

# **Morgan Community College**

## **2006-2008 CATALOG**



**920 Barlow Road, Fort Morgan, CO 80701**

**(970) 542-3100    1-800-622-0216**

**[www.MorganCC.edu](http://www.MorganCC.edu)**

# A MESSAGE FROM THE PRESIDENT



## Welcome to Morgan Community College!

Thirty-six years of commitment to our communities...

Today's MCC students come from many diverse cultures and personal experiences. They are recent high school graduates pursuing a four year degree. They are working adults seeking a better life for their families. They are individuals wishing to upgrade their technical skills or get a high school GED. We hope you find your place alongside them, whether you seek an art class for personal expression, a computer class to stay abreast of emerging technology or a degree or certificate to meet your long-term career goals.

MCC is your first step toward a brighter future. Choosing the right college is key to keeping pace as you work toward your goals. The benchmark of an outstanding college is in the responsiveness and dedication its faculty and staff provide to students. It is an essential ingredient for student success. No college does it better than Morgan Community College. Personal attention and a human touch are hallmarks at MCC, blending into every aspect of the teaching and learning process. We'll be there for you from beginning to end, offering academic advising and counseling to not only get you started on the right footing, but also to keep you on course throughout your time here.

Best of luck to you in the coming year. This is where your future begins...

Dr. C. Michele Haney, President



## Governance

Morgan Community College is a member of the Colorado Community College System governed by the State Board for Community Colleges and Occupational Education established by the 1967 General Assembly of the State of Colorado and accredited by The Higher Learning Commission of NCA.

**Colorado Community College System President:** Dr. Nancy McCallin

### The State Board for Community Colleges and Occupational Education

Tamra J. Ward, Board Chair .....Denver  
Barbara McKellar, Vice Chair.....Englewood  
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Jennifer Hopkins.....Niwot  
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Ralph Nagel .....Denver  
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Nathan Overholt, Student Representative.....Pueblo  
Gayle L. Krzemien, Faculty Representative .....Colorado Springs

### Morgan Community College Advisory Council

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Felix Acosta, Vice Chair .....Brush  
Tana English .....Wiggins  
Charlene Holzworth .....Brush  
Raymond Larson .....Brush  
Bret Miles .....Brush  
Dan Scalise.....Brush

# TABLE OF CONTENTS



|  |           |   |            |
|--|-----------|---|------------|
| <b>A Message from the MCC President .....</b>                  | <b>2</b>  | <b>Grants .....</b>   | <b>44</b>  |
| <b>Governance .....</b>  | <b>2</b>  | Government Grant Programs .....   | 44         |
| <b>About Morgan Community College .....</b>                    | <b>4</b>  | MCC Grant Programs .....  | 44         |
| Mission, Values, Vision .....                                  | 5         | <b>Loans .....</b>  | <b>45</b>  |
| Locations and Contact Information .....                        | 5         | Federal Family Educational Loan Programs.....                           | 45         |
| Morgan Community College - A Timeline<br>of Excellence .....   | 6         | <b>Grades and Grading .....</b>   | <b>46</b>  |
| Maps and Directions .....                                      | 7         | <b>Academic Progress Procedure (APP) and Academic<br/>Renewal .....</b> | <b>49</b>  |
| Fort Morgan Campus.....  | 8         | <b>Student Records and Transcripts.....</b>                             | <b>51</b>  |
| Benett Center .....  | 13        | <b>Services for Students, Additional Student Information ....</b>       | <b>54</b>  |
| Burlington Center .....  | 14        | Academic Advising.....  | 54         |
| Limon Center .....   | 16        | Bookstore .....   | 54         |
| Wray and Yuma Centers .....                                    | 17        | Campus Hours .....  | 54         |
| Accreditation.....   | 18        | Career Guidance and Placement .....                                     | 54         |
| <b>Which Catalog to Use.....</b>                               | <b>18</b> | Computer Access for Students .....                                      | 54         |
| <b>Where to find Catalog Updates and Changes .....</b>         | <b>18</b> | Disability Services .....   | 55         |
| <b>Academic Calendar 2006-2007 .....</b>                       | <b>19</b> | Family and Friends of Students on Campus .....                          | 55         |
| <b>Academic Calendar 2007-2008 .....</b>                       | <b>20</b> | Housing .....   | 55         |
| <b>Getting Started Checklists.....</b>                         | <b>21</b> | Identification Cards .....  | 55         |
| Admission and Registration Checklist<br>for NEW Students ..... | 21        | Learning Resource Center (LRC) .....                                    | 55         |
| Financial Aid Checklist for NEW Students .....                 | 21        | MCC Library .....   | 55         |
| <b>Admission .....</b>   | <b>22</b> | New Student Orientation .....   | 58         |
| Admission to Specific Programs .....                           | 22        | PaperCut Print Management System .....                                  | 58         |
| Re-Admission of Former Students .....                          | 22        | Student Malpractice and Liability Insurance .....                       | 58         |
| Admission of Transfer Students .....                           | 22        | Tutorial Center .....   | 58         |
| Admission of High School Students .....                        | 22        | Voter Registration.....   | 58         |
| Tuition Classification .....                                   | 23        | <b>Student Rights and Responsibilities .....</b>                        | <b>59</b>  |
| Choosing Majors .....  | 24        | <b>Student Activities and Student Life .....</b>                        | <b>65</b>  |
| User ID and PIN.....   | 24        | <b>College Closures.....</b>  | <b>66</b>  |
| Disclosure of Student Records .....                            | 25        | <b>Graduation .....</b>   | <b>67</b>  |
| <b>Assessment and Placement .....</b>                          | <b>26</b> | Application to Graduate .....   | 67         |
| Accuplacer Assessment Scores .....                             | 27        | Graduation Requirements .....   | 67         |
| <b>Academic Advising.....</b>                                  | <b>28</b> | Graduate in Two Calendar Years/60 + 60.....                             | 68         |
| <b>Ways to Take MCC Classes .....</b>                          | <b>29</b> | <b>Veteran's Programs.....</b>  | <b>68</b>  |
| <b>Registration .....</b>                                      | <b>31</b> | <b>Transfer from MCC .....</b>  | <b>69</b>  |
| <b>College Opportunity Fund (COF) .....</b>                    | <b>33</b> | 60 + 60 Transfer Plan .....   | 70         |
| <b>Tuition and Fees .....</b>                                  | <b>34</b> | <b>Guaranteed Transfer Program (GT Pathways) .....</b>                  | <b>73</b>  |
| <b>Payment and Refund Policies .....</b>                       | <b>36</b> | Statewide GT Pathways Planning Guide .....                              | 73         |
| <b>Financial Aid .....</b>                                     | <b>38</b> | GT Pathways Course Equivalents .....                                    | 74         |
| <b>Scholarships .....</b>                                      | <b>40</b> | GT Pathways Courses at MCC .....  | 88         |
| Government Funded Scholarships .....                           | 40        | <b>Program Requirements for<br/>Degrees and Certificates .....</b>      | <b>90</b>  |
| Externally Funded Scholarships .....                           | 41        | <b>Statewide Articulation Agreements .....</b>                          | <b>120</b> |
| Burlington Center Scholarships.....                            | 43        | <b>Course Descriptions.....</b>   | <b>128</b> |
| Scholarships for MCC Graduates .....                           | 43        | <b>Campus Policies and Safety Issues.....</b>                           | <b>169</b> |
|  |           | <b>Personnel .....</b>  | <b>177</b> |
|  |           | <b>Application for Admission.....</b>                                   | <b>179</b> |

## Catalog Addendum Table of Contents

### Programs

Agriculture and Business Management Program

Associate of Applied Science -  
Automotive Service Technology

Associate of Applied Science-Business  
Administration  
(Business Foundations Emphasis)

Business Administration  
(Management/Supervision Emphasis)

Office Support Specialist Certificate

Business Management Supervision  
Certificate

A.G.S. General Education Courses

Associate of Applied Science-  
Multimedia (A.A.S.) Degree

Nursing Programs

Course Numbering

### Courses

ACC 101 Fundamentals of Accounting

Agriculture and Business Management

Anthropology

Biology

Business Technologies

Computer Information Systems

CIS 145 Complete PC Database

ECE 238 Creativity & the Young Child

ECE 226 Child Growth & Development

Foreign Language

Mathematics

NUA 101 Certified Nurse Aide Health  
Care Skills

PSY 249 Abnormal Psychology

# ABOUT MORGAN COMMUNITY COLLEGE



## Who We Are

Morgan Community College is a two-year college, one of 13 community colleges in the Colorado Community College System (CCCS), Colorado's largest system of higher education.

MCC serves students in 11,500-square-miles of Eastern Colorado including the counties of Morgan, Washington, Yuma, Lincoln, Kit Carson, and the eastern half of Adams and Arapahoe counties. The main campus at Fort Morgan and the five Centers throughout the service area provide the first two years of a college degree, occupational programs, adult basic education, college classes for high school students, customized training for business and community, and houses the Small Business Development Center.

## Advisory Council

MCC has a seven-member college advisory council, composed of residents from our service area who meet at least quarterly with the MCC President, in compliance with Colorado statute and State Board Policy (B.P. 2-25).

The purpose of the college advisory council is:

- 1) To advise the College President and the Board on the long-term educational needs of the area served by the college and on other matters identified in statute. (see C.R.S. 23-60-206)
- 2) To serve as liaison between the college and area employers in order to facilitate assessment of employment, training and educational needs of the service area.
- 3) To serve as liaison between the college and local school boards, county commissioners, city councils, other local elected officials and other relevant groups or persons.
- 4) To promote the college's programs and services among the communities and constituencies in the college's service area.

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

Classes have been offered in the Burlington area since 1972, the City of Burlington has been extremely helpful in providing classroom and office space since the fall of 1992. A new Community Education Center that houses MCC Burlington Center opens for fall semester 2006.

## MISSION

Our mission is to partner with students in imagining, believing and achieving their goals.

## VISION

MCC envisions a future where there is a strong sense of community in this complex world. We will strive to prepare students to live and contribute effectively in a rapidly changing society. Our vision requires a fundamental commitment to teaching and learning excellence within a supportive environment.

## VALUES

In everything we do, we value:

- The individual
- Learning
- Innovation
- Community
- Quality



## LOCATIONS AND CONTACT INFORMATION

MCC Fort Morgan Campus  
920 Barlow Road  
Fort Morgan, CO 80701  
970-542-3100  
1-800-622-0216  
FAX: (970) 867-3084  
www.MorganCC.edu

Downtown Center for  
GED, ESL and Adult Basic Education (ABE)  
117 Main Street  
Fort Morgan, CO 80701  
970-542-3270

Bloedorn Center for Community  
& Economic Development  
300 Main Street  
Fort Morgan, CO 80701  
970-542-3256

Industrial Technologies/  
Young Farmers  
2400 East Bijou Suite A  
Fort Morgan, CO 80701  
970-867-4060

Bennett Center  
280 Colfax Ave., Unit #3  
PO Box 554  
Bennett, CO 80102  
303-644-4034  
FAX 303-644-4680

Burlington Center  
340 S. 14th Street  
Burlington, CO 80807  
719-346-9300  
FAX 719-346-5236

Limon Center  
940 2nd Street  
PO Box 729  
Limon, CO 80828  
719-775-8873  
FAX 719-775-2580

Wray Center  
32415 Highway 34  
PO Box 36  
Wray, CO 80758  
970-332-5755  
FAX 970-332-5754

Yuma Center  
215 South Main  
Yuma, CO 80759  
970-848-2421  
FAX 970-848-5700

# MORGAN COMMUNITY COLLEGE – A TIMELINE OF EXCELLENCE

|             |  |             |  |
|-------------|--|-------------|--|
| <b>1970</b> | February 15, 1970, first basic education class of Morgan County Community College held in basement of 300 Main St, in Fort Morgan. Susan Cribelli hired as first MCC instructor.   | <b>1989</b> | First "distance learner", Barbara Kershaw of Wray, graduates. Phi Theta Kappa National Honor Fraternity, chartered.  |
| <b>1972</b> | Greater Gifts scholarship program initiated. First commencement includes five associate of art degrees, four one-year certificates, and 29 Waivered Licensed Practical Nurse certificates.   | <b>1990</b> | Associate Degree in Nursing approved. MCC's Small Business Development Center helps administer disaster relief funds to the victims of a tornado in Limon.   |
| <b>1973</b> | College joins the state system and is renamed Morgan Community College.  | <b>1991</b> | Dr. Richard Bond takes the reins as fifth president at MCC.  |
| <b>1976</b> | MCC becomes the target of political maneuvering meant to force its closing. An investigation shows outstanding records and performance in every department and the college survives.   | <b>1992</b> | MCC signs an agreement for an exchange program with Yamagata Prefectural College of Agriculture in Yamagata, Japan. MCC is granted an unconditional re-accreditation by North Central Association.   |
| <b>1977</b> | Dr. Robert W. Johnson resigns; Robert Datteri becomes second MCC President.  | <b>1996</b> | Dr. John McKay becomes sixth president of MCC. Expansion of Learning Resource Center begins.   |
| <b>1978</b> | Phi Beta Lambda, national business fraternity wins eight first place awards and chapter of the year at the Colorado State Leadership Conference and then is named National PBL Chapter of the year. Betty Smith of Burlington graduates; Smith is the first student to earn a degree without setting foot on the main campus at MCC. August 1978, groundbreaking ceremonies take place at permanent site on Barlow Road. | <b>1999</b> | Groundbreaking for Student Center; furnishings provided by the Jack Petteys Memorial Foundation of Brush as a memorial to Anna C. Petteys.   |
| <b>1979</b> | "Art in Public Places" program commissions artist John Young to render exterior sculpture, "The Victory of Olaf M" on the west lawn of Cottonwood Hall.  | <b>2000</b> | MCC serves seven counties in Eastern Colorado; Morgan, Washington, Yuma, Lincoln, Kit Carson, Adams and Arapahoe. More than 3,000 students enroll each year and more than 330 instructors and staff are employed. Renovation begins for Aspen, Cottonwood and Spruce Halls.  |
| <b>1980</b> | Faculty and staff move to permanent campus located on Barlow Road just south of I-76.  | <b>2001</b> | Ground is broken for the Automotive Technology building to be called Elm Hall.   |
| <b>1982</b> | Dr. Larry Carter becomes MCC president. H.B. Bloedorn and Helen Williams are honored at first Founders' Day event. Alternative High School established. "Learning at a Distance" technology developed.   | <b>2003</b> | MCC's seventh president, Dr. C. Michele Haney, stabilizes the college after imposed state budget cuts and initiates new accreditation process. Wray Center moves to new building.  |
| <b>1987</b> | Dr. Harold Deselms assumes fourth MCC presidency. First coordinator of student activities hired and the modular classroom building is redesigned to serve as the student center. Community Access Cable network, MCC Channel 10 adds to methods of class delivery.   | <b>2004</b> | MCC offers 50 academic and vocational programs and has enrolled 16,000 students since summer semester of 1987. The college service area includes 11,500 square miles of eastern Colorado with regional centers in Bennett, Burlington, Limon, Wray, and Yuma. Nursing program expands to 83 students.  |
| <b>1988</b> | Bennett, Wray, Burlington, Woodlin, Seibert, and Hugo high schools hold MCC courses delivered by television or Op-Tel.   | <b>2005</b> | MCC is one of four colleges in the Colorado community college system to experience increased enrollment. Thirty-fifth Anniversary Celebrations includes Annual Gala and reunion for founders and first students. \$2 million capital gifts campaign, "Dream Connections" is announced to Brush and Fort Morgan Chambers of Commerce and the business people of Wiggins. Nursing program classes offered in Wray. |
|             |  | <b>2006</b> | Burlington Center moves into the newly built Burlington Community Education Center. MCC achieves 1000 FTE.   |

# MAPS AND DIRECTIONS



*MCC's main campus at Fort Morgan is located 80 miles northeast of Denver, Colorado, on Interstate 76, exit number 82 on Barlow Road.*

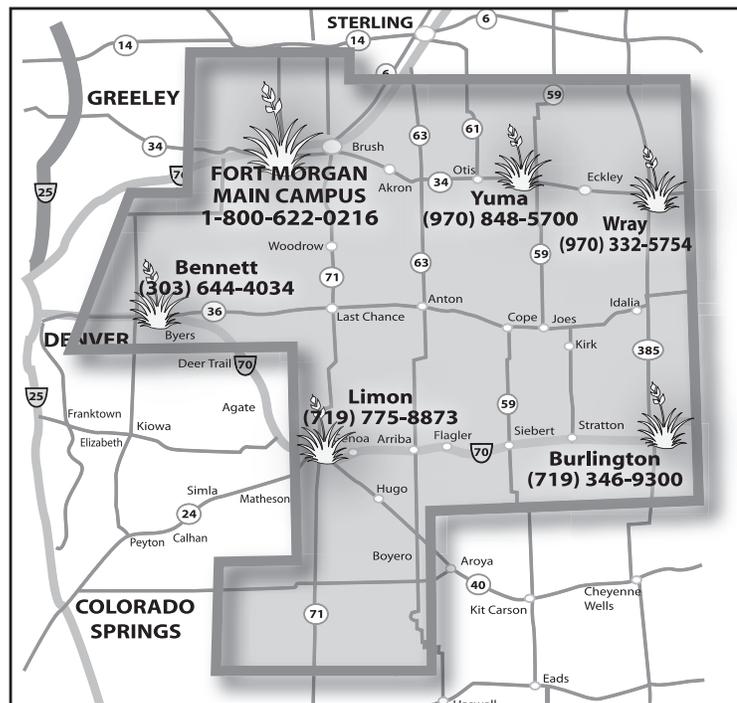
## MCC SERVICE AREA AND COMMUNITIES

As an institution of higher education, Morgan Community College serves anyone 16 years of age or older who can benefit from college preparatory and two-year college-level credit instruction. We provide education and training, both in general education and in occupational areas, which may lead to a certificate, an Associate Degree in Applied Science, Arts, Science, or General Studies, or transfer to a four-year institution.

We serve individuals of all ages who benefit from non-credit instruction for personal and professional development, recreation, and fitness, and individual and family enrichment. We serve employees of local businesses and industries who benefit from workplace skill development from customized and/or credit-generating courses. We serve all individuals in our communities by developing and enriching the local economy and culture.

MCC serves an 11,500-square-mile area comprised of Morgan, Washington, Yuma, Lincoln, Kit Carson, and the eastern half of Adams and Arapahoe counties. MCC offers programs and courses at the Fort Morgan campus and at its five Centers based on the needs of the students and communities served by those sites.

Though many offerings are available at multiple sites, each location provides a unique instructional mix and learning environment for its students. Center hours may vary and a few specialized services may require a visit to the MCC campus in Fort Morgan.



# FORT MORGAN CAMPUS



**MCC Fort Morgan Campus**  
920 Barlow Road  
Fort Morgan, CO 80701

**(970) 542-3100**  
**1-800-622-0216**  
**FAX: (970) 867-3084**

**TTY: (970) 542-3145**  
**www.MorganCC.edu**

**Downtown Center for GED, ESL  
and Adult Basic Education (ABE)**  
117 Main Street, Fort Morgan, CO 80701  
970-542-3270

**Bloedorn Center for Community  
& Economic Development**  
300 Main Street, Fort Morgan, CO 80701  
970-542-3256

**Industrial Technologies/ Young Farmers**  
2400 East Bijou Suite A, Fort Morgan, CO 80701  
970-867-4060

The MCC campus is located in central Morgan County at 920 Barlow Road in Fort Morgan. It is easily accessed from I-76 (Exit 82). The campus is comprised of Cottonwood Hall, Aspen Hall, Spruce Hall, the Anna C. Petteys Student Lounge and the recently built Elm Hall. Other buildings located throughout Fort Morgan include the Bloedorn Center for Community & Economic Development at 300 Main Street, the Downtown Center for GED, ESL, and Adult Basic Education at 117 Main Street, and the Industrial Technologies/Young Farmers programs located at 2400 East Bijou Suite A.

## **Accounting Services**

MCC Accounting Services Offices are located in the garden level of Aspen Hall and house the offices of the MCC Controller, Accounts Receivable and Accounts Payable. Accounting Services assist students, staff, and vendors with billing and payment questions. Accounting Services provide forms to students who wish to apply to the MCC deferred payment plan for tuition (FACTS). See the Tuition and Fees section of this catalog for details on the FACTS program.

## **Agriculture and Business Management Courses in the Fort Morgan Campus Area**

Agriculture and Business Management courses are offered by MCC instructors in the Fort Morgan area. With a focus on computerized record keeping, business planning, financial analysis, and marketing, courses combine classroom experiences with on-site instruction at the student's place of business. Courses are designed for self-employed owners/operators, managers, consultants, and individuals asso-

ciated with agriculture and business fields. Agriculture and Business Management support staff is located in the Bloedorn Center for Community and Economic Development at 300 Main Street in Fort Morgan.

## **Anna C. Petteys Student Lounge (Student Center)**

The Anna C. Petteys Student Lounge, otherwise known as the Student Center, is a place for students to go to meet people and relax between classes. In the Student Center, students can get information on student clubs, activities, organizations, health and wellness programs, student rights and responsibilities, and student government. The Center also features a pool table, television, movies, music videos, vending machines, microwave oven, free popcorn, and coffee for students.

## **Aspen Hall**

Aspen Hall is the center section of the main campus and has three levels. The lower level houses the Accounting Office, Human Resources Office, and meeting rooms. The upper level holds the President's Office, Vice President of Administration Office, Instructional Office, conference rooms, and faculty offices. The ground level is home to the MCC Bookstore, the Bloedorn Lecture Hall, and the Anna C. Petteys Student Lounge/Student Center.

## **Automotive Service Technology Shop**

The Automotive Service Technology shop is located in Elm Hall.

## **Automotive Collision Repair Shop**

The Automotive Collision Repair shop is located in Elm Hall.

## **Business Learning Center (BLC)**

The BLC, located in Cottonwood Hall, is a classroom setting designed for students enrolled in business skills classes. The BLC is a separate lab classroom with full computer setup for students who enroll in classes such as keyboarding, word processing and transcription. This self-paced learning approach in a lab format allows students to learn under the supervision and guidance of an instructor while taking advantage of flexible hours.

## **Bloedorn Center for Community & Economic Development**

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The MCC Small Business Development Center, Continuing Education, and Community Workforce Training Offices are located at 300 Main Street in Fort Morgan in the historically remodeled Bloedorn Center for Community and Economic Development.

## **Bloedorn Lecture Hall**

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The Bloedorn Lecture Hall is located on the ground level of Aspen Hall and is used for classroom lectures, meetings, and public events.

## **Cashier**

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The cashier is located in the Bookstore and is available to take payments and make change.

## **Community Workforce Training & Continuing Education**

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MCC Community Workforce Training and Continuing Education departments provide classes and training, workshops, and seminars customized to fit the needs of communities and businesses in Eastern Colorado. Community Workforce Training & Continuing Education utilizes college credit and non - credit courses and programs designed to meet the needs of the community. Customized courses and workshops can be created to meet specific requirements at a place and time that work for the individual and/or business.

## **Computer Access**

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Students and the community can access public-use computers in the Learning Resource Center. Students can get computer access each term they are enrolled. See Computer Access for Students in the Services for Students section of this catalog for details.

## **Computer Labs**

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There are designated computer labs for students to use outside of class time. A student needs to show a current student I.D. to use the computer labs and must sign in and sign out. Students are expected to be considerate of other students using the computer labs. If students are not familiar with computers, they are encouraged to take an introduction to computers class. No food or drinks are allowed in the computer labs.

## **Conference Rooms**

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Conference rooms are located throughout Aspen, Cottonwood, and Spruce halls, and can be reserved for student group meetings, and club meetings.

## **Construction Technologies**

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A renewed partnership between Morgan Community College and the Fort Morgan School district allows students from the high school and other college registrants to engage in the various stages of building a house. If a student starts the Construction Trades Class as a junior in high school, he/she will see the beginning and the completion of 2 houses.

The students are exposed to every stage of construction including framing, roofing, dry wall, electrical, plumbing and finishing. The curriculum objectives are to train students so that they will be a competent employee for a local building contractor or can pursue further specialized training in a construction trades career. Students also use Computer Aided Drafting (CAD) software to learn about the architectural aspect of construction.

## **Cottonwood Hall**

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Cottonwood Hall is in the southern section of the main campus and houses the Student Services Office, Registrar's Office, Financial Aid Office, Learning Resource Center (library), Testing Center, Business Learning Center (BLC), classrooms, computer labs, and faculty offices.

## **Degrees and Certificates at the Fort Morgan Campus**

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A.A. & A.S. degrees- The Fort Morgan Campus has established strong Associate of Arts & Associate of Science degrees which are transferable to a 4-year institution. These degrees can be completed based on a two-year plan of general education courses which are part of the Colorado Guaranteed Transfer (GT) program.

A.A.S. degrees and Certificates- Students can earn two-year Associate of Applied Science degree in a variety of vocational areas. Vocational certificates are also available. See the Degrees and Certificates section of this catalog for a complete listing.

## **Distance Learning and Pictel Rooms**

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Distance Learning and Pictel rooms are located in the south end of Spruce Hall.

## **Downtown Center for GED, ESL, and Adult Basic Education (ABE)**

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Centrally located in downtown Fort Morgan, the MCC Downtown Center at 117 Main Street houses the ABE (Adult Basic Education), ESL (English as a Second Language), and GED programs. These programs are also offered in Brush, Burlington, and Hugo.

### **ADULT BASIC EDUCATION (ABE)**

Adult Basic Education provides basic science, math, social studies, writing, and language arts instruction. Students in ABE prepare for the GED (General Education Development equivalency certificate) tests, increase skills to get a better job, prepare for college, and learn to speak, understand, read, and write in English. Professional Instructors and volunteers use classes, tutoring, and computerized assisted instruction. Adult Basic Education offers a Certificate of Accomplishment program that provides certified employment competencies and a performance portfolio to aid students in the employment process and marketability.

### **GED**

General Education Development (GED) classes to prepare for high school equivalency exams and testing are offered at the Downtown Center. Classes are held three days a week in the evenings.

GED is for students 17 or older who want to:

- Earn their GED Diploma, increase their basic skill level to get a better job, strengthen self-esteem, prepare for college.
- GED classes assist with Science, Math, Social Studies, Writing Skills, and Language Arts.
- Computer Assisted Instruction, Individual Preparation and Classroom setting instruction are available.
- Instruction is offered in Fort Morgan and Brush, and is held both during the daytime and evenings. Contact the Downtown Center for detailed information or go to the MCC Web site at [www.MorganCC.edu](http://www.MorganCC.edu)

### **ESL (English as a Second Language)**

ESL classes are for persons whose first language is something other than English. ESL helps increase proficiency in speaking and understanding English and provides instruction in reading and writing skills in English. Group, individual, computer, and video instruction are all methods utilized in the ESL program. Childcare is available. ESL classes are held daytimes and evenings in Fort Morgan at the Downtown Center and at locations in Brush.

Customized training in ESL is available for businesses with non-native English speaking employees.

### **OneMorgan County**

OneMorgan County was selected as one of ten Colorado communities to receive a \$300,000 award from The Colorado Trust. OneMorgan County is a collaboration of community members representing long-time residents, immigrants, community leaders and representatives from education, business, faith-based organizations, health care, law enforcement, local government, and non-profit agencies.

*OneMorgan County was formed in 2005 to involve Morgan County residents in the development of a comprehensive plan to help established residents and newcomers make Morgan County more welcoming for all. Areas of focus were identified by over 200 participants at community meetings, and workgroups were formed to create suggestions in the areas of Education, Health, Housing, Community and Culture, Law enforcement and Business. These ideas were presented to the community in the spring of 2005, discussions were held to receive input and support, and a work plan was submitted to The Colorado Trust requesting funding to implement the selected activities. Along with the funding, which will be allocated over a four-year period, OneMorgan County will receive significant technical assistance from The Spring Institute for Intercultural Learning which serves as the coordinating agency for this initiative.*

*This initiative focuses on the two-way street of immigrant integration rather than advocating for any one group. This approach recognizes the value of building a sense of acceptance and belonging among people based on trust, shared values, and common experiences. This in turn helps bridge social, cultural and linguistic differences. It is important for immigrants to recognize cultural, social, and political norms in the community and be respectful of these local practices. It is also crucial for the receiving community to recognize and respect cultural differences brought from other countries. The OneMorgan County work plan provides activities for education and information, as well as opportunities to share in the rich cultural offerings of both long-time and newly arrived residents.*

### **Elm Hall**

Elm Hall, located to the east of the main campus building, houses the Automotive Service Technology shop along with the Automotive Collision Repair shop and paint booths. Classrooms, faculty and staff offices, and the Maintenance and Operations shop are also in Elm Hall.

### **Emergency Medical Services Training in the Fort Morgan Campus Area**

Morgan Community College is the center for Emergency Medical Services training in Eastern Colorado. The EMS program provides training for those wishing to enter the emergency medical field and continuing education for those already certified. The EMS program at MCC is proud to have trained many local EMT's, firefighters, and health professionals serving throughout Colorado.

### **Faculty Offices**

Faculty offices are located throughout the campus. Faculty post their office hours outside their doors so students know when they are available and in their offices.

## **Founders Room**

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The Founders Room is located in Spruce Hall just at the bottom of the stairs leading from Aspen Hall. The room is named after the founders of Morgan Community College and their photographs are displayed there. The Founders Room is used for classroom lectures, meetings, and public events. The Founders Room has a small kitchen. Handicapped access is from the Spruce entrance or from the Aspen entrance via an electronic lift.

## **Guided Study at the Fort Morgan Campus**

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Because MCC serves a very large, sparsely populated region of Northeastern Colorado and our students are busy people with families and jobs, a Guided Study (GS) program allows greater flexibility in where and how students take MCC classes. Guided Study allows students to study anytime, anywhere with an MCC faculty member as a guide.

## **Handicapped Access**

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The entire campus in Fort Morgan is handicap accessible. Automated doors are available at main entrances, and ramps and lifts are available. Handicapped parking is designated near Cottonwood, Elm, and Spruce Halls.

## **Human Resources and Personnel Office**

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The MCC Human Resources (Personnel) Office is in the garden level of Aspen Hall. The Director of Personnel and Assistant Director assist students and staff with employment issues. Work study students are considered MCC employees.

## **Industrial Technologies/Young Farmers**

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MCC Industrial Technologies and Young Farmer's programs are located at 2400 E. Bijou in Fort Morgan. Industrial Technologies includes the MCC welding program.

## **Instructional Office**

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The Instructional Office is located on the top level of Aspen Hall. The Deans of Instruction and their Assistant have offices here along with the Associate Dean of Institutional Research and Dean of Students.

## **Learning Resource Center (LRC)**

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The Learning Resource Center (LRC) provides instructional support to help students succeed. The LRC contains a number of special areas for students, including library services, open computers, a foreign language lab, and testing center. Students use the Learning Resource Center for quiet study, small study groups, computer access, testing services, and for utilizing reserved study materials. The Library has print research materials and online resource databases. See the Services for Students section for detailed information on the LRC.

## **MCC Fort Morgan Campus in the High Schools**

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MCC offers college classes with Brush, Fort Morgan, Weldon Valley, and Wiggins high schools for qualified students and the public in accordance with the Post Secondary Enrollment Options (PSEO) legislation in Colorado. Students take classes at the high schools, on the Fort Morgan campus or through a distance learning system that connects the high schools with classes being held on campus. Many students have graduated from these high schools having completed a substantial part of their first year of college and only having to pay for books and fees. Another option for high school students is Sophomore Scholars. While in high school, students successfully finish 30 credits from MCC and then apply for the Sophomore Scholars program which guarantees financial aid for the second year of the two-year associate degree. See Sophomore Scholars in the Scholarship section of this catalog. Also see Admission of High School Students in the Admissions section.

## **MCC Foundation**

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The MCC Foundation includes an active group of local citizens dedicated to securing financial resources to support the growth and development of MCC and to promote the College role and purpose throughout the service area. The Foundation sponsors two main events: an annual Spring Gala event and Pro-Am Golf Tournament. The events generate funds that go toward programs and scholarships for MCC students

## **Maintenance and Operations Shop**

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The Maintenance and Operations Shop is located in Elm Hall.

## **Med Prep Classroom**

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The Med Prep classroom is located in Spruce Hall near the far north end of the building. Med Prep faculty offices are across the hall from the classroom.

## **Nursing Classrooms**

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The main nursing classroom is located in Spruce Hall near the far north end of the building, however, nursing classes are also held throughout the main campus building, and often classes are scheduled in the Bloedorn Lecture Hall.

## **Parking**

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Parking at the Fort Morgan Campus is free and plentiful. No parking permits are required. Handicapped parking is located at entrances to Cottonwood, Elm, and Spruce Halls.

## **Physical Therapist Assistant (PTA) Classrooms**

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The PTA classrooms are located in the center of Spruce Hall. The PTA director's office is directly adjacent.

## **President's Office**

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The President's Office is located on the top level of Aspen Hall. The President has an open-door policy and encourages communication with students, faculty, staff

and the community. The Assistant to the President's office is just inside.

## **Science Lab**

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The two MCC science labs, each capable of serving 24 students at a time, contain up-to-date equipment for a variety of biological and physical sciences courses.

## **Small Business Development Center (SBDC) in the Fort Morgan Campus Area**

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Since 1988, the SBDC has been dedicated to helping entrepreneurs start and expand their small businesses in Northeastern and Eastern Colorado by offering individual, free and confidential management consulting. SBDC is a government agency that combines the resources of federal, state, and local governments with the educational system and private sector, to provide needed services to small businesses and entrepreneurs across the state. Most of the services are provided free or at minimum cost.

SBDC helps clients apply for Small Business Administration (SBA) guaranteed loans or other programs that help the client:

- understand lender requirements to qualify for small business loans
- identify potential alternative finance sources
- connect to economic development programs
- prepare a business plan
- plan for growth
- improve competitive strategies

The SBDC also provides free or low cost business seminars on a regularly scheduled basis throughout the MCC service area. Topics augment individual consulting services.

The SBDC Director is headquartered in Fort Morgan but visits the entire MCC service area. Call the SBDC Center to arrange for a personal counseling session in your area or for more information on how the SBDC can help you. Information is also available at the MCC Web site at [www.MorganCC.edu](http://www.MorganCC.edu) or by contacting the director at [merle.rhoades@MorganCC.edu](mailto:merle.rhoades@MorganCC.edu)

The Colorado SBDC is a partnership funded by the U.S. Small Business Administration (SBA) and the Colorado Office of Economic Development & International Trade (OED & IT). The support given by the SBA and OED & IT through such funding does not constitute an express or implied endorsement of any of the co-sponsor(s)' or participants' opinions, products or services. Special arrangements for the handicapped will be made if requested in advance.

## **Spruce Hall**

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Spruce Hall, located at the north end of the main campus contains computer labs, science lab, health lab, distance learning classrooms, telecommunications offices, computer services offices, classrooms, Med Prep classrooms, nursing classrooms, faculty offices, and general classrooms.

## **Student Services (One-Stop)**

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The Student Services One-Stop Office is located at the Center of Cottonwood Hall. Student Services houses the offices of Admissions, Career & Guidance Counseling, Financial Aid, Records, Registrar, and Registration. Students may apply for admission, see an advisor, take an assessment test, register for courses, and request transcripts, all from one convenient place.

## **Telecommunications and MCC TV**

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MCC sponsors local TV broadcasts on cable channel 10. Information on Morgan Community College activities and events, along with community announcements are telecast. Several of MCC's classroom instructors broadcast their courses via MCC TV. The MCC Telecommunications office supports MCC TV functions and is the contact for TV announcements.

## **Testing Center**

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As a part of the LRC, the Testing Center offers a number of testing services, including standardized tests, assessment/placement tests, instructor/course tests, exams from other universities, and Guided Studies tests for students and the general public. See the Services for Students section of this catalog for detailed information about the Testing Center.

## **Tutorial Center**

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The Tutorial Center is located at the south end of Spruce Hall. It provides learning assistance to all MCC students including tutorial service and an open computer lab with lab assistants and computer software, primarily in the areas of English, mathematics, and algebra. A tutoring schedule is developed each semester listing when faculty and peer tutors are available. The computers in the Tutorial Center are available for word processing, research and individualized software instruction. Students are welcome to use the services of the Tutorial Center as long as they are enrolled at Morgan Community College.

## **Workplace Education**

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The Workplace Education Program at Cargill Meat Solutions Fort Morgan plant offers a variety of educational opportunities from English as a Second Language (ESL) training to support for college degree-seeking students. The Industrial Maintenance program was developed in January of 2002 to provide more opportunities and to fulfill the need for qualified maintenance personnel in the plant. Cargill employees wishing to earn college degrees utilized the services of the Program for college advising and tutorial support. Additional information is available from the MCC Web site, or by contacting the Workplace Education Coordinator or by contacting the Cargill Meat Solutions Personnel Director.

# BENNETT CENTER



280 Colfax Avenue Unit #3  
PO Box 554  
Bennett, CO 80102  
303-644-4034 • 303-644-4680 fax

The Director's e-mail address is  
[nancy.barden@MorganCC.edu](mailto:nancy.barden@MorganCC.edu)

Located in Bennett at 280 Colfax, Unit #3, the MCC Bennett Center serves the communities of Agate, Bennett, Byers, Deer Trail, and Strasburg and the surrounding areas. Since 1985, the Bennett Center has developed into a student-centered learning community under the direction of Nancy Barden. The Center provides college classes in the Agate, Bennett, Byers, Strasburg, and Deer Trail area for qualified high school students and adults wishing to earn an associate of arts or associate of science degree.

## **MCC Bennett Center in the High Schools**

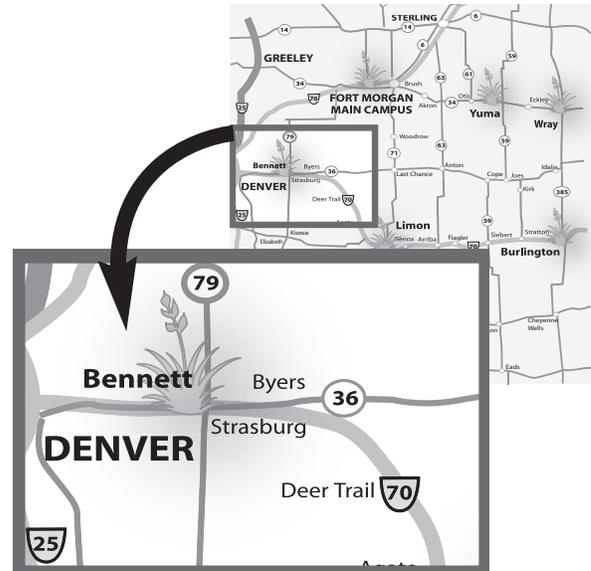
High school students earn both high school and college credit for the MCC courses that are delivered in the classroom and through the Phase I fully interactive distance learning system (VNETs) that connects the area high schools. This system allows classes to originate live at any one of the sites on the system and be delivered simultaneously to students in the classroom studios at each of the other sites. Since the inception of the Sophomore Scholar Program the Bennett Center boasts 234 graduates with more on the horizon. Nontraditional learners experience exciting classroom challenges in a positive learning environment.

## **MCC Bennett Center Sophomore Scholars Program**

Qualified high school juniors and seniors who successfully complete 30 college credits by their high school graduation are eligible for the Sophomore Scholars Scholarship which guarantees full tuition and fees for the remaining 30 credits. Upon completion students will earn an A.A. or an A.S. degree.

## **Agriculture and Business Management Courses in the Bennett Center Area**

Agriculture and Business Management courses are offered by MCC instructors in the Bennett Center area. With a focus on computerized record keeping, business planning, financial analysis, and marketing, courses combine classroom experiences with on-site instruction at the student's place of business. Courses are



designed for self-employed owners/operators, managers, consultants, and individuals associated with agriculture and business fields. Agriculture and Business Management support staff is located in the Bloedorn Center for Community and Economic Development at 300 Main Street in Fort Morgan.

## **Emergency Medical Services Training in the Bennett Center Area**

Morgan Community College is the center for Emergency Medical Services training in Eastern Colorado. The EMS program provides training for those wishing to enter the emergency medical field and continuing education for those already certified.

## **MCC Bennett Center Guided Study**

Because MCC serves a very large, sparsely populated region of Northeastern Colorado and our students are busy people with families and jobs, a Guided Study (GS) program allows greater flexibility in where and how students take MCC classes. GS allows study anytime, anywhere with an MCC faculty member as a guide!

# BURLINGTON CENTER



340 S. 14th Street  
Burlington, CO 80807  
719-346-9300 \* 719-346-5236 fax

The Director's e-mail address is  
[Valerie.Rhoades@MorganCC.edu](mailto:Valerie.Rhoades@MorganCC.edu)

Located at 340 S. 14th Street in Burlington, the MCC Burlington Center serves Kit Carson County including the communities of Burlington, Bethune, Stratton, Vona, and Seibert; and Yuma County including the communities of Idalia, Kirk, Joes and Cope. The Burlington Center is located in the new City of Burlington Community Education Center.

The City of Burlington Community Education Center contains two computer labs, science lab, health lab, distance learning lab, three classrooms, and offices in addition to the conference center and catering kitchen. This facility was built through a continuing partnership with the City of Burlington, East Central Enterprise Zone, DOLA Impact Assistance money and Morgan Community College. Director Valerie Rhoades has been with the Center since 1989. Part-time offices are occupied by the Assistant Director, Jolene Gurley; GED Instructor, Debra Crouse; GED Examiner, Adrienne Fasse; Agriculture and Business Management Instructors, Jay Stretcher & Charles Duell; and Small Business Development Center Director, Merle Rhoades.

## Degrees and Certificates at the Burlington Center

A.A. & A.S. degrees- The Center has established strong Associate of Arts & Associate of Science degrees which are transferable to a 4-year institution. These degrees can be completed based on a two, three or five year plan. Classes are held in the evenings to accommodate adult learners with a new daytime schedule planned for fall 2006.

A.A.S. degrees- Students can earn a two-year Associate of Applied Science degree Business Administration (with emphasis areas in Accounting, Business Foundations, Business Technologies, Management/Supervision, and Real Estate.)

Certificates- Certificate programs include ~~Business Human Resources Management, Business Management Supervision, Business Supervision, Medical Transcription, Office Support Specialist, Real Estate,~~



~~Nurse Aide (CNA), Emergency Medical Services (EMT), Early Childhood Education, Young Farmers, Welding and Ag/Business Management.~~ See Addendum

Also offered are the general education requirements for Practical Nursing (LPN) and Registered Nursing (ADN) degrees.

General education courses which are part of the Colorado Guaranteed Transfer (GT) courses will transfer to your chosen institution and major. Consultation with an advisor is important. See a complete listing of courses offered each term at the MCC Web site [www.MorganCC.edu](http://www.MorganCC.edu). The semester schedule of courses is mailed each term throughout the service area, or may be picked up at the Center.

## Guided Study at the Burlington Center

Because MCC serves a very large, sparsely populated region of Northeastern Colorado and our students are busy people with families and jobs, a Guided Study (GS) program that allows greater flexibility in where and how students take MCC classes. Guided Study allows students to study anytime, anywhere with an MCC faculty member as a guide.

## Burlington Computer Learning Center (CLC)

The Burlington Computer Learning Center provides self-paced instruction in computer classes for college credit. Students are free to set their own hours which are indi-

cated on their CLC contract each semester and coordinate with the hours the Center is open each day. An orientation is held at the beginning of each semester as arranged by the CLC instructors. Courses include: Computer Keyboarding, Keyboarding Applications I & II, Ten-Key by Touch, Word Processing: MS Word I-III, PC Database I-III: MS Access, and PC Spreadsheets I-III: MS Excel.

### **MCC Burlington Center in the High Schools**

MCC offers college classes with Burlington, Bethune, Stratton, Hi-Plains, Idalia and Liberty high schools for qualified students and the public in accordance with the Post Secondary Enrollment Options (PSEO) legislation in Colorado. The new East Central BOCES VNET System (distance learning) will connect the area high schools and will lead to new opportunities for area high school students and community citizens to take additional college courses. Many students have graduated from these high schools having completed a substantial part of their first year of college and only had to pay for books and fees. Another option for high school students is Sophomore Scholars. While in high school, students successfully finish 30 credits from MCC and then apply for the Sophomore Scholars program which guarantees financial aid for the second year of the two-year associate degree. See Sophomore Scholars in the Scholarship section of this catalog or contact the Burlington Center or MCC Campus Financial Aid office.

### **Burlington Center GED**

General Education Development (GED) classes to prepare for high school equivalency exams and testing are offered at the Burlington Center. Classes are held three days a week in the evenings. The GED exam is given once a month except the months of July and August. Call the MCC Burlington Center for information or Adult Basic Education in Fort Morgan (970) 542-3270 or (800) 622-0216 ext. 3270.

### **Agriculture and Business Management Courses in the Burlington Center Area**

Agriculture and Business Management courses are offered by MCC instructors in the Burlington Center area. With a focus on computerized record keeping, business planning, financial analysis, and marketing, courses combine classroom experiences with on-site instruction at the student's place of business. Courses are designed for self-employed owners/operators, managers, consultants, and individuals associated with agriculture and business fields. Agriculture and Business Management support staff is located in the Bloedorn Center for Community and Economic Development at 300 Main Street in Fort Morgan.

### **Small Business Development Center (SBDC) in the Burlington Center Area**

Since 1988, the Small Business Development Center (SBDC) has been dedicated to helping small businesses throughout Northeastern and East Central Colorado achieve their goals of growth, expansion, innovation, increased productivity, management improvement and success. The Small Business Development Center provides technical assistance in a number of different business related matters through seminars and workshops. Most of the services are provided free or at minimum cost.

Merle Rhoades, SBDC Director, is headquartered in Fort Morgan but visits the entire MCC service area. Call the MCC Burlington Center to arrange for a personal counseling session in the Burlington area or for more information on how the SBDC can help you. Information is also available at the MCC Web site at [www.MorganCC.edu](http://www.MorganCC.edu) or by contacting the director at [merle.rhoades@MorganCC.edu](mailto:merle.rhoades@MorganCC.edu)

### **Burlington Center Advisory Committee**

Community and business leaders volunteer their time to form an Advisory Committee to help the MCC Burlington Center provide quality services to the community and its students. Meetings are held quarterly. The Advisory Committee and Foundation Members work together to promote Morgan Community College and the Burlington Center.

### **Burlington Foundation**

The MCC Foundation includes an active Burlington group, dedicated to securing financial resources to support the growth and development of MCC and to promote the College role and purpose throughout its service area. Three scholarships are sponsored and/or facilitated by this group:

- Helping Hand Scholarship
- Job Skills Scholarship
- Greater Gifts Scholarship

Information about these scholarships is available in the Scholarship section of this catalog or by contacting the Burlington Center Director or MCC Financial Aid office. Equipping the new MCC Burlington Center through donations to the MCC Foundation or the East Central Enterprise Zone is the current focus. Contact Center Director Valerie Rhoades for information of how you can share in this new dream for MCC and the Burlington Center.

# LIMON CENTER



940 2nd Street  
Limon CO 80828

719-775-8873  
719-775-2580 fax

The Director's e-mail address is [Mary.Andersen@MorganCC.edu](mailto:Mary.Andersen@MorganCC.edu)

The MCC Limon Center is located in downtown Limon at 940 2nd Street. The Limon Center serves the communities in Lincoln County including Genoa/Hugo, Karval, and Limon schools; the communities in Washington County including Arickaree and Woodlin Schools; and in Kit Carson County the Arriba/Flagler School. The center also offers ABE and GED courses.

## **Limon Center General Education Development (GED)**

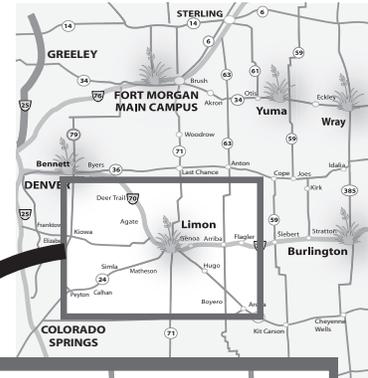
Classes to prepare for high school equivalency exams and testing by appointment are offered by the Limon Center. Call the MCC Limon Center for information or Adult Basic Education in Fort Morgan (970) 542-3270 or (800) 622-0216 ext. 3270.

## **Limon Center Agriculture and Business Management Courses**

Agriculture and Business Management courses are offered by MCC instructors in the Limon Center area. With a focus on computerized record keeping, business planning, financial analysis, and marketing, courses combine classroom experiences with on-site instruction at the student's place of business. Courses are designed for self-employed owners/operators, managers, consultants, and individuals associated with agriculture and business fields. Agriculture and Business Management support staff is located in the Bloedorn Center for Community and Economic Development at 300 Main Street in Fort Morgan.

## **Small Business Development (SBDC) in the Limon Center Area**

Since 1988, the Small Business Development Center (SBDC) has been dedicated to helping small businesses throughout Northeastern and East Central Colorado achieve their goals of growth, expansion, innovation, increased productivity, management improvement and success. The Small Business Development Center provides technical assistance in a number of different business related matters through seminars and workshops. Most of the services are provided free or at minimum cost. Merle Rhoades, SBDC Director, is headquartered in Fort Morgan, but visits the entire MCC service area with SBDC Assistant Director, Linda Olsen. Call the Limon Center to arrange for a personal counseling session in the Limon area or for more information on how the SBDC can help you. Information is also available at



the MCC Web site at [www.MorganCC.edu](http://www.MorganCC.edu) or by contacting the director at [merle.rhoades@MorganCC.edu](mailto:merle.rhoades@MorganCC.edu) or the assistant director at [linda.olsen@MorganCC.edu](mailto:linda.olsen@MorganCC.edu).

## **Guided Study at the Limon Center**

Because MCC serves a very large, sparsely populated region of Northeastern Colorado and our students are busy people with families and jobs, Guided Study (GS) program allows greater flexibility in where and how students take MCC classes. GS allows students to study anytime, anywhere with an MCC faculty member as a guide.

## **Agriculture and Business Management Courses and Young Farmers in the Limon Area**

Young Farmers and Agriculture and Business Management courses are offered by MCC instructors in the Limon Center area. With a focus on computerized record keeping, business planning, financial analysis, and marketing, courses combine classroom experiences with on-site instruction at the student's place of business. Courses are designed for self-employed owners/operators, managers, consultants, and individuals associated with agriculture and business fields. Agriculture and Business Management support staff is located in the Bloedorn Center for Community and Economic Development at 300 Main Street in Fort Morgan.

# WRAY & YUMA CENTERS



## Wray Center

32415 Highway 34  
Wray, CO 80758  
970-332-5755 • 970-332-5754 fax

The Director's e-mail address is  
Daniel.Alexander@MorganCC.edu



## Yuma Center

215 South Main Street  
Yuma CO 80759  
970-848-2421 • fax 970-848-5700

Valerie Hibbert's e-mail  
address in Yuma is  
Valerie.Hibbert@MorganCC.edu



The MCC Wray and Yuma Centers serve students in Northeastern Colorado. These Centers have established strong Associate of Arts and Associate of Science degrees and Certificate programs with a variety of classes offered each semester such as accounting, art, computers, philosophy, psychology, and sociology. See a complete listing of classes in the schedule mailed throughout the service area each semester. Extra copies are available at the Centers and on the Web site: [www.MorganCC.edu](http://www.MorganCC.edu).

### The MCC Wray Center

The MCC Wray Center is located at 32415 Hwy 34 and serves the Wray community and surrounding areas. The Wray Center has classrooms, computer labs, and a new nursing lab.

### The MCC Yuma Center

The MCC Yuma Center, located downtown at 215 S. Main, serves the Yuma community and vicinity.

### Licensed Practical Nursing (LPN) Program at the Wray Center

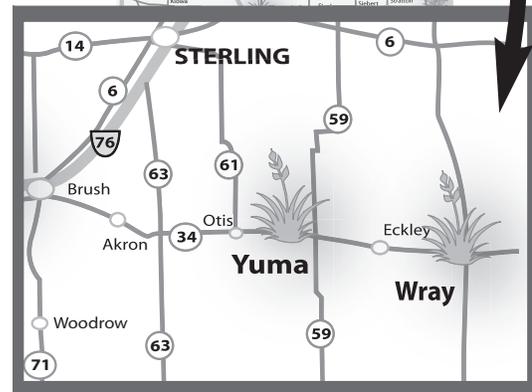
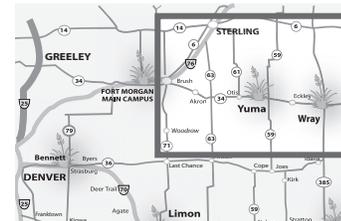
LPN classroom instruction, lab and clinical training, equivalent to the first year of the ADN program, are offered at the Wray Center.

### Construction Technologies at Otis

You can learn to build a house in the Construction Technologies Program offered to the public and qualified high school students at Otis High School. Contact the Wray or Yuma Center for more information.

### MCC in Area High Schools

MCC offers college classes at Akron, Lone Star, Otis, Wray, and Yuma high schools for qualified high school



students and the public. Many students have graduated from these high schools having completed a substantial part of their first year of college.

### Agriculture and Business Management Courses and Young Farmers in the Yuma/Wray Areas

Young Farmers and Agriculture and Business Management courses are offered by MCC instructors in the Yuma/Wray Center area. With a focus on computerized record keeping, business planning, financial analysis, and marketing, courses combine classroom experiences with on-site instruction at the student's place of business. Courses are designed for self-employed owners/operators, managers, consultants, and individuals associated with agriculture and business fields. Agriculture and Business Management support staff is located in the Bloedorn Center for Community and Economic Development at 300 Main Street in Fort Morgan.

# ACCREDITATION

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## **Morgan Community College Accreditation**

Morgan Community College is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools.

The Higher Learning Commission  
North Central Association of Colleges & Schools  
30 N. LaSalle Street, Suite 2400  
Chicago, IL 60602-2504  
1-800-621-7440

## **Programs Accredited By Special Agencies**

- Automotive Technology & Automotive Collision Technology: National Automotive Technological Education Foundation, Inc. (NATEF)
- Nursing (ADN): Colorado State Board of Nursing
- Physical Therapist Assistant (PTA): The Commission on Accreditation of Physical Therapy Education (CAPTE) of the American Physical Therapy Association granted probationary accreditation to the PTA program at Morgan Community College on May 17, 2006. Probationary accreditation is an accredited status and graduates of the program during this time are graduates of an accredited program. CAPTE can be contacted at 1111 North Fairfax Street, Alexandria, VA 22314-1488. 1-800-999-2782 or via e-mail at [accreditation@apta.org](mailto:accreditation@apta.org).
- Practical Nursing (LPN): Colorado State Board of Nursing
- Emergency Medical Services: Colorado Department of Public Health and Environment Emergency Medical Services & Prevention Division
- Eligible programs are approved by the Colorado State Approving Agency for Veterans Education and Training.
- Vocational programs are approved by the State Board for Community Colleges and Occupational Education (SBCCOE).
- Associate degree programs are approved by the Colorado Commission on Higher Education (CCHE).

# WHICH CATALOG TO USE

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This biennial catalog is effective Fall Semester 2006 through 2008. First time students at Morgan Community College and former MCC students who are returning after not having attended during the past 12 months should use this catalog. A continuing student is subject to the requirements of the catalog that was in effect when first registered at MCC, or in some later catalog if the student changed a major at any time after that initial registration.

# WHERE TO FIND CATALOG UPDATES & CHANGES

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This catalog is true and accurate at time of publication. Additions and changes may occur because of changes in state, system, or college regulations, or accreditation requirements. Updates, changes, and addendums to this catalog can be found on the MCC Web site at [www.MorganCC.edu](http://www.MorganCC.edu) .

## Catalog Addendum

# ACADEMIC CALENDAR 2006-2007



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

## SUMMER SEMESTER

**2006 (07M)**

|   |               |
|---|---------------|
| Registration/Advising Period Begins             | March 6, 2006 |
| 10-Week Classes Begin                           | May 22, 2006  |
| Memorial Day Holiday (College Closed)           | May 29, 2006  |
| 8-Week Classes Begin                            | June 5, 2006  |
| Refund Deadline to drop 10-Week Session Classes | June 1, 2006  |
| Refund Deadline to drop 8-Week Session Classes  | June 13, 2006 |
| Graduation Application Deadline                 | June 29, 2006 |
| Independence Day (College Closed)               | July 4, 2006  |
| 8- week Classes End                             | Aug 1, 2006   |
| 10- week Classes End                            | Aug 1, 2006   |

## FALL SEMESTER

**2006 (200720)**

|  |                            |
|--|----------------------------|
| Registration/Advising Period Begins                      | April 10, 2006             |
| New Student Orientation                                  | Aug. 15 & 19, 2006         |
| First Day of Classes                                     | Aug. 21, 2006              |
| Labor Day (College Closed)                               | Sept. 4, 2006              |
| College Professional Development - (No classes)          | Sept. 5, 2006              |
| Refund Deadline to drop 15-Week Classes                  | Sept. 6, 2006              |
| Graduation Application Deadline                          | Sept. 15, 2006             |
| College Professional Development - (No Classes)          | Oct. 9, 2006               |
| Thanksgiving Holiday (College Closed)                    | Nov. 23, 2006              |
| Thanksgiving Holiday (College Offices Open - No Classes) | Nov. 22 & 24, 2006         |
| End of Semester - 15-Week Classes                        | Dec. 13, 2006              |
| End for CTE/Secondary Classes                            | Dec. 20, 2006              |
| Christmas Break (College Closed)                         | Dec. 25, 2006-Jan. 1, 2007 |

## SPRING SEMESTER

**2007 (200730)**

|   |                     |
|---|---------------------|
| Registration/Advising Period Begins             | Nov. 6, 2006        |
| College Offices Open                            | Jan. 2, 2007        |
| Classes Begin for CTE/Secondary Programs        | Jan. 4, 2007        |
| New Student Orientation                         | Jan. 9 & 13, 2007   |
| First Day of 15-Week Classes                    | Jan. 15, 2007       |
| Last Day to Drop 15-Week Classes                | Jan. 30, 2007       |
| Graduation Application Deadline                 | Feb. 9, 2007        |
| No classes for CTE/Secondary Programs           | February 16, 2007   |
| College Professional Development - (No Classes) | Feb.19, 2007        |
| Spring Break (College Offices Open)             | March 26 - 31, 2007 |
| End of Semester - 15-Week Classes               | May 8, 2007         |
| Graduation (Faculty Work Day)                   | May 12, 2007        |
| End of Classes for CTE/Secondary                | May 23, 2007        |

*Career and Technical Education (CTE)/Secondary Programs:  
Med Prep, Multimedia, Automotive Service Technology, Collision Repair Technology,  
Construction Technology and Welding*

# ACADEMIC CALENDAR 2007-2008



## (Calendar subject to change)

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

### SUMMER SEMESTER

**2007 (08M)**

|  |               |
|--|---------------|
| Registration/Advising Period Begins      | March 5, 2007 |
| 10-Week Classes Begin                    | May 21, 2007  |
| Memorial Day Holiday (College Closed)    | May 28, 2007  |
| 8-Week Classes Begin                     | June 4, 2007  |
| Last Day to Drop 10-Week Session Classes | May 31, 2007  |
| Last Day to Drop 8-Week Session Classes  | June 12, 2007 |
| Graduation Application Deadline          | June 29, 2007 |
| Independence Day (College Closed)        | July 4, 2007  |
| 8- week Classes End                      | July 31, 2007 |
| 10- week Classes End                     | July 31, 2007 |

### FALL SEMESTER

**2007 (08F) See Addendum**

|  |                            |
|--|----------------------------|
| Registration/Advising Period Begins                      | April 9, 2007              |
| New Student Orientation                                  | Aug. 14 & 18, 2007         |
| First Day of Classes                                     | Aug. 20, 2007              |
| Labor Day (College Closed)                               | Sept. 3, 2007              |
| Last Day to Drop 15-Week Classes                         | Sept. 5, 2007              |
| Graduation Application Deadline                          | Sept. 14, 2007             |
| College Professional Development – (No Classes)          | Oct. 10, 2007              |
| Thanksgiving Holiday (College Closed)                    | Nov. 22, 2007              |
| Thanksgiving Holiday (College Offices Open – No Classes) | Nov. 21 & 23, 2007         |
| End of Semester—15-Week Classes                          | Dec. 7, 2007               |
| End for CTE/Secondary Classes                            | Dec. 21, 2007              |
| Christmas Break (College Closed)                         | Dec. 25, 2007-Jan. 1, 2008 |

### SPRING SEMESTER

**2008 (08S)**

|   |                     |
|---|---------------------|
| Registration/Advising Period Begins             | Nov. 5, 2007        |
| College Offices Open                            | Jan. 2, 2008        |
| Classes Begin for CTE/Secondary Programs        | TBA                 |
| New Student Orientation                         | Jan. 8 & 12, 2008   |
| First Day of 15-Week Classes                    | Jan. 21, 2008       |
| Last Day to Drop 15-Week Classes                | Feb. 7, 2008        |
| Graduation Application Deadline                 | Feb. 15, 2008       |
| College Professional Development – (No Classes) | March 20 & 21, 2008 |
| Spring Break (College Offices Open)             | March 24 - 29, 2008 |
| End of Semester - 15-Week Classes               | May 9, 2008         |
| Graduation (Faculty Work Day)                   | May 10, 2008        |
| End of Classes for CTE/Secondary                | May 30, 2008        |

*Career and Technical Education (CTE)/Secondary Programs:  
Med Prep, Multimedia, Automotive Service Technology, Collision Repair Technology,  
Construction Technology and Welding*

# GETTING STARTED CHECKLISTS



## Admission and Registration Checklist for NEW Students

Below is a checklist for new students on the steps to take to be admitted to MCC and register for first term courses:

- **APPLY FOR ADMISSION**  
Complete an Application for Admission form at the MCC Web Site [www.MorganCC.edu](http://www.MorganCC.edu), or visit the MCC Student Services Office or MCC Centers. (See Admission section for details)
- **APPLY FOR COLLEGE OPPORTUNITY FUND (COF)**  
Apply for COF at [www.CollegeInColorado.org](http://www.CollegeInColorado.org) or visit the MCC Student Services Office or MCC Centers. (See COF section for details)
- **COMPLETE ASSESSMENT**  
Take the Accuplacer at the MCC Student Services Office or MCC Centers or meet other assessment requirements. (See Assessment section for details)
- **MEET WITH AN ACADEMIC ADVISOR**  
Make an appointment to meet with an MCC Academic Advisor or MCC Center Director to select your first courses. If you are unsure of your education goals or career path, make an appointment with the Career Guidance & Placement office for assistance.
- **REGISTER FOR COURSES**  
Online at [www.MorganCC.edu](http://www.MorganCC.edu), in person at the MCC Student Services Office or MCC Centers, or by phone at 1-800-960-4622.
- **PAY TUITION AND FEES**  
Tuition and fees are due by 5 p.m. the Monday one week before the first day of the term. Payment can be made at the MCC Bookstore, MCC Centers, or online at [www.MorganCC.edu](http://www.MorganCC.edu) by accessing your secure area.
- **EXTRA STEP FOR TRANSFER STUDENTS**  
Contact all other colleges and universities you have attended and request an official transcript be sent to the MCC Registrar at 920 Barlow Road, Fort Morgan, CO 80701.

## Financial Aid Checklist for NEW Students

Below is a checklist for new students on the steps to take to apply for Financial Aid:

- **COMPLETE THE ADMISSIONS PROCESS**  
(See the list at left)
- **COMPLETE THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)**
  - Application should be made 4 weeks prior to the semester you plan to attend
  - Application is for federal and state grants as well as federal student loans and workstudy
  - Applications are available from high school counseling offices or at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov)
  - A waiting period of 1-2 weeks is necessary to receive a Student Aid Report (SAR) that recaps the information submitted
- **COMPLETE THE MCC GENERAL SCHOLARSHIP APPLICATION**  
This one application is for all MCC internal scholarships. A list of MCC scholarships can be found in the Financial Aid Handbook, at [www.MorganCC.edu](http://www.MorganCC.edu) and in the Scholarship section of this catalog. Contact the MCC Financial Aid Office, MCC Centers or go online for a copy of the form at [www.MorganCC.edu/FAforms.htm](http://www.MorganCC.edu/FAforms.htm)
- **SUMMER STUDENTS**  
Summer has a separate Financial Aid Application in addition to the FAFSA. Students taking or planning to take summer courses will need to be sure to do BOTH.

### Priority Dates for Completion of Financial Aid Files:

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

# ADMISSION



## **Application for Admission**

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Students must complete an online application at [www.MorganCC.edu](http://www.MorganCC.edu) or submit an Application for Admission to the MCC Student Services Office. Online access and the form are available at MCC Centers and a copy of the Admission Application is in the back of this catalog.

In compliance with system procedures (SP 4-10), it is the policy of the College to admit students who are 16 years of age or older. For admission of students under age 16, see the Admissions section of this catalog for detailed information regarding Underage Admission. Students who are currently attending a local high school and wish to enroll at the college should review the section of this catalog entitled Admission of High School Students.

## **Admission to Specific Programs**

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Admission to the College does not assure acceptance of an individual student into a particular course or program. Programs such as nursing have limited space and require special admission procedures. The program requirements in this catalog detail any specific acceptance requirements.

## **Re-Admission of Former Students**

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Former MCC students who wish to return to MCC after an absence of 12 months or more must re-apply for admission. Degree and certificate requirements in effect at the time of re-admission apply to readmitted students.

## **Admission of Transfer Students**

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Students transferring to MCC from another college or university must file the following with the Student Services Office:

- An Application for Admission with a declared major.
- One official transcript of all credits earned at each college or university attended. (Official transcripts are those that are received by MCC directly from the other institution by mail. MCC may accept hand-delivered transcripts if they are delivered in an unopened, sealed envelope marked by the other institution as *Official*. Transcripts marked *Issued to Student* are not considered official and will not be evaluated.)
- See Student Records and Transcripts section of this catalog for details on Transferring Credit to MCC.

## **Admission of High School Students (Age 16 and older)**

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High School Concurrent Credit is a program enabling high school juniors and seniors to earn college credit while in high school. Two concurrent enrollment options are available at MCC:

### **OPTION 1: POST-SECONDARY ENROLLMENT OPTIONS (PSEO)**

PSEO is for the student who is a high school junior or senior and has not met high school graduation requirements. Enrollment in the Post-Secondary Enrollment Options program must be approved by the high school. Some school districts reimburse students for the tuition if they pass the course(s). The number of courses permitted is determined by the individual school district. Some courses can count for both high school graduation requirements as well as college credit at MCC. In addition, these college credits may be transferable to another institution.

### **OPTION II:**

This option is for the student who is a high school junior or senior who wants to accelerate his or her college program whether or not high school graduation requirements have been met.

Upon receiving the permission from the high school, juniors or seniors will be permitted to take one or more courses per term at MCC. Enrollment can be for the fall, spring, or summer term. The student or student's family is responsible for the tuition, fees, book, and transportation costs. Some courses taken can count as college credit and give the student a head start on earning a college degree, saving both time and money.

### **TIPS FOR THOSE INTERESTED IN HIGH SCHOOL CONCURRENT ENROLLMENT COURSES:**

- Student must obtain the High School Concurrent Enrollment form, and submit it to a high school counselor in advance of desired attendance at MCC.
- Student must submit an MCC Application for Admission. (May apply online)
- Student must indicate in which of the above options he/she will be enrolling.
- Because processing could take up to 60 days for eligibility, early planning is advised. For more information, complete details and an application, please contact the MCC Director of Admissions.

## **Underage Admissions (Under 16 years old)**

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Morgan Community College complies with the SBCCOE Policy to admit students who are 16 years of age or older. Students wishing to secure a waiver of the minimum age for admission must meet the following criteria:

1. Qualified students must demonstrate readiness for college level work by meeting all state established cut scores for college level English, reading and mathematics.

2. Students should meet with the Registrar or Career Placement Specialist to determine eligibility for admission and appropriateness of course selection, review college expectations and complete the acknowledgement form which includes the college president's approval.

### **Admission of Permanent Residents/Refugees**

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If an individual holds a resident alien card (I-551), or Arrival-Departure Record (I-94), or was admitted to the United States on a refugee, parolee, or political asylum status, that individual must present a resident alien card when applying for admission to Morgan Community College. Morgan Community College personnel will make a copy of the original documentation to accompany the application to assure prompt and proper processing.

### **Admission of International Students**

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At this time MCC is not licensed by the federal government to accept international students and therefore, accepts no international student applications.

### **Tuition Classification**

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Students are classified as either a resident or nonresident of Colorado for tuition purposes based on the information provided on the Application for Admission. Residency requirements are determined by the Colorado Tuition Classification Statute, CRS 5237-101 et seq. (1973), as amended. You may appeal your classification if you feel you meet the residency requirements by submitting a Petition for In-State Tuition Status form along with the documentation it requests to the MCC Admission Director by the deadline date for the semester in which you are seeking a classification change. Non-resident tuition represents the cost of your education at public institutions. When a student is classified as a Colorado resident for tuition purposes, the difference between the non-resident and resident tuition is paid by the taxpayers of the State of Colorado in the form of a stipend. Therefore, tuition classification, as mandated by state statute, is adhered to rigorously at Morgan Community College.

### **Residents (In-State Residency Classification for Tuition Purposes)**

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To qualify for in-state tuition, you (or your parents or legal guardian if you are under 23 years old and not emancipated) must have been domiciled in Colorado for at least one year prior to the first day of the semester that you seek residency. Domicile for tuition purposes is determined by two factors:

1. your ability to show a permanent place of residence in Colorado, and
2. your ability to demonstrate your intent to remain in Colorado. Several ways you can prove your intent include providing evidence of:
  - filing Colorado income taxes
  - being permanently employed in Colorado
  - owning residential Colorado real estate

- holding a Colorado driver's license or Colorado ID Card
- holding a Colorado vehicle registration
- registering to vote in Colorado

### **Resident Status for Active Duty Military**

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Non-resident active duty military personnel and their dependents qualify for in-state tuition status by providing the following documents:

1. Certification from your base personnel office that you are on active duty with a permanent duty station in Colorado (TDY and Reserve Duty do not qualify)
2. A photocopy of both sides of your military or dependent ID card.

Please re-submit your documentation for each semester that you wish to be classified as in-state. You can submit the above forms to the Admissions Director, MCC Student Services, or MCC Centers.)

### **Non-Residents (Non-Resident Classification for Tuition Purposes)**

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An individual who has not been domiciled in Colorado for a minimum of 12 months immediately preceding the first day of the semester in which the student enrolls, and who does not meet other residency requirements is classified as a non-resident.

### **Emancipated Minors**

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Emancipated minors are persons under the age of 23 who are no longer considered dependents, nor are supported by parents or legal guardians, and who have demonstrated physical presence and intent. Emancipated minors may apply for resident status by filing a Petition for Emancipation of a Minor with the Student Services Office. Marriage is an irreversible act of emancipation. Contact the Student Services Office for further information regarding emancipation.

### **Tuition Classification Changes**

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A student classified as a non-resident for tuition purposes who believes she/he qualifies as a resident, may file a Petition for In-State Tuition Classification. This form can be obtained online at [www.MorganCC.edu](http://www.MorganCC.edu), from the Student Services Office or MCC Centers. Regulations governing residency classification are also available online or from these offices.

The deadline to submit a petition is the 10th day of the term for which you are petitioning. The petition and all supporting documentation must be filed with the Director of Admissions by this deadline. The Director of Admissions does not assume responsibility for petitions received after the deadline. Residency petitions and documents should be sent early and by certified mail if not hand-delivered.

After residency petitions are reviewed, the Director of Admissions renders a decision. If a student's request for

resident status is denied, the student may then request that their petition be reviewed by the Tuition Classification Appeals Committee within ten days of the ruling. The Tuition Classification Appeals Committee will review the evidence and make a final decision. All decisions of the committee are final. Details may be obtained from the Registrar's Office.

Questions regarding residency classification or appeals procedures should be directed to the Director of Admissions.

### **WUE (Western Undergraduate Exchange) Students**

WUE, the Western Undergraduate Exchange, is a program through which students in 13 participating states may enroll in designated two-year institutions at a special, reduced tuition rate applicable only to WUE students; namely, the amount of in-state tuition plus 50 percent of that amount. Colorado is a WUE participating state along with: Alaska, Arizona, California, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming.

Students who are legal residents of a WUE state must apply for admission, be classified as non-residents, and contact the Student Services Office for further details concerning WUE eligibility requirements and/or information needed to complete the WUE application.

Health majors are not eligible to participate and entry is only allowed on space availability to approved certificate & degree seeking students.

If a student previously classified as a non-resident WUE student wishes to apply for resident tuition status in Colorado, the student must either change status from WUE to non-resident for one year OR sit out one year while establishing Colorado domicile. Once the student has established Colorado domicile and met all residency requirements for one year after last receiving WUE status, the student must complete all required tuition classification change/petition paperwork. A WUE student may not change tuition classification directly from WUE to Resident without the one year period in between. See the Tuition Classification Changes section for detailed information.

### **Non-Resident Border States (Non-WUE) Students**

Students who are residents of states bordering Colorado whose home states do not participate in the WUE program may be eligible for a Non-Resident Border (NRB) States tuition rate. Contact the Student Services Office for further details.

### **Selective Service Registration**

Male students must indicate their selective service registration status prior to enrollment at Morgan Community College or any state supported institution of higher education. Enrollment will not be allowed to students who do not comply with Selective Service registration requirements. Individuals providing no or false information will be denied

registration to the College. The certification is made on the MCC Application for Admission. This is a one-time-only filing requirement unless the original certified item changes in any way. Students may register or obtain proof of Selective Service Registration at [www.sss.gov](http://www.sss.gov).

### **Choosing Majors**

A student declares an intended major at MCC on the Application for Admission. A list of available majors is listed in this catalog in the Degrees and Certificates section of this catalog. If a student needs assistance in selecting a major they may contact the Student Services Office or Center.

### **User ID and PIN**

Upon admission to the college, each student is assigned an identification number which from that point forward will be referred to as the student's user ID. Each student will then create a unique PIN that is used in conjunction with the number to access their account at the MCC Web site.

Your assigned user ID will protect the confidentiality of your social security number, thereby protecting your identity and privacy. Social security numbers no longer will be used as the identifier for students.

These numbers are used by the student to access an online account to:

- register for courses
- access grades at the end of the term
- request official transcripts
- print or view an unofficial transcript
- change an address, phone, e-mail address, etc.
- view financial aid awards
- pay for courses with a credit card
- view or print a copy of a semester course schedule
- access Web-CT coursework

Students who have forgotten their PIN can change it by accessing the MCC Website at any time by answering their own pre-set questions. Otherwise they must contact the Student Services Office during regular business hours to request their PIN be reset. Manually resetting of the PIN may cause registration delays by one to three days.

The student PIN is not provided over the phone or via e-mail for security reasons.

### **Social Security Number**

The college will still collect and maintain social security numbers on the computer system for specific limited purposes. These areas include Admissions, Financial Aid, reporting of wages for students, reporting of H.O.P.E. tax credits and Lifetime Learning tax credits as mandated by the Federal government. The social security number will no longer be used in any public way, for example, on your Community College ID (identification card).

## Your Privacy

When completing the Application for Admission and Financial Aid, students must act on their own behalf. Others, including parents or spouses, may not access student academic or financial information without the student's prior written approval. See Family Educational Rights and Privacy Act below.

## Family Educational Rights and Privacy Act (FERPA)

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.

MCC 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.~~ See Addendum

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.

## Disclosure of Student Records See Addendum

- ~~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.

# ASSESSMENT AND PLACEMENT



The State of Colorado mandates that first-time undergraduate students at all state system community colleges be assessed in mathematics, writing, and reading prior to enrolling in the second semester of their college career. (Board Policy 9-41, 7/1/2004 and CCHE Statewide Remedial Education Policy)

At MCC, students with declared majors or those entering ENG 121 & 122, MAT 120, MAT 121, or MAT 135, must complete assessment or secure an exemption before registering for courses.

## **Accuplacer Assessment**

Accuplacer assesses students' skill levels in English, mathematics, and reading comprehension. Accuplacer is computerized and requires approximately 60 to 90 minutes to complete, although there is no time limit. A student cannot fail an assessment, but the scores dictate the level of courses in which the student may enroll.

## **Accuplacer Fees**

Entrance Exam Policy (December, 2004)

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 two-year Colorado College completed within the last 5 years or ACT scores of Reading 17, English 18, Math 19.

For the admitted student, there is no charge for taking the Accuplacer Basic Skills Assessment test. A one-day waiting period is required in order to retest. The first retest is free. A second retest will be \$5 a test (\$5 for reading, \$5 for math, \$5 for sentence skills) after a one-day waiting period. Fees must be paid in MCC Bookstore or off-campus Centers before testing the third time.

Placement tests can only be taken 3 (three) times in one semester. The computerized testing program records the number of times a test is taken.

## **Assessment Exemptions**

Students who meet one of the criteria listed below are exempt from taking the MCC assessment test.

- Possess a baccalaureate or A.A. or A.S. degree from an accredited or approved college or university.
- Provide proof of Accuplacer scores taken within the past 5 years from another Colorado institution.
- Provide proof (official transcripts) showing completion of college freshman English composition and college algebra with a grade of "C" or better.
- Provide ACT scores of English (18), mathematics (19), reading (17) completed with the last 5 years.
- Provide SAT scores of Verbal (440 for English or 430 for reading), mathematics (460). Completed within the last 5 years.
- Enrollment in only one course for either employment enhancement or personal interest. However, a placement test is still required if the student enrolls in ENG 121, MAT 120, MAT 121, or MAT 135.
- Enrollment in a vocational certificate in selected programs of one term or less.
- Non-degree seeking students (Unless they are recent high school graduates.)

## **Remediation**

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. If testing 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 Student Services Office and through the MCC Testing Center.

\*Pursuant to C.R.S. 223-1-113.3, CCHE must provide a high school feedback report to Colorado school districts on remediation of their recent high school graduates. For that report, recent high school graduates are defined as degree-seeking and non-degree-seeking undergraduates who

- a. have graduated from a Colorado public or private high school (or its equivalent) during the previous academic year; or
- b. are 17, 18, or 19 years of age if year of high school graduation is not provided by the higher education institution. Age will be calculated as of September 15 of the specified fiscal year.

# ACCUPLACER ASSESSMENT SCORES

## Arithmetic (AR)

| Accuplacer Test Scores | Recommended Remedial Course:               |
|------------------------|--|
| 25-57 AR               | Refer to Literacy or Adult Basic Education |
| 58-Above AR            | MAT 060-Pre Algebra                        |

## Elementary Algebra (EA)

| Accuplacer Test Scores | Recommended Remedial Course:  |
|------------------------|---|
| 24-44 EA               | MAT 060-Pre-Algebra   |
| 45-60 EA               | MAT 090-Intro Algebra   |
| 61-84 EA               | MAT 106-Survey of Algebra   |
| 85-Above EA            | No remedial Mathematics required.<br>Student may take:<br>MAT 121-College Algebra,<br>Mat 120-Math for Liberal Arts<br>and/or MAT 135-Intro to Statistics |
| 90-Above EA            | No remedial Mathematics required<br>Test will switch to the College Level<br>Math (CLM) test to see if student is<br>ready for Trigonometry               |

## Reading Comprehension

| Accuplacer Test Scores | Recommended Remedial Course:           |
|------------------------|--|
| 25-39                  | REA 030-Basic Reading Skills           |
| 40-61                  | REA 060-Foundations of Reading         |
| 62-79                  | REA 090-College<br>Preparatory Reading |
| 80-Above               | No remedial reading required.          |

## Sentence Skills/English

| Accuplacer Test Scores | Recommended Remedial Course:  |
|------------------------|---|
| 25-49                  | ENG 030-Basic Writing Skills  |
| 50-69                  | ENG 060-Writing Fundamentals  |
| 70-94                  | ENG 090-Basic Composition   |
| 95-Above               | No remedial English required.<br>Student may take ENG 121.                                |
|                        | Or<br>Successful completion of<br>English remedial series allows<br>entrance into ENG 121 |

# ACADEMIC ADVISING



In order to promote student success, Morgan Community College recommends academic advising for all students before registration. Advising assists students in planning their educational objectives and reduces the chance of taking courses which do not transfer or which do not apply to the student's major. Faculty, counselors, and other staff serve as academic advisors.

## **Advising for New Students**

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New students make appointments to meet with the Director of Admissions, with an advisor in the Student Services Office, or with an MCC Center Director. New student advising appointments can be made by calling the MCC Student Services Office or MCC Center offices. After the initial consultation with the intake advisor, the new student will be assigned a permanent faculty advisor who will assist the student with ongoing advising and academic needs.

## **Advising for Continuing Students**

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A continuing student has an assigned faculty advisor who is familiar with the program requirements of the student's major. The student should contact his or her advisor by setting up a personal appointment, or by contacting the advisor and requesting advising be done via e-mail or telephone conversations. Advising is an ongoing process. Students should consult regularly with their advisors.

## **Choosing Majors/Programs**

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A student declares an intended major at MCC on the Application for Admission. A list of currently available majors may be found in the Degrees and Certificates section of this catalog. Students are responsible for studying the program requirements for their major in the Morgan Community College catalog. The catalog is available electronically on MCC's Web Site or in printed form from the MCC Student Services Office or MCC Centers. Students are also responsible for checking their programs periodically to make sure they are fulfilling all course requirements to meet their program requirements. If students have any questions regarding their academic status at any time, they are invited to check with their academic advisor or the Registrar.

## **Undeclared Students**

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An undeclared student is one who has not declared a major or degree program and is not working toward a certificate or a degree at MCC. Undeclared students are generally not eligible to receive financial aid. Students who are undecided may wish to meet with an academic advisor to discuss their educational and occupational goals to determine if they should declare a major.

## **Changing a Major**

---

A student may change a major by completing and submitting a Student Information Change form to the Student Services Office or MCC Center. Changing a declared major may result in a change in degree/certificate requirements and may affect financial aid eligibility, so it is recommended that the student consult with an advisor prior to making a major change.

## **Transfer Advising**

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MCC strongly recommends that transfer students seek assistance from an academic advisor to plan a transferable curriculum. See the Transfer from MCC section of this catalog.

# WAYS TO TAKE MCC CLASSES



MCC classes are offered using traditional classroom formats, combinations of formats, and alternative and distance delivery formats which include our interactive distance learning systems, Internet courses, and guided study courses.

Varied delivery of course work is available including lecture, lab, clinical experience, private instruction, arranged individual study, seminars, interactive distance education, computer based/internet, field study/experience, cooperative work experience, and on-the-job training.

## **Business Learning Center (BLC) and Burlington Computer Learning Center (CLC)**

The Business Learning Center (BLC) located on the Fort Morgan campus and the Computer Learning Center (CLC) located in the Burlington Center are unique learning environments. In the BLC or CLC you can complete regular college classes that are taught through a flexible curriculum delivery method that allows you to progress at your own rate. You will use this self-paced learning approach in a lab format under the supervision and guidance of an instructor. During the semester you will complete the number of required hours for each course at your own pace. You may choose to work several hours a day on one subject or work an hour a day on each of several subjects. BLC orientation sessions are held on the first day of classes each term where students receive a detailed packet of materials for each of their enrolled BLC courses. The materials include course syllabi, and progress sheets outlining assignments. BLC instructors explain procedures that make student time in the BLC as productive as possible. Burlington CLC students should contact the Burlington Center regarding orientation sessions for the CLC.

## **CCOnline (see Internet Courses)**

### **Credit for Prior Learning**

Prior learning is college-equivalent education acquired through non-traditional schooling, work or other life experiences. These might include skills from military, job-related training, and volunteer arenas. Students demonstrate and earn credit for prior learning through such methods as nationalized testing, challenge exams, and portfolio examination. For more information about how you might gain credit for prior learning, inquire at the MCC Student Services Office, MCC Center, or view the Credit for Prior Learning Handbook online at [www.cccs.edu/Docs/EdServices/Credit-for-Prior-Learning-Handbook.pdf](http://www.cccs.edu/Docs/EdServices/Credit-for-Prior-Learning-Handbook.pdf)

## **Distance Delivery Systems**

Morgan Community College offers the flexibility and convenience of classes delivered via distance learning systems. You can take classes at MCC or at one of the classroom studios at high schools throughout MCC's service area, or even remain at home and use your computer and the Internet to take college classes. Distance Delivery Systems include CCCOnline Internet courses, Guided Study Courses, Fiber Optic and Video Conferencing Courses. See separate information for each of these types of Distance Delivery systems in this section.

## **Guided Study Courses**

Guided Study is especially designed for students who need flexible time schedules, may have transportation difficulties, or may be sandwiching school around work and/or family responsibilities. Guided Study courses are regular MCC courses, taught by MCC faculty, and are not open entry/open exit. Guided Study courses require the student to have an active email account and may require prerequisites and/or Placement Test scores. All courses provide equal opportunities for learning for all students, weekly interaction with faculty, regular interaction with other students, access to research materials, and examinations through college approved proctors. For more information, contact the Center for Teaching, Learning and Technology (CTLT) at 1-800-622-0216 ext. 3191 or 5423191 or see Guided Study section at the MCC Website.

## **Fiber Optic & Video Conferencing**

MCC has three distance learning networks to provide course work through fully interactive audio-video fiber-optic systems. High school students and members of the community who qualify may take college credit classes at any one of the sites. Classes taught by MCC instructors are "live" at one site and simultaneously broadcast to students at other sites. The system makes it possible for college classes to be delivered to sparsely populated areas that otherwise might not have enough students at any one location. Most courses are scheduled during fall and spring semesters.

- Learning Together Network connects MCC, Brush, Weldon Valley, Fort Morgan and Wiggins High Schools. Register at the Fort Morgan campus or on the web at [www.MorganCC.edu](http://www.MorganCC.edu).
- Phase I connects Bennett, Byers, Deer Trail and Strasburg. Register at the Bennett Center.
- VNETS connects MCC with Burlington area high schools.

