



CATALOG 2002-2003

MORGAN COMMUNITY COLLEGE

2002 - 2003 CATALOG

MAIN CAMPUS

17800 Road 20, Fort Morgan, CO 80701
970-542-3100 or 1-800-MCC-0216

BENNETT CENTER

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

BURLINGTON CENTER

451 14th Street, Burlington, CO 80807
(719) 346-9300

LIMON CENTER

940 2nd 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, Yuma, CO 80759
(970) 848-2421

BLOEDORN CENTER FOR COMMUNITY & ECONOMIC DEVELOPMENT

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

DOWNTOWN CENTER

117 Main, Fort Morgan, CO 80701
(970) 542-3270

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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. The main campus at Fort Morgan continues to grow: in 2000 a new Student Center was dedicated and in 2002 a new building, Elm Hall, to house the automotive programs was completed and Spruce Hall was renovated for new classrooms, offices, laboratories, and meeting rooms.

Accreditation

Morgan Community College is accredited by The Higher Learning Commission of NCA.

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 courses for transfer and career technical degrees on its main campus at Fort Morgan and at five Centers in its

Service Area. MCC Centers are the Bennett Center, Burlington Center, Limon Center, 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 career and technical programs are offered primarily on the Fort Morgan campus, many courses meeting career and technical degree and certificate requirements 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 Agriculture and 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 courses and on the Internet at CConline (Colorado Community College Online), students can take an Associate of Applied Science in business, classes towards and Associate of Arts, or an Associate of Arts in Public Administration.

Guided Study Program

Morgan Community College recognizes that many students seeking a college degree or certificate live in isolated rural communities, or have life schedules that do not allow them to attend regularly scheduled courses. For these students the MCC Guided Studies Program provides flexibly formatted courses. These courses, led by MCC faculty, require students to complete readings, assignments and projects equivalent to those in a classroom-based course. Students are required to interact weekly with their instructors. Informal study-group activity with other students is available, and exams in a "proctored" environment are usually required. Students should check the MCC term schedule for courses available in this format.

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, and at the Limon Center. 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 the needs of adults in the areas of basic skills, such as reading and writing, General Education Development (GED) preparation, English as a Second Language (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 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 may complete either a certificate or a degree in one or two more years at MCC.

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. Through these vocational programs, eligible students have the opportunity to earn dual credit.

High School/MCC Advanced Studies Partnership

Advanced Studies is a program offered by Morgan Community College in partnership with high schools throughout its service area. Students in their Junior and Senior high school years who are ready for college-level learning in either academic or career and technical programs, may be eligible for dual enrollment in MCC courses. This "dual enrollment" allows students to gain both high school and college credit for completed courses. Tuition payment or reimbursement from the school district is available for eligible students. Check with your local school district to determine if it is an Advanced Studies partner with MCC.

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

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

Identification/Student Number

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

Fee Required for International Students

Students are required to pay tuition and fees at the time they register for classes. Tuition and fees for international students are the same as those for any non-Colorado resident: Tuition and fees per semester are approximately \$4,800.00 (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.



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 & 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
2002-2003**

REGISTRATION FEE (per semester).....	\$10.05
STUDENT ACTIVITY FEE (per semester...@	\$2.60/CREDIT HOUR (\$31.20 maximum)
STUDENT CENTER BOND FEE (per semester	\$3.00/CREDIT HOUR (\$36 maximum)
ACADEMIC COURSE FEES	Per Credit Hour
All ABM courses	\$5.35
All ACC215 courses	\$5.35
All ACT courses	\$5.35
All AGB courses	\$5.35
All AGE courses	\$5.35
All AGL courses	\$5.35
All AME courses	\$5.35
All ART courses	\$5.35
All ASE courses	\$5.35
All AST courses	\$5.35
All BIO courses	\$5.35
All BTE courses	\$5.35
All BUS 14X	\$5.35
All BUS185 courses	\$5.35
All BUS195 courses	\$5.35
All CAG courses	\$5.35
All CHE courses	\$5.35
All CIS courses	\$5.35
All CNG26X	\$15.15
All CNG courses except 26X	\$5.35
All CNT courses	\$5.35
All CRJ courses	\$5.35
All CSC courses	\$5.35
All CTE courses	\$5.35
All CVB courses	\$5.35
All ECE courses	\$5.35
All EMS courses	\$5.35
All GEY courses	\$5.35
All HEA courses	\$5.35
All ITE courses	\$4.90
All HEM courses	\$5.35
All HEQ courses	\$5.35
All HPR courses	\$5.35
All HWE courses	\$5.35
All INM courses	\$5.35
All INT courses	\$5.35
All ITE courses	\$5.35
All MEP102XXX courses	\$5.35
All MMA courses	\$5.35
All MST courses	\$5.35
All MUS courses	\$5.35
All NUA courses	\$5.35
All NUR courses	\$5.35
All OTA courses	\$5.35
All PTA courses	\$5.35
All SCI courses	\$5.35
All THE courses	\$5.35
All YOF courses	\$5.35

**MORGAN COMMUNITY COLLEGE
SCHEDULE OF SEMESTER TUITION
2002 - 2003 FALL/SPRING SEMESTERS**

Credit Hours	In-State Tuition	Out-of-State Tuition
1	\$ 62.90	\$ 313.75
2	125.80	627.50
3	188.70	941.25
4	251.60	1,255.00
5	314.50	1,568.75
6	377.40	1,882.50
7	440.30	2,196.25
8	503.20	2,510.00
9	566.10	2,823.75
10	629.00	3,137.50
11	691.90	3,451.25
12	754.80	3,765.00
13	817.70	4,078.75
14	880.60	4,392.50
15	943.50	4,706.25

Tuition for more than 15 hours: add \$62.90 for each in-state credit hour and \$313.75 for each out-of-state hour. See listing for fees or charges that are added to tuition costs.

FINANCIAL AID

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:

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

Include:

- a. The application
- b. Most recent academic transcript
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.

Remedial Course Work

The Colorado Commission on Higher Education has instituted a policy on remedial course work for students. Degree and certificate seeking students who are assessed and need remediation for basic skills proficiency in reading, writing, and/or mathematics will be provided notification. It is the student's responsibility to enroll in appropriate remedial course work prior to completing 30 credit hours at Morgan Community College. Students with 30 or more attempted credit hours may not be eligible for Colorado funded aid for remedial courses.

Ability to Benefit

There are two categories of students who may be admitted to the college and be considered for financial assistance:

1. Students who have received a high school diploma or GED certificate.
2. Students who do not have a high school diploma or GED but have shown "Ability to Benefit."

Students enrolled for Dual Credit are ineligible for Federal and State Financial Aid.

In order to maintain eligibility for Title IV funding, the school must establish requirements as outlined in the federal regulations for students who are in the "Ability to Benefit" category. The following is the procedure at MCC:

1. All students who apply for admission to MCC and plan to enter programmatic study are required to take an assessment test which measures the student's aptitude.
2. Students must meet certain test scores to be eligible for financial aid if they do not have a high school diploma or GED certificate.
3. Applicants who are unable to satisfy the testing requirements may be requested to enroll in a program or course of remedial education/basic skills which will not exceed one academic year or its equivalent. Students must take these courses in order to be considered for financial assistance.

Students who refuse to take the assessment test or the basic skills/remedial courses who do not have a high school diploma or GED, may not be considered for financial assistance.

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 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**MCC Tuition Refund Policy**

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.

Return of Title IV Funds

Effective Fall 2000, when a Title IV* aid recipient completely withdraws from MCC during the term a refund of Title IV Funds will be made as follows:

[* The term "Title IV Funds" refers to the Federal Financial Aid programs authorized by 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.]

Tuition and fees will be funded on a per day basis during the first 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

MCC Road Runner Scholarship

The Colorado General Assembly provides funding for this scholarship. The scholarship rewards those students whose academic record reflects outstanding achievement. Must be Colorado residents attending at least half time with a cumulative grade point of at least a 3.0 in 12 or more college credits or a GED score of 3000 or more and enrolled in an eligible degree/certificate program.

MCC Presidential Scholarship

The Colorado General Assembly provides funding for this scholarship. Applicants must be a 1st time incoming freshman, with a 3.0 or better 7th semester high school cumulative grade point average or an ACT composite of 22 or GED score of 3000 or more and enrolled in an eligible degree/certificate program.

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.

Governor's Opportunity Scholarship

Applicant 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 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 high school senior. The high school determines the criteria for awarding and notifies the MCC Financial Aid Office of its 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.

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.

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.

Colorado Plains Medical Center Auxiliary

Students who are Colorado residents and interested in careers in the medical profession are eligible for this \$250/semester scholarship. Applicants must show financial need and a 2.5 GPA or a GED score of 2500.

Robert & Janet Datteri Scholarship

One scholarship is awarded in the amount of \$1000 to be divided over two semesters to students demonstrating financial need and academic potential.

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.

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.

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.

Williams Family Foundation Scholarship

This scholarship awards non-Morgan County graduates enrolled in one of MCC's medical programs \$2000/academic year. Students must have and maintain a 2.5 GPA or better or have a GED score of 3000 and above. In addition to these scholarships, the Williams Family Foundation provides several scholarships awarded to local high school graduates.

BURLINGTON CENTER SCHOLARSHIPS

Stratton Advanced Studies/Fifth Year Book Scholarship

One or more awards a year, subject to funding. Must 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 3000 GED score. Renewable with 3.0 GPA, and first preference given to students needing childcare.

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.

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.

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 \$4,000 (2002-2003) 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 \$5,000 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 \$2,000 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 GRANT PROGRAMS**MCC Foundation Educational Assistance Grant**

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

Programmatic Grants

Students in various programs including Young Farmers and Agriculture and Business Management 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 Freshmen 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 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 *can-do* 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. 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, and the Foreign Language Lab.

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, 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 service.

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, Guided Study 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, or by logging on to www.mcc.ccooes.edu/ and clicking on "Testing Center."

Foreign Language Lab

The Foreign Language Lab is also located in the Learning Resource Center. Students who are enrolled in foreign language courses at MCC can checkout cassette players and headphones for use in the lab. The Foreign Language Lab is open during regular Library hours.

PLACEMENT EXAM

Developmental Studies and Basic Skills Legislation

Upon admittance to MCC, all students entering any one of the College's degree programs or those entering ENG 121, MAT 121, or MAT 135 will be required to take a Placement Exam unless they have documentation of assessment scores from another 2 year Colorado College completed within the last 2 years, or ACT scores of Reading 18, Writing 18, Math 19. Scores from the Reading, Writing, and Computation modules will be compared to the required scores for entrance into the degree program or course. 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 Services and through the Testing Center.

READING COURSES

ACCUPLACER TEST SCORES

59-below
60-82
83-above

REQUIRED COURSES

REA 060 Foundations of Reading
REA 090 College Preparatory Reading
College Level Courses

WRITING SKILLS

ACCUPLACER TEST SCORES

39 and below
59 and below
60-85
86 and above

REQUIRED COURSES

ENG 030 Basic Writing Skills
ENG 060 Writing Fundamentals
ENG 090 Basic Composition
ENG 121 English Composition I

MATH COURSES

ACCUPLACER TEST SCORES

40 and below
40-54
55-71
72 and above

REQUIRED COURSES

MAT 060 Pre-Algebra
MAT 090 Introductory Algebra
MAT 109 Survey of Algebra
MAT 121 College Algebra
MAT 135 Intro to Statistics

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. Agriculture and Business 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

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.

1. Students who initiate a "drop" 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.
2. 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.

Faculty 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.

1. 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.
2. 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.

Independent Studies

Courses with course numbers 185-186 or 285-286 are designated as Independent 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 independent study per week per semester. With the approval of the Dean of Arts and Sciences, a limit of three credits in Independent Studies may count toward the AA, AS, or AGS degree as elective credit.

Enrollment in a "Independent 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, 175-177 or 275-277, preceded by a three-letter prefix to indicate the appropriate department (e.g., CSC 175-177, PED 275-277, 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, 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

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 (CCCS) has launched a common course numbering and common competency project to improve student transfer and to ensure curriculum quality across the System. The project will not jeopardize student credit and transfer. See the Catalog Addendum for updates, and CCCS will provide an electronic addendum at www.cccs.com.

MCC DEGREES

Associate of Arts
 Associate of Science
 Associate of General Studies
 Generalist
 Emergency Medical Services
 Medical Assistant
 Associate of Applied Science
 Agriculture Production Management
 Automotive Collision Technology
 Automotive Service Technology
 Business -CCOnline
 Business Management - Real Estate
 Business Management - Supervision
 Business Technologies
 Multimedia
 Nursing
 Physical Therapy

MCC CERTIFICATES

A+
 Advanced Ag/Business Management
 Ag/Business Financial Analysis
 Ag/Business Marketing and Risk Management
 Ag/Business Planning and Financial Records
 Agriculture Production Management
 Animal Husbandry & Prod. Management
 Automotive Collision Technology
 Automotive Service Technology
 Business Human Resources Management
 Business Supervisor
 Certified Massage Therapist
 Cisco Networking Associate
 Colorado Agricultural Leadership
 Computer Networking
 Construction Technologies - Carpentry
 Construction Technologies - Heavy Equipment
 E-Commerce
 EMT Basic
 EMT Intermediate
 Health Care Assistant
 Industrial Technology
 Meat Processing
 Med Prep
 Medical Office Technologies-Medical Assistant
 Medical Office Technologies-Medical Receptionist
 Medical Transcriptionist
 Multimedia
 Nurse Aide
 Office Support Specialist
 Plant and Soil Conservation
 Real Estate
 Rehabilitation Aide
 Rural Business Entrepreneurship
 Swine Management
 Team Management
 Welding Technology (pending)

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.

