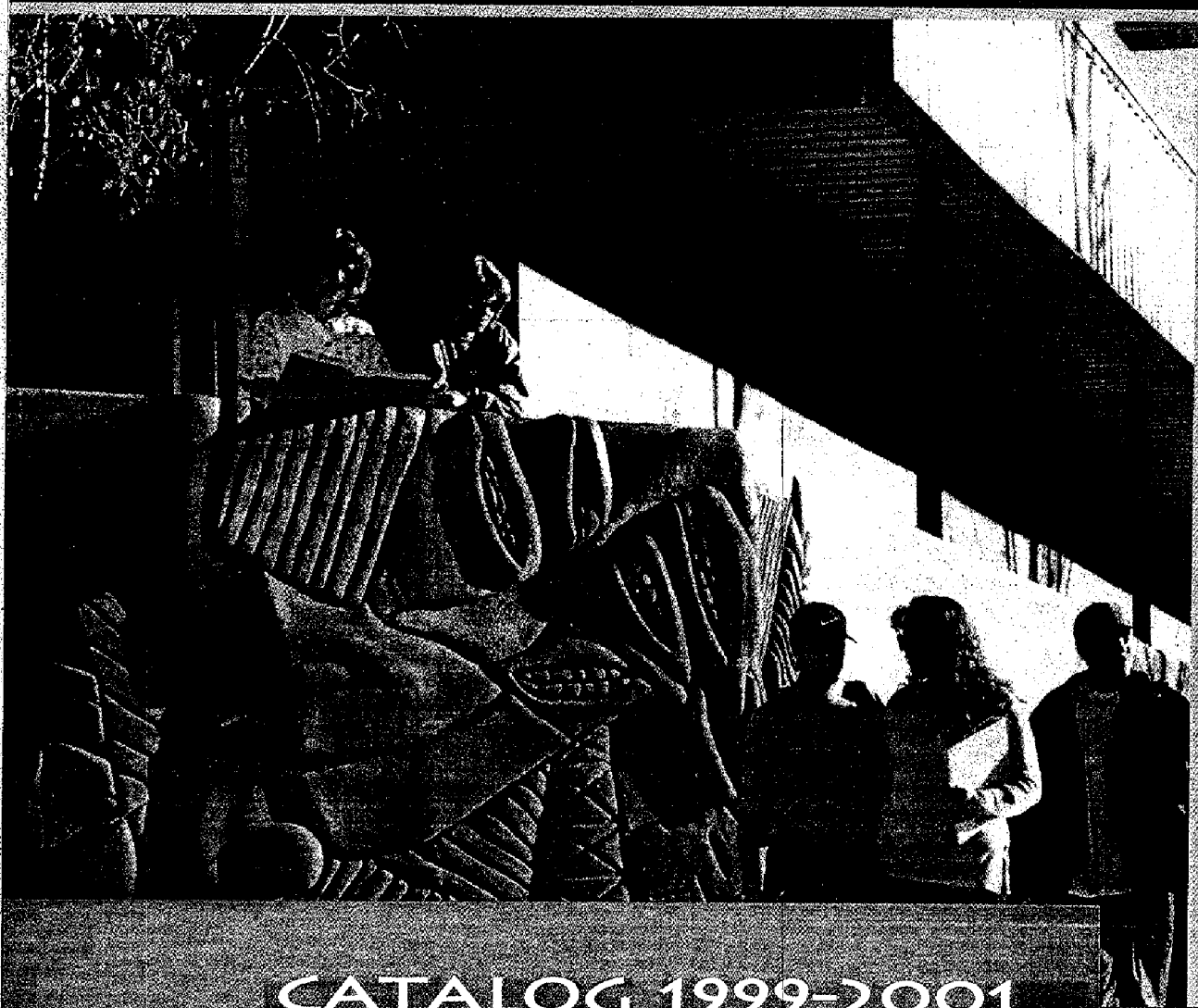


MORGAN COMMUNITY COLLEGE



CATALOG 1999-2001

MORGAN COMMUNITY COLLEGE

1999 - 2001 CATALOG

17800 ROAD 20
970-542-3100

FORT MORGAN, COLORADO 80701
1-800-MCC-0216 FAX: 970-867-6608

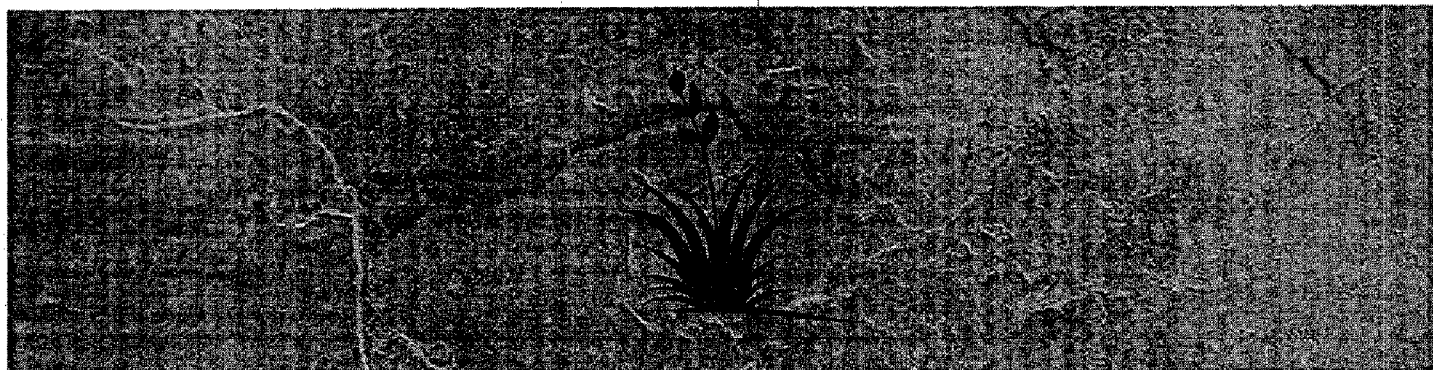
BENNETT CENTER
280 COLFAX AVE., UNIT 2
BENNETT CO 80102
(303) 644-4034

WRAY CENTER
719 SOUTH FRANKLIN
WRAY CO 80758
(970) 332-5755

BURLINGTON CENTER
451 14TH STREET
BURLINGTON CO 80807
(719) 346-9300

YUMA CENTER
215 SOUTH MAIN STREET
YUMA CO 80759
(970) 848-2421

LINCOLN COUNTY CENTER
940 2ND STREET
LIMON CO 80828
(719) 775-8873



A MESSAGE FROM THE PRESIDENT

Welcome to Morgan Community College

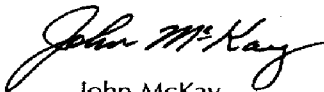
We are proud of our students, faculty, and staff at Morgan Community College. Since its founding in 1970, MCC has provided transfer courses, occupational programs, and lifelong learning to more than 35,000 residents of Eastern Colorado.

Did you know that...

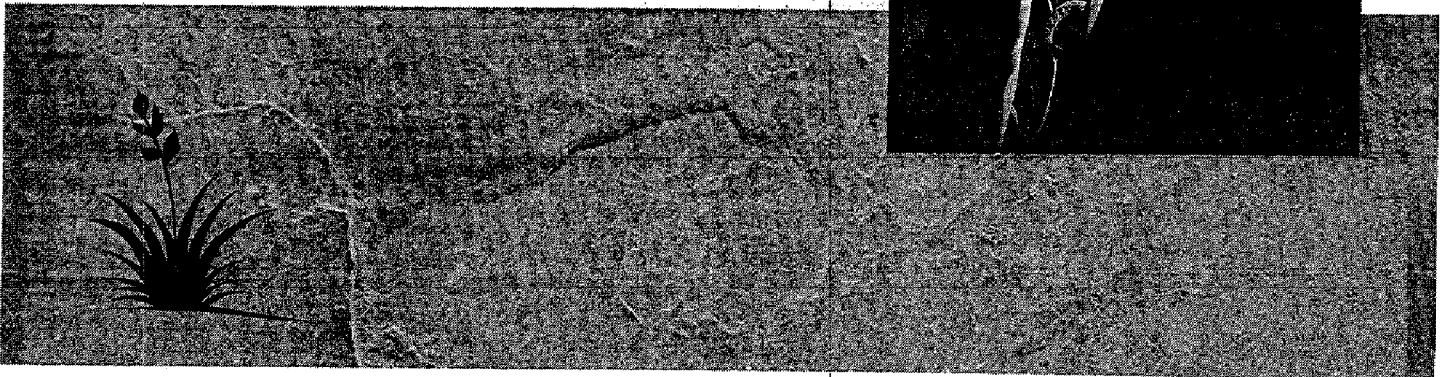
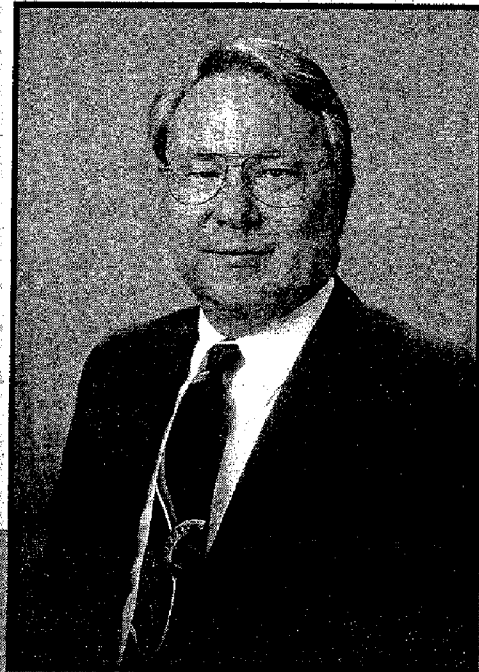
- *The grade point averages of MCC transfer students consistently rank at the top of all transfer GPAs;
- *Occupational students demonstrate the skills they have learned at MCC by winning state and national contests (including top prize at the Health Occupations Students of America 1997 leadership conference);
- *Courses are provided through the main campus and five off-campus centers plus interactive distance learning systems, television, and other non-traditional means;
- *Graduates get excellent jobs due to outstanding instruction and training on state-of-the-art equipment; and
- *Nine out of ten students say they are 'satisfied' or 'very satisfied' with their MCC experience.
- *Students received over \$1.5 million in financial aid in 1998.

If you are seeking a small college with a caring and supportive faculty and one with a reputation of quality and excellence, check us out. Morgan Community College may be the ideal choice.

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

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Dr. Dorothy Horrell

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Note: This is an information document and is not to be considered a contract of offerings. Programs and curricula are subject to change without prior notice. This document is provided as information for the student. It is accurate at the time of printing but is subject to change from time to time as deemed appropriate by Morgan Community College in order to fulfill its role and mission or to accommodate circumstances beyond its control. Any such change may be implemented without prior notice and without obligation and, unless specified otherwise, is effective when made.

Morgan Community College is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, or disablement in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, and the Americans with Disabilities Act, 1990. For information regarding civil rights or grievance procedures, contact Susan Smith, Affirmative Action Officer, Morgan Community College, 17800 Road 20, Fort Morgan, CO 80701, 970-542-3127.

ADA STATEMENT - In accordance with the requirements of the Americans with disabilities Act and the regulations published by the U.S. Department of Justice, 28 C.F. R. & 35.107 (a), Morgan Community College has designated an ADA Coordinator. For information regarding civil rights or grievance procedures, contact Susan Smith, Morgan Community College, 17800 Road 20, Fort Morgan, CO 80701, 970-542-3127 or 1-800-622-0216.

Published By: The Office of the Vice President of Instruction



Open House at Bennett Center



VICA District Winners

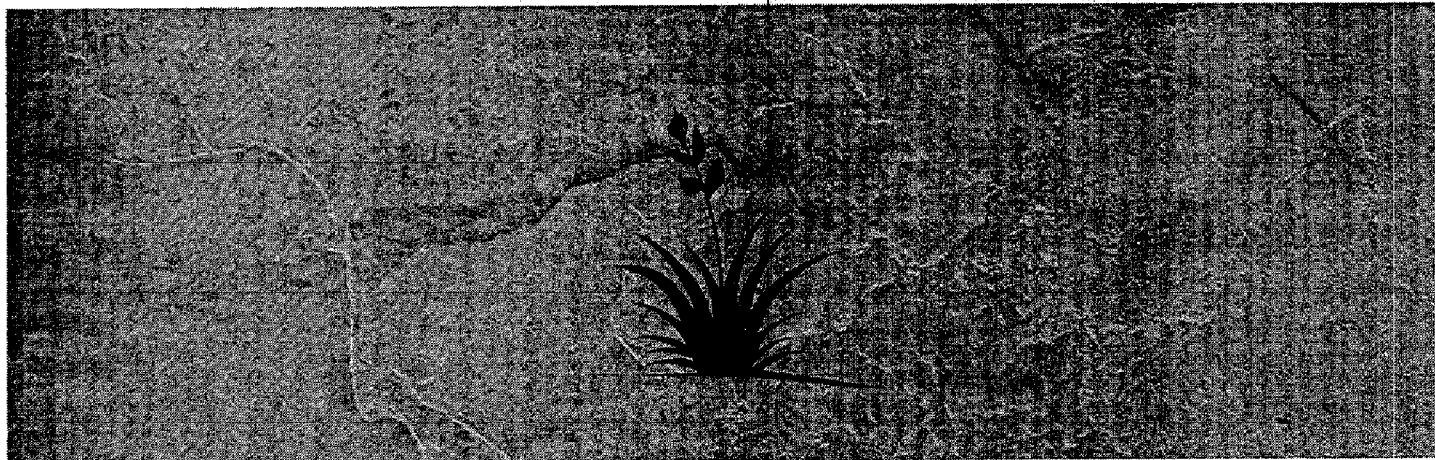


Student Services with a Smile

PEOPLE, PLACES, EVENTS

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ACADEMIC CALENDAR

ACADEMIC CALENDAR

SUMMER SEMESTER

Registration Period Begins
 Orientation TBA
 Academic Classes Begin
 Last Day to Add Regular Sequence Classes
 Last Day to Drop Regular Sequence Classes
 Independence Day/day celebrated (College Closed)
 Academic Classes End
 10-week Classes End

FALL SEMESTER

Registration Period Begins
 Orientation TBA
 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 Break - no classes
 Thanksgiving Holiday (College Closed)
 Faculty/Staff Inservice (College Closed)
 Academic Classes End
 Finals Week - Academic Classes
 Graduation
 Christmas Break (College Offices Closed)
 Classes Resume for Applied Technology
 Classes End for Applied Technology

SPRING SEMESTER

Registration Period Begins
 Orientation TBA
 College Opens
 First Day of Classes & Late Registration Begins
 Last Day to Add Regular Sequence Classes
 Last Day to Drop Regular Sequence Classes
 Mid-Term Week
 Faculty/Staff Inservice (College Closed)
 Spring Break (College Offices Open)
 Faculty Conference (no classes FM campus) TBA
 Academic Classes End
 Finals Week - Academic Classes
 Graduation
 Memorial Day (College Closed)
 Classes End for Applied Technology

This calendar represents the College's best judgment and projection for the calendar during the periods addressed therein. It is subject to change due to forces beyond the College's control or as deemed necessary by the College in order to fulfill its education objectives.

1999-2000 2000-2001

April 19	April 17
June 7	June 5
June 10	June 8
June 14	June 12
July 5	July 4
August 2	July 31
August 16	August 14
April 19	April 17
August 25	August 23
September 6	September 4
September 8	September 6
September 10	September 8
October 11-15	October 9-13
Nov. 22-26	Nov. 20-24
November 25	November 23
Nov. 22-24	Nov. 20-22
December 17	December 15
Dec. 14-17	December 12-15
December 17	December 15
Dec 24-Jan 3	Dec 22-Jan 1
January 4	January 2
January 14	January 12
November 8	November 6
January 4	January 2
January 19	January 17
February 1	January 30
February 3	February 1
March 6-10	March 5-9
March 16-17	March 15-16
March 20-24	March 19-23
May 12	May 11
May 9-12	May 8-11
May 13	May 12
May 29	May 28
June 2	June 1

Applied Technology: Med. Prep, Automotive Service Technology, Collision Repair Technology

GENERAL INFORMATION

MISSION

OUR...

VISION is Community

MISSION is Learning

COMMITMENT is Service

STANDARD is Excellence

MISSION STATEMENT

"Morgan Community College is dedicated to meeting the lifelong learning needs of our customers."

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.

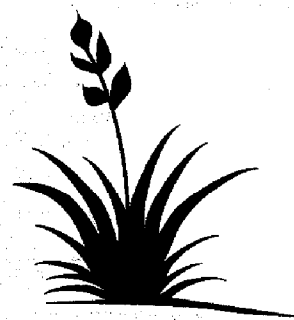
Construction began in 1979 and the first classes were held on the campus in June 1980. A Vo-Tech/Administrative building was completed in 1985 and major remodeling of the Student Services and Learning Resource Centers was completed in 1998.

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 11,500 square mile area comprising Morgan, Washington, Yuma, Lincoln, Kit Carson, and the eastern half of Adams and Arapahoe counties.



"I never thought I'd be going to college!" said Irma Monsivais, who dropped out of high school in 1981 when she was in 10th grade. She started taking classes at MCC's Downtown Center to prepare for her GED (high school equivalency) exams and is now an intake clerk at the Center. "I received my GED in December, 1997, and started taking college classes in computer, math, and English. I like the teachers and classes, they are great. I really enjoy MCC and am learning a lot."

MCC SUCCESS STORY...

MCC: THE 11,500-SQUARE-MILE CAMPUS

Community Programs and Services

Morgan Community College prides itself in offering comprehensive credit and non-credit programs across thousands of miles in eastern 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 directors at geographic sites including the cities of Wray, Yuma, Burlington, Bennett, and Limon to conduct needs assessments and assure delivery of needed programs of study or specially planned offerings.

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 Eastern 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

The College delivers transfer and some technical course work via Interactive Distance Learning Networks. Qualified high school students and the public enrolled at sites in service area high schools receive college credit instruction in such disciplines as Algebra, English, Spanish, History, Psychology, and Sociology. For students needing maximum flexibility to complete transfer courses, the College also offers a large selection of telecourses, and a complete two-year business degree "on line" through the Internet on CCCOnline.

Customized Business and Community Services

The College has a strong history of providing credit and non-credit continuing and professional education for employees of public and private organizations throughout the service area. The Customized Business & Community Services division orchestrates delivery of programs with content, delivery methods, locations, and times based upon the customer's needs.

Workplace Literacy

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) Computer Learning Center (CLC)

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

Small Business Development Center

The Small Business Development Center (SBDC) is a joint effort by Morgan Community College, 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 Eastern Colorado. In addition, it offers training and counseling to established businesses in the area of financing, management, and marketing.



Scholarship Winner Barbara Price

Adult Basic Education Program

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 at The MCC Downtown Center in Fort Morgan and through cooperation with Center Directors in the MCC Service Area. 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 Med Prep 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.

MCC SUCCESS STORY ...



Sandra Haman of Burlington said attending MCC, "felt like everyone was working together to give me everything I needed. Director Val Rhoades was extremely helpful. She is determined to make college work for those of us needing the education at the same time we're working and raising a family. I could not have gone away to college, so the availability of the Burlington campus made it possible." She earned her AA degree in May 1995.

Haman was a single mom who started college at the same time she was sending her son and daughter to college. She said the single most important part of going to college was the self fulfillment which continues as she pursues a B.S. degree in business administration through Regis University. And, she is still a working mom. Son Daniel is a sophomore in high school and she is Sales Administration Coordinator for Wagner Equipment Ag Sales in Burlington.

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 Med Prep Occupations, Automobile Collision Repair Technology, Automotive Service Technology and Multimedia.

Advanced Studies/Fifth Year

An exciting program called Advanced Studies/Fifth Year is a dual-enrollment program with allows students to remain in high school for a fifth year and graduate with both a high school diploma and an MCC associate degree. Although the Advanced Studies program is offered at area high schools, the program is open to the public and enrollment of non-high school students is encouraged. Check with your local high school to see if it is in partnership with Morgan Community College for the offering of this program.

ADMISSIONS

Admission Policy

The College will admit all students 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

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

Transfer of College Credit

To have an evaluation of prior credit towards a degree at MCC, students must send official transcripts from previous colleges to MCC, Registrar's Office, and ask that they be applied toward 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.

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 that 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 acceptable for transfer. Obtain assistance from your academic advisor to plan a transferable 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
- Colby Community College
- Colorado Electronic Community College
- Colorado School of Mines
- Colorado State University
- Fort Lewis College
- Franklin University
- International University College
- Mesa State College
- Metropolitan State College of Denver
- Northwest Missouri State
- Regis University
- 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.

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 Vice President of Instruction and program faculty identify appropriate entry level skills and determine placement status for each program. Therefore, students may be allowed to register for the required program courses while strengthening some basic skills, or students may be requested to obtain certain skill levels before entering the program.

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

Students are exempt from the assessment requirement if they:

- hold an Associate or higher degree
- are enrolled for employment in-service 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.

INTERNATIONAL STUDENTS

Admission Policy

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.

Application Deadlines

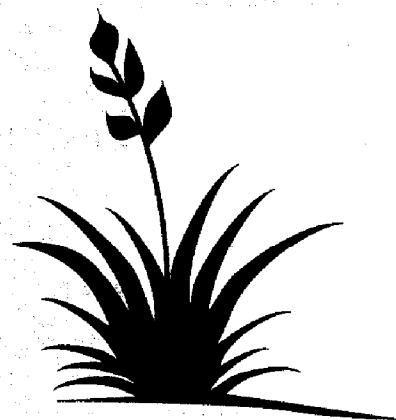
The complete application form, financial guarantee, and transcripts from high school or previous colleges must be submitted no later than four weeks prior to the beginning of classes for the semester of application. The specific deadlines are:

Fall Semester	July 15
Spring Semester	December 1
Summer Semester	May 1

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

Identification/Student Number

It is important to only use one name 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.



Fee Required for International Students

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 \$4,000.00 (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.

PEOPLE, PLACES, EVENTS



Fixing Up Student Center in Willow

TUITION & FEES

The tuition and fees charged each semester help to cover part of the costs of education and a variety of student services. Student Fees cover costs such as student activities, facility debt, and support of student organizations. Tuition and fees are established by the State Board for Community Colleges and Occupational Education and are subject to change without notice. Some courses may require additional fees for facilities, special equipment or instruments, laboratory use or materials. Please consult the schedule for the term in which you are enrolling for the rates in effect for that term.

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 Accounting Office.

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.

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):

A student who completes an 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 Vice President of Administration and Finance.

Mark Alan Edson is a graduate of the MCC Med-Prep program, which made it possible for him to take college classes and experience clinical work in a hospital and dental office while he was a junior and senior at Fort Morgan High School. He also participated in HOSA, Health Occupations Students of America, serving as

president of the MCC chapter and placing in state and national competition. He was honored as TOP KID in the Denver Post in 1998. He is studying pre-medicine at the University of Denver as a chancellor scholar and intends to become a physician.



Tuition Classification

A student's classification as an in-state or out-of-state resident 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.

