction includes emphasis on the use of proper tools required to perform these tasks, as well as use, selection and safety procedures for tools and equipment used in the shop.

**CRT 135 STRUCTURAL REPAIR I**  
(30 lecture hours/23 lab hours/3 credits)

The student will study and apply methods of frame measurement using dimension charts, conventional measuring, and service manuals. Terms for and definitions of vehicle structures, vehicle diagnosis and straightening will be covered as well as identification and analysis of damage. The students will also be taught the basic hooks making corrective pulls. Safety procedures and equipment use will be included.

**CRT 145 PLASTIC AND ADHESIVES REPAIR**  
(9 lecture hours/54 lab hours/3 credits)

The student will learn the terms, identification, and analysis of plastic repair. Techniques will include heat and chemical bonding. The student will learn the repair of plastics, as well as safety, materials, and equipment, and equipment setups.

**CRT 155 PREPARATION FOR REFINISHING**  
(9 lecture/54 lab hours/3 credits)

The student will learn sound safety procedures used in refinishing. The identification of tools and equipment, their uses and maintenance will be covered as well. In addition, this course will emphasize surface preparation for refinishing including cleaning, sanding, featheredging, chemical treatment of bare metals, and priming. The application of primers, including why and where to use them, will be covered.

**CRT 156 REFINISHING I**  
(18 lecture hours/108 lab hours/6 credits)

The student will learn automotive paint refinishing procedures, mixing, matching and selection of colors and materials. In addition, the student will learn correct spraying techniques as well as making and detailing.

**CRT 205 ESTIMATING AND SHOP MANAGEMENT**  
(45 lecture hours/3 credits)

The student will be required to write estimates on damaged vehicles. The students will learn shop management including work orders, ordering supplies, operating costs, time cards, shop liabilities, employee's safety.

**CRT 225 NONSTRUCTURAL REPAIR II**  
(23 lecture hours/112 lab hours/6 credits)

This is an advanced course designed to give the student an in depth study in sheet metal repair such as panel alignment and replacement. The student will repair more seriously damaged vehicles, well component parts, and finish metal to the necessary specifications.

**CRT 235 STRUCTURAL REPAIR II**  
(30 lecture hours/113 lab hours/6 credits)

This course will cover major body repair. The student will learn to operate major auto body repair equipment and techniques used to straighten and align damaged frames and major damage on conventional structures and unibody structures. Also included will be identification and analysis of frames, heating and stress relieving, servicing and sectioning of structural frames.

**CRT 245 PLASTIC REPAIR AND REFINISHING**  
(15 lecture hours/45 lab hours/3 credits)

This is an advanced plastic course designed to teach the state-of-the-art repair of both rigid and flexible plastic components using the latest manufacturer's repair techniques.

**CRT 255 REFINISHING II**  
(36 lecture hours/108 lab hours/7 credits)

This is an advanced course designed for studying the newest methods of automotive refinishing. The student will be taught the clear-coat finishes (glamour finishes) and stripes. The matching and selection of the new glamour paint materials will be covered as well.

**CRT 265 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.

## 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.

\* General Education Course

## COMPUTER INFORMATION SYSTEMS

**CIS 101 COMPUTER LITERACY**  
(20 lecture hours/20 lab hours/2 credits)\*

Introduces the various uses and applications of micro-computers 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 109 INTRODUCTION TO WINDOWS 3.1**  
(20 lab hours/1 credit)

This course introduces the features of the Microsoft Windows graphical user interface system. Topics covered will include the Windows system programs and functions for managing software, seamless interfaces across different applications, a consistent menuing system between applications and other functions such as object linking and embedding (OLE) and access to multimedia technology.

**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)

Prerequisite: CIS 110. 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.

**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. Introduces computer applications and programming.

**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 118 INTRODUCTION TO MICROCOMPUTER APPLICATIONS**  
(30 lecture hours/30 lab hours/3 credits)

This course reviews standard software packages available to support a microcomputer-based work station. Included are descriptions of and hands-on work with word processors, spreadsheets, file and database management systems, and other common applications.

**CIS 120 INTRODUCTION TO WORD PROCESSING**  
(23 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**  
(23 lab hours/1 credit)

Prerequisite: CIS 120. This course continues to build on word processing skills.

**CIS 122 ADVANCED WORD PROCESSING**  
(23 lab hours/1 credit)

This course continues to build on word processing skills.

**CIS 129 ADVANCED WINDOWS 3.1**  
(10 lecture/10 lab hours/1 credit)

Prerequisite: CIS 109  
This course continues to build Windows skills, as well as introducing such topics as windows security, configuration techniques, trouble-shooting, and shortcuts.

**CIS 136 PRESENTATION GRAPHICS: HARVARD GRAPHICS**  
(23 lab hours/1 credit)

This course is designed to introduce the student to basic concepts of developing and creating computerized visual presentations including charts, graphs, and slide shows.

**CIS 137 QUICKEN FOR WINDOWS (CIS 185)**  
(20 lab hours/1 credit)

This course introduces the basic features of the Quicken financial software package. The student will use the check register and will be able to print checks, reconcile a bank account, and use Quicken's report and graph functions.

**CIS 138 INTRODUCTION TO INTEGRATED SOFTWARE: MICROSOFT WORKS**  
(20 lecture/20 lab hours/2 credits)

The student will study the workings of Windows and Microsoft Works. The course will explore word processing, spreadsheets, and database using the integrated software package, Microsoft Works.

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

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

**CIS 149 COMPUTER APPLICATIONS FOR HEALTH**  
(45 lecture hours/3 credits)

This course is the study of business administration procedures for health occupations. It includes communication skills, appointment control, record keeping, insurance forms, superbills, patient files, recall and office finances all using the computer. Prerequisite: BTE 100 and BTE 102 or consent of the instructor.