## **Independent Studies**

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Courses with 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 instructor or faculty member.

One credit hour is awarded for each two hours of contracted independent study per week per semester. With the approval of an Instructional Dean, a limit of three credits in Independent Studies may count toward the A.A., A.S., or A.G.S. degrees as elective credit. Enrollment in an Independent Studies course requires the approval of an Instructional Dean.

## **Internet Courses (CCOnline)**

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Colorado Community College Online (CCOnline) currently offers A.A. and A.S. degrees and certificates in various disciplines. CCOnline is a collaborative effort by all Colorado Community Colleges to provide Internet courses and degree programs. CCOnline policies, procedures, and course offerings can be found at [www.CCOnline.org](http://www.CCOnline.org) and are listed in the MCC Schedule of Courses each semester. Credits will transfer easily among participating colleges of the Colorado Community College System. There are several start dates throughout the year.

## **On-the-Job Training/Clinical Training Cooperative Education Work Experience**

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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. Actual clock hours for these courses are listed individually by course in the Course Descriptions section of this catalog.

## **Special Topics/Activities**

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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. Up to 3 credits of special topics and activities may fulfill A.A. electives. This needs to be approved by an Instructional Dean prior to be offered to students. Courses are determined by the specific course number, 175-178 or 275-278, preceded by a three-letter prefix to indicate the appropriate department (e.g., ANT 175-177, PED 275-277, etc.).

## **Test-Out Procedures**

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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 instructor agrees, he or she will schedule the assessment. If the student completes the assessment at a "C" level or higher, the instructor 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.

## **WebCT Vista Course Management Software**

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WebCT Vista course management software is a new course delivery platform which is a system-wide project for all Colorado Community Colleges. MCC faculty and students will be using the new software beginning with the fall 2006 semester.

# REGISTRATION



Registration is an important part of a student's academic process. Registration for courses can be done 24 hours a day, seven days a week via the MCC Web site, [www.MorganCC.edu](http://www.MorganCC.edu) or by visiting the MCC Student Services Office or Center during regular business hours.

Registration instructions, dates, and deadlines are published in the Schedule of Courses for each semester. The Schedule of Courses may be obtained via the MCC Web Site or by visiting the MCC Student Services Office or MCC Center.

Registration is first-come, first-served. Students are advised to register early for their selected courses to assure a seat.

Students with declared majors should register for coursework that is listed in the catalog as applying to their degree program or major. If a student is unsure of which course(s) to take, an academic advisor should be consulted prior to registration.

Students are responsible for registering for courses prior to attending a course and for dropping or withdrawing from courses no longer desired. See the Dropping Courses by the Refund Deadline and the Dropping Courses after the Refund Deadline (Withdrawal) sections below.

## **Online Registration**

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Students may register for courses, drop and add, withdraw from courses, make payment, and obtain grades online at [www.MorganCC.edu](http://www.MorganCC.edu). The online registration system is available 24 hours a day, seven days a week.

## **Touch-Tone Phone Registration**

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Students may register for courses, drop and add, withdraw from courses, make payment, and obtain grades through MCC's Touch-Tone telephone (1-800-960-4622) registration system. The telephone registration system is available 24 hours a day, seven days a week. Students must have user ID and PIN to use this service.

## **In-Person Registration**

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Students may register for courses, drop and add, withdraw from courses, and make payment by visiting the MCC campus or MCC Centers. Hours may vary, so it is recommended you call ahead if you are traveling long distances. Special registration dates are listed in the Schedule of Courses for each semester.

## **Full Time/ Part Time Status**

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Students enrolled in 12 credits are considered fulltime. Students enrolled in less than 12 credits are considered part-time. See Student Classification in the Student Records and Transcripts section of this catalog for complete details on student enrollment status.

## **Maximum Course Load**

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A course load, determined by students and their advisors, may not exceed eighteen (18) 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.

## **Course Wait List**

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When a course is full, students may choose to enroll in an electronic wait list which is created to facilitate registration for open spaces that may occur. If a waitlist opening occurs, the student is notified of an available seat. It is then the responsibility of the student to register and pay for the available spot within one day. Not all courses have a wait list option.

## **Adding Courses**

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Students may add courses to their schedule prior to the first day of class by accessing their web account. After the first day of class, students may add courses until the end of the stated Add period for that term, course, or part-of-term. See the Tuition and Fees section for applicable payment rules for added classes.

## **Adding Courses After Courses Begin**

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Students are discouraged from adding courses after courses begin for several reasons. A student who begins a course after it has already started is likely to have difficulties catching up with the previously assigned coursework and has missed a substantial part of the lecture time. It may also be disruptive to the educational process for the instructor and other students. Unusual circumstances involving late start of classes will be referred to the Dean of Student Success for evaluation, and may require instructor and Instructional Dean approval.

## **Dropping Courses by the Refund Deadline**

Students must officially drop college courses by accessing their web account and dropping a course by the posted refund deadline for that course. Alternatively, students may complete a written drop form in the Student Services Office or at one of the MCC Centers by the stated refund deadline for that course. Courses dropped by the refund deadline may be eligible for a tuition refund. Courses dropped after the refund deadline are considered to be graded as a Withdrawal W. See the Tuition and Fees section for applicable refund rules. See the Dropping Courses after the Refund Deadline section below.

## **Dropping Courses after the Refund Deadline (Withdrawal)**

Students must officially drop college courses by accessing their web account and dropping a course. If this is done after the refund deadline for the course, the student will be assigned a “W” Withdrawal grade and no refund is given. A “W” is recorded as the grade the student received for the course. A “W” is a non-punitive grade which does not compute into the student’s grade point average, however, it may affect the student’s satisfactory progress for financial aid purposes. Financial Aid students who are considering dropping a course or courses after the refund deadline should speak to a Financial Aid officer or their advisor before taking this action. See the Grades & Grading section for details.

## **Course Changes & Cancellations by MCC**

MCC 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. See the Tuition, Fees & Refund Section for refund information. Also, course numbers and descriptions are subject to change.

## **Total Withdrawal from the College**

A student who drops or withdraws from all courses in a term is considered to have exercised a Total Withdrawal from the college. College administration may initiate total withdrawal from the college for death, veteran non-attendance, non-payment of tuition and fees, disciplinary problems and similar reasons. See Refund/Repayment Policy.



## A New Method of Funding Higher Education

### **A brief explanation:**

The legislation that enacted the College Opportunity Fund (COF) resulted in a change in the way colleges like Morgan Community College are funded by the State of Colorado. Prior to COF legislation, colleges automatically received state tax funds directly in an appropriation from the state legislature to support the college and fund the services the college provided. Now, with the new legislation, each person meeting Colorado residency requirements will be granted a stipend by the State that can be directed to the school of the student's choice. In this way, the legislature feels Colorado residents will have a better understanding of how their tax dollars are used to fund higher education in the state.

Morgan Community College (and other state funded colleges) will not receive appropriations from the state legislature based on the number of students enrolled. Instead, MCC will receive funding by the students of MCC who designate that MCC is to receive their stipend to support the services that MCC provides. The stipend will appear as a credit on the student's tuition bill.

### **What you need to do:**

**FIRST: You must create an account with COF only once. Create your account online by going to this secure Internet site: [www.CollegeInColorado.org](http://www.CollegeInColorado.org)**

**THEN: Each semester you register for college courses you must specify where (which college) your stipend is designated to be spent.**

**FINALLY: Your stipend amount will appear as a credit on your tuition bill each semester.**



### **Quoted from COF Web Site:**

- "The College Opportunity Fund (COF), created by the Colorado Legislature, provides a stipend to eligible undergraduate students. The stipend pays a portion of your total in-state tuition when you attend a Colorado public institution or a participating private institution."
- "Eligible undergraduate students must apply, be admitted and enroll at a participating institution beginning with the fall semester of the 2005-2006 academic year. Both new and continuing students are eligible for the stipend."
- "Qualifying students may use the stipend for eligible undergraduate courses. The stipend is paid on a per credit hour basis to the institution at which the student is enrolled. The credit-hour amount will be set annually by the Colorado General Assembly."

# TUITION AND FEES



## ~~2006-2007 Tuition and Fees Schedule\*~~ See Addendum

Tuition and fees are established by the State Board for Community Colleges and Occupational Education and are subject to change without notice. See the sections in this catalog on Payment and Refund Policies and Tuition Classification for additional information regarding tuition, fees, refunds, and rules regarding how a student is determined to have in-state status at a Colorado college. The State of Colorado historically subsidized higher education for in-state students by giving money directly to the colleges. In 2004 the Colorado Legislature enacted a new law establishing the College Opportunity Fund (COF). Under this new law, starting in the fall semester 2005, the State will give this money for the subsidy to students by sending it to the institution the student designates. This money, known as College Opportunity Fund (COF) stipends, will be applied to an in-state student's tuition. If the student applies for and authorizes the use of the stipend, the State applies this money for the subsidy to the student's account at the institution the student designates.

### MORGAN COMMUNITY COLLEGE SCHEDULE OF SEMESTER TUITION 2006-2007 (Beginning Fall 2006)

| RESIDENCY STATUS | COURSE TYPE   | TUITION*   | COF STIPEND      | STUDENT SHARE OF TUITION WITH COF STIPEND |
|------------------|---------------|--|------------------|---|
| Resident         | Regular       | <del>160.55</del>  | <del>86.00</del> | <del>74.55</del>                          |
| Resident         | CCCOOnline    | <del>222.40</del>  | <del>86.00</del> | <del>136.40</del>                         |
| Non-Resident     | Regular       | <del>345.15</del>  | <del>N/A</del>   | <del>345.15</del>                         |
| Non-Resident     | CCCOOnline    | <del>222.40</del>  | <del>N/A</del>   | <del>222.40</del>                         |
| WUE & NRB**      | Regular       | <del>160.55</del>  | <del>N/A</del>   | <del>160.55</del>                         |
| WUE & NRB**      | CCCOOnline    | <del>222.40</del>  | <del>N/A</del>   | <del>222.40</del>                         |
|                  | Nursing (NUR) | Tuition differential for all nursing classes (NUR) added to base tuition (Resident, CCCOnline, WUE, and NRB) |                  | 34.05                                     |

\*\*WUE=Western Undergraduate Exchange \*\*NRB=Non-Resident Border States \*See listing for fees or charges that are added to tuition costs.

### MORGAN COMMUNITY COLLEGE FEES 2006-2007

REGISTRATION FEE: (per semester) .....NON-REFUNDABLE \$10.40

~~STUDENT ACTIVITY FEE: (per semester) .....@2.85/CREDIT HOUR (\$34.20 maximum)~~

STUDENT CENTER BOND FEE: (per semester) .....@3.00/CREDIT HOUR (\$36 maximum)

ACADEMIC COURSE FEES .....\$5.70 per credit hour for course prefixes listed below:

|                       |                    |                 |                    |
|-----------------------|--------------------|-----------------|--------------------|
| All ABM courses       | All AGE courses    | All ASC courses | All BTE courses    |
| All CAG courses       | All CNG26X courses | All CWB courses | All GEY courses    |
| All HWE102XXX courses | All MGD courses    | All NUA courses | All RAM courses    |
| All ACC215 courses    | All AGP courses    | All ASE courses | All BUS185 courses |
| All CAR courses       | All CNT courses    | All CYF courses | All HEQ courses    |
| All HWE103XXX courses | All MOT courses    | All NUR courses | All THE courses    |
| All ACT courses       | All AME courses    | All AST courses | All BUS195 courses |
| All CHE courses       | All CRJ courses    | All EIC courses | All HPR courses    |
| All HWE122XXX courses | All MST courses    | All OTA courses | All WEL courses    |
| All AGB courses       | All ART courses    | All BIO courses | All CAD courses    |
| All CIS courses       | All CSC courses    | All EMS courses |                    |
| All ITE courses       | All MUS courses    | All PTA courses |                    |

ACADEMIC COURSE FEES: .....15.60 per credit hour for all CNG26X courses

~~WEBCT VISTA PASS THROUGH CHARGE: All courses with the following letters in the section number:~~

~~W - WebCT ..... \$10.00 per course~~      ~~U - Two-way Interactive with WebCT .. \$10.00 per course~~

~~E - BLC with WebCT ..... \$10.00 per course~~      ~~M - LTN with WebCT ..... \$10.00~~

B - Guided Study with WebCT .... \$10.00 per course

**\*2007-2008 Tuition & Fees Schedule - See Addendum**

## **MCC Tuition Rates and Fees**

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Tuition and fees are established by the State Board for Community Colleges and Occupational Education and are subject to change without notice. See the Tuition Classification sections of this catalog for additional information regarding how a student is determined to have In-State status at a Colorado college. The tuition cost per credit hour is listed in the Tuition and Fees Schedule section of this catalog. Each semester's schedule of courses contains a tuition and fee table for that term. The schedule of courses is available online at [www.MorganCC.edu](http://www.MorganCC.edu), can be requested from the MCC Student Services Office or MCC Centers, and is mailed to all residents within the MCC service area each term in the Schedule of Courses.

## **College Opportunity Fund (COF)**

---

The State of Colorado historically subsidized higher education for in-state students by giving money directly to the colleges. In 2004 the Colorado Legislature enacted a new law establishing the College Opportunity Fund (COF). Under this new law, starting in the fall semester 2005, the State will give this money for the subsidy to students by sending it to the institution the student designates. This money, known as College Opportunity Fund (COF) stipends, will be applied to an in-state student's tuition. If the student applies for and authorizes the use of the stipend, the State applies this money for the subsidy to the student's account at the institution the student designates. See the COF section in this catalog for additional information.

## **Registration Fee**

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A nonrefundable registration fee is charged each semester, regardless of the number of courses taken, or whether a student drops any or all courses. This fee is listed in the Tuition and Fees Schedule section of this catalog and is listed in each semester's Schedule of Courses.

## **Course Fees**

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To defray the cost of consumable materials and supplies, such as special equipment or instruments, laboratory use, etc., some courses are assessed a course fee which is charged per credit hour. Applicable course fees are listed in the Tuition and Fees Schedule section of this catalog and are listed in each semester's Schedule of Courses.

## **Student Center Bond Fee**

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To fund the bond which constructed the new Student Center facility, Fort Morgan campus students voted to pay \$3.00 per credit hour up to a maximum of \$36.00.

## **Student Fees**

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Student fees are charged per credit hour and support the operation of various Student Life services. Student Life services include student activities, facility debt, the official Student Handbook, and the programs and activities which supplement learning experiences at the college. Student fees also assure that via a variety of recognized student organizations and clubs, students have an official voice in matters of college life.

## **Senior Citizen Tuition**

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Senior citizens age 60 or older may obtain a grant to cover one-half of tuition charges, excluding fees. See Senior Citizen Grant in the Financial Aid Grant section for details.

# PAYMENT AND REFUND POLICIES



## **Payment Policy**

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Tuition, fees, and charges are to be paid at the time of registration or by 5:00 p.m. the Monday one week before the first day of the term. If payment is not made, students may be dropped from all enrolled courses. Financial Aid students who do not have their financial aid complete by these deadlines, or non-financial aid students who are unable to pay by the deadlines should contact the MCC Accounting Office regarding the Deferred Payment Plan. See Deferred Payment Plan section.

## **Financial Aid Students and Payments**

---

Financial Aid 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 term refund deadline. However, students must contact the Accounting Office prior to the Monday 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 by the tuition payment due date, and follow the deferred payment plan for the balance (including the payment of a \$40 processing fee at that time).

## **Deferred Payment Plan (FACTS Tuition Management Program)**

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The college provides a deferred payment plan for tuition and fees. 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.) Any enrolled student who has not abused the deferred payment terms in a prior semester or has not been sent to collections is eligible to use a deferred payment plan.

### **Requirements include:**

- A minimum down-payment of 50% paid by the Monday one week before the first day of the term,
- 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 Program which will be automatically deducted from checking or savings account upon completion of FACTS application process

## **Payment and Refund Policies for FACTS:**

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 drops/withdraws from courses after the refund deadlines, he/she is still responsible for completing payments.

## **Financial Obligations of Students/Payment Due Dates**

---

Financial obligations are due and payable to the College when incurred and are payable on the established dates. An authorized third party may be billed for tuition and fees, however ultimate responsibility for payment remains with the student. Students who are financially obligated to MCC – whether through a student loan, a third-party promise-to-pay, outstanding deferred payment, or failure to account for college property in their possession (including library materials) – are not issued an official transcript nor allowed to register again until payment is made.

## **Bad Checks**

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Returned checks constitute nonpayment. If a check is returned prior to the official refund deadline due to non-sufficient funds or stop payment, students are dropped from all courses and could be charged a bad check fee. Students must pay the registration fee and the deferred payment fee if applicable. A hold is placed on the student's account until fees are paid. If a check is returned after the official refund deadline, students are not dropped from courses. Students are responsible for all outstanding tuition, fees, bad check fees, and resulting collection charges. A hold is placed on grades, transcripts, and future registration until the debt is paid. Unpaid balances resulting from returned checks are pursued by the college and a collections service.

## **Delinquent Accounts**

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In accordance with state policy, all delinquent student obligations, including those from improper withdrawal/drop procedures and the loss of previously awarded financial aid, are referred to the State's central collections service. Additional interest and collection costs will be charged to the student account.

## **Nonattendance**

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To end enrollment in one or more courses, students must officially drop or withdraw from courses via the MCC Web site or submit the correct form to the Student Services Office or MCC Center by the published deadline. Nonattendance in courses does not automatically drop nor withdraw a student from a course nor change financial obligations incurred. Deadlines for drop and withdrawal of each course are listed on the student's schedule of courses for each term which is available on the MCC Web Site. Dropping or withdrawing from courses may affect a student's financial aid status. Financial aid students should contact the Financial Aid Office for policy information.

## **Refund Policy for Drops**

---

Students must officially drop college courses by accessing their web account or by processing the required form in the Student Services Office or MCC Centers on or before the refund deadline for the course. Students completing the proper steps may be eligible for a refund of tuition and fees. The registration fee is non-refundable. Each student's schedule of courses lists the deadlines to receive a refund during the refund deadline period.

## **Refunds For Dropped Courses**

---

100% of tuition and fees (except the registration fee and deferral fee) are refunded if a student drops courses before the refund deadline period for the course. The refund deadline is calculated as 15 percent of the instructional days for the course. No tuition and fee refunds are granted after the refund deadline. Exceptions to the Institutional Refund Policy should be referred to the Vice President of Administration and Finance.

*Financial Aid Students:* If you drop courses you may have to repay financial aid. Information about repayment of Title IV funds and refunds is listed in the Financial Aid Section of this catalog.

## **Refund Policy for Drops after Refund Deadline (Withdrawals)**

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Students must officially withdraw from college courses by processing their withdrawal online or by completing the required form in the Student Services Office or MCC Centers during the stated Withdrawal period. Each student's schedule of courses lists the refund and Withdrawal deadlines.

Students who drop course(s) or request withdrawal from course(s) after the Refund deadlines but before the listed Withdrawal deadline are graded with a Withdrawal "W" grade and are not eligible for any refund. The advantage to requesting a withdrawal as opposed to failing a course by nonattendance is that the "W" grade is not computed into the student's overall GPA.

*Financial Aid Students:* Dropping after the Refund Deadline/Withdrawing from course(s) may require you to repay financial aid. Information about repayment of Title IV funds and refunds is listed in the Financial Aid Section of this catalog.

## **Refund Policy for Cancelled Courses**

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Occasionally the college must cancel courses due to enrollment numbers, instructor issues, etc. The college will automatically process the drop for students registered for courses which are cancelled. 100% of paid tuition and fees is refunded for any course cancelled by the college.

# 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 Financial Aid Need is Calculated**

### **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 (COA) 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.

## **How to Apply for Financial Aid**

1. Apply for admission to Morgan Community College
2. Students applying need to have declared an eligible major with the Registrar's Office.
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 Semester**

**Nov. 1 for Spring Semester**

4. Complete the scholarship application by the priority date of April 1st. Include:
  - The scholarship application
  - Most recent academic transcript

5. Summer has a separate Financial Aid Application in addition to the FAFSA. Students taking or planning to take summer courses will need to be sure to do BOTH
6. 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 above. 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 & Financial Aid See Addendum**

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 & Financial Aid**

There are two categories of students who may be admitted to the college and be considered for financial assistance. Student's enrolled for dual credit (enrolled in college and high school at the same time, e.g.: PSEO) are not eligible for federal and state financial aid.

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.

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 student 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.

### **Financial Aid on the Internet**

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Students may complete financial aid applications on the Internet by accessing FAFSA (Free Application for Federal Student Aid) on the Web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) from their own computers, a computer in the Student Services Office on the Fort Morgan campus, a computer at their local MCC Center, or on a computer at any public library.

### **Hope Tax Credit**

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Students may qualify to save money 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 or by going to [www.IRS.gov](http://www.IRS.gov) and typing in keywords, Hope Tax Credit.

### **Return of Title IV Funds**

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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.

For a complete copy of the Title IV Funds policy, contact the MCC Financial Aid Office.

### **Maintaining Eligibility for Financial Aid**

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To maintain eligibility for financial aid, students must comply with federal, state, institutional and/or donor rules and regulations that apply to the financial aid awards. Students must continue to meet eligibility criteria, and must reapply for financial aid in a timely manner each academic year.

*Note:* To qualify for state financial aid, student's required remedial coursework must be completed during the first 30 credit hours of enrollment.

Students receiving need-determined financial aid must maintain satisfactory, measurable progress each semester. To remain in good standing, students must complete at least 75 percent of the credit hours for which they register each semester and maintain a cumulative grade point average of 2.0. Financial aid is only available for one and one-half (1.5) times the program length specified in this catalog. Credit hours attempted while not receiving aid are also counted toward the overall time limitations.

If satisfactory progress is not maintained, students are placed on financial aid probation, and may be suspended from financial aid programs if academic progress does not improve. Refer to the Financial Aid Handbook for the complete policy and responsibilities in this area. If a student withdraws, drops or changes from credit to audit status (see Grades & Grading section for further details on audit) the student may be required to repay a portion of the financial aid received. Students should check with the Financial Aid Office before changing enrollment status. For a complete copy of the Financial Aid Satisfactory Academic Progress Policy, contact the Financial Aid Office.

### **Additional Financial Aid Information**

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Further information about financial aid, scholarships, grants, and loan applications, rules and regulations governing programs, application procedures, payment procedures and costs of attending the college is presented in the Financial Aid Handbook, 2005-2006. This document is available from the MCC Financial Aid Office, MCC Centers, and at the MCC Web site.

# SCHOLARSHIPS



Morgan Community College scholarships are competitive and recipients are selected based upon their qualifications. Most scholarships require students to be enrolled in a degree or certificate program. Scholarship applications should be completed and submitted to the Financial Aid Office by April 1, for priority consideration for the upcoming academic year. In addition to the following listed scholarships, other organizations send scholarship applications to the school. Information and applications to these scholarships is available from the MCC Financial Aid Office. Also see the Financial Aid section in this catalog.

## **Government Funded Scholarships**

### **MCC ROADRUNNER SCHOLARSHIP-COLORADO CENTENNIAL SCHOLARSHIP**

This scholarship rewards students whose academic record reflects outstanding achievement. Applicants must be Colorado residents attending at least half time (6 credits per term) with a cumulative grade point average of at least a 3.5 in 12 or more college credits or a GED score of 3000 or more and be enrolled in an eligible degree/certificate program at MCC. The Colorado General Assembly provides funding for this scholarship.

### **MCC PRESIDENTIAL SCHOLARSHIP-COLORADO CENTENNIAL SCHOLARSHIP**

Applicants must be a first-time incoming freshman with a 3.5 or better 7th semester high school cumulative grade point average, or an ACT composite of 22, or GED score of 3000 or more, and be enrolled in an eligible degree/certificate program at MCC. The Colorado General Assembly provides funding for this scholarship.

### **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 renewable and transferable.

### **MCC GED SCHOLARSHIP**

This scholarship is awarded to students scoring at least 3000 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 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 V.S.O.'s and which events will be sponsored.

### **SOPHOMORE SCHOLARS**

Sophomore Scholars is a Morgan Community College program that guarantees grants or scholarships to pay sophomore year tuition and fees up to 30 credits (subject to continued funding each year). High school graduates who have successfully completed (with a "C" or better) 30 credits of MCC college courses as high school juniors and seniors are invited to apply. Students may enroll at any MCC location. Applications are due by April 1, for May high school graduates and November 1, for December high school graduates.

#### *Student Eligibility Criteria:*

- High school graduate concurrently enrolled with Morgan Community College during the junior and/or senior year of high school.
- Successful completion (C or better) of 30 or more credit hours with Morgan Community College and at least a 2.0 MCC cumulative grade point average at the time of high school graduation or no later than the semester immediately following high school graduation.
- Students must qualify for in-state resident status. If a student does not meet in-state resident requirements they may apply for other financial aid programs.

Completion of all of the following by April 1, for May high school graduates and November 1, for December graduates:

- Free Application For Federal Student Aid (FAFSA).
- Must submit any requested documentation (tax return, verification worksheet, etc.) by June 1 for May high school graduates and January 1, for December high school graduates, regardless of financial need.

- Morgan Community College Sophomore Scholars Program application and high school transcript.
- The College Opportunity Fund. Must have applied for COF stipend at [www.CollegeInColorado.org](http://www.CollegeInColorado.org) Morgan Community College Commitment
- Eligible students will receive grant and/or scholarship funds (not a loan or work study) to cover tuition and fees (at on-campus, in-state rates only) at MCC for an additional 30 hours of course work in the degree for which they were enrolled in the initial 30 hours. Books are not included.
- If a student's financial aid award (including loans and work study) is greater than tuition and fees the student can receive the entire award.
- This program is available for up to three academic semesters beginning the summer or fall semester after high school graduation. This program does not apply to any hours needed during the summer to complete the 30-hour requirement. Any student who graduates from high school in mid-year is eligible to enroll in the spring semester if they meet the student eligibility criteria.
- Students must be enrolled for a minimum of 6 credit hours per semester but the scholarship/grant with this program is only guaranteed for the time period of 3 academic semesters after high school graduation. Other financial aid may be available after that time but is not guaranteed.
- All federal, state, and college rules and regulations regarding financial aid/scholarships apply to this program including MCC Satisfactory Academic Progress Policy.

## **Externally Funded Scholarships**

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.

### **AG-BUSINESS MANAGEMENT SCHOLARSHIP**

This scholarship is awarded to students enrolled in the Ag-Business Management program.

### **ASSOCIATION OF MORGAN COUNTY BANKS**

This \$500 scholarship is awarded to a Morgan County resident working toward a degree in Business.

### **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 stu-

dents 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 have a 2.5 GPA or a GED score of 2500.

### **ROBERT & JANET DATTERI PRESIDENTIAL SCHOLARSHIP**

One scholarship is awarded in the amount of in-state tuition and fees to be divided over two semesters to one student 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 the MCC service area. See MCC Service Area and Communities section.

### **GRAMLICH NURSING SCHOLARSHIP**

Bill and Sammy Gramlich have endowed a scholarship to be awarded to a Morgan County resident. Applicants must have been accepted for admission into the MCC LPN and/or the RN program, demonstrate financial need, enrolled in a minimum of six hours per semester, and have a GPA of 2.5 in prerequisite courses. The scholarship is renewable.

### **CARGILL MEAT SOLUTIONS SCHOLARSHIP**

Awards are made to one freshman and one sophomore student. Preference is given to Cargill Meat Solutions employees, their spouses and children. It requires a 2.5 GPA with consideration of employment, outside activities,

and volunteerism. Renewal of the \$750 award is contingent upon maintenance of a GPA and representation at one or two company events as a scholarship recipient. A separate application is required.

#### **COLLEGE ACCESS NETWORK**

Award(s) are made to student(s) who are first-time or freshman Colorado residents and have financial need. Applicants should complete the MCC general scholarship application to be considered for these funds.

#### **DANIELS FUND COLLEGE PREP AND SCHOLARSHIP PROGRAM**

Funded by the Daniels Fund to ensure college access and success for non-traditional students, this program seeks promising individuals whose academic performance has not necessarily reflected their potential. The program helps support those from an underserved segment of the service area populace, those potentially not able to attend or complete college due to a combination of non-traditional academic achievement, time lapse since completion of high school diploma or GED program or those with involvement in the justice system. Up to \$4,000 per student per year will be awarded for students who demonstrate financial need; academic performance or promise; strength of character, evidence of leadership potential, and emotional maturity and stability; well rounded personality, abilities, and broad interests; and the potential to contribute to one's community later in life. Provided the student stays in good standing, the award is renewable annually until student graduates

#### **ROBERT W. JOHNSON MEMORIAL SCHOLARSHIP**

Family and friends have established a scholarship in memory of the late Dr. Robert W. Johnson, first President of Morgan Community College. The amount varies and will be awarded to a deserving student who is transitioning from the Adult Basic Literacy Program (ABLE) to MCC.

#### **PAT AND JOAN JOLLIFFE SCHOLARSHIP**

This \$500 scholarship is awarded annually to a deserving MCC student.

#### **FORT MORGAN STATE BANK/DELMER P. KEATING SCHOLARSHIP**

The Fort Morgan State Bank and friends of the late Delmer P. Keating have endowed a scholarship to be awarded to a student majoring in business.

#### **SUNRISE OPTIMIST GREG ALSIP MEMORIAL SCHOLARSHIP**

One award in the amount of \$500 is given to a Fort Morgan High School graduate. Recipient must have a demonstrated financial need and show scholastic ability. Scholarship could be renewed. These funds are made available by the Sunrise Optimist Club of Fort Morgan.

#### **DORIS AND REX MONAHAN SECOND CHANCE SCHOLARSHIP**

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

#### **MORGAN COUNTY EARLY CHILDHOOD EDUCATION SCHOLARSHIP**

This scholarship, sponsored by Morgan County Family Center, is awarded to Morgan County residents seeking a profession in early childhood education. This includes Family Childcare, Center Director, Group Leader, Aide, or Preschool Teacher. It requires current employment in licensed childcare or two years verifiable full-time work in an early childhood care facility. Award equals 80 percent of tuition, books, and fees. Recipients must have and maintain a 3.0 cumulative GPA.

#### **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**

This 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**

### **HELPING HAND SCHOLARSHIP**

One or more awards a year, subject to funding. Pays Burlington Center student tuition up to six (6) credit hours, students must be enrolled in minimum of six credit hours; with a 2.5 high school GPA, or a 3000 GED score, or a 2.6 GPA at MCC. Renewable with a 3.0 GPA

### **JOB SKILLS SCHOLARSHIP**

One or more awards a year, subject to funding. Pays Burlington Center student tuition up to three credit hours to a 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.

### **BURLINGTON GREATER GIFTS**

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

## **Scholarships For MCC Graduates**

Scholarships are available for students who graduate from MCC. Listed are some of the scholarships available, however, many more exist depending on where the student is transferring. Contact the Financial Aid Office at MCC and the Financial Aid Office of the institution where you are transferring for additional listings and more information.

### **CHADRON STATE COLLEGE COMMUNITY COLLEGE SCHOLARSHIP**

Full tuition for one year is offered to graduates of specified community colleges that are participating in this program. This scholarship is renewable for one year. Contact the MCC Financial Aid Office for an application. Contact the CSC Admissions Office for further details.

### **COCA-COLA TWO-YEAR COLLEGES SCHOLARSHIP PROGRAM**

In 2000, the Coca-Cola Scholars Foundation received a grant from the Joseph B. Whitehead Foundation in Atlanta, Georgia, with the challenge to create an initiative that would enhance the post secondary education of future leaders. With that directive, the Coca-Cola Two-Year Colleges Scholarship Program was created.

"The Coca-Cola Two-Year Colleges Scholarship Program addresses a large, primarily under-served, population of college students. A scholarship of this nature provides the support and sense of encouragement these students need to continue to succeed," said J. Mark Davis, president, Coca-Cola Scholars Foundation.

First or second year community college students planning to continue their education at a two-year institution may be nominated by their college to apply for the Coca-Cola Two-Year Colleges Scholarship administered by the Coca-Cola Scholars Foundation.

Through the Coca-Cola Two-Year Colleges Scholarship Program, the Coca-Cola Scholars Foundation is awarding up to 350 awards annually in the amount of \$1,000 each. Students must have demonstrated academic success and completed 100 hours of community services within the previous 12 months to apply. See the following Web site to apply: [www.cocacolascholars.org/cokeWeb/jsp/scholars/Index.jsp](http://www.cocacolascholars.org/cokeWeb/jsp/scholars/Index.jsp)

### **MORGAN COUNTY CSU ALUMNI SCHOLARSHIP**

One \$1000 scholarship, sponsored by Morgan County CSU Alumni is to be awarded to a Morgan Community College graduate planning to attend CSU. Renewal for a second year.

### **PHI THETA KAPPA – GUISTWHITE SCHOLARS PROGRAM**

Guistwhite Scholars are chosen by applications, based on academic achievement, participation in Phi Theta Kappa programs, and service to their colleges and communities. The Guistwhite Scholar Program is named in honor of Dr. Jack Guistwhite, who established the first designated transfer scholarship for Phi Theta Kappa members, and his wife, Margaret Guistwhite. A panel of independent judges review applications and can select up to twenty winners. The Guistwhite Scholars are awarded a \$5,000 scholarship. Apply by going to the PTK Web site at : [www.ptk.org/schol/guistwhite/welcome.htm](http://www.ptk.org/schol/guistwhite/welcome.htm)



## GRANTS

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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). Also see the Financial Aid section in this catalog.

### Government Grant Programs

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#### FEDERAL PELL GRANT

This Federal aid source is available to all eligible undergraduate students seeking their first degree.

Award amounts range up to \$4,050 (2006-2007) 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

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#### 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 such as Young Farmers, 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 GRANT

Persons 60 years of age and older who are classified as in-state residents, may apply for a grant to pay one-half of their tuition charges for credit courses up to six credit hours per term. This grant applies to tuition only. Fees, supplies, and books are not included. The student must complete and return the Programmatic Grant Notification Form to the Financial Aid Office. Audit grade option does not apply.

#### 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 study.

#### MORGAN COMMUNITY COLLEGE AMERICORPS UCAN SERVE PROGRAM

AmeriCorps is a national service program initiated by President Clinton, often referred to as the domestic Peace Corps. In exchange for valuable campus-community service, AmeriCorps members receive a service scholarship that can be applied to qualified school loans or to finance undergraduate and graduate school, or vocational training.

The AmeriCorps UCAN Serve Program is designed to meet community needs in three specific areas:

- Academic Support
- Public Health & Safety
- Community Strengthening

If you want to unite with diverse people to improve your community, gain leadership and job skills, pay your tuition or loans, or build your resume, you should look further into the Morgan Community College AmeriCorp program.

#### **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.

## **LOANS**

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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 Family Educational Loan Programs**

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#### **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.

# GRADES AND GRADING



## Grading System See Addendum

Courses are graded using either A-F or S/U (Satisfactory/Unsatisfactory.) The grading type and scale for each course is listed in the course syllabus. Other grade options are explained below.

| GRADE                |   | QUALITY POINTS        |
|----------------------|---|-----------------------|
| A                    | Excellent or Superior .....   | 4.00                  |
| B                    | Good .....  | 3.00                  |
| C                    | Average .....   | 2.00                  |
| D                    | Deficient .....   | 1.00                  |
| F                    | Failure .....   | 0.00                  |
| I                    | Incomplete .....  | None                  |
| S                    | Satisfactory .....  | None                  |
| U                    | Unsatisfactory .....  | None                  |
| W                    | Withdrawal .....  | None                  |
| AW                   | Administrative Withdrawal (available as an individual college option) ..... | None                  |
| AU                   | Audit .....   | None                  |
| S/A                  | Satisfactory (A-level) work in a remedial course .....                      | Not computed into GPA |
| S/B                  | Satisfactory (B-level) work in a remedial course .....                      | Not computed into GPA |
| S/C                  | Satisfactory (C-level) work in a remedial course .....                      | Not computed into GPA |
| U/D                  | Unsatisfactory (D-level) work in a remedial course .....                    | Not computed into GPA |
| U/F                  | Unsatisfactory (F-level) work in a remedial course .....                    | Not computed into GPA |
| A*                   | Transfer Course Grade .....   | Not computed into GPA |
| B*                   | Transfer Course Grade .....   | Not computed into GPA |
| C*                   | Transfer Course Grade .....   | Not computed into GPA |
| D*                   | Transfer Course Grade .....   | Not computed into GPA |
| S*                   | Transfer Course Grade .....   | Not computed into GPA |
| TR                   | No Transfer Grade Listed .....  | Not computed into GPA |
| <b>PLACE HOLDERS</b> |   |                       |
| R                    | Repeat Field .....  | None-Place Holder     |
| Z                    | Grade Not Yet Reported .....  | None-Place Holder     |
| SP                   | Satisfactory Progress .....   | None-Place Holder     |

## Grade Point Average (GPA)

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 GPA of 2.0 is required for graduation.

## Calculation of GPA See Addendum

Grades awarded for remedial courses (as defined by CCHE as Basic Skills courses) will not be included in a student's grade point average (GPA). Grading for remedial courses will utilize the Remedial grade mode (S/A, S/B, S/C, U/D, U/F) the credits will count toward earned

and attempted credits. GPA's for term recognition such as Dean's List will not include remedial courses in the calculation.

## Grade Changes

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. Grade Change Authorization forms are available to instructors from the Student Services Office and must contain the instructor signature and Instructional Dean

approval along with a listed reason for the grade change. Students who feel a grade has been computed incorrectly should contact the instructor of record. Grade changes are only accepted until the 4th week of the following term. Students may not grieve a course grade.

### **Repeated Courses (Repeat Field)**

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 Course form 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 course form can only be used when a repeated course has the same name and course number.

The Repeat Field on the transcript will be marked

- I-Include in hours and GPA calculation, or
- A-Exclude from earned hours and GPA calculation, or
- A-Exclude from earned hours but count in GPA calculation.

### **Audit (AU) See Addendum**

An audit (AU) grade is assigned when a student is officially enrolled, has paid tuition, but does not wish to have academic credit for the course. Students must indicate intent to audit a course at registration or by the refund deadline for the course. When a grade of AU (audit) has been assigned, 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 and tuition is paid. Audited courses are not eligible for the College Opportunity Fund stipend, nor for MCC Programmatic Grants (EMS, Health, Senior Citizen, etc.). Students will be responsible for the full in-state or out-of-state tuition. Audited courses do not meet the credit hour requirements for financial aid or veteran benefits and may not be applied to certificates or degrees.

### **Satisfactory Remedial Course Grades (S/A, S/B, S/C)**

These are satisfactory grades awarded only for remedial courses. The A, B, and C, indicate the level of satisfactory performance. These grades are not included in the GPA calculation. The course will count for attempted and earned credits.

### **Unsatisfactory Remedial Course Grades (U/D, U/F)**

These are unsatisfactory grades awarded only for remedial courses. The D and F indicate the level of unsatisfactory performance. These grades are not included in the GPA calculation. The course will count for attempted credits, but will not carry earned credits.

### **Satisfactory/Unsatisfactory Grades (S/U)**

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

- Physical Education
- Ag/Business Management program courses
- Young Farmers program courses
- Other selected courses if approved by an MCC Instructional Dean

The satisfactory grade, "S", is equivalent to a grade of "C" or better. The course will count in attempted and earned credits, but will not carry quality points.

The unsatisfactory grade, "U", is equivalent to a "D" or "F" grade. The course will count in attempted credits, but will not carry earned credits or quality points.

### **Transfer Grades**

A grade of "C", "P", "S", or better is required for transfer. Transfer credit will not be awarded for courses with D, F, or "U" grades. Individual colleges may choose to grant an exception to this rule and accept transfer courses with a grade of "D" on a case-by-case basis. Transfer grades will be recorded with an \* asterisk before the grade to indicate a transfer grade. TR is also a recording option for a transfer course grade. Transfer courses are not computed into the student's GPA.

### **Dropping a course after the Refund Deadline (Withdrawal) See Addendum**

Withdrawal occurs when a student requests dropping a course after the refund deadline for the term/course. The course will count in attempted hours. Faculty is required to provide the last date of attendance for each student who is assigned this grade.

#### *Student Initiated Withdrawal:*

Students may initiate an official withdrawal from a course or courses at any time within the first 80% of the course length by contacting the Student Services Office.

1. Students who initiate a drop from a course or courses 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 course or courses after the first 15% of the course (refund deadline for a course), but within the first 80% of course will have a grade of "W" placed on their academic records. Students are not eligible for a tuition/fee refund. Unusual circumstances should be referred to the Controller or Vice President of Administration.

- The withdrawal process is not complete until the Withdrawal from Course(s) form has been received and processed by the Student Services Office. Students can initiate their own withdrawal by requesting a withdrawal online at their MCC account at [www.MorganCC.edu](http://www.MorganCC.edu), by accessing their account using the MCC automated phone system (1-800-960-4622) or by completing a form in person at the MCC Student Services Office or MCC Centers.

#### *Faculty Initiated Withdrawal of a Student:*

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

- Nonattendance: If the student has been excessively absent (15% of a course) the instructor may withdraw the student from the course using the Withdrawal from Course(s) form.
- 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 Course(s) form.
- The withdrawal process is not complete until the Withdrawal from Course(s) form has been received and processed by the Student Services Office.

### **Last Date of Attendance**

Faculty is required to provide the last date of attendance for each student who is awarded an F or U/F grade. In addition, if faculty assign a W, then last date of attendance is also required.

### **Incomplete (I) See Addendum**

The Incomplete grade is a temporary grade and is designed for students who because of documented illness or circumstances beyond their control are unable to complete their course work within the semester, but have completed a majority of the course work (defined as at least 75% of all course assignments and tests) in a satisfactory manner (grade "C" or better).

If circumstances beyond the student's control prevent the student from completing a test or assignments at the end of the term, then it is the student's responsibility to initiate the request for an Incomplete grade from the instructor. The instructor will determine whether the student has a reasonable chance of satisfactorily completing the remaining course activities in a timely manner.

In requesting an Incomplete grade the student must present to the instructor the documentation of circumstances justifying an Incomplete grade.

The instructor will complete and sign an Incomplete Grade Contract and will submit it to Student Services with final grades for the semester. Student Services will send a copy of the Incomplete Grade Contract to the student. Instructor must assign an Incomplete Grade on the regular grade roster in a timely fashion.

Incomplete Grade Contract must include the following information:

- Student Name (F, MI, L):
- User ID number
- Course Number and Section:
- Reason for assigning a grade of incomplete (statement of extenuating circumstances):
- Work to be completed for removal of incomplete grade (instructor should be very specific including the work to be done and how the final grade it to be calculated):
- Evidence of completion of 75% of the semester course work:
- Completion of a work plan that includes the following:
  - What, when, and how assignments and tests will be submitted to complete the course;
  - The time period in which the work must be completed:
- Instructor Signature and Date:
- Student Signature and Date:

Students are encouraged to let instructors know, as soon as possible, if they are having difficulties with any part of the course. In the event that a student and instructor cannot reach resolution concerning an Incomplete, then the student should contact an MCC Instructional Dean.

Military personnel and emergency management officials who are required to go TDY in the middle of a term should contact their instructor for special consideration. Documentation of official TDY assignment is required and must be approved by the Chief Instructional Officer.

Incomplete grades which are not converted to a letter grade by the instructor after one subsequent semester (not including summer semester) will revert to an "F" grade. If the student would have earned a letter grade higher than "F" without completing the work, faculty should be encouraged to submit that higher grade before automatic conversion to "F."

-Approved by CCCS Ed Services 2/24/06

# ACADEMIC PROGRESS PROCEDURE (APP) AND ACADEMIC RENEWAL



To assist students in their efforts to graduate, MCC has an Academic Progress Policy which involves notification of students when their academic standing falls below the required 2.0 cumulative GPA level needed to graduate. This policy is in accordance with the CCCS Academic Progress Procedure.

This policy implements a first step of Academic Alert which notifies the student that academic good standing is in jeopardy. Academic Probation and assistance provided to the student through special advising occurs when the student's cumulative GPA falls below 2.0. If the student is not successful in the probationary period, an Academic Suspension occurs. Suspended students can petition to return to the college, however, if they are not successful during their return term an additional Academic Suspension can occur. See below for further details.

## **CCCS Academic Progress Procedure (APP)**

**Overview:** Recognizing the value of measuring academic progress for all students, the Colorado Community College System (CCCS) has established the following practice for measuring and notifying students of their academic progress (APP) standing. The APP practice is intended to be informational and not punitive. CCCS colleges are encouraged to devise and implement appropriate Academic Alert strategies early in the term, to assist students who are experiencing academic difficulties.

**Application:** During a student's first twelve credits, the college will monitor satisfactory progress through an Academic Alert process. The Academic Progress Procedure applies to all students who have completed thirteen (13) or more credits in residence while attending a Colorado Community College System college. The APP practice shall be applied consistently and uniformly by all CCCS institutions. All colleges will determine the APP status of enrolled students no later than five days following the posting of term grades for each semester. Students with deficient progress statuses will be notified of their status. Suspended students will not be allowed to begin enrollment in the subsequent semester. Students Academic Progress status will be noted on their transcripts. The APP status of a student is specific to the college determining the status and does not transfer or impact a student's enrollment at other CCCS colleges.

Practice Standards: **See Addendum**

### **Good Standing**

~~Cumulative Grade Point Average (CGPA) > 2.00 for all classes completed in residence.~~

### **Probation (initial)**

~~Cumulative Grade Point Average (CGPA) < 2.00 for all classes completed in residence.~~

### **Probation (continuing)**

~~Cumulative Grade Point Average (CGPA) < 2.00 for all classes completed in residence and last Term Grade Point Average (TGPA) > 2.00.~~

### **Suspension (initial)**

~~Cumulative Grade Point Average (CGPA) < 2.00 for all classes completed in residence and last Term Grade Point Average (TGPA) < 2.00. Student may not register for the next term (fall, spring, or summer) following the suspension term. Student may register for the subsequent term after meeting with an academic advisor of the college. Students with unusual circumstances of a compelling nature may appeal their suspension. Approval of the student's appeal may allow, but does not guarantee, that the student will be allowed to register without a break in enrollment. Students returning from a suspension will be on Probation (continuing).~~

### **Suspension (second)**

~~Cumulative Grade Point Average (CGPA) < 2.00 for all classes completed in residence and last Term Grade Point Average (TGPA) < 2.00. Student may not register for the next two terms (fall, spring, or summer) following the suspension term. Student may register for the term following the two term break in enrollment after meeting with an academic advisor or the college. Students with unusual circumstances of a compelling nature may appeal their suspension. Approval of the student's appeal may allow, but does not guarantee, that the student will be allowed to register without a break in enrollment. Students returning from a suspension will be on Probation (continuing).~~

### **Suspension (third)**

~~Cumulative Grade Point Average (CGPA) <2.00 for all classes completed in residence and last Term Grade Point Average (TGPA) <2.00. Student is suspended from the college and may not register for two (2) calendar years. Approval of the student's appeal may allow, but does not guarantee, that the student will be allowed to register without a break in enrollment. Students returning from a suspension will be on Probation (continuing).~~

~~-Approved by ESC (CCCS Educational Services Council): October 1, 2005~~

### **Academic Alert**

~~Each term MCC faculty and instructors monitor student progress and notify the Student Services Office when students are experiencing academic difficulty in course(s). This triggers an Academic Alert which is used to identify, contact, counsel, and assist students before academic progress is affected.~~

### **MCC Academic Probation (initial)**

~~Students who have attempted 13 or more credit hours at Morgan Community College must maintain a 2.0 cumulative grade point average; otherwise, the student is automatically placed on academic 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 academic 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.~~

### **MCC Academic Probation (continuing)**

~~Students placed on academic 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. Students returning from a suspension will be on Probation (continuing).~~

### **MCC Academic Suspension (initial)**

~~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. Students returning from a suspension will be on Probation (continuing).~~

### **Academic Suspension (second)**

~~Following academic suspension, students who are readmitted must attain a term G.P.A. of 2.0 or they will be automatically suspended from the College for the next two terms following the suspension term. After academic dismissal, a student can petition to return to the~~

~~College. This petition must be approved by the Student Affairs Committee, which may impose conditions to assure academic progress and program completion. If reinstated, a student must make a 2.0 G.P.A. for the term. Students returning from a suspension will be on Probation (continuing).~~

### **Academic Suspension (third)**

~~Following academic suspension, students who are readmitted must attain a term G.P.A. of 2.0 or they will be automatically suspended from the College for the next two terms following the suspension term. After academic dismissal, a student can petition to return to the College. This petition must be approved by the Student Affairs Committee, which may impose conditions to assure academic progress and program completion. If reinstated, a student must make a 2.0 G.P.A. for the term. Students returning from a suspension will be on Probation (continuing).~~

### **GPA Computation for Academic Probation and Suspension**

~~Only credit hours earned at Morgan Community College will be used in determining academic probation, suspension, and dismissal. Courses receiving "S", "U", "I", "W", "AU", or "Z" grades will not be considered when determining the probationary status of a student, nor will they be computed into the cumulative G.P.A. (CGPA).~~

### **Academic Renewal**

Academic Renewal is a program designed to provide students with the opportunity to have prior poor academic standings reconsidered, after a time of absence. Through this program, students can have a good chance to succeed without previous poor academic performance holding them back.

In order to qualify for the Academic Renewal program, the following criteria must be met:  
Students must wait for at least 2 calendar years after the coursework was completed to apply  
The student must complete at least 6 semester credit hours with a 2.0 minimum term GPA during the term in which the renewal application is submitted  
Students may apply only once

Through the Academic Renewal program, students may have up to 30 credits of below average grades excluded from their cumulative GPA. These credits will continue to appear on the student's transcript. Credits excluded from the GPA calculation may not be used to satisfy the requirements for completion of a certificate or degree. Should a student's performance one again slip below a 2.0 cumulative GPA, the student will be placed on Academic Probation, and will be required to follow the steps outlined in the Academic Progress procedure.

# STUDENT RECORDS AND TRANSCRIPTS



Student records are maintained by the Registrar in the Records Office at the Fort Morgan campus. Students may request changes to their academic records, request transcripts, and have official transcript evaluations done here.

## **Address, Phone, and Email Changes**

Students should keep the College informed of any address, phone or e-mail changes they might have. Students may make changes themselves at their personal account on the MCC Web site with user ID and PIN. Alternatively, students may also complete a form in the Student Services Office or MCC Center. Students who are employees or participate in work study should also make the necessary changes to their employee account either on the web or with the MCC Human Resources Department.

## **Enrollment Verifications**

Enrollment verifications at Morgan Community College are done through the National Student Loan Clearinghouse after the 15-week term refund deadline has past, and periodically throughout the term. Enrollment verifications for insurance purposes (health, automobile, etc.) are handled through the Registrar's Office.

## **Grades Reported to the Registrar**

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. See Grades & Grading-Grade Changes section of this catalog.

## **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. The Student Services Office will keep a copy in the student's file. Name changes cannot be done on the web. Students who are employees or participate in work study must contact the MCC Human Resources Department to make their name changes.

## **Social Security Number Changes to Academic Records**

All requests for Social Security Number changes/corrections to academic records, whether requested by a continuing or readmitted student, must be accompanied by a copy of the corrected Social Security card. The Student Services Office will keep a copy in the student's file. Social Security Number changes/corrections cannot be done on the web. Students who are employees or participate in work study must contact the MCC Human Resources Department to make their Social Security changes/corrections.

## **Student Classification**

Students are classified by academic year, admission status, enrolled credit hours, and residency according to the following definitions:

### **Academic Year Classification:**

- Freshman: Successful completion of fewer than 30 college-level semester credit hours.
- Sophomore: Successful completion of 30 or more college-level semester credit hours.
- Unclassified: Awarded a degree at the associate level or above.

### **Admission Status Classification:**

- New First Time Student: Someone who has never attended any college
- Transfer Student: Someone who has previously attended another college
- Readmit student: Someone who is a re-entering MCC after not attending MCC or any CCCS college within the past 12 consecutive months.
- Continuing Student: Someone who is a continuing MCC or CCCS college student.
- International Student: Someone who is seeking an I-20 for the purposes of applying or transferring their student visa (F-1 or M-1) status. Morgan Community College does not currently admit International Students.

### **Enrolled Credit Hours Classification: See Addendum**

- Full-time: Enrolled in 12 or more semester credit hours in a term
- Part-time: Enrolled in less than 12 semester credit hours in a term
  - (3/4 time: Enrolled in 9-11 semester credit hours in a term)
  - (1/2 time: Enrolled in 6-8 semester credit hours in a term)
  - (Less than 1/2 time: Enrolled in less than 6 semester credit hours in a term)

### **Residency Classification:**

Students are classified as either a resident or non-resident of Colorado for tuition purposes based on the information provided on the Application for Admission. Residency requirements are determined by the Colorado Tuition Classification Law. See Tuition Classification, Western Undergraduate Exchange (WUE), and Non-Resident Border States Classification in the Admissions section of this catalog for further details.

### **Transferring Credit to MCC from Other Institutions**

If a student plans to complete a degree or certificate with applicable transfer credit, an official transcript must be sent to the college. As part of this process, students should complete a Transfer Credit Evaluation Request Form. (The form is available on the college Web site, from any Center office, or from the Student Services Office)

The transfer of academic credit to the college is governed by the following policies and procedures:

- Courses accepted in transfer MUST match the content and meet or exceed the rigor of the accepting institution as determined by the professional judgment of the Transfer Evaluator or department Chair.
- Transfer credit is accepted as specified by legislated and CCCS (Colorado Community College System) articulation agreements.
- The college may examine credits to insure that the content is not outdated or obsolete.
- Courses will be evaluated against the CCCNS (Colorado Community College Numbering System) Catalog.
- The official transcript will include courses taken at the institution and those transfer credits requested by the student. Beginning in Fall 2006, satisfactory completion of courses at another CCCS institution will be automatically posted on the transcript

of the student's home institution unless a request for exclusion is specifically submitted by the student during the semester following completion of the course.

- Courses will be transcribed with CCCNS course number, title, prefix, and the number of credits awarded by the transferring institution.
- Grades for transfer courses will be recorded in the student's academic record but will not show on the official transcript.
- Pre-requisite courses below the 100 level will not be accepted in transfer but will be noted in the student's academic record.
- A grade of "C", "P", "S", or better is required for transfer. Transfer credit will not be awarded for courses with "D", "F", or "U" grades. Individual colleges may choose to grant an exception to this rule and accept transfer courses with a grade of "D" on a case-by-case basis.
- Credits earned at the home institution with a grade of "D" may be applicable to a degree or certificate as determined by the program.
- There is no limit to the number of credits that may be transferred.
- Upper level courses can be accepted in transfer IF the course can be equated to a course in CCCNS.
- Elective courses that do not equate to a CCCNS course will be listed with the appropriate prefix, numbered as 999 and include Elective with a colon and then an entry to describe the course content. If no appropriate prefix is included in the CCCNS then the elective course will be given either the prefix TRN for Transfer Elective or CTE for Career and Technical Education Elective. The course number will be 9999 and the title will include a colon and an entry to describe the course content.
- Credit for prior learning, standardized tests and portfolio credits will be accepted as determined by the CCCS Guide to Credit for Prior Learning.
- Transfer courses that have the GT (GT Pathways) designation will be flagged as GT courses. If the course is not present in the CCCNS then it will be transcribed with the prefix GTP for GT Pathways, the course number 999 and the course title that matches the GT designation, e.g., CO1, AH3, MA1, etc.
- Transfer credits will be awarded as governed by CCHE and State Board policies and System President procedures.

-As approved by the CCCS Ed Services on 2/24/06

Official transcripts covering a student's previous secondary and college education submitted to the College as part of the admission 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.

### **Transcript Evaluation**

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The Registrar's Office and/or Transcript Evaluator will review official transcripts submitted by students and evaluate the credits that apply to the student's current declared major. Upon evaluation, the student will receive an official Transcript Evaluation advising the student which courses from previous institutions apply to their major and will be accepted in credit at Morgan Community College. The Registrar will only accept official transcripts sent directly from the granting institution to Morgan Community College OR official transcripts that are hand-delivered to the Registrar which are sealed by the granting institution, unopened, and NOT marked, Issued To Student. Any other transcripts received, (e.g.: those opened by the student or which have gone through the student's hand in some way, those faxed, emailed, etc.) are not considered official transcripts and will not be evaluated. No evaluation will be done on transcripts received for non-admitted students or students who have an undeclared major. If the student changes majors, and wishes re-evaluation of transcripts, the student should notify the Registrar's Office in writing of the request to have transcripts re-evaluated toward the new major. Only those courses which apply to the student's current major will be evaluated.

### **Requesting Transcripts and Transferring MCC Credits to Other Institutions**

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Transcripts of MCC college course work are available from the Registrar's Office by student request at any time via the web. Alternatively, students may send a letter in writing, or visit the college in person to complete the required form. Transcripts of courses taken and grades received will be sent to the institution or organization or individual of the student's choice. MCC will assess a \$3 processing charge per transcript, to be paid at the time of request. Checks should be made out to Morgan Community College. Payment is also accepted in the MCC Bookstore, by credit card at the MCC Web site, and at MCC Centers. Transcripts will NOT be released to students with financial obligations to the College.

### **Dean's List See Addendum**

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~~Those who excel in their courses of study at Morgan Community College may qualify to be named to the MCC Dean's List. To be eligible for the Dean's List, a student must:~~

- ~~• Be classified as a full-time student~~
- ~~• Have a minimum of 12 semester hours of completed college level work (excludes remedial)~~
- ~~• Successfully complete at the end of each semester the courses attempted~~
- ~~• Maintain a term grade point average of 3.50 and above~~

~~The Dean's List will be published two weeks after the end of the regularly scheduled Fall and Spring terms based on information available at that time.~~

# SERVICES FOR STUDENTS AND ADDITIONAL STUDENT INFORMATION



## **Academic Advising**

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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. See the Advising section of this catalog.

## **Bike Racks**

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Bike racks are located by the east and west entrances of Cottonwood Hall on the Fort Morgan campus.

## **Bookstore**

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The Morgan Community College Bookstore offers to students a wide variety of services. Tuition and fees can be paid at the same time books are purchased because the MCC Cashier is located in the Bookstore. In addition to required textbooks, the Bookstore carries a multitude of student supplies, books, computer supplies, batteries, calculators and other items students might need.

### **ATM**

An ATM machine is available in the Student Center entry.

### **COPY CENTER**

The Copy Center at the MCC Bookstore is available to make color or black and white photocopies and to provide laminating and binding services.

### **FAX SERVICES**

Students and staff may send faxes from the Bookstore.

### **MAIL SERVICES**

The MCC Bookstore sells stamps and provides a place for students to deposit outgoing mail.

### **MCC LOGO CLOTHING AND OTHER ITEMS**

The Bookstore maintains a great supply of MCC logo clothing, backpacks, mugs and other items to show your pride and support for Morgan Community College. There is also a complete line of graduation gift items, greeting cards, personal items and a few just-for-fun items.

### **MCC BOOKSTORE ONLINE**

Purchase textbooks, merchandise, and other products online at [www.MorganCCbookstore.com](http://www.MorganCCbookstore.com)

## **Bulletin Boards**

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Students may place an ad on the bulletin board at the entrance of Aspen Hall following stamped approval by the Coordinator of Student Life. Posted items are removed regularly. To be certain an ad stays on the board for a fair amount of time, make sure materials are dated.

## **Campus Hours**

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The campus buildings will be open at 7:00 a.m. Monday through Friday, and 7:00 a.m. Saturday. All buildings will be locked on Sunday unless special arrangements have been made.

## **Career Guidance and Placement**

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The MCC career and guidance counselor works closely with faculty advisors to provide 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, and coaching to overcome interview jitters are also available to help students make choices to assure their success.

## **Computer Access for Students**

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Students are automatically given a username and temporary password when they register for classes. Visit the link on the MCC Web site for information or contact the I.T. Dept. for update information. [www.morgancc.edu/forstudents](http://www.morgancc.edu/forstudents) Select New Student Account.

## **Copyright Restrictions**

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The copy copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if in its judgment, fulfillment of the order would involve the violation of copyright law.

## **Disability Services**

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:

- No one may be excluded from any course, or course of study, because of a disability.
- Classrooms will be rescheduled for students with mobility impairments if they are scheduled for inaccessible classrooms.
- Academic degree or course requirements may be modified in certain instances to insure full participation of disabled students.
- Alternate methods of testing and evaluation are available in courses offered by the institution for students with requirements for such methods.
- 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.)

## **Family and Friends of Students on Campus**

Family members or friends of students are welcome to wait for students to complete class time or school business in the Learning Resource Center (library). All other areas of the campus, including the Student Center, are for student use and considered No Loitering Zones.

## **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 542-3170.

## **Identification Cards**

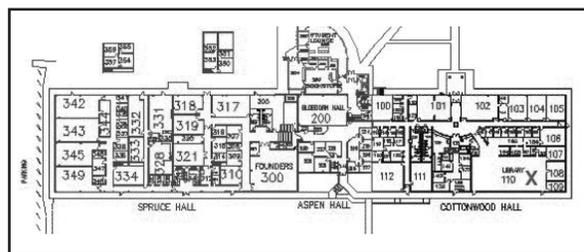
Registered students will be issued an MCC Identification Card after the refund deadline each semester.

The identification card may be required for identification at student sponsored events and at various offices at MCC. ID cards are free, and may be presented to local and area businesses offering student discounts. ID photos are taken in the Student Services Office and cards may be picked up by the student within 3-5 days.

## **Learning Resource Center (LRC)**

The Learning Resource Center (LRC), located in Cottonwood Hall, 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, and the Foreign Language Lab.



## **MCC LIBRARY**

Morgan Community College Library is part of the Learning Resource Center, which is located near the east entrance of the Fort Morgan campus in Cottonwood Hall. The library offers a collection of both print and non-print materials to help students in gathering information and research. Books, periodicals, newspapers, and audiovisual items are available for in-house use and/or circulation.

## **ONLINE DATABASES**

Computer access plays a primary role in educational research, and the Library addresses this need through a strong selection of online databases, including:

- CHILTON - Online Automotive Repair Manuals includes information on service and repair procedures, close-up photographs and illustrations, vacuum and wiring diagrams, diagnostics guides, and more.
- CINAHL - a fully-searchable, cumulative index to Nursing and Allied Health Literature that provides students, health care professionals, and consumers with comprehensive, up-to-date information dealing with nursing and allied health. The CINAHL database includes more than 1,700 health-related publications with coverage dates of 1982 – present, and access to 400 full-text nursing journals online.
- EBSCO - Morgan Community College's primary research database. It contains full-text journal articles as well as abstracts, which can be printed or read online. Databases include: Academic Search Premier, Business Source Premier, Regional Business News, Agricola, MedicLatina and Fuente Academica.
- FirstSearch - consists of a variety of databases enabling the user to locate materials worldwide. Most of the items may be borrowed through Morgan Community College's interlibrary loan services. Also includes ERIC, Medline, and U.S. Government Publications.

- Galenet (Infotrac) - GALENET currently provides two databases: Contemporary Authors, offering complete biographical information and references on U.S. and international authors, and Contemporary Literary Criticism, an extensive collection of critical essays on contemporary authors.
- LEARNING EXPRESS - provides interactive online practice tests and tutorial courses designed to help patrons, students, and adult learners succeed on the academic or licensing tests they must pass. In order to access this database, please contact library staff at 542-3185.
- LION: Literature Online Reference Edition is a fully-searchable collection of literature resources ranging from author biographies, student guides, and dictionaries to specialist research materials such as current full-text journals and bibliographic citations.
- NewsBank - includes news articles covering social, economic, environmental, government, sports, health, and science issues from more than 500 U.S. and national newspapers.
- PsycARTICLES is a database of full-text articles from journals published by the American Psychological Association, the APA's Educational Publishing Foundation, the Canadian Psychological Association, and Hogrefe & Huber. It contains all the material from 55 top psychology publications. PsycARTICLES covers a range of subjects such as general psychology and specialized basic, applied, clinical, and theoretical research areas within psychology.

Some of these databases contain full-text journals and newspaper articles, while others offer citations, abstracts, and indexes.

**LIBRARY HOURS**

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**FALL AND SPRING SEMESTERS:**  
**Monday-Thursday: 7 AM - 8 PM**  
**Friday: 7 AM - 3 PM**  
**Saturday: 9 AM - 1 PM**

**SUMMER SEMESTER:**  
**Monday-Thursday: 7 AM - 7 PM**  
**Friday: 7 AM - 3 PM**

**INTER-SESSIONS:**  
**Monday-Thursday: 8 AM - 5 PM**  
**Friday: 8 AM - 3 PM**

**Closings will be posted. Hours may change without notice. To be certain of the hours on a given day, call the library at 970-542-3185.**

Additionally, Internet access, word processing, and e-mail are available. Morgan Community College Library is a member of CARL, an automated system that enables users to locate items in the collection.

Through Colorado Virtual Library, students can review the holdings of most libraries in Colorado. In addition, the Colorado Virtual Library offers helpful Web sites on health, education, business, and literacy issues.

#### **ONLINE RESEARCH TOOLS:**

Check out the many online links MCC Learning Resources staff have provided for students and the public at the MCC Web site on the LRC link:

[Agriculture Resources](#) – links to farming statistics, crop production, EPA, food production

[Anthropology Resources](#) – links to anthropological associations, the Andes expedition, Egyptian archaeology, ancient worlds

[Art Resources](#) – links to art encyclopedia, artists biographical information, and several national galleries

[Astronomy Resources](#) – links to astronomy and space news, including NASA

[Biology Resources](#) – links include biology dictionaries, health and bioscience, human anatomy sites

[Business Resources](#) – links to state/federal government sites, tax information, and job opportunities

[Education Resources](#) – links to ERIC, college sites, state and federal departments of education

[English Composition Resources](#) – links to grammar, punctuation, and writing sites

[General Resources](#) – links to APA and MLA citation help sheets, calculators, dictionaries, weather

[Geography Resources](#) – links to geography sites, including National Geographic

[Government Resources](#) – links to both state and federal government sites, all excellent

[Health & Medical Resources](#) – links to diseases, Medline Plus, national institutes, and drug information

[History Resources](#) – links to Colorado, American, and world history

[Literature Resources](#) – links to information on authors, quotations, poetry, and short stories

[Philosophy-Ethics Resources](#) – links to philosophy and ethics sites

[Psychology Resources](#) – links to psychology and mental health information

## FOREIGN LANGUAGE LAB

Students who are enrolled in foreign language classes at MCC can use the Foreign Language Lab, which includes cassette players headphones and a computer with CD access. The Lab is open during regular Library hours.

## INTERLIBRARY LOAN SERVICE

If supplemental materials are needed, students may borrow items through the interlibrary loan service. MCC Library participates as a lender and a borrower. Available methods for delivery include: U.S. Mail, state courier, Ariel.

Books and journal articles may be requested, but please allow up to two weeks to receive materials. All journal article requests must comply with copyright law. Reference, reserve, and audio-visual materials are not loaned. Requests may be submitted in person; via online [www.morgancc.edu/inter\\_loan\\_request.htm](http://www.morgancc.edu/inter_loan_request.htm), interlibrary loan request form; by phone (970) 542-3186; fax (970) 867-6608, by e-mail: [anita.ertle@morgancc.edu](mailto:anita.ertle@morgancc.edu); or by Ariel - IP 164.47.177.29

*Guidelines:* MCC Library does not process interlibrary loan requests for materials that are owned by the Library but are in use, or are owned by Fort Morgan Public Library. In addition, interlibrary loan service is available to students, faculty, and staff only; public patrons are welcome to request interlibrary loans from their local public library. Please be aware that some libraries charge a fee for interlibrary loan materials. Students who need materials from other libraries must:

1. Complete a separate interlibrary loan request for each title being requested.
2. Limit requests to six at a time. Exceptions may be made for faculty members conducting research.

*Renewals:* No renewals will be allowed for items borrowed from other libraries, in keeping with the lending library's policies. If you request an item through interlibrary loan, please make it a priority to use this material by the due date specified.

## TESTING CENTER

As a part of the LRC, the Testing Center offers a number of testing services, including standardized tests, assessment/placement tests, instructor/course tests, exams from other universities, and Guided Studies tests for students and the general public. The Testing Center is located at the south end of the LRC. To better serve you, it is requested that you make an appointment. For testing inquiries or appointments, contact Dianna Pfeifer at (970) 542-3188 or 1-800-622-0216, ext. 3188; email [dianna.pfeifer@MorganCC.edu](mailto:dianna.pfeifer@MorganCC.edu). You can also access additional Testing Center information from the MCC Web site and view a copy of the Testing Center hours and Test Center Handbook.

*Tests offered by the Testing Center:*

- **ACCUPLACER**  
Computerized placement test (no time limit, 52 questions) designed to provide placement, advisement, and guidance information for students entering higher education.
- **ACADEMIC PROFILE** **See Addendum**  
All full-time degree-seeking students need to take the Academic Profile test during their last semester before graduation. The Academic Profile provides MCC with information about the effectiveness of their degree programs.
- **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)** (\$85 per test). Computer based testing-1 1/2 hours. Credit awarded for prior learning. See MCC handbook for approved credit available. Additional information at [www.collegeboard.com/clep](http://www.collegeboard.com/clep)
- **CHALLENGE TESTS**  
Administered to MCC students for specific courses listed in the catalog. Students must be registered for or have completed one credit hour of course work at MCC. A challenge examination may not be re-taken. Cost is 1/2 of tuition for course challenged.
- **DEFENSE ACTIVITY FOR NONTRADITIONAL EDUCATION SUPPORT (DANTES)** (\$85 per test) Paper pencil tests-no time limit. Credit awarded for prior learning. See MCC handbook for approved credit available. Additional information at [www.getcollegecredit.com](http://www.getcollegecredit.com)
- **GENERAL EDUCATIONAL DEVELOPMENT (GED)**  
General Educational Development (\$70 fee, \$22 first test includes application fee of \$10, \$12 additional tests and retests, \$14 writing retest-7 1/2 hours for all 5 tests) Official GED exams given in English and Spanish to candidates 17 years of age and older who have never been awarded a high school diploma or an equivalency certificate. Additional information at [www.gedtest.org](http://www.gedtest.org)
- **NATIONAL LEAGUE OF NURSING (NLN)**  
National League of Nursing offers Acceleration Challenge Examination to facilitate educational mobility by providing educators with an instrument for diagnostic evaluation of the nursing knowledge of applicants. Two test books-Foundations of Nursing and Nursing Care during Childbearing/Nursing Care of the Child-each test is \$55 and lasts 3 1/2 hours.
- **NATIONAL REGISTRY OF EMERGENCY MEDICAL TRAINING (NREMT)**  
Three hour test administered in January and May upon successful completion of a state-approved EMT-Basic training program within the past 24 months. Must register with instructor or online at [www.nremt.org](http://www.nremt.org)

- **INSTRUCTOR/GUIDED STUDIES**  
MCC test center provides testing services for our faculty and students as well as for students attending other colleges and universities. Testing services include administering makeup exams for classroom, guided studies, and off-campus courses.
- **NURSE ENTRANCE TEST (NET)**  
\$30 fee. Required for new students enrolling in the nursing program. Test may be taken twice per semester with a minimum of 3 weeks between tests. Test scores are good for two years. The NET study guide is available in the MCC bookstore or online at [www.eriworld.com](http://www.eriworld.com).
- **VOCATIONAL BASIC SKILLS**  
This test is for vocational teachers seeking Colorado Department of Education Certification Teaching Certificates. Vocational Basic Skills (written) will be given by appointment. The cost is \$30. The oral test is given by appointment made two weeks prior to the exam. Cost is \$10.

### **MCC Marketing Office**

MCC's Office of Marketing is responsible for many campus-wide services including media relations, advertising, marketing, public relations, and special events planning. The staff also has responsibility for MCC's Internet & Intranet sites. It performs a number of functions that are student-specific. Examples include the publication of the catalog, class schedules, and newspaper articles throughout the MCC service area. It also provides for the free commencement photograph given as a gift of the College to MCC commencement participants and GED completers participating in the ceremony each spring.

### **New Student Orientation**

New Student Orientation is held prior to the start of each fall and spring semesters. All new students and transfer students should attend one orientation session. During orientation, students will receive valuable information related to MCC policies and information regarding college success, including study skills, time management and student services resources. Students should contact the Student Services Office to make a reservation for New Student Orientation.

### **PaperCut Print Management System**

Each student will receive a total of \$25 printing credit each semester. The cost for a printed copy is 10¢. When a user logs onto a campus computer, a text box will be displayed on the screen detailing the amount of printing credit available. The appropriate amount will be subtracted each time a print job is sent to a printer. Please limit non-academic printing and always use print preview. Once the initial allotment has been used, additional amounts may be purchased in \$1.00 increments (non-refundable) at the MCC Bookstore during regular business hours. Usually, purchases will be applied immedi-

ately. Please plan ahead and purchase more printing credit when your limit is close to being exhausted.

### **Parking**

Parking is free and parking permits are not required. Watch for restricted parking areas marked by signs and lines. Handicapped parking areas are available for those with permits.

### **Restrooms**

Restrooms are located throughout the main and auxiliary buildings and are wheelchair accessible.

### **Student Malpractice & Liability Insurance**

Students enrolled in selected health professions and service programs are required to carry malpractice & liability insurance. The insurance coverage is available at a nominal cost to students. Students may purchase the required insurance or receive more information about coverage from the MCC Bookstore and MCC Centers.

### **Telephones**

One pay phone is located by the east entrance of Cottonwood Hall. A student-use phone for local calls is available in the Student Center.

### **Tutorial Center**

The Tutorial Center provides learning assistance to students enrolled in courses at MCC. The Tutorial Center provides tutorial services and an open computer lab with lab assistants and computer software, primarily in the areas of English, mathematics, and algebra. A tutoring schedule is developed each semester that shows when faculty and peer tutors are available. The computers in the Tutorial Center are available for word processing, research and individualized software instruction. The Tutorial Center provides access and services to qualified college students with physical and/or learning disabilities.

### **Vending Machines**

An extensive assortment of food and beverage machines is available in the Student Center. Beverage machines are also located in Aspen Hall, Cottonwood Hall, Elm Hall, and Spruce Hall. If students lose their money in any of these machines, they may contact the MCC Bookstore for a reimbursement.

### **Voter Registration**

You can obtain voter registration forms at MCC Student Services Office. If you would like to vote in an election, you must mail or deliver a voter registration form no later than 30 days prior to the election in which you want to vote. (You can also obtain registration forms from most state agency offices, public libraries, or any County Clerk and Recorder's Office.)

# STUDENT RIGHTS AND RESPONSIBILITIES



## **Student Bill of Rights**

*taken from [www.state.co.us/cche/students/appeals.html](http://www.state.co.us/cche/students/appeals.html)*

23-1-125. Commission directive - student bill of rights

THE GENERAL ASSEMBLY HEREBY FINDS THAT STUDENTS ENROLLED IN PUBLIC INSTITUTIONS OF HIGHER EDUCATION SHALL HAVE THE FOLLOWING RIGHTS:

- (a) STUDENTS SHOULD BE ABLE TO COMPLETE THEIR ASSOCIATE OF ARTS AND ASSOCIATE OF SCIENCE DEGREE PROGRAMS IN NO MORE THAN SIXTY CREDIT HOURS OR THEIR BACCALAUREATE PROGRAMS IN NO MORE THAN ONE HUNDRED TWENTY CREDIT HOURS UNLESS THERE ARE ADDITIONAL DEGREE REQUIREMENTS RECOGNIZED BY THE COMMISSION;
- (b) A STUDENT CAN SIGN A TWO-YEAR OR FOUR-YEAR GRADUATION AGREEMENT THAT FORMALIZES A PLAN FOR THAT STUDENT TO OBTAIN A DEGREE IN TWO OR FOUR YEARS, UNLESS THERE ARE ADDITIONAL DEGREE REQUIREMENTS RECOGNIZED BY THE COMMISSION;
- (c) STUDENTS HAVE A RIGHT TO CLEAR AND CONCISE INFORMATION CONCERNING WHICH COURSES MUST BE COMPLETED SUCCESSFULLY TO COMPLETE THEIR DEGREES;
- (d) STUDENTS HAVE A RIGHT TO KNOW WHICH COURSES ARE TRANSFERABLE AMONG THE STATE PUBLIC TWO-YEAR AND FOUR-YEAR INSTITUTIONS OF HIGHER EDUCATION;
- (e) STUDENTS, UPON COMPLETION OF CORE GENERAL EDUCATION COURSES, REGARDLESS OF THE DELIVERY METHOD, SHOULD HAVE THOSE COURSES SATISFY THE CORE COURSE REQUIREMENTS OF ALL COLORADO PUBLIC INSTITUTIONS OF HIGHER EDUCATION;
- (f) STUDENTS HAVE A RIGHT TO KNOW IF COURSES FROM ONE OR MORE PUBLIC HIGHER EDUCATION INSTITUTIONS SATISFY THE STUDENTS' DEGREE REQUIREMENTS;

- (g) A STUDENT'S CREDIT FOR THE COMPLETION OF THE CORE REQUIREMENTS AND CORE COURSES SHALL NOT EXPIRE FOR TEN YEARS FROM THE DATE OF INITIAL ENROLLMENT AND SHALL BE TRANSFERRABLE.

## **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 individual discretion 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. 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.

### **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 instructor's permission and with the understanding that the child's presence will not be disruptive or unduly distracting. (Family members or friends of students are welcome to wait for students to complete class time or school business in the Learning Resource Center (library). All other areas of campus, including the Student Center, are for student use and are considered No Loitering Zones.)
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.
16. 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 that 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.

# STUDENT ACTIVITIES AND STUDENT LIFE



MCC offers student recreational, social, and cultural student activities that are sponsored by the Student Government Association and Student Life Coordinator. The faculty and staff and student organizations also offer special activities and programs to students. The Student Life Coordinator and the Student Life Office are located in the MCC Student Center on the Fort Morgan campus.

## Coffee and Popcorn

The MCC Student Center is the place to get a free morning cup of coffee or a snack of free popcorn!

## MCC Hot Sheet

Fort Morgan campus activities and events are advertised around the campus via the MCC Hot Sheet. Watch for deadlines and upcoming events and even a chance to win prizes! The Hot Sheet is produced weekly by the Student Life Coordinator.

## Spring Fling

Each Spring the Student Life Coordinator along with student clubs and organizations hosts a special fun event for students and their families. Spring Fling includes food, activities, and plenty of fun in the sun!

## Student Ambassador Program

The Student Ambassador Program allows MCC the opportunity to recognize special honor students and to utilize their talents while building leadership and teamwork skills for the student. Ambassadors help with campus tours, special events and speaking engagements. Contact the Student Life Office at (970) 542-3170.

## Student Center

MCC's Student Center on the Fort Morgan campus houses the MCC Bookstore, copy center, Anna C. Petteys Student Lounge, kitchen, student conference room, a variety of vending machines, and the Student Life Office. Students can have a morning cup of coffee, eat lunch, or have an afternoon or evening snack or break in the Student Center. A pool table, computer with internet access, and television are also available for student use during breaks and free time.

## Student Clubs

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

*Some current clubs:*

- **Foreign Language Club:** For students interested in foreign languages and cultures. Fund raising allows the members to attend foreign films, cultural festivals and bilingual theatre; as well as perform community services such as purchasing bilingual books for the library.
- **Future Teachers' Club:** For students interested in becoming teachers. FTC gives students the opportunity to work with children of different age groups, attend meetings with instructors already in the profession and attend a yearly teaching conference sponsored by CSU.
- **Health Occupations Students of America (HOSA):** Members gain opportunities for knowledge, skill, and leadership development in health occupation education.
- **Journalism Club:** The Journalism Club was organized to create and publish the MCC student newspaper. The *Roadrunner Review* is written and designed by MCC students. It is a great resource for finding out what is happening on campus and expressing opinions. Students can place ads and access other services and information from the student newspaper.
- **Phi Beta Lambda Business Club (PBL):** For business students or anyone interested in a business career. PBL gives students the opportunity to build on their business communication skills, practices, and ethics. PBL officers and members attend leadership conferences, state conferences, and national conferences annually.
- **Phi Theta Kappa Honor Society (PTK):** An international honor society of two-year colleges to recognize academic achievement. Students who have completed at least 12 college credit hours with a 3.5 grade point average and declared majors of A.A., A.S., A.A.S., or A.G.S., may be invited to join during ceremonies conducted in the fall and spring.
- **Science Club:** Promotes a love for learning science through field trips to areas of interest. Any and all students are invited to join at any time. There is no membership fee.
- **Student Government Association (SGA):** The Student Government Association (SGA) looks for student leaders who are interested in serving as student liaisons in college/student governance. SGA welcomes students to attend any of the meetings to discuss their suggestions and concerns. Information and a copy of the SGA by-laws and constitution are available from the Student Life Coordinator.
- **Student Nurses Organization (SNO):** An organization for students interested in a nursing career. SNO offers students the opportunity to learn about professional trends and issues in nursing.
- **Skills USA:** Skills USA is a partnership of students, teachers, and industry working together to ensure America has a skilled workforce. Skills USA helps each student excel in Automotive Service Technology, Collision Repair Technology, Welding Technology and Construction Technologies.

# COLLEGE CLOSURES



It is assumed that unless a specific decision is made otherwise, that classes will be held and offices will be open as scheduled.

## **Snow Closure/Inclement Weather Cancellation Policy**

- Classes will meet if either the Brush or Fort Morgan Schools are open.
- If both schools close, classes will not be held at MCC
- It will be assumed that evening classes on snow days/inclement weather days will meet as scheduled.

A definitive announcement will be made by 2:00 p.m. on any day in which day classes are closed.

- Students, faculty, and office personnel are encouraged to use their best judgment regarding the safety of conditions for driving to class or work, but not simply to take advantage of the situation for their own convenience.
- Faculty is encouraged not to penalize students in grading for using that judgment.
- When MCC is open, high school students, regardless of their school closure or other days off, are expected to be in their MCC classes. The decision to close the College because of inclement weather will be made by the College president or designee.

## **NOTIFICATION OF STUDENTS AND EMPLOYEES:**

### *Daytime Courses:*

Notification of College closure for the entire day will be released to media outlets by 7:00 a.m.: radio stations KFTM/KBRU; B-106/KSIR; KUNC (UNC); Denver, KOA Radio; and television stations-Channel 4, 7, FOX 31 (local channel 8) and 9, and on the EDportal.

### *Evening Courses:*

Notification of cancellation of evening classes will be made no later than 4:00 p.m. and will be announced on local radio and television stations-Channel 4, 7, FOX 31 (local channel 8) and 9 television stations.

The MCC general information number 542-3100 or 1-800-622-0216 ext. 0 can also be accessed during regular office hours for up-to-date campus closures. Students and college employees should listen to these stations for information on closure of the College. In addition, instruction deans and their staff will attempt to contact instructors of on-campus evening classes by telephone.

## **Holidays**

Morgan Community College is on an alternate Holiday Schedule and will close for the following holidays throughout the year:

LABOR DAY - College Closed

THANKSGIVING DAY - College Closed

FRIDAY AFTER THANKSGIVING - College Offices Open – No classes held.

CHRISTMAS BREAK - College Closed (See Academic Calendar for specific dates)

SPRING BREAK - College Offices Open – No classes held. (See Academic Calendar for specific dates)

MEMORIAL DAY (College Closed)

INDEPENDENCE DAY (College Closed)

## **Professional Development Days**

Morgan Community College has determined that to provide the best learning environment for our students, all college personnel will participate in Professional Development Days each semester. College office will be closed and no classes will be held during Professional Development Days. (See the Academic Calendar for specific dates)

# GRADUATION



## **Application to Graduate**

To receive a certificate or degree a student must file an Application to Graduate form 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.

The Application to Graduate form may be downloaded from the MCC Web site, requested from the Student Services Office, or requested from MCC Centers.

## **Graduation Requirements *See Addendum***

Graduation requirements for degrees and certificates listed are as follows:

- Associate of Arts (A.A.)
- Associate of Science (A.S.)
- Associate of General Studies (A.G.S.)
- Associate of Applied Science (A.A.S.)
- Applied Technology Certificates

1. Completed all course requirements for the degree or certificate as listed in the candidate's effective catalog or addendum
2. Cumulative G.P.A. of 2.0 or higher
3. No grades below a "C" among the required classes in the program
4. Earned at least fifteen (15) semester hours of credit at MCC
5. Completed an Application to Graduate form
6. Met all financial obligations to the College (Certain Applied Technology programs have additional requirements. Check program layouts for specifics.)

## **Other Graduation Policies *See Addendum***

- Morgan Community College will accept those courses in transfer that have been completed with a "C" or better at an accredited college or university, or other approved institution.
- No remedial or developmental courses will be applicable to an Associate of Arts, Science, Associate of Applied Science or General Studies degree.
- The College reserves the right to substitute or delete course work based on current curriculum.

- All Guaranteed Transfer (GT) courses used to complete the State Guaranteed Transfer requirements and the 60 credits for the A.A. and A.S. degrees must be completed at a "C" or higher level. If this level or proficiency is not achieved, the transcript will not indicate completion of the Colorado Transfer guaranteed transfer courses.
- No more than three (3) semester hours of physical education course work may be applied to an associate degree program.
- 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 MCC 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.