MCC SUCCESS STORY

**Schedule of Semester
Tuition and Fees - 1998-99**

Credit Hours	In-State Tuition	Out-of-State Tuition	*WUE Tuition
1	55.00	260.55	82.50
2	110.00	521.10	165.00
3	165.00	781.65	274.50
4	220.00	1,042.20	330.00
5	275.00	1,302.75	412.50
6	330.00	1,563.30	495.00
7	385.00	1,823.85	577.50
8	440.00	2,084.40	660.00
9	495.00	2,344.95	742.50
10	550.00	2,605.50	825.00
11	605.00	2,866.05	907.50
12	660.00	3,126.60	990.00
13	715.00	3,387.15	1,072.50
14	770.00	3,647.70	1,155.00
15	825.00	3,908.25	1,237.50
16	880.00	4,168.80	1,320.00
17	935.00	4,429.35	1,402.50
18	990.00	4,689.90	1,485.00
19	1,045.00	4,950.45	1,567.50
20	1,100.00	5,211.00	1,650.00

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

NOTE: TUITION AND FEES SHOWN REFLECT 1998-1999 RATES. THEY ARE, HOWEVER, SUBJECT TO CHANGE FROM ONE ACADEMIC TERM TO THE NEXT AS DEEMED NECESSARY BY THE STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION.

*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.

Fees 1998-99

REGISTRATION FEE (per semester) \$ 9.00

COLLEGE FEE (per semester)
\$1.00/per credit hour \$12.00/maximum

STUDENT ACTIVITY FEE (per semester)
\$2.50/per credit hour \$30.00/maximum

STUDENT CENTER BOND FEE (per semester)
\$3.00/per credit hour \$36.00/maximum

PROGRAM FEES

Telecourse \$35/course

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
All Cisco courses (per credit hour)	\$13.50
HEA 106 CPR Recertification	\$5
HEA 121 Medical Radiology	\$8
HEA 123 Medical Laboratory Procedures	\$8
HEA 126 Standard First Aid	\$5
HEA 129 Health Care Skills I	\$8
HEA 130 Health Care Skills II	\$8
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
JOU 121 Introduction to Print Media Photography	\$50
OTA 201 Conditions & Applied Techniques	\$8
OTA 220 OTA Theories and Techniques I	\$8
OTA 225 OTA Modalities	\$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 166 Emissions Control	\$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 257 Detailing	\$30
CRT 235 Structural Repair II	\$20
CRT 245 Plastic Repair and Refinishing	\$35
CRT 256 Color Match and Refinishing Problems	\$35

FINANCIAL AID

MCC IS AFFORDABLE

At Morgan Community College, a variety of financial aid programs are available to assist you in your college career. Scholarships, Grants, Work-Study, Loan Programs, and Tax Credits. Grants and scholarships do not have to be repaid.

The purpose of a financial aid program is to assist students who, without such help, would be unable to pursue their educational goals. However, the primary responsibility for financing this education rests with the student and/or their family.

More information and forms may be obtained from the Financial Aid Office on the Fort Morgan campus, (970) 542-3150 or 1-800-622-0216, from your Center Director, or high school counselors.

How to Apply for Financial Aid

Check List:

In the Financial Aid Office on the Fort Morgan campus or at MCC Centers:

1. Apply for admission to Morgan Community College
2. Complete the scholarship application by the **priority date** of April 1st.

Include:

- a. The application
 - b. Most recent academic transcript
 - c. One letter of recommendation
3. For need based scholarships, complete the Free Application for Federal Student Aid. Priority dates: April 1st for Summer Semester, June 1 for Fall, and Nov. 1 for Spring.
 4. Make sure you have declared a major with the Registrar's Office.
 5. Request financial aid transcripts from any post secondary schools attended in the last two years. (Forms available in the Financial Aid Office or from Center Directors.)
 6. The Financial Aid Office will inform you if further information is needed.

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**

On the Internet

Students may also complete financial aid applications on the Internet by accessing FAFSA (Free Application for Federal Student Aid) on the Web at www.fafsa.ed.gov from their own computers or a computer in the Student Services Center on the Fort Morgan campus.

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.

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

HOPE Tax Credit

You may qualify to save \$\$\$ when you attend MCC with the new HOPE Tax Credit. Congress recently passed the Taxpayer Relief Act of 1997 which means students and/or their families who qualify can receive a federal tax credit of 100% of the first \$1,000 of tuition and fees and 50% of the second \$1,000 to attend Morgan Community College. For more information see your tax advisor.

Transfer Students

Before aid may be determined, Morgan Community College must receive Financial Aid Transcripts from 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.

Additional documents which may be requested by the Financial Aid Office include: Federal Tax Forms, 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.

Students should follow dates listed above to receive priority. Students applying for the current academic year must mail applications before June 30 of the academic year.

REFUNDS

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 larger 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.

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 work-study 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%	25%
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 students withdrawal date or date the students 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.

Appeals

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.

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. In addition to the following listed scholarships, other organizations send scholarship applications to the school. Information about these scholarships is available in the Financial Aid Office along with the applications.

MCC & GOVERNMENT FUNDED SCHOLARSHIPS

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.

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 G.E.D. test score or a previous college G.P.A. of at least 3.0. Also, the student's ability, desire and state residency are considered in making selections. Funding is provided by the Colorado General Assembly.

MCC Next Step Scholarship

Students who have never attended college or who have been out of college for at least one year may receive this scholarship which pays tuition only for one course up to 3 credit hours (telecourses excluded). Students must be Colorado residents and have a high school diploma or GED to be eligible.

MCC GED Scholarship

This scholarship is awarded to students scoring at least 300 points on their battery of GED tests completed at the MCC Testing Center. Scholarships are awarded at the GED ceremony in May and are good for the following academic year. The amount of the scholarship is up to full-time tuition/fees for one semester; however, no award may exceed the amount of tuition/fees.

MCC Service Area Scholarship

Each high school in MCC's service area may award one scholarship of \$1,200 to a graduating senior. The high school determines the criteria for awarding and notifies the MCC Financial Aid Office of their selection.

MCC Vocational Scholarship

First place winners in certain State competitive events for specific Vocational Student Organizations may receive scholarships for the next academic year of up to \$1,000. MCC determines annually, with the advice of local advisors, which VSO's and which events will be sponsored.

MCC Young Scholars Scholarship

Graduating seniors in MCC's service area may receive a scholarship of \$250/year if the student's final GPA is 2.5-2.9 or \$500/year if the student's final GPA is 3.0 or higher. This scholarship requires a separate application which must be signed by the student's high school counselor.

EXTERNALLY FUNDED SCHOLARSHIPS

The following scholarships are made available annually to deserving and qualified MCC students by the MCC Foundation and contributions from businesses, individuals and organizations.

Greg Alsip Memorial Scholarship

In honor of Greg Alsip, former administrator of the Fort Morgan Medical Group, the Sunrise Optimist Club awards scholarships yearly to graduates of Fort Morgan High School who demonstrate scholastic achievement and a desire for continuing education. Several \$500 scholarships are awarded.

H. B. Bloedorn Scholarship

Approximately ten scholarships are 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 award and the MCC Bloedorn scholarship. The maximum amount is \$1000 for the academic year.

Greater Gifts Scholarships

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.

Noon Lions Club Scholarship

Fort Morgan Noon Lions Club sponsors two scholarships to Morgan County residents with a minimum 2.5 GPA and demonstrated financial need.

Fresh Start Scholarship

This scholarship, funded by the Morgan Community College Foundation, is awarded to first-time students of non-traditional age. The maximum award is \$250 for the academic year; however, no award may exceed the amount of tuition and fees. This scholarship may be awarded to students attending less than half time. High school juniors attending during the summer before their senior year may be awarded scholarships if any funding remains.

Ruth Graves Scholarship

Ms. Graves sponsors approximately three scholarships of \$600 each to non-traditional female students taking courses at any of MCC's locations.

Green Rockies Foundation Scholarship

This scholarship is awarded to a physically challenged student or the parent of a physically challenged student. One or two scholarships of up to full-time tuition/fees are awarded annually. Recipients must be Morgan County residents and demonstrate financial need. This scholarship is renewable for a second year.

Iota PSI Sorority Scholarship (Burlington)

Students attending at the Burlington Center are eligible for this scholarship. It pays for approximately one, 3-credit hour class and is awarded in the Fall of each year.

Pat and Joan Jolliffe Scholarship

This scholarship of \$500/year is awarded to a deserving MCC student.

Doris and Rex Monahan Second Chance Scholarship

Mr. and Mrs. Monahan of Sterling sponsor several \$500/year awards to single parents of non-traditional age.

Petteys Women's Resource Scholarship

The Petteys Foundation of Brush sponsors approximately five scholarships of \$500 each. These scholarships are awarded to non-traditional female students demonstrating financial need.

Freda T Roof Memorial Scholarship

Two scholarships are awarded annually (one in Fall, one in Spring) to students seeking job upgrades or who are retraining for new careers, have demonstrated need, and have a minimum 2.5 GPA.

Xi Alpha Theta Sorority Scholarship

The local sorority sponsors one \$200/year scholarship for a non-traditional female student pursuing an Associate Degree. The student must be a Morgan County resident and have demonstrated financial need.

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.

GOVERNMENT GRANT PROGRAMS**Federal Pell Grant**

This Federal aid source is available to all eligible 1999-2000 undergraduate students seeking their first degree. Award amounts range up to \$3,000 based upon the student's financial need, costs at the institution, and Congressional allocation. The Financial Aid Office must have all required documentation before payment can be made.

Federal Supplemental Educational Opportunity Grant (SEOG)

This federal grant ranges from \$200-\$2,000 at MCC per year to students showing exceptional financial need. Only those who qualify for Federal Pell grants are eligible for this additional grant.

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 \$1,500 at MCC.

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 at MCC.

Colorado Student Incentive Grant (CSIG)

Grants of up to \$2,000 at MCC 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, first generation college student, full-time and documented financial need). Maximum award is for the amount of full-time, in-state tuition and fees.

MCC GRANT PROGRAMS**MCC Foundation Educational Assistance Grant**

Funded by the Morgan Community College Foundation, this grant is awarded to students who show financial need and to students without regard to financial need up to a maximum of full-time, in-state tuition and fees.

**Downtown Center Grads Visit Zoo****PEOPLE, PLACES, EVENTS**

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.

Senior Citizens

Persons 60 years of age and older who are classified as in-state students, may obtain a scholarship to pay one-half of their tuition charges for credit courses up to six credit hours per term. This scholarship is applied to tuition only. Any fees assessed are the responsibility of the student. To qualify for a tuition scholarship, a student must complete and return the Programmatic Grant Notification Form to the Financial Aid Office.

WORK-STUDY JOBS

MCC offers employment to allow students to earn money toward their educational expenses while attending school. Students are sometimes able to secure a job related to their particular program of study. Please see "Aid Application Steps" for information on how to apply for work student.

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 students for community service jobs. MCC also employs students in the "America Reads" program to work as tutors in grade schools.

Colorado Need-Based Work Study

This program provides employment for Colorado residents (tuition classification) demonstrating financial need. Wages are earned on an hourly basis. Students may not earn in excess the award amount.



MCC SUCCESS STORY

Colorado No-Need Work-Study

The State of Colorado provides limited funds to employ students without regard to financial need and who are Colorado residents (tuition classification). Wages are paid on an hourly basis. Interested students may complete the FAFSA to determine eligibility. Students may work up to a maximum of 20 hours per week while school is in session.

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. Loan amounts may vary dependent upon the program the student is enrolled in. For more information on financial aid, contact the Financial Aid Office.

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 half 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.

Federal Plus

This is 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.

April Caza said she appreciated MCC's small class size and the personalized instruction she received when she attended on a full scholarship. "MCC is a good transition for a small town student before she goes on to a four-year university."

April earned both an Associate of Science and Associate of Arts degree from MCC in 1992 before continuing to UNC where she earned a B.S. degree in business administration in 1995. She is currently librarian at Wellspring Health Library in Fort Morgan and enrolled in the Emporia State University masters program in the school of library and information management.

ACADEMIC INFORMATION

Registration

Registration is an important part of a student's academic process. 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 Vice President of Instruction, the Dean of the College for Student Services, Instructional Deans, or the area center director, 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 toward 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

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

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

*Two additional hours will be added to the Electives to fulfill total program requirements.

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.

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.

Learning Resource Center

The Learning Resource Center (LRC), located in Cottonwood Hall, contains a number of special areas and services to assist students with their instructional and informational needs. These areas are MCC Library, the Testing Center, the Tutorial Center, the Media Center, and the Distance Learning Center.

MCC Library

MCC Library holds a collection of both print and non-print materials to help students in information gathering and research. Books, periodicals, newspapers, and audio-visual items are available for in-house use and/or circulation.

Computer access plays a primary role in library research, which MCC meets through a strong selection of online databases, including EBSCO, FIRSTSEARCH, GALENET and NEWSBANK. Some of these informational databases contain full-text journal and newspaper articles, while others offer citations, abstracts, and indexes. Internet access, word processing, and e-mail are also available.

In addition, Morgan Community College Library is a member of CARL, the Colorado Alliance of Research Libraries. Through this system, users are able to locate materials worldwide, while ACLIN (Access Colorado Library Information Network) allows students to review the holdings of most libraries in Colorado. If supplementary materials are needed, students may borrow items through Morgan Community College's interlibrary loan services.

Library Media Center

The library media center serves as a support system for telecourse students by providing video programs, which accompany telecourse lessons. These videos are available to students on a first-come basis for 48-hour check-out. Students may also view tapes in the library, and those living at a distance may call the media center to arrange receiving videos through the mail.

Services of the Library are open to students, faculty, staff, and community members Monday through Thursday 7:00 a.m. - 8:00 p.m. and Friday 7:00 a.m. to 5:00 p.m., unless otherwise posted. For more information, call 970-542-3185 or 1-800-622-0216.

The Testing Center

The Testing Center, located at the south end of the Learning Resource Center, offers a broad range of testing services. Upon application for admission to the college, new students are assessed in reading, English, and basic math to determine their skill levels.

The following tests are administered on campus:

- Accuplacer Computerized Placement Tests
- ASSET Assessment Tests
- CLEP (College Level Examination Program)
- CNET (Nurse Entrance Tests)
- DANTES Subject Standardized Tests
- GED (General Educational Development)
- Oral English Proficiency Test for Colorado Educator License
- PSB-Health Occupations aptitude Examinations
- CSU "SURGE" graduate extension program
- Vocational Basic Skills for Vocational Teacher Certification
- Work Keys

The Testing Center also proctors instructor make-up exams, telecourse exams, and exams from other colleges. Contact the Testing Center at 970-542-3188 or 1-800-622-0216 for more information.

The Tutorial Center

The Tutorial Center provides learning assistance to all MCC students. The Tutorial Center provides tutorial services and an open computer lab with lab assistants and computer software, primarily in the areas of English, mathematics and algebra.

A tutoring schedule is developed each semester that shows when faculty and peer tutors are available. The computers in the Tutorial Center are available for word processing, research and individualized software instruction. Students are welcome to use the services of the Tutorial Center as long as they are enrolled at Morgan Community College.

We provide access and services to qualified college students with physical and/or learning disabilities.

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

Class Attendance

Students are expected to attend all classes for which they are registered, except in the event of 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. Physical Education
2. Farm/Ranch Management program classes
3. Young Farmers program classes
4. Other selected courses if approved by the Dean and Vice President of Instruction

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

1. Students may initiate a withdrawal from a class or classes at any time within the first 80% of a term by contacting the Student Services/Registration Office.

A. Students dropping from a class or classes during the first 15% of a course will be eligible for a refund of tuition and fees and will not have grades entered on a permanent academic record.

B. Students withdrawing from a class or classes after the first 15% of a course (drop date for a course), but within the first 80% of a course will have a grade of "W" placed on their academic records. Students are not eligible for a refund. Unusual circumstances should be referred to the Controller or Vice President of Administration.

2. Instructors may withdraw a student from a course or courses for academic or nonattendance reasons at any time within the first 80 % of a course. AN INSTRUCTOR CANNOT SUBMIT A "W" GRADE AFTER 80% OF A CLASS (final grade). "F" grades must be used for students who have attended but have not successfully completed the course.

A. Nonattendance: If the student has been excessively absent (15% of a class) the instructor must drop the student from the course using the Withdrawal form.

B. Academic Withdrawal: If the instructor determines that the student is unable to meet the objectives of the course the instructor may withdraw the student using a "Withdrawal from Classes" form.

The withdrawal process is not complete until the withdrawal form has been received and processed by the Student Services/Registration office.

CCCOnline Grading System

Grade	Quality Points
A	4
B	3
C	2
D	1
F	0
S (Satisfactory)/U(Unsatisfactory)	NONE ("S" = grade of "C" or better - no impact on G.P.A.)
I (Incomplete)	NONE (75% of the course work must be completed with a grade of "C" or better within a timeperiod equivalent to one semester after the end of the class.)
W (Withdrawal)	NONE (Must be issued prior to 80% of course duration. Can be initiated by either student or instructor.)
AU (Audit)	NONE (Must be issued prior to 15% of class duration. - Student initiated only-has no impact on GPA.)
Z	NONE (No grade reported)

- Approved only for selected, approved courses
- Must be declared at time of student registration
- Exclusions for core courses, limitations on number of hours applicable to graduation.

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

Students may repeat courses that may only be counted once toward graduation requirements unless specified otherwise in the program layout shown in this catalog. By completing a "Notice to Repeat a Class" a student may request that the highest grade earned be computed in their semester and cumulative GPA. However, all previously attempted grades will be noted on the student's

permanent record. The transcript will contain an appropriate entry to indicate that the GPA has been recomputed. The repeated class form can only be used when a repeated course has the same name and course number.

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. The College administration may initiate withdrawal for death, veteran non-attendance, non-payment of tuition and fees, disciplinary problems and similar reasons. (See refund/repayment 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, challenge 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. Students who do not receive a "C" or higher will complete the remainder of the required course work.

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 three credits in Special Studies may count toward the AA, AS, or AGS degree as elective credit.

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 Academic Dean and the Vice President of Instruction. 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 Dean and Vice President of Instruction 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 Dean.

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.

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:

Agriculture

Automotive Service Technology

Business

(four emphasis areas: Business Management, Business Technologies, Multimedia, Business)

Collision Repair Technology

Nursing

Occupational Therapy Assistant

Physical Therapist Assistant

Certificates:

Automotive Service Technology

Certified Massage Therapist

Cisco Networking Associate

Colorado Agricultural Leadership

Collision Repair Technology

Correctional Officer

Emergency Medical Technology - Basic

Emergency Medical Technology - Intermedi

Farm and Ranch Management

Industrial Technology

Meat Processing

Medical Assistant

Medical Receptionist

Multimedia

Health Care Assistant

Nurse Aide

Office Support Specialist

Small Business Development

Swine Management

Application for Graduation

To receive a certificate or degree you must file an application for graduation with the Student Services Office 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. To participate in the graduation ceremony a student must be within six (6) credit hours of completion of their program.

Participation in the graduation ceremony does not indicate 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 grade 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 credits 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.

HONORS

Dean's List

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.



The Garcilazo Family
Registers for Classes



Leonardo Otuno

CCCOES President Dorothy Horrell Visits
with Burlington Center
Director Valerie Rhoades

STUDENT SERVICES

Academic Advising

Morgan Community College is committed to student success. We have found that regular contact with an academic advisor contributes to student success. Each student is assigned an academic advisor. The advisor is the student's connection between the academic program and other resources of the College and plays an important role in the personal and academic development of students. Students are encouraged to discuss educational objectives as well as personal goals with their advisors.

It is recommended that all new students attend an orientation session. This allows the student to become familiar with the campus and policies and procedures of MCC. The orientation session is helpful in guiding the student through course selection, program plans and the admissions process.

Career Guidance and Placement

The College's career and guidance counselor, working closely with faculty advisors, provides special help to students in areas such as career information and development, and how to plan the college experience so that the student is career ready upon graduation or has a career direction when ready to transfer to a four year institution. Assistance with resumes and cover letters, selecting a major, transfer advising, and coaching to overcome interview jitters is also available to help students make choices with which they will be happy.

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 the Coordinator of Student Life.

Services for Students with Disabilities

Support services are available for students with special needs. Students who have a disability or special needs will be requested to provide documentation of disability and allow for set up time for some services. Contact the faculty ADA liaison, Evelyn Kral.

Modifications or adjustments will be made for students with documented disabilities, 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 medical documentation of impaired sensory, manual, or speaking skills. (This does not include personal appliances.)

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.

The Student College Center

MCC students have increased fees to finance a new Student/College Center which is to be complete in November 1999. It will provide a variety of opportunities for relaxation and recreation. Students will have access to television, music, study areas, a conference room, an eating area with a variety of vending machines. Further, as a hub of student activities, The Center is home to club meetings, student and faculty reception, campus parties, art shows, poetry readings, etc. A new College bookstore and full-service copy center will also be included. Until the building is complete, these activities will take place in the existing center in Willow Hall.

Student Government

Student government offers an excellent opportunity to strengthen leadership skills. Student leaders work on various issues affecting students and allocate student funds to enhance campus life. Student government is composed of six legislators and four 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.

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, and 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 of birth, place of birth, dates of attendance, most recent previous educational institution attended, major field of study, degrees and awards received, and 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:

1. 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.

2. 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.

3. 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.

4. 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.

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

Counseling, treatment, rehabilitation or re-entry program information can be procured from the Career Guidance and Placement Specialist or the Dean of the College for Student Services (1-800-622-0216) or the Colorado Department of Health.

Student Rights

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 Vice President of Instruction. Students receiving financial aid or Veterans' benefits should contact the Student Financial Aid Office.

9. No qualified individual with a self identified 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 Dean of Student and College Services. The Dean of Student and College Services will be responsible for maintaining a record of the nature of complaint, date filed, location, current status, and resolution. The Dean of Student and College 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' disabilities 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 designated 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.

Student Responsibilities

Students are subject to the same federal, state, and local laws as non-students and are the beneficiaries of the same safeguards of individual rights. 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.

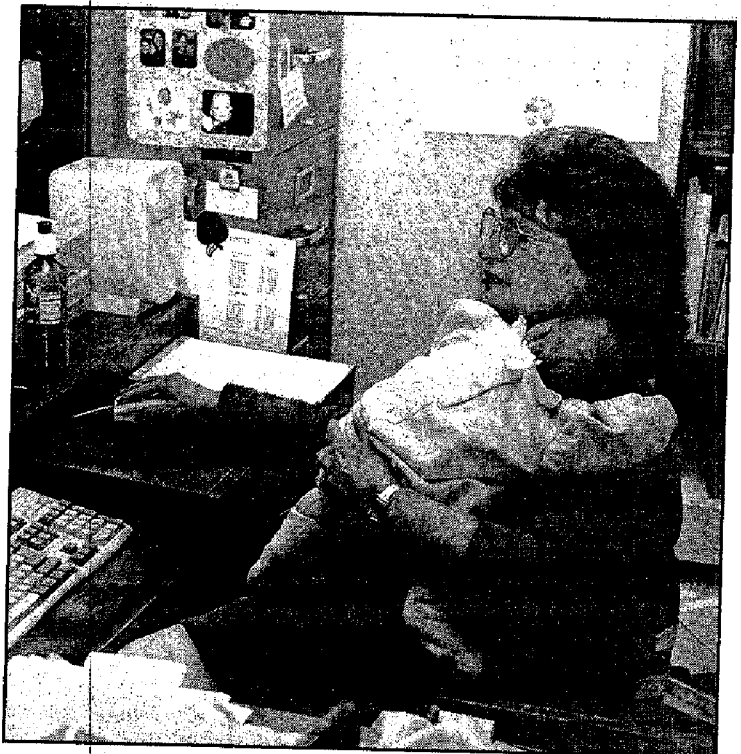
Specific acts which **are not** in accordance with the standards of personal discipline include:

1. 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:

- a. Copying, writing, or presenting another person's information, ideas, or phrasing without proper acknowledgment of their true source.
- b. Using a commercially-prepared term paper or project.
- c. Copying information from the test of another student.
- d. Using unauthorized materials during an examination.
- e. Obtaining illegally or attempting to obtain unauthorized knowledge of a test.
- f. Giving or selling to another student unauthorized copies of tests.
- g. Taking a test in place of an other student or having someone take a test in his/her place.
- h. Unauthorized collaboration between two or more students on a test, paper, project, or activity.
- i. 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.