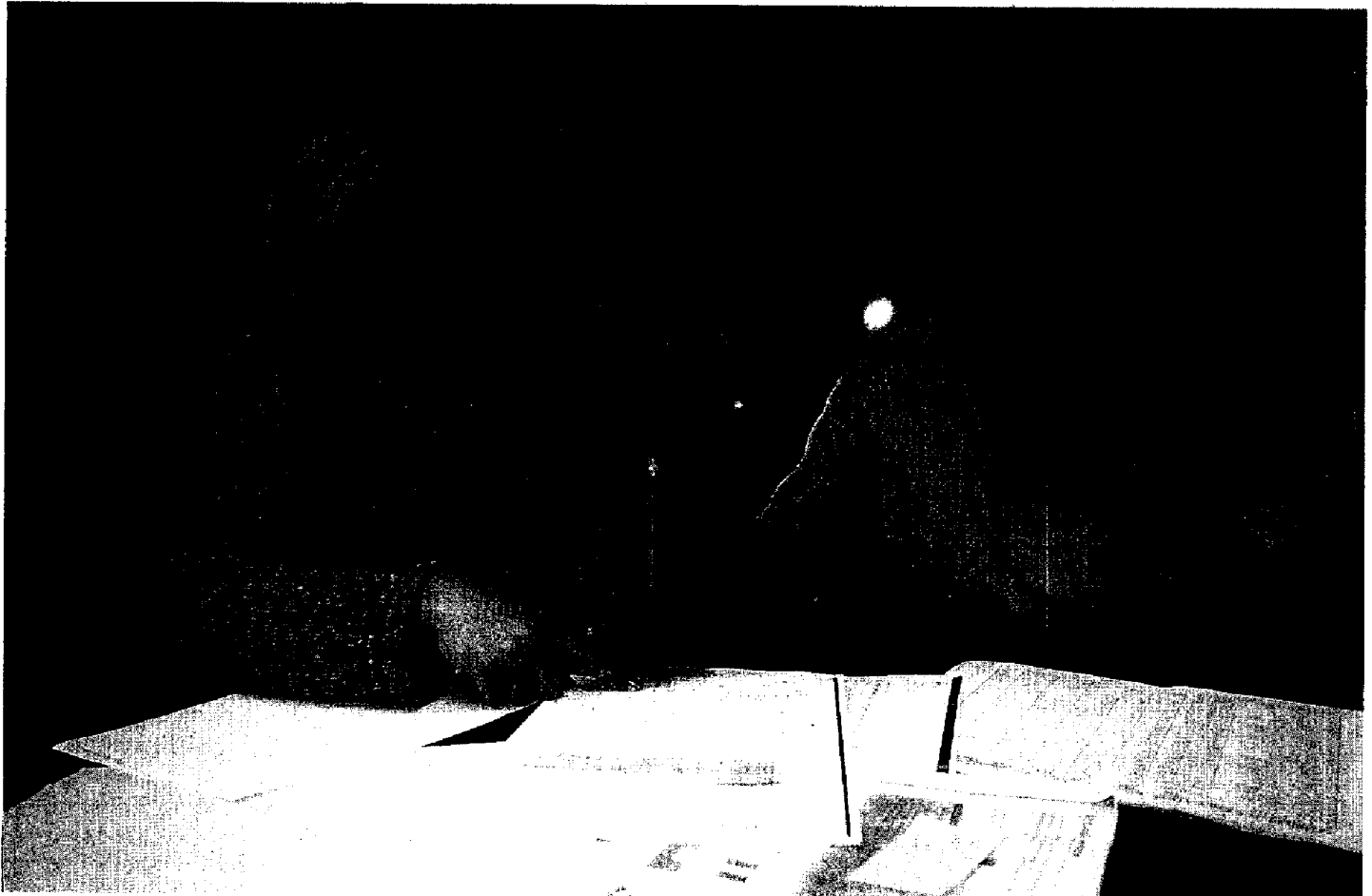
HONORS

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 (excludes remedial), 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



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 Life Office.

STUDENT LIFE

Student Center

MCC's Student Center on the main campus houses the bookstore, copy center, Anna C. Petteys 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.

Related Sexual Conduct Information

Information concerning persons who are required by Colorado law to register as sex offenders, including registered sex offenders who are enrolled, employed, or volunteering at Morgan Community College may be obtained from the Morgan County Sheriff's office at 801 East Beaver, Fort Morgan, CO 80701, 970-867-2461

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.





CATALOG 2002-2003

DEGREES & CERTIFICATES

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 chose, 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. Career and Technical courses are designed to meet these needs rather than transfer to four-year institutions; however, many four-year institutions accept some of the courses.

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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
I. English/Speech		9	9
ENG 121	English Composition I	3	3
ENG 122	English Composition II	3	3
SPE 115	Principles of Speech Communication	3	3
II. Mathematics		3	4
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
III. Science		4	8
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
IV. Social and Behavioral Science		9	6
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
V. Humanities		9	6
Must include at least two disciplines:			
ART 110	Art Appreciation	3	3
ART 111	Art History I	3	3
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
TOTAL GENERAL EDUCATION CORE CREDITS		33	34
*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: Mary Ann Lind David Heikes
 Corliss Littlefield Carol Kuper
 Tom Lehman Todd Schneider
 Greg Thomas Alicia Ziegler

Prerequisites:

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

Reading	83
Sentence Skills	86
Elementary Algebra	72

If necessary, students will be enrolled in pre-college courses. See table on page 18 for scores and classes.

I. English/Speech		9
ENG 121	English Composition I	3
ENG 122	English Composition II	3
SPE 115	Principles of Speech Communication	3
II. Mathematics/Sciences		11
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	
III. Social and Behavioral Sciences		9
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
ANT 101	Cultural Anthropology	3
IV. Humanities		9
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
V. Computer Science		3
CIS 115	Intro to Computer Information Systems	3
CIS 118	Introduction to PC Applications	3
CSC	Any class with CSC prefix	3
VI. Electives		19
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.		
TOTAL CREDITS		60



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: Reading 83 Sentence Skills 86 Elementary Algebra 72 If necessary, students will be enrolled in pre-college courses, see table on page 18 for scores and classes.
2	2.50 or higher grade point average with a minimum of 30 approved semester hours.
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.
2	Specific course prerequisites (refer to catalog)
3	Consent of Monfort College of Business, contact UNC Monfort College of Business Advising Center.
60 Hour Business Requirement	
Business Core	
MCC Courses	
CIS 118	Intro 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 & 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
Non-Business Required Courses	
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
TOTAL BACHELOR OF SCIENCE CREDITS	120



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: Mary Ann Lind David Heikes
Corliss Littlefield Carol Kuper
Tom Lehman Todd Schneider
Alicia Ziegler Betty Mckie
Greg Thomas

Prerequisites:

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

Reading	83
Sentence Skills	86
Elementary Algebra	72

If necessary, students will be enrolled in pre-college courses, see table on page 18 for scores and classes.

I. English/Speech		9
ENG 121	English Composition I	3
ENG 122	English Composition II	3
SPE 115	Principles of Speech Communication	3
II. Mathematics/Sciences		7
Must include one course from each group below (A, B)		
A. Mathematics		
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		
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
III. Social and Behavioral Sciences		9
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
IV. Humanities		9
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 Theatre I	3
THE 212	Development of Theatre II	3
V. Introduction to Computers		3
CIS 118	Introduction to PC Applications	3
VI. Electives		23
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
ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
TOTAL CREDITS		60
*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 - 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 CCCCOnline consortium. Some courses will be completed online.

Degree: Associate of Arts - Public Administration

Prerequisites:

1	Students entering this program are required to complete the College Placement Tests. Entrance levels are: Reading 83 Sentence Skills 86 Elementary Algebra or 72 If necessary, students will be enrolled in pre-college courses, see table on page 18 for scores and classes.	
2	CIS 118 Introduction to Microcomputer Applications	
I. English/Speech		9
ENG 121	English Composition I	3
ENG 122	English Composition II	3
SPE 115	Principles of Speech Communication	3
II. Mathematics		4
MAT 121	College Algebra	4
III. 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
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
IV. Social and Behavioral Sciences		9
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
V. Humanities		9
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

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 (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
Total General Education Credits		35
VI. Public Administration Required Courses:		
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
Total Public Administration Credits		25
TOTAL CREDITS		60



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: Mary Ann Lind David Heikes
 Corliss Littlefield Carol Kuper
 Tom Lehman Greg Thomas
 Alicia Ziegler Todd Schneider

Prerequisites:

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

Reading 83
 Sentence Skills 86
 Elementary Algebra 72

If necessary, students will be enrolled in pre-college courses, see table on page 18 for scores and classes.

I. English/Speech		9
ENG 121	English Composition I	3
ENG 122	English Composition II	3
SPE 115	Principles of Speech Communication	3
II. Mathematics/Sciences		24
Must include one course from each group below (A, B, C)		
A. Mathematics		4
MAT 121	College Algebra	4
MAT 125	Survey of Calculus	4
MAT 201	Calculus I	5
MAT 202	Calculus II	5
B. Science		8
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
C. Additional Math/Science		12
AST	any course	
BIO	any course excluding BIO 105/BIO 106	
CHE	any course excluding CHE 101/102	
GEY	any course excluding GEY 145	
MAT	MAT 121 or higher	
PHY	any course excluding PHY 105	
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
V. Computer Science		3
CIS 115	Introduction to Computer Information Systems or	3
CIS 118	Introduction to PC Applications	3
CSC	any class with CSC prefix	3
VI. Electives		12
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.		
TOTAL CREDITS		60



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: Maryln Hanson Randy Watson


Prerequisites:

1	Students entering this program are required to complete the College Placement Tests. Entrance levels are: Reading 83 Sentence Skills 86 Elementary Algebra or 72 If necessary, students will be enrolled in pre-college courses, see table on page 18 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		39
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 2002-2003

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 123	Watercolor I	3
ART 124	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 204	Microbiology	4
BIO 216	Pathophysiology	5
BIO 245	Kinesiology	4
BUS 216	Legal Environment of Business	3
BUS 217	Business Communications & 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 130	Personal Computer Literacy	2
CIS 115	Introduction to Computers	3
CIS 118	Intro to Microcomputer Applications	3

CIS 160	BASIC Programming Language	3
CIS 260	COBAL Programming	3
CSC 148	FORTTRAN Programming	4
CSC 150	PASCAL Programming	4
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
FOREIGN LANGUAGE		
*** 111	Foreign Language I: (Spanish, French)	5
*** 112	Foreign Language II: (Spanish, French)	5
*** 211	Foreign Language III: (Spanish, French)	3
*** 212	Foreign Language IV: (Spanish, French)	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
HPR 178	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
HEW 100	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	Intro to Print Media Photography	3
JOU 206	Intermediate Newswriting & 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
LIT 211	Survey of American Literature I	3
LIT 212	Survey of American Literature II	3
LIT 248	Native American Literature	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

AA/AS Electives continued

PED 105	CPR	1
PED 125	Standard First Aid-Responding to Emergencies	3
PED 110	Physical Education Activities	1
PED 111	Intermediate Physical Education Activities	1
PED 117	Water Safety Instructor	3
PHI 111	Introduction to Philosophy	3
PHI 112	Ethics	3
PHI 113	Logic	3
PHI 115	World Religions - West	3
PHI 116	World Religions - East	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 & 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 118	Beginning Counseling	2
PSY 226	Social Psychology	3
PSY 229	Introduction to Addictive Behavior	3
PSY 235	Human Growth and Development	3
PSY 237	Child and Adolescent Psychology	3
PSY 247	Child Abuse and Neglect	3
PSY 249	Abnormal Psychology	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:

Reading	83
Sentence Skills	86
Elementary Algebra	72

If necessary, students will be enrolled in pre-college courses, see table on page 18 for scores and classes.

I. General Education Core		15
A. English/Speech		3
ENG 121	English Composition I	3
ENG 122	English Composition II	3
SPE 115	Principles of Speech Communication	3
B. 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
C. Science		3
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
D. Social Sciences		3
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
E. Arts and Humanities		3
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
II. General Education		15
General Education courses may be selected from the following list, Section I, or from the list of approved electives for the AA/AS degrees.		
A. English/Communications		
COM 105	Career Communications	3
ENG 226	Fiction Writing	3
ENG 227	Poetry Writing	3
SPE 226	Oral Interpretation	3
B. Mathematics		
MAT 114	Career Math	3
MAT 122	College Trigonometry	3
C. Science		
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
D. Social Science		
ANT 205	Mankind and Myth	3
HIS 225	Colorado History	3

AGS Generalist continued:

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	Intro to Addictive Behaviors	3
PSY 235	Human Growth & 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
E. Art and Humanities		
JOU 105	Intro to Mass Media	3
JOU 106	Fundamentals of Reporting	3
JOU 206	Intermediate Newswriting & 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
III. Electives		30
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.		
TOTAL CREDITS		60



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:

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

If necessary, students will be enrolled in pre-college courses. See table on page 18 for scores and classes.

I. General Education Core		15
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
II. General Education Electives		15
Choose 15 credits from the following:		
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 114	Career Math	3
PSY 115	Psychology of Adjustment	3
PSY 116	Stress Management	2
PSY 235	Human Growth & Development	3
PSY 248	Child & Adolescent Psychology	3
III. Electives		30
Choose 30 credits from the following.		
EMS Elective Courses		
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
HPR 178	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
TOTAL AGS CREDITS		60



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:

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

If necessary, students will be enrolled in pre-college courses, see table on page 18 for scores and classes.

I. General Education Core		15
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
II. General Education Electives		15
Choose 15 credits from the following:		
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
MAT 114	Career Mathematics	3
PSY 235	Human Growth & Development	3
CIS 100	Personal Computer Literacy	1
III. Electives		30
Choose 30 credits from the following:		
Medical Assistant Elective Courses		
BTE 108	Ten Key by Touch	3
CIS 149	Computer Applications for Health	3
HPR 178	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	Health Care Skills or	3
NUA 101	Nurse Aide Skills	
HEA 145	History, Law and Ethics	1
HEA 148	Pharmacology Principles & 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
TOTAL AGS CREDITS		60



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 Kevin Cruse

Prerequisites:

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

Reading	80
Sentence Skills	70
College Math	63

If necessary, students will be enrolled in pre-college courses. See table on page 18 for scores and classes.