**CIS 150 INTRODUCTION TO ELECTRONIC SPREADSHEETS****(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 spreadsheets design; also an introduction to graphics database, and macros.

**CIS 151 INTERMEDIATE ELECTRONIC SPREADSHEETS****(20 lecture hours/20 lab hours/2 credits)**

Prerequisite: CIS 150. This course continues to build on electronic spreadsheet skills.

**CIS 152 ADVANCED ELECTRONIC SPREADSHEETS****(20 lecture hours/20 lab hours/2 credits)**

Prerequisite: CIS 151. 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, 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 database concepts. Includes relational, hierarchical, and network database structure, query commands and command level programs. Students will examine current issues including model selection, database design, usage, implementations, and maintenance.

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

Prerequisite: CIS 115 or permission of the instructor. A computer programming course in which the major 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 a computer information system. 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, and implementation and evaluation. Students must complete outside lab hours.

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

Prerequisite: 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 160 PASCAL PROGRAMMING****(60 lecture hours/4 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 161 C-LANGUAGE PROGRAMMING****(60 lecture hours/4 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."

\* - General Education Course

**CRIMINAL JUSTICE****CRJ 105 ARREST CONTROL TECHNIQUES****(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 DRIVING TECHNIQUES****(7.5 lecture hours/36 lab hours/2 credits)**

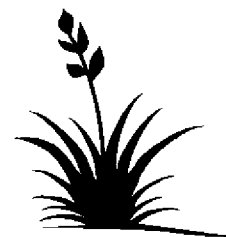
Applies the techniques of defensive and pursuit driving and must be completed at the CLETA driving course.

**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 BASIC LAW**  
(90 lecture hours/6 credits)

Legal definitions of crime; purposes and functions of the law; historical foundations and the limits of the criminal law. 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 MANAGEMENT**  
(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, intoxilizer testing, and investigation and reporting of traffic accidents.

**CRJ 118 WRITTEN COMMUNICATIONS**  
(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 them, 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.

**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.

## DENTAL ASSISTING

**DEA 105 DENTAL ANATOMY**  
(23 contact hours/1 credit)

This course is the study of dental terminology, the teeth and their surrounding structures, histology from conception through tooth eruption, tooth morphology, function, name and number or letter equivalent.

**DEA 106 DENTAL SCIENCE****(30 lecture hours/2 credits)**

This course is an introduction to oral pathology and microbiology with an emphasis on the role of microorganisms in infectious disease primarily focusing on the head and neck region.

**DEA 111 OPERATIVE PROCEDURES I****(30 lecture/45 lab hours/4 credits)**

Student are introduced to the responsibilities and duties of the chairside dental assistant to include: identification and care of operatory equipment, dental asepsis techniques according to OSHA standards, hazard communication standards, also included, oral evacuation, health history, charting and recordkeeping, patient management, rotary instruments and handpieces. Instrument set-up and transfer, preventive dentistry and nutrition, coronal polishing, sealants and fluoride application.

**DEA 112 OPERATIVE PROCEDURES II****(23 lecture/23 lab hours/2 credits)**

This course continues to build on chairside skills as well as introducing the student to restorative and cosmetic dentistry, rubber dam, pain control, dental specialty practices of oral and maxillofacial surgery, periodontics, prosthodontics, orthodontics, pediatric dentistry, endodontics, dental public health and oral pathology. Included in this course is a table clinic presentation. Prerequisite: DEA 111.

**DEA 121 DENTAL MATERIALS I****(23 lecture/23 lab hours/2 credits)**

This course includes fundamentals of dental materials: amalgam, composites, gypsum products including pouring and trimming of dental models, cements, bases, liners, irreversible hydrocolloid and temporary restorations.

**DEA 122 DENTAL MATERIALS II****(23 lecture/23 lab hours/2 credits)**

This course is a continuation of DEA 121 including reversible hydrocolloid, elastomeric impression materials, inelastic impression materials, dental laboratory procedures, dental waxes, dental acrylics, custom tray construction, and specialty practice materials. Prerequisite: DEA 121.

**DEA 146 DENTAL RADIOLOGY****(30 lecture/45 lab hours/4 credits)**

Patient and operator safety measures, processing and mounting of radiographs, principles of paralleling technique, exposure of interproximal radiographs, periapical films using both paralleling and bisecting techniques, analyzing technique errors, recognizing radiographic landmarks and abnormalities, and quality control. Students gain proficiency with use of radiographic models, x-ray machines, panoramic x-ray machine, and manual and automatic developing techniques. The student will receive dental radiology certification.

**DEA 186 DENTAL ASSISTING EXTERNSHIP I****(15 lecture/65 clinical hours/2 credits)**

This course examines the application of general practice four-handed dental assisting, including sterilization and disinfection, instrument transfer, radiology, data gathering and charting, preventive dentistry, patient management, and business office procedures in a clinical setting. A seminar portion is also part of this course. Prerequisite: current CPR, and Hepatitis vaccine.

**DEA 187 DENTAL ASSISTING EXTERNSHIP II****(15 lecture/210 clinical hours/5 credits)**

This course provides hands-on experience in clinical practice for chairside assisting in general and specialty offices or clinics. The seminar portion of the course allows for related instruction and student discussion of clinical experiences and employment preparation. Prerequisite: DEA 186, Co-enrollment or successful completion of all dental assisting courses, current CPR and Hepatitis vaccine.

**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.

\* - General Education Course # - General Education Common Core for the A.A. and A.S. Degrees

**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

MCC is a recognized EMT training center for the state of Colorado. Proof of Hepatitis B vaccination will be required prior to the clinical portion of all EMT classes.

### EMT 105 EMERGENCY MEDICAL TECHNICIAN - BASIC (115 lecture hours/60 lab hours/8 credits)

This course is designed to instruct a student to the level of Emergency Medical Technician-Basic, formerly EMT-Ambulance, who serves as a vital link in the chain of the health care team. It is recognized that the majority of prehospital emergency medical care will be provided by the EMT-Basic. This includes all skills necessary for the individual to provide emergency medical care at a basic life support level with an ambulance service or other specialized service. This course meets the requirements of the new EMT-Basic National standard Curriculum as outlined by the Department of Transportation.

