

# MORGAN COMMUNITY COLLEGE

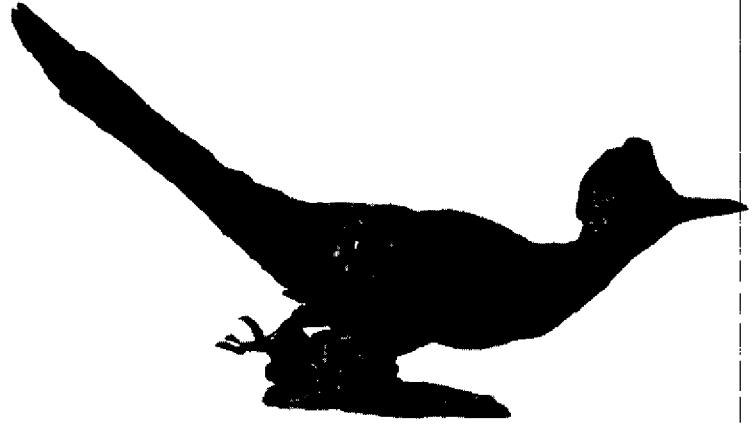
## 2001 - 2002 CATALOG

### **Making Tracks**

Donors: Robert and Janet Datteri

Just as the roadrunner adapts in order to survive and prosper Morgan Community College demonstrates its "can-do" attitude by adapting to meet the changing educational needs of its community.

Dedicated September 8, 2000  
Sculptor: Dawn Griswold Weimer



### **MAIN CAMPUS**

17800 Road 20  
Fort Morgan, Colorado  
970-542-3100  
1-800-MCC-0216  
FAX: 970-867-6608

### **BENNETT CENTER**

280 Colfax Ave., Unit 2  
PO Box 554  
Bennett, CO 80102  
(303) 644-4034

### **BURLINGTON CENTER**

451 14<sup>th</sup> Street  
Burlington, CO 80807  
(719) 346-9300

### **LINCOLN COUNTY CENTER**

940 2<sup>nd</sup> Street  
P.O. Box 729  
Limon, CO 80828  
(719) 775-8873

### **WRAY CENTER**

719 South Franklin  
Wray, CO 80758  
(970) 332-5755

### **YUMA CENTER**

215 South Main Street  
Yuma, CO 80759  
(970) 848-2421

### **BLOEDORN CENTER FOR COMMUNITY & ECONOMIC DEVELOPMENT**

300 Main  
Fort Morgan, CO 80701  
(970) 542-3256

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## A MESSAGE FROM THE PRESIDENT

### Welcome to Morgan Community College!

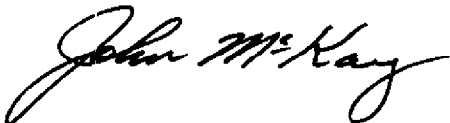
We are proud of our students, faculty, and staff at Morgan Community College. Since its founding in 1970, MCC has provided transfer courses, occupational programs, and lifelong learning to more than 35,000 residents of Eastern Colorado.

Did you know that...

- The grade point averages of MCC transfer students consistently rank at the top of all transfer GPA's;
- Occupational students consistently demonstrate the skills they have learned at MCC by winning state and national contests;
- 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 (98% placement in 1999);
- Nine out of ten students say they are 'satisfied' or 'very satisfied' with their MCC experience.
- Students received more than \$1.6 million in financial aid in 1999-2000; and
- MCC ranked second of all state colleges and universities in the initial Quality Indicator System developed to evaluate Colorado's higher education institutions.

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



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**Morgan Community College is a member of the  
Community Colleges of Colorado**  
governed by the  
Colorado State Board for Community Colleges and Occupational Education  
established by the 1967 General Assembly of the State of Colorado

Accredited by the North Central Association of Colleges and Schools

## THE STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION

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Dr. Joe May

### MORGAN COMMUNITY COLLEGE ADVISORY COUNCIL

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Dan Scalise.....	Brush, Colorado

Note: This is an information document and is not to be considered a contract of offerings. Programs and curricula are subject to change without prior notice. 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 Clough, 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 Clough, Morgan Community College, 17800 Road 20, Fort Morgan, CO 80701, 970-542-3127, or 1-800-622-0216. For students who self identify and provide medical documentation of their disabilities, "reasonable accommodations" will be made. For further information, contact the MCC admissions office, (970) 542-3160 or 1-800-622-0216, ex. 3160.

Published By: The Office of Instruction

# ACADEMIC CALENDAR

## SUMMER SEMESTER

Registration Period Begins  
 10 Week Classes Begin  
 8 Week Classes Begin  
 Last Day to Add 10 Week Session Classes  
 Last Day to Drop 10 Week Session Classes  
 Last day to Add 8 Week Session classes  
 Last day to Drop 8 Week Session classes  
 Independence Day celebrated (College Closed)  
 Academic Classes End  
 8 week Classes End  
 10 week Classes End

## 2001

April 16  
 May 29  
 June 4  
 June 1  
 June 7  
 June 6  
 June 11  
 July 4  
 July 31  
 July 30  
 August 7

## 2002

April 15  
 May 28  
 June 3  
 May 31  
 June 6  
 June 5  
 June 10  
 July 4  
 July 30  
 July 29  
 August 6

## FALL SEMESTER

Registration Period Begins  
 Faculty Workdays  
 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  
 Professional Development Days (No Classes)  
 Mid-Term Week  
 Thanksgiving Holiday (No Classes)  
 Academic Classes End  
 Finals Days - Academic Classes  
 Faculty Work Day  
 Graduation  
 Christmas Break (College Offices Closed)  
 Classes Resume for Applied Technology  
 Classes End for Applied Technology

## 2001

April 16  
 August 23-24  
 August 27  
 September 3  
 September 4  
 September 12  
 October 8-9  
 October 22-26  
 November 22-23  
 December 14  
 December 17-19  
 December 20  
 December 21  
 December 25-Jan. 2  
 January 2 ,02  
 January 18 ,02

## 2002

April 15  
 August 22-23  
 August 26  
 September 2  
 September 3  
 September 10  
 October 14-15  
 October 21-25  
 November 28-29  
 December 13  
 December 16-18  
 December 19  
 December 20  
 December 25-January 2  
 January 2, 03  
 January 17, 03

## SPRING SEMESTER

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

## 2002

November 5, 01  
 January 2  
 January 17-18  
 January 21  
 January 28  
 February 4  
 February 18  
 March 11-15  
 March 21-22  
 March 25-29  
 TBA  
 May 10  
 May 13-15  
 May 16  
 May 18  
 May 27  
 May 31

## 2003

November 4, 02  
 January 3  
 January 16-17  
 January 20  
 January 27  
 February 3  
 February 17  
 March 10-14  
 March 20-21  
 March 24-28  
 TBA  
 May 9  
 May 12-14  
 May 15  
 May 17  
 May 26  
 May 30

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

This calendar represents the College's best judgment and projection 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.

# GENERAL INFORMATION

## MORGAN COMMUNITY COLLEGE MISSION

### OUR . . .

VISION is Community  
MISSION is Learning  
COMMITMENT is Service  
STANDARD is Excellence

"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. In 2000, a new Student Center was dedicated on the Fort Morgan campus, and during 2001 and 2002 a new building to house Automotive and College shops is being constructed while Spruce Hall is being remodeled to house new classroom space.

### 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.

### MCC Centers

Morgan Community Colleges provides classes for the first two years of a college degree on its main campus at Fort Morgan and at five Centers in its Service Area. MCC Centers are the Bennett Center, Burlington Center, Lincoln County Center at Limon, Wray Center, and Yuma Center. The Center degree programs include the "CORE curriculum" and prepare students for transfer to a four-year college or university. While occupational programs are offered primarily on the Fort Morgan campus, many prerequisite classes are available at the Centers.

### 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, Small Business Management, Real Estate, Emergency Medical Services, Cisco, and Office Support Specialist.

### Distance Learning

The College delivers transfer and some technical course work via Interactive Distance Learning Networks. Qualified high school students and the public may enroll at sites in service area high schools to receive college credit instruction in such disciplines as Algebra, English, Spanish, History, Psychology, and Sociology. For students needing maximum flexibility to complete transfer courses, MCC also offers a large selection of telecourses and on the Internet at CCCOnline (Colorado Community College Online), students can take an Associate of Applied Science in business, classes towards an Associate of Arts, or an Associate of Arts in Public Administration.

### Customized Business & Community Service (CBCS)

The College has a strong history of providing professional education for employees of public and private organizations throughout the service area. Customized Business & Community Service offers customized training for Business, Agriculture, and Industry. Resources used include training and education customized to fit customer needs, Colorado First and Existing Industry Grants, the Industrial Technology Certificate program, and Continuing Education classes and seminars. The Small Business Development Center and Agriculture & Business Management work closely with CBCS to serve the educational needs of the business community.

### Small Business Development Center (SBDC)

The Small Business Development Center offers training and counseling to new and developing businesses and established businesses in Eastern Colorado in the area of finance, management, and marketing. Offices are in the Bloedorn Center for Community and Economic Development at 300 Main, Fort Morgan, where a business resource library is also maintained for the public. Morgan Community College, the Small Business Administration, and the Colorado Office of Economic Development sponsor the SBDC.

### 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.

### Adult Basic Education Program

Adult Basic Education classes address individual needs of adults in the areas of basic skills, such as reading and writing, General Education Development (GED) preparation, English as a Second Languages (ESL), 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 in Fort Morgan and through cooperation with Center Directors in the MCC service area. After assessment and counseling, students are assisted by instructors to formulate appropriate individual education plans. Students 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.

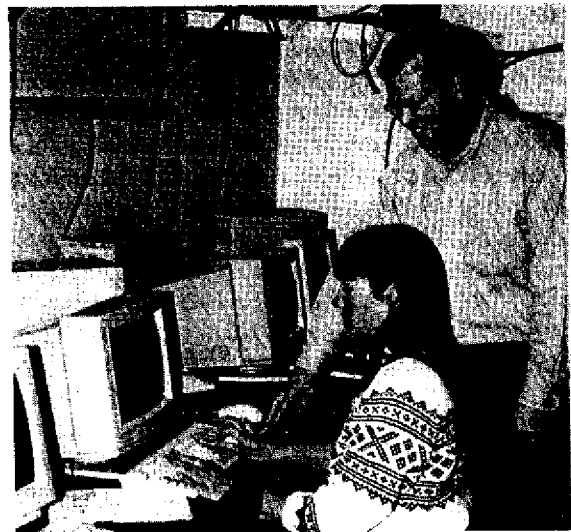
### Area Vocational School

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 contract to pay the cost of the instructional programs. The major objective of each program area is to develop entry-level employment skills for students as they complete their high school diplomas. The fulfillment of the one-year certificate usually requires that a student return to the program for a second year (after high school) in order to complete a full program of study.

Area Vocational School programs include Med Prep Occupations, Collision Repair Technology, Automotive Service Technology, and Multimedia Academy.

### Advanced Studies/Fifth Year

Advanced Studies/Fifth Year is a dual-enrollment program that allows students to remain in high school for a fifth year and graduate with both a high school diploma and an MCC associate degree. Classes are open to high school students who qualify and to the public. Many of the classes are taught 'live' at one site and delivered to students at other sites via fully interactive audio-visual distance learning systems. Students can call MCC or their local high school to see if it is in partnership with Morgan Community College to offer Advanced Studies.



Randy Watson works with student Crickett Redd in the Cisco Networking laboratory. Honored as an MCC All Star Alum for 2001, Watson said, "I have been full circle at MCC. I started taking classes for fun, then to obtain an associate of arts degree to transfer to UNC. I returned 10 years later for Cisco certification and, now, I am employed at MCC as a Cisco instructor."

# 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 required 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.

## Application Deadlines

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

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

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 an individual has a social security number, it will be used for the student identification number and should be indicated in the appropriate space on the application form. If an individual does not have a social security number, Morgan Community College will assign a student number for the institution's use only. Students should not use a student number assigned by another institution. Once a student identification number is assigned, it is recommended that the student memorize and keep it in a safe place, and use it as reference in all correspondence with Morgan Community College.

**Personal Identification Numbers (PIN)** will also be assigned to students when they complete the application process. This number is used to register by phone, access grades by phone, and for CCC Online courses. (A different federal PIN number is issued for financial aid purposes.)

## Placement Testing Program

Morgan Community College has implemented a Placement Testing program designed to assist in the placement of students in proper courses. MCC is committed to working with students to ensure success and has found that effective placement in courses increases the probability of that success. More information and a Placement Test table is available in this catalog on page 19

## TRANSFER

### Admission of Transfer Students

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

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

In order to ensure an evaluation before registration, these materials should be received in the Registrar's Office at least 30 days in advance of the semester for which the transfer student wishes to enroll.

Necessary forms may be obtained from the Student Services office and letters of inquiry should state specifically that the student is a transfer student.

### Transfer of College Credit

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

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

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

instruction at Morgan Community College with a 2.0 grade point average or better. Courses in which a grade of "D" or above was 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 a student's planning is solid and grades are acceptable for transfer. MCC strongly recommends that students planning to transfer seek assistance from an 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
- Governors State University
- Jones International University
- 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.

**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 an individual holds a resident card or was admitted to the United States on a refugee, parolee, or political asylum status, that individual must present a resident alien card or I-94 when applying for admission to MCC. Morgan Community College will make a copy of the original documentation to accompany the application to assure prompt and proper processing. Some English testing may be done to assess English skills and proper placement in courses. Academic records must be officially translated to English for submission.

### 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 that 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 ensure they have sufficient resources to attend college.

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

If an individual has a student visa (F-1) at another American institution, he or she 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, that student must submit the properly completed INS Form I-20 A-B issued by Morgan Community College to the designated official at the former school.

### Student Visa/Form I-20

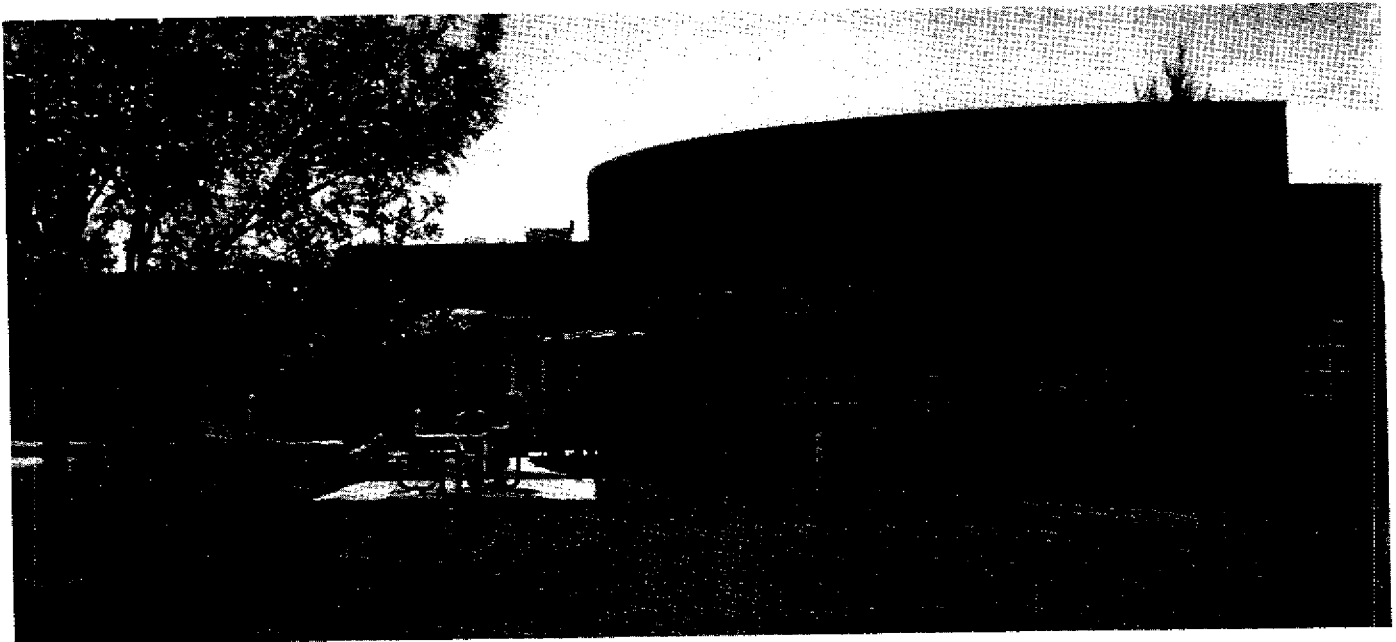
The international student must have submitted an application for admission, financial support documents, I-94 document, transcripts and copies of records. All materials, including TOEFL scores, must be in English and have been admitted by the Student Services office at Morgan Community College before 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 that may be demonstrated by submitting one of the following:

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

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



MCC's new Student Center is pictured on the cover of this catalog. Dedicated April 25, 2000, the 4,114- square-foot addition on the Fort Morgan campus includes the Anna C. Petteys Student Lounge, conference room, vending/kitchen area, MCC Bookstore, copy center, purchasing/receiving, staff mailboxes, and restrooms.

# TUITION, FEES, & CHARGES

## 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, fees, and charges may be paid at the time of registration or any time prior to 5:00 p.m. on the Monday a week before the first day of classes. Any deferred payments must be arranged through a tuition management program (FACTS) and approved by the Accounting Office.

## DEFERRED PAYMENT PLAN

Any enrolled student who has not abused the deferred payment/promissory note terms in a prior semester or has not been sent to collections is eligible to use a deferred payment plan.

With a deferred payment plan, students can pay tuition and fees with an initial down payment and two installments. (Books and supplies may not be deferred.)

Requirements include:

- A minimum down-payment of 50% paid one week prior to beginning of classes,
- Completion of an application for the FACTS Tuition Management program,
- Must have a checking or savings account (as all installment payments are made electronically).
- Payment of \$40 processing fee (non-refundable) as follows:
  - \$15 payable to MCC due at time of application for deferment (by check or cash)
  - \$25 payment to FACTS Tuition Management which will be automatically deducted from checking or savings account upon completion of FACTS application process.

Payment of balance in two equal installments as follows:

Fall Semester	Oct. 5 & Nov. 5
Spring Semester	March 5 and April 5
Summer Semester	July 5 (1 installment)

If a student withdraws from classes after the add/drop period, he/she is still responsible for completing payments.

### Financial Aid Students

Students who have submitted complete financial aid applications one week prior to the beginning of the term, may be allowed to postpone payment until the end of the drop period. However, students must contact the Accounting Office prior to one week before the beginning of the term. If sufficient financial aid has not been awarded to cover the cost of tuition and fees, students must then pay 50% of all tuition & fees prior to the end of the drop period and follow the above deferred payment plan for the balance (including the payment of a \$40 processing fee at that time).

### Refund/Repayment Policy

Students must officially drop or 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 may be eligible for a refund of tuition and fees. The registration fee is non-refundable.

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.

### 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.

**Morgan Community College Fees  
2000-2001**

REGISTRATION FEE (per semester).....	\$9.25
STUDENT ACTIVITY FEE (per semester...@2.50/CREDIT HOUR (\$30 maximum))	
STUDENT CENTER BOND FEE (per semester.....3.00/CREDIT HOUR (\$36 maximum))	
TELECOURSE PROGRAM CHARGE (per course).....	\$50.00
ACADEMIC COURSE FEES.....Per Credit Hour	
All ACC215 courses	\$4.90
All AGL courses	\$4.90
ANT 101C	\$25/course
All ART courses	\$4.90
All ASE courses	\$4.90
All AST courses	\$4.90
All BIO courses	\$4.90
All BTE courses	\$4.90
All BUS185 courses	\$4.90
All BUS195 courses	\$4.90
All CAG courses	\$4.90
All CHE courses	\$4.90
All CIS1XX courses	\$4.90
All CIS206, 207, 208, 209 courses	\$13.90
All CIS20X courses except 206, 207, 208, 209	\$ 4.90
All CIS22X courses	\$4.90
All CIS23X courses	\$4.90
All CRJ courses	\$4.90
All CRT courses	\$4.90
All EMS courses	\$4.90
All EMT courses	\$4.90
All FRM courses	\$ 4.90
All GEY courses	\$4.90
All HEA courses	\$4.90
All ITE courses	\$4.90
All MEP102XXX courses	\$4.90
All MMA courses	\$4.90
All MUS courses	\$4.90
All NUR courses	\$4.90
All OTA courses	\$4.90
All PTA courses	\$4.90
All SCI courses	\$4.90
All THE courses	\$4.90
All YOF courses	\$4.90

**Morgan Community College Schedule  
of Semester Tuition 2000 - 2001**

Credit Hours	In-State	Out-of-State
1	57.75	277.45
2	115.50	554.90
3	173.25	832.35
4	231.00	1,109.80
5	288.75	1,387.25
6	346.50	1,664.70
7	404.25	1,942.15
8	462.00	2,219.60
9	519.75	2,497.05
10	577.50	2,774.50
11	635.25	3,051.95
12	693.00	3,329.40
13	750.75	3,606.85
14	808.50	3,884.30
15	866.25	4,161.75
16	924.00	4,439.20
17	981.75	4,716.65
18	1,039.50	4,994.10
19	1,097.25	5,271.55
20	1,155.00	5,549.00

See listing for fees or charges that are added to tuition costs.

NOTE: TUITION AND FEES SHOWN REFLECT 2000-2001 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.

# FINANCIAL AID

## MCC IS AFFORDABLE

At Morgan Community College, a variety of financial aid programs are available to assist students in their 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 students 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, ex. 3150, from MCC Center Directors, 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 1<sup>st</sup>

#### 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 (FAFSA).  
**Priority dates:** April 1 for Summer Semester, June 1 for Fall, and Nov. 1 for Spring.
4. Students applying need to have declared an eligible major with the Registrar's Office.
5. The Financial Aid Office will inform students if further information is needed.

Application for assistance will be considered only after admissions and financial aid files have been completed. Students applying for the current academic year must mail applications before June 30 of the academic year. 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.

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

Income Verification Form, Untaxed Income Information, etc.

### COA - EFC - EFA = NEED

Colleges and universities provide supplemental assistance to students who show documented financial need that 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.

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.

#### 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](http://www.fafsa.ed.gov) from their own computers or a computer in the Student Services Center on the Fort Morgan campus.

#### HOPE Tax Credit

Students may qualify to save \$\$\$ when they attend MCC with the HOPE Tax Credit through the Taxpayer Relief Act of 1997. 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. More information is available from tax advisors.

## REFUNDS

#### Return of Title IV Funds

*(The term "Title IV Funds" refers to the Federal Financial Aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: Unsubsidized Stafford Loans, Subsidized Stafford Loans, PLUS Loans, Federal Pell Grants, Federal SEOG.)*

If a student officially drops a class before the census date (last date to drop the class), a refund of 100%

of tuition and fees (except registration fee) will be made. There will be no refund after that date, except for complete withdrawal from school as explained below.

When a Title IV aid recipient completely withdraws from Morgan Community College (MCC) during the term, a refund of tuition and fees will be made as follows:

Tuition and fees will be refunded on a per day basis during 60% of the term.

If a student had Title IV Federal Financial Aid, a portion of these grants or loan funds must be returned to the programs based on the date the student withdrew from college. If the withdrawal occurs after 60% of the term is completed no return of these federal funds will be required.

In order to calculate the amount to be returned, the withdrawal date will need to be determined. This will be the date the student began the withdrawal process with the Student Services Office, or otherwise provide MCC with notification of intent to withdraw. If the student drops without any notification, the midpoint of the term will be used as the withdrawal date or the student's last date of attendance at a documented academically related activity. If the withdrawal process was not begun because of illness, accident, or similar circumstance beyond the student's control MCC can determine the appropriate withdrawal date.

The amount of funds to be returned, unearned charges and unearned Title IV funds, is based on the number of days in attendance prior to the withdrawal date. MCC will return the Title IV programs, the lesser of the unearned institutional charges, or the unearned Title IV assistance. The student will return any remaining unearned Title IV funds. (If the student needs to return funds to the Pell or SEOG programs based on the return priority, they need to return no more than 50% of the original amount.) The loan amounts the student needs to return will be repaid according to the regular repayment schedule for the loan. The school refund to the loan will be credited to the original loan amount.

The order of return of Title IV funds will be as follows:

- Unsubsidized Stafford Loans
- Subsidized Stafford Loans
- PLUS Loans
- Federal Pell Grant
- Federal SEOG

### **Institutional and student responsibilities in regard to the return of Title IV funds.**

Morgan Community College:

- providing each student with the information given in this policy;
- identifying students who are affected by this policy and completing the Return of Title IV

Funds calculation for those students:

- returning any Title IV funds that are due the Title IV programs.

The student:

- Notifying MCC Student Services Office of intent to withdraw from the college.

The fees, procedures, and policies listed above supersede those published previously and are subject to change at any time.

### **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.

## 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

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. The Colorado General Assembly provides funding.

#### Governor's Opportunity Scholarship

Applicants must be a first-time freshman with no previous enrollment at any post secondary institution; have a zero EFC (Estimated Family Contribution) as verified by the FAFSA (Free Application for Federal Student Aid); and be attending MCC full time. Students are required to maintain a cumulative grade point average of at least 2.0. This scholarship is transferable.

#### 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 that must be signed by the student's high school counselor.

### EXTERNALLY FUNDED

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

#### 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.

#### Brad Amack Memorial Scholarship

The family of Brad Amack has created an endowed scholarship fund in his memory for students to attend Morgan Community College. Awards are made to students enrolled in a minimum of six hours a semester, who demonstrate financial need, and are residents of Northeastern Colorado. Students must maintain a 2.5 grade point average and preference is given to those pursuing a career in forestry or natural resources. Second preference is any degree program.

**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.

**E. Earl Franks Scholarship**

Amounts vary for this annual scholarship established by Bonnie Franks in memory of her husband. The annual scholarship is available to applicants who are 23 years or older, demonstrate financial need, and enroll in a minimum of six credit hours. First preference is given to students living in Morgan County and second preference is students living in MCC's service area.

**Greater Gifts Scholarships**

This scholarship is awarded by the MCC Foundation to outstanding students who are enrolled full time. 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 \$500 scholarship is awarded annually 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.

## BURLINGTON CENTER SCHOLARSHIPS

**Stratton Advanced Studies/Fifth Year Book Scholarship**

One or more awards a year, subject to funding. Must be enrolled in MCC's Fifth Year program, demonstrate financial need, and apply to the MCC Burlington Center.

**Helping Hand Scholarship**

Several \$250 awards each semester to students enrolled in minimum of six credit hours with a 2.5 high school GPA or a 300 GED score. Renewable with 3.0 GPA, and first preference given to students needing childcare.

**Job Skills Scholarship**

One or more awards a year, subject to funding. Pays tuition up to three credit hours to student who is a Colorado resident, working full or part time, and who has a GED, high school diploma, or college GPA of 2.5. Non renewable.

## MCC GRANT PROGRAMS

### Greater Gifts

One annual scholarship for full time tuition, books, and fees to a full time student with a minimum 3.0 GPA who is a Colorado resident. Must be committed to earning a higher degree, and it can be renewed when academic and enrollment standards are met.

## 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 (Free Application for Federal Student Aid).

## GOVERNMENT GRANT PROGRAMS

### Federal Pell Grant

This Federal aid source is available to all eligible undergraduate students seeking their first degree. Award amounts range up to \$3,000 (2000-2001) 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.

### Colorado Student Grant (CSG)

This State grant is available to students classified as Colorado residents (for tuition purposes) based upon financial need. Students with an Estimated Family Contribution (EFC) between zero and 150% of that required for Pell Grants may be eligible for an award not to exceed \$5000 depending on funding from the State of Colorado.

### Colorado Leveraging Educational Assistance Partnership (CLEAP) and Supplemental Leveraging Educational Assistance Partnership (SLEAP)

Grants of up to \$2000 at MCC are made available for tuition purposes to Colorado residents who show substantial financial need. Grants consist of both Federal and State monies.

### 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.

### Programmatic Grants

Students in various programs including Young Farmers, Farm/Ranch Management, and Small Business Management program, 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" and as math tutors to work 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.

### 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.

## 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.

## MCC VISION

Our Vision is Community  
Our Mission is Learning  
Our Commitment is Service  
Our Standard is Excellence

## MCC MISSION

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

## MCC VALUES

As a progressive learning organization whose PURPOSE is to cause learning that assists individuals in being successful, the following core values serve as principles to guide our actions:

### Extraordinary Commitment to Students

Our overarching belief is centered on the ability of each student to learn new knowledge, to develop new skills, to change his or her life, to meet high expectations, to be successful – and on the ability of the college to assist in these processes.

### An Open Learning Environment

We believe in providing a learning and working environment that enhances and encourages open communication, teamwork, challenging and rewarding study and work, and a common effort to reach our vision.

### Respect for the Individual

It is our belief that each student and colleague has value and that each can learn from interaction with others at the college.

### Opportunities for Learning

We believe in open access, outreach, and multiple delivery methods to assure opportunities for each person to learn regardless of educational background or location.

### Agile Responsiveness

We believe in proactive outreach to meet local needs and connect the college to its communities.

### Will to Succeed

Our *cando* attitude for student and college success is exemplified by personal and college behavior. Such as resourcefulness, tenacity, enthusiasm, and the acceptance of risk-taking.

# ACADEMIC INFORMATION

## REGISTRATION

Registration is an important part of a student's academic process. Therefore, it is the policy of the College to devote adequate advising to help students select and pursue an educational program in harmony with their abilities and goals.

Students are responsible for studying the curriculum guide for their major in the Morgan Community College catalog available from Student Services and all MCC Centers and on MCC's web site at [www.mcc.cccoes.edu](http://www.mcc.cccoes.edu). Students are also responsible for checking their program periodically to make sure they are fulfilling all course requirements to meet their program goals. If students have any questions regarding their academic status at any time, they are invited to check with their academic 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 Instructional Deans or the Center Directors 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. Exemptions from this policy must be approved by the Instructional Deans with changes forwarded to the Registrar.

### 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. Information on Veteran education is available in the Financial Aid Office.

## LEARNING RESOURCE CENTER

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

### MCC Library

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

Computer access plays a primary role in educational research, and the MCC library addresses this need through a strong selection of online databases, including EBSCO, FirstSearch, Galenet, and NewsBank. Some of these databases contain full-text journal and newspaper articles, while others offer citations, abstracts, and indexes. Additionally, Internet access, word processing, and e-mail are available.



Morgan Community College Library is also a member of CARL, the Colorado Alliance of Research Libraries, a system that enables users to locate materials worldwide. Through ACLIN's (Access Colorado Library Information Network) Virtual Library, students can review the holdings of most libraries in Colorado. In addition, ACLIN offers helpful websites on health, education, business, and literacy issues. If supplemental materials are needed, students may borrow items through Morgan Community College's interlibrary loan services.