## **Graduation with Honors *See Addendum***

~~Degree candidates who have achieved specific grade point averages and met specific honors requirements are eligible to receive honors designations at graduation.~~

~~Requirements are as follows:~~

- ~~• Submitted an Application to Graduate by the 4th week of the graduation term.~~
- ~~• Applied to graduate with an Associate of Arts, Associate of Science, Associate of General Studies, or Associate of Applied Science degree.~~
- ~~• Summa Cum Laude designees must have a cumulative G.P.A. of 4.0.~~
- ~~• Magna Cum Laude designees must have a cumulative G.P.A. of 3.88-3.99.~~
- ~~• Cum Laude designees must have a cumulative G.P.A. of 3.76-3.87.~~
- ~~• All course work for the degree must be complete by the end of the graduation term.~~
- ~~• Transfer students must have completed a minimum of 51% of course work at MCC.~~
- ~~• G.P.A. is calculated at the beginning of the term preceding the term of graduation based on information available at that time.~~

## **Commencement Ceremony**

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An annual commencement ceremony is held for all MCC graduation candidates at the end of the spring semester. To participate in the commencement ceremony, a student must be within six (6) credit hours of completion of his or her program. Participation in the commencement ceremony does not imply that a degree/certificate has been awarded. All degree requirements must be met before a degree/certificate is awarded. A Commencement Participation charge is assessed to each candidate attending the ceremony. Contact the MCC Bookstore or MCC Centers regarding information on participating in the commencement ceremony.

## **Graduate in Two Calendar Years/ 60+60**

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The Colorado Community College System (CCCS) colleges have adopted a set of guidelines to define the conditions under which a student can expect to graduate with an Associate of Arts or an Associate of Science degree in two calendar years. The CCCS colleges guarantee that a student will be able to complete all course work necessary to earn an A.A. or an A.S. degree from a specific CCCS college in 60 credit hours and in 24 months.

Students must satisfy all the conditions described below to be eligible for this guarantee:

1. Enroll at the same community college for at least four consecutive semesters, excluding summer.
2. Register within one week of the beginning of registration for each semester.
3. Have completed all required remedial course work before beginning the count of two years to degree completion.
4. Enroll in and pass (with a "C" or better in each course) an average of 15 credit hours in coursework that applies to the A.A. or A.S. in each of four consecutive semesters.
5. Obtain a recommended plan of study for the A.A. or A.S. degree, signed by the student and community college advisor, prior to registration for the second semester, and according to the requirements of the student's community college.
6. Follow the signed plan of study.
7. Continue with the same degree (A.A. or A.S.) from entrance to graduation.
8. Retain documentation demonstrating that all the above requirements were satisfied. (Advising records, transcripts, etc.) Academic Advisors in the MCC Student Services Office can provide additional information.

## **Scholarships for MCC Graduates**

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Scholarships are available for MCC graduates who are transferring to other institutions. See the Scholarship section for details.

## **VETERANS PROGRAMS**

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The Office of Veteran Affairs, located in the Student Services Office, provides enrollment services and general information to students who are eligible for benefits under the Veterans Administration (VA) Program.

Courses offered by Morgan Community College, with certain exceptions are approved for the training of veterans and eligible dependents under Chapters 30, 31, 32, 35, and 1606, Title 38, U.S. Code (P1 815). Students who plan to utilize VA benefits while attending Morgan Community College should contact the Office of Veteran's Affairs immediately after making the decision to attend MCC. A six- to eight-week VA processing time should be anticipated for new applicants.

It is the student's responsibility to notify the Office of Veterans Affairs at MCC of any address changes and/or enrollment changes such as course adds and drops, change of major, other schools attended, and any other information related their academic standing.

Veterans must submit a copy of their DD214 and official transcripts of grades for any previous college education when submitting their Application for Admission to MCC. Failure to provide this institution with a written record may result in serious delay in educational benefits.

Students who are applying for VA benefits are responsible for payment of tuition, fees, and books, whether or not benefit payments have started.

### **Veterans Attendance and Satisfactory Progress**

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The Veterans Administration (VA) expects all students who receive veterans educational benefits to make satisfactory progress and systematic advancement toward an educational objective or be liable for repayments to the VA. Satisfactory progress and regular class attendance are expected of all students receiving veterans benefits. If a student who receives veterans benefits is placed on academic suspension, benefits are terminated and discontinued for the duration of the suspension.

### **VA Web site for Veterans**

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[www.va.gov](http://www.va.gov) is a helpful Web site provided by the government for veterans.

# TRANSFER FROM MCC



MCC strongly recommends that transfer students seek assistance from an academic advisor to plan a transferable curriculum. Students who attend Morgan Community College with the intention to transfer to a four-year college or university should familiarize themselves with the general education requirements of that other institution. While graduation requirements may vary, it is ordinarily easy to transfer from one Colorado institution to another if a student's planning is solid and grades are acceptable.

## **Colorado Common Course Numbering System (CCCNS)**

The Colorado Community College System (CCCS) has adopted a common course numbering and common competency project to improve student transfer and to ensure curriculum quality across the Community College System. The project is designed assist in student course transfer within the Community College System and to Colorado four-year colleges. See the Catalog Addendum for updates, and CCCS will provide an electronic addendum.

## **Transfer Agreements**

Transfer agreements have been established in certain programs to facilitate transfer of Morgan Community College credits to other institutions. Agreements include articulation procedures as well as course equivalency lists. The Guarantee Transfer (GT) agreements assure transfer of credit once a specific curriculum has been satisfactorily completed. Students interested in transferring under an articulation agreement should discuss their plans with their academic advisor early in their studies. Transfer of credits to institutions not listed above is possible, however each situation must be evaluated separately by the Registrar or Departmental Head of the receiving institution.

## **Transfer of MCC Credit to Other Schools**

34% of MCC students intend to earn a degree. One-third of MCC students plan to transfer to a 4-year college when they finish their associate degrees.

## **Adams State College at MCC**

**ADAMS STATE EXTENDED STUDIES AT MCC**  
Adams State College, in partnership with Morgan Community College (and its centers in Bennett, Burlington, Limon and Wray), is offering several degree completion programs in an independent study/online format. These programs include: B.A./Business Administration, B.S./Business Administration,

B.A./Interdisciplinary Study, and B.A./Sociology (with emphasis areas in Social Welfare, Criminology, Law Enforcement, and Corrections). Representatives from Adams State's Extended Studies Office will be on campus throughout the semester to discuss these opportunities beyond a 2-year (Associate's) degree.

## **THE ADAMS STATE COLLEGE ELEMENTARY EDUCATION TEACHER PREPARATION PROGRAM (EETPP)**

The Adams State College Elementary Education Teacher Preparation Program (EETPP) is designed for those wishing to complete their B.A. degree in Interdisciplinary Studies with licensure to teach elementary school. The program is set up to compliment the A.A. degree earned through MCC. This partnership allows students to take community college courses through MCC while also

## **Transfer agreements exist with, and credits may transfer to:**

- Adams State College
- Colby Community College
- Colorado School of Mines
- Colorado State University
- Fort Lewis College
- Franklin University
- Governors State University
- Jones International University
- Mesa State College
- Metropolitan State College of Denver
- Northwest Missouri State
- Regis University
- University of Colorado, Boulder
- University of Colorado, Colorado Springs
- University of Colorado, Denver
- University of Denver
- University of Northern Colorado
- Western State College
- All two-year community colleges in Colorado

completing ASC B.A. requirements at MCC or possibly through one of the ASC outreach locations of Wray, Yuma, Limon, Burlington or Bennett. The program is designed to be completed in 2 years or 5 semesters including a summer session. An evaluation of where a student stands in regards to eligibility for this program is available by contacting the ASC Extended Studies office toll-free at 1-800-548-6679. Please ask for Mrs. Reeves.

## 60 + 60 Transfer Plan

If you are transferring from a two-year school to a four-year school, you may be entitled to additional guarantees. If you complete an Associate of Arts or Associate of Science degree, 60 credit hours of you A.A. or A.S. degree are guaranteed to transfer to a four-year school, once you are accepted for admission. And, you should be able to finish a Bachelor of Arts or Bachelor of Science degree within another 60 credit hours. This is called a 60 + 60 transfer plan (see transfer guides at [www.cccs.edu](http://www.cccs.edu)). If you are accepted at a public higher education institution and GT credits do not transfer as meeting graduation requirements, you may file a student appeal to resolve the problem. Additional information is available at the CCCS Web site at [www.cccs.edu](http://www.cccs.edu) or at [www.cccs.edu/Docs/CCCNS/4year-BABSs-for-60-60.doc](http://www.cccs.edu/Docs/CCCNS/4year-BABSs-for-60-60.doc)

*The A.A. or A.S. degree will transfer to Colorado public four-year colleges and universities liberal arts and science degrees:*

### If you:

- Complete your A.A. or A.S. degree including 35 credits state-guaranteed (GT Pathways) general education courses, and
- Earn a "C" grade or better in each course

### Then

- At least 60 hours of your A.A./A.S. degree will transfer completely, upon admission, to a baccalaureate Liberal Arts and Sciences major in Colorado's public four-year institutions\*

### And

- You are guaranteed to be able to finish your liberal arts and sciences baccalaureate degree in just another 60 hours.

\*See your transfer advisor as soon as possible for a list of degrees applicable. Special articulation agreements exist for Teacher Education, Business, and Engineering that specify which lower-division credits you need. Certain majors require essential lower-division prerequisites. Please see an advisor for information about obtaining a transfer guide that will help you select lower-division credits that will speed you on your way to finishing the baccalaureate degree.

Credit earned for prior learning, Advanced Placement, correspondence courses, CLEP and other tested-only credit may

not apply. The institution to which you transfer will evaluate these credits according to its own policies.

For more information, go to

[www.cccs.edu/EdServices/Transfer.html#Guarantee](http://www.cccs.edu/EdServices/Transfer.html#Guarantee)

## Student Appeals Policy (Transfer Appeals)

In the event you are denied transfer credit after having met the above requirements, please contact your community college transfer advisor for policies and processes. The complete text of the policy can be found at [www.state.co.us/cche/stuinf.htm](http://www.state.co.us/cche/stuinf.htm).

### These are the 4-year colleges and the degree programs they offer that are covered under the 60+60 Transfer Agreement:

#### Adams State College - Alamosa, CO

|     |           |                                       |
|-----|-----------|---------------------------------------|
| ASC | B.A.      | SPANISH                               |
| ASC | B.A.      | ENGLISH                               |
| ASC | B.A.      | SELECTED STUDIES                      |
| ASC | B.A./B.S. | BIOLOGY                               |
| ASC | B.A./B.S. | MATHEMATICS                           |
| ASC | B.A.      | EXERCISE PHYSIOLOGY & LEISURE SCIENCE |
| ASC | B.A./B.S. | CHEMISTRY                             |
| ASC | B.A./B.S. | GEOLOGY                               |
| ASC | B.A.      | PHYSICS                               |
| ASC | B.A.      | PSYCHOLOGY                            |
| ASC | B.A.      | SOCIOLOGY                             |
| ASC | B.A.      | HISTORY & GOVERNMENT                  |
| ASC | B.A.      | SPEECH - THEATRE                      |
| ASC | B.A.      | ART                                   |
| ASC | B.A.      | MUSIC                                 |
| ASC | B.A.      | INTERDISCIPLINARY STUDIES             |

#### Colorado School of Mines - Golden, CO

|     |      |                                |
|-----|------|--------------------------------|
| CSM | B.S. | MATHEMATICS & COMPUTER SCIENCE |
| CSM | B.S. | CHEMISTRY                      |
| CSM | B.S. | ECONOMICS                      |

#### Colorado State University - Fort Collins, CO

|     |          |                                    |
|-----|----------|------------------------------------|
| CSU | B.S.     | FISHERY BIOLOGY                    |
| CSU | B.A./BFA | ART                                |
| CSU | B.S.     | WILDLIFE BIOLOGY                   |
| CSU | B.A.     | TECHNICAL JOURNALISM               |
| CSU | B.S.     | HUMAN DEVELOPMENT & FAMILY STUDIES |
| CSU | B.A.     | ENGLISH                            |
| CSU | B.A.     | SPEECH COMMUNICATION               |
| CSU | B.S.     | BIOLOGICAL SCIENCE                 |
| CSU | B.S.     | BIOCHEMISTRY                       |
| CSU | B.S.     | BOTANY                             |
| CSU | B.S.     | MICROBIOLOGY                       |
| CSU | B.S.     | ZOOLOGY                            |
| CSU | B.S.     | MATHEMATICS                        |
| CSU | B.A.     | PHILOSOPHY                         |
| CSU | B.S.     | CHEMISTRY                          |
| CSU | B.S.     | GEOLOGY                            |
| CSU | B.S.     | PHYSICS                            |
| CSU | B.S.     | PSYCHOLOGY                         |
| CSU | B.A.     | SOCIAL SCIENCES                    |
| CSU | B.A.     | ANTHROPOLOGY                       |

|     |      |  |
|-----|------|--|
| CSU | B.A. | ECONOMICS                                    |
| CSU | B.A. | HISTORY                                      |
| CSU | B.A. | POLITICAL SCIENCE                            |
| CSU | B.A. | SOCIOLOGY                                    |
| CSU | B.A. | PERFORMING ARTS: THEATRE & DANCE             |
| CSU | B.A. | MUSIC  |
| CSU | BM   | MUSIC  |
| CSU | B.S. | NATURAL SCIENCES                             |
| CSU | B.S. | HEALTH AND EXERCISE SCIENCE                  |
| CSU | B.A. | LIBERAL ARTS                                 |
| CSU | B.A. | FOREIGN LANGUAGES,<br>LITERATURES & CULTURES |

### **Fort Lewis College - Durango, CO**

|     |      |                              |
|-----|------|------------------------------|
| FLC | B.A. | SOUTHWEST STUDIES            |
| FLC | B.A. | SPANISH                      |
| FLC | B.A. | ENGLISH                      |
| FLC | B.A. | HUMANITIES                   |
| FLC | B.S. | BIOLOGY                      |
| FLC | B.A. | MATHEMATICS                  |
| FLC | B.A. | STUDENT CONSTRUCTED<br>MAJOR |
| FLC | B.A. | EXERCISE SCIENCE             |
| FLC | B.A. | PHILOSOPHY                   |
| FLC | B.S. | CHEMISTRY                    |
| FLC | B.S. | GEOLOGY                      |
| FLC | B.S. | PHYSICS                      |
| FLC | B.A. | PSYCHOLOGY                   |
| FLC | B.A. | ANTHROPOLOGY                 |
| FLC | B.A. | ECONOMICS                    |
| FLC | B.A. | HISTORY                      |
| FLC | B.A. | POLITICAL SCIENCE            |
| FLC | B.A. | SOCIOLOGY & HUMAN SCIENCES   |
| FLC | B.A. | ART                          |
| FLC | B.A. | MUSIC                        |
| FLC | B.A. | THEATRE                      |
| FLC | B.A. | INTERDISCIPLINARY STUDIES    |

### **Mesa State College - Grand Junction, CO**

|      |      |   |
|------|------|---|
| MESA | B.A. | MASS COMMUNICATION                      |
| MESA | B.A. | ENGLISH                                 |
| MESA | B.A. | SELECTED STUDIES                        |
| MESA | B.S. | BIOLOGICAL SCIENCES                     |
| MESA | B.S. | MATHEMATICS                             |
| MESA | B.A. | SOCIAL SCIENCES                         |
| MESA | B.S. | PHYSICAL SCIENCES                       |
| MESA | B.A. | PSYCHOLOGY                              |
| MESA | B.A. | HISTORY                                 |
| MESA | B.A. | POLITICAL SCIENCE                       |
| MESA | B.A. | SOCIOLOGY                               |
| MESA | B.A. | FINE & PERFORMING ARTS                  |
| MESA | B.A. | HUMAN PERFORMANCE & WELLNESS            |
| MESA | B.S. | ENVIRONMENTAL SCIENCE<br>AND TECHNOLOGY |

### **Metro State University - Denver, CO**

|       |           |                                     |
|-------|-----------|-------------------------------------|
| METRO | B.A.      | AFRICAN AMERICAN STUDIES            |
| METRO | B.A.      | CHICANO STUDIES                     |
| METRO | B.A.      | JOURNALISM                          |
| METRO | B.A.      | MODERN LANGUAGES                    |
| METRO | B.A.      | ENGLISH                             |
| METRO | B.A.      | SPEECH COMMUNICATION                |
| METRO | B.A./B.S. | BIOLOGY                             |
| METRO | B.A./B.S. | MATHEMATICS                         |
| METRO | B.A./B.S. | INDIVIDUALIZED DEGREE PROGRAM (IDP) |

|       |           |                                |
|-------|-----------|--------------------------------|
| METRO | B.A.      | LEISURE STUDIES                |
| METRO | B.A.      | HUMAN PERFORMANCE & SPORTS     |
| METRO | B.A.      | PHILOSOPHY                     |
| METRO | B.S.      | METEOROLOGY                    |
| METRO | B.A./B.S. | CHEMISTRY                      |
| METRO | B.A./B.S. | PHYSICS                        |
| METRO | B.A.      | PSYCHOLOGY                     |
| METRO | B.A.      | ANTHROPOLOGY                   |
| METRO | B.A.      | ECONOMICS                      |
| METRO | B.A.      | HISTORY                        |
| METRO | B.A.      | POLITICAL SCIENCE              |
| METRO | B.A.      | SOCIOLOGY                      |
| METRO | B.A./B.S. | URBAN STUDIES                  |
| METRO | B.A.      | BEHAVIORAL SCIENCE             |
| METRO | BFA       | ART                            |
| METRO | B.S.      | CRIMINAL JUSTICE & CRIMINOLOGY |
| METRO | B.A./BM   | MUSIC                          |
| METRO | B.S.      | TECHNICAL COMMUNICATION        |
| METRO | B.S.      | ENVIRONMENTAL SCIENCE          |
| METRO | B.A.      | HUMAN DEVELOPMENT              |

### **University of Colorado at Boulder**

|     |              |  |
|-----|--------------|--|
| UCB | B.A.         | ENVIRONMENTAL STUDIES                              |
| UCB | B.A.         | AMERICAN STUDIES                                   |
| UCB | B.A.         | ASIAN STUDIES                                      |
| UCB | B.A.         | ETHNIC STUDIES                                     |
| UCB | B.A.         | COMMUNICATION                                      |
| UCB | B.S.         | JOURNALISM   |
| UCB | B.A.         | LINGUISTICS  |
| UCB | B.A.         | CHINESE  |
| UCB | B.A.         | JAPANESE   |
| UCB | B.A.         | RUSSIAN STUDIES                                    |
| UCB | B.A.         | GERMANIC STUDIES                                   |
| UCB | B.A.         | FRENCH   |
| UCB | B.A.         | ITALIAN  |
| UCB | B.A.         | SPANISH  |
| UCB | B.A.         | CLASSICS   |
| UCB | B.A.         | ENGLISH  |
| UCB | B.A.         | HUMANITIES   |
| UCB | B.A.         | ENVIRONMENTAL, POPULATION, &<br>ORGANISMIC BIOLOGY |
| UCB | B.A.         | BIOCHEMISTRY                                       |
| UCB | B.A.         | MOLECULAR, CELLULAR &<br>DEVELOPMENTAL BIOLOGY     |
| UCB | B.A.         | MATHEMATICS  |
| UCB | B.S.         | APPLIED MATHEMATICS                                |
| UCB | B.A.         | DISTRIBUTED STUDIES                                |
| UCB | B.A.         | KINESIOLOGY  |
| UCB | B.A.         | PHILOSOPHY   |
| UCB | B.A.         | RELIGIOUS STUDIES                                  |
| UCB | B.A.         | CHEMISTRY  |
| UCB | B.A.         | GEOLOGY  |
| UCB | B.A.         | PHYSICS  |
| UCB | B.A.         | PSYCHOLOGY   |
| UCB | B.A.         | ANTHROPOLOGY                                       |
| UCB | B.A.         | ECONOMICS  |
| UCB | B.A.         | GEOGRAPHY  |
| UCB | B.A.         | HISTORY  |
| UCB | B.A.         | INTERNATIONAL AFFAIRS                              |
| UCB | B.A.         | POLITICAL SCIENCE                                  |
| UCB | B.A.         | SOCIOLOGY  |
| UCB | B.A./BFA     | DANCE  |
| UCB | B.A./BFA     | THEATRE  |
| UCB | B.A./BFA     | FILM STUDIES                                       |
| UCB | B.MUS        | MUSIC  |
| UCB | B.A..MUSARTS | IN MUSIC   |

|     |          |  |
|-----|----------|--|
| UCB | B.A./BFA | FINE ARTS                              |
| UCB | B.A.     | ASTRONOMY                              |
| UCB | B.A.     | WOMEN'S STUDIES                        |
| UCB | B.A.     | SPEECH, LANGUAGE &<br>HEARING SCIENCES |

### University of Colorado at Colorado Springs

|      |           |  |
|------|-----------|--|
| UCCS | B.A.      | COMMUNICATION                          |
| UCCS | B.A.      | SPANISH                                |
| UCCS | B.A.      | ENGLISH                                |
| UCCS | B.A.      | BIOLOGY                                |
| UCCS | B.A.      | MATHEMATICS                            |
| UCCS | B.S.      | APPLIED MATHEMATICS                    |
| UCCS | B.A.      | DISTRIBUTED STUDIES                    |
| UCCS | B.A.      | PHILOSOPHY                             |
| UCCS | B.A./B.S. | CHEMISTRY                              |
| UCCS | B.S.      | PHYSICS                                |
| UCCS | B.A.      | PSYCHOLOGY                             |
| UCCS | B.A.      | ANTHROPOLOGY                           |
| UCCS | B.A.      | ECONOMICS                              |
| UCCS | B.A.      | GEOGRAPHY AND ENVIRONMENTAL<br>STUDIES |
| UCCS | B.A.      | HISTORY                                |
| UCCS | B.A.      | POLITICAL SCIENCE                      |
| UCCS | B.A.      | SOCIOLOGY                              |
| UCCS | B.A.      | FINE ARTS                              |

### University of Colorado at Denver

|     |          |                               |
|-----|----------|-------------------------------|
| UCD | B.A.     | FRENCH                        |
| UCD | B.A.     | SPANISH                       |
| UCD | B.A.     | ENGLISH                       |
| UCD | B.A.     | ENGLISH WRITING PROGRAM       |
| UCD | B.S.     | BIOLOGY                       |
| UCD | B.S.     | MATHEMATICS                   |
| UCD | B.A.     | INDIVIDUALLY STRUCTURED MAJOR |
| UCD | B.A.     | PHILOSOPHY                    |
| UCD | B.S.     | CHEMISTRY                     |
| UCD | B.S.     | PHYSICS                       |
| UCD | B.A.     | PSYCHOLOGY                    |
| UCD | B.A.     | ANTHROPOLOGY                  |
| UCD | B.A.     | ECONOMICS                     |
| UCD | B.A.     | GEOGRAPHY                     |
| UCD | B.A.     | HISTORY                       |
| UCD | B.A.     | POLITICAL SCIENCE             |
| UCD | B.A.     | SOCIOLOGY                     |
| UCD | B.A./BFA | FINE ARTS                     |
| UCD | B.S.     | MUSIC                         |
| UCD | B.A.     | THEATRE                       |
| UCD | B.A.     | COMMUNICATION                 |
| UCD | B.S.     | GEOLOGY                       |
| UCD | B.S.     | PSYCHOLOGY                    |
| UCD | B.A.     | THEATRE                       |
| UCD | B.A.     | COMMUNICATION                 |

### University of Northern Colorado - Greeley, CO

|     |      |                           |
|-----|------|---------------------------|
| UNC | B.A. | AFRICANA STUDIES          |
| UNC | B.A. | COMMUNICATION             |
| UNC | B.A. | JOURNALISM                |
| UNC | B.A. | SPANISH                   |
| UNC | B.S. | GERONTOLOGY               |
| UNC | B.A. | ENGLISH                   |
| UNC | B.A. | BIOLOGICAL SCIENCES       |
| UNC | B.A. | MATHEMATICS               |
| UNC | B.A. | INTERDISCIPLINARY STUDIES |

|     |         |                          |
|-----|---------|--------------------------|
| UNC | B.A.    | PHILOSOPHY               |
| UNC | B.A.    | CHEMISTRY                |
| UNC | B.A.    | EARTH SCIENCES           |
| UNC | B.A.    | PHYSICS                  |
| UNC | B.A.    | PSYCHOLOGY               |
| UNC | B.A.    | SOCIAL SCIENCE           |
| UNC | B.A.    | ECONOMICS                |
| UNC | B.A.    | GEOGRAPHY                |
| UNC | B.A.    | HISTORY                  |
| UNC | B.A.    | POLITICAL SCIENCE        |
| UNC | B.A.    | SOCIOLOGY                |
| UNC | B.A.    | THEATRE ARTS             |
| UNC | B.A.    | MUSICAL THEATRE          |
| UNC | B.A.    | VISUAL ARTS              |
| UNC | B.A./BM | MUSIC                    |
| UNC | B.S.    | HEALTH                   |
| UNC | B.A.S.  | PUBLIC SERVICE           |
| UNC | B.A.    | MEXICAN AMERICAN STUDIES |
| UNC | B.S.    | EXERCISE & SPORT SCIENCE |
| UNC | B.A.    | FOREIGN LANGUAGES        |

### Colorado State University - Pueblo, CO

|       |           |  |
|-------|-----------|--|
| CSU-P | B.A./B.S. | MASS COMMUNICATION                               |
| CSU-P | B.A.      | FOREIGN LANGUAGES                                |
| CSU-P | B.A.      | ENGLISH  |
| CSU-P | B.A./B.S. | SPEECH COMMUNICATION                             |
| CSU-P | B.S.      | BIOLOGY  |
| CSU-P | B.A./B.S. | MATHEMATICS                                      |
| CSU-P | B.S.      | CHEMISTRY  |
| CSU-P | B.S.      | PHYSICS  |
| CSU-P | B.A./B.S. | PSYCHOLOGY                                       |
| CSU-P | B.A./B.S. | SOCIAL SCIENCE                                   |
| CSU-P | B.A.      | HISTORY  |
| CSU-P | B.A./B.S. | POLITICAL SCIENCE                                |
| CSU-P | B.A./B.S. | SOCIOLOGY  |
| CSU-P | B.A./B.S. | ART  |
| CSU-P | B.A.      | MUSIC  |
| CSU-P | B.S./B.A. | BUSINESS ECONOMICS                               |
| CSU-P | B.S.      | LIBERAL STUDIES                                  |
| CSU-P | B.S.      | HEALTH SCIENCE,<br>HEALTH PROMOTION & RECREATION |

### Western State College - Gunnison, CO

|     |      |  |
|-----|------|--|
| WSC | B.A. | COMMUNICATION AND THEATRE                  |
| WSC | B.A. | FRENCH                                     |
| WSC | B.A. | SPANISH                                    |
| WSC | B.A. | ENGLISH                                    |
| WSC | B.A. | BIOLOGY                                    |
| WSC | B.A. | MATHEMATICS                                |
| WSC | B.A. | KINESIOLOGY                                |
| WSC | B.A. | CHEMISTRY                                  |
| WSC | B.A. | GEOLOGY                                    |
| WSC | B.A. | PSYCHOLOGY                                 |
| WSC | B.A. | ECONOMICS                                  |
| WSC | B.A. | HISTORY                                    |
| WSC | B.A. | POLITICAL SCIENCE                          |
| WSC | B.A. | SOCIOLOGY                                  |
| WSC | B.A. | ART  |
| WSC | B.A. | MUSIC                                      |
| WSC | BFA  | ART  |
| WSC | B.A. | ENVIRONMENTAL STUDIES                      |
| WSC | B.A. | ANTHROPOLOGY                               |
| WSC | B.A. | INTERDISCIPLINARY STUDIES/<br>LIBERAL ARTS |

# GUARANTEED TRANSFER PROGRAM



## FOR GENERAL EDUCATION COURSES IN COLORADO (GT PATHWAYS)

Although you've started at one of Colorado's public colleges or universities, there is a strong possibility you may end up transferring to another institution along the way. To help eliminate the guesswork of transferring general education course credits, Colorado has developed a statewide guaranteed transfer (GT) program (GT Pathways Planning Guide)\* and a statewide transfer policy.

GT Pathways applies to all Colorado public institutions of higher education, and there are more than 300 lower-division general education courses in 20 subject areas approved for guaranteed transfer. Courses are approved periodically and apply as of the date they were approved (please note effective term). GT courses are noted in the course descriptions by a statement, and their GT-xxx designation. Courses without the GT designation are not guaranteed to transfer, however some may transfer depending on the student's program of study and the decision of the receiving institution. Students should consult with their advisors when selecting courses for transfer.

Please see [www.cccs.edu/EdServices/Transfer.html#Guarantee](http://www.cccs.edu/EdServices/Transfer.html#Guarantee) or [www.state.co.us/cche/gened/gtPathways/index.pdf](http://www.state.co.us/cche/gened/gtPathways/index.pdf) for updates.

After starting on your higher education pathway at any public college or university in Colorado, and, upon acceptance to another, you can transfer up to 35 to 37 credits of previously and successfully (C- or better) completed GT general education coursework. These courses will automatically transfer with you and continue to count toward your general education core or graduation requirements for any liberal arts or science associate or bachelor degree program.

Please note that statewide articulation agreements for the following professional degree programs prescribe specific general education courses and degree requirements: business; early childhood; elementary education; engineering; and nursing. Also keep in mind that it is always a good idea to check with the school you wish to attend, so you are clear about which credits will transfer beyond any that are guaranteed by the GT transfer program or a statewide articulation agreement.

## STATEWIDE GT PATHWAYS PLANNING GUIDE

**\*EFFECTIVE FALL 2006 (August)**

Colorado's GT Pathways is a set of general education courses totaling 31 credit hours that the state of Colorado guarantees to transfer to other Colorado public colleges and universities. Receiving institutions in Colorado shall apply guaranteed general education courses to a student's general education or major requirements. Approved courses in GT Pathways are not based on course equivalencies but meet content and competency criteria.

### **6 credits Communication:**

- 1 Introductory Writing course (3 semester credits) (GT-CO1)
- 1 Intermediate Composition (3 semester credits) (GT-CO2)

### **3 credits Mathematics:**

- 1 course (3 to 5 semester credits to include one course or an integrated set of courses) (GT-MA1)

### **7 credits Physical and Life Sciences:**

Select at least 2 courses, **1 of which must be history**, with **no more than 2 courses from any 1 category**

- With Laboratory (GT-SC1)
- Without Laboratory (GT-SC2)

**\*NOTE: These changes to the GT Pathways Planning Guide were reviewed and approved by the commissioners of the Colorado Commission on Higher Education in June 2005.**

### **15 credits Arts and Humanities & Social and Behavioral Sciences:**

#### **Arts and Humanities**

Select at least 2 courses **with no more than 2 courses from any 1 category**

- Arts and Expression (GT-AH1)
- Literature and Humanities (GT-AH2)
- Ways of Thinking (GT-AH3)
- Foreign Language (GT-AH4)

#### **Social and Behavioral Sciences**

Select at least 2 courses, **1 of which must be history**, with **no more than 2 courses from any 1 category**

- History (3 hours REQUIRED) (GT-HI1)
- Economic or Political Systems (GT-SS1)
- Geography (GT-SS2)
- Human Behavior, Culture or Social Frameworks (GT-SS3)

# GT PATHWAYS COURSE EQUIVALENTS See Addendum AT ALL COLORADO PUBLIC COLLEGES & UNIVERSITIES

Colorado's GT Pathways is a set of general education courses that the state of Colorado guarantees to transfer to other Colorado public colleges and universities. Receiving institutions in Colorado shall apply guaranteed general education courses to a student's general education or major requirements. Approved courses in GT Pathways are not based on course equivalencies but meet content and competency criteria.

## Intro. Writing Course (GT-C01)

| INSTITUTION                             | COURSE #  | COURSE TITLE                     | DATE APPROVED |
|---|-----------|----------------------------------|---------------|
| Adams State College                     | ENG 101   | Communication Arts I             | 10-Jan-03     |
| Colorado Community College System (MCC) | ENG 121   | English Composition I            | 10-Jan-03     |
| CSU-Pueblo                              | ENG 101   | Composition I                    | 10-Jan-03     |
| Fort Lewis College                      | COMP 150  | Reading and Writing in College   | 9-Jan-04      |
| Fort Lewis College                      | COMP 126  | Writing in College (intensive)   | 10-Jan-03     |
| Mesa State College                      | ENGL 111  | English Composition              | 9-Jan-03      |
| Mesa State College                      | ENG 129   | Honors English                   | 02-Jun-05     |
| Metro State College-Denver              | ENG 1010  | Freshman Composition: Essay      | 10-Jan-03     |
| Univ Colorado-Boulder                   | WRTG 1150 | First-Year Writing & Rhetoric    | 10-Jan-03     |
| Univ Colorado-Boulder                   | WRTG 1100 | 1st yr Wrtg/Rhetoric-Ext Version | 02-Jun-05     |
| Univ Colorado-Colo Spgs                 | ENGL 131  | Rhetoric and Writing I           | 10-Jan-03     |
| Univ Colorado-Denver                    | ENGL 1020 | Core Composition I               | 10-Jan-03     |
| University Northern Colo                | ENG 122   | College Composition              | 10-Jan-03     |
| Western State College                   | ENG 102   | Academic Writing                 | 10-Jan-03     |

## Intermediate Composition (GT-C02)

| INSTITUTION                             | COURSE #  | COURSE TITLE                   | DATE APPROVED |
|---|-----------|--------------------------------|---------------|
| Adams State College                     | ENG 102   | Communication Arts II          | 10-Jan-03     |
| Colorado Community College System (MCC) | ENG 122   | English Composition II         | 10-Jan-03     |
| Colorado State Univ                     | COCC 150  | College Composition            | 10-Jan-03     |
| CSU-Pueblo                              | ENG 102   | Composition II                 | 9-Jan-04      |
| Fort Lewis College                      | COMP 250  | Academic Inquiry and Writing   | 10-Jan-03     |
| Mesa State College                      | ENGL 112  | English Composition II         | 9-Jan-04      |
| Metro State College- Denver             | ENG 1020  | Freshman Composition: Research | 10-Jan-03     |
| Univ Colorado-Colo Spgs                 | ENGL 141  | Composition II                 | 10-Jan-03     |
| Univ Colorado-Denver                    | ENGL 2030 | Core Composition II            | 10-Jan-03     |
| University Northern Colorado            | ENG 123   | College Research Paper         | 10-Jan-03     |

## Mathematics (GT-MAI)\*

\*Recommended for approval by CCCS 4-14-06. Sent to CCHE for final approval 6/2006

| INSTITUTION                             | COURSE # | COURSE TITLE                 | DATE APPROVED |
|---|----------|------------------------------|---------------|
| Adams State College                     | MATH 106 | College Algebra              | 10-Jan-03     |
| Adams State College                     | MATH 104 | Finite Mathematics           | 10-Jan-03     |
| Adams State College                     | MATH 120 | Calculus I                   | 10-Jan-03     |
| Adams State College                     | MATH 121 | Calculus II                  | 6-Jan-05      |
| Adams State College                     | MATH 107 | Trig and Analytical Geometry | 2-Jun-05      |
| Adams State College                     | MATH 150 | Liberal Arts Math            | 2-Jun-05      |
| Colorado Community College System (MCC) | MAT 121  | College Algebra              | 10-Jan-03     |
| Colorado Community College System (MCC) | MAT 120  | Mathematics for Liberal Arts | 10-Jan-03     |
| Colorado Community College System (MCC) | MAT 125  | Survey of Calculus           | 10-Jan-03     |
| Colorado Community College System (MCC) | MAT 201  | Calculus I                   | 10-Jan-03     |
| Colorado Community College System (MCC) | MAT 202  | Calculus II                  | 10-Jan-03     |

## Mathematics (GT-MAI) – CONTINUED

| INSTITUTION                             | COURSE #  | COURSE TITLE                            | DATE APPROVED |
|---|-----------|---|---------------|
| Colorado Community College System (MCC) | MAT 135   | Intro to Statistics                     | 10-Jan-03     |
| Colorado Community College System (MCC) | MATH 166  | Pre-Calculus                            | 2-Jun-05      |
| Colorado Community College System (MCC) | MATH 122  | Trigonometry                            | 2-Jun-05      |
| Colorado Community College System (MCC) | MATH 123  | Finite Mathematics                      | 2-Jun-05      |
| Colo School of Mines                    | MACS 111  | Calculus for Scientists & Engin I       | 10-Jan-03     |
| Colo School of Mines                    | MACS 112  | Calculus for Scientists & Engin II      | 10-Jan-03     |
| Colo School of Mines                    | MACS 213  | Calculus for Scientists & Engi III      | 10-Jan-03     |
| Colorado State University               | MCC 155   | Calculus for Biol Scientists I          | 10-Jan-03     |
| Colorado State University               | MCC 160   | Calculus for Physical Scient. I         | 10-Jan-03     |
| Colorado State University               | STCC 301  | Intro to Statistical Methods            | 10-Jan-03     |
| CSU-Pueblo                              | MATH 121  | College Algebra                         | 10-Jan-03     |
| CSU-Pueblo                              | MATH 124  | Pre-calculus                            | 10-Jan-03     |
| CSU-Pueblo                              | MATH 156  | Intro to Statistics                     | 10-Jan-03     |
| CSU-Pueblo                              | MATH 109  | Mathematical Explorations               | 9-Jan-04      |
| CSU-Pueblo                              | MATH 126  | Calculus & Analytic Geometry            | 9-Jan-04      |
| CSU-Pueblo                              | MATH 221  | Applied Calculus: An Intuitive Approach | 9-Jan-04      |
| Fort Lewis College                      | MATH 105  | College Mathematics                     | 9-Jan-04      |
| Fort Lewis College                      | MATH 110  | College Algebra                         | 10-Jan-03     |
| Fort Lewis College                      | MATH 121  | Pre-calculus                            | 10-Jan-03     |
| Fort Lewis College                      | MATH 201  | Elementary Statistics                   | 10-Jan-03     |
| Mesa State College                      | MATH 113  | College Algebra                         | 10-Jan-03     |
| Mesa State College                      | MATH 110  | College Mathematics                     | 10-Jan-03     |
| Mesa State College                      | MATH 119  | Pre-calculus                            | 10-Jan-03     |
| Metro State College-Denver              | MATH 1080 | Mathematical Modes of Thought           | 9-Jan-04      |
| Metro State College-Denver              | MATH 1120 | College Trigonometry                    | 9-Jan-04      |
| Metro State College-Denver              | MATH 1400 | Precalculus Mathematics                 | 9-Jan-04      |
| Metro State College-Denver              | MATH 1410 | Calculus I                              | 9-Jan-04      |
| Metro State College-Denver              | MTH 1110  | College Algebra                         | 10-Jan-03     |
| Metro State College-Denver              | MTH 1310  | Finite Mathematics                      | 10-Jan-03     |
| Metro State College-Denver              | MTH 1210  | Intro to Statistics                     | 10-Jan-03     |
| Univ Colorado-Boulder                   | MATH 1012 | Quantitative Reasoning & Skills         | 10-Jan-03     |
| Univ Colorado-Boulder                   | MATH 1150 | Pre-calculus                            | 10-Jan-03     |
| Univ Colorado-Boulder                   | MATH 1300 | Analytic Geometry & Calculus I          | 10-Jan-03     |
| Univ Colorado-Boulder                   | MATH 1310 | Calculus I with Biological Applications | 2-Jun-05      |
| Univ Colorado-Boulder                   | MATH 1350 | Calculus for Engineers                  | 2-Jun-05      |
| Univ Colorado-Boulder                   | MATH 105  | Elementary Funct. of Calculus           | 10-Jan-03     |
| University Colorado-Denver              | MATH 1010 | Math for the Liberal Arts               | 10-Jan-03     |
| University Northern Colorado            | MATH 181  | Fundamentals of Math I**                | 10-Jan-03     |
| University Northern Colorado            | MATH 182  | Fundamentals of Math II**               | 10-Jan-03     |
| University Northern Colorado            | STATS 150 | Intro to Statistical Analysis           | 2-Jun-05      |
| University Northern Colorado            | STATS 250 | Statistics for Health Sciences          | 2-Jun-05      |
| University Northern Colorado            | MATH 124  | College Algebra                         | 2-Jun-05      |
| University Northern Colorado            | MATH 120  | Mathematics and the Liberal Arts        | 2-Jun-05      |
| University Northern Colorado            | MATH 127  | Elementary Functions                    | 2-Jun-05      |
| University Northern Colorado            | MATH 131  | Calculus I                              | 2-Jun-05      |
| University Northern Colorado            | MATH 132  | Calculus II                             | 2-Jun-05      |
| Western State College                   | MATH 105  | Mathematics for the Liberal Arts        | 9-Jan-04      |
| Western State College                   | MATH 140  | Algebraic Functions                     | 10-Jan-03     |
| Western State College                   | MATH 213  | Probability and Statistics              | 10-Jan-03     |
| Western State College                   | MATH 131  | Math for Management and Soc. Sci.       | 10-Jan-03     |

*Other courses not listed above may apply. Any Mathematics course which has a foundation of prerequisites that includes Calculus I is approved for guaranteed statewide mathematical general education transfer credit. Please remember that only one approved Mathematics course is guaranteed for transfer under the statewide guaranteed transfer (GT) program*

## Arts (GT-AHI)

*\*Recommended for approval by CCCS 4-14-06. Sent to CCHE for final approval 6/2006*

| INSTITUTION                             | COURSE #  | COURSE TITLE                    | DATE APPROVED |
|---|-----------|---------------------------------|---------------|
| Adams State College                     | ART 103   | Art Appreciation                | 10-Jan-03     |
| Adams State College                     | SPT 180   | Intro to Theatre                | 10-Jan-03     |
| Colorado Community College System (MCC) | ART 110   | Art Appreciation                | 9-Jan-04      |
| Colorado Community College System (MCC) | ART 111   | Art History I                   | 10-Jan-03     |
| Colorado Community College System (MCC) | ART 112   | Art History II                  | 10-Jan-03     |
| Colorado Community College System       | ART 207   | Art 1900 to the Present         | 14-Apr-06*    |
| Colorado Community College System (MCC) | MUS 120   | Music Appreciation              | 10-Jan-03     |
| Colorado Community College System       | MUS 121   | Intro to Music History I        | 10-Jan-03     |
| Colorado Community College System       | MUS 122   | Intro to Music History II       | 10-Jan-03     |
| Colorado Community College System (MCC) | THE 105   | Intro to Theatre Arts           | 10-Jan-03     |
| Colorado Community College System (MCC) | THE 211   | Development of Theatre I        | 10-Jan-03     |
| Colorado Community College System (MCC) | THE 212   | Development of Theatre II       | 10-Jan-03     |
| Colorado Community College System       | GER 211   | German III                      | 2-Jun-05      |
| Colorado Community College System (MCC) | SPA 211   | Spanish Language III            | 2-Jun-05      |
| Colorado Community College System       | ITA 211   | Italian III                     | 2-Jun-05      |
| Colorado Community College System       | RUS 211   | Russian Language III            | 2-Jun-05      |
| Colorado Community College System (MCC) | SPA 212   | Spanish Language IV             | 2-Jun-05      |
| Colorado Community College System       | FRE 212   | French Language IV              | 14-Apr-06*    |
| Colorado Community College System       | ITA 212   | Italian IV                      | 2-Jun-05      |
| Colorado Community College System       | GER 212   | German IV                       | 2-Jun-05      |
| Colorado Community College System       | RUS 212   | Russian Language IV             | 2-Jun-05      |
| Colorado Community College System       | JPN 211   | Japanese Language III           | 2-Jun-05      |
| Colorado Community College System       | JPN 212   | Japanese Language IV            | 2-Jun-05      |
| Colorado Community College System       | FILM 100  | Intro to Film Studies           | 2-Jun-05      |
| Colorado State University               | ARCC 100  | Intro to the Visual Arts        | 10-Jan-03     |
| Colorado State University-Pueblo        | MUS 118   | Music Appreciation              | 10-Jan-03     |
| Colorado State University-Pueblo        | ART 212   | History of Art II               | 10-Jan-03     |
| Colorado State University-Pueblo        | ART 100   | Visual Dynamics                 | 10-Jan-03     |
| Colorado State University-Pueblo        | ART 211   | History of Art I                | 10-Jan-03     |
| Colorado State University-Pueblo        | SPA 130   | Cultures of Span-speaking World | 2-Jun-05      |
| Fort Lewis College                      | ART 162   | Art in the Humanities           | 10-Jan-03     |
| Fort Lewis College                      | MU 101    | The Musical Experience          | 10-Jan-03     |
| Fort Lewis College                      | THEA 101  | Intro to Theatre                | 10-Jan-03     |
| Fort Lewis College                      | MU 102    | Blues, Jazz & Rock              | 2-Jun-05      |
| Mesa State College                      | ARTE 115  | Art Appreciation                | 10-Jan-03     |
| Mesa State College                      | ARTE 118  | Survey of Art History           | 9-Jan-04      |
| Mesa State College                      | MUSA 220  | Music Appreciation              | 9-Jan-04      |
| Mesa State College                      | THEA 145  | Intro to Dramatic Lit           | 10-Jan-03     |
| Metro State College-Denver              | MUS 1000  | Intro to Music                  | 10-Jan-03     |
| Metro State College-Denver              | THE 2210  | Introduction to Theatre         | 9-Jan-04      |
| University of Colorado-Boulder          | THTR 1009 | Intro to Theatre                | 10-Jan-03     |
| University of Colorado-Boulder          | ARTH 1300 | World Art I                     | 2-Jun-05      |
| University of Colorado-Boulder          | ARTH 1400 | World Art II                    | 2-Jun-05      |
| University of Colorado-Boulder          | THTR 1011 | Dev of Theatre & Drama I        | 2-Jun-05      |
| University of Colorado-Colorado Springs | AH 100    | Languages of Art                | 2-Jun-05      |
| University of Colorado-Denver           | PMUS 1001 | Music Appreciation              | 10-Jan-03     |
| University of Colorado-Denver           | THEA 1001 | Intro to Theatre                | 10-Jan-03     |
| University of Colorado-Denver           | THTR 1001 | Intro to Theatre                | 2-Jun-05      |
| University of Colorado-Denver           | CNST 1000 | China and the Chinese           | 2-Jun-05      |
| University of Colorado-Denver           | FA 2600   | Art History                     | 2-Jun-05      |
| University Northern Colorado            | ART 182   | History of Art II               | 2-Jun-05      |
| University Northern Colorado            | ART 190   | Art Appreciation                | 2-Jun-05      |
| University Northern Colorado            | HUM 120   | Intro to Film                   | 2-Jun-05      |
| University Northern Colorado            | HUM 130   | Intro to Cultural Studies       | 2-Jun-05      |
| University Northern Colorado            | THEA 130  | Intro to Theatre                | 2-Jun-05      |
| University Northern Colorado            | FR 201    | Intermediate French I           | 2-Jun-05      |
| University Northern Colorado            | MUS 243   | History of Music I              | 2-Jun-05      |
| University Northern Colorado            | MUS 150   | History of Rock & Roll          | 2-Jun-05      |
| University Northern Colorado            | MUS 140   | Intro to Music                  | 2-Jun-05      |
| University Northern Colorado            | ART 105   | Intro to Art                    | 10-Jan-03     |
| Western State College                   | MUS 100   | Fundamentals of Music           | 10-Jan-03     |
| Western State College                   | MUS 140   | Intro to Music                  | 10-Jan-03     |

## Literature and Humanities (GT-AH2)

*\*Recommended for approval by CCCS 4-14-06. Sent to CCHE for final approval 6/2006*

| INSTITUTION                             | COURSE #   | COURSE TITLE                      | DATE APPROVED |
|---|------------|-----------------------------------|---------------|
| Colorado Community College System (MCC) | HUM 121    | Survey of Humanities I            | 9-Jan-04      |
| Colorado Community College System (MCC) | HUM 122    | Survey of Humanities II           | 9-Jan-04      |
| Colorado Community College System (MCC) | HUM 123    | Survey of Humanities III          | 9-Jan-04      |
| Colorado Community College System (MCC) | LIT 115    | Intro to Literature I             | 10-Jan-03     |
| Colorado Community College System (MCC) | LIT 201    | Masterpieces of Literature I      | 10-Jan-03     |
| Colorado Community College System (MCC) | LIT 202    | Masterpieces of Literature II     | 10-Jan-03     |
| Colorado Community College System       | LIT 222    | British Literature II             | 02-Jun-05     |
| Colorado Community College System       | LIT 205    | Ethnic Literature                 | 02-Jun-05     |
| Colorado Community College System       | LIT 221    | Survey of British Literature I    | 02-Jun-05     |
| Colorado Community College System (MCC) | LIT 212    | Survey of American Literature II  | 02-Jun-05     |
| Colorado Community College System (MCC) | LIT 211    | Survey of American Literature I   | 02-Jun-05     |
| Colorado State University               | ECC 140    | Study of Literature               | 10-Jan-03     |
| Colorado State University               | ECC 270    | Intro to American Literature      | 10-Jan-03     |
| Colorado State University               | ECC 245    | World Drama                       | 10-Jan-03     |
| Colorado State University               | ECC 232    | Intro to Humanities               | 10-Jan-03     |
| Colorado State University               | ECC 238    | Twentieth-Century Lit             | 10-Jan-03     |
| Colorado State University               | LBCC 171   | World Literatures-Modern          | 10-Jan-03     |
| Colorado State University               | LBCC 170   | World Literatures to 1500         | 10-Jan-03     |
| Colorado State University-Pueblo        | ENG 130    | Introduction to Literature        | 10-Jan-03     |
| Colorado State University-Pueblo        | ENG 221    | Masterpieces of Lit I             | 10-Jan-03     |
| Colorado State University-Pueblo        | ENG 222    | Masterpieces of Lit II            | 10-Jan-03     |
| Colorado State University-Pueblo        | ENG/CS 220 | Survey of Chicano Literature      | 02-Jun-05     |
| Colorado State University-Pueblo        | ENG 240    | Ethnic American Literature        | 02-Jun-05     |
| Fort Lewis College                      | ENGL 240   | Survey of American Literature     | 10-Jan-03     |
| Fort Lewis College                      | GS 101     | Human Heritage I                  | 9-Jan-04      |
| Fort Lewis College                      | ENGL 116   | Intro to Mass Communications      | 02-Jun-05     |
| Fort Lewis College                      | ENGL 180   | Literature of the Environment     | 02-Jun-05     |
| Fort Lewis College                      | GS 102     | Human Heritage II                 | 02-Jun-05     |
| Fort Lewis College                      | ENGL 221   | Classical Literature              | 02-Jun-05     |
| Fort Lewis College                      | ART 263    | Art History II                    | 02-Jun-05     |
| Fort Lewis College                      | ENGL 174   | African American Literature       | 02-Jun-05     |
| Fort Lewis College                      | ENGL 265   | Semantics                         | 02-Jun-05     |
| Fort Lewis College                      | ENGL 175   | Women's Literature                | 02-Jun-05     |
| Fort Lewis College                      | ENGL 177   | US Latino Literature              | 02-Jun-05     |
| Fort Lewis College                      | ENGL 128   | Bible as Literature               | 02-Jun-05     |
| Mesa State College                      | ENGL 150   | Introduction to Literature        | 9-Jan-04      |
| Mesa State College                      | ENGL 255   | English Literature II             | 9-Jan-04      |
| Mesa State College                      | ENGL 261   | Survey of American Lit I          | 10-Jan-03     |
| Mesa State College                      | ENGL 131   | Western World Lit I               | 10-Jan-03     |
| Mesa State College                      | ENGL 262   | Survey of American Lit II         | 10-Jan-03     |
| Mesa State College                      | ENGL 254   | Survey of English Lit I           | 10-Jan-03     |
| Mesa State College                      | ENG 132    | Western World Literature II       | 02-Jun-05     |
| Mesa State College                      | ENG 222    | Mythology                         | 02-Jun-05     |
| Metro State College-Denver              | ENG 1100   | Introduction to Literature        | 9-Jan-04      |
| University of Colorado-Colo Spgs        | ENGL 260   | Literature, the Global Experience | 10-Jan-03     |
| University of Colorado-Colo Spgs        | ENGL 150   | Intro to Literature               | 10-Jan-03     |
| University of Colorado-Colo Spgs        | ENGL 261   | Literature, Global Perspective II | 10-Jan-03     |
| University of Colorado-Colo Spgs        | WMST 200   | Intro to Women's Studies          | 02-Jun-05     |
| University of Colorado-Colo Spgs        | EST 200    | Intro to Ethnic Studies           | 02-Jun-05     |
| University of Colorado-Denver           | ENGL 2600  | Great Works British/Am Lit        | 10-Jan-03     |
| University Northern Colorado            | ENG 131    | Intro to Literature               | 10-Jan-03     |
| University Northern Colorado            | ENG 262    | Masterpieces of World Lit         | 10-Jan-03     |
| University Northern Colorado            | ENG 214    | Survey of British Lit II          | 10-Jan-03     |
| University Northern Colorado            | ENG 211    | Survey of American Lit            | 10-Jan-03     |
| University Northern Colorado            | ENG 213    | Survey of British Lit I           | 10-Jan-03     |
| University Northern Colorado            | ENGL 236   | Ethnic American Literature        | 02-Jun-05     |
| University Northern Colorado            | MAS 110    | Contemporary Chicano Literature   | 02-Jun-05     |
| University Northern Colorado            | MIND 180   | Great Ideas of Western Tradition  | 02-Jun-05     |
| University Northern Colorado            | MIND 182   | Confluence of Cultures            | 02-Jun-05     |
| Western State College                   | ENG 255    | Ancient World Literature          | 10-Jan-03     |

## Ways of Thinking (GT-AH3)

| INSTITUTION                             | COURSE #  | COURSE TITLE                    | DATE APPROVED |
|---|-----------|---------------------------------|---------------|
| Colorado Community College System (MCC) | PHI 113   | Logic                           | 9-Jan-04      |
| Colorado Community College System (MCC) | PHI 111   | Intro to Philosophy             | 10-Jan-03     |
| Colorado Community College System (MCC) | PHI 112   | Ethics                          | 10-Jan-03     |
| Colorado State University               | PLCC 110  | Logic & Critical Thinking       | 10-Jan-03     |
| Colorado State University               | PLCC 170  | World Philosophies              | 10-Jan-03     |
| Colorado State University               | PLCC 100  | Appreciation of Philosophy      | 10-Jan-03     |
| Colorado State University-Pueblo        | PHIL 102  | Philosophical Literature        | 9-Jan-04      |
| Colorado State University-Pueblo        | PHIL 205  | Deductive Logic                 | 9-Jan-04      |
| Colorado State University-Pueblo        | PHIL 201  | Classics in Ethics              | 10-Jan-03     |
| Colorado State University-Pueblo        | PHIL 204  | Critical Thinking               | 10-Jan-03     |
| Colorado State University-Pueblo        | PHIL 120  | Non-Western Religions           | 02-Jun-05     |
| Fort Lewis College                      | PHIL 141  | Intro to Philosophy             | 10-Jan-03     |
| Mesa State College                      | PHIL 110  | Intro to Philosophy             | 10-Jan-03     |
| Mesa State College                      | PHIL 105  | Critical Thinking               | 02-Jun-05     |
| Metro                                   | PHIL 1030 | Ethics                          | 02-Jun-05     |
| Metro                                   | PHIL1010  | Intro to Philosophy             | 02-Jun-05     |
| University of Colorado-Boulder          | PHIL 1000 | Intro to Philosophy             | 10-Jan-03     |
| University of Colorado-Boulder          | PHIL 1100 | Ethics                          | 02-Jun-05     |
| University of Colorado-Boulder          | PHIL 1200 | Philosophy and Society          | 02-Jun-05     |
| University of Colorado-Boulder          | PHIL 1010 | Intro to Western Phil Ancient   | 02-Jun-05     |
| University of Colorado-Boulder          | PHIL 1020 | Intro to Western Phil Modern    | 02-Jun-05     |
| University of Colorado-Boulder          | PHIL 1020 | Intro to Western Phil Modern    | 02-Jun-05     |
| University of Colorado-Boulder          | R1ST 2620 | Religions of East Asia          | 02-Jun-05     |
| University of Colorado-Boulder          | R1ST 2600 | Judaism, Christianity and Islam | 02-Jun-05     |
| University of Colorado-Boulder          | PHIL 1600 | Philosophy & Religion           | 02-Jun-05     |
| University of Colorado-Colo Spgs        | PHIL 112  | Critical Thinking               | 10-Jan-03     |
| University of Colorado-Colo Spgs        | PHIL 100  | Intro to Philosophy             | 02-Jun -05    |
| University of Colorado-Colo Spgs        | PHIL 102  | Intro to Ethics                 | 02-Jun-05     |
| University of Colorado-Denver           | PHIL 1012 | Intro to Philosophy             | 10-Jan-03     |
| University of Colorado-Denver           | PHIL 2441 | Logic and Language              | 10-Jan-03     |
| University of Colorado-Denver           | PHIL 1020 | Intro to Ethics                 | 10-Jan-03     |
| University Northern Colorado            | PHIL 100  | Introduction to Philosophy      | 9-Jan-04      |
| University Northern Colorado            | PHIL 110  | Figures in Western Philosophy   | 10-Jan-03     |
| University Northern Colorado            | MIND 181  | Great Traditions of Asia        | 02-Jun-05     |
| University Northern Colorado            | MIND 290  | Search for Meaning              | 02-Jun-05     |
| Western State College                   | PHIL 101  | Intro to Philosophy             | 02-Jun-05     |

## History (GT-HII)

*\*Recommended for approval by CCCS 4-14-06. Sent to CCHE for final approval 6/2006*

| INSTITUTION                             | COURSE # | COURSE TITLE                       | DATE APPROVED |
|---|----------|------------------------------------|---------------|
| Adams State College                     | HGP 111  | Development of Civilization II     | 10-Jan-03     |
| Adams State College                     | HGP 110  | Development of Civilization I      | 10-Jan-03     |
| Adams State College                     | HIST 202 | US History to 1865                 | 2-Jun-05      |
| Adams State College                     | HIS 203  | US History Since 1865              | 2-Jun-05      |
| Colorado Community College System (MCC) | HIS 101  | History of Western Civilization I  | 10-Jan-03     |
| Colorado Community College System (MCC) | HIS 102  | History of Western Civilization II | 10-Jan-03     |
| Colorado Community College System (MCC) | HIS 111  | World Civilization I               | 14-Apr-06*    |
| Colorado Community College System (MCC) | HIS 112  | World Civilization II              | 14-Apr-06*    |
| Colorado Community College System (MCC) | HIS 201  | U.S. History I                     | 10-Jan-03     |
| Colorado Community College System (MCC) | HIS 202  | U.S. History II                    | 10-Jan-03     |
| Colorado Community College System (MCC) | HIS 247  | Contemporary World History         | 2-Jun-05      |
| Metro State College-Denver              | HIS 1030 | World History to 1500              | 9-Jan-04      |
| Metro State College-Denver              | HIS 1010 | Western Civilization to 1715       | 10-Jan-03     |
| Metro State College-Denver              | HIS 1210 | American History to 1865           | 10-Jan-03     |

## History (GT-HII) - CONTINUED

| INSTITUTION                      | COURSE #      | COURSE TITLE                          | DATE APPROVED |
|----------------------------------|---------------|---------------------------------------|---------------|
| Metro State College-Denver       | HIS 1220      | American History since 1865           | 10-Jan-03     |
| Metro State College-Denver       | HIS 1020      | Western Civilization since 1715       | 10-Jan-03     |
| Colorado State University-Pueblo | HIST 201      | U.S. History I                        | 10-Jan-03     |
| Colorado State University-Pueblo | HIST 202      | U.S. History II                       | 10-Jan-03     |
| Colorado State University-Pueblo | HIST 101      | History of World Civilization to 1100 | 10-Jan-03     |
| Colorado State University-Pueblo | HIST 102      | History of World Civ fm 1100 to 1800  | 10-Jan-03     |
| Colorado State University-Pueblo | HIST 103      | History of World Civ since 1800       | 10-Jan-03     |
| Colorado State University-Pueblo | CS/HIS 136    | Southwest US                          | 2-Jun--05     |
| Colorado State University-Pueblo | CS 101        | Intro to Chicano                      | 2-Jun-05      |
| Fort Lewis College               | HIST 160      | Survey of Western Civilization I      | 10-Jan-03     |
| Fort Lewis College               | HIST 281      | Survey of U.S. History 1877-present   | 10-Jan-03     |
| Fort Lewis College               | SOC 100       | Intro to Sociology                    | 2-Jun--05     |
| Fort Lewis College               | WS 101        | Intro to Womens Studies               | 2-Jun--05     |
| Fort Lewis College               | HIS 261       | Survey of Western Civilization II     | 2-Jun--05     |
| Fort Lewis College               | BA 271        | Principles of International Business  | 2-Jun--05     |
| Mesa State College               | HIST 101      | Western Civilization I                | 10-Jan-03     |
| Mesa State College               | HIST 102      | Western Civilization II               | 10-Jan-03     |
| Mesa State College               | HIST 131      | U. S. History I                       | 3-Mar-03      |
| Mesa State College               | HIST 132      | U.S. History II                       | 10-Jan-03     |
| Metro State College-Denver       | HIST 1250     | China, Japan, Korea Since 1500        | 2-Jun-05      |
| Metro State College-Denver       | HIS 1040      | World History Since 1500              | 2-Jun-05      |
| Metro State College-Denver       | HIS 1110      | Colorado History                      | 2-Jun-05      |
| Metro State College-Denver       | HIS 1650      | Women in US History                   | 2-Jun-05      |
| University Of Colorado-Boulder   | HIST 1015     | History of the U.S. since 1865        | 10-Jan-03     |
| University Of Colorado-Boulder   | HIST 1068     | Intro to Chinese History              | 2-Jun-05      |
| University Of Colorado-Boulder   | HIST 1010-020 | Western Civilization                  | 2-Jun-05      |
| University Of Colorado-Boulder   | HIS 1020      | Western Civilization II               | 2-Jun-05      |
| University Of Colorado-Boulder   | HIST 1025     | US History Since 1865                 | 2-Jun-05      |
| University Of Colorado-Boulder   | HIST 1051     | Ancient Greece                        | 2-Jun-05      |
| University Of Colorado-Boulder   | HIST 1061     | Ancient Rome                          | 2-Jun-05      |
| University Of Colorado-Colo Spgs | HIS 154       | US History 1918-Present               | 2-Jun-05      |
| University Of Colorado-Colo Spgs | HIS 153       | Emerging Modern America               | 2-Jun-05      |
| University Of Colorado-Colo Spgs | HIS 151       | US Birth of Nation                    | 2-Jun-05      |
| University Of Colorado-Colo Spgs | HIS 104       | Modern Europe 1815-Present            | 2-Jun-05      |
| University Of Colorado-Colo Spgs | HIS 152       | US Expansion and Div 1789-1877        | 2-Jun-05      |
| University Of Colorado-Colo Spgs | HIS 103       | Rise of Modern Europe 1500-1815       | 2-Jun-05      |
| University Of Colorado-Colo Spgs | HIS 102       | Medieval World                        | 2-Jun-05      |
| University Of Colorado-Denver    | HIST 1381     | Paths to the Present I                | 10-Jan-03     |
| University Of Colorado-Denver    | HIST 1382     | Paths to the Present II               | 10-Jan-03     |
| University Of Colorado-Denver    | HIS 1026      | World History Since 1500              | 2-Jun-05      |
| University Of Colorado-Denver    | HIS 1362      | US History 1865-Present               | 2-Jun-05      |
| University Of Colorado-Denver    | HIS 1016      | World to 1500                         | 2-Jun-05      |
| University Of Colorado-Denver    | HIS 1361      | US History to 1876                    | 2-Jun-05      |
| University Northern Colorado     | HIST 120      | Western Civilization I                | 10-Jan-03     |
| University Northern Colorado     | HIST 121      | Western Civilization II               | 10-Jan-03     |
| University Northern Colorado     | HIST 101      | U.S. History since 1877               | 10-Jan-03     |
| University Northern Colorado     | HIS 100       | US History Survey Beg to 1877         | 2-Jun-05      |
| University Northern Colorado     | AFS 201       | African American History I            | 2-Jun-05      |
| University Northern Colorado     | AFS 202       | African American History II           | 2-Jun-05      |
| Western State College            | HIST 126      | American History to 1865              | 10-Jan-03     |
| Western State College            | HIST 127      | American History since 1865           | 10-Jan-03     |
| Western State College            | HIST 101      | World History to 1615                 | 10-Jan-03     |
| Western State College            | HIST 102      | World History since 1615              | 10-Jan-03     |

## Economic & Political Systems (GT-SSI)

*\*Recommended for approval by CCCS 4-14-06. Sent to CCHE for final approval 6/2006*

| INSTITUTION                             | COURSE #   | COURSE TITLE                      | DATE APPROVED |
|---|------------|-----------------------------------|---------------|
| Adams State College                     | ECON 201   | Economics in Today's Society      | 2-Jun-05      |
| Colorado Community College System (MCC) | ECO 201    | Principles of Macroeconomics      | 9-Jan-04      |
| Colorado Community College System (MCC) | ECO 202    | Principles of Microeconomics      | 9-Jan-04      |
| Colorado Community College System (MCC) | POS 111    | American Government               | 9-Jan-04      |
| Colorado Community College System (MCC) | POS 105    | Introduction to Political Science | 10-Jan-03     |
| Colorado Community College System (MCC) | POS 205    | International Relations           | 14-Apr-06*    |
| Colorado Community College System (MCC) | POS 225    | Comparative Government            | 14-Apr-06*    |
| Colorado State University-Pueblo        | ECON 201   | Principles of Macroeconomics      | 9-Jan-04      |
| Colorado State University-Pueblo        | ECON 202   | Principles of Microeconomics      | 9-Jan-04      |
| Colorado State University-Pueblo        | POLS 101   | American National Politics        | 10-Jan-03     |
| Colorado State University-Pueblo        | POL SC 200 | Understanding Human Conflict      | 2-Jun-05      |
| Colorado State University-Pueblo        | SOC 201    | Social Problems                   | 2-Jun-05      |
| Fort Lewis College                      | PS 101     | Intro to Political Science        | 10-Jan-03     |
| Mesa State College                      | ECON 202   | Principles of Microeconomics      | 9-Jan-04      |
| Mesa State College                      | POLS 101   | American Government               | 9-Jan-04      |
| Mesa State College                      | POLS 261   | Comparative Politics              | 9-Jan-04      |
| Mesa State College                      | ECON 201   | Macroeconomics                    | 2-Jun-05      |
| Metro State College-Denver              | ECO 2010   | Principles of Macroeconomics      | 2-Jun-05      |
| Metro State College-Denver              | ECON 2020  | Principles of Microeconomics      | 2-Jun-05      |
| Metro State College-Denver              | ECO 1040   | Citizen's Guide to Economy        | 2-Jun-05      |
| Metro State College-Denver              | PSC 1020   | Political Systems & Ideas         | 2-Jun-05      |
| Metro State College-Denver              | PSC 1010   | American National Government      | 2-Jun-05      |
| University of Colorado-Boulder          | PSCI 1101  | American Political System         | 10-Jan-03     |
| University of Colorado-Boulder          | PSCI 2004  | Western Political Thought         | 2-Jun-05      |
| University of Colorado-Colo Spgs        | PSC 110    | American Political Systems        | 2-Jun-05      |
| University Northern Colorado            | ECON 105   | Intro to Econ: Micro              | 10-Jan-03     |
| University Northern Colorado            | PSCI 105   | Fundamentals of Politics          | 10-Jan-03     |
| University Northern Colorado            | PSCI 100   | U.S. National Government          | 10-Jan-03     |
| University Northern Colorado            | MIND 286   | Value Issues in Political Economy | 2-Jun-05      |
| University Northern Colorado            | ECON 101   | Contemporary Economics            | 2-Jun-05      |
| University Northern Colorado            | FR 116     | Contemporary France               | 2-Jun-05      |
| University Northern Colorado            | ECON 103   | Intro to Macroeconomics           | 2-Jun-05      |
| Western State College                   | ECON 201   | Macroeconomics                    | 10-Jan-03     |
| Western State College                   | POLS 117   | Intro to Political Ideas          | 10-Jan-03     |
| Western State College                   | POLS 180   | American Federal Government       | 10-Jan-0      |

## Geography (GT-SS2)

| INSTITUTION                             | COURSE #  | COURSE TITLE                    | DATE APPROVED |
|---|-----------|---------------------------------|---------------|
| Colorado Community College System (MCC) | GEO 105   | World Geography                 | 10-Jan-03     |
| Colorado Community College System       | GEO 106   | Human Geography                 | 2-Jun-05      |
| Fort Lewis College                      | GEOG 271  | World Regional Geography        | 10-Jan-03     |
| Mesa State College                      | GEOG 103  | World Regional Geography        | 2-Jun-05      |
| Metro State College-Denver              | GEOG 1000 | World Regional Geography        | 2-Jun-05      |
| Metro State College-Denver              | GEOG 1300 | Intro to Human Geography        | 2-Jun-05      |
| University of Colorado-Denver           | GEOG 1102 | World Regional Geography        | 10-Jan-03     |
| University of Colorado-Denver           | GEOG 1302 | Intro to Human Geography        | 2-Jun-05      |
| University Northern Colorado            | GEOG 100  | World Geography                 | 10-Jan-03     |
| University Northern Colorado            | GEOG 110  | Geography of the U.S./Canada    | 10-Jan-03     |
| Western State College                   | GEOG 120  | Introduction to Human Geography | 9-Jan-04      |
| Western State College                   | GEOG 250  | Geography of North America      | 10-Jan-03     |
| Western State College                   | GEOG 110  | World Regional Geography        | 10-Jan-03     |

## Human Behavior & Social Systems (GT-SS3)

*\*Recommended for approval by CCCS 4-14-06. Sent to CCHE for final approval 6/2006*

| INSTITUTION                             | COURSE #   | COURSE TITLE                      | DATE APPROVED |
|---|------------|-----------------------------------|---------------|
| Adams State College                     | PSY 101    | Introduction to Psychology        | 10-Jan-03     |
| Adams State College                     | SOC 201    | The Sociological Imagination      | 10-Jan-03     |
| Colorado Community College System (MCC) | ANT 101    | Cultural Anthropology             | 10-Jan-03     |
| Colorado Community College System (MCC) | ANT 111    | Physical Anthropology             | 10-Jan-03     |
| Colorado Community College System (MCC) | PSY 101    | General Psychology I              | 9-Jan-04      |
| Colorado Community College System (MCC) | PSY 102    | General Psychology II             | 10-Jan-03     |
| Colorado Community College System (MCC) | PSY 205    | Psychology of Gender              | 14-Apr-06*    |
| Colorado Community College System (MCC) | PSY 226    | Social Psychology                 | 14-Apr-06*    |
| Colorado Community College System       | PSY 227    | Psychology of Death and Dying     | 14-Apr-06*    |
| Colorado Community College System (MCC) | PSY 235    | Human Growth & Development        | 2-Jun-05      |
| Colorado Community College System (MCC) | PSY 238    | Child Development                 | 14-Apr-06*    |
| Colorado Community College System (MCC) | PSY 249    | Abnormal Psychology               | 14-Apr-06*    |
| Colorado Community College System (MCC) | SOC 101    | Introduction to Sociology         | 9-Jan-04      |
| Colorado Community College System (MCC) | SOC 102    | Introduction to Sociology II      | 9-Jan-04      |
| Colorado Community College System       | SOC 213    | Sociology of Deviant Behavior     | 14-Apr-06*    |
| Colorado Community College System (MCC) | SOC 215    | Contemporary Social Problems      | 14-Apr-06*    |
| Colorado Community College System       | SOC 216    | Sociology of Gender               | 14-Apr-06*    |
| Colorado State University               | APCC 100   | Intro to Cultural Anthropology    | 10-Jan-03     |
| Colorado State University               | APCC 200   | Cultures and the Global System    | 10-Jan-03     |
| Colorado State University-Pueblo        | ANTH 100   | Cultural Anthropology             | 10-Jan-03     |
| Colorado State University-Pueblo        | PSY 100    | General Psychology                | 9-Jan-04      |
| Colorado State University-Pueblo        | PSY 151    | Introduction to Human Development | 9-Jan-04      |
| Colorado State University-Pueblo        | SOC 101    | Intro to Sociology                | 10-Jan-03     |
| Colorado State University-Pueblo        | PSYCH 222  | Understanding Animal Behavior     | 2-Jun-05      |
| Fort Lewis College                      | ANTH 151   | Intro to Anthropology             | 10-Jan-03     |
| Mesa State College                      | ANTH 222   | World Prehistory                  | 10-Jan-03     |
| Mesa State College                      | PSYC 150   | General Psychology I              | 9-Jan-04      |
| Mesa State College                      | SOCO 260   | General Sociology                 | 9-Jan-04      |
| Mesa State College                      | ANTH 201   | Cultural Anthropology             | 2-Jun-05      |
| Metro State College-Denver              | ANT 1310   | Intro to Cultural Anthropology    | 10-Jan-03     |
| Metro State College-Denver              | PSY 2210   | Psychology of Human Development   | 9-Jan-04      |
| Metro State College-Denver              | PSY 1001   | Introductory Psychology           | 10-Jan-03     |
| Metro State College-Denver              | SOC 1010   | Intro to Sociology                | 10-Jan-03     |
| University of Colorado-Boulder          | SOCY 1004  | Deviance in US                    | 2-Jun-05      |
| University of Colorado-Boulder          | PSYCH 2606 | Social Psychology                 | 2-Jun-05      |
| University of Colorado-Boulder          | ANTH 1100  | Exploring Western Cultures        | 2-Jun-05      |
| University of Colorado-Boulder          | COMM 2400  | Communication & Society           | 2-Jun-05      |
| University of Colorado-Colo Spgs        | ANTH 104   | Intro to Cultural Anthropology    | 10-Jan-03     |
| University of Colorado-Colo Spgs        | ANTH 103   | Intro to Cultural Anthropology    | 10-Jan-03     |
| University of Colorado-Denver           | ANTH 2102  | Culture and the Human Experience  | 10-Jan-03     |
| University Northern Colorado            | ANT 100    | Intro to Anthropology             | 10-Jan-03     |
| University Northern Colorado            | ANT 110    | Intro to Cultural Anthropology    | 10-Jan-03     |
| University Northern Colorado            | ANT 120    | World Archaeology                 | 10-Jan-03     |
| University Northern Colorado            | PSY 120    | Principles of Psychology          | 10-Jan-03     |
| University Northern Colorado            | SOC 100    | Principles of Sociology           | 10-Jan-03     |
| University Northern Colorado            | GERO 205   | Intro to Gerontology              | 2-Jun-05      |
| University Northern Colorado            | WS 101     | Women in Contemporary Society     | 2-Jun-05      |
| University Northern Colorado            | SOC 237    | Sociology of Minorities           | 2-Jun-05      |
| University Northern Colorado            | PSY 230    | Human Growth & Development        | 2-Jun-05      |
| University Northern Colorado            | SOC 221    | Sociology of Gender               | 2-Jun-05      |
| University Northern Colorado            | NURS 200   | Women's Health Care               | 2-Jun-05      |
| Western State College                   | ANTH 107   | Intro to General Anthropology     | 10-Jan-03     |
| Western State College                   | PSY 151    | General Psychology                | 10-Jan-03     |

## Physical & Life Sciences (GT-SCI)

| INSTITUTION                             | COURSE #  | COURSE TITLE                    | DATE APPROVED |
|---|-----------|---------------------------------|---------------|
| Aims Community College                  | PHY 105   | Conceptual Physics              | 9-Jan-04      |
| Arapahoe Community College              | PHYS 232  | Gen Physics II (Calculus based) | 1-Jan-05      |
| Adams State College                     | CHEM 101  | Intro to Chemistry              | 10-Jan-03     |
| Adams State College                     | CHEM 131  | General Chemistry               | 9-Jan-04      |
| Adams State College                     | CHEM 132  | General Chemistry II            | 1-Jan-05      |
| Adams State College                     | GEOL 111  | Physical Geology                | 9-Jan-04      |
| Adams State College                     | BIOL 203  | General Biology                 | 10-Jan-03     |
| Adams State College                     | BIOL 204  | General Biology II              | 1-Jan-05      |
| Adams State College                     | PHYS 230  | General Physics                 | 10-Jan-03     |
| Adams State College                     | PHYS 221  | College Physics                 | 10-Jan-03     |
| Adams State College                     | PHYS 201  | Intro to Astronomy              | 2-Jun-05      |
| Adams State College                     | BIOL 101  | Intro Biology                   | 2-Jun-05      |
| Colorado Community College System (MCC) | BIO 105   | Science of Biology              | 9-Jan-04      |
| Colorado Community College System (MCC) | AST 102   | Astronomy II                    | 10-Jan-03     |
| Colorado Community College System (MCC) | AST 101   | Astronomy I                     | 10-Jan-03     |
| Colorado Community College System (MCC) | BIO 111   | General College Biology I       | 10-Jan-03     |
| Colorado Community College System (MCC) | BIO 112   | General College Biology II      | 10-Jan-03     |
| Colorado Community College System (MCC) | CHE 101   | Introduction to Chemistry I     | 10-Jan-03     |
| Colorado Community College System (MCC) | CHE 111   | General College Chemistry I     | 10-Jan-03     |
| Colorado Community College System (MCC) | CHE 112   | General College Chemistry II    | 10-Jan-03     |
| Colorado Community College System (MCC) | CHE 102   | Introduction to Chemistry II    | 10-Jan-03     |
| Colorado Community College System (MCC) | GEY 111   | Physical Geology                | 10-Jan-03     |
| Colorado Community College System (MCC) | GEY 121   | Historical Geology              | 10-Jan-03     |
| Colorado Community College System (MCC) | PHY 111   | Physics: Algebra based I        | 10-Jan-03     |
| Colorado Community College System (MCC) | PHY 112   | Physics: Algebra based II       | 10-Jan-03     |
| Colorado Community College System (MCC) | PHY 211   | Physics: Calculus based I       | 10-Jan-03     |
| Colorado Community College System (MCC) | PHY 212   | Physics: Calculus based II      | 10-Jan-03     |
| Colorado Community College System (MCC) | CHE 105   | Chemistry in Context            | 2-Jun-05      |
| Colorado Community College System (MCC) | PHY 105   | Conceptual Physics              | 2-Jun-05      |
| Colorado Community College System (MCC) | MET 150   | General Meteorology             | 2-Jun-05      |
| Colorado Community College System (MCC) | BIO 202   | Human Anatomy & Physiology II   | 2-Jun-05      |
| Colorado Community College System (MCC) | BIO 204   | Microbiology                    | 2-Jun-05      |
| Colorado Community College System (MCC) | BIO 201   | Human Anatomy & Physiology I    | 2-Jun-05      |
| Colorado School of Mines                | CHGN124   | Principles of Chemistry II      | 9-Jan-04      |
| Colorado School of Mines                | PHGN 200  | Electromagnetism and Optics     | 9-Jan-04      |
| Colorado School of Mines                | CHGN 100  | Chemistry I                     | 10-Jan-03     |
| Colorado School of Mines                | PHGN 100  | Physics I                       | 10-Jan-03     |
| Colorado State University               | CCC 111   | General Chemistry I             | 10-Jan-03     |
| Colorado State University               | PHCC 121  | General Physics I               | 10-Jan-03     |
| Colorado State University-Pueblo        | BIOL 192  | College Biology II /Zoology     | 9-Jan-04      |
| Colorado State University-Pueblo        | CHEM 101  | Chemistry and Society           | 9-Jan-04      |
| Colorado State University-Pueblo        | CHEM 122  | General Chemistry II            | 9-Jan-04      |
| Colorado State University-Pueblo        | PHYS 110  | Astronomy                       | 9-Jan-04      |
| Colorado State University-Pueblo        | PHYS 202  | Principles of Physics II        | 9-Jan-04      |
| Colorado State University-Pueblo        | PHYS 222  | General Physics II              | 9-Jan-04      |
| Colorado State University-Pueblo        | BIOL 121  | Environmental Conservation      | 10-Jan-03     |
| Colorado State University-Pueblo        | BIOL 100  | Principles of Biology           | 10-Jan-03     |
| Colorado State University-Pueblo        | CHEM 111  | Principles of Chemistry I       | 10-Jan-03     |
| Colorado State University-Pueblo        | CHEM 121  | General Chemistry I             | 10-Jan-03     |
| Colorado State University-Pueblo        | GEOL 101  | Earth Science                   | 10-Jan-03     |
| Colorado State University-Pueblo        | PHYS 140  | Light, Energy and Atom          | 10-Jan-03     |
| Colorado State University-Pueblo        | PHYS 221  | General Physics I               | 10-Jan-03     |
| Colorado State University-Pueblo        | PHYS 201  | Principles of Physics I         | 10-Jan-03     |
| Colorado State University-Pueblo        | CHEM 160  | Intro to Forensic Science       | 2-Jun-05      |
| Fort Lewis College                      | CHEM 150  | Fundamentals of Chemistry I     | 9-Jan-04      |
| Fort Lewis College                      | GEOL 113  | Physical Geology                | 9-Jan-04      |
| Fort Lewis College                      | PHSC 115  | Env Physical Science            | 9-Jan-04      |
| Fort Lewis College                      | BIO 110   | Modern Biological Issues        | 10-Jan-03     |
| Fort Lewis College                      | GEOGL 107 | Earth System Science            | 10-Jan-03     |
| Fort Lewis College                      | PHSC 206  | Intro to Astronomy              | 10-Jan-03     |
| Fort Lewis College                      | PHSC 106  | The Physical Sciences           | 10-Jan-03     |
| Fort Lewis College                      | CHEM 151  | Fundamentals of Chemistry II    | 2-Jun-05      |
| Fort Lewis College                      | BIO 250   | Ecology of Southwest            | 2-Jun-05      |
| Fort Lewis College                      | BIO 105   | Issues Genetic Engineering      | 2-Jun-05      |

## Physical & Life Sciences (GT-SCI) – CONTINUED

| INSTITUTION                      | COURSE #          | COURSE TITLE                        | DATE APPROVED |
|----------------------------------|-------------------|-------------------------------------|---------------|
| Mesa State College               | BIOL 101          | Gen Human Biology                   | 10-Jan-03     |
| Mesa State College               | BIOL 105          | Attributes of Live Systems          | 10-Jan-03     |
| Mesa State College               | CHEM 121          | Principles of Chemistry             | 10-Jan-03     |
| Mesa State College               | CHEM 122          | Principles of Org Chemistry & Lab   | 2-Jan-04      |
| Mesa State College               | CHEM 131          | Gen Chemistry I                     | 10-Jan-03     |
| Mesa State College               | CHEM 132          | Gen Chemistry II                    | 10-Jan-03     |
| Mesa State College               | GEOLOGY 111       | Principles of Physical Geology      | 10-Jan-03     |
| Mesa State College               | GEOLOGY 112       | Principles of Historical Geology    | 10-Jan-03     |
| Mesa State College               | PHYS 111          | General Physics I                   | 10-Jan-03     |
| Mesa State College               | PHYS 112          | General Physics II                  | 10-Jan-03     |
| Mesa State College               | PHYS 131          | Fundamental Mechanics               | 10-Jan-03     |
| Mesa State College               | PHYS 132          | Electromag/optics† & Lab            | 2-Jan-04      |
| Mesa State College               | ENVS 103/103L     | Field-Based Intro to Enviro Science | 2-Jun-05      |
| Mesa State College               | BIOL 102/102L     | Gen Org Bio & Lab                   | 2-Jun-05      |
| Metro State College-Denver       | CHE 1100          | Principles of Chemistry             | 9-Jan-04      |
| Metro State College-Denver       | BIO 1080          | General Intro of Biology            | 10-Jan-03     |
| Metro State College-Denver       | PHYS 2331/2341    | Gen Physics II & Lab                | 2-Jun-05      |
| Metro State College-Denver       | PHY 2010/2030     | College Physics I & Lab             | 2-Jun-05      |
| Metro State College-Denver       | PHY 2311/2321     | Gen Physics I & Lab                 | 2-Jun-05      |
| Metro State College-Denver       | PHYS 2020/2040    | Coll. Physics II & Lab              | 2-Jun-05      |
| Metro State College-Denver       | GEL 1010          | General Geology                     | 2-Jun-05      |
| Metro State College-Denver       | PHYS 2010         | College Physics I                   | 2-Jun-05      |
| University of Colorado-Boulder   | CHEM 1111         | General Chemistry I                 | 10-Jan-03     |
| University of Colorado-Boulder   | EPOB 1210         | General Biology I                   | 10-Jan-03     |
| University of Colorado-Boulder   | EPOB 1220         | General Biology II                  | 10-Jan-03     |
| University of Colorado-Boulder   | GEOG 1001         | Env Sys: Climate & Vegetation       | 2-Jun-05      |
| University of Colorado-Boulder   | GEOG 1011         | Env Sys: Landscapes & Water         | 2-Jun-05      |
| University of Colorado-Boulder   | GEOLOGY 1010/1030 | Intro to Geology I & Lab            | 2-Jun-05      |
| University of Colorado-Boulder   | MCDB 2151         | Intro to Genetics Lab               | 2-Jun-05      |
| University of Colorado-Boulder   | ATOC 1050/1070    | Weather & Atmosphere & Lab          | 2-Jun-05      |
| University of Colorado-Boulder   | PHY 1120/1140     | Gen Physic II & Lab                 | 2-Jun-05      |
| University of Colorado-Denver    | BIO 2061/2081     | Gen Bio II & Gen Bio Lab II         | 2-Jun-05      |
| University of Colorado-Denver    | BIO 2051/2071     | Gen Bio I & Gen Bio Lab I           | 2-Jun-05      |
| University of Colorado-Denver    | PHY 1052          | General Astronomy                   | 2-Jun-05      |
| University of Colorado-Denver    | GEOLOGY 1072      | Phys. Geol - Surface Processes      | 2-Jun-05      |
| University of Colorado-Denver    | GEOLOGY 1082      | Phys. Geol - Internal Processes     | 2-Jun-05      |
| University of Colorado-Denver    | PHYS 2020         | †Coll. Physics II                   | 2-Jun-05      |
| University of Colorado-Denver    | PHYS 2010         | College Physics I                   | 2-Jun-05      |
| University of Colorado-Colo Spgs | BIOL 100          | Biology in the Modern World         | 10-Jan-03     |
| University of Colorado-Colo Spgs | PES 105           | General Astronomy I                 | 10-Jan-03     |
| University of Colorado-Colo Spgs | PES 106           | General Astronomy II                | 10-Jan-03     |
| University of Colorado-Denver    | BIOL 1550         | Basic Biology I                     | 10-Jan-03     |
| University of Colorado-Denver    | BIOL 1560         | Basic Biology II                    | 10-Jan-03     |
| University Northern Colorado     | BIO 101           | Biological Perspectives             | 9-Jan-04      |
| University Northern Colorado     | BIO 110           | Principles of Biology               | 9-Jan-04      |
| University Northern Colorado     | PHYS 220          | Introductory Physics I              | 9-Jan-04      |
| University Northern Colorado     | PHYS 240          | General Physics I                   | 9-Jan-04      |
| University Northern Colorado     | AST 100           | General Astronomy                   | 10-Jan-03     |
| University Northern Colorado     | GEOLOGY 100       | General Geology                     | 10-Jan-03     |
| University Northern Colorado     | CHEM 281          | Fundamentals of Biochemistry        | 2-Jun-05      |
| University Northern Colorado     | CHEM 101          | Chemistry for Citizens              | 2-Jun-05      |
| University Northern Colorado     | CHEM 111          | Principles of Chemistry I           | 2-Jun-05      |
| University Northern Colorado     | MET 205           | General Meteorology                 | 2-Jun-05      |
| University Northern Colorado     | SCI 265           | Phys Science Concepts               | 2-Jun-05      |
| University Northern Colorado     | OCN 200           | General Oceanography                | 2-Jun-05      |
| Western State College            | CHEM 111          | General Chemistry                   | 9-Jan-04      |
| Western State College            | PHYS 200          | General Physics I                   | 9-Jan-04      |
| Western State College            | BIOL 150          | Biological Principles               | 10-Jan-03     |
| Western State College            | BIOL 130          | Environmental Biology               | 10-Jan-03     |
| Western State College            | GEOLOGY 101       | Physical Geology                    | 10-Jan-03     |
| Western State College            | PHY 170           | Principles of Physics I & Lab       | 2-Jun-05      |
| Western State College            | PHY 171           | Principles of Physics II & Lab      | 2-Jun-05      |
| Western State College            | PHY 140           | Intro Physics & Lab                 | 2-Jun-05      |

## SECTION I

### PART L STATEWIDE TRANSFER POLICY

#### 1.00 Introduction

The Statewide Transfer Policy pertains to the transfer of course credits from one Colorado public higher education institution to another as well as intra-institutional transfer. The policy applies to all Colorado public higher education undergraduate programs, focusing on student movement from two-year to four-year institutions, four-year to four-year institutions, four-year to two-year institutions, or within four-year institutions.