2. Disruption of teaching, research, administration, disciplinary procedures, and other College activities, as well as, unauthorized entry, use, or occupation of MCC facilities.
3. 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. Intentional and unauthorized interference with a right of access to College facilities, freedom of movement or freedom of speech.
4. Threatening, attempting, or committing physical violence against or endangering the health, safety, or welfare of self and/or other person(s).
5. 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.



The Newest Andersen Helps Maxine Baker in the Instructional Office

PEOPLE, PLACES, EVENTS

6. 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, martial arts devices, brass knuckles, hunting knives, daggers, or similar knives or switchblades. 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.

7. Conduct that is lewd, indecent, or obscene.
8. 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.
9. 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.
10. Failure to comply with the verbal or written directions of a College official, violating any College suspension, probation, or conditions thereof. Failing to comply with contractual obligations with the College (such as defaults on payments, loan agreements, terms of work study, employment, etc.).
11. Using language that is degrading or abusive to any person and/or harassing any person with language as defined by State or Federal statute.
12. 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.
13. 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.
14. 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.

15. Aiding, abetting, or inciting others to commit any the acts listed above.

Please note: Additional disciplinary policies may be in effect for the health occupations. 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.

DISCIPLINARY ACTION

Students who violate any of the Standards of Conduct are subject to disciplinary action. In the event that student misconduct is severe enough to warrant administrative intervention, the following levels of discipline will be used:

No Action

Warning

Reprimand - Student is given a set amount of time to indicate a change. Certain restrictions may be levied against the student.

Probation - A student is not eligible to participate in student organizations or clubs and cannot serve on College committees. A student on probation is given a set amount of time to indicate an attitude or behavioral change.

Suspension - Student cannot attend classes, participate in any student activities, or have access to any MCC facilities. Re-admission is possible.

Expulsion - Student is denied re-admission.

Required Withdrawal

Students may be required to withdraw from MCC for an extended period of time, or indefinitely for failing to meet scholastic standards, to observe the standards of conduct or other MCC regulations, or to meet financial obligations to MCC.

STUDENT DISCIPLINE POLICY

Students are expected to adhere to the Student Code of Conduct and policies and procedures of the College. If a student is charged with violating his/her College's Code, he/she is entitled to have these procedures followed in the consideration of the charge.

Definitions

Code of Conduct: A document developed and published by each college which defines prescribed conduct of students.

Impartial Decision Maker: The individual/committee designated by the College president to hear student disciplinary appeals.

Dean of Student Services: The individual designated the College president to administer student affairs and responsible for administering the College's Student Conduct Code and this procedure.

Notice: Notices which are required to be given by this procedure shall be considered served upon the student when given by personal delivery or mailing by certified mail to the address the student has filed with the College's admissions and records office. If notice is mailed, student shall be given three (3) additional days to respond.

Sanctions: One or more of the following may be given when there is a finding that a student has violated the College's Code of Conduct.

- a. **Warning:** A Notice served upon the student advising him/her that he/she is violating or has violated College regulations.
- b. **Probation:** After a finding of violation of the Code of Conduct, restriction of student's privileges for a designated period of time and includes the probability of more severe disciplinary sanctions during the probationary period.
- c. **Other disciplinary sanction:** Fines, restitution, denial of privileges, assignment to perform services for the benefit of the College or community; or other sanction that doesn't result in the student being denied the right of attending classes.
- d. **College suspension or expulsion:** An involuntary separation of the student from the College for misconduct apart from academic performance for a specified period of time not to exceed one/two academic terms. Suspension differs from expulsion in that after the stated time period the student is eligible for re-admission. Expulsion is a separation for more than two academic terms; student is not eligible for re-admission unless at the end of the separation he/she can prove that the behavior that resulted in the expulsion has been resolved. Students may be suspended from a class, residence hall, use of a College facility or an activity in the sole determination by an authorized College employee that the conduct is in violation of the Code subject only to an appeal to the Dean of Student Services to ensure that the action was taken pursuant to College policies. Students may be suspended from one class period by the responsible faculty member, longer suspensions can be done only in accordance with College procedures.
- e. **Summary Suspension:** An immediate action taken by the Dean of Student Services to ensure the safety and well-being of members of the College community or preservation of College property; to ensure the student's own physical or emotional safety and well-being; or if the student poses a definite threat of disruption or interference with the normal operations of the College. In such event, the hearing before the Impartial Decision Maker (if requested by the student), shall occur as soon as possible following the suspension.

Day: Refers to calendar day unless otherwise noted below.

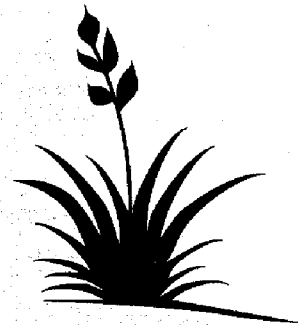
Procedures

Decision: The Dean of Student Services or his/her designee shall receive all allegations of student misconduct, investigate the complaints and make a Decision. He/she may decide that the charges can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to him/her. If an administrative resolution is not achieved, the Dean of Student Services or designee shall issue a Decision which determines whether the alleged conduct occurred; whether the conduct violated the Code of Conduct or College policies or procedures; and impose a sanction (s) if appropriate.

The student shall receive written Notice of the Decision and be advised of his/her right to appeal the Decision by filing a written appeal with the Dean of Student Services within seven (7) days of service of the Decision. In the case of suspension or expulsion, the sanction shall be imposed no earlier than six days after service of the Notice unless it is a summary suspension or the sanction is agreed to by the student. If an appeal is requested, suspension and/or expulsion shall not be imposed until the appeal procedures below have been completed.

Appeal:

1. In the event of an appeal, the Dean of Student Services shall give written Notice to the student and the Impartial Decision Maker which describes the conduct to be inquired into; the Code of Conduct and/or College policies or procedures which were allegedly violated; The date, time and place of the alleged violation; the hearing before the Impartial Decision Maker. The Notice shall be given at least seven (7) days prior to the hearing, unless a shorter time is agreed to by the parties.
2. **Conduct of Hearings:** The Impartial Decision Maker shall determine its own hearing procedures, keeping in mind the following guidelines:
 - a. Student shall have the right to be heard by the Impartial Decision Maker. In the event that the student is under the age of eighteen or incapacitated, he/she may have an advisor present to assist him/her in presenting his/her case.
 - b. Students do not have the right to be represented by an attorney during these proceedings except in the case where civil or criminal actions concerning the student are pending and in that case the attorney's role shall be advisory only. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing except as provided in #1 above.
 - c. Student shall have the right to identify documents, witnesses and other material he/she would like the Impartial Decision Maker to review before making a final decision.
 - d. Hearings shall be conducted in private unless all parties agree otherwise. A record of the hearing should be maintained by the Impartial Decision Maker.



Determination by Impartial Decision Maker

The Decision Maker shall make its findings and determinations in closed meeting out of the presence of the Dean of Student Services and the student charged. Separate findings are to be made as to the conduct of the student, and on the sanction (s), if any, to be imposed. No discipline shall be imposed on the student unless the Impartial Decision Maker is persuaded by a preponderance of the evidence that the student committed the alleged conduct and that it constituted a violation of the Code of Conduct and/or College regulations; that the student should be sanctioned (including modifying the sanction imposed below) and that the discipline is reasonable given the violation. The student and the Dean of Student Services shall be given written Notice of the decision. The decision shall be issued within five (5) calendar days of the close of the hearing and it shall become final unless a petition for review is filed.

Petition for Review

The Dean of Student Services or the student may petition the president to review the Impartial Decision Maker's decision by filing a written petition within five (5) days after notification of the decision. If a review is requested, the other party will be three (3) days to respond to the petition and his/her response materials will be given to the president to review before a decision on the petition is made.

President's Decision

The president shall review the record of the case and the petition and may affirm, or reverse the decision of the Impartial Decision Maker. The record shall consist of the Impartial Decision Maker's written documents and the recording of the hearing and any written materials submitted in support of the Petition for Review. The president shall notify the Dean of Student Services and the student in writing of his/her decision within fourteen (14) days of service of the Petition for Review. The president's decision is final.

Miscellaneous

College disciplinary proceeding may be instituted against a student charged with violation of a law if the violation occurred at the College or College-sanctioned activities or was of such a nature as to impact upon the College which is also a violation of the College's Student Code of Conduct. Proceedings under this Procedure may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

Time limits for scheduling of hearings may be extended at the discretion of the Impartial Decision Maker.

The procedural rights afforded to students above may be waived by the student.

STUDENT GRIEVANCE PROCEDURE

This Student Grievance Procedure is intended to allow students an opportunity to present an issue which they feel warrants action, including the right to secure educational benefits and services without regard to sex, race, national origin or ancestry, creed, color, disability, or age and have the issue considered in a prompt and equitable fashion.

Definitions

Grievant: Enrolled student, a client or volunteer who is providing a service to benefit the College under the supervision and control of a College employee. A client or volunteer may only grieve a decision which bans him or her from the campus.

Grievance: A grievable offense is any alleged action which violates or inequitable applies written College policies or procedures. The grievant must be personally affected by such violation or inequitable action. A grievance must be brought to the formal stage within 20 calendar days of the date the student know or reasonably should have known about the action.

Dean of Student Services: The College employee designated by the College president to administer student grievances. Grievances alleging discrimination issues may be referred to the employee responsible for ensuring equal opportunity and access.

Remedy: The relief that the Grievant is requesting.

Respondent (s): Another student, volunteer, client, faculty member and/or administrator identified by the Grievant as causing or contributing to the grievance.

Non-grievable matters: The following matters are not grievable under this procedure except as noted: matters over which the College is without authority to act; graduation and other academic decisions unless there is an allegation that the decision was motivated by illegal discrimination; and disciplinary actions taken pursuant to BP 430.

Procedures**1. Informal**

Grievant is encouraged to resolve the issue with the Respondent or his/her supervisor. In the case of grievances based upon one's race, color, creed, national origin or ancestry, disability, age or gender, the Grievant may first contact the College employee responsible for affirmative action to seek informal resolution of the issues. If the complaint alleges facts which might constitute a violation of SP 3-120a concerning sexual harassment, the administrator shall investigate and process the complaint under that procedure. While the Grievant is encouraged to resolve the issues to go to the formal stage by following the process outlined below.

2. Formal

a. Grievant timely files a written statement of the action complained of and describes the remedy he/she is seeking with the Dean of Student Services. A matter could also be referred to this process by the College president or his/her designee. Once a written grievance is filed or referred, the Dean of Student Services or designee will determine whether or not the situation states a grievable offense. The matter will be closed if the situation is determined not grievable and the Grievant will be notified of the reasons.

b. If the matter is determined to grievable, the Dean of Student Services or designee (which may be an individual or a committee) shall hear the Grievance. A hearing will be held which will give the Grievant, Respondent, and others invited to appear and given the opportunity to explain what they know about the issues surrounding the grievance. Considering the oral and written statements and documents, the Dean of Student Services or Designee shall issue a Decision within ten (10) calendar days of close of the hearing. The Decision shall be served upon the Grievant and the Respondent personally or by certified mail to the addresses on file in the Admissions office. The Decision shall reject the grievance or grant the grievance and make recommendation(s) to resolve the issue(s). The Dean of Student Services or designee's decision is final unless a Petition for Review is filed with the president by either party five (5) calendar days of service of the Decision.

c. Upon receipt of a Petition for Review, the College president will review the record and issue a written decision within ten (10) calendar days of receipt of the Petition of Review. The president's decision is final.

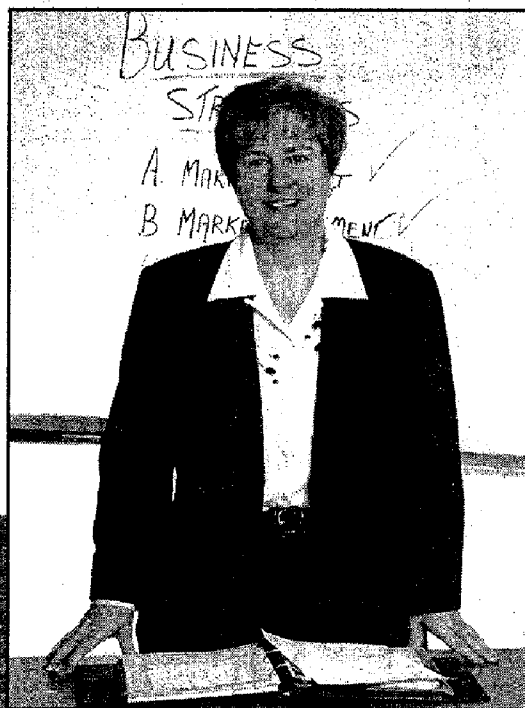
d. The Dean of Student Services or Designee may extend the scheduling timelines described above for good cause.

e. If the grievance is against the Dean of Student Services, the Vice President of Instruction or other person designated by the president shall perform the duties of the Dean of Student Services.

"The best thing about MCC is the students and staff whose hearts and souls live in the walls of the College. The opportunities at MCC are unparalleled because of the emotional support and encouragement of the faculty and staff," said Charlene Holzworth an insurance agent in Fort Morgan who began her higher education at MCC in 1978. She graduated in 1980 with MCC AAS and AA degrees, in 1982 she earned her BA degree from UNC, and in 1995 she received an MA from Regis University. After teaching at Brush High for five years, she started with State Farm Insurance in 1988. She said MCC was her only option because she started back to college while married and living in Brush. "I urge all my staff to come to MCC," she said.



Instructor Larry Glauque, President McKay and CCOES President Dorothy Horrell Talk During Colloquium at MCC.



MCC SUCCESS STORY...

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MORGAN COMMUNITY COLLEGE
 17800 Road 20 • Fort Morgan
 (970) 542-3100 • 1-800-622-0216

Application for Admission



APPLI

Responses to items marked by an asterisk () are voluntary, and will be kept confidential. They will not be used as a factor in acceptance to the College, they are for record keeping purposes only.

INSTRUCTIONS - Please complete all sections of this application in Black Ink.

PLEASE INDICATE THE YEAR AND TERM YOU WISH TO ENROLL 19 SUMMER FALL SPRING

PLEASE PRINT LEGIBLY

- -

Student I.D./Social Security Number

MR MS OR LIST OTHER: _____

BIRTHDATE
 - -

MO. DAY YR.

Gender
 (M) Male
 (F) Female

LAST NAME

FIRST NAME

MIDDLE NAME

*Marital Status
 (S) Single/
 Divorced
 (M) Married/
 Separated

*Current Employment Status
 (F) full time (30+ hrs/week)
 (P) part time (1-29 hrs/week)
 (U) currently not employed

*Ethnic Origin:
 (I) American Indian or Alaskan Native
 (O) Asian or Pacific Islander
 (H) Hispanic
 (B) Black Non-Hispanic
 (W) White Non-Hispanic

*Veteran/Military Service
 None
 (1) Veteran or Dependent Eligible for VA Educational Benefits
 (2) Veteran Not Eligible for VA Educational Benefits
 (3) Active Duty Veteran
 (4) Active Duty Military

Are you a U.S. Citizen? Yes No
 If NO, Country of Citizenship: _____ Visa Type: _____

You must attach photocopy of I-94 (Arrival-Departure Record), or I-551 (Alien Registration Receipt Card) (both sides).

Office Use Only

VISA

RESIDENCY

LOCAL COUNTY

LOCAL ADDRESS

CITY STATE ZIP CODE

COUNTY OF LOCAL ADDRESS

(AREA) RESIDENCE PHONE NUMBER

PERMANENT ADDRESS (IF DIFFERENT FROM ABOVE)

CITY STATE ZIP CODE

(AREA) BUSINESS PHONE NUMBER

STUDENT GOALS

While at this institution, do you intend to
 (1) Earn an academic degree (AA/AS/AGS)
 (2) Earn a vocational - technical degree (AAS)
 (3) Earn a vocational - technical certificate
 (4) None of the above

Are you enrolling at this college for job or career reasons?
 (Y) Yes (N) No

Program/Major area of study:

Do you plan to transfer to another institution?
 (1) Yes, to a 4 year school after graduation
 (2) Yes, to a 4 year school before graduation
 (3) Yes, to a 2 year school after graduation
 (4) Yes, to a 2 year school before graduation
 (5) No, I do not plan to transfer

Please indicate planned length of study at this institution:
 (1) semester (3) 2 years
 (2) 1 year (4) More than 2 years

ENROLLMENT DATA

Which best describes your current status?
 (RA) Re-entering former student at this institution
 Transfer, attended another college
 (TR) will transfer credit in
 (TN) will not transfer credit in
 (NE) New Student, first college attended

Which best describes the level of education you have completed? (choose one)
 (LT) Less than High School
 (HS) High School Graduate/GED
 (CE) Certificate
 (AD) Associate Degree
 (BD) Bachelor's Degree
 (PD) Professional Degree (MD, JD, MBA, Ed S)
 (OD) Doctorate (Ed D, Ph D)

*The college provides services for students with disabilities (physical disability, chronic health problem or learning disability). Would you like to receive information about these services? yes no

*Do you consider yourself economically disadvantaged?
 yes no

*Do you consider yourself academically disadvantaged?
 yes no

*Would you learn better using a language other than English?
 yes no

Language _____

Have your parents earned a baccalaureate (4-year) degree?
 (M) Mother (F) Father (B) Both (N) Neither

Name of Last High School Attended

City State

Name of Last College Attended

City State

Type of Secondary Diploma
 High School Diploma, (Y) Year Received 19
 (G) G.E.D. - Year Received 19
 (C) Currently enrolled in High School
 Expected Graduation Date 19
 (N) Non-Graduate

OFFICE USE ONLY

COLLEGE CLASS DEGREE MAJOR MINOR SPEC HIGH SCHOOL CODE COLLEGE CODE

SELECTIVE SERVICE STATEMENT

Information on Selective Service registration status must be provided in order to comply with Colorado state law. Individuals providing false information are subject to penalty of law.

Are you required to be registered with the Selective Service? Yes No

If yes, are you registered? Yes No

TUITION CLASSIFICATION: (Has no effect on admission to the college)

COMPLETE FOR COLORADO RESIDENCY CLASSIFICATION

Please answer the following questions carefully. If appropriate indicate "none" or "not applicable". You may write explanatory notes on this form and/or attach additional sheets as necessary. Use the word "present" for month/year if the date extends to the time you are completing this application. Failure to answer a question may result in your being misclassified. Please contact the Office of Admissions if you need assistance.

CURRENT AGE

YOU

and

**YOUR PARENT
(if you are under 23)**

Dates of continuous physical presence in Colorado.....

to
 mo day yr mo day yr

to
 mo day yr mo day yr

List the last two years Colorado income taxes have been filed.....

and
 yr yr

and
 yr yr

List the last two years of employment or source of income.

to
 Employer State mo yr mo yr

to
 Employer State mo yr mo yr

to
 Employer State mo yr mo yr

to
 Employer State mo yr mo yr

Date current Colorado Driver's License or Colorado I.D. was issued

mo yr

mo yr

List the last two years of Colorado Motor Vehicle Registration.....

and
 mo yr mo yr

and
 mo yr mo yr

Dates of extended absences from Colorado during the last two years.....

to
 mo yr mo yr

to
 mo yr mo yr

Date of Colorado Voter Registration.....

mo yr

mo yr

*Date of marriage (answer this question only if you will be under the age of 23 by the initial enrollment date).....

mo yr

*Response to these items is voluntary, and will be kept confidential. Marital status may be relevant to determine whether you are entitled to be declared a Colorado resident for tuition purposes.

Are you on active duty military or a dependent of an active duty military and assigned to a Permanent Change of Station in Colorado?
 Yes No If Yes, contact your Military Base Education Office.

All items are subject to change without notice.

STUDENTS WHO CLAIM A CHANGE IN TUITION CLASSIFICATION OR EMANCIPATION MUST FILE A PETITION FOR RESIDENCY PRIOR TO REGISTRATION.

I hereby certify that, to the best of my knowledge, the information furnished in this application is true and complete without intent of evasion or misrepresentation. I understand the above information is submitted under penalty of perjury and false or misrepresented data is sufficient cause for rejection or dismissal.

Signature

Parent Signature if applicant is under 18

Date

Collegiate institutions using this application form do not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to the affirmative action officer of the institution to which you are applying.



MORGAN COMMUNITY COLLEGE

MAIN CAMPUS
17800 ROAD 20
FORT MORGAN CO 80701
970-542-3100
1-800-622-0216

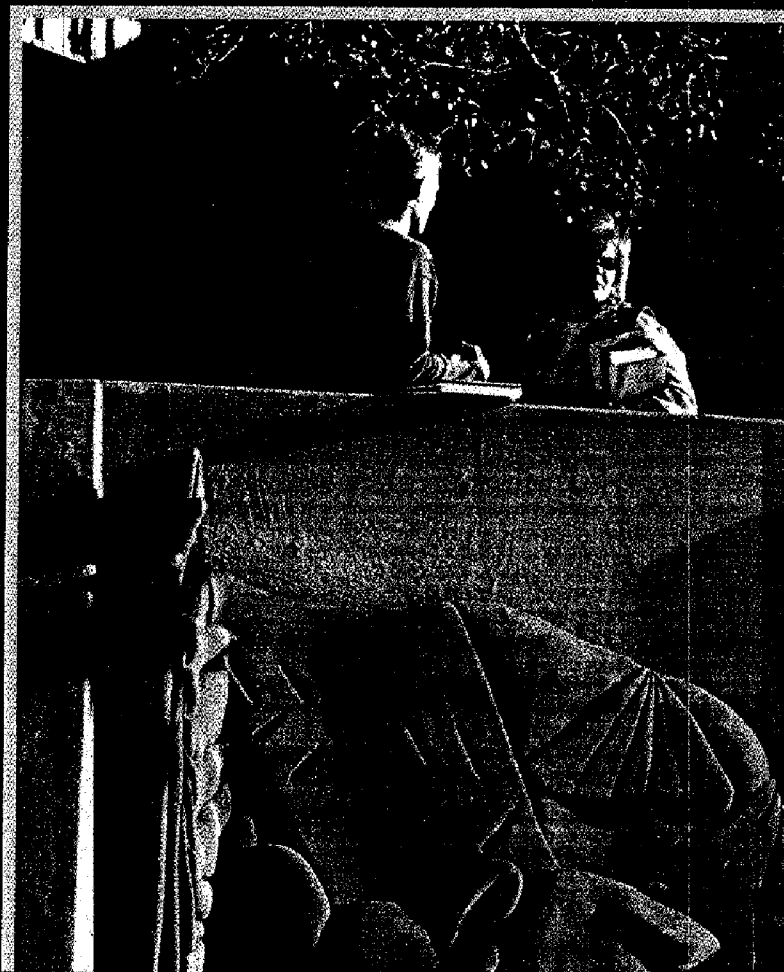
BENNETT CENTER
303-644-4034

BURLINGTON CENTER
719-346-9300

LINCOLN COUNTY CENTER
719-775-8873

WRAY CENTER
970-332-5755

YUMA CENTER
970-848-2421



DEGREES AND CERTIFICATES

General Education Core Transfer Program

Morgan Community College offers degrees and certificates. The Associate of Arts and Associate of Science are transfer degrees, Associate of General Studies is a customized course of study much of which can be used for transfer, and the Associate of Applied Science degree which provides career skills and contains courses which will transfer. The AA, AS, and AGS degrees are composed of four parts:

1. General Education Requirements

General education is intended to impart common knowledge. A block of classes known as the Colorado General Education Core Transfer Curriculum (CORE) is guaranteed to transfer to Colorado's four-year colleges or universities and fulfills lower division general education requirements. Students may choose to complete the CORE curriculum by itself and earn a certificate or as part of the Associate or Arts,

Associate of Science, or Associate of General Studies degrees. (in order to be accepted for transfer, a grade of "C" or better is required in each CORE class.)