### 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 childbirth, pediatrics, and environment. Requires 52 hours of practical experience.

Certificate renewal and update courses are available.

## ENGLISH

### 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: LIT 118 or permission of instructor. This course teaches techniques for creating poems, including study of figurative language, forms, and sound patterns of poetry.

# - General Education Common Core for the A.A. and A.S. Degrees \* - General Education Course

## 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.

## 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.

# - General Education Common Core for the A.A. and A.S. Degrees \* - General Education Course

## GEOGRAPHY

**GEO 105 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.

# - General Education Common Core for the A.A. and A.S. Degrees \* - General Education Course

## 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.

# - General Education Common Core for the A.A. and A.S. Degrees \* - General Education Course

## 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.

### 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 121 MEDICAL RADIOLOGY

4 credits (30 lecture/45 lab hours)

This course is an introduction to radiology including radiation protection, equipment operation and maintenance, image production and evaluation, patient care and management, and radiographic procedures. The student will be eligible for the ARRT limited scope radiographer examination.

### HEA 123 MEDICAL LABORATORY PROCEDURES

3 credits (30 lecture/23 lab hours)

The medical assisting student will gain skills in the various laboratory procedures necessary to aid the physician in diagnosing the patient's illness, including the collection, preparation, and preservation of specimens for diagnostic studies. This course includes equipment use and care, obtaining specimens, venipuncture, clinical chemistries, microbiology, urinalysis, hematology, smears and cultures, the use of E.K.C. equipment and pulmonary function testing.

### HEA 126 STANDARD FIRST AID

(15 lecture hours/1 credit)

Coordinated instructional system consisting of demonstration, videos, and practice sessions. Standard First Aid 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

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

Emphasizes care skills for the school aged child. There will be emphasis of special needs children and handicapping conditions along with guidance, discipline, and safety and security.

### 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.

### HEA 145 HISTORY, LAW AND ETHICS

(15 lecture hours/1 credit)

This course provides a view of the history of health care, and a basic knowledge of ethics and law as applied to the health care system.

### HEA 146 HEALTH INSURANCE METHODS AND CLAIMS

(45 lecture hours/3 credits)

This course is designed to instruct students in understanding general types of health insurance plans on the market, methods of payment, common insurance terms, benefits and limitations of government sponsored and mandated insurance plans. ICD-9, CPT-4, and HCPC coding is discussed as well as filing claims with carriers for reimbursement.

### HEA 147 MEDICAL/DENTAL SPANISH

(30 lecture hours/2 credits)

This is an introductory course to a working knowledge of the Spanish language as used in the medical and dental fields.

### HEA 148 PHARMACOLOGY PRINCIPLES AND ADMINISTRATION

(15 lecture hours/1 credit)

This course is the study of classification, indications, actions, side effects, contraindications and administration of medications. Dosage calculations and conversions are also presented.

**HEA 187 MEDICAL ASSISTING EXTERNSHIP II**  
**4 credits (15 lecture/90 clinical)**

This course continues to expand the students' experience in the field, building on the working knowledge gained with HEA 117, continuing assisting with a variety of business and clinical procedures and develops skills as a medical assistant. Seminars are also part of this course. Prerequisite: HEA 117 and concurrent enrollment or completed all medical assisting courses.

\*General Education Course

## HISTORY

**HIS 101 WESTERN CIVILIZATION I**  
**(45 lecture hours/3 credits)#/\***

Explores the major political, economic, 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.

# - General Education Common Core for the A.A. and A.S. Degrees \* - General Education Course

## HOME ECONOMICS

**HEC 115 HUMAN NUTRITION**  
**(45 lecture hours/3 credits)\***

Studies nutrition principles throughout the life cycle including contemporary nutrition issues.

## 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 interrelationships 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)\***

Prerequisite: Typing 25 wpm. 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)\***

Prerequisite: Permission of instructor. 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.

\* - General Education Course

## 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.

# - General Education Common Core for the A.A. and A.S. Degrees \* - General Education Course

## 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 hours/3 credits)

This course is a study of the basic principles and techniques of merchandising, operation, 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.

## MATHEMATICS

### MAT 108 APPLIED MATH (30 lecture hours/2 credits)

Students learn topics from a broad overview of mathematical situations as it applies to the on-the-road industry.

**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: MAT 105 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: MAT 105 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.

# - General Education Common Core for the A.A. and A.S. Degrees \* - General Education Course

## 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 intelligent listening and appreciation.

**MUS 151 ENSEMBLE GROUP I**  
(30 lab hours/1 credit)

This course includes the rehearsal and performance of the Morgan County Chorale repertoire. Prerequisite: audition

## NURSING

**NUR 201 NURSING ASSESSMENT**  
(30 lecture hours/2 credits)

Course provides technical and intellectual skills in the area of history taking and physical examination. Emphasis is placed on the identification of normal and differentiation of normal from abnormal.

**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 care 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 within an organization. Included are professional issues on communication, decision-making, time management, role conflict, conflict resolution, 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)

The focus of this course 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**  
(136 hours clinical internship/3 credits)

Prerequisite: NUR 202, NUR 211, NUR 212, NUR 213, NUR 214, NUR 221, NUR 222. Corequisite: NUR 203. This course offers the clinical practicum to apply the theory of previous nursing courses. Focus includes application of the principles of team leading and role change in a variety of clinical settings, and



clinical preceptorship, with an emphasis on developing proficiency in previously learned nursing skills. Clinical hours will be scheduled to include 2 hours per week direct contact with clinical instructor and 4 days per week in clinical setting directed by the clinical preceptor.