This policy does not address transfer issues where the state has limited legal authority: the transfer of credits from private, non-accredited, or out-of-state institutions, or the awarding of credit for non-credit bearing courses. However, this does not prohibit the acceptance of transfer credit from those institutions; it only identifies where acceptance of transfer credit is nonnegotiable.

The policy is divided into the following sections:

#### 1.00 Introduction

#### 2.00 Statutory Authority

#### 3.00 Policy Goals

#### 4.00 Roles and Responsibilities

#### 5.00 Transfer Options

#### 6.00 General Education Procedures

#### 7.00 Articulation Agreements Procedures

#### 8.00 Transfer Agreements Procedures

#### Glossary

#### Articulation Agreement Format

#### 2.00 Statutory Authority

The transfer policy is based on statutory authority of Colorado Revised Statute 23-1-108 (7) (a), C.R.S. 23-1-108.5, and C.R.S. 23-1-125.

#### 3.00 Policy Goals

The policy goal is to ensure access to undergraduate degree programs, and facilitate completion of degree requirements, including:

3.01 The General Assembly implemented the Student Bill of Rights (C.R.S. 23-1-125) to assure that students enrolled in public institutions of higher education have the following rights:

Approved Policy I-L-2 February 3, 2005

- (a) A quality general education experience that develops competencies in reading, writing, mathematics, technology and critical thinking through an integrated arts and science experience;
- (b) Students should be able to complete their associate of arts and associate of science degree programs in no more than sixty credit hours or their baccalaureate programs in no more than one hundred twenty credit hours unless there are additional degree requirements recognized by the commission;
- (c) A student can sign a two-year or four-year graduation agreement that formalizes a plan for that student to obtain a degree in two or four years, unless there are additional degree requirements recognized by the commission;
- (d) Students have a right to clear and concise information concerning which courses must be completed successfully to complete their degrees;
- (e) Students have a right to know which courses are transferable among the state public two-year and four-year institutions of higher education;
- (f) Students, upon successful completion of core general education courses should have those courses satisfy the core course requirements of all Colorado public institutions of higher education;
- (g) Students have a right to know if courses from one or more public higher education institutions satisfy the students' graduation requirements;

- (h) A student's credit for the completion of the core requirements and core courses shall not expire for ten years from the date of initial enrollment and shall be transferable.

#### 4.00 Roles and Responsibilities

4.01 Commission: The role of the Colorado Commission on Higher Education is to facilitate a simple statewide transfer process, including:

4.01.01 Ensuring that state-supported two-year and four-year institutions provide native and transfer students equitable treatment in assisting them to meet their educational goals.

4.01.02 Establishing, in consultation with the governing boards, a statewide transfer policy to assure that students can transfer qualified college-level courses between and among institutions.

4.01.03 Designating the approved list of state guaranteed general education courses.

4.01.04 Resolving student appeals regarding state guaranteed transfer courses or referring cases to the governing board for action.

4.01.05 Resolving inter-institutional impasses or problems pertaining to transfer negotiations.

4.02 Governing Boards: The governing board shall ensure that its institution complies with statewide policies and statutory requirements that pertain to transfer, including admission, degree approval, and student appeals.

4.03 Institutions: The institution's role is to administer an efficient and orderly transfer process. The responsibilities are effective when this policy is adopted unless specified otherwise, including:

4.03.01 Publishing the Student Bill of Rights in course catalogs, Web sites, and advising centers as listed in this policy.

4.03.02 Honoring the transferability of state guaranteed general education course credits (Fall 2003).

4.03.03 Aligning existing transfer agreements for all approved baccalaureate degree programs with current statute and policy by June 30, 2003.

4.03.04 Publishing in printed and electronic form the general education courses that are designated as the state guaranteed general education course designation (Spring 2003).

4.03.05 Evaluating student transcripts within 30 days of receiving a complete set of transcripts. It is recommended that this happen within two weeks whenever possible.

4.03.06 Developing effective transfer advising systems, including training faculty and student advisors.

4.03.07 Establishing an aggressive student advising process to provide freshman students with planning information and transfer students with appeals information.

4.03.08 Developing advising partnerships among all four-year and two-year public institutions to jointly advise students.

4.03.09 Developing guaranteed two-year and four-year graduation agreements.

4.03.10 Implementing an appeal process that addresses student transfer appeals within 30 days of the date the student files an appeal.

4.04 Students: Students are responsible to act in their best academic interests and seek the information necessary for making informed choices, including:

4.04.01 Selecting courses from the state guaranteed general education list of courses if planning to transfer.

4.04.02 Contacting an advisor to understand the terms and benefits of the transfer agreements.

4.04.03 Filing an appeal in a timely manner to resolve transfer problems.

4.04.04 Understanding the limits in applying general education transfer credits within general education categories.

4.05 GE-25 Council: The General Education Council (GE 25 Council) is responsible for recommending the criteria and framework for "statewide guaranteed general education courses," identifying general education assessments, and communicating the state criteria to the members' respective institutions.

### 5.00 Transfer Options

Sections 5.01, 5.02, and 5.03 describe three options for students seeking to transfer among Colorado's public institutions of higher education: those students who transfer to four-year institutions after completing an associate of arts or associate of science degree from a two-year institution, those students who transfer statewide guaranteed general education courses among any Colorado public colleges or universities, and those who transfer credits earned at area vocational schools.

To be effective, these transfer options require certain responsibilities on the part of both institutions of higher education and students. For their part, area vocational schools, two-year and four-year colleges and universities need to continue to advise students to help them know which courses are most appropriate for their intended major programs of study. And for their part, students need to consult with their college advisors to make informed course decisions when planning to transfer to another institution. Informed decision-making is the best strategy for successfully transferring among institutions and ensuring this policy's effectiveness.

5.01 Transfer of Associate of Arts and Associate of Science Degrees: Colorado public four-year higher education institutions will honor the transfer of an Associate of Arts (A.A.) degree and the Associate of Science (A.S.) degree earned at a Colorado public institution that offer A.A. or A.S. degrees. A student who earns an A.A. or A.S. degree at a Colorado public college, including completing the state guaranteed general education courses with a grade of "C" or better in all courses will transfer, upon admission, with junior standing into any arts and science degree program offered by a Colorado public four-year college. The credits earned in the associate degree program will apply at minimum to 35 credit hours of lower division general education and 25 credit hours of additional graduation credits. Since 1988 Colorado has had an operating two-plus-two transfer agreement that ensures a student who completes an A.A. or A.S. degree with a grade of "C" or better in all courses, will have junior standing at the receiving institution i.e., transfer 60 credit hours. Because all liberal arts and sciences degrees are designed to be completed in 120 credit hours, a transfer student can complete a four-year degree in the same time as a native student, 120 hours. The receiving institution will evaluate credit for prior learning, Advanced Placement, and correspondence courses following its standard policy.

### 5.02 Transfer of General Education

Colorado's state guaranteed general education courses are designed to allow students to begin their general education courses at one Colorado public higher education institution and later transfer to another without loss of general education credits. That is, state guaranteed

general education courses may be applied to the general education graduation requirement program or the graduation requirements of the declared major, whichever is in the student's best interest. Effective fall 2003, Colorado policy ensures that students who successfully complete a state guaranteed general education course will receive transfer credits applied to graduation requirements in all majors at all public institutions unless a specific statewide articulation agreement exists. As indicated in Section I-L-5.04 of this policy, certain majors may prescribe specific courses in the major or prerequisite courses that must be completed as part of the Associate of Arts or Associate of Sciences degree for admission into the degree program. Students should consult the transfer guides for each CCHE-approved baccalaureate degree program for information regarding specific major or prerequisite course requirements. The state's guaranteed general education curriculum is organized into five categories: communication, mathematics, fine arts and humanities, social and behavioral sciences, and physical and life sciences. To complete the Colorado state guaranteed general education core, students are required to take 11 courses or 35 to 37 semester credit hours and earn a "C" grade or better in each course. The guarantee is limited to the number of semester credit hours in each general education category.

### Sem. Cr. Hr. General Education Categories

6 Communication: 1 Intro. Writing course (3 semester credits)  
Communication: 1 Intermediate Composition (3 semester credits)

3-5 Mathematics: 1 course (3 to 5 semester credits)

9 Arts and Humanities:  
Fine Arts and Expression  
Humanities  
Ways of Thinking

*Select 3 courses with no more than 2 courses from any 1 category*

9 Social and Behavioral Sciences  
History  
Economic and Political Systems  
Geography  
Human Behavior and Social Systems

*Select 3 courses, 1 of which must be history, with no more than 2 courses from any 1 category*

8 Physical and Life Sciences:  
Select 2 laboratory courses

All state guaranteed general education courses in communication, mathematics, arts and humanities, social and behavior science, and physical and life science shall be identified by a state-assigned common number.

When evaluating a transfer student's transcript, each Colorado public higher education institution will apply state guaranteed general education credits to its general education graduation requirements. Institutions may require additional general education graduation requirements beyond the 35 semester credit hours of state guaranteed general education credits. If an institution requires less than 35 general education credits, the institution will accept in transfer the full 35 credits and apply these credits toward a student's graduation requirements.

5.03 Transfer of Credits from Area Vocational Schools: A student who completes coursework at an area vocational school may transfer any eligible and relevant postsecondary course credits to another area vocational school, to an appropriate program leading to a certificate or to an associate degree at a community or technical college, or into a degree program at a four-year institution, subject to the provisions of C.R.S. 23-1-108 (7) and the state credit transfer policies established by the Colorado Commission on Higher Education. Colorado's public two-

year and four-year public colleges and universities will honor the transfer of credits earned in relevant courses at Colorado area vocational schools subject to all other requirements and limitations defined in academic and transfer policies established by the Colorado Commission on Higher Education. The relevancy of credits earned at area vocational colleges will be determined through transcript evaluations administered by receiving institutions unless the credits were earned in courses carrying the guaranteed statewide transfer designation, in which case the credits will be guaranteed for transfer as described elsewhere in this policy.

**5.04 Statewide Articulation Agreements:** An Articulation Agreement is a statewide agreement among all Colorado community colleges and all four-year public institutions offering a particular degree program. It is most commonly used for undergraduate professional programs that have specific course requirements established by accrediting or external licensure boards. Currently Colorado has several approved statewide articulation agreements --Business, Nursing, Engineering, and Teacher Education.

**5.05 Transfer Guides:** Each institution is responsible for implementing a Transfer Guide for each CCHE-approved baccalaureate degree program unless a statewide articulation agreement is in place. The Transfer Guide shall be designed so that a student can complete a baccalaureate program in no more than 120 credit hours unless there are additional graduation requirements recognized by the Commission. The transfer guide defines the 25 credit hours required beyond the state guaranteed general education credits and may include required courses in the major or prerequisite courses for admission into the degree program. The transfer guides are to be on file with CCHE.

**6.00 General Education Procedures and Processes:** Institutions may nominate a course that is an institutionally approved general education course for consideration as a state guaranteed general education course. To nominate a course, the institution must submit a signed nomination form and supporting material. CCHE will consider nominations each fall. Using a faculty review process, working committees will evaluate nominated courses against the adopted statewide content and competency criteria. CCHE will forward the recommended courses to the Commission for action. CCHE will assign a common number to approved state guaranteed general education courses. Institutions will list the state guaranteed course number in all printed catalog materials, including on-line catalogs. Courses that receive the state guarantee continue to carry that designation unless the institution chooses to withdraw the course from general education, the course is not offered within a two-year period, or evaluations indicate that a course is not meeting the state criteria.

#### **7.00 Articulation Agreement Procedure**

To develop an articulation agreement, CCHE or a sponsoring governing board will convene a committee that includes representatives from each public institution offering the degree program for purposes of negotiating the terms of the articulation agreement including course equivalencies. Each academic vice-president will sign the agreement, and publish the approved agreement so that students, faculty, and academic advisors are fully informed of the terms of the agreement. The articulation agreement format is included as Appendix B. Transfer appeals filed by students transferring in these fields of study will be decided by the terms and conditions specified in the Statewide Articulation Agreements. Individual transfer guides in these fields of study will not supplant the existing statewide agreements.

#### **8.00 Transfer Guides Procedures**

Transfer guides are institutional-specific agreements, which contain information about graduation requirements for a particular CCHE-approved degree program, including course equivalency and program admission requirements and prerequisites. Once negotiated, an institution or governing board transmits the guide to CCHE and publishes the approved agreement so that students, faculty and academic advisors are fully informed of the terms of the agreement.

Transfer appeals filed by students transferring in these fields of study will be decided by terms and conditions specified in the Transfer Agreement.

#### **9.00 Student Appeal Procedure**

If disagreement regarding the transferability of credits earned occurs between a student and a receiving two-year or four-year institution, the Colorado Commission on Higher Education will facilitate an expeditious review and resolution of the matter pursuant to Academic Affairs Policies, Section I, Part T, Student Appeals Policy. Approved Policy I-L-9 February 3, 2005

#### **GLOSSARY Definition of Terms**

**Articulation Agreements:** Articulation agreements apply to specific degree programs as unilateral agreements that specify the common terms, conditions and expectations for students transferring into the degree program. When these courses and/or degree programs are completed successfully at the sending institution, they will, for admitted students, be accepted in transfer and apply to graduation requirements for a specified degree program at all receiving institutions.

**GE 25 Council:** A council of 25 educational leaders representing each higher education governing board, including presidents, academic vice-presidents, faculty, and students.

**General Education:** General Education requirements represent an institutional statement about the general body of knowledge and skills that the recipient of any undergraduate degree conferred by an institution should possess.

**Institution:** A Colorado public higher education institution.

**Institutional Dispute:** A disagreement between institutions regarding an interpretation of the Statewide Transfer Policy or a disagreement regarding compliance with the procedures and guidelines of this policy, including failure to reach agreement on a Transfer Agreement.

**Inter-Institutional Transfer:** A student who transfers credit from one Colorado public higher education institution to another Colorado public higher education institution.

**Intra-Institutional Transfer:** A change of major. A student changes his/her stated major or degree objectives at the institution where the student is currently enrolled.

**Native Student:** A student who begins and completes an undergraduate degree program at a single institution.

**State Guaranteed General Education Course:** Courses that the Commission has approved as meeting the state criteria, including satisfying the content criteria in communication, mathematics, social science, arts and humanities or natural and physical science and competency criteria in communication, reading, mathematics, technology, and critical thinking.

**Student Transfer Appeal:** A student's claim that a principle defined in the statewide transfer policy or a section of an institutional transfer agreement or articulation agreement has been violated. The Commission serves as the final court of appeal and all its decisions are binding.

Successful Completion: Successful completion means that the student passed all 35 state guaranteed general education credit hours with the requisite grade of "C" or better.

Transfer Guide: The written agreement reached between two or more specific institutions for a specific degree program about course equivalency, and program admission criteria.

Transfer Plan: A transfer plan is the specific plan developed by an advisor for a student with a specific transfer objective (e.g., Transfer into a Computer Science degree program at a specific institution.). An advisor at the sending or receiving institution may develop the plan based on an existing transfer agreement and may not include exemptions to a published transfer agreement.

Transfer Student: A transfer student is a student who begins a degree program at one institution and transfers to another institution.

Transcript Evaluation: The process by which an institution evaluates credits attempted and earned at a different institution, applies accepted credits to graduation requirements, and informs a transfer student of what degree and course requirements remain to be fulfilled.

*Approved Policy I-T-1 January 10, 2003*

## **SECTION I**

### **PART T STUDENT APPEALS POLICY**

#### **1.00 Introduction**

This policy applies to students currently enrolled at a public institution of higher education. It mandates that each institution define and implement appeals processes to hear student appeals in a fair and expeditious manner. It identifies student issues that are statutorily institutional decisions and those that may be referred to the state appeal board. The full appeals process is effective immediately. The expedited appeals process is effective fall 2003.

#### **2.00 Statutory Authority**

Several sections in statute outline the Commission's responsibility to ensure that the public higher education system is designed to function for students' benefit. Its responsibilities range from ensuring the design of degree programs to permit graduation within a reasonable time [23-1-108 (13)], intra-institutional and inter-institutional transfer [23-5-122] to the Student Bill of Rights [23-1-135]. The Commission is directed to develop the broadest and simplest mechanisms possible to ensure student rights.

#### **3.00 Goals and Definitions**

The policy goals of CCHE's Student Appeal Policy include:

3.01 To uphold the Students' Bill of Rights and other statutory goals for the public higher education system as they pertain to students.

3.02 To ensure that student issues are resolved in a timely and reasonable manner.

3.03 To inform students of the appropriate way to solve non-academic problems.

#### **4.00 Role, Responsibilities, and Limitations Pertaining to Student Appeals**

4.01 Role of the Commission:

- To arbitrate unresolved student appeals that involve academic issues related to state policy.
- To facilitate resolution of other academic issues.
- To modify state policies or request institutions to modify policies to prevent persistent student problems from recurring.
- To publicize its appeal process and promote the publication of all appeal processes.
- To appoint members to the Student Appeals Board.

4.02 Role of Governing Board:

- To ensure that its institutions comply with state policy regarding appeals, including the intent for students to have a timely and fair hearing.

4.03 Role of Institution:

- To hear student appeals in a timely and unbiased manner. In some instances, an institution is the sole determinate of a student issue, including but not limited to:
  - a) Tuition Classification. The institution shall establish an appeals process and timelines to hear cases in which a student disputes tuition classification. The decision of the institution appeal board is binding.
  - b) Graduate issues related to admission, thesis defense and comprehensive exams.
  - c) Admission decisions.
  - d) Issues related to student government and student organizations.
  - e) Financial Aid.
  - f) Grading.
  - g) Non-academic issues.
- At minimum, the institution shall publish its appeal procedures and the Student Bill of Rights in the college catalog and on the college Web site.
- Institutions shall notify CCHE of its appeal procedures and identify the primary contact person for its various appeals processes.

4.04 Role of CCHE's Appeal Board: The Commission delegates its authority to hear student appeals to an appeal board. The appeal board will include 5 members – 3 student representatives and 2 at-large members. Each appointment will be a two-year term. The appeal board will convene as needed during the academic year to resolve cases.

#### **5:00 Commission Appeal Process and Procedures**

A student may appeal to the Commission by submitting a written request (letter or e-mail) describing the issue and the steps the student has taken to resolve the issue. Eligible appeals (e.g., transfer, inter-institutional agreements) will follow the full appeal process. Appeals that involve state guaranteed transfer courses will be handled through an expedited process. Appeals that involve issues that are reserved for the institution will be referred to the appropriate authority.

5.01 Full appeal process: CCHE will assist the student by identifying the institutional staff person or department that is in the best position to resolve the issue directly.

If an institution does not act on an appeal within thirty days of the date that the appeal is received or if the outcome appears inconsistent with state policy, a student may formally request a hearing by CCHE's Appeal Board. For issues that are within CCHE's authority, CCHE will convene the board. It will request the involved institution to provide a 1-2 page rationale for its actions. The board will review the submitted material within two weeks and meet to hear the student's appeal. The board will recommend appropriate action. To implement the decision in a timely manner, the decision of the board will be communicated to both the student and the institution. Such decisions are binding and not subject to further appeal. CCHE staff will respond to all other issues by letter.

5.02 Expedited Appeal Process.

An enrolled student who receives a transcript evaluation that does not award general education transfer credit for a state guaranteed general education course may appeal directly to the Commission. The disputed credit must be earned in a course in which the student received a "C" or better grade. The student must have enrolled in the course during the 2002-03 academic year or later. The Commission staff will resolve such cases within five business days.

# GT PATHWAYS COURSES AT MCC



## EFFECTIVE FALL 2006 (August) **See Addendum**

### COURSES MUST BE TAKEN AFTER THE APPROVAL DATES

Completion of the course requirements prior to the GT approval dates, by credit for prior learning or by transfer from any other institution may meet MCC degree requirements but invalidate the guaranteed transfer of A.A. /A.S. degrees.

### 6 credits COMMUNICATIONS: Must take both courses [GT-C01] & [GT-C02]:

| Course # | Credits | Course Title           | GT-xxx | GT Effective Term |
|----------|---------|------------------------|--------|-------------------|
| ENG 121  | 3       | English Composition I  | GT-CO1 | 10-Jan-03         |
| ENG 122  | 3       | English Composition II | GT-CO2 | 10-Jan-03         |

### 3 credits MATHEMATICS: 3 to 5 semester credits to include one course [GT-MA1]

Please remember that only one approved Mathematics course is guaranteed for transfer under the statewide guaranteed transfer (GT) program

| Course #                 | Credits | Course Title  | GT-xxx | GT Effective Term |
|--------------------------|---------|---|--------|-------------------|
| MAT 120                  | 4       | Mathematics for Liberal Arts (A.A. degree only)   | GT-MA1 | 10-Jan-03         |
| MAT 121                  | 4       | College Algebra   | GT-MA1 | 10-Jan-03         |
| MAT 122                  | 3       | Trigonometry  | GT-MA1 | 2-Jun-05          |
| MAT 123                  | 4       | Finite Mathematics (A.A. degree only)   | GT-MA1 | 2-Jun-05          |
| MAT 125                  | 4       | Survey of Calculus  | GT-MA1 | 10-Jan-03         |
| MAT 135                  | 3       | Intro to Statistics (A.A. degree only)  | GT-MA1 | 10-Jan-03         |
| MAT 155<br>and<br>MAT156 | 3       | Integrated Math I<br>and<br>Integrated Math II<br>( <i>must take both; A.A. degree only</i> ) | GT-MA1 | 6-Apr-06          |
| MAT 166                  | 5       | Pre-Calculus (may apply to A.A. degree only)  | GT-MA1 | 2-Jun-05          |
| MAT 201                  | 5       | Calculus I  | GT-MA1 | 10-Jan-03         |
| MAT 202                  | 5       | Calculus II   | GT-MA1 | 10-Jan-03         |
| MAT 203                  | 4       | Calculus III  | GT-MA1 | Approval Pending  |

Other courses not listed above may apply.

Any Mathematics course which has a foundation of prerequisites that includes Calculus I is approved for guaranteed statewide mathematical general education transfer credit. Contact your advisor for a course substitution.

### 15 credits ARTS AND HUMANITIES & SOCIAL AND BEHAVIORAL SCIENCES:

#### Arts and Humanities

Select at least 2 courses with no more than 2 courses from any 1 category

#### ARTS AND EXPRESSION (GT-AH1)

| Course # | Credits | Course Title              | GT-xxx | GT Effective Term |
|----------|---------|---------------------------|--------|-------------------|
| ART 110  | 3       | Art Appreciation          | GT-AH1 | 9-Jan-04          |
| ART 111  | 3       | Art History I             | GT-AH1 | 10-Jan-03         |
| ART 112  | 3       | Art History II            | GT-AH1 | 10-Jan-03         |
| MUS 120  | 3       | Music Appreciation        | GT-AH1 | 10-Jan-03         |
| THE 105  | 3       | Intro to Theatre Arts     | GT-AH1 | 10-Jan-03         |
| THE 211  | 3       | Development of Theatre I  | GT-AH1 | 10-Jan-03         |
| THE 212  | 3       | Development of Theatre II | GT-AH1 | 10-Jan-03         |

#### LITERATURE AND HUMANITIES (GT-AH2)

| Course # | Credits | Course Title                  | GT-xxx | GT Effective Term |
|----------|---------|-------------------------------|--------|-------------------|
| HUM 121  | 3       | Survey of Humanities I        | GT-AH2 | 9-Jan-04          |
| HUM 122  | 3       | Survey of Humanities II       | GT-AH2 | 9-Jan-04          |
| HUM 123  | 3       | Survey of Humanities III      | GT-AH2 | 9-Jan-04          |
| LIT 115  | 3       | Intro to Literature I         | GT-AH2 | 10-Jan-03         |
| LIT 201  | 3       | Masterpieces of Literature I  | GT-AH2 | 10-Jan-03         |
| LIT 202  | 3       | Masterpieces of Literature II | GT-AH2 | 10-Jan-03         |
| LIT 211  | 3       | Survey of American Lit I      | GT-AH2 | 02-Jun-05         |
| LIT 212  | 3       | Survey of American Lit II     | GT-AH2 | 02-Jun-05         |

| <b>WAYS OF THINKING (GT-AH3)</b> |                |                     |               |                          |
|----------------------------------|----------------|---------------------|---------------|--------------------------|
| <b>Course #</b>                  | <b>Credits</b> | <b>Course Title</b> | <b>GT-xxx</b> | <b>GT Effective Term</b> |
| PHI 111                          | 3              | Intro to Philosophy | GT-AH3        | 10-Jan-03                |
| PHI 112                          | 3              | Ethics              | GT-AH3        | 10-Jan-03                |
| PHI 113                          | 3              | Logic               | GT-AH2        | 9-Jan-04                 |

| <b>FOREIGN LANGUAGE (GT-AH4)</b> |                |                      |               |                          |
|----------------------------------|----------------|----------------------|---------------|--------------------------|
| <b>Course #</b>                  | <b>Credits</b> | <b>Course Title</b>  | <b>GT-xxx</b> | <b>GT Effective Term</b> |
| SPA 211                          | 3              | Spanish Language III | GT-AH4        | 2-Jun-05                 |
| SPA 212                          | 3              | Spanish Language IV  | GT-AH4        | 2-Jun-05                 |

### **Social and Behavioral Sciences**

Select at least 2 courses, 1 of which must be history, with no more than 2 courses from any 1 category

| <b>HISTORY (3 HOURS REQUIRED) (GT-HI1)</b> |                |                                   |               |                          |
|--|----------------|-----------------------------------|---------------|--------------------------|
| <b>Course #</b>                            | <b>Credits</b> | <b>Course Title</b>               | <b>GT-xxx</b> | <b>GT Effective Term</b> |
| HIS 101                                    | 3              | History of Western Civilization I | GT-HI1        | 10-Jan-03                |
| HIS 102                                    | 3              | History of Western Civ II         | GT-HI1        | 10-Jan-03                |
| HIS 201                                    | 3              | U.S. History I                    | GT-HI1        | 10-Jan-03                |
| HIS 202                                    | 3              | U.S. History II                   | GT-HI1        | 10-Jan-03                |
| HIS 247                                    | 3              | Contemporary World History        | GT-HI1        | 2-Jun-05                 |

| <b>ECONOMIC OR POLITICAL SYSTEMS (GT-SS1)</b> |                |                              |               |                          |
|---|----------------|------------------------------|---------------|--------------------------|
| <b>Course #</b>                               | <b>Credits</b> | <b>Course Title</b>          | <b>GT-xxx</b> | <b>GT Effective Term</b> |
| ECO 201                                       | 3              | Principles of Macroeconomics | GT-SS1        | 9-Jan-04                 |
| ECO 202                                       | 3              | Principles of Microeconomics | GT-SS1        | 9-Jan-04                 |
| POS 111                                       | 3              | American Government          | GT-SS1        | 9-Jan-04                 |
| POS 105                                       | 3              | Intro to Political Science   | GT-SS1        | 10-Jan-03                |

| <b>GEOGRAPHY (GT-SS2)</b> |                |                     |               |                          |
|---------------------------|----------------|---------------------|---------------|--------------------------|
| <b>Course #</b>           | <b>Credits</b> | <b>Course Title</b> | <b>GT-xxx</b> | <b>GT Effective Term</b> |
| GEO 105                   | 3              | World Geography     | GT-SS2        | 10-Jan-03                |

| <b>HUMAN BEHAVIOR, CULTURE OR SOCIAL FRAMEWORKS (GT-SS3)</b> |                |                              |               |                          |
|--|----------------|------------------------------|---------------|--------------------------|
| <b>Course #</b>  | <b>Credits</b> | <b>Course Title</b>          | <b>GT-xxx</b> | <b>GT Effective Term</b> |
| ANT 101  | 3              | Cultural Anthropology        | GT-SS3        | 10-Jan-03                |
| ANT 111  | 3              | Physical Anthropology        | GT-SS3        | 10-Jan-03                |
| PSY 101  | 3              | General Psychology I         | GT-SS3        | 9-Jan-04                 |
| PSY 102  | 3              | General Psychology II        | GT-SS3        | 10-Jan-03                |
| PSY 235  | 3              | Human Growth & Development   | GT-SS3        | 2-Jun-05                 |
| SOC 101  | 3              | Introduction to Sociology I  | GT-SS3        | 9-Jan-04                 |
| SOC 102  | 3              | Introduction to Sociology II | GT-SS3        | 9-Jan-04                 |

### **7 credits PHYSICAL AND LIFE SCIENCES:**

Select at least 2 courses, 1 of which must be history, with no more than 2 courses from any 1 category. With Laboratory (GT-SC1)

| <b>Course #</b> | <b>Credits</b> | <b>Course Title</b>                      | <b>GT-xxx</b> | <b>GT Effective Term</b> |
|-----------------|----------------|--|---------------|--------------------------|
| AST 101         | 4              | Astronomy I                              | GT-SC1        | 10-Jan-03                |
| AST102          | 4              | Astronomy II                             | GT-SC1        | 10-Jan-03                |
| BIO 105         | 4              | Science of Biology                       | GT-SC1        | 9-Jan-04                 |
| BIO 111         | 5              | General College Biology I                | GT-SC1        | 10-Jan-03                |
| BIO 112         | 5              | General College Biology II               | GT-SC1        | 10-Jan-03                |
| BIO 201         | 4              | Human Anatomy & Phys I                   | GT-SC1        | 2-Jun-05                 |
| BIO 202         | 4              | Human Anatomy & Phys II                  | GT-SC1        | 2-Jun-05                 |
| BIO 204         | 4              | Microbiology                             | GT-SC1        | 2-Jun-05                 |
| CHE 101         | 5              | Intro to Chemistry I (A.A. degree only)  | GT-SC1        | 10-Jan-03                |
| CHE 102         | 5              | Intro to Chemistry II (A.A. degree only) | GT-SC1        | 10-Jan-03                |
| CHE 111         | 5              | Gen College Chemistry I                  | GT-SC1        | 10-Jan-03                |
| CHE 112         | 5              | Gen College Chemistry II                 | GT-SC1        | 10-Jan-03                |
| GEY 111         | 4              | Physical Geology                         | GT-SC1        | 10-Jan-03                |
| GEY 121         | 4              | Historical Geology                       | GT-SC1        | 10-Jan-03                |
| PHY 105         | 4              | Conceptual Physics (A.A. degree only)    | GT-SC1        | 2-Jun-05                 |
| PHY 111         | 5              | Physics: Algebra based I                 | GT-SC1        | 10-Jan-03                |
| PHY 112         | 5              | Physics: Algebra based II                | GT-SC1        | 10-Jan-03                |
| PHY 211         | 5              | Physics: Calculus based I                | GT-SC1        | 10-Jan-03                |
| PHY 212         | 5              | Physics: Calculus based II               | GT-SC1        | 10-Jan-03                |
| SCI 155 and     | 4              | Integrated Science I and II              | GT-SC1        | 6-Apr-06                 |
| SCI 156         | 4              | (must take both; A.A. degree only)       | GT-SC1        | 6-Apr-06                 |

\*NOTE: These changes to the GT Pathways Planning Guide were reviewed and approved by the commissioners of the Colorado Commission on Higher Education in June 2005.

# PROGRAM REQUIREMENTS FOR DEGREES & CERTIFICATES



|   | Page |
|---|------|
| <b>ASSOCIATE OF ARTS DEGREE</b>   |      |
| Associate of Arts (A.A.).....   | 91   |
| Electives Approved for A.A. Degree .....  | 93   |
| <b>ASSOCIATE OF SCIENCE DEGREE</b>  |      |
| Associate of Science (A.S.) .....   | 94   |
| Electives Approved for A.S. Degree .....  | 95   |
| <b>ASSOCIATE OF GENERAL STUDIES</b>   |      |
| Associate of General Studies (A.G.S.).....  | 96   |
| A.G.S. General Education Courses .....  | 98   |
| <b>ACCOUNTING</b>   |      |
| See <i>BUSINESS</i>   |      |
| <b>AGRICULTURE AND BUSINESS MANAGEMENT</b>  |      |
| Agriculture and Business Management Planning & Financial<br>Records Certificate ..... | 99   |
| Agriculture and Business Management Financial Analysis<br>Certificate.....            | 99   |
| Agriculture and Business Management Commodity<br>Marketing Certificate .....          | 99   |
| Agriculture and Business Management Marketing<br>& Risk Management Certificate .....  | 99   |
| Advanced Agriculture and Business Management Certificate.....                         | 99   |
| Rural Business Entrepreneurship Certificate .....                                     | 99   |
| <b>APPLIED TECHNOLOGY</b>   |      |
| A.A.S. degree-Applied Technology .....  | 100  |
| <b>AUTOMOTIVE COLLISION REPAIR TECHNOLOGY PROGRAM</b>                                 |      |
| Automotive Collision Repair Certificate .....   | 101  |
| A.A.S. degree-Automotive Collision Technology .....                                   | 101  |
| <b>AUTOMOTIVE SERVICE TECHNOLOGY</b>  |      |
| Automotive Service Technology Certificate .....                                       | 102  |
| A.A.S. degree-Automotive Service Technology .....                                     | 102  |
| <b>BUSINESS</b>   |      |
| A.A. degree, Business (see <i>Statewide Articulation Agreement section</i> )          |      |
| A.A.S. degree-Business Administration:  |      |
| Accounting emphasis .....   | 103  |
| A.A.S. degree-Business Administration:  |      |
| Business Foundations emphasis .....   | 103  |
| A.A.S. degree-Business Administration:  |      |
| Business Technologies emphasis .....  | 104  |
| A.A.S. degree-Business Administration:  |      |
| Management/Supervision emphasis.....  | 104  |
| A.A.S. degree-Business Administration:  |      |
| Real Estate emphasis (see <i>REAL ESTATE section</i> )                                |      |
| Business Human Resources Management Certificate .....                                 | 105  |
| Business Management Supervision Certificate .....                                     | 105  |
| Business Supervision Certificate .....  | 105  |
| Medical Office Technologies.....  | 105  |
| Office Support Specialist Certificate.....  | 105  |
| <b>COMPUTER REPAIR</b>  |      |
| A+ (Computer Repair) Certificate.....   | 106  |

|  | Page |
|--|------|
| <b>CONSTRUCTION TECHNOLOGIES</b>   |      |
| Construction Technologies-Level I Certificate .....  | 106  |
| Construction Technologies-Level II Certificate.....  | 107  |
| A.A.S. degree-Construction Technologies .....  | 107  |
| <b>EARLY CHILDHOOD EDUCATION</b>   |      |
| Infant/Toddler Group Leader Certificate .....  | 108  |
| Preschool Group Leader Certificate.....  | 108  |
| Early Childhood Education Director's Certificate .....   | 108  |
| A.A. Degree, Early Childhood Teacher Education<br>(see <i>Statewide Articulation Agreement section</i> ) |      |
| A.G.S. Degree, Early Childhood Education emphasis .....  | 108  |
| A.G.S. General Education Courses .....   | 109  |
| <b>ELEMENTARY EDUCATION</b>  |      |
| See <i>Statewide Articulation Agreement section</i>  |      |
| <b>EMERGENCY MEDICAL SERVICES</b>  |      |
| Emergency Medical Tech. (EMT)-Basic Certificate .....  | 111  |
| Emergency Medical Tech. (EMT)-Intermediate Certificate .....   | 111  |
| A.G.S. degree, Emergency Medical Services emphasis .....   | 112  |
| <b>ENGINEERING</b>   |      |
| See <i>Statewide Articulation Agreement section</i>  |      |
| <b>HEALTH OCCUPATIONS (non-Nursing)</b>  |      |
| Massage Therapy Certificate .....  | 113  |
| Medication Assistant Certificate .....   | 113  |
| Med-Prep Certificate .....   | 113  |
| Medical Assistant Certificate.....   | 114  |
| <b>MULTIMEDIA</b>  |      |
| Multimedia Certificate .....   | 115  |
| A.A.S. degree-Multimedia.....  | 115  |
| <b>NURSING</b>   |      |
| Nurse Aide Certificate (C.N.A.).....   | 116  |
| Licensed Practical Nursing Certificate (L.P.N.) .....  | 116  |
| A.A.S. degree-Nursing (A.D.N.) .....   | 116  |
| <b>PHYSICAL THERAPIST ASSISTANT</b>  |      |
| A.A.S. degree-Physical Therapist Assistant (P.T.A.) .....  | 117  |
| <b>REAL ESTATE</b>   |      |
| A.A.S. degree-Business Administration: Real Estate emphasis 118  |      |
| Real Estate Certificate .....  | 118  |
| <b>WELDING TECHNOLOGY</b>  |      |
| Shielded Metal Arc (STICK) Welding Certificate .....   | 118  |
| Gas Tungsten Arc/Gas Metal Arc Welding (TIG/MIG) Certificate .....                                       | 118  |
| AWS Skills Welding Certificate .....   | 119  |
| <b>YOUNG FARMERS</b>   |      |
| Young Farmers Specialist Certificate .....   | 119  |
| Intermediate Young Farmers Specialist Certificate .....  | 119  |
| Advanced Young Farmers Specialist Certificate .....  | 119  |
| <b>STATEWIDE ARTICULATION AGREEMENTS</b>   |      |
| Business .....   | 120  |
| Early Childhood Teacher Education.....   | 122  |
| Elementary Teacher Education .....   | 123  |
| Engineering.....   | 126  |

# ASSOCIATE OF ARTS DEGREE (A.A.) **See Addendum**

The Associate of Arts degree includes courses traditionally taught during the first two years of a Bachelor of Arts degree program and is transferable to four-year institutions. An Associate of Arts graduate who meets the GT Pathways transfer requirements can enter a four-year Colorado public college or university as a junior and complete a Bachelor of Arts degree program with an additional 60 credits.

## ASSOCIATE OF ARTS (A.A.) DEGREE REQUIREMENTS: 60 CREDITS REQUIRED

| Course #  | Credits | Course Title | GT-xxx                                      | GT Effective Term |             |
|---|---------|--------------|---|-------------------|-------------|
| <b>COMMUNICATIONS: Two courses/6 credits required</b>   |         |              |   |                   |             |
| _____   | ENG 121 | 3            | English Composition I                       | GT-CO1            | Spring 2003 |
| _____   | ENG 122 | 3            | English Composition II                      | GT-CO2            | Spring 2003 |
| <i>This is a Colorado Community College System requirement and is in addition to the State Guaranteed Transfer</i>  |         |              |   |                   |             |
| <b>SPEECH: One course/3 credits required</b>  |         |              |   |                   |             |
| _____   | SPE 115 | 3            | Public Speaking                             |                   |             |
| _____   | SPE 125 | 3            | Interpersonal Communication                 |                   |             |
| <i>This is a Morgan Community College requirement</i>   |         |              |   |                   |             |
| <b>COMPUTER SCIENCE: One course required</b>  |         |              |   |                   |             |
| _____   | CIS 118 | 3            | Introduction to PC Applications             |                   |             |
| _____   | CSC 160 | 3            | Computer Science I: [Language]              |                   |             |
| <b>MATHEMATICS: 3-5 credits required.</b>   |         |              |   |                   |             |
| <b>Select one course or combo of 155/156 (Credits over 3 can be applied to Electives)</b>   |         |              |   |                   |             |
| _____   | MAT 120 | 3            | Mathematics for the Liberal Arts            | GT-MA1            | Spring 2003 |
| _____   | MAT 121 | 4            | College Algebra                             | GT-MA1            | Spring 2003 |
| _____   | MAT 122 | 3            | Trigonometry                                | GT-MA1            | Fall 2005   |
| _____   | MAT 123 | 4            | Finite Math                                 | GT-MA1            | Fall 2005   |
| _____   | MAT 125 | 4            | Survey of Calculus                          | GT-MA1            | Spring 2003 |
| _____   | MAT 135 | 3            | Introduction to Statistics                  | GT-MA1            | Spring 2003 |
| _____   | MAT 166 | 5            | Pre-Calculus                                | GT-MA1            | Fall 2005   |
| _____   | MAT 201 | 5            | Calculus I                                  | GT-MA1            | Spring 2003 |
| _____   | MAT 202 | 5            | Calculus II                                 | GT-MA1            | Spring 2003 |
| _____   | MAT 155 | 3            | Integrated Math I                           | GT-MA1            | Fall 2006   |
| _____   | and     |              | and   |                   |             |
| _____   | MAT 156 | 3            | Integrated Math II (must take both courses) | GT-MA1            | Fall 2006   |
| <b>Note:</b> Any mathematics course which has a foundation of prerequisites that includes Calculus I is approved for guaranteed statewide mathematical general education transfer credit. Contact your advisor for a course substitution. Only one approved mathematics course is guaranteed for transfer under the statewide guaranteed transfer (GT) program. |         |              |   |                   |             |
| <b>ARTS &amp; HUMANITIES: 9 credits required.</b>   |         |              |   |                   |             |
| <b>Select 3 courses with no more than 2 courses from any 1 category:</b>  |         |              |   |                   |             |
| <i>Select no more than two of these GT-AH1 Arts and Expression Category courses</i>   |         |              |   |                   |             |
| _____   | ART 110 | 3            | Art Appreciation                            | GT-AH1            | Spring 2004 |
| _____   | ART 111 | 3            | Art History I                               | GT-AH1            | Spring 2003 |
| _____   | ART 112 | 3            | Art History II                              | GT-AH1            | Spring 2003 |
| _____   | MUS 120 | 3            | Music Appreciation                          | GT-AH1            | Spring 2003 |
| _____   | MUS 121 | 3            | Intro to Music History I                    | GT-AH1            | Spring 2003 |
| _____   | MUS 122 | 3            | Intro to Music History II                   | GT-AH1            | Spring 2003 |
| _____   | THE 105 | 3            | Intro to Theatre Arts                       | GT-AH1            | Spring 2003 |
| _____   | THE 211 | 3            | Development of Theatre I                    | GT-AH1            | Spring 2003 |
| _____   | THE 212 | 3            | Development of Theatre II                   | GT-AH1            | Spring 2003 |
| <i>Select no more than two GT-AH2 Literature and Humanities Category courses</i>  |         |              |   |                   |             |
| _____   | HUM 121 | 3            | Survey of Humanities I                      | GT-AH2            | Spring 2004 |
| _____   | HUM 122 | 3            | Survey of Humanities II                     | GT-AH2            | Spring 2004 |
| _____   | HUM 123 | 3            | Survey of Humanities III                    | GT-AH2            | Spring 2004 |
| _____   | LIT 115 | 3            | Introduction to Literature                  | GT-AH2            | Spring 2003 |
| _____   | LIT 201 | 3            | Masterpieces of Literature I                | GT-AH2            | Spring 2003 |
| _____   | LIT 202 | 3            | Masterpieces of Literature II               | GT-AH2            | Spring 2003 |
| _____   | LIT 211 | 3            | Survey of American Literature I             | GT-AH2            | Fall 2005   |
| _____   | LIT 212 | 3            | Survey of American Literature II            | GT-AH2            | Fall 2005   |
| <i>Select no more than two GT-AH3 Ways of Thinking Category courses</i>   |         |              |   |                   |             |
| _____   | PHI 111 | 3            | Introduction to Philosophy                  | GT-AH3            | Spring 2003 |
| _____   | PHI 112 | 3            | Ethics                                      | GT-AH3            | Spring 2003 |
| _____   | PHI 113 | 3            | Logic                                       | GT-AH3            | Spring 2004 |
| <i>Select no more than two GT-AH4 Foreign Language Category courses</i>   |         |              |   |                   |             |
| _____   | SPA 211 | 3            | Spanish Language III                        | GT-AH4            | Fall 2005   |
| _____   | SPA 212 | 3            | Spanish Language IV                         | GT-AH4            | Fall 2005   |

**PHYSICAL & LIFE SCIENCES: 8 credits required.***Select 2 lab-based courses (Credits over 8 can be applied to electives)*

|       |         |   |                               |        |             |
|-------|---------|---|-------------------------------|--------|-------------|
| _____ | AST 101 | 4 | Astronomy I                   | GT-SC1 | Spring 2003 |
| _____ | AST 102 | 4 | Astronomy II                  | GT-SC1 | Spring 2003 |
| _____ | BIO 105 | 4 | Science of Biology            | GT-SC1 | Spring 2004 |
| _____ | BIO 111 | 5 | General College Biology I     | GT-SC1 | Spring 2003 |
| _____ | BIO 112 | 5 | General College Biology II    | GT-SC1 | Spring 2003 |
| _____ | BIO 201 | 4 | Human Anatomy & Physiology I  | GT-SC1 | Fall 2005   |
| _____ | BIO 202 | 4 | Human Anatomy & Physiology II | GT-SC1 | Fall 2005   |
| _____ | BIO 204 | 4 | Microbiology                  | GT-SC1 | Spring 2003 |
| _____ | CHE 101 | 5 | Intro to Chemistry I          | GT-SC1 | Spring 2003 |
| _____ | CHE 102 | 5 | Intro to Chemistry II         | GT-SC1 | Spring 2003 |
| _____ | CHE 111 | 5 | General College Chemistry I   | GT-SC1 | Spring 2003 |
| _____ | CHE 112 | 5 | General College Chemistry II  | GT-SC1 | Spring 2003 |
| _____ | GEY 111 | 4 | Physical Geology              | GT-SC1 | Spring 2003 |
| _____ | GEY 121 | 4 | Historical Geology            | GT-SC1 | Spring 2003 |
| _____ | PHY 105 | 4 | Conceptual Physics            | GT-SC1 | Fall 2005   |
| _____ | PHY 111 | 5 | Physics: Algebra Based I      | GT-SC1 | Spring 2003 |
| _____ | PHY 112 | 5 | Physics: Algebra Based II     | GT-SC1 | Spring 2003 |
| _____ | PHY 211 | 5 | Physics: Calculus Based I     | GT-SC1 | Spring 2003 |
| _____ | PHY 212 | 5 | Physics: Calculus Based II    | GT-SC1 | Spring 2003 |
| _____ | SCI 155 | 4 | Integrated Science I          |        |             |

*and**and*

|       |         |   |                       |        |           |
|-------|---------|---|-----------------------|--------|-----------|
| _____ | SCI 156 | 4 | Integrated Science II | GT-SC1 | Fall 2006 |
|-------|---------|---|-----------------------|--------|-----------|

*(Students must also complete BOTH courses to meet the total GT-SC1 requirement for the A.A. degree.)***SOCIAL & BEHAVIORAL SCIENCES: 9 credits required.****Select 3 courses: One MUST be History and no more than 2 courses from any 1 category:***MUST Select ONE, but no more than two of these GT-HI1-History Category courses*

|       |         |   |                                    |        |             |
|-------|---------|---|------------------------------------|--------|-------------|
| _____ | HIS 101 | 3 | History of Western Civilization I  | GT-HI1 | Spring 2003 |
| _____ | HIS 102 | 3 | History of Western Civilization II | GT-HI1 | Spring 2003 |
| _____ | HIS 111 | 3 | World Civilization I               | GT-HI1 | Fall 2006   |
| _____ | HIS 112 | 3 | World Civilization II              | GT-HI1 | Fall 2006   |
| _____ | HIS 201 | 3 | U.S. History I                     | GT-HI1 | Spring 2003 |
| _____ | HIS 202 | 3 | U.S. History II                    | GT-HI1 | Spring 2003 |
| _____ | HIS 247 | 3 | Contemporary World History         | GT-HI1 | Fall 2005   |

*Select no more than two GT-SS1 Economic & Political Systems Category courses*

|       |         |   |                                   |        |             |
|-------|---------|---|-----------------------------------|--------|-------------|
| _____ | ECO 201 | 3 | Principles of Macroeconomics      | GT-SS1 | Spring 2004 |
| _____ | ECO 202 | 3 | Principles of Microeconomics      | GT-SS1 | Spring 2004 |
| _____ | POS 105 | 3 | Introduction to Political Science | GT-SS1 | Spring 2003 |
| _____ | POS 111 | 3 | American Government               | GT-SS1 | Spring 2004 |
| _____ | POS 205 | 3 | International Relations           | GT-SS1 | Fall 2006   |

*Select no more than two GT-SS2 Geography Category courses*

|       |         |   |                          |        |             |
|-------|---------|---|--------------------------|--------|-------------|
| _____ | GEO 105 | 3 | World Regional Geography | GT-SS2 | Spring 2003 |
|-------|---------|---|--------------------------|--------|-------------|

*Select no more than two GT-SS3 Human Behavior & Social Systems Category courses*

|       |         |   |                              |        |             |
|-------|---------|---|------------------------------|--------|-------------|
| _____ | ANT 101 | 3 | Cultural Anthropology        | GT-SS3 | Spring 2003 |
| _____ | ANT 111 | 3 | Physical Anthropology        | GT-SS3 | Spring 2003 |
| _____ | PSY 101 | 3 | General Psychology I         | GT-SS3 | Spring 2004 |
| _____ | PSY 102 | 3 | General Psychology II        | GT-SS3 | Spring 2003 |
| _____ | PSY 205 | 3 | Psychology of Gender         | GT-SS3 | Fall 2006   |
| _____ | PSY 226 | 3 | Social Psychology            | GT-SS3 | Fall 2006   |
| _____ | PSY 235 | 3 | Human Growth & Development   | GT-SS3 | Fall 2005   |
| _____ | PSY 238 | 3 | Child Development            | GT-SS3 | Fall 2006   |
| _____ | SOC 101 | 3 | Introduction to Sociology I  | GT-SS3 | Spring 2004 |
| _____ | SOC 102 | 3 | Introduction to Sociology II | GT-SS3 | Spring 2004 |
| _____ | SOC 215 | 3 | Contemporary Social Problems | GT-SS3 | Fall 2006   |

**ELECTIVES – 19 credits required***Select from any courses listed on the Approved A.A. Electives list on the next page or consult your Advisor.*


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The State Guaranteed Transfer Courses [GT-xxx] and the Community College General Education requirements have been incorporated into the A.A. degree. Completion of the degree with a grade of "C" or better in every course guarantees that the student can transfer to any Colorado public 4-year institution AND complete any liberal arts or science baccalaureate degree in an additional 60 credits. Completion of the course requirements prior to the GT approval dates, by credit for prior learning or by transfer from any other institution may meet MCC degree requirements but invalidate the guaranteed transfer of A.A./A.S. degrees. See the Transfer and GT Pathways sections in this catalog for further details.

(Do not use this program for: Business transfer, Early Childhood Education, or Elementary Education - see specific layouts for these majors in the Statewide Articulation Agreement section.)

## Electives Approved for the A.A. Degree: **See Addendum**

This list of electives has been supplied for your convenience and reflects the best information currently available. Please check with your advisor to determine which courses are most appropriate for your chosen transfer institution and major.

Some of the course titles in this list have been abbreviated - see the complete title in the Course Description section of this catalog. Note: Other elective courses may be approved. Check with your advisor.

|  |  |   |
|--|--|---|
| ACC 121 (4) Accounting Principles I    | ENG 222 (3) Creative Writing II          | PED 117 (1) Cross Training#             |
| ACC 122 (4) Accounting Principles II   | ENG 226 (3) Fiction Writing              | PED 119 (1) Fitness Circuit Training#   |
| ANT 101 (3) Cultural Anthropology*     | ENG 227 (3) Poetry Writing               | PED 121 (1) Step Aerobics#              |
| ANT 111 (3) Physical Anthropology*     | GEO 105 (3) World Reg Geography*         | PED 147 (1) Yoga                        |
| ART 110 (3) Art Appreciation*          | GEY 111 (4) Physical Geology *           | PED 148 (1) Yoga II                     |
| ART 111 (3) Art History I *            | GEY 121 (4) Historical Geology *         | PHI 111 (3) Intro to Philosophy *       |
| ART 112 (3) Art History II *           | HIS 101 (3) History of Western Civ I *   | PHI 112 (3) Ethics *                    |
| ART 121 (3) Drawing I                  | HIS 102 (3) History of Western Civ II *  | PHI 113 (3) Logic*                      |
| ART 122 (3) Drawing II                 | HIS 111 (3) World Civilization I *       | PHI 115 (3) World Religions-West        |
| ART 123 (3) Watercolor I               | HIS 112 (3) World Civilization II *      | PHI 116 (3) World Religions-East        |
| ART 124 (3) Watercolor II              | HIS 201 (3) U.S. History I *             | PHY 105 (4) Conceptual Physics*         |
| ART 211 (3) Painting I                 | HIS 202 (3) U.S. History II *            | PHY 111 (5) Physics:Algebra-Based I*    |
| ART 212 (3) Painting II                | HIS 225 (3) Colorado History             | PHY 112 (5) Physics:Alg-Based II*       |
| ART 213 (3) Painting III               | HIS 235 (3) History of American West     | PHY 211 (5) Physics:Calc-Based I*       |
| ART 214 (3) Painting IV                | HPR 217 (4) Kinesiology                  | PHY 212 (5) Physics:Calc-Based II*      |
| AST 101 (4) Astronomy I *              | HUM 121 (3) Survey of Humanities I *     | POS 105 (3) Intro to Political Science* |
| AST 102 (4) Astronomy II *             | HUM 122 (3) Survey of Humanities II*     | POS 111 (3) American Government*        |
| BIO 105 (4) Science of Biology*        | HUM 123 (3) Survey of Humanities III*    | POS 205 (3) Intern'l Relations*         |
| BIO 111 (5) Gen College Biology I*     | LIT 115 (3) Introduction Literature I*   | PSY 101 (3) General Psychology I *      |
| BIO 112 (5) Gen College Biology II*    | LIT 125 (3) Study of the Short Story     | PSY 102 (3) General Psychology II *     |
| BIO 201 (4) Human A&P I *              | LIT 126 (3) Study of Poetry              | PSY 205 (3) Psychology of Gender*       |
| BIO 202 (4) Human A&P II*              | LIT 201 (3) Masterpieces of Literature*  | PSY 215 (3) Psych of Adjustment         |
| BIO 204 (4) Microbiology*              | LIT 202 (3) Masterpieces of Lit II*      | PSY 226 (3) Social Psychology*          |
| BIO 211 (4) Cell Biology               | LIT 211 (3) Survey of American Lit I*    | PSY 235 (3) Human Growth & Devel.*      |
| BIO 216 (4) Pathophysiology            | LIT 212 (3) Survey of American Lit II*   | PSY 237 (3) Child& Adolescent Psych     |
| BUS 216 (3) Legal Env of Business      | LIT 225 (3) Intro to Shakespeare         | PSY 238 (3) Child Development*          |
| BUS 217 (3) Bus Comm & Report Writ     | LIT 255 (3) Children's Literature        | PSY 245 (3) Educational Psychology      |
| BUS 226 (3) Business Statistics        | MAN 226 (3) Princ. of Management         | PSY 249 (3) Abnormal Psychology         |
| CHE 101 (5) Intro to Chemistry I*      | MAT 120 (4) Math for Liberal Arts *      | SCI 155 (4) Integrated Science I*       |
| CHE 102 (5) Intro to Chemistry II*     | MAT 121 (4) College Algebra *            | SCI 156 (4) Integrated Science II*      |
| CHE 111 (5) Gen College Chemistry I*   | MAT 122 (3) College Trigonometry*        | SOC 101 (3) Intro to Sociology I*       |
| CHE 112 (5) Gen College Chem II*       | MAT 125 (4) Survey of Calculus*          | SOC 102 (3) Intro to Sociology II *     |
| CIS 115 (3) Intro to Computer Info Sys | MAT 135 (3) Introduction to Statistics * | SOC 215 (3) Contemp Soc Problems*       |
| CIS 118 (3) Intro to PC Applications   | MAT 155 (3) Integrated Math I *          | SPA 111 (5) Spanish Language I          |
| CSC 160 (4) Computer Science I: C++    | MAT 156 (3) Integrated Math II*          | SPA 112 (5) Spanish Language II         |
| CSC 161 (4) Computer Science II:C++    | MAT 201 (5) Calculus I *                 | SPA 115 (3) Spanish for Professional I  |
| ECE 101 (3) Intro to Early Child Ed    | MAT 202 (5) Calculus II*                 | SPA 211 (3) Spanish Language III *      |
| ECE 102 (3) Intro-ECE Lab Tech         | MAT 203 (4) Calculus III*                | SPA 212 (3) Spanish Language IV *       |
| ECE 103 (3) Guidance Strat-Child       | MAT 215 (4) Discrete Mathematics         | SPE 115 (3) Public Speaking             |
| ECE 205 (3) Nutrition, Health & Safety | MAT 265 (3) Differential Equations*      | SPE 125 (3) Interpersonal Comm          |
| ECE 220 (3) Curriculum Dev-Methods     | MUS 120 (3) Music Appreciation *         | SPE 226 (3) Oral Interpretation         |
| ECE 225 (3) Lang & Cognition - Child   | MUS 121 (3) Music History I *            | THE 105 (3) Intro to Theatre Arts *     |
| ECE 226 (3) Creativity-Young Child     | MUS 122 (3) Music History II *           | THE 111 (3) Acting I                    |
| ECO 201 (3) Prin of Macroeconomics*    | PED 106 (1) Tennis*                      | THE 112 (3) Acting II                   |
| ECO 202 (3) Prin of Microeconomics*    | PED 110 (1) Fitness Center Activity I#   | THE 211 (3) Dev of Theatre I *          |
| EDU 221 (3) Introduction to Education  | PED 111 (1) Fitness Center Activity II#  | THE 212 (3) Dev of Theatre II *         |
| EDU 261 (3) Teaching/Learning/Techs    | PED 113 (1) Fitness Concepts#            |   |
| ENG 221 (3) Creative Writing I         | PED 116 (1) Weight Training#             |   |

# Students may apply up to 3 credits of physical education activity (PED/PER), 100 and/or 200 level Independent Study, Seminar/Workshop, Special Topics courses (ST:xxx), to the A.A. Degree. Independent Study, Seminar/Workshop, and Special Topics courses require written Instructional Dean permission.

\*State Guaranteed Transfer [GT] Courses

# ASSOCIATE OF SCIENCE DEGREE (A.S.) See Addendum

The Associate of Science degree includes courses traditionally taught during the first two years of a Bachelor of Science degree program and is transferable to four-year institutions. Specific emphasis areas of study may be selected, or an undecided student may select the basic A.S. transfer degree. An Associate of Science graduate who meets the GT Pathways transfer requirements can enter a four-year Colorado public college or university as a junior and complete a Bachelor of Science degree program with an additional 60 credits.

*Not for majors in: Engineering (see Statewide Articulation Agreement section)*

## ASSOCIATE OF SCIENCE DEGREE (A.S.): 60 CREDITS REQUIRED

| Course #  | Credits  | Course Title | GT-xxx                           | GT Effective Term |             |
|---|--|--------------|----------------------------------|-------------------|-------------|
| <b>COMMUNICATIONS: Two courses/6 credits required</b>   |  |              |                                  |                   |             |
| _____   | ENG 121  | 3            | English Composition I            | GT-CO1            | Spring 2003 |
| _____   | ENG 122  | 3            | English Composition II           | GT-CO2            | Spring 2003 |
| <b>SPEECH: One course/3 credits required</b>  |  |              |                                  |                   |             |
| _____   | SPE 115  | 3            | Public Speaking                  |                   |             |
|   | <i>This is a Colorado Community College System requirement and is in addition to the State Guaranteed Transfer</i> |              |                                  |                   |             |
| _____   | SPE 125  | 3            | Interpersonal Communication      |                   |             |
| <b>COMPUTER SCIENCE: One course required</b>  |  |              |                                  |                   |             |
| _____   | CIS 118  | 3            | Introduction to PC Applications  |                   |             |
|   | <i>This is a Morgan Community College requirement</i>  |              |                                  |                   |             |
| _____   | CIS 160  | 3            | Computer Science I: [Language]   |                   |             |
| <b>MATHEMATICS:</b>   |  |              |                                  |                   |             |
| <b>Select one course (Credits over 3 can be applied to Electives)</b>                               |  |              |                                  |                   |             |
| _____   | MAT 121  | 4            | College Algebra                  | GT-MA1            | Spring 2003 |
| _____   | MAT 125  | 4            | Survey of Calculus               | GT-MA1            | Spring 2003 |
| _____   | MAT 201  | 5            | Calculus I                       | GT-MA1            | Spring 2003 |
| _____   | MAT 202  | 5            | Calculus II                      | GT-MA1            | Spring 2003 |
| _____   | MAT 203  | 4            | Calculus III                     | GT-MA1            | Fall 2006   |
| <b>PHYSICAL &amp; LIFE SCIENCES: 8 credits required.</b>  |  |              |                                  |                   |             |
| <b>Select no more than two of these GT-SC1 courses (Credits over 8 can be applied to electives)</b> |  |              |                                  |                   |             |
| _____   | AST 101  | 4            | Astronomy I                      | GT-SC1            | Spring 2003 |
| _____   | AST 102  | 4            | Astronomy I                      | GT-SC1            | Spring 2003 |
| _____   | BIO 105  | 4            | Science of Biology               | GT-SC1            | Spring 2004 |
| _____   | BIO 111  | 5            | General College Biology I        | GT-SC1            | Spring 2003 |
| _____   | BIO 112  | 5            | General College Biology II       | GT-SC1            | Spring 2003 |
| _____   | BIO 201  | 4            | Human Anatomy & Physiology I     | GT-SC1            | Fall 2005   |
| _____   | BIO 202  | 4            | Human Anatomy & Physiology II    | GT-SC1            | Fall 2005   |
| _____   | BIO 204  | 4            | Microbiology                     | GT-SC1            | Spring 2003 |
| _____   | CHE 111  | 5            | General College Chemistry I      | GT-SC1            | Spring 2003 |
| _____   | CHE 112  | 5            | General College Chemistry II     | GT-SC1            | Spring 2003 |
| _____   | GEY 111  | 4            | Physical Geology                 | GT-SC1            | Spring 2003 |
| _____   | GEY 121  | 4            | Historical Geology               | GT-SC1            | Spring 2003 |
| _____   | PHY 111  | 5            | Physics: Algebra Based I         | GT-SC1            | Spring 2003 |
| _____   | PHY 112  | 5            | Physics: Algebra Based II        | GT-SC1            | Spring 2003 |
| _____   | PHY 211  | 5            | Physics: Calculus Based I        | GT-SC1            | Spring 2003 |
| _____   | PHY 212  | 5            | Physics: Calculus Based II       | GT-SC1            | Spring 2003 |
| <b>ARTS &amp; HUMANITIES: 9 credits required.</b>   |  |              |                                  |                   |             |
| <b>Select 3 courses with no more than 2 courses from any 1 category:</b>                            |  |              |                                  |                   |             |
| <i>Select no more than two of these GT-AH1 Arts and Expression Category courses</i>                 |  |              |                                  |                   |             |
| _____   | ART 110  | 3            | Art Appreciation                 | GT-AH1            | Spring 2004 |
| _____   | ART 111  | 3            | Art History I                    | GT-AH1            | Spring 2003 |
| _____   | ART 112  | 3            | Art History II                   | GT-AH1            | Spring 2003 |
| _____   | MUS 120  | 3            | Music Appreciation               | GT-AH1            | Spring 2003 |
| _____   | MUS 121  | 3            | Intro to Music History I         | GT-AH1            | Spring 2003 |
| _____   | MUS 122  | 3            | Intro to Music History II        | GT-AH1            | Spring 2003 |
| _____   | THE 105  | 3            | Intro to Theatre Arts            | GT-AH1            | Spring 2003 |
| _____   | THE 211  | 3            | Development of Theatre I         | GT-AH1            | Spring 2003 |
| _____   | THE 212  | 3            | Development of Theatre II        | GT-AH1            | Spring 2003 |
| <i>Select no more than two GT-AH2 Literature and Humanities Category courses</i>                    |  |              |                                  |                   |             |
| _____   | HUM 121  | 3            | Survey of Humanities I           | GT-AH2            | Spring 2004 |
| _____   | HUM 122  | 3            | Survey of Humanities II          | GT-AH2            | Spring 2004 |
| _____   | HUM 123  | 3            | Survey of Humanities III         | GT-AH2            | Spring 2004 |
| _____   | LIT 115  | 3            | Introduction to Literature       | GT-AH2            | Spring 2003 |
| _____   | LIT 201  | 3            | Masterpieces of Literature I     | GT-AH2            | Spring 2003 |
| _____   | LIT 202  | 3            | Masterpieces of Literature II    | GT-AH2            | Spring 2003 |
| _____   | LIT 211  | 3            | Survey of American Literature I  | GT-AH2            | Fall 2005   |
| _____   | LIT 212  | 3            | Survey of American Literature II | GT-AH2            | Fall 2005   |

Select no more than two GT-AH3 Ways of Thinking Category courses

|       |         |   |                            |        |             |
|-------|---------|---|----------------------------|--------|-------------|
| _____ | PHI 111 | 3 | Introduction to Philosophy | GT-AH3 | Spring 2003 |
| _____ | PHI 112 | 3 | Ethics                     | GT-AH3 | Spring 2003 |
| _____ | PHI 113 | 3 | Logic                      | GT-AH3 | Spring 2004 |

Select no more than two GT-AH4 Foreign Language Category courses

|       |         |   |                      |        |           |
|-------|---------|---|----------------------|--------|-----------|
| _____ | SPA 211 | 3 | Spanish Language III | GT-AH4 | Fall 2005 |
| _____ | SPA 212 | 3 | Spanish Language IV  | GT-AH4 | Fall 2005 |

**SOCIAL & BEHAVIORAL SCIENCES: 9 credits required.**

Select 3 courses. One MUST be History and no more than 2 courses from any 1 category:

MUST Select ONE, but no more than two of these GT-HI1-History Category courses

|       |         |   |                                    |        |             |
|-------|---------|---|------------------------------------|--------|-------------|
| _____ | HIS 101 | 3 | History of Western Civilization I  | GT-HI1 | Spring 2003 |
| _____ | HIS 102 | 3 | History of Western Civilization II | GT-HI1 | Spring 2003 |
| _____ | HIS 111 | 3 | World Civilization I               | GT-HI1 | Fall 2006   |
| _____ | HIS 112 | 3 | World Civilization II              | GT-HI1 | Fall 2006   |
| _____ | HIS 201 | 3 | U.S. History I                     | GT-HI1 | Spring 2003 |
| _____ | HIS 202 | 3 | U.S. History II                    | GT-HI1 | Spring 2003 |
| _____ | HIS 247 | 3 | Contemporary World History         | GT-HI1 | Fall 2005   |

Select no more than two GT-SS1 Economic & Political Systems Category courses

|       |         |   |                                   |        |             |
|-------|---------|---|-----------------------------------|--------|-------------|
| _____ | ECO 201 | 3 | Principles of Macroeconomics      | GT-SS1 | Spring 2004 |
| _____ | ECO 202 | 3 | Principles of Microeconomics      | GT-SS1 | Spring 2004 |
| _____ | POS 105 | 3 | Introduction to Political Science | GT-SS1 | Spring 2003 |
| _____ | POS 111 | 3 | American Government               | GT-SS1 | Spring 2004 |
| _____ | POS 205 | 3 | International Relations           | GT-SS1 | Fall 2006   |

Select no more than two GT-SS2 Geography Category courses

|       |         |   |                          |        |             |
|-------|---------|---|--------------------------|--------|-------------|
| _____ | GEO 105 | 3 | World Regional Geography | GT-SS2 | Spring 2003 |
|-------|---------|---|--------------------------|--------|-------------|

Select no more than two GT-SS3 Human Behavior & Social Systems Category courses

|       |         |   |                              |        |             |
|-------|---------|---|------------------------------|--------|-------------|
| _____ | ANT 101 | 3 | Cultural Anthropology        | GT-SS3 | Spring 2003 |
| _____ | ANT 111 | 3 | Physical Anthropology        | GT-SS3 | Spring 2003 |
| _____ | PSY 101 | 3 | General Psychology I         | GT-SS3 | Spring 2004 |
| _____ | PSY 102 | 3 | General Psychology II        | GT-SS3 | Spring 2003 |
| _____ | PSY 205 | 3 | Psychology of Gender         | GT-SS3 | Fall 2006   |
| _____ | PSY 226 | 3 | Social Psychology            | GT-SS3 | Fall 2006   |
| _____ | PSY 235 | 3 | Human Growth & Development   | GT-SS3 | Fall 2005   |
| _____ | PSY 238 | 3 | Child Development            | GT-SS3 | Fall 2006   |
| _____ | SOC 101 | 3 | Introduction to Sociology I  | GT-SS3 | Spring 2004 |
| _____ | SOC 102 | 3 | Introduction to Sociology II | GT-SS3 | Spring 2004 |
| _____ | SOC 215 | 3 | Contemporary Social Problems | GT-SS3 | Fall 2006   |

**ASSOCIATE OF SCIENCE ELECTIVES 19 credits required.**

Select from any courses listed on the Approved A.S. Electives list below or consult your Advisor.

Only these specific courses may be used as electives for the A.S. transfer degree. DO NOT use the A.A. Electives list.

**A.S. APPROVED ELECTIVES: See Addendum**

|  |   |  |
|--|---|--|
| AST 101 (4) Astronomy I *              | CHE 112 (5) Gen. College Chemistry II*    | MAT 125 (4) Survey of Calculus*          |
| AST 102 (4) Astronomy II *             | CIS 115 (3) Intro to Computer Info Syst   | MAT 135 (3) Introduction to Statistics * |
| BIO 111 (5) Gen.College Biology I/Lab* | CIS 118 (3) Intro to PC Applications      | MAT 201 (5) Calculus I *                 |
| BIO 112 (5) Gen.College BiologyII/Lab* | CSC 160 (4) Computer Science I: C++       | MAT 202 (5) Calculus II*                 |
| BIO 201 (4) Human Anat/Physiology I *  | CSC 161 (4) Computer Science II: C++      | MAT 203 (4) Calculus III*                |
| BIO 202 (4) Human Anat/Physiology II*  | ECO 201 (3) Principles of Macroeconomics* | MAT 265 (3) Differential Equations*      |
| BIO 204 (4) Microbiology*              | ECO 202 (3) Principles of Microeconomics* | PHY 111 (5) Physics: Algebra-Based I*    |
| BIO 211 (4) Cell Biology               | GEY 111 (4) Physical Geology *            | PHY 112 (5) Physics:Algebra-Based II*    |
| BIO 216 (4) Pathophysiology            | GEY 121 (4) Historical Geology *          | PHY 211 (5) Physics:Calculus-Based I*    |
| CHE 111 (5) Gen. College Chemistry I*  | MAT 121 (4) College Algebra *             | PHY 212 (5) Physics: Calculus-Based II*  |
|  | MAT 122 (3) College Trigonometry *        |  |

Some of the course titles in this list have been abbreviated - see the complete title in the Course Description section of this catalog. Note: Other elective courses may be approved. Check with your advisor.

\*State Guaranteed Transfer GT Pathways Courses: The State Guaranteed Transfer Courses [GT-xx] and the Community College General Education requirements have been incorporated into the A.S. degree. Completion of the degree with a grade of "C" or better in every course guarantees that the student can transfer to any Colorado public 4-year institution AND complete any liberal arts or science baccalaureate degree in an additional 60 credits. Completion of the course requirements prior to the GT approval dates, by credit for prior learning or by transfer from any other institution may meet MCC degree requirements but invalidate the guaranteed transfer of A.A. /A.S. degrees. See the Transfer and GT Pathways sections in this catalog for further details.

# ASSOCIATE OF GENERAL STUDIES DEGREE (A.G.S.) **See Addendum**

Students selecting this major should work closely with an academic advisor to select coursework which meets their individual needs.

## Associate of General Studies Degree (A.G.S.) Requirements: 60 credits Required

| Course #  | Credits | Course Title | GT-xxx   | GT Effective Term |             |
|---|---------|--------------|--|-------------------|-------------|
| <b>COMMUNICATIONS/SPEECH: 3 credits required</b>  |         |              |  |                   |             |
| <b>Select ONE course</b>  |         |              |  |                   |             |
| _____   | ENG 121 | 3            | English Composition I                          | GT-CO1            | Spring 2003 |
| _____   | ENG 122 | 3            | English Composition II                         | GT-CO2            | Spring 2003 |
| _____   | SPE 115 | 3            | Public Speaking                                |                   |             |
| <b>MATHEMATICS: 3 credits required</b>  |         |              |  |                   |             |
| <b>Select ONE course (Credits over 3 can be applied to General Education Electives)</b> |         |              |  |                   |             |
| _____   | MAT 120 | 3            | Mathematics for the Liberal Arts               | GT-MA1            | Spring 2003 |
| _____   | MAT 121 | 4            | College Algebra                                | GT-MA1            | Spring 2003 |
| _____   | MAT 122 | 3            | Trigonometry                                   | GT-MA1            | Fall 2005   |
| _____   | MAT 123 | 4            | Finite Math                                    | GT-MA1            | Fall 2005   |
| _____   | MAT 125 | 4            | Survey of Calculus                             | GT-MA1            | Spring 2003 |
| _____   | MAT 135 | 3            | Introduction to Statistics                     | GT-MA1            | Spring 2003 |
| _____   | MAT 166 | 5            | Pre-Calculus                                   | GT-MA1            | Fall 2005   |
| _____   | MAT 201 | 5            | Calculus I                                     | GT-MA1            | Spring 2003 |
| _____   | MAT 202 | 5            | Calculus II                                    | GT-MA1            | Spring 2003 |
| _____   | MAT 155 | 3            | Integrated Math I                              | GT-MA1            | Fall 2006   |
| _____   | and     |              | and  |                   |             |
| _____   | MAT 156 | 3            | Integrated Math II (must take both courses)    | GT-MA1            | Fall 2006   |
| <b>PHYSICAL &amp; LIFE SCIENCES: 3 credits required</b>                                 |         |              |  |                   |             |
| <b>Select ONE course (Credits over 3 can be applied to General Education Electives)</b> |         |              |  |                   |             |
| _____   | AST 101 | 4            | Astronomy I                                    | GT-SC1            | Spring 2003 |
| _____   | AST 102 | 4            | Astronomy II                                   | GT-SC1            | Spring 2003 |
| _____   | BIO 105 | 4            | Science of Biology                             | GT-SC1            | Spring 2004 |
| _____   | BIO 111 | 5            | General College Biology I                      | GT-SC1            | Spring 2003 |
| _____   | BIO 112 | 5            | General College Biology II                     | GT-SC1            | Spring 2003 |
| _____   | BIO 201 | 4            | Human Anatomy & Physiology I                   | GT-SC1            | Fall 2005   |
| _____   | BIO 202 | 4            | Human Anatomy & Physiology II                  | GT-SC1            | Fall 2005   |
| _____   | BIO 204 | 4            | Microbiology                                   | GT-SC1            | Spring 2003 |
| _____   | CHE 101 | 5            | Intro to Chemistry I                           | GT-SC1            | Spring 2003 |
| _____   | CHE 102 | 5            | Intro to Chemistry II                          | GT-SC1            | Spring 2003 |
| _____   | CHE 111 | 5            | General College Chemistry I                    | GT-SC1            | Spring 2003 |
| _____   | CHE 112 | 5            | General College Chemistry II                   | GT-SC1            | Spring 2003 |
| _____   | GEY 111 | 4            | Physical Geology                               | GT-SC1            | Spring 2003 |
| _____   | GEY 121 | 4            | Historical Geology                             | GT-SC1            | Spring 2003 |
| _____   | PHY 105 | 4            | Conceptual Physics                             | GT-SC1            | Fall 2005   |
| _____   | PHY 111 | 5            | Physics: Algebra Based I                       | GT-SC1            | Spring 2003 |
| _____   | PHY 112 | 5            | Physics: Algebra Based II                      | GT-SC1            | Spring 2003 |
| _____   | PHY 211 | 5            | Physics: Calculus Based I                      | GT-SC1            | Spring 2003 |
| _____   | PHY 212 | 5            | Physics: Calculus Based II                     | GT-SC1            | Spring 2003 |
| _____   | SCI 155 | 3            | Integrated Science I                           | GT-SC1            | Fall 2006   |
| _____   | and     |              | and  |                   |             |
| _____   | SCI 156 | 3            | Integrated Science II (must take both courses) | GT-SC1            | Fall 2006   |
| <b>ARTS &amp; HUMANITIES: 3 credits required</b>  |         |              |  |                   |             |
| <b>Select ONE course from any GT-AH1-4 category below</b>                               |         |              |  |                   |             |
| <i>GT-AH1 Arts and Expression Category courses</i>                                      |         |              |  |                   |             |
| _____   | ART 110 | 3            | Art Appreciation                               | GT-AH1            | Spring 2004 |
| _____   | ART 111 | 3            | Art History I                                  | GT-AH1            | Spring 2003 |
| _____   | ART 112 | 3            | Art History II                                 | GT-AH1            | Spring 2003 |
| _____   | MUS 120 | 3            | Music Appreciation                             | GT-AH1            | Spring 2003 |
| _____   | MUS 121 | 3            | Intro to Music History I                       | GT-AH1            | Spring 2003 |
| _____   | MUS 122 | 3            | Intro to Music History II                      | GT-AH1            | Spring 2003 |
| _____   | THE 105 | 3            | Intro to Theatre Arts                          | GT-AH1            | Spring 2003 |
| _____   | THE 211 | 3            | Development of Theatre I                       | GT-AH1            | Spring 2003 |
| _____   | THE 212 | 3            | Development of Theatre II                      | GT-AH1            | Spring 2003 |

*GT-AH2 Literature and Humanities Category courses*

|       |         |   |                                  |        |             |
|-------|---------|---|----------------------------------|--------|-------------|
| _____ | HUM 121 | 3 | Survey of Humanities I           | GT-AH2 | Spring 2004 |
| _____ | HUM 122 | 3 | Survey of Humanities II          | GT-AH2 | Spring 2004 |
| _____ | HUM 123 | 3 | Survey of Humanities III         | GT-AH2 | Spring 2004 |
| _____ | LIT 115 | 3 | Introduction to Literature       | GT-AH2 | Spring 2003 |
| _____ | LIT 201 | 3 | Masterpieces of Literature I     | GT-AH2 | Spring 2003 |
| _____ | LIT 202 | 3 | Masterpieces of Literature II    | GT-AH2 | Spring 2003 |
| _____ | LIT 211 | 3 | Survey of American Literature I  | GT-AH2 | Fall 2005   |
| _____ | LIT 212 | 3 | Survey of American Literature II | GT-AH2 | Fall 2005   |

*GT-AH3 Ways of Thinking Category courses*

|       |         |   |                            |        |             |
|-------|---------|---|----------------------------|--------|-------------|
| _____ | PHI 111 | 3 | Introduction to Philosophy | GT-AH3 | Spring 2003 |
| _____ | PHI 112 | 3 | Ethics                     | GT-AH3 | Spring 2003 |
| _____ | PHI 113 | 3 | Logic                      | GT-AH3 | Spring 2004 |

*GT-AH4 Foreign Language Category courses*

|       |         |   |                      |        |           |
|-------|---------|---|----------------------|--------|-----------|
| _____ | SPA 211 | 3 | Spanish Language III | GT-AH4 | Fall 2005 |
| _____ | SPA 212 | 3 | Spanish Language IV  | GT-AH4 | Fall 2005 |

**SOCIAL & BEHAVIORAL SCIENCES: 3 credits required**

**Select ONE course from the GT-HI1 or GT-SS1-3 categories below**

*GT-HI1-History Category courses*

|       |         |   |                                    |        |             |
|-------|---------|---|------------------------------------|--------|-------------|
| _____ | HIS 101 | 3 | History of Western Civilization I  | GT-HI1 | Spring 2003 |
| _____ | HIS 102 | 3 | History of Western Civilization II | GT-HI1 | Spring 2003 |
| _____ | HIS 111 | 3 | World Civilization I               | GT-HI1 | Fall 2006   |
| _____ | HIS 112 | 3 | World Civilization II              | GT-HI1 | Fall 2006   |
| _____ | HIS 201 | 3 | U.S. History I                     | GT-HI1 | Spring 2003 |
| _____ | HIS 202 | 3 | U.S. History II                    | GT-HI1 | Spring 2003 |
| _____ | HIS 247 | 3 | Contemporary World History         | GT-HI1 | Fall 2005   |

*GT-SS1 Economic & Political Systems Category courses*

|       |         |   |                                   |        |             |
|-------|---------|---|-----------------------------------|--------|-------------|
| _____ | ECO 201 | 3 | Principles of Macroeconomics      | GT-SS1 | Spring 2004 |
| _____ | ECO 202 | 3 | Principles of Microeconomics      | GT-SS1 | Spring 2004 |
| _____ | POS 105 | 3 | Introduction to Political Science | GT-SS1 | Spring 2003 |
| _____ | POS 111 | 3 | American Government               | GT-SS1 | Spring 2004 |
| _____ | POS 205 | 3 | International Relations           | GT-SS1 | Fall 2006   |

*GT-SS2 Geography Category courses*

|       |         |   |                          |        |             |
|-------|---------|---|--------------------------|--------|-------------|
| _____ | GEO 105 | 3 | World Regional Geography | GT-SS2 | Spring 2003 |
|-------|---------|---|--------------------------|--------|-------------|

*GT-SS3 Human Behavior & Social Systems Category courses*

|       |         |   |                              |        |             |
|-------|---------|---|------------------------------|--------|-------------|
| _____ | ANT 101 | 3 | Cultural Anthropology        | GT-SS3 | Spring 2003 |
| _____ | ANT 111 | 3 | Physical Anthropology        | GT-SS3 | Spring 2003 |
| _____ | PSY 101 | 3 | General Psychology I         | GT-SS3 | Spring 2004 |
| _____ | PSY 102 | 3 | General Psychology II        | GT-SS3 | Spring 2003 |
| _____ | PSY 205 | 3 | Psychology of Gender         | GT-SS3 | Fall 2006   |
| _____ | PSY 226 | 3 | Social Psychology            | GT-SS3 | Fall 2006   |
| _____ | PSY 235 | 3 | Human Growth & Development   | GT-SS3 | Fall 2005   |
| _____ | PSY 238 | 3 | Child Development            | GT-SS3 | Fall 2006   |
| _____ | SOC 101 | 3 | Introduction to Sociology I  | GT-SS3 | Spring 2004 |
| _____ | SOC 102 | 3 | Introduction to Sociology II | GT-SS3 | Spring 2004 |
| _____ | SOC 215 | 3 | Contemporary Social Problems | GT-SS3 | Fall 2006   |

**A.G.S. GENERAL EDUCATION COURSES 15 credits required**

\_\_\_\_\_

\_\_\_\_\_

Select from any courses listed on the A.G.S. pages above which have not already been used.

Select from any courses in the A.G.S. General Education Courses listed on the next page.

Select from any of the courses listed below:

|   |  |
|---|--|
| _____ COM 105 (3) Career Communications | _____ PSY 265 (3) Psychology of Personality          |
| _____ PHY 105 (3) Conceptual Physics    | _____ JOU 105 (3) Intro to Mass Media                |
| _____ PSY 106 (3) Human Relations       | _____ JOU 106 (3) Fundamentals of Reporting          |
| _____ PSY 116 (3) Stress Management     | _____ JOU 206 (3) Intermediate Newswriting & Editing |
| _____ PSY 247 (3) Child Abuse & Neglect |  |

**A.G.S. ELECTIVES 30 credits required**

|  |  |  |  |
|--|--|--|--|
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Select from any courses listed for the A.G.S. degree which have not already been used.  
 Select from any courses in the A.G.S. General Education Courses listed below.  
 Select from any occupational/Technical courses \*\*

The selected courses must NOT be considered developmental **See Addendum**

**Associate of General Studies (A.G.S.) General Education Courses**

This list of electives has been supplied for your convenience and reflects the best information currently available. Please check with your advisor to determine which courses are most appropriate for your chosen transfer institution and major.