General Education Requirements		
CIS 118	Introduction to PC Applications	3
ENG 121	English Composition I	3
MAT 114	Career 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
AME 151	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
ABM	Records & Business Planning I	6
Agriculture Electives (see list below)		6
Total Agriculture Management Credits		21
Total General Educational Credits		15
Total Agriculture Core Credits		24
TOTAL AG PRODUCTION MANAGEMENT EMPHASIS		60
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
TOTAL AAS PLANT & SOIL CONSERVATION EMPHASIS		60
C. Animal Husbandry & Production Emphasis		
ASC 225	Feeds and Feeding	4
AGL 124	Practical Range Management	3

Agriculture Electives		14
Total Animal Husbandry and Production Credits		21
Total General Education Credits		15
Total Agriculture Core Credits		24
TOTAL AAS ANIMAL HUSBANDRY & PRODUCTION EMPHASIS		60
Agriculture Electives Approved For AAS Degree		
AME 118	Farm Carpentry	3
CAG 101	Community Leadership Develop.	3.5
CAG 102	Integrating Policy ANS Systems	1.5
CIS 170	Desktop Publishing	1
ABM	Records & Business Planning II	1
ABM	Financial Statements	6
ABM	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:

Reading	54
Sentence Skills	60
College Math	36

If necessary, students will be enrolled in pre-college courses. See table on page 18 for scores and classes.

Level I Collision Technology		
ACT 110	Safety in Collision Repair	2
ACT 111	Metal Welding and Cutting I	3
ACT 121	Nonstructural Repair Preparation	3
ACT 122	Panel Repair & Placements	3
ACT 123	Metal Finishing & Body Filling	3
ACT 131	Structural Damage Diagnosis	3
ACT 132	Structural Damage Repair	3
ACT 141	Refinishing Safety	1
ACT 142	Surface Preparation I	2
ACT 143	Spray Equipment Operation	2
ACT 144	Refinishing I	2
ACT 151	Plastics & Adhesives I	1
ACT 180	Automotive Collision Repair Internship Level I	1-9
ACT 181	Automotive Collision Repair Internship Level II	1-9
ACT 221	Moveable Glass and Hardware	2
ACT 231	Advanced Structural Damage Diagnosis & Repair	3
ACT 232	Fixed Glass Repair	2
ACT 241	Paint Defects - Causes and Cures	3
ACT 242	Surface Preparation II	2
ACT 243	Refinishing II	2
ACT 244	Final Detail	2
ACT 251	Plastics & Adhesives II	1
ACT 266	Restraint Systems	1
ACT 280	Automotive Collision Repair Internship Level III	1-9
PED 125	Standard First Aid Responding to Emergencies	3
BUS 115	Introduction to Business	3
CIS 118	Introduction to PC Applications	3
COM 105	Career Communications	3



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:

Reading	54
Sentence Skills	60
College Math	36

If necessary, students will be enrolled in pre-college courses, see table on page 18 for scores and classes.

ASE 102	Introduction to Automotive Shop	2
ASE 110	Brakes I	3
ASE 120	Basic Automotive Electricity	2
ASE 123	Automotive Battery, Starting, & Charging Systems	2
ASE 130	General Engine Diagnosis	2
ASE 132	Ignition System Diagnosis and Repair	2
ASE 134	Automotive Emissions	2
ASE 140	Suspension and Steering I	3
ASE 150	Automotive U-joint & Axle Shaft Service	2
ASE 151	Automotive Manual Transmission/Transaxles & Clutches	2
ASE 152	Differentials & 4WD/AWD Service	2
ASE 160	Auto Engine Removal & Installation	1
ASE 161	Engine Disassembly Diagnosis & Assemble	5
ASE 210	Brakes II	3
ASE 220	Specialized Electronics Training	2
ASE 221	Automotive Body Electrical	4
ASE 231	Automotive Computers	2
ASE 233	Fuel Injection and Exhaust Systems	4
ASE 235	Drivability Diagnosis	1
ASE 240	Suspension and Steering II	3
ASE 250	Automatic Transmission/Transaxle Service	1
ASE 251	Automatic Transmission/Transaxle diagnosis and Assemblies	5
ASE 275	Automotive Heating & Air Conditioning	5
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



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:	
	Reading	80
	Sentence Skills	70
	College Math	63
If necessary, students will be enrolled in pre-college courses. See table on page 18 for scores and classes.		
Business General Education Requirements		
ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
ENG 121	English Composition I	3
ENG 122	English Composition II	3
MAT 121	College Algebra	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	3
Total Related Requirement Credits		9
TOTAL PROGRAM CREDITS		63

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:

Reading	80
Sentence Skills	70
College Math	63

If necessary, students will be enrolled in pre-college courses. See table on page 18 for scores and classes.

Required Business and Related Courses		
ACC 101	Fundamentals of Accounting	3
ACC 102	ACC 101 Lab	1
MAT 110	Business Math	3
ENG 115	Business English	3
BUS 210	Seminar in Real Estate	3
Real Estate		
REE 103	Real Estate Brokers I	6
REE 104	Real Estate Brokers II	5
REE 115	Intro to Real Estate	3
REE 189	Brokers Exam Review	1
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
Business Elective		3
Total General Education Credits		45
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
Total General Education Credits		15
TOTAL PROGRAM CREDITS		60



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 Connie Tormohlen
Jaylene Evans Bob Huber

Prerequisites:

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

Reading	80
Sentence Skills	70
College Math	63

If necessary, students will be enrolled in pre-college courses. See table on page 18 for scores and classes.

Required Business and Related Courses		
ACC 101	Fundamentals of Accounting	3
ACC 102	ACC 101 Lab	1
MAT 110	Business Math	3
ENG 115	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
Business Elective		6
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
TOTAL AAS CREDITS		60



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 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:	
	Reading	80
	Sentence Skills	90
	College Math	78
If necessary, students will be enrolled in pre-college courses. See table on page 18 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
MAT 110	Business Math	3
ENG 115	Business English	3
BUS 217	Bus Communications & 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
Total Level I - Office Support Specialist Certificate		36
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 218	Advanced PC Applications	3
	Business Elective	4
Total Level II Business and Related Credits		12
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
TOTAL AAS BUSINESS TECHNOLOGY CREDITS		60



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: Betty McKie Connie Tormohlen
Jaylene Evans

Prerequisites:		
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: Reading 52 Sentence Skills 60 College Math 36 If necessary, students will be enrolled in pre-college courses. See table on page 18 for scores and classes.	
Multimedia Courses		
MAT 110	Business Math	3
ENG 115	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	Intro 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
TOTAL MULTIMEDIA CREDITS - MULTIMEDIA CERTIFICATE		34
Required Business and Related Courses		
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
General Education Courses		
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
TOTAL AAS CREDITS		60



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 Anissa Buhning

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: Reading 52 Sentence Skills 60 College Math 36 If necessary, students will be enrolled in pre-college courses. See table on page 18 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	Math for Health Occupations	1.5
NUR 113	Introduction to Pharmacology	1.5
NUR 114	Basic Pharmacology & 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
TOTAL AAS		78
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. BSN program continued next page		

ENG 122	English Composition II	3
PED 105	CPR/Professional Rescuer	1
HIS 101	Western Civilization	3
PHI 112	Ethics	3
HJM 121	Survey of Humanities	3
SOC 215	Dealing with Diversity	3
HWE 100	Human Nutrition	3
PSY 101	Intro To Psychology I	3
MAT 135	Intro to Statistics	3
BIO 204	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



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 Campanella Gail Hartwig

Prerequisites:	
1	Students applying to enter this program are required to complete College Placement Tests. Entrance levels are: Reading 52 Sentence Skills 60 College Math 36 If necessary, students will be enrolled in pre-college courses. See table on page 18 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 106	Basic Anatomy & Physiology	4
BIO 202	Human Anatomy & Physiology II	4
BIO 216	Pathophysiology	5
BIO 245	Kinesiology	4
ENG 121	English Composition I	3
HPR 178	Medical Terminology	2
MAT 114	Career 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 & 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
TOTAL AAS CREDITS		75
Not all courses are offered every semester. Please check with program advisors.		

CERTIFICATES

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: Maryln Hanson Randy Watson

Prerequisites:

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

Reading	52
Sentence Skills	60
College Math	36

If necessary, students will be enrolled in pre-college courses. See table on page 18 for scores and classes.

A+ Courses		
PSY 206	Employment Seminar	1
CNG 121	A+ Certification I	4
CNG 122	A+ Certification II	4
CIS 118	PC Applications	3
CNG 201	Local Area Networking	3
CNG 123	A+ Certification III	4
CNG 124	A+ Certification IV	4
TOTAL CERTIFICATE CREDITS		23

AG/BUSINESS MANAGEMENT



Certificates are designed for self-employed owners/operators, managers, consultants and interested individuals associated with agricultural and business fields.

Certificate: AG/Business Management

Faculty: Barb Frihauf Charles Duell
Laurie Morris Jay Stretcher

Prerequisites:

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

Reading	52
Sentence Skills	60
College Math	36

If necessary, students will be enrolled in pre-college courses. See table on page 18 for scores and classes.

Ag/Business Planning and Financial Records		
ABM 111	Records & Business Planning I	9
ABM 112	Records & Business Planning II	9
TOTAL CREDITS		18
Ag/Business Financial Analysis		
ABM 121	Financial Analysis I	9
ABM 122	Financial Analysis II	9
TOTAL CREDITS		18
Ag/Business Marketing and Risk Management		
ABM 131	Commodity Marketing I	9
ABM 132	Commodity Marketing II or OR	9
ABM 135	Marketing and Risk Management I	9
ABM 136	Marketing and Risk Management II	9
TOTAL CREDITS		18

Advanced Ag/Business Management		
ABM 141	Advanced Business Management I	9
ABM 142	Advanced Business Management II	9
TOTAL CREDITS		18
Rural Business Entrepreneurship		
ABM 151	Rural Business Entrepreneurship I	9
ABM 152	Rural Business Entrepreneurship II	9
TOTAL CREDITS		18



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: Kevin Cruse

Prerequisites:

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

Reading	52
Sentence Skills	60
College Math	36

If necessary, students will be enrolled in pre-college courses. See table on page 18 for scores and classes.

Agriculture Production Management courses		
AGL 118	Agricultural Economics	3
AGL 121	Ag Business Management	3
CAG 101	Community Leadership	3.5
ABM	Records & Business Planning I	
MAN 215	Principles of Supervision	3



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 & Production Management

Faculty: Kevin Cruse

Prerequisites:

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

Reading	52
Sentence Skills	60
College Math	36

If necessary, students will be enrolled in pre-college courses. See table on page 18 for scores and classes.

Animal Husbandry and Production Management 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
ABM	Records & Business Planning I	



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: Maryln Hanson Randy Watson

Prerequisites:

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

Reading	52
Sentence Skills	60
College Math	36

If necessary, students will be enrolled in pre-college courses. See table on page 18 for scores and classes.

Cisco courses		
Not all courses are offered every semester. Please check with program advisors.		
CNG 260	CISCO Network Associate I	5
CNG 261	CISCO Network Associate II	5
CNG 262	CISCO Network Associate III	5
CNG 263	CISCO Network Associate IV	5
TOTAL CREDITS		20



COMPUTER NETWORKING

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 CNG 101-104, you can take the NACSE Associate Network Specialist Exam. Once you have completed CNG 105-108, you can take the NACSE Senior Network Specialist Exam.

Certificate: Computer Networking

Faculty: Maryln Hanson Randy Watson

Prerequisites:

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

Reading	52
Sentence Skills	60
College Math	36

If necessary, students will be enrolled in pre-college courses. See table on page 18 for scores and classes.

Computer Networking Courses		
CIS 118	Introduction to PC Applications	3
CNG 101	Introduction to Networking	3
CNG 102	Local Area Networks	3
CNG 103	Wide Area Networks	3
CNG 104	TCP/IP & Network Architectures	3
CNG 105	Intro to Internet Technologies	3
CNG 106	Internetworking	3
CNG 107	Protocol Analysis	3
CNG 108	Network Analysis & Design	3
CNG 109	Computer Networking Lab (On-campus or proctored on-the-job practicum experience required.)	3
TOTAL CREDITS		30



CONSTRUCTION TECHNOLOGIES - CARPENTRY

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 carpentry.

Prerequisites:

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

Reading	54
Sentence Skills	60
College Math	36

If necessary, students will be enrolled in pre-college courses, see table on page 18 for scores and classes.

CTE 101	Basic Safety	1
CTE 102	Core Math	1
CTE 103	Introduction to Hand & Power Tools	1
CTE 105	Core Blueprints	1
CTE 106	Basic Rigging	1
CTE 108	Construction Laboratory Experiences	1-9
CTE 109	Core Internship	1-9
CTE 111	Carpentry Orientation & Materials	1
CTE 113	Carpentry Hand & Power Tools	1
CTE 114	Floor Systems	2
CTE 115	Wall & Ceiling Framing	1
CTE 116	Roof Framing	2
CTE 117	Windows and Exterior Doors	1
CTE 118	Construction Laboratory Experiences	1-9
CTE 119	Level One Internship	1-9
CTE 121	Intro to Concrete & Reinforcing Materials	1
CTE 122	Foundations of Flatwork	1
CTE 124	Reinforcing Concrete	1
CTE 125	Handling & Placing Concrete	1
CTE 201	Reading Plans & Elevations	1
CTE 221	Patented Forms	1
CTE 222	Tile-Up Wall Systems	1
CTE 228	Construction Laboratory Experience	1-9
CTE 229	Level Four Internship	1-9



CONSTRUCTION TECHNOLOGIES – HEAVY EQUIPMENT

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 heavy equipment operation.

Prerequisites:

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

Reading	54
Sentence Skills	60
College Math	36

If necessary, students will be enrolled in pre-college courses, see table on page 18 for scores and classes.