**NUR 211 - COMPREHENSIVE  
MEDICAL-SURGICAL NURSING I  
(60 lecture hours/4 credits)**

Prerequisite: Admission to level II. Corequisites: NURS 202, NUR 212. 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 II  
(90 vocational lab hours/4 credits)**

Prerequisites: Admission to 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 Maslow's hierarchy in the care of adult medical-surgical patients with cardiac, respiratory and neurological disorders.

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

Prerequisites: NUR 202, NUR 211, NUR 212, NUR 221, NUR 222. Corequisites: 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  
(90 vocational lab hours/4 credits)**

Prerequisites: Admission to level II Corequisites: NUR 213. This course offers the clinical practicum to apply the theory of NUR 213. Focus includes application of the nursing process, nursing assessment, IV therapy and Maslow's hierarchy in the care of medical-surgical patients in the acute care setting.

**NUR 215 - ADVANCED CONCEPTS IN  
NURSING I (HIV/AIDS)**

**15 contact hours including lecture,  
site visitation and discussion/ 1 credit**

This course is designed to introduce the student to the concepts of HIV and AIDS. The student will be provided information on the issues surrounding HIV and AIDS, including diagnosis, transmission, associated medical conditions, treatments, and rural aspects. The students

will be encouraged to examine the psychosocial issues surrounding the diagnosis of HIV positive and AIDS, and will gain insight into the client's perception of the diagnosis and condition.

**NUR 216 - ADVANCED CONCEPTS IN  
NURSING II (MENTAL CONFINEMENT)  
(15 contact hours including lecture,  
site visitation and discussion/ 1 credit)**

This course is designed to expose the student to the state institutional setting for those clients with psychiatric disorders. A tour of the state mental hospital will be provided by the institute. A training session on defensive techniques will be provided to the students by the institute.

**NUR 217 - ADVANCED CONCEPTS IN  
NURSING III (OB/PEDS)  
(15 contact hours including lecture,  
site visitation and discussion/ 1 credit)**

This course is designed to introduce the student to clients with complex health care needs using a holistic approach with the health care team in managing high risk obstetrical, high risk neonatal and/or pediatric clients in a variety of settings.

**NUR 220 - ADVANCED CLINICAL EXPERIENCES  
(45 clinical lab hours/2 credits)**

Prerequisites: none listed at this time. This course is designed to provide the student with additional experience in the clinical setting. The course offers the opportunity to apply the theory of all previous nursing courses, focusing on refinement of assessment skills, performance of nursing skills and proficiency in time management, prioritization, and organization.

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

Prerequisites: Admission to level II Corequisites: NUR 202, NUR 222. This course involves the study of 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 individuals, families, and groups are examined.

**NUR 222 - COMPREHENSIVE PSYCHOSOCIAL  
NURSING CLINICAL  
(90 clinical lab hours/3 credits)**

Prerequisites: Admission to level II Corequisites: NUR 202, NUR 221. This course offers the clinical practicum to apply the theory of NUR 221. Focus includes application of the 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)**

Prerequisites: NUR 202, NUR 211, NUR 212, NUR 213, NUR 214, NUR 221, NUR 222. Corequisites: 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. Legal and ethical implications of high risk obstetric and pediatric nursing are also addressed.

**NUR 232 - COMPREHENSIVE PARENT-CHILD NURSING CLINICAL****(30 vocational and 45 clinical lab hours/3 credits)**

Prerequisites: NUR 202, NUR 211, NUR 212, NUR 213, NUR 214, NUR 221, NUR 222. Corequisites: NUR 231. This course offers the clinical practicum to apply the theory of NUR 213. Focus includes application of the 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 and pathophysiology in the care of high risk families. Half of the credit hours for the course will involve clinical lab hours and half vocational lab hours.

**OCCUPATIONAL THERAPY ASSISTANT****OTA 115 PRINCIPLES AND PRACTICES IN OCCUPATIONAL THERAPY****(30 lecture hours/2 credits)**

Prerequisites: admission to OTA program. History and definition of Occupational Therapy as a profession is explored. Discusses ethics, professionalism, communications and human interactions as they relate to health care field with current issues and trends in Occupational Therapy.

**OTA 210 MODALITIES****(45 lecture hours/60 lab hours/5 credits)**

Prerequisite: admission to the OTA program. This course provides the student with a basic understanding of the history and philosophy of the field of Occupational Therapy. Through performance and analysis of a variety of craft activities, the student will develop an understanding of group processes, therapeutic use of self and purposeful activity in OT intervention. The student will be provided with an opportunity to develop competency in minor crafts.

**OTA 220 THEORIES AND TECHNIQUES****(45 lecture hours/60 lab hours/5 credits)**

Prerequisite: admission to the OTA program. The emphasis of this course is on developing an understanding of basic OT interventions and documentation techniques. Through practice skills focusing on oral and written interpretation of OT interventions, the student will learn effective documentation. This course provides the student with a clear understanding of the role of the COTA in OT treatment.

**OTA 221 OTA LEVEL I FIELDWORK A****(80 practicum hours/2 Credits)**

This course consists of 80 hours of fieldwork in which the student will be assigned to two separate facilities. The student will observe and participate in Occupational Therapy intervention. Settings include: rehabilitation hospitals, general hospitals, nursing facilities, mental health centers, school settings and centers for developmentally disabled.

**OTA 222 OTA LEVEL I FIELDWORK B****(80 practicum hours/2 Credits)**

This course consists of 80 hours of fieldwork in which the student will be assigned to two separate facilities. The student will observe and participate in Occupational Therapy intervention. Settings include: rehabilitation hospitals, general hospitals, nursing facilities, mental health centers, school settings and centers for developmentally disabled.

**OTA 223 OTA LEVEL II FIELDWORK A****(80 practicum hours/2 Credits)**

This course requires the student to put into practice the knowledge and skills acquired throughout the OTA program.