Some of the course titles in this list have been abbreviated - see the complete title in the Course Description section of this catalog. Note: Other elective courses may be approved. Check with your advisor.

|  |  |   |
|--|--|---|
| ACC 121 (4) Accounting Principles I    | ENG 221 (3) Creative Writing I           | PED 113 (1) Fitness Concepts#           |
| ACC 122 (4) Accounting Principles II   | ENG 222 (3) Creative Writing II          | PED 116 (1) Weight Training#            |
| ANT 101 (3) Cultural Anthropology*     | ENG 226 (3) Fiction Writing              | PED 117 (1) Cross Training#             |
| ANT 111 (3) Physical Anthropology*     | ENG 227 (3) Poetry Writing               | PED 119 (1) Fitness Circuit Training#   |
| ART 110 (3) Art Appreciation*          | GEO 105 (3) World Reg Geography*         | PED 121 (1) Step Aerobics#              |
| ART 111 (3) Art History I *            | GEY 111 (4) Physical Geology *           | PED 147 (1) Yoga                        |
| ART 112 (3) Art History II *           | GEY 121 (4) Historical Geology *         | PED 148 (1) Yoga II                     |
| ART 121 (3) Drawing I                  | HIS 101 (3) History of Western Civ I *   | PHI 111 (3) Intro to Philosophy *       |
| ART 122 (3) Drawing II                 | HIS 102 (3) History of Western Civ II *  | PHI 112 (3) Ethics *                    |
| ART 123 (3) Watercolor I               | HIS 111 (3) World Civilization I *       | PHI 113 (3) Logic*                      |
| ART 124 (3) Watercolor II              | HIS 112 (3) World Civilization II *      | PHI 115 (3) World Religions-West        |
| ART 211 (3) Painting I                 | HIS 201 (3) U.S. History I *             | PHI 116 (3) World Religions-East        |
| ART 212 (3) Painting II                | HIS 202 (3) U.S. History II *            | PHY 105 (4) Conceptual Physics *        |
| ART 213 (3) Painting III               | HIS 225 (3) Colorado History             | PHY 111 (5) Physics:Algebra-Based I*    |
| ART 214 (3) Painting IV                | HIS 235 (3) History of American West     | PHY 112 (5) Physics:Alg-Based II*       |
| AST 101 (4) Astronomy I *              | HPR 217 (4) Kinesiology                  | PHY 211 (5) Physics:Calc-Based I*       |
| AST 102 (4) Astronomy II *             | HUM 121 (3) Survey of Humanities I *     | PHY 212 (5) Physics:Calc-Based II*      |
| BIO 105 (4) Science of Biology*        | HUM 122 (3) Survey of Humanities II*     | POS 105 (3) Intro to Political Science* |
| BIO 111 (5) Gen College Biology I*     | HUM 123 (3) Survey of Humanities III*    | POS 111 (3) American Government*        |
| BIO 112 (5) Gen College Biology II*    | LIT 115 (3) Introduction Literature I*   | POS 205 (3) Intern'l Relations*         |
| BIO 201 (4) Human A&P I *              | LIT 125 (3) Study of the Short Story     | PSY 101 (3) General Psychology I *      |
| BIO 202 (4) Human A&P II*              | LIT 126 (3) Study of Poetry              | PSY 102 (3) General Psychology II *     |
| BIO 204 (4) Microbiology*              | LIT 201 (3) Masterpieces of Literature*  | PSY 205 (3) Psychology of Gender*       |
| BIO 211 (4) Cell Biology               | LIT 202 (3) Masterpieces of Lit II*      | PSY 215 (3) Psych of Adjustment         |
| BIO 216 (4) Pathophysiology            | LIT 211 (3) Survey of American Lit I*    | PSY 226 (3) Social Psychology*          |
| BUS 216 (3) Legal Env of Business      | LIT 212 (3) Survey of American Lit II*   | PSY 235 (3) Human Growth & Devel.*      |
| BUS 217 (3) Bus Comm & Report Writ     | LIT 225 (3) Intro to Shakespeare         | PSY 237 (3) Child& Adolescent Psych     |
| BUS 226 (3) Business Statistics        | LIT 255 (3) Children's Literature        | PSY 238 (3) Child Development*          |
| CHE 101 (5) Intro to Chemistry I*      | MAN 226 (3) Princ. of Management         | PSY 245 (3) Educational Psychology      |
| CHE 102 (5) Intro to Chemistry II*     | MAT 120 (4) Math for Liberal Arts *      | PSY 249 (3) Abnormal Psychology         |
| CHE 111 (5) Gen College Chemistry I*   | MAT 121 (4) College Algebra *            | SOC 101 (3) Intro to Sociology I*       |
| CHE 112 (5) Gen College Chem II*       | MAT 122 (3) College Trigonometry*        | SOC 102 (3) Intro to Sociology II *     |
| CIS 115 (3) Intro to Computer Info Sys | MAT 125 (4) Survey of Calculus*          | SOC 215 (3) Contemp Soc Problems*       |
| CIS 118 (3) Intro to PC Applications   | MAT 135 (3) Introduction to Statistics * | SPA 111 (5) Spanish Language I          |
| CSC 160 (4) Computer Science I: C++    | MAT 155 (3) Integrated Math I *          | SPA 112 (5) Spanish Language II         |
| CSC 161 (4) Computer Science II:C++    | MAT 156 (3) Integrated Math II*          | SPA 115 (3) Spanish for Professional I  |
| ECE 101 (3) Intro to Early Child Ed    | MAT 201 (5) Calculus I *                 | SPA 211 (3) Spanish Language III        |
| ECE 102 (3) Intro-ECE Lab Tech         | MAT 202 (5) Calculus II*                 | SPA 212 (3) Spanish Language IV         |
| ECE 103 (3) Guidance Strat-Child       | MAT 203 (4) Calculus III*                | SPE 115 (3) Public Speaking             |
| ECE 205 (3) Nutrition, Health & Safety | MAT 215 (4) Discrete Mathematics         | SPE 125 (3) Interpersonal Comm          |
| ECE 220 (3) Curriculum Dev-Methods     | MAT 265 (3) Differential Equations*      | SPE 226 (3) Oral Interpretation         |
| ECE 225 (3) Lang & Cognition - Child   | MUS 120 (3) Music Appreciation *         | THE 105 (3) Intro to Theatre Arts *     |
| ECE 226 (3) Creativity-Young Child     | MUS 121 (3) Music History I *            | THE 111 (3) Acting I                    |
| ECO 201 (3) Prin of Macroeconomics*    | MUS 122 (3) Music History II *           | THE 112 (3) Acting II                   |
| ECO 202 (3) Prin of Microeconomics*    | PED 106 (1) Tennis*                      | THE 211 (3) Dev of Theatre I *          |
| EDU 221 (3) Introduction to Education  | PED 110 (1) Fitness Center Activity I#   | THE 212 (3) Dev of Theatre II *         |
| EDU 261 (3) Teaching/Learning/Techs    | PED 111 (1) Fitness Center Activity II#  |   |

#Students may apply up to 3 credits of physical education activity (PED/PER), 100 and/or 200 level Independent Study, Seminar/Workshop, Special Topics courses (ST:xxx), to the A.A. Degree. Independent Study, Seminar/Workshop, and Special Topics courses require written Instructional Dean permission.

\*State Guaranteed Transfer [GT] Courses

**\*\*Examples of occupational/technical courses are:**

- ABM** Ag/Business Management courses
  - AST** Automotive Service Technology courses
  - BUS** Business courses
  - ACT** Automotive Collision Technology courses
  - EMS** Emergency Medical Services courses
  - HEA** Health courses
  - HWE** Health and Wellness courses
  - MMA** Multimedia courses
- Other course prefixes apply. See your advisor.**

# AGRICULTURE AND BUSINESS MANAGEMENT

Agriculture and Business Management Program certificates are designed for self-employed owners/operators, managers, consultants and interested individuals associated with agricultural and business fields.

~~Six separate 18-credit certificates are available:~~ **See Addendum**

- Agriculture and Business Management Planning & Financial Records Certificate
- Agriculture and Business Management Financial Analysis Certificate
- Agriculture and Business Management Commodity Marketing Certificate
- Agriculture and Business Management Marketing and Risk Management Certificate
- Advanced Agriculture and Business Management Certificate
- Rural Business Entrepreneurship Certificate

## Agriculture and Business Management Planning & Financial Records Certificate

Agriculture and Business Management Planning & Financial Records is a one-year certificate program in business planning and computerized record keeping. Emphasis will be placed on the implementation and maintenance of an accurate set of computerized financial records, computer terminology, accounting concepts, and compiling a business plan.

*Program Prerequisites: None*

**Agriculture and Business Management Planning & Financial Records Certificate Requirements: 18 credits required**

*Complete the following 2 courses*

| Course #      | Cr. | Course Title                   |
|---------------|-----|--------------------------------|
| _____ ABM 111 | 9   | Records & Business Planning I  |
| _____ ABM 112 | 9   | Records & Business Planning II |

## Agriculture and Business Management Financial Analysis Certificate

Agriculture and Business Financial Analysis is a one-year certificate program focusing on financial analysis and health of the business. Development and interpretation of financial reports will point to strengths and weaknesses for business analysis purposes.

*Program Prerequisites: Complete set of cash records or consent of instructor.*

**Agriculture and Business Management Financial Analysis Certificate Requirements: 18 credits required**

*Complete the following 2 courses:*

| Course #      | Cr. | Course Title          |
|---------------|-----|-----------------------|
| _____ ABM 121 | 9   | Financial Analysis I  |
| _____ ABM 122 | 9   | Financial Analysis II |

## Agriculture and Business Management Commodity Marketing Certificate

Agriculture and Business Management Commodity Marketing is a one-year certificate (18 credits) focusing on the development of a marketing plan and production costs. This focus includes marketing strategies and alternatives such as cash, futures, options, and forward contracts as well as price trends and behavior. Enterprise calculations resulting in production trends are emphasized.

**Agriculture and Business Management Commodity Marketing Certificate Requirements: 18 credits required**

*Prerequisites: ABM 131: Cost of production records for one enterprise or consent of instructor.*

*ABM 132: ABM 131 or instructor consent*

| Course #      | Cr. | Course Title           |
|---------------|-----|------------------------|
| _____ ABM 131 | 9   | Commodity Marketing I  |
| _____ ABM 132 | 9   | Commodity Marketing II |

## Agriculture and Business Management Marketing & Risk Management Certificate

Agriculture and Business Management Marketing & Risk Management is a one-year certificate emphasizing marketing strategies, enterprise/job costing analysis, sales/pricing trends, and risk management techniques. Marketing terminology, risk management strategies, marketing research and analysis along with marketing strategies for the development of a marketing plan will be emphasized.

**Agriculture and Business Management Marketing & Risk Management Certificate Requirements: 18 credits required**

*Complete the following 2 courses:*

*Prerequisites: ABM 135: None*

*ABM 136: ABM 135 or by instructor consent*

| Course #      | Cr. | Course Title                   |
|---------------|-----|--------------------------------|
| _____ ABM 135 | 9   | Marketing & Risk Management I  |
| _____ ABM 136 | 9   | Marketing & Risk Management II |

## Advanced Agriculture and Business Management Certificate

Advanced Agriculture and Business Management is a one-year certificate designed to enhance advanced management skills by looking at the existing business plan, identifying risk reducing alternatives, and continued in-depth financial analysis.

**Advanced Ag/Business Management Certificate Requirements: 18 credits required**

*Complete the following 2 courses*

*Prerequisites: ABM 141: Accurate accrual financial records or instructor consent.*

*ABM 142: Completed business plan or instructor consent*

| Course #      | Cr. | Course Title                    |
|---------------|-----|---------------------------------|
| _____ ABM 141 | 9   | Advanced Business Management I  |
| _____ ABM 142 | 9   | Advanced Business Management II |

## Rural Business Entrepreneurship Certificate

The Rural Business Entrepreneurship program is a one-year certificate designed to enhance business management skills by looking at a new business venture. Emphasis will be placed on the research and development of a complete business plan through the use of technology.

*Program Prerequisites: None.*

**Rural Business Entrepreneurship Certificate Requirements: 18 credits required**

*Complete the following 2 courses*

| Course #      | Cr. | Course Title                       |
|---------------|-----|------------------------------------|
| _____ ABM 151 | 9   | Rural Business Entrepreneurship I  |
| _____ ABM 152 | 9   | Rural Business Entrepreneurship II |

# APPLIED TECHNOLOGY

The Associate of Applied Science-Applied Technology is offered in accordance with a statewide consortium of Area Vocational Technical Schools (AVTS) and Colorado public community/junior colleges. To complete the A.A.S. Degree in Applied Technology, a student will complete the technical course work for a state approved Career and Technical Education certificate at one of the four Area Vocation Technical Schools. The general education and other degree requirements will be completed at Morgan Community College.

The Associate of Applied Science Applied Technology Degree requires the completion of 60 semester hours. The number of ATVS credits that apply to the degree will vary by certificate program. A minimum of 30 and a maximum of 45 AVTS certificate credits may be accepted by Morgan Community College towards an Applied Technology Degree. In instances where the AVS certificate program is less than 45 credits but at least 30 credits, sufficient credit must be earned through Morgan Community College to meet the 60 credit hour minimum requirements for the Applied Technology degree. A minimum of 15 credits must be earned at Morgan Community College to meet the 60 credit hour minimum requirement for the Applied Technology Degree.

## Applied Technology- Associate of Applied Science Degree (A.A.S.)

### A. MINIMUM 15 CREDITS GENERAL EDUCATION COURSES REQUIRED FROM MCC TO BE TAKEN FROM THE FIVE CATEGORIES BELOW: 60 credits required

| Course #  | Credits | Course Title                     | GT-xxx | GT Effective Term |
|---|---------|----------------------------------|--------|-------------------|
| <b>COMMUNICATIONS/SPEECH: 3 credits required.</b>                                       |         |                                  |        |                   |
| <i>Select ONE course</i>  |         |                                  |        |                   |
| _____ ENG 121   | 3       | English Composition I            | GT-CO1 | Spring 2003       |
| _____ ENG 122   | 3       | English Composition II           | GT-CO2 | Spring 2003       |
| _____ SPE 115   | 3       | Public Speaking                  |        |                   |
| <b>MATHEMATICS: 3 credits required.</b>   |         |                                  |        |                   |
| <i>Select ONE course Credits over 3 can be applied to General Ed Electives)</i>         |         |                                  |        |                   |
| _____ MAT 120   | 3       | Mathematics for the Liberal Arts | GT-MA1 | Spring 2003       |
| _____ MAT 121   | 4       | College Algebra                  | GT-MA1 | Spring 2003       |
| _____ MAT 135   | 3       | Introduction to Statistics       | GT-MA1 | Spring 2003       |
| _____ MAT 155   | 3       | Integrated Math I                | GT-MA1 | Fall 2006         |
| _____ MAT 156   | 3       | Integrated Math II               | GT-MA1 | Fall 2006         |
| <b>PHYSICAL &amp; LIFE SCIENCES: 3 credits required.</b>                                |         |                                  |        |                   |
| <i>Select ONE course (Credits over 3 can be applied to General Education Electives)</i> |         |                                  |        |                   |
| _____ BIO 105   | 4       | Science of Biology               | GT-SC1 | Spring 2004       |
| _____ CHE 101   | 5       | Intro to Chemistry I             | GT-SC1 | Spring 2003       |
| _____ CHE 111   | 5       | General College Chemistry I      | GT-SC1 | Spring 2003       |
| _____ GEY 111   | 4       | Physical Geology                 | GT-SC1 | Spring 2003       |
| _____ PHY 105   | 4       | Conceptual Physics               | GT-SC1 | Fall 2005         |
| _____ PHY 111   | 5       | Physics: Algebra Based I         | GT-SC1 | Spring 2003       |
| <b>ARTS &amp; HUMANITIES: 3 credits required.</b>                                       |         |                                  |        |                   |
| <i>Select ONE course</i>  |         |                                  |        |                   |
| _____ ART 110   | 3       | Art Appreciation                 | GT-AH1 | Spring 2004       |
| _____ MUS 120   | 3       | Music Appreciation               | GT-AH1 | Spring 2003       |
| _____ LIT 115   | 3       | Introduction to Literature       | GT-AH2 | Spring 2003       |
| _____ LIT 255   | 3       | Children's Literature            |        |                   |
| <b>SOCIAL &amp; BEHAVIORAL SCIENCES: 3 credits required.</b>                            |         |                                  |        |                   |
| <i>Select ONE course</i>  |         |                                  |        |                   |
| _____ HIS 201   | 3       | U.S. History I                   | GT-HI1 | Spring 2003       |
| _____ POS 111   | 3       | American Government              | GT-SS1 | Spring 2004       |
| _____ GEO 105   | 3       | World Regional Geography         | GT-SS2 | Spring 2003       |

### B. 30-45 CREDITS REQUIRED FROM AVTS COMPLETED CERTIFICATE

### C. 0-15 MCC CREDITS TO COMPLETE REMAINING 60 CREDIT HOURS FOR DEGREE (Depending on number of credits transferred in from AVTS.)

# AUTOMOTIVE COLLISION REPAIR TECHNOLOGY

The Automotive Collision Repair Technology program at Morgan Community College offers both a one-year certificate and two-year Associate of Applied Science degree (A.A.S.) Completion of the program prepares students for entry-level employment in auto body painting, frame repair, or metal repair 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. In order for students to meet NATEF requirement, students are required to purchase the applicable textbooks before attending class.

**Accreditation:** National Automotive Technological Education Foundation, Inc. (NATEF)

## Automotive Collision Repair Certificate

**Automotive Collision Repair Certificate Requirements:**  
34 credits required

Complete the following courses:

| Course #                                     | Cr | Course Title   |
|--|----|--|
| <b>Level I – Fall Semester: 11 credits</b>   |    |  |
| _____ ACT 110                                | 2  | Safety in Collision Repair                               |
| _____ ACT 111                                | 3  | Metal Welding and Cutting I                              |
| _____ ACT 121                                | 3  | Non-Structural Repair Preparation                        |
| _____ ACT 123                                | 3  | Metal Finishing and Body Filling                         |
| <b>Level I – Spring Semester: 9 credits</b>  |    |  |
| _____ ACT 122                                | 3  | Panel Repair and Replacements                            |
| _____ ACT 131                                | 3  | Structural Damage Diagnosis                              |
| _____ ACT 232                                | 2  | Fixed Glass Repair                                       |
| _____ MAT 178                                | 1  | Math for Industrial Trades<br>(General Education Course) |
| <b>Level II – Fall Semester: 7 credits</b>   |    |  |
| _____ ACT 141                                | 1  | Refinishing Safety                                       |
| _____ ACT 142                                | 2  | Surface Preparation I                                    |
| _____ ACT 143                                | 2  | Spray Equipment Operation                                |
| _____ HWE 122                                | 2  | Responding to Emergencies                                |
| <b>Level II – Spring Semester: 7 credits</b> |    |  |
| _____ ACT 144                                | 2  | Refinishing I  |
| _____ ACT 132                                | 3  | Structural Damage Repair                                 |
| _____ ACT 151                                | 1  | Plastics and Adhesives I                                 |
| _____ ACT 251                                | 1  | Plastics and Adhesives II                                |

## Automotive Collision Technology Degree – Associate of Applied Science (A.A.S.)

Completion of the 34 certificate requirements PLUS 41 additional credits will entitle students to receive the A.A.S.-Automotive Collision Technology degree.

**Associate of Applied Science (A.A.S.)-Automotive Collision Technology Degree Requirements:**  
75 credits required

Complete the following courses:

| Course #   | Cr | Course Title   |
|--|----|--|
| <i>These courses are all contained within the 34 credits of the Automotive Collision Repair Certificate.</i> |    |  |
| _____ ACT 110  | 2  | Safety in Collision Repair                               |
| _____ ACT 111  | 3  | Metal Welding and Cutting I                              |
| _____ ACT 121  | 3  | Non-Structural Repair Preparation                        |
| _____ ACT 123  | 3  | Metal Finishing and Body Filling                         |
| _____ ACT 122  | 3  | Panel Repair and Replacements                            |
| _____ ACT 131  | 3  | Structural Damage Diagnosis                              |
| _____ ACT 232  | 2  | Fixed Glass Repair                                       |
| _____ MAT 178  | 1  | Math for Industrial Trades<br>(General Education Course) |
| _____ ACT 141  | 1  | Refinishing Safety                                       |
| _____ ACT 142  | 2  | Surface Preparation I                                    |
| _____ ACT 143  | 2  | Spray Equipment Operation                                |
| _____ HWE 122  | 2  | Responding to Emergencies                                |
| _____ ACT 144  | 2  | Refinishing I  |
| _____ ACT 132  | 3  | Structural Damage Repair                                 |
| _____ ACT 151  | 1  | Plastics and Adhesives I                                 |
| _____ ACT 251  | 1  | Plastics and Adhesives II                                |
| _____ CIS 115  | 3  | Introduction to PC Applications                          |

*Additional Courses to receive Automotive Collision Technology A.A.S. degree.*

|               |   |   |
|---------------|---|---|
| _____ COM 105 | 3 | Career Communications                               |
| _____ MAT 107 | 3 | Career Math   |
| _____ ART 211 | 3 | Painting<br>(General Education Elective)            |
| _____ ACT 180 | 3 | Automotive Collision Repair<br>Internship-Level I   |
| _____ ACT 181 | 4 | Automotive Collision Repair<br>Internship-Level II  |
| _____ ACT 280 | 5 | Automotive Collision Repair<br>Internship-Level III |
| _____ ACT 205 | 3 | Estimating & Shop Management                        |
| _____ ACT 211 | 2 | Metal Welding & Cutting II                          |
| _____ ACT 231 | 3 | Advanced Structural Damage<br>Diagnosis             |
| _____ ACT 241 | 3 | Paint Defects                                       |
| _____ ACT 242 | 2 | Surface Preparation II                              |
| _____ ACT 243 | 2 | Refinishing II                                      |
| _____ ACT 244 | 2 | Final Detail  |

# AUTOMOTIVE SERVICE TECHNOLOGY

The Associate of Applied Science-Automotive Service Technology program at Morgan Community College prepares students to secure work in many different aspects of the automotive service field. Positions include general automotive technician, light or heavy-duty technician, or drivability technician.

The program meets Automotive Service Excellence (ASE) standards, established by the National Automobile Technicians Education Foundation (NATEF) and is NATEF certified. All program faculty are ASE Master certified. Training includes work-site experience. In order for students to meet NATEF requirement, students are required to purchase the applicable textbooks before attending class.

Tools are not required for program completion; however, they will be required to gain employment in the industry. Students will get special price incentives on tools as students of the automotive service technology program. Many vendors participate in this program.

**Accreditation:** National Automotive Technological Education Foundation, Inc. (NATEF)

## Automotive Service Technology Certificate

**Automotive Service Technology Certificate Requirements: 35 credits required**

Complete the following courses:

| Course #   | Cr | Course Title                                    |
|--|----|---|
| <b>Level I</b>   |    |   |
| <i>These 33 credits will apply to the A.A.S degree in Automotive Service Technology.</i> |    |   |
| _____ ASE 102  | 2  | Introduction to Automotive Shop                 |
| _____ ASE 110  | 3  | Brakes I  |
| _____ ASE 120  | 2  | Basic Automotive Electricity                    |
| _____ ASE 123  | 2  | Automotive Battery, Starting & Charging Systems |
| _____ ASE 130  | 2  | General Engine Diagnosis                        |
| _____ ASE 132  | 2  | Ignition System Diagnosis and Repair            |
| _____ ASE 134  | 2  | Automotive Emissions                            |
| _____ ASE 150  | 2  | Automotive U-joint & Axle shaft service         |
| _____ ASE 160  | 1  | Automotive engine Removal & Installation        |
| _____ ASE 161  | 5  | Engine Disassembly, Diagnosis, & Assembly       |
| _____ ASE 221  | 4  | Automotive Body Electrical                      |
| _____ ASE 231  | 2  | Automotive Computers                            |
| _____ ASE 233  | 4  | Fuel Injection and Exhaust Systems              |

### Additional courses required for Certificate:

|               |   |  |
|---------------|---|--|
| _____ COM 100 | 1 | Workplace Communication (only required for certificate)    |
| _____ MAT 178 | 1 | Math for Industrial Trades (only required for certificate) |

## Automotive Service Technology Degree – Associate of Applied Science (A.A.S.)

Completion of the 33 Level I certificate requirements PLUS 42 additional credits will entitle students to receive the A.A.S.-Automotive Service Technology degree.

**Associate of Applied Science - Automotive Service Technology Degree Requirements: 75 credits required**

Complete the following courses: **See Addendum for addition**

| Course #   | Cr | Course Title                                    |
|--|----|---|
| <b>Level I</b>   |    |   |
| <i>These courses are all contained within the 35 credits of the Automotive Service Technology Certificate.</i> |    |   |
| _____ ASE 102  | 2  | Introduction to Automotive Shop                 |
| _____ ASE 110  | 3  | Brakes I  |
| _____ ASE 120  | 2  | Basic Automotive Electricity                    |
| _____ ASE 123  | 2  | Automotive Battery, Starting & Charging Systems |
| _____ ASE 130  | 2  | General Engine Diagnosis                        |
| _____ ASE 132  | 2  | Ignition System Diagnosis and Repair            |
| _____ ASE 134  | 2  | Automotive Emissions                            |
| _____ ASE 150  | 2  | Automotive U-joint & Axle shaft service         |
| _____ ASE 160  | 1  | Automotive engine Removal & Installation        |
| _____ ASE 161  | 5  | Engine Disassembly, Diagnosis, & Assembly       |
| _____ ASE 221  | 4  | Automotive Body Electrical                      |
| _____ ASE 231  | 2  | Automotive Computers                            |

**Additional Courses to receive Automotive Service Technology A.A.S. degree:**

|                 |   |   |
|-----------------|---|---|
| <b>Level II</b> |   |   |
| _____ ASE 140   | 3 | Suspension & Steering I                                   |
| _____ ASE 151   | 2 | Automotive Manual Transmission/Transaxles & Clutches      |
| _____ ASE 152   | 2 | Differentials & 4WD/AWD Service                           |
| _____ ASE 210   | 3 | Brakes II   |
| _____ ASE 220   | 2 | Specialized Electronics Training                          |
| _____ ASE 235   | 1 | Drivability & Diagnosis                                   |
| _____ ASE 240   | 3 | Suspension & Steering II                                  |
| _____ ASE 250   | 1 | Automatic Transmission/Transaxle Service                  |
| _____ ASE 251   | 5 | Automatic Transmission/Transaxle Diagnosis and Assemblies |
| _____ ASE 265   | 5 | Automotive Heating & Air Conditioning                     |

### General Education Courses for A.A.S. Degree (15 credits)

|                        |   |  |
|------------------------|---|--|
| _____ BUS 115          | 3 | Introduction to Business                           |
| _____ COM 105          | 3 | Career Communications                              |
| _____ CIS 115          | 3 | Introduction to Computer Information Systems       |
| _____ or _____ CIS 118 | 3 | Introduction to PC Applications                    |
| _____ MAT 107          | 3 | Career Mathematics                                 |
| _____ HWE 122          | 2 | Responding to Emergencies**                        |
| _____ or _____ ENG 121 | 2 | English Composition [GT-CO1 Effective Spring 2003] |

\*\* (Students taking HWE 122 will be 1 credit short of General Education Electives. Advisor will accept 1 credit of MAT 178 or other credit towards this degree by completing a course substitution form.

# BUSINESS

Morgan Community College offers many business and computer training courses, certificates, and degrees to meet the needs of its students and community. These include the following:

## Statewide Articulation for Associate of Arts-Business (for business transfer students)

### Business Administration A.A.S. degree with emphasis areas in:

- Accounting
- Business Foundations
- Business Technologies
- Management/Supervision
- Real Estate (see REAL ESTATE section)

### Multimedia A.A.S. degree, Multimedia Certificate, and Multimedia Skills Certificate

#### Certificates in:

- A+ (see COMPUTER REPAIR section)
- Business Human Resource Management
- Business Management Supervision
- Business Supervision (Mini-Certificate)
- Medical Office Technologies
- Office Support Specialist
- Real Estate (see REAL ESTATE section)

## Business Administration (Accounting Emphasis) – Associate of Applied Science Degree (A.A.S.)

(CCCS program approval pending.)

Program prerequisites: BTE 100 or demonstrated keyboarding skill. The Accounting Emphasis will not appear on the diploma.

### Associate of Applied Science - Business Administration (Accounting Emphasis) Degree Requirements: 60 credits required

Complete the following courses:

| Course #                       | Cr | Course Title                             |
|--------------------------------|----|--|
| <b>Semester 1 – 15 credits</b> |    |  |
| _____ ACC 101                  | 3  | Fundamentals of Accounting               |
| _____ BTE 156                  | 4  | Business Math with Calculators           |
| _____ BTE 102*                 | 2  | Keyboarding Applications I               |
| _____ BUS 115                  | 3  | Introduction to Business                 |
| _____ ENG 113                  | 3  | Business English                         |
| <b>Semester 2 – 15 credits</b> |    |  |
| _____ BUS 216                  | 3  | Legal Environment of Business            |
| _____ BUS 217                  | 3  | Business Communications & Report Writing |
| _____ CIS 118                  | 3  | Microcomputer Applications               |
| _____ PSY 215                  | 3  | Psychology of Adjustment                 |
| _____ SPE 115                  | 3  | Public Speaking                          |

### Semester 3 – 16 credits

|               |   |                                  |
|---------------|---|----------------------------------|
| _____ ACC 121 | 3 | Principles of Accounting I       |
| _____ ACC 125 | 3 | Computerized Accounting          |
| _____ CIS 155 | 3 | PC Spreadsheets Concepts (Excel) |
| _____ BTE 225 | 3 | Administrative Office Management |
| _____ ECO 105 | 3 | Introduction to Economics        |

### Semester 4 – 14 credits

|               |   |                                  |
|---------------|---|----------------------------------|
| _____ ACC 115 | 3 | Payroll Accounting               |
| _____ BTE 108 | 1 | Ten-Key by Touch                 |
| _____ BUS 187 | 1 | Cooperative Education/Internship |
| _____ COM 105 | 3 | Career Communications            |
| _____ MAN 224 | 3 | Leadership                       |
| _____ PHI 112 | 3 | Ethics                           |

[GT-AH3 Effective Spring 2003]

## Business Administration (Business Foundations Emphasis) Associate of Applied Science Degree (A.A.S.)

(CCCS program approval pending.)

Program Prerequisites: BTE 100 or demonstrated keyboarding skill. The Business Foundations Emphasis will not appear on the diploma.

### Associate of Applied Science-Business Administration (Business Foundations Emphasis) Degree Requirements: 60 credits required

Complete the following courses:

| Course #                       | Cr | Course Title                             |
|--------------------------------|----|--|
| <b>Semester 1 – 15 credits</b> |    |  |
| _____ BTE 102*                 | 2  | Keyboarding Applications I               |
| _____ BTE 156                  | 4  | Business Math with Calculators           |
| _____ BUS 115                  | 3  | Introduction to Business                 |
| _____ ENG 113                  | 3  | Business English                         |
| _____ MAR 216                  | 3  | Principles of Marketing                  |
| <b>Semester 2 – 15 credits</b> |    |  |
| _____ BUS 216                  | 3  | Legal Environment of Business            |
| _____ BUS 217                  | 3  | Business Communications & Report Writing |
| _____ CIS 118                  | 3  | Intro to PC Applications                 |
| _____ PSY 215                  | 3  | Psychology of Adjustment                 |
| _____ SPE 115                  | 3  | Public Speaking                          |
| <b>Semester 3 – 15 credits</b> |    |  |
| _____ ACC 101                  | 3  | Fundamentals of Accounting               |
| _____ BTE 108                  | 1  | Ten-Key by Touch                         |
| _____ BTE 225                  | 3  | Administrative Office Management         |
| _____ ECO 105                  | 3  | Introduction to Economics                |
| _____ MAR 160                  | 3  | Customer Service                         |

Select 2 credits Business Electives from the list below:

|         |  |
|---------|--|
| _____ 2 | ACC 115, 121, 122, 123, 124, 125, 131, 216; BUS 226; BTE 103; CIS 131-133, 135, 141-143, 145, 151-153, 155; ECO 201-202, ENG 121-122; MAN 116-117, 125, 200; MAR 111, 240; MAT 120, 121-122, 125, 135, 155-156, 201-202; MGD 102, 133, 141; PSY 101-102; SOC 101-102; SPA 101-102; 111- 112, 115, 211-212, 215 |
|---------|--|

**Semester 4 – 15 credits**

|       |         |   |                                  |
|-------|---------|---|----------------------------------|
| _____ | BUS 187 | 1 | Cooperative Education/Internship |
| _____ | MAN 215 | 3 | Organizational Behavior          |
| _____ | MAN 224 | 3 | Leadership                       |
| _____ | MAN 226 | 3 | Principles of Management         |
| _____ | COM 105 | 3 | Career Communications            |

Select 2 credits Business Electives from the list below:

|       |   |   |
|-------|---|---|
| _____ | 2 | ACC 115, 121, 122, 123, 124, 125, 131, 216;<br>BUS 226; BTE 103; CIS 131-133, 135, 141-143,<br>145, 151-153, 155; ECO 201-202, ENG 121-122;<br>MAN 116-117, 125, 200; MAR 111, 240;<br>MAT 120, 121-122, 125, 135, 155-156, 201-202;<br>MGD 102, 133, 141; PSY 101-102; SOC 101-102;<br>SPA 101-102; 111-112, 115, 211-212, 215 |
|-------|---|---|

**Business Administration (Business Technologies Emphasis) Associate of Applied Science Degree (A.A.S.)**

(CCCS program approval pending.)

Program Prerequisites: BTE 100 or demonstrated keyboarding skill. The Business Foundations Emphasis will not appear on the diploma.

**Associate of Applied Science-Business Administration (Business Foundations Emphasis) Degree Requirements: 60 credits required**

Complete the following courses:

| Course #                                    | Cr       | Course Title                               |
|---|----------|--|
| <b>Semester 1 – 15 credits</b>              |          |  |
| _____                                       | BTE 102* | 2 Keyboarding Applications I               |
| _____                                       | BTE 156  | 4 Business Math with Calculators           |
| _____                                       | BUS 115  | 3 Introduction to Business                 |
| _____                                       | CIS 135  | 3 Complete Word Processing                 |
| _____                                       | ENG 113  | 3 Business English                         |
| <b>Semester 2 – 15 credits See Addendum</b> |          |  |
| _____                                       | BUS 103  | 3 Keyboarding Applications II              |
| _____                                       | BUS 216  | 3 Legal Environment of Business            |
| _____                                       | BUS 217  | 3 Business Communications & Report Writing |
| _____                                       | PSY 215  | 3 Psychology of Adjustment                 |
| _____                                       | SPE 115  | 3 Public Speaking                          |
| <b>Semester 3 – 15 credits</b>              |          |  |
| _____                                       | ACC 101  | 3 Fundamentals of Accounting               |
| _____                                       | BTE 225  | 3 Administrative Office Management         |
| _____                                       | CIS 145  | 3 Complete PC Database                     |
| _____                                       | COM 105  | 3 Career Communications                    |
| _____                                       | ECO 105  | 3 Introduction to Economics                |
| <b>Semester 4 – 15 credits</b>              |          |  |
| _____                                       | BTE 108  | 1 Ten-Key by Touch                         |
| _____                                       | BUS 187  | 1 Cooperative Education/Internship         |
| _____                                       | MAN 215  | 3 Organizational Behavior                  |
| _____                                       | MAN 224  | 3 Leadership                               |
| _____                                       | CIS 155  | 3 PC Spreadsheet Concepts: (Excel)         |
| _____                                       | CIS 218  | 3 Advanced PC Applications                 |

Select 2 credits Business Electives from the list below:

|       |   |   |
|-------|---|---|
| _____ | 2 | ACC 115, 121, 122, 123, 124, 125, 131, 216;<br>BUS 226; CIS 131-133, 141-143, 151-153;<br>ECO 201-202, ENG 121-122; MAN 116-117,<br>125, 200, 226; MAR 111, 160, 240;<br>MAT 120, 121-122, 125, 135, 155-156, 201-202;<br>MGD 102, 133, 141; PSY 101-102; SOC 101-102;<br>SPA 101-102; 111-112, 115, 211-212, 215 |
|-------|---|---|

**Business Administration (Management/Supervision Emphasis) – Associate of Applied Science Degree (A.A.S.)**

(CCCS program approval pending.)

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.

Program Prerequisites: BTE 100 or demonstrated keyboarding skill. The Management/Supervision Emphasis will not appear on the diploma.

**Associate of Applied Science - Business Administration (Management/Supervision Emphasis) Degree Requirements: 60 credits required**

Complete the following courses:

| Course #                       | Cr       | Course Title                               |
|--------------------------------|----------|--|
| <b>Semester 1- 15 credits</b>  |          |  |
| _____                          | ACC 101  | 3 Fundamentals of Accounting               |
| _____                          | BTE 102* | 2 Keyboarding Applications I               |
| _____                          | BTE 156  | 4 Business Math with Calculators           |
| _____                          | BUS 115  | 3 Introduction to Business                 |
| _____                          | ENG 113  | 3 Business English                         |
| <b>Semester 2 – 15 credits</b> |          |  |
| _____                          | BUS 216  | 3 Legal Environment of Business            |
| _____                          | BUS 217  | 3 Business Communications & Report Writing |
| _____                          | CIS 118  | 3 Intro to PC Applications                 |
| _____                          | PSY 215  | 3 Psychology of Adjustment                 |
| _____                          | SPE 115  | 3 Public Speaking                          |
| <b>Semester 3 – 15 credits</b> |          |  |
| _____                          | ECO 105  | 3 Introduction to Economics                |
| _____                          | MAN 116  | 3 Principles of Supervision                |
| _____                          | MAR 160  | 3 Customer Service                         |
| _____                          | MAR 216  | 3 Principles of Marketing                  |
| _____                          | MAN 200  | 3 Human Resource Management                |
| <b>Semester 4 – 15 credits</b> |          |  |
| _____                          | BTE 108  | 1 Ten-Key by Touch                         |
| _____                          | BUS 187  | 1 Cooperative Education/Internship         |
| _____                          | MAN 215  | 3 Organizational Behavior                  |
| _____                          | MAN 224  | 3 Leadership                               |
| _____                          | MAN 226  | 3 Principles of Management                 |
| _____                          | MAR 216  | 3 Principles of Marketing                  |

Select 1 credit Business Electives from the list below:

**See Addendum**

- \_\_\_\_\_ 1 ACC 115, 121, 122, 123, 124, 125, 131, 216;  
BUS 226; BTE 103, 225; CIS 131-133, 135,  
141-143, 145, 151-153, 155; ECO 201-202,  
ENG 121-122; MAN 117, 125; MAR 111, 240;  
MAT 120, 121-122, 125, 135, 155-156, 201-202;  
MGD 102, 133, 141; PSY 101-102; SOC 101-102;  
SPA 101-102; 111- 112, 115, 211-212, 215

**Business Human Resources Management Certificate**

This program is designed to introduce students to legal environment and human relations issues that affect human resource management.

**Business Human Resources Management Certificate**

**Requirements: 9 credits required**

Complete the following courses:

| Course #      | Cr | Course Title                  |
|---------------|----|-------------------------------|
| _____ BUS 216 | 3  | Legal Environment of Business |
| _____ MAN 200 | 3  | Human Resource Management I   |
| _____ MAR 160 | 3  | Customer Service              |

**Business Management Supervision Certificate**

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.

**Business Management Supervision Certificate**

**Requirements: 31 credits required**

Complete the following courses: **See Addendum**

| Course #                 | Cr           | Course Title                              |
|--------------------------|--------------|---|
| _____ ACC 101            | 3            | Fundamentals of Accounting                |
| _____ <del>ACC 103</del> | <del>4</del> | <del>Fundamentals of Accounting Lab</del> |
| _____ BUS 187            | 1            | Cooperative Education/Internship          |
| _____ BUS 217            | 3            | Business Communications & Report Writing  |
| _____ CIS 115            | 3            | Introduction to Computers                 |
| _____ COM 105            | 3            | Career Communications                     |
| _____ ENG 113            | 3            | Business English                          |
| _____ MAN 116            | 3            | Principles of Supervision                 |
| _____ MAN 117            | 1            | Time Management                           |
| _____ MAN 124            | 1            | Teambuilding                              |
| _____ MAN 226            | 3            | Principles of Management                  |
| _____ <del>MAT 112</del> | <del>3</del> | <del>Financial Mathematics</del>          |
| _____ PSY 215            | 3            | Psychology of Adjustment                  |

**Business Supervision Certificate**

**Business Supervision Certificate Requirements:**

**7 credits required**

Complete the following courses:

| Course #      | Cr | Course Title              |
|---------------|----|---------------------------|
| _____ MAN 116 | 3  | Principles of Supervision |
| _____ MAN 125 | 1  | Teambuilding              |
| _____ MAN 224 | 3  | Leadership                |

**Medical Office Technologies Certificate**

Program Prerequisites: BTE 100 or demonstrated keyboarding skill.

**Medical Office Technologies Certificate Requirements**

**8 credits required See Addendum**

Complete the following courses:

| Course #      | Cr | Course Title   |
|---------------|----|--|
| _____ BTE 103 | 3  | Keyboarding Applications II<br>*BTE 102 Prerequisite |
| _____ HPR 178 | 2  | Medical Terminology                                  |
| _____ MOT 132 | 3  | Medical Transcription<br>*HPR 178 Prerequisite       |

**Office Support Specialist Certificate**

Program Prerequisites: BTE 100 or demonstrated keyboarding skill.

**Office Support Specialist Certificate Requirements:**

**36 credits required**

Complete the following courses: **See Addendum**

| Course #                 | Cr           | Course Title                              |
|--------------------------|--------------|---|
| _____ ACC 101            | 3            | Fundamentals of Accounting                |
| _____ <del>ACC 103</del> | <del>4</del> | <del>Fundamentals of Accounting Lab</del> |
| _____ ACC 125            | 3            | Computerized Accounting                   |
| _____ BTE 102*           | 2            | Keyboarding Applications I                |
| _____ BTE 103            | 3            | Keyboarding Applications II               |
| _____ BTE 108            | 1            | Ten-Key by Touch                          |
| _____ BTE 225            | 3            | Administrative Office Management          |
| _____ BUS 115            | 3            | Introduction to Business                  |
| _____ BUS 217            | 3            | Business Communications & Report Writing  |
| _____ CIS 131            | 1            | Word Processing I                         |
| _____ CIS 141            | 1            | PC Databases I: [MS Access]               |
| _____ CIS 151            | 1            | PC Spreadsheets I: [Excel]                |
| _____ COM 105            | 3            | Career Communications                     |
| _____ ENG 113            | 3            | Business English                          |
| _____ MAN 117            | 1            | Time Management                           |
| _____ MAN 125            | 1            | Teambuilding                              |
| _____ <del>MAT 112</del> | <del>3</del> | <del>Financial Mathematics</del>          |

# COMPUTER REPAIR

## A+ (Computer Repair) Certificate

This certification program teaches diagnosis and repair of computer hardware, software, and operating systems. Completion of the 25 college-credit-program prepares students to test for certification as a service technician by taking the A+ National exam offered at Sylvan Learning Centers.

*Program Prerequisites: None.*

### A+ Certificate Requirements: 25 credits required

Complete the following courses:

| Course #      | Cr | Course Title                    |
|---------------|----|---------------------------------|
| _____ CIS 118 | 3  | Introduction to PC Applications |
| _____ COM 105 | 3  | Career Communications           |
| _____ CNG 101 | 3  | Introduction to Networking      |
| _____ CNG 102 | 3  | Local Area Networking           |
| _____ CNG 116 | 3  | Microcomputer Hardware          |
| _____ CNG 121 | 4  | Computer Technician I: A+       |
| _____ CNG 122 | 3  | Computer Technician II: A+      |
| _____ CNG 130 | 3  | PC Technology                   |

# CONSTRUCTION TECHNOLOGIES

The Construction Technologies Program is designed to prepare individuals with entry-level skills and to upgrade working skills in the construction industry. It meets the guides for NCCER, National Center for Construction Education and Research. The degree & certificates meet national industry certification.

**Construction Technologies Level I Certificate: 25 Credits**

**Construction Technologies Level II Certificate: 53 Credits**

**Construction Technologies-A.A.S. Degree: 75 Credits**

## Construction Technologies – Level I Certificate

### Construction Technologies-Level I Certificate

**Requirements: 25 credits required**

Complete the following courses:

| Course #   | Cr | Course Title                        |
|--|----|-------------------------------------|
| <b>Level I – Fall Semester (12 credits)</b>                          |    |                                     |
| <i>Open to high school juniors and seniors and college students.</i> |    |                                     |
| _____ CAR 100  | 1  | Introduction to Carpentry           |
| _____ CAR 101  | 1  | Basic Safety                        |
| _____ CAR 102  | 1  | Hand and Power Tools                |
| _____ CAR 105  | 1  | Job Site Layout & Blueprint Reading |
| _____ CAR 115  | 1  | Form and Foundation Systems         |
| _____ CAR 120  | 1  | General Construction Framing        |
| _____ CAR 170  | 1  | Clinical: Construction Lab I        |
| _____ CAR 171  | 2  | Clinical: Construction Lab I        |
| _____ CAR 172  | 2  | Clinical: Construction Lab I        |
| _____ MAT 178  | 1  | Math for Industrial Trades          |

### Level I – Spring Semester (13 credits)

*Open to high school juniors and seniors and college students*

|               |   |                               |
|---------------|---|-------------------------------|
| _____ CAR 121 | 1 | Floor Framing                 |
| _____ CAR 122 | 1 | Wall Framing                  |
| _____ CAR 123 | 1 | Roof Framing                  |
| _____ CAR 125 | 1 | Roofing Materials and Methods |
| _____ CAR 126 | 1 | Framing with Metal Studs      |
| _____ CAR 130 | 1 | Windows and Exterior Doors    |
| _____ CAR 270 | 3 | Clinical: Construction Lab I  |
| _____ CAR 271 | 3 | Clinical: Construction Lab I  |
| _____ MAN 125 | 1 | Teambuilding                  |

## Construction Technologies-Level II Certificate

### Construction Technologies-Level II Certificate

Requirements: 53 credits required

Complete the following courses:

| Course #   | Cr      | Course Title                          |
|--|---------|---------------------------------------|
| <b>Level I – Fall Semester (12 credits)</b>  |         |                                       |
| <i>Open to high school juniors and seniors and college students. These courses are all contained within the 25 credits of the Construction Technologies-Level I Certificate.</i> |         |                                       |
| _____  | CAR 100 | 1 Introduction to Carpentry           |
| _____  | CAR 101 | 1 Basic Safety                        |
| _____  | CAR 102 | 1 Hand and Power Tools                |
| _____  | CAR 105 | 1 Job Site Layout & Blueprint Reading |
| _____  | CAR 115 | 1 Form and Foundation Systems         |
| _____  | CAR 120 | 1 General Construction Framing        |
| _____  | CAR 170 | 1 Clinical: Construction Lab I        |
| _____  | CAR 171 | 2 Clinical: Construction Lab I        |
| _____  | CAR 172 | 2 Clinical: Construction Lab I        |
| _____  | MAT 178 | 1 Math for Industrial Trades          |

|  |         |                                 |
|--|---------|---------------------------------|
| <b>Level I – Spring Semester (13 credits)</b>  |         |                                 |
| <i>Open to high school juniors and seniors and college students. These courses are all contained within the 25 credits of the Construction Technologies-Level I Certificate.</i> |         |                                 |
| _____  | CAR 121 | 1 Floor Framing                 |
| _____  | CAR 122 | 1 Wall Framing                  |
| _____  | CAR 123 | 1 Roof Framing                  |
| _____  | CAR 125 | 1 Roofing Materials and Methods |
| _____  | CAR 126 | 1 Framing with Metal Studs      |
| _____  | CAR 130 | 1 Windows and Exterior Doors    |
| _____  | CAR 270 | 3 Clinical: Construction Lab I  |
| _____  | CAR 271 | 3 Clinical: Construction Lab I  |
| _____  | MAN 125 | 1 Teambuilding                  |

|  |         |  |
|--|---------|--|
| <b>Level II – Fall Semester (13 credits)</b>   |         |  |
| <i>Open to high school juniors and seniors and college students. Additional Courses to receive the Construction Technologies-Level II Certificate.</i> |         |  |
| _____  | CAR 131 | 1 Exterior Trim                            |
| _____  | CAR 135 | 1 Thermal and Moisture Methods & Materials |
| _____  | CAR 140 | 1 Stair Construction/Layout                |
| _____  | CAR 150 | 1 Interior Trim-General                    |
| _____  | CAR 153 | 1 Interior Trim-Cabinets/Countertops       |
| _____  | CAR 280 | 3 Internship                               |
| _____  | EIC 104 | 1.5 Basics of Industrial Electricity       |
| _____  | EIC 124 | 1 Electrical Safety                        |
| _____  | EIC 144 | 1.5 Grounding and Bonding                  |
| _____  | COM 100 | 1 Workplace Communication                  |

|  |         |  |
|--|---------|--|
| <b>Level II – Spring Semester (15 credits)</b>   |         |  |
| <i>Open to high school juniors and seniors and college students. Additional Courses to receive the Construction Technologies-Level II Certificate.</i> |         |  |
| _____  | CAR 145 | 1 Interior Finishes-General              |
| _____  | CAR 146 | 1 Interior Finishes-Drywall Construction |
| _____  | CAR 205 | 2 Advanced Site Layout                   |
| _____  | CAR 215 | 1 Form and Foundation Systems II         |
| _____  | CAR 220 | 1 Advanced Framing-General               |
| _____  | CAR 250 | 2 Advanced Interior Trim-General         |
| _____  | CAR 251 | 2 Advanced Interior Trim-Doors           |
| _____  | CAR 281 | 3 Internship                             |
| _____  | HWE 122 | 2 Responding to Emergencies              |

|       |         |  |
|-------|---------|--|
| _____ | CAR 145 | 1 Interior Finishes-General              |
| _____ | CAR 146 | 1 Interior Finishes-Drywall Construction |
| _____ | CAR 205 | 2 Advanced Site Layout                   |
| _____ | CAR 215 | 1 Form and Foundation Systems II         |
| _____ | CAR 220 | 1 Advanced Framing-General               |
| _____ | CAR 250 | 2 Advanced Interior Trim-General         |
| _____ | CAR 251 | 2 Advanced Interior Trim-Doors           |
| _____ | CAR 281 | 3 Internship                             |
| _____ | HWE 122 | 2 Responding to Emergencies              |

## Construction Technologies Associate of Applied Science Degree (A.A.S.)

Associate of Applied Science-Construction Technologies

Degree Requirements: 75 credits required

Complete these courses:

| Course #   | Cr      | Course Title                               |
|--|---------|--|
| <i>These courses are all contained within the 53 credits of the Construction Technologies-Level I and Level II Certificates.</i> |         |  |
| _____  | CAR 100 | 1 Introduction to Carpentry                |
| _____  | CAR 101 | 1 Basic Safety                             |
| _____  | CAR 102 | 1 Hand and Power Tools                     |
| _____  | CAR 105 | 1 Job Site Layout & Blueprint Reading      |
| _____  | CAR 115 | 1 Form and Foundation Systems              |
| _____  | CAR 120 | 1 General Construction Framing             |
| _____  | CAR 170 | 1 Clinical: Construction Lab I             |
| _____  | CAR 171 | 2 Clinical: Construction Lab I             |
| _____  | CAR 172 | 2 Clinical: Construction Lab I             |
| _____  | MAT 178 | 1 Math for Industrial Trades               |
| _____  | CAR 121 | 1 Floor Framing                            |
| _____  | CAR 122 | 1 Wall Framing                             |
| _____  | CAR 123 | 1 Roof Framing                             |
| _____  | CAR 125 | 1 Roofing Materials and Methods            |
| _____  | CAR 126 | 1 Framing with Metal Studs                 |
| _____  | CAR 130 | 1 Windows and Exterior Doors               |
| _____  | CAR 270 | 3 Clinical: Construction Lab I             |
| _____  | CAR 271 | 3 Clinical: Construction Lab I             |
| _____  | MAN 125 | 1 Teambuilding                             |
| _____  | CAR 131 | 1 Exterior Trim                            |
| _____  | CAR 135 | 1 Thermal and Moisture Methods & Materials |
| _____  | CAR 140 | 1 Stair Construction/Layout                |
| _____  | CAR 150 | 1 Interior Trim-General                    |
| _____  | CAR 153 | 1 Interior Trim-Cabinets/Countertops       |
| _____  | CAR 280 | 3 Internship                               |
| _____  | EIC 104 | 1.5 Basics of Industrial Electricity       |
| _____  | EIC 124 | 1 Electrical Safety                        |
| _____  | EIC 144 | 1.5 Grounding and Bonding                  |
| _____  | COM 100 | 1 Workplace Communication                  |
| _____  | CAR 145 | 1 Interior Finishes-General                |
| _____  | CAR 146 | 1 Interior Finishes-Drywall Construction   |
| _____  | CAR 205 | 2 Advanced Site Layout                     |
| _____  | CAR 215 | 1 Form and Foundation Systems II           |
| _____  | CAR 220 | 1 Advanced Framing-General                 |
| _____  | CAR 250 | 2 Advanced Interior Trim-General           |
| _____  | CAR 251 | 2 Advanced Interior Trim-Doors             |
| _____  | CAR 281 | 3 Internship                               |
| _____  | HWE 122 | 2 Responding to Emergencies                |

### Carpentry Core (22 Credits)

Additional courses to receive Construction Technologies-Associate of Applied Science Degree (A.A.S.)

|       |         |                                   |
|-------|---------|-----------------------------------|
| _____ | CIS 118 | 3 Introduction to PC Applications |
| _____ | CAD 101 | 3 Computer Aided Drafting I       |
| _____ | CAD 102 | 3 Computer Aided Drafting II      |
| _____ | MAT 107 | 3 Career Math                     |
| _____ | PSY 215 | 3 Psychology of Adjustment        |
| _____ | MAN 117 | 1 Time Management                 |
| _____ | MAN 116 | 3 Principles of Supervision       |
| _____ | COM 105 | 3 Career Communications           |

# EARLY CHILDHOOD EDUCATION

Morgan Community College offers an Associate of Arts degree, Associate of General Studies degree and three certificates to meet the needs of its students and community.

These include the following:

- Infant/Toddler Group Leader Certificate
- Preschool Group Leader Certificate
- Early Childhood Education Director Certificate
- Associate of General Studies degree (A.G.S) with Early Childhood Education emphasis
- Associate of Arts degree (A.A.) – Early Childhood Education (see Statewide Transfer Articulation section)

The group of three certificates prepares students for infant/toddler group leader, preschool Group Leader, and/or director-qualified positions in early childhood care and education programs. A grade of “C” or higher is required in all courses leading to a certificate or degree. Upon completion of curriculum listed, students will have met the requirements for a Colorado Group Leader Certificate from Morgan Community College and an Early Childhood Director Certificate. This certificate meets director requirements for the Colorado Department of Human Services.

## Infant/Toddler Group Leader Certificate

**Infant/Toddler Group Leader Certificate Requirements:**  
**16 credits required**

Complete the following courses:

| Course #      | Cr | Course Title                              |
|---------------|----|---|
| _____ ECE 101 | 3  | Introduction to Early Childhood Education |
| _____ ECE 103 | 3  | Guidance Strategies for Children          |
| _____ ECE 111 | 3  | Infant & Toddler Theory & Practice        |
| _____ ECE 112 | 3  | Infant & Toddler Lab                      |
| _____ ECE 238 | 4  | Child Growth & Development                |

## Preschool Group Leader Certificate

**Preschool Group Leader Certificate Requirements:**  
**16 credits required**

Complete the following courses:

| Course #      | Cr | Course Title                                 |
|---------------|----|--|
| _____ ECE 101 | 3  | Introduction to Early Childhood Education    |
| _____ ECE 102 | 3  | Early Childhood Lab Techniques               |
| _____ ECE 103 | 3  | Guidance Strategies for Children             |
| _____ ECE 220 | 3  | Curriculum Development: Methods & Techniques |
| _____ ECE 238 | 4  | Child Growth & Development                   |

## Early Childhood Education Director Certificate

**Early Childhood Education Director Certificate**  
**Requirements: 25 credits required**

Complete the following courses:

| Course #      | Cr | Course Title   |
|---------------|----|--|
| _____ ECE 101 | 3  | Introduction to Early Childhood Education                              |
| _____ ECE 102 | 3  | Early Childhood Lab Techniques   |
| _____ ECE 103 | 3  | Guidance Strategies for Children                                       |
| _____ ECE 205 | 3  | Nutrition Health & Safety  |
| _____ ECE 220 | 3  | Curriculum Development: Methods & Techniques                           |
| _____ ECE 238 | 4  | Child Growth & Development   |
| _____ ECE 240 | 3  | Administration of Early Childhood Care & Education Programs (Capstone) |
| _____ ECE 241 | 3  | Human Relations for Early Childhood Professionals                      |

## Associate of Arts Degree (A.A.) – Early Childhood Emphasis

The Associate of Arts Degree with an emphasis in Early Childhood is for those who want the opportunity to provide a positive influence on the lives of children and their families. A student can earn an A.A. in preparation for transfer into a four-year program. This degree includes courses traditionally taught during the first two years of a Bachelor of Arts degree program and is transferable to four-year institutions.

**See the Statewide Articulation section for details and program layout.**

## Associate of General Studies Degree (A.G.S.) – Early Childhood Education Emphasis

Associate of General Studies- Early Childhood Education Emphasis Requirements: 60 credits required

Complete the following courses:

| Course # | Credits | Course Title | GT-xxx | GT Effective Term |
|----------|---------|--------------|--------|-------------------|
|----------|---------|--------------|--------|-------------------|

### ECE EMPHASIS COURSES: 30 credits required

Complete each of these courses:

|       |         |   |   |  |  |
|-------|---------|---|---|--|--|
| _____ | ECE 101 | 3 | Introduction to Early Childhood Education                     |  |  |
| _____ | ECE 102 | 3 | Early Childhood Lab Techniques                                |  |  |
| _____ | ECE 103 | 3 | Guidance Strategies for Children                              |  |  |
| _____ | ECE 111 | 3 | Infant & Toddler Theory & Practice                            |  |  |
| _____ | ECE 112 | 3 | Infant & Toddler Lab Techniques                               |  |  |
| _____ | ECE 205 | 3 | Nutrition, Health & Safety                                    |  |  |
| _____ | ECE 220 | 3 | Curriculum Development: Methods & Techniques                  |  |  |
| _____ | ECE 238 | 4 | Child Growth & Development                                    |  |  |
| _____ | ECE 241 | 3 | Administration: Human Relations for Early Childhood Education |  |  |
| _____ | ECE 289 | 3 | Capstone: Early Childhood Education                           |  |  |

### COMMUNICATIONS/SPEECH: 3 credits required.

Select ONE course.

|       |         |   |                        |        |             |
|-------|---------|---|------------------------|--------|-------------|
| _____ | ENG 121 | 3 | English Composition I  | GT-CO1 | Spring 2003 |
| _____ | ENG 122 | 3 | English Composition II | GT-CO2 | Spring 2003 |
| _____ | SPE 115 | 3 | Public Speaking        |        |             |

### MATHEMATICS: 3 credits required. Select ONE course.

(Credits over 3 can be applied to General Education Electives)

|       |         |   |                                  |        |             |
|-------|---------|---|----------------------------------|--------|-------------|
| _____ | MAT 107 | 3 | Career Math                      |        |             |
| _____ | MAT 120 | 3 | Mathematics for the Liberal Arts | GT-MA1 | Spring 2003 |
| _____ | MAT 121 | 4 | College Algebra                  | GT-MA1 | Spring 2003 |
| _____ | MAT 135 | 3 | Introduction to Statistics       | GT-MA1 | Spring 2003 |
| _____ | MAT 155 | 3 | Integrated Math I                | GT-MA1 | Fall 2006   |
| _____ | MAT 156 | 3 | Integrated Math II               | GT-MA1 | Fall 2006   |

### PHYSICAL & LIFE SCIENCES: 3 credits required. Select ONE course.

(Credits over 3 can be applied to General Education Electives)

|       |         |   |                             |        |             |
|-------|---------|---|-----------------------------|--------|-------------|
| _____ | BIO 105 | 4 | Science of Biology          | GT-SC1 | Spring 2004 |
| _____ | BIO 111 | 5 | General College Biology I   | GT-SC1 | Spring 2003 |
| _____ | CHE 101 | 5 | Intro to Chemistry I        | GT-SC1 | Spring 2003 |
| _____ | CHE 111 | 5 | General College Chemistry I | GT-SC1 | Spring 2003 |
| _____ | GEY 111 | 4 | Physical Geology            | GT-SC1 | Spring 2003 |
| _____ | PHY 105 | 4 | Conceptual Physics          | GT-SC1 | Fall 2005   |
| _____ | PHY 111 | 5 | Physics: Algebra Based I    | GT-SC1 | Spring 2003 |

### ARTS & HUMANITIES: 3 credits required. Select ONE course from below:

|       |         |   |                            |        |             |
|-------|---------|---|----------------------------|--------|-------------|
| _____ | ART 110 | 3 | Art Appreciation           | GT-AH1 | Spring 2004 |
| _____ | MUS 120 | 3 | Music Appreciation         | GT-AH1 | Spring 2003 |
| _____ | LIT 115 | 3 | Introduction to Literature | GT-AH2 | Spring 2003 |
| _____ | LIT 255 | 3 | Children's Literature      |        |             |

### SOCIAL & BEHAVIORAL SCIENCES: 3 credits required. Select ONE course from below:

|       |         |   |                          |        |             |
|-------|---------|---|--------------------------|--------|-------------|
| _____ | HIS 201 | 3 | U.S. History I           | GT-HI1 | Spring 2003 |
| _____ | POS 111 | 3 | American Government      | GT-SS1 | Spring 2004 |
| _____ | GEO 105 | 3 | World Regional Geography | GT-SS2 | Spring 2003 |

### GENERAL EDUCATION COURSES: 14 credits required.

- Select from any courses listed on the sections above that have not already been taken.
- Select from any courses in the A.G.S. General Education courses list.
- Select from any courses listed below:

COM 105 (3) Career Communications

ECE 126 (2) Art & the Young Child

ECE 127 (1) Music/Movement for the Young Child

PHY 105 (3) Conceptual Physics\*

PSY 106 (3) Human Relations

PSY 116 (3) Stress Management

PSY 247 (3) Child Abuse & Neglect

PSY 265 (3) Psychology of Personality

JOU 105 (3) Intro to Mass

JOU 106 (3) Fundamentals of Reporting

JOU 206 (3) Intermediate Newswriting & Editing

LIT 211 (3) Survey of American Literature I

LIT 212 (3) Survey of American Literature II\*

## A.G.S. General Education Courses

This list of electives has been supplied for your convenience and reflects the best information currently available. Please check with your advisor to determine which courses are most appropriate for your chosen transfer institution and major.

|  |  |   |
|--|--|---|
| ACC 121 (4) Accounting Principles I    | ENG 222 (3) Creative Writing II          | PED 117 (1) Cross Training#             |
| ACC 122 (4) Accounting Principles II   | ENG 226 (3) Fiction Writing              | PED 119 (1) Fitness Circuit Training#   |
| ANT 101 (3) Cultural Anthropology*     | ENG 227 (3) Poetry Writing               | PED 121 (1) Step Aerobics#              |
| ANT 111 (3) Physical Anthropology*     | GEO 105 (3) World Reg Geography*         | PED 147 (1) Yoga                        |
| ART 110 (3) Art Appreciation*          | GEY 111 (4) Physical Geology *           | PED 148 (1) Yoga II                     |
| ART 111 (3) Art History I *            | GEY 121 (4) Historical Geology *         | PHI 111 (3) Intro to Philosophy *       |
| ART 112 (3) Art History II *           | HIS 101 (3) History of Western Civ I *   | PHI 112 (3) Ethics *                    |
| ART 121 (3) Drawing I                  | HIS 102 (3) History of Western Civ II *  | PHI 113 (3) Logic*                      |
| ART 122 (3) Drawing II                 | HIS 111 (3) World Civilization I *       | PHI 115 (3) World Religions-West        |
| ART 123 (3) Watercolor I               | HIS 112 (3) World Civilization II *      | PHI 116 (3) World Religions-East        |
| ART 124 (3) Watercolor II              | HIS 201 (3) U.S. History I *             | PHY 111 (5) Physics:Algebra-Based I *   |
| ART 211 (3) Painting I                 | HIS 202 (3) U.S. History II *            | PHY 112 (5) Physics:Alg-Based II*       |
| ART 212 (3) Painting II                | HIS 225 (3) Colorado History             | PHY 211 (5) Physics:Calc-Based I*       |
| ART 213 (3) Painting III               | HIS 235 (3) History of American West     | PHY 212 (5) Physics:Calc-Based II*      |
| ART 214 (3) Painting IV                | HPR 217 (4) Kinesiology                  | POS 105 (3) Intro to Political Science* |
| AST 101 (4) Astronomy I *              | HUM 121 (3) Survey of Humanities I *     | POS 111 (3) American Government*        |
| AST 102 (4) Astronomy II *             | HUM 122 (3) Survey of Humanities II*     | POS 205 (3) Intern'l Relations*         |
| BIO 105 (4) Science of Biology*        | HUM 123 (3) Survey of Humanities III*    | PSY 101 (3) General Psychology I *      |
| BIO 111 (5) Gen College Biology I*     | LIT 115 (3) Introduction Literature I*   | PSY 102 (3) General Psychology II *     |
| BIO 112 (5) Gen College Biology II*    | LIT 125 (3) Study of the Short Story     | PSY 205 (3) Psychology of Gender*       |
| BIO 201 (4) Human A&P I *              | LIT 126 (3) Study of Poetry              | PSY 215 (3) Psych of Adjustment         |
| BIO 202 (4) Human A&P II*              | LIT 201 (3) Masterpieces of Literature*  | PSY 226 (3) Social Psychology*          |
| BIO 204 (4) Microbiology*              | LIT 202 (3) Masterpieces of Lit II*      | PSY 235 (3) Human Growth & Devel.*      |
| BIO 211 (4) Cell Biology               | LIT 211 (3) Survey of American Lit I*    | PSY 237 (3) Child& Adolescent Psych     |
| BIO 216 (4) Pathophysiology            | LIT 212 (3) Survey of American Lit II*   | PSY 238 (3) Child Development*          |
| BUS 216 (3) Legal Env of Business      | LIT 225 (3) Intro to Shakespeare         | PSY 245 (3) Educational Psychology      |
| BUS 217 (3) Bus Comm & Report Writ     | LIT 255 (3) Children's Literature        | PSY 249 (3) Abnormal Psychology         |
| BUS 226 (3) Business Statistics        | MAN 226 (3) Princ. of Management         | SCI 155 (4) Integrated Science I*       |
| CHE 101 (5) Intro to Chemistry I*      | MAT 120 (4) Math for Liberal Arts *      | SCI 156 (4) Integrated Science II*      |
| CHE 102 (5) Intro to Chemistry II*     | MAT 121 (4) College Algebra *            | SOC 101 (3) Intro to Sociology I *      |
| CHE 111 (5) Gen College Chemistry I*   | MAT 122 (3) College Trigonometry*        | SOC 102 (3) Intro to Sociology II *     |
| CHE 112 (5) Gen College Chem II*       | MAT 125 (4) Survey of Calculus*          | SOC 215 (3) Contemp Soc Problems*       |
| CIS 115 (3) Intro to Computer Info Sys | MAT 135 (3) Introduction to Statistics * | SPA 111 (5) Spanish Language I          |
| CIS 118 (3) Intro to PC Applications   | MAT 155 (3) Integrated Math I *          | SPA 112 (5) Spanish Language II         |
| CSC 160 (4) Computer Science I: C++    | MAT 156 (3) Integrated Math II*          | SPA 115 (3) Spanish for Professional I  |
| CSC 161 (4) Computer Science II:C++    | MAT 201 (5) Calculus I *                 | SPA 211 (3) Spanish Language III        |
| ECE 101 (3) Intro to Early Child Ed    | MAT 202 (5) Calculus II*                 | SPA 212 (3) Spanish Language IV         |
| ECE 102 (3) Intro-ECE Lab Tech         | MAT 203 (4) Calculus III*                | SPE 115 (3) Public Speaking             |
| ECE 103 (3) Guidance Strat-Child       | MAT 215 (4) Discrete Mathematics         | SPE 125 (3) Interpersonal Comm          |
| ECE 205 (3) Nutrition, Health & Safety | MAT 265 (3) Differential Equations*      | SPE 226 (3) Oral Interpretation         |
| ECE 220 (3) Curriculum Dev-Methods     | MUS 120 (3) Music Appreciation *         | THE 105 (3) Intro to Theatre Arts *     |
| ECE 225 (3) Lang & Cognition - Child   | MUS 121 (3) Music History I *            | THE 111 (3) Acting I                    |
| ECE 226 (3) Creativity-Young Child     | MUS 122 (3) Music History II *           | THE 112 (3) Acting II                   |
| ECO 201 (3) Prin of Macroeconomics*    | PED 106 (1) Tennis*                      | THE 211 (3) Dev of Theatre I *          |
| ECO 202 (3) Prin of Microeconomics*    | PED 110 (1) Fitness Center Activity I#   | THE 212 (3) Dev of Theatre II *         |
| EDU 221 (3) Introduction to Education  | PED 111 (1) Fitness Center Activity II#  |   |
| EDU 261 (3) Teaching/Learning/Techs    | PED 113 (1) Fitness Concepts#            |   |
| ENG 221 (3) Creative Writing I         | PED 116 (1) Weight Training#             |   |

**See Addendum for additions**

#Students may apply up to 3 credits of physical education activity (PED/PER), 100 and/or 200 level Independent Study, Seminar/Workshop, Special Topics courses (ST:xxx), to the A.A. Degree. Independent Study, Seminar/Workshop, and Special Topics courses require written Instructional Dean permission. \*State Guaranteed Transfer [GT] Courses

Some of the course titles in this list have been abbreviated - see the complete title in the Course Description section of this catalog. Note: Other elective courses may be approved. Check with your advisor

# EMERGENCY MEDICAL SERVICES

Morgan Community College is the center for Emergency Medical Services training in Eastern Colorado. EMS training is available for anyone interested in emergency medical services work with ambulance services, hospitals, clinical settings, fire and police departments. Training is also for those who could use EMT skills for their business or personal use. Emergency Medical Services training for Emergency Medical Technician (EMT) is offered regularly and grants are available to help defray costs. Continuing education courses, First Responder, and recertification courses are also offered. Certificates in EMT-Basic and EMT-Intermediate are available along with an Associate of General Studies degree with an emphasis in Emergency Medical Services.

## Cardio-Pulmonary Resuscitation (CPR) and First Aid Training

MCC provides training in emergency procedures for respiratory, obstructed airway, and cardiac arrest victims of all ages. It meets requirements of the American Red Cross and the American Heart Association.

- HWE 101- CPR is a 1 credit course in CPR that provides the completer with CPR certification for a one year period.
- HWE103-Community First Aid and CPR is a 1 credit course which uses demonstration videos, instructor led practice and workbook/textbook study to prepare for certification in Adult/Child/Infant CPR and Community First Aid.
- HWE 122-Responding to Emergencies provides standard first aid and CPR, with a more in-depth look at sudden illness, specific disease and emergencies in a 2 credit setting.
- HWE 102-CPR Recertification is a .5 credit course which reviews CPR for those whose CPR card is due but not expired. Student must provide a copy of current CPR certification. Recertification can be done for Professional Rescuer, Community, Adult, Child, and Infant CPR.
- HPR 102-CPR for Professionals (1 credit) meets the requirement for American Red Cross Professional Rescuer CPR or American Heart Association Basic Life Support 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.

## First Responder Training

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

- EMS 115-First Responder is a single 3 credit hour course.

## Continuing Certification

EMT-B and EMT-I certificate renewal is available each year through courses in categories such as, Trauma, Medical Electives, I.V. Therapy.

## EMT-Basic Certificate

This program prepares graduates for jobs where certification is required by statute. For example, that of ambulance attendant, as well as other jobs where emergency medical skills are required. EMT-Basic is approved by the Colorado State Department of Health and is offered both spring and fall semesters on the Fort Morgan campus. MCC Centers offer EMT-Basic training annually.

### Prerequisites:

- Completion of the EMT-Basic program application.
- Current certification in Professional Rescuer CPR or equivalent.
- Required liability insurance. (May be purchased at MCC Bookstore)
- Required background check by state and/or federal agencies to be eligible for state certification.

## Emergency Medical Technician-Basic Certificate Requirements: 10 credits required

Complete the following courses:

| Course # | Cr | Course Title       |
|----------|----|--------------------|
| EMS 125  | 9  | EMT-Basic          |
| EMS 170  | 1  | EMT-Basic Clinical |

Note: MCC will offer the required National Registry Practical and Written Exams each semester.

## EMT-Intermediate Certificate

This program introduces students 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 drugs.

### Prerequisites:

- Completion of the EMT-Intermediate program application.
- EMT-Basic certification.
- Current certification in Professional Rescuer CPR or equivalent.
- Required liability insurance. (May be purchased at MCC Bookstore)
- Required background check by state and federal agencies to be eligible for state certification.

## Emergency Medical Technician-Intermediate Certificate Requirements: 15 credits required

Complete the following courses:

| Course # | Cr | Course Title               |
|----------|----|----------------------------|
| EMS 203  | 6  | EMT-Intermediate I         |
| EMS 205  | 6  | EMT-Intermediate II        |
| EMS 270  | 3  | Clinical: EMS Intermediate |

Note: MCC will offer the required National Registry Practical and Written Exams after each EMTI-Intermediate course completion.

## Associate of General Studies (A.G.S.) – Emergency Medical Services Emphasis

The Associate of General Studies Degree–Emergency Medical Services emphasis is a NON-TRANSFER degree not intended for transfer to four-year programs, but individual courses contained in the degree requirements may be transferable, particularly any designated Guaranteed Transfer course [GT-xxx].

### Associate of General Studies- Emergency Medical Services Emphasis Requirements: 60 credits required

Complete the following courses:

#### I. GENERAL EDUCATION COURSES

(15 credits/5 courses required):

| Course #                                | Cr | Course Title  |
|---|----|---|
| <b>COMMUNICATIONS/SPEECH</b>            |    |   |
| _____ ENG 121                           | 3  | English Composition I<br>[GT-CO1 Spring 2003]       |
| _____ SPE 115                           | 3  | Public Speaking                                     |
| <b>SOCIAL &amp; BEHAVIORAL SCIENCES</b> |    |   |
| _____ PSY 101                           | 3  | General Psychology I<br>[GT-CO1 Spring 2004]        |
| _____ SOC 101                           | 3  | Introduction to Sociology I<br>[GT-CO1 Spring 2004] |
| <b>MATHEMATICS</b>                      |    |   |
| _____ MAT 135                           | 3  | Introduction to Statistics<br>[GT-CO1 Spring 2003]  |

#### II. GENERAL EDUCATION ELECTIVES

(15 credits required):

Choose 15 credits from the following:

|               |   |  |
|---------------|---|--|
| _____ BIO 106 | 4 | Basic Anatomy & Physiology                               |
| _____ BIO 201 | 4 | Human Anatomy and<br>Physiology I<br>[GT-SC1 Fall 2005]  |
| _____ BIO 202 | 4 | Human Anatomy and<br>Physiology II<br>[GT-SC1 Fall 2005] |
| _____ COM 105 | 3 | Career Communications                                    |
| _____ MAT 120 | 4 | Math for Liberal Arts<br>[GT-MA1 Spring 2003]            |
| _____ PSY 116 | 3 | Stress Management  |
| _____ PSY 215 | 3 | Psychology of Adjustment                                 |
| _____ PSY 235 | 3 | Human Growth & Development<br>[GT-SS3 Fall 2005]         |
| _____ PSY 237 | 3 | Child & Adolescent Psychology                            |
| _____ PSY 238 | 3 | Child Development<br>[GT-SS3 Fall 2005]                  |

#### III. EMS ELECTIVES (30 credits required):

Choose 30 credits from the following:

|               |     |                                   |
|---------------|-----|-----------------------------------|
| _____ COM 105 | 3   | Career Communications             |
| _____ EMS 112 | 2.5 | Emergency Medical Dispatch        |
| _____ EMS 115 | 3   | First Responder                   |
| _____ EMS 125 | 9   | EMT-Basic                         |
| _____ EMS 126 | 3   | EMT-Basic Refresher               |
| _____ EMS 130 | 2   | EMT Intravenous Therapy           |
| _____ EMS 178 | .05 | EMS Seminars                      |
| _____ EMS 203 | 6   | EMT-Intermediate I                |
| _____ EMS 205 | 6   | EMT-Intermediate II               |
| _____ EMS 206 | 1   | EMT-Intermediate Refresher        |
| _____ EMS 214 | 1   | Basic Trauma Life Support         |
| _____ EMS 275 | .05 | EMS: Special Topics               |
| _____ HPR 102 | .05 | CPR for Professionals             |
| _____ HPR 120 | 1   | Advanced Cardiac Life Support     |
| _____ HPR 130 | 1   | Pediatric Advanced Life Support   |
| _____ HPR 178 | 2   | Seminar: Medical Terminology      |
| _____ HPR 190 | 2   | Basic EKG Interpretation          |
| _____ BIO 216 | 5   | Pathophysiology                   |
| _____ HPR 217 | 4   | Kinesiology                       |
| _____ NUR 112 | 2   | Basic Concepts of<br>Pharmacology |
| _____ SPA 115 | 3   | Spanish for the Professional      |

Please check with your advisor to determine which courses are most appropriate for you.

# HEALTH OCCUPATIONS (NON-NURSING)

Morgan Community College provides many health occupations degrees and certificates including the following:

- Massage Therapy Certificate
- Medication Assistant Certificate
- Med-Prep Certificate
- Medical Assistant Certificate
- Physical Therapist Assistant (PTA) - Associate of Applied Science Degree

## Massage Therapy Certificate

Massage therapy is one of the fastest growing fields in health care today. The CMT program at Morgan Community College is designed to provide the skills and credentials students need to work as massage therapists in health care settings, spas, and private practice. Many health care professionals enroll in the Massage Therapy program as an additional certification to enhance their job skills and employability. The MCC program is based on American Massage Therapy guidelines and meets the criteria for State of Colorado certification.

Classes are scheduled weekends and evenings on the Fort Morgan campus, and some classes are available at MCC Centers. Students are welcome to enroll in many of the CMT classes without specifically being accepted into the program.

*Program prerequisites and additional requirements:*

- Current CPR and First Aid certificates are required before students participate in clinical training. (This can be met by taking HWE 103 (1 credit) Community First Aid.)
- Any student enrolled in a course with a clinical component must purchase liability insurance in the MCC Bookstore or provide proof of general liability and malpractice insurance in the amounts of \$1 million per incident and \$6 million per aggregate. (Students are covered under workers compensation through the College for any claim resulting from performance of any requirements of this program)

### Massage Therapy Certificate Course Requirements: 30 credits required

*Complete the following courses:*

| Course #      | Cr | Course Title                                     |
|---------------|----|--|
| _____ BIO 106 | 4  | Basic Anatomy & Physiology                       |
| _____ or      |    | or   |
| _____ BIO 201 | 4  | Human Anatomy & Physiology I [GT-SC1 Fall 2005]  |
| _____ or      |    | or   |
| _____ BIO 202 | 4  | Human Anatomy & Physiology II [GT-SC1 Fall 2005] |
| _____ HPR 217 | 4  | Kinesiology                                      |
| _____ COM 105 | 3  | Career Communications                            |
| _____ or      |    | or   |
| _____ ENG 121 | 3  | English Composition I [GT-CO1 Spring 2003]       |
| _____ HPR 178 | 2  | Medical Terminology                              |

|               |   |                        |
|---------------|---|------------------------|
| _____ HWE 100 | 3 | Human Nutrition        |
| _____ MST 111 | 4 | Basic Massage Therapy  |
| _____ MST 113 | 3 | Professional Massage   |
| _____ MST 184 | 3 | Clinical Massage       |
| _____ MST 204 | 2 | MST Business Practices |
| _____ MST 105 | 2 | Lifestyle Wellness     |

## Medication Assistant Certificate

Medication assistants are experienced nursing assistants who specialize in administering medications in a long-term care facility. They are responsible for maintaining records, administering medication orders, following standards of nursing practice and infection control.

### Medication Assistant Certificate Course Requirements: 12 credits required

*Complete the following courses:*

| Course #      | Cr | Course Title                   |
|---------------|----|--------------------------------|
| _____ BIO 106 | 4  | Basic Anatomy & Physiology     |
| _____ NUR 101 | 1  | Pharmacology Calculations      |
| _____ NUR 103 | 1  | Basic Health Assessment        |
| _____ NUR 107 | 3  | Nursing Concepts & Skills      |
| _____ NUR 112 | 2  | Basic Concepts of Pharmacology |
| _____ NUR 188 | 1  | Practicum                      |

## Med-Prep Certificate

This program prepares individuals for beginning employment in the health care field at an aide level. High schools within the college service area partner with MCC to provide basic training in health careers.

### Med-Prep Certificate Requirements: 31 credits required

*Complete the following courses:*

| Course #   | Cr | Course Title                                  |
|--|----|---|
| <b>LEVEL I – Fall Semester (9 credits)</b>                     |    |   |
| _____ BIO 106  | 4  | Basic Anatomy & Physiology                    |
| _____ HPR 100  | 3  | Introduction to Health                        |
| _____ HWE 122  | 2  | Responding to Emergencies                     |
| <b>LEVEL I – Spring Semester (Select one group- 6 credits)</b> |    |   |
| _____ MOT 140  | 4  | Medical Assisting Clinical Skills and         |
| _____ or   |    | or  |
| _____ MOT 182  | 2  | Clinical Internship                           |
| _____ or   |    | or  |
| _____ NUA 101  | 4  | Certified Nurse Aide Health Care Skills       |
| _____ NUA 170  | 1  | Nurse Assistant Clinical Experience           |
| _____ NUA 171  | 1  | Advanced Nurse Aide Clinical                  |
| <b>LEVEL II– Fall Semester (7 credits)</b>                     |    |   |
| _____ HPR 178  | 2  | Medical Terminology                           |
| _____ MOT 280  | 2  | Internship                                    |
| _____ PSY 235  | 3  | Human Growth & Development [GT-SS3 Fall 2005] |

**LEVEL II– Spring Semester (9 credits)**

|       |         |   |                      |
|-------|---------|---|----------------------|
| _____ | ENG 113 | 3 | Business English     |
| _____ | BIO 216 | 4 | Pathophysiology      |
| _____ | HWE 124 | 2 | Fitness and Wellness |

**Medical Assistant Certificate**

The Medical Assistant program prepares students for entry level employment in the health care fields. Employment is expected to grow much faster than the average for all health occupations through the year 2012. Although medical assistants are not licensed, some states require a test or a course before performing certain tasks, such as taking x-rays. There are national examinations that a student may take upon completion of the program through the American Association of Medical Assistants or American Medical Technologist.

**Medical Assistant Certificate Requirements:****47 credits required**

Complete the following courses:

| _____ | Course # | Cr | Course Title  |
|-------|----------|----|---|
| _____ | BIO 201  | 4  | Human Anatomy & Physiology I<br>[GT-SC1 Fall 2005]  |
| _____ | BIO 202  | 4  | Human Anatomy & Physiology II<br>[GT-SC1 Fall 2005] |
| _____ | BTE 208  | 3  | Office Administration                               |
| _____ | MOT 130  | 3  | Insurance Billing & Coding                          |
| _____ | COM 105  | 3  | Career Communications                               |
| _____ | HPR 178  | 2  | Medical Terminology                                 |
| _____ | HWE 122  | 2  | Responding to Emergencies                           |
| _____ | MOT 140  | 4  | Medical Assisting Clinical Skills                   |
| _____ | MOT 175  | 4  | Special Topics: Medical<br>Radiology                |
| _____ | MOT 188  | 4  | Practicum   |
| _____ | NUA 101  | 4  | Nurse Aide Theory Lab                               |
| _____ | NUA 170  | 1  | Nurse Aide Clinical                                 |
| _____ | NUA 171  | 1  | Advanced Nurse Aide Clinical                        |
| _____ | NUR 112  | 2  | Basic Concepts in<br>Pharmacology                   |
| _____ | PSY 235  | 3  | Human Growth & Development<br>[GT-SC1 Fall 2005]    |
| _____ | SPA 115  | 3  | Spanish for the Professional                        |

**Community College of Denver - Radiology Program**

# 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 the degree program, students will be prepared for positions in graphic design, web design and computer-based training development. The curriculum places strong emphasis on teamwork and collaboration skills.

*Prerequisites:* Demonstrated computer proficiency in file creation and manipulation.

## Multimedia Certificate

**Multimedia Certificate Requirements: 30 credits required**

Complete the following courses

| Course # | Cr | Course Title                   |
|----------|----|--------------------------------|
| MGD 102  | 3  | Introduction to Multimedia     |
| MGD 133  | 3  | Graphic Design I               |
| MGD 233  | 3  | Graphic Design II              |
| MGD 141  | 3  | Web Design I                   |
| MGD 241  | 3  | Web Design II                  |
| MGD 251  | 3  | Multimedia Motion & Sound      |
| MGD 259  | 3  | Management & Production        |
| CIS 162  | 1  | Advanced Presentation Graphics |
| MAN 117  | 1  | Time Management                |
| MAN 125  | 1  | Teambuilding                   |
| MGD 175  | 3  | Special Topics: Multimedia     |
| MGD 180  | 3  | Internship                     |

## Multimedia-Associate of Applied Science Degree (A.A.S.)

Completion of the 30 certificate requirements PLUS 30 additional credits will entitle students to receive the A.A.S.-Multimedia Degree.