HEQ 125	Flagger Certification & Work Zone Traffic	1
HEQ 140	Grade Work	3
HEQ 145	Soils	2
HEQ 150	Basic Principles of Engine Operation & Drive Train	2
HEQ 155	Preventive Maintenance	2
HEQ 216	Scraper II	2
HEQ 220	Motor Grader I	2
HEQ 221	Motor Grader II	2
HEQ 225	Backhoe I	2
HEQ 226	Backhoe II	2
HEQ 230	Hydraulic Excavator	2
HEQ 240	Bulldozer I	2
HEQ 241	Bulldozer II	2
HEQ 245	Front End Loader I	2
HEQ 246	Front End Loader II	2
HEQ 251	Cable Crane: Crawler & Truck	2
HEQ 252	Hydraulic Crane: Crawler & Truck	2
HEQ 275	Heavy Equipment Topics	1-4
HEM 110	Gasoline & Power Plants & Electrical Systems	5
HEM 113	Diesel Fuel Systems	3
HEM 160	Heavy Equipment Lab	10
HEM 161	Heavy Equipment Lab	4
HEM 210	Hydraulics & Transmissions	3
HEM 211	Final Drives and Brakes	2
HEM 250	Forklifts and Hoists	1
HEM 260	Heavy Equipment Lab	4
HEM 261	Heavy Equipment Lab	4
HEM 275	Heavy Equipment Topics	1-4



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: <div style="margin-left: 40px;"> <table border="0"> <tr> <td>Reading</td> <td style="text-align: right;">62</td> </tr> <tr> <td>Sentence Skills</td> <td style="text-align: right;">65</td> </tr> <tr> <td>College Math</td> <td style="text-align: right;">75</td> </tr> </table> </div> If necessary, students will be enrolled in pre-college courses. See table on page 18 for scores and classes.	Reading	62	Sentence Skills	65	College Math	75
Reading	62						
Sentence Skills	65						
College Math	75						

E-Commerce Core courses		
MAR 221	Intro 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 Bus Seminar	1

Business Emphasis Optional Electives		
MAR 297	E-Commerce Bus Internship	1-2
MAR 299	E-Commerce Business Independent Study	1-2
Total Core Credits		9

Total Business Emphasis Area Requirements		7
TOTAL CREDITS E-Commerce Business Certificate		16-18

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
TOTAL CREDITS E-COMMERCE TECHNOLOGY CERTIFICATE		16-18

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: <table style="margin-left: 20px;"> <tr> <td>Reading</td> <td>52</td> </tr> <tr> <td>Sentence Skills</td> <td>60</td> </tr> <tr> <td>College Math</td> <td>36</td> </tr> </table> If necessary, students will be enrolled in pre-college courses, see table on page 18 for scores and classes.		Reading	52	Sentence Skills	60	College Math	36
Reading	52							
Sentence Skills	60							
College Math	36							
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						
TOTAL CREDITS		9						

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: <table style="margin-left: 20px;"> <tr> <td>Reading</td> <td>52</td> </tr> <tr> <td>Sentence Skills</td> <td>60</td> </tr> <tr> <td>College Math</td> <td>36</td> </tr> </table> If necessary, students will be enrolled in pre-college courses. See table on page 18 for scores and classes.		Reading	52	Sentence Skills	60	College Math	36
Reading	52							
Sentence Skills	60							
College Math	36							
Required courses								
EMS 205	EMT Intermediate	12						
EMS 206	State EMT Intermediate Practical	1						
TOTAL CREDITS		13						





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: Kevin Cruse Jim Ekberg

Prerequisites:

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

Reading	52
Sentence Skills	60
College Math	36

If necessary, students will be enrolled in pre-college courses. See table on page 18 for scores and classes.

Industrial Technology courses		
ITE 101	Introduction to Technology	1
MAT 114	Career 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
TOTAL INDUSTRIAL TECHNOLOGY CREDITS		31
Industrial Technology Maintenance Courses		
Prerequisite: Industrial Technology Certificate or job experience.		
ITE 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
TOTAL MAINTENANCE CREDITS		14
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
TOTAL INDUSTRIAL TECHNOLOGY GENERAL CREDITS		18
Industrial Technology Electronics Courses		
Prerequisite: 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
TOTAL ELECTRONICS CREDITS		18
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:	
	Reading	52
	Sentence Skills	60
	College Math	36
	If necessary, students will be enrolled in pre-college courses. See table on page 18 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 106	Basic Anatomy & Physiology	4
BIO 245	Kinesiology	4
COM 105	Career Communications	3
MST 102	Medical Terminology	2
MST 105	Lifestyle Wellness	1
MST 111	Basic Massage Therapy	4
MST 221	Professional Massage	3
MST 284	Clinical Massage	3
HWE 100	Human Nutrition	3
MST 204	MST Business Practices	1
TOTAL CREDITS		28
Electives		
MST 208	Shiatsu/Acupressure	1
MST 209	Shiatsu/Acupressure Level II	1
MST 278	Health Seminars	.5
MST	Deep Tissue	
MST	Adv. Body Works	



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:

Reading	52
Sentence Skills	60
College Math	36

If necessary, students will be enrolled in pre-college courses. See table on page 18 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 or	1
ITE 165	Statistical Quality Control	2
MAN 215	Principles of Supervision or	3
PSY 116	Stress Management	3
TOTAL CREDITS		20-21



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: <table> <tr> <td>Reading</td> <td>52</td> </tr> <tr> <td>Sentence Skills</td> <td>60</td> </tr> <tr> <td>College Math</td> <td>36</td> </tr> </table> <p>If necessary, students will be enrolled in pre-college courses. See table on page 18 for scores and classes.</p>	Reading	52	Sentence Skills	60	College Math	36
Reading	52						
Sentence Skills	60						
College Math	36						

2 Application to the program.

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
TOTAL CREDITS		14
COM 105	Career Communications	3
HPR 178	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:

Reading	52
Sentence Skills	60
College Math	36

If necessary, students will be enrolled in pre-college courses, see table on page 18 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
HPR 178	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	4
HEA 117	Health Care Lab	2
HEA 121	Medical Radiology	4
HEA 145	History, Law and Ethics	1
HEA 123	Medical Laboratory Procedures	3
HEA 148	Pharmacology Principles and Administration	1
TOTAL CREDITS		46
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:

Reading	52
Sentence Skills	60
College Math	36

If necessary, students will be enrolled in pre-college courses, see table on page 18 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
HPR 178	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 227	Medical Transcription	3
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
TOTAL CREDITS		31

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:

Reading	52
Sentence Skills	60
College Math	36

If necessary, students will be enrolled in pre-college courses. See table on page 18 for scores and classes.

Nurse Aide courses		
NUA 101	Nurse Aide Theory/lab	4
NUA 17D	Nurse Aide Clinical	1
TOTAL CREDITS		5



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:

Reading	52
Sentence Skills	60
College Math	36

If necessary, students will be enrolled in pre-college courses. See table on page 18 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
ABM	Business Planning I	



REAL ESTATE

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

Certificate: Real Estate.

Faculty: Bob Huber

Prerequisites:

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

Reading	52
Sentence Skills	60
College Math	36

If necessary, students will be enrolled in pre-college courses. See table on page 18 for scores and classes.

Required Courses		
REE 103	Real Estate Broker I	6
REE 104	Real Estate Broker II	5
REE 115	Intro to Real Estate	3
REE 189	Broker Exam Review	1
BUS 210	Seminar in Real Estate	3
TOTAL CREDITS		18



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:

Reading	52
Sentence Skills	60
College Math	36

If necessary, students will be enrolled in pre-college courses. See table on page 18 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
TOTAL SWINE MANAGEMENT CREDITS		28

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



WELDING TECHNOLOGY (Proposed)

Graduates of the Welding Technology program will be able to secure work in many different aspects of the welding field.

Certificate: Welding Technology

Faculty: Kevin Cruse

Prerequisites:

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

Reading	52
Sentence Skills	60
College Math	36

If necessary, students will be enrolled in pre-college courses. See table on page 18 for scores and classes.

WEL 100	Safety for Welders	1
WEL 101	Allied Cutting Processes	2
WEL 102	Oxyacetylene Joining Processes	2
WEL 103	Basic Shielded Metal Arc I	3
WEL 104	Basic Shielded Metal Arc II	3
WEL 105	Intro to Blueprint reading	2
WEL 107	Maintenance Welding	2
WEL 110	Advanced Shielded Metal Arc I	4
WEL 111	Advanced Shielded Metal Arc II	4
WEL 113	Welding Internship I	3-6
WEL 175	Special Topics: Welding Problems I	1-4
WEL 176	Special Topics: Welding Problems II	1-4
WEL 177	Special Topics: Welding Problems III	1-4
WEL 201	Gas Metal Arc Welding I	4

WEL 203	Flux Cored Arc Welding I	4
WEL 211	Gas Tungsten Arc Welding I	4
WEL 212	Gas Tungsten Arc Welding II	4
WEL 230	Pipe Welding I	4
WEL 231	Pipe Welding II	4
WEL 250	Metal Fabrication	4
WEL 260	Specialized Welding I	Var
WEL 265	Shielded Metal Arc & Gas Metal Arc Certification Practice	3
WEL 266	Shielded Metal Arc, Gas Metal Arc, & Gas Tungsten Arc Welding Certification Preparation Pipe	3
WEL 267	Internship II	



YOUNG FARMERS

Certificate: Young Farmers (Pending CCCOES approval)

Faculty: Larry Propp

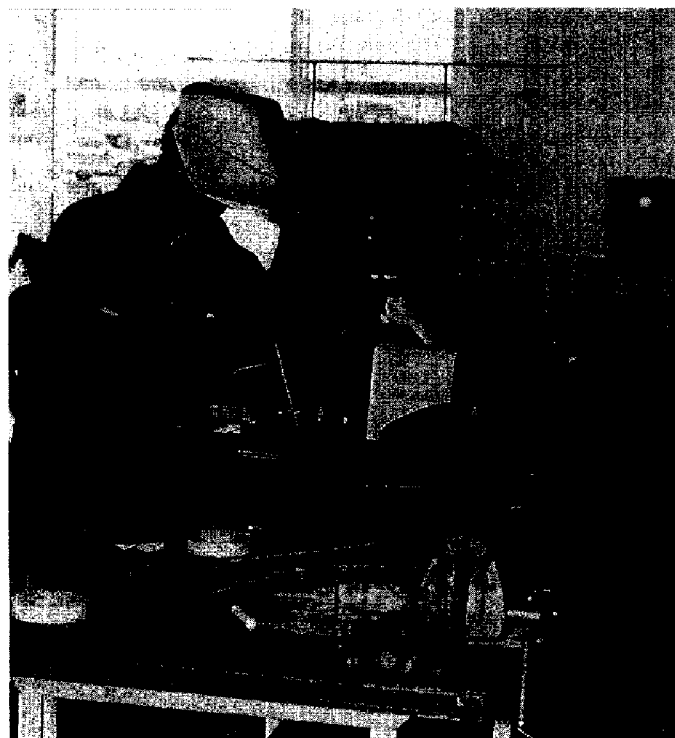
Prerequisites:

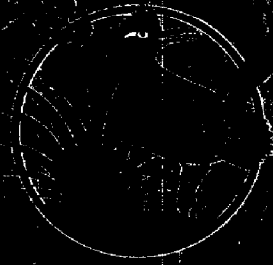
Students applying to enter this program are required to complete College Placement Tests. Entrance levels are:

Reading	52
Sentence Skills	60
College Math	36

If necessary, students will be enrolled in pre-college courses. See table on page 18 for scores and classes.

Young Farmers courses		
YOF 105	Young Farmers	4
TOTAL CREDITS		4
Electives		
YOF 106	Young Farmer Marketing Group	Var





CATALOG 2002-2003

ACADEMIC ACHIEVEMENT STRATEGIES

AAA 090 Academic Achievement Strategies (45 lecture hours 3 credits)

Students will develop personalized approaches to learn and succeed as they transition into college. Topics include goal-setting, time management, textbook reading strategies, note-taking, test-taking, listening techniques, concentration and memory devices, and critical thinking for student success.

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 MANAGEMENT

ABM 106 Agricultural Commodities Marketing (15 lecture 7.5 to 52.5 private inst 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/52.5 private/360 coop 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.

ABM 111 Records & Business Planning I (15 lecture/24 private/150 coop hours 9 credits)

This course is designed to guide the student in the collection of necessary information to implement a computerized record keeping system. Discussion will include computer terminology, application software, balance sheet concepts, accounting principles, computerized accounting reports, and business plan components.

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: Elementary Algebra 72. All other classes with Core designation: Reading 83, Sentence Skills 86.

* General Education Course

ABM 112 Records & Business Planning II

[15 lecture/24 private/150 coop hours 9 credits]
Implementation of a computerized record keeping system. Emphasis will be placed on the application and maintenance of an accurate set of computerized financial records, use of a filing system, and compiling a business plan.

ABM 121 Financial Analysis I

[15 lecture/24 private/150 coop hours 9 credits]
Pre-requisite: Complete set of cash records
Actual enterprise cost analysis will be calculated to facilitate the development of whole business projected cash flow statements. All facets of record keeping and updating of data will be emphasized. This course includes the review and revision of business planning goals and objectives.

ABM 122 Financial Analysis II

[15 lecture/24 private/150 coop hours 9 credits]
Pre-requisite: Complete set of cash records
Business analysis through the development of accurate cost and market value accrual balance sheets for the beginning and ending period. Emphasis will be on the measurement and analysis of changes between the two balance sheets. Analysis will include the preparation of an accrual income statement. Financial ratios will be generated to understand their importance to business analysis.

ABM 131 Commodity Marketing I

[15 lecture/24 private/150 coop hours 9 credits]
Pre-requisite: Cost of production records for one enterprise
Explores the terminology associated with commodity marketing and management of the risks associated with agricultural production and marketing. Discussion will include cash marketing alternatives as well as the basics of utilizing futures and options contracts. Includes the initial steps towards the development of a marketing plan.

ABM 132 Commodity Marketing II

[15 lecture/24 private/150 coop hours 9 credits]
Marketing alternatives are explored in greater depth. Price behavior will be analyzed using technical and fundamental analysis. The marketing plan will be completed through the application of local marketing alternatives, futures contracts, futures option contracts, and price behavior information.

ABM 135 Marketing and Risk Management I

[15 lecture/24 private/150 coop hours 9 credits]
Marketing research and analysis for the development of marketing plan. Focus will be on defining markets, analyzing competition, identification of products/services, pricing, and customer wants and needs. Added value products and niche markets will be explored.