### Library Media Center

The Library Media Center serves as an instructional support system and offers services to both students and faculty. Master copies of telecourse tapes are located in the Media Center and may be viewed in the LRC by students enrolled in those courses.

Interlibrary loan (ILL) requests may be submitted at the ILL desk in the Media Center, and borrowed materials can be picked up and returned to this area.

Services of the library are open to students, faculty, staff, and community members. Current library hours and other information are available at (970) 542-3185 or 1-800-622-0216, ex. 3185 or on the MCC website by logging on to <http://www.mcc.ccooes.edu/> and clicking on "Library."

### 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 Testing Center also proctors instructor make-up exams, telecourse exams, and exams from other colleges.

More information and a complete listing of tests administered in the Testing Center can be had by calling (970) 542-3188 or 1-800-622-0216, ex. 3188. The Testing Center may also be reached by logging on to <http://www.mcc.ccooes.edu/> and clicking on "Testing Center."

## PLACEMENT EXAM

### Developmental Studies and Basic Skills Legislation

Upon admittance to MCC, all students entering any one of the College's degree or certificate programs will be required to take a Placement Exam. Scores from the Reading, Writing, and Computation modules will be compared to the required scores for entrance into the student's chosen program. Through

consultation with an advisor, a schedule will be developed for each student that will allow for the timely completion of any necessary remediation, either prior to or concurrent with the beginning of program courses. Students who enter the College as "undeclared" will be required to take the Placement Exam during their first term at MCC. If results indicate the need for remediation, students will be advised to complete it during their first 30 credit hours of enrollment. Specific procedures and information on program entry scores are available in the offices of Student

PLACEMENT TEST SCORES For Entrance into Listed Classes		
Test Type	Accuplacer Companion Score	Class
Reading	40	REA 060
Reading	56	REA 090
Reading	85	No reading required
Reading	65	BUS 115
Reading	65	BLC Courses
Reading	85	CIS 115/118
English	35	ENG 030
English	56	ENG 060
English	85	ENG 100
English	95	BUS 117
English	105	ENG 121
English	65	CDM 105
Arithmetic	15	MAT 015
Arithmetic	20	MAT 036
Arithmetic	75	BUS 116
Arithmetic	75	MAT 115
Elem. Algebra	31	MAT 100
Elem. Algebra	52	MAT 105
Elem. Algebra	95	MAT 121
College Math	63	MAT 121
College Math	63	MAT 135

## ATTENDANCE & GRADING

Students are expected to attend all classes, for which they are registered, except in the event of illness or emergencies. The faculty member will determine and inform students in the course syllabus of the effect of absences on their grades. If any student accumulates absences that would eliminate the possibility of a passing grade, the instructor can officially withdraw the student.

## 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.

The instructor must submit an Incomplete Grade Contract 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 a Dean of Instruction

Morgan Community College considers a Satisfactory grade to be computed at a "C" 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.

**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 but the courses can only be counted once toward graduation requirements unless specified otherwise in the program layout. By completing a "Notice to Repeat a Class" a student may request that the highest grade earned be computed in his or her 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****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.

**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 college accepting the student's credits makes the decision as to whether MCC courses will transfer.

**OPTIONS FOR LEARNING**

Varied delivery of course work is available including lecture, lab, clinical experience, private instruction, arranged individual study, seminars, televised courses, interactive distance education, computer based/internet, field study/experience, cooperative work experience, and on-the-job training. Some of these courses have a special designation in the section number.

**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.

**Test-Out Procedures**

Occasionally students enroll in a course and after attending for one or two weeks, determine that they have sufficient knowledge to pass a comprehensive assessment for the course at a C level or higher. Students who find themselves in this situation may request a "test-out". If the faculty member agrees, he or she will schedule the assessment. If the student completes the assessment at a 'C' level or higher, the faculty member will record the grade, and turn it in at the end of the semester. 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.

Enrollment in a "Special Studies" course required approval of an Instructional Dean.

**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 will not fulfill either an AA or AS degree requirement or elective, and need to be approved by an Instructional Dean prior to being offered to students. Courses are determined by the specific course number, 185 or 285, preceded by a three-letter prefix to indicate the appropriate department (e.g., CSC 185, PED 285, etc.).

**On-The-Job Training/Clinical Training****Cooperative Work Experience**

These courses are supervised cooperative education arrangements between the College and an employer. The courses provide the student with work experience that is relevant to his/her vocational program and personal career interests. The work and study calendar varies by program and may be adjusted as appropriate to individual interests, need, or the availability of work opportunities.

The MCC instructor will provide course objectives to the student and his or her supervisor at the job site. Sessions will be held between the student and instructor to review assignments and course objectives.

Work experience is an integral part of the following career programs: Collision Repair Technology, Associate Degree Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Agriculture, Swine Management, Business Management, and Multimedia Academy.

These courses have special credit hour and clock hour designations.

Hours worked/ Week with Employer	Total weeks	Minimum clock hours required	Semester credit hours
40	15	640	16
30	15	480	12
20	15	320	8
10	15	160	4
5	15	80	2

**Cooperative Work Experience**

Cooperative Work Experience has a special credit hour and clock hour conversion.

Minimum Clock Hours Worked	Semester Credit Hours
480	12
240	6
120	3
80	2
40	1

**Independent Study**

On occasion, a student may need to complete a degree or certificate requirement in an independent manner. In such cases an "Independent Study Contract", available from the Student Services office, will be completed by the faculty member. This contract will include course I.D. information, and meeting times. A full course syllabus is attached to the contract, and submitted to a Dean of Instruction for approval.

**COURSE CHANGES****Course Cancellations and Changes**

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. Also, course numbers and descriptions are subject to change.

The Community Colleges of Colorado (CC of C) has launched a common course numbering and common competency project to improve student transfer and to ensure curriculum quality across the System. The project is scheduled to be fully implemented in fall 2001. The project will not jeopardize student credit and transfer. See the Catalog Addendum for updates, and CC of C will provide an electronic addendum at [www.rightchoice.com](http://www.rightchoice.com).

**MCC DEGREES**

Associate of Arts  
 Associate of Arts in Public Administration  
 Associate of Science  
 Associate of General Studies  
 Associate of Applied Science in:  
   Agriculture  
   Applied Technology  
   Business  
   Business Management  
   Business Technologies  
   Multimedia  
   Collision Repair Tech  
   Auto Service Tech

Nursing  
 Occupational Therapy Assistant  
 Physical Therapist Assistant

**MCC CERTIFICATES**

A+  
 Agriculture Production Management  
 Automotive Service Technology  
 Certified Massage Therapy  
 CISCO  
 Collision Repair Technology  
 Electronic-Commerce  
 Emergency Medical Services  
 Farm and Ranch Management  
 Industrial Technology  
 Meat Processing  
 Med Prep  
 Medical Assistant  
 Multimedia  
 Nurse Aide  
 Office Support Specialist  
 Plant and Soil Conservation  
 Small Business Management  
 Swine Management

**GRADUATION****Application**

To receive a certificate or degree a student must file an application for graduation with the Student Services Office no later than the fourth week of the term in which the student plans 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 his or her program.

Participation in the graduation ceremony does not imply that a degree/certificate has been awarded. All degree requirements must be met before a degree/certificate is awarded. For the Associate of Arts, Associate of Science, Associate of General Studies, Associate of Applied Science degrees and Applied Technology certificates, graduation requirements are as follows: Candidates must have a cumulative grade point average of 2.0; no grades below a "D" among the required classes in their program; earned at least fifteen (15) semester hours of credit at Morgan Community College; completed an "Application to Graduate". Certain Applied Technology programs have additional requirements. Check program layouts for specifics.

**Other Graduation Policies**

1. Morgan Community College will accept those courses in transfer which have been completed with a "D" or better at an accredited college or university, or other approved institution.
2. No remedial or developmental courses will be applicable to an Associate of Arts, Science, or General Studies Degree.
3. The College reserves the right to substitute or delete course work based on current curriculum.
4. All CORE courses used to complete CORE requirements for the AA and AS degrees must be completed at a "C" or higher level. If this level or proficiency is not achieved, a student's transcript will not indicate completion of the Colorado Transfer Core.
5. No more than three semester hours of physical education course work may be applied to an associate degree program.
6. To complete an associate degree program or certificate, students are required to fulfill 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

**Outstanding Alumni 2001**



**Donna Welschmeyer, Brush**



**Charlene Holzworth, Hillrose**



**Betsy Schutte, Burlington**

# STUDENT SERVICES

## Academic Advising

Morgan Community College is committed to student success. Each student is assigned an academic advisor because the College has found that regular contact with an academic advisor contributes to student success. 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.

## 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 exploration and development. Planning 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 is a major focus. 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 to assure their success.

## 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. Information is available from the Student Services office.

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.

## STUDENT LIFE

### Student Center

MCC's Student Center on the main campus houses the bookstore, copy center, Anna C. Petseys student lounge, kitchen, student conference room, a variety of vending machines, and the student activity office.

### Student Government Association (SGA)

The Student Government Association (SGA) is always looking for student leaders who are interested in serving as student liaisons in college/student governance. Student Government welcomes students to attend any of the meetings to discuss their suggestions and concerns. Information and a copy of the Student Government by-laws and constitution, are available from the Student Life Coordinator.

### Student View Newspaper

Work Study students, staff and student volunteers contribute and create the MCC newspaper, the Student View. The publication covers current MCC events, campus information and variety of other material. It provides an excellent way for students to gain experience in journalism.

### Student Clubs

MCC has many student clubs to augment the professional and/or social life of students. Membership requirements will vary from club to club. Information on existing or starting new MCC clubs is available from the Student Life Coordinator.

## POLICIES

### Educational Rights and Privacy Act

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

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

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



### **Sexual Harassment Procedure Statement**

Morgan Community College defines sexual harassment as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is, either explicitly or implicitly, a term or condition of an individual's employment, submission to or rejections of such conduct by an individual is used as the basis for employment decisions affecting the individual, or such conduct has the purpose or effect of unreasonably interfering with the individual's' working environment.'" MCC prohibits sexual harassment. This policy applies to all faculty, staff and students while on MCC premise or grounds. Complaints regarding alleged sexual harassment must be reported to the Affirmative Action Officer.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Classroom**

1. Students have the right to inquire, to discuss, and to express their views by orderly means that do not infringe upon the rights of others or impede the progress of the course.
2. Students have the right to expect that instructors will conduct themselves professionally in the classroom in accordance with College policy.
3. Students have the right, through a printed syllabus and course outline, to be informed of the academic standards expected of them in each course. Academic standards shall include, but are not limited to, class attendance requirements, objectives to be achieved, and grading criteria which will be applied to a particular course of study.
4. Students have the right to be evaluated solely on the basis of their academic performance, not on their opinions or conduct in matters unrelated to academic standards. Students have the right to be protected through established procedures against prejudiced or capricious academic evaluation. Students may not grieve a grade. Students can grieve violation of the state's grading criteria or the inequitable application of grading criteria.
5. Students have the opportunity, through established institutional mechanisms, to assess the value of a course, services, facilities, and equipment; to make suggestions as to its direction; and to evaluate both the instructor and the instruction they have received.

6. Students have the right to privacy. Personal or scholastic information about students shall be considered confidential and shall not be disclosed to others except in accordance with College policy, Colorado State Open Records Act, The Family Educational Rights and Privacy Act, and Freedom of Information statutes.

7. Students have the right to reasonable academic assistance provided by the institution both in and out of the classroom, based on a resource available basis.

8. Students have the right to legally mandated absences, such as military duty, jury duty, or legal summons to a court of law. In other cases, if, in the view of the instructor, an absence has exceeded a reasonable amount of time as defined by the instructor's absence policy and the student disagrees, he or she may petition the matter to a Dean 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 Success and Enrollment Management. The Dean will be responsible for maintaining a record of the nature of complaint, date filed, location, current status, and resolution and for assigning the complaints to the appropriate coordinator for resolution.

#### Disclosure of Student Records

1. The privacy and confidentiality of all student records shall be preserved and access guaranteed in accordance with The Family Educational Rights and Privacy Act, and The Privacy Act of 1974 (as amended, 1976) and pursuant regulations. The College will not permit access to, or the release of student records, or personally identifiable information contained therein, other than public information, without the written consent of the student, or in accordance with existing State or Federal statutes.

2. Students have the right to access their own scholastic, personal, and college records. All students have the right to examine, in the presence of a professional staff member, their own college records.

3. Other than for collection of such data for statistical reporting purposes as required by proper State or Federal authorities, no record shall be made in relation to any of the following matters except upon express written consent of the student or in accordance with existing State or Federal Statutes:

- a. Race
- b. Religion
- c. Political or social views
- d. Disability status

4. Records that document students' disabilities or special population classification for the purpose of qualifying them to receive academic accommodations will be held by the Registrar. The Registrar will only share relevant records with other College authorities if it is deemed necessary to do so in order to further students' disability or special population-related support. Information will only be shared with off-campus entities according to College policy or if the students themselves initiate such actions through a signed written request.

5. The following items are considered public information and may be disclosed by the College in response to inquiries concerning individual students, whether the inquiries are in person, in writing, or over the telephone:

- a. Name
- b. Affirmation of whether currently enrolled.

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

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 MCC Code of Conduct 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
  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 of 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 and 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 that defines prescribed conduct of students.

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

**President's Designee:** The individual designated by the College president to administer student affairs and be responsible for administering the College's Student Conduct Code and this procedure.

**Notice:** Notices that 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.

**Warning:** A Notice served upon the student advising him/her that he/she is violating or has violated College regulations.

**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.

**Other disciplinary sanctions:** 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.

**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: a 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, and use of a College facility or an activity if it is the sole determination by an authorized College employee that the conduct is in violation of the Code. The suspension is subject only to an appeal to the President or his/her designee 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.

**Summary Suspension:** An immediate action taken by the President or his/her designee 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 President 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 President or his/her 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 President or his/her designee 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:**

In the event of an appeal, the President or his/her designee 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 the parties agree to a shorter time.

**Conduct of Hearings:** The Impartial Decision-Maker shall determine its own hearing procedures, keeping in mind the following guidelines:

1. 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.
2. 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.
3. Students 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.
4. Hearings shall be conducted in private unless all parties agree otherwise. The Impartial Decision-Maker should maintain a record of the hearing.

#### **Determination by Impartial Decision Maker**

The Decision-Maker shall make its findings and determinations in closed meeting out of the presence of involved parties including 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 President or his/her designee 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 President's designee 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 involved parties including 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 proceedings 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 the College which is also a violation of the College's Student Code of Conduct. Proceedings may be carried out prior to, simultaneously with, or following off-campus civil or criminal proceedings.

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

The procedural rights 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 that bans him or her from the campus.

**Grievance:** Any alleged action or inequity that violates written College policy or procedure. The grievant must be personally affected by such violation. A grievance must be brought to the formal stage within 20 calendar days of the date the student knew or reasonably should have known about the action.

**President's designee:** 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; grades and other academic decisions unless there is an allegation that the decision was motivated by illegal discrimination; and disciplinary actions taken pursuant to BP 4-30.

## Procedures

### 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 informally, it is possible to go to the formal stage by following the process outlined below.

### Formal

a. Grievant timely files a written statement of the action complained of and describes the remedy he/she is seeking with the President or his/her designee. 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 Success 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 be grievable, the President or his/her 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 the opportunity to explain what they know about the issues surrounding the grievance. Considering the oral and written statements and documents, the President or his/her designee shall issue a Decision within ten (10) calendar days after 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 decision is final unless either party files a Petition for Review with the president within 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 President or his/her designee may extend the scheduling timelines described above for good cause.

e. If the grievance is against the President's designee, a Dean of Instruction or other person designated by the President shall perform the duties of the President's designee.



MCC faculty member David Heikes rappels off the climbing wall during MCC's 30<sup>th</sup> anniversary picnic.



2001-2002 Catalog  
Addendum

August 8, 2001

MORGAN COMMUNITY COLLEGE 2001-2001

Catalog addendum  
July 10, 2001

Category	Catalog Section	Change	Catalog Page	Effective Date		
Academic Calendar		<b>ACADEMIC CALENDAR</b>	<b>2001-02</b>	<b>2002-03</b>	4	02F
		<b>SUMMER SEMESTER</b>				
		Registration Period Begins	April 16	April 15		
		Orientation	TBA	TBA		
		10 Week Classes Begin	May 29	May 28		
		8 Week Classes Begin	June 4	June 3		
		Last Day to Add 10 Week Session	June 1	May 31		
		Last Day to Drop 10 Week Session	June 7	June 6		
		Last day to Add 8 Week Session	June 6	June 5		
		Last day to Drop 8 Week Session	June 11	June 10		
		Independence Day (College Closed)	July 4	July 4		
		Academic Classes End	July 31	July 30		
		8 week Classes End	July 30	July 29		
		10 week Classes End	Aug.7	Aug.6		
		<b>FALL SEMESTER</b>				
		Registration Period Begin	April 16	April 15		
		Orientation	TBA	TBA		
		Faculty Workdays	Aug. 23-24	Aug. 22-23		
		1st Day of Classes/Late Registration Begins	Aug. 27	Aug. 26		
		Labor Day (College Closed)	Sept. 3	Sept. 2		
		Last Day to Add Regular Sequence Classes	Sept. 4	Sept. 3		
		Last Day to Drop Regular Sequence Classes	Sept. 12	Sept. 10		
		Professional Development Days (No Classes)	Oct. 8-9	Oct. 14-15		
		Mid-Term Week	Oct. 22-26	Oct. 21-25		
		Thanksgiving Holiday (No Classes)	Nov. 22-23	Nov. 28-29		
		Academic Classes End	Dec. 14	Dec. 13		
		Finals Days - Academic Classes	Dec. 17-19	Dec. 16-18		
		Faculty Work Day	Dec. 20	Dec. 19		
		Graduation (faculty work day)	Dec. 21	Dec. 20		
		Christmas Break (College Offices Closed)	Dec 25-Jan 1	Dec 25-Jan 1		
		Classes Resume for Applied Technology	Jan. 2	Jan. 2		
		Classes End for Applied Technology	Jan. 18	Jan. 17		
		<b>SPRING SEMESTER</b>				
		Registration Period Begin	Nov. 5	Nov. 4		
		Orientation	TBA	TBA		
		College Opens	Jan. 2	Jan. 3		
		Faculty Work Days	Jan. 17-18	Jan. 16-17		
		1st Day of Classes/Late Registration Begins	Jan. 21	Jan. 20		
		Last Day to Add Regular Sequence Classes	Jan. 28	Jan. 27		
		Last Day to Drop Regular Sequence Classes	Feb. 4	Feb. 3		
		Professional Development	Feb. 18	Feb. 17		
		Mid-Term Week	Mar. 11-15	Mar. 10-14		
		Professional Development Day	Mar. 21-22	Mar. 20-21		
		Spring Break (College Offices Open)	Mar. 25-29	Mar. 24-28		
		Faculty Conference (no classes FM campus)	TBA	TBA		
		Academic Classes End	May 15	May 14		
		Finals Week - Academic Classes	May 13-15	May 12-14		
		Faculty Work Days	May 16	May 15		
		Graduation (faculty work day)	May 18	May 17		
		Memorial Day (College Closed)	May 27	May 26		
Classes End for Applied Technology	May 31	May 30				
Applied Technology: Med. Prep, Automotive Service Technology, Collision Repair Technology						




MORGAN COMMUNITY COLLEGE 2001-2001

Catalog addendum

July 10, 2001

Category	Catalog Section	Change	Catalog Page	Effective Date																																																																
Academic Information	Placement Exam	<p>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.</p> <p><b>New Student Assessment</b>                      The Colorado Commission of Higher Education has set scores on the ACT and SAT tests that will allow first-time, degree-seeking students to enter colleges and universities without having to be assessed. These scores are:</p> <table border="0"> <tr> <td>ACT</td> <td></td> <td>SAT</td> <td></td> </tr> <tr> <td>Reading</td> <td>18</td> <td>Verbal</td> <td>450</td> </tr> <tr> <td>English</td> <td>18</td> <td></td> <td></td> </tr> <tr> <td>Math</td> <td>19</td> <td>Math</td> <td>440</td> </tr> </table> <p>Beginning with students admitted for the Fall 2001 semester, Morgan Community College will assess all first-time students who enroll in a degree program, or those students who choose to register for college core general education courses if they do not have evidence of the required ACT or SAT scores. First-time students are those who enter the college for the first time with no previous postsecondary experience, or those seeking a college degree, regardless of previous postsecondary experience, at the time they enroll in a degree program.</p> <p><b>Exemptions From Assessment</b>                      Students will be exempt from assessment if they:</p> <ul style="list-style-type: none"> <li>• Enroll in a certificate program, unless they seek to enroll in core college-level English or math courses, and/or General Education core courses.</li> <li>• Have earned an Associate degree or higher.</li> <li>• Have previously been assessed at a Colorado public postsecondary institution.</li> <li>• Have successfully completed the basic skills instruction in mathematics, writing, or reading required, based on results of assessment.</li> <li>• Have successfully completed (with a "C" or better) a core college-level English course. This exempts them from assessment in writing and reading.</li> <li>• Have successfully completed (with a "C" or better) a core college-level mathematics course. This exempts them from assessment in math.</li> </ul> <p><b>Results of Assessment</b>                      Morgan Community College administers the Accuplacer and Companion assessments. Students indicate a readiness for college-level work if they score at the following levels:</p> <table border="0"> <tr> <td>Reading</td> <td>83</td> <td></td> </tr> <tr> <td>Sentence Skills</td> <td>86</td> <td></td> </tr> <tr> <td>Elementary Algebra</td> <td>72</td> <td></td> </tr> </table> <p>If students do not achieve these scores, they will be required to complete remediation prior to completing 30 semester hours with Morgan Community College. The college will place students as follows:</p> <table border="0"> <tr> <td>Assessment</td> <td>Score</td> <td></td> </tr> <tr> <td>Reading</td> <td>83+</td> <td>College-level courses</td> </tr> <tr> <td>Reading</td> <td>52 - 82</td> <td>REA 090</td> </tr> <tr> <td>Reading</td> <td>32 - 51</td> <td>REA 060</td> </tr> <tr> <td>Reading</td> <td>less than 32</td> <td>refer to non-credit prog.</td> </tr> <tr> <td>Writing Skills</td> <td>86+</td> <td>ENG 121</td> </tr> <tr> <td>Writing Skills</td> <td>65 - 85</td> <td>ENG 100</td> </tr> <tr> <td>Writing Skills</td> <td>45 - 64</td> <td>ENG 060</td> </tr> <tr> <td>Writing Skills</td> <td>25 - 44</td> <td>ENG 030</td> </tr> <tr> <td>Writing Skills</td> <td>less than 25</td> <td>refer to non-credit prog.</td> </tr> <tr> <td>Elem. Algebra</td> <td>72+</td> <td>MAT 121, MAT 135</td> </tr> <tr> <td>Elem. Algebra</td> <td>49 - 71</td> <td>MAT 105</td> </tr> <tr> <td>Elem. Algebra</td> <td>28 - 48</td> <td>MAT 100</td> </tr> </table>	ACT		SAT		Reading	18	Verbal	450	English	18			Math	19	Math	440	Reading	83		Sentence Skills	86		Elementary Algebra	72		Assessment	Score		Reading	83+	College-level courses	Reading	52 - 82	REA 090	Reading	32 - 51	REA 060	Reading	less than 32	refer to non-credit prog.	Writing Skills	86+	ENG 121	Writing Skills	65 - 85	ENG 100	Writing Skills	45 - 64	ENG 060	Writing Skills	25 - 44	ENG 030	Writing Skills	less than 25	refer to non-credit prog.	Elem. Algebra	72+	MAT 121, MAT 135	Elem. Algebra	49 - 71	MAT 105	Elem. Algebra	28 - 48	MAT 100	19	02F
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Category	Catalog Section	Change	Catalog Page	Effective Date																																							
		<p>Elem. Algebra 22 - 27 MAT 036                      Elem. Algebra less than 22 refer to non-credit prog.</p> <p><u>Availability of College-Preparatory Courses</u>                      Morgan Community College offers a selection of college-preparatory courses each semester. Some of the courses are offered through the college's on-line program (CCCDn-line). Students can find current offerings in the schedule of classes. These same courses are offered at other community colleges in Colorado.</p> <p><u>Getting Assessed</u>                      Individuals interested in attending Morgan Community College who do not have qualifying ACT/SAT scores, or do not meet one of the exemption categories, should submit an application to the college, and then make arrangements to be assessed. Students planning to attend classes in Fort Morgan can set an appointment by calling the Testing Center at 542-3188, or 1-800-622-0216, x3188. Students attending at one of the college's Centers should call their local Center. Testing is available before, and during each semester.</p> <p><u>A Final Word</u>                      Morgan Community College is focused on providing a quality college experience to each student who enters its programs. Assessment is the first step in identifying a path that will allow you to succeed. The faculty and staff of the college look forward to assisting you to achieve your educational goal.</p>																																									
Certificates	Computer Networking	 <h3 style="text-align: center;">Computer Networking</h3> <p>This is a certificate covering the basics of networking, that provides a fundamental grounding in the components of networks – both wide area and local area. You can receive National Association of Communications Systems Engineers (NACSE) certification. Once you have completed CNT 200-203, you can take the NACSE Associate Network Specialist Exam. Once you have completed CNT 204-207, you can take the NACSE Senior Network Specialist Exam.</p> <p><b>Certificate: Computer Networking</b></p> <p><b>Prerequisites:</b>                      Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:</p> <table style="margin-left: 40px;"> <tr> <td>Sentence Skills</td> <td style="text-align: right;">60</td> </tr> <tr> <td>Reading</td> <td style="text-align: right;">52</td> </tr> <tr> <td>College Math</td> <td style="text-align: right;">36</td> </tr> </table> <p>If necessary, students will be enrolled in pre-college courses, see table on page 19 for scores and classes.</p> <p><b>Computer Networking Courses</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>CIS 118</td> <td>Introduction to PC Applications</td> <td style="text-align: right;">3</td> </tr> <tr> <td>CNT 200</td> <td>Introduction to Networking</td> <td style="text-align: right;">3</td> </tr> <tr> <td>CNT 201</td> <td>Local Area Networks</td> <td style="text-align: right;">3</td> </tr> <tr> <td>CNT 202</td> <td>Wide Area Networks</td> <td style="text-align: right;">3</td> </tr> <tr> <td>CNT 203</td> <td>TCP/IP and Network Architectures</td> <td style="text-align: right;">3</td> </tr> <tr> <td>CNT 204</td> <td>Introduction to Internet Technologies</td> <td style="text-align: right;">3</td> </tr> <tr> <td>CNT 205</td> <td>Internetworking</td> <td style="text-align: right;">3</td> </tr> <tr> <td>CNT 206</td> <td>Processes and Protocols</td> <td style="text-align: right;">3</td> </tr> <tr> <td>CNT 207</td> <td>Network Analysis and Design</td> <td style="text-align: right;">3</td> </tr> <tr> <td>CNT 209</td> <td>Computer Networking Lab/Practicum (On-campus or proctored on-the-job practicum experience required)</td> <td style="text-align: right;">3</td> </tr> <tr> <td colspan="2"><b>TOTAL COMPUTER NETWORKING CREDITS</b></td> <td style="text-align: right;"><b>30</b></td> </tr> </table>	Sentence Skills	60	Reading	52	College Math	36	CIS 118	Introduction to PC Applications	3	CNT 200	Introduction to Networking	3	CNT 201	Local Area Networks	3	CNT 202	Wide Area Networks	3	CNT 203	TCP/IP and Network Architectures	3	CNT 204	Introduction to Internet Technologies	3	CNT 205	Internetworking	3	CNT 206	Processes and Protocols	3	CNT 207	Network Analysis and Design	3	CNT 209	Computer Networking Lab/Practicum (On-campus or proctored on-the-job practicum experience required)	3	<b>TOTAL COMPUTER NETWORKING CREDITS</b>		<b>30</b>	New	02F
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Admissions	Admission Policy	<p>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 required to enroll in special</p>																																									

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		<p>courses for correction of scholastic difficulties.</p> <p>In compliance with system procedure (SP 4-10) it is the policy of the College to admit students who are 16 years of age or older. The College President may grant a waiver of the minimum age, based on extenuating circumstances unique to the role and mission of the College. Age waiver forms may be obtained by contacting Student Services or Center Directors.</p>		
Admissions	International Students	<p>Application Deadlines (pertain only to International students)                      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</p> <p>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.</p> <p><b>Identification/Student Number</b>                      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.</p>		
Certificate	Medical Receptionist	Total program credits should be 31	61	02F
Certificate	Medical Receptionist	BTE 216 Medical Transcription should be BTE 227 Medical Transcription for 3 semester credits	61	02F
Certificates	Agriculture Production Management	Change FRM prefix to ABM prefix	56	
Certificates	Animal Husbandry & Prod.	Change FRM prefix to ABM prefix	57	
Certificates	Animal Husbandry & Prod.	AGS 118 should be AGL 118	57	02F
Certificates	Industrial Technology	Industrial Technology Maintenance Courses: Change INT 145 to ITE 145	59	
Certificates	Massage Therapist	General Education Requirements: Change NUT 115 to NUT 100	59	
Certificates	Meat Processing	MAN 101 Management for You (1 credit) or ITE 165 Statistical Quality Control (2 credits)	60	02F
Certificates	Medical Assistant	HEA 145 History, Law and Ethics (1 credit)	60	02F
Certificates	Medical Assistant	HEA 123 Medical Laboratory Procedures (3 credits)	60	02F
Certificates	Plant & Soil	Change FRM prefix to ABM prefix	61	