**Associate of Applied Science-Multimedia (A.A.S.) Degree Requirements: 60 credits required**

Complete the following courses **See Addendum**

| Course #  | Cr | Course Title                   |
|---|----|--------------------------------|
| <i>These courses are all contained within the 30 credits of the Multimedia Certificate.</i> |    |                                |
| MGD 102   | 3  | Introduction to Multimedia     |
| MGD 133   | 3  | Graphic Design I               |
| MGD 233   | 3  | Graphic Design II              |
| MGD 141   | 3  | Web Design I                   |
| MGD 241   | 3  | Web Design II                  |
| MGD 251   | 3  | Multimedia Motion & Sound      |
| MGD 259   | 3  | Management & Production        |
| CIS 162   | 1  | Advanced Presentation Graphics |
| MAN 117   | 1  | Time Management                |
| MAN 125   | 1  | Teambuilding                   |
| MGD 175   | 3  | Special Topics: Multimedia     |

*Additional courses to receive the Multimedia A.A.S. degree.*

|         |   |  |
|---------|---|--|
| CIS 118 | 3 | Intro to PC Applications                 |
| MAT 112 | 3 | Financial Mathematics                    |
| ENG 113 | 3 | Business English                         |
| COM 105 | 3 | Career Communications                    |
| BUS 217 | 3 | Business Communications & Report Writing |
| MAR 216 | 3 | Principles of Marketing                  |
| ART 121 | 3 | Drawing I                                |
| PSY 215 | 3 | Psychology of Adjustment                 |
| SPE 115 | 3 | Public Speaking                          |

**MULTIMEDIA ELECTIVES – Select 3 credits from the list below:**

|   |                              |
|---|------------------------------|
| 3 | ART 100-299 (Except ART 121) |
|   | MUS 100-299                  |
|   | PSY 100-299 (Except PSY 215) |
|   | SOC 100-299                  |
|   | THE 100-299                  |

## ~~NURSING~~ See Addendum

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~~Nursing programs are designed to prepare graduates for employment as Nursing Assistants, Licensed Practical Nurses (LPN), and Registered Nurses (RN). Nursing practitioners will develop entry-level skills for work in hospitals, clinics and other inpatient/outpatient health care settings. Nursing students participate in both classroom instruction and supervised patient care experiences, which focus on the prevention of disease and the promotion of a healthy life style. Fundamentals of leadership and management may be included as a vital part of your curriculum. Dedication to community and a spirit of giving back may be emphasized.~~

### ~~Morgan Community College offers the following nursing options:~~

- ~~• Nurse Aide (CNA) Certificate~~
- ~~• Licensed Practical Nursing (LPN) Certificate~~
- ~~• Associate Degree in Nursing (A.D.N.) program leading toward an Associate of Applied Science Degree Nursing which prepares graduates to apply to take the National Council Licensing Examination (NCLEX) to become a Registered Nurse (RN).~~

### ~~Nurse Aide Certificate (CNA)~~

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~~This program prepares the student to work in acute care and long-term care facilities as a Nurse Aide performing duties related to personal care of the patient. Upon completion, students may take the Certified Nurse Aide (CNA) exam.~~

~~*For program requirements, please see the Nursing Program information on the Colorado Community College System Web site: [www.cccs.edu](http://www.cccs.edu)*~~

### ~~Licensed Practical Nursing Certificate (LPN)~~

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~~The Licensed Practical Nursing Certificate (LPN) program is designed to prepare the student to apply for the licensure examination as a registered nurse. The curriculum is specifically constructed to promote career mobility in nursing and follows the criteria for the Colorado Nursing Articulation Model.~~

~~*Accreditation: Colorado State Board of Nursing*~~

~~*For program requirements, please see the Nursing Program information on the Colorado Community College System Web site: [www.cccs.edu](http://www.cccs.edu)*~~

### ~~Associate of Applied Science – Nursing (A.D.N.)~~

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~~The Associate Degree in Nursing (A.D.N.) program is designed to prepare the student to apply for the licensure examination as a registered nurse. The curriculum is specifically constructed to promote career mobility in nursing and follows the criteria for the Colorado Nursing Articulation Model. Upon satisfactory completion of the prescribed A.D.N. curriculum with a minimum of a "C" in each course, and having met the qualifications for licensure according to the Colorado Nurse Practice Act, the student will receive an Associate of Applied Science Degree in Nursing and will be eligible to take the State Licensure Examination for Registered Nursing. Students who did not complete their first level nursing program (L.P.N.) at MGC are required to have completed a licensed practical nursing program at NJC or at another institution. Special admission requirements apply to the Associate Degree in Nursing program. Applicants must follow all rules, have taken prerequisites and meet special deadlines before being admitted to the program.~~

~~*Accreditation: Colorado State Board of Nursing*~~

~~*For program requirements, please see the Nursing Program information on the Colorado Community College System Web site: [www.cccs.edu](http://www.cccs.edu)*~~

# PHYSICAL THERAPIST ASSISTANT (PTA) ASSOCIATE OF APPLIED SCIENCE DEGREE

MCC's Physical Therapist Assistant program prepares students for job opportunities in all areas of rehabilitation, wellness, and prevention of injuries. A Physical Therapist Assistant (PTA) helps maintain health and restores 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. PTA students work under the close supervision of a physical therapist and spend time in hospitals, nursing homes, rehab centers, home health programs, and private practice offices to gain understanding and practice in the physical therapy assistant profession.

*Accreditation Status: Physical Therapist Assistant Program:* The Commission on Accreditation of Physical Therapy Education (CAPTE) of the American Physical Therapy Association granted probationary accreditation to the PTA program at Morgan Community College on May 17, 2006. Probationary accreditation is an accredited status and gradu-

ates of the program during this time are graduates of an accredited program. CAPTE can be contacted at 1111 North Fairfax Street, Alexandria, VA 22314-1488. 1-800-999-2782 or via e-mail at [accreditation@apta.org](mailto:accreditation@apta.org). Many states require licensure in order to practice; however, as a graduate of an approved program, no licensure is required in Colorado.

## Application requirements:

- Previous career focus in physical therapy or 25 hours of volunteer or observation time in physical therapy.
- Professional CPR certification prior to clinical placement
- Submit transcripts of all previous course work completed at all colleges attended (including MCC) to the program coordinator and to the Registrar. Official transcripts must be submitted prior to enrollment.
- Background Check
- Interview with the Program Director
- Official transcripts must be submitted prior to enrollment.
- Submit a completed PTA Program Application to the PTA Program Director.
- Submit an MCC Application for Admission and complete assessment.
- Submit three (3) letters of recommendation on the forms provided. These should include an employer, instructor, and a character reference from a non-relative.

*Program requirements:* A grade of "C" or higher must be achieved in all PTA prefix courses.

## Associate of Applied Science Degree (A.A.S.)-Physical Therapist Assistant Requirements

Complete the following courses: **75 credits required**

| Course #                                     | Credits | Course Title  |
|--|---------|---|
| <b>FALL SEMESTER-1ST YEAR (15 CREDITS)</b>   |         |   |
| _____  | BIO 106 | 4 Basic Anatomy and Physiology (or higher level course of Human Anatomy and Physiology) |
| _____  | PTA 110 | 5 Basic Patient Care Skills in PT   |
| _____  | PTA 115 | 2 Principles and Practices of PT  |
| _____  | HWE 103 | 1 Community First Aid & CPR   |
| _____  | MAT 107 | 3 Career Math   |
| <b>SPRING SEMESTER-1ST YEAR (15 CREDITS)</b> |         |   |
| _____  | PTA 120 | 5 Modalities in Physical Therapy  |
| _____  | PTA 135 | 2 Principles of Electrical Stimulation  |
| _____  | ENG 121 | 3 English Composition I [GT-CO1 Effective Spring 2003]                                  |
| _____  | HPR 102 | 1 CPR for Professionals   |
| _____  | HPR 217 | 4 Kinesiology   |
| <b>Summer Semester-1st Year (13 credits)</b> |         |   |
| _____  | CIS 117 | 2 Introduction to Technical Applications  |
| _____  | HPR 178 | 2 Medical Terminology   |
| _____  | PTA 175 | 2 Special Topics: PTA   |
| _____  | PTA 280 | 4 PTA Internship I  |
| _____  | SPE 115 | 3 Public Speaking   |
| <b>Fall Semester-2nd Year (17 credits)</b>   |         |   |
| _____  | BIO 216 | 4 Pathophysiology   |
| _____  | PSY 101 | 3 General Psychology I [GT-SS3 Effective Spring 2004]                                   |
| _____  | PTA 230 | 5 Orthopedic Assessment & Management Techniques   |
| _____  | PTA 240 | 5 Neurologic Assessment & Management Techniques   |
| <b>Spring Semester-2nd Year (15 credits)</b> |         |   |
| _____  | PTA 235 | 3 Human Growth & Development  |
| _____  | PTA 278 | 2 Physical Therapy Assistant Seminar  |
| _____  | PTA 281 | 5 PTA Internship II   |
| _____  | PTA 282 | 5 PTA Internship III  |

# REAL ESTATE

## Real Estate Certificate

Complete the following courses

12 credits required

| Course # | Cr. | Course Title           |
|----------|-----|------------------------|
| REE 103  | 6   | Real Estate Brokers I  |
| REE 104  | 5   | Real Estate Brokers II |
| BUS 189  | 1   | Capstone               |

## Business Administration (Real Estate Emphasis) – Associate of Applied Science Degree (A.A.S.)

(CCCS program approval pending.)

Program Prerequisites:

BTE 100 or demonstrated keyboarding skill.

The Real Estate Emphasis will not appear on the diploma.

### Business Administration (Real Estate Emphasis) A.A.S. Degree Requirements: 60 credits required

Complete the following courses:

| Course #                       | Cr | Course Title                  |
|--------------------------------|----|-------------------------------|
| <b>SEMESTER 1 - 14 CREDITS</b> |    |                               |
| ACC 101                        | 3  | Fundamentals of Accounting    |
| BTE 156                        | 4  | Business Math with Calculator |
| BUS 115                        | 3  | Business English              |
| MAN 125                        | 1  | Teambuilding                  |

|                                |   |  |
|--------------------------------|---|--|
| <b>SEMESTER 2 – 15 CREDITS</b> |   |  |
| BUS 216                        | 3 | Legal Environment of Business            |
| BUS 217                        | 3 | Business Communications & Report Writing |
| MAN 224                        | 3 | Leadership                               |
| PSY 215                        | 3 | Psychology of Adjustment                 |
| SPE 115                        | 3 | Public Speaking                          |

|                                |   |  |
|--------------------------------|---|--|
| <b>SEMESTER 3 – 17 CREDITS</b> |   |  |
| ECO 201                        | 3 | Macroeconomics<br>[GT-SS1 Effective Spring 2004] |
| REE 103                        | 6 | Real Estate Brokers I                            |
| REE 104                        | 5 | Real Estate Brokers II                           |
| REE 115                        | 3 | Introduction to Real Estate                      |

|                                |   |                                  |
|--------------------------------|---|----------------------------------|
| <b>SEMESTER 4 – 14 CREDITS</b> |   |                                  |
| BUS 187                        | 1 | Cooperative Education/Internship |
| CIS 118                        | 3 | Introduction to PC Applications  |
| COM 105                        | 3 | Career Communications            |
| REE 189                        | 1 | Brokers Exam Review              |

### BUSINESS ELECTIVES

Select 6 credits Business Electives from the list below:

ACC 115, 121, 122, 123, 124, 125, 131, 216; BUS 226; BTE 100, 103, 225; CIS 131-133, 135, 141-143, 145, 151-153, 155; ECO 105, 202; ENG 121-122; MAN 116, 117, 200, 215, 226; MAR 111, 160, 216 240; MAT 112, 120, 121-122, 125, 135, 155-156, 201-202; MGD 102, 133, 141; PSY 101-102; SOC 101-102; SPA 101-102; 111- 112, 115, 211-212, 215

# WELDING TECHNOLOGY

Graduates who have completed Welding Technology certificates will be prepared to secure work in many different jobs that require welding capabilities.

Certificates available are:

- Shielded Metal Arc (STICK) Welding Certificate
- Gas Tungsten Arc/Gas Metal Arc Welding (TIG/MIG) Certificate
- AWS Skills Welding Certificate

## Shielded Metal Arc (STICK) Welding Certificate

Shielded Metal Arc (STICK) Welding Certificate

Requirements: 30 credits required

Complete the following courses:

| Course #                                | Cr | Course Title                |
|---|----|-----------------------------|
| <b>WELDING CORE CURRICULUM COURSES:</b> |    |                             |
| WEL 100                                 | 1  | Safety for Welders          |
| WEL 103                                 | 4  | Basic Shielded Metal Arc I  |
| WEL 104                                 | 4  | Basic Shielded Metal Arc II |
| WEL 113                                 | 2  | Oxyfuel and Plasma Cutting  |
| WEL 114                                 | 2  | Oxyacetylene Welding        |

|                                      |   |   |
|--------------------------------------|---|---|
| <b>CERTIFICATE SPECIFIC COURSES:</b> |   |   |
| WEL 106                              | 4 | Blueprint Reading for Welders and Fitters |
| WEL 110                              | 4 | Advanced Shielded Metal Arc I             |
| WEL 111                              | 4 | Advanced Shielded Metal Arc II            |
| WEL 130                              | 2 | Maintenance Welding                       |
| WEL 180                              | 3 | Welding Internship I                      |

## Gas Tungsten Arc/Gas Metal Arc (TIG/MIG) Welding Certificate

Gas Tungsten Arc/Gas Metal Arc (TIG/MIG) Welding

Certificate Requirements: 37 credits required

Complete the following courses:

| Course #                                | Cr | Course Title                |
|---|----|-----------------------------|
| <b>WELDING CORE CURRICULUM COURSES:</b> |    |                             |
| WEL 100                                 | 1  | Safety for Welders          |
| WEL 103                                 | 4  | Basic Shielded Metal Arc I  |
| WEL 104                                 | 4  | Basic Shielded Metal Arc II |
| WEL 113                                 | 2  | Oxyfuel and Plasma Cutting  |
| WEL 114                                 | 2  | Oxyacetylene Welding        |

|                                      |   |                                      |
|--------------------------------------|---|--------------------------------------|
| <b>CERTIFICATE SPECIFIC COURSES:</b> |   |                                      |
| WEL 201                              | 4 | Gas Metal Arc Welding I              |
| WEL 203                              | 4 | Flux Cored Arc Welding I             |
| WEL 224                              | 4 | Advanced Gas Tungsten Arc Welding I  |
| WEL 225                              | 4 | Advanced Gas Tungsten Arc Welding II |
| WEL 230                              | 4 | Pipe Welding I                       |
| WEL 250                              | 4 | Layout and Fabrication               |

## AWS Skills Welding Certificate

**AWS Skills Welding Certificate Requirements:**  
**32 credits required**

Complete the following courses:

|   | Course # | Cr | Course Title                |
|---|----------|----|-----------------------------|
| <b>WELDING CORE CURRICULUM COURSES:</b> |          |    |                             |
| _____                                   | WEL 100  | 1  | Safety for Welders          |
| _____                                   | WEL 103  | 4  | Basic Shielded Metal Arc I  |
| _____                                   | WEL 104  | 4  | Basic Shielded Metal Arc II |
| _____                                   | WEL 113  | 2  | Oxyfuel and Plasma Cutting  |
| _____                                   | WEL 114  | 2  | Oxyacetylene Welding        |

| <b>Certificate specific courses:</b> |         |   |                          |
|--------------------------------------|---------|---|--------------------------|
| _____                                | WEL 231 | 4 | Pipe Welding II          |
| _____                                | WEL 263 | 4 | Applied Metal Properties |
| _____                                | WEL 275 | 3 | Welding: Special Topics  |
| _____                                | WEL 280 | 6 | Internship III           |
| _____                                | WEL 278 | 2 | Welding: Workshop        |

## YOUNG FARMERS

This program offers three certificates that prepare students to more effectively participate in leadership, business planning, and specialized activities related to the agri-business area.

Certificates available are:

- Young Farmers Specialist
- Intermediate Young Farmers Specialist
- Advanced Young Farmers Specialist

### Young Farmers Specialist Certificate

**Young Farmers Specialist Certificate Requirements**  
**12 credits required**

Complete the following courses:

|       | Course # | Cr. | Course Title             |
|-------|----------|-----|--------------------------|
| _____ | CYF 101  | 4   | Young Farmers Leadership |
| _____ | CYF 102  | 4   | Business Planning        |
| _____ | CYF 103  | 4   | Agricultural Technology  |

### Intermediate Young Farmers Specialist Certificate

**Intermediate Young Farmers Specialist Certificate**  
**Requirements: 12 credits required**

Complete the following courses:

|       | Course # | Cr. | Course Title               |
|-------|----------|-----|----------------------------|
| _____ | CYF 110  | 4   | Building Leadership Skills |
| _____ | CYF 111  | 4   | Construction Technology    |
| _____ | CYF 112  | 4   | Technology in Agriculture  |

### Advanced Young Farmers Specialist Certificate

**Advanced Young Farmers Specialist Certificate**  
**Requirements: 12 credits required**

Complete the following courses:

|       | Course # | Cr. | Course Title                 |
|-------|----------|-----|------------------------------|
| _____ | CYF 120  | 4   | Advanced Business Management |
| _____ | CYF 121  | 4   | Agricultural Marketing       |
| _____ | CYF 122  | 4   | Professional Development     |



## ASSOCIATE OF ARTS DEGREE (A.A.) STATEWIDE BUSINESS ARTICULATION AGREEMENT

MCC offers students the opportunity to complete Business requirements at MCC and then finish their last two years with another Colorado 4-year college of their choice. Upon completion of the last two years of the 4-year college's Business program, students will graduate with a Bachelor of Arts degree.

It is strongly suggested that students interested in this program work closely with an advisor at both the 4-year college and at Morgan Community College when formulating course schedules and for other advising purposes.

*The Business emphasis area will not appear on the MCC A.A. diploma.*

MCC along with the other Colorado Community Colleges (CCCS) have made the Statewide Business Articulation Agreement between these Colorado public four-year institutions of higher education:

- Adams State College
- Colorado State University
- Colorado State University-Pueblo
- Fort Lewis College
- Mesa State College
- Metropolitan State College of Denver
- University of Colorado at Boulder
- University of Colorado at Colorado Springs
- University of Colorado at Denver
- University of Northern Colorado
- Western State College

In accordance with C.R.S. 23-1-108.5 and C.R.S. 108 (7), the participating Schools of Business agree to the following policies governing the transfer of credit earned at a Colorado community college into a Business Degree Program offered at any of the Colorado public four-year colleges and universities.

In effect, Business Statewide Articulation ensures that a student who begins an Associate of Arts degree at a Colorado Community College will transfer 60 credits into the Bachelor of Arts or Bachelor of Science in Business Administration degree program at a Colorado public four-year college (i.e., 60 plus 60 agreement). The principles, policies, and guidelines in this transfer guide shall apply uniformly to all students attempting to transfer credits earned at a Colorado community college into the four-year colleges and universities.

### Section I: ADMISSIONS CRITERIA & PROCEDURES

#### A. The admission and graduation standards

Transfer applicants to a business degree program are subject to the same admission requirements as native students applying for admission into a business program. The graduation requirements for a business transfer student will be no different than the graduation requirements for a native business student, including the minimum number of semester hours required for graduation requirements, the minimum grade point average (GPA) of 2.0 earned on all course work, and minimum grade or performance levels earned in business courses. The Commission has approved all undergraduate business programs at 120 graduation credit hours.

#### B. Treatment of credits earned at a Colorado community college

Colorado community college students who have completed the degree requirements for an Associate of Arts (A. A.) degree with an emphasis in Business and earned a C- or better in all courses shall be fully considered for admission into the business programs offered by the participating four-year public colleges. If a student is offered admission, the student will enter with junior standing in the school of business, provided that the AA degree includes all courses specified in Section I-C.

This agreement does not guarantee admission to the School of Business. It does guarantee, however, that admitted students who follow the conditions of this agreement will be guaranteed complete transfer of the A. A. degree.

Students who have earned two-year degrees other than the A.A. in Business or who have not fully completed the degree requirements will be evaluated on a course-by-course basis. Individual business courses may transfer and count toward the graduation requirements for a four-year business degree, but the transferable courses are limited to the course equivalents of the courses specified in the curricula of the four-year Business Administration degree programs.

The general education requirements for business students are specific to this statewide business articulation agreement. Completion of these general education requirements may not satisfy all the general education requirements for every business program. Students should review the business degree requirements of the four-year college or university of their interest when making plans to transfer.

#### C. Transfer-Eligible Courses for the College of Business Administration

Schools of business will accept 40 general education credits and 20 credits in transferable business courses for students who earned an A.A. with an emphasis in Business. The business courses are course-specific and must follow the same prerequisites as those offered at a four-year college.

**TABLE I: Guaranteed General Education and Major Courses for Business Students.**

| <b>General Education Requirements – 40 credits</b>            |                     |  |   | <b>40</b>              |
|---|---------------------|--|---|------------------------|
|   | <b>Credit Hours</b> | <b>Community College Course Number</b> | <b>Course Title</b>   | <b>Condition</b>       |
| <b>ENGLISH</b>  | 3                   | ENG 121                                | English Composition I<br>[GT-CO1 Effective Spring 2003]   |                        |
|   | 3                   | ENG 122                                | English Composition II<br>[GT-CO2 Effective Spring 2003]  |                        |
| <b>MATH</b>   | 4                   | MAT 123                                | Finite Mathematics<br>[GT-MA1 Effective Fall 2005]  |                        |
|   | 4                   | or<br>MAT 121<br>and<br>MAT 125        | College Algebra<br>[GT-MA1 Effective Spring 2003]<br>Survey of Calculus<br>[GT-MA1 Effective Spring 2003] |                        |
| <b>ARTS &amp; HUMANITIES</b>                                  | 6                   |  | Two state guaranteed Arts<br>and Humanities courses   |                        |
| <b>SCIENCE</b>  | 8                   |  | Two lab-based science courses that are state guaranteed   |                        |
| <b>SOCIAL SCIENCE</b>   | 9                   | GT-HI1                                 | One state guaranteed history course and   |                        |
|   |                     | ECO 202                                | Principles of Microeconomics<br>[GT-SS1 Effective Spring 2004]  |                        |
|   |                     | ECO 201                                | Principles of Macroeconomics<br>[GT-SS1 Effective Spring 2004]  |                        |
| <b>Community College System Core Requirements – 3 credits</b> |                     |  |   |                        |
| <b>COMMUNICATION</b>  | 3                   | SPE 115                                | Speech  |                        |
| <b>Business Graduation Requirements – 20 credits</b>          |                     |  |   | <b>20</b>              |
|   | 4                   | ACC 121                                | Principles of Accounting I  |                        |
|   | 4                   | ACC 122                                | Principles of Accounting II   |                        |
|   | 3                   | BUS 216                                | Legal Environment of Business   |                        |
|   | 3                   | BUS 115                                | Introduction to Business  |                        |
|   | 3                   | BUS 217                                | Business Communications   |                        |
|   | 3                   | BUS 226                                | Business Statistics   |                        |
| <b>TOTAL:</b>   |                     |  |   | <b>60 Credit Hours</b> |

**Section II: TRANSFER OF CREDIT INTO THE SCHOOL OF BUSINESS**

- A. Policies for accepting grades in transfer.
  1. Only academic courses with a letter grade of "C-," or better will be accepted for transfer.
  2. Courses with grades of "F", "D", "IP", "I", "U", "AU", and "Z" are not transferable.
- B. Treatment of advanced placement and CLEP scores, other non-traditional methods of awarding credit, including credit awarded for vocational courses
  1. Remedial courses are not transferable toward a four-year degree.
  2. Students who have earned scores of 4 or better on Advanced Placement (AP) tests offered in high school will be awarded college credit and the credit will count toward graduation. Students should note that credit is not granted for an advanced placement score if the student completes a college course equivalent to an advanced placement course. Students who complete the International Baccalaureate (IB) diploma with test

scores of 4 or better offered in high school will be awarded college credit and the credit will count toward graduation.

- 3. All participating institutions will accept lower division general education and business courses completed under the Post-Secondary Education Options (PSEO).

- C. The four-year college or university will accept all eligible credits earned within ten years of transfer. Courses earned more than ten years earlier will be evaluated on an individual basis.

This transfer credit is guaranteed under the condition that the community college maintains current accreditation by The Higher Learning Commission of the North Central Association of Colleges and Schools.

**SECTION III: STUDENT APPEALS PROCESS**

An appeal related to denial of transfer credits will follow the Colorado Commission on Higher Education student appeal process.

# ASSOCIATE OF ARTS DEGREE (A.A.) STATEWIDE EARLY CHILDHOOD TEACHER EDUCATION ARTICULATION AGREEMENT

The Associate of Arts Degree with an emphasis in Early Childhood is for those who want the opportunity to provide a positive influence on the lives of children and their families. A student can earn an A.A. in preparation for transfer into a four-year Early Childhood program. This degree includes courses traditionally taught during the first two years of a Bachelor of Arts degree program and is transferable to four-year institutions. *The emphasis area will not appear on the diploma.*

## Associate of Arts Degree (A.A.) Statewide Early Childhood Teacher Education Articulation

### 60 credits required

| Course #   | Credits | Course Title                                   | GT-xxx | GT Effective Term |
|--|---------|--|--------|-------------------|
| <b>COMMUNICATIONS: 6 credits. Both courses required.</b>   |         |  |        |                   |
| _____ ENG 121  | 3       | English Composition I                          | GT-CO1 | Spring 2003       |
| _____ ENG 122  | 3       | English Composition II                         | GT-CO2 | Spring 2003       |
| <b>SPEECH: 3 credits. Select One course.</b>   |         |  |        |                   |
| <i>This is a Colorado Community College System requirement and is in addition to the State Guaranteed Transfer</i> |         |  |        |                   |
| _____ SPE 115  | 3       | Public Speaking                                |        |                   |
| _____ SPE 125  | 3       | Interpersonal Communication                    |        |                   |
| <b>COMPUTER SCIENCE: 3 credits. One course required</b>  |         |  |        |                   |
| <i>This is a Morgan Community College requirement</i>  |         |  |        |                   |
| _____ CIS 118  | 3       | Introduction to PC Applications                |        |                   |
| _____ CIS 115  | 3       | Intro to Computer Information Systems          |        |                   |
| <b>MATHEMATICS: 6 credits. TWO integrated courses required (must choose ONE set)</b>                               |         |  |        |                   |
| _____ MAT 120  | 3       | Mathematics for the Liberal Arts               | GT-MA1 | Spring 2003       |
| _____ MAT 135  | 3       | Introduction to Statistics                     | GT-MA1 | Spring 2003       |
| _____ MAT 121  | 4       | College Algebra                                | GT-MA1 | Spring 2003       |
| _____ MAT 135  | 3       | Introduction to Statistics                     | GT-MA1 | Spring 2003       |
| _____ MAT 155  | 3       | Integrated Math I and Integrated Math II       | GT-MA1 | Fall 2006         |
| _____ MAT 156  | 3       | ( <i>must take both courses</i> )              | GT-MA1 | Fall 2006         |
| <b>ARTS &amp; HUMANITIES: 9 credits. Select 3 courses with no more than 2 courses from any 1 category:</b>         |         |  |        |                   |
| <i>MUST take this course</i>   |         |  |        |                   |
| _____ LIT 255  | 3       | Children's Literature                          |        |                   |
| <i>Select two of these courses</i>   |         |  |        |                   |
| _____ ART 110  | 3       | Art Appreciation                               | GT-AH1 | Spring 2004       |
| _____ MUS 120  | 3       | Music Appreciation                             | GT-AH1 | Spring 2003       |
| _____ LIT 115  | 3       | Introduction to Literature                     | GT-AH2 | Spring 2003       |
| <b>SOCIAL &amp; BEHAVIORAL SCIENCES: 9 credits. These 3 courses are required.</b>                                  |         |  |        |                   |
| _____ HIS 201  | 3       | U.S. History I                                 | GT-HI1 | Spring 2003       |
| _____ POS 111  | 3       | American Government                            | GT-SS1 | Spring 2004       |
| _____ GEO 105  | 3       | World Regional Geography                       | GT-SS2 | Spring 2003       |
| <b>PHYSICAL &amp; LIFE SCIENCES: 8 credits. Select 2 lab-based courses below</b>                                   |         |  |        |                   |
| _____ BIO 105  | 4       | Science of Biology                             | GT-SC1 | Spring 2004       |
| _____ BIO 111  | 5       | General College Biology I                      | GT-SC1 | Spring 2003       |
| _____ CHE 101  | 5       | Intro to Chemistry I                           | GT-SC1 | Spring 2003       |
| _____ CHE 111  | 5       | General College Chemistry I                    | GT-SC1 | Spring 2003       |
| _____ GEY 111  | 4       | Physical Geology                               | GT-SC1 | Spring 2003       |
| _____ PHY 105  | 4       | Conceptual Physics                             | GT-SC1 | Fall 2005         |
| _____ PHY 111  | 5       | Physics: Algebra Based I                       | GT-SC1 | Spring 2003       |
| <b>EARLY CHILDHOOD EMPHASIS REQUIREMENTS: 16 credits.</b>  |         |  |        |                   |
| <i>These 4 courses are required</i>  |         |  |        |                   |
| _____ ECE 101  | 3       | Introduction to Early Childhood Education      |        |                   |
| _____ ECE 102  | 3       | Introduction to Early Childhood Lab Techniques |        |                   |
| _____ ECE 205  | 3       | Nutrition, Health & Safety                     |        |                   |
| _____ ECE 241  | 3       | Administration: Human Relations for ECE        |        |                   |
| <i>Select one of these options (either ECE 238 or the other two courses)</i>                                       |         |  |        |                   |
| _____ ECE 238  | 4       | Child Growth & Development                     |        |                   |
| _____ PSY 238  | 3       | Child Development                              | GT-SS3 | Fall 2006         |
| _____ and ECE 175  | 1       | ECE: Special Topics                            |        |                   |

# ASSOCIATE OF ARTS DEGREE (A.A.) STATEWIDE ELEMENTARY TEACHER EDUCATION ARTICULATION AGREEMENT

MCC offers students the opportunity to complete the A.A.-Elementary Education requirements at MCC and then finish their last two years with a Colorado 4-year college of their choice. Upon completion of the last two years of the 4-year college Elementary Education program, students will graduate with a Bachelor of Arts degree and will be eligible for elementary education licensure.

It is strongly suggested that students interested in this program work closely with an advisor at both the 4-year college and at Morgan Community College when formulating course schedules and for other advising purposes. Students must apply separately for co-admission into the 4-year college portion of their Teacher Education Program at the beginning of the semester they will be completing the 41 core credits. At that time, the student will sign an agreement with both MCC and the other college outlining the final 19 credits that will be required to complete the A.A. portion of this degree. In addition to speech, Morgan Community College requires its graduates to be proficient in computer use. To graduate, a student must demonstrate computer proficiency via an examination administered by the college, or by taking CIS118. If the student takes the course, it will be applied to the elective credit within the degree. See Guaranteed Transfer Information.

*The Elementary Teacher Education emphasis area will not appear on the MCC A.A. diploma.*

MCC along with the other Colorado Community Colleges (CCCS) have made the Statewide Elementary Teacher Education Articulation Agreement between these Colorado public four-year institutions of higher education:

- Adams State College (Interdisciplinary Studies)
- Colorado State University at Pueblo (Liberal Studies)
- Fort Lewis College (Interdisciplinary Studies)
- Mesa State College (Liberal Arts)
- Metropolitan State College of Denver (Behavioral Science and Human Development)
- University of Colorado at Boulder (History)
- University of Colorado at Colorado Springs (English, History/Social Studies, Modern Foreign Languages, Science, and Mathematics)
- University of Colorado at Denver and Health Sciences Center Downtown Denver (Individually Structured Major)
- University of Northern Colorado (Interdisciplinary Studies)
- Western State College (Interdisciplinary Studies)

In accordance with C.R.S. 23-1-108.5 (1) and C.R.S. 108 (7)(a) the participating institutions agree to the following policies governing the transfer of credit earned at a Colorado community college into a degree program for students seeking elementary education licensure offered at any of the Colorado public four-year colleges and universities listed above.

## SECTION I: GRADUATION REQUIREMENTS FOR STUDENTS SEEKING ELEMENTARY EDUCATION LICENSURE

### A. Institutional graduation requirements, including minimum number of hours and minimum grade average.

A transfer student who is seeking elementary education licensure will meet the same graduation requirements as a native student, including enrollment in an approved teacher preparation program, grade point average, and enrollment in specified courses that align with Colorado standards. A transfer student from a Colorado public community college who has earned an Associate of Arts (A.A.) degree designated for the elementary education track as defined in this agreement will need to complete no more than 66 credits to earn the baccalaureate degree at the four-year institution (60 plus 60-66 transfer agreement).

### B. Universal transfer courses for the elementary teacher education program.

A community college student who is planning to become an Elementary Education Teacher will sign a graduation plan at the community college that identifies the first 41 credit hours that are guaranteed to transfer to particular teacher education programs (see list of participating institutions at beginning of this section) that are offered by Colorado public institutions of higher education. The courses are listed in Table I of this agreement.

To complete the A.A. graduation requirements, students, who have completed or are currently enrolled in courses that will total the first 41 credits, will apply to a specific teacher education program and be advised by it on the other 19 credits guaranteed to transfer. Priority should be given to 3-4 credit hours of humanities. The receiving institution, however, has final authority of approval over the other 19 credit hours.

All courses described herein are guaranteed to transfer into particular teacher education programs (described on page one) upon admission. Students need not complete the A.A. degree to transfer any or all of these courses.

### C. Second Year, Second Semester of Graduation Agreement (other 19 credit hours)

During the first semester of the student's sophomore year (or the equivalent term when the student will complete the 41 credits outlined in the elementary education graduation agreement), the student may sign an agreement for the other 19 credit hours that will be co-signed by both the community college and the four-year college.

A signed agreement between a community college and a receiving four-year institution only ensures that the other 19 credits are guaranteed to transfer upon admission to the receiving teacher education program. Admission to neither the receiving institution nor its teacher education program is guaranteed.

This agreement entitles the student to:

- Advice from the four-year institution on the other 19 credit hours that will be guaranteed to apply to the graduation requirements that lead to an elementary education licensure.
- A graduation plan that meets the community colleges' Associate of Arts requirements and transfer of any credits earned at the four-year institution as meeting the A.A. graduation requirements.
- Ability to enroll in selected courses offered at the four-year institution, including on-line or on-campus classes if not available at the community college subject to inter-institutional agreements or non-degree policies of the 4-year institution.

- D. A transfer student must apply and be successfully admitted to the school of education or appropriate education program at the receiving four-year institution in order to complete the licensure program. Some colleges and universities require that a transfer student apply and be fully admitted to an appropriate degree program as specified by the receiving institution. However, admission to neither the receiving institution nor its teacher education program is guaranteed.

**TABLE 1: Guaranteed General Education and Major Courses for Elementary Education Students**

| <b>General Education Requirements – 35 credits</b> |                     |  |   | <b>35</b>                        |
|--|---------------------|--|---|----------------------------------|
|  | <b>Credit Hours</b> | <b>Community College Course Number</b> | <b>Course Title</b>   | <b>Condition</b>                 |
| <b>ENGLISH</b>                                     | 3                   | ENG 121                                | English Composition I<br>[GT-CO1 Effective Spring 2003]               | B or better<br>(see IIA 3 below) |
|  | 3                   | and<br>ENG 122                         | and<br>English Composition II<br>[GT-CO2 Effective Spring 2003]       |                                  |
| <b>SPEECH</b>                                      | 3                   | SPE 115                                | Public Speaking   |                                  |
| <b>MATH</b>  | 6                   | MAT 155                                | Integrated Math I<br>[GT-MA1 Effective Fall 2006]                     |                                  |
|  |                     | and<br>MAT 156                         | and<br>Integrated Math II<br>[GT-MA1 Effective Fall 2006]             |                                  |
| <b>HUMANITIES</b>                                  | 3                   | LIT 115                                | Introduction to Literature<br>[GT-AH2 Effective Spring 2003]          |                                  |
|  |                     | or<br>LIT 201                          | or<br>Masterpieces of Literature I<br>[GT-AH2 Effective Spring 2003]  |                                  |
|  |                     | or<br>LIT 202                          | or<br>Masterpieces of Literature II<br>[GT-AH2 Effective Spring 2003] |                                  |
|  |                     | or<br>LIT 211                          | or<br>Survey of American Literature I<br>[GT-AH2 Effective Fall 2005] |                                  |
|  |                     | or<br>LIT 221                          | or<br>Survey of British Literature I                                  |                                  |
|  |                     |  |   |                                  |
| <b>SCIENCE</b>                                     | 8                   | SCI 155 (4)                            | Integrated Science I<br>[GT-SCI1 Effective 2-2-06]                    |                                  |
|  |                     | and<br>SCI 156 (4)                     | and<br>Integrated Science II<br>[GT-SCI1 Effective 2-2-06]            |                                  |
| <b>SOCIAL SCIENCES</b>                             | 9                   | GEO 105                                | World Regional Geography<br>[GT-SS2 Effective Spring 2003]            |                                  |
|  |                     | and<br>HIST 201                        | and<br>U.S. History I   |                                  |
|  |                     | and<br>POS 111                         | and<br>American Government<br>[GT-SS1 Effective Spring 2004]          |                                  |
| <b>Education Requirements – 6 credits</b>          |                     |  |   | <b>6</b>                         |
| <b>EDUCATION</b>                                   | 3                   | EDU 221                                | Intro to Education  |                                  |
|  | 3                   | and<br>PSY 238                         | and<br>Child Development<br>[GT-SS3 Effective Fall 2006]              |                                  |
| <b>TOTAL:</b>                                      |                     |  |   | <b>41 Credit Hours</b>           |

Some institutions may require prescribed general education courses (e.g., music) in addition to the courses listed above. If so, these must either be included among the final 19 credit hours (see "C" above) at the community college or must be completed at the four-year institution to complete the baccalaureate degree.

## **SECTION II: TRANSFER OF CREDIT**

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### **A. Policies for accepting grades in transfer.**

- Only academic courses with a letter grade of "C" or better will be accepted for transfer.
- Courses with grades of "F", "D", "IP", "I", "U", "AU", and "Z" are not transferable.
- Only courses with grade of "B-" or better are accepted for English Composition I (ENG 121). This is a standard teacher education admission standard in Colorado.

B. The four-year college or university will accept all credits in the student's teacher education graduation agreement earned within ten years of transfer. Courses earned more than ten years earlier will be evaluated on an individual basis.

C. This transfer credit is guaranteed under the condition that the community college maintains current accreditation by The Higher Learning Commission of the North Central Association of Colleges and Schools.

## **SECTION III: STUDENT APPEALS PROCESS**

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An appeal related to denial of transfer credits will follow the Colorado Commission on Higher Education student appeal process.

## **SECTION IV: TERM, MODIFICATIONS AND SEVERABILITY**

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The term of this agreement shall be for a period of four years, commencing on July 1, 2006, and terminating on June 30, 2010. This agreement may be extended upon mutual agreement of all parties.

Modifications to this agreement may be made if they are required due to unforeseen circumstances, such as material changes to Colorado State Board of Education licensure rules, the CCHE GT Pathways curriculum, or the status of courses found in Table 1 of this agreement that are guaranteed for transfer by CCHE. Any modifications to this agreement must be in writing and fully executed by all parties to the agreement.

During the term of this agreement, any participating institution may terminate its involvement if 90 days prior written notice is given to CCHE. If a notice of termination is given, the receiving institution must continue to honor all signed agreements with students for a period of five years or until all students have withdrawn or graduated, whichever comes first.

# ASSOCIATE OF SCIENCE DEGREE (A.S.) STATEWIDE ENGINEERING ARTICULATION AGREEMENT

MCC offers students the opportunity to complete initial requirements at MCC and then finish their last two years in an Engineering program with a Colorado 4-year college of their choice.

It is strongly suggested that students interested in this program work closely with an advisor at both the 4-year college and at Morgan Community College when formulating course schedules and for other advising purposes.

The Engineering emphasis area will not appear on the MCC A.S. diploma.

MCC along with the other Colorado Community Colleges (CCCS) have made the Statewide Engineering Articulation Agreement between these Colorado public institutions with colleges of engineering or equivalent academic units:

- Colorado School of Mines
- Colorado State University
- Colorado State University - Pueblo
- University of Colorado at Boulder
- University of Colorado at Colorado Springs
- University of Colorado at Denver

In accordance with C.R.S. 23-1-108.5 (1) and C.R.S. 23-1-108 (7)(a) these participating institutions agree to the following policies governing the transfer of credit among Colorado public institutions for students pursuing baccalaureate majors in Colleges of Engineering or their equivalent. This Agreement is consistent with Colorado's Statewide Transfer Policy that endorses statewide articulation agreements for professional programs and provides clear expectations of course requirements.

## SECTION I: PROGRAM REQUIREMENTS AND GUARANTEED TRANSFER

### A. Institutional graduation requirements.

The graduation requirements for an engineering transfer student will be the same as the graduation requirements for a native engineering student, as stipulated in the appropriate publications for the degree-granting institution.

### B. Transfer eligible courses for students entering baccalaureate programs offered by Colleges of Engineering or their equivalent.

The state guaranteed general education curriculum for College of Engineering programs will amount to 32 semester-credit-hours.

Under this Engineering Articulation Agreement, general education requirements are specifically selected to comply with lower division course sequences that are pre-requisite to College of Engineering graduation requirements and ABET (Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, Telephone 410-347-7700) accredited baccalaureate majors. In addition, general education competency requirements in mathematics, technology, critical thinking, and communication are met through the following specified transfer courses:

| STATE GUARANTEED General Education for Engineering  |   | Transfer Credit Hours   |
|---|---|---|
| <b>MATHEMATICS</b>  | Calculus I<br>Calculus II   | 8 Credits   |
|   | Calculus III<br>Differential Equations<br>Linear Algebra                      | 7 Credits   |
| <b>SCIENCE</b>  | Physics I<br>Physics II or Chemistry I  | 8 Credits   |
| <b>HUMANITIES AND<br/>SOCIAL SCIENCES</b>   | Principles of Microeconomics<br>Principles of Macroeconomics<br>World History | 9 Credits   |
|   |   | <b>TOTAL - 32 credits</b>   |
| <b>Notes:</b>   |   |   |
| 1. Science courses shall be at the college level and shall be appropriate for meeting degree requirements in Colleges of Engineering. |   |   |
| 2. A student shall have the option of either transferring Physics II or Chemistry I within the Science group.                         |   |   |
|   |   | Additional transfers in the engineering major, supporting courses, and electives will be handled on a case-by-case basis in accordance with the transfer policies in force at each institution. |

## **SECTION II: ADVISING PRACTICE**

Transferring and receiving institutions will advise transferees as appropriate to their academic circumstances, and with the objective of assuring the continuing success of transferee students in College of Engineering programs.

## **SECTION III: TRANSFER OF CREDIT**

### **A. Grade Eligibility.**

Only academic courses with a letter grade of "C-" or better will be accepted for transfer.

### **B. Treatment of advanced placement, CLEP and national standardized test scores, and other non-traditional methods of awarding credit.**

1. Students who have earned scores on Advanced Placement (AP) or have earned an International Baccalaureate (IB) diploma may be awarded college credit. College credit that is granted will be recorded on a student's transcript in accordance with the receiving institution's grade policy, and will count toward graduation if the AP or IB courses are consistent with the institution's graduation requirements. Credits earned under AP or IB programs in courses designated in Section I of this Agreement are recognized for guaranteed transfer for AP scores of 5, and IB scores of 5, 6 or 7. Students who have earned credit through AP or IB programs, but who have not achieved the scores required for guaranteed transfer, should inquire with their particular receiving institution on the acceptability of their scores for transfer credit. Students should note that credit is not granted for an AP or IB score if the student subsequently completes a college course at the equivalent level.

2. Credits earned through the College Level Examination Program (CLEP) are not accepted for guaranteed transfer under this Agreement.

C. The receiving college or university will accept all approved credits earned within ten years of transfer, provided that course content has not changed substantially within that time period. Courses earned more than ten years earlier may be evaluated on a case-by-case basis.

D. This transfer credit is guaranteed only under the condition that the transferring institution maintains current accreditation by the Higher Learning Commission of the North Central Association of Colleges and Schools (Higher Learning Commission, 30 N. LaSalle Street, Suite 2400, Chicago IL 60602-2504; telephone – 800-621-7440, 312-263-0456; fax – 312-263-7462.)

E. Colleges of Engineering will not jeopardize their disposition for continued accreditation by the Accreditation Board for Engineering and Technology in any decisions regarding the acceptance of transfer credit, and will review and modify this Agreement, as appropriate, on a periodic basis in accordance with accepted practice in engineering accreditation.

## **SECTION IV: APPEALS PROCESS**

### **A. Institutional Appeal Process**

Students who follow this Agreement shall have the right to appeal a transfer decision that appears to be inconsistent with the terms and courses listed in this agreement. Appeals pertaining to this Agreement should be filed with the Office of the Dean of Engineering at the receiving college and a copy to CCHE.

### **B. State Appeal**

If an institution does not respond (Response to an appeal includes but is not limited to a meeting or hearing within the 30 day period, a request for additional information from the student, a written response to the appeal with an explanation for the decision, or a referral to a higher authority.) to a filed appeal within 30 days, the student may file an appeal with the Commission. If the evidence supports that the institution failed to respond within this time frame, then the appeal is ruled in favor of the student. For appeals that are more complex, the Commission's Board of Appeals will hear the complaint. The decision of the Commission is binding.

This Agreement will remain in force until such time as the curriculum of the degree program changes or a participating institution requests reconsideration of the terms of the Agreement.

*This agreement has been signed by all participating institutions as of May 30, 2003.*

# COURSE DESCRIPTIONS



## Legend & Explanation of the Course Description

The credit courses offered by the College are listed in alphabetical order by discipline/program area. A general description of the content of each course is included.

## Guaranteed Transfer Courses (GT-xxx)

Colorado has developed a statewide guaranteed transfer (GT) program (GT Pathways Planning Guide)\* and a statewide transfer policy. GT Pathways applies to all Colorado public institutions of higher education, and there are more than 300 lower-division general education courses in 20 subject areas approved for guaranteed transfer. Courses are approved periodically and apply as of the date they were approved (please note effective term). GT courses are noted in the course descriptions by a statement, and their GT-xxx designation. Courses without the GT designation are not guaranteed to transfer, however some may transfer depending on the student's program of study and the decision of the receiving institution. Students should consult with their advisors when selecting courses for transfer. Also, see the Guaranteed Transfer Program for General Education Courses in Colorado (GT Pathways) section in this catalog for additional information.

## Course Numbering See Addendum

Courses are numbered to indicate level of instruction. Freshman level courses are designated in the 100 sequence and sophomore level courses are designated in the 200 sequence. Courses numbered less than 100 are considered remedial and do not apply to certificate and degree requirements.

## Special Topics (175-178 and 275-278)

Special Topics are courses that are numbered 175-178 and 275-278 and provide students with a vehicle to pursue in-depth exploration of special topics of interest. The credits and grade scheme will vary depending on course content. The description and outline is approved by the Instructional Dean and filed with the Registrar.

## Credit Hours

Listed in parentheses are the credit hours and the total number of contact hours per week, by activity, that the student attends the class assuming a 15-week semester. For instance, a 4-credit hour course that is listed for 45 lecture and 30 lab means there are 45 hours of lecture plus 30 hours of lab during a 15-week semester or an average of 5 hours contact hours per week. In this example, a student attends a total of 75 contact hours. The 75 hours can be adjusted to any length term.

## Course Prerequisites

A prerequisite is an enforceable entry requirement for a particular course. The student must satisfy prerequisites, or their equivalent, PRIOR to registering for a course.

## Course Corequisites

A corequisite is an enforceable entry requirement for a particular class. The student is required to enroll in a corequisite course at the same time of registering into the other course. In most cases, registration into the other course will be permitted if the corequisite has been previously taken and the student received the minimum grade required.

## Prefix Discipline/Program Area:

|   |                                       |                                  |
|---|---------------------------------------|----------------------------------|
| AAA ACADEMIC ACHIEVEMENT STRATEGIES     | ECO ECONOMICS                         | MST MASSAGE THERAPY              |
| ACC ACCOUNTING                          | EDU EDUCATION                         | MAT MATHEMATICS                  |
| ABM AGRICULTURE and BUSINESS MANAGEMENT | EIC ELECTRICITY INDUSTRIAL/COMMERCIAL | MOT MEDICAL OFFICE TECHNOLOGY    |
| ANT ANTHROPOLOGY                        | EMS EMERGENCY MEDICAL SERVICES        | MGD MULTIMEDIA                   |
| ART ART                                 | ENG ENGLISH                           | MUS MUSIC                        |
| AST ASTRONOMY                           | ESL ENGLISH AS A SECOND LANGUAGE      | NUR NURSING                      |
| ACT AUTOMOTIVE COLLISION TECHNOLOGY     | *** FOREIGN LANGUAGE                  | NUA NURSING ASSISTANT            |
| ASE AUTOMOTIVE SERVICE TECHNOLOGY       | (Prefix indicates language, i.e.:     | PHI PHILOSOPHY                   |
| BIO BIOLOGY                             | SPA for Spanish, FRE for French,      | PED PHYSICAL EDUCATION           |
| BUS BUSINESS                            | GER for German, etc.)                 | PTA PHYSICAL THERAPIST ASSISTANT |
| BTE BUSINESS TECHNOLOGIES               | GEO GEOGRAPHY                         | PHY PHYSICS                      |
| CAR CARPENTRY                           | GEY GEOLOGY                           | POS POLITICAL SCIENCE            |
| CHE CHEMISTRY                           | HWE HEALTH AND WELLNESS               | PSY PSYCHOLOGY                   |
| CYF COLORADO YOUNG FARMERS              | HPR HEALTH PROFESSIONAL               | REA READING                      |
| COM COMMUNICATIONS                      | HIS HISTORY                           | REE REAL ESTATE                  |
| CIS COMPUTER INFORMATION SYSTEMS        | HUM HUMANITIES                        | SCI SCIENCE                      |
| CNG COMPUTER NETWORKING                 | JOU JOURNALISM                        | SOC SOCIOLOGY                    |
| CSC COMPUTER SCIENCE                    | LIT LITERATURE                        | SPE SPEECH                       |
| ECE EARLY CHILDHOOD EDUCATION           | MAN MANAGEMENT                        | THE THEATRE                      |
|   | MAR MARKETING                         | WEL WELDING                      |

## **ACADEMIC ACHIEVEMENT STRATEGIES**

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### **AAA 090 Academic Achievement Strategies**

(45 lecture hours, 3 credits)

Develops personalized approaches to learn and succeed for easier 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 See Addendum**

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### **ACC 101 Fundamentals of Accounting**

(45 lecture hours, 3 credits)

~~Corequisite: ACC 103~~

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 103 Fundamentals of Accounting Lab~~

~~(23 lab hours, 1 credit)~~

~~Corequisite: ACC 101~~

~~Designed as the practical lab portion of the Fundamentals of Accounting course. Emphasizes the demonstration of recording accounting information discussed in each chapter of ACC 101.~~

### **ACC 115 Payroll Accounting**

(30 lecture hours 23 lab hours, 3 credits)

*Prerequisite:* ACC 101 or ACC 121 or instructor permission  
Studies federal and state employment laws and their effects on personnel and payroll records. The course is non-technical and is intended to give students a practical working knowledge of the current payroll laws and actual experience in applying regulations. Students are exposed to computerized payroll procedures.

### **ACC 121 Accounting Principles I**

(60 lecture hours, 4 credits)

Introduces the study of accounting principles for 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 Accounting Principles II**

(60 lecture hours, 4 credits)

*Prerequisite:* ACC 121

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 Computerized Accounting**

(68 lab hours, 3 credits)

*Prerequisite:* ACC 101 or ACC 121

Introduces the capabilities of computer applications in accounting. Includes solving accounting problems of a financial nature and hardware and software controls.

### **ACC 131 Income Tax**

(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 taxation of individuals and sole proprietorships.

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

(60 lecture hours, 3 credits)

*Prerequisite:* ACC 101 or ACC 121

Addresses concepts of budgetary control as a matter of law and public administration theory. Accounting principles and procedures necessary to implement budgetary controls for governmental units and other not-for-profit institutions and organizations are presented.

## **AGRICULTURE and BUSINESS MANAGEMENT See Addendum**

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### **ABM 111 Records & Business Planning I**

(9 credits: Lecture-15 hrs, Private-22.5 hrs, Coop-competency based, minimum 125 hrs)

*Prerequisite:* None

Guides 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.

### **ABM 112 Records & Business Planning II**

(9 credits: Lecture-15 hrs, Private-22.5 hrs, Coop-competency based, minimum 125 hrs)

*Prerequisite:* None

Focuses on implementing a computerized record keeping system. Emphasis is 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**

(9 credits: Lecture-15 hrs, Private-22.5 hrs, Coop-competency based, minimum 125 hrs)

*Prerequisite:* Complete set of cash records or instructor consent

Covers calculating actual enterprise cost analysis to facilitate the development of whole business projected cash flow statements. All facets of record keeping and updating of data will be emphasized, including refining and maintaining of a current accounting system. This course includes the review and revision of business planning goals and objectives.

### **ABM 122 Financial Analysis II**

(9 credits: Lecture-15 hrs, Private-22.5 hrs, Coop-competency based, minimum 125 hrs)

*Prerequisite:* Complete set of cash records or instructor consent

Presents 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. Data generated from an established record keeping system will provide the basis for the development of these financial statements.

### **ABM 131 Commodity Marketing I**

(9 credits: Lecture-15 hrs, Private-22.5 hrs, Coop-competency based, minimum 125 hrs)

*Prerequisite:* Cost of production records for one enterprise or instructor consent

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. Continued maintenance of an established record keeping system is a must to provide cost of production data for enterprises. Cost of production figures for all enterprises will be determined. These enterprise calculations will result in the initial establishment of a cost of production trend for all enterprises.

### **ABM 132 Commodity Marketing II**

(9 credits: Lecture-15 hrs, Private-22.5 hrs, Coop-competency based, minimum 125 hrs)

*Prerequisite:* ABM 131 or instructor consent

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, option contracts, and price behavior information. Cost of production figures for all enterprises will be calculated. Includes the initial steps toward developing an enterprise trend analysis.

### **ABM 135 Marketing & Risk Management I**

(9 credits: Lecture-15 hrs, Private-22.5 hrs, Coop-competency based, minimum 125 hrs)

*Prerequisite:* None.

Teaches students to conduct marketing research and analysis for the initial steps for developing of a marketing plan. The focus will be on defining markets, analyzing competition, identification of products/services, pricing, and customer wants and needs. In addition, added value products and niche markets will be explored. The maintenance, refining, or implementation of system to provide accurate sales and expense information will be addressed. Sale and expense calculations will result in the establishment of sale/pricing trends for all enterprises along with margin calculations.

### **ABM 136 Marketing & Risk Management II**

(9 credits: Lecture-15 hrs, Private-22.5 hrs, Coop-competency based, minimum 125 hrs)

*Prerequisite:* ABM 135 or instructor consent

Develops an overall marketing plan derived from marketing research and analysis conducted in ABM 135. It includes a look at advertising, promotion, e-commerce, and risk management. This will include the maintenance review of existing software used to track sales and cost information. A trend of historical sales and expenses will be implemented.

### **ABM 141 Advanced Business Management I**

(9 credits: Lecture-15 hrs, Private-22.5 hrs, Coop-competency based, minimum 125 hrs)

*Prerequisite:* Accurate accrual financial records or instructor consent

Explores 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. The maintenance of accurate accrual records and historical data provide the data basis for the pro-forma activities and measuring the business performance past and present.

### **ABM 142 Advanced Business Management II**

(9 credits: Lecture-15 hrs, Private-22.5 hrs, Coop-competency based, minimum 125 hrs)

*Prerequisite:* Completed business plan or instructor consent

Focuses on revision of the business plan on a periodic basis and strengthening of management skills by focusing on 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. The maintenance of accurate accrual records and historical data provides the foundation needs for analysis.

### **ABM 151 Rural Business Entrepreneurship I**

(9 credits: Lecture-15 hrs, Private-22.5 hrs, Coop-competency based, minimum 125 hrs)

*Prerequisite:* None

Guides the student in collection of data necessary for a new venture business plan. Focuses 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 is used.

### **ABM 152 Rural Business Entrepreneurship II**

(9 credits: Lecture-15 hrs, Private-22.5 hrs, Coop-competency based, minimum 125 hrs)

*Prerequisite:* None

Focuses on the financial component of the business plan. Emphasizes the development of financial statements, making financial projections with support documentation, and identification of finance issues. A technological approach is used.

### **ABM 175 Special Topics: Specialized Ag/Business Management I**

(Var. 1-2 Credits: Private 7.5-15 hrs)

*Prerequisite:* Instructor permission

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.

## **ANTHROPOLOGY See Addendum**

### **ANT 101 Cultural Anthropology**

[GT-SS3 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003]

(45 lecture hours, 3 credits)

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

*This course is one of the Statewide Guaranteed Transfer courses.*

### **ANT 111 Physical Anthropology**

[GT-SS3 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003]

(45 lecture hours, 3 credits)

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

*This course is one of the Statewide Guaranteed Transfer courses.*

## **ART**

### **ART 110 Art Appreciation**

[GT-AH1 Approval Date 09-Jan-04 for A.A. & A.S., Effective Spring 2004]

(45 lecture hours, 3 credits)

Introduces the cultural significance of the visual arts, including media, processes, techniques, traditions, and terminology.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **ART 111 Art History I**

[GT-AH1 Approved-10-Jan-03 for A.A. & A.S., Effective Spring 2003]

(45 lecture hours, 3 credits)

Provides the knowledge base to understand the visual arts, especially as related to Western culture. Surveys the visual arts from the Ancient through the Medieval periods.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **ART 112 Art History II**

[GT-AH1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003]

(45 lecture hours, 3 credits)

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

*This course is one of the Statewide Guaranteed Transfer courses.*

### **ART 121 Drawing I**

(15 lecture hours 60 lab hours, 3 credits)

Investigates the various approaches and media that students need to develop drawing skills and visual perception.

### **ART 122 Drawing II**

(15 lecture hours 60 lab hours, 3 credits)

*Prerequisite:* ART 121

Explores expressive drawing techniques with an emphasis on formal composition, color media and content or thematic development.

### **ART 123 Watercolor I**

(15 lecture hours 60 lab hours, 3 credits)

*Prerequisite:* ART 121 or instructors permission

Provides an introduction to the basic techniques and unique aspects of materials involved in the use of either transparent or opaque water media or both. Color theory is included.

### **ART 124 Watercolor II**

(15 lecture hours 60 lab hours, 3 credits)

*Prerequisite:* ART 123 or instructor permission

Continues the study of watercolor techniques, emphasizing original compositions and experimentation with materials. Color theory is included.

**ART 127 Drawing Animals**

(15 lecture hours 60 lab hours, 3 credits)

Emphasizes the drawing of bird, reptile and mammal species. Students use a variety of materials—inks, pencils, pastels, washes, watercolor—in order to represent special characteristics of, for instance, fur, scales, feathers.

**ART 128 Drawing from the Imagination**

(45 lecture hours, 3 credits)

Emphasizes illustration using various media including inks, pencils, paints, etc. Elements of fantasy are accompanied by exercises designed to provoke the imagination. The generation of ideas and the invention of corresponding images are explored along with technique and experimentation.

**ART 156 Figure Drawing I**

(45 lecture hours, 3 credits)

Introduces the basic techniques of drawing the human figure.

**ART 157 Figure Painting I**

(45 lecture hours, 3 credits)

Focuses on painting the human figure, and includes a brief survey of figure painting, and instruction in the fundamental methods of composition and expressions.

**ART 211 Painting I**

(15 lecture hours 60 lab hours, 3 credits)

*Prerequisite:* ART 121 or instructor permission

Explores basic techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting to depict form and space on a two-dimensional surface.

**ART 212 Painting II**

(15 lecture hours 60 lab hours, 3 credits)

*Prerequisite:* ART 211

This course further explores techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development.

**ART 213 Painting III**

(15 Lecture hours 60 lab hours, 3 credits)

*Prerequisite:* ART 212 or instructor permission

Provides continued exploration of techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development.

**ART 214 Painting IV**

(15 Lecture hours 60 lab hours, 3 credits)

*Prerequisite:* ART 213 or instructor permission

Explores advanced techniques, materials, and concepts used in opaque painting processes, with emphasis on the development of themes and a cohesive body of work.

**ART 221 Drawing III**

(15 Lecture hours 60 lab hours, 3 credits)

*Prerequisite:* ART 121, 122 or instructor permission

Offers a continued study of expressive drawing techniques and development of individual style, with an emphasis on composition and technique variation.

**ART 222 Drawing IV**

(15 Lecture hours 60 lab hours, 3 credits)

*Prerequisite:* ART 221 or instructor permission

Explores advanced drawing problems with an emphasis on conceptual development and portfolio and/or exhibition quality presentation.

**ART 223 Watercolor III**

(15 Lecture hours 60 lab hours, 3 credits)

*Prerequisite:* ART 124 or instructor permission

Concentrates on the advanced study of subject development, form, color, and theme in watercolor.

**ART 224 Watercolor IV**

(15 Lecture hours 60 lab hours, 3 credits)

*Prerequisite:* ART 223, its equivalency, or instructor permission

Concentrates on the advanced study of techniques, individual style or expression, and consistency of compositional problem solving in watercolor.

**ASTRONOMY**

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**AST 101 Astronomy I**

[GT-SC1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003]

(45 lecture hours 30 lab hours, 4 credits)

Focuses on the history of astronomy, the tools of the astronomer and the contents of the solar system including the planets, moons, asteroids, comets, and meteors. Incorporates laboratory experience.

*This course is one of the Statewide Guaranteed Transfer courses.*

**AST 102 Astronomy II**

[GT-SC1 Approved-10-Jan-03 for A.A. & A.S., Effective Spring 2003]

(45 lecture hours 30 lab hours, 4 credits)

Emphasizes the structure and life cycle of the stars, the sun, galaxies, and the universe as a whole, including cosmology and relativity. Incorporates laboratory experience.

*This course is one of the Statewide Guaranteed Transfer courses.*

## **AUTOMOTIVE COLLISION REPAIR TECHNOLOGY**

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### **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 is exposed to regulations and collision shop operations. In addition, the student becomes involved with VICA, developing writing and speaking skills.

### **ACT 111 Metal Welding & Cutting I**

(30 lecture hours 23 lab hours, 3 credits)

Covers sheet metal oxygen-acetylene welding and MIG welding techniques including safety, materials, equipment and setups. Personal and vehicle protective measures prior to welding procedures are presented.

### **ACT 121 Non-Structural Repair Preparation**

(30 lecture hours 23 lab hours, 3 credits)

Covers the basic characteristics of preparation for automotive repair. Students familiarize themselves with damage analysis, extent of damage and the sequence of repair. Focuses on removal of vehicle components and protection of panels along with storage and labeling of parts. Safety procedures and equipment use are included.

### **ACT 122 Panel Repair & Replacements**

(15 lecture hours 45 lab hours, 3 credits)

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

### **ACT 123 Metal Finishing & Body Filling**

(15 lecture hours 45 lab hours, 3 credits)

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)

Focuses on methods of frame measurement using dimension charts and service manuals. Includes the use of self-centering gauges and mechanical and electronic measuring. Appropriate terms and definitions of vehicle structures and vehicle diagnosis are covered including identification and analysis of damage. 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)

Continues the study and application of frame measurement and repair. The student applies methods found in dimension charts and service manuals for vehicle diagnosis and straightening. Training includes 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 credit)

Covers correct use of safety procedures used in refinishing. Proper fit and use of various types of protective equipment is emphasized. 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)

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)

Covers the inspection, cleaning and determination of the condition of spray guns and related equipment. Students learn skills for adjusting spray guns by setting up and testing 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 selections of materials. Proper paint gun use and adjustments is 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 credit)

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

### **ACT 180 ACT Internship Level I**

(Variable lecture hours, 1-9 credits)

*Prerequisite:* Completion of coursework in specialized area.

Designed to meet the needs of the student in selected specialized area in a work-based environment. Individualized instruction at the job site is coordinated based on student's interest and instructor approval.

**ACT 181 ACT Internship Level II**

(Variable lecture hours, 1-9 credits)

*Prerequisite:* Completion of all courses in ACT specialization area

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

**ACT 205 Estimating & Shop Management**

(45 lecture hours, 3 credits)

Initiates written estimates on damaged vehicles. Students learn shop management including work orders, ordering supplies, operating costs, time cards, shop liabilities, employee's safety and insurance management issues.

**ACT 211 Metal Welding and Cutting II**

(23 lecture hours 11 lab hours, 2 credits)

*Prerequisite:* ACT 101 or instructor permission

*Corequisite:* ACT 111, 122

Covers mig welding procedures of seam weld, stitch welds and destructive testing. Resistance spot welding, which includes two-sided spot weld, plasma cutting, safety, materials, and equipment and operating procedures, with emphasis on shop safety are also presented.

**ACT 231 Advanced Structural Damage Diagnosis & Repair**

(30 lecture hours 23 lab hours, 3 credits)

Covers major automotive body repair in vehicles with 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. 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)

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**

(30 lecture hours 23 lab hours, 3 credits)

Covers paint defects. Emphasizes the causes of paint defects with methods to cure problems during and after refinishing procedures. Students learn 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)

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 is 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)

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

**ACT 251 Plastics & Adhesives II**

(23 lab hours, 1 credit)

Emphasizes advanced plastic and adhesives. The current state-of-the-art repair for both rigid and flexible plastic components using the latest manufacturer's repair techniques is presented. Sheet Molded Compound procedures and the use of proper adhesives are covered.

**ACT 280 ACT internship Level III**

(Variable lecture hours, 1-9 credits)

*Prerequisite:* Completion of all courses in ACT specialization area.

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

**AUTOMOTIVE SERVICE TECHNOLOGY****ASE 102 Introduction to the Automotive Shop**

(15 lecture hours 22.5 lab hours, 2 credits)

Prepares the incoming automotive student to work in the shop safely and gain familiarity with the shop and common equipment.

**ASE 110 Brakes I**

(15 lecture hours 45 lab hours, 3 credits)

*Prerequisite:* ASE 102

Covers basic operation of automotive braking systems. Includes operation, diagnosis, and basic repair of disc brakes, drum brakes, and basic hydraulic systems.

**ASE 120 Basic Automotive Electricity**

(15 lecture hours 22.5 lab hours, 2 credits)

*Prerequisite:* ASE 102

Introduces automotive electricity and includes basic electrical theory, circuit designs, and wiring methods. Focuses on multi-meter usage and wiring diagrams.

**ASE 123 Automotive Battery, Starting, & Charging Systems**

(15 lecture hours 22.5 lab hours, 2 credits)

*Prerequisite:* ASE 120

Covers the operation, testing, and servicing of automotive battery, starting, and charging systems. Includes voltage and amperage testing of starter and generator, load testing and maintenance of a battery, and starter and generator overhaul.

**ASE 130 General Engine Diagnosis**

(15 lecture hours 22.5 lab hours, 2 credits)

*Prerequisite:* ASE 102

Focuses on 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)

*Prerequisite:* ASE 102

Focuses on 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)

*Prerequisite:* ASE 130

Focuses on lecture and laboratory experiences in the diagnosis and repair of automotive emission control systems.

**ASE 140 Suspension & Steering I**

(15 lecture hours 45 lab hours, 3 credits)

*Prerequisite:* ASE 102

Focuses on lecture and related experiences 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)

*Prerequisite:* ASE 102

Studies 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)

*Prerequisite:* ASE 150

Focuses on lecture and related laboratory experiences in the diagnosis and repair of automotive manual transmissions, transaxles and clutches and related components.

**ASE 152 Differentials & 4WD/AWD Service**

(15 lecture hours 22.5 lab hours, 2 credits)

*Prerequisite:* ASE 151

Focuses on lecture and related laboratory experiences in the diagnosis and repair of automotive differentials, four wheel and all wheel drive units.

**ASE 160 Automotive Engine Removal & Installation**

(22.5 lab hours, 1 credits)

*Prerequisite:* ASE 102

Focuses on lecture and laboratory experiences in the removal and installation procedures of the automotive engine from and into front wheel and rear wheel drive vehicles.

**ASE 161 Engine, Disassembly, Diagnosis, & Assembly**

(15 lecture hours 90 lab hours, 5 credits)

*Prerequisite:* ASE 102

Focuses on lecture and laboratory experiences in the disassembly, diagnosis and reassembly of the automotive engine. Topics include the diagnostic and repair procedures for the engine block and head assemblies.

**ASE 210 Brakes II**

(15 lecture hours 45 lab hours, 3 credits)

*Prerequisite:* ASE 110

Covers the operation and theory of the modern automotive braking systems. Includes 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)

*Prerequisite:* ASE 120

Provides a systematic approach to automotive electrical systems. Builds from the basic electrical principles and concepts through semiconductors and microprocessors. Features on-bench exercises. Students 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)

*Prerequisite:* ASE 120

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)

*Prerequisite:* ASE 130

Focuses on 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 credits)

*Prerequisite:* ASE 130

Focuses on lecture and related laboratory experiences in the diagnosis and repair of electronic fuel injection systems and modern exhaust systems.

### **ASE 235 Drivability Diagnosis**

(22.5 lab hours, 1 credits)

*Prerequisite:* ASE 130

Emphasizes lecture and related laboratory experience in diagnostic techniques and the use of diagnostic scan tools, oscilloscopes, lab scopes, multi-meters and gas analyzers. Students diagnose live vehicle drive ability problems.

### **ASE 240 Suspension & Steering II**

(15 lecture hours 45 lab hours, 3 credits)

*Prerequisite:* ASE 140

Emphasizes lecture and related experiences 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 credit)

*Prerequisite:* ASE 152

Focuses on 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)

*Prerequisite:* ASE 250

Covers diagnosis, principles of hydraulics, principles of electronic components, power flow, theory of operation, removal of transmission/transaxle, tear down, replacement of components, measurement and subsequent adjustment of components and replacement of transmission/ transaxle.

### **ASE 265 Automotive Heating & Air Conditioning**

(30 lecture hours 67.5 lab hours, 5 credits)

Emphasizes lecture and related laboratory experiences in the diagnosis and service of automotive heating and air conditioning systems and their components.

## **BIOLOGY See Addendum**

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### **BIO 090 Basic Biology Concepts**

*(Proposed to CCCNS as of 5/2/06)*

Examines the molecular, cellular, genetic, and laboratory concepts necessary to succeed in a 200-level Biology course. This course includes a study of chemistry, cell structure and function, cellular metabolism, and basic concepts of molecular biology. This course includes laboratory experience.

### **BIO 105 Science of Biology**

*[GT-SC1 Approved 10-Jan-03 for A.A. only, Effective Spring 2004]*

(45 lecture hours 30 lab hours, 4 credits)

Examines the basis of biology in the modern world and surveys the current knowledge and conceptual framework of the discipline. Explores biology as a science - a process of gaining new knowledge - as is the impact of biological science on society. Includes laboratory experiences. Designed for non-science majors.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **BIO 106 Basic Anatomy & Physiology**

(60 lecture hours, 4 credits)

Focuses on basic knowledge of body structures and function, and provides a foundation for understanding deviations from normal and disease conditions. This course is designed for individuals interested in health care and is directly applicable to the Practical Nursing Program, Paramedic Program and the Medical Office Technology program.

### **BIO 111 General College Biology I/Lab**

*[GT-SC1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003]*

(60 lecture hours 30 lab hours, 5 credits)

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

*This course is one of the Statewide Guaranteed Transfer courses.*

### **BIO 112 General College Biology II/Lab**

*[GT-SC1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003]*

(60 lecture hours 30 lab hours, 5 credits)

*Prerequisite:* BIO 111

A continuation of Biology I. Includes ecology, evolution, classification, structure, and function in plants and animals. This course includes laboratory experience.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **BIO 201 Human Anatomy & Physiology I**

*[GT-SC1 Approved 2-Jun-05 for A.A. & A.S., Effective Fall 2005]*

(45 lecture hours 30 lab hours, 4 credits)

*Prerequisite:* Before taking BIO 201 – students must have ONE of the following

- Score of 35 or better on the Science Placement Test
- Completion of BIO 090 or BIO 111
- Permission of the instructor/departement chair

Focuses on an integrated study of the human body including the histology, anatomy, and physiology of each system. Examines molecular, cellular, and tissue levels of organization plus integuments, skeletal, articulations, muscular, nervous, and endocrine systems. Includes a mandatory hands-on laboratory experience covering experimentation, microscopy, observations, and dissection. This is the first semester of a two-semester sequence.

*This course is one of the Statewide Guaranteed Transfer courses.*

## **BIO 202 Human Anatomy & Physiology II**

[GT-SS1 Approved 2-Jun-05 for A.A. & A.S., Effective Fall 2005]

(45 lecture hours 30 lab hours, 4 credits)

*Prerequisite:* Before taking BIO 202 – students must have ONE of the following

- Score of 35 or better on the Science Placement Test
- Completion of BIO 090 or BIO 111
- Permission of the instructor/department chair

Focuses on the integrated study of the human body and the histology, anatomy, and physiology of the following systems and topics: cardiovascular, hematology, lymphatic and immune, urinary, fluid and electrolyte control, digestive, nutrition, respiratory, reproductive, and development. Includes a mandatory hands-on laboratory experience involving experimentation, microscopy, observations, and dissection. This is the second semester of a two-semester sequence.

*This course is one of the Statewide Guaranteed Transfer courses.*

## **BIO 204 Microbiology**

[GT-SC1 Approved 2-Jun-05 for A.A. & A.S., Effective Fall 2005]

(45 lecture hours 30 lab hours, 4 credits)

*Prerequisite:* Before taking BIO 204 – students must have ONE of the following

- Score of 35 or better on the Science Placement Test
- Completion of BIO 090 or BIO 111
- Permission of the instructor/department chair

Designed for health science majors. Examines microorganisms with an emphasis on their structure, development, physiology, classification, and identification. The laboratory experience includes culturing, identifying, and controlling microorganisms with an emphasis on their role in infectious disease.

*This course is one of the Statewide Guaranteed Transfer courses.*

## **BIO 211 Cell Biology**

(45 lecture hours 30 lab hours, 4 credits)

This course is an intensive study of the cell and its organelles. Emphasis will be on the molecular mechanisms involved in cell communication, metabolism, motility, genetics, growth, and reproduction. This course requires hands-on laboratory experience.

## **BIO 216 Pathophysiology**

(changed from HPR 216 in the Fall of 2005)

(60 lecture hours, 4 credits)

*Prerequisite:* BIO 201, 202 or instructor permission

Focuses on the functions of the human body systems with emphasis on their interrelationships and adaptation to stress and disease.

## **BUSINESS**

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### **BUS 115 Introduction to Business**

(45 lecture hours, 3 credits)

Focuses on the operation of the American business system. Covers fundamentals of the economy, careers and opportunities, marketing, management, production, governmental regulations, tools of business and social responsibilities.

### **BUS 187 Cooperative Education/Internship**

(8 lecture hours 22.5 lab hours, 1-6 credit)

Provides students with the opportunity to supplement course work with practical work experience related to their educational program and occupational objectives. Students are placed at approved work stations related to their program of study. They work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor/coordinator.

### **BUS 203 Introduction to International Business**

(45 lecture hours, 3 credits)

Provides student with an understanding of the interdisciplinary nature of international business. Course will cover the development of international business; theories and methods of international trade; financing mechanisms and terms used in export documentation and export finance; the effects of economics, political and cultural environment on international business and trade; impact of geography in business transactions; legal aspects of international business; and developing an effective international marketing strategy.

### **BUS 216 Legal Environment of Business**

(45 lecture hours, 3 credits)

Emphasizes public law, regulation of business, ethical considerations, and various relationships existing within society, government, and business. Specific attention is devoted to economic regulation, social regulation, regulation and laws impacting labor-management issues, and environmental concerns. Students develop an understanding of the role of law in social, political, and economic change.

### **BUS 217 Business Communications & Report Writing**

(45 lecture hours, 3 credits)

*Prerequisite:* ENG 113 or instructor permission

Emphasizes effective business writing and covers letters, memoranda, reports, application letters, and resumes. Includes the fundamentals of business communication and an introduction to international communication.

### **BUS 226 Business Statistics**

(45 lecture hours, 3 credits)

*Prerequisite:* MAT 106 or equivalent

Focuses on statistical study, descriptive statistics, probability, and the binomial distribution, index numbers, time series, decision theory, confidence intervals, linear regression, and correlation. Intended for the business major

## **BUSINESS TECHNOLOGIES See Addendum**

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### **BTE 100 Computer Keyboarding**

(30 lab hours, 1 credit)

Designed for students who have minimal or no keyboarding skills. Introduces the touch method of keyboarding, as well as the basic operation and functions of the equipment. Emphasizes learning the alphanumeric keyboard, proper technique, and speed control.

### **BTE 102 Keyboarding Applications I**

(46 lab hours, 2 credits)

*Prerequisite:* BTE 100 or instructor permission

Designed for students with minimal keyboarding skills. Introduces letters, tables, memos, and manuscripts. Emphasizes speed and accuracy.

### **BTE 103 Keyboarding Applications II**

(68 lab hours, 3 credits)

*Prerequisite:* BTE 102 or instructor permission

Reinforces basic keyboarding formats and procedures. Productivity and decision-making skills are exercised. Emphasizes speed and accuracy.

### **BTE 108 Ten-Key by Touch**

(23 lab hours, 1 credit)

Introduces touch control of the ten-key pad. Emphasizes the development of speed and accuracy using proper technique.

### **BTE 225 Administrative Office Management**

(45 lecture hours, 3 credits)

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

## **CARPENTRY (CONSTRUCTION TECHNOLOGIES)**

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### **CAR 100 Introduction to Carpentry**

(15 lecture hours, 1 credit)

Provides a basic introduction to construction work for all crafts. This course specifically applies to construction sites.

### **CAR 101 Basic Safety**

(15 lecture hours, 1 credit)

An overview of safety concerns and procedures in the construction field.

### **CAR 102 Hand and Power Tools**

(23 lab hours, 1 credit)

Focuses on basic hand and power tools including stationary tools. Emphasizes a hands-on approach to proper and safe use of these tools as it applies to the construction environment and is taught in conjunction with a lab or framing class.

### **CAR 105 Job Site Layout and Blueprint Reading**

(15 lecture hours, 1 credit)

Introduces blue-print reading and how they apply to the construction site. Includes in-depth introduction to site layout (materials and methods).

### **CAR 115 Form & Foundation Systems**

(23 lab hours, 1 credit)

Covers materials and methods for concrete forms and foundations. Includes various reinforcement methods such as re-bar and welded-wire fabric.

### **CAR 120 General Construction Framing**

(8 lecture hours 12 lab hours, 1 credit)

Instructs students in basic framing methods and materials utilizing a hands-on framing lab. Covers floor, wall, and roof framing.

### **CAR 121 Floor Framing**

(15 lecture hours, 1 credit)

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.

### **CAR 122 Wall Framing**

(23 lab hours, 1 credit)

Focuses on the procedures for laying out and framing walls and ceilings, including roughing-in door and window openings, construction corners and partition Ts, bracing walls and ceilings, and applying sheathing.

### **CAR 123 Roof Framing**

(23 lab hours, 1 credit)

Describes the various kinds of roofs and contains instructions for laying out rafters for gable roofs, hip roofs and valley intersections. Coverage includes both stick-built and truss-built roofs.

### **CAR 125 Roofing Materials & Methods**

(15 lecture hours, 1 credit)

Covers application techniques and estimation of asphalt and wood roofing products and accessories including gutters and flashing.

### **CAR 126 Framing with Metal Studs**

(5 lecture hours 15 lab hours, 1 credit)

Includes instructions for selecting and installing metal framing for interior walls, exterior non-load bearing walls, and partitions.

### **CAR 130 Windows & Exterior Doors**

(15 lecture hours, 1 credit)

Offers individualized instruction at job site. The student is encouraged to develop skills needed to enter employment in the welding industry.

**CAR 131 Exterior Trim**

(23 lab hours, 1 credit)

Teaches cornice and rake construction, corner, window and door trim, installation of soffit, frieze, fascia and similar trim items and includes estimation and proper selection.

**CAR 135 Thermal & Moisture Methods & Materials**

(5 lecture hours 15 lab hours, 1 credit)

Focuses on selection and installation of various types of insulating materials in walls, floors, and attics. Covers the uses and installation practices for vapor barriers and waterproofing materials

**CAR 140 Stair Construction Layout**

(7 lecture hours 12 lab hours, 1 credit)

Covers the various types of wooden stairs used in residential and commercial construction, along with procedures for laying out stairs, cutting out stringers and installing and finishing stairs.

**CAR 145 Interior Finishes-General**

(23 lab hours, 1 credit)

Presents an overview of interior finishes. Covers installation and finishing of drywall, suspended ceilings, and general painting and other wall covering.

**CAR 146 Interior Finishes - Drywall Construction**

(5 lecture hours 15 lab hours, 1 credit)

Covers the use of gypsum wall board and the techniques of concealing joints and fasteners, construction methods, estimation and a variety of texture finishes

**CAR 150 Interior Trim-General**

(23 lab hours, 1 credit)

Covers material choices and installation techniques of various interior trim, including interior doors, baseboard, and casement. Includes an overview of additional interior trim choices.

**CAR 151 Interior Trim-Doors & Trim**

(23 lab hours, 1 credit)

Covers interior doors and trim with focus on material choices, methods of work, and estimation. Teaches in conjunction with a construction lab experience to provide application of techniques covered in classroom environment.

**CAR 153 Interior Trim-Cabinetry/Countertops**

(23 lab hours, 1 credit)

Covers the selection/installation/terminology of factory built cabinets and countertops. Includes various types and design and examines estimation of cost.

**CAR 170 Clinical: Construction Lab I**

(Variable lab hours, 1-6 credits)

Continues to build upon the principles that are expected to be understood by students in the construction discipline.

**CAR 171 Clinical: Construction Lab I**

(Variable lab hours, 1-6 credits)

Continues to build upon the principles that are expected to be understood by students in the construction discipline.

**CAR 172 Clinical: Construction Lab I**

(Variable lab hours, 1-6 credits)

Continues to build upon the principles that are expected to be understood by students in the construction discipline.

**CAR 205 Advanced Site Layout**

(7 lecture hours 33 lab hours, 2 credits)

Expands upon CAR 105 and gives students a chance to explore more complex plot plans and multi-unit site layouts. Includes a more in-depth look at the blueprints and how they apply to the job-site.

**CAR 215 Form and Foundation Systems II**

(7 lecture hours 12 lab hours, 1 credit)

Builds on course CAR 115 and expands on theories and concepts from the first year class. Offers opportunities to explore more complex systems and form requirements.

**CAR 220 Advanced Framing-General**

(23 lab hours, 1 credit)

Expands upon abilities learned in CAR 120. Utilizes a hands-on approach to allow students to study floor, wall, and roof framing.

**CAR 250 Advanced Interior Trim-General**

(15 lecture hours 23 lab hours, 2 credits)

Expands upon the material covered in CAR 150 and includes more advanced techniques and in-depth discussion of various material choices. Covers estimating and efficiency studies.

**CAR 251 Advanced Interior Trim-Doors**

(7 lecture hours 33 lab hours, 2 credits)

Expands upon material covered in CAR151. Includes in depth study of premium interior doors and trim, including full mortise lock sets, furniture grade trim, and techniques for matching existing high-end and antique woodworking.

**CAR 270 Clinical: Construction Lab I**

(23 lab hours, 1 credit)

Continues to build upon the principles that are expected to be understood by students in the construction discipline.

### **CAR 271 Clinical Construction Lab I**

(23 lab hours, 1 credit)

Continues to build upon the principles that are expected to be understood by students in the construction discipline.

### **CAR 272 Clinical Construction Lab I**

(23 lab hours, 1 credit)

Continues to build upon the principles that are expected to be understood by students in the construction discipline.

### **CAR 273 Clinical: Construction Lab I**

(23 lab hours, 1 credit)

Continues to build upon the principles that are expected to be understood by students in the construction discipline.

### **CAR 280 Internship**

(Variable lecture hours, 1-6 credits)

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

### **CAR 281 Internship**

(Variable lecture hours, 1-6 credits)

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

## **CHEMISTRY**

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### **CHE 101 Introduction to Chemistry I**

[GT-SC1 Approved 10-Jan-03 for A.A. only, Effective Spring 2003]

(60 lecture hours 30 lab hours, 5 credits)

*Prerequisite:* MAT 090

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. Designed for non-science majors, students in occupational and health programs, or students with no chemistry background.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **CHE 102 Introduction to Chemistry II**

[GT-SC1 Approved 10-Jan-03 for A.A. only, Effective Spring 2003]

(60 lecture hours 30 lab hours, 5 credits)

*Prerequisite:* CHE 101 or instructor permission

Focuses on introductory organic and biochemistry (sequel to Introduction to Chemistry I). This course includes the study of hybridization of atomic orbitals for carbon, nomenclature of both organic and biochemical compounds, physical and chemical properties of various functional groups of organic chemistry, and physical and

chemical properties of biochemical compounds along with their biochemical pathways. Laboratory experiments are included.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **CHE 111 General College Chemistry I**

[GT-SC1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003]

(60 lecture hours 30 lab hours, 5 credits)

Focuses on basic chemistry and measurement, matter, chemical formulas, reactions and equations, stoichiometry and thermochemistry. This course covers the development of atomic theory culminating in the use of quantum numbers to determine electron configurations of atoms, and the relationship of electron configuration to chemical bond theory and molecular orbital theory. The course includes gases, liquids, and solids and problem-solving skills are emphasized through laboratory experiments.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **CHE 112 General College Chemistry II**

[GT-SC1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003]

(60 lecture hours 30 lab hours, 5 credits)

*Prerequisite:* CHE 111

Presents concepts in the areas of solution properties, chemical kinetics, chemical equilibrium, acid-base and ionic equilibrium, thermodynamics, electrochemistry, nuclear chemistry, and organic chemistry. This course emphasizes problem solving skills and descriptive contents for these topics. Laboratory experiments demonstrate qualitative and quantitative analytical techniques.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **CHE 205 Introduction Organic Chemistry**

(45 lecture hours 30 lab hours, credits)

*Prerequisite:* CHE 112

Focuses on compounds associated with the element carbon, their reactions, and synthesis. Includes structure, physical properties, reactivities, synthesis and reactions of aliphatic hydrocarbons and selected functional group families including alcohols, ethers, aromatics, aldehydes, ketones, amines, amides, esters, and carboxylic acids. Covers nomenclature, stereochemistry, and reaction mechanisms. Includes reactions and reaction mechanisms of aromatic compounds. Designed for students needing one semester of organic chemistry.