ABM 136 Marketing and Risk Management II

[15 lecture/24 private/150 coop hours 9 credits]
Overall marketing strategies developed into a marketing plan derived from marketing research and analysis. Includes a look at advertising, promotion, e-commerce, and risk management.

ABM 141 Advanced Business Management I

[15 lecture/24 private/150 coop hours 9 credits]
Pre-requisite: Accurate Accrual Financial Records
Further in-depth financial analysis of the business. Includes a review of existing financial trends and emphasis of pro forma activities for further analysis of the business.

ABM 142 Advanced Business Management II

[15 lecture/24 private/150 coop hours 9 credits]
Focus is on revision of the business plan on a periodic basis and on many management skills including the five main sources of risk. 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.

ABM 151 Rural Business Entrepreneurship I

[15 lecture/24 private/150 coop hours 9 credits]
This course is designed to guide the student in collection of data necessary for a new venture business plan. Focus will be on identifying the components of a business plan; defining the business and markets; identifying customer wants and needs; and analyzing the competition. A technological emphasis in the development of a plan will be used.

ABM 152 Rural Business Entrepreneurship II

[15 lecture/24 private/150 coop hours 9 credits]
This course focuses on the financial component of the business plan. Emphasis will be on the developing financial statements; making financial projections with support documentation; and identifying financing issues. A technological approach will be used.

ABM 175 Special Topics: Specialized Ag/Business Management I

[Var. 7.5 to 22.5 private hours Var. 1-3 credits]
Pre-requisite: By consent of instructor
Designed for students who want to continue in Ag/Business management with the option to specialize in a given area or utilize previous information to improve management with other software packages.

AGRICULTURE**AGE 102 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.

AGE 210 Agricultural 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 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 5 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.

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: Elementary Algebra 72. All other classes with Core designation: Reading B3, Sentence Skills 86.

*** General Education Course**

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

Prerequisite: AGL 115 or consent of instructor

(15 lecture hours/22.5 lab hours 2 credits)

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

Prerequisite: AGL 115, AGL 151, or consent of instructor

(15 lecture hours/22.5 lab hours 2 credits)

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

Prerequisite: Concurrent with AGL 115 or consent of instructor

(45 lecture hours 3 credits)

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

Prerequisite: AGL 115 and AGL 151 or concurrent

(30 lecture hours/22.5 lab hours 3 credits)

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

Prerequisite: AGL 115, AGL 151, AGL 155 or consent of instructor.

(30 lecture hours/22.5 lab hours 3 credits)

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

Prerequisite: AGL 115

(15 lecture hours/22.5 lab hours 2 credits)

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

Prerequisite: AGL 115, AGL 163, or consent of instructor.

(15 lecture hours/22.5 lab hours 2 credits)

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

Prerequisite: AGL 115, AGL 161, or consent of instructor.

(120 lab hours 4 credits)

This course is designed to provide the student with on-the-job training in farrowing units. An individual plan will be developed with the coordinator.

AGL 167 Practicum-Breeding And Gestation

Prerequisite: AGL 115, AGL 164, or consent of instructor.

(120 lab hours 4 credits)

The course is designed to provide the student with on-the-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

Prerequisite: AGL 105

(15 lecture hours/45 lab hours 3 credits)

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 & Machinery Management

Prerequisite: AME 105 and/or AME 107, or instructor consent

(30 lecture hours/22.5 lab hours 3 credits)

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.

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: Elementary Algebra72. All other classes with Core designation: Reading 83, Sentence Skills 86.

*** General Education Course**

ASC 100 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.

ASC 225 Feeds And Feeding

(45 lecture hours/22.5 lab hours 4 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.

HLT 100 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.

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.

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 123 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.

ART124 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.

ART 131 2-D Design

(15 lecture hours/ 60 lab hours 3 credits)

This course is a study of basic design elements, visual perception, form, and composition.

ART 132 3-D Design

(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 146 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.

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: Elementary Algebra72. All other classes with Core designation: Reading 83, Sentence Skills 86.

* General Education Course

ART 211 Painting I

(15 lecture hours/ 60 lab hours 3 credits)

Prerequisite: ART 121 or instructor's permission

This course covers color, composition, materials, and techniques of studio painting.

ART 212 Painting II

(15 lecture hours/ 60 lab hours 3 credits)

Prerequisite: ART 211

This course emphasizes experimentation with materials, composition, and color.

AUTOMOTIVE COLLISION TECHNOLOGY**ACT 110 Safety in Collision Repair**

(23 lecture hours/11 lab hours 2 credits)

Introduces the student to safety techniques and operation as it relates to shop safety and industry standards. The student will be exposed to regulations and collision shop operations. In addition; the student will become involved with VICA, developing writing and speaking skills.

ACT 111 Metal Welding and Cutting I

(30 lecture hours/23 lab hours 3 credits)

This course covers sheet metal oxygen-acetylene welding and MIG welding techniques including safety, materials, and equipment and setups. Personal and vehicle protective measures used prior to welding procedures is presented.

ACT 121 Non-structural Repair Preparation

(30 lecture hours/23 lab hours 3 credits)

This course covers the basic characteristics of preparation for automotive repair. Students will familiarize themselves with damage analysis, extent of damage and the sequence of repair. Removal of vehicle components and protection of panels along with storage and labeling of parts is covered. Safety procedures and equipment use are included.

ACT 122 Panel Repair and Replacements

(15 lecture hours/ 45 lab hours 3 credits)

This course covers straightening techniques including tension pulls/stress relief, metal finishing, metal shrinking and the use of fillers. The student will learn the identification, handling and replacement of parts such as adjustment and alignment of bolt-on parts, fixed parts and accessories. Training will cover the use of adhesives, sound deadeners and welding methods performed during repairs.

ACT 123 Metal Finishing and Body Filling

(15 lecture hours/45 lab hours 3 credits)

This course covers metal finishing, metal shrinking and the use of cosmetic fillers. Emphasis is placed on the use of proper tools required to perform these tasks, including use, selection and safety procedures for tools and equipment selected.

ACT 131 Structural Damage Diagnosis

(30 lecture hours/23 lab hours 3 credits)

The student will be exposed to methods of frame measurement using dimension charts and service manuals. Training will include the use of Self-Centering gauges, mechanical measuring and electronic measuring. Appropriate terms and definitions of vehicle structures, vehicle diagnosis will be covered including identification and analysis of damage. The course includes the techniques for basic hook ups and safety procedures used in making corrective pulls.

ACT 132 Structural Damage Repair

(30 lecture hours/23 lab hours 3 credits)

This course continues the study and application of frame measurement and repair. The student will apply methods found in dimension charts and service manuals for vehicle diagnosis and straightening. Training will include the replacement of a structural panel with the identification of damaged suspension components replaced according to manufacturer's recommendations.

ACT 141 Refinishing Safety

(15 lecture hours 1 credits)

The course covers correct use of safety procedures in refinishing. Proper fit and use of various types of protective equipment will be taught. The identification of tools and equipment, with use and maintenance, is covered including national guidelines for proper disposal and handling of hazardous materials.

ACT 142 Surface Preparation I

(15 lecture hours/23 lab hours 2 credits)

This course covers surface preparation for refinishing including cleaning, sanding, feather edging, chemical treatment of bare materials and priming. The application of primers, including rationale and use, is covered. In addition, the student learns skills for proper removal and storage of exterior trim and protection of adjacent panels.

ACT 143 Spray Equipment Operation

(15 lecture hours/23 lab hours 2 credits)

This course covers the inspection, cleaning and determination of the condition of spray guns and related equipment. Students learn skills for adjusting spray guns by the setting-up and testing of spray gun operations.

ACT 144 Refinishing I

(15 lecture hours/23 lab hours 2 credits)

Provides the knowledge needed for application and use of automotive paint systems. Course includes locating color codes, mixing formulas, matching and selection of materials. Proper paint gun use and adjustments will be taught for the product being applied. In addition, the student practices correct masking and detailing techniques.

ACT 151 Plastics & Adhesives I

(15 lecture hours 1 credits)

Course is designed to teach the state-of-the-art repair for both rigid and flexible plastic components, choosing adhesives using the latest manufacturer's repair techniques.

ACT 180 ACT Internship Level I

(Variable 1-9 credits)

Prerequisite: Completion of coursework in specialized area. Course designed to meet the needs of the student in selected specialized area in a work-based environment. Individualized instruction at the job site will be set up based on student's interest and instructor approval.

ACT 181 ACT Level II Internship

(Variable 1-9 credits)

Prerequisite: Completion of all courses in ACT specialization area

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

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: Elementary Algebra 72. All other classes with Core designation: Reading 83, Sentence Skills 86.

*** General Education Course**

Prerequisite: Courses with MAT prefix: Elementary Algebra 72.

ACT 221 Moveable Glass and Hardware

(15 lecture hours/23 lab hours 2 credits)

Course covers door glass, vent windows and glass mechanisms both electric and mechanical; demonstrates how to remove and replace. In addition, interior trim panels, seats and headliners are also removed and replaced. Student learns how to give the proper care and treatment of vehicle seat protectors plus the proper use of tools required to perform these tasks.

ACT 231 Advanced Structural Damage Diagnosis & Repair

(30 lecture hours/23 lab hours 3 credits)

Course covers major automotive body repair in vehicles having major damage on conventional structures and unibody structures. Student learns the operation of equipment and techniques used to straighten and align damaged frames. Identification and analysis of frames, hot and cold stress relieving, servicing and sectioning of structural frames is also included. During the process liability issues and the importance of making these corrections according to the manufacturer's recommendations and industry standards are emphasized.

ACT 232 Fixed Glass Repair

(15 lecture hours/23 lab hours 2 credits)

Course covers the removal and replacement of fixed glass using manufacturer's specifications, proper tools and recommended materials. Application of skills are demonstrated and utilized for the removal and replacement of modular glass using manufacturer's specifications and procedures.

ACT 241 Paint Defects-Causes and Cures

(30 lecture hours/23 lab hours 3 credits)

Course covers paint defects. Emphasis is placed on the causes of paint defects with methods to cure problems during and after refinishing procedures. Students learn how to identify the proper surface preparations to apply prior to refinishing. Training includes using paint equipment and determining paint film thickness with proper temperatures for refinishing.

ACT 242 Surface Preparation II

(15 lecture hours/23 lab hours 2 credits)

The course emphasizes 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.

ACT 243 Refinishing II

(15 lecture hours/23 lab hours 2 credits)

In this advanced course students learn the necessary skills used to tint and blend panels working with the latest finishes and paints. Special coatings and procedures are covered in this course.

ACT 244 Final Detail

(15 lecture hours/23 lab hours 2 credits)

Students are acquainted with the detailing procedures in paint refinishing of vehicles. Methods and techniques are specialized to enhance painting skills. Transfers and tape methods with decals etc. are demonstrated.

ACT 251 Plastics & Adhesives II

(23 lab hours 1 credits)

Advanced plastic and adhesives are demonstrated in this course. The current state-of-the-art repair for both rigid and flexible plastic components using the latest manufacturer's repair techniques are presented. Sheet Molding Compound procedures and the use of proper adhesives are covered.

ACT 266 Restraint System

(15 lecture hours 1 credits)

Students learn to inspect, remove and replace active restraint systems, passive restraint systems and supplemental restraint systems. Procedures are demonstrated for disarming and diagnosing restraint systems using electronic equipment and trouble codes. Instruction for passive restraint replacement is also covered in this course.

ACT 280 ACT Level III Internship

(Variable 1-9 credits)

Pre-requisite: 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 automotive collision repair field.

AUTOMOTIVE SERVICE TECHNOLOGY**ASE 102 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 110 Brakes I

(15 lecture hours/45 lab hours 3 credit)

This course covers basic operation of automotive braking systems. Included with the course is operation, diagnosis, and basic repair of the disc brakes, drum brakes, and basic hydraulic systems.

ASE 120 Basic Automotive Electricity

(15 lecture hours/22.5 lab hours 2 credit)

This course is an introduction to automotive electricity. Included in the course are basic electrical theory, circuit designs, and wiring methods. Students are also introduced to multi-meter usage and wiring diagrams.

ASE 123 Automotive Battery, Starting, and Charging Systems

(15 lecture hours/22.5 lab hours 2 credits)

This course covers the operation, testing, and servicing of automotive battery, starting, and charging systems. Included in the course are voltage and amperage testing of starter and generator. Load testing and maintenance of a battery. Starter and generator overhaul. Students should have completed ASE 120 or equivalent before entering course.

ASE 130 General Engine Diagnosis

(15 lecture hours/22.5 lab hours 2 credits)

A comprehensive course combining lecture and related laboratory experiences in the diagnosis and necessary corrective actions of automotive engine performance factors.

ASE 132 Ignition System Diagnosis & Repair

(15 lecture hours/22.5 lab hours 2 credits)

A comprehensive course combining lecture and related laboratory experiences in the diagnosis, service, adjustments and repair of various automotive ignition systems.

ASE 134 Automotive Emissions

(15 lecture hours/22.5 lab hours 2 credits)

A comprehensive course combining lecture and laboratory experiences in the diagnosis and repair of automotive emission control systems.

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: Elementary Algebra 72. All other classes with Core designation: Reading 83, Sentence Skills 86.

*** General Education Course**

Courses with MAT prefix: Elementary Algebra 72.

ASE 140 Suspension & Steering I

(15 lecture hours/45 lab hours 3 credits)

A comprehensive course combining lecture and related objectives in the diagnosis and service of suspensions and steering systems and their components.

ASE 150 Automotive U-joint & Axle Shaft Service

(15 lecture hours/22.5 lab hours 2 credits)

The study of the operating principles and repair procedures relating to axle-shaft and universal joints.

ASE 151 Automotive Manual**Transmission/Transaxles & Clutches**

(15 lecture hours/22.5 lab hours 2 credits)

A comprehensive course combining lecture and related laboratory experiences in the diagnosis and repair of automotive manual transmissions, transaxles and clutches and related components.

ASE 152 Differentials & 4WD/ADW Service

(7.5 lecture hours/11.5 lab hours 1 credit)

A comprehensive course combining lecture and related laboratory experiences in the diagnosis and repair of automotive differential and 4WD and ADW service.