2. Major Requirements

Courses to meet individual career goals and/or lower division baccalaureate degree requirements.

3. Morgan Community College Requirements

Degree requirements established by MCC faculty. Presently these are CIS115/118 or approved language class and two physical education classes, four hours math and science for the AA, and twelve hours math and science for the AS.

4. Electives

Courses that contribute to a student's personal and professional growth and enjoyment and complete the balance of credit requirements for a degree.

CORE Transfer Classes

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
PHI 111 Introduction to Philosophy
PHI 112 Ethics
PHI 113 Logic

PRE-MAJOR TRANSFERS

AA/AS Degrees

Thinking about two years at MCC, then two years at a four-year college or university? We have it! Pick your MAJOR now and our academic advisors will work with you and the college to which you plan to transfer and develop a plan tailored to meet your educational goals.

- Pre - ENGLISH
- Pre - BIOLOGY
- Pre - ELEMENTARY EDUCATION
- Pre - MATHEMATICS
- Pre - SOCIOLOGY
- Pre - PSYCHOLOGY
- Pre - HISTORY
- Pre - ZOOLOGY
- Pre - BOTANY
- Pre - MAJOR

(Meet with an advisor to discuss your specific plans!)

Associate of Arts

Take the Colorado Core Curriculum ...J.....	34	credit hours
Add 4 hours of Math or Science*	4	
Add Physical Education	2	
Add CIS 115 or CIS 118	3	
Choose electives* in your MAJOR	19	
TOTAL CREDITS	62	

Associate of Science

Take the Colorado Core Curriculum	33	credit hours
Add 12 hours of Math or Science*	12	
Add Physical Education	2	
Add CIS 115 or CIS 118	3	
Choose electives* in your MAJOR	12	
TOTAL CREDITS	62	

* check with your advisor for approved electives and transferability to the appropriate college and major.

Barb Lapp has received a Certificate of Excellence for teaching GED classes at the MCC Downtown Center as part of her internship for an UNC class. The award came from the Colorado Department of Education Office of Adult Education and MCC's Downtown Center. Mrs. Lapp graduated from MCC with an AA degree in May 1997 and is receiving her bachelor degree in middle school education from UNC. She said the convenience of MCC allowed her to study for her AA while still working and raising a family, and "I enjoyed the size of the classes and the personal touch of the instructors to whom I could go for help. MCC was a good place to get back in the groove after being out of school for 24 years."



Barb Lapp

MCC SUCCESS STORY...

ASSOCIATE OF ARTS DEGREE (A.A.)

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

		Required Credit Hours
I. ENGLISH/SPEECH		9
ENG 121, 122	English Composition I, II	3,3
SPE 115	Principles of Speech Communication	3
II. MATHEMATICS/SCIENCES		11
Must include one course from each group below (A, B, and C):		
A. Mathematics		3
MAT 121	College Algebra	4
125	Survey of Calculus	4
135	Introduction to Statistics	3
201, 202	Calculus I, II	5,5
B. Science		4
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
C. Additional Math/Science		4
AST	Any Course	
BIO	Any Course	
CHE	Any Course	
GEY	Any Course	
MAT	MAT 121 or higher	
PHY	Any Course	
SCI	Any Course	
III. SOCIAL AND BEHAVIORAL SCIENCES		9
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

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	
201, 202	Masterpieces of Literature I, II	3,3
MUS 120	Music Appreciation	3
PHI 111	Introduction to Philosophy	3
112	Ethics	3
113	Logic	3

V. PHYSICAL EDUCATION*

PED 110	Physical Education Activities	1
PED 111	Intermediate Physical Education Activities	1

*The PE requirement may be waived and substituted with two other credits 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

19

Electives may be selected from list of courses approved for A.A./A.S. degrees. Students are encouraged work with a transfer advisor to insure transfer to their chosen institution.

TOTAL CREDITS

62

Students entering this program are required to complete assessment. The entrance levels from the Accuplacer computerized placement test 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
I. ENGLISH/SPEECH		
ENG 121, 122	English Composition I, II	3,3
SPE 115	Principles of Speech Communication	3
II. MATHEMATICS/SCIENCES		
24		
Must include one course from each group below (A, B and C):		
A. Mathematics		
4		
MAT 121	College Algebra	4
125	Survey of Calculus	4
201, 202	Calculus I, II	5,5
B. Science		
8		
AST 101, 102	Astronomy I, II	4,4
BIO 111, 112	General College Biology I, II	5,5
CHE 111, 112	General College Chemistry I, II	5,5
GEY 111	Physical Geology	4
121	Historical Geology	4
PHY 111, 112	Physics: Algebra Based I, II	5,5
PHY 211, 212	Physics: Calculus Based I, II	5,5
C. Additional Math/Science		
12		
AST	Any Course	
BIO	Excluding BIO 105	
CHE	Excluding CHE 101, 102	
GEY	Any Course	
MAT	MAT 121 or higher	
PHY	Excluding PHY 105	
III. SOCIAL AND BEHAVIORAL SCIENCES		
6		
Must include at least two disciplines:		
ANT 101	Cultural Anthropology	3
111	Physical Anthropology	3
ECO 201	Principles of Macroeconomics	3
202	Principles of Microeconomics	3
GEO 105	Geography	3
HIS 101,102	Western Civilization I, II	3,3
201,202	U.S. History I, II	3,3
POS 105	Introduction to Political Science	3
111	American Government	3
PSY 101, 102	General Psychology I, II	3,3
SOC 101, 102	Introduction to Sociology I, II	3,3

IV. HUMANITIES

6

Must include at least two disciplines:

ART 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
MUS 120	Music Appreciation	3
PHI 111	Introduction to Philosophy	3
112	Ethics	3
113	Logic	3

V. PHYSICAL EDUCATION *

2

PED 110	Physical Education Activities	1
PED 111	Intermediate Physical Education Activities	1

* The PE requirements may be waived and substituted with two other credits under one of the following conditions:

1. Have completed a year or more of active military service.
2. Present 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

12

Electives may be selected from list of courses approved for the A.A./A.S. degrees (page 38). Students are encouraged work with a transfer advisor to insure transfer to their chosen institution.

TOTAL CREDITS

62

Students entering this program are required to complete assessment. The entrance levels from the Accuplacer computerized placement test 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.

Courses Approved as Electives For AA/AS Degrees 1999-2001

ACC 121	Principles of Accounting I	HIS 201	U.S. History I
ACC 122	Principles of Accounting II	HIS 202	U.S. History II
AGL 115	Animal Sciences	HIS 225	Colorado History
AGL 116	General Crops	HEC 115	Human Nutrition
AGL 117	Introductory Soil Science	HUM 121	Survey of Humanities I
AGL 118	Agricultural/Natural Resource Economics	HUM 122	Survey of Humanities II
ANT 101	Cultural Anthropology	HUM 123	Survey of Humanities III
ANT 111	Physical Anthropology	JOU 105	Introduction to Mass Media
ANT 205	Mankind and Myth	JOU 106	Fundamentals of Reporting
ART 110	Art Appreciation	JOU 121	Introduction to Print Media Photography
ART 111	Art History I	JOU 206	Intermediate Newswriting and Editing
ART 112	Art History II	LIT 115	Introduction to Literature
ART 116	Lettering	LIT 126	Study of Poetry
ART 121	Drawing I	LIT 127	Study of the Novel
ART 122	Drawing II	LIT 201	Masterpieces of Literature I
ART 131	Design I	LIT 202	Masterpieces of Literature II
ART 132	Design II	LIT 211	Survey of American Literature I
ART 211	Painting I	LIT 212	Survey of American Literature II
ART 212	Painting II	MAN 226	Principles of Management
ART 231	Watercolor I	MAR 216	Principles of Marketing
ART 232	Watercolor II	MAT 121	College Algebra
AST 101	Astronomy I	MAT 122	College Trigonometry
AST 102	Astronomy II	MAT 125	Survey of Calculus
BIO 105	Science of Biology	MAT 135	Introduction to Statistics
BIO 109	Man and the Environment	MAT 201	Calculus I
BIO 111	General College Biology I	MAT 202	Calculus II
BIO 112	General College Biology II	MUS 120	Music Appreciation
BIO 115	Human Genetics	MUS 151	Ensemble Groups I
BIO 201	Human Anatomy & Physiology I	*PED 105	CPR
BIO 202	Human Anatomy & Physiology II	*PED 125	Standard First Aid-Responding to Emergencies
BIO 205	Microbiology	PED 110	Physical Education Activities (see catalog)
BIO 216	Pathophysiology	PED 111	Intermediate Physical Education Activities (see catalog)
BIO 245	Kinesiology	PED 117	Water Safety Instructor
BUS 115	Introduction to Business	PHI 111	Introduction to Philosophy
BUS 216	Legal Environment of Business	PHI 112	Ethics
BUS 217	Business Communications and Report Writing	PHI 113	Logic
BUS 221	Business Law I	PHI 115	Comparative Religions
CHE 101	Introduction to Chemistry I	PHY 105	Conceptual Physics
CHE 102	Introduction to Chemistry II	PHY 111	Physics: Algebra Based I
CHE 111	General College Chemistry I	PHY 112	Physics: Algebra Based II
CHE 112	General College Chemistry II	PHY 211	Physics: Calculus Based I
CHE 205	Introduction to Organic Chemistry	PHY 212	Physics: Calculus Based II
CHE 206	Introduction to Biochemistry	POS 105	Introduction to Political Science
CIS 101	Computer Literacy	POS 111	American Government
CIS 115	Introduction to Computers	PSY 101	General Psychology I
CIS 160	BASIC Language Programming	PSY 102	General Psychology II
CIS 260	COBOL Programming	PSY 115	Psychology of Adjustment
CSC 148	FORTRAN Programming	PSY 118	Beginning Counseling
CSC 150	PASCAL Programming	PSY 226	Social Psychology
CSC 230	C-Language Programming	PSY 229	Introduction to Addictive Behavior
ECO 201	Principles of Macroeconomics	PSY 235	Human Growth and Development
ECO 202	Principles of Microeconomics	PSY 247	Child Abuse and Neglect
EDU 115	Early Field Experience in Education	PSY 248	Child and Adolescent Psychology
ENG 226	Fiction Writing	PSY 249	Abnormal Psychology
ENG 227	Poetry Writing	PSY 265	Psychology of Personality
FOL 111	Foreign Language I: French, Spanish	SCI 115	Meteorology
FOL 112	Foreign Language II: French, Spanish	SCI 116	Natural Science
FOL 211	Foreign Language III: French, Spanish	SOC 101	Introduction to Sociology I
FOL 212	Foreign Language IV: French, Spanish	SOC 102	Introduction to Sociology II
GEO 105	World Regional Geography	SOC 205	Marriage & Family
GEY 106	Principles of Geology	SOC 215	Contemporary Social Problems
GEY 111	Physical Geology	SPE 226	Oral Interpretation
GEY 121	Historical Geology		Special Studies (Check with program advisor regarding transfer)
GEY 145	Earth Science		
HEA 116	Medical Terminology		
HIS 101	Western Civilization I		
HIS 102	Western Civilization II		

* Does not fulfill Physical Education 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)

Generalist Degree

This degree requires 60 credits as follows: 30 semester credits of general education courses (15 semester credits must come from the Colorado CORE transfer; in addition, you may select, in consultation with an advisor, 30 semester credits of open electives. These may include general education courses and/or occupational /technical courses. The selected courses must not be considered developmental. **This is a NON-TRANSFER degree, but individual courses may be transferable.**

	Required Credit Hours
I. GENERAL EDUCATION CORE 15	
A. English/Communications 3	
ENG 121 English Composition I	3
122 English Composition II	3
SPE 115 Principles of Speech Communication	3
B. Mathematics 3	
MAT 121 College Algebra	4
125 Survey of Calculus	4
135 Introduction to Statistics	3
201 Calculus I	5
202 Calculus II	5
C. Science 3	
AST 101, 102 Astronomy I, II	4,4
BIO 105 Science of Biology	4
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
D. Social Sciences 3	
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
106 Human Relations	3
SOC 101, 102 Introduction to Sociology I, II	3,3
E. Arts and Humanities 3	
ART 110 Art Appreciation	3
ART 111, 112 Art History I, II	3,3
FOL 111, 112 Foreign Language I, II	5,5
211, 212 Foreign Language III, IV	3,3

HUM 121, 122, 123	Survey of Humanities I, II, III	3,3,3
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

II. GENERAL EDUCATION

15

Courses Listed in Section I or from the following list:

A. English/Communication

COM 105	Career Communications	3
ENG 226	Fiction Writing	3
227	Poetry Writing	3
SPE 226	Oral Interpretation	3

B. Mathematics

MAT 115	College Mathematics	3
122	College Trigonometry	3

C. Science

BIO 109	Human and the Environment	4
201, 202	Human Anatomy & Physiology I, II	4,4
205	Microbiology	4
245	Kinesiology	4
CHE 205	Introduction to Organic Chemistry	4
206	Introduction to Biochemistry	4
GEY 145	Earth Science	3
SCI 115	Meteorology	3
SCI 116	Natural Science	5

D. Social Science

ANT 205	Mankind & Myth	3
HIS 225	Colorado History	3
PSY 106	Human Relations	3
115	Psychology of Adjustment	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 205	Marriage & Family	3

E. Arts and Humanities

JOU 106	Fundamentals of Reporting	3
JOU 206	Intermediate Newswriting and Editing	3
LIT 126	Study of Poetry	3
127	Study of the Novel	3
211, 212	Survey of American Literature I, II	3,3

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III. ELECTIVES

30

These may include courses from general education courses, AA/AS electives, and/or occupational/technical courses. The selected courses must not be considered developmental.

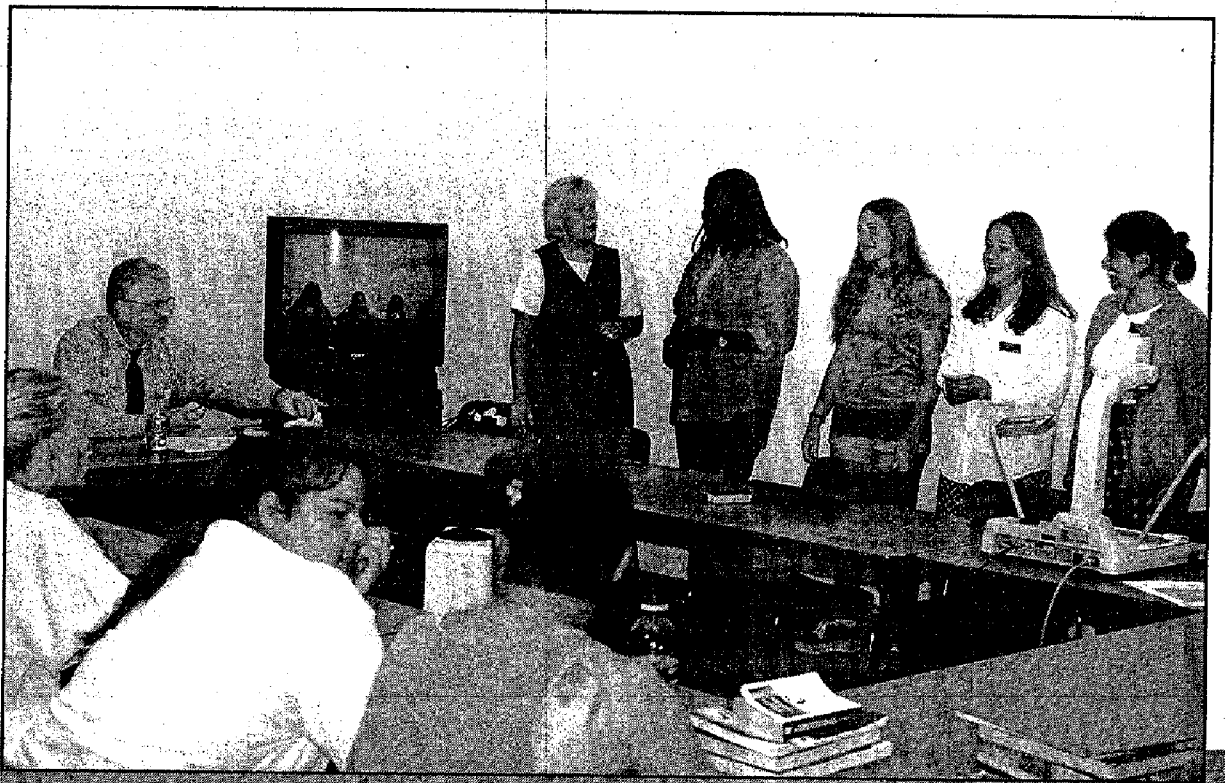
TOTAL CREDITS

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.

PEOPLE, PLACES, EVENT

Halloween on the MCC Campus



"Up With People" Students Speak to MCC Spanish Class

ASSOCIATE OF GENERAL STUDIES DEGREE (AGS)

Criminal Justice Emphasis

Articulated Degrees: These degrees are the result of articulation agreements with four-year institutions. They are transferable only into the particular program identified by the articulation agreement. The Associate of General Studies degree pairs general education requirements with an established Criminal Justice curriculum. This program of study is a part of a state-wide articulated agreement which guarantees transfer of this program to Metropolitan State College, the University of Southern Colorado, and the University of Northern Colorado. This degree provides a course of study for those students who intend to pursue a Baccalaureate program.

	Required Credit Hours
I. PRESCRIBED GENERAL EDUCATION	34
A. English/Communications Section I and II, AGS Generalist Degree	9
B. Mathematics Section I and II, AGS Generalist Degree	6
C. Science Section I and II, AGS Generalist Degree	4
D. Social Sciences Section I and II, AGS Generalist Degree	9
E. Arts and Humanities Section I and II, AGS Generalist Degree	6

II. CRJ CORE CURRICULUM REQUIREMENTS

CRJ 110	Introduction to Criminal Justice	3
CRJ 111	Basic Law	3
CRJ 112	Procedural Criminal Law	3
CRJ 125	Law Enforcement Operations	3
CRJ 135	Judicial Function	3
CRJ 145	Correctional Process	3
CRJ 210	Constitutional Law	3
CRJ 220	Human Relations and Social Conflicts	3
CRJ 230	Criminology	3

Total Credits for CRJ CORE 27
Total Credits General Education 34

TOTAL CREDITS 61

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.



More Halloween on the MCC Campus

OCCUPATIONAL PROGRAMS

DEGREES & CERTIFICATES

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.

AGRICULTURAL

Morgan Community College has several options available in its agricultural programs. Graduates of these programs will have the skills needed for employment in any of the following areas: livestock health sales, fertilizer and chemical sales, soil and crop testing, feed mill operators, feed sales, elevator operator, Agriculture insurance agent, farm operator, rancher operator and equipment sales and service. Programs are:

Degrees:

AAS in Agriculture

Certificates:

Colorado Ag Leadership
Farm Ranch Management
Meat Processing
Swine Management

Departmental Certificates:

Agriculture Management
Agronomy
Animal Science

Continuing Education:

Young Farmers

AGRICULTURE

Associate of Applied Science Degree

(Pending CCCOES Approval)

Students who successfully complete the General Education requirements, the Agricultural core requirements in addition to emphasis area in either Agriculture Management, Agronomy or Animal Science will be eligible to receive an AAS Degree in Agriculture.

General Education Requirements

SPE 115	Principles of Speech Communications	3
ENG 121	English Composition I	3
MAT 115	College Math or higher level	4
PSY 101	General Psychology	3
CIS 118	Introduction to Computers	3
Total General Education Credits		16

Agriculture Core Curriculum

AGL 105	Basic Agriculture Mechanics	
AGL 107	General Power Mechanics	
AGL 109	Fundamentals of Welding	
AGL 115	Animal Science	
AGL 116	General Crops	
AGL 118	Agriculture Economics	
AGL 120	Farm and Homestead Planning	
AGL 123	Agriculture Commodities Marketing	

Total Agriculture Core Credits 21

A. AGRICULTURE MANAGEMENT EMPHASIS

AGL 121	Agriculture Business Management	
FRM 151	Business Planning I	
FRM 152	Record Keeping I	
	Agriculture Electives	

Total Agriculture Management Credits 21

Students who successfully complete these 21 credits will be eligible to receive a certificate in Agriculture Management

Total General Education Credits 16

Total Agriculture Core Credits 21

**TOTAL AAS - AGRICULTURE
MANAGEMENT EMPHASIS** 60

B. AGRONOMY EMPHASIS

AGL 114	Farm Power and Machinery management	3
AGL 117	Introduction to Soils	4
AGL 119	Basic Horticulture	4
	Agriculture Electives	10

Total Agronomy Credits 21

Students who successfully complete these 21 credits will be eligible to receive a certificate in Agronomy

Total Agriculture Core Credits 23

Total General Education Credits 16

**TOTAL AAS - AGRONOMY
EMPHASIS** 60

C. ANIMAL SCIENCE EMPHASIS

AGL 122	Feeds and Feeds	4
AGL 124	Principals of Range management	3
	Agriculture Electives	14

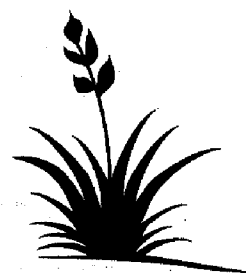
Total Animal Science Credits 21

Students who successfully complete these 21 credits will be eligible to receive a certificate in Animal Science

Total Agriculture Core Credits 23

Total General Education Credits 16

**TOTAL AAS - ANIMAL
SCIENCE EMPHASIS** 60



AGRICULTURE ELECTIVES APPROVED FOR AAS DEGREE

AGL 112	Farm Carpentry	3
FRM 153	Record Keeping II	6
FRM 154	Business Planning II	6
FRM 155	Financial Statement	6
FRM 157	Business Analysis	6
CIS 137	Quicken for Windows	1
CIS 139	Quickbooks	2
CAG 101	Community Leadership	3.5
CAG 102	Integrating Policy and Systems	1.5
YOF 105	Young Farmers	4
YOF 106	Young Farmers	4

COLORADO AGRICULTURAL LEADERSHIP PROGRAM

The Colorado Agricultural Leadership Council, a private, non-profit organization formed in 1983, and Morgan Community College are co-sponsoring the Colorado agricultural Leadership Program (CALP). Intended to expand and strengthen the pool of effective Colorado agricultural and rural leaders, the program offers college credit for a curriculum designed to deepen understanding of economic, political, and social systems and issues; sharpen skills in communication, problem-solving, and leadership; analyze challenges facing agricultural systems; and allow participants to meet other leaders and citizens. Enrollment is highly selective for the series of nine, three-to four-day seminars held over a two-year period and conducted in various locations through Colorado.