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	Conservation			
Course Descriptions	ASE 165	Electronic Fuel Injection (15 lecture hours/23 lab hours 2 credits) Prerequisite ASE 162, 163, 166. This course covers fuel injection systems for gasoline engines. The class includes system component operation to system's service.	69	
Course Descriptions	CIS 137	Desktop Publishing This course introduces the concepts and techniques of desktop publishing using [software]. Topics include text input, framing, filing, text editing, drawing, layout, and style modification.	75	02M only
Course Descriptions	CIS 137	Desktop Publishing This course introduces the concepts and techniques of desktop publishing using [software]. Topics include text input, framing, filing, text editing, drawing, layout, and style modification.	75	02M only
Course Descriptions	CIS 155	Advanced PC Spreadsheets This course covers the complete array of spreadsheet user skills. Topics include spreadsheet design, formatting, formulas, functions, charts, databases, macros, and statistical and what-if analysis.	76	02F
Course Descriptions	CIS 175	Desktop Publishing This course introduces the concepts and techniques of desktop publishing using [software]. Topics include text input, framing, filing, text editing, drawing, layout, and style modification.	75	02F
Course Descriptions	CSC 160	Computer Science I (C++)--Prerequisite MAT 121	79	02F
Course Descriptions	CSC 161	Computer Science II -Prerequisite CSC 160 -This course continues the structured algorithm development and problem solving techniques begun in Computer Science I. Students gain experience in the use of data structures and design of larger software projects. Intensive computer laboratory experience required.	79	02F
Course Descriptions	CSC 225	Computer Organization--Prerequisite CSC 160	79	02F
Course Descriptions	CTE 101	Basic Safety--(15 lecture hours 1 credit) This course covers need-to-know information for participants to work safely, including what personal equipment to wear, how to perform basic construction tasks safely, and what to do if an accident occurs.	New	02F
Course Descriptions	CTE 102	Core Math--(15 lecture hours 1 credit) This course covers basic math needed to do calculations on the job site, including addition, multiplication, fractions and unit conversion charts	New	02F
Course Descriptions	CTE 103	Introduction to Hand and Power Tools--(22 lab hours 1 credit) Covers equipment contained in a basic tool box and how to use each tool, tool maintenance and safety tips are also included.	New	02F
Course Descriptions	CTE 105	Core Blueprints--(15 lecture hours 1 credit) Introduces participants to the different types of plans and how they represent a finished building, includes blueprint reading and interpretation of symbols.	New	02F
Course Descriptions	CTE 106	Basic Rigging--(8 lecture hours/ 12 lab hours 1 credit) Identify and correctly use slings and common rigging hardware, including safe loading practices and the use of ANSI hand signals.	New	02F
Course Descriptions	CTE 108	Construction Laboratory Experiences--(22 to 198 lab hours variable credits 1-9) This course provides laboratory experiences, both on school site and off school site, to enhance skills and competencies learned in CTE 100 through CTE 109.	New	02F
Course Descriptions	CTE 109	Core Internship--(22 to 198 lab hours variable credits 1-9) This course provides work place based experiences, including, but not limited to: internships, externships, shadowing and apprenticeship.	New	02F
Course Descriptions	CTE 111	Carpentry Orientation and Materials--(15 lecture hours 1 credit) Review the history of carpentry, describes the apprenticeship programs, identifies the career opportunities, responsibilities and characteristics of skilled workers.	New	02F

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Category	Catalog Section	Change	Catalog Page	Effective Date
Course Descriptions	CTE 113	Carpentry Hand and Power Tools—(8 lecture hours/ 12 lab hours 1 credit) This course provides a detailed description of the hand operated and power tools used by carpenters, including power actuated fasteners. Safe and proper operation of tools is emphasized along with care and maintenance.	New	02F
Course Descriptions	CTE 114	Floor Systems—(30 lecture hours 2 credits) This course covers framing basics as well as the procedures for laying out and constructing a wood floor using common lumber as well as engineered building materials.	New	02F
Course Descriptions	CTE 115	Wall and Ceiling Framing—(23 lab hours 1 credit) This course describes the procedures for laying out and framing walls and ceilings, including roughing-in door and window openings, construction corners and partition T's bracing walls and ceilings and applying sheathing.	New	02F
Course Descriptions	CTE 116	Roof Framing—(15 lecture hours/23 lab hours 2 credits) This course describes the various kinds of roofs and including instructions for laying out rafters for gable roofs, hip roofs and valley intersections. Coverage includes both stick-built and truss-build roofs.	New	02F
Course Descriptions	CTE 117	Windows and Exterior Doors—(15 lecture hours 1 credit) This course describes the various types of windows, skylights, and exterior doors and provides instructions for installing them. Also included are instructions for installing weather-stripping and locksets.	New	02F
Course Descriptions	CTE 118	Construction Laboratory Experiences—(22 to 198 lab hours variable credits 1-9) Laboratory experiences, both on school site and off school site to support skills learned in CTE 111 through CTE 119.	New	02F
Course Descriptions	CTE 119	Level One Internship—(22 to 198 lab hours variable credits 1-9) This course contains work place based experience including but not limited to internships, externships, shadowing and apprenticeship.	New	02F
Course Descriptions	CTE 121	Introduction to Concrete & Reinforcing Materials—(15 lecture hours 1 credit) Describes the properties, characteristics and uses of various types of cement, aggregates and other materials that when mixed together form different types of concrete. Procedures of concrete volume estimates and testing of freshly mixed concrete are covered along with methods and materials for curing concrete. Reinforcement materials used in concrete, such as reinforcement bars, bar supports and welded-wire fabric are described and defined.	New	02F
Course Descriptions	CTE 122	Foundations of Flatwork—(15 lecture hours 1 credit) Covers the construction of forms for continuous, stepped continuous, pier and grade beam concrete footing. Also covered are edge forms used for on-grade concrete slabs and similar structures. Forming terms, parts of forms and the procedures for constructing basic footing and edge forms are included.	New	02F
Course Descriptions	CTE 124	Reinforcing Concrete—(15 lecture hours 1 credit) This course explains the selection and use of different types of reinforcing materials. Describes general requirements for cutting, bending, splicing and tying reinforcing steel. The placement of the steel in various types of footing, columns, walls and slabs.	New	02F
Course Descriptions	CTE 125	Handling & Placing Concrete—(22 lab hours 1 credit) This course covers the tools, equipment and procedures required for handling, placement and finishing of concrete at the job site. Also covered is the general information about joints made in concrete structures, the use of joint sealants, and form removal procedures. Safety procedures for handling, placing and finishing concrete are emphasized.	New	02F

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Category	Catalog Section	Change	Catalog Page	Effective Date
Course Descriptions	CTE 201	Reading Plans & Elevations—(8 lecture hours/ 12 lab hours 1 credit) This course builds upon the basic information presented in the core curriculum. Participants will learn the techniques for reading and using blueprints and specifications with an emphasis placed on those drawings and types of information that are relevant to the carpentry craft. Introduces the subject of quantity takeoffs.	New	02F
Course Descriptions	CTE 221	Patented Forms—(22 lab hours 1 credit) This course covers the types of manufactured forms and form hardware systems used in the construction of walls, columns, deck and roof slabs, beams and girders, culvert and highways. Includes coverage of flying forms, slipforms, shoring and architectural finishes.	New	02F
Course Descriptions	CTE 222	Tile-Up Wall Systems—(15 lecture hours 1 credit) This course reviews the history and applications of tilt-up wall systems and describes the procedures for forming, finishing, and erecting tilt-up wall panels.	New	02F
Course Descriptions	CTE 228	Construction Laboratory Experiences—(22-198 laboratory hours 1 to 9 credits) This course is related to competencies/skills identified in courses CTE 201 through CTE 229. Laboratory experiences include demonstrations and hands on building experiences both on school site and off school site.	New	02F
Course Descriptions	CTE 228	Construction Laboratory Experience—(22 to 198 hours 1 to 9 credits) This course is related to competencies/skills identified in courses CTE 201 through CTE 229. Laboratory experiences include demonstrations and hands on building experiences both on school site and off school site.	New	02F
Course Descriptions	CTE 229	Level Two Internship—(22-198 hours 1 to 9 credits) This course includes work place based experiences including but not limited to internships, externships, shadowing and apprenticeship.	New	02F
Course Descriptions	CTE 229	Level Three Internship—(22 to 198 hours 1 to 9 credits) This course includes work place based experiences including but not limited to internships, externships, shadowing and apprenticeships.	New	02F
Course Descriptions	CTE 229	Level Four Internship—(22 to 198 hours 1 to 9 credits) This course includes work place based experiences including but not limited to internships, externships, shadowing and apprenticeships.	New	02F
Course Descriptions	CWB 221	Technology Foundations for E-Commerce -3 credits This course is designed to provide the student with a thorough knowledge of e-commerce architecture, relational database management systems, HTML and Network fundamentals.	79	02M
Course Descriptions	CWB 222	Java Technologies for E-Commerce -3 credits This course is designed to provide the student with a thorough understanding and practical knowledge of JAVA and its use in an e-commerce environment.	79	02M
Course Descriptions	CWB 223	Advanced E-Commerce Technologies - 3 credits This course is designed to provide the student with an in-depth functional and technical overview of e-commerce architecture, practical skills and knowledge of networks and their technologies, and an overview of an Oracle database. This course specifies how network technologies and architecture integrate in the design of e-commerce applications, and how the database and its tools are utilized to support these applications.	79	02M
Course Descriptions	ECP 101	Introduction to early Childhood Professions (3 credit hours) This course provides an introduction to the field of early childhood. It includes the eight key areas of professional knowledge...child growth and development, nutrition and safety, developmentally appropriate practices, guidance, family and community relations, diversity, professionalism and administration and supervision. This review covers prenatal through age eight.	New	02F

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Category	Catalog Section	Change	Catalog Page	Effective Date
Course Descriptions	ECP 102	Introduction to EC lab Techniques (3 credit hours) Prereq: ECP 101 or Coreq: ECP 101 This course includes course work and a placement in a child care setting. The supervised placement provides the student with the opportunity to observe children, to practice appropriate interactions, and to develop effective guidance and management techniques. Ages addresses: birth through age 8. Background checks required by the Colorado Department of Human Services may be needed.	New	02F
Course Descriptions	ECP 111	Infant and Toddler Theory and Practice (3 credit hours) Infant and Toddler Theory and Practice This course presents an overview of theories, applications (including observations) and issues pertinent to infant and toddler development in group and/or family settings. State requirements for licensing, health, safety and nutrition issues are included. Ages addressed prenatal through age 2.	New	02F
Course Descriptions	ECP 148	Guidance Strategies for Children (3 credit hours) The student explores the theories and techniques for understanding and guiding children's behavior. The components of a guidance system are examined: the child, the family, other caregivers, and the physical environment.	New	02F
Course Descriptions	ECP 205	Nutrition and the Young Child (3 credit hours) This course focuses on nutrition as a key factor for optimal growth and development of young children. Content includes nutrient knowledge, menu planning, food program participation, teaching children about nutrition, food safety, appropriate nutrition activities and communication with families about nutrition. Ages addresses: prenatal through age 8.	New	02F
Course Descriptions	ECP 216	Administration: Human Relations for the Early Childhood Profession (3 credit hours) This course focuses on the human relations component of an early childhood professional's responsibilities. Course content includes director-staff relationships, staff development, leadership strategies, parent-professional partnerships and community interaction.	New	02F
Course Descriptions	ECP 226	Administration of Early Childhood Care and Education (3 credit hours) Minimum Rules and Regulations for Child Care Centers, issued by the Colorado State Department of Social Services. This course is designed to provide students in the field of early childhood profession with the opportunity to examine and interpret Colorado's minimal requirements pertaining to the establishment and operation of centers for young children. Course content will focus upon site selection, policy formation, administrative forms, staffing needs and patterns, fiscal management, the selection of appropriate indoor and outdoor equipment, program development and evaluation, leadership, and administrative styles and techniques.	New	02F
Course Descriptions	ECP 227	Curriculum Development: Methods and Techniques (3 credit hours) PREREQUISITE: Ability to read at college level, ENG 121. This course presents developmentally appropriate early childhood curriculum for children from birth through age eight. The emphasis is on addressing each child's individual needs, abilities, interests and cultural diversity. Topics include language and literacy, dramatic play, art, sensory centers, music and movement, math, science and social science.	New	02F
Course Descriptions	ECP 238	Child Development (3 credit hours) Prereq: 3 hrs. general PSY or instructor's permission This course covers growth and development of the child from conception through the elementary school years, emphasizing physical, cognitive, emotional and psychosocial factors.	New	02F
Course Descriptions	ELF 111	Interior Finish One: Doors—(8 lecture hours/12 lab hours 1 credit) This course covers the installation of metal doors and related hardware in steel-framed, wood-framed and masonry walls, along with their related hardware such as locksets and door closers; the installation of wooden doors, folding doors and pocket doors.	New	02F

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Category	Catalog Section	Change	Catalog Page	Effective Date
Course Descriptions	ELT 203	Stairs--(15 lecture hours 1 credit) This course covers the various types of wooden stairs used in residential and commercial construction, along with procedures for laying out stairs, cutting out stringers and installing and finishing stairs.	New	02F
Course Descriptions	ELT 204	Thermal and Moisture Protection--(15 lecture hours 1 credit) In this course, the participant will learn how to select and install various types of insulating materials in walls, floors, and attics. The uses and installation practices for vapor barriers and waterproofing materials are also covered.	New	02F
Course Descriptions	ELT 205	Exterior Finish--(15 lecture hours/22 lab hours 2 credits) This course covers the various types of exterior siding used in residential construction and their installation procedures. Includes several types of wood siding as well as metal and vinyl siding. Also covered is the installation of metal and vinyl gutters and downspouts.	New	02F
Course Descriptions	ELT 206	Metal Building--(15 lecture hours 1 credit) The participant is introduced to the basic structural components, fastening methods and assembly techniques for metal building. An overview of the materials and practices use din the application of roofs, wall panels, windows, doors, trim and flashing is also provided.	New	02F
Course Descriptions	ELT 207	Light Equipment--(15 lecture hours 1 credit) This course introduces the participant to various pieces of light construction equipment commonly used at a construction site, including: the aerial lift, skid steer loader, trencher, electric power generator, compressor, compactor and forklift. An overview of general safety, operation and maintenance procedures is given for each type of equipment covered.	New	02F
Course Descriptions	ELT 212	Interior Finish Two: Suspended Ceiling--(23 lab hours 1 credit) This course includes the materials, layout and installation procedures for many types of suspended ceilings used in commercial construction as well as ceiling tiles, drywall suspension systems and pan-type ceilings.	New	02F
Course Descriptions	ELT 213	Interior Finish Three: Widow, Door, Floor and Ceiling Trim--(23 lab hours 2 credit) In this course the participant will learn about the different types of trim used in finish work. Procedures focus on the proper methods of selecting, cutting and fastening trip to provide a professional finished appearance.	New	02F
Course Descriptions	ELT 214	Interior Finish Four: Cabinet Installation--(15 lecture hours 1 credit) This course provides detailed instructions for the selection and installation of base and wall cabinets as well as countertops.	New	02F
Course Descriptions	ELT 215	Framing with Metal Studs--(15 lecture hours 1 credit) This course includes instructions for selecting and installing metal framing for interior walls, exterior non-loadbearing walls and partitions.	New	02F
Course Descriptions	ELT 216	Roofing Applications--(23 lab hours 1 credit) This course covers the common materials used in residential and light commercial roofing along with safety practices and application methods for these materials. Includes shingles, roof roofing, shakes, tiles, metal and membrane roofs. Includes the selection and installation of roof vents.	New	02F
Course Descriptions	ELT 220	Drywall One: Installation--(15 lecture hours 1 credit) This course describes the various types of gypsum drywall, their uses and fastening devices and methods used to install them. Contains detailed instructions for installing drywall on walls and ceiling using nails, drywall screws and adhesives. Also covered is fire-and sound-rated walls.	New	02F
Course Descriptions	ELT 221	Drywall Two: Finishing--(15 lecture 1 credit) This course covers the materials, tools and methods used to finish and patch gypsum drywall. Includes coverage of both automatic and manual taping tools.	New	02F



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Course Descriptions	ELT 222	Site Layout II: Angular Measurement—(23 lab hours 1 credit) This course covers the principles, equipment and methods used to perform the site layout tasks that require making angular measurements. These tasks include laying out building foundation lines and determining elevations by trigonometric leveling. The use of laser instruments, transits, theodolites, electronic distance measurement and total stations are covered. Also covered is a review of the trade mathematics, including geometry and right-angle trigonometry needed to perform the calculations related to angular measurements.	New	02F
Course Descriptions	ELT 223	Advanced Stair Systems—(23 lab hours 1 credit) This course provides extensive coverage of the materials and techniques use in finishing wooden staircases. Also covers a variety of stair systems used in commercial construction.	New	02F
Course Descriptions	ELT 224	Advanced Floor Systems—(15 lecture ours 1 credit) This course covers structural and lightweight concrete floor, in-floor, radiant heating and a variety of finish flooring including hardwood floors, vinyl tile, carpeting and terra cotta tile.	New	02F
Course Descriptions	ELT 225	Advanced Wall Systems—(23 lab hours 1 credit) This course covers installation of a variety of finishing materials, including paneling, wainscoting and movable partitions. Also covered are the installation of curtain walls and fire-rated commercial construction.	New	02F
Course Descriptions	ELT 226	Advance Roof Systems—(15 lecture hours 1 credit) This course covers commercial roofing materials and structures and describes the procedures for installing commercial roofing such as standing seam, lap seam and built-up roofs.	New	02F
Course Descriptions	ELT 227	Introduction to Project Management and Supervision—(15 lecture hours 1 credit) This course covers the principles of project planning, scheduling, estimating and management. The participant learns the basic skills required to supervise personnel. Several case studies are included.	New	02F
Course Descriptions	Foreign Language	Change FOL prefixes to *** [*** Course prefix reflects the language for a specific class, i.e. FRE - French, SPA - Spanish].	82	02F
Course Descriptions	HEC 115	Human Nutrition (45 lecture ours 3 credits) * Studies nutrition principals throughout the life cycle including contemporary nutrition issues.	92	
Course Descriptions	JOU 105	Introduction to Mass Media (45 Lecture hours 3 credits) *	87	02F
Course Descriptions	JOU 106	Fundamentals of Reporting (45 lecture hours 3 credits) *	87	02F
Course Descriptions	MAT 037	General Math	89	02F
Course Descriptions	MAT 125	Survey of Calculus-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.	89	02F
Course Descriptions	NUR 232	Comprehensive Parent-Child Nursing Clinical—This course offers the clinical practicum to apply the theory of NUR 269 and NUR 275. Focus includes 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.	91	02F
Course Descriptions	NUR 278	Socialization into Nursing III—1 credit	92	02F
Course Descriptions	POS 211	Public Finance—(45 lecture hours 3 credits) An analysis of the effects of taxation, government expenditures, fiscal policy, and public debt on resource allocation and income distribution. topics include taxation, pricing of public services, intergovernmental fiscal relations, and other financial issues in public finance.	95	02F

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Category	Catalog Section	Change	Catalog Page	Effective Date
Course Descriptions	POS 215	Current Political Issues in Government—(45 lecture hours 3 credits) An analysis of the theory and practice of government relationships with business and professional groups at the state and local level. Considers major political interest groups, citizens, and political parties as well as central institutions in the state political arena. Covers selected programs and policies and their impact on public administration procedures.	95	02F
Course Descriptions	PSY 238	Child Development—(45 lecture hours)	95	02F
Course Descriptions	THE 105	Introduction to the Theatre Arts Add "#" indicating General Education Common Core for the A.A. & A.S. Degrees	98	02F
Course Descriptions	THE 211	Development of Theatre I Add "#" indicating General Education Common Core for the A.A. & A.S. Degrees	98	02F
Course Descriptions	THE 212	Development of Theatre II Add "#" indicating General Education Common Core for the A.A. & A.S. Degrees	98	02F
Course Descriptions	WLT 102	Introduction to Welding—(23 lab hours 1 credit) The participant is introduced to the equipment, procedures and safety practices used in cutting steel with oxyfuel equipment and in shielded metal arc welding. Labs include practice in cutting and welding techniques.	New	02F
Degrees	AA	BIO 106 does not apply	35-38	02F
Degrees	Agriculture	Change FRM prefix to ABM prefix	47	
Degrees	Agriculture	AGL 112 Farm Carpentry should be AME 118 Farm Carpentry	47	
Degrees	Agriculture	AGE 105 Practical Management should be AGL 124 Practical Range Management	47	
Degrees	Agriculture	AGL 109 Fundamentals of Welding should be AME 151 Fundamentals of Welding	47	
Degrees	Agriculture	Agriculture Electives Approved for AAS Degree: Change CIS 137 to CIS 175	47	02F
Degrees	AS	C. Additional Math/Science—BIO—any course excluding BIO 105/BIO 106	39	02F
Degrees	Associate of Science-Computer Science	II Math and Computer Science 39 credits (not 29 credits)	40	
Degrees	Associate of Science-Computer Science	II Math and Computer Science 39 credits (not 29 credits)	40	
Degrees	Auto Service Tech.	ASE 272—Steering & Suspension Diagnosis & Repair (2 credits)	49	02F
Degrees	Auto Service Tech.	ASE 273—Wheel Alignment Diagnosis, Adjustment & Repair (3 credits)	49	02F
Degrees	Business	CIS 155—Introduction to Spreadsheets—3 credits	50	02F
Degrees	Courses Approved as Electives for AA/AS Degrees 20001-2002	AA/AS Electives: Add: LIT 248 Native American Literature-3 credits	43	
Degrees	Courses Approved as Electives for AA/AS Degrees 20001-2002	AA/AS Electives: Add: LIT 248 Native American Literature-3 credits	43	
Financial Aid	Scholarship	Greg Alsip Memorial Scholarship—no longer available	14	
Financial Aid	Scholarship	Ruth Graves Scholarship—no longer available.	15	

MORGAN COMMUNITY COLLEGE 2001-2001

Catalog addendum

July 10, 2001

Category	Catalog Section	Change	Catalog Page	Effective Date																																																										
Personnel	Personnel	Jody Crossley—Dean of Institutional Advancement	99	02M																																																										
Tuition, Fees, & Charges	MCC Schedule of Semester Tuition 2000-2001	<p><b>MORGAN COMMUNITY COLLEGE</b>  <b>SCHEDULE OF SEMESTER TUITION 2001 - 2002</b>  <b>Credit Hours In-State Tuition Out-of-State Tuition</b></p> <table border="1"> <tr><td>1</td><td>60.05</td><td>288.55</td></tr> <tr><td>2</td><td>120.10</td><td>577.10</td></tr> <tr><td>3</td><td>180.15</td><td>865.65</td></tr> <tr><td>4</td><td>240.20</td><td>1,154.20</td></tr> <tr><td>5</td><td>300.25</td><td>1,442.75</td></tr> <tr><td>6</td><td>360.30</td><td>1,731.30</td></tr> <tr><td>7</td><td>420.35</td><td>2,019.85</td></tr> <tr><td>8</td><td>480.40</td><td>2,308.40</td></tr> <tr><td>9</td><td>540.45</td><td>2,596.95</td></tr> <tr><td>10</td><td>600.50</td><td>2,885.50</td></tr> <tr><td>11</td><td>660.55</td><td>3,174.05</td></tr> <tr><td>12</td><td>720.60</td><td>3,462.60</td></tr> <tr><td>13</td><td>780.65</td><td>3,751.15</td></tr> <tr><td>14</td><td>840.70</td><td>4,039.70</td></tr> <tr><td>15</td><td>900.75</td><td>4,039.70</td></tr> </table> <p>Tuition for more than 15 hours: add \$60.05 for each in-state credit hour and \$288.55 for each out of state hour.</p>	1	60.05	288.55	2	120.10	577.10	3	180.15	865.65	4	240.20	1,154.20	5	300.25	1,442.75	6	360.30	1,731.30	7	420.35	2,019.85	8	480.40	2,308.40	9	540.45	2,596.95	10	600.50	2,885.50	11	660.55	3,174.05	12	720.60	3,462.60	13	780.65	3,751.15	14	840.70	4,039.70	15	900.75	4,039.70															
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Tuition, Fees, & Charges	MCC Fees 2000-2001	<p><b>REGISTRATION FEE (per semester)</b> \$9.60  <b>STUDENT ACTIVITY FEE (\$30 maximum per semester)</b> \$2.50/credit hr  <b>STUDENT CENTER BOND FEE (\$36 maximum per semester)</b> \$3.00/credit hr  <b>TELECOURSE PROGRAM CHARGE (per course)</b> \$60.00  <b>ACADEMIC COURSE FEES</b></p> <table border="1"> <tr><td>ABM</td><td>\$5.10</td></tr> <tr><td>ACC 215</td><td>\$5.10</td></tr> <tr><td>ACT</td><td>\$5.10</td></tr> <tr><td>AGL</td><td>\$5.10</td></tr> <tr><td>ART</td><td>\$5.10</td></tr> <tr><td>ANT 101C</td><td>\$25/ course</td></tr> <tr><td>ASE</td><td>\$5.10</td></tr> <tr><td>AST</td><td>\$5.10</td></tr> <tr><td>BIO</td><td>\$5.10</td></tr> <tr><td>BTE</td><td>\$5.10</td></tr> <tr><td>BUS 14X</td><td>\$5.10</td></tr> <tr><td>BUS185</td><td>\$5.10</td></tr> <tr><td>BUS195</td><td>\$5.10</td></tr> <tr><td>CAG</td><td>\$5.10</td></tr> <tr><td>CHE</td><td>\$5.10</td></tr> <tr><td>CIS 1XX</td><td>\$5.10</td></tr> <tr><td>CIS 20X except 206, 207, 208, 209</td><td>\$5.10</td></tr> <tr><td>CIS 206, 207, 208, 209</td><td>\$14.45</td></tr> <tr><td>CIS 22X</td><td>\$5.10</td></tr> <tr><td>CIS 23X</td><td>\$5.10</td></tr> <tr><td>CNT</td><td>\$5.10</td></tr> <tr><td>CRJ</td><td>\$5.10</td></tr> <tr><td>CRT</td><td>\$5.10</td></tr> <tr><td>CTE</td><td>\$5.10</td></tr> <tr><td>EMS</td><td>\$5.10</td></tr> <tr><td>EMT</td><td>\$5.10</td></tr> <tr><td>FRM</td><td>\$5.10</td></tr> <tr><td>GEY</td><td>\$5.10</td></tr> <tr><td>HEA</td><td>\$5.10</td></tr> </table>	ABM	\$5.10	ACC 215	\$5.10	ACT	\$5.10	AGL	\$5.10	ART	\$5.10	ANT 101C	\$25/ course	ASE	\$5.10	AST	\$5.10	BIO	\$5.10	BTE	\$5.10	BUS 14X	\$5.10	BUS185	\$5.10	BUS195	\$5.10	CAG	\$5.10	CHE	\$5.10	CIS 1XX	\$5.10	CIS 20X except 206, 207, 208, 209	\$5.10	CIS 206, 207, 208, 209	\$14.45	CIS 22X	\$5.10	CIS 23X	\$5.10	CNT	\$5.10	CRJ	\$5.10	CRT	\$5.10	CTE	\$5.10	EMS	\$5.10	EMT	\$5.10	FRM	\$5.10	GEY	\$5.10	HEA	\$5.10		
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MORGAN COMMUNITY COLLEGE 2001-2001

Catalog addendum

July 10, 2001

Category	Catalog Section	Change	Catalog Page	Effective Date
	ACADEMIC COURSE FEES			
	INT	\$5.10		
	ITE	\$5.10		
	MEP 102	\$5.10		
	MMA	\$5.10		
	MUS	\$5.10		
	NUA	\$5.10		
	NUR	\$5.10		
	OTA	\$5.10		
	PTA	\$5.10		
	SCI	\$5.10		
	THE	\$5.10		
	WEL	\$5.10		
	YOF	\$5.10		
	NUA	\$5.10		
	NUR	\$5.10		
	OTA	\$5.10		
	PTA	\$5.10		
	SCI	\$5.10		

For questions or comments, contact the Instructional Office at Morgan Community College. (970)-542-3100

# CERTIFICATES & DEGREES

Morgan Community College offers degrees and certificates as shown in the program requirements on the following pages. Interpretations of general and specific program requirements may be discussed with faculty advisors. Students who plan to transfer should consult with their assigned faculty advisor.

A student can complete any degree program in four semesters by attending classes full-time and carrying the required number of hours. Certificates are primarily awarded for programs that are one year or less in length. A student may choose, due to personal circumstances, to extend the amount of time for program completion.

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 the courses.

<b>Degrees:</b>	<b>Page</b>
Associate of Arts	35
Associate of Arts/Bachelor of Science- Business Administration	37
Associate of Arts-Business	36
Associate of Arts-Public Administration	38
Associate of Science	39
Associate of Science-Computer Science	40
Associate of General Studies- Generalist	44
Associate of General Studies-EMS	45
Associate of General Studies- Medical Assistant	46
Agriculture Associate of Applied Science (A.A.S.)	47
Automotive Collision Technology, A.A.S.	48
Automotive Service Technology, A.A.S.	49
Business, A.A.S.	50
Business Management Real Estate Emphasis, A.A.S.	50
Business Management, Supervision Emphasis, A.A.S.	51
Business Technologies, A.A.S.	51
Multimedia, A.A.S.	52
Nursing, A.A.S.	53
Occupational Therapy Assistant, A.A.S.	54
Physical Therapist Assistant, A.A.S.	55

<b>Certificates:</b>	<b>Page</b>
A+ Network Technician	56
Agriculture Production Management	56
Animal Husbandry & Production	57
Automotive Collision Technology	48
Automotive Service Technology	49
Cisco Certified Network Associate	57
E-Commerce-Business	57
E-Commerce-Technology	57
Emergency Medical Technician - Basic	58
Emergency Medical Technician -Intermediate	58
Farm and Ranch Management	58
Industrial Technology	59
Industrial Technology General	59
Industrial Technology Electronics	59
Industrial Technology Maintenance	59
Massage Therapy	59
Meat Processing	60
Med Prep	60
Medical Assistant	60
Medical Receptionist	61
Multimedia	52
Nurse Aide	61
Office Support Specialist	51
Plant and Soil Conservation	61
Real Estate	61
Small Business Management	62
Swine Management	62
Young Farmers	62



## GENERAL EDUCATION CORE

A student attending Morgan Community College can complete a common core of general education that will meet the lower-division general education requirements of most baccalaureate degree-granting programs at Colorado's publicly supported four-year institutions. Students may take the core course as part of a two-year degree program for an Associate of Arts (AA), Associate of Science (AS), or Associate of General Studies (AGS) degree. More information is available from the MCC Dean of Arts, Sciences, and Instructional Development

		AA	AS
<b>I. English/Speech</b>		<b>9</b>	<b>9</b>
ENG 121	English Composition I	3	3
ENG 122	English Composition II	3	3
SPE 115	Principles of Speech Communication	3	3
<b>II. Mathematics</b>		<b>3</b>	<b>4</b>
MAT 121	College Algebra	4	4
MAT 125	Survey of Calculus	4	4
MAT 135	Introduction to Statistics	3	
MAT 201	Calculus I	5	5
MAT 202	Calculus II	5	5
<b>III. Science</b>		<b>4</b>	<b>8</b>
AST 101	Astronomy I	4	4
AST 102	Astronomy II	4	4
BIO 105	Science of Biology *	4	
BIO 111	General College Biology I	5	5
BIO 112	General College Biology II	5	5
CHE 101	Introduction To Chemistry I *	5	
CHE 102	Introduction To Chemistry II *	5	
CHE 111	General College Chemistry I	5	5
CHE 112	General College Chemistry II	5	5
GEY 111	Physical Geology	4	4
GEY 121	Historical Geology	4	4
PHY 105	Conceptual Physics *	4	
PHY 111	Physics: Algebra Based I	5	5
PHY 112	Physics: Algebra Based II	5	5
PHY 211	Physics: Calculus Based I	5	5
PHY 212	Physics: Calculus Based II	5	5
<b>IV. Social and Behavioral Science</b>		<b>9</b>	<b>6</b>
Must include at least two disciplines:			
ANT 101	Cultural Anthropology	3	3
ANT 111	Physical Anthropology	3	3
ECO 201	Principles of Macroeconomics	3	3
ECO 202	Principles of Microeconomics	3	3
GEO 105	Geography	3	3
HIS 101	Western Civilization I	3	3
HIS 102	Western Civilization II	3	3

		AA	AS
HIS 201	U.S. History I	3	3
HIS 202	U.S. History II	3	3
POS 105	Introduction to Political Science	3	3
POS 111	American Government	3	3
PSY 101	General Psychology I	3	3
PSY 102	General Psychology II	3	3
SOC 101	Introduction to Sociology I	3	3
SOC 102	Introduction to Sociology II	3	3
<b>V. Humanities</b>		<b>9</b>	<b>6</b>
Must include at least two disciplines:			
ART 110	Art Appreciation	3	3
ART 111	Art History I	3	3
	Foreign Language		
ART 112	Art History II	3	3
	Foreign Language		
*** 111	Foreign Language I: French, Spanish	5	5
*** 112	Foreign Language II: French, Spanish	5	5
*** 211	Foreign Language III: French, Spanish	3	3
*** 212	Foreign Language IV: French, Spanish	3	3
*** Course prefix will reflect language specific to that course section. IE: SPA for Spanish, FRE for French, etc.			
HUM 121	Survey of Humanities I	3	3
HUM 122	Survey of Humanities II	3	3
HUM 123	Survey Of Humanities III	3	3
LIT 115	Introduction to Literature	3	3
LIT 201	Masterpieces of Literature I	3	3
LIT 202	Masterpieces of Literature II	3	3
MUS 120	Music Appreciation	3	3
MUS 121	Intro to Music History I	3	3
MUS 122	Intro to Music History II	3	3
PHI 111	Introduction to Philosophy	3	3
PHI 112	Ethics	3	3
PHI 113	Logic	3	3
THE 105	Introduction to the Theatre Arts	3	3
THE 211	Development of Theatre I	3	3
THE 212	Development of Theatre II	3	3
<b>TOTAL GENERAL EDUCATION CORE CREDITS</b>		<b>33</b>	<b>34</b>
*Classes do not meet the AS General Education Core requirement.			