ASE 160 Automotive Engine Removal & Installation

(22.5 lab hours 1 credit)

A comprehensive course combining lecture and laboratory experiences in the removal and installation procedures of the automotive engine form and into front wheel and rear wheel drive vehicles.

ASE 161 Engine, Disassembly & Assembly

(15 lecture hours/90 lab hours 5 credits)

A comprehensive course combining lecture and laboratory experiences in the disassembly, diagnosis and reassembly of the automotive engine. Topics will include the diagnostic and repair procedures for the engine block and head assemblies.

ASE 210 Brakes II

This course covers the operation and theory of the modern automotive braking systems. Included in the course are operation, diagnosis, service, and repair of the anti-lock braking systems, power assist units and machine operations of today's automobile.

ASE 220 Specialized Electronics Training

(15 lecture hours/22.5 lab hours 2 credits)

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

ASE 221 Automotive Body Electrical

(15 lecture hours/67.5 lab hours 4 credits)

This course provides a comprehensive study of the theory, operation, diagnosis, and repair of vehicle accessories

ASE 231 Automotive Computers

(15 lecture hours/22.5 lab hours 2 credits)

A comprehensive course combining lecture and laboratory experiences in the inspection and testing of typical computerized engine control systems.

ASE 233 Fuel Injection & Exhaust Systems

(15 lecture hours/67.5 lab hours 4 credit)

A comprehensive course combining lecture and related laboratory experiences in the diagnosis and repair of electronic fuel injection systems and modern exhaust systems.

ASE 235 Driveability Diagnosis

(22.5 lab hours 1 credits)

A comprehensive course combining lecture and related laboratory experience in diagnostic techniques and the use of diagnostic scan tools, oscilloscopes, lab scopes, multi-meters and gas analyzers. Students will diagnose live vehicle driveability problems.

ASE 240 Suspension & Steering II

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

A comprehensive course combining lecture and related objectives in the diagnosis and service of electronic suspensions and steering systems and their components.

ASE 250 Automatic Transmission/Transaxle Service

(7.5 lecture hours/12 lab hours 1 credits)

Practical methods of maintaining, servicing, and performing minor adjustments on an automatic transmission and transaxle.

ASE 251 Automatic Transmission/Transaxle Diagnosis & Assemblies

(15 lecture hours/90 lab hours 5 credits)

Diagnosis, principles of hydraulics, principles of electronic components, power flow, theory of operation, remove transmission/transaxle, tear down, replacement of components, measurement and subsequent adjustment of components and replace transmission/transaxle.

ASE 275 Automotive Heating & Air Conditioning

(30 lecture hours/67.5 lab hours 5 credits)

A comprehensive course combining lecture and related laboratory experiences in the diagnosis and service of automotive heating and air conditioning systems and their components.

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.

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: Elementary Algebra 72. All other classes with Core designation: Reading 83, Sentence Skills 86.

* General Education Course

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 Anatomy & Physiology
(60 lecture hours 4 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.

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, sex-linked, blood type traits, inherited diseases, and ethics.

BIO 201 Human Anatomy & Physiology I
(45 lecture hours/ 30 lab hours 4 credits)

Prerequisite: Permission of instructor

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

BIO 202 Human Anatomy & Physiology II
(45 lecture hours/ 30 lab hours 4 credits)

Prerequisite: BIO 201 or permission of instructor

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

BIO 204 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 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 I
(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 & 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.

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: Elementary Algebra 72. All other classes with Core designation: Reading 83, Sentence Skills 86.

* General Education Course

BTE 108 Ten Key By Touch
(23 lab hours 1 credit)

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

BTE 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 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 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 & 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, chi-square and ANOVA, linear regression and correlation. Course is intended for business major, and covers statistical study, descriptive statistics, probability, and the binomial distribution, index numbers, time series, decision theory, confidence intervals, linear regression, and correlation.

BUS 227 Leadership Development
(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.

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.

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

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*** General Education Course**

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 and 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.

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 100 Personal Computer Literacy**
(7.5 lecture hours/ 11.5 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 the Microcomputer
(7.5 lecture hours/ 11.5 lab hours 1 credit)

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 Expanded Intro to the Microcomputer
(15 lecture hours/ 23 lab hours 2 credits)

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

CIS 115 Intro to Computer 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 125 Microsoft Windows I
(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 126 Microsoft Windows II
(23 lab hours 1 credit)

Prerequisite: CIS 125 or consent of instructor
Students familiar with microcomputer operations are introduced to the graphical user interface. Students will use a graphical interface to manage computer applications, files and peripherals.

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

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* General Education Course

CIS 130 Word Processing I: MS Word

(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 Word Processing II: MS Word

(23 lab hours 1 credit)

Prerequisite: CIS 130

This course continues to build on the skills introduced in CIS 130. Topics include hyphenation, tables, mail merge, document design, and graphics.

CIS 132 Word Processing III: MS Word

(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 PC Database I: MS Access

(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 PC Database II: MS Access

(23 lab hours 1 credit)

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

CIS 142 PC Database III: MS Access

(23 lab hours 1 credit)

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

CIS 145 Complete PC Database

(45 lecture hours 3 credits)

Prerequisites: CIS 118

This course explores a complete array of database skills. Topics include database design, table operations, searches, sorts, edits, queries, forms, and reports. Interfacing with other packages and creating a user interface are covered

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 PC Spreadsheets I

(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 PC Spreadsheets II

(23 lab hours 1 credit)

Prerequisite: CIS 150

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

CIS 152 PC Spreadsheets III

(20 lab hours 1 credit)

Prerequisite: CIS 151

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

CIS 160 Presentation Graphics I

(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 170 Desktop Publishing I: MS Publisher

(15 lecture hours 1 credit)

This course introduces the concepts and techniques of desktop publishing. Topics include text input, framing, filling, text editing, drawing, layout, and style modification.

CIS 175 Exploring Careers in Information Tech

(15 lecture hours 1 credit)

This week-long course will introduce students to various information Technology programs offered at Morgan Community College. Participants will learn about the jobs, training and certification requirements, and through a Career Inventory, explore their own skills in these fields.

CIS 218 Advanced PC Applications

(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.

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.

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: Elementary Algebra 72. All other classes with Core designation: Reading 83, Sentence Skills 86.

*** General Education Course**

COMPUTER NETWORKING**CNG 101 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.

CNG 102 Local Area Networks

(3 credits)

Prerequisites: CNG 101

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

CNG 103 Wide Area Networks

(3 credits)

Prerequisites: CNG 101

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.

CNG 104 TCP/IP and Network Architectures

(3 credits)

Prerequisites: CNG 101

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.

CNG 105 Introduction to Internet Technologies

(3 credits)

Prerequisites: CNG 101

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.

CNG 106 Internetworking

(3 credits)

Prerequisites: CNG 101

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.

CNG 107 Protocol Analysis

(3 credits)

Prerequisites: CNG 101

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 protocols and protocol problems will be developed.

CNG 108 Network Analysis and Design

(3 credits)

Prerequisites: CNG 101

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.

CNG 109 Computer Networking Lab

(90 lab hours 3 credits)

Prerequisites: CNG 101, CNG 102, CNG 103, CNG 104, CNG 105, CNG 106, CNG 107

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

CNG 121 A+ Certification I

(60 lecture hours 4 credits)

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

CNG 122 A+ Certification II

(60 lecture hours 4 credits)

Continuation of CNG 121, this course provides an in-depth look at Microsoft Windows, system boards, input/output structures, and mass storage systems.

CNG 123 A+ Certification III

(60 lecture hours 4 credits)

Continuation of CNG 122, this course provides troubleshooting information and experiences with video displays, printers, data communication hardware, and multimedia production and use.

CNG 124 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.

CNG 260 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.

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: Elementary Algebra 72. All other classes with Core designation: Reading 83, Sentence Skills 86.

*** General Education Course**

CNG 261 Cisco Network Associate II

(75 lecture hours 5 credits)

Prerequisite: CNG 260

Router theory and technologies consisting of beginning router configurations, routed and routing protocols and introduction to LAN switching.

CNG 262 Cisco Network Associate III

(75 lecture hours 5 credits)

Prerequisite: CNG 261

Advanced router configurations: LAN switching, network management, and advanced network design.

CNG 263 Cisco Network Associate IV

(75 lecture hours 5 credits)

Prerequisite: CNG 262

Project Based Learning which includes: advanced network design projects and advanced network management projects.

COMMUNICATIONS**COM 105 Career Communications**

(45 lecture hours 3 credits)

Develops skills needed in obtaining and keeping a job such as 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 career and technical certificates.

COMPUTER SCIENCE**CSC 160 Computer Science I (C++)**

(60 lecture hours 4 credits)

Prerequisite: MAT 121

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 161 Computer Science II (C++)

(60 lecture hours 4 credits)

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.

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 160 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 Internet I

(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 Intro 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 142 Multimedia Authorship: Authorware**

(45 lecture hours 3 credits)

This course introduces the basic tools and techniques of multimedia authorship. The course includes such topics as using functions with movable objects, paging with interactive decision and data collection.

CWB 160 Graphics Technology

(30 lecture hours/ 23 lab hours 3 credits)

Prerequisite: CIS 180 or concurrent enrollment

This course introduces the student to the concepts and technology of computer graphic applications. The student will use graphic software tools to complete projects.

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.

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: Elementary Algebra 72. All other classes with Core designation: Reading 83, Sentence Skills 86.

*** General Education Course**

CWB 221 Technology Foundations for E-Commerce
(45 lecture hours 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.

CWB 222 Java Technologies for E-Commerce
(45 lecture hours 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.

CWB 223 Advanced E-Commerce Technologies
(45 lecture hours 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.

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.

CONSTRUCTION TECHNOLOGIES CARPENTRY**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.

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.

CTE 103 Introduction to Hand & 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.

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.

CTE 106 Basic Rigging
(8 lecture/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.

CTE 108 Construction Laboratory Experiences
(22-198 lab hours Var 1-9 credits)

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.

CTE 109 Core Internship
(22-198 lab hours Var 1-9 credits)

This course provides work place based experiences, including, but not limited to: internships, externships, shadowing and apprenticeship.

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.

CTE 113 Carpentry Hand and Power Tools
(8 lecture/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.

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..

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.

CTE 116 Roof Framing
(15 lecture/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-built roofs.

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.

CTE 118 Construction Laboratory Experiences
(22-198 lab hours Variable 1-9 credits)

Laboratory experiences, both on school site and off school site to support skills learned in CTE 111 through CTE 119.

CTE 119 Level One Internship
(22-198 lab hours Variable 1-9 credits)

This course contains work place based experience including but not limited to internships, externships, shadowing and apprenticeship.

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: Elementary Algebra 72. All other classes with Core designation: Reading 83, Sentence Skills 86.

*** General Education Course**

CTE 121 Intro 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.

CTE 122 Foundations of Flatwork

(15 lecture hours 1 credit)

Covers the construction of forms for 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.

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.

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.

CTE 201 Reading Plans & Elevations

(8 lecture/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.

CTE 221 Patented Forms

(23 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: overage of flying forms, slipforms, shoring and architectural finishes.

CTE 222 Tilt-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.

CTE 228 Construction Laboratory Experiences

(22-198 lab hours Variable 1-9 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.

CTE 229 Level Two Internship

(22-198 lab hours Variable 1-9 credits)

This course includes work place based experiences including but not limited to internships, externships, shadowing and apprenticeship.

CONSTRUCTION TECHNOLOGIES HEAVY EQUIPMENT

HEM 110 Gas and Power Diesel Plants & Electrical Systems

(45 lecture/45 lab hours 5 credits)

Students will study construction, operation, parts identification and service procedure for two and four cycle engines, cooling systems, lubrication, clutches, and electrical systems. Instruction will be given on special equipment such as micrometers, cylinders gauges, valve grinding machines, electrical testing equipment, and various other necessary power tools.

HEM 113 Diesel Fuel Systems

(30 lecture/22.5 lab hours 3 credits)

A study of fuel injection systems of both gasoline and diesel engines. Diagnostics, service, and standard repair techniques are studied.

HEM 160 Heavy Equipment Laboratory

(15 lecture/202.5 lab hours 10 credits)

Students will work on equipment pertaining to the concurrent theory classes with practical application on available equipment.

HEM 161 Heavy Equipment Laboratory

(15 lecture/67.5 lab hours 4 credits)

Students will work on equipment pertaining to the concurrent theory classes with practical application on available equipment.

HEM 210 Hydraulics & Transmissions

(30 lecture/22.5 lab hours 3 credits)

The study of hydraulic systems and power flow from the engine to the drive wheels or tracks. The student will have the opportunity to learn the fundamentals of pumps, cylinders, valves, transmissions, clutches, and related components. The proper uses of testing equipment and troubleshooting of systems will be covered.

HEM 211 Final Drives and Brakes

(15 lecture/22.5 lab hours 2 credits)

A study of single and double final drives and brake systems on both light and heavy duty equipment. Diagnostics, service and repair techniques are studied.

HEM 250 Forklifts and Hoists

(5 lecture/15 lab hours 1 credit)

This course teaches performing walk-around inspections, using proper terms and definitions associated with forklifts and hoists. Also using proper safety procedures, understanding of the capabilities and capacity of the particular machine and progresses through hands-on experience in a variety of situations.

HEM 260 Heavy Equipment Laboratory

(15 lecture/67.5 lab hours 4 credits)

A student will work on equipment pertaining to the concurrent theory classes, with practical application of available equipment.

HEM 261 Heavy Equipment Laboratory

(15 lecture/67.5 lab hours 4 credits)

A student will work on equipment pertaining to the concurrent theory classes, with practical application of available equipment.

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: Elementary Algebra 72. All other classes with Core designation: Reading 83, Sentence Skills 86.

*** General Education Course**

HEM 275 Heavy Equipment Topics

(1-4 variable credits)

This course allows individuals to develop and define a course of study that is associated with curriculum in heavy equipment. Concentration of the classes will cover current issues or practices.