**OTA 224 OTA LEVEL II FIELD WORK B****(75 lecture hours/5 credits)**

This course requires the student to put into clinical practice the knowledge and skills acquired throughout the OTA program. The student is encouraged to develop mastery and competency in skills needed to become an entry level COTA.

**OTA 230 CONDITIONS AND APPLIED TECHNIQUES IN OCCUPATIONAL THERAPY****(45 lecture hours/60 lab hours/5 credits)**

Prerequisite: OTA 221 and OTA 222. This course examines physical and psychological disabilities typically seen in Occupational Therapy treatment. Methods of evaluation, treatment planning and intervention are explored. The student will also be exposed to a variety of frames of reference in Occupational Therapy intervention.

**OTA 240 PROCEDURES****(45 lecture hours/60 lab hours/5 credits)**

Prerequisite: OTA 221 and OTA 222. This class enables the student to develop competency in commonly used modalities and techniques in Occupational Therapy treatment. Methods of documentation, including activity analysis and establishing objectives, will be fine tuned. The student will learn how to adapt intervention procedures to a variety of patient situations and how to perform ongoing assessment of treatment sessions.

**OTA 245 OTA PRACTICE MANAGEMENT**  
(30 lecture hours/2 credits)

This course will enable the student to understand the administrative policies and procedures required for the operation of an Occupational Therapy department. The role of the Certified Occupational Therapy Assistant in the health care system will be explored.

**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.

**PHI 115 COMPARATIVE RELIGIONS**  
(45 lecture hours/ 3 credits) \*

Introduces students to the similarities and differences among concepts predominant in the major world religions. Includes comparisons of sociological and psychological similarities and differences between major world faiths.

# - General Education Common Core for the A.A. and A.S. Degrees \* - General Education Course

**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 of 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, wound care, 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 and practical experience with various types of patients. Practicum of skills and techniques learned in PTA 210, PTA 220.

**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.

**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 develop competencies for entry level employment as a PTA

**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 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: all types of 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 by the introduction of advanced physical therapy procedures related to special needs population to include but is not limited to pediatrics and geriatrics, with a strong emphasis in neurology and rehabilitation.

**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, professional development, 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.

# - General Education Common Core for the A.A. and A.S. Degrees \* - General Education Course

**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.

# - General Education Common Core for the A.A. and A.S. Degrees \* - General Education Course

## 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 115 for 30*

### PSY 116 STRESS MANAGEMENT

(45 lecture hours/3 credits) \* *Var*

This course identifies the physiological, emotional and behavioral aspects of stress. Techniques of stress reduction and management are explored and applied.

### 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 260 PSYCHOLOGY OF AGING

(45 lecture hours/3 credits)

Physiological, social, psychological, and cultural factors as a result of aging or of age related pathology. Roles of heredity, diet, exercise and lifestyle in the aging process. The course helps the student determine attitudes, and discusses concerns and characteristics associated with the aging process.

### 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.

# - General Education Common Core for the A.A. and A.S. Degrees \* - General Education Course

## 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.

\* - General Education Course

**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.

**SOC 215 CONTEMPORARY SOCIAL PROBLEMS:  
DEALING WITH DIVERSITY****(45 lecture hours/3 credits)**

This course explores current social issues that result in societal problems. It focuses on such issues as civil liberties, gender discrimination, substance abuse, crime, poverty, and social change.

# - General Education Common Core for the A.A. and A.S. Degrees \* - General Education Course

**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.

# - General Education Common Core for the A.A. and A.S. Degrees \* - General Education Course

**TRUCK DRIVER TRAINING****TDT 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.

**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 and record keeping.

**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 109 BASIC TRUCK DRIVING****(51-88 lecture hours/60-74  
lab hours/6-9 credits)**

This course is entry level into truck driving. It covers basic operation and preparation for commercial drivers license.

**TDT 110 TRUCK DRIVER REFRESHER****(920-65 lecture hours/39-52  
lab hours/3-6 credits)**

This course is designed as an upgrade of driving skills. May be used as a refresher course for a student with some experience.

**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.

**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.

**YOF 106 YOUNG FARMER MARKETING GROUP**

Young Farmers Program with an intensive Agriculture marketing focus. **(variable credit)**

**DEVELOPMENTAL EDUCATION**

The Learning Center (TLC), located in Cottonwood, 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 students can receive individual attention. Developmental courses do not apply toward degree or certificate program requirements.

**DEVELOPMENTAL COURSES****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 standard 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 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 microcomputers 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. Instructions will be integrated in the computer lab creating a "hands-on learning environment."

**ENG 030 BASIC LANGUAGE SKILLS****(30 lecture hours/2 credits)**

This course is a review of basic grammar usage and punctuation. Sentence structure and other elements of effective writing will be emphasized. The paragraph structure will be introduced.

**ENG 060 LANGUAGE FUNDAMENTALS****(45 lecture hours/3 credits)**

This course will advance student writing skills from sentence to paragraph structure. Critical thinking skills will be incorporated though formation of topic sentences and effective paragraph development. The course will emphasize writing as a process, including prewriting and revision activities. Grammar usage and punctuation will be reviewed.

**ENG 100 COMPOSITION STYLE AND TECHNIQUE****(45 lecture hours/3 credits)**

Prerequisite: Assessment score or English 060. This course will prepare the student for freshman composition (English 121). The writing process, critical thinking, organization and development of written assignments for specific purposes and audiences will be emphasized. Composition techniques including language fluency, effective diction, and appropriate sentence, paragraph and essay structure will be examined.

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**MAT 015 WHOLE NUMBERS****(15 lecture hours/1 credit)**

This course approaches problem solving using appropriate vocabulary, basic arithmetic operations, and applications of whole numbers.

**MAT 016 DECIMALS****(15 lecture hours/1 credit)**

This course approaches problem solving using appropriate vocabulary, basic arithmetic operations and applications of decimals.