## ASSOCIATE OF ARTS

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:

**Degree:** Associate of Arts

**Faculty:** Kay Godel-Gengenbach    David Heikes  
 Corliss Keown                      Carol Kuper  
 Tom Lehman                         Doug Medin  
 Alicia Owen                         Todd Schneider  
 Greg Thomas

### Prerequisites:

Students entering this program are required to complete the College Placement Tests. Entrance levels are:

Sentence Skills	70
Reading	80
Elementary Algebra or	75
College Math	63

If necessary, students will be enrolled in pre-college courses. See table on page 19 for scores and classes.

<b>I. English/Speech</b>		<b>9</b>
ENG 121	English Composition I	3
ENG 122	English Composition II	3
SPE 115	Principles Of Speech Communication	3
<b>II. Mathematics/Sciences</b>		<b>11</b>
Must include one course from each group below (A, B, C)		
A. Mathematics		3
MAT 121	College Algebra	4
MAT 125	Survey Of Calculus	4
MAT 135	Introduction To Statistics	3
MAT 201	Calculus I	5
MAT 202	Calculus II	5
B. Science		4
AST 101	Astronomy I	4
AST 102	Astronomy II	4
BIO 105	Science Of Biology	4
BIO 111	General College Biology I	5
BIO 112	General College Biology II	5
CHE 101	Introduction To Chemistry I	5
CHE 102	Introduction To Chemistry II	5
CHE 111	General College Chemistry I	5
CHE 112	General College Chemistry II	5
GEY 111	Physical Geology	4
GEY 121	Historical Geology	4
PHY 105	Conceptual Physics	4
PHY 111	Physics: Algebra Based I	5
PHY 112	Physics: Algebra Based II	5
PHY 211	Physics: Calculus Based I	5
PHY 212	Physics: Calculus Based II	5
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	
<b>III. Social and Behavioral Sciences</b>		<b>9</b>
Must include at least two disciplines:		
ANT 101	Cultural Anthropology	3
ANT 111	Physical Anthropology	3
ECO 201	Principles Of Macroeconomics	3
ECO 202	Principles Of Microeconomics	3
GEO 105	Geography	3
HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3
HIS 201	U.S. History I	3
HIS 202	U.S. History II	3
POS 105	Introduction To Political Science	3
POS 111	American Government	3
PSY 101	General Psychology I	3
PSY 102	General Psychology II	3
SDC 101	Introduction To Sociology I	3
SOC 102	Introduction To Sociology II	3
ANT 101	Cultural Anthropology	3
<b>IV. Humanities</b>		<b>9</b>
Must include at least two disciplines:		
ART 110	Art Appreciation	3
ART 111	Art History I	3
ART 112	Art History II	3
<b>Foreign Language</b>		
*** 111	Foreign Language I: French, Spanish	5
*** 112	Foreign Language II: French, Spanish	5
*** 211	Foreign Language III: French, Spanish	3
*** 212	Foreign Language IV: French, Spanish	3
*** Course prefix will reflect language specific to that course section, i.e. SPA for Spanish, FRE for French, etc.		
HUM 121	Survey Of Humanities I	3
HUM 122	Survey Of Humanities II	3
HUM 123	Survey Of Humanities III	3
LIT 115	Introduction To Literature	3
LIT 201	Masterpieces Of Literature I	3
LIT 202	Masterpieces Of Literature II	3
MUS 120	Music Appreciation	3
PHI 111	Introduction To Philosophy	3
PHI 112	Ethics	3
PHI 113	Logic	3
THE 105	Introduction To The Theatre Arts	3
THE 211	Development of the Theatre I	3
THE 212	Development of the Theatre II	3
<b>V. Computer Science</b>		<b>3</b>
CIS 115	Intro to Computer Information Systems	3
CIS 118	Introduction To PC Applications	3
CSC	Any class with CSC prefix	3
<b>VI. Electives</b>		<b>19</b>
Electives may be selected from a list of courses approved for AA/AS degrees. Students are encouraged to work with a transfer advisor to insure transfer to their chosen institution.		
<b>TOTAL CREDITS</b>		<b>60</b>



## ASSOCIATE OF ARTS - BUSINESS

The Associate of Arts-Business degree is the result of a statewide transfer articulation agreement and is designed to allow students to transfer credits into the Business Department of most four-year Colorado institutions.

**Degree:** Associate of Arts-Business

**Faculty:** Kay GodelGengenbach    David Heikes  
 Corliss Keown                      Carol Kuper  
 Tom Lehman                         Doug Medin  
 Alicia Owen                         Todd Schneider  
 Greg Thomas                        Betty Mckie

### Prerequisites:

Students entering this program are required to complete the College Placement Tests. Entrance levels are:

Sentence Skills	70
Reading	80
Elementary Algebra or	75
College Math	63

If necessary, students will be enrolled in pre-college courses, see table on page 19 for scores and classes.

<b>I. English/Speech</b>		<b>9</b>
ENG 121	English Composition I	3
ENG 122	English Composition II	3
SPE 115	Principles Of Speech Communication	3
<b>II. Mathematics/Sciences</b>		<b>7</b>
Must include one course from each group below (A, B)		
<b>A. Mathematics</b>		<b>3</b>
MAT 121	College Algebra	4
MAT 125	Survey Of Calculus	4
MAT 135	Introduction To Statistics	3
MAT 201	Calculus I	5
MAT 202	Calculus II	5
<b>B. Science</b>		<b>4</b>
AST 101	Astronomy I	4
AST 102	Astronomy II	4
BIO 105	Science Of Biology	4
BIO 111	General College Biology I	5
BIO 112	General College Biology II	5
CHE 101	Introduction To Chemistry I	5
CHE 102	Introduction To Chemistry II	5
CHE 111	General College Chemistry I	5
CHE 112	General College Chemistry II	5
GEY 111	Physical Geology	4
GEY 121	Historical Geology	4
PHY 105	Conceptual Physics	4
PHY 111	Physics: Algebra Based I	5
PHY 112	Physics: Algebra Based II	5
PHY 211	Physics: Calculus Based I	5
PHY 212	Physics: Calculus Based II	5
<b>III. Social and Behavioral Sciences</b>		<b>9</b>
Must include at least two disciplines:		
ANT 101	Cultural Anthropology	3
ANT 111	Physical Anthropology	3
GEO 105	Geography	3
HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3

HIS 201	U.S. History I	3
HIS 202	U.S. History II	3
POS 105	Introduction To Political Science	3
POS 111	American Government	3
PSY 101	General Psychology I	3
PSY 102	General Psychology II	3
SOC 101	Introduction To Sociology I	3
SOC 102	Introduction To Sociology II	3
ANT 101	Cultural Anthropology	3
<b>IV. Humanities</b>		<b>9</b>
Must include at least two disciplines:		
ART 110	Art Appreciation	3
ART 111	Art History I	3
ART 112	Art History II	3
<b>Foreign Language</b>		
*** 111	Foreign Language I: French, Spanish	5
*** 112	Foreign Language II: French, Spanish	5
*** 211	Foreign Language III: French, Spanish	3
*** 212	Foreign Language IV: French, Spanish	3
*** Course prefix will reflect language specific to that course section. i.e.: SPA for Spanish, FRE for French, etc.		
HUM 121	Survey Of Humanities I	3
HUM 122	Survey Of Humanities II	3
HUM 123	Survey Of Humanities III	3
LIT 115	Introduction To Literature	3
LIT 201	Masterpieces Of Literature I	3
LIT 202	Masterpieces Of Literature II	3
MUS 120	Music Appreciation	3
PHI 111	Introduction To Philosophy	3
PHI 112	Ethics	3
PHI 113	Logic	3
THE 105	Introduction To The Theatre Arts	3
THE 211	Development of Theatre I	3
THE 212	Development of Theatre II	3
<b>V. Introduction to Computers</b>		<b>3</b>
CIS 118	Introduction To PC Applications	3
<b>VI. Electives</b>		<b>23</b>
ACC 121	Principles of Accounting I	3
ACC 122*	Principles of Accounting II	3
BUS 216	Legal Environment of Business	3
BUS 217	Business Communications	3
MAN 226**	Principles of Management	3
MAR 216**	Principles of Marketing	3
ECD 201	Principles of Macroeconomics	3
ECD 202	Principles of Microeconomics	3
<b>TOTAL CREDITS</b>		<b>60</b>
*The University of Colorado at Boulder business curriculum requires 4 credit hours in Accounting. At UCB only, Accounting I and II will transfer as four credit hours.		
**Principles of Marketing and Principles of Management will be accepted at four-year institutions provided that the community college student completes the prerequisites [i.e. two accounting courses, one economics course, and business statistics] and has sophomore standing before enrolling in either Principles of Marketing or Principles of Management.		





## ASSOCIATE OF ARTS-BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION (2001 RURAL EDUCATION ACCESS PROGRAM)

Students will be able to complete a Bachelor's Degree using a combination of delivery methods, including on site delivery by live professors, teleconferencing, and the Internet

**Degree:** Associate of Arts - Bachelor of Science in Business Administration

**Faculty:** Betty McKie

**Prerequisites:**

1	Students entering this program are required to complete the College Placement Tests. Entrance levels are:
	Sentence Skills <span style="float: right;">70</span>
	Reading <span style="float: right;">80</span>
	Elementary Algebra or <span style="float: right;">75</span>
	College Math <span style="float: right;">63</span>
	If necessary, students will be enrolled in pre-college courses, see table on page 19 for scores and classes.

2	2.50 or higher grade point average with a minimum of 30 approved semester hours.
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3	UNC application for admission and transcripts sent to the UNC Admissions Office in Greeley.
---	---

**Requisites for admission into UNC 300 and 400 Level Business Classes**

1	60 or more approved transfer credits- MCC AA or AS degrees meet this requirement.
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2	Specific course prerequisites (refer to catalog)
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3	Consent of Monfort College of Business, contact UNC Monfort College of Business Advising Center.
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**60 Hour Business Requirement**

**Business Core**

**MCC Courses**

CIS 118	Introduction to Microcomputer Applications	
ACC 121	Principles of Accounting I	
ACC 122	Principles of Accounting II	

**UNC Courses at MCC**

BACS 300	Information Systems	
BACS 305	Intermediate Business Statistics II	
BAFN 370	Business Finance	
BAMG 350	Management of Organizations	
BAMG 456	Strategic MGT and Bus Policy	
BAMK 360	Marketing	

**General Business Emphasis**

BAAC 327	Managerial Accounting	
BAFN 332	Bus. Admin. And the Law	
BAFN 340	Princ. of Risk and Insurance	
BAMG 353	Human Resource Management or	
BAMG 357	Managing New Business Ventures	
BAMG 354	Organizational Behavior	
BAMK 464	Global Marketing	
BAMK 368	Marketing Analysis and Research	

**Business Electives**

Bus Elec 1	Finance	
Bus Elec 2	Management	
BUS Elec 3	Marketing	
Total Business Requirements		60
60 hour non-business requirement		
General Education		
MCC Courses:		
ENG 122	English Composition II	
MAT 121	College Algebra	
ECO 201	Macroeconomics	
ECO 202	Microeconomics	
Select one of the following three courses:		
PSY 101	Principles of Psychology	
PSY 226	Social Psychology	
SOC 101	Principles of Sociology	
<b>Non-Business Required Courses</b>		
MCC Courses:		
SPE 115	Principles of Speech	
MAT 125	Survey of Calculus	
MAT 135	Intro to Statistics	
Non-Business Electives		
Non-Business Electives from UNC		5
Non-Business Electives from MCC		6
Non-Business Requirement Credits		60
<b>TOTAL BACHELOR OF SCIENCE CREDITS</b>		<b>120</b>



## ASSOCIATE OF ARTS - PUBLIC ADMINISTRATION

The Associate of Arts degree in Public Administration general education core requirements meet the lower division general education requirements of public baccalaureate colleges and universities in the state of Colorado. Students graduating with the AA degree may transfer with junior standing into liberal arts programs at most of these institutions. Courses to be counted toward the general education core curriculum must be completed with a grade of "C" or higher. Students planning to transfer should familiarize themselves with the full requirements of the school they plan to attend. This degree plan is part of the College's collaborative efforts with the CCOOnline consortium. Some courses will be completed online.

**Degree:** Associate of Arts - Public Administration

**Faculty:** Kay Godel-Gengenbach

**Prerequisites:**

1	Students entering this program are required to complete the College Placement Tests. Entrance levels are:  Sentence Skills 70 Reading 80 Elementary Algebra or College Math 75 63  If necessary, students will be enrolled in pre-college courses, see table on page 19 for scores and classes.
2	CIS 118 Introduction to Microcomputer Applications
<b>I. English/Speech 9</b>	
ENG 121	English Composition I 3
ENG 122	English Composition II 3
SPE 115	Principles Of Speech Communication 3
<b>II. Mathematics 4</b>	
MAT 121	College Algebra 4
<b>III. Science 4</b>	
AST 101	Astronomy I 4
AST 102	Astronomy II 4
BIO 105	Science Of Biology 4
BIO 111	General College Biology I 5
BIO 112	General College Biology II 5
CHE 101	Introduction To Chemistry I 5
CHE 102	Introduction To Chemistry II 5
CHE 111	General College Chemistry I 5
CHE 112	General College Chemistry II 5
PHY 105	Conceptual Physics 4
PHY 111	Physics: Algebra Based I 5
PHY 112	Physics: Algebra Based II 5
PHY 211	Physics: Calculus Based I 5
PHY 212	Physics: Calculus Based II 5
<b>IV. Social and Behavioral Sciences 9</b>	
Must include at least two disciplines:	
POS 105	Introduction To Political Science 3
POS 111	American Government 3
SOC 101	Introduction To Sociology I 3

<b>V. Humanities 9</b>	
Must take PHI 112 plus 6 credits 3 of which must be from a discipline other than PHI.	
ART 110	Art Appreciation 3
ART 111	Art History I 3
ART 112	Art History II 3
<b>Foreign Language</b>	
*** 111	Foreign Language I: French, Spanish 5
*** 112	Foreign Language II: French, Spanish 5
*** 211	Foreign Language III: French, Spanish 3
*** 212	Foreign Language IV: French, Spanish 3
*** Course prefix will reflect language specific to that course section, i.e.: SPA for Spanish, FRE for French, etc.	
HUM 121	Survey of Humanities I 3
HUM 122	Survey of Humanities II 3
HUM 123	Survey of Humanities III 3
LIT 115	Introduction to Literature 3
LIT 201	Masterpieces of Literature I 3
LIT 202	Masterpieces of Literature II 3
MUS 120	Music Appreciation 3
PHI 111	Introduction to Philosophy 3
PHI 112	Ethics (required for this degree) 3
PHI 113	Logic 3
THE 105	Introduction to the Theatre Arts 3
THE 211	Development of the Theatre I 3
THE 212	Development of the Theatre II 3
<b>Total General Education Credits 35</b>	
<b>VI. Public Administration Required Courses</b>	
ACC 121	Principles of Accounting I 4
BUS 158	Human Resource Management 3
MAN 226	Principles of Management 3
POS 121	Introduction to Public Administration 3
POS 125	American State and Local Government 3
POS 211	Introduction to Public Finance 3
POS 215	Current Political Issues in Government 3
POS 221	Community Development & Planning 3
<b>Total Public Administration Credits 25</b>	
<b>TOTAL CREDITS 60</b>	



## ASSOCIATE OF SCIENCE

The Associate of Science 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:

**Degree:** Associate of Science

**Faculty:** Kay GodelGengenbach      David Heikes  
Corliss Keown                      Carol Kuper  
Tom Lehman                         Doug Medin  
Alicia Owen                         Todd Schneider  
Greg Thomas

### Prerequisites:

Students entering this program are required to complete the College Placement Tests. Entrance levels are:

Sentence Skills	70
Reading	80
Elementary Algebra or	75
College Math	63

If necessary, students will be enrolled in pre-college courses, see table on page 19 for scores and classes.

<b>I. English/Speech</b>		<b>9</b>
ENG 121	English Composition I	3
ENG 122	English Composition II	3
SPE 115	Principles Of Speech Communication	3
<b>II. Mathematics/Sciences</b>		<b>24</b>
Must include one course from each group below (A, B, C)		
<b>A. Mathematics</b>		<b>4</b>
MAT 121	College Algebra	4
MAT 125	Survey Of Calculus	4
MAT 201	Calculus I	5
MAT 202	Calculus II	5
<b>B. Science</b>		<b>8</b>
AST 101	Astronomy I	4
AST 102	Astronomy II	4
BIO 111	General College Biology I	5
BIO 112	General College Biology II	5
CHE 111	General College Chemistry I	5
CHE 112	General College Chemistry II	5
GEY 111	Physical Geology	4
GEY 121	Historical Geology	4
PHY 111	Physics: Algebra Based I	5
PHY 112	Physics: Algebra Based II	5
PHY 211	Physics: Calculus Based I	5
PHY 212	Physics: Calculus Based II	5
<b>C. Additional Math/Science</b>		<b>12</b>
AST	any course	
BIO	any course excluding BIO 105/BIO 102	
CHE	any course excluding CHE 101/102	
GEY	any course excluding GEY 145	
MAT	MAT 121 or higher	
PHY	any course excluding PHY 105	

<b>III. Social and Behavioral Sciences</b>		<b>6</b>
Must include at least two disciplines:		
ANT 101	Cultural Anthropology	3
ANT 111	Physical Anthropology	3
ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
GEO 105	Geography	3
HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3
HIS 201	U.S. History I	3
HIS 202	U.S. History II	3
POS 105	Introduction to Political Science	3
POS 111	American Government	3
PSY 101	General Psychology I	3
PSY 102	General Psychology II	3
SOC 101	Introduction to Sociology I	3
SOC 102	Introduction to Sociology II	3
<b>IV. Humanities</b>		<b>6</b>
Must include at least two disciplines:		
ART 110	Art Appreciation	3
ART 111	Art History I	3
ART 112	Art History II	3
<b>Foreign Language</b>		
*** 111	Foreign Language I: French, Spanish	5
*** 112	Foreign Language II: French, Spanish	5
*** 211	Foreign Language III: French, Spanish	3
*** 212	Foreign Language IV: French, Spanish	3
*** Course prefix will reflect language specific to that course section, i.e.: SPA for Spanish, FRE for French, etc.		
HUM 121	Survey of Humanities I	3
HUM 122	Survey of Humanities II	3
HUM 123	Survey of Humanities III	3
LIT 115	Introduction to Literature	3
LIT 201	Masterpieces of Literature I	3
LIT 202	Masterpieces of Literature II	3
MUS 120	Music Appreciation	3
PHI 111	Introduction to Philosophy	3
PHI 112	Ethics	3
PHI 113	Logic	3
THE 105	Introduction to the Theatre Arts	3
THE 211	Development of the Theatre I	3
THE 212	Development of the Theatre II	3
<b>V. Computer Science</b>		<b>3</b>
CIS 115	Introduction to Computer Information Systems or	3
CIS 118	Introduction to PC Applications	3
CSC	any class with CSC prefix	3
<b>VI. Electives</b>		<b>12</b>
Electives may be selected from a list of courses approved for AA/AS degrees. Students are encouraged to work with a transfer advisor to insure transfer to their chosen institution.		
<b>TOTAL CREDITS</b>		<b>60</b>



## ASSOCIATE OF SCIENCE - COMPUTER SCIENCE

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.

**Degree:** Associate of Science - Computer Science

**Faculty:** Doug Medin                      Randy Watson

Prerequisites:		
1	Students entering this program are required to complete the College Placement Tests. Entrance levels are:	
	Sentence Skills	70
	Reading	80
	Elementary Algebra or	75
	College Math	63
	If necessary, students will be enrolled in pre-college courses, see table on page 19 for scores and classes.	
2	Students entering this program must also have foundational computer skills.	
General Education Courses		
I. English/Speech		9
ENG 121	English Composition I	3
ENG 122	English Composition II	3
SPE 115	Principles of Speech Communication	3
II. Math and Computer Science		29
MAT 201	Calculus I	5
MAT 202	Calculus II	5
CSC 160	Computer Science I (C++)	4
CSC 161	Computer Science II (C++)	4
CSC 165	Discrete Structures	3
CSC 225	Computer Organization	4
CSC 255	Computer Programming Languages	4
CHE 111	General College Chemistry I	5
CHE 112	General College Chemistry II	5
III. Social and Behavioral Sciences		6
Must include at least two disciplines:		
ANT 101	Cultural Anthropology	3
ANT 111	Physical Anthropology	3
ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
GEO 105	Geography	3
HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3
HIS 201	U.S. History I	3
HIS 202	U.S. History II	3
POS 105	Introduction to Political Science	3
POS 111	American Government	3
PSY 101	General Psychology I	3
PSY 102	General Psychology II	3
SOC 101	Introduction to Sociology I	3
SOC 102	Introduction to Sociology II	3

IV. Humanities		6
Must include at least two disciplines:		
ART 110	Art Appreciation	3
ART 111	Art History I	3
ART 112	Art History II	3
Foreign Language		
*** 111	Foreign Language I: French, Spanish	5
*** 112	Foreign Language II: French, Spanish	5
*** 211	Foreign Language III: French, Spanish	3
*** 212	Foreign Language IV: French, Spanish	3
*** Course prefix will reflect language specific to that course section, i.e.: SPA for Spanish, FRE for French, etc.		
HUM 121	Survey of Humanities I	3
HUM 122	Survey of Humanities II	3
HUM 123	Survey of Humanities III	3
LIT 115	Introduction to Literature	3
LIT 201	Masterpieces of Literature I	3
LIT 202	Masterpieces of Literature II	3
MUS 120	Music Appreciation	3
PHI 111	Introduction to Philosophy	3
PHI 112	Ethics	3
PHI 113	Logic	3
THE 105	Introduction to the Theatre Arts	3
THE 211	Development of the Theatre I	3
THE 212	Development of the Theatre II	3
TOTAL CREDITS		60





## Courses Approved as Electives for AA/AS Degrees 2001-2002

This list of electives has been compiled for the convenience of MCC students. It reflects the best information currently available. Students are urged to check with advisors to determine which courses are most appropriate for the student's chosen transfer institution and major.

ACC 121	Principles of Accounting I	4
ACC 122	Principles of Accounting II	4
AGL 115	Animal Science	3
AGL 116	General Crops	4
AGL 117	Introductory Soil Science	4
AGL 118	Agricultural/Natural Resource Economics	3
ANT 101	Cultural Anthropology	3
ANT 107	Introduction to Archaeology	3
ANT 111	Physical Anthropology	3
ANT 215	Indians of North America	3
ANT 205	Mankind and Myth	3
ART 110	Art Appreciation	3
ART 111	Art History I	3
ART 112	Art History II	3
ART 121	Drawing I	3
ART 122	Drawing II	3
ART 131	Design I	3
ART 132	Design II	3
ART 211	Painting I	3
ART 212	Painting II	3
ART 231	Watercolor I	3
ART 232	Watercolor II	3
AST 101	Astronomy I	4
AST 102	Astronomy II	4
BIO 105	Science of Biology	4
BIO 109	Humans and the Environment	3
BIO 111	General College Biology I	5
BIO 112	General College Biology II	5
BIO 115	Human Genetics	3
BIO 201	Human Anatomy & Physiology I	4
BIO 202	Human Anatomy & Physiology II	4
BIO 205	Microbiology	4
BIO 216	Pathophysiology	5
BIO 245	Kinesiology	4
BUS 216	Legal Environment of Business	3
BUS 217	Business Communications and Report Writing	3
BUS 221	Business Law I	3
CHE 101	Introduction to Chemistry I	5
CHE 102	Introduction to Chemistry II	5

CHE 111	General College Chemistry I	5
CHE 112	General College Chemistry II	5
CHE 205	Introduction to Organic Chemistry	4
CHE 206	Introduction to Biochemistry	4
CIS 115	Introduction to Computers	3
CIS 118	Introduction to Microcomputer Applications	3
CIS 160	BASIC Programming Language	3
CSC 160	Computer Science I (Programming Language)	4
CSC 161	Computer Science II (Programming Language)	4
CSC 230	C-Language Programming	4
CSC 165	Discrete Structures	3
ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
EDU 115	Early Field Experience in Education	1-2
ENG 226	Fiction Writing	3
ENG 227	Poetry Writing	3
	<b>FOREIGN LANGUAGE</b>	
*** 111	Foreign Language I: (Spanish, French, or German)	5
*** 112	Foreign Language II: (Spanish, French, or German)	5
*** 211	Foreign Language III: (Spanish, French, or German)	3
*** 212	Foreign Language IV: (Spanish, French, or German)	3
	*** Course prefix will reflect language specific to that course section, i.e. SPA for Spanish, FRE for French, etc.	
GEO 105	Geography	3
GEY 106	Principles Of Geology	3
GEY 111	Physical Geology	4
GEY 121	Historical Geology	4
GEY 145	Earth Science	3
HEA 116	Medical Terminology	2
HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3
HIS 201	U.S. History I	3
HIS 202	U.S. History II	3
HIS 225	Colorado History	3
HEC 115	Human Nutrition	3
HUM 121	Survey Of Humanities I	3
HUM 122	Survey Of Humanities II	3
HUM 123	Survey Of Humanities III	3
JOU 105	Introduction to Mass Media	3
JOU 106	Fundamentals of Reporting	3
JOU 121	Introduction to Print Media Photography	3
JOU 206	Intermediate Newswriting and Editing	3
LIT 115	Introduction To Literature	3
LIT 126	Study of Poetry	3
LIT 127	Study of the Novel	3
LIT 201	Masterpieces of Literature I	3
LIT 202	Masterpieces of Literature II	3

**AA/AS Electives continued**

LIT 211	Survey of American Literature I	3
LIT 212	Survey of American Literature II	3
MAN 226	Principles of Management	3
MAR 216	Principles of Marketing	3
MAT 121	College Algebra	4
MAT 122	College Trigonometry	3
MAT 125	Survey of Calculus	4
MAT 135	Introduction to Statistics	3
MAT 201	Calculus I	5
MAT 202	Calculus II	5
MUS 120	Music Appreciation	3
MUS 121	Intro to Music History I	3
MUS 122	Intro to Music History II	3
MUS 151	Ensemble Groups I	1
PE 105	CPR	1
PE 125	Standard First Aid-Responding to Emergencies	3
PE 110	Physical Education Activities	1
PE 111	Intermediate Physical Education Activities	1
PE 117	Water Safety Instructor	3
PHI 111	Introduction to Philosophy	3
PHI 112	Ethics	3
PHI 113	Logic	3
PHI 115	Comparative Religions	3
PHY 105	Conceptual Physics	4
PHY 111	Physics: Algebra Based I	5
PHY 112	Physics: Algebra Based II	5
PHY 211	Physics: Calculus Based I	5
PHY 212	Physics: Calculus Based II	5
POS 105	Introduction to Political Science	3
POS 111	American Government	3
POS 121	Introduction to Public Administration	3
POS 125	American State and Local Government	3
POS 211	Introduction to Public Finance	3
POS 215	Current Political Issues in Government	3
POS 221	Community Development & Planning	3
PSY 101	General Psychology I	3
PSY 102	General Psychology II	3
PSY 115	Psychology of Adjustment	3
PSY 116	Stress Management	3
PSY 118	Beginning Counseling	2
PSY 226	Social Psychology	3
PSY 229	Introduction to Addictive Behavior	3
PSY 235	Human Growth and Development	3
PSY 238	Child Development	3
PSY 247	Child Abuse and Neglect	3
PSY 248	Child and Adolescent Psychology	3
PSY 249	Abnormal Psychology	3
PSY 265	Psychology of Personality	3
SCI 115	Meteorology	3

SCI 116	Natural Science	5
SOC 101	Introduction to Sociology I	3
SOC 102	Introduction to Sociology II	3
SOC 205	Marriage and Family	3
SOC 215	Contemporary Social Problems	3
SPE 226	Oral Interpretation	3
THE 105	Introduction to the Theatre Arts	3
THE 111	Acting I	3
THE 112	Acting II	3
THE 211	Development of Theatre I	3
THE 212	Development of Theatre II	3



## ASSOCIATE OF GENERAL STUDIES - GENERALIST

The following program is a suggested course of study. Students are urged to see an academic advisor. 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, students 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.