CAG 101	Community Leadership Development	3.5
CAG 102	Integrating Policy and Systems I	1.5
CAG 103	Public Policy and Systems	4.0
CAG 104	Applied Leadership	2.5
CAG 105	Integrating Policy and Systems II	1.5
CAG 106	Global Policy and Systems	5.0
CAG 107	Futuring	1.0
TOTAL CALG CREDITS		19

FARM AND RANCH MANAGEMENT**Certificate**

Created for the farm or ranch owner/manager, this program is designed to improve the individual's management skills. The three-year program offers classroom instruction in the winter months and a half day per month of on-site training throughout the year. The first year focuses on goal-setting and record-keeping with years two and three devoted to continuing the planning process and analyzing the business's progress. Computers are used extensively throughout the course.

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

CORE Curriculum**FARM AND RANCH MANAGEMENT I**

FRM 151	Business Planning I	6
FRM 152	Record Keeping I	6
FRM 153	Record Keeping II	6

FARM AND RANCH MANAGEMENT II

FRM 154	Business Planning II	6
FRM 155	Financial Statements	6
FRM 156	Marketing	6

FARM AND RANCH MANAGEMENT III

FRM 157	Business Analysis	6
FRM 158	Business Planning III	6
FRM 159	Managing for the Future	6

TOTAL FARM RANCH CERTIFICATE CREDITS**54****MEAT PROCESSING****Certificate**

This program is based on industry standards, and covers the topics mandated by most industries. The various components are designed to meet the technical requirements necessary to produce a skilled proficient employee.

Required Courses

MEP 101	Risk Management	1
MEP 102	Meat Processing, Theories & Techniques	2
MEP 103	Safety Awareness	1
EDU 195	Train the Trainer	3
EDU 196	Training Techniques	1
MAN 101	Management for You	1
MAN 102	Technical Leadership	6
COM 105	Career Communications	3
TOTAL CREDITS		18

SWINE MANAGEMENT**Certificate**

The Swine Management Certificate Program is designed to provide students with the management and production skills required in the field of swine management today. Students seeking an occupation in swine management will be able to pursue a variety of skills and competencies necessary to meet their occupational objective. This program requires 28 credits of course work and required practicum.

AGL 115	Animal Science	3
AGL 151	Swine Production I	2
AGL 155	Swine Anatomy & Health	3
AGL 163	Breeding & Gestation Operation I	2
AGL 161	Farrowing Operation	3
AGL 162	Nursery/Finishing Operation	3
AGL 152	Swine Production II	2
AGL 164	Breeding & Gestation Operation II	2
AG 166	Practicum-Farrowing	4
AGL 167	Practicum-Breeding & Gestation	4
TOTAL PROGRAM CREDITS		28

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

YOUNG FARMERS**Continuing Education**

This program 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.

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 general automotive technician, light or heavy duty technician, or drivability technician. The Automotive programs meet Automotive Service Excellence (ASE) standards, established by the National Automobile Technicians Education Foundation (NATEF) and are NATEF certified. All automotive instructors are ASE certified.

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.

Students who successfully complete an automotive program receive job placement assistance from program directors, instructors, and the MCC Career Guidance and Placement Specialist.

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 Brake 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 65	Ignition Systems	3
ASE 246	Specialized Electronics	2
+ASE 162	Electronic Fuel Injection	2
+ASE 161	Computerized Fuel System Fundamentals	2

+ASE 266	Automotive Diagnostic Equipment	
+ASE 267	Driveability Diagnosis	
+ASE 115	General Engine Diagnosis and Repair	
+ASE 116	Cylinder Head Diagnosis and Repair	
+ASE 117	Engine Block Diagnosis and Repair	
Total Core Credits		5

General Education Requirements

COM 105	Career Communications	
MAT 115	College Mathematics	
CIS 115/118	Introduction to Computers	
BUS 115	Introduction to Business	

Recommended Electives:

PED 125	Standard First Aid-Responding to Emergencies	
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OR

ENG 121	English Composition I	
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Total General Education Credits

11

TOTAL PROGRAM CREDITS

71

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 an MCC Certificate.

COLLISION REPAIR TECHNOLOGY

LEVEL I: COLLISION REPAIR TECHNOLOGY

Collision Repair Technology Core Curriculum

Students completing these courses are eligible to receive a certificate in Collision Repair Technology

CRT 110	Safety in Collision Repair	2
CRT 115	Auto Body Welding	2
CRT 125	Non-Structural Repair	6
CRT 126	Non-Structural Parts Replacement	6
CRT 135	Structural Repair I	3
CRT 145	Plastic and Adhesive Repair	3
CRT 155	Preparation for Refinishing	3
CRT 156	Refinishing I	6
PED 125	Standard First Aid-Responding to Emergencies	3

Level I TOTAL CREDITS

32

+Co-op placements are determined by emphasis areas

LEVEL II: COLLISION REPAIR TECHNOLOGY

Level I CRT Courses listed above must be completed to be eligible for Level II Courses

CRT 205	Estimating and Shop Management	3
COM 105	Career Communications	3
MAT 115	College Math	3
CIS 118	Introduction to Microcomputer Applications	3
BUS 115	Introduction to Business	3
+CRT 270	CRT Co-op I	6
+CRT 271	CRT Co-op II	6
+CRT 272	CRT Co-op III	6

Level II TOTAL CREDITS

33

+Co-op placements are determined by emphasis areas

LEVEL III: COLLISION REPAIR TECHNOLOGY**Associate of Applied Science degree**

Completion of Level I and Level II, in addition to emphasis area A or B is required for the AAS Degree in Collision Repair Technology

A. Insurance or Structural Emphasis Area in Collision Repair

Students must complete Level I and II requirements
Plus the following courses:

CRT 235	Structural Repair II	6
CRT 245	Plastic Repair and Refinishing	2

B. Refinishing Emphasis Area in Collision Repair

Student must complete Level I and II requirements
Plus the following courses:

CRT 256	Color Match and Refinish Problems	3
CRT 245	Plastic Repair and Refinishing	2
CRT 257	Detailing	3
Level III TOTAL CREDITS		8

Level I TOTAL CREDITS	32
Level II TOTAL CREDITS	33
TOTAL CREDITS AAS DEGREE	73

Elective:

CRT 265	Mechanical Related Services	3
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Not All Courses Are Offered Every Semester. Please
Check With Your Program Advisor.

BUSINESS

Morgan Community College has a strong and flexible curriculum of study in its business programs.

The four business degrees available:

- AAS in Business Management
- AAS in Business Technologies
- AAS in Multimedia
- AAS in Business

The three certificates available:

- ◆ Office Support Specialist
- ◆ Multimedia
- ◆ Small Business Development

Graduates of these programs will be prepared for careers in real estate, supervisory management, office support, and multimedia graphics and design.

The Business Department also offers proficiency certification in a variety of areas, including real estate, supervision, computer software operation, multimedia design, and more.

Students entering the Associate of Applied Science degree or Certificate programs are required to complete assessment. To maximize student success,

the College may require students to achieve the following assessment scores before entering these programs: sentence skills, 90; reading, 80; and arithmetic, 78.

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

The business programs are not intended for transfer to a baccalaureate degree program; however, some courses may be accepted toward a bachelor's degree at some institutions. Please consult a faculty advisor for further information.

Associate of Applied Science Degrees

Any student enrolling in an AAS degree in Business must complete the following coursework in addition to their chosen emphasis area.

BUSINESS CORE CURRICULUM

BUS 116	Business Math	3
BUS 117	Business English	3
BUS 217	Business Communications And Report Writing	3
ACC 101	Fundamentals of Accounting	5
Total Business Core Credits		14

GENERAL EDUCATION REQUIREMENTS

BUS 115	Introduction to Business	3
ECO 201	Principles of Macroeconomics Or approved elective	3
SPE 115	Principles of Speech Communications	3
PSY 115	Psychology of Adjustment	3
CIS 118	Microcomputer Applications	3
Total General Education Credits		15

EMPLOYABILITY SKILLS CORE

BUS 125	Time Management	1
COM 105	Career Communications	3
BUS 126	Teambuilding	1
BUS 227	Leadership Development	2
BUS 228	Field Experience	1
Total Employability Skills Credits		8

BUSINESS MANAGEMENT**• Associate of Applied Science Degree in Business Management**

Students who successfully complete the business core, general education requirements and employability skills core, in addition to emphasis area in either Real Estate or Supervision will be eligible to receive an AAS Degree in Business Management.

A. REAL ESTATE EMPHASIS

Graduates in the Real Estate emphasis area will not only be eligible for the Real Estate Brokers Licensing Exam, but also will be prepared with a broad business background to facilitate operation of a real estate firm.

*BUS 201	Real Estate Practice and Law	4
*BUS 202	Colo. Contracts & Regulations	4
*BUS 206	Record Keeping and Trust Accts.	1
*BUS 207	Current Legal Issues	1
*BUS 216	Legal Environment of Business	3

*BUS 208	Closings	2
*BUS 209	Practical Applications	3
*BUS 210	Seminar in Real Estate	3
	Business Electives	3
Total Real Estate Emphasis Credits		24
Total Business Core Credits		14
Total General Education Requirements		15
Total Employability Skills Core		8

TOTAL AAS - REAL ESTATE EMPHASIS CREDITS 61

*Students who successfully complete the 18 credits marked above will be eligible for the Real Estate Brokers Licensing Exam.

B. SUPERVISION EMPHASIS

This program introduces the student to the management and people skills needed to be effective as supervisors. Graduates in the Supervision emphasis area will be prepared to accept supervisory level management positions.

BUS 216	Legal Environment of Business	3
BUS 158	Human Resource Management	3
BUS 258	Current Issues in Human Resource Management	3
MAN 215	Principles of Supervision	3
MAN 26	Principles of Management	3
	Business Electives	6
	Psychology or Sociology Elective	3
Total Supervision Credits		24
Total Business Core Credits		14
Total General Education Requirements		15
Total Employability Skills Core		8

TOTAL AAS - SUPERVISION EMPHASIS CREDITS 61

BUSINESS TECHNOLOGIES

Students who successfully complete the Business Core, General Education Requirements, and Employability Skills Core, in addition to the following coursework will be eligible to receive an AAS Degree in Business Technologies.

Graduates of the Business Technologies Associate of Applied Science Degree program will be prepared for a career as an administrative assistant, secretary, billing clerk, financial assistant, payroll/time clerk, or bookkeeper.

• Associate Of Applied Science Degree In Business Technologies

Note: Program prerequisites: BTE100 or demonstrated keyboarding skill.

ACC 124	Microcomputer Accounting Applications	3
BTE 102	Keyboarding II	2
BTE 108	10-Key by Touch	1
BTE 112	Formatting	3
CIS 120	Introduction to Word Processing	1
CIS 140	Introduction to Database	2

CIS 150	Introduction to Spreadsheets
CIS 225	Integrated Software Applications
BTE 208	Office Administration
	Business Electives

Total Business Technologies Credits 2

Total Business Core Credits 1

Total General Education Requirements 1

Total Employability Skills Core

TOTAL AAS IN BUSINESS TECHNOLOGIES CREDITS 6

◆ Certificate - Office Support Specialist

Graduates of the Office Support Specialist Certificate program will be prepared for a career as a secretary, assistant bookkeeper, or receptionist.

Students who successfully complete the Business Core and Employability Skills Core (with the exception of BUS 227 and BUS 228) in addition to the following courses will be eligible to receive a Certificate as an Office Support Specialist.

BUS 115	Introduction to Business
ACC 124	Microcomputer Accounting Applications
BTE 102	Keyboarding II
BTE 108	10-Key by Touch
BTE 112	Formatting
CIS 120	Introduction to Word Processing
CIS 140	Introduction to Databases
CIS 150	Introduction to Spreadsheets
BTE 108	Office Administration

Total Office Support Credits 2

Total Business Core Credits 1

Total Employability Skills Core

TOTAL OFFICE SUPPORT SPECIALIST CERT. CREDITS 3

MULTIMEDIA ACADEMY

Students who successfully complete the Business Core and the Employability Skills Core (with the exception of BUS 228) in addition to the following General Education and Multimedia courses will be eligible to receive an Associate of Applied Science Degree in Multimedia Business Applications.

Graduates of the Associate of Applied Science Degree, the Certificate, or the Skills Certificate in Multimedia will be prepared for careers as multimedia developers, graphic designers, web page designers, and courseware authors.

• Associate Of Applied Science Degree in Multimedia (Pending CCCOES Approval)

MULTIMEDIA ACADEMY EMPHASIS

CIS 180	Introduction to Multimedia Applications
MMA 122	Intermediate Multimedia Applications

MMA	123	Advanced Multimedia Applications	3
MMA	201	Multimedia Design and Graphics	
MMA	202	Multimedia Production	3
CIS	231	Web Programming I: HTML	3
MMA	245	Multimedia Internship	6
Total Multimedia Credits			24

General Education Requirements

MAR	216	Principles of Marketing	3
SPE	115	Principles of Speech Communications	3
CIS	118	Microcomputer Applications	3
		General Ed elective (as approved by adviser)	3
PSY	115	Psychology of Adjustment	3
Total General Education Credits			15

Total Business Core Credits 14

Total Employability Skills Core 7

TOTAL AAS - MULTIMEDIA ACADEMY CREDITS 60

◆ Multimedia Business Applications - Certificate
(Pending CCCOES Approval)

Students who successfully complete the following courses will be eligible to receive a Certificate in Multimedia Business Applications.

COM	105	Career Communications	3
BUS	125	Time Management	1
BUS	126	Teambuilding	1
BUS	227	Leadership Development	2
PSY	115	Psychology of Adjustment	3
CIS	118	Microcomputer Applications	3
CIS	180	Introduction to Multimedia Applications	3
MMA	122	Intermediate Multimedia Applications	3
MMA	123	Advanced Multimedia Applications	3
MMA	201	Multimedia Design and Graphics	3
CIS	231	Web Programming I: HTML	3
MMA	245	Multimedia Internship	6
TOTAL CERTIFICATE CREDITS			34

Multimedia Proficiency - Skills Certificate

Students who successfully complete the following courses will be eligible to receive an MCC Multimedia Proficiency Certificate.

CIS	180	Introduction to Multimedia Applications	3
MMA	122	Intermediate Multimedia Applications	3
MMA	123	Advanced Multimedia Applications	3
MMA	201	Multimedia Design and Graphics	3
MMA	202	Multimedia Production	3
CIS	231	Web Programming I: HTML	3
MMA	245	Multimedia Internship	6
TOTAL PROFICIENCY CERTIFICATE CREDITS			24

◆ Small Business Development - Certificate

BUS	141	Fundamentals of Entrepreneurship	6
		Or BUS115 Introduction to Business With BUS 195, SBDP private instruction	
BUS	141	Entrepreneurial Accounting and Finance	6
		Or one of the Following: ACC 101 Fundamentals of Accounting ACC 121 Principles of Accounting I ACC 122 Principles of Accounting II With BUS 195, SBDP private instruction	
BUS	143	Advertising and Marketing Strategies	6
		Or MAR 216 Principles of Marketing With BUS 195 SBDP private instruction	
BUS	144	Managerial Entrepreneurship	6
		Or MAN 216 Principles of Management With BUS 195 SBDP private instruction	
BUS	145	Contemporary Topics in Business	6
		Or employability skills care	
BUS	149	Business Planning	6
		Or Leading Edge	

TOTAL SMALL BUSINESS DEVELOPMENT CERTIFICATE CREDITS 36

• Associate Of Applied Science Degree - Business
General Education Requirements

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
Total General Education Credits			18

Core Curriculum Requirements - All Options

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
Total Core Curriculum Credits			33

Related Requirements

CIS	115	Introduction to Computer Information Systems	3
CIS	118	Introduction to Microcomputer Applications	3
CIS	150	Introduction to Spreadsheets	3
Total Related Requirement Credits			9

TOTAL AAS DEGREE CREDITS 60

SPECIAL INTEREST COMMUNITY COLLEGE BUSINESS COURSES

The following courses are offered on a rotating basis. Consult a program advisor for information about these courses.

ACC 121	Principles of Accounting I	4
ACC 122	Principles of Accounting II	4
ACC 206	Governmental Accounting	4
ACC 207	Intro to Managerial Accounting	4
ACC 215	Payroll Accounting	3

THE BUSINESS LEARNING CENTER & THE COMPUTER LEARNING CENTER at MORGAN COMMUNITY COLLEGE

The Business Learning Center (BLC) on the Fort Morgan campus and The Computer Learning Center CLC at The Burlington Center have a flexible curriculum delivery system designed for students enrolled in selected skill or computer classes. Students will use this self-paced learning approach in a lab format under the supervision and guidance of an instructor. Many of the BLC/CLC courses will be accepted as business electives, and students may earn proficiency certificates in a variety of areas such as Microsoft Office, Microsoft Word, or Microsoft Excel.

Business Learning Center/Fort Morgan

BTE 100	Keyboarding I	1
BTE 102	Keyboarding II	2
BTE 107	Speedbuilding	1
BTE 108	10-Key by Touch	1
BTE 112	Formatting	3
CIS 112	Introduction to Windows	2
CIS 120	Introduction to Word Processing (Word or WordPerfect)	1
CIS 121	Intermediate Word Processing (Word or WordPerfect)	1
CIS 122	Advanced Word Processing (Word or WordPerfect)	1
CIS 136	Presentation Graphics: Powerpoint	1
CIS 137	Introduction to Desktop Publishing (Pagemaker)	2
CIS 139	Quickbooks	2
CIS 140	Intro to Microcomputer Database (Access)	2
CIS 150	Intro to Electronic Spreadsheets (Excel)	2
CIS 151	Intermediate Electronic Spreadsheets (Excel)	2
CIS 225	Integrated Software Applications	3

Computer Learning Center/Burlington

CIS 120	Introduction to Word Processing (Word or WordPerfect)	1
CIS 121	Intermediate Word Processing (Word or WordPerfect)	1
CIS 122	Advanced Word Processing (Word or WordPerfect)	1
BTE 100	Keyboarding I	1
BTE 102	Keyboarding II	2
BTE 108	10-Key by Touch	1
BTE 112	Formatting	3

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

COMPUTER INFORMATION SYSTEMS

CISCO CERTIFIED NETWORK ASSOCIATE

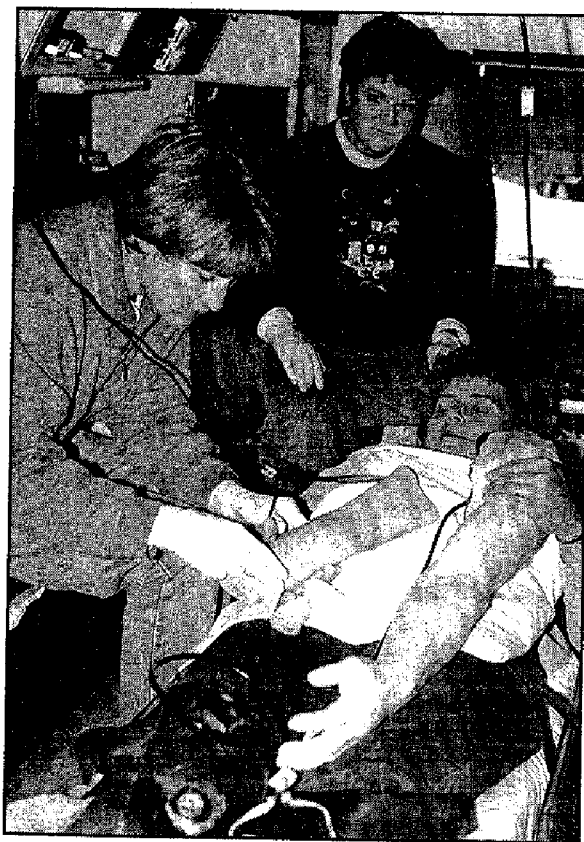
The Cisco Networking Academies program has been made available at Morgan Community College through an agreement between the Colorado Community Colleges and Occupational Education System (CCCOES) and Cisco Systems, Inc. This certified computer network technician program prepares students to design, build and maintain computer networks for local, national, and international businesses. Upon successful completion, the program graduate is qualified to take the Cisco Networking Association Certification examination.

Students entering this program are required to complete assessment. The entrance levels from Accuplacer are: sentence skills-90, reading-80, and arithmetic-78.

CERTIFICATE

CIS 206	CISCO Network Associate I	5
CIS 207	CISCO Network Associate II	5
CIS 208	CISCO Network Associate III	5
CIS 209	CISCO Network Associate IV	5

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



**Nursing Students Practice
Emergency Care in the Morgan
County Ambulance**

CRIMINAL JUSTICE

Morgan Community College offers a certificate program in Criminal Justice, the Correctional Officer certificate 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	Substantive Law	3
CRJ	145	Correctional Process	3
CRJ	210	Constitutional Law	3
CRJ	225	Crisis Intervention	3
CRJ	275	Correctional Field Experience	2
CRJ	220	Human Relations & Social Conflict	3
		TOTAL CREDITS	20

General Education Requirements

ENG	121	English Composition I	3
SOC	101	Introduction to Sociology I	3
PSY	249	Abnormal Psychology	3
		TOTAL CREDITS	9

Other Required Courses

PSY	206	Employment Seminar	1
CIS	115	Introduction to Computers	3
		OR	
CIS	118	Introduction to Microcomputer Applications	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.)

HEALTH SCIENCES AND APPLIED TECHNOLOGIES

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
Certified Massage Therapy
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 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 course work completed at all colleges attended (including MCC) to the program coordinator and to the Registrar.

**Specific program requirements:
ASSOCIATE DEGREE NURSING**

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 and IV Therapy.
5. Completion of NUR 201 Nursing Transition.

PHYSICAL THERAPIST ASSISTANT

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.
3. Completion of PTA 101 Fitness and Wellness.

OCCUPATIONAL THERAPY ASSISTANT

1. Completion of OTA 101 Course Career focus in OTA.

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 NORTHEASTERN JUNIOR COLLEGE OR OTHER COLORADO PN PROGRAM OR OUT-OF-STATE COLLEGE PN PROGRAM

General Education Courses

BIO 201	Human Anatomy & Physiology I	
BIO 202	Human Anatomy & Physiology II	
ENG 121	English Composition I	
PSY 235	Human Growth and Development	
	Humanities/Social Science Elective *	
	General Education Electives (non-nursing)	
	TOTAL CREDITS	2

Required Second Level Nursing Curriculum

NUR 202	Socialization into Nursing II	
NUR 203	Socialization into Nursing III	
NUR 211	Comprehensive Medical-Surgical Nursing I	
NUR 212	Comprehensive Medical-Surgical Nursing Clinical I	
NUR 213	Comprehensive Medical-Surgical Nursing II	
NUR 214	Comprehensive Medical-Surgical Nursing Clinical II	
NUR 221	Comprehensive Psychosocial Nursing	
NUR 222	Comprehensive Psychosocial Nursing Clinical	
NUR 231	Comprehensive Concepts in Parent-Child Nursing	
NUR 232	Comprehensive Parent-Child Nursing Clinical	
NUR 234	Comprehensive Clinical Nursing	
	TOTAL CREDITS	3

TOTAL PROGRAM CREDITS 7

Recommended Nursing Electives:

NUR 215	Advanced Concepts in Nursing I
NUR 223	Advanced Concepts in Nursing II
NUR 233	Advanced Concepts in Nursing III
NUR 220	Advanced Clinical Experiences
NUR 235	NCLEX - RN Review

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

OCCUPATIONAL THERAPY ASSISTANT**Associate of Applied Science**

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 course work 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) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA's phone number is (301) 652-AOTA. Graduates of the program will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

NOTE: OTA students must complete Level II Fieldwork within 18 months following completion of academic preparation.