**MAT 017 FRACTIONS AND MIXED NUMBERS****(15 lecture hours/1 credit)**

This course approaches problem solving using appropriate vocabulary, basic arithmetic operations and applications of fractions and mixed numbers.

**MAT 036 GENERAL SKILLS IN MATHEMATICS****(45 lecture hours/3 credits)**

This course approaches problem solving using appropriate vocabulary and basic arithmetic operations. Applications of whole numbers, decimals, fractions, ratio, proportion, percent, rate, measurement and geometry are also included.

**MAT 100 ELEMENTARY ALGEBRA****(60 lecture hours/4 credits)**

This course approaches problem solving using linear equations, polynomials, rational expressions, linear systems, inequalities, and graphing. The course introduces exponents and radical equations.

**MAT 105 INTERMEDIATE ALGEBRA****(60 lecture hours/4 credits)**

Prerequisite: Placement exam or equivalent. This course approaches problem solving using equations, slope, inequalities, systems of equations, polynomials, quadratic equations, rational exponents, radical expressions and graphing. This course or its equivalent is a prerequisite to transfer level courses MAT 121-College Algebra and MAT 135-Introduction to Statistics.

**REA 060 FOUNDATIONS OF READING****(30 lecture hours/2 credits)**

This first level reading course provides intensive review of basic reading concepts based on diagnostic prescriptive methods. The course includes reading comprehension literal, critical and applied, vocabulary development and word decoding skills as well as oral fluency.

**REA 090 COLLEGE PREPARATORY READING****(45 lecture hours/3 credits)**

Prerequisite: Assessment. This course will prepare students for college level content reading. It develops flexible reading rates, relevant vocabulary and literal critical and analytical comprehension. Students will become acquainted with a wide range of reading materials and read independently out of class.

**STS 060 LEARNING SUCCESS STRATEGIES****(45 lecture hours/3 credits)**

This is in an introductory study skills course designed to promote and develop increased independent and adaptive learning strategies, and self-confidence within the college environment. The course offers opportunities to learn and practice a variety of in-class techniques to help meet the challenges of academic and interpersonal situations.

**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.

**ESL 031 BASIC CONVERSATION****(15 lecture hours/1 credit)**

This course will provide listening and speaking activities designed to help the student recognize and produce English sounds, stress and intonation patterns, and use basic grammatical patterns and vocabulary.

**ESL 032 INTERMEDIATE CONVERSATION****(45 lecture hours/3 credits)**

Prerequisite: ESL 031 or placement test scores. This course will teach listening/pronunciation/conversation skills and will work toward an increase in speed and accuracy in speaking through free and guided conversations, pronunciation drills, role-playing, and speeches.

**ESL 033 ADVANCED COMMUNICATION****(30 lecture hours/2 credits)**

Prerequisite: ESL 032 or placement test scores. This course will assist the student to increase the level of oral fluency and aural comprehension.





## FACULTY OF THE COLLEGE FULL-TIME FACULTY

**BECKMANN, JUDY (1995) Health & Human Sciences**  
B.S.D.H.(1986) University of Colorado

**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

**BRENNEMANN, DARLA (1995) Nursing**  
B.S.N. (1976) University of Nebraska  
M.S.N. (1981) University of Texas

**COX, DOROTHY (1990) Physical Therapist Assistant Program**  
B.S. (1964) Loma Linda University  
M.S.H.A. (1995) University of Colorado  
Vocational Credential

**DANFORD, JEAN (1970) Humanities and Communications**  
B.A. (1970) University of Northern Colorado  
M.A. (1974) University of Northern Colorado

**DUELL, CHARLES (1988) Farm/Ranch Management**  
B.S. (1987) Colorado State University  
Vocational Credential

**EKBERG, JAMES (1979) Industrial Maintenance Technology, Limon Correctional Facility**  
A.A. (1968) Nebraska Western College  
B.A. (1970) University of Northern Colorado

**FRISBIE, KATHLEEN A. (1994) Associate Degree in Nursing Program**  
B.S.N. (1989) Alfred University School of Nursing  
M.S. (1992) Decker School of Nursing

**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 Collision Repair**  
A.A. (1983) Northeastern Junior College  
B.S. (1989) Colorado State University  
Vocational Credential

**GREENER, CHARLOTTE JEAN (1994) Computer Access Center**  
A.A. (1982) Morgan Community College  
B.A. (1984) University of Northern Colorado

**HARTWIG, GAIL (1993) Physical Therapist Assistant Program**  
A.S. (1967) Donnelly College  
B.S. (1969) University of Kansas

**HERNANDEZ, MARK (1992) Industrial Maintenance Technology, Limon Correctional Facility**

**HUBER, ROBERT J. (1985) Business**  
B.S. (1979) Ferris State College  
M.A. (1984) Colorado State University  
Vocational Credential

**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

**KEOWN, CORLISS A. (1985) Social Sciences**  
B.A. (1970) Pomona College  
M.A. (1972) Vanderbilt University

**KRAL, EVELYN (1989) Instructional Support Services**  
B.S. (1969) Kearney State College

**LAWTHER, WILMA Instructor Emeritus**

**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  
M.S. (1994) Colorado State University

**MICKENS, CHARLES (1992) Industrial Maintenance Technology, Limon Correctional Facility**

**MINARD, PIA (1994) Occupational Therapy Assistant**  
A.A.S. (1980) Chicago City-wide College

**MOENS, KENNETH R. (1985) Farm/Ranch Management**  
B.S. (1978) University of Illinois  
M.S. (1982) University of Illinois  
Vocational Credential

**PROPP, LARRY (1986) Young Farmers Program**

A.A. (1969) Northeastern Junior College  
 B.A. (1972) Colorado State University  
 M.Ed. (1979) Colorado State University  
 Vocational Credential