**Degree:** Associate of General Studies - Generalist

**Prerequisites:**

Students entering this program are required to complete the College Placement Tests. Entrance levels are:

Sentence Skills	70
Reading	80
Elementary Algebra or	75
College Math	63

If necessary, students will be enrolled in pre-college courses, see table on page 19 for scores and classes.

<b>I. General Education Core</b>		<b>15</b>
<b>A. English/Speech</b>		<b>3</b>
ENG 121	English Composition I	3
ENG 122	English Composition II	3
SPE 115	Principles of Speech Communication	3
<b>B. Mathematics</b>		<b>3</b>
MAT 121	College Algebra	4
MAT 125	Survey Of Calculus	4
MAT 135	Introduction To Statistics	3
MAT 201	Calculus I	5
MAT 202	Calculus II	5
<b>C. Science</b>		<b>3</b>
AST 101	Astronomy I	4
AST 102	Astronomy II	4
BIO 105	Science Of Biology	4
BIO 111	General College Biology I	5
BIO 112	General College Biology II	5
CHE 101	Introduction To Chemistry I	5
CHE 102	Introduction To Chemistry II	5
CHE 111	General College Chemistry I	5
CHE 112	General College Chemistry II	5
GEY 111	Physical Geology	4
GEY 121	Historical Geology	4
PHY 105	Conceptual Physics	4
PHY 111	Physics: Algebra Based I	5
PHY 112	Physics: Algebra Based II	5
PHY 211	Physics: Calculus Based I	5
PHY 212	Physics: Calculus Based II	5
<b>D. Social Sciences</b>		<b>3</b>
ANT 101	Cultural Anthropology	3
ANT 111	Physical Anthropology	3
ECO 201	Principles Of Macroeconomics	3
ECO 202	Principles Of Microeconomics	3

GEO 105	Geography	3
HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3
HIS 201	U.S. History I	3
HIS 202	U.S. History II	3
POS 105	Introduction To Political Science	3
POS 111	American Government	3
PSY 101	General Psychology I	3
PSY 102	General Psychology II	3
SOC 101	Introduction To Sociology I	3
SOC 102	Introduction To Sociology II	3
<b>E. Arts and Humanities</b>		<b>3</b>
ART 110	Art Appreciation	3
ART 111	Art History I	3
ART 112	Art History II	3
<b>Foreign Language</b>		
*** 111	Foreign Language I: French, Spanish	5
*** 112	Foreign Language II: French, Spanish	5
*** 211	Foreign Language III: French, Spanish	3
*** 212	Foreign Language IV: French, Spanish	3
*** Course prefix will reflect language specific to that course section. I.e: SPA for Spanish, FRE for French, etc.		
HUM 121	Survey Of Humanities I	3
HUM 122	Survey Of Humanities II	3
HUM 123	Survey Of Humanities III	3
LIT 115	Introduction To Literature	3
LIT 201	Masterpieces Of Literature I	3
LIT 202	Masterpieces Of Literature II	3
MUS 120	Music Appreciation	3
PHI 111	Introduction To Philosophy	3
PHI 112	Ethics	3
PHI 113	Logic	3
THE 105	Introduction To The Theatre Arts	3
THE 211	Development of the Theatre I	3
THE 212	Development of the Theatre II	3
<b>II. General Education</b>		<b>15</b>
<b>General Education courses may be selected from the following list, Section I, or from the list of approved electives for the AA/AS degrees.</b>		
<b>A. English/Communications</b>		
COM 105	Career Communications	3
ENG 226	Fiction Writing	3
ENG 227	Poetry Writing	3
SPE 226	Oral Interpretation	3
<b>B. Mathematics</b>		
MAT 115	College Mathematics	3
MAT 122	College Trigonometry	3
<b>C. Science</b>		
AST 101	Astronomy I	4
AST 102	Astronomy II	4
BIO 105	Science of Biology	4
BIO 111	General College Biology I	5
BIO 112	General College Biology II	5
CHE 101	Introduction to Chemistry I	5
CHE 102	Introduction to Chemistry II	5
CHE 111	General College Chemistry I	5



**AGS Generalist continued:**

CHE 112	General College Chemistry II	5
GEY 111	Physical Geology	4
GEY 121	Historical Geology	4
PHY 105	Conceptual Physics	4
PHY 111	Physics: Algebra Based I	5
PHY 112	Physics: Algebra Based II	5
PHY 211	Physics: Calculus Based I	5
PHY 212	Physics: Calculus Based II	5
<b>D. Social Science</b>		
ANT 205	Mankind and Myth	3
HIS 225	Colorado History	3
PSY 106	Human Relations	3
PSY 115	Psychology of Adjustment	3
PSY 116	Stress Management	2
PSY 118	Beginning Counseling	2
PSY 206	Employment Seminar	1
PSY 229	Introduction to Addictive Behaviors	3
PSY 235	Human Growth & Development	3
PSY 238	Child Development	3
PSY 247	Child Abuse & Neglect	2
PSY 248	Child & Adolescent Psychology	3
PSY 265	Psychology of Personality	3
SOC 205	Marriage & Family	3
<b>E. Art and Humanities</b>		
JOU 105	Intro to Mass Media	3
JOU 106	Fundamentals Of Reporting	3
JOU 206	Intermediate Newswriting And Editing	3
LIT 126	Study of Poetry	3
LIT 127	Study of The Novel	3
LIT 211	Survey of American Literature I	3
LIT 212	Survey of American Literature II	3
JOU 106	Fundamentals of Reporting	3
<b>III. Electives</b>		<b>30</b>
These may include courses from Section II General Education courses, AA/AS electives, and/or occupational/technical courses. The selected courses must not be considered developmental.		
<b>TOTAL CREDITS</b>		<b>60</b>

If necessary, students will be enrolled in pre-college courses. See table on page 19 for scores and classes.

<b>I. General Education Core</b>		<b>15</b>
ENG 121	English Composition I	3
SPE 115	Principles Of Speech Communication	3
MAT 135	Introduction To Statistics	3
PSY 101	General Psychology I	3
SOC 101	Introduction To Sociology I	3
<b>II. General Education Electives</b>		<b>15</b>
<b>Choose 15 credits from the following:</b>		
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
BIO 216	Pathophysiology	5
BIO 245	Kinesiology	4
BIO 106	Basic Human Anatomy	2
COM 105	Career Communications	3
MAT 115	College Mathematics	3
PSY 115	Psychology Of Adjustment	3
PSY 116	Stress Management	2
PSY 235	Human Growth & Development	3
PSY 248	Child & Adolescent Psychology	3
<b>III. Electives</b>		<b>30</b>
<b>Choose 30 credits from the following.</b>		
<b>EMS Elective Courses</b>		
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 Refresher	.5
EMS 156	Farm Medic	1
EMS 185	Continuing Education 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
HEA 116	Medical Terminology	2
HEA 147	Medical/Dental Spanish	2
HEA 145	History, Law and Ethics	1
HEA 148	Pharmacology Principles and Administration	1
Total Section I General Education Core		15
Total Section II General Education		15
Total Section III Electives		30
<b>TOTAL AGS CREDITS</b>		<b>60</b>



## ASSOCIATE OF GENERAL STUDIES-EMS

The following program is a suggested course of study. Students are urged to see an academic advisor. It is designed to prepare students for entry level employment in health care.

### Prerequisites:

Students entering this program are required to complete the College Placement Tests. Entrance levels are:

Sentence Skills	70
Reading	80
Elementary Algebra or	75
College Math	63



## ASSOCIATE OF GENERAL STUDIES-MEDICAL ASSISTANT

The following program is a suggested course of study. Students are urged to see an academic advisor. It is designed to prepare students for entry level employment in health care.

### Prerequisites:

Students entering this program are required to complete the College Placement Tests. Entrance levels are:

Sentence Skills	70
Reading	80
Elementary Algebra or	75
College Math	63

If necessary, students will be enrolled in pre-college courses, see table on page 19 for scores and classes.

<b>I. General Education Core</b>		<b>15</b>
ENG 121	English Composition I	3
SPE 115	Principles Of Speech Communication	3
MAT 135	Introduction To Statistics	3
PSY 101	General Psychology I	3
SOC 101	Introduction To Sociology I	3
<b>II. General Education Electives</b>		<b>15</b>
<b>Choose 15 credits from the following:</b>		
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
MAT 115	College Mathematics	3
PSY 235	Human Growth & Development	3
CIS 105	Basic Computer Operations	1
<b>III. Electives</b>		<b>30</b>
<b>Choose 30 credits from the following:</b>		
<b>Medical Assistant Elective Courses</b>		
BTE 108	Ten Key by Touch	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
HEA 117	Health Care Lab I	2
HEA 121	Medical Radiology	4
HEA 123	Medical Laboratory Procedures	3
HEA 129 NUA 101	Health Care Skills or 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 Section I General Education Core		15
Total Section II General Education		15
Total Section III Electives		30
<b>TOTAL AGS CREDITS</b>		<b>60</b>



## AGRICULTURE

Morgan Community College has several options available in its agricultural programs. Students may elect to acquire skills for employment in such areas as livestock health sales, fertilizer and chemical sales, feed sales, soil and crop testing, feed mill operation, elevator operation, agriculture insurance, farm operations, ranch operations, or equipment sales and service.

Students who successfully complete the General Education requirements and the Agricultural Core requirements in addition to an emphasis area in either Agriculture Management, Agronomy, or Animal Science will be eligible to receive an Associate of Applied Science Degree in Agriculture

**Degree:** Associate of Applied Science

**Faculty:** Larry Propp                      Charles Duell  
Susan Linert                              Greg Ditter  
Laurie Morris                            Virginia Berger  
Barb Frihauf

### Prerequisites:

Students entering this program are required to complete the College Placement Tests. Entrance levels are:

Sentence Skills	70
Reading	80
College Math	63

If necessary, students will be enrolled in pre-college courses. See table on page 19 for scores and classes.

General Education Requirements		
CIS 118	Introduction to PC Applications	3
ENG 121	English Composition I	3
MAT 115	College Mathematics	3
PSY 101	General Psychology	3
SPE 115	Principles of Speech Communication	3
Total General Education Requirements		15
Agriculture Core Curriculum		
AME 105	Basic Agriculture Mechanics	2
AME 107	General Power Mechanics	2
AGL 109	Fundamentals of Welding	4
AGL 115	Animal Science	3
AGL 116	General Crops	4
AGL 118	Agricultural Economics	3
AGL 120	Farm & Homestead Planning	3
AGE 210	Agriculture Commodity Marketing	3
Total Agriculture Core Credits		24
A. Agriculture Production Management Emphasis		
AGL 121	Agriculture Business Management	3
FRM 151	Business Planning I	6
FRM 152	Record Keeping I	6
Agriculture Electives (see list below)		6
Total Agriculture Management Credits		21
Total General Educational Credits		15
Total Agriculture Core Credits		24
<b>TOTAL AGRICULTURE PRODUCTION MANAGEMENT EMPHASIS</b>		<b>60</b>

B. Plant And Soil Conservation Emphasis		
AME 125	Agricultural Machinery	3
AGL 117	Introduction to Soil Science	4
AGL 119	Basic Horticulture	4
Agriculture Electives		10
Total Plant and Soil Conservation Credits		21
Total General Education Credits		15
Total Agriculture Core Credits		24
<b>TOTAL AAS PLANT AND SOIL CONSERVATION EMPHASIS</b>		<b>60</b>
C. Animal Husbandry and Production Emphasis		
ASC 225	Feeds and Feeding	4
AGE 105	Practical Management	3
Agriculture Electives		14
Total Animal Husbandry and Production Credits		21
Total General Education Credits		15
Total Agriculture Core Credits		24
<b>TOTAL AAS ANIMAL HUSBANDRY AND PRODUCTION EMPHASIS</b>		<b>60</b>
Agriculture Electives Approved For AAS Degree		
AGL 112	Farm Carpentry	3
CAG 101	Community Leadership Development	3.5
CAG 102	Integrating Policy ANS Systems	1.5
CIS 137	Desktop Publishing	3
FRM 153	Record Keeping II	1
FRM 154	Business Planning II	1
FRM 155	Financial Statements	6
FRM 157	Business Analysis	1
YOF 105	Young Farmers	4
YOF 106	Young Farmer Marketing Group	4



## AUTOMOTIVE COLLISION TECHNOLOGY

The Automotive Collision Technology program prepares students for entry level positions as an auto body painter, frame repair person, or metal repair person in the automotive industry. The program meets Automotive Service Excellence (ASE) standards, established by the National Automobile Technicians Education Foundation (NATEF), and is NATEF certified. Instructors are ASE certified.

An exit exam is required.

**Degree:** Associate of Applied Science

**Certificate:** Automotive Collision Technology

**Faculty:** Tim Grauberger Frank Phillips

**Prerequisites:**

Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:

Sentence Skills	60
Reading	52
College Math	36

If necessary, students will be enrolled in pre-college courses. See table on page 19 for scores and classes.

Level I Collision Technology		
ACT 110	Safety In Collision Repair	2
ACT 115	Auto Body Welding	3
ACT 125	Nonstructural Repair	6
ACT 126	Nonstructural Part Replacement	3
ACT 135	Structural Repair I	3
ACT 145	Plastic And Adhesives Repair	3
ACT 155	Preparation For Refinishing	3
ACT 156	Refinishing I	6
PED 125	Standard First Aid Responding To Emergencies	3
<b>LEVEL I TOTAL CREDITS (Certificate Level)</b>		<b>32</b>
Co-op placements are determined by emphasis area.		
Level II Collision Technology		
Level I ACT courses listed must be completed to be eligible for Level II courses.		
BUS 115	Introduction To Business	3
CIS 118	Introduction To PC Applications	3
COM 105	Career Communications	3
ACT 205	Estimating And Shop Management	3
ACT 270	ACT Level I Internship	7
ACT 271	ACT Level II Internship	7
ACT 272	ACT Level III Internship	6
MAT 115	College Mathematics	3
<b>LEVEL II TOTAL CREDITS</b>		<b>35</b>
Co-op placements are determined by emphasis area.		

Level III Collision Technology		
Completion of Level I and Level II and emphasis area A or B is required for the AAS Degree in Collision Technology.		
<b>A. Insurance or Structural Emphasis.</b> Students must complete Level I and II requirements plus the following courses:		
ACT 235	Structural Repair II	6
ACT 245	Plastic Repair and Refinishing	2
Total Credits		8
<b>B. Refinishing Emphasis Area.</b> Students must complete Level I and Level II requirements plus the following courses:		
ACT 245	Plastic Repair and Refinishing	2
ACT 256	Color Match and Refinish Problems	3
ACT 257	Detailing	3
Total Credits		8
Level I Total Credits		32
Level II Total Credits		35
Level III Total Credits		8
<b>TOTAL AAS PROGRAM CREDITS</b>		<b>75</b>
<b>Automotive Collision Technology Certificate</b> Students who complete Level I (32 Credits) will be eligible to receive an Automotive Collision Technology Certificate.		



## AUTOMOTIVE SERVICE TECHNOLOGY

Graduates of the Automotive Service Technology program will be able to secure work in many different aspects of the automotive service field. Positions include general automotive technician, light or heavy-duty technician, and drivability technician. The program meets Automotive Service Excellence (ASE) standards, established by the National Automobile Technicians Education Foundation (NATEF) and is NATEF certified. Instructors are ASE certified. Training includes work-site experience.

**Degree:** Associate of Applied Science Automotive Service Technology

**Certificate:** Automotive Service Technology

**Faculty:** Brad Parker Gene Ziegler

### Prerequisites:

Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:

Sentence Skills	60
Reading	52
College Math	36

If necessary, students will be enrolled in pre-college courses, see table on page 19 for scores and classes.

Level I Automotive Service Technology		
ASE 101	Introduction to Automotive Shop	2
ASE 111	General Engine Diagnosis I	1
ASE 162	Fuel Systems	2
ASE 160	Ignition Systems I	1
ASE 151	Engine Cooling Systems	1
ASE 131	Auto Braking Systems I	1
ASE 171	Steering Suspension Diagnosis	1
Level I Credits:		9
Level II Automotive Service Technology		
ASE 141	Basic Electricity	2
ASE 143	Body Electrical	3
ASE 166	Emissions Systems	2
ASE 144	Starting & Charging Systems	2
ASE 164	Ignition Systems II	2
ASE 142	Specialized Electronics	2
ASE 165	Electronic Fuel Injection	2
ASE 163	Computerized Fuel Systems Fundamentals	2
ASE 167	Automotive Diagnostic Equipment & Drivability Diagnosis	2
ASE 112	General Engine Diagnosis & Repair	1
ASE 113	Cylinder Head Diagnosis & Repair	2
ASE 114	Engine Block Diagnosis & Repair	3
Total Level II Credits		25
Level III Automotive Service Technology		
ASE 221	Drive & Universal Joint Diagnosis & Repair	2
ASE 222	Manual Transmissions & Clutches	2
ASE 223	Manual Transaxles Diagnosis & Repair	3

ASE 224	Automatic Transmission/Transaxle Diagnosis, Maintenance & Repair	3
ASE 225	Automatic Transmission/Transaxle Repair	3
ASE 231	Automotive Brake Systems II	1
ASE 232	Anti Lock Brake Systems	3
ASE 272	Steering & Suspension Diagnosis & Repair	3
ASE 273	Wheel Alignment Diagnosis, Adjustment & Repair	2
ASE 251	Heating Systems	2
ASE 252	Air Conditioning System Diagnosis	2
Total Level III Credits		26
General Education Requirements		
BUS 115	Introduction to Business	3
COM 105	Career Communications	3
MAT 115	College Mathematics	3
CIS 115	Introduction to Computer Information Systems or	3
CIS 118	Introduction to PC Applications	3
Recommended Electives		
PED 125	Standard First Aid & Responding to Emergencies or	3
ENG 121	English Composition I	3
Total General Education Credits		15
Total Level I Credits		9
Total Level II Credits		25
Total Level III Credits		26
<b>TOTAL AAS PROGRAM CREDITS</b>		<b>75</b>

**Automotive Service Technology Certificate**  
Students who complete Level I and Level II (34 Credits) will be eligible to receive an Automotive Service Technology Certificate.

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



## BUSINESS

This program gives students maximum exposure to the utilization of computer technology for word and data processing functions and communication techniques. Upon successful completion of this program, students will be prepared for careers in administrative assisting, office management, and financial management. The curriculum balances training in technical skills with a strong emphasis on soft skills, including teambuilding and communication.

**Degree:** Associate of Applied Science - Business

**Faculty:** Connie Tormohlen Betty McKie  
Jaylene Evans

Prerequisites:		
1	BTE 100 or demonstrated keyboarding skill.	
2	Students entering this program are required to complete the College Placement Tests. Entrance levels are:	
	Sentence Skills	70
	Reading	80
	College Math	63
	If necessary, students will be enrolled in pre-college courses. See table on page 19 for scores and classes.	
Business General Education Requirements		
ECD 201	Principles of Macroeconomics	3
ECD 202	Principles of Microeconomics	3
ENG 121	English Composition I	3
ENG 122	English Composition II	3
MAT 121	College Algebra	4
SPE 115	Speech Communications	3
Total General Education Credits		19
Core Curriculum Requirements-All Options		
ACC 121	Principles of Accounting I	4
ACC 122	Principles of Accounting II	4
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 Resource Management	3
Total Core Curriculum Credits		35
Related Requirements		
CIS 115	Introduction to Computer Information Systems	3
CIS 118	Introduction to Microcomputer Applications	3
CIS 155	Introduction to Spreadsheets	5
Total Related Requirement Credits		9
<b>TOTAL PROGRAM CREDITS</b>		<b>63</b>



## BUSINESS MANAGEMENT - REAL ESTATE EMPHASIS

This program provides a broad business background designed to facilitate the operation of a real estate firm. In addition, students who successfully complete this program will be eligible to sit for the Colorado Real Estate Commission broker licensing examination.

**Degree:** Associate of Applied Science - Business Management - Real Estate Emphasis

**Faculty:** Bob Huber

**Prerequisites:**

Students entering this program are required to complete the College Placement Tests. Entrance levels are:

Sentence Skills	70
Reading	80
College Math	63

If necessary, students will be enrolled in pre-college courses. See table on page 19 for scores and classes.

Required Business and Related Courses		
ACC 101	Fundamentals of Accounting	3
ACC 102	ACC 101 Lab	1
BUS 116	Business Math	3
BUS 117	Business English	3
BUS 210	Seminar in Real Estate	3
BUS 201	Real Estate Practice and Law	4
BUS 202	Colorado Real Estate Contracts & Regulations	4
BUS 206	Record Keeping & Trust Accounts	1
BUS 207	Current Legal Issues	1
BUS 208	Closings	2
BUS 209	Practical Applications	3
BUS 216	Legal Environment of Business	3
BUS 217	Business Communication and Report Writing	3
BUS 227	Leadership Development	2
BUS 228	Field Experience	1
COM 105	Career Communications	3
MAN 117	Time Management	1
MAN 125	Teambuilding	1
<b>Business Elective</b>		<b>3</b>
Total General Education Credits		45
<b>General Education Courses</b>		
BUS 115	Introduction to Business	3
CIS 118	Microcomputer Applications	3
ECD 201	Principles of Macroeconomics	3
PSY 115	Psychology of Adjustment	3
SPE 115	Principles of Speech	3
Total General Education Credits		15
<b>TOTAL PROGRAM CREDITS</b>		<b>60</b>



## BUSINESS MANAGEMENT- SUPERVISION EMPHASIS

This program introduces the student to the management and people skills needed to be effective supervisors. Graduates of this degree will be prepared to accept supervisory level management positions.

**Degree:** Associate of Applied Science - Business Management - Supervision Emphasis

**Faculty:** Betty McKie Donna Welschmeyer  
Connie Tormohlen Jaylene Evans  
Bob Huber

### Prerequisites:

Students entering this program are required to complete the College Placement Tests. Entrance levels are:

Sentence Skills	70
Reading	80
College Math	63

If necessary, students will be enrolled in pre-college courses. See table on page 19 for scores and classes.

Required Business and Related Courses		
ACC 101	Fundamentals of Accounting	3
ACC 102	ACC 101 Lab	1
BUS 116	Business Math	3
BUS 117	Business English	3
BUS 216	Legal Environment of Business	3
BUS 217	Business Communication and Report Writing	3
BUS 227	Leadership Development	2
BUS 228	Field Experience	1
BUS 258	Current Issues in Human Resource Management	3
COM 105	Career Communications	3
MAN 215	Principles of Supervision	3
MAN 117	Time Management	1
MAN 125	Teambuilding	1
MAN 200	Human Resource Management	3
MAN 226	Principles of Management	3
<b>Business Elective</b>		<b>6</b>
Total Business and Related Credits		42
General Education Courses		
BUS 115	Introduction to Business	3
CIS 118	Microcomputer Applications	3
ECO 201	Principles of Macroeconomics	3
PSY 115	Psychology of Adjustment	3
SPE 115	Principles of Speech	3
	Psychology or Sociology Elective	3
Total General Education Credits		18
<b>TOTAL AAS CREDITS</b>		<b>60</b>



## BUSINESS TECHNOLOGIES

This program gives students maximum exposure to the utilization of computer technology for word and data processing functions and communication techniques. Upon successful completion of this program, students will be prepared for careers in administrative assisting, office management, and financial management. The curriculum balances training in technical skills with a strong emphasis on soft skills, including teambuilding and communication.

**Degree:** Associate of Applied Science - Business Technologies

**Certificate:** Office Support Specialist

**Faculty:** Betty McKie Donna Welschmeyer  
Connie Tormohlen Jaylene Evans

### Prerequisites:

1	BTE 100 or demonstrated keyboarding skill.
2	Students applying to enter this program are required to complete College Placement Tests. Entrance levels are: Sentence Skills 90 Reading 80 College Math 78 If necessary, students will be enrolled in pre-college courses. See table on page 19 for scores and classes.

### Level I Required Business and Related Courses

ACC 101	Fundamentals of Accounting	3
ACC 102	Fundamentals of Accounting Lab	1
ACC 125	Computerized Accounting	3
BTE 102	Keyboarding Applications	2
BTE 108	Ten Key by Touch	1
BTE 103	Keyboarding Applications II	3
BTE 208	Office Administration	3
BUS 115	Introduction to Business	3
BUS 116	Business Math	3
BUS 117	Business English	3
BUS 217	Business Communications and Report Writing	3
COM 105	Career Communications	3
MAN 117	Time Management	1
MAN 125	Teambuilding	1
CIS 130	Introduction to PC Word Processing	1
CIS 140	Introduction to PC Database	1
CIS 150	Introduction to PC Spreadsheet	1
<b>Total Level I - Office Support Specialist Certificate</b>		<b>36</b>

### Level II Business and Related Courses

BUS 227	Leadership Development	2
BUS 228	Field Experience	1
CIS 141	Intermediate PC Database	1
CIS 151	Intermediate PC Spreadsheet	1
CIS 225	Integrated Software Applications	3
	Business Elective	4
<b>Total Level II Business and Related Credits</b>		<b>12</b>
General Education Courses		
CIS 118	Microcomputer Applications	3
ECO 201	Principles of Macroeconomics	3
PSY 115	Psychology of Adjustment	3
SPE 115	Principles of Speech	3
Total General Education Credits		12
<b>TOTAL AAS BUSINESS TECHNOLOGY CREDITS</b>		<b>60</b>



## MULTIMEDIA

This program is designed to develop both the technical and non-technical skills required for success in the fast-paced multimedia career field. Upon successful completion of this program, students will be prepared for positions graphic design, web design and computer-based training development. The curriculum places strong emphasis on teamwork and collaboration skills.

**Degree:** Associate of Applied Science Multimedia

**Certificate:** Multimedia

**Faculty:** Donna Welschmeyer Betty McKie  
Connie Tormohlen Jaylene Evans

<b>Prerequisites:</b>		
1	Demonstrated computer proficiency in file creation and manipulation.	
2	Students applying to enter this program are required to complete College Placement Tests. Entrance levels are: Sentence Skills                   60 Reading                               52 College Math                       36 If necessary, students will be enrolled in pre-college courses. See table on page 19 for scores and classes.	
<b>Multimedia Courses</b>		
BUS 116	Business Math	3
BUS 117	Business English	3
BUS 227	Leadership Development	2
CIS 118	Microcomputer Applications	3
COM 105	Career Communications	3
CWB 135	Complete Web Editing: HTML	3
CWB 140	Introduction to Multimedia Applications	3
CWB 160	Graphics Technology	3
MAN 117	Time Management	1
MAN 125	Teambuilding	1
MMA 201	Multimedia Design and Graphics	3
MMA 203	Multimedia Authoring and Production	3
MMA 245	Multimedia Internship	3
<b>TOTAL MULTIMEDIA CREDITS - MULTIMEDIA CERTIFICATE</b>		<b>34</b>
<b>Required Business and Related Courses</b>		
BUS 217	Business Comm. & Report Writing	3
CIS 170	Desktop Publishing	1
CWB 205	Complete Web Scripting	3
MAR 221	Introduction to Electronic Commerce	3
MMA 126	Multimedia Motion and Sound	3
MMA 245	Multimedia Internship	1
Total Business and Related Credits		14
<b>General Education Courses</b>		
ART 121	Drawing I	3
PSY 115	Psychology of Adjustment	3
SPE 115	Principles of Speech	3
General Education Elective from ART, SOC, THE, MUS or PSY		3
Total General Education Credits		12
<b>TOTAL AAS CREDITS</b>		<b>60</b>





## NURSING

(In cooperation with Northeastern Junior College and the University of Northern Colorado)

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. Following completion of the Associate Degree students can take additional courses through UNC to complete their Bachelor's Degree in Nursing.

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.

**Degree:** Associate of Applied Science - Nursing

**Faculty:** Kathy Frisbie Sheryl George  
Jody Crossley

Prerequisites:	
1	Completion of required entry exam. Schedule with the MCC Testing Center.
2	Completed admissions materials are accepted by October 1 for consideration for entrance in the spring semester.
3	Completion of the general education courses with a cumulative 2.0 G.P.A. [ADN: 20 semester credits.]
4	Submit transcripts of all previous course work completed at all colleges attended (including MCC) to the program coordinator and to the Registrar.
5	Students applying to enter this program are required to complete College Placement Tests. Entrance levels are: Sentence Skills 60 Reading 52 College Math 36 If necessary, students will be enrolled in pre-college courses. See table on page 19 for scores and classes.
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 an 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 through the NLN mobility profile; Fundamentals of Nursing, Med-Surgical Nursing, Maternal Child Health. 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.