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 201	Conditions & Applied Techniques in Occupational Therapy	5
OTA 220	Theories & Techniques	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 225	Occupational Therapy Modalities	5
OTA 240	OTA Procedures	5
OTA 245	OTA Practice Management	2
	TOTAL CREDITS	38

TOTAL PROGRAM CREDITS 75

PHYSICAL THERAPIST ASSISTANT**Associate of Applied Science**

The purpose of Physical Therapist Assistants (PTA) 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 recommended 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).

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
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

Core Curriculum

PTA 101	Fitness and Wellness	1
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. A separate application is required for admission into each certificate program in health occupations. Students may transfer core courses into an AGS degree as well as articulate credits with appropriate programs. See your advisor for a suggested course of student to complete the AGS degree.

CERTIFIED MASSAGE THERAPIST (CMT)

This program is based on the American Massage Therapy Association guidelines for schools and meets the criteria for state certification, i.e., 500 hours of in-class, supervised instruction. It is designed for health care professionals, as an additional certification, or as an entry-level practitioner in the health care field. The 500 hour certificate program will meet the guidelines for Colorado's state law entitled "The Massage Parlor Act" which recognizes that 500 hour graduates of state approved schools are qualified to practice massage within the state.

Required Courses

BIO 201	Anatomy and Physiology I	4
BIO 245	Kinesiology	4
HEA 107	Illness and the Care Provider	1
COM 105	Career Communications	3
HEA 205	Massage Theory and Techniques	5
HEA 206	Professional Massage	3
HEA 207	Clinical Massage	3
HEC 115	Human Nutrition	3
HEA 138	Lifestyle Wellness	1
TOTAL PROGRAM CREDITS		27

CPR and First Aid certification required prior to clinical application.

MEDICAL ASSISTANT

The Medical Assistant Certificate Program prepares students for entry level employment in the health care field and for taking the Registered Medical Assistant Exam (RMA) through American Medical Technologies.

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 125	Standard First Aid-Responding to Emergencies	3
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 Care Skills	3
OR		
NUR 108	Nurse Aide Skills	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-Responding to Emergencies	3
TOTAL		15

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	1
TOTAL		15
TOTAL PROGRAM CREDITS		30

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. The program is available to Med-Prep students. Application to the program is required.

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 125	Standard First Aid-Responding to Emergencies	3
TOTAL PROGRAM CREDITS		14

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 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. Certificate is available to Med-Prep students and in cooperation with long term care facilities.

Core Curriculum

HEA 107	Illness and the Care Provider	1
HEA 117	Health Care Lab I	2
NUR 108	Nurse Aide Skills	3

TOTAL PROGRAM CREDITS 6

Recommended Electives

COM 105	Career Communications	3
PED 125	Standard First Aid-Responding to Emergencies	3

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

EMERGENCY MEDICAL SERVICES**Certificates**

The College offers the following two certificates as approved by the Colorado Department of Public Health, EMS Division:

- **Emergency Medical Technician Basic**
- **Emergency Medical Technician Intermediate**

Application is necessary for each level of the EMS program. In addition to successful completion of the course, students may be required to undergo a background check by state and federal agencies to be eligible for the state certification exam. Specific prerequisites are:

Emergency Medical Technician - Basic

Prerequisite: Professional Rescuer CPR or equivalent

Emergency Medical Technician - Basic 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 attendant as well as other jobs where skills as an EMT-Basic may be required. EMT-Basic is offered Spring and Fall Semesters on campus and in outlying areas as the need arises.

Emergency Medical Technician - Intermediate

Prerequisite: Current Professional Rescuer CPR or equivalent

Current EMT-Basic Certification in the State of Colorado

1 Year of Experience as EMT - Basic

Letter From Current Physician

Advisor Expressing support of entry into EMT- I program and willingness to continue as

Physician Advisor after successful completion of program

The Emergency Medical Technician - Intermediate program is designed to introduce the student to the theories and practices of advanced level assessment and management of the emergency patient as outlined by the State of Colorado. According to the Colorado Board of Medical Examiner's "ACTS ALLOWED", the EMT-I may perform non-invasive emergency medical functions described for the EMT-Basic, provide advanced airway management, perform cardiac monitoring and defibrillation, and administer approved medications.

First Responder

MCC also offers First Responder training as approved by the Colorado Department of Public Safety, Division of Fire Safety. It provides the student with entry level knowledge for providing care at the scene of a medical emergency.

Emergency Medical Technician - Basic and Intermediate**Continuing Education - Certificate -****AGS - Continuing Certification**

Morgan Community College is also an approved Continuing Education Provider Group at the Basic and Intermediate level. Contact the EMS Coordinator for information about course offerings and requirements. A minimum of 12 hours per year will be offered for EMT Basics and Intermediates to meet the recertification requirements that Colorado Department of Health- EMS Division has in place.

EMS Courses Offered

EMS 101	Basic Dispatch Provider	1.5
EMS 102	Basic Dispatch Refresher	.5
PED 105	Professional Rescuer CPR	1
EMS 115	First Responder	4
+EMS 125	EMT Basic	8
+EMS 126	State EMT Basic Practical	1
EMS 127	Emergency Vehicle Operation	5
EMS 128	Basic EKG	1
EMS 146	IV Therapy for EMT's	2
EMS 151	Basic Trauma Life Support	1
EMS 152	Basic Trauma Life Support Ref.	.5
EMS 156	Farm Medic	1
EMS 185	Continuing Ed Topics	.5
*EMS 205	EMT Intermediate	12
*EMS 206	State EMT Intermediate Practical	1
EMS 256	Pediatric Advanced Life Support	1
EMS 257	Advanced Cardiac Life Support	1

Recommended Electives

HEA 147	Medical/Dental Spanish	2
HEA 116	Medical Terminology	2

EMT Basic Certificate - Students who successfully complete the 9 credits designated with an + are eligible for the EMT Basic certificate and the state written exam. Students who successfully complete the 13 credits designated with an * are eligible for the EMT Intermediate state written exam.

AGS Degree - Students who successfully complete 30 credits of EMS curriculum may add 30 credits of the General Education to earn an AGS degree. See your advisor or a brochure for a suggested course of study.

Continuing Certification - EMT-B and EMT-I certificate renewal is available each year through courses in these broad categories of Emergency Medical Services:

Trauma
Medical Electives
IV Therapy

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

INDUSTRIAL TECHNOLOGY Certificate

The Industrial Technology program offers study and training in the field of manufacturing and industrial technology to meet the ever-changing market that requires a more specialized, educated workforce. This program covers topics mandated by most manufacturing industries. The various components are designed to meet the technical requirements necessary to produce a skilled, proficient employee.

The program consists of four clusters of courses, each providing a certificate, which prepare the student for jobs such as facility maintenance and electrical repair, electrical technician, electronics technician, welding, and general maintenance.

INDUSTRIAL TECHNOLOGY Certificate

Industrial technology is designed to offer entry-level students the fundamentals in the manufacturing industry.

ENT	100	Intro. to Technology	1
MAT	115	College Mathematics	3
INT	104	Hazardous Materials	1
OSH	202	Accident Prevention	2
INT	109	Basic Electricity	2
PHY	105	Conceptual Physics	4
ENT	101	Engineering Graphics	3
ELT	108	Industrial Electronics II	3
CIS	115	Intro. to Computers	3
COM	105	Career Communications	3
BUS	126	Team Building	1
ENT	216	Statistical Quality Control	2
ENT	298	Problems & Application	3
		TOTAL CREDITS	31

INDUSTRIAL TECHNOLOGY MAINTENANCE Certificate

Industrial technology maintenance is designed for more in-depth knowledge in the maintenance field of the manufacturing industry. Prerequisites: Industrial Technology Certificate or job experience.

INT	215	Fluid Power
INT	206	Machinery Installation
INT	209	Advanced Electrical
INT	185	Special Topics Course I
INT	195	Special Topics Course II
		TOTAL CREDITS

1

INDUSTRIAL TECHNOLOGY GENERAL Certificate

Industrial technology-general is a more in-depth general study of the manufacturing industry. Prerequisites: Industrial Technology Certificate or job experience.

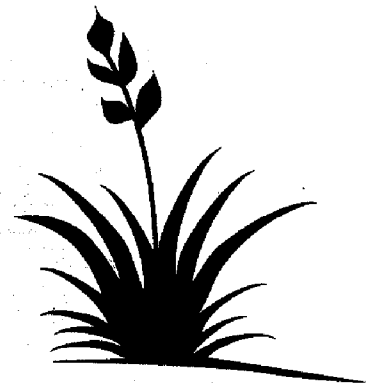
INT	215	Fluid Power
INT	209	Advanced Electrical
WEL	107	Maintenance Welding
ELT	108	Industrial Electronics II
ENT	201	Computer Aided Drafting AutoCad
INT	185	Special Topics Course I
INT	195	Special Topics Course II
		TOTAL CREDITS

INDUSTRIAL TECHNOLOGY ELECTRONICS Certificate

Industrial technology electronics is designed to offer students a more in-depth study in the electronics field of the manufacturing industry. Pre requisites: Industrial Technology Certificate or job experience.

ELT	107	Industrial Electronics I
ELT	108	Industrial Electronics II
ELT	212	Automated Control
ELT	224	PLC
INT	185	Special Topics Course I
INT	195	Special Topics Course II
		TOTAL CREDITS

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COURSE DESCRIPTIONS

ACCOUNTING

ACC 101 FUNDAMENTALS OF ACCOUNTING (75 lecture hours/5 credits)

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

ACC 121 PRINCIPLES OF ACCOUNTING I (60 lecture hours/Variable 3-4 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/Variable 3-4 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 (68 lab hours/3 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

AGRICULTURE

AGL 105 BASIC AGRICULTURE MECHANICS (15 lecture hours/22.5 lab hours/2 credits)

Course is designed to develop fundamental skills and experience in identifying and solving problems basic to farm or ranch mechanical duties. Areas of study will include safety, proper tool use, tool reconditioning, AC electricity, DC electricity, and plumbing.

AGL 107 GENERAL POWER MECHANICS (15 lecture hours/22.5 lab hours/2 credits)

Course provides the theory of operation and the maintenance of small engines and related power equipment used in farm, ranch or turf operation.

AGL 109 FUNDAMENTALS OF WELDING (15 lecture hours/67.5 lab hours/4 credits)

Course is designed to develop students' understanding of farm and ranch welding and application in arc, oxy-acetylene, MIG welding techniques, and proper fabrication techniques.

AGL 112 FARM CARPENTRY (15 lecture hours/45 lab hours/3 credits)

Prerequisite: AGL 105 Basic Agriculture Mechanics. Course provides skills in hand and power tool safety and usage. It also covers concepts of farm building with planning, site location, concrete, design, construction, and materials.

AGL 114 FARM POWER AND MACHINERY MANAGEMENT

(30 lecture hours/22.5 lab hours/3 credits)

Prerequisite: AGL 105 Basic Agriculture Mechanics, and/or AGL 107 General Power Mechanics, or instructor consent. This course is designed to develop student's skills on the efficient selection, operation, repair, safety, adjustment, maintenance, and replacement of farm machinery.

AGL 115 ANIMAL SCIENCE (45 lecture hours/3 credits)

The course introduces the basic fundamentals of livestock production. It provides skills in the principles of breeding, genetics, nutrition, health, anatomy, and physiology of beef, sheep, horses, swine, and dairy. The course will also cover the selection, breed, identification, classification, and marketing of meat animal products.

AGL 116 GENERAL CROPS**(45 lecture hours/22.5 lab hours/4 credits)**

The course introduces the fundamentals of crop production. It provides skills in the principles of plant identification as to weeds, crops and grasses. It will also cover the cultural practices used for the major crops grown in Colorado, and the principles affecting growth, development, management, and utilization.

AGL 117 INTRODUCTION SOIL SCIENCE**(52 lecture hours/15 lab hours/4 credits)**

The course introduces the fundamentals of soils and plant growths. It provides skills in the principles of soil development, soil texture, structure of organic matter, and plant nutrition. The course will also cover the principles of tillage systems, soil erosion, and fertilizer management and utilization.

AGL 118 AGRICULTURAL ECONOMICS**(45 lecture hours/3 credits)**

The course provides skills in the principles of economics, and their application to the agriculture and agri-business industries in the areas of agricultural policy, foreign trade, agricultural marketing, and agricultural finance.

AGL 119 BASIC HORTICULTURE**(45 lecture hours/22.5 lab hours/4 credits)**

The course introduces the fundamentals of plant science. It provides information on the principles of propagation, improvement, culture, and utilization of horticultural plants. Emphasis will be placed on ornamental plants used in landscape and greenhouse situations.

AGL 120 FARM AND RANCH MANAGEMENT**(30 lecture hours/22.5 lab hours /3 credits)**

The course provides skills in the principles of economics, marketing, and finance to manage a farm or ranch with a five-year plan. The management emphasis is on the development of the following areas: business planning, field mapping, crop rotations, inventory schedules, labor, depreciation types and schedules, enterprise budgets and analysis, whole farm budgets, cash flows, income statements, and balance sheets as related to a pilot farm or ranch.

AGL 121 AGRICULTURAL BUSINESS MANAGEMENT**(30 lecture hours/22.5 lab/3 credits)**

The course introduces the basic fundamentals of agriculture business. It provides skills in the principles of economics, finance, organization, goal setting, and format of an agriculture business. It also covers the development of a business plan that includes: product selection, customers, location, competitive analysis, market strategy, management, and financial projections.

AGL 122 FEEDS AND FEEDING**(45 lecture hours/22.5 lab hours/4 credits)**

The course introduces basic nutrients, common feed and feed additives for livestock, anatomy of digestive systems, and fundamentals of basic feeding practices for beef, sheep, swine, horses, and dairy. It also covers calculating and balancing rations to fulfill nutrient requirement to optimize growth and finishing, reproduction, location, and production of animals.

AGL 123 AGRICULTURE COMMODITY MARKETING**(45 lecture hours/3 credits)**

The course acquaints the student with alternative markets as a marketing tool. Terminology and characteristics of the commodity contracts will be studied to include the foundation for price trends in grain and livestock marketing, study of hedging and options, daily market prices and basis, interpretation of daily market reports, forward contracting, future price charts, price trends, and grain and livestock marketing.

AGL 124 PRINCIPLES OF RANGE MANAGEMENT**(45 lecture hours/3 credits)**

The course presents practices applicable to planning and evaluating land and water use in range management.

AGL 151 SWINE PRODUCTION I**(15 lecture hours/22.5 lab hours/2 credits)**

Prerequisite: AGL 115 or consent of instructor. Introduces the principles of swine production in the areas of breeding, nutrition, health, housing, equipment, swine management, feeder pig management, production systems, and marketing.

AGL 152 SWINE PRODUCTION II**(15 lecture hours/22.5 lab hours/2 credits)**

Prerequisite: AGL 115, AGL 151 or consent of instructor. An advanced study in nutrition, health, housing, and equipment in swine production. The course will offer an in-depth study of swine genetics and breeding emphasizing reproduction efficiency. Ration formulation, swine nutrition, and confinement ventilation will also be discussed.

AGL 155 SWINE ANATOMY AND HEALTH**(45 lecture hours/3 credits)**

Prerequisite: Concurrent with AGL 115 or consent of instructor. Study of the anatomy and physiology of swine. Examines the cause, nature and control methods for health-related problems in swine production. Emphasis is on current procedures and methods for prevention and control of diseases in swine.

AGL 161 FARROWING OPERATION**(30 lecture hours/22.5 lab hours/3 credits)**

Prerequisite: AGL 115 and AGL 151 or concurrent. The course will present the basic management skills essential to the care of the sow and litter during farrowing and lactation.

AGL 162 NURSERY/FINISHING OPERATION**(30 lecture hours/22.5 lab hours/3 credits)**

Prerequisite: AGL 115, AGL 151, AGL 155 or consent of instructor. Students will develop skills and knowledge to manage a swine nursery/grower-finishing unit with hands-on experience.

AGL 163 BREEDING AND GESTATION OPERATION I**(15 lecture hours/22.5 lab hours/2 credits)**

Prerequisite: AGL 115. Students will receive hands-on experience of basic management skills in the care of sows and gilts during breeding and gestation.

AGL 164 BREEDING AND GESTATION OPERATION II
(15 lecture hours/22.5 lab hours/2 credits)

Prerequisite: AGL 115, AGL 163 or consent of instructor. Students will receive advanced hands-on experience of management skills in the care of gilts, sows, and boar in breeding and gestation including confinement house units.

AGL 166 PRACTICUM-FARROWING
(120 lab hours/4 credits)

Prerequisite: AGL 115, AGL 161 or consent of instructor. This course is designed to provide the student with on-the-job training in farrowing units. An individual plan will be developed with the coordinator.

AGL 167 PRACTICUM-BREEDING AND GESTATION
(120 lab hours/4 credits)

Prerequisite: AGL 115, AGL 164 or consent of instructor. The course is designed to provide the student with on-the-job training in breeding and gestation units. An individual plan will be developed with the coordinator.

CAG 101 COMMUNITY LEADERSHIP DEVELOPMENT
(53 lecture hours/3 lab/3.5 credits)

Course introduces an individual's role in society emphasizing the rural setting. It focuses on personal assessment around personality types and team building. An individual's personal organization reflecting goal setting will be developed. Communication skills and systems will be defined including oral, written and visual. A workshop format is used.

CAG 102 INTEGRATING POLICY AND SYSTEMS
(16 lecture hours/10 lab/1.5 credits)

Topics include: integrating state policy and systems, state legislative process, understanding power structures, urban-rural issues, meetings with legislators, observation of legislative hearings, declining public resources (tax limitation), money center finance, development process for organizations, access to public services, understanding urban cultures.

CAG 103 PUBLIC POLICY AND SYSTEMS
(52 lecture hours/14 lab/4 credits)

Topics include: collaborating with youth and adult leaders to plan and conduct major public educational and fund raising events, natural resources and trade issues, observing processes of national government, policy formation and influencing factors, developing broad based support, access to public services.

CAG 104 APPLIED LEADERSHIP
(37 lecture hours/3 lab/2.5 credits)

Topics include: conflict management resolution, increasing assertion of public interests (issues from cohort studies provide background for skill use), understanding leadership styles and preferences.

CAG 105 INTEGRATING POLICY AND SYSTEMS II
(16 lecture hours/10 lab/1.5 credits)

Topics include: media effectiveness training (participants role play via video conference), case studies developed in small groups with global emphasis, international cultural and trade issues, international seminar briefing.

CAG 106 GLOBAL POLICY AND SYSTEMS
(48 lecture hours/40 lab/5 credits)

Activities include collaboration with youth and adult leaders to conduct a major public educational and fund-raising event. Course will develop an understanding of international policy and political systems, understanding economic and social systems, access to social services (police, health care, etc.), understanding foreign trade issues, observation of resources and infrastructure, cultural immersion.

CAG 107 FUTURING
(15 lecture hours/1 credit)

Course is the capstone of Colorado Agriculture Leadership Program. It reviews status of individual goals and personal commitment to the future.

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 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 repairs are needed. It will include valve, ring or major overhaul, as well as disassembly of engines, and inspection and measuring to locate faulty parts.

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

Prerequisite: ASE 115. This course will acquaint the student with design features and operational characteristics of the cylinder head parts, passages, valves and valve mechanisms. It 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 be taught methods of correctly measuring 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)**

Prerequisite: ASE 125. 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)**

Prerequisite: ASE 165 & 166. 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, 165, 166. 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 cover the operation, testing, and the repairing of automotive fuel pumps, carburetor and fuel injection systems.

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

Prerequisite: ASE 165. 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 be discussed.

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

Prerequisite: ASE 125, 126. 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)**

Prerequisite: ASE 135. 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)**

Prerequisite: ASE 155. 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 anatomy and physiology to students 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 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 non-mathematical study for the non-science 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 202 HUMAN ANATOMY & PHYSIOLOGY II
(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. It 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 KEYBOARDING I (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 KEYBOARDING II (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 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)

Prerequisite: BTE 102 or instructor consent. Presents new developments, technology, procedures, organization, and contemporary terminology used in effective office management. Emphasizes decision making and application of administrative skills.

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 course of the operation of the American Business System including the 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/Variable 3-4 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) *

Prerequisite: 85+ on CPT or successful completion of ENG 060. Studies elements of the English language and emphasizes grammar rules, capitalization, word division, number usage, plurals, possessives, usage problems, and business vocabulary.

BUS 125 TIME MANAGEMENT (15 lecture hours/1 credit)

Provides instruction in the selection of appropriate time management tools. Students will learn to effectively prioritize tasks, identify time wasters, apply time management techniques, and manage long-term projects.

BUS 125 TEAMBUILDING (15 lecture hours/1 credit)

Students will be introduced to the concept of working as a team member. The vocabulary of teamwork will be emphasized. Role-playing and other team building exercises will be used to sharpen skills.

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)**

Prerequisite: BUS 141 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.

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

Prerequisite: BUS 141 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.

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

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

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

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

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

Prerequisites: BUS 141, BUS 142, BUS 143, BUS 144, and BUS 145 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.

BUS 158 HUMAN RESOURCE MANAGEMENT (3 credits)

Covers the selections, development, and maintenance of a work force, employment law, fringe benefits, and wage and salary administration with an emphasis on job design and analysis.

BUS 201 REAL ESTATE LAW & PRACTICE (60 lecture hours/4 credits)

To protect the public by introducing the student to the practice of real estate through the study of a common body of knowledge including key terms and concepts in real estate as well as the related federal laws practices in the majority of states on a national level.

BUS 202 COLORADO REAL ESTATE CONTRACTS AND REGULATIONS**(60 lecture hours/4 credits)**

To protect the public by having students prepare and understand Colorado Real Estate Commission approved contracts and regulations.

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 206 RECORD KEEPING AND TRUST ACCOUNTS (15 lecture hours/1 credits)

To protect the public by instructing in the proper record keeping procedures required by the Real Estate Commission to maintain and account for funds belonging to others.

BUS 207 CURRENT LEGAL ISSUES (REAL ESTATE) (15 lecture hours/1 credits)

To protect the public by providing a course of study for students to develop or enhance their knowledge and awareness of current real estate and real estate related statutes and regulations and important legal issues, developments and practices.

BUS 208 CLOSINGS (REAL ESTATE) (30 lecture hours/2 credits)

To protect the public by students exhibiting the basic skills necessary to properly close a real estate transaction including responsibilities from the contract through and after the closing, plus accounting for all funds received and disbursed as well as a comprehensive review of the legal documents prepared by the broker.

BUS 209 PRACTICAL APPLICATIONS (REAL ESTATE) (45 lecture hours/3 credits)

To protect the public by providing a course of study for new real estate brokers in the application of laws, rules and standard of practices.

BUS 210 REAL ESTATE SEMINAR**(45-75 lecture hours/variable 3-5 credits)**

Unique, intense, short-term training available to public and private sector employers and employees that provide opportunities to update knowledge and skills.

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

Emphasis is placed on 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, business and regulatory environment. Specific attention is given to the judicial process, alternative disputes, administrative agencies, torts, property, contracts, sales, uniform commercial code, debtor/creditor relationships, agency relationships, labor, employment, environment, consumer, antitrust, securities, and international laws and regulations.

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 226 BUSINESS STATISTICS**(distance education/3 credits)**

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.