**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

**RICH, TIM (1994) Truck Driver Training****SEIFRIED, KAY (1992) Power Sewing, Limon Correctional Facility**

B.A. University of Northern Colorado

**SEIFRIED, WAYNE (1992) 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

**TURLEY, MIKE (1993) Electronic Equipment Repair, Limon Correctional Facility****WELSCHMEYER, DONNA (1987) Business**

B.A. (1982) University of Northern Colorado  
 Vocational Credential

**ZAPIECKI, SANDRA (1994) Occupational Therapy Assistant Program**

A.A.S. (1980) Lourdes College  
 B.S. (1985) Eastern Michigan University

**ZIEGLER, GENE (1970) Automobile Service Technology**

20 years experience in automotive field  
 Vocational Credential

### FACULTY OF THE COLLEGE PART-TIME FACULTY

ADCOCK, MICHELE  
 AGGSON, SUE  
 ANDERSEN, MARY P  
 ANDERSEN, MATHEW A  
 ANDERSEN, TIM  
 ANDERSON, JEFFREY L  
 ANDERSON, JOEL  
 ANDERSON, PHILIP B  
 ANDERSON, SUE  
 BARDEN, JERRY

BATTISTELLA, BEVERLY A  
 BAUMGARTNER, KRISTY  
 BERG, DONNA  
 BINDLEY, PHYLLIS J  
 BLACK, DAVID L  
 BLAUW, MARILYN J  
 BLECHA, LISA  
 BOSTRON, DENNIS  
 BUSHNER, TRENT  
 CALE, JUDITH  
 CARPENTER, CRAIG  
 CARR, LANCE  
 CHEEK, LOUANN  
 CLAY, SARAH  
 COLEMAN, LARRY  
 CONRARDY, GALEN  
 COVINGTON, RHONDA  
 CROUCH, JANETH  
 DAUGHERTY, ELMER  
 DAVIDSON, KENNETH E  
 DAXTON, SHARON  
 DENNIS, JAY  
 DIBENEDETTO, THOMAS  
 DICKENS, GEORGINE  
 DILLE, ANN  
 DITTER, GREG  
 DOMINGUEZ, JULIA  
 DOOLIN, SONDRAL  
 EICHENBERGER, BRIAN  
 EMBREY, SHAWNEE L  
 ENNINGA, DON  
 ESPARZA, CAROLYN  
 ESTEP, ALFRED  
 EWERTZ, KIM  
 FIELDER, CHRIS  
 FISCHER, RAMONA  
 FLAIR, CHERYL  
 FRANZ, TAMARA  
 FUCHS, GENE HENRY  
 GENOVESE, MARY A  
 GERKEN, DEREK E  
 GETTMAN, NANCY  
 GILBERTSON, STEVEN P  
 GRACEY, DANIEL J  
 GRAHAM, CAROL  
 GREENMAN, ELIZABETH  
 GREGG, BARBARA  
 GUY, JUNE  
 HANSEN, JEAN M  
 HANSON, MARYLN F  
 HARDWICK, JOHN  
 HART, DENNIS  
 HART, MILFORD  
 HARTZ, CHRISTOPHER  
 HARTZ, SHERI L  
 HEISEL, TERRI J  
 HELGERSON, MARILYN  
 HEMPHILL, DEL  
 HENDRICKS, SANDRA  
 HESS, MARK STEVEN  
 HOMYAK, STARLETTE  
 HORTON, DOUG  
 HOWELL, ANGELA

JACOBSEN, JEANETTE  
 KAUFMAN, LYNN ALAN  
 KEATING, JUDY  
 KENYON, CANDACE  
 KIMBLE, CASEY M  
 KIMBLE, WENDI  
 KNIGHT, JEFFERY D  
 KORSVOLD, KERRY  
 KRAICH, KIM  
 KREIKEMEIER, JAMES  
 LAMBERT, GALE  
 LARSON, STACY  
 LAYTON, WILLIAM A  
 LAZZARETTI, KATHY L  
 LEBSOCK, LES  
 LEE, BRUCE  
 LIGGETT, BRENDA  
 LINKE, GAY  
 LINNEBUR, STEPHEN M  
 LONG, CONNIE  
 LUEBKER, YOLANDA  
 MALLORY, WILLIAM  
 MALONE, BARB  
 MARTIN, DEB  
 MASSEY, DEBORAH DAWN  
 MC MATH, GENE  
 MCCAULEY, LANA L  
 MCKENZIE, JAMES A  
 MENDOZA, LINDA  
 MICKEY, CHERYL A  
 MINES, ANN  
 MOATS, CASEY  
 MONASMITH, JUDY  
 MORRIS, LAURIE  
 MUSGRAVE, CHARLA  
 NELSON, GEORGE  
 NIXON, TIM  
 NOEL, GOGI  
 ODOR, BARBARA  
 OESTMAN, WHITNEY  
 OKREPKIE, PHYLLIS  
 OKREPKIE, WILLIAM  
 OLESEN, DEBRA F  
 OVERBOE, JESSICA  
 PACKARD, GWEN MARIE  
 PAHS, LINDSEY  
 PARKER, W BRADLEY  
 PARKER-THORNTON, TAMMY  
 PENTECOST, PERCY  
 PETERSON, KENT  
 PFEIFER, DIANNA  
 PHILLIPS, FRANK  
 PIERSON, CONNIE  
 PRICE, RICK A  
 RAWLINGS, DEBRA  
 RENZELMAN, ROBIN  
 RIGLI, JOE  
 RITTENHOUSE, KATHY  
 ROBERTS, CHRISTOPHER C  
 ROBINSON, BRET  
 ROSKOP, KATHY  
 SCHAMBERGER, LYNN  
 SCHEOPNER, JESSICA