### **CHE 211 Organic Chemistry I**

(60 lecture hours 30 lab hours, 5 credits)

*Prerequisite:* CHE 112

Focuses on compounds associated with the element carbon including structure and reactions of aliphatic hydrocarbons and selected functional group families. The course covers nomenclature of organic compounds, stereochemistry, reaction mechanisms such as SN1, SN2, E1 and E2. Laboratory experiments demonstrate the above concepts plus the laboratory techniques associated with organic chemistry.

### **CHE 212 Organic Chemistry II**

(60 lecture hours 30 lab hours, 5 credits)

Pre-requisite: CHE 211

Continues the investigation into the chemistry of carbon-based compounds, their reactions and synthesis including the structure, physical properties, reactivities, and synthesis of organic functional groups not covered in the first semester. The course explores functional groups including alcohols, ethers, aromatics, aldehydes, ketones, amines, amides, esters, and carboxylic acids and the reactions and reaction mechanisms of aromatic compounds. An introduction to biochemical topics may be included if time permits. Laboratory experiences demonstrate the above concepts and the laboratory techniques associated with organic chemistry.

## **COLORADO YOUNG FARMERS**

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### **CYF 101 Young Farmer Leadership**

(45 lecture hours, 45 co-op hours, 4 credits)

Gives students the opportunity to build communication and leadership skills, upgrade agricultural production practices, and to improve their farm, ranch or agriculturally related businesses.

### **CYF 102 Business Planning**

(45 lecture hours, 45 co-op hours, 4 credits)

Focuses on the analysis of the costs associated with producing food, fiber or other products and the development of new enterprises for increased business profitability. Covers planning farm, ranch or agribusiness construction projects, and investigation of basic marketing practices.

### **CYF 103 Agricultural Technology**

(45 lecture hours, 45 co-op hours, 4 credits)

Enables students to investigate current agricultural technologies, develop skills necessary for managing farms, ranches or agribusinesses, and participate in leadership-training opportunities.

### **CYF 110 Building Leadership Skills**

(30 lecture hours 22.5 co-op hours, 3 credits)

Focuses on building communication and leadership skills while participating in Young Farmer chapter leadership roles. Enables the student to learn to assess the business and environmental costs and benefits of applying best management practices, and to develop business opportunities through new enterprises and alternative marketing.

### **CYF 111 Construction Technology**

(45 lecture hours, 45 co-op hours, 4 credits)

Allows the student to apply skills in the area of concrete, carpentry, and electricity, to develop long term plans for utilizing business resources, and to investigate marketing methods that add value to commodities or provide other outlets for sales of agricultural products.

### **CYF 112 Technology in Agriculture**

(45 lecture hours, 45 co-op hours, 4 credits)

Investigates the use of new technologies such as field mapping, precision farming, customized weather reporting and integrated data collection and accounting software in this course. Enables the student to enhance leadership skills through community involvement and to learn improved production and management skills.

### **CYF 120 Advanced Business Management**

(45 lecture hours, 45 co-op hours, 4 credits)

Covers leadership development through participation in Young Farmer state and national activities, improved best management practices for production and environmental enhancement, and continued development of farm, ranch, and agribusiness management practices.

### **CYF 121 Agricultural Marketing**

(45 lecture hours, 45 co-op hours, 4 credits)

Focuses on advanced business planning and development techniques, utilization of modern materials to fabricate construction projects, marketing products using video auctions, the Internet and other new technology to maximize sales prices.

### **CYF 122 Professional Development**

(45 lecture hours, 45 co-op hours, 4 credits)

Covers advanced community development studies, using new technologies to increase production while lowering input costs, and developing the professional skill necessary for operating a successful farm, ranch or agribusiness operation.

### **CYF 275 Special Topics**

(Variable lecture hours, 1-6 credits)

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

### **CYF 285 Independent Study**

(Variable lecture hours, 1-6 credits)

*Prerequisite:* Instructor permission

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

## **COMMUNICATIONS**

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### **COM 100 Workplace Communications**

(15 lecture hours, 1 credit)

Covers topics that teach students how to communicate effectively in the workplace. Includes listening, speaking, reading, and writing and emphasizes the importance of these four modes of communication in the workplace.

### **COM 105 Career Communications**

(45 lecture hours, 3 credits)

Develops skills needed in obtaining and keeping a job. Includes job searching, applications, resumes, interviews, and the dynamics of customer, peer, and managerial relationships. Emphasizes speaking, writing, listening, critical reading skills, and vocabulary development essential to the employment world.

## **COMPUTER AIDED DRAFTING**

### **CAD 101 Computer Aided Drafting I**

(45 lecture hours, 3 credits)

Focuses on basic computer aided drafting skills using the latest release of CAD software. Includes file management, Cartesian coordinate system, drawing set-ups, drawing aids, layer usage, drawing geometric shapes, editing objects, array, text applications, basic dimensioning, and Help access.

### **CAD 102 Computer Aided Drafting II**

(45 lecture hours, 3 credits)

Focuses on advanced computer aided drafting skills using the latest release of CAD software. Includes blocks and wblocks, polylines, multilines, polyline editing, advanced editing, editing with grips, hatching, isometric drawings, dimensions and dimension variables, paper space and viewports, templates, external references, and printing/plotting.

## **COMPUTER INFORMATION SYSTEMS See Addendum**

### **CIS 115 Introduction to Computer Information Systems**

(30 lecture hours 30 lab hours, 3 credits)

Focuses on an overview of the needs for and roles of computer information systems. Emphasizes computer requirements in organizations, history, hardware functions, programming, systems development, and computer operations. Introduces computer applications.

### **CIS 117 Introduction to Technical Applications**

(15 lecture hours 30 lab hours, 2 credits)

Reviews standard software packages available to support a microcomputer-based workstation. Included are description of hands-on work with word processors, spreadsheets, electronic presentations, and other common application packages.

### **CIS 118 Introduction to PC Applications**

(30 lecture hours 30 lab hours, 3 credits)

Introduces computer concepts and components, as well as application-suite software and the Internet. Includes descriptions of and hands-on experiences with word processing, spreadsheets, databases, operating environments and other common PC application packages

### **CIS 131 Word Processing I**

(23 lab hours, 1 credit)

*Prerequisite:* Ability to keyboard by touch

Gives the student an introductory working knowledge of word processing. The student will create, edit, format, save, and print documents. The student will use spell check, grammar check, and thesaurus features. The student will format text, paragraphs, and pages, change margins and use the find and replace feature as well as create envelopes and labels.

### **CIS 132 Word Processing II**

(23 lab hours, 1 credit)

*Prerequisite:* keyboarding skills recommended, CIS 131, or instructor permission

Increases the student's working knowledge of word processing. In this module, the student will learn to use the merge function. The student will create multiple page reports using headers, footers, footnotes, endnotes, and page numbers. The student will create and format documents using columns and tables.

### **CIS 133 Word Processing III**

(23 lab hours, 1 credit)

*Prerequisite:* CIS 131 & 132 or instructor permission

Increases the student's working knowledge of word processing. In this module, the student will learn to use borders, drawing, word art, and graphics. The student will create macros, charts, outlines, styles, and fill-in forms. The student will also sort and select records. This course is the third in a series of modules.

### **CIS 135 Complete PC Word processing: MS Word**

(69 lab hours, 3 credits)

Explores a complete array of word processing skills. The skills needed to create, edit, format, and printing documents are covered. Other topics include character, paragraph, and page formats, the use of spelling checkers and thesaurus, hyphenation, tables, mail merge, document design, and graphics.

### **CIS 141 PC Database I: MS Access**

(23 lab hours, 1 credit)

Introduces the student to the functions of a database using selected software. It includes skills such as file creation, searches, sorts, simple editing and indexes.

### **CIS 142 PC Database II: MS Access**

(23 lab hours, 1 credit)

*Prerequisite:* CIS 141

Continues to build on database skills using appropriate software.

**CIS 143 PC Database III: MS Access**

(23 lab hours, 1 credit)

*Prerequisite:* CIS 142

Continues to build database skills using the selected software.

**CIS 145 Complete PC Database**

(45 lecture hours, 3 credits)

*Prerequisite:* CIS 118 **See Addendum**

Explores a complete array of database skills. Includes table, query, form, and report creation and modification. Other topics include application integration and automation of database tasks within the database.

**CIS 151 PC Spreadsheets I: MS Excel**

(23 lab hours, 1 credit)

Introduces the student to concepts and applications of an electronic spreadsheet. Topics include creating a worksheet, developing a professional looking worksheet and creating charts.

**CIS 152 PC Spreadsheets II: MS Excel**

(23 lab hours, 1 credit)

*Prerequisite:* CIS 151

Continues the concepts and applications of an electronic spreadsheet learned in the introduction class. Topics include working with lists, integrating appropriate software with other Windows programs, and working with multiple worksheets and workbooks.

**CIS 153 Advanced Spreadsheets: MS Excel**

(23 lab hours, 1 credit)

*Prerequisite:* CIS 152

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

**CIS 155 PC Spreadsheet Concepts: MS Excel**

(68 lab hours, 3 credits)

Exposes the student to a wide range of uses of the electronic spreadsheet with special emphasis on using it as a business tool. Includes fundamentals and terms, creating and saving workbooks, entering and using formulas, formatting, printing, multiple-page workbooks, creating charts, entering and using functions, managing lists, and simple macros.

**CIS 162 Advanced Presentation Graphics**

(23 lab hours, 1 credit)

Focuses on delivery and integration of presentation software. Students will learn to rehearse, modify and deliver their presentations. This course will emphasize the integration features of the software as students learn how to share presentations, work together on development of presentations and to integrate their presentations with other programs.

**CIS 167 Desktop Publishing**

(68 lab hours, 3 credits)

*Prerequisite:* Knowledge of word processing

Introduces the concepts and applications for desktop publishing using word processing software. Emphasizes page layout and design with techniques for incorporating text and graphics and final production of printed documents.

**CIS 218 Advanced PC Applications**

(30 lecture/30 lab hours, 3 credits)

*Prerequisite:* BTE 103 or concurrent enrollment

Covers the advanced capabilities of a PC software applications suite. Emphasizes solving business problems by integrating data from all of the software applications that facilitate the production of useful information. Printed documents, reports, slides, and forms are produced to communicate information.

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**COMPUTER NETWORKING**

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**CNG 101 Introduction to Networking**

(45 lecture hours, 3 credits)

Focuses on underlying concepts of data communications, telecommunications and networking. Emphasizes the terminology and technologies in current networking environments and provides a general overview of the field of networking as a basis for continued study in the field.

**CNG 102 Local Area Networks**

(45 lecture hours, 3 credits)

*Prerequisite:* CNG 101

Introduces Local Area Networking. Focuses on discussions and demonstrations of planning, installing, and supporting networks.

**CNG 116 Microcomputer Hardware**

(45 lecture hours, 3 credits)

Introduces computer hardware. Since hardware depends upon specific software to make it work properly, the course also explores relevant software topics. The course covers taking computers apart, diagnosing and fixing minor problems, and upgrading PCs with new components.

**CNG 121 Computer Technician I: A+**

(60 lecture hours, 4 credits)

Introduces personal computer hardware to gain the skills and knowledge for a successful entry-level computer service technician. Provides extensive hands-on work with computer systems. Includes PC setup and configuration, floppy and hard drive installation and basic maintenance and troubleshooting. Successful completion prepares the student for the core hardware service technician portion of the CompTIA A+ Certification Exam.

### **CNG 122 Computer Technician II: A+**

(45 lecture hours, 3 credits)

Focuses on operating systems as well as installation of modems, tape backups, CD-ROM drives, and SCSI sub-systems. Covers operating systems, Windows 9x, Windows NT and Windows 2000 installation, configuration and upgrading. Includes laser printers and backup power systems. This course prepares the student for the CompTIA A+ OS Technologies Exam.

### **CNG 130 PC Technology**

(45 lecture hours, 3 credits)

Provides the student with an introduction to microcomputer technology as it pertains to IBM-compatible personal computers.

## **COMPUTER SCIENCE**

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

(60 lecture hours, 4 credits)

*Prerequisite:* MAT 121

Introduces students to the discipline of computer science. Covers algorithm development, data representation, logical expressions, sub-programs and input/output operations using a structured programming language. Requires intensive lab work outside of class time.

### **CSC 161 Computer Science II (C++)**

(60 lecture hours, 4 credits)

*Prerequisite:* CSC 160

Continues the structured algorithm development and problem solving techniques begun in Computer Science I. Enables students to gain experience in the use of data structures and design of larger software projects. Requires intensive computer laboratory experience.

### **CSC 165 Discrete Structures**

(60 lecture hours, 4 credits)

*Prerequisite:* MAT 121 or CSC 160 or math faculty consent

Prepares students for a fundamental understanding of computing and computer science. Includes set theory, boolean algebra, relations, functions, graph theory and techniques for formal reasoning.

### **CSC 225 Computer Architecture/Assembly Language Programming**

(60 lecture hours, 4 credits)

*Prerequisite:* CSC 160 or equivalent or instructor permission

Introduces concepts of computer architecture, functional logic, design, and computer arithmetic. Focuses on the mechanics of information transfer and control within a computer system. Includes symbolic programming techniques, implementing high level control structures, addressing modes and their relation to arrays, sub-programs, parameters, linkage to high level languages and the assembly process.

## **EARLY CHILDHOOD EDUCATION**

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### **ECE 101 Introduction to Early Childhood Education**

(45 lecture hours, 3 credits)

Provides an introduction to Early Childhood Education. Includes the eight key areas of professional knowledge: Child Growth and Development; Health, Nutrition and Safety; Developmentally Appropriate Practices; Guidance; Family and Community Relationships; Diversity; Professionalism; Administration and Supervision. Focuses on ages birth through age eight.

### **ECE 102 Introduction to Early Childhood Lab Techniques**

(45 lecture hours, 3 credits)

*Corequisite:* ECE 101

Focuses on a classroom seminar and 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. Addresses ages birth through age 8.

### **ECE 103 Guidance Strategies for Children**

(45 lecture hours, 3 credits)

Explores guidance theories, applications, goals, techniques and factors that influence expectations, classroom management issues, and pro-social skills. Addresses ages birth through age 8.

### **ECE 111 Infant & Toddler Theory & Practice**

(45 lecture hours, 3 credits)

Presents an overview of theories, applications (including observations) and issues pertinent to infant and toddler development in group and/or family settings. Includes state requirements for licensing, health, safety and nutrition issues.

### **ECE 112 Introduction to Infant/Toddler Lab Techniques**

(45 lecture hours, 3 credits)

Includes a classroom seminar and placement in an infant and/or toddler setting. The supervised placement provides the student with the opportunity to observe, to practice appropriate interactions and to develop effective guidance and nurturing techniques with infants and/or toddlers. Addresses ages prenatal through age 2.

### **ECE 126 Art & the Young Child**

(30 lecture hours, 2 credits)

Prepares students to plan and implement a comprehensive and developmentally appropriate art program for young children. Investigates the development of self-taught art techniques in young children.

### **ECE 127 Music/Movement for the Young Child**

(15 lecture hours, 1 credit)

Focuses on the purposes of incorporating music and movement into the early childhood curriculum. Through active participation with hands-on experiences, students work with the concepts of age and developmental appropriateness when designing fun activities with both subjects.

### **ECE 175 Special Topics**

(Variable lecture hours, .05-6 credits)

Explores current topics, issues and activities related to one or more aspects of the early childhood profession.

### **ECE 205 Nutrition, Health & Safety**

(45 lecture hours, 3 credits)

Focuses on nutrition, health and safety as a key factor for optimal growth and development of young children. Includes nutrient knowledge, menu planning, food program participation, health practices, management and safety, appropriate activities and communication with families. Addresses ages from prenatal through age 8.

### **ECE 220 Curriculum Development: Methods & Techniques**

(45 lecture hours, 3 credits)

Provides an overview of early childhood curriculum development. Includes processes for planning and implementing developmentally appropriate environments, materials and experiences, and quality in early childhood programs.

### **ECE 225 Language & Cognition for the Young Child**

(45 lecture hours, 3 credits)

*Prerequisite:* PSY 238 or instructor permission

Examines theories of cognitive and language development as a framework for conceptualizing the way children acquire thinking skills. Includes observing, planning, facilitating, creative representation, and evaluating strategies within the context of play. Focuses on language, science, math, problem solving and logical thinking. Addresses ages birth through age 8.

### **ECE 238 Creativity & the Young Child**

~~(45 lecture hours, 3 credits)~~ **See Addendum**

~~Provides an emphasis on encouraging and supporting creative self expression and problem solving skills in children. Explores creative learning theories and research. Focuses on developmentally appropriate curriculum strategies in all developmental domains. Addresses ages birth through age 8.~~

### **ECE 226 Child Growth & Development**

~~(60 lecture hours, 4 credits)~~ **See Addendum**

~~Covers the growth and development of the child from conception through the elementary school years. Emphasizes physical, cognitive, language, social and~~

~~emotional domains and the concept of the whole child and how adults can provide a supportive environment. Ages addressed: prenatal through age 12. This course has an early childhood laboratory component.~~

### **ECE 240 Administration of Early Childhood Care & Education Programs**

(45 lecture hours, 3 credits)

*Prerequisite:* ECE 101 or instructor permission

Examines Colorado's minimal licensing requirements, as well as optimal standards pertaining to the operation of programs for young children. Focuses on the director's administrative skills and role as a community advocate for young children. Addresses ages birth through age 12.

### **ECE 241 Administration: Human Relations for Early Childhood Education**

(45 lecture hours, 3 credits)

Focuses on the human relations component of an early childhood professional's responsibilities. Includes director-staff relationships, staff development, leadership strategies, parent-professional partnerships, and community interaction.

### **ECE 289 Capstone: Early Childhood Education**

(Variable hours, 1-6 credits)

Incorporates a demonstrated culmination of learning within a given program of study.

## **ECONOMICS**

### **ECO 105 Introduction to Economics**

(45 lecture hours, 3 credits)

This course is a survey of economics. It is designed as a beginning economics class. The course covers economics theories, supply and demand, national income accounting, money and banking, market structures and contemporary economic issues.

### **ECO 201 Principles of Macroeconomics**

*[GT-SS1 Approved 9-Jan-04 for A.A. & A.S., Effective Spring 2004]*

(45 lecture hours, 3 credits)

Focuses on the study of the American economy, stressing the interrelationships among 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.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **ECO 202 Principles of Microeconomics**

[GT-SS1 Approved 9-Jan-04 for A.A. & A.S., Effective Spring 2004]

(45 lecture hours, 3 credits)

Studies the firm, the nature of cost, and how these 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.

*This course is one of the Statewide Guaranteed Transfer courses.*

## **EDUCATION**

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### **EDU 221 Introduction to Education**

(45 lecture hours, 3 credits)

*Prerequisite:* College level reading and writing as demonstrated on college level placement scores

*Corequisite:* Field-Experience component, if not embedded in the class

Focuses on the historical, social, political, philosophical, cultural and economic forces that shape the United States public school system. Includes current issues of educational reform, technology as it relates to education and considerations related to becoming a teacher in the state of Colorado. Special interest will be paid to the topic of diversity in the K-12 school system.

### **EDU 260 Adult Learning & Teaching**

(45 lecture hours, 3 credits)

Introduces the basic instructional theory focusing on the adult learner. Includes developing a syllabus, learning goals and outcomes, and lesson plans. Emphasizes teaching to a diverse participant body, classroom management, learning theory, learning styles, teaching styles, and using technology in the classroom.

### **EDU 261 Teaching, Learning & Technology**

(45 lecture hours, 3 credits)

*Prerequisite:* EDU 221 or EDU 260

Prepares students to integrate technology into their teaching curriculum. Enables the student to design educational and training materials incorporating instructional technology. Explores a variety of technologies, including the computer, Internet, multimedia, graphics, audio, and text with an emphasis on increasing learning through their use. Examines combining technology with a variety of instructional methodologies.

## **ELECTRICITY INDUSTRIAL/COMMERCIAL**

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### **EIC 104 Basics of Industrial Electricity**

(15 lecture hours 11.5 lab hours, 1.5 credits)

Focuses on resistance, current, voltage and power in AC and DC circuits; measurements; computations of series and parallel circuits; circuit analysis; and troubleshooting with basic test equipment.

### **EIC 124 Electrical Safety Requirements**

(10 lecture hours 7.5 lab hours, 1 credit)

Focuses on training that is 100% practical and deals with every important aspect of OSHA's electrical safety-related work practices and how they apply. Teaches the safe installation and maintenance of electrical equipment. Covers the use of personal protective equipment.

### **EIC 144 Grounding & Bonding**

(15 lecture hours 11.5 lab hours, 1.5 credits)

Prepares the student in the latest technology and techniques available for code and standards-compliant grounding and bonding systems. Focuses on grounding and bonding requirements as they relate to Article 250 and other articles of the NEC. Covers installation, testing and inspection procedures for II power systems. Includes rules to minimize the risk of electricity as a source of electric shock, and as an ignition source for fires.

## **EMERGENCY MEDICAL SERVICES**

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### **EMS 112 Emergency Medical Dispatch**

(30 lecture hours 11 lab hours, 2.5 credits)

*Prerequisite:* Current CPR card

Provides technical and practical information, skill practice and written examination for the current or potential emergency dispatcher.

### **EMS 115 First Responder**

(45 lecture hours, 3 credits)

Provides the student with core knowledge and skills to function in the capacity of a first responder arriving at the scene of an emergency, providing supportive care until advanced EMS help arrives.

### **EMS 125 EMT Basic**

(115 lecture hours 60 lab hours, 9 credits)

*Corequisite:* EMS 170

Enables the student after successful completion of this course to take the EMT Certification Examination subject to the requirements of the Colorado Department of Health and Environment. Includes written and practical examinations. Student must be at least 18 years of age.

### **EMS 126 EMT Basic Refresher**

(30 lecture hours 23 lab hours, 3 credits)

*Prerequisite:* Current CPR card, Current or less than 36 months expired EMT Basic certification

Provides required didactic and skills review for renewing EMT students. Accommodates the needs of the reentry EMT student.

**EMS 130 EMT Intravenous Therapy**

(20 lecture hours 15 lab hours, 2 credits)

*Prerequisite:* Current EMT Basic certification, or proper licensure

Focuses on cognitive and skill practice as required by Colorado Pre-hospital Care program for EMT Basic level IV approval. Examines criteria, procedures and techniques for ICV therapy, discusses fluid and electrolyte balance and principles and treatment for shock.

**EMS 170 EMT Basic Clinical**

(7.5 private instruction hours, 1 credit)

*Corequisite:* EMS 125 or EMS 126, depending on student status

Provides the EMT student with the clinical experience required of initial and some renewal processes.

**EMS 178 EMS Seminar**

(Variable hours, .05-6 credits)

Provides the student with the opportunity to explore local interests and needs in a less formal setting.

**EMS 185 EMS: Independent Study**

(Variable hours, 1-6 credits)

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

**EMS 203 EMT Intermediate I**

(75 lecture hours 30 lab hours, 6 credits)

*Prerequisite:* Valid EMT-Basic, HEP B vaccination, Current CPR cards, high school grad or GED

Provides preparatory information and is the first part of the EMT Intermediate program.

**EMS 205 EMT Intermediate II**

(75 lecture hours 30 lab hours, 6 credits)

*Prerequisite:* EMT Intermediate I - EMS 203

Serves as the second course for EMT Intermediate certification.

**EMS 206 EMT Intermediate Refresher**

(30 lecture hours 23 lab hours, 3 credits)

*Prerequisite:* Current EMT I certificate, or less than 36 months expired

*Corequisite:* EMS 204-based on student need

Meets or exceeds minimum requirements for renewing EMT Intermediate or EMT Intermediates in the re-entry program.

**EMS 214 Basic Trauma Life Support**

(15 lecture hours 5 lab hours, 1 credit)

*Prerequisite:* EMT Basic or higher

Provides students with information and skill practice to treat trauma patients in the pre-hospital environment.

**EMS 270 Clinical: EMS Intermediate**

(45 lab hours, 3 credits)

*Prerequisite:* EMS 203-205

*Corequisite:* EMS 205 as needed

Provides the EMT-I student with the required field experiences as required by the Colorado Department of Health.

**EMS 275 Special Topics**

(Variable hours, .05-10 credits)

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

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**ENGLISH****ENG 030 Basic Language Skills**

(30 lecture hours, 2 credits)

Focuses on sentence and basic paragraph structure and development. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations.

**ENG 060 Writing Fundamentals**

(45 lecture hours, 3 credits)

Focuses on paragraph structure and development and introduces the formal essay. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations.

**ENG 090 Basic Composition**

(45 lecture hours, 3 credits)

Emphasizes critical thinking as students explore writing for specific purposes and audiences. Enables the student to develop skills required for college-level writing while reviewing paragraph structure and focusing on essay development.

**ENG 113 Business English**

(45 lecture hours, 3 credits)

Introduces business English skills that are applicable to business correspondence. This course will review basic principles of grammar, punctuation, capitalization, spelling, and word usage.

**ENG 121 English Composition I**

[GT-CO1 Approved 10-Jan-03, Effective Spring 2003]

(45 lecture hours, 3 credits)

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

*This course is one of the Statewide Guaranteed Transfer courses.*

**ENG 122 English Composition II**

[GT-CO2 Approved 10-Jan-03, Effective Spring 2003]

(45 lecture hours, 3 credits)

*Prerequisite:* ENG 121

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

*This course is one of the Statewide Guaranteed Transfer courses.*

**ENG 175-177 English: Special Topics**

(Variable hours, .5-6 Variable credits)

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

**ENG 178 English: Seminar**

(Variable hours, .5-6 credits)

Provides students with an experiential learning opportunity.

**ENG 185 English: Independent Study**

(Variable hours, 1 credit hour)

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

**ENG 221 Creative Writing I**

(45 lecture hours, 3 credits)

Teaches techniques for creative writing. Explores imaginative uses of language through creative genres (fiction, poetry, literary nonfiction) with emphasis on the student's own unique style, subject matter and needs.

**ENG 222 Creative Writing II**

(45 lecture hours, 3 credits)

Provides continued development of written expression in such forms as poetry, fiction, and/or nonfiction writing.

**ENG 226 Fiction Writing**

(45 lecture hours, 3 credits)

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)

Teaches techniques for creating poems, including study of figurative language, forms, and sound patterns of poetry.

**ENG 275-277 English: Special Topics**

(.5-6 Variable credit hours)

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

**ENG 278 English: Seminar**

(.5-6 Variable credit hours)

Provides students with an experiential learning opportunity.

**ENG 285 English: Independent Study**

(1 credit)

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

**ENG 289 English: Capstone**

(.5-6 Variable credit hours)

Provides a demonstrated culmination of learning within a given program of study.

**ENGLISH AS A SECOND LANGUAGE**

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**ESL 011 Basic Pronunciation**

(15 lecture hours, 1-5 credits)

Provides listening and speaking activities that help students recognize and produce English vowel and consonant sounds and common stress and intonation patterns.

**ESL 012 Intermediate Pronunciation**

(15 lecture hours, 1-5 credits)

Provides listening, speaking and reading activities that help students recognize and produce a variety of stress and intonation patterns in English. Helps students to produce problematic English sounds.

**ESL 021 Basic Grammar**

(15 lecture hours, 1-5 credits)

Assists the student in mastering basic structures in English grammar through oral and written practice.

**ESL 022 Intermediate Grammar**

(45 lecture hours, 3-5 credits)

*Prerequisite:* ESL 021 or placement test scores  
Reviews basic grammar and introduces intermediate structures. Provides integrated practice through a variety of oral and written exercises.

**ESL 023 Advanced Grammar**

(45 lecture hours, 3-5 credits)

*Prerequisite:* ESL 022 or placement test scores  
Reviews intermediate grammar. Introduces advanced structures with increased emphasis on written communication.

**ESL 031 Basic Conversation**

(15 lecture hours, 1-5 credits)

Focuses on listening and speaking activities that help the student communicate more competently. Provides practice with pronunciation, vocabulary, and basic grammatical patterns.

### **ESL 032 Intermediate Conversation**

(45 lecture hours, 3-5 credits)

*Prerequisite:* ESL 031 or placement test scores

Teaches listening, pronunciation, and conversation skills. Increases speed and accuracy in speaking through free and guided conversational practice.

### **ESL 033 Advanced Communication**

(30 lecture hours, 2-4 credits)

*Prerequisite:* ESL 032 or placement test scores

Provides students with opportunities to increase the listening and speaking skills required in academic and work situations. Emphasizes vocabulary building, listening and note taking strategies, as well as questioning, discussion, and presentation skills.

### **ESL 041 Basic Reading**

(15 lecture hours, 1-5 credits)

Improves comprehension of simple written texts through vocabulary building and reading strategies.

### **ESL 042 Intermediate Reading**

(30 lecture hours, 2-4 credits)

*Prerequisite:* ESL 041 or placement test scores

Helps the student read more quickly and accurately and understand a variety of intermediate level reading material.

## **FOREIGN LANGUAGE See Addendum**

*NOTE: Foreign Language prefix \*\*\* is determined by language being taught, i.e.: SPA for Spanish, FRE for French, GER for German, RUS for Russian, etc.*

### **\*\*\* 101 Conversational Foreign Language I: French, Russian, Spanish**

~~(30 lecture hours 30 lab hours, 3 credits)~~

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

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

~~(30 lecture hours 30 lab hours, 3 credits)~~

*Prerequisite:* \*\*\* 101

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

### **\*\*\* 111 Foreign Language I: French, Spanish**

~~(60 lecture hours 30 lab hours, 5 credits)~~

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

### **\*\*\* 112 Foreign Language II: French, Spanish**

~~(60 lecture hours 30 lab hours, 5 credits)~~

*Prerequisite:* \*\*\* 111 or instructor permission

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.

### **\*\*\* 115 Foreign Language for the Professional I**

(45 lecture hours, 3 credits)

*Prerequisite:* College level reading

Designed as an introduction to a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others

### **\*\*\* 211 Foreign Language III: French, Spanish**

*FRE 211 [GT-AH4 Approved 2-Jun-05 for A.A. & A.S., Effective Fall 2005]*

*SPA 211 [GT-AH4 Approved 2-Jun-05 for A.A. & A.S., Effective Fall 2005]*

~~(30 lecture hours 30 lab hours, 3 credits)~~

*Prerequisite:* \*\*\* 112 or instructor permission

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.

**This course is one of the Statewide Guaranteed Transfer courses.**

### **\*\*\* 212 Foreign Language IV: French, Spanish**

*FRE 212 AH4 Approved 2-Jun-05 for A.A. & A.S., Effective Fall 2005]*

*SPA 212 [GT-AH4 Approved 2-Jun-05 for A.A. & A.S., Effective Fall 2005]*

~~(30 lecture hours 30 lab hours, 3 credits)~~

*Prerequisite:* \*\*\* 211 or instructor permission

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.

**This course is one of the Statewide Guaranteed Transfer courses.**

### **\*\*\* 215 Foreign Language for the Professional II**

(45 lecture hours, 3 credits)

*Prerequisite:* SPA 115 or Equivalent Placement Scores

Continues SPA 115 in the development of a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others.

## **GEOGRAPHY**

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### **GEO 105 World Regional Geography**

*[GT-SS2 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003]*

(45 lecture hours, 3 credits)

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

*This course is one of the Statewide Guaranteed Transfer courses.*

## **GEOLOGY**

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### **GEY 111 Physical Geology**

*[GT-SC1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003]*

(45 lecture hours 30 lab hours, 4 credits)

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

*This course is one of the Statewide Guaranteed Transfer courses.*

### **GEY 121 Historical Geology**

*[GT-SC1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003]*

(45 lecture hours 30 lab hours, 4 credits)

*Prerequisite:* GEY 111 or instructor permission

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.

*This course is one of the Statewide Guaranteed Transfer courses.*

## **HEALTH AND WELLNESS**

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### **HWE 100 Human Nutrition**

(45 lecture hours, 3 credits)

Introduces basic principles of nutrition with emphasis on personal nutrition. Satisfies nutrition requirement of students entering health care professions.

### **HWE 101 Cardio-Pulmonary Resuscitation (CPR)**

(15 lecture hours, 1 credit)

Teaches emergency procedures for respiratory, obstructed airway, and cardiac arrest victims of all ages. It meets certification requirements of the American Red Cross and the American Heart Association.

### **HWE 102 Cardio-Pulmonary Resuscitation (CPR) Recertification**

(7.5 lecture hours, .5 credits)

Reviews CPR for those whose CPR card is due but not expired. Student must provide a copy of current CPR certification. Recertification can be done for Professional Rescuer, Community, Adult, Child and Infant CPR.

### **HWE 103 Community First Aid and CPR**

(15 lecture hours, 1 credit)

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

### **HWE 122 Responding to Emergencies**

(30 lecture hours, 2 credits)

Provides standard first aid and CPR, with a more in depth look at sudden illness, specific disease, and emergencies.

### **HWE 124 Fitness and Wellness**

(30 lecture hours, 2 credits)

Provides information on fitness and wellness and to serve as a guide to design, implement, and evaluate a complete personal fitness and wellness program. The course integrates the basic components of fitness and wellness in understanding human health in order to achieve well-being. This course offers current information in the health field and provides self-assessments for health risk and wellness

## **HEALTH PROFESSIONAL**

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### **HPR 100 Introduction to Health**

(45 lecture hours, 3 credits)

Provides an exploratory course for students interested in a health career. Basic health skills such as vital signs and CPR will be included.

### **HPR 102 CPR for Professionals**

(15 lecture hours, 1 credit)

*Meets the requirement for American Red Cross Professional Rescuer CPR or American Heart Association*

Basic Life Support 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.

### **HPR 106 Law & Ethics for Health Professions**

(30 lecture hours, 2 credits)

Advances student knowledge in the study and application of medico-legal concepts in medical careers, establishes a foundation for ethical behavior and decision making.

### **HPR 108 Dietary Nutrition**

(18 lecture hours 5 lab hours, 1 credit)

*Prerequisite:* HWE 100 or Instructor permission.

Studies the basic principles in clinical practice involved in the assistance of health care. The course will cover factors which influence the nutritional status of individuals, methods of nutritional assessment and support, and diet modification for specific disease states.

### **HPR 120 Advanced Cardiac Life Support**

(10 lecture hours 5 lab hours, 1 credit)

*Prerequisite:* Current basic life support health care provider "C" certification

Presents the required material for ACLS completion. It will cover arrhythmias, medications, therapeutic modalities for life threatening arrhythmias, airway management, and other treatment modalities used in cardiac and respiratory arrest.

### **HPR 130 Pediatric Advanced Life Support**

(10 lecture hours 5 lab hours, 1 credit)

*Prerequisite:* Current CPR card -must include child and infant CPR

Provides students the needed information and skills as required by health care agencies for pediatric emergencies.

### **HPR 178 Seminar: Medical Terminology**

(30 lecture hours, 2 credits)

Introduces the student to the structure of medical terms with emphasis on combining and using the most common prefixes, roots and suffixes. Includes terms related to clinical laboratory, diagnostic imaging, nuclear medicine and oncology, as well as major body systems. Classroom structure provides accepted pronunciation of terms and relative use in the healthcare setting.

### **HPR 190 Basic EKG Interpretation**

(22 lecture hours 11 lab hours, 2 credits)

Provides instruction for interpretation of EKG strips, anatomy and physiology of the heart, using three-lead monitoring as a guide. Twelve-lead EKG may be discussed.

### **HPR 216 see BIO 216**

### **HPR 217 Kinesiology**

(45 lecture hours 30 lab hours, 4 credits)

*Prerequisite:* BIO 201 or instructor permission

Focuses on mechanical principles of kinematics, kinetics, muscle physiology, and neurophysiology and the interaction to produce function. Joint and muscle structure and function with application are a main focus.

### **HPR 226 I.V. Therapy**

*Prerequisite:* Health care provider whose scope of practice covers I.V. therapy.

Covers the basic venipuncture techniques, factors involved in vein selection, psychological implications, and nursing measures.

## **HISTORY**

### **HIS 101 History of Western Civilization I**

[GT-HI1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003]

(45 lecture hours, 3 credits)

Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from the prehistoric era to 1650. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **HIS 102 History of Western Civilization II**

[GT-HI1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003]

(45 lecture hours, 3 credits)

Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from 1650 to the present. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **HIS 111 World Civilization I**

[GT-HI1 Approved 1-Jun-06 for A.A. & A.S., Effective Fall 2006]

(45 lecture hours, 3 credits)

Enables the student to view history up to 1500 CE in a broad global sense. Focuses on the common denominators among all people. This approach goes beyond political borders, to provide a better appreciation for different cultures.

### **HIS 112 World Civilization II**

[GT-HI1 Approved 1-Jun-06 for A.A. & A.S., Effective Fall 2006]

(45 lecture hours, 3 credits)

Enables students to view history post 1500 CE in a broad global sense. Focuses on the common denominators among all people. This approach goes beyond political borders to provide a better appreciation for different cultures.

### **HIS 201 U.S. History I**

[GT-HI1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003]

(45 lecture hours, 3 credits)

Explores events, trends, peoples, groups, cultures, ideas, and institutions in North America and United States history, including the multiple perspectives of gender, class, and ethnicity, between the period when Native American Indians were the sole inhabitants of North America, and the American Civil War. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **HIS 202 U.S. History II**

[GT-HI1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003]  
(45 lecture hours, 3 credits)

Explores events, trends, peoples, groups, cultures, ideas, and institutions in United States History, including the multiple perspectives of gender, class, and ethnicity, between the period of the American Civil War and the present. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **HIS 225 Colorado History**

(45 lecture hours, 3 credits)

Presents the story of the people, society, and cultures of Colorado from its 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 state.

### **HIS 235 History of the American West**

(45 lecture hours, 3 credits)

Presents the story of the people, society, and cultures of Colorado from its 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 state.

## **HUMANITIES**

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### **HUM 121 Survey of Humanities I**

[GT-AH2 Approved 9-Jan-04 for A.A. & A.S., Effective Spring 2004]  
(45 lecture hours, 3 credits)

Introduces students to the history of ideas that have defined cultures through a study of the visual arts, literature, drama, music, and philosophy. It emphasizes connections among the arts, values, and diverse cultures, including European and non-European, from the Ancient world to 1000 C.E.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **HUM 122 Survey of Humanities II**

[GT-AH2 Approved 9-Jan-04 for A.A. & A.S., Effective Spring 2004]  
(45 lecture hours, 3 credits)

Examines written texts, visual arts and musical compositions to analyze and reflect the evolution and confluence of cultures in Europe, Asia and the Americas from 800 C.E. to 1750 C.E. Any two of the three Survey of Humanities courses equal a sequence.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **HUM 123 Survey of Humanities III**

[GT-AH2 Approved 9-Jan-04 for A.A. & A.S., Effective Spring 2004]  
(45 lecture hours, 3 credits)

Examines the cultures of the 17th through the 20th centuries by focusing on the interrelationships of the arts, ideas, and history. Considers the influences of industrialism, scientific development and non-European peoples.

*This course is one of the Statewide Guaranteed Transfer courses.*

## **JOURNALISM**

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### **JOU 105 Introduction to Mass Media**

(45 lecture hours, 3 credits)

Places the mass media in an historical and cultural perspective, considering the validity, integrity and influence of the media in a democracy.

### **JOU 106 Fundamentals of Reporting**

(45 lecture hours, 3 credits)

*Prerequisite:* Typing 25 wpm.

Introduces news writing, reporting and interviewing with an emphasis on clarity, accuracy, completeness, timeliness and fairness.

### **JOU 206 Intermediate Newsriting & Editing**

(45 lecture hours, 3 credits)

*Prerequisite:* JOU 106 or instructor permission

Presents how to gather information as an investigative reporter through research of local, state and federal government publications, how to cover police beat and city hall, how our courts and regulatory agencies function, and how to cover other challenges as the environment, religion, science, medical, public safety and business.

## **LITERATURE**

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### **LIT 115 Introduction to Literature**

[GT-AH2 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003]  
(45 lecture hours, 3 credits)

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

*This course is one of the Statewide Guaranteed Transfer courses.*

### **LIT 125 Study of the Short Story**

(45 lecture hours, 3 credits)

Focuses on careful reading and interpretation of the short story as a distinct genre. It examines formal as well as thematic elements of short fiction. Critical thinking, discussion, and writing about short stories will enhance perceptive reading skills and heighten awareness of the human condition.

### **LIT 126 Study of Poetry**

(45 lecture hours, 3 credits)

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.

Critical thinking, discussion, and writing about poetry will enhance perceptive reading skills and heighten awareness of the human condition.

### **LIT 201 Masterpieces of Literature I**

[GT-AH2 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003]  
(45 lecture hours, 3 credits)

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

*This course is one of the Statewide Guaranteed Transfer courses.*

### **LIT 202 Masterpieces of Literature II**

[GT-AH2 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003]  
(45 lecture hours, 3 credits)

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

**This course is one of the Statewide Guaranteed Transfer courses.**

### **LIT 211 Survey of American Literature I**

[GT]-AH2 Approved 2-Jun-05 for A.A. & A.S.,  
Effective Fall 2005]  
(45 lecture hours, 3 credits)

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

**This course is one of the Statewide Guaranteed Transfer courses.**

### **LIT 212 Survey of American Literature II**

[GT-AH2 Approved 2-Jun-05 for A.A. & A.S., Effective Fall 2005]  
(45 lecture hours, 3 credits)

Provides 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.

**This course is one of the Statewide Guaranteed Transfer courses.**

### **LIT 255 Children's Literature**

(45 lecture hours, 3 credits)

Evaluates the criteria for selecting appropriate literature for children through exploration of genres, age levels, values taught through literature, and the literary and artistic quality of various texts.

### **LIT 278 Seminar**

(Variable lecture hours, 1-6 credits variable)

Explores particular authors, topics, themes in depth.

## **MANAGEMENT**

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### **MAN 116 Principles of Supervision**

(45 lecture hours, 3 credits)

Studies the principles and techniques of supervising and motivating personnel. This course is designed for students who are interested in supervising others or for those currently in supervision. Course content focuses on the human interaction in supervision.

### **MAN 117 Time Management**

(15 lecture hours, 1 credit)

Studies the principles and techniques of supervising and motivating personnel. This course is designed for students who are interested in supervising others or for those currently in supervision. Course content focuses on the human interaction in supervision.

### **MAN 125 Teambuilding**

(15 lecture hours, 1 credit)

Introduces the concept of working as a team member. Activities and assignments will emphasize the ability to negotiate, work together, build consensus, and make quality decisions.

### **MAN 128 Human Relations in Organizations**

(45 lecture hours, 3 credits)

Explores the importance of effective communication in our personal lives as well as in the world of business. Practical business applications such as employee motivation, handling customer complaints, and effectively resolving conflict in the workplace will be a major part of the curriculum.

### **MAN 200 Human Resource Management I**

(45 lecture hours, 3 credits)

Provides the student with a broad overview of the contemporary issues, theories and principles used to effectively manage human resources. Topics include recruiting, hiring, compensation and benefits, training and development, employee relations and legal issue

### **MAN 215 Organizational Behavior**

(45 lecture hours, 3 credits)

Examines the behaviors of groups and individual members of organizations and how that behavior can be influenced. Course emphasis is on the tools managers use to achieve organizational effectiveness.

### **MAN 216 Small Business Management**

(30 lecture hours, 2 credits)

Examines the elements necessary for the successful formation of a new small business. It is also designed to enhance the skills of those already involved in the operation of a small business. The course includes the development of a complete small business plan.

**MAN 224 Leadership**

(45 lecture hours, 3 credits)

Focuses on the leadership skills necessary to bring about change in an organization. Students learn to develop and communicate a shared vision, to empower employees, to manage conflict, to negotiate, and to develop organizations so that all are working toward common goals.

**MAN 226 Principles of Management**

(45 lecture hours, 3 credits)

Presents a survey of the principles of management. Emphasis is on the primary functions of planning, organizing, leading and controlling with a balance between the behavioral and operational approach.

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**MARKETING**

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**MAR 111 Principles of Sales**

(45 lecture hours, 3 credits)

Enables the student to understand and develop ethical sales techniques and covers the role of selling in the marketing process. Areas of emphasis include behavioral considerations in the buying and selling process and sales techniques.

**MAR 117 Principles of Retailing**

(45 lecture hours, 3 credits)

Emphasizes the study of the basic principles and techniques of merchandising, operations, layout, store organization, site location, and customer service with an emphasis on retailing operations.

**MAR 160 Customer Service**

(45 lecture hours, 3 credits)

Enables students to learn the relationship of self to customers, problem solve and understand the importance of communicating with customers. Specific emphasis is given to managing customer expectations by building customer rapport and creating positive outcomes.

**MAR 216 Principles of Marketing**

(45 lecture hours, 3 credits)

Presents 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 240 International Marketing**

(45 lecture hours, 3 credits)

Enables the student to explore the international marketing for U.S. products, and to explore the increasing competitive international environment and recent changes in the environment that have challenged U.S. business. The course is designed to make the reader an "informed observer" of the global market place as well as enabling him/her to develop skills to make marketing decisions in a global context.

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**MASSAGE THERAPY**

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**MST 105 Lifestyle Wellness**

(8 lecture hours 45 lab hours, 2 credits)

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.

**MST 111 Basic Massage Therapy**

(30 lecture hours 45 lab hours, 4 credits)

Introduces theory and techniques of therapeutic massage, including understanding of physiological benefits of massage as well as proper body mechanics and appropriate draping. Focuses on basic strokes of Swedish massage. Students also learn techniques of seated massage.

**MST 113 Professional Massage**

(23 lecture hours 45 lab hours, 3 credits)

*Prerequisite:* MST 111

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

**MST 275 Special Topics: Massage Therapy**

(Variable, 1-6 credits)

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

**MST 184 Clinical Massage**

(25 lecture hours 50 lab hours, 3 credits)

*Prerequisite:* MST 111

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

**MST 204 MST Business Practices**

(30 lecture hours, 2 credits)

Assists the practitioner of massage therapy to envision market, establish and maintain a professional massage therapy practice.

**MST 285 Massage Therapy: Independent Study**

(Variable, 1-6 credits)

*Prerequisite:* Instructor permission

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

## **MATHEMATICS See Addendum**

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### **MAT 030 Fundamentals of Mathematics**

(30 lecture hours, 2 credits)

Includes the vocabulary, operations and applications of whole numbers, decimals and basic fractions and mixed numbers.

### **MAT 060 Pre-Algebra**

(45 lecture hours, 3 credits)

Furtheres the study of fractions and mixed numbers. Also included are vocabulary, operations and applications of ratio, proportion, percent, area, perimeter, US and metric measures, integers, and an introduction to algebraic expressions and the solution of basic first-degree equations.

### **MAT 090 Introductory Algebra**

(60 lecture hours, 4 credits)

Includes first-degree equations, inequalities, formulas, polynomials, algebraic fractions, factoring polynomials, solving quadratic equations by factoring, and applications. Coordinate geometry, graphing linear equations and inequalities, and systems of linear equations may be included.

### **MAT 106 Survey of Algebra**

(60 lecture hours, 4 credits)

Emphasizes problem solving with further study of equations, slope, inequalities, system of equations, polynomials, quadratic equations, rational expressions, rational exponents, radical expressions, graphing and applications. A graphing calculator or equivalent software may be utilized.

### **MAT 107 Career Math**

(45 lecture hours, 3 credits)

Covers material designed for career technical or general studies students who need to study particular mathematical topics. Topics may include measurement, algebra, geometry, trigonometry, graphs, and/or finance. These are presented on an introductory level and the emphasis is on applications.

### **MAT 108 Technical Mathematics**

(60 lecture hours, 4 credits)

Covers material designed for career technical or general studies students who need to study particular mathematical topics. Topics may include measurement, algebra, geometry, trigonometry, graphs, and/or finance. These are presented on an introductory level and the emphasis is on applications.

### **MAT 112 Financial Mathematics**

(45 lecture hours, 3 credits)

Covers topics including pricing, taxes, insurance, interest, annuities, amortization, investments using financial calculators and spreadsheets.

### **MAT 120 Mathematics for Liberal Arts**

[GT-MA1 Approved 10-Jan-03 for A.A. only, Effective Spring 2003]

(60 lecture hours, 4 credits)

*Prerequisite:* ACCUPLACER Elementary Algebra score of 85 or higher, or equivalent

Develops mathematical and problem-solving skills. Appropriate technological skills are included. Content is selected to highlight connections between mathematics and the society in which we live. Topics include set theory and logic, mathematical modeling, probability and statistical methods, and consumer mathematics. Additional content will include one topic in geometry, numeration systems, decision theory, or management science.

***This course is one of the Statewide Guaranteed Transfer courses.***

### **MAT 121 College Algebra**

[GT-MA1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003]

(60 lecture hours, 4 credits)

*Prerequisite:* ACCUPLACER Elementary Algebra score of 85 or higher, or equivalent

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

***This course is one of the Statewide Guaranteed Transfer courses.***

### **MAT 122 College Trigonometry**

[GT-MA1 Approved 2-Jun-05 for A.A. & A.S., Effective Fall 2005]

(45 lecture hours, 3 credits)

*Prerequisite:* MAT 121 or instructor permission

Covers topics including trigonometric functions (with graphs and inverse functions), identities and equations, solutions of triangles, complex numbers, and other topics as time permits. This is a traditional prerequisite course to the calculus sequence.

***This course is one of the Statewide Guaranteed Transfer courses.***

### **MAT 123 Finite Mathematics**

[GT-MA1 Approved 2-Jun-05 for A.A. only, Effective Fall 2005]

(60 lecture hours, 4 credits)

Covers topics including functions, matrix algebra, linear programming, and an introduction to probability and counting techniques. Emphasis is on applications. This course may include other topics such as statistics when time permits. This course is primarily intended for business, life science, or social science majors.

***This course is one of the Statewide Guaranteed Transfer courses.***

### **MAT 125 Survey of Calculus**

[GT-MA1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003]

(60 lecture hours, 4 credits)

*Prerequisite:* MAT 121

Includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential, and

logarithmic functions for business, life science and/or social science majors.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **MAT 135 Introduction to Statistics**

[GT-MA1 Approved 10-Jan-03 for A.A. only, Effective Spring 2003]  
(45 lecture hours, 3 credits)

*Prerequisite:* ACCUPLACER Elementary Algebra score of 85 or higher, or equivalent

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

*This course is one of the Statewide Guaranteed Transfer courses.*

### **MAT 155 Integrated Math I**

[GT-MA1 Approved 2-Feb-06 for A.A. only – Must also complete MAT 156 to meet the total MA1 requirement for the A.A. degree, Effective Fall 2006]

(45 lecture hours, 3 credits)

Covers topics including natural numbers, integers, rational numbers, relations, functions, and equations. This course is the first of a two-course sequence which provides a survey of Mathematical concepts from arithmetic, statistics, and algebra. Concepts are taught through modern techniques including application exercises.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **MAT 156 Integrated Math II**

[GT-MA1 Approved 2-Feb-06 for A.A. only – Must also complete MAT 155 to meet the total MA1 requirement for the A.A. degree, Effective Fall 2006]

(45 lecture hours, 3 credits)

*Prerequisite:* MAT 155

Continuation of MAT 155, covering the topics of fundamentals of probability, statistics, and Euclidean geometry. When applicable laboratory techniques are employed.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **MAT 166 Pre-Calculus**

[GT-MA1 Approved 2-Jun-05 for A.A. & A.S., Effective Fall 2005]  
(75 lecture hours, 5 credits)

Reviews college algebra and college trigonometry intended for those planning to take calculus. Topics include algebraic manipulations, properties of algebraic and trigonometric functions and their graphs, trig identities and equations, conic sections, polar coordinates and parametric equations.

### **MAT 178 Math for Industrial Trades**

(10 lecture hours 7.5 lab hours, 1 credit)

Presents math concepts as they are utilized in the workplace. The specific topics are selected to meet the needs of the specific occupation as it relates to industry.

### **MAT 201 Calculus I**

[GT-MA1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003]  
(75 lecture hours, 5 credits)

*Prerequisite:* MAT 121 & MAT 122 or equivalent

Introduces single variable calculus and analytic geometry. Includes limits, continuity, derivatives, and applications of derivatives as well as indefinite and definite integrals and some applications.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **MAT 202 Calculus II**

[GT-MA1 Approved 9-Jan-04 for A.A. & A.S., Effective Spring 2003]

(75 lecture hours, 5 credits)

*Prerequisite:* MAT 201 or instructor permission

Continuation of single variable calculus which will include techniques of integration, polar coordinates, analytic geometry, improper integrals, and infinite series.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **MAT 203 Calculus III**

[GT-MA1 Approved 1-Jun-06 for A.A. & A.S., Effective Fall 2006]  
(60 lecture hours, 4 credits)

*Prerequisite:* MAT 202 or instructor permission

Completes the traditional subject matter of the Calculus. Topics include vectors, vector-valued functions, and multivariable calculus including partial derivatives, multiple integrals, line integrals and application.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **MAT 215 Discrete Mathematics**

(60 lecture hours, 4 credits)

Includes formal logic, algorithms, induction proofs, counting and probability, recurrence relations, equivalence relations, graphs, shortest-path, and tree traversal. This course is designed for mathematics and computer science students.

### **MAT 265 Differential Equations**

[GT-MA1 Approved 1-Jun-06 for A.A. & A.S., Effective Fall 2006]  
(45 lecture hours, 3 credits)

*Prerequisite:* MAT 202

Emphasizes techniques of problem solving and applications. Topics include first, second, and higher order differential equations, series methods, approximations, systems of differential equations, and Laplace transforms.

*This course is one of the Statewide Guaranteed Transfer courses.*

## **MEDICAL OFFICE TECHNOLOGY**

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### **MOT 120 Medical Office Financial Management**

(45 lecture hours, 3 credits)

*Co-requisite:* As determined by individual college program guidelines

Covers the practical uses of accounts and records with emphasis on accounting principles and analysis for use in a medical office.

### **MOT 130 Insurance Billing and Coding**

(45 lecture hours, 3 credits)

Introduces outpatient coding with an ultimate goal to present a clear picture of medical procedures and services performed (CPT codes), correlating the diagnosis, symptom, complaint or condition (ICD-9 codes), thus establishing the medical necessity required for third-party reimbursement.

### **MOT 132 Medical Transcription I**

(15 lecture hours 45 lab hours, 4 credits)

*Prerequisite:* BTE 103 or concurrent enrollment

Provides basic knowledge, understanding, and skills required to transcribe medical dictation with accuracy, clarity, and timeliness, applying the principles of professional and ethical conduct.

### **MOT 140 Medical Assisting Clinical Skills**

(60 lecture hours, 4 credits)

*Prerequisite:* Determined by individual program guides

*Corequisite:* Determined by individual program guides.

Provides hands on experience with the clinical skills required for assisting with patient care. Delivers the theory behind each skill presented as well as proper technique for performing each skill.

### **MOT 175-177 Special Topics: MOT**

(Various hours, .5-6 credits)

Instructs students in clinical and anatomical laboratory vocabulary used in the pathology laboratory. Assists the health care practitioner who is interested in updating vocabulary specific to the laboratory or for the novice student who is developing career skills. This course includes a lecture/self-study combination.

### **MOT 182 Clinical Internship**

(45 lab hours, 3 credits)

Provides supervised placement in contracted facility for guided experience in applications of knowledge and skills acquired in the classroom. Positions are non-paid due to CAAHEP requirement. Student must have permission by program coordinator to begin internship.

### **MOT 188 Practicum**

(Various hours, .5-6 credits)

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

### **MOT 280 Internship**

(45 lab hours, 3 credits)

*Prerequisite:* To be determined by the instructor

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

## **MULTIMEDIA**

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### **MGD 102 Intro to Multimedia**

(15 lecture hours 46 lab hours, 3 credits)

Introduces the types of equipment and technical considerations used in multimedia productions and the multimedia professions. It focuses on current types of equipment such as scanners, printers, digital cameras and computers. Students gain hands-on experience in how the technology is utilized for input and output in production and design projects. Over view of software and basic design principles will be explored.

### **MGD 133 Graphic Design I**

(15 lecture hours 46 lab hours, 3 credits)

Focuses upon the study of design layout and conceptual elements concerning graphic design projects such as posters, advertisements, logos, and brochures

### **MGD 141 Web Design I**

(15 lecture hours 46 lab hours, 3 credits)

Introduces Web site planning, design and creation using industry-standards-based Web site development tools. Screen-based color theory, Web aesthetics, use of graphics editors and intuitive interface design are explored.

### **MGD 175-177 Multimedia: Special Topics**

(Variable lecture hours, 1-6 credits)

*Prerequisite:* To be determined by instructor

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

### **MGD 178 Seminar/Workshop**

(Variable lecture hours, 1-6 credits)

*Prerequisite:* To be determined by the instructor.

Provides students with an experiential learning experience.

### **MGD 180 Multimedia: Internship**

(Variable hours, 1-6 credits)

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

### **MGD 233 Graphic Design II**

(15 lecture hours 46 lab hours, 3 credits)

*Prerequisite:* MGD 133 or instructor permission

Continues instruction in idea development for advanced graphic design

### **MGD 241 Web Design II**

(69 lab hours, 3 credits)

*Prerequisite:* MGD 141

Expands on previously learned fundamentals of HTML introducing cascading style sheets, DHTML, JavaScript's and CGI forms. Color usage and interface design principles are emphasized in this course. In this course we'll examine Web sites that employ more complex structures, optimal site architecture and navigation necessary for larger and more complex sites.

### **MGD 251 Multimedia Motion & Sound**

(69 lab hours, 3 credits)

*Prerequisites:* MGD 102, MGD 133, MGD 233, MGD 141  
Develops student competency in modifying, designing, and creating 2-D and 3-D animations and recording and editing sound clips, narration, and music. Students will also work with video capture and editing software and hardware.

### **MGD 259 Management and Production**

(30 lecture hours 23 lab hours, 3 credits)

Examines development of multimedia from a production standpoint. The process of transforming conceptual designs into actual projects is explored. Students study the management function of those tasks associated with the business end of development. Teamwork is emphasized throughout the course.

### **MGD 278 Multimedia: Seminar/Workshop**

(Variable hours, 1-6 credits)

*Prerequisite:* To be determined by the instructor

Provides students with an experiential learning opportunity.

### **MGD 280 Multimedia: Internship**

(Variable hours, 1-6 credits; 8 hours lecture/22.5 lab per credit)

*Prerequisite:* To be determined by the instructor

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

## **MUSIC**

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### **MUS 120 Music Appreciation**

[GT-AH1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003]

(45 lecture hours, 3 credits)

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

*This course is one of the Statewide Guaranteed Transfer courses.*

### **MUS 121 Music History I**

[GT-AH1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003]

(45 lecture hours, 3 credits)

This course studies the various periods of music history with regard to the composers' aesthetics, forms, and genres of each period. Considers music from Middle Ages through Classical period.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **MUS 122 Music History II**

[GT-AH1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003]

(45 lecture hours, 3 credits)

*Prerequisite:* MUS 120 or MUS 121

Continues Introduction to Music History I with a study of music from the early Romantic period to the present.

*This course is one of the Statewide Guaranteed Transfer courses.*

## **NURSING**

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### **NUR 101 Pharmacology Calculations**

(12 lecture hours 11 lab hours, 1 credit)

Introduces the nursing student to the concepts and techniques of dosage calculations and medication administration by a variety of routes. Learners will apply basic math concepts to complex conversion of dosages between and among various systems of weights and volumes.

Learners will apply critical thinking skills to the calculation and administration of medications by oral and parenteral (including intravenous) routes of administration.

### **NUR 103 Basic Health Assessment for the Practical Nurse**

(10 lecture hours 7.5 lab hours, 1 credit)

Provides a foundation in assessment and related therapeutic communication and teaching skills within the legal role of the Practical Nurse. Information is presented to assist the learner in obtaining a health history and in performing a basic assessment on adults and older adults with predictable outcomes. Health maintenance and health promotion concepts are incorporated throughout the course. Relevant mental health, psychosocial and ethno cultural concepts are integrated. Learning theory regarding teaching and learning concepts are presented.

**NUR 106 Medical & Surgical Nursing Concepts**

(72 lecture hours 86 lab hours, 7 credits)

*Prerequisite:* Acceptance into a professional nursing program

Introduces the student to the role of the nurse in assessing and meeting the medical and surgical nursing needs of adults across the life span in various health care settings. The student learns nursing concepts to assist the patient in achieving optimal functioning. Knowledge from foundational nursing, the sciences, pharmacology, and nutrition along with the continued integration of mental health and cultural concepts provides foundations for nursing care planning for medical and surgical clients.

**NUR 107 Nursing Concepts & Skills I**

(30 lecture hours 60 lab hours, 4 credits)

Introduces the nursing student to applications of critical thinking and the nursing process to provide care to clients in a variety of community and acute care settings. Emphasis is on holistic health care across the health-illness continuum. Introduces learners to the clinical skills essential for the nursing role of care provider including safe and effective clinical environment, skill preparation, implementation and evaluation. Emphasizes use of caring, critical thinking, and communication while completing nursing skills.

**NUR 108 Nursing Concepts & Skills II**

(27 lecture hours 40 lab hours, 3 credits)

*Prerequisite:* Acceptance into a professional nursing program

Introduces more complex concepts and behaviors of nursing roles within the context of the nursing process, holistic care and health care. Emphasizes the theoretical and practical aspects of more complex nursing skills required to meet the needs of clients in a variety of settings.

**NUR 111 Socialization into Practical Nursing**

(12.5 lecture hours 10 lab hours, 1 credit)

*Prerequisite:* Acceptance into a professional nursing program, Nursing/Nursing courses or permission of program director.

Introduces roles and responsibilities of the graduate Practical Nurse as defined by established standards, including the Colorado Nurse Practice Act. Emphasis is placed on accountability, delegation, and perspectives in health care. Career and job readiness skills are developed.

**NUR 112 Basic Concepts of Pharmacology**

(35 lecture hours 10 lab hours, 2 credits)

Introduces the basic concepts of pharmacology related to the actions, therapeutic and adverse effects, interactions of drugs, drug classifications, and the basic pharmacology of commonly used medications. Emphasis is

placed on nursing considerations and client education. Learners will apply knowledge gained in selected clinical settings in caring for clients across the lifespan.

**NUR 117 Nursing Care of the Childbearing Family**

(32 lecture hours 36 lab hours, 3 credits)

*Prerequisite:* Acceptance into a professional nursing program

Provides a foundational course in the nursing care of the childbearing family. The focus is on normal pregnancy, physiologic and psychological changes experienced, and care of the normal newborn. The nursing process is used in identifying and meeting the needs of the childbearing family to facilitate optimal functioning. The impact of psychosocial and cultural values and practices of the childbearing family are explored. Legal and ethical issues are addressed.

**NUR 118 Nursing Care of Children**

(34 lecture hours 34 lab hours, 3 credits)

*Prerequisite:* Acceptance into a professional nursing program

Introduces the role of the nurse in meeting the individual needs of the child from infancy through adolescence in health and illness. Beginning assessment and use of the nursing process, basic growth and development, pathophysiology, nutrition, and relevant emotional, cultural and family concepts are integrated throughout.

**NUR 170 Clinical I**

(135 Clinical hours, 1-6 credits)

*Prerequisite:* Acceptance into a professional nursing program

Offers the clinical practicum to apply the related nursing theory.

**NUR 171 Clinical II**

(30 lab hours 90 Clinical hours, 1-6 credits)

*Prerequisite:* Acceptance into a professional nursing program

Offers the clinical practicum to apply the related nursing theory.

**NUR 188 Practicum**

(Variable hours, .5-6 credits)

Provides students an opportunity to gain practical experience in applying their nursing skills and/or to develop specific skills in a practical work setting. The instructor will work with the student to select an appropriate work site, establish learning objectives and to coordinate learning activities with the practicum supervisor.

### **NUR 206 Advanced Concepts of Medical-Surgical Nursing I**

(45 lecture hours 45 lab hours, 5 credits)

*Prerequisite:* Acceptance into a professional nursing program

Focuses on the role of the registered professional nurse as care provider, teacher, manager, professional, and advocate in meeting the nursing needs of adults across the life span. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various health care settings.

### **NUR 210 Nursing Care of Complex Obstetrical & Pediatric Clients**

(45 lecture hours 45 lab hours, 5 credits)

*Prerequisite:* Acceptance into a professional nursing program

Prepares the professional nurse to comprehend and apply advanced concepts in care of the high-risk child bearing family and for children with complex health problems from birth through adolescence. Emphasizes special needs and complications during the perinatal experience and altered functioning, special needs, and disease processes manifested in children. The nursing process is used as a framework to attain optimal levels of maternal-newborn and pediatric health and wellness. Legal and ethical accountability are integrated throughout the course. Critical thinking skills are utilized throughout.

### **NUR 211 Nursing Care of Psychiatric Clients**

(45 lecture hours 45 lab hours, 5 credits)

*Prerequisite:* Acceptance into a professional nursing program

Develops concepts of psychosocial integrity and emphasizes the function and responsibility of nursing in promoting and maintaining mental health of individuals and families. This course emphasizes communication and caring through the application of the therapeutic relationship and nursing process in the care and treatment of common clinical conditions/disorders.

### **NUR 216 Advanced Concepts of Medical Surgical Nursing II**

(30 lecture hours 45 lab hours, 4 credits)

*Prerequisite:* Acceptance into a professional nursing program

Continues to focus on the role of the registered professional nurse as care provider, teacher, manager, professional, and advocate in meeting the complex medical and surgical health care needs of adult clients. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various complex health care situations and settings.

### **NUR 217 Leadership for Professional Nursing Practice**

(15 lecture hours 8 lab hours, 2 credits)

*Prerequisite:* Acceptance into a professional nursing program

Socializes the student into the graduate registered nurse role. The focus is on the exploration and analysis of contemporary nursing practice, current trends and issues impacting nursing care delivery. Advanced leadership and management concepts are discussed as part of the nursing role.

### **NUR 270 Expanded Clinical I**

(135 Clinical hours, 1-6 credits)

*Prerequisite:* Acceptance into a professional nursing program

Offers the clinical practicum to apply the related nursing theory.

### **NUR 278 Nursing: Seminar**

(Variable lecture hours, 1-6 credits)

*Prerequisite:* To be determined by the instructor

*Prerequisite:* Acceptance into a professional nursing program

Provides students with an experiential learning experience.

### **NUR 289 Capstone: Comprehensive Nursing Internship**

(15 lecture hours 90 Clinical hours, 2-3 credits)

*Prerequisite:* Acceptance into a professional nursing program

Facilitates transition from student to graduate nurse through application of nursing principles and skills in an area of health care delivery. Critical thinking, life long learning, nursing process, caring, collaboration, and health teaching and promotion are emphasized.

## **NURSING ASSISTANT See Addendum**

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### **NUA 101 ~~Certified~~ Nurse Aide Health Care Skills**

(45 lecture hours 22.5 lab hours, 4 credits)

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 ~~Assistant~~ Clinical Experience**

(30 clinical lab hours, 1 credit)

Applies knowledge gained from NUA 101 in a clinical setting.

### **NUA 171 Advanced Nurse Aide Clinical**

(23 lab hours, 1 credit)

*Prerequisite:* Current CPR card, and health records required by clinical site.

Prepares the student to move toward more independent functioning in applying knowledge and skills gained in NUA 101 and NUA 170. The student will learn skills that address cultural competency, care of the dying patient and organizational skills.

## **PHILOSOPHY**

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### **PHI 111 Introduction to Philosophy**

[GT-AH3 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003]  
(45 lecture hours, 3 credits)

Introduces significant human questions and emphasizes understanding the meaning and methods of philosophy. Includes human condition, knowledge, freedom, history, ethics, the future, and religion.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **PHI 112 Ethics**

[GT-AH3 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003]  
(45 lecture hours, 3 credits)

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.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **PHI 113 Logic**

[GT-AH3 Approved 9-Jan 04 for A.A. & A.S., Effective Spring 2004]  
(45 lecture hours, 3 credits)

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.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **PHI 115 World Religions - West**

(45 lecture hours, 3 credits)

Introduces the student to the common and different concepts predominant in the major world religions. Includes sociological, political, psychological, and philosophical aspects of a variety of belief systems. Focuses on the concept of religion as a cultural system, and a way that people make sense of a complex world. Particular emphasis is placed on how myths, legends, and folk tales reveal religious concerns.

### **PHI 116 World Religions - East**

(45 lecture hours, 3 credits)

Emphasizes the diversity and richness of Eastern Religions within a cross-cultural context. Concepts such as fate, reincarnation, enlightenment and morality are analyzed.

## **PHYSICAL EDUCATION**

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### **PED 100 Beginning Golf**

(30 lab hours, 1 credit)

Introduces a basic course in golf designed for those who have had little or no formal instruction or for those with some experience who are interested in improving some aspect of their game. Includes driving range, putting green, and on-course play.

### **PED 106 Tennis**

(30 lab hours, 1 credit)

Introduces tennis and focuses on improving the skill level of the student. Emphasizes the elements of tennis including the rules of the game, ground strokes, serving, the various shots, and singles and doubles play and strategies.

### **PED 110 Fitness Center Activity I**

(30 lab hours, 1 credit)

Focuses on improving total fitness via an aerobic circuit training program. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Covers the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. Weight machines, stationary bicycles, and computerized cardiovascular equipment are incorporated to elicit improvements in fitness.

### **PED 111 Fitness Center Activity II**

(30 lab hours, 1 credit)

Serves as an advanced course for individuals interested in reaching a higher level of total fitness via an aerobic circuit training program. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Focuses on the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. Weight machines, stationary bicycles, and computerized cardiovascular equipment are used to elicit improvements in fitness.

### **PED 113 Fitness Concepts**

(30 lab hours, 1 credit)

Focuses on providing information and guidelines for moving toward a more healthy lifestyle. Includes classroom instruction, an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program utilizing the equipment and exercise options available in the Fitness Center.

### **PED 116 Weight Training**

(30 lab hours, 1 credit)

Offers basic instruction and practice in weight training. Students utilize weight training equipment in accordance

to their abilities and goals. Emphasizes weight training equipment orientation, correct lifting techniques, and basic program design for men and women.

### **PED 117 Cross Training**

(30 lab hours, 1 credit)

Introduces basic cross-training techniques designed to improve physical work capacity of an individual. Enables the student to gain an understanding of the basic principles of cross training, the effects cross training has upon the body's energy systems and muscles, program design and terminology.

### **PED 119 Fitness Circuit Training**

(30 lab hours, 1 credit)

Examines a number of different circuit training programs. Emphasizes the development of cardiovascular endurance, muscular strength and endurance, flexibility and a healthy body composition to meet individual needs.

### **PED 121 Step Aerobics**

(30 lab hours, 1 credit)

Introduces basic step aerobics and exercise techniques to improve physical fitness. Emphasizes the basic principles of step aerobics including the effects upon the cardio-respiratory system and skeletal muscles, various step patterns and choreography.

### **PED 126 Water Aerobics**

(30 lab hours, 1 credit)

Offers water exercise to develop physical fitness. Includes instruction in a variety of water exercises and vigorous activities to develop cardiovascular and muscular endurance, flexibility and the promotion of body composition management.

### **PED 147 Yoga**

(30 lab hours, 1 credit)

Offers a guided instruction in yoga. Students practice yoga according to their individual fitness levels and abilities. Emphasizes enhancing general health and well-being through the performance of yoga strength, flexibility, balance and relaxation techniques and exercises.

### **PED 148 Yoga II**

(30 lab hours, 1 credit)

*Prerequisite:* PED 147 or permission of instructor. Continues to build on the concepts of basic yoga. Increases awareness of yoga including physical and mental benefits.

### **PER 150 Water Safety Instructor**

(30 lecture hours, 2 credits)

*Prerequisite:* 17+ years old. Pass the pre-course ARC written test and skills test.

Prepares students to become certified by the American Red Cross (ARC) as a Water Safety Instructor (WSI). Enables students to develop skills for teaching infant and preschool aquatics, Levels 1-7 in the Learn to Swim Program, Community Water Safety, and Water Safety Instructor Aide. Focuses on teaching people with special needs and planning and conducting safe and effective swim lessons.

## **PHYSICAL THERAPIST ASSISTANT**

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### **PTA 110 Basic Patient Care in Physical Therapy**

(30 lecture hours 90 lab hours, 5 credits)

*Prerequisite:* Admission to the PTA Program

Examines the basic patient care skills for the healthcare practitioner. Enables the student to gain an understanding and demonstrate skills that include positioning, body mechanics, transfers, range of motion, palpation, vital signs, aseptic techniques, bandaging, intermittent venous compression, medical terminology, activities of daily living, wheelchair management, architectural barriers, and gait training.

### **PTA 115 Principles & Practice of Physical Therapy**

(30 lecture hours, 2 credits)

*Prerequisite:* Admission to the PTA Program

Explores the history of the profession including definition, development and areas of practice. The role of the APTA, the physical therapist assistant and the relationship between the physical therapist, PTA and other health care professionals are investigated. Includes current issues and trends including professionalism, ethics, quality assurance, communications and reimbursement issues such as Medicare, Medicaid, Worker's Compensation and commercial insurance.

### **PTA 120 Modalities in Physical Therapy**

(30 lecture hours 90 lab hours, 5 credits)

*Prerequisite:* PTA 110

*Corequisite:* PTA 135

Examines the theory and principles of physical therapy modalities. Course includes therapeutic heat and cold, traction, massage and hydrotherapy.

### **PTA 135 Principles of Electrical Stimulation**

(15 lecture hours 30 lab hours, 2 credits)

*Prerequisite:* PTA 110

*Corequisite:* PTA 120

Investigates the principles and application of electrical stimulation (ES) modalities currently used in physical therapy practice. Enables the student to understand the electrochemical and physiological effects of electrical stimulation and identify the various forms and applications of ES.

**PTA 175 Special Topics: PTA**

(Variable hours, 1-6 credits)

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

**PTA 230 Orthopedic Assessment & Management Techniques**

(30 lecture hours 68 lab hours, 5 credits)

*Prerequisite:* PTA 280

*Corequisite:* PTA 240

Examines the theory and principles and practices of orthopedic conditions. Includes an understanding of assessment and management techniques pertaining to orthopedic conditions, goniometry, manual muscle testing, gait analysis, and posture analysis.

**PTA 240 Neurologic Assessment & Management Techniques**

(30 lecture hours 68 lab hours, 5 credits)

*Prerequisite:* PTA 280

*Corequisite:* PTA 230

Examines the theory and principles of physical therapy with an introduction to assessment, management techniques and advanced physical therapy procedures as they relate to neurologic, cardiac and pulmonary conditions.

**PTA 278 PTA Seminar**

(30 lecture hours, 2 credits)

*Corequisites:* PTA 281 and PTA 282

Provides a summary of all coursework, internships and prepares the student for transition into the workforce as an entry level PTA. It includes a comprehensive review and mock exam in preparation for the national PTA exam, employment benefits, licensing, state practice act review, professional development, employment opportunities and community service.

**PTA 280 PTA Internship I**

(160 Internship hours, 4 credits)

*Prerequisite:* PTA 110, 115, 120, and 135

Focuses on an initial clinical exposure providing hands on 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 demonstrate professional behavior and communication principles appropriate in the physical therapy setting. A designated clinical instructor in an acute care, geriatric, or outpatient setting provides supervision.

**PTA 281 PTA Internship II**

(240 Internship hours, 5 credits)

*Prerequisite:* PTA 280

Focuses on an intermediate clinical experience providing hands on patient practicum skills and techniques.

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 demonstrate professional behavior and communication principles appropriate in the physical therapy setting. A designated clinical instructor in an acute care, rehabilitation, outpatient, geriatric, or home health setting provides supervision. During the internship, the student presents an in-service on a physical therapy related topic.

**PTA 282 PTA Internship III**

(240 Internship hours, 5 credits)

*Prerequisite:* PTA 281

Incorporates advanced clinical experience providing hands on patient practicum skills and techniques. Students refine all physical therapy skills in preparation to enter the field as an entry-level physical therapist assistant. This final experience includes independent practice with an assigned caseload under the on-site supervision of a clinical instructor. The student presents an in service on a physical therapy related topic.

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

*[GT-SC1 Approved 2-Jun-05 for A.A. only, Effective Fall 2005]*

(45 lecture hours, 22.5 lab hours, 4 credits)

Focuses on mechanics, heat, properties of matter, electricity and magnetism, light and modern physics. Incorporates laboratory experience.

*This course is one of the Statewide Guaranteed Transfer courses.*

**PHY 111 Physics: Algebra-Based I/Lab**

*[GT-SC1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003]*

(60 lecture hours, 30 lab hours, 5 credits)

*Prerequisite:* ACCUPLACER Elementary Algebra score of 85 or higher, or equivalent

Enables the student to explore the truth about physical reality through reasoning, mathematics and experimentation. Examines kinematics, force, circular motion, energy, momentum, torque, rotational dynamics, simple harmonic motion, temperature, heat and thermodynamics. The concepts and theories presented are explored through demonstrations and hands-on experiments. It is a general physics course that is recommended for all of the health sciences and all other interested students. Students entering engineering or one of the advance sciences should register for PHY 211.

*This course is one of the Statewide Guaranteed Transfer courses.*

**PHY 112 Physics: Algebra-Based II/Lab**

*[GT-SC1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003]*

(60 lecture hours 30 lab hours, 5 credits)

*Prerequisite:* PHY 111

Expands upon PHY 111 and covers sound waves, elec-

tric fields, electric circuits, magnetic fields, optics, and modern physics. Explores the concepts and theories presented in class through demonstrations and hands-on experiments.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **PHY 211 Physics: Calculus-Based I/Lab**

[GT-SC1 Approved 10-Jan-03]

(60 lecture hours 30 lab hours, 5 credits)

*Prerequisite:* MAT 121 & MAT 122

Studies include mechanics and heat. This course includes laboratory experience. Enables the student to examine the truth about physical reality through reasoning, mathematics and experimentation. Covers kinematics, force, gravity, energy, momentum, torque, rotational dynamics, fluids and waves. The concepts and theories presented in class are explored through demonstrations and hands-on experiments. This first semester calculus-based physics course is recommended for students entering engineering or one of the advance sciences.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **PHY 212 Physics: Calculus-Based II/Lab**

[GT-SC1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003]

(60 lecture hours 30 lab hours, 5 credits)

*Prerequisite:* PHY 211

Expands upon PHY 211 and examines thermodynamics, electric fields, electric circuits, magnetic fields, light and optics, and modern physics. The concepts and theories presented in class are explored through demonstrations and hands-on experiments.

*This course is one of the Statewide Guaranteed Transfer courses.*

## **POLITICAL SCIENCE**

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### **POS 105 Introduction to Political Science**

[GT-SS1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003]

(45 lecture hours, 3 credits)

Focuses on a survey of the discipline of political science, including political philosophy and ideology, democratic and non-democratic governments, and processes, and international relations.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **POS 111 American Government**

[GT-SS1 Approved 9-Jan-04 for A.A. & A.S., Effective Spring 2004]

(45 lecture hours, 3 credits)

Includes the background of the U.S. Constitution, the philosophy of American government, general principles of the Constitution, federalism, and civil liberties. Examines public opinion and citizen participation, political parties, interest groups, and the electoral process, and the structure and functions of the national government.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **POS 205 International Relations**

[GT-SS1 Approved 1-Jun-05 for A.A. & A.S., Effective Fall 2006]

(45 lecture hours, 3 credits)

Examines relationships among modern nation states. Topics include diplomacy, nationalism, ideologies, power and influence, conflict and cooperation, the role of non-state actors, the international economy and theoretical attempts to understand international behavior.

## **PSYCHOLOGY**

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### **PSY 101 General Psychology I**

[GT-SS3 Approved 9-Jan-04 for A.A. & A.S., Effective Spring 2004]

(45 lecture hours, 3 credits)

Focuses on the scientific study of behavior including motivation, emotion, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning and memory.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **PSY 102 General Psychology II**

[GT-SS3 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003]

(45 lecture hours, 3 credits)

Focuses on the scientific study of behavior including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development, and social psychology.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **PSY 106 Human Relations**

(45 lecture hours, 3 credits)

Emphasizes the development and practice of effective interpersonal skills on and off the job.

### **PSY 116 Stress Management**

(45 lecture hours, 3 credits)

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 205 Psychology of Gender**

[GT-SS3 Approved 1-Jun-06 for A.A. & A.S., Effective Fall 2006]

(45 lecture hours, 3 credits)

Examines gender comparisons in work, courtship, family life, and sexual behavior throughout the life span.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **PSY 215 Psychology of Adjustment**

(45 lecture hours, 3 credits)

Emphasizes personal growth and the development of interpersonal skills. Focuses on the practical application of psychological principles and theories in achieving self-understanding and personal growth.

### **PSY 226 Social Psychology**

[GT-SS3 Approved 1-Jun-06 for A.A. & A.S., Effective Fall 2006]

(45 lecture hours, 3 credits)

*Prerequisite:* PSY 101 or 102 or SOC 101 or 102

Focuses on the behavior of humans in social settings including attitudes, aggression, conformity, cooperation and competition, prejudice, and interpersonal attraction.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **PSY 235 Human Growth & Development**

[GT-SS3 Approved 2-Jun-05 for A.A. & A.S., Effective Fall 2005]

(45 lecture hours, 3 credits)

Examines human development from conception through death emphasizing physical, cognitive, emotional and psychosocial factors.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **PSY 237 Child & Adolescent Psychology**

(45 lecture hours, 3 credits)

Explores human development from conception through adolescence, emphasizing physical cognitive, emotional, and psychosocial factors.

### **PSY 238 Child Development**

[GT-SS3 Approved 1-Jun-06 for AA & AS, Effective Fall 2006]

(45 lecture hours, 3 credits)

Focuses on growth and development of the individual from conception through childhood, emphasizing physical, cognitive, emotional, and psychosocial factors.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **PSY 245 Educational Psychology**

(45 lecture hours, 3 credits)

Focuses on the relationships between theory, research, and practice in the areas of learning, child development, motivation, and educational assessment.

### **PSY 247 Child Abuse & Neglect**

(45 lecture hours, 3 credits)

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) **See Addendum**

*Prerequisite:* PSY 101 or 102 or SOC 101 or 102

Examines abnormal behavior and its classification, causes, treatment, and prevention.

### **PSY 265 Psychology of Personality**

(45 lecture hours, 3 credits)

*Prerequisite:* PSY 101 or 102 or SOC 101 or 102

Examines the structure, function, and development of personality. Investigates the major contemporary theories of personality. Covers psychodynamic, behavioral, cognitive-social learning, humanistic, trait, and, optional-

ly, neurobiological, existential, and/or Eastern, perspectives. The underlying assumptions and research support for these theories are appraised. Enables the student to gain an appreciation of the value of alternative theoretical approaches to this subfield of psychology.

## **READING**

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### **REA 060 Foundations of Reading**

(45 lecture hours, 3 credits)

Focuses on strategies for vocabulary development, improved reading comprehension, and enrichment.

### **REA 090 College Preparatory Reading**

(45 lecture hours, 3 credits)

Enables the student to apply strategies for improving comprehension, developing vocabulary, and increasing rate for reading college textbooks.

## **REAL ESTATE**

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### **REE 103 Real Estate Brokers I**

(90 lecture hours, 6 credits)

Enables the student to meet the educational requirements of the Colorado Real Estate Commission for a Colorado Real Estate Brokers license. Includes real estate law and practice, practical application, and current legal issues.

### **REE 104 Real Estate Brokers II**

(75 lecture hours, 5 credits)

Enables the student 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 Introduction to Real Estate**

(45 lecture hours, 3 credits)

Focuses on the function of the real estate broker, sales techniques, and ethics. Course is intended for students that want to enter the profession, for salespeople who need a review, and for those desiring a basic knowledge of the real estate business.

### **REE 189 Capstone**

(15 lecture hours, 1 credit)

Provides a demonstrated culmination of learning within a given program of study.

### **REE 275 Real Estate: Special Topics**

(Variable hours, 1-6 credits)

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

## SCIENCE

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### SCI 155 Integrated Science I

[GT-SC1 Approved 2-Feb-06 for A.A. only – Students must also complete SCI 156 to meet the total SC1 requirement for the A.A. degree, Effective Fall 2006]

Examines the nature of energy and matter, their interactions and changes, and the application of fundamental concepts to the study of our natural world.

*This course is one of the Statewide Guaranteed Transfer courses.*

### SCI 156 Integrated Science II

[GT-SC1 Approved 2-Feb-06 for A.A. only – Students must also complete SCI 155 to meet the total SC1 requirement for the A.A. degree, Effective Fall 2006]

Examines earth and biological systems, living and non-living environments, through the application and refinement of fundamental energy and matter concepts.