BUS 227 LEADERSHIP DEVELOPMENT**(15 lecture hours/1 credit)**

Students will participate in a variety of activities designed to build and strengthen leadership skills. Such topics as introductions, office protocol, business etiquette, dress, and hygiene will be presented. Students will attend 8 hours of lecture; the remainder of the course will be either active participation in a student leadership organization or other lab activities as assigned to meet course objectives.

BUS 228 FIELD EXPERIENCE**(8 lecture hours/22.5 lab hours/1 credit)**

Emphasis is on workplace readiness. Students spend time in a co-op setting completing competency inventory/certification.

* - 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 course will cover sheet metal oxygen-acetylene welding techniques including safety, materials, equipment and setups. The welding procedures of fusion, brazing, soldering, cutting and heat shrinking 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 study 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 study 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, feather edging, 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 study automotive paint refinishing procedures, mixing, matching and selection of colors and materials. In addition, the student will study correct spraying techniques as well as masking and detailing.

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

The student will be required to write estimates on damaged vehicles in this course which covers shop management including work orders, ordering supplies, operating costs, time cards, shop liabilities, and employee safety.

CRT 235 STRUCTURAL REPAIR II
(30 lecture hours/113 lab hours/7 credits)

This course will cover major body repair and the operation of 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 256 COLOR MATCH AND REFINISH PROBLEMS
(15 lecture hours/45 lab/3 credits)

This advanced course teaches the students/painters the necessary skills to be able to tint and blend panels working with the latest finishes and paints.

CRT 257 DETAILING
(9 lecture hours/54 lab hours/3 credits)

The student will learn about detailing in paint refinishing of vehicles. Methods and techniques will be specialized to enhance painting skills.

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.

CRT 270 CRT LEVEL I INTERNSHIP
(15 lecture hours/135 lab hours/7 credits)

Prerequisites: Completion of all courses in CRT specialization area/instructor approval. This is a course designed to meet the needs of the student in the chosen specialized area. Individualized instruction at job site will be set up based on student's interest and instructor approval.

CRT 271 CRT LEVEL II INTERNSHIP
(15 lecture hours/135 lab hours/7 credits)

Prerequisites: Completion of all courses in CRT specialization area/instructor approval. This course is a continuation of Level I internship. Student will use knowledge and skills acquired throughout the CRT program in a job site placement.

CRT 272 CRT LEVEL III INTERNSHIP
(135 lab hours/6 credits)

Prerequisites: Completion of all courses in CRT specialization area/instructor approval.

Individualized instruction at job site continues in this final internship. The student is encouraged to develop skills needed to enter employment in the collision repair field

COMMUNICATIONS

COM 105 CAREER COMMUNICATIONS
(45 lecture hours/3 credits) *

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

CIS 105 BASIC COMPUTER OPERATIONS
(10 lecture hours/10 lab hours/1 credit)

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

CIS 110 INTRODUCTION TO MICROCOMPUTER OPERATING SYSTEMS
(20 lecture hours/20 lab hours/2 credits)

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

CIS 111 ADVANCED MICROCOMPUTER OPERATING SYSTEMS
(20 lecture hours/20 lab hours/Variable 1-3 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 112 INTRODUCTION TO WINDOWS
(23 lab hours/variable 1-2 credits)

This course introduces the functions and capabilities of Microsoft Windows. Topics include using, configuring, and modifying the operating environment.

CIS 113 ADVANCED WINDOWS:
(23 lab hours/variable 1-2 credits)

Prerequisite: CIS 112. This course, a continuation of CIS 112, explores advanced power-user topics.

CIS 115 INTRODUCTION TO COMPUTER INFORMATION SYSTEMS
(30 lecture hours/23 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. Hands-on experience with applications and programming will be included.

CIS 118 INTRODUCTION TO PC APPLICATIONS
(30 lecture hours/30 lab hours/3 credits)

This course introduces computer concepts and components as well as coverage of application suite software and the Internet. Included are descriptions of and hands-on experiences with word processors, spreadsheets, databases, operating environments and other common PC applications packages.

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 130 INTRODUCTION TO THE INTERNET
(23 lab hours/1 credit)

This course introduces the Internet, the global network of computer networks. The Internet's resources and tools are explored. Topics include history, topology, e-mail, listserv, telnet, ftp, World Wide Web, and various search engines.

CIS 136 PRESENTATION GRAPHICS
(23 lab hours/Variable 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 139 QUICKBOOKS
(20 lecture hours/20 lab hours/2 credits)
This course introduces the basic features of the Quickbooks financial software package.

CIS 140 INTRODUCTION TO PC DATABASE
(30 lecture hours/2 credits)
This course introduces the functions of database. 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 PC SPREADSHEETS
(15 lecture hours/23 lab hours/2 credits)
This course introduces the student to concepts and applications of an electronic spreadsheet. Topics include calculations, built-in functions, and spreadsheet design, and introduction to graphics. Additional topics may include tables and macros.

CIS 151 INTERMEDIATE PC SPREADSHEETS
(15 lecture hours/23 lab hours/2 credits)
Prerequisite: CIS 150. This course continues to build on electronic spreadsheet skills.

CIS 152 ADVANCED PC SPREADSHEET
(20 lecture hours/20 lab hours/2 credits)
Prerequisite: CIS 151. This course continues to build on electronic spreadsheet skills.

CIS 180 INTRODUCTION TO MULTIMEDIA APPLICATIONS
(30 lecture hours/23 lab hours/3 credits)
Prerequisite: CIS 115 or CIS 118 or permission of instructor. This course introduces terminology, software, and equipment used in multimedia productions. Emphasis is placed on multimedia equipment such as scanners, digital cameras, printers, and computers. Students will be introduced to the Internet as a source for audio and graphic files, audio and graphic libraries, and a variety of multimedia software. Students gain hands-on experience in multimedia production, including design team concepts.

CIS 206 CISCO Network Associate I
(75 lecture hours/ 5 credits)
Prerequisite: CIS 115 or CIS 118 or permission of instructor. Networking fundamentals including: OSI model and industry standards, network topologies, IP addressing, including subnet masks, basic network design.

CIS 207 CISCO Network Associate II
(75 lecture hours/ 5 credits)
Prerequisite: CIS 206. Router theory and technologies consisting of beginning router configurations, routed and routing protocols and introduction to LAN switching.

CIS 208 CISCO Network Associate III
(75 lecture hours/ 5 credits)
Prerequisite: CIS 207. Advanced router configurations: LAN switching, network management, and advanced network design.

CIS 209 CISCO Network Associate IV
(75 lecture hours/ 5 credits)
Prerequisite: CIS 208. Project Based Learning which includes: advanced network design projects and advanced network management projects.

CIS 225 INTEGRATED SOFTWARE APPLICATIONS: MICROSOFT OFFICE
(68 lab hours/3 credits)
Prerequisite: CIS 120, 140, 150 or permission of instructor. Provides students with a full understanding of basic as well as higher level features of an integrated software suite. Students are exposed to extensive coverage of moving, copying, embedding, and linking information among Word, Excel, Access, and Powerpoint.

CIS 231 WEB PROGRAMMING I: HTML
(30 lecture hours/23 lab hours/3 credits)
Prerequisite: CIS 115 or CIS 118 or permission of instructor. This is an introductory course in using a Web programming language for developing Web applications. Students will gain hands-on experience in designing and implementing a Web site.

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 110 INTRODUCTION TO CRIMINAL JUSTICE
(45 lecture hours/3 credits)
This course includes 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. It also includes an analysis of the roles and problems of the criminal justice system in a democratic society, with an emphasis upon inter-component relations and checks and balances.

CRJ 111 SUBSTANTIVE CRIMINAL LAW
(45 lecture hours/3 credits)
This course teaches legal definitions of crime, purposes and functions of the law, and historical foundations and the limits of the criminal law.

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

This course covers constitutional and procedural considerations affecting arrest, search and seizure, post-conviction treatment, origin, development, philosophy, and constitutional basis of evidence. Degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and an analysis of case studies from arrest through final appeal.

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)

This course is an in-depth examination of the complexity and multi-dimensional aspects of the law enforcement role and career; law enforcement discretion; law enforcement values and culture in modern America. The role and functions of law enforcement in 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)

This course covers the post-conviction corrections process; the development of a correctional philosophy, theory, and practice; a description of institutional operation, programming, and management; and 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
(Variable/15 lecture hours/45 internship hours/2-3 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.

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.

EDU 195 TRAIN THE TRAINER (45 lecture hours/3 credits)

Presents the theory and related practice of basic skills necessary to set up and implement an instructional program. Emphasis is placed on management skills and the training environment.

EDU 196 TRAINING TECHNIQUES (4 lecture hours/17 lab hours/1 credit)

The course will focus on the underlying concepts of motivation in training a worker. It will include goal setting, individual discipline, recognizing talent and innovation and understanding the power of rewards and recognition.

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.

EMS 101 BASIC DISPATCH PROVIDER (24 lecture hours/1.5 credits)

Prerequisite: Current CPR certification, experience preferred. This course will present basic dispatching skills, an introduction to EMS/EMD legal issues, telephone CPR, and dispatch protocol instruction and practice.

EMS 102 DISPATCH PROVIDER REFRESHER (8 lecture hours/5 credits)

Prerequisite: Current CPR certification, successful completion of ED provider course, active in Public Safety Dispatch. This refresher course reviews CPR, call management, protocol, and special situations.

EMS 115 FIRST RESPONDER (44 lecture hours /22 lab hours/4 credits)

This course provides the student with core knowledge and skills to function in the capacity of a first responder arriving at the scene of a medical emergency and providing care until advanced EMS help arrives. Upon successful course completion, the student will be eligible to take a certification exam at the responder level.

EMS 125 EMERGENCY MEDICAL TECHNICIAN - BASIC (115 lecture hours/60 lab hours/8 credits)

Prerequisite: Current Professional Rescuer CPR or Basic Life Support certification. This course provides the first level of training in the career structure of the Emergency Medical Technician. Upon successful completion of this program, including written and practical examinations, and being at least 18 years of age, candidates are eligible to take the state EMT certification examination subject to requirements of the Colorado Department of Public Health and Environment.

EMS 126 STATE EMT- BASIC PRACTICAL (7.5 private hours/1 credit)

This practical exam is based on the National Registry EMT Basic practical exam. Students successfully completing this exam are eligible to take the Colorado State EMT Basic written examination. Persons eligible to enroll in this exam include EMT Basic students completing an initial EMT-Basic course, EMT-Basics who are recertifying by Continuing Education or Refresher methods; and EMT's from other states who have completed the coursework requirements for the state of Colorado certification.

EMS 127 EMERGENCY VEHICLE OPERATION (8 lecture hours/.5 credit)

Coaches the student in safe techniques to operate an emergency vehicle such as a fire truck or ambulance.

EMS 128 BASIC EKG for EMT's (15 lecture hours/5 lab hours/1 credit)

This course provides instruction in the anatomy, physiology, and electrophysiology of the human heart. Basic interpretation of three-lead EKG will be included.

EMS 146 - IV Therapy for EMT's (20 lecture hours/14 lab hours/2 credits)

Prerequisite: Current Colorado EMT-Basic certification and current Professional Rescuer CPR or Basic Life Support Certificate. Prepares the EMT Basic to "establish an intravenous line to keep the vein open for fluid volume replacement or for dextrose administration." The course meets the Colorado EMS Division guidelines.

EMS 151 BASIC TRAUMA LIFE SUPPORT (15 lecture hours/5 lab hours/1 credit)

Prepares the emergency care professional to effectively recognize, treat, and transport trauma patients. The course focuses on scene and rescuer safety, patient assessment, and rapid transport based on mechanism of injury and the treatment of patients with trauma related injuries.

EMS 152 TRAUMA LIFE SUPPORT REFRESHER (7 lecture hours/1 lab hour/.5 credits)

This refresher course will review recognition, treatment, and transport of trauma patients for the emergency care professional.

EMS 156 FARM MEDIC (15 lecture hours/1 credit)

Prepares the emergency care professionals with the skills to assess the scene of a farm accident and render appropriate rescue and care.

EMS 205 EMT INTERMEDIATE**(150 lecture hours/ 60 lab hours/12 credits)**

Prerequisites: Current Colorado EMT-Basic certification plus one year experience and current Professional Rescuer CPR or Basic Life Support certificate, and physician advisor. This course is designed to introduce the student to the theories and practices of advanced level assessment and management of the emergency patient as outlined by the State of Colorado. According to the Colorado Board of Medical Examiner's "ACTS ALLOWED", the EMT-I may perform non-invasive emergency medical functions described for the EMT-Basic, provide advanced airway management, perform cardiac monitoring and defibrillation, and administer approved medications.

EMS 206 EMT INTERMEDIATE STATE PRACTICAL**(7.5 private instruction hours/1 credit)**

The course allows the student who has successfully completed EMT I or who has completed the EMT-I continuing education or refresher program to complete the EMT-I state practical exam.

EMS 256 PEDIATRIC ADVANCED CARDIAC LIFE SUPPORT**(15 lecture hours/5 lab hours/1 credit)**

Provides the emergency care professional with the skills needed to effectively manage and resuscitate the pediatric cardiac arrest patient, with an understanding of cardiac arrhythmia and other related medical and non medical etiologies.

EMS 257 ADVANCED CARDIAC LIFE SUPPORT**(15 lecture hours/5 lab hours/1 credit)**

Provides the emergency care professional with the skills needed to effectively manage and resuscitate the cardiac arrest patient, with an understanding of cardiac arrhythmia and other related medical and non medical etiologies.

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 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 109 FINANCIAL STATEMENTS FOR THE FARM OR RANCH**(Distance delivery/equivalent of 2 credit hours)**

Spreadsheet software will be used to develop accurate cost and market value balance sheets for the beginning and the end of a period of time for business analysis. The student will also complete an accrual based income statement, statement of cash flows, and statement of owner equity. Financial and profitability ratios will be generated to begin a ratio trend for the business. This class will be delivered with Internet and other distance delivery methods.

FRM 111 ADVANCED FARM AND RANCH MANAGEMENT**(Variable 15 to 45 private instruction hours/1-3 credits)**

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

FRM 151 BUSINESS PLANNING I
(15 lecture hours/15 private hours/135 co-op hours/6 credits)

Introduction to a 10-step process of developing a business plan for the farm and ranch. The ten steps take the business from goal setting to marketing plans. All 10 steps will be discussed in relation to the information necessary to complete the plan.

FRM 152 RECORD KEEPING I
(15 lecture hours/22.5 private hours/90 co-op hours/6 credits)

This class will guide the student toward collection of the necessary information to implement a computerized record keeping system. Discussion will include accounting principles, accounting software general ledger examples, and balance sheet development.

FRM 153 RECORD KEEPING II
(15 lecture hours/15 private hours/135 co-op hours/6 credits)

Implementing a computerized record keeping system. This class will teach the student to keep one year of records for the business on a computer. Emphasis will be placed on the development of an accurate computerized record keeping system, and the maintenance of an office filing system.

FRM 154 BUSINESS PLANNING II
(15 lecture hours/15 private hours/135 co-op hours/6 credits)

The development of pro forma information necessary for a farm or ranch business plan. Actual enterprise cost analysis will be calculated to facilitate the development of projected cash flow statements. All facets of the record keeping system and other available resources will be utilized to begin developing a business plan.

FRM 155 FINANCIAL STATEMENTS
(15 lecture hours/22.5 private hours/90 co-op hours/6 credits)

Business analysis through the development of accurate cost and market value balance sheets for the beginning and the end of an accounting period. Emphasis will be on the measurement and analysis of change in balance sheets. Financial ratios will be generated to understand their importance in business analysis.

FRM 156 MARKETING
(15 lecture hours/15 private hours/135 co-op hours/6 credits)

A study of marketing alternatives for the farm and ranch business. Discussion will include the application of local commodity contracts, future contracts, and future option contracts into a realistic marketing plan.

FRM 157 BUSINESS ANALYSIS
(15 lecture hours/15 private hours/135 co-op hours/6 credits)

The student will update cost and market value balance sheets, then complete an accrual basis income statement, statement of cash flows, and statement of

owner equity. Financial and profitability ratios will be generated to begin a ratio trend for the business. The financial statements will be used for business analysis and for the business plan.

FRM 158 BUSINESS PLANNING III
(15 lecture hours/22.5 private hours/90 co-op hours/6 credits)

Finalizing the business plan. All necessary components of the business plan will be compiled into a document. The document will be a professional presentation of the business that includes all of the recommended business plan components.

FRM 159 MANAGING FOR THE FUTURE
(15 lecture hours/15 private hours/135 co-op hours/6 credits)

Revising the business plan on a periodic basis. Emphasis will be on analyzing pro forma activities. The student will be exposed to various methods of finding resource materials needed to keep the business plan current, and to manage for the future.

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 I: 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.

FOL 225 FOREIGN LANGUAGE FOR THE PROFESSIONAL

(15-45 lecture hours/variable 1-3 credits)

This course, designed for professionals, covers specific job related vocabulary, expressions, and grammar.

- 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 inter-relationships 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 non-science 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 for those whose CPR card is due to, but not expired. Students must provide a copy of current CPR certification. Recertification can be done for Professional Rescuer, Community, Adult, Child, and Infant CPR.

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)

Prerequisite: HEA 129 or NUR 108. 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)

Prerequisite: HEA 117. A continuation of HEALTH CARE LAB I skills with an exploration of student's chosen health career option.

HEA 121 MEDICAL RADIOLOGY**(30 lecture/45 lab hours/4 credits)**

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

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 EKG equipment and pulmonary function testing.

HEA 125 SIGN LANGUAGE**(30 lecture hours/1-2 credits)**

This course introduces Signing as used in educational settings. Basic alphabet and signs will be combined with practical application of skills.

HEA 126 COMMUNITY FIRST AID AND CPR**(15 lecture hours/1 credit)**

This First Aid/CPR course uses demonstration videos, instructor led practice, and workbook/textbook study to prepare for certification in Adult/Child/Infant CPR and Community First Aid.

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 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 138 LIFESTYLE WELLNESS**(1-3 credits, variable)**

Provides opportunity to learn and apply specific wellness principles to your individual lifestyle. Student completes self-analysis of health behaviors and how lifestyle affects health status.

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**(15 lecture/90 clinical/4 credits)**

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.

HEA 205 MASSAGE THEORY AND TECHNIQUES**(30 lecture hours/68 lab hours/5 credits)**

Introduces therapeutic massage, including body mechanics, physiological benefits of massage, and professional draping techniques. Focuses on six basic strokes of Swedish Massage.

HEA 206 PROFESSIONAL MASSAGE**(23 lecture hours/45 lab hours/3 credits)**

Prerequisites: BIO 201, BIO 245, HEA 205. Advanced techniques in massage, including percussion, compression, and vibration skills. Students will develop and apply appropriate therapeutic interventions.

HEA 207 CLINICAL MASSAGE**(15 Lecture/50 lab hours/3 credits)**

Application of skills in a clinical setting. Focuses on improvement of massage therapy skills, ethics, and communication.

*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

INDUSTRIAL TECHNOLOGY

ELT 107 INDUSTRIAL ELECTRONICS I (30 lecture hours/22.5 lab hours/3 credits)

Prerequisite: MAT 115 or instructor permission. Basic concepts of electrical circuits, safety, equipment applications, and troubleshooting are studied.

ELT 108 INDUSTRIAL ELECTRONICS II (30 lecture hours/22.5 lab hours/3 credits)

A study of basic concepts of industrial electronics with an emphasis on circuits.

ELT 212 AUTOMATION CONTROL CIRCUITS (30 lecture hours/24 lab hours/3 credits)

Prerequisites: ELT 204, ELT 117 or ELT 108, or instructor permission. Provides the student with general control terminology, theory and application in the areas of motors, motor control, sensors, and closed loop control theory.

ELT 224 PROGRAMMABLE LOGIC CONTROLLERS (30 lecture hours/22.5 lab hours/3 credits)

A study of programmable logic controllers (PLC's) and associated I/O devices, design logic diagrams and program controllers.

ENT 100 INTRODUCTION TO TECHNOLOGY (15 lecture hours/1 credit)

Provides introductory information on safety, computers and the disk operating system, career planning, program courses and time frame of study concerning Engineering and Electronic Technologies; i.e. Architectural/Civic, Drafting/Design, Computer Aided Manufacturing, General Electronics, and Automated Process Technician.

ENT 101 ENGINEERING GRAPHICS (30 lecture hours/24 lab hours/3 credits)

The class will cover scale measurement, alphabet of lines, drafting symbols, and dimensions used in blue-printing. The class time will be spent in the study of sketching, isometric views, orthographic drawing, and section drawing. The emphasis of the class will be to develop the student's ability to accurately read and interpret blueprints and working drawings.

ENT 201 COMPUTER AIDED DRAFTING - AUTOCAD
(45 lab hours/2 credits)

An introduction to AutoCad: Basic setup: drawing tools, editing tools, text tools, scaling and drawing aids. Using AutoCad to create and edit simple drawings.

ENT 216 STATISTICAL QUALITY CONTROL
(40 lecture hours/2 credits)

Basic concepts of SPC relevant to construction, reading and use of control charts will be studied and applied to solve quality problems.

ENT 298 ENGINEERING PROBLEMS AND APPLICATIONS

(30 lecture hours/22.5 lab hours/3 credits)

This course provides a practical and realistic application of engineering technology skills. The student will encounter various situations similar to those found in industry and will be required to apply those skills individually and/or as a project team member in solving various engineering problems.

INT 104 HAZARDOUS MATERIALS
(15 lecture hours/1 credit)

This course is an overview of the impact of hazardous materials in the work place. The emphasis is on the identification, handling, storage, and disposal of hazardous materials commonly used in industry and building maintenance.

INT 109 BASIC ELECTRICITY
(15 lecture hours/22.5 lab hours/2 credits)

This course will introduce the student to the basic concepts of electricity. It includes basic information about safety, tools, materials, and electrical concepts used in an industrial environment. It will cover the fundamental theories of electricity showing how these theories are applied in everyday use of electricity.

INT 206 MACHINERY INSTALLATION
(15 lecture hours/45 lab hours/3 credits)

The course is on the installation, repair, replacement, and maintenance of machinery and equipment used in the production of industrial products. The course will also cover the following of manufacturers' specifications and instructions, as well as safety regulations and other standards that will be followed pertaining to injury.

INT 209 ADVANCED ELECTRICAL
(15 lecture hours/22.5 lab hours/2 credits)

This course will advance the basic concepts of electricity already learned. It includes electrical concepts, trouble shooting, diagnosis and solutions. It will cover the fundamental theories, procedures and practical applications to problem solving. In advanced electrical, procedures rather than theory will be emphasized. We will concentrate less on the theory of electricity and more on the practical aspects of the electrician's task.

INT 215 FLUID POWER
(30 lecture hours/22.5 lab hours/3 credits)

Fluid Power will be the study of hydraulic pneumatic systems and components including controls, reservoirs, plumbing, pumps, valves, cylinders, and seals. An understanding of the basic operation of fluid power circuits will be developed, followed by an emphasis on the upkeep and maintenance of the components and the systems.

JOURNALISM**JOU 105 INTRODUCTION TO MASS MEDIA**
(45 lecture hours/3 credits) #*

This survey course places the mass media in a historical and cultural perspective to study the relationship between mass media and society. This course also introduces students to some of the ethical legal and economic issues that affect the mass media and their consumers.