LPN classes from NJC		
HEP 102	Basic Nutrition	1.5
HEP 103	Medical Terminology	1
HEP 105	Introduction to Gerontology	1.5
NUR 101	Fundamentals of Nursing I	6
NUR 102	Fundamentals of Nursing II	2
NUR 104	Medical-Surgical Nursing I	4
NUR 105	Medical-Surgical Nursing II	3
NUR 107	Maternal Child Health Nursing	1.5
NUR 108	Commonalities in Nursing	1
NUR 110	Socialization into Nursing	2
NUR 112	Mathematics for Health Occupations	1.5
NUR 113	Introduction to Pharmacology	1.5
NUR 114	Basic Pharmacology and Techniques	2
NUR 199A	Clinical Experience	9
NUR 199B	Clinical Experience	7.5
PSY 235	Human Growth & Development	3
Nursing Hours accepted from Practical Nursing Program at Northeastern Junior College or other Colorado PN program or out-of-state college PN program.		28
General Education Requirements		
BIO 201	Human Anatomy & Physiology I	4
BIO 202	Human Anatomy & Physiology II	4
ENG 121	English Composition I	3
PSY 235	Human Growth & Development	3
	Humanities/Social Science Elective	3
	General Education Electives (non nursing)	3
Total General Education Credits		20
Required Second Level Nursing Curriculum		
NUR 276	Socialization Into Nursing II	1
NUR 278	Socialization Into Nursing III	1
NUR 211	Comprehensive Medical-Surgical Nursing I	4
NUR 212	Comprehensive Medical-Surgical Nursing Clinical I	4
NUR 213	Comprehensive Medical-Surgical Nursing II	2
NUR 214	Comprehensive Medical-Surgical Nursing Clinical II	4
NUR 221	Comprehensive Psychosocial Nursing	2
NUR 222	Comprehensive Psychosocial Nursing Clinical	3
NUR 269	Comprehensive Concepts of Maternal-Newborn Nursing I	1.5
NUR 275	Comprehensive Concepts of Nursing of Children	1.5
NUR 232	Comprehensive Parent-Child Nursing Clinical	3
NUR 234	Comprehensive Nursing Clinical	3
Total Second Level Nursing Curriculum Credits		30
<b>TOTAL AAS Credits</b>		<b>78</b>
<b>BSN program continued next page</b>		

Additional Courses through UNC to complete BSN:		
Prerequisites:		
1	Admission to UNC	
2	Associate Degree or approved diploma	
3	2.5 grade point average	
4	Active license as a registered nurse	
5	1000 hours of RN practice in last three years [exception for new graduates.]	
6	Letter of reference	
7	Personal essay	
Additional General Education credits needed for BSN level or completion of an AA or AS degree.		
ENG 122	English Composition II	3
PEP 105	CPR/Professional Rescuer	1
HIS 101	Western Civilization	3
PHI 112	Ethics	3
HUM 121	Survey of Humanities	3
SOC 215	Dealing with Diversity	3
HEC 115	Human Nutrition	3
PSY 101	Intro To Psychology I	3
MAT 135	Intro to Statistics	3
BIO 205	Microbiology	4
CHE 101	Intro to Chemistry	5
	Challenge exams:	
	Medical Pharmacology	3
	Nutrition in Health/Illness	3
	Pathophysiology	3
UNC BSN classes		
NURS 310	Foundations for Professional Practice I	3
NURS 335	Foundations for Professional Practice II	3
NURS 410	Foundations for Professional Practice III	3
NURS 328	Health Assessment for RNs	4
Nursing Elective		
NURS 453	Community/Population Based Health for RNs	4
NURS 454	Community/Population Based Health Practicum for RNS (90 hours)	4
NURS 435	Foundations for Professional Practice IV	3
NURS 464	Professional Nursing Roles for RNs (practicum - 90 hours)	5



## OCCUPATIONAL THERAPY

The next Occupational Therapy program classes will start Fall Semester 2002. Please contact Phyllis Gertge, Dean of Health Sciences and Technology, for information.

Occupational Therapy is a health rehabilitation profession. Its practitioners help individuals of all ages recover from physical, developmental, emotional, and social deficits to lead independent, productive and satisfying lives.

The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy association (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). Many 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.

**Degree:** Associate of Applied Science

**Faculty:** Alessandra Zapiecki

Prerequisites:		
1	Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:	
	Sentence Skills	60
	Reading	52
	College Math	36
	If necessary, students will be enrolled in pre-college courses. See table on page 19 for scores and classes.	
2	Entrance Examination	
3	Completed application to the program.	
4	Complete OTA 101	
5	Career focus in OTA as approved work experience in the rehabilitation field.	
6	CPR/First Aid certification prior to clinical placement.	
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 Computer Information Systems	3
ENG 121	English Composition I	3
HEA 116	Medical Terminology	2
MAT 115	College Mathematics	3
PSY 235	Human Growth & Development	3
PSY 249	Abnormal Psychology	3
SPE 115	Prin. of Speech Communication	3
Total General Education Credits		37
Core Curriculum		
OTA 115	Principles and Practices in Occupational Therapy	2
OTA 201	Conditions and Applied Techniques in Occupational Therapy	5
OTA 220	Theories And Techniques	5
OTA 221	OTA Level I Fieldwork A	2
OTA 222	OTA Level I Fieldwork B	2
OTA 223	OTA Level II Fieldwork A	5
OTA 224	OTA Level II Field Work B	5
OTA 225	Modalities	5
OTA 240	Procedures OTA Practice Management	5
OTA 245	Procedures IV	5
Total core Curriculum Credits		41
<b>TOTAL AAS CREDITS</b>		<b>78</b>
Not all courses are offered every semester. Please check with program advisors.		



## PHYSICAL THERAPIST ASSISTANT

Physical Therapist Assistants (PTAs) help maintain health and restore maximum physical function. About 40 percent of the PTA 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 clinical experiences. MCC's PTA program has been recognized by the Colorado Commission of Higher Education as a Program of Excellence and is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association.

Many states require licensure in order to practice, however, as a graduate of an approved program, no licensure is required in Colorado.

**Degree:** Associate of Applied Science

**Faculty:** Kristi Anderson Gail Hartwig

Prerequisites:		
1	Students applying to enter this program are required to complete College Placement Tests. Entrance levels are: Sentence Skills 60 Reading 52 College Math 36 If necessary, students will be enrolled in pre-college courses. See table on page 19 for scores and classes.	
2	Career focus in PTA or approved work experience in the rehabilitation field.	
3	CPR/FA certification prior to clinical placement.	
4	Completion of required entry exam. Schedule with the MCC Testing Center.	
5	Completed admissions materials are accepted by October 1 for consideration for entrance in the spring semester.	
6	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).	
7	Submit transcripts of all previous course work completed at all colleges attended (including MCC) to the program coordinator and to the registrar.	
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	3
PSY 101	General Psychology I	3
PSY 235	Human Growth & Development	3
SPE 115	Principles Of Speech Communication	3
Total General Education Credits		34
Core Curriculum		
PTA 101	Fitness & Wellness	1

PTA 115	Principles And Practice Of Physical Therapy	2
PTA 110	Basic Patient Care in Physical Therapy	5
PTA 120	Modalities in Physical Therapy	5
PTA 230	Physical Therapy Procedures	5
PTA 240	Adv. Physical Therapy Procedures	5
PTA 232	PTA Clinic Internship I	4
PTA 242	PTA Clinic Internship II	5
PTA 252	PTA Clinic Internship III	5
PTA 135	Principles Of Electrical Stimulation	2
PTA 245	Physical Therapist Assistant Seminar	2
Total core Curriculum Credits		41
<b>TOTAL AAS CREDITS</b>		<b>75</b>
Not all courses are offered every semester. Please check with program advisors.		

# CERTIFICATES

## Certificates

A+ Network Technician	56
Agriculture Production Management	56
Animal Husbandry & Production	57
Automotive Collision Technology	48
Automotive Service Technology	49
Cisco Certified Network Associate	57
E-Commerce-Business	57
E-Commerce-Technology	57
Emergency Medical Technician - Basic	58
Emergency Medical Technician - Intermediate	58
Farm and Ranch Management	58
Industrial Technology	59
Industrial Technology General	59
Industrial Technology Electronics	59
Industrial Technology Maintenance	59
Massage Therapy	59
Meat Processing	60
Med Prep	60
Medical Assistant	60
Medical Receptionist	61
Multimedia	52
Nurse Aide	61
Office Support Specialist	51
Plant and Soil Conservation	61
Real Estate	61
Small Business Management	62
Swine Management	62
Young Farmers	62



## A+ NETWORK TECHNICIAN

This certification program teaches diagnosis and repair of computer hardware, software, and operating systems. Completion of the 24 college-credit program prepares students to take the A+ National exam offered at Sylvan Learning Centers for certification as service technicians.

**Certificate:** A+ Network Technician

**Faculty:** Doug Medin

**Prerequisites:**

Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:

Sentence Skills	60
Reading	52
College Math	36

If necessary, students will be enrolled in pre-college courses. See table on page 19 for scores and classes.

A+ Courses		
PSY 206	Employment Seminar	1
CIS 202	A+ Certification I	4
CIS 203	A+ Certification II	4
ITE 121	Industrial Electronics I	3
CIS 200	Local Area Networking	4
CIS 204	A+ Certification III	4
CIS 205	A+ Certification IV	4
<b>TOTAL CERTIFICATE CREDITS</b>		<b>24</b>



## AGRICULTURE PRODUCTION MANAGEMENT

This program is designed to provide skills in community leadership and production and management to prepare students for occupations in farming or ranching.

**Certificate:** Agriculture Production Management

**Faculty:** Larry Propp

**Prerequisites:**

Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:

Sentence Skills	60
Reading	52
College Math	36

If necessary, students will be enrolled in pre-college courses. See table on page 19 for scores and classes.

Agriculture Production Management courses		
AGL 118	Agricultural Economics	3
AGL 121	Agriculture Business Management	3
CAG 101	Community Leadership	3.5
FRM 151	Business Planning I	6
FRM 152	Record Keeping I	6
MAN 215	Principles of Supervision	3
<b>TOTAL CREDITS</b>		<b>24.5</b>



## E-COMMERCE

This program is designed to provide qualified students with an in-depth understanding of the growing role of electronic commerce in today's economy. Students have the choice of taking the business track [E-Commerce Business Certificate] that focuses on the marketing, business process, return on investment, and development side of E-business; or, the technology track [E-Commerce Technology Certificate] that addresses the technical issues facing E-business today and prepares students for occupations such as network/data base specialist or information systems technician.

**Certificate:** E-Commerce  
**Faculty:** Randy Watson

Prerequisites:		
1	CIS 115	
2	Work experience in networking or programming or instructor permission	
3	Students applying to enter this program are required to complete College Placement Tests. Entrance levels are: Sentence Skills 65 Reading 62 College Math 75 If necessary, students will be enrolled in pre-college courses. See table on page 19 for scores and classes.	

E-Commerce Core courses		
MAR 221	Introduction to Electronic Commerce	3
CWB 221	Technology Foundations for E-Commerce	3
BUS 260	Business Process Foundations for E-Commerce	3
Total Core Credits		9

Business Emphasis Area Requirements		
BUS 261	E-Commerce Business Value	3
MAR 222	Implementing E-Commerce	3
MAR 295	E-Commerce Business Seminar	1

Business Emphasis Optional Electives		
MAR 297	E-Commerce Business Internship	1-2
MAR 299	E-Commerce Business Independent Study	1-2

Total Core Credits		9
Total Business Emphasis Area Requirements		7
<b>TOTAL CREDITS E-Commerce Business Certificate</b>		<b>16-18</b>

Technology Emphasis Area Requirements		
CWB 222	Java Technologies for E-Commerce	3
CWB 223	Advanced E-Commerce Technologies	3
CWB 295	E-Commerce Technology Seminar	1

Technology Emphasis Optional Electives		
CWB 297	E-Commerce Tech. Internship	1-2
CWB 299	Independent Study	1-2
Total Core Credits		9
Total Technology Emphasis Area Requirements		7

<b>TOTAL CREDITS E-COMMERCE TECHNOLOGY CERTIFICATE</b>		<b>16-18</b>
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## ANIMAL HUSBANDRY AND PRODUCTION

This program provides training in the livestock and meat production industry by preparing students for occupations in meat science or livestock management, breeding, selection, or nutrition.

**Certificate:** Animal Husbandry and Production Management

**Faculty:** Larry Propp

**Prerequisites:**

Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:

Sentence Skills	60
Reading	52
College Math	36

If necessary, students will be enrolled in pre-college courses. See table on page 19 for scores and classes.

Animal Husbandry and Production Management courses		
AGL 115	Animal Science	3
AGS 118	Agricultural Economics	3
ASC 225	Feeds and Feeding	4
AGE 105	Practical Management	3
AGL 151	Swine Production I	2
CAG 101	Community Leadership	3.5
FRM 151	Business Planning I	6
<b>TOTAL CREDITS</b>		<b>24.5</b>



## CISCO CERTIFIED NETWORK ASSOCIATE

The Cisco Networking Academy program has been made available at Morgan Community College through an agreement between Community Colleges of Colorado 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.

**Certificate:** Cisco Certified Network Associate

**Faculty:** Doug Medin Randy Watson.

**Prerequisites:**

Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:

Sentence Skills	60
Reading	52
College Math	36

If necessary, students will be enrolled in pre-college courses. See table on page 19 for scores and classes.

Cisco courses		
Not all courses are offered every semester. Please check with program advisors.		
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
<b>TOTAL CREDITS</b>		<b>20</b>



## EMERGENCY MEDICAL TECHNICIAN - BASIC

This program prepares graduates for jobs where certification is required by statute, such as ambulance attendant, as well as other jobs where emergency medical skills are required.

**Certificate:** EMT - Basic

**Faculty:** Don Enninga

Prerequisites:		
1	Application to program.	
2	Professional Rescuer CPR or equivalent.	
3	Students applying to enter this program are required to complete College Placement Tests. Entrance levels are: Sentence Skills            60 Reading                        52 College Math                 36 If necessary, students will be enrolled in pre-college courses, see table on page 19 for scores and classes.	
4	Students may be required to undergo a background check by state and federal agencies to be eligible for the state certification exam.	
Required courses		
EMS 125	EMT Basic	8
EMS 126	State EMT Basic Practical	1
<b>TOTAL CREDITS</b>		<b>9</b>



## EMERGENCY MEDICAL TECHNICIAN - INTERMEDIATE

EMT-Intermediate introduces 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 drugs.

**Certificate:** EMT - Intermediate

**Faculty:** Don Enninga

Prerequisites:		
1	Application to program.	
2	EMT - Basic certification	
3	Students applying to enter this program are required to complete College Placement Tests. Entrance levels are: Sentence Skills            60 Reading                        52 College Math                 36 If necessary, students will be enrolled in pre-college courses. See table on page 19 for scores and classes.	
Required courses		
EMS 205	EMT Intermediate	12
EMS 206	State EMT Intermediate Practical	1
<b>TOTAL CREDITS</b>		<b>13</b>



## FARM AND RANCH (AG/BUSINESS) MANAGEMENT

Created for the farm or ranch owner/manager, this program is designed to improve management skills by focusing on goal-setting, record-keeping, planning and analyzing business progress.

**Certificate:** Farm and Ranch Management

**Faculty:** Barb Frihauf            Charles Duell  
 Virginia Berger            Susan Linert  
 Laurie Morris

### Prerequisites:

Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:

Sentence Skills            60  
 Reading                        52  
 College Math                 36

If necessary, students will be enrolled in pre-college courses. See table on page 19 for scores and classes.

Farm Ranch Management courses		
Farm and Ranch Management I		
ABM 151	Business Planning I	6
ABM 152	Record Keeping I	6
ABM 153	Record Keeping II	6
Farm and Ranch Management II		
ABM 154	Business Planning II	6
ABM 155	Financial Statements	6
ABM 156	Marketing	6
Farm and Ranch Management III		
ABM 157	Business Analysis	6
ABM 158	Business Planning III	6
ABM 159	Marketing for the Future	6
<b>TOTAL CREDITS</b>		<b>54</b>



## INDUSTRIAL TECHNOLOGY

The Industrial Technology program provides training in the areas of manufacturing and industrial technology. The program consists of four clusters of courses that prepare students for jobs such as facility maintenance and electrical repair, electrical technician, electronics technician, welding, and general maintenance technician.

**Certificates:** Industrial Technology  
Industrial Technology Maintenance  
Industrial Technology General  
Industrial Technology Electronics

**Faculty:** Larry Propp  
Jim Ekberg

**Prerequisites:** Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:

Sentence Skills	60
Reading	52
College Math	36

If necessary, students will be enrolled in pre-college courses. See table on page 19 for scores and classes.

Industrial Technology Electronics Courses		
<b>Prerequisite:</b> Industrial Technology Certificate or job experience.		
ITE 121	Industrial Electronics I	3
ITE 122	Industrial Electronics II	3
ITE 155	Automated Control	3
ITE 158	PLC	3
INT 195	Special Topics Courses I	3
INT 295	Special Topics Courses II	3
<b>TOTAL ELECTRONICS CREDITS</b>		<b>18</b>
Industrial Technology Electives		
ITE 105	Intro to Basic Construction Skills	6.5
ITE 107	Electrical Applications	2
ITE 210	Introduction to Apprenticeship	4



## MASSAGE THERAPIST

This program is based on the American Massage Therapy Association guidelines for schools and meets the criteria for state certification, i.e., 565 hours of in-class, supervised instruction. It is designed for health care professionals, as an additional certification, or for entry-level practitioners in the health care field. The 565-hour certificate program will meet the guidelines for Colorado's state law entitled "The Massage Parlor Act" that recognizes 565-hour graduates of state approved schools as qualified to practice massage within the state. (Exceptions are Longmont and Colorado Springs that require 1000 hours.)

**Certificate:** Massage Therapist

**Faculty:** Mary Rose

Prerequisites:		
1	Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:	
	Sentence Skills	60
	Reading	52
	College Math	36
	If necessary, students will be enrolled in pre-college courses. See table on page 19 for scores and classes.	
2	Completed application to the program	
3	CPR and First Aid Certification are required prior to clinical application	
General Education Requirements		
BIO 201	Human Anatomy & Physiology I	4
BIO 245	Kinesiology	4
COM 105	Career Communications	3
HEA 116	Medical Terminology	2
HEA 138	Lifestyle Wellness	2
HEA 205	Massage Theory & Techniques	5
HEA 206	Professional Massage	3
HEA 207	Clinical Massage	3
NUT 115	Human Nutrition	3
HEA 204	CMT Business Practices	1
<b>TOTAL CREDITS</b>		<b>30</b>
Electives		
HEA 208	Shiatsu/Acupressure	1
HEA 209	Shiatsu/Acupressure Level II	1
HEA 195	Health Seminars	5
	Deep Tissue	
	Adv. Body Works	

Industrial Technology courses		
ITE 101	Introduction to Technology	1
MAT 115	College Mathematics	3
ITE 135	Hazardous Materials	1
ITE 138	Accident Prevention	2
ITE 111	Basic Electricity	2
PHY 105	Conceptual Physics	4
ITE 125	Engineering Graphics	3
ITE 121	Industrial Electronics I	3
CIS 115	Intro to Computers	3
COM 105	Career Communications	3
MAN 125	Team Building	1
ITE 165	Statistical Quality Control	2
ITE 175	Problems and Application	3
<b>TOTAL INDUSTRIAL TECHNOLOGY CREDITS</b>		<b>31</b>
Industrial Technology Maintenance Courses		
<b>Prerequisite:</b> Industrial Technology Certificate or job experience.		
INT 145	Fluid Power	3
INT 206	Machinery Installation	3
INT 209	Advanced Electrical	2
INT 195	Special Topics Course I	3
INT 295	Special Topics Course II	3
<b>TOTAL MAINTENANCE CREDITS</b>		<b>14</b>
Industrial Technology General		
INT 145	Fluid Power	3
INT 209	Advanced Electrical	2
WEL 107	Maintenance Welding	2
ITE 122	Industrial Electronics II	3
ITE 128	Computer Aided Drafting AutoCad	2
INT 195	Special Topics Course I	3
INT 295	Special Topics Course II	3
<b>TOTAL INDUSTRIAL TECHNOLOGY GENERAL CREDITS</b>		<b>18</b>



## MEAT PROCESSING

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

**Certificate:** Meat Processing

**Faculty:** Joe Medina Shirley Penn

**Prerequisites:**

Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:

Sentence Skills	60
Reading	52
College Math	36

If necessary, students will be enrolled in pre-college courses. See table on page 19 for scores and classes.

Meat Processing courses		
MEP 101	Risk Management	1
MEP 102	Meat Processing Theories and Techniques	2
MEP 103	Safety Awareness	1
HEA 126	Community First Aid and CPR	1
MAN 102	Technical Leadership	6
CIS 118	Introduction to PC Applications	3
BUS 195	Current Issues	2
MAN 101	Management for You	1
ITE 165	Statistical Quality Control	2
MAN 215	Principles of Supervision or	3
PSY 116	Stress Management	3
<b>TOTAL CREDITS</b>		<b>20-21</b>



## MED PREP

This program prepares individuals for beginning employment in the health care field at an aide level.

**Certificate:** Med Prep

**Faculty:** Michele Perisho Kim Ewertz

**Prerequisites:**

1	Students applying to enter this program are required to complete College Placement Tests. Entrance levels are: Sentence Skills 60 Reading 52 College Math 36 If necessary, students will be enrolled in pre-college courses. See table on page 19 for scores and classes.
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2	Application to the program.
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**Required Med Prep courses**

HEA 117	Health Care Lab I	2
HEA 118	Health Care Lab II	2
HEA 129	Health Care Skills I	4
HEA 130	Health Care Skills II	3
PED 125	Standard First Aid-Responding to Emergencies	3
<b>TOTAL CREDITS</b>		<b>14</b>

**Recommended Electives**

COM 105	Career Communications	3
HEA 116	Medical Terminology	2

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



## 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.

**Certificate:** Medical Assistant

**Faculty:** Kim Ewertz Michele Perisho

**Prerequisites:**

Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:

Sentence Skills	60
Reading	52
College Math	36

If necessary, students will be enrolled in pre-college courses, see table on page 19 for scores and classes.

**Medical Assistant Courses**

BIO 201	Human Anatomy & Physiology I	4
BIO 202	Human Anatomy & 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 Spanish	2
PED 125	Standard First Aid Responding To Emergencies	3
PSY 235	Human Growth & Development	3
HEA 187	Medical Assisting Externship II	4
NUA 101	Nurse Aide Skills or	4
HEA 129	Health Care Skills I	
HEA 117	Health Care Lab	2
HEA 121	Medical Radiology	4
HEA 145	History, Law and Ethics	3
HEA 123	Medical Laboratory Procedures	1
HEA 148	Pharmacology Principles and Administration	1
<b>TOTAL CREDITS</b>		<b>46</b>

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





## MEDICAL RECEPTIONIST

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

**Certificate:** Medical Receptionist Certificate

**Faculty:** Kim Ewertz Michele Perisho

**Prerequisites:**

Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:

Sentence Skills	60
Reading	52
College Math	36

If necessary, students will be enrolled in pre-college courses, see table on page 19 for scores and classes.

Medical Receptionist Courses		
BIO 106	Basis Human Anatomy	2
CIS 149	Computer Applications for Health	3
COM 105	Career Communications	3
HEA 116	Medical Terminology	2
HEA 147	Medical Spanish	2
PED 125	Standard First Aid Responding to Emergencies	3
BTE 108	Ten Key by Touch	1
BTE 208	Office Administration	3
BTE 216	Medical Transcription	2
CIS 118	Intro to Microcomputer Applications	3
HEA 117	Health Care Lab I	2
HEA 145	History, Law & Ethics	1
HEA 146	Health Insurance Methods & Claims	3
<b>TOTAL CREDITS</b>		<b>30</b>

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



## NURSE AIDE

This program 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:** Nurse Aide

**Faculty:** Kim Ewertz Michele Perisho

**Prerequisites:**

Students entering this program are required to complete the College Placement Tests. Entrance levels are:

Sentence Skills	60
Reading	52
College Math	36

If necessary, students will be enrolled in pre-college courses. See table on page 19 for scores and classes.

Nurse Aide courses		
NUA 101	Nurse Aide Theory/lab	4
NUA 102	Nurse Aide Clinical	1
<b>TOTAL CREDITS</b>		<b>5</b>



## PLANT & SOIL CONSERVATION

This program is designed for students interested in a career in agronomy, horticulture, or forestry.

**Certificate:** Plant & Soil Conservation Certificate

**Faculty:** Larry Propp

**Prerequisites:**

Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:

Sentence Skills	60
Reading	52
College Math	36

If necessary, students will be enrolled in pre-college courses. See table on page 19 for scores and classes.

Plant and Soil Conservation Courses		
AGL 115	Animal Science	3
AGL 118	Agricultural Economics	3
ASC 225	Feeds and Feeding	4
AGE 105	Practical Management	3
AGL 151	Swine Production I	2
CAG 101	Community Leadership	3.5
FRM 151	Business Planning I	6
<b>TOTAL CREDITS</b>		<b>24.5</b>



## REAL ESTATE

This concentrated program is designed to prepare students to sit for the Colorado Real Estate Broker's Licensing Exam.

**Certificate:** Real Estate--Pending CCCOES approval.

**Faculty:** Bob Huber

**Prerequisites:**

Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:

Sentence Skills	60
Reading	52
College Math	36

If necessary, students will be enrolled in pre-college courses. See table on page 19 for scores and classes.

Required Courses		
BUS 201	Real Estate Practice and Law	4
BUS 202	Colorado Real Estate Contracts & Regulations	4
BUS 206	Record Keeping & Trust Accounts	1
BUS 207	Current Legal Issues	1
BUS 208	Real Estate Closings	2
BUS 209	Practical Applications	3
BUS 210	Seminar in Real Estate	3
<b>TOTAL CREDITS</b>		<b>18</b>



## SMALL BUSINESS (AG/BUSINESS) MANAGEMENT

The Small Business Management program will benefit new and experienced business owners with training customized to fit their needs on subjects such as entrepreneurship, accounting and finance, advertising and marketing, management, contemporary topics, and planning. Business owners can apply what they learn directly to their own business. Classroom and private instruction will be offered with extensive use of computers.

**Certificate:** Small Business Management

**Faculty:** Merle Rhoades Laurie Morris

**Prerequisites:**

Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:

Sentence Skills	60
Reading	52
College Math	36

If necessary, students will be enrolled in pre-college courses. See table on page 19 for scores and classes.

Small Business Management courses		
Small Business Management I		
BUS 141	Fundamentals of Entrepreneurship	6
BUS 142	Entrepreneurial Accounting and Finance	6
BUS 143	Advertising & Marketing Strategies	6
Small Business Management II		
BUS 144	Managerial Entrepreneurship	6
BUS 145	Contemporary Topics in Business	6
BUS 149	Business Planning	6
<b>TOTAL CREDITS</b>		<b>36</b>



## SWINE MANAGEMENT

The Swine Management Certificate Program is designed to provide students with the management and production skills required in the field of swine management today.

**Certificate:** Swine Management Certificate

**Faculty:** Larry Propp

**Prerequisites:**

Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:

Sentence Skills	60
Reading	52
College Math	36

If necessary, students will be enrolled in pre-college courses. See table on page 19 for scores and classes.

Swine Management courses		
AGL 115	Animal Science	3
AGL 151	Swine Production I	2
AGL 152	Swine Production II	2
AGL 155	Swine Anatomy & Health	3
AGL 161	Farrowing Operation	3
AGL 162	Nursery/Finishing Operation	3
AGL 163	Breeding & Gestation Operation I	2
AGL 164	Breeding & Gestation Operation II	2
AGL 166	Practicum-Farrowing	4
AGL 167	Practicum-Breeding & Gestation	4
<b>TOTAL SWINE MANAGEMENT CREDITS</b>		<b>28</b>
Not all courses are offered every semester. Please check with your program advisor.		



## YOUNG FARMERS

**Certificate:** Young Farmers (Pending CCCOES approval)

**Faculty:** Larry Propp

**Prerequisites:**

Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:

Sentence Skills	60
Reading	52
College Math	36

If necessary, students will be enrolled in pre-college courses. See table on page 19 for scores and classes.

Young Farmers courses		
YOF 105	Young Farmers	4
<b>TOTAL CREDITS</b>		<b>4</b>
Electives		
YOF 106	Young Farmer Marketing Group	Var

# COURSE DESCRIPTIONS

## ACCOUNTING

### ACC 101 Fundamentals of Accounting

(45 lecture hours 3 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 102 Fundamentals of Accounting Lab

( 23 lab hours 1 credit)

This lab is to be taken concurrently with ACC 101 Fundamentals of Accounting

### ACC 115 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.

### ACC 121 Principles Of Accounting I

(60 lecture hours 4 credits)

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

### ACC 122 Principles Of Accounting II

(60 lecture hours 4 credits)

Prerequisite: ACC 121

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

### ACC 125 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 131 Income Tax I

(45 lecture hours 3 credits)

This course is the study of basic concepts of federal income taxation, including gross income, deductions, accounting periods and methods, and property transactions, with emphasis on individual taxation.

### 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 216 Governmental & Not-for-Profit Accounting

(60 lecture hours 3 credits)

Prerequisite: ACC 101 or ACC 121

Coverage of accounting and financial reporting standards for governmental and not-for-profit organizations

## AG/BUSINESS

### ABM 106 Agricultural Commodities Marketing

(15 lecture hours 7.5 to 52.5 private instruction hours/private instruction hours 1 credit)

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.

### ABM 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.

### ABM 109 Financial Statements for Farm /Ranch

(30 lecture hours 2 credits)

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 flow, 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.

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

Prerequisite: Students taking Core classes must meet the following Placement Test Score requirements: Courses with MAT prefix: Reading 70, Math 75. All other classes with Core designation: Reading 70, English 80.

#### \* General Education Course

**ABM 111 Advanced Farm And Ranch Management**

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

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.

**ABM 151 Business Planning I**

(15 lecture hours 15 private instruction hours 135 practicum 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.

**ABM 152 Record Keeping I**

(15 lecture hours 22.5 private instruction hours 90 practicum 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.

**ABM 153 Record Keeping II**

(15 lecture hours 15 private instruction hours 135 practicum 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.

**ABM 154 Business Planning II**

(15 lecture hours 15 private instruction hours 135 practicum 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.

**ABM 155 Financial Statements**

(15 lecture hours 22.5 private instruction hours 90 practicum 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.

**ABM 156 Marketing**

(15 lecture hours 15 private instruction hours 135 practicum 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.

**ABM 157 Business Analysis**

(15 lecture hours 15 private instruction hours 135 practicum 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.

**ABM 158 Business Planning III**

(15 lecture hours/22.5 private instruction hours 90 practicum 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.

**ABM 159 Managing For The Future**

(15 lecture hours /15 private instruction hours 135 practicum 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.

**AGRICULTURE****AGE 210 Agriculture Marketing**

(45 lecture hours 3 credits)

This 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 115 Animal Science**

(45 lecture hours 3 credits)

This 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.

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

Prerequisite: Students taking Core classes must meet the following Placement Test Score requirements: Courses with MAT prefix: Reading 70, Math 75. All other classes with Core designation: Reading 70, English 80.

\* General Education Course

**AGL 116 General Crops**

(45 lecture hours/ 22.5 lab hours 4 credits)

This 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)

This course introduces the fundamentals of soils and plant growth. 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)

This 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 Homestead Planning**

(30 lecture hours/ 22.5 lab hours 3 credits)

This 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 Agriculture Business Management**

(30 lecture hours/ 22.5 lab hours 3 credits)

This 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 124 Practical Range Management**

(45 lecture hours 3 credits)

This 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.

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

Prerequisite: Students taking Core classes must meet the following Placement Test Score requirements: Courses with MAT prefix: Reading 70, Math 75. All other classes with Core designation: Reading 70, English 80.

\* General Education Course

**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.

**AGL 228 Field Experience**

{ 30 lab hours 1 credit}

This course is designed to provide the student with on-the-job training to utilize the fundamentals learned in the agriculture program areas. An individual plan will be developed with the instructor.

**AME 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.

**AME 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.

**AME 118 Farm Carpentry**

{ 15 lecture hours/ 45 lab hours 3 credits}

Prerequisite: AGL 105  
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.

**AME 125 Farm Power And Machinery Management**

{ 30 lecture hours/ 22.5 lab hours 3 credits}

Prerequisite: AGL 105 and/or AGL 107, 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.