HEQ 125 Flagger Certification & Work Zone Traffic

(5 lecture/15 lab hours 1 credit)

In this course the student will learn the need-to-know information for safe operation in flagging and work zone traffic management. Including learning the responsibility for guiding the motoring public efficiently through a work area, protecting the lives of yourself and your fellow workers and protecting the public from the potential dangers present in a construction area.

HEQ 140 Grade Work

(15 lecture/45 lab hours 3 credits)

This course will teach use of transits, eye-levels, standard and metric rods. It teaches math as it is related, laying out a project, making grade stakes, and measurements to a specific set of plans.

HEQ 145 Soils

(15 lecture/22.5 lab hours 2 credits)

This course will cover the different types of soils found on construction sites. Individuals will learn methods to classify soils and soil structure. The operator will learn how to do soil tests. Learn how to determine how various soil conditions can be used with different equipment in traction and flotation capacity along with rippability of rock.

HEQ 150 Basic Principles of Engine Operation & Drive Train

(22.5 lecture/11.25 lab hours 2 credits)

This course will cover the theory of operation and the maintenance of engines, drive trains and related power equipment used in heavy equipment operations.

HEQ 155 Preventive Maintenance

(10 lecture/30 lab hours 2 credits)

This course will teach equipment operators the basic maintenance that is required as well as how the equipment functions. This includes the basic maintenance for the following systems: power, drive train, electrical, steering, suspension and brakes.

HEQ 216 Scraper II

(5 lecture/37.5 lab hours 2 credits)

This course teaches performing walk-around inspections, using proper terms and definitions associated with the scraper, using proper safety procedures, performing strip topsoil and stockpiling. Using scraper in operations with the use of a bulldozers pusher, picking up small windrows, finishing grading and trimming sub grade. Also to use the scrapers in unstable materials, loading and unloading scraper with rock.

HEQ 220 Motor Grader I

(5 lecture/37.5 lab hours 2 credits)

This course will cover safe operation of a motor grade and perform a variety of operations using the grader.

HEQ 221 Motor Grader II

(5 lecture/37.5 lab hours 2 credits)

Prerequisite: HEQ 220 or approval by instructor

This course will cover safe operation of a motor grade and learn aggregate road maintenance and building.

HEQ 225 Backhoe I

(5 lecture/37.5 lab hours 2 credits)

This course is for operators with little or no experience in operating a backhoe. The course will teach operators how to perform pre-trip inspection, greasing and lubing equipment, nomenclature, and identifying and understanding all controls, use of front-end loader to load dirt, using backhoe attachment to dig trenches of specific depth and length, replacing a cutting edge, and OSHA and industry standards of open excavations.

HEQ 226 Backhoe II

(5 lecture/37.5 lab hours 2 credits)

Prerequisites: HEQ 226, 1 year experience or approval by instructor

This course will cover coordinating locates, preparing sub-base, digging on uneven surfaces, backfilling trenches, loading trucks with backhoe, digging trenches to grade, use of a transit and hand held level, crossing trenches, setting up on open excavations, benching techniques, and OSHA and industry safety standards.

HEQ 230 Hydraulic Excavator

(5 lecture/37.5 lab hours 2 credits)

This course will cover the safe operation of the hydraulic excavator and the student will perform a variety of operations with the excavator.

HEQ 240 Bulldozer I

(5 lecture/37.5 lab hours 2 credits)

This course teaches performing walk-around inspections, using proper terms and definitions associated with the bulldozer, using proper safety procedures, performing rough ditching and spreading, performing ripping operations, cutting and building a gentle slope bench, using the bulldozer on unstable soil, and replacing cutting edges on blades and teeth on rippers.

HEQ 241 Bulldozer II

(5 lecture/37.5 lab hours 2 credits)

Prerequisite: HEQ 240 or approval by instructor

This course teaches how to perform excavation in confined space, construct an elevated roadway, perform finish work, moving large obstacles, performing bulldozing operations on a slope, identifying and repairing drainage problems, stockpiling materials, use of a transit or hand level to create a 3:1 slope, and OSHA, MSHA and industry safety standards.

HEQ 245 Front End Loader I

(5 lecture/37.5 lab hours 2 credits)

In this course the student will learn the safe operation of a front-end loader and perform a variety of tasks such as loading a 20-yard dump truck to capacity, stockpiling and ramping techniques.

HEQ 246 Front End Loader II

(5 lecture/37.5 lab hours 2 credits)

Prerequisites: HEQ 245 or approval by instructor

In this course the student will learn the safe operation of a front-end loader and perform a variety of tasks. Skills will include excavating, stockpiling, and backfilling with different types of attachments.

HEQ 251 Cable Crane: Crawler & Truck

(5 lecture/37.5 lab hours 2 credits)

This course will cover the safe operation of cable crane, crawler, and truck. The student will be able to perform a variety of operations with cable crane.

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

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*** General Education Course**

HEQ 252 Hydraulic Crane: Crawler & Truck
(5 lecture/37.5 lab hours 2 credits)

This course will cover the safe operation of hydraulic crane, crawler, and truck. The student will be able to perform a variety of operations with hydraulic crane.

HEQ 275 Heavy Equipment Topics
(1-4 variable credits)

This course allows individuals to develop and define course of study that is associated with curriculum in heavy equipment. Concentration of the classes will cover current issues or practices.

EARLY CHILDHOOD PROGRAM**ECP 101 Intro to Early Childhood Professions**
(45 lecture hours 3 credits)

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.

ECP 102 Intro to Early Childhood Lab Techniques
(45 lecture hours 3 credits)

Prerequisite: 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 addressed: birth through age 8. Background checks required by the Colorado Department of Human Services may be needed.

ECP 111 Infant and Toddler Theory and Practice
(45 lecture hours 3 credits)

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 are prenatal through age 2.

ECP 148 Guidance Strategies for Children
(45 lecture hours 3 credits)

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.

ECP 205 Nutrition and the Young Child
(45 lecture hours 3 credits)

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 addressed: prenatal through age 8.

ECP 216 Administration: Human Relations for the Early Childhood Profession
(45 lecture hours 3 credits)

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.

ECP 226 Administration of Early Childhood Care and Education
(45 lecture hours 3 credits)

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.

ECP 227 Curriculum Development: Methods and Techniques
(45 lecture hours 3 credits)

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.

ECP 228 Child Development
(45 lecture hours 3 credits)

Prerequisite: 3 hours 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.

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.

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**
(38 to 75 field experience hours 1 credit)

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

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: Elementary Algebra 72. All other classes with Core designation: Reading 83, Sentence Skills 86.

* General Education Course

Prerequisite: Students taking Core classes must meet the following Placement Test Score requirements: Courses with MAT prefix: Elementary Algebra 72.

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.

EDU 257 Technology in Education

(45 lecture hours 3 credits)

This course is designed to familiarize students with the Colorado standards for teacher preparation in the area of Knowledge of Technology. Students will have the opportunity to learn about and practice the use of a variety of technology tools.

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.

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.

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: Elementary Algebra 72. All other classes with Core designation: Reading 83, Sentence Skills 86.

*** General Education Course**

Elementary Algebra 72.

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 Writing 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 090 Basic Composition

(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 115 Technical English and Communications

(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.

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.

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.

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: Elementary Algebra 72. All other classes with Core designation: Reading 83, Sentence Skills 86.

* General Education Course

Prerequisite: Students taking Core classes must meet the following Placement Test Score requirements: Courses with MAT prefix: Elementary Algebra 72.

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 the language. 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: *** 101

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

***** 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: *** 111 or instructor permission. See #
Continues *** 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: *** 112 or instructor permission. See #
Continues *** 111 and *** 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: *** 211 or instructor permission. See note for #
Continues *** 111, *** 112, and *** 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 World Regional 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.

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: Elementary Algebra 72. All other classes with Core designation: Reading 83, Sentence Skills 86.

* General Education Course

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

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

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

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.

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 117 Health Care Lab I
(45 lab hours 2 credits)

Prerequisite: HEA 129 or NUR 108.

A program designed to prepare the individual to perform basic tasks under the direction of a supervisor in health care agencies.

HEA 118 Health Care Lab II
(45 lab hours 2 credits)

Prerequisite: HEA 117

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

HEA 121 Medical Radiology
(30 lecture 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 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 Spanish for the Health Care Professional
(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 & Administration
(15 lecture hours 1 credit)

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

HEA 187 Medical Assisting Externship II
(15 lecture 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.

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: Elementary Algebra 72. All other classes with Core designation: Reading 83, Sentence Skills 86.

*** General Education 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).

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.

HPR 110 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.

HPR 178 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.

HEALTH AND WELLNESS**HWE 100 Human 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.

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.

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

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* General Education Course

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 246 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.

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 Intro 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 112 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 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.

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

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* General Education Course

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.

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 Intro 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.

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 tradition may be examined where relevant. Focus of the class will be mainly on poetry, essay and short story. Drama may also be included.

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: Elementary Algebra 72. All other classes with Core designation: Reading 83, Sentence Skills 86.

* General Education Course

MANAGEMENT**MAN 101 Management for You**
(15 lecture hours 1 credit)

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

MAN 102 Technical Leadership
(6 lecture hours 120 practicum hours 6 credits)

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

MAN 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 060 Pre-Algebra**
(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 090 Introductory 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 106 Survey of 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 110 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.

MAT 114 Career Math
(45 lecture hours 3 credits)

This course is designed for career technical students or general studies students who need to study particular mathematical topics. Topics may include arithmetic review, calculator usage, algebra, geometry, trigonometry, graphs and finance. These are presented on an introductory level and the emphasis is on applications. The specific topics covered are selected to meet the needs of the students enrolled in the course.

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

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*** General Education Course**

Placement Test Score requirements: Courses with MAT prefix: Elementary Algebra 72.

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/or social science majors. Includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential, and logarithmic functions.

MAT 135 Introduction to Statistics

(45 lecture hours 3 credits)# *

Prerequisite: MAT 105 or equivalent **See #**

Includes data presentation and summarization, introduction to probability concepts and distributions, statistical inference-estimation, hypothesis testing, comparison of populations, correlation, and regression.

MAT 155 Mathematics for Elementary Teachers I

(45 lecture hours 3 credits)

First of a two-course sequence, particularly pertinent to prospective arithmetic teachers, that presents topics such as arithmetic and algebra from a modern approach. Topics include natural numbers, integers, rational numbers, relations, functions, and equations.

MAT 156 Mathematics for Elementary Teachers II

(45 lecture hours 3 credits)

This course is a continuation of MAT 155. It includes the study of the fundamentals of probability, statistics, and informal Euclidean geometry suitable for K-8 curriculum, employing laboratory techniques where applicable.

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.

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

(270 Contact hours 6 credits)

Prerequisite: CIS 180, CIS 231, MMA 122, MMA 123, MMA 201, MMA 202, and MMA 203

This is a capstone course culminating the student experience in multimedia production. Students will design, develop, and publish a multimedia product in conjunction with a design team composed of students, faculty, and business industry representatives. Emphasis is placed on design team functions and incorporation of previously learned skills into production of a marketable multimedia title.

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*** General Education Course**

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 thorough 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 170 Nurse Aide Clinical

[30 clinical lab hours 1 credit]

The course applies the knowledge gained from NUA 101 in a clinical setting.

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.

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All other classes with Core designation: Reading 83, Sentence Skills 86.

* General Education Course

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 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.

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.

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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 1 credit)

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.

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.

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.

*** General Education Course**

Courses with MAT prefix: Elementary Algebra 72.

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 World Religions - West
(45 lecture hours 3 credits)

This course is designed to introduce students to the common and different concepts predominant in the major world religions. It includes sociological, political, psychological, and philosophical aspects of a variety of belief systems. A strong focus will be placed on the concept of religion as a cultural system.

PHI 116 World Religions - East
(45 lecture hours 3 credits)

This course emphasizes the diversity and richness of Eastern Religions within a cross-cultural context. Concepts such as fate, reincarnation, enlightenment and morality will be analyzed.

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.

POS 211 Introduction to 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.

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.

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

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* General Education Course

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 215 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 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 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 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 237 Child & Adolescent Psychology

(45 lecture hours 3 credits)

This course examines physical, cognitive, emotional, and psychosocial development from conception through adolescence.

PSY 238 Child Development

(45 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 245 Educational Psychology

(45 lecture hours 3 credits)

Students will study the relationships between theory, research, practice in learning, memory, child development, motivation, and educational assessment for K-12 classroom settings. This course will introduce students to essential areas in the *Colorado Performance-Based Standards for Teachers*.

PSY 247 Child Abuse & Neglect

(30 lecture hours 2 credits)

This course examines the causes and effects of physical, sexual, and psychological abuse and neglect. Intervention and prevention strategies are emphasized.

PSY 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.

PHYSICAL THERAPIST ASSISTANT**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, palpation, 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.

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* General Education Course

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. Supervision 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.

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 enter 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.

REAL ESTATE**REE 103 Real Estate Brokers I**

(90 lecture hours 6 credits)

This course in conjunction with REE 104, is designed to meet the educational requirements of the Colorado Real Estate Commission for a Colorado Real Estate Brokers license. This course includes Real Estate Law and Practice, of Practical Application, and Current Legal Issues.

REE 104 Real Estate Brokers II

(75 lecture hours 5 credits)

This course in conjunction with REE 103, is designed to meet the educational requirements of the Colorado Real Estate Commission for a Colorado Real Estate Brokers license. This course includes Colorado Contracts and Regulations, Real Estate Closings, and Trust Accounts and Record Keeping.

REE 115 Intro to Real Estate

(45 lecture hours 3 credits)

The function of the real estate broker, sales techniques, real estate ethics. Course is for those who intend to enter the profession, for salespeople who need a review, and for those desiring a basic knowledge of the real estate business.

REE 189 Broker Exam Review I

(15 lecture hours 1 credit)

This course meets the needs of students who wish to prepare for the exam to obtain a Real Estate Brokers License.

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: Elementary Algebra 72. All other classes with Core designation: Reading 83, Sentence Skills 86.