JOU 106 FUNDAMENTALS OF REPORTING
(45 lecture hours/3 credits) *

Prerequisite: Typing 25 wpm. This is an introductory course in news writing, reporting, and interviewing, with an emphasis on clarity, accuracy, timelines, 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 news writing and reporting with an emphasis on editing, ethics, and news judgment. 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 101 MANAGEMENT FOR YOU
(15 lecture hours/1 credit)

This course is designed for individuals exploring the field of management. Develops an awareness of the skills necessary to enter the management field.

MAN 102 TECHNICAL LEADERSHIP
(6 lecture hours /120 practicum hours/6 credits)

Leadership principles discussed will relate to the commitment ethic, respect for the individual and the importance of professionalism.

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.

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.

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.

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

MEAT PROCESSING**MEP 101 RISK MANAGEMENT**
(7 lecture hours/12 lab hours/1 credit)

Introduces OSHA (Occupational Safety & Health Administration) standards. Student will learn safety policies & regulations and individual safety behaviors with an understanding of risks in the environment. Course will also focus on work related injury policies and the value of ergonomics.

MEP 102 MEAT PROCESSING THEORY & TECHNIQUES
(8 lecture hours/ 34 lab hours/2 credits)

Enables the student to understand USDA (United States Dept. of Agriculture) standards of HACCP (Hazardous Analysis of Critical Control Points) effective analysis of food safety, the skills of meat cutting, and personal responsibility in management of physical environment, biological toxins, and chemical hazards.

MEP 103 SAFETY AWARENESS
(5 lecture hours/15 lab hours/1 credit)

Allows for a special focus on a current topic - such as decision making, interpersonal skills, record keeping, or violence in the workplace/understanding conflict resolution - with an emphasis on safety.

MULTIMEDIA**MMA 122 INTERMEDIATE MULTIMEDIA APPLICATIONS**
(30 lecture hours/23 lab hours/3 credits)

Prerequisite: CIS 180 or concurrent enrollment. This course continues the study of multimedia terminology, software, equipment, and design. Students will be introduced to curriculum design and authoring software. Emphasis is placed on more advanced application of the equipment and software introduced in CIS 180. Students gain hands-on experience in multimedia production by creating and importing animations, video files, and sound files.

MMA 123 ADVANCED MULTIMEDIA APPLICATIONS
(30 lecture hours/23 lab hours/3 credits)

Prerequisite: CIS 180, MMA 122, MMA 201 or concurrent enrollment. This course is a study of advanced application of multimedia production software, equipment, and design. Emphasis is placed on in-depth use of software and equipment to produce graphic, animated, and video files to be imported into a final authoring software package.

MMA 201 MULTIMEDIA DESIGN AND GRAPHICS
(30 lecture hours/23 lab hours/3 credits)

Prerequisite: CIS 180 or concurrent enrollment. This course introduces the interactive multimedia design process and design principles applicable to multimedia projects. Emphasis is placed on application of the graphic design process, design elements such as layout, color, typestyle, and document navigation, and design team concepts. Students gain hands-on experience in multimedia production by applying the steps in the design process to an actual multimedia production.

MMA 202 MULTIMEDIA PRODUCTION
(69 lab hours/3 credits)

Prerequisite: CIS 180, MMA 122, MMA 123, MMA 201. This course develops student competency in designing and producing a multimedia product. Students will refine the use of curriculum design and authoring software. Emphasis is placed on integrating multimedia design theory, design team concepts, and graphic design practice to produce an interactive multimedia product.

MMA 245 MULTIMEDIA INTERNSHIP
(270 Contact hours/6 credits)

Prerequisite: CIS 180, CIS 231, MMA 122, MMA 123, MMA 201, MMA 202, and MMA 203. This is a capstone course culminating the student experience in multimedia production. Students will design, develop, and publish a multimedia product in conjunction with a design team composed of students, faculty, and business/industry representatives. Emphasis is placed on design team functions and incorporation of previously learned skills into production of a marketable multimedia title.

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)

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

NURSING

NUR 108 NURSE AIDE SKILLS (45 lecture hours/3 credits)

Presents the theory and related practice of basic nursing procedures that are necessary to give safe nursing care. Emphasizes the scientific principles underlying these skills and on treating the patient/client as an individual.

NUR 201 NURSING TRANSITION (7 lecture hours/11 lab/1 credit)

As students begin the transition from LPN to RN this class will provide the student with the opportunity to learn new procedures and practice the procedure in a laboratory setting. A combination of lecture, demonstration and video will be used to familiarize the student with new skills as well as review aseptic technique prior to clinical experience.

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. Co-requisite: 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 211 COMPREHENSIVE MEDICAL-SURGICAL NURSING I (60 lecture hours/4 credits)

Prerequisite: Admission to level II. Co-requisites: 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 clinical lab hours/4 credits)

Prerequisites: Admission to level II. Co-requisites: 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. Co-requisites: 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 clinical lab hours/4 credits)

Prerequisites: Admission to level II Co-requisites: 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/ 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 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. Co-requisites: 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**(75 clinical lab hours/3 credits)**

Prerequisites: Admission to level II. Co-requisites: 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 223 ADVANCED CONCEPTS IN NURSING II (MENTAL CONFINEMENT)**(15 contact hours/1 credit)**

This course is designed to expose the student to institutional settings for clients with psychiatric disorders. A tour of a mental facility will be included. Training will also include defensive techniques.

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. Co-requisites: 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**(75 clinical lab hours/3 credits)**

Prerequisites: NUR 202, NUR 211, NUR 212, NUR 213, NUR 214, NUR 221, NUR 222. Co-requisites: 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.

NUR 233 ADVANCED CONCEPTS IN NURSING III (OB/PEDS)**(15 contact hours/ 1 credit)**

This course is designed to introduce the student to client 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 234 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 235 NCLEX RN REVIEW**(30 lecture hours/2 credits)**

The course is designed to provide the student with assistance and review in preparing to take the NCLEX_RN Board exam after graduation. The course will be offered in the final semester prior to graduation and will include test taking preparation and strategies for success, as well as addressing specific nursing content review.

OCCUPATIONAL THERAPY ASSISTANT**OTA 101 CAREER FOCUS IN OTA****(15 lecture hours/1 credit)**

This course is an introduction to the field of Occupational Therapy. It explores the functions and skills needed to succeed as a Certified 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 201 CONDITIONS AND APPLIED TECHNIQUES IN OCCUPATIONAL THERAPY**(75 lecture 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 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**(320 practicum hours/5 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**(320 practicum 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 225 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 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.

OSHA**OSH 202 ACCIDENT PREVENTION****(30 lecture hours/2 credits)**

This course is designed to recognize hazards and design elimination techniques through knowledge of accident prevention controls.

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/PROFESSIONAL RESCUER (15 lecture hours/1 credit) *

This CPR course is the Red Cross Professional Rescuer CPR or American Heart Association BLS for those who work in Emergency Services, Health Care, and other professional areas. Material presented in the course is basic patient assessment, basic airway management, rescue breathing, and CPR for infant, children and adult patients.

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 RESPONDING TO EMERGENCIES (45 lecture hours/3 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 101 FITNESS & WELLNESS (6 lecture/19 lab/1 credit)

Providing a "preventative health" overview, this course emphasizes wellness and healthy living. An introduction to therapeutic exercise, various exercise programs and use of equipment for the average, healthy individual will be taught. The purpose of this class is to include exercise as part of a complete approach in maintaining personal health.

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, hydrotherapy, TENS, massage, biofeedback, traction, and an introduction to the use of electrotherapy.

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. 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/22.5 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) **

Co-requisite: 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. Co-requisite: 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. This course is not designed for transfer.

PSY 115 PSYCHOLOGY OF ADJUSTMENT
(45 lecture hours/3 credits)

This course emphasizes personal growth and the development of interpersonal skills. Focus is on practical application of psychological principles and theories in achieving self-understanding and personal growth.

PSY 116 STRESS MANAGEMENT
(45 lecture hours/2-3 credits) *

This course identifies the physiological, emotional and behavioral aspects of stress. Techniques of stress reduction and management are explored and applied, including nutrition, exercise, assertiveness, time management, and financial management. This course is not designed for transfer.

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.

SPE 226 ORAL INTERPRETATION
(45 lecture hours/3 credits) *

This course emphasizes oral performance of literature, prose, essays, and historical speeches. Emphasis is on expression, interpretation, and delivery skills involved in interpretative oral presentation to an audience. Selection and analysis of appropriate literary forms used in performance will also be included. Prerequisite: SPE 115.

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

* - General Education Course

WELDING

WEL 107 MAINTENANCE WELDING
(10 lecture hours/30 lab hours/2 credits)

The course is designed to give the student a basic understanding of the welding process, and introduction to the skills and techniques used to develop quality welds. There are no prerequisites, so the student will be taught as though they have no knowledge of the welding field. The student will be introduced to oxy-acetylene cutting, oxy-acetylene welding, shielded and gas metal, arc welding, equipment set up, and various welding techniques. Safety will be highly stressed during the course.

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
(Variable credit)

Young Farmers program with an intensive Agriculture marketing focus.

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 course work.

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 through 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.

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 018 RATIO, PROPORTION, PERCENT, & RATE
(15 lecture hours/1 credit)

This course includes the vocabulary and applications of ratios, proportions, and percents and may include charts and graphs.

MAT 019 SIGNED NUMBERS
(15 lecture hours/1 credit)

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

MAT 025 MEASUREMENT
(15 lecture hours/1 credit)

This course includes vocabulary, linear, weight, area, volume, temperature measurements, unit conversion, units in English and Metric.

MAT 026 APPLIED GEOMETRY
(Variable 15-30 lecture hours/1-2 credits)

This course includes vocabulary, applications involving perimeter, area, volume and right triangles and may include similar triangles.

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 037 GENERAL SKILLS IN MATHEMATICS
(Variable 30-75 lecture hours/2-5 credits)

The course includes the content from all the basic arithmetic modules. Selection of competencies listed in MAT 015 through MAT 026.

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 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 011 BASIC PRONUNCIATION
(Variable 15-75 lecture hours/1-5 credits)

This course will assist the student to improve his/her pronunciation of English. It will help both with comprehension of spoken English and the ability to communicate clearly.

ESL 012 INTERMEDIATE PRONUNCIATION
(Variable 15-75 lecture hours/1-5 credits)

This course will review basic pronunciation sounds and patterns in English and further improve students' pronunciation using a variety of activities such as dialogues, short presentations, paragraph readings, and interviews with native speakers.

ESL 021 BASIC GRAMMAR/WRITING
(Variable 15-75 lecture hours/1-5 credits)

This course will assist the student in mastering basic structure in English grammar through oral and written practice.

ESL 022 INTERMEDIATE GRAMMAR
(Variable 45-75 lecture hours/3-5 credits)

Prerequisite: ESL 021 or placement test scores. This course will review basic grammatical structures and introduce more complex structures. It will provide integrated practice of structures through a variety of oral and written exercises.

ESL 023 ADVANCED GRAMMAR
(Variable 45-75 lecture hours/3-5 credits)

Prerequisite: ESL 022 or placement test scores. This course will review intermediate grammar structures. It will present increasingly more complex grammatical structures and sentences.

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)

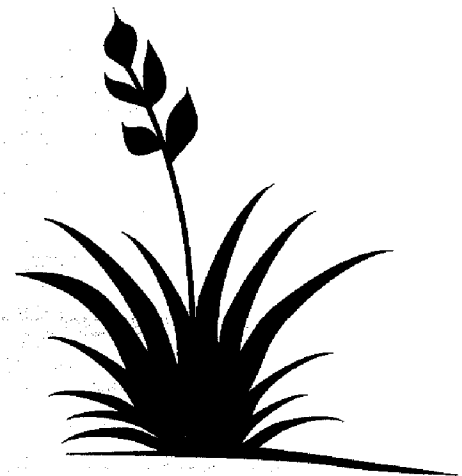
Prerequisite: ESL 032 or placement test scores. This course will assist the student to increase the level of oral fluency and aural comprehension.

ESL 041 BASIC READING
(Variable 15-75 lecture hours/1-5 credits)

This course will provide effective reading strategies. It will present techniques to develop and increase word attack skills, vocabulary use, and overall comprehension.

ESL 042 INTERMEDIATE READING
(Variable 30-60 lecture hours/2-4 credits)

Prerequisite: ESL 041 or placement test scores. This course will assist the student to read more quickly and accurately and understand a variety of more complex reading material.



PERSONNEL

FACULTY OF THE COLLEGE

FULL-TIME FACULTY

BAILEY, LAURIE (1996) Adult Basic Education, Limon Correctional Facility

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

BOYLE, BECKY (1998) Physical Therapist Assistant Program Coordinator

B.S. (1974) University of Colorado Health Sciences

M.A. (1980) University of Colorado at Denver

Teaching Certificate (1990) University of Denver

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

ENNINGA, DON (1996) Emergency Medical Technology Coordinator

B.S. (1977) Colorado State University

E.M.T. (1993) Intermediate

Vocational Credential

EWERTZ, KIM (1995) Medical Prep and Medical Assisting

B.S.N. (1993) University of Northern Colorado

Vocational Credential

FRIHAUF, BARB (1988) Farm and Ranch Management

B.S. (1974) Colorado State University

Vocational Credential

FRISBEE, KATHIE (1994) Nursing

B.S.N. (1989) Alfred University School of Nursing

M.S.N. (1992) Decker School of Nursing

GEORGE, SHERYL (1998) Nursing

B.A. (1969) University of Iowa

M.A. (1994) 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

GODEL-GENGENBACH, KATHLEEN (1998)

Social Science

B.A. (1968) University of Denver

M.A. (1972) University of Denver

Ph.D. (1988) University of Colorado

GRAUBERGER, TIM (1989) Automobile Collision Repair

A.A. (1983) Northeastern Junior College

B.S. (1989) Colorado State University

Vocational Credential

HARTWIG, GAIL (1993) Physical Therapist Assistant Program

A.S. (1967) Donnelly College

B.S. (1969) University of Kansas

Vocational Credential

HEIKES, DAVID (1997) English

B.S. (1979) University of South Dakota

M.A. (1984) Western Washington University

HUBER, ROBERT J. (1985) Business

B.S. (1979) Ferris State College

M.A. (1984) Colorado State University

Vocational Credential

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

LEHMAN, THOMAS (1998) Science

B.A. (1987) Carroll College

M.S. (1994) University of Nebraska

M.S. (1998) Colorado State University

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

MINARD, PIA (1994) Occupational Therapy Assistant

A.A.S. (1980) Chicago City-wide College

B.S. (1998) Clayton College

Vocational Credential

MOENS, KENNETH R. (1985) Farm/Ranch Management

B.S. (1978) University of Illinois

M.S. (1982) University of Illinois

Vocational Credential

MORRIS, LAURIE (1987) Farm and Ranch Management
A.A.S. (1987) Morgan Community College
Vocational Credential

PACK, ASHLEY (1998) Nursing
B.A. (1994) University of Tennessee
M.S. (1997) University of Tennessee
Vocational Credential

PARKER, BRAD (1993) Auto Service Technology
A.A.S. (1997) Morgan Community College
Vocational Credential

PERISHO, MICHELE (1996) Medical Prep and Medical Assisting
B.S.N. (1987) Linfield-Good Samaritan School of Nursing
Vocational Credential

PHILLIPS, FRANK (1995) Automobile Service Technology
A.A.S. (1992) Morgan Community College
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
Vocational Credential

ROSE, MARY (1997) Certified Massage Therapy
C.M.T. (1985) Boulder School of Massage
B.A. (1998) Metro State College

WELSCHMEYER, DONNA (1987) Business
B.A. (1982) University of Northern Colorado
M.Ed. (1998) Colorado State University
Vocational Credential

ZAPIECKI, ALESSANDRA (1994) Occupational Therapy Assistant Program Coordinator
A.A.S. (1980) Lourdes College
B.S. (1985) Eastern Michigan University

ZAPIECKI, ALESSANDRA (1994) Occupational Therapy Assistant Program Coordinator
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

ACADEMIC AND ADMINISTRATIVE SERVICES STAFF

OFFICE OF THE PRESIDENT

President

MCKAY, JOHN (1996)
B.S.Ed. (1966) Troy State University
M.Ed. (1967) Auburn University
Ed.D. (1973) Auburn University

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

Dean of Institutional Advancement

WHITE, NEAL (1997)
B.A. (1982) Texas Lutheran University

Public Information Officer and Continuing Education Director

BZDEK, SHARON (1991)

Colorado Agriculture Leadership Program
Vacant

OFFICE OF INSTRUCTION

Vice President of Instruction

BECKMANN, DALE (1994)
A.A. (1966) Foothill College
B.A. (1968) University of California, Santa Barbara
M.S. (1970) San Diego State University
Ph.D. (1996) Colorado State University

Dean of Applied Science and Technologies

GERTGE, PHYLLIS (1970)
R.N. (1961) Mercy Hospital
M.P.H. (1991) University of Northern Colorado
Vocational Credential

Dean of Arts and Sciences and Instructional Development

SPEARS, SUZANNA (1996)
B.A. (1966) University of Denver
M.S. (1977) University of Northern Colorado

Administrative Assistant III, Vice President of Instruction

DAVEY, MARY JANE (1985)
A.A. (1996) Morgan Community College

Administrative Assistant III, Faculty Support

BAKER, MAXINE (1974)

Administrative Assistant II, Office of Instruction

HALE, PATRICIA (1991)

Coordinator of Telelearning

DENNIS, JAY (1998)
A.A. (1991) Aims Community College
B.A. (1994) University of Northern Colorado



MORGAN COMMUNITY COLLEGE

Telecommunication Electronics Specialist I**ROBINSON, ED (1992)**

A.A.S. (1990) Morgan Community College

Associate Dean of Learning Resources**KRUGLET, JO ANN (1998)**

B.S. (1972) Southern Colorado State College

M.L.S. (1974) University of Denver

Testing Center Coordinator**PFEIFER, DIANNA (1992)**

B.A. (1965) University of Northern Colorado

Library Technician III**KAHL, MAUREEN (1984)**

A.A. (1985) Morgan Community College

B.S. (1998) Clayton College

Associate Dean of Customized Training**PROPP, LARRY (1986)**

A.A. (1969) Northeastern Junior College

B.A. (1972) Colorado State University

M.Ed. (1979) Colorado State University

Vocational Credential

Director of Center for Workplace Excellence**EVANS, JAYLENE (1998)**

B.S. (1997) University of Phoenix

Director of Small Business Development Center

Vacant

Director, S.B.D.C., Stratton**ROGERS, CONNIE (1997)****Administrative Assistant I Customized Training****RORABAUGH, KRISTI (1998)**

A.A.S. (1992) Morgan Community College

Director, Adult Basic Education**WATERS, JULIE (1996)**

B.A. (1982) Wayne State College

Assistant Director Downtown Center and Teen Parenting Coordinator**PAGE, CHERYL (1997)**

B.A. (1979) University of Northern Colorado

B.S. (1987) Regis University

Coordinator, Pana Grant**LUEBKER, YOLANDA (1993)****Coordinator, Workplace Literacy Program****PENN, SHIRLEY (1993)**

B.A. (1969) University of Northern Colorado

M.A. (1992) University of Northern Colorado

Winter Forteens Project Instructor**CORTEZ, KATHY (1997)**

A.D.N. (1993) Nampa Valley College

R.N. Peri-natal Certification

Child Care Aide, Adult Basic Education**BLEDSON, MILDRED (1991)****Child Care Aide, Adult Basic Education****MENDOZA, ELENA (1991)****CAMPUS CENTERS****Bennett Center Director****BARDEN, NANCY (1985)**

B.A. (1979) University of Northern Colorado

Burlington Center Director**RHOADES, VALERIE (1989)**

A.A.S. (1976) Northern Junior College

B.A. (1982) Colorado State University

Assistant Coordinator, Burlington**RAWLINGS, DEB (1991)****Lincoln County Center Director****ANDERSEN, MARY (1995)**

B.A. (1984) Northern Illinois University

Coordinator of Continuing Education and Outreach**Lincoln County Center****BEVERLY CARKHUFF (1998)**

B.S. (1987) University of Southern Colorado

Administrative Assistant II, Lincoln County Center**OLSEN, LINDA (1997)**

A.A. (1997) Morgan Community College

Wray/Yuma Center Director**HOGANSON, NANCY (1996)**

B.A. (1970) University of Kansas

**OFFICE OF ADMINISTRATION
AND FINANCE****Vice President of Administration and Finance****SMITH, SUSAN (1987)**

A.A. (1990) Morgan Community College

B.S. (1993) Regis University

M.B.A. (1997) Regis University

**Administrative Assistant III, Vice President of
Administration and Finance****CLATWORTHY, ANDI (1996)****Controller****SCHNEIDER, TRACY (1998)**

A.A. (1982) Northeastern Junior College

B.S. (1984) University of Northern Colorado

C.P.A.

Accounting Technician III**HIGHBERGER, SHANE (1993)****Accounting Technician II****TRUJILLO, ROXANNE (1993)**

Director of Human Resources**CRAWLEY, JANET (1995)**

A.A. (1985) Morgan Community College

B.S. (1991) Regis University

M.S.M. (1997) Regis University

Administrative Assistant II, Human Resources**HUNT, MARY (1995)**

A.A.S. (1995) Morgan Community College

Director of Financial Aid**BAUER, KENT (1998)**

A.A.(1983) Northeastern Junior College

B.S. (1986) University of Northern Colorado

M.S.(1998) Regis University

Administrative Assistant II - Financial Aid**JENNIFER WALKER (1999)**

A.A.S. (1999) Morgan Community College

Administrative Assistant I - Switchboard/ Financial Aid**STEWART, CAROL (1996)****Director of Purchasing and Auxiliary Services****WIENER, MELODY (1993)**

A.A. (1998) Morgan Community College

Administrative Assistant II, Auxiliary Services**GARRETT, CINDY (1995)**

A.A.S. (1994) Morgan Community College

Computer Services Technician - Administrative Support**HARTLESS, DAN (1993)**

A.A.S. (1993) Otero Junior College

Computer Services Technician - Instructional Support**HANSON, MARLYN (1995)**

A.A. (1985) Morgan Community College

Coordinator Physical Plant - Operations**CUNNINGHAM, TIM (1993)****Coordinator Physical Plant - Maintenance****WIENER, MIKE (1995)****Utility Worker I****KIND, GENE (1997)****WEIMER, MIKE (1998)****Custodian I****JOHNSON, DIXIE (1993)****TORREZ, HELEN (1994)****OFFICE OF STUDENT AND
COLLEGE SERVICES****Dean of Student and College Services**

Vacant

Registrar**HUBBELL, JANIE (1976)**

A.A.S. (1974) Morgan Community College

A.A. (1987) Morgan Community College

B.S. (1992) Regis University

Administrative Assistant III, Student Services**MESE, CONNIE (1993)**

A.A. (1994) Morgan Community College

Administrative Assistant II, Student Services**MCCLELLAN, JAN (1997)****Administrative Assistant I, Student Services****STEFFEN, GWEN (1998)**

A.A.S. (1998) Morgan Community College

Director of Admissions and Advisement**BECKMANN, JUDY (1995)**

B.S. (1986) University of Colorado

Career Guidance and Placement Specialist**KIPNIS, TOM (1998)**

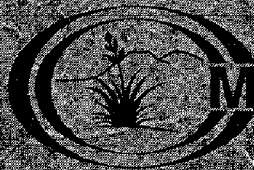
B.A. 1977 University of California

M.S. 1979 California State University

M.A. 1997 University of Oregon

Student Life Coordinator/Advisor**LANKFORD, JENNIFER (1997)**

B.S. (1993) Western Carolina University

**MORGAN COMMUNITY COLLEGE**