**AME 151 Fundamentals Of Welding**

{ 15 lecture hours/ 67.5 lab hours 4 credits}

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

**ASC 225 Feeds And Feeding**

{ 45 lecture hours/ 22.5 lab hours 3 credits}

This 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.

**ANTHROPOLOGY****ANT 101 Cultural Anthropology**

{ 45 lecture hours 3 credits}# \*

Prerequisites: See #  
Studies human cultural patterns and learned behavior. Includes linguistics, social and political organization, religion, culture and personality, culture change, and applied anthropology.

**ANT 107 Introduction To Archaeology**

{ 45 lecture hours 3 credits}

This course focuses upon the science of the recovery of human prehistoric and historic past through excavation, analysis and interpretation of material remains. Also included are a survey of the archaeology and prehistory of several areas of the world, the work of and discussions of major theories and excavations.

**ANT 111 Physical Anthropology**

{ 45 lecture hours 3 credits}# \*

Prerequisites: See #  
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.

**ANT 215 Indians Of North America**

{ 45 lecture hours 3 credits}

The study of Indians of North America from Pre-European contact times to the present, covering archaeology, languages, religions, technologies and other cultural developments and major influences on the cultures by European peoples.

**ART****ART 110 Art Appreciation**

{ 45 lecture hours 3 credits}# \*

Prerequisites: See #  
This course is an introduction to the visual arts language, concepts, process, and history.

**ART 111 Art History I**

{ 45 lecture hours 3 credits}# \*

Prerequisites: See #  
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}# \*

Prerequisites: See #  
Provides the knowledge base to understand the visual arts, especially as related to Western culture. Surveys from the Renaissance through the Modern periods.

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

Prerequisite: Students taking Core classes must meet the following Placement Test Score requirements: Courses with MAT prefix: Reading 70, Math 75.  
All other classes with Core designation: Reading 70, English 80.

**\* General Education Course**

**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 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 instructors 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 instructors 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 instructors permission

This course provides advanced study of subject development, form, color, and theme.

**AUTOMOTIVE COLLISION TECHNOLOGY****ACT 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.

**ACT 115 Auto Repair 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 striking are presented. Mig welding procedures of seam welds, stitch welds and plus welds are stressed. Resistance spot welding, which includes two-sided spot weld, plasma cutting, safety, materials, equipment and operating procedures, with emphasis on shop safety are also presented.

**ACT 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.

**ACT 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.

**ACT 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 hook ups making corrective pulls. Safety procedures and equipment use will be included.

**ACT 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.

**ACT 155 Preparation For Refinishing**

(9 lecture hours/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.

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

Prerequisite: Students taking Core classes must meet the following Placement Test Score requirements: Courses with MAT prefix: Reading 70, Math 75. All other classes with Core designation: Reading 70, English 80.

\* General Education Course

**ACT 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.

**ACT 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.

**ACT 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.

**ACT 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.

**ACT 256 Color Match and Refinish Problems**

(15 lecture hours/ 45 lab hours 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.

**ACT 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.

**ACT 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.

**ACT 270 ACT Level I Internship**

(15 lecture hours/ 135 lab hours 7 credits)

Prerequisite: Completion of all courses in ACT specialization area

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 students' interest and instructor approval.

**ACT 271 ACT Level II Internship**

(15 lecture hours/ 135 lab hours 7 credits)

Prerequisite: Completion of all courses in ACT specialization area

This course is a continuation of Level I internship. Student will use knowledge and skills acquired throughout the ACT program in a job site placement.

**ACT 272 ACT Level III Internship**

(135 lecture hours 6 credits)

Prerequisite: Completion of all courses in ACT specialization area

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

**AUTOMOTIVE SERVICE TECHNOLOGY****ASE 101 Introduction To The Automotive Shop**

(15 lecture hours/22.5 lab hours 2 credits)

This course prepares the incoming automotive student to work in the shop safely. After this course the student should be familiar with the shop and some of its common equipment.

**ASE 111 General Engine Diagnosis & Repair I**

(7.5 lecture hours/13 lab hour 1 credit)

This course is an introduction to engine operation, diagnosis, and minor types of repair. We will cover basic theory, engine design, diagnosis, and methods of repair. In addition the participant will perform diagnosis and repair procedures as part of the course. This course serves as a prerequisite for all the engine repair courses.

**ASE 112 General Engine Diagnosis & Repair II**

(7.5 lecture hours/11.5 lab hours 1 credit)

Prerequisite: ASE 111.

This course is an extension of ASE 111 and will deal with engine removal and major engine repair. We will cover different engine types and the manner they are installed. In addition the participant will perform diagnosis and repair procedures learned in ASE 111 to determine if engine remove is necessary. This course serves as a prerequisite for ASE 113 and ASE 114.

**ASE 113 Cylinder Head Diagnosis And Repair**

(15 lecture hours/22.5 lab hours 2 credits)

Prerequisite: ASE 112

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.

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

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\* General Education Course



**ASE 114 Engine Block Diagnosis And Repair**  
(15 lecture hours/45 lab hours 3 credits)

Prerequisite: ASE 113

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 131 AUTO BRAKING SYSTEMS I**  
(7.5 lecture hours/11.5 lab hours 1 credit)

This course covers basic operation and systems of automotive braking systems. Included with the course are operation, diagnosis, and basic repair of the following components of the braking system. Components include disc brakes, drum brakes, and basic hydraulic system operation.

**ASE 141 Basic Automotive Electricity**  
(15 lecture hours/22.5 lab hours 2 credits)

This course is an introduction to electricity. Basic theory, circuit designs, and wiring methods will be covered. In addition, multi-meter usage and wiring diagrams. This course serves as a prerequisite for most of the Automotive Service Technology courses.

**ASE 142 Specialized Electronics**  
(15 lecture hours/22.5 lab hours 2 credits)

Prerequisite: ASE 141. 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 143 Body Electrical**  
(22.5 lecture hours/33.5 lab hours 3 credits)

Prerequisite: ASE 141  
This course provides a comprehensive study of the theory, operation, diagnosis, and repair of vehicle accessories.

**ASE 144 Starting And Charging Systems**  
(15 lecture hours/22.5 lab hours 2 credits)

Prerequisite: ASE 141  
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 151 Engine Cooling Systems**  
(7.5 lecture hours/11.5 lab hours 1 credit)

This course covers the operation and repair of an engine cooling system. This includes problems such as leaks (internal and external), blockages, and overheating conditions.

**ASE 160 Ignition Systems I**  
(7.5 lecture hours/11.5 lab hours 1 credit)

Introduction to gasoline internal combustion engine ignition systems. Contents of the course include theory of operation of both point and electronic types of ignition systems, and diagnosis and repair of the two systems.

**ASE 162 Fuel Systems**  
(15 lecture hours/23 lab hours 2 credits)

This course covers automotive fuel supply and metering systems. Upon completion of the course the student should have a good understanding of the fuel supply system. This includes fuel pumps, filters, storage tanks, and related emission control systems. Students should understand carburetor operation and repair. This includes computerized carburetor operation.

**ASE 163 Computerized Fuel System Fundamentals**  
(15 lecture hours/22.5 lab hours 2 credits)

Prerequisite: ASE 160  
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 164 Ignition Systems II**  
(15 lecture hours/22.5 lab hours 2 credits)

Prerequisite: ASE 162  
This course covers theory, diagnosis and repair of ignition components, electronic spark timing and electronic spark control systems.

**ASE 166 Emissions Control**  
(15 lecture hours/23 lab hours/2 credits)

Prerequisite: ASE 164  
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 167 Automotive Diagnostic Equipment & Driveability Diagnosis**  
(15 lecture hours/22.5 lab hours 2 credits)

Prerequisite: ASE 167  
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. It provides a systematic approach to the diagnosis and repair of driveability problems on computer controlled fuel systems.

**ASE 171 Steering & Suspension Diagnosis**  
(7 lecture hours/12 lab hours 1 credit)

This course covers operation and the diagnosis of problems in the automotive steering and suspensions systems. This includes identification of parts and different suspension systems including systems that are used in today's automobiles.

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\* General Education Course

**ASE 221 Drive-Line, Universal Joint, & Half-Shaft Diagnosis And Repair**

(15 lecture hours/22.5 lab hours 2 credits)

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

**ASE 222 Manual Transmission And Clutches**

(15 lecture hours/22.5 lab hours/2 credits)

Prerequisite: ASE 221

This course covers the theory, inspection, and repair procedures for standard transmissions and clutches. This course includes powerflow of transmission and clutch as well as basic operation. The course also includes overhaul and replacement procedures for both transmission and clutch.

**ASE 223 Manual Transaxles Diagnosis And Repair**

(15 lecture hours/45 lab hours 3 credits)

Prerequisite: ASE 222

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

**ASE 224 Automatic Transmission/Transaxle Diagnosis, Maintenance And Repair**

(15 lecture hours/45 lab hours 3 credits)

Prerequisite: ASE 223

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

**ASE 225 Automatic Transmission/Transaxle Repair**

(15 lecture hours/45 lab hours 3 credits)

Prerequisite: ASE 224

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

**ASE 231 Automotive Braking Systems II**

(7.5 lecture hours/12 lab hours 1 credits)

Prerequisite ASE 131

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

**ASE 232 Anti Lock Brake**

(15 lecture hours/45 lab hours 3 credits)

Prerequisite: ASE 231

This is an advanced course that covers the basics of brake systems and the study of anti-lock brake systems.

**ASE 251 Automotive Heating Systems**

(7.5 lecture hours/12 lab hours 1 credits)

Prerequisite: ASE 151. The student will study the repair procedures for the components of the modern automotive heating and cooling systems.

**ASE 252 Air Conditioning System Diagnosis**

(15 lecture hours/22.5 lab hours/2 credits)

Prerequisite: ASE 251

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

**ASE 272 Steering And Suspension Diagnosis**

(15 lecture hours/22.5 lab hours 2 credits)

Prerequisite ASE 171. This course provides instruction in the construction of and the operating principles for suspension and steering systems of the automobile.

**ASE 273 Wheel Alignment Diagnosis, Adjustment And Repair**

(15 lecture hours/45 lab hours 3 credits)

Prerequisite: ASE 272

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.

**ASTRONOMY****AST 101 Astronomy I**

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

Prerequisites: See #

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) # \*

Prerequisites: See #

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.

**BIOLOGY****BIO 105 Science Of Biology**

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

Prerequisites: See #

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 hours 3 credits)

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

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

Prerequisite: Students taking Core classes must meet the following Placement Test Score requirements: Courses with MAT prefix: Reading 70, Math 75. All other classes with Core designation: Reading 70, English 80.

**\* General Education Course**

**BIO 111 General College Biology I**

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

Prerequisites: See #

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. See #

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, sexlinked, 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 4 credits)

Prerequisite: BIO 201 and BIO 202

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)

Prerequisite: 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)

Prerequisite: BIO 201

Kinesiology is the science of human motion. This course will focus upon the theories of biomechanics, and muscle

**BUSINESS TECHNOLOGIES****BTE 100 Computer Keyboarding**

( 30 lab hours 1 credit)

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

**BTE 102 Keyboarding Applications**

( 46 lab hours 2 credits)

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

**BTE 103 Keyboarding Applications II**

( 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 107 Speedbuilding**

( 30 lab hours 1 credit)

Prerequisite: 35 WPM or consent of instructor

Emphasizes development of keyboarding speed. Provides drill work designed to increase typing speed to an employable level of 50+ words per minute.

**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.

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

Prerequisite: Students taking Core classes must meet the following Placement Test Score requirements: Courses with MAT prefix: Reading 70, Math 75. All other classes with Core designation: Reading 70, English 80.

**\* General Education Course**

**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 227 Medical Transcription**

(69 lab hours 3 credits)

Prerequisite: BTE 102 or HEA 116 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 3 credits)

Prerequisite: Asset test score in math of 43 or higher, Accuplacer score of 78, or successful completion of MAT 036

Develops the mathematical concepts and applications used in business computations. Covers percentages, ratios, banking, merchandising, and credit and finance applications.

**BUS 117 Business English**

(45 lecture hours 3 credits)

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 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)

Prerequisite: BUS 141 BUS 142 BUS 143 BUS 144 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

**BUS 158 Human Resource Management**

(45 lecture hours 3 credits)

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

**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.

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

Prerequisite: Students taking Core classes must meet the following Placement Test Score requirements: Courses with MAT prefix: Reading 70, Math 75. All other classes with Core designation: Reading 70, English 80.

\* General Education Course

**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 credit)

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 credit)

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 lecture hours 3 credits)

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

**BUS 216 Legal Environment Of Business**

(45 lecture hours 3 credits)

This course emphasizes public law, regulation of business, ethical considerations, and various relationships which exist within society, government, and business. Specific attention will be devoted to economic regulation, social regulation, 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 221 Business Law**

(45 lecture hours 3 credits)

An introductory study of Business Law to include, but not be restricted to, such topics as: foundations of the legal system, contracts, sales (UCC) agency, and property (real and personal).

**BUS 226 Business Statistics**

(45 lecture hours 3 credits)

Prerequisite: MAT 105 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, chisquare 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**

(30 lecture hours 2 credits)

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.

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

Prerequisite: Students taking Core classes must meet the following Placement Test Score requirements: Courses with MAT prefix: Reading 70, Math 75. All other classes with Core designation: Reading 70, English 80.

**\* General Education Course**

**BUS 258 Current Issues in Human Resource Management**

(45 lecture hours 3 credits)

Students will explore current issues pertinent to the effective management of human resources. Topics will include compensation and benefit management, performance appraisal, and legislative issues.

**BUS 260 Business Process Foundations For E-Commerce**

(45 lecture hours 3 credits)

This is a lecture-based course that is designed to provide the student with a thorough background of three industry business process models and how e-commerce solutions help streamline these processes. This course also examines the relationship of these business process transactions to business accounting and marketing and how to calculate the return on investment of an e-commerce system. The three industries studied are Financial Services, Telecommunication and Manufacturing.

**BUS 261 E-Commerce Business Value**

(30 lecture hours/ 22.5 lab hours 3 credits)

This is a lecture/lab-based course that is designed to provide the student with thorough understanding and practical knowledge of calculating the return on investment of implementing e-commerce solutions. The course offers an in-depth look at gaining value out of each of the various types of e-commerce solution including, online procurement, online sales, online marketing, online auctions, online customer self-service.

**COLORADO AG LEADERSHIP****CAG 101 Community Leadership Development**

(53 lecture hours/ 3 lab hours 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 ANS Systems**

(16 lecture hours/ 10 lab hours 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.

**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. See #

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 111 See #

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. See #

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 See #

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.

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

Prerequisite: Students taking Core classes must meet the following Placement Test Score requirements: Courses with MAT prefix: Reading 70, Math 75. All other classes with Core designation: Reading 70, English 80.

\* General Education Course

**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.

**COMPUTER INFORMATION SYSTEMS****CIS 105 Introduction to the PC**

[10 lecture hours/ 10 lab hours 1 credit]

A course for the beginning computer user to obtain hands-on experience in the elementary use of the personal computer. This course introduces the basic features and terminology associated with personal computers, including topics such as database, spreadsheets, and word processing.

**CIS 110 Intro 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 Adv Microcomputer Operating Systems**

[20 lecture hours/ 20 lab hours 1 credit]

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 1 credit]

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 1 credit]

Prerequisite: CIS 112

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

**CIS 115 Intro To Computer Information Systems**

[30 lecture hours/ 30 lab hours 3 credits]

This is an overview of the needs for and roles of computer information systems. Emphasis is on computer requirements in organizations, history, hardware functions, programming, systems development, and computer operations. 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 130 Introduction to Word Processing**

[ 23 lab hours 1 credit]

This course introduces the features of word processing software. The skills needed to create, edit, format, and print documents are covered. Topics include character, paragraph, and page formats and the use of spelling checkers and the thesaurus feature.

**CIS 131 Intermediate Word Processing**

[ 23 lab hours 1 credit]

Prerequisite: CIS 130

This course continues to build on the skills introduced in CIS130. Topics include hyphenation, tables, mail merge, document design, and graphics.

**CIS 132 Advanced Word Processing**

[ 23 lab hours 1 credit]

This course covers advanced word processing skills. Topics include columnar layout and automating tasks.

**CIS 139 Quickbooks**

[15 lecture hours/ 23 lab hours 2 credits]

This course introduces the basic features of the Quickbooks financial software package.

**CIS 140 Introduction to PC Database**

[23 lab hours 1 credits]

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

**CIS 141 Intermediate PC Database**

[ 23 lab hours 1 credit]

This course continues to build on the database skills learned in CIS 140

**CIS 142 Advanced PC Database**

[23 lab hours 1 credit]

This course continues to build on the database skills learned in CIS 141.

**CIS 145 PC Database Concepts: (Software)**

[45 lecture hours 3 credits]

This course introduces the operations of a PC database management system. Topics may include database design, table operations, searches, sorts, edits, queries, forms, and reports.

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

Prerequisite: Students taking Core classes must meet the following Placement Test Score requirements: Courses with MAT prefix: Reading 70, Math 75. All other classes with Core designation: Reading 70, English 80.

**\* General Education Course**

**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**

(23 lab hours 1 credit)

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

**CIS 151 Intermediate PC Spreadsheets**

(23 lab hours 1 credit)

Prerequisite: CIS 150

This course continues to build on spreadsheet skills introduced in CIS 150.

**CIS 152 Advanced PC Spreadsheet**

(23 lab hours 1 credit)

Prerequisite: CIS 151

This course continues to explore spreadsheet topics introduced in previous courses.

**CIS 160 Introduction to Presentation Graphics**

(23 lab hours 1 credit)

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

**CIS 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."

**CIS 167 Language Programming: C++**

(60 lecture hours 4 credits)

This course introduces the C++ programming language. Topics may include data types, decision-making, input and output processes, and common programming and data structures, functions, and pointers.

**CIS 200 Local Area Networking**

(60 lecture hours 4 credits)

This course introduces networking concepts and terminology, including networking architecture, transmission media, structure, access, and network protocols.

**CIS 202 A+ Certification I**

(60 lecture hours 4 credits)

Introduces students to microcomputer fundamentals, PC hardware, troubleshooting the system, basic operating systems, and DOS systems.

**CIS 203 A+ Certification II**

(60 lecture hours 4 credits)

Continuation of CIS 202, this course provides an in-depth look at Microsoft Windows, system boards, input/output structures, and mass storage systems.

**CIS 204 A+ Certification III**

(60 lecture hours 4 credits)

Continuation of CIS 203, this course provides troubleshooting information and experiences with video displays, printers, data communication hardware, and multimedia production and use.

**CIS 205 A+ Certification IV**

(60 lecture hours 4 credits)

Final course in the series allows the student to develop skills in preventative maintenance procedures, Windows 98 configuration and troubleshooting, and Apple/Mac as an alternate operating system. This course will also have students work with customer satisfaction issues.

**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: BTE 112 or concurrent enrollment

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.

**# General Education Common Core for the AA and AS Degrees**

Prerequisite: Students taking Core classes must meet the following Placement Test Score requirements: Courses with MAT prefix: Reading 70, Math 75. All other classes with Core designation: Reading 70, English 80.

**\* General Education Course**



**CIS 267 Advanced Language Programming: C++**  
(60 lecture hours 4 credits)

This course continues the study of C++ begun in CIS 167. Topics may include pointers, arrays, linked lists, stacks and queues, trees and advanced user interfaces such as menus, windows, and cursor control.

## COMPUTER NETWORKING

**CNT 200 Introduction to Networking**  
(3 credits)

This course introduces the student to the underlying concepts of data communications, telecommunications and networking. It focuses on the terminology and technologies in current networking environments and is meant to provide a general overview of the field of networking as a basis for continued study in the field.

**CNT 201 Local Area Networks**  
(3 credits)

Prerequisites: CNT 200  
An introductory course in Local Area Networking. The student will participate in discussions and demonstrations of planning, installing, and supporting Novell and Microsoft Networks.

**CNT 202 Wide Area Networks**  
(3 credits)

Prerequisites: CNT 200  
This course is designed to provide the student with conceptual and working knowledge of how Local Area Networks communicate over a wide area. This course will introduce the student to telephony, the technology of switched voice communications. This course also provides students with an understanding of how communication channels of the public switched telephone networks are used for data communications, and how voice and data communications have become integrated.

**CNT 203 TCP/IP and Network Architectures**  
(3 credits)

Prerequisites: CNT 200  
This course outlines four important architectures in corporate environments today: TCP/IP, SNA, AppleTalk and DNA. The major components and functions of each of these architectures are discussed as well as methods used to connect different architectures. This course provides the students with concepts that are important to the field of systems integration, as well as a conceptual basis for understanding network architecture.

**CNT 204 Introduction to Internet Technologies**  
(3 credits)

Prerequisites: CNT 200  
This course outlines the important Internet technologies in use today. The major components and functions of each of these technologies are discussed as well as methods used to connect different technologies. This course provides the students with concepts that are important to the field of systems integration with the Internet, as well as a conceptual basis for understanding Internet technologies.

**CNT 205 Internetworking**  
(3 credits)

Prerequisites: CNT 200  
This is an advanced course intended for networking professionals and students who already grasp the general concepts of data communications and networking, but would like a more detailed understanding of internetworking. Techniques and components for managing network growth and connecting disparate network architectures will be presented and solutions to internetworking problems will be developed.

**CNT 206 Processes and Protocols**  
(3 credits)

Prerequisites: CNT 200  
This is an advanced course intended for networking professionals and students who already grasp the general concepts of data communications and networking, but would like a more detailed understanding of the processing and protocols of internetworking. Techniques and components of processing and protocols for managing networks and connecting disparate network architectures will be presented and solutions to processing and protocol problems will be developed.

**CNT 207 Network Analysis and Design**  
(3 credits)

Prerequisites: CNT 200  
This is an advanced course intended for networking professionals and students who grasp the basic concepts of networking but would like to understand methods used to analyze, design and manage LAN's and point-to-point networks. Exercises are geared toward learning techniques used to design and analyze networks.

**CNT 229 Computer Networking Lab/Practicum**  
(90 lab hours 3 credits)

Prerequisites: CNT 200, CNT 201, CNT 202, CNT 203, CNT 204, CNT 205, CNT 206  
This course work requires a practical demonstration of computer networking skills. Students will demonstrate working knowledge and problem-solving capabilities in data communications, telecommunications and networking. Students will apply their networking skills to problems and procedures for workstation operations, wiring/cabling, constructing networks utilizing a variety of network/internetwork devices, configuring and managing NT and Novell operations

## 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 Common Core for the A.A. and A.S. Degrees

Prerequisite: Students taking Core classes must meet the following Placement Test Score requirements: Courses with MAT prefix: Reading 70, Math 75. All other classes with Core designation: Reading 70, English 80.

\* 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

(15 lecture hours/45 internship/co-op hours  
2 credits)

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

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

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\* General Education Course

## COMPUTER SCIENCE

### CSC 160 Computer Science I (C++)

(60 lecture hours 4 credits)

This course will introduce students to the discipline of computer science. Topics covered will include algorithm development, data representation, arithmetic and logical expressions, sub-programs, and input/output operations using structured programming techniques.

### CSC 165 Discrete Structures

(45 lecture hours 3 credits)

Prerequisite: MAT 121 or CSC 160 or math faculty consent

This course is designed to introduce some of the mathematical abstractions and formal structures used in computer science and more advanced mathematics courses. Topics include logic, mathematical induction, elementary set theory, relations and functions, combinatorics counting, and graph theory. Applications are drawn from computer science.

### CSC 225 Computer Organization

(45 lecture hours 3 credits)

This course introduces the student to the organization of a computer at the logic level. Topics covered will include numbering systems, digital logic, digital systems, machine level representation of data, **assembly language programming, machine organization and memory system organization**

### CSC 255 Computer Programming Languages

(60 lecture hours 4 credits)

Prerequisite: CSC 161 and one other programming language or equiv

This course is an overview of contemporary programming paradigms and their related languages. Topics covered will include procedural, functional, logic, object-oriented and parallel processing.

### CWB 100 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, list serve, telnet, ftp, World Wide Web, and various search engines.

### CWB 135 Complete Web Editing

(30 lecture hours/ 23 lab hours 3 credits)

Prerequisite: CIS 115 or CIS 118 or permission of instructor

This course explores the complete set of web editing tools provided by the software specified. Topics include links, backgrounds, controlling text and graphic placement, tables, image maps, frames, and forms.

### CWB 140 Introduction To Multimedia Applications

(30 lecture hours/ 23 lab hours 3 credits)

Prerequisite: CIS 115 or CIS 118 or consent of instructor

This course introduces the hardware and software used to develop multimedia and computer-based training applications.

### CWB 160 Graphics Technology

(30 lecture hours/ 23 lab hours 3 credits)

Prerequisite: CIS 180 or concurrent enrollment

This course continues the study of multimedia. Students will develop skill in using image and photo editing software and illustration software.

### CWB 205 Complete Web Scripting

(30 lecture hours/ 23 lab hours 3 credits)

This course explores the complete set of web scripting skills needed to develop Web applications. Topics include variables, data types, arithmetic operations, logical operations, looping, creating and reading cookies, creating an array, displaying data based on a cookie value, setting flags, working with frames, creating objects in a hidden frame, using the History Object, writing HTML to another window, determining browser and detecting keystrokes.

### CWB 295 E-Commerce Technology Seminar

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

Gives unique, intense short term training in order to update knowledge and skills around e-commerce.

### CWB 297 E-Commerce Technology Internship

(90 internship hours 3 credits)

The internship portion gives students the opportunity to apply the knowledge and skills they have learned in a real-world environment. Students will spend time in a work setting.

### CWB 299 E-Commerce Technology

(30 lecture hours/ 22.5 lab hours 3 credits)

This is a lecture/lab based course that is designed to provide the student with thorough knowledge of e-commerce architecture, relational database management systems, and HTML and Network fundamentals.

## ECONOMICS

### ECO 201 Principles Of Macroeconomics

(45 lecture hours 3 credits)# \*

Prerequisite: See #

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.

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\* General Education Course

**ECO 202 Principles Of Microeconomics**

[45 lecture hours 3 credits]# \*

Prerequisite: See #

Studies the firm in depth, the nature of cost, and how those relate to the economy as a whole. Analyzes economic models of the consumer, perfect competition, monopoly, oligopoly, and monopolistic competition. Explores economic issues including market power, population growth, positive and negative externalities, income distribution, poverty and welfare, discrimination, and international economic interdependence.

**EDUCATION****EDU 115 Early Field Experience In Education**

[0 lecture hours 38 to 75 field hours/field experience hours 1 credit]

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.

**ELECTRONIC TECHNOLOGY****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.

**EMERGENCY MEDICAL SERVICES****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 0.5 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 CPR certification, successful completion of ED provider course, active in Public Safety Dispatch

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 instruction 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 0.5 credits]

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.

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**\* General Education Course**

**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 hours 0.5 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 157 Fire Safety**

(30 lecture hours 2 credits)

This course prepares the first responder with the core knowledge and skills to function safely at the scene of a fire.

**EMS 158 Hazardous Materials**

(30 lecture hours 2 credits)

HazMat awareness prepares the first responder to recognize and identify hazardous materials. The emphasis is on planning and decision making in a hazardous materials incident.

**EMS 159 Firefighter Skills**

(45 lecture hours 3 credits)

Coaches the student in the knowledge and skills necessary to complete the Firefighter I Certification.

**EMS 205 EMT Intermediate**

(150 lecture hours/ 60 lab hours 12 credits)

Prerequisite: 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 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.

**ENG 121 English Composition I**

(45 lecture hours 3 credits)# \*

Prerequisite: See #

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.

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**\* General Education Course**

**ENG 122 English Composition II**

(45 lecture hours 3 credits)# \*

Prerequisite: ENG 121, See #

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 131 Technical Writing I**

(30 lecture hours 3 credits)

This course develops skills one can apply to a variety of technical documents. Students learn principles for organizing, writing, and revising clear, readable documents for industry, business, and government.

**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.

**ENGLISH AS A SECOND LANGUAGE****ESL 011 Basic Pronunciation**

(15 lecture hours 1 credit)

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**

(15 lecture hours 1 credit)

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**

(15 lecture hours 1 credit)

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

**ESL 022 Intermediate Grammar**

(15 lecture hours 3 credits)

Prerequisite: ESL 021 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 023 Advanced Grammar**

(15 lecture hours 3 credits)

Prerequisite: ESL 022 or placement test scores

This course will assist the student to increase the level of oral fluency and aural comprehension.

**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**

(15 lecture hours 1 credit)

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**

(30 lecture hours 2 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.

**FOREIGN LANGUAGE**

(\*\*\* Course prefix reflects language of specific class section. i.e. FRE - French, RUS - Russian, SPA - Spanish)

**\*\*\* 101 Conversational Foreign Language I: French, 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.

**\*\*\* 102 Conversational Foreign Language II: French, German, Russian, Spanish**

(30 lecture hours/ 30 lab hours 3 credits)

Prerequisite: FOL 101

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

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

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**\* General Education Course**

**\*\*\* 111 Foreign Language I: French, Spanish**  
(60 lecture hours/ 30 lab hours 5 credits)# \*

Prerequisite: See #  
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.

**\*\*\* 112 Foreign Language II: French, Spanish**  
(60 lecture hours/ 30 lab hours 5 credits)# \*

Prerequisite: FOL 111 or instructor permission. See #  
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.

**\*\*\* 211 Foreign Language III: French, Spanish**  
(30 lecture hours/ 30 lab hours 3 credits)# \*

Prerequisite: FOL 112 or instructor permission. See #  
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.

**\*\*\* 212 Foreign Language IV: French, Spanish**  
(30 lecture hours/ 30 lab hours 3 credits)# \*

Prerequisite: FOL 211 or instructor permission. See note for #  
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.

**\*\*\* 225 Foreign Language For The Professional**  
(15 lecture hours 1 credit)

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

## GEOGRAPHY

**GEO 105 Geography**  
(45 lecture hours 3 credits)# \*

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

## GEOLOGY

**GEY 106 Principles Of Geology**  
(45 lecture hours 3 credits)

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

**GEY 111 Physical Geology**  
(45 lecture hours/ 30 lab hours 4 credits) \*

Prerequisite: See #  
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. See #  
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.

## HEALTH

**HEA 106 CPR Recertification**  
(7.5 lecture hours 0.5 credits)

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 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.

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\* General Education Course

**HEA 121 Medical Radiology**

(30 lecture hours/ 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 hours/ 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 credit)

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**

(60 lecture hours 4 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**

(0 lecture hours 1 credit)

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 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 affects, contraindications and administration of medications. Dosage calculations and conversions are also presented.