*** General Education Course**

SCIENCE**SCI 115 Principles of Meteorology**

(45 lecture hours 3 credits)

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

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 Sociology of Family Dynamics

(45 lecture hours 3 credits)

Pre-requisite: English 100 ; Sociology 101 or consent of the instructor

This course helps 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 218 Sociology of Diversity

(45 lecture hours 3 credits)

This course explores the variety of intergroup relations regarding race, nationality, ethnicity, gender, sexual orientation, and other diversity issues. Patterns of prejudice, discrimination and possible solutions to these issues will be addressed.

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.

SPE 205 Voice and Diction

(45 lecture hours 3 credits)

Prerequisite: SPE 115.

Voice and Diction studies the physiological production of the speaking voice and methods for improving the quality of the spoken word in general American speech.

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.

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: Elementary Algebra 72. All other classes with Core designation: Reading 83, Sentence Skills 86.

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 100 Safety for Welders**

(15 lecture hours 1 credit)

Upon successful completion of this course the student should have the ability to explain the hazards of welding on health and safety, locate essential safety information from a code or other standard, and identify and apply shop safety procedures.

WEL 101 Allied Cutting Processes

(25 lecture hours/55 lab hours 2 credits)

Upon successful completion of this course the student should have the ability to set up equipment and perform cutting and gouging operations utilizing the oxyacetylene, air carbon arc, exothermic, and plasma arc cutting processes.

WEL 102 Oxyacetylene Joining Processes

(25 lecture hours/55 lab hours 2 credits)

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, operate oxyacetylene welding equipment, and perform oxyacetylene welding, brazing, and soldering operations. Blueprint reading skills will be practiced in this course.

WEL 103 Basic Shielded Metal Arc I

(15 lecture hours/67.5 lab hours 3 credits)

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, and operate SMAW equipment utilizing E-6010 electrodes. Layout procedures and practices will also be introduced.

WEL 104 Basic Shielded Metal Arc II

(15 lecture hours/67.5 lab hours 3 credits)

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, and operate SMAW equipment utilizing E-7018 electrodes. Layout procedures will be practiced during this course.

WEL 105 Introduction to Blueprint Reading

(25 lecture hours/55 lab hours 2 credits)

This class will introduce the student to scale measurements, alphabet of lines, drafting symbols, and dimensions used in blueprint reading.

WEL 107 Maintenance Welding

(10 lecture hours/30 lab hours 2 credits)

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

* General Education Course

WEL 110 Advanced Shielded Metal Arc I

[15 lecture hours/67.5 lab hours 4 credits]

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, operate SMAW equipment, and perform SMAW operations on groove and fillet welds utilizing E-6010 and E-7018 electrodes. Layout procedures will be practiced during this course.

WEL 111 Advanced Shielded Metal Arc II

[15 lecture hours/67.5 lab hours 4 credits]

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, and operate SMAW equipment utilizing various electrodes, locate essential welding information from codes or other standards, and perform weld inspections.

WEL 113 Welding Internship I

[3-6 variable credits]

The student will be placed in a fabrication shop to give the student the understanding of the processes involved in fabrication of various equipment and metal projects.

WEL 175 Special Topics: Welding Problems I

[1-4 variable credits]

This course was designed to provide the non degree-seeking student with the opportunity to customize the course objectives to meet individual needs. Your instructor must approve ALL course objectives.

WEL 176 Special Topics: Welding Problems II

[1-4 variable credits]

This course was designed to provide the non degree-seeking student with the opportunity to customize the course objectives to meet individual needs. Your instructor must approve ALL course objectives.

WEL 177 Special Topics: Welding Problems III

[1-4 variable credits]

This course was designed to provide the non degree-seeking student with the opportunity to customize the course objectives to meet individual needs. Your instructor must approve ALL course objectives.

WEL 201 Gas Metal Arc Welding I

[15 lecture hours/67.5 lab hours 4 credits]

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, and operate GMAW equipment on plain carbon steel utilizing short circuit and spray transfer, and recognize fundamental metallurgy principles.

WEL 203 Flux Cored Arc Welding I

[15 lecture hours/67.5 lab hours 4 credits]

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, operate FCAW equipment utilizing self shielded wire, and apply principles of joint design, preparation, and material selection to welding operations.

WEL 211 Gas Tungsten Arc Welding I

[15 lecture hours/67.5 lab hours 4 credits]

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, and operate GTAW equipment on plain carbon and stainless steels. The student should also be able to evaluate and solve complex welding and fabrication problems, administer hands on training and supervise other students during assigned fabrication and welding operations.

WEL 212 Gas Tungsten Arc Welding II

[15 lecture hours/67.5 lab hours 4 credits]

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, and operate GTAW equipment on

aluminum and PAW equipment on plain carbon steel. The student should also be able to evaluate and solve complex welding and fabrication problems, administer hands on training and supervise other students during assigned fabrication and welding operations.

WEL 230 Pipe Welding I

[15 lecture hours/67.5 lab hours 4 credits]

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, and operate SMAW, GMAW, and FCAW equipment in a variety of positions on plain carbon steel pipe joints. The student should also be able to evaluate and solve complex welding and fabrication problems, administer hands on training and supervise other students during assigned fabrication and welding operations.

WEL 231 Pipe Welding II

[15 lecture hours/67.5 lab hours 4 credits]

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, and operate SMAW and GTAW equipment on plain carbon steel pipe joints. The student should also be able to evaluate and solve complex welding and fabrication problems, administer hands on training and supervise other students during assigned fabrication and welding operations.

WEL 250 Metal Fabrication

[15 lecture hours/67.5 lab hours 4 credits]

This course was designed to provide the students with the opportunity to work on predetermined projects. Your instructor must approve ALL course objectives.

WEL 260 Specialized Welding I

[Variable credits]

Specialized welding is designed to provide the student with the opportunity to customize some of the course objectives to meet individual needs. Your instructor must approve all course objectives. Course objectives usually consists of competencies from GTAW and pipe welding classes, competencies not found in the program, advanced study, and special projects.

WEL 265 Shielded Metal Arc and Gas Metal Arc Certification Practice [3 credits]

Covers safety, welding technique, and qualification procedures in compliance with AWS D1.1 structural test. Department permission required.

WEL 266 Shielded Metal Arc, Gas Metal Arc, & Gas Tungsten Arc Welding Certification Prep Pipe [3 credits]

Develops knowledge and manipulative skills while welding a variety of diameters mild and stainless steel pipe in the various positions.

WEL 267 Internship II [Variable credits]

The student will be placed in a fabrication shop to give the student the understanding of the processes involved in fabrication of various equipment and metal projects. This will be the set up as the capstone for the welding program.

YOUNG FARMERS**YOF 105 Young Farmers**

[30 lecture/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.



CATALOG 2002-2003

PERSONNEL

- Alexander, Daniel** - Yuma Center Director. B.A. & M.A., Chadron State College.
- Andersen, Mary** - Limon Center Director. B.A., Northern Illinois University.
- 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., University of Northern Colorado; M.S., Regis University.
- Bishop, Sharon** - Program Assistant II, Office of the President.
- Brinkman, Janet** - Director of Human Resources. A.A., Morgan Community College; B.S. & M.S.M., Regis University; Vocational Credential.
- Buhring, Anissa** - Nursing Faculty. B.S.N. & M.S.N., University of Northern Colorado; Vocational Credential.
- Buciaga, Armando "Mundy"** - Director of Admissions. B.A., University of Southern Colorado.
- Bzdek, Sharon** - Director, Marketing and Communication.
- Campanella, Kristi** - Physical Therapist Assistant Coordinator. B.S., University of Tennessee.
- Carlson, Kenneth** - Dean of Student Success & Enrollment Management. A.A., Waldorf College; B.S., Bemidji State University; M.S., University of Wisconsin-LaCrosse.
- Carr, Lance** - Coordinator of Tutorial Center. A.A., Morgan Community College; B.A., Regis University.
- Caza, April** - Library Technician I, Learning Resource Center. 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** - Dean of Institutional Advancement. B.S.N., Fort Hays State University; M.S.N., West Texas A&M; F.N.P., West Texas A&M. Vocational Credential.
- Cruse, Kevin** - Industrial Technology Faculty. A.S., Northeastern Junior College; B.S. Colorado State University.
- Cunningham, Tim** - Coordinator of Physical Plant - Operations.
- Davis, Barbara** - Custodian I, Maintenance & Operations.
- Duell, Charles** - Agriculture & Business Management Faculty. 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.
- Estes, Donald** - Coordinator of Telelearning. A.S., Diablo Valley College; B.A. & M.A., University of Northern
- Evans, Jaylene** - Business Faculty. B.S., University of Phoenix.
- Ewertz, Kim** - Med Prep & Medical Assisting Faculty. B.S.N., University of Northern Colorado; Vocational Credential.
- Frihauf, Barb** - Agriculture & Business Management Faculty/Coordinator. B.S. Colorado State University; Vocational Credential.
- Frisbie, Kathy** - Nursing Coordinator/Faculty. B.S.N., Alfred University School of Nursing; M.S.N., Decker School of Nursing; Vocational Credential.
- Gertge, Phyllis** - Dean, Health & Applied Technology. R.N., Mercy Hospital; M.P.H., University of Northern Colorado; Vocational Credential.
- Grauberger, Tim** - Collision Repair Technology Coordinator. A.A., Northeastern Junior College; B.S., Colorado State University; Vocational Credential.
- Green, Jason** - Information Technology Specialist - Instructional Support. B.A., Fort Lewis College.
- Hall, Sally** - Student Financial Aid Advisor. B.A., Adams State College.
- Hanson, Marilyn** - Computer Science & Technology Faculty. A.A., Morgan Community College; CISCO Certified Network Associate.
- Hartless, Dan** - Information Technology Spec., Administrative Support. A.A.S., Otero Junior College.
- Hartwig, Gail** - Physical Therapist Assistant Faculty. A.S., Donnelly College; B.S., University of Kansas; Vocational Credential.
- Heikes, David** - English Faculty. B.S. & M.A., University of South Dakota; M.A., Western Washington University.
- Hubbell, Janie** - Associate Dean, Institutional Research & Assessment. A.A.S. & A.A., Morgan Community College; B.S., Regis University.
- Huber, Robert J.** - Business Faculty. B.S., Ferris State College; M.A., Colorado State University; Vocational Credential.
- Hunt, Mary** - Administrative Assistant III, Human Resources. A.A.S., Morgan Community College.
- Johnson, Dixie** - Custodian II, Maintenance & Operations.
- Jones, Jeff** - Electronics Specialist I.
- Kahl, Maureen** - Library Tech III, Learning Resource Center. A.A., Morgan Community College; B.S., Clayton College.
- Kind, Gene** - Structural Trades I, Maintenance & Operations.
- Kral, Evelyn** - Developmental Education. 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 Faculty. A.A., Front Range Community College; B.A. & M.S., University of Northern Colorado.
- Lambert, Chris** - Assistant to the Director of Burlington Center. A.A., Morgan Community College.

- Lapp, Carla** - Administrative Assistant I, Student Services.
- Lehman, Thomas** - Biology Faculty. B.A., Carroll College; M.S., University of Nebraska; M.S., Colorado State University.
- Lind, Mary Ann** - Social Sciences Faculty. B.A. & M.A., Colorado State College; Ph.D., University of Colorado.
- Littlefield, Corliss A.** - Psychology Faculty. B.A., Pomona College; M.A., Vanderbilt University.
- McClellan, Jan** - Administrative Assistant II, Student Services. A.A.S., Morgan Community College.
- McKay, John** - President. B.S.Ed., Troy State University; M.Ed. & Ed.D., Auburn University.
- McKie, Betty** - Business Faculty. A.A.S. & A.A., Morgan Community College; B.A., University of Northern Colorado; M.Ed., Colorado State University; Vocational Credential.
- 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 Faculty, A.A., Morgan Community College; Vocational Credential.
- Naeve, Barb** - Administrative Assistant I. Continuing Education & Customized Business.
- Nix, Cathie** - Administrative Assistant I, Marketing & Communication. A.A.S., Morgan Community College.
- Olsen, Linda** - Assistant to the Director - Limon Center/Limon SBDC Counselor. A.A., Morgan Community College. B.S. National American University.
- Page, Cheryl** - Assistant Director, Adult Basic Education. B.A., University of Northern Colorado; B.S. & M.L.S., Regis University; Certification in Adult Education; Vocational Certificate.
- Parker, Brad** - Auto Service Technology Faculty. 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 Faculty. 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.
- Rhoades, Merle D.** - Business Faculty & 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** - Electronics Specialist II, A.A.S., Morgan Community College.
- Rorabaugh, Kristi** - Administrative Assistant II. Small Business Development Center & Customized Training. A.A.S., Morgan Community College.
- Ruppel, Melissa** - Administrative Assistant II. Instructional Services.
- Salmon, Paula** - Director of Career Guidance and Placement. A.A., Northeastern Junior College; B.S. & M.S.M., Regis University.
- Sanne, Diana** - Assistant Controller. A.A.S., Southeast Community College; B.A., Doane College.
- Schneider, Todd** - Mathematics & Sciences Faculty. 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. A.A., Morgan Community College.
- Stretcher, Jay** - Agriculture & Business Management Faculty. B.A., Fort Hayes State University; Vocational Credential.
- Thomas, Gregory** - English, Speech Faculty. B.A. & M.A., University of Wyoming; M.A., University of Minnesota.
- Tormohlen, Connie** - Business Faculty. A.A., Morgan Community College; B.S., University of Northern Colorado; Vocational Credential.
- Torrez, Helen** - Custodian I, Maintenance & Operations.
- Trujillo, Roxanne** - Accounting Technician II. Purchasing & Auxiliary Services, Bookstore.
- 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. Accounting Services.
- Watson, Randy** - Computer Sciences Faculty. A.A., Morgan Community College. B.S., University of Northern Colorado.
- Weimer, Mike** - General Laborer I, Maintenance & Operations.
- Wiener, Melody** - Director of Purchasing & Auxiliary Services. A.A., Morgan Community College.
- Wiener, Mike** - Coordinator of Physical Plant - Operations. Certified Welder, US Navy.
- Yeann, Debra** - Director of Continuing Education & Customized Business. A.A.S., Parks College.
- Ziegler, Alicia** - Foreign Language Faculty. B.A., Marist College.