SCHONBERGER, PAT  
 SISNEROS, TED  
 SKERJANEC, JOE  
 SLADEK, VICTORIA  
 SLINN, LORI  
 SMITH, KARL Z  
 SOUTHARDS, JO  
 STALEY, RHONDA  
 STEMO, JOAN  
 STEPHENSON, CHRISTINE  
 STOUFFER, RUSSEL  
 SUHLER, DOUGLAS D  
 THOMPSON, LINDA  
 TRUED, JOHN  
 ULRICH, WILLETTE  
 VINSON, JIMMY R  
 WACKER, VALARIE D  
 WEBER, KAREN S  
 WICK, TAMMIE  
 WILKER, TERRIANN B  
 WIMMER, RONALD P  
 WINKLEPLECK, CHARLOTTE  
 WYKOFF, ROBBIE  
 YOWELL, MARGUERITE A  
 ZWETZIG, MARINDA

#### ACADEMIC AND ADMINISTRATIVE SERVICES STAFF

ANDERSEN, MARY (1995) *Lincoln Center, Coordinator*  
 B.S. (1992) Northern Illinois University

BAKER, MAXINE (1974) *Administrative Assistant,*  
*Faculty Support*

BARDEN, NANCY (1985) *Bennett Area, Coordinator*  
 B.A. (1979) University of Northern Colorado

BECKMANN, DALE (1994) *Dean of Academic Affairs:*  
 A.A. (1966) Foothill College  
 B.A. (1968) University of California  
 M.S. (1970) San Diego State University  
 Ph.D. (1996) Colorado State University

BISHOP, SHARON (1987) *Program Assistant, Office of*  
*the President*

BLEDSON, MILDRED (1991) *Day Care Nursery Aide,*  
*Adult Basic Education*

BZDEK, SHARON (1991) *Public Information Officer*  
*and Continuing Education Director*

CARR, RHONDALYN (1992) *Director, S.B.D.C. Stratton*

CRAWLEY, JANET (1995) *Human Resources Specialist I*  
 A.A. (1985) Morgan Community College  
 B.S. (1991) Regis University

- CUNNINGHAM, TIM (1993) Maintenance Mechanic**
- DAVEY, MARY JANE (1985) Program Assistant to the Dean of Academic Affairs**
- DOMINGUEZ, JULIA (1991) Clerical Assistant, Adult Basic Education**
- EVERETT, PATTY (1975) Director, Learning Resources**  
B.A. (1955) University of Northern Colorado
- GARRETT, CINDY (1995) Administrative Assistant - Auxiliary Services**  
A.A.S. (1994) Morgan Community College
- HALE, PAT (1991) Administrative Assistant, Instruction**
- HARTLESS, DAN (1993) Network Technician**  
A.A.S. (1993) Otero Junior College
- HIGHBERGER, SHANE (1993) Accounting Technician III**
- HUBBELL, JANIE (1976) Registrar**  
A.A.S. (1974) Morgan Community College  
A.A. (1987) Morgan Community College  
B.S. (1992) Regis University
- HUNT, MARY (1995) Administrative Assistant - Financial Aid**  
A.A.S. (1994) Morgan Community College
- JOHNSON, BETTY (1991) Administrative Clerk, Adult Basic Education**  
B.A. (1980) University of Colorado  
B.S.N. (1982) University of Colorado
- JOHNSON, DIXIE (1993) Custodian**
- KAHL, MAUREEN (1984) Library Technician**  
A.A. (1985) Morgan Community College
- KOOSHIAN, LORA (1993) Administrative Assistant, Student Services**
- LLOYD, C. NORMAN (1995) Dean of Administration**  
B.S. (1967) University of Southern Colorado  
M.A. (1972) Western State College  
Ph.D. (1990) Colorado State University
- LONG, CONNIE (1991) Director of Admissions and Retention**  
B.M.E. (1976) Central Missouri State University  
M.S.E. (1982) Central Missouri State University
- LUEBKER, YOLANDA (1993) Coordinator of PANA Grant**  
B.G.S. (1977) Roosevelt University
- MCKAY, JOHN (1996) President**  
B.S.Ed. (1966) Troy State University  
M.Ed. (1967) Auburn University  
Ed.D. (1973) Auburn University
- MENDOZA, ELENA (1991) Care Nursery Aide, Adult Basic Education**
- MESE, CONNIE (1993) Administrative Assistant, Student Services**  
A.A. (1994) Morgan Community College
- NIEHOFF, NANCY (1993)**  
B.S. Metropolitan State College
- PENN, SHIRLEY (1993) Coordinator, Workplace Literacy**  
B.A. (1969) University of Northern Colorado  
M.A. (1992) University of Northern Colorado
- PFIEFER, DIANNA (1992) Testing Center Coordinator**  
B.A. (1965) University of Northern Colorado
- POUNDS, ZEDA (1991) Clerical Assistant, Adult Basic Education**
- PREEDY, CHUCK (1992) Admissions Counselor**
- RAWLINGS, DEB (1991) Assistant Coordinator, Burlington Center, Coordinator**  
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
- SERPLISS, RON (1995) Associate Dean for Student Services**  
B.A. (1976) Central Connecticut State University  
M.A. (1979) Wheaton College
- SLINN, LORI (1995) Director of Small Business Development Center**  
B.S. Metropolitan State College  
M.S. University of Colorado
- SMITH, SUSAN (1987) Controller / Director of Financial Aid**  
A.A. (1990) Morgan Community College  
B.S. (1993) Regis University
- SPEARS, SUZANNA (1996) Associate Dean for Instructional Development**  
B.A. (1966) University of Denver  
M.S. (1977) University of Northern Colorado
- STEWART, CAROL (1996) Switchboard**
- TORREZ, HELEN (1994) Custodian**
- TRUJILLO, ROXANNE (1993) Accounting Technician I**
- WICK, TAMMY (1994) Truck Driver Training**
- WIENER, MELODY (1993) Student Services Specialist I**
- WIENER, MIKE (1995) Maintenance Mechanic**



PEOPLE, PLACES, EVENTS