**HEA 187 Medical Assisting Externship II**

(15 lecture hours/90 clinical lab hours 4 credits)

Prerequisite: HEA 117 and concurrent enrollment or completed all medical assisting courses.

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.

**HEA 204 Massage Therapy Business Practices**

(15 lecture hours 1 credit)

This course is designed to assist the practitioner of massage therapy to envision, market, establish and maintain a professional massage therapy practice.

**HEA 205 Massage Theory And Techniques**

(30 lecture hours/ 68 lab hours 5 credits)

Introduces therapeutic massage, including physiological benefits of massage, professional draping techniques for full-body massage and proper body mechanics for the therapist. Course focuses on basic strokes of Swedish and Integrative Therapeutic Massage, as well as introduction to Acupressure techniques (Comfort Touch).

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**\* General Education Course**



**HEA 206 Professional Massage**

(23 lecture hours/ 45 lab hours 3 credits)

Prerequisite: BIO 201, BIO 245, HEA 205

Continued study of Integrative Therapeutic Massage techniques with emphasis on assessing and meeting client's needs. Students give massage in supervised in-class clinicals, applying appropriate therapeutic intervention.

**HEA 207 Clinical Massage**

(25 lecture hours/ 50 lab hours 3 credits)

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

**HEA 208 Shiatsu/Acupressure Level I**

(15 lecture hours 1 credit)

Shiatsu is a traditional Japanese form of therapeutic bodywork based on an awareness of energy pathways or meridians that run throughout the body. In this course the student will learn the techniques of Barefoot Shiatsu, which incorporate the use of fingers, hands and feet on the recipient's body in a variety of rhythmical movements.

**HEA 209 Shiatsu/Acupressure Level II**

(15 lecture hours 1 credit)

Continues teaching the traditional Japanese form of therapeutic bodywork based on an awareness of energy pathways or meridians that run throughout the body.

**HEA 221 Cross Cultural Competencies In Health And Human Services**

(15 lecture hours 1 credit)

Cultural Competence is designed to raise awareness for today's multicultural workplace and to improve transcultural communication skills. Beliefs and values of different cultural groups are discussed, and communication techniques are demonstrated.

**HISTORY****HIS 101 Western Civilization I**

(45 lecture hours 3 credits)# \*

Prerequisite: See #

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)# \*

Prerequisite: See #

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)# \*

Prerequisite: See #

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)# \*

Prerequisite: See #

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.

**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)# \*

Prerequisite: See #

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)# \*

Prerequisite: See #

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.

**INDUSTRIAL TECHNOLOGY****INT 145 Fluid Power**

(30 lecture hours/22.5 lab hours 3 credits)

Fluid power is 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.

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\* General Education Course

**INT 206 Machinery Installation**

(15 lecture hours/45 lab hours 3 credits)

This course covers 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, concentrating less on the theory of electricity and more on the practical aspects of the electrician's task.

**ITE 101 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 Reprocess Technician.

**ITE 105 Introduction To Basic Construction Skills**

(82.5 lecture hours/ 22.5 lab hours 6.5 credits)

Students are provided with an overview of safety, industrial math, common hand tools and power tools. Selection, inspection and maintenance are covered with basic rules of use. Blueprints and basic rigging are also discussed. The course is set up to meet industry standards.

**ITE 107 Electric Applications**

(75 practicum hours 2 credits)

Course introduces the National Electric Wiring Code, covers application skill for circuits, wiring devices, and installation. Boxes and fittings, cable trays, raceway, circuit breakers are among topics covered.

**ITE 111 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.

**ITE 121 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.

**ITE 122 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.

**ITE 125 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 blueprinting. 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.

**ITE 128 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.

**ITE 135 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.

**ITE 138 Accident Prevention**

(30 lecture hours 2 credits)

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

**ITE 145 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.

**ITE 148 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.

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

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**\* General Education Course**

**ITE 155 Automation Control Circuits**

(30 lecture hours/ 24 lab hours 3 credits)

Prerequisite: 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.

**ITE 165 Statistical Quality Control**

(45 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.

**ITE 175 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.

**ITE 210 Introduction to Apprenticeship In Electricity**

(150 practicum hours 4 credits)

Covers circuit theory and math topics around residential wiring. Motors, conductors, voltage and electrical wiring standards are some of the skills practiced.

**JOURNALISM****JOU 105 Introduction To Mass Media**

(45 lecture hours 3 credits)# \*

Prerequisite: See #

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.

**LITERATURE****LIT 115 Introduction To Literature**

(45 lecture hours 3 credits)# \*

Prerequisite: See #

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)# \*

Prerequisite: See #

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)# \*

Prerequisite: See #

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

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\* General Education Course

**LIT 248 Introduction To Native American Literature**  
(45 lecture hours 3 credits)

This course explores Native American Literature mainly of the 20th Century. Myths, legends, songs and speeches from oral traditional may be examined where relevant. Focus of the class will be mainly on poetry, essay and short story. Drama may also be included.

**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**

(8 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 117 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.

**MAN 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.

**MAN 200 Human Resource Management**

(45 lecture hours 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.

**MAN 215 Principles Of Supervision**

(45 lecture hours 3 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 216 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 226 Principles Of Management**

(45 lecture hours 3 credits)

A survey of the principles of management. Emphasis will be on the primary 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.

**MAR 221 Introduction To Electronic Commerce**

(45 lecture hours 3 credits)

This is a lecture-based course that is designed to provide the student with practical skills and knowledge of e-commerce implementation methodology. The course examines standards and practices used by businesses implementing e-commerce applications and solutions.

**MATHEMATICS****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.

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**\* General Education Course**

**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**

(15 lecture hours 1 credit)

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**

(30 lecture hours 2 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.

**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 **See #**  
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 lecture 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 Prerequisite: MAT 121 or permission of the instructor. **See #**  
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 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)# \*

Prerequisites: MAT 121 and MAT 122 or equivalent. **See #**  
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. **See #**  
Continuation of single variable calculus and includes techniques of integration, polar coordinates, analytic geometry, improper integrals, and infinite series.

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**\* 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 126 Multimedia Motion and Sound**

[30 lecture hours/ 23 lab hours 3 credits]  
This course introduces multimedia video and audio production. Students will develop skill in using video and sound editing software and incorporating video and audio files into multimedia projects.

**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 203 Multimedia Authoring and Production**

[30 lecture hours/ 23 lab hours 3 credits]  
Prerequisite: CIS 180, CWB 160, MMA 201 or concurrent enrollment  
This course is a study of advanced application of multimedia production software, equipment, and design. Students will develop skill in using authoring software and designing/developing multimedia titles. 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 245 Multimedia Internship**

[45-270 field experience hours 1-6 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] # \*  
Prerequisite: See #  
Covers the basic materials of music, musical forms, media, genres, and musical periods. Emphasizes the development of tools for intelligent listening and appreciation.

**MUS 121 Introduction to Music History I**

[45 lecture hours 3 credits] # \*  
Prerequisite: See #  
This course studies the various periods of music history with regard to the composers aesthetics, forms, and genres of each period. Considers music from Middle Ages through Classical period.

**MUS 122 Introduction to Music History II**

[45 lecture hours 3 credits] # \*  
Prerequisite: MUS 120 or MUS 121 See #  
Continues Introduction to Music History I with a study of music from the early Romantic period to the present.

**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****NUA 101 Nurse Aide Theory/Lab**

[45 lecture hours/22.5 lab hours 4 credits]  
This course prepares the student to perform the fundamental skills of the nurse aide. Basic nursing skills, restorative services, personal care skills, safety and emergency care issues are covered in theory and lab. The student will learn skills that address mental health needs as well as patient/resident/client rights.

**NUA 102 Nurse Aide Clinical**

[30 clinical lab hours 1 credit]  
The course applies the knowledge gained from NUA 101 in a clinical setting.

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**\* General Education Course**

**NUR 201 Nursing Transition**

(7 lecture hours/ 11 lab hours 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 211 Comprehensive Medical-Surgical Nursing I**

(60 lecture hours 4 credits)

Prerequisite: Admission to level II

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 neurological disorders, and dietary and pharmacological therapies. Focus includes nursing process, nursing physical assessment, nutritional, fluid and electrolyte assessment, and intravenous therapy.

**NUR 212 Comprehensive Medical-Surgical Nursing Clinical I**

(90 clinical lab hours 4 credits)

Prerequisite: Admission to level II, Co-requisite: 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)

Prerequisite: NUR 202, NUR 211, NUR 212, NUR 221, NUR 222

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 Clinical II**

(90 clinical lab hours 4 credits)

Prerequisite: Admission to level II. Co-requisite: 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)**

(15 lecture 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)

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)

Prerequisite: Admission to level II

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**

(68 clinical lab hours 3 credits)

Prerequisite: Admission to level II

Co-requisite: 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 related psychosocial theories.

**NUR 223 Advanced Concepts In Nursing II (Mental Confinement)**

(15 lecture 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 232 Comprehensive Parent-Child Nursing Clinical**

(68 clinical lab hours 3 credits)

Co-requisite: NUR 269 NUR 275

This course offers the clinical practicum to apply the theory of NUR 230 and Nur 231. Focus includes 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.

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\* General Education Course

**NUR 233 Advanced Concepts In Nursing III (Ob)**

[15 lecture hours 1 credit]

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

**NUR 234 Comprehensive Nursing Clinical**

[135 clinical internship hours 3 credits]

Prerequisite: Approval of Program Director

This course offers the clinical practicum applicable to previous nursing theory. Focus includes application of the principles of team leading, and role change in a variety of clinical settings, and clinical preceptorships, with an emphasis on developing proficiency in previously learned skills. Clinical hours will be scheduled and will include a 2 hour instructor contract, the remainder will be clinical setting contact with 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.

**NUR 269 Comprehensive Concepts In Maternal/Newborn Nursing**

[22.5 lecture hours 1.5 credits]

Co-requisite: NUR 232

This course is designed to help the learner understand the concepts of families and their experience with complications of childbearing. The framework consists of the nursing process inclusive of goals for optimal levels of maternal/newborn health and wellness. Critical thinking application is emphasized throughout the course. Nursing as well as other health care theories form the basis for this study.

**NUR 275 Comprehensive Concepts in Nursing of Children**

[22.5 lecture hours 1.5 credits]

Co-requisite: NUR 232

This course is designed to help the learner understand the concepts of health care and how it relates to the child from birth to adolescence. Emphasis is placed on altered functioning, special needs, and disease processes manifested in children. The nursing process is utilized as a framework to attain optimal levels of child health and wellness. Critical thinking application is stressed throughout the course. Nursing as well as other health care theories form the basis for this study.

**NUR 276 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 278 Socialization Into Nursing III**

[15 lecture hours 2 credits]

Prerequisite: NUR 276

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 such as decision-making, problem solving, change and cultural diversity are discussed in relation to role change.

**NUTRITION****NUT 100 Nutrition**

[45 lecture hours 3 credits]

This course will enhance student's knowledge regarding the role of food and nutrition and an application of therapeutic diets. Course units will coincide with the textbook to allow students with a limited background in nutrition-related sciences the opportunity to assimilate new information. Content is organized around basic human needs, normal physiology, population trends, and cultural patterns. Students will have the opportunity to analyze their own dietary habits and identify dietary deficiencies/excesses. This information will be organized using a nursing process format, which may empower individuals toward dietary change. Health promotion and disease prevention are key issues in this basic nutrition course. We will study nutrition across the life span as well as clinical nutrition.

**OCCUPATIONAL THERAPY****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]

Prerequisite: Admission to the OTA program

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

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**\* General Education Course**



**OTA 201 Conditions And Applied Techniques In Occupational Therapy**

(75 lecture hours 5 credits)

Prerequisite: Admission to the OTA program

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)

Prerequisite: OTA 115, 201, 220

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)

Prerequisite: OTA 115, 201, 220

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)

Prerequisite: OTA 230, 240

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)

Prerequisite: OTA 230, 240

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: OTA 221, 222

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, 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)

Prerequisite: OTA 230, 240

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.

**PHYSICAL EDUCATION****PED 105 CPR**

(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 lecture 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 lecture 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.

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

Prerequisite: Students taking Core classes must meet the following Placement Test Score requirements: Courses with MAT prefix: Reading 70, Math 75. All other classes with Core designation: Reading 70, English 80.

\* General Education Course

**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.

**PHILOSOPHY****PHI 111 Introduction To Philosophy**

(45 lecture hours 3 credits)# \*

Prerequisite: See #

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: See note #.

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: See #

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.

**PHYSICS****PHY 105 Conceptual Physics**

(45 lecture hours/ 22.5 lab hours 4 credits)# \*

Prerequisites: See #

{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)# \*

Prerequisite: See #

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 See #

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

Studies include mechanics and heat. This course includes laboratory experience.

**PHY 212 Physics: Calculus Based II**

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

Prerequisite: PHY 211

Studies include wave motion, electricity and magnetism, and light. This course includes laboratory experience.

**POLITICAL SCIENCE****POS 105 Introduction To Political Science**

(45 lecture hours 3 credits)# \*

Prerequisite: See #

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)# \*

Prerequisites: See #

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.

**POS 121 Introduction To Public Administration**

(45 lecture hours 3 credits)

This course introduces the student to the basic concepts and principles of public administration. Topics covered include the basic functions of local governments and typical governmental organizational structures.

**POS 125 American State And Local Government**

(45 lecture hours 3 credits)

This course is a study of the structure and function of state, county, and municipal governments including their relations with each other and with national government. Colorado government and politics are emphasized.

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

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\* General Education Course

**POS 211 Introduction To Public Finance**

(45 lecture hours 3 credits)

Course description not available at the time of publication.

**POS 215 Current Political Issues In Government**

(45 lecture hours 3 credits)

Course description not available at the time of publication.

**POS 221 Community Development & Planning**

(45 lecture hours 3 credits)

This course identifies and analyzes major issues facing governmental entities, such as growth, economic development, education, public security and safety, utilities, recreation, etc., with examination of how these can be addressed.

**POS 297 Internship - CML Training**

(45 lecture hours 3 credits)

Course description not available at the time of publication

**PSYCHOLOGY****PSY 101 General Psychology I**

(45 lecture hours 3 credits)# \*

Prerequisites: See #

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)# \*

Prerequisites: See #

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 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 238 Child Development**

(30 lecture hours 3 credits)\*

This course is designed for early childhood educators and the parents of children from birth through 11 to give the most up-to-date and practical information on caregiving and developmental practices designed to provide the optimum environment for the child.

**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.

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

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\* General Education Course

**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.

**PHYSICAL THERAPIST****PTA 101 Fitness & Wellness**

(6 lecture hours/ 19 lab hours 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 110 Basic Patient Care in Physical Therapy**

(30 lecture hours/90 lab hours 5 credits)

The principles and practices of physical therapy will be examined and an understanding of these practices will be developed including; positioning, body mechanics, transfers, range of motion, palpitation, vital signs, aseptic techniques, bandaging, documentation, activities of daily living, wheelchair management, architectural barriers, and gait training.

**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. Also addresses reimbursement for physical therapy services.

**PTA 120 Modalities in Physical Therapy**

(30 lecture hours/90 lab hours 5 credits)

The principles and practices of physical therapy will be examined and an understanding of the following procedures will be developed: therapeutic heat and cold, traction, massage and hydrotherapy, intermittent venous compression.

**PTA 135 Principles Of Electrical Stimulation**

(15 lecture hours/ 30 lab hours 2 credits)

Prerequisite: PTA 220

This course investigates the principles and application of electrical stimulation (ES) modalities currently used in physical therapy practice. This course will help the student understand the electrochemical and physiological effects of electrical stimulation and identify the various forms and applications of ES.

**PTA 230 Physical Therapy Procedures III**

(30 lecture hours/68 lab hours 5 credits)

Prerequisite: PTA 232

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 232 PTA Clinical Internship I**

(80 practicum hours 4 credits)

Prerequisite: PTA 110, PTA 120, PTA 135

Initial clinical exposure providing hands on of various types of patient practicum skills and techniques. Includes application of basic patient care skills including transfers, range of motion, modalities, bandaging, aseptic techniques, and gait training. Students will demonstrate professional behavior and communication principles appropriate to the physical therapy setting. Supervisor will be a designated clinical instructor in an acute care, geriatric, or outpatient setting.

**PTA 240 Physical Therapy Procedures IV**

(30 lecture hours/ 68 lab hours 5 credits)

Prerequisite: PTA 232

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.

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\* General Education Course

**PTA 242 PTA Clinic Internship II**

(240 clinical internship hours 5 credits)

Prerequisite: PTA 110, PTA 115, PTA 120, PTA 135, PTA 230, PTA 232, PTA 240, BIO 245,

The intermediate clinical experience provides application of various types of patient practicum care and techniques learned. Includes continued application of physical therapy procedures of Internship I with the addition of therapeutic exercise, goniometry, manual muscle testing and motor learning techniques. Students will demonstrate professional behavior and communication principles appropriate in the physical therapy setting. Supervisor will be a designated clinical instructor in an acute care, rehabilitation, outpatient, or home health setting. During the internship, the student will present an inservice on a physical therapy related topic.

**PTA 245 Physical Therapist Assistant Seminar**

(30 lecture hours 2 credits)

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.

**PTA 252 PTA Clinical Internship III**

(240 clinical internship hours 5 credits)

Prerequisite: PTA 242

Advanced clinical experience provides application of various types of patient care skills and techniques. Students will refine all physical therapy skills to prepare to go into the field as an entry level physical therapist assistant. This final experience in any physical therapy setting will include independent practice with an assigned caseload under the on-site supervision of a clinical instructor. The student will research and present an in-depth physical therapy case study.

**READING****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.

**SCIENCE****SCI 115 Principles Of Meteorology**

(45 lecture hours 3 credits)

Examines principles of synoptic meteorology and simple atmospheric thermodynamics. Topics include the atmosphere, clouds, precipitation, heat balance, air in motion, jet streams, general circulation, climate, forecasting and statistics.

**SCI 116 Natural Science**

(60 lecture hours/ 30 lab hours 5 credits)

Students study science and technology with an emphasis on physics and chemistry. Includes the laws of motion, work, power, energy, sound, music, electromagnetics, inorganic and organic chemistry. Laboratory experimentation tests the theories presented.

**SOCIOLOGY****SOC 101 Introduction To Sociology I**

(45 lecture hours 3 credits)# \*

Prerequisites: See #

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)# \*

Prerequisites: See #

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.

**SPEECH****SPE 115 Principles Of Speech Communication**

(45 lecture hours 3 credits)# \*

Prerequisites: See #

Combines basic theory of speech communication with public speech performance skills. Emphasizes speech delivery, preparation, organization, support, and audience analysis.

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\* General Education Course

**SPE 226 Oral Interpretation**

(45 lecture hours 3 credits)

Prerequisite: SPE 115.

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.

**STUDY SKILLS****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.

**THEATRE****THE 105 Introduction To The Theatre Arts**

(45 lecture hours 3 credits)

This course includes discussions, workshops, and lectures designed to discover, analyze, and evaluate all aspects of the theatre experience: scripts, acting, directing, staging, history, criticism, and theory.

**THE 111 Acting I**

(45 lecture hours 3 credits)

This course covers basic acting techniques and approaches including scene study, improvisation, and script analysis. It includes practical application through classroom performance.

**THE 112 Acting II**

(45 lecture hours 3 credits)

This course continues to explore basic acting techniques and approaches, including scene study, improvisation, and intermediate script analysis. It includes practical application through classroom performance.

**THE 211 Development of Theatre I**

(45 lecture hours 3 credits)

Surveys the history and evolution of drama from Ancient Greece to the Renaissance, emphasizing all aspects of the art from period values to analysis of dramatic literature and performance.

**THE 212 Development of Theatre II**

(45 lecture hours 3 credits)

Surveys the history and evolution of drama from the Renaissance to the present, emphasizing all aspects of the art from period values to the analysis of dramatic literature and performance.

**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 students 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.

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\* General Education Course

# PERSONNEL

**Andersen, Mary** - Lincoln County Center Director. B.A., Northern Illinois University.

**Anderson, Kristi** - Physical Therapist Assistant Coordinator. B.S. & P.T., University of Tennessee.

**Baker, Maxine** - Administrative Assistant III, Office of Instruction.

**Barden, Nancy** - Bennett Center Director. B.A., University of Northern Colorado.

**Bauer, Kent** - Director of Financial Aid & Scholarships; Registrar. A.A., Northeastern Junior College; B.S., B.S., University of Northern Colorado; M.S., Regis University.

**Berger, Virginia** - Agriculture & Business Management Instructor. A.A.S., University of Minnesota Technical College; B.S., University of Tennessee; M.S. Iowa State University, Vocational Credential.

**Bishop, Sharon** - Program Assistant II, Office of the President.

**Bledsoe, Mildred** - Child Care Aide, Adult Basic Education.

**Brinkman, Janet** - Director of Human Resources. A.A., Morgan Community College; B.S. & M.S.M., Regis University; Vocational Credential.

**Brown, Jody** - Director of Admissions. B.A., University of Northern Colorado.

**Bzdek, Sharon** - Director, Marketing and Communication.

**Calentine, Mary** - Director of Continuing Education & Customized Business. B.A., Kansas Wesleyan University, M.S., Kansas State University.

**Carlson, Kenneth** - Dean of Student Success & Enrollment Management. A.A. Waldorf College; B.S., Bemidji State University; M.S., University of Wisconsin-LaCrosse.

**Caza, April** - Library Technician I. A.A., A.S., Morgan Community College; B.S., University of Northern Colorado; M.L.S., Emporia State University.

**Clough, Susan** - Vice President for Administration and Finance, A.A., Morgan Community College; B.S. & M.B.A., Regis University.

**Crone, Loretta** - Administrative Assistant III, Office of Administration and Finance.

**Crossley, Jody** - Nursing Instructor. B.S.N., Fort Hays State University; M.S.N., West Texas A&M; Vocational Credential.

**Cunningham, Tim** - Coordinator of Physical Plant - Operations.

**Davis, Barbara** - Custodian I, Maintenance & Operations.

**Duell, Charles** - Agriculture & Business Management Instructor. B.S., Colorado State University; Vocational Credential.

**Enninga, Don** - Emergency Medical Technology Coordinator. A.A.S., Northeastern Junior College; B.S., Colorado State University; E.M.T. Intermediate; Vocational Credential.

**Erickson, Jon** - Grant & Technical Writer, Office of Instruction. B.S., Montana State University; Master of Divinity, Lutheran Theological Seminary.

**Estes, Donald** - Coordinator of Telelearning. A.S., Diablo Valley College; B.A. & M.A., University of Northern Colorado.

**Evans, Jaylene** - Business Instructor. B.S., University of Phoenix.

**Ewertz, Kim** - Med Prep & Medical Assisting Instructor. B.S.N., University of Northern Colorado; Vocational Credential.

**Frihauf, Barb** - Agriculture & Business Management Instructor. B.S. Colorado State University; Vocational Credential.

**Frisbie, Kathy** - Nursing Instructor. B.S.N., Alfred University School of Nursing; M.S.N., Decker School of Nursing; Vocational Credential.

**Garrett, Cindy** - Administrative Assistant II, Purchasing and Auxiliary Services. A.A., A.G.S., Morgan Community College.

**George, Sheryl** - Nursing Director. B.S.N., University of Iowa; M.S.N., University of Northern Colorado; Vocational Credential.

**Gertge, Phyllis** - Dean, Health & Applied Sciences & Technology. R.N., Mercy Hospital; M.P.H., University of Northern Colorado; Vocational Credential.

**Godel-Gengenbach, Kay** - Social Science Instructor. B.A. & M.A., University of Denver; Ph.D., University of Colorado.

**Grauberger, Tim** - Collision Repair Technology Coordinator. A.A., Northeastern Junior College; B.S., Colorado State University; Vocational Credential.

**Hale, Patricia** - Administrative Assistant II, Office of Instruction.

**Hanson, Marlyn** - Information Technology Spec., Instructional/Web Support; A.A., Morgan Community College.

**Hartless, Dan** - Information Technology Spec., Administrative Support. A.A.S., Otero Junior College.

**Hartwig, Gail** - Physical Therapist Assistant Instructor. A.S., Donnelly College; B.S., University of Kansas; Vocational Credential.

**Heikes, David** - English Instructor. B.S., University of South Dakota; M.A., University of South Dakota; M.A., Western Washington University.

**Hoganson, Nancy** - Wray/Yuma Center Director. B.A., University of Kansas.

**Hubbell, Janie** - Associate Dean, Institutional Research & Assessment. A.A.S. & A.A. Morgan Community College; B.S., Regis University.

**Huber, Robert J.** - Business Instructor. B.S., Ferris State College; M.A., Colorado State University; Vocational Credential.

**Hunt, Mary** - Administrative Assistant II, Human Resources. A.A.S., Morgan Community College.

**Johnson, Dixie** - Custodian II, Maintenance & Operations.

**Jones, Jeff** - Telecommunications/Electronics Specialist I.

**Kahl, Maureen** - Library Tech III, Learning Resource Center. A.A., Morgan Community College; B.S., Clayton College.

**Keown, Corliss A.** - Social Sciences Instructor. B.A., Pomona College; M.A., Vanderbilt University.

**Kind, Gene** - Structural Trades I, Maintenance & Operations.

**Kral, Evelyn** - Instructional Support Services. B.S., Kearney State College.

- Kruglet, Jo Ann** - Associate Dean of Learning Resources. B.S., Southern Colorado State College; M.L.S., University of Denver.
- Kuper, Carol** - Mathematics, Computer Science Instructor. A.A., Front Range Community College; B.A. & M.S., University of Northern Colorado.
- Lambert, Chris** - Administrative Assistant I, Yuma/Wray Center.
- Lapp, Carla** - Administrative Assistant I, Student Services.
- Lehman, Thomas** - Biology Instructor. B.A., Carroll College; M.S., University of Nebraska; M.S., Colorado State University.
- Linert, Susan** - Agriculture & Business Management Instructor. B.S., New Mexico Institute of Mining and Technology; M.S. New Mexico State University; Vocational Credential.
- McClellan, Jan** - Administrative Assistant II, Student Services.
- McKay, John** - President. B.S.Ed., Troy State University; M.Ed. & Ed.D., Auburn University.
- McKie, Betty** - Business Instructor. A.A.S. & A.A., Morgan Community College; B.A., University of Northern Colorado; M.Ed., Colorado State University; Vocational Credential.
- Medin, Doug** - Math, Science and Computer Science Instructor. B.S., Miami University; M.S., University of Illinois; M.S., Colorado State University.
- Mendez, Gisela** - Administrative Assistant I, Workplace Literacy.
- Mese, Connie** - Administrative Assistant III, Student Services. A.A., Morgan Community College.
- Meyer, Vickie** - Administrative Assistant I, Bennett Center.
- Morris, Laurie** - Agriculture & Business Management Instructor; A.A., Morgan Community College; Vocational Credential.
- Nix, Cathie** - Administrative Assistant I, Marketing & Communication. A.A.S., Morgan Community College.
- Olsen, Linda** - Administrative Assistant II, Lincoln County Center. A.A., Morgan Community College.
- Owen, Alicia** - Foreign Language Instructor. B.A., Marist College.
- Page, Cheryl** - Assistant Director, Adult Basic Education. M.L.S., Regis University; B.A., University of Northern Colorado; B.S., Regis University. Certification in Adult Education, Vocational Certificate.
- Parker, Brad** - Auto Service Technology Instructor. A.A.S., Morgan Community College; B.S., Colorado State University. Vocational Credential.
- Penn, Shirley** - Coordinator, Workplace Literacy. B.A. & M.A., University of Northern Colorado.
- Perisho, Michele** - Medical Prep and Medical Assisting Instructor. B.S.N., Linfield-Good Samaritan School of Nursing; Vocational Credential
- Pfeifer, Dianna** - Testing Center Coordinator. B.A., University of Northern Colorado.
- Phillips, Frank** - Collision Repair Technology. A.A.S., Morgan Community College; Vocational Credential.
- Propp, Larry** - Associate Dean, Customized Business & Community Service/Young Farmers. A.A., Northeastern Junior College; B.A. & M.Ed., Colorado State University; Vocational Credential.
- Rawlings, Deb** - Assistant Coordinator, Burlington Center.
- Rhoades, Merle D.** - Business Instructor & Small Business Development Center Director; B.S. & M.A., University of Northern Colorado; Ph.D., Colorado State University; Vocational Credential.
- Rhoades, Valerie** - Burlington Center Director; A.A.S., Northern Junior College; B.A., Colorado State University.
- Robinson, Ed** - Telecommunications/ Electronics Specialist II, A.A.S., Morgan Community College.
- Rorabaugh, Kristi** - Administrative Assistant I, Customized Training/Continuing Education; A.A.S., Morgan Community College.
- Rose, Mary** - Certified Massage Therapy Coordinator. C.M.T., Boulder School of Massage; B.A., Metro State College.
- Salmon, Paula** - Director of Career Guidance and Placement. A.A., Northeastern Junior College; B.S. & M.S.M., Regis University.
- Sanne, Diana** - Accountant I. A.A.S., Southeast Community College; B.A., Doane College.
- Schneider, Todd** - Mathematics & Sciences Instructor. A.A., Morgan Community College; B.S., Colorado State University.
- Schneider, Tracy** - Controller. A.A., Northeastern Junior College; B.S., University of Northern Colorado; C.P.A.
- Shriver, Michael** - Information Technology Coordinator. A.A.S., Community College of the Air Force.
- Spears, Suzanna** - Dean, Arts & Sciences & Instructional Development. B.A., University of Denver; M.Ed., University of Northern Colorado.
- Steffen, Gwen** - Administrative Assistant I, Student Services. A.A.S., Morgan Community College.
- Steward, Carol** - Administrative Assistant II, Switchboard, Financial Aid.
- Thomas, Gregory** - English, Theater, Speech Instructor. B.A. & M.A., University of Wyoming; M.A., University of Minnesota.
- Tormohlen, Connie** - Business Instructor. A.A., Morgan Community College; B.S., University of Northern Colorado; Vocational Credential.
- Torrez, Helen** - Custodian I, Maintenance & Operations.
- Trujillo, Roxanne** - Accounting Technician II.
- Jennifer Walker** - Student Life Coordinator/Advisor. A.A.S., Morgan Community College.
- Waters, Julie** - Director, Adult Basic Education. B.A., Wayne State College.
- Watson, Judy** - Accounting Technician II.
- Watson, Randy** - Business/E Commerce Instructor. A.A., Morgan Community College. B.S., University of Northern Colorado.
- Weimer, Mike** - General Laborer I, Maintenance & Operations.
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- Wiener, Melody** - Director of Purchasing & Auxiliary Services. A.A., Morgan Community College.
- Wiener, Mike** - Coordinator of Physical Plant - Operations. Certified Welder, US Navy.