*This course is one of the Statewide Guaranteed Transfer courses.*

## SOCIOLOGY

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### SOC 101 Introduction to Sociology I

[GT-SS3 Approved 9-Jan-04 for A.A. & A.S., Effective Spring 2004]  
(45 lecture hours, 3 credits)

Examines the basic concepts, theories, and principles of sociology as well as human culture, social groups, and the social issues of age, gender, class, and race.

*This course is one of the Statewide Guaranteed Transfer courses.*

### SOC 102 Introduction to Sociology II

[GT-SS3 Approved 9-Jan-04 for A.A. & A.S., Effective Fall 2004]  
(45 lecture hours, 3 credits)

Examines the basic concepts, theories, and principles of sociology as well as human culture, social groups, and the social issues of age, gender, class, and race.

*This course is one of the Statewide Guaranteed Transfer courses.*

### SOC 205 Sociology of Family Dynamics

(45 lecture hours, 3 credits)

Develops an understanding of marriage, family and kinship. It examines the family as an institution and how social, cultural and personal factors influence family relations. The stability and diversity of the family will be explored, along with current trends and some alternative life styles.

### SOC 215 Contemporary Social Problems

[GT-SS3 Approved 1-Jun-06 for AA & AS, Effective Fall 2006]  
(45 lecture hours, 3 credits)

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

*This course is one of the Statewide Guaranteed Transfer courses.*

## SPANISH LANGUAGE

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(see FOREIGN LANGUAGE)

## SPEECH

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### SPE 115 Public Speaking

(45 lecture hours, 3 credits)

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

### SPE 125 Interpersonal Communication

(45 lecture hours, 3 credits)

Examines the communication involved in interpersonal relationships occurring in family, social and career situations. Relevant concepts include self-concept, perception, listening, nonverbal communication, and conflict.

## THEATER

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### THE 105 Introduction to the Theatre Arts

[GT-AH1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003]  
(45 lecture hours, 3 credits)

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.

*This course is one of the Statewide Guaranteed Transfer courses.*

### THE 111 Acting I

(45 lecture hours, 3 credits)

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

### THE 112 Acting II

(45 lecture hours, 3 credits)

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

[GT-AH1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003]  
(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.

*This course is one of the Statewide Guaranteed Transfer courses.*

### THE 212 Development of Theatre II

[GT-AH1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003]  
(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.

*This course is one of the Statewide Guaranteed Transfer courses.*

## **WELDING**

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### **WEL 100 Safety for Welders**

(15 lecture hours, 1 credit)

Covers the hazards of welding on health and safety, locating essential safety information from a code or other standard, and identifying and applying shop safety procedures.

### **WEL 103 Basic Shielded Metal Arc I**

(30 lecture hours 45 lab hours, 4 credits)

*Prerequisite:* WEL 102 or instructor permission

Covers performing safety inspections, making minor repairs, adjusting operating parameters, and operating SMAW equipment utilizing E-6010 electrodes. Layout procedures and practices will also be introduced.

### **WEL 104 Basic Shielded Metal Arc II**

(30 lecture hours 45 lab hours, 4 credits)

*Prerequisite:* WEL 103 or instructor permission

Covers performing safety inspections, making minor repairs, adjusting operating parameters, and operating SMAW equipment utilizing E-7018 electrodes. Layout procedures will be practiced during this course.

### **WEL 106 Blueprint Reading for Welders & Fitters**

(45 lecture hours 22.5 lab hours, 4 credits)

Covers interpreting weld symbols on blueprints, identifying proper layout methods and tools, and proper joint design necessary for various welding processes.

### **WEL 110 Advanced Shielded Metal Arc I**

(15 lecture hours 67.5 lab hours, 4 credits)

Covers safety inspections, minor repairs, operating parameters, operation of SMAW equipment, and 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)

Covers safety inspections, minor repairs, operating parameters, operation of SMAW equipment utilizing various electrodes, essential welding information from codes or other standards, and performance of weld inspections.

### **WEL 113 Oxyfuel and Plasma Cutting**

(10 lecture hours 30 lab hours, 2 credits)

Outlines the skills needed to set up equipment and perform cutting and gouging operations utilizing the oxyacetylene and plasma arc cutting processes.

### **WEL 114 Oxyacetylene Welding**

(10 lecture hours 30 lab hours, 2 credits)

Teaches the skills necessary to perform safety inspections, make minor repairs, adjust operating parameters, operate oxyacetylene welding equipment, and perform oxyacetylene welding, brazing, and soldering operations.

### **WEL 130 Maintenance Welding**

(10 lecture hours 30 lab hours, 2 credits)

Gives the student a basic understanding of the Oxyacetylene cutting and Arc welding processes, and introduction to the skills and techniques used to develop fillet and groove welds. Students will be introduced to oxyacetylene, shielded, gas metal arc welding equipment set up, and various welding techniques. Safety will be stressed during the course.

### **WEL 175-177 Special Topics: Welding**

(Variable lecture/lab hours, 1-6 credits)

Provides students with a vehicle to pursue in depth exploration of special topics of interest

### **WEL 180 Internship**

(Variable lecture/lab hours, .5-6 credits)

Meets 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.

### **WEL 201 Gas Metal Arc Welding I**

(15 lecture hours 67.5 lab hours, 4 credits)

Covers safety inspections, minor repairs, operating parameters, operation of GMAW equipment on plain carbon steel utilizing short circuit and spray transfer, and fundamental metallurgy principles.

### **WEL 203 Flux Cored Arc Welding I**

(15 lecture hours 67.5 lab hours, 4 credits)

Covers safety inspections, minor repairs, operating parameters, operation of FCAW equipment utilizing self shielded wire, and principles of joint design, preparation, and material selection to welding operations.

### **WEL 224 Advanced Gas Tungsten Arc Welding**

(15 lecture hours 67.5 lab hours, 4 credits)

*Prerequisite:* WEL 124 or instructor approval

Covers welding in all positions on carbon steel, stainless steel and aluminum plate and carbon steel pipe with the GTAW process. Student should be familiar with basic metallurgy pertaining to the weld ability of metals, structural joints, and safety in the welding industry.

### **WEL 225 Advanced Gas Metal Arc Welding**

(15 lecture hours 67.5 lab hours, 4 credits)

*Prerequisite:* WEL 125 or Instructor's approval

Covers welding in all positions on carbon steel plate with the GMAW process. Student should be familiar with basic metallurgy pertaining to the weld ability of metals, structural joints, and safety in the welding industry.

**WEL 230 Pipe Welding I**

(15 lecture hours 67.5 lab hours, 4 credits)

Covers safety inspections, minor repairs, operating parameters, and operation of SMAW, GMAW, and FCAW equipment in a variety of positions on plain carbon steel pipe joints. Also covers evaluating and solving complex welding and fabrication problems and administering hands on training and supervision to other students during assigned fabrication and welding operations.

**WEL 231 Pipe Welding II**

(15 lecture hours 67.5 lab hours, 4 credits)

Covers safety inspections, minor repairs, operating parameters, and operation of SMAW, GMAW, and FCAW equipment in a variety of positions on plain carbon steel pipe joints. Also covers evaluating and solving complex welding and fabrication problems and administering hands on training and supervision to other students during assigned fabrication and welding operations.

**WEL 250 Layout and Fabrication**

(15 lecture hours 67.5 lab hours, 4 credits)

*Prerequisite:* WEL 106

Develops welding and associated skills in the use of drawings and blueprints in planning. Includes designing and layout projects.

**WEL 263 Applied Metal Properties**

(30 lecture hours 45 lab hours, 4 credits)

Introduces the study of metal properties, hardness testing, heat treatment, cold working microscopic examination and application of common commercial alloys in industry.

**WEL 275-277 Welding: Special Topics**

(Variable lecture/lab hours, 1-6 credits)

*Prerequisite:* instructor permission

Provides students with a vehicle to pursue in depth exploration of special topics of interest

**WEL 278 Workshop: Welding**

(Variable lecture/lab hours, 1-6 credits)

*Prerequisite:* To be determined by instructor

Provides students with an exceptional learning experience.

**WEL 280 Internship: Welding**

(Variable lecture/lab hours, .5-6 credits)

*Prerequisite:* Completion of all courses in WEL specialization area

Offers individualized instruction at job site. The student is encouraged to develop skills needed to enter employment in the welding industry.

# CAMPUS POLICIES AND SAFETY ISSUES



## **Bomb Threats**

1. If you observe a suspicious object or potential bomb on campus **DO NOT HANDLE THE OBJECT!** Clear the area and notify (in person) an MCC administrator.
2. If a call should come into any office on the campus or the downtown facilities, attempt to obtain the following:
  - The exact location of the bomb.
  - The time set for detonation.
  - What does the device look like?
  - What type of explosive is being used?
  - Why was the device placed?
  - Exact language used
  - Type of suspect (male, female, child)
  - Approximate age of suspect.
  - Speech type: (slow, fast, excited, normal, confident, broken, disguised).
  - Note any background noise.
  - Attempt to keep the suspect on the line as long as possible.
3. **DO NOT USE RADIO OR CELL PHONE EQUIPMENT WITHIN A 100 YARD RADIUS OF THE ALLEGED OR SUSPECTED LOCATION OF THE BOMB DEVICE.**  
**DO NOT TURN LIGHTS ON OR OFF**  
**DO NOT SOUND THE FIRE ALARM**  
**DO NOT TURN COMPUTERS OFF**  
**DO NOT USE ANY RADIO TRANSMITTING DEVICE**  
**DO NOT PICK UP PACKAGES OR ANY OTHER ITEMS**
4. Whichever administrator is notified should immediately contact the appointed emergency team personnel in order to use the fire alarm loud speaker system to clear all building occupants. All occupants need to clear an area at least 500 feet from the building.
5. ALL persons are to evacuate the building immediately. Under no circumstances should ANYTHING be touched.

## **Campus Cleanliness**

The state of cleanliness of the College buildings and grounds is a reflection on the people who work or are in attendance at the institution. It is thus essential that all administrators, faculty, classified personnel and students share the task of keeping our campus and its buildings neat, clean and safe.

1. Tasks that each member of the College should do by choice, and not because it is published, are listed below:
  - a. Place trash in containers.
  - b. Smoke only in designated areas. Use the ashtrays and urns provided at most entrances.
  - c. Be responsible for neatness of areas used, whether office, desk, carrel or classroom seat.

- d. Report unsafe conditions to the Plant Maintenance and Operations and broken furniture or equipment to the person in charge of the area.
  - e. Consume food and drink only in designated areas.
  - f. Avoid “doodling” or other writing on table surfaces.
  - g. Inform violators of the above rules.
  - h. Post advertisements or events only on approved bulletin boards or surfaces. No scotch tape or tape of any kind is to be used on painted wall surfaces.
  - i. Repair or maintenance work is to be done by Physical Plant personnel.
2. Smoking is prohibited in the campus buildings. See Smoking section below for details.
  3. Food, Drink and Smoking areas will be provided in designated areas near entrances to campus buildings.
  4. Animals are not permitted in any College facility unless directly associated with class instruction, approved programs or guide dogs.

## **Smoking**

The new Colorado Clean Indoor Air Act 2006, states that “smoking will not be allowed within 15 feet of an establishment’s main entryway unless defined differently by a local law.” Educational institutions are included in the new law and there are established fines if a business does not comply with the law.

MCC has defined “main entrances” on the Ft Morgan campus to include the following list and has designated them as “smoke free” areas (meaning we ask that no smoking occur around these areas).

The designated non-smoking entrances include:

- Cottonwood East Entrance (double doors under the canopy)
- Aspen East Entrance (double doors by Student Center)
- Elm West Entrance (double doors under the canopy)
- Spruce North West Entrance (double doors under the canopy)
- Spruce North East Entrance (single door)
- Aspen West Entrance (top of stairs)
- 300 Main Street (west building entrance)
- 117 Main Street (east building entrance)

Smoking is permitted near the other exterior entrances around campus and ash trays will be provided. Trash cans and benches will be placed in areas where smoking is permitted and students/staff are asked to use only these designated areas.

Center Directors have designated a main entrance at each of their facilities.

For more information you can visit the SmokeFreeColorado.org Web site. If you have any MCC related questions or concerns, please contact the Vice President of Administration.

### **Campus Law Enforcement**

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Campus law enforcement is the responsibility of the City of Fort Morgan Police Department.

### **Campus Security Report**

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The report is for the Department of Education, and is to be available along with the campus security policy information, to all students and employees, as well as for all requests from potential employees and students. A Campus Security Report is to be completed September 1 of each year and left on file with the President's office of Morgan Community College.

### **Communicable Diseases**

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On the basis of current information from the American College Health Association, the National Centers for Disease Control, and the Colorado Department of Health, there are numerous reportable communicable diseases which can infect individuals through various methods of contact and can represent a public health threat to the campus community. When causes of reportable communicable diseases are known to exist on the Morgan Community College campus, the President of the College will appoint a committee to review matters on a case-by-case basis.

The committee will include the following:

- attending physician of infected individual
- representative from Student Services
- representative from faculty
- representative from administration

The committee will review the issues, consider the guidelines from the above-listed agencies, and provide recommendations to the College President for resolution.

### **Crime Awareness and Campus Security Act of 1990**

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In compliance with the Campus Security Act: Title II of Public Law 101-542, Morgan Community College has adopted the following policy for reporting criminal activities:

Morgan Community College policy is that all criminal actions or other emergencies are to be reported to the Vice President of Administration, or his/her designee, whether in person or by telephone.

- The Vice President will respond to all calls; medical assistance will be administered by the Morgan County Ambulance Services.

- Law Enforcement assistance will be provided upon request by the City of Fort Morgan Police Department.
- Motor vehicle accident, investigation assistance will be requested from the same.

### **Crime Categories to be Reported**

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Murder, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, and Arrests for Liquor Law Violations (not including drunkenness or driving under the influence of alcohol), Drug Abuse Violations, and Weapons Violations.

### **Crime Records**

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The College will provide a record of violent crimes committed on the Morgan Community College campus and make those records available each September to the students and employees of Morgan Community College and available on request to those seeking employment or enrollment.

### **Drug and Alcohol Abuse Prevention Program**

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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, pancreatic disease, 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 Student Success (1-800-622-0216) or the Colorado Department of Health.

## **Emergency Fire/Explosion Evacuation Procedures**

The College, in order to preserve life and property and as required by statute, provides alarm systems to notify all persons in Morgan Community College buildings of a potential or actual fire emergency. Disregard of an alarm places the College and/or persons in serious jeopardy, especially if a personal injury occurs.

### **FIRE ALARM SYSTEM**

When a fire alarm is generated in any Morgan Community College building, all personnel will evacuate to an outside area 500 feet away from the building.

### **RED-FIRE BOX**

When a fire is discovered in any part of a building, proceed to the nearest red-fire box and pull down the bar or lever until it breaks the glass rod. This will activate the fire alarm system. Follow the prescribed exit route to exit the building immediately.

### **NOTIFICATION**

The appointed emergency team personnel will be notified immediately of any alarm being generated in the Main Campus or Downtown location buildings. The Fort Morgan Fire Department will be notified immediately by automatic dialer of all fire alarms. An automatic dialer is in place which rings the monitoring agency - 1-800-757-0397 and 867-2461 but a follow-up call should be made from outside the building. In the event of a false alarm, the fire department should also be notified - 867-2815.

The Fort Morgan Fire Department will respond immediately. Fire equipment will arrive as the building is being evacuated. **DO NOT HAMPER THEIR EFFORTS.** Upon arrival at the scene, the appointed emergency team personnel may request assistance from the Fort Morgan Police Department and/or help of persons on the scene for crowd control, response of emergency vehicles, and other emergency personnel.

The Fort Morgan Fire Department will be the authoritative personnel to allow re-entry to the building and notify the appropriate emergency personnel team to reset alarms based on their evaluation of the situation.

**DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT OR THE APPOINTED EMERGENCY PERSONNEL TEAM GIVES CLEAR INDICATION THAT IT IS SAFE TO DO SO.**

### **EXITS, FIRE BOXES, AND SAFE ZONES**

All Persons have responsibility to become familiar with the exit patterns from their area. In addition, they should know where the nearest red-fire box is located. An over-all floor plan is posted in each room, by every building exterior door and other appropriate areas. Exit patterns and weather safe zones are clearly indicated.

## **EMERGENCY EVACUATION PROCEDURES**

The Emergency Evacuation procedures are on the MCC Web site. Copies will be available to students and the general public as requested. All faculty members should inform their students at the beginning of each term of the exit patterns from that particular room or area in which they are teaching. In advance of an emergency, persons with disabilities, who may need assistance during an emergency, should seek a volunteer from their course(s.) In any MCC building, persons with disabilities, and those temporarily disabled may need assistance from volunteers to the nearest exit. Visible fire alarms are located in the main corridors of the building, therefore; in classrooms, laboratories and offices, hearing impaired individuals may need to be made aware personally that the fire alarm is sounding.

Visibility-impaired persons and persons with physical limitations may need assistance to the most accessible exit. Volunteers should ask the person how they might provide assistance prior to reacting.

### **PERSONS WITH DISABILITIES AND TEMPORARILY DISABLED PERSONS**

During a fire evacuation, all persons in wheelchairs and those with disabilities should proceed to any outside doors. In advance of an emergency situation, persons with disabilities and those temporarily disabled are asked to help themselves as much as possible and to be prepared for an emergency.

### **RE-ENTRY**

Do not re-enter the building until the fire department or the appointed emergency team personnel gives clear indication that it is safe to do so.

## **Hazardous Material or Radiation Spill Procedures**

1. Report any Hazardous Material or Radioactive material spill immediately to the MCC switchboard operator AND Dial 911 and give them description of spill.
2. Report type of material, quantity, location of incident and any other pertinent information you may have. **DO NOT** return to the area of the incident to gather more information.

3. Building evacuation alarm should be sounded and the emergency response team member should ensure the affected building is evacuated and no one is allowed to enter the building.
4. Emergency response team will work with emergency responders as needed and only allow building re-entry once they have cleared the building.
5. Any one contaminated by the spill should be kept away from others and should be treated by trained emergency responders. (Victims might need to be decontaminated before they are treated).
6. Once evacuated from the building ensure that everyone stays at least 500 feet upwind from the building. Allow emergency responders room to work and keep everyone out of their way. Keep roadways and parking areas clear to allow room for emergency vehicles.

### **Off-Campus Activities of Student Organizations**

It is the policy of Morgan Community College to request reports from appropriate law enforcement jurisdiction of any unlawful off-campus activity of any student organizations recognized by the college.

### **Possession, Use and Sale of Alcohol and Drugs**

It is the policy of Morgan Community College that there will be no sales and no unauthorized or unlawful use of alcohol or illegal drugs on campus.

### **Reporting of Criminal Activities:**

In the event of a crime of murder, rape (or attempted rape), robbery, aggravated assault, burglary (or attempted burglary), or motor vehicle theft (or attempted theft) occurring on the Morgan Community College campus, witnesses or victims are advised to contact one of the following people immediately:

- Vice President of Administration Ext. 3127
- Dean of Student Success Ext. 3155
- Morgan County Police Department Emergency 911

If the police department is contacted directly, the information should also be reported to the Vice President of Administration. The above college personnel will work directly with the individual(s) reporting the incident and in conjunction with the appropriate personnel outside of the college as necessary.

### **Safety Warnings**

Students are encouraged to travel in pairs or groups when walking to and from the parking lot, particularly in the evenings and at night. As the college becomes aware of potential threats to the college community, students and other members of the college community will be given timely notice regarding violent crimes reported on campus.

### **Security and Access to Campus Facilities**

The Vice President of Administration is charged with the security of the institution and the campus population. Access to the campus is open to the public during normal business hours (8:00 a.m. - 5:00 p.m. Monday-Friday). Security procedures are described in CP 19-30.

### **Security for Campus Buildings**

#### **DOORS**

The exterior doors of the Campus buildings will be locked by the Maintenance team personnel Monday through Friday at 10:30 p.m. and Weekends at 5:00 p.m. All personnel who are within the building at closing hours are able to exit the building at various locations due to the type of exterior door latching system in use. Once you have exited, please check that the doors locked behind you.

During periods of inactivity, school closings, and on all major holidays, the buildings will remain locked. Only staff with approved exterior door access and codes may enter the building. MCC utilizes a 24-hour security monitoring system to prevent unauthorized entry. If an unauthorized person gains entry, the security monitoring company automatically notifies the Fort Morgan Police Department to respond and take appropriate action.

The campus buildings will be open at 7:00 a.m. Monday through Friday, and 7:00 a.m. Saturday. All buildings will be locked on Sunday unless special arrangements have been made.

#### **IDENTIFICATION**

The administrative staff can ask for proof of identification from campus occupants unknown to them.

#### **NOTIFICATION OF SUSPICIOUS ACTIVITIES**

The administrative staff solicits your involvement as to reporting all suspicious or criminal activities which occur on campus.

### **Severe Weather/Tornado Alert Procedures**

The College, in order to preserve life and property, provides alarm systems to notify all persons in Morgan Community College buildings of a potential or actual tornado emergency. Disregard of an alarm places the College and/or persons in serious jeopardy, especially if a personal injury occurs.

#### **ALARM SYSTEM**

When a tornado alarm is generated in any Morgan Community College building, all personnel will seek shelter in designated safe zones.

## NOTIFICATION

The Information Desk will be notified immediately of any warning generated by the Denver or National Weather Service Agency via the Morgan County Emergency Agency pager. A watch notification will activate a calling tree to emergency response team members for awareness of watch. A warning notification will activate the tornado procedure. The Information Desk will notify the downtown locations and the physical plant staff of such alert. An emergency response team member will activate the loud speaker alarm system and give a scripted notification of the tornado warning.

## RESPONSIBILITY

*ALL PERSONS* have responsibility to become familiar with the safe zone areas. An over-all floor plan is posted at each entry area (exit patterns and weather safe zones are clearly indicated). All persons are required to take shelter in a safe zone until an all-clear signal is given. Copies of Emergency Alert procedures will be available to students and the general public upon request and any other division, or department upon request.

- All faculty should inform their students at the beginning of each term of the safe zones closest to that particular room or area in which they are teaching.
- In advance of an emergency, persons with disabilities, who may need assistance during an emergency, should seek a volunteer from their class(es).

## PERSONS WITH DISABILITIES AND TEMPORARILY DISABLED PERSONS

In any MCC building, persons with disabilities, and those temporarily disabled may need assistance from volunteers to the nearest exit. Visible fire alarms are located in the main corridors of the building, therefore; in classrooms, laboratories and offices, hearing impaired individuals may need to be made aware personally that the fire alarm is sounding. Visibility-impaired persons and persons with physical limitations may need assistance to the most accessible exit. Volunteers should ask the person how they might provide assistance prior to reacting. In advance of an emergency situation, persons with disabilities and those temporarily disabled are asked to help themselves as much as possible and to be prepared for an emergency.

## Sexual Harassment Procedure Statement

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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 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

## Use of College Facilities by College Groups

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College facilities may be scheduled for use by administration, faculty, staff, and college groups such as Student Government, faculty groups, and student clubs, as long as such use of facilities will be without charge except for out-of-pocket expenses to the College (such as for custodians, grounds crew, damages, security costs, etc.)

## PRIORITY USE OF FACILITIES BY COLLEGE GROUPS

1. The first priority for use of facilities is assigned to the individual departments which carry out instructional programs for the benefit of the College.
2. The second priority is assigned to the College students, faculty, and staff for educational, cultural, recreational, and organizational activities which are provided for members of the College.
3. The third priority is assigned to non-profit groups for educational programs, providing the group is affiliated with the College.
4. The fourth priority is assigned to educational institutions; city, state, or federal agencies; political organizations which have appeared on the ballot in the State of Colorado; and community sectarian or religious groups, if activities are compatible with the overall educational mission of the College.
5. The fifth priority includes commercial enterprises including advertisers and/or fund-raisers to use to which it is lawfully dedicated.
  - A. The College reserves the right to restrict vendors as to the specific time, locations and the manner in which contact may be made with students or staff and/or in which items may be sold.
  - B. The College reserves the right to preserve the property under its control and for the use to which it is lawfully dedicated.

## **APPROVAL OF USE OF FACILITIES BY COLLEGE GROUPS**

Permission to use College facilities may be requested by contacting the college scheduler to determine if a room is available. If approval for use of facilities is granted, the group or individual must abide by the following conditions:

1. Individual requesting College facilities is responsible for the supervision of the group at all times, for insuring that the group remains in the designated area and for leaving the facilities in good order.
2. Individual requesting College facilities is responsible for reimbursing the College for any damages and/or additional charges for excessive cleanup cost that might occur in the use of scheduled activity.
3. Depending upon the nature of the function, the College may require the presence of a uniformed officer to protect persons attending and seeking attendance and to protect College property involved. The College shall determine the minimum number of security personnel or additional personnel, which will be needed to accommodate the function. The group will be responsible for paying the officer, at the prevailing rate, at the end of the event.
4. The event sponsor will insure that all promotion and advertising of events involving the use of the College facilities shall identify the individual or group sponsoring the event.
5. Comply with local, state, and federal laws and College policies and regulations. Alcoholic beverages may not be dispensed or consumed in any college facility without the prior approval of the President and/or Vice President of Administration.

## **Use of College Facilities by Non-College Groups**

Morgan Community College, as a community institution, is dedicated to the education, cultural and recreational needs of its service area, welcomes the use of the College's facilities by outside organizations when such use does not interfere with the College's primary educational mission. There are two categories into which organizations wishing to use the College facilities may fall. (NOTE: There will be no fee for any college related function, including student organizations)

Group I. FOR PROFIT entity; use not related to college activity

Group II. NON PROFIT entity; use not related to college activity

The College reserves the right to restrict vendors as to the specific time, locations and the manner in which contact may be made with students or staff and/or in which items may be sold. The College reserves the right to preserve the property under its control and for the use to which it is lawfully dedicated. In granting use of facilities to commercial advertisers and/or fund raisers the College shall take into consideration the contracts and agreements in effect with vendors who presently provide services to the College, its students, faculty and staff.

## **APPROVAL OF USE OF FACILITIES BY NON-COLLEGE GROUPS**

Application to use the College facilities may be requested by an individual or group through the College Scheduler. An "Application for Use of Facilities" must be filled out and returned to the College Scheduler. The rental of College facilities is subject to approval by the Vice President of Administration.

1. The College's Facilities may be scheduled by non-college organizations and groups when those facilities are not scheduled for college activities. All requests shall be directed to the College Scheduler. Requests for future terms will not be approved until the term begins and the instructional commitment is identified. Requests received during the term shall be given consideration, subject to the availability of the time requested. If approval for use of College facilities is granted, the group or individual must abide by the following conditions:

1. Provide an event supervisor or sponsor who will be responsible for the supervision of the group at all times; for insuring that the group remains in the designated area; and for leaving the facilities in reasonable order.
2. Accept responsibility for reimbursing the College for regular fees, damages and/or additional charges for excessive cleanup costs that might occur in the use of the scheduled activity.
3. Depending upon the nature of the function, the College may require the presence of a uniformed officer to protect persons attending and seeking admittance and to protect College property involved. The College shall determine the minimum number of security personnel or additional personnel, which will be needed to accommodate the function. The group will be responsible for paying the officer, at the prevailing rate, at the end of the event.
4. The event sponsor will insure that all promotion and advertising of events involving the use of College facilities shall identify the individual or group sponsoring the event.
5. Comply with Local, State, and Federal laws and College policies and regulations.
6. Protect the rights of speakers to be heard, the rights of the community to hear speakers and the reputation of the College as a center of free speech.
7. No vehicles of any kind will be permitted to park on lawns, paved walks (concrete or blacktop), ramps or any areas not specifically designated for vehicles.
8. College facilities may not be used in any manner to involve the College as endorsing a partisan, political, sectarian or religious position or commercial product or services.
9. No one is authorized to go to the roof of any building.
10. The College is not responsible for any theft, accident or injury which may occur at any event sponsored by a non-college group or organization.

Liability insurance of \$500,000 naming Morgan Community College as additionally insured may be required and must be received before final approval and use of the facility may take place.

#### **LIMITATIONS ON USE OF COLLEGE FACILITIES BY NON-COLLEGE GROUPS**

1. The following are not permitted to operate on the College Campus or in any of its buildings or facilities without specific approval of the Vice President of Administration and/or the Dean of Student Success
  - a. Solicitors
  - b. Sales Persons
  - c. Peddlers
  - d. Canvassers
2. Facilities may not be used in ways which interfere with the College's teaching, administrative and service activities. Illustrations of such kinds of interference are the following: violence, property damage, persistent noise at a level clearly disruptive, extension of protests into buildings, petitioning, etc.
3. Anyone using facilities without proper authorization or in an unauthorized manner will not only be subject to regular fees plus a damage charge, but may also be denied further use of College facilities.
4. Violation of any part of this procedure or irresponsible conduct by members of the group will be grounds for cancellation of the activity by either the sponsor of the group or a College Official without waiving the costs incurred and due the College.
5. Animals are not permitted in any College facility unless directly associated with class instruction, approved programs, or guide dogs for the blind.
6. The College reserves the right to amend this procedure as need arises for the safety, care and cleanliness of the premises and for preservation of good order therein.
7. Alcoholic beverages may not be dispensed or consumed in any college facility without the prior approval of the President and/or Vice President of Administration.

#### **FEE POLICY FOR FACILITIES USE BY NON-COLLEGE GROUPS**

Total estimate of charges will be made and collected from the user prior to the date of event. Actual charges will be made after the function, cleanup, and restoration of area or areas to their original condition. Payment is due upon receipt of invoice. Fees, unless waived by the College President or Vice President of Administration/Finance, will be charged as follows:

- Group I. FOR PROFIT entity; use not related to college activity
- Group II. NON PROFIT entity; use not related to college activity

#### **Use of a Classroom or Bloedorn Hall**

- A. Monday through Friday 8am-10pm or Saturday 8am-3pm
  - Group I: Up to 4 hours-\$50/day/room; 4 hours or more-\$100/day/room
  - Group II: Up to 4 hours-\$40/day/room; 4 hours or more-\$80/day/room
  - Group I and Group II: M-F after 10pm or Saturday after 3pm-\$50/hour/room
- B. Sunday: Charges are on an hourly basis
  - Group I and Group II: \$50/hour Use of Founders Room
- A. Monday through Friday 8am-10pm or Saturday 8am-3pm
  - Group I: Up to 4 hours-\$80/day; 4 hours or more-\$150/day
  - Group II: Up to 4 hours-\$60/day; 4 hours or more-\$120/day
  - Group I and Group II: M-F after 10pm or Saturday after 3pm-\$50/hour
- B. Sunday: Charges are on an hourly basis
  - Group I and Group II: \$50/hour

#### **Use of Conference Room or Seminar Rooms**

- A. Monday through Friday 8am-10pm or Saturday 8am-3pm
  - Group I: Up to 4 hours-\$25/day; 4 hours or more-\$50/day
  - Group II: Up to 4 hours-\$20/day; 4 hours or more-\$40/day
  - Group I and Group II: M-F after 10pm or Saturday after 3pm-\$50/hour
- B. Sunday: Charges are on an hourly basis
  - Group I and Group II: \$50/hour

Payments are to be made in advance of the event; no deposits will be accepted. If the event runs beyond scheduled time, additional costs based on above fees will be invoiced. If event is canceled at least 48 hours prior to scheduled date, a full refund will be given. Use of technology equipment requires additional fees and arrangements.

The College Scheduler will:

1. Schedule rooms, complete Application for Use of Facilities Form, notify M&O of scheduled events and in conjunction with Accounting Services collect fees for room usage.

## **Violence/Firearms on Campus**

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### **VIOLENT BEHAVIOR**

Violent behavior or the threat of violence toward employees, students, the general public, college property or college operated facilities will not be tolerated. Violent behavior is defined as any act or threat of physical, verbal, or psychological aggression or the destruction or abuse of property by any individual.

### **FIREARMS**

No person may have on his or her person any unauthorized firearm, ammunition, explosive device, or illegal weapon on campus or any facility used by Morgan Community College.

“Weapon” means any of the following which in the manner it is used or intended to be used is capable of producing death or serious bodily injury:

- a firearm, whether loaded or unloaded;
- a knife;
- a bludgeon;
- or any other weapon, device, instrument, material, or substance, whether animate or inanimate.

Persons authorized to carry firearms and other equipment defined in the policy are:

- those persons conducting and participating in an approved program of instruction in the college's curriculum which requires access to such equipment as an integral part of the instructional program;
- those persons authorized by law to carry firearms; and
- those persons granted permission at the discretion of the college president for specific purposes from time to time.

Any person(s) in violation of this regulation shall be subject to College disciplinary action, as well as being charged with violation of existing criminal statutes. In the event of a violent behavior of firearm occurrence, notify the Dean of Student Success (ext. 3155). If that Dean is unavailable, notify the office of the President (ext. 3105), Vice President (ext. 3127), or another Dean (ext. 3118 or ext. 3117) who will then designate the call of 9-911.

### **Rights Reserved**

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The College reserves the right to change any provision or requirement of this catalog, including fees, pursuant to law, the rules of the State Board for Community Colleges and Occupational Education, or the Colorado Community College System, or College policy.

The College reserves the right to cancel any course or program described in this catalog, at any time, without notice, and to change any other aspect of any course or program.

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

### **Statement of Non-Discrimination**

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Morgan Community College is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex or disablement in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, and the Americans with Disabilities Act, 1990.

For information regarding civil rights or grievance procedures, contact Susan Clough, Affirmative Action Officer, Morgan Community College, 920 Barlow Road, Fort Morgan, CO 80701-4371, 970-542-3127 or 1-800-622-0216 x3127.

### **ADA Statement**

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In accordance with the requirements of the Americans with Disabilities Act and the regulations published by the U.S. Department of Justice, 28 C.F.R. & 35.107 (a), Morgan Community College has designated an ADA Coordinator. For students who self identify and provide medical documentation of their disabilities to the ADA Coordinator, “reasonable accommodations” will be made.

For information regarding civil rights or grievance procedures, contact Paula Salmon, Morgan Community College, 920 Barlow Road, Fort Morgan, CO 80701-4371, 970-542-3157, or 1-800-622-0216 x3157.

### **Family Education Rights & Privacy Act**

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Morgan Community College complies fully with the Family Education Rights and Privacy Act of 1974, designed to protect the privacy of educational records.

### **Credits**

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This catalog is published by the Morgan Community College Marketing Department, Mary Zorn, Director, in conjunction with the MCC Student Services Department and the MCC Instructional Office.

# PERSONNEL

See Addendum for changes



- Alexander, Daniel** – Director of Yuma County Center  
*B.A. & M.A., Chadron State College*
- Amack, April** – Assistant to Associate Dean of Learning Resources  
*A.A. & A.S., Morgan Community College;*  
*B.S., University of Northern Colorado;*  
*M.L.S., Emporia State University*
- Andersen, Mary** – Director of Limon Center  
*B.A., Northern Illinois University*
- Annand, Kelly** – Ag/Business Faculty  
*B.S., Oklahoma State University; Vocational Credential*
- Barden, Nancy** – Director of Bennett Center  
*B.A., University of Northern Colorado*
- Bauer, Kent** – Dean of Student Success  
*A.A., Northeastern Junior College;*  
*B.S., University of Northern Colorado;*  
*M.S.M., 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*
- Bryant, Joy** – Nursing Faculty  
*B.S.N. & M.S.N., University of Akron*
- Buhring, Anissa** - Nursing Faculty  
*BSN & MSN, University of Colorado*
- Cardenas, Maria** – Administrative Assistant II, Student Services
- Castaneda, Debbie** – Coordinator of Auxiliary Services  
*A.A., Morgan Community College*
- ~~**Castaneda, Ofelia** – Assistant to the Coordinator of Workplace Literacy~~
- 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
- Cruse, Kevin** – Industrial Technology Faculty  
*A.S., Northeastern Junior College;*  
*B.S., Colorado State University; Vocational Credential*
- Cullop, Barb** – Information Technology Web Specialist  
*A.A.S., Morgan Community College;*  
*B.S., Colorado Christian University*
- Dobbins, Suzanna** – Assistant Controller  
*A.A.S., Morgan Community College;*  
*B.S., Regis University*
- Duell, Charles** – Ag/Business Faculty  
*B.S., Colorado State University; Vocational Credential*
- Enninga, Don** – EMT/EMS Faculty  
*A.A.S., Northeastern Junior College;*  
*B.S., Colorado State University;*  
*E.M.T. Intermediate; Vocational Credential*
- Ertle, Anita** – Learning Resources Specialist  
*B.S. Colorado Christian University*
- Estes, Donald** – Telelearning Coordinator  
*A.S., Diablo Valley College;*  
*B.A. & M.A., University of Northern Colorado*
- Evans, Jaylene** – Business Faculty  
*B.S., University of Phoenix; M.A., Colorado State University*
- Ewertz, Kim** – Health Occupations Faculty  
*B.S.N., University of Northern Colorado;*  
*Vocational Credential*
- Frihauf, Barb** – Ag/Business Faculty  
*B.S., Colorado State University;*  
*M.A., Colorado Christian University; Vocational Credential*
- Frasco, Mark** – Information Technology Specialist for Instructional Services  
*Computer Network Engineering Degree, Westwood College of Technology*
- Frisbie, Kathy** – Nursing Faculty/Coordinator  
*B.S.N., Alfred University School of Nursing;*  
*M.S.N., Decker School of Nursing; Vocational Credential*
- Garcia, Jan** – Human Resources Coordinator  
*A.A.S. & A.A., Morgan Community College;*  
*B.S., Regis University*
- Gertge, Phyllis** – Dean of Instruction  
*R.N., Mercy Hospital;*  
*M.P.H., University of Northern Colorado;*  
*Ph.D. Colorado State University; Vocational Credential*
- Gurley, Jolene** – Assistant to the Burlington Center Director  
*B.A., University of Northern Colorado*
- Gutierrez, Trina** – Financial Aid Advisor  
*A.A.S., Spencer's School of Business;*  
*A.A.S., Central Community College;*  
*B.S., Bellevue University*
- Grauberger, Tim** – Automotive Collision Technology Faculty/Coordinator  
*A.A., Northeastern Junior College;*  
*B.S., Colorado State University; Vocational Credential*
- Haney, C. Michele** – President  
*B.A., University of New Mexico; M.A., Chapman College;*  
*Ph.D., University of Wyoming*
- ~~**Hanson, Marilyn** – Computer Science Faculty  
*A.A., Morgan Community College; B.S., Colorado Christian University*~~
- Hartless, Dan** – Information Technology Specialist for 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*~~
- Hernandez, Pam** – Assistant Director, Adult Basic Education
- Hibbert, Valerie** – Administrative Assistant II, Wray/Yuma Center  
*A.A., Mira Costa College; B.S., Regis University*
- Howe, Michael** – Social Sciences Faculty  
*B.S. University of Wyoming,*  
*M.A. Midwestern State University*
- Hubbell, Janie** – Associate Dean, Institutional Research  
*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*
- Jones, Jeff** – Electronics Specialist I
- Kembel, Sheri** – Nursing Faculty  
*A.S.-Nursing, Mesa State College;*  
*B.S.N. & M.S.N., University of Northern Colorado*
- Kind, Gene** – Coordinator of Physical Facilities-Operations

- Kellum, Rachel** - English Faculty  
B.S., *Fine Arts, Millikin University*  
M.S., *English Education, Colorado State University*
- Kral, Evelyn** – Developmental Education Faculty  
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** – Math Faculty  
A.A., *Front Range Community College*;  
B.A. & M.S., *University of Northern Colorado*
- Leach, Carol** – Director, Physical Therapist Assistant Program Coordinator/Faculty  
B.S., *University of Maryland*; M.H.A., *Chapman University*;  
Ph.D., *University of New Mexico*
- Leichty, Carma** – Multimedia Faculty  
M.B.A., *University of Arizona*; B.A., *University of Iowa*;  
A.A.S., *Platte College*; *Vocational Credential*
- ~~**Littlefield, Corliss A.** - Psychology Faculty  
B.A., *Pomona College*;  
M.A., *Peabody College of Vanderbilt University*~~
- Lopez, Lisa** – Custodian I, Maintenance & Operations
- McKie, Betty** – Dean of Instruction  
A.A.S. & A.A., *Morgan Community College*;  
B.A., *University of Northern Colorado*;  
M.Ed., *Colorado State University*; *Vocational Credential*
- Maldonado, Armando** – Foreign Language Faculty  
B.A., B.S., & M.A., *University of Wyoming*;  
Ph.D., *University of Oklahoma*
- Meschke, Rachel** - Nursing Faculty  
B.S.N., *University of Minnesota*;  
M.S., *Bemidji State University*
- Mese, Connie** – Assistant to the Registrar  
A.A., *Morgan Community College*
- Meyer, Vickie** - Administrative Assistant I, Bennett Center
- Morgan, Diana** – Instructional Office Coordinator  
B.A., *Chadron State College*
- Morris, Laurie** – Ag/Business Faculty  
A.A. & A.A.S., *Morgan Community College*;  
B.S. & M.A., *Colorado Christian*; *Vocational Credential*
- Nestor, Sally** – Director of Admissions  
B.A., *Adams State College*
- Nix, Cathie** – Instructional Office Coordinator  
A.A.S., *Morgan Community College*;  
B.A., *Regis University*
- Olsen, Linda** – Assistant to the Limon Center Director,  
Assistant to the SBDC Director  
A.A., *Morgan Community College*;  
B.S. *National American University*
- Overturf, Kellie** – Accounting Technician II, Accounts Payable
- Parker, Brad** – Auto Service Technology Faculty  
A.A.S., *Morgan Community College*;  
B.S., *Colorado State University*; *ASE Master Certified*;  
*Vocational Credential*
- Pearson, Joan** – Director of Development  
B.S. & M.S., *Chadron State College*
- Penn, Shirley** – Coordinator of Cargill/MCC Workplace Education Program  
B.A. & M.A., *University of Northern Colorado*
- Pfeifer, Dianna** – Testing Center Coordinator  
B.A., *University of Northern Colorado*
- Rhoades, Merle D.** – Director of Small Business Development  
B.S. & M.A., *University of Northern Colorado*;  
Ph.D., *Colorado State University*; *Vocational Credential*
- Rhoades, Valerie** – Director of Burlington Center  
A.A.S., *Northeastern Junior College*;  
B.A., *Colorado State University*
- Robinson, Ed** – Electronics Specialist II  
A.A.S., *Morgan Community College*
- ~~**Recha, Sylvia** – OneMorgan County Program Coordinator  
A.A., *Morgan Community College*;  
B.A., *University of Northern Colorado*~~
- Rorabaugh, Kristi** – Administrative Assistant II, Small Business Development Center  
A.A.S., *Morgan Community College*
- Salmon, Paula** – Director of Guidance and Placement  
A.A., *Northeastern Junior College*;  
B.S. & M.S.M., *Regis University*
- Schneider, Todd** – Physical Sciences Faculty  
A.A. & A.S., *Morgan Community College*;  
B.S. & M.A., *Colorado State University*
- Schneider, Tracy** - Controller  
A.A., *Northeastern Junior College*;  
B.S., *University of Northern Colorado*; C.P.A.
- Shriver, Michael** – Coordinator of Information Technology  
A.A.S., *Community College of the Air Force*
- Smith, Dickie** - Construction Technology Faculty  
B.S. & M.S., *Colorado School of Mines*;  
*Certified Welding Inspector*
- Smith, Luther (Luke)** - Biology Faculty  
B.S., *Electrical Engineering/Pre-Med Option, University of Colorado M.S., Physiology, Colorado State University*
- Spaulding, Lyman** - Nursing Faculty  
B.S., *Zoology, University of Wyoming*,  
MS, Ph.D., *Physiology & M.D., Medicine, University of New Mexico BSN, Metropolitan State College of Denver*
- Steward, Carol** – Administrative Assistant II, Switchboard,  
Financial Aid, Student Services  
A.A., *Morgan Community College*; B.S., *Regis University*
- Stretcher, Jay** – Ag/Business Faculty  
B.S. *Fort Hayes State University*; *Vocational Credential*
- Stute, Debra** - Nursing Faculty  
BSN, *University of Phoenix at Denver*
- Thomas, Gregory** – English/Speech Faculty  
B.A. & M.A., *University of Wyoming*; M.A.,  
*University of Minnesota*
- Torrez, Helen** – Custodian I, Maintenance & Operations
- Tryon, Ruth** – Developmental Education Faculty  
A.A., *Osthammar Yrkeskola, Sweden*;  
B.A., *University of LaVerne, CA*;  
M.A., *University of Northern Colorado*
- Trusty, Jessica** – Accounting Technician II – Accounts Receivable  
A.A.S., *Northeastern Junior College*
- Wacker, Deb** – Enrollment Specialist  
A.A., *Northeastern Junior College*;  
B.S. & M.G., *Colorado State University*
- Waters, Julie** – Adult Basic Education Director  
B.A., *Wayne State College*
- Watson, Judy** – Student Life Coordinator
- Watson, Randy** – Director of Community Workforce Training and Continuing Education  
A.A., *Morgan Community College*;  
B.S., *University of Northern Colorado*
- Wiener, Melody** – Director of Purchasing & Auxiliary Services.  
A.A., *Morgan Community College*
- Weimer, Mike** – General Laborer I, Maintenance & Operations
- Ziegler, Gene** – Auto Service Technology, Faculty  
*ASE Master Certified*; *Vocational Credential*
- Zorn, Mary** – Director of College Communications and Marketing  
B.A. and M.Ed., *Colorado State University*

### **PSY 226 Social Psychology**

[GT-SS3 Approved 1-Jun-06 for A.A. & A.S., Effective Fall 2006]

(45 lecture hours, 3 credits)

*Prerequisite:* PSY 101 or 102 or SOC 101 or 102

Focuses on the behavior of humans in social settings including attitudes, aggression, conformity, cooperation and competition, prejudice, and interpersonal attraction.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **PSY 235 Human Growth & Development**

[GT-SS3 Approved 2-Jun-05 for A.A. & A.S., Effective Fall 2005]

(45 lecture hours, 3 credits)

Examines human development from conception through death emphasizing physical, cognitive, emotional and psychosocial factors.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **PSY 237 Child & Adolescent Psychology**

(45 lecture hours, 3 credits)

Explores human development from conception through adolescence, emphasizing physical cognitive, emotional, and psychosocial factors.

### **PSY 238 Child Development**

[GT-SS3 Approved 1-Jun-06 for AA & AS, Effective Fall 2006]

(45 lecture hours, 3 credits)

Focuses on growth and development of the individual from conception through childhood, emphasizing physical, cognitive, emotional, and psychosocial factors.

*This course is one of the Statewide Guaranteed Transfer courses.*

### **PSY 245 Educational Psychology**

(45 lecture hours, 3 credits)

Focuses on the relationships between theory, research, and practice in the areas of learning, child development, motivation, and educational assessment.

### **PSY 247 Child Abuse & Neglect**

(45 lecture hours, 3 credits)

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) **See Addendum**

*Prerequisite:* PSY 101 or 102 or SOC 101 or 102

Examines abnormal behavior and its classification, causes, treatment, and prevention.

### **PSY 265 Psychology of Personality**

(45 lecture hours, 3 credits)

*Prerequisite:* PSY 101 or 102 or SOC 101 or 102

Examines the structure, function, and development of personality. Investigates the major contemporary theories of personality. Covers psychodynamic, behavioral, cognitive-social learning, humanistic, trait, and, optional-

ly, neurobiological, existential, and/or Eastern, perspectives. The underlying assumptions and research support for these theories are appraised. Enables the student to gain an appreciation of the value of alternative theoretical approaches to this subfield of psychology.

## **READING**

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### **REA 060 Foundations of Reading**

(45 lecture hours, 3 credits)

Focuses on strategies for vocabulary development, improved reading comprehension, and enrichment.

### **REA 090 College Preparatory Reading**

(45 lecture hours, 3 credits)

Enables the student to apply strategies for improving comprehension, developing vocabulary, and increasing rate for reading college textbooks.

## **REAL ESTATE**

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### **REE 103 Real Estate Brokers I**

(90 lecture hours, 6 credits)

Enables the student to meet the educational requirements of the Colorado Real Estate Commission for a Colorado Real Estate Brokers license. Includes real estate law and practice, practical application, and current legal issues.

### **REE 104 Real Estate Brokers II**

(75 lecture hours, 5 credits)

Enables the student 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 Introduction to Real Estate**

(45 lecture hours, 3 credits)

Focuses on the function of the real estate broker, sales techniques, and ethics. Course is intended for students that want to enter the profession, for salespeople who need a review, and for those desiring a basic knowledge of the real estate business.

### **REE 189 Capstone**

(15 lecture hours, 1 credit)

Provides a demonstrated culmination of learning within a given program of study.

### **REE 275 Real Estate: Special Topics**

(Variable hours, 1-6 credits)

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

# Morgan Community College

## 2006-2008 CATALOG ADDENDUM

Updated July 1, 2007

Changes are highlighted in yellow

920 Barlow Road, Fort Morgan, CO 80701  
(970) 542-3100 1-800-622-0216  
[www.MorganCC.edu](http://www.MorganCC.edu)

Catalog - Page 2 - Updates due to personnel changes at The State Board 11/2/2006.  
(Add new State Board Member in the Governance Section)

**The State Board for Community Colleges and Occupational Education**

- Barbara McKellar, Chair.....Englewood
- Jennifer Hopkins, Vice Chair.....Niwot
- Stephen A. Chapman.....Denver
- Wanda Cousar .....Colorado Springs
- Patricia A. Erjavec .....Pueblo
- Jerry Nickell .....Las Animas**
- David C. Taylor .....Colorado Springs
- Tamra J. Ward.....Denver
- Nathan Overholt, Student Representative.....Pueblo
- Gayle L. Krzemien, Faculty Representative .....Colorado Springs

Catalog – Page 3 – Update to correct typographical error.  
(Correct Spelling of Bennett in the Table of Contents)

~~Bennett~~ **Bennett** Center ..... 13

Catalog – Page 4 – **Add MCC Strategic Direction Section** to the About Morgan Community College Page

**Morgan Community College Strategic Direction 2006-2010**

**Student Access**

MCC will provide access to educational programs and services that strengthen the economic, cultural, and social life of its diverse communities.

**Student Success**

MCC will support students' lifelong learning by offering programs and services consistent with their needs, interests and abilities.

**Teaching Excellence**

MCC will offer educational programs and services that are responsive, flexible, and of the highest quality.

**Operational Excellence**

MCC will demonstrate excellence through the maintenance of a strong financial position, and the continuous organizational review that verifies and improves its effectiveness and program integrity.

**Professional Excellence**

MCC will foster an atmosphere of creativity and innovation, high standards of professional excellence, a developed sense of community and a continuous organizational renewal.

**Community Leadership and Partnership**

MCC will be a leader and partner in building strong alliances that will result in a vibrant Eastern Colorado.

Catalog – Page 14 – Changes to Burlington Center Section

**Burlington Center**

The City of Burlington Community Education Center contains two computer labs, science lab, health lab, distance learning lab, three one classrooms, and offices in addition to the conference center and catering kitchen. This facility was built through a continuing partnership with the City of Burlington, East Central Enterprise Zone, DOLA Impact Assistance money and Morgan Community College. Director Valerie Rhoades has been with the Center since 1989. Part-time offices are occupied by the Assistant Director, Jolene Gurley; GED Instructor, Debra Crouse; GED Examiner, Adrienne Fasse; Agriculture and Business Management Instructors, Jay Stretcher & Charles Duell; and Small Business Development Center Director, Merle Rhoades.

## **Degrees and Certificates at the Burlington Center**

Certificates- Certificate programs include Business Human Resources Management, Business Management Supervision, Business Supervision, ~~Medical Transcription~~, **Med Prep**, Office Support Specialist, Real Estate, Nurse Aide (CNA), Emergency Medical Services (EMT), Early Childhood Education, ~~Young Farmers~~, ~~Welding~~ and Ag/Business Management.

Catalog – Page 18 – **Correct Typographical Error**

- Automotive Technology & Automotive CollisionTechnology: National Automotive Technological **Technician** Education Foundation, Inc. (NATEF)

Catalog – Page 20 – **Additions to Academic Calendar 2007-2008**

Fall Semester 2007: Mid-semester Begins 1<sup>st</sup> week of October

Spring Semester 2008: Mid-semester Begins Mid-March

Catalog – Page 23 – **Addition of Section regarding HB 1023**

### **HB 1023 Documentation**

#### What is HB 1023?

As of August 1, 2006, Colorado law (HB06S-1023) requires that all students who apply for certain public benefits that entail any payment or financial assistance provide proof that they are lawfully present in the United States. In the higher education arena, these public benefits include the College Opportunity Fund (COF), in-state or reduced tuition rates, some types of institutional and state-sponsored financial aid and any other benefit for which there is an application, excluding employment benefits.

#### What is considered a "public benefit"?

Some of the identified benefits include the College Opportunity Fund (COF), in-state tuition, some types of state or institutional financial aid, Military and Olympic Athlete tuition waivers, WUE/WICHE, Postsecondary Enrollment Options Act (PSEO) for anyone over the age of 18, any other state-funded benefits that entail any payment or financial assistance, excluding employment benefits.

#### Who is required to show proof of lawful presence?

All students who apply to Morgan Community College, or who apply for any state benefits (i.e., in-state tuition, some forms of institutional or state aid, etc.) on or after August 1 2006, are subject to the requirements of HB06S-1023 legislation. However, any student whose lawful presence is confirmed through the process of completing a Free Application for Federal Student Aid (FAFSA) or a College Opportunity Fund (COF) application will be considered to have met the requirements of House Bill 1023.

Are there any students who applied for state or institutional benefits but will be exempt from having to sign the affidavit/provide identification? Any student who applied, accepted/confirmed or enrolled as an in-state student at MCC prior to August 1, 2006. In addition, any out-of-state student who applied, accepted/confirmed or enrolled at MCC prior to August 1, 2006, will be grandfathered in for any current benefits they are receiving. However, if any new state or institutional benefits are awarded to any student on August 1, 2006, or later, such as in-state tuition, the student must sign an affidavit and produce the appropriate identification. Any student whose lawful presence is confirmed through the process of completing a Free Application for Federal Student Aid (FAFSA) will be considered to have met the requirements of House Bill 1023.

#### How do I provide proof of lawful presence?

Students who are required to show proof of lawful presence will have to sign an affidavit of lawful presence and produce a form of identification specified in the law. Students in this category for fall 2006 will receive a notice concerning this requirement. This requirement can be fulfilled in person at their campus registrar's office. In the near future, the affidavit will appear electronically on the web at the same site where you register/drop/add courses.

#### What are the consequences of not complying with this HB 1023 requirement?

All students receiving in-state tuition or reduced out-of-state tuition benefits will have their tuition changed to the higher, out

of state rate. Students who apply for and are eligible for state or institutional aid will be required to return their award if they fail to comply with this legislation.

What is an appropriate form of identification?

(Any of the following non-picture ID's will require a picture ID also be presented):

- Unexpired Colorado Driver's License
- Unexpired Colorado Identification Card issued by Dept. of Motor Vehicles
- Unexpired United States Military Card
- Unexpired United States Military Dependent Identification Card
- Unexpired United States Coast Guard Merchant Mariner Card
- Native American Tribal Document

**Alternate forms of identification are acceptable until March 1, 2007**

U.S. Citizenship or Naturalization Document (NOTE: US Passport, birth certificate and adoption papers are not acceptable).

Unexpired Foreign Passport (not U.S. Passport) with an unexpired I-94 indicating a specific future "until date" or I-94 with "D/S" (Duration of Status) notification.

Unexpired Driver's License from one of the following states: AL, AZ, AR, CA, CT, DE, DC, FL, GA, ID, IN, IA, KS, KY, LA, ME, MN, MS, MO, MT, NV, NH, NJ, NY, ND, OH, OK, PA, RI, SC, SD, VA, WV, WY

I-94 with refugee or asylum status.

Unexpired foreign passport bearing an unexpired "Processed for I-551" stamp or with an attached unexpired "Temporary I-551" visa.

"Unexpired "resident alien" card, "permanent resident" card, "temporary resident" card, or "employment authorization" card"

What if I don't have any of the types of ID listed above?

Students who do not have any of the types of ID indicated above may still demonstrate lawful presence by:

- Applying for a Colorado Driver's License or Colorado ID card. However, any license from any other state would have to be surrendered, or
- Verification through the Colorado Department of Revenue waiver process.

The waiver request form is available at [http://www.revenue.state.co.us/EDO\\_dir/pdf/dr4678.pdf](http://www.revenue.state.co.us/EDO_dir/pdf/dr4678.pdf) . Once completed, this form, as well as all supporting documentation, must be presented in person to your local driver's license office in the State of Colorado. It will then be submitted to the Department of Revenue for verification. The college will periodically check with the Department of Revenue to determine if your waiver has been accepted. Students who must follow this process will have a temporary waiver placed upon their student record for this HB 1023 compliance. If you are denied this waiver at the state level, you will be assessed at the out-of-state tuition level or your benefit must be returned.

Instead of coming in to the registrar's office, can I fax in a copy of my identification card?

No. The Attorney General's Office for the State of Colorado has determined that all identification must be made in person.

I will not be able to satisfy the identification requirement but would be able to sign the affidavit. Would it be possible for me to sign the affidavit and be eligible for my state benefits?

No. House Bill 1023 requires compliance with both the affidavit, as well as the identification.

### Family Educational Rights and Privacy Act (FERPA)

Certain items of student information have been designated by Morgan Community College as public or directory information: **student** 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.

## Disclosure of Student Records

(Approved by CCCS Educational Services)

1. The privacy and confidentiality of all student records shall **records shall** be preserved and access guaranteed in accordance with **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~~ **student** 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~~ **student** 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 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~~

**The following items will be designated as "directory information". Colleges may disclose any of this information without prior written consent, unless notified by the student in writing to the contrary by the first official class meeting date of each semester.**

- Student name
- Date of birth
- Major field of study
- Participation in officially recognized activities and sports
- Dates of attendance
- Degrees and awards received
- Most recent educational institution attended

~~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.

**TUITION AND FEES**

**2007-2008 Tuition and Fees Schedule\***

Tuition and fees are established by the State Board for Community Colleges and Occupational Education and are subject to change without notice. See the sections in this catalog on Payment and Refund Policies and Tuition Classification for additional information regarding tuition, fees, refunds, and rules regarding how a student is determined to have in-state status at a Colorado college. The State of Colorado historically subsidized higher education for in-state students by giving money directly to the colleges. In 2004 the Colorado Legislature enacted a new law establishing the College Opportunity Fund (COF). Under this new law, starting in the fall semester 2005, the State will give this money for the subsidy to students by sending it to the institution the student designates. This money, known as College Opportunity Fund (COF) stipends, will be applied to an in-state student's tuition. If the student applies for and authorizes the use of the stipend, the State applies this money for the subsidy to the student's account at the institution the student designates.

| MORGAN COMMUNITY COLLEGE SCHEDULE OF SEMESTER TUITION 2007-2008 (Beginning Fall 2007)<br>(ESTIMATED) |               |  |             |   |
|--|---------------|--|-------------|---|
| RESIDENCY STATUS   | COURSE TYPE   | TUITION*   | COF STIPEND | STUDENT SHARE OF TUITION WITH COF STIPEND |
| Resident   | Regular       | 166.15   | 89.00       | 77.15                                     |
| Resident   | CCCOOnline    | 225.40   | 89.00       | 136.40                                    |
| Non-Resident   | Regular       | 357.25   | N/A         | 357.25                                    |
| Non-Resident   | CCCOOnline    | 225.40   | N/A         | 225.40                                    |
| WUE & NRB**  | Regular       | 166.15   | N/A         | 166.15                                    |
| WUE & NRB**  | CCCOOnline    | 225.40   | N/A         | 225.40                                    |
|  | Nursing (NUR) | Tuition differential for all nursing classes (NUR) added to base tuition (Resident, CCCOnline, WUE, and NRB) |             | 35.25                                     |

\*\*WUE=Western Undergraduate Exchange \*\*NRB=Non-Resident Border States  
\*See listing for fees or changes that are added to tuition costs.

**MORGAN COMMUNITY COLLEGE FEES 2007-2008 (Beginning Fall 2007)  
(Estimated)**

**REGISTRATION FEE:** (per semester) .....NON-REFUNDABLE \$10.75

**STUDENT ACTIVITY FEE:** (per semester) .....@2.95/CREDIT HOUR (\$35.40 maximum)

**STUDENT CENTER BOND FEE:** (per semester) .....@3.00/CREDIT HOUR (\$36 maximum)

**ACADEMIC COURSE FEES** .....\$5.70 per credit hour for course prefixes listed below:

*(Courses subject to change)*

- |                       |                    |                 |                    |
|-----------------------|--------------------|-----------------|--------------------|
| All ABM courses       | All AGE courses    | All ASC courses | All BTE courses    |
| All CAG courses       | All CNG26X courses | All CWB courses | All GEY courses    |
| All HWE102XXX courses | All MGD courses    | All NUA courses | All RAM courses    |
| All ACC215 courses    | All AGP courses    | All ASE courses | All BUS185 courses |
| All CAR courses       | All CNT courses    | All CYF courses | All HEQ courses    |
| All HWE103XXX courses | All MOT courses    | All NUR courses | All THE courses    |
| All ACT courses       | All AME courses    | All AST courses | All BUS195 courses |
| All CHE courses       | All CRJ courses    | All EIC courses | All HPR courses    |
| All HWE122XXX courses | All MST courses    | All OTA courses | All WEL courses    |
| All AGB courses       | All ART courses    | All BIO courses | All CAD courses    |
| All CIS courses       | All CSC courses    | All EMS courses |                    |
| All ITE courses       | All MUS courses    | All PTA courses |                    |

**ACADEMIC COURSE FEES:** .....15.60 per credit hour for all CNG26X courses

**WEBCT VISTA PASS-THROUGH CHARGE:** All courses with the following letters in the section number:

- |                                   |                    |                                       |                    |
|-----------------------------------|--------------------|---------------------------------------|--------------------|
| W – WebCT .....                   | \$10.00 per course | U – Two way Interactive with WebCT .. | \$10.00 per course |
| E – BLC with WebCT .....          | \$10.00 per course | M – LTN with WebCT .....              | \$10.00            |
| B – Guided Study with WebCT ..... | \$10.00 per course |                                       |                    |

### Remedial ~~Developmental~~ Course Work & Financial Aid

The Colorado Commission on Higher Education has instituted a policy on ~~remedial~~ **developmental** 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~~ **developmental** 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 & Financial Aid

There are two categories of students who may be admitted to the college and be considered for financial assistance. ~~Student’s~~ **Students** enrolled for dual credit (enrolled in college and high school at the same time, e.g.: PSEO) are not eligible for federal and state financial aid.

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.

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 student 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~~ **developmental** 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~~ **developmental** courses who do not have a high school diploma or GED may not be considered for financial assistance.

*Note:* To qualify for state financial aid, student’s required ~~remedial~~ **developmental** coursework must be completed during the first 30 credit hours of enrollment.

## Grading System

Courses are graded using either type A-F or S/U (Satisfactory/Unsatisfactory.) The grading type and scale for each course is listed in the course syllabus. Other grade options are explained below.

### **INVENTORY OF COMMON GRADING SYMBOLS**

(Implementation of the Common Grade Symbols to be effective Fall 2006)

| <u>GRADE</u>  | <u>QUALITY POINTS</u> |
|---|-----------------------|
| A Excellent or Superior .....   | 4.00                  |
| B Good .....  | 3.00                  |
| C Average .....   | 2.00                  |
| D Deficient .....   | 1.00                  |
| F Failure .....   | 0.00                  |
| I Incomplete .....  | None                  |
| <br>  |                       |
| S Satisfactory .....  | None                  |
| U Unsatisfactory .....  | None                  |
| <br>  |                       |
| S/A Satisfactory (A-level) work in a remedial developmental course .....      | Not computed into GPA |
| S/B Satisfactory (B-level) work in a remedial developmental course .....      | Not computed into GPA |
| S/C Satisfactory (C-level) work in a remedial developmental course .....      | Not computed into GPA |
| U/D Unsatisfactory (D-level) work in a remedial developmental course .....    | Not computed into GPA |
| U/F Unsatisfactory (F-level) work in a remedial developmental course .....    | Not computed into GPA |
| <br>  |                       |
| W Withdrawal .....  | None                  |
| AW Administrative Withdrawal (available as an individual college option)..... | None                  |
| <br>  |                       |
| AU Audit.....   | None                  |
| <br>  |                       |
| A* Transfer Course Grade .....  | Not computed into GPA |
| B* Transfer Course Grade .....  | Not computed into GPA |
| C* Transfer Course Grade .....  | Not computed into GPA |
| D* Transfer Course Grade .....  | Not computed into GPA |
| S* Transfer Course Grade .....  | Not computed into GPA |
| TR No Transfer Grade Listed .....   | Not computed into GPA |
| CA Grade Change Thru' Appeal.....   | Not computed into GPA |
| CPL Prior Learning Credit.....  | Not computed into GPA |
| CNG Conversion- No Grade.....   | Not computed into GPA |
| <br>  |                       |
| <b>PLACE HOLDERS</b>  |                       |
| R Repeat Field .....  | None-Place Holder     |
| Z Grade Not Yet Reported .....  | None-Place Holder     |
| SP Satisfactory Progress .....  | None-Place Holder     |

## Calculation of GPA

(Approved by CCCS Educational Services)

Grades awarded for remedial developmental courses (as defined by CCHE as Basic Skills courses) will not be included in a student's grade point average (GPA). Grading for remedial courses will utilize the Remedial developmental grade mode (S/A, S/B, S/C, U/D, U/F) the credits will count toward earned and attempted credits. GPA's for term recognition such as Dean's List will not include remedial developmental courses in the calculation.

Course credits for which an AU is earned will not count in Attempted Hours and Earned Hours. No Quality Points will be assigned, and there will be no impact on either the Term or Cumulative GPA.

### Repeated Courses (Repeat Field)

All college-level courses may be repeated. Each registration for the course and each grade received will be listed on the transcript. On the transcript a notation will follow the course indicating that the course was repeated and designating whether the course will be included in the GPA. The highest grade will be used in the GPA calculation. There will be no limitations on course grades that are eligible for repeat. All credit hours earned for initial and repeated courses will be deducted from a student's remaining COF stipend eligible hours.

"Repeated" courses may be applied only one time to a certificate or degree, except for variable credit courses and designated courses that may be repeated for professional or personal development. Each institution will designate courses that may be "repeated" within program requirements.

Developmental courses are eligible to be repeated. All developmental courses will appear on the transcript. Individual colleges may choose to specify a limit for the number of times a developmental course may be repeated. (from CCCS Ed Services)

### Audit (AU)

By auditing a course, a student may participate in course activities, but does not receive a formal transcript grade. Students must indicate intent to audit a course at registration or by the deadline listed in the course schedule. Audited courses are not eligible for the College Opportunity Fund stipend. Students will be responsible for the full in-state or out-of-state tuition. Audited courses do not meet the credit hour requirements for financial aid or veteran benefits and may not be applied to certificates or degrees. (Ed Services 11/28/2006)

Course credits for which an AU is earned will not count in Attempted Hours and Earned Hours. No Quality Points will be assigned, and there will be no impact on either the Term or Cumulative GPA. (Ed Services 11/28/2006)

### Satisfactory Remedial Developmental Course Grades (S/A, S/B, S/C)

These are satisfactory grades awarded only for remedial developmental courses. The A, B, and C, indicate the level of satisfactory performance. These grades are not included in the GPA calculation. The course will count for attempted and earned credits.

### Unsatisfactory Remedial Developmental Course Grades (U/D, U/F)

These are unsatisfactory grades awarded only for remedial developmental courses. The D and F indicate the level of unsatisfactory performance. These grades are not included in the GPA calculation. The course will count for attempted credits, but will not carry earned credits.

### Administrative Withdrawal (AW)

This "withdrawal" grade is assigned by the college when a student has been withdrawn administratively for administrative reasons. No academic credit is awarded. The course will count in attempted hours.

### Place Holders

#### **SP - Satisfactory Progress**

This symbol is limited to certain approved courses that extend beyond the end of a normal semester. No academic credit is awarded until the course is completed.

#### **Z - No Grade Submitted**

The symbol of the "Z" is a temporary grade entered by the Registrar when a grade is not received from the course instructor. This "Z" grade is replaced and credit is awarded upon the Registrar's receipt of the grade.

**CPL – Credit for Prior Learning**

A symbol of “CPL” indicates that the course and credits to which it is attached were awarded according to BP 9-42, Credit for Prior Learning.

**CNG – Conversion No Grade**

In the Legacy System, courses could exist on a transcript with no grade posted. These courses have been migrated to Banner with a symbol of “CNG” defined as “Converted-No Grade”.

**Repeat Field**

The Repeat Field on the transcript will be marked I – Include in hours and GPA calculation, A – Exclude from earned hours and GPA calculation, or A – Exclude from earned hours but count in GPA calculation.

Catalog - Page 48 - Updates due to CCCS policy change: **Replace entire Incomplete (I) Section with new text below.**

**Incomplete (I)**

The “Incomplete” grade is a temporary grade and is designed for students who because of documented illness or circumstances beyond their control are unable to complete their course work within the semester, but have completed a majority of the course work (defined as at least 75% of all course assignments and tests) in a satisfactory manner (grade C or better).

If circumstances beyond the student’s control prevent the student from completing a test or assignments at the end of the term, then it is the student’s responsibility to initiate the request for an “Incomplete” grade from the instructor. The instructor will determine whether the student has a reasonable chance of satisfactorily completing the remaining course activities in a timely manner.

In requesting an “Incomplete” grade the student must present to the instructor the documentation of circumstances justifying an “Incomplete” grade.

The instructor will complete and sign an “Incomplete Grade Contract” and will submit it to Student Services with final grades for the semester. Student Services will send a copy of the “Incomplete Grade Contract” to the student. Instructor must assign an Incomplete Grade on the regular grade roster in a timely fashion.

Incomplete Grade Contract must include the following information:

1. Student Name (F, MI, L):
2. Student ID#:
3. Course Number and Section:
4. Reason for assigning a grade of incomplete (statement of extenuating circumstances):
5. Work to be completed for removal of incomplete grade (instructor should be very specific including the work to be done and how the final grade is to be calculated):
6. Evidence of completion of 75% of the semester course work:
7. Completion of a work plan that includes the following:
  - What, when and how assignments and tests will be submitted to complete the course,
  - The time period in which the work must be completed.
8. Instructor Signature and Date:
9. Student Signature and Date:

Students are encouraged to let instructors know, as soon as possible, if they are having difficulties with any part of the course. In the event that a student and instructor cannot reach resolution concerning an Incomplete, then the student should contact the Instructional Officer of the college.

Military personnel and emergency management officials who are required to go TDY in the middle of a term should contact their instructor for special consideration. Documentation of official TDY assignment is required and must be approved by the Chief Instructional Officer.

Incomplete grades which are not converted to a letter grade by the instructor after one subsequent semester (not including summer semester) will revert to an F grade. If the student would have earned a letter grade higher than an F without completing the work, faculty may submit that higher grade before the automatic conversion to F.  
Revised 11/28/2006 by Educational Services Council

## CCCS Academic Progress Procedure (APP)

### Practice Standards:

#### **Good Standing**

Cumulative Grade Point Average (CGPA)  $\geq$  2.00 for all classes completed in residence.

#### **Academic Alert**

Student has completed less than 13 credits with a Cumulative Grade Point Average (CGPA)  $<$  2.00 for all classes completed in residence.

#### **Probation (initial)**

Cumulative Grade Point Average (CGPA)  $<$ 2.00 for all classes completed in residence.

#### **Probation (continuing)**

Cumulative Grade Point Average (CGPA)  $<$ 2.00 for all classes completed in residence and last Term Grade Point Average (TGPA)  $\geq$  2.00.

#### **Suspension (initial)**

Cumulative Grade Point Average (CGPA)  $<$ 2.00 for all classes completed in residence and last Term Grade Point Average (TGPA)  $<$ 2.00. Student may not register for the next term (fall, spring, or summer) following the suspension term. Student may register for the subsequent term after meeting with an academic advisor of the college. Students with unusual circumstances of a compelling nature may appeal their suspension. Approval of the student's appeal may allow, but does not guarantee, that the student will be allowed to register without a break in enrollment. Students returning from a suspension will be on Probation (continuing).

#### **Suspension (second)**

Cumulative Grade Point Average (CGPA)  $<$ 2.00 for all classes completed in residence and last Term Grade Point Average (TGPA)  $<$ 2.00. Student may not register for the next two terms (fall, spring, or summer) following the suspension term. Student may register for the term following the two term break in enrollment after meeting with an academic advisor of the college. Students with unusual circumstances of a compelling nature may appeal their suspension. Approval of the student's appeal may allow, but does not guarantee, that the student will be allowed to register without a break in enrollment. Students returning from a suspension will be on Probation (continuing).

#### **Suspension (third)**

Cumulative Grade Point Average (CGPA)  $<$ 2.00 for all classes completed in residence and last Term Grade Point Average (TGPA)  $<$ 2.00. Student is suspended from the college and may not register for two (2) calendar years. Students with unusual circumstances of a compelling nature may appeal their suspension. Approval of the student's appeal may allow, but does not guarantee, that the student will be allowed to register without a break in enrollment. Students returning from a suspension will be on Probation (continuing).

#### **NOTES:**

1. A student's transcript will include the following notation as appropriate: Good Standing, Probation, Continued Probation, and Suspension (Initial, Second, and Third)
2. Summer semester will be considered as a term of non-enrollment.
3. Academic standing at one institution does not affect academic standing at another institution.

-Approved by CCCS Educational Services Council - October 1, 2005

-Revised by CCCS Educational Services Council - November 29, 2006

**Enrolled Credit Hours Classification:**

The common definition for Student Load is the same for Summer, Fall, and Spring. The definitions are as follows:

- Full-time: Enrolled in 12 or more semester credit hours in a term
  - Part-time: Enrolled in less than 12 semester credit hours in a term
    - (3/4 time: Enrolled in 9-11 semester credit hours in a term)
    - (1/2 time: Enrolled in 6-8 semester credit hours in a term)
    - (Less than 1/2 time: Enrolled in less than 6 semester credit hours in a term)
- (CCCS Ed Services Policy)

**Dean’s List**

CCCS Colleges provide an opportunity for students to be recognized with Academic Honors, on a term-by-term basis. Students who qualify will receive a notation for that term on their official transcripts.  
(Approved by ESC: October 1, 2005--Clarification for ESC on 2-24-06)

Those who excel in their courses of study at Morgan Community College may qualify to be named to the MCC Dean’s List. To be eligible for the Dean’s List, a student must:

- Be classified as a full-time student
- Have a minimum of 12 semester hours of completed college level work (excludes developmental)
- Successfully complete at the end of each semester the courses attempted
- Maintain a term grade point average of 3.50 and above

The Dean’s List will be published two weeks after the end of the regularly scheduled Fall and Spring terms based on information available at that time.

~~• ACADEMIC PROFILE~~

~~All full-time degree-seeking students need to take the Academic Profile test during their last semester before graduation. The Academic Profile provides MCC with information about the effectiveness of their degree programs.~~

• MAPP (Measure of Academic Proficiency and Progress) TESTING FOR GRADUATES

All full-time degree seeking students need to take the MAPP test during their last semester before graduation. This test provides MCC with information about the effectiveness of their degree programs. This data is used to compare MCC to other community colleges nationwide. There is no charge for this exam, and is scheduled through the testing center in the LRC (542-3188) or a Center Director.

### Graduation Requirements

Graduation requirements for degrees and certificates listed are as follows:

- Associate of Arts (A.A.)
- Associate of Science (A.S.)
- Associate of General Studies (A.G.S.)
- Associate of Applied Science (A.A.S.)
- Applied Technology Certificates
  1. Completed all course requirements for the degree or certificate as listed in the candidate's effective catalog or addendum
  2. Cumulative G.P.A. of 2.0 or higher
  3. No grades below a "C" among the required classes in the program
  4. ~~Earned at least fifteen (15) semester hours of credit at MCC~~ Students must satisfactorily complete a minimum of 15 credit hours at the institution from which the Degree is offered. For Certificates, at least 25% of the credits must be completed in residence. Online courses with registrations through the home college will be included in residency hours.
  5. Completed an Application to Graduate form
  6. Met all financial obligations to the College
  7. Completed the MAPP (Measure of Academic Proficiency and Progress) during the last semester before graduation.
  8. (Certain Applied Technology programs have additional requirements. Check program layouts for specifics.)

### MAPP Testing Requirement for Graduation

All full-time degree-seeking students need to take the MAPP test during their last semester before graduation. This test provides MCC with information about the effectiveness of their degree programs. This data is used to compare MCC to other community colleges nationwide. There is no charge for this exam, and is scheduled by the student through the testing center in the LRC (542-3188) or through a local area Center Director. We encourage you to do your best on the MAPP exam.

### Graduation with Honors

(Approved by CCCS Educational Services Council 2/24/2006 to be effective Fall 2006)

Graduation honors recognize outstanding academic achievement throughout a student's academic career at Morgan Community College. The honors are awarded to students who complete the requirements for an associate degree and earn a 3.5 or better cumulative grade point average at the institution. Only college level courses completed at Morgan Community College will be included in the GPA calculation.

The three levels of recognition are defined as follows and will be posted on the student's transcript.

|  |               |                |
|--|---------------|----------------|
| cum laude ("with honor")               | 3.50 to 3.749 | Cumulative GPA |
| magna cum laude ("with great honor")   | 3.75 to 3.99  | Cumulative GPA |
| summa cum laude ("with highest honor") | 4.00          | Cumulative GPA |

Requirements are as follows:

- Submitted an Application to Graduate by the 4<sup>th</sup> week of the graduation term
- Applied to graduate with an Associate of Arts, Associate of Science, Associate of General Studies, or Associate of Applied Science degree.
- All course work for the degree must be completed by the end of the graduation term
- Transfer students must have completed a minimum of 51% of course work at MCC
- Honors are calculated based on the G.P.A. from the term preceding the term of graduation based on information available.

3. Have completed all required ~~remedial~~ **developmental** course work before beginning the count of two years to degree completion.

## GT PATHWAYS COURSE EQUIVALENTS AT ALL COLORADO PUBLIC COLLEGES & UNIVERSITIES

### **Arts (GT-AH1)**

| INSTITUTION | COURSE # | COURSE TITLE | DATE APPROVED/EFF TERM |
|-------------|----------|--------------|------------------------|
|-------------|----------|--------------|------------------------|

**Additional Approved Courses:**

|                                   |         |                          |                     |
|-----------------------------------|---------|--------------------------|---------------------|
| Colorado Community College System | ART 207 | Art History 1900-Present | 01-Jun-06/Fall 2006 |
|-----------------------------------|---------|--------------------------|---------------------|

### **Ways of Thinking (GT-AH3)**

| INSTITUTION | COURSE # | COURSE TITLE | DATE APPROVED/EFF TERM |
|-------------|----------|--------------|------------------------|
|-------------|----------|--------------|------------------------|

**Additional Approved Courses:**

|                                   |         |                        |                     |
|-----------------------------------|---------|------------------------|---------------------|
| Colorado Community College System | PHI 114 | Comparative Religions  | 01-Jun-06/Fall 2006 |
| Colorado Community College System | PHI 214 | Philosophy of Religion | 01-Jun-06/Fall 2006 |

### **Foreign Language (GT-AH4 (New category))**

| INSTITUTION | COURSE # | COURSE TITLE | DATE APPROVED/EFF TERM |
|-------------|----------|--------------|------------------------|
|-------------|----------|--------------|------------------------|

**Additional Approved Courses:**

|                                   |         |                               |                     |
|-----------------------------------|---------|-------------------------------|---------------------|
| Colorado Community College System | FRE 212 | Art History 1900-Present: AH1 | 01-Jun-06/Fall 2006 |
|-----------------------------------|---------|-------------------------------|---------------------|

### **Mathematics (GT-MA1)\***

| INSTITUTION | COURSE # | COURSE TITLE | DATE APPROVED/EFF TERM |
|-------------|----------|--------------|------------------------|
|-------------|----------|--------------|------------------------|

**Additional Approved Courses:**

|   |         |                                 |                       |
|---|---------|---------------------------------|-----------------------|
| Colorado Community College System (MCC) | MAT 155 | Integrated Math I: MA1          | 01-Jun-06/Fall 2006   |
| Colorado Community College System (MCC) | MAT 156 | Integrated Math II: MA1         | 01-Jun-06/Fall 2006   |
| Colorado Community College System (MCC) | MAT 203 | Calculus III: MA1               | 01-Jun-06/Fall 2006   |
| Colorado Community College System (MCC) | MAT 204 | Calculus III w/Engineering Appl | 09-Feb-07/Summer 2007 |
| Colorado Community College System (MCC) | MAT 215 | Discrete Mathematics: MA1       | 09-Feb-07/Summer 2007 |
| Colorado Community College System (MCC) | MAT 261 | Differential Equations w/Eng    | 09-Feb-07/Summer 2007 |
| Colorado Community College System (MCC) | MAT 265 | Differential Equations: MA1     | 01-Jun-06/Fall 2006   |

**Correct MATH to MAT:**

|   |          |                    |                      |
|---|----------|--------------------|----------------------|
| Colorado Community College System (MCC) | MATH 166 | Pre-Calculus       | 2-Jun-05/Summer 2005 |
| Colorado Community College System (MCC) | MATH 122 | Trigonometry       | 2-Jun-05/Summer 2005 |
| Colorado Community College System (MCC) | MATH 123 | Finite Mathematics | 2-Jun-05/Summer 2005 |

### **History (GT-HI1)**

| INSTITUTION | COURSE # | COURSE TITLE | DATE APPROVED/EFF TERM |
|-------------|----------|--------------|------------------------|
|-------------|----------|--------------|------------------------|

**Additional Approved Courses:**

|   |         |                            |                     |
|---|---------|----------------------------|---------------------|
| Colorado Community College System (MCC) | HIS 111 | World Civilization I: HI1  | 01-Jun-06/Fall 2006 |
| Colorado Community College System (MCC) | HIS 112 | World Civilization II: HI1 | 01-Jun-06/Fall 2006 |

### **Economic & Political Systems (GT-SS1)**

| INSTITUTION | COURSE # | COURSE TITLE | DATE APPROVED/EFF TERM |
|-------------|----------|--------------|------------------------|
|-------------|----------|--------------|------------------------|

**Additional Approved Courses:**

|   |         |                              |                     |
|---|---------|------------------------------|---------------------|
| Colorado Community College System       | ECO 245 | Environmental Economics: SS1 | 01-Jun-06/Fall 2006 |
| Colorado Community College System (MCC) | POS 205 | International Relations: SS1 | 01-Jun-06/Fall 2006 |
| Colorado Community College System       | POS 225 | Comparative Government: SS1  | 01-Jun-06/Fall 2006 |

### **Human Behavior & Social Systems (GT-SS3)**

| INSTITUTION | COURSE # | COURSE TITLE | DATE APPROVED/EFF TERM |
|-------------|----------|--------------|------------------------|
|-------------|----------|--------------|------------------------|

**Additional Approved Courses:**

|   |         |                                 |                       |
|---|---------|---------------------------------|-----------------------|
| Colorado Community College System       | ANT 107 | Intro to Archaeology: SS3       | 09-Feb-07/Summer 2007 |
| Colorado Community College System (MCC) | PSY 249 | Abnormal Psychology: SS3        | 09-Feb-07/Summer 2007 |
| Colorado Community College System (MCC) | PSY 205 | Psychology of Gender: SS3       | 01-Jun-06/Fall 2006   |
| Colorado Community College System (MCC) | PSY 226 | Social Psychology: SS3          | 01-Jun-06/Fall 2006   |
| Colorado Community College System       | PSY 227 | Psychology of Death/Dying: SS3  | 01-Jun-06/Fall 2006   |
| Colorado Community College System (MCC) | PSY 238 | Child Development: SS3          | 01-Jun-06/Fall 2006   |
| Colorado Community College System (MCC) | SOC 215 | Contemp. Social Problems: SS3   | 01-Jun-06/Fall 2006   |
| Colorado Community College System       | SOC 216 | Sociology of Gender: SS3        | 01-Jun-06/Fall 2006   |
| Colorado Community College System       | SOC 231 | Sociology-Deviant Behavior: SS3 | 01-Jun-06/Fall 2006   |

### **Physical and Life Sciences (GT-SC1)**

| INSTITUTION | COURSE # | COURSE TITLE | DATE APPROVED/EFF TERM |
|-------------|----------|--------------|------------------------|
|-------------|----------|--------------|------------------------|

**Additional Approved Courses:**

|   |         |                            |                     |
|---|---------|----------------------------|---------------------|
| Colorado Community College System (MCC) | SCI 155 | Integrated Science I: SC1  | 01-Jun-06/Fall 2006 |
| Colorado Community College System (MCC) | SCI 156 | Integrated Science II: SC1 | 01-Jun-06/Fall 2006 |

**GT PATHWAYS COURSES AT MCC EFFECTIVE SUMMER 2007 (May/June)**

**COURSES MUST BE TAKEN AFTER THE APPROVAL DATES**

Completion of the course requirements prior to the GT approval dates, by credit for prior learning or by transfer from any other institution may meet MCC degree requirements but invalidate the guaranteed transfer of A.A. /A.S. degrees.

**6 credits COMMUNICATIONS: Must take both courses [GT-CO1] & [GT-CO2]:**

| Course  | # Credits | Course Title           | GT-xxx | GT Approval Date | Effective Term |
|---------|-----------|------------------------|--------|------------------|----------------|
| ENG 121 | 3         | English Composition I  | GT-CO1 | 10-Jan-03        | Spring 2003    |
| ENG 122 | 3         | English Composition II | GT-CO2 | 10-Jan-03        | Spring 2003    |

**3 credits MATHEMATICS: 3 to 5 semester credits to include one course [GT-MA1]:**

Please remember that only one approved Mathematics course is guaranteed for transfer under the statewide guaranteed transfer (GT) program

| Course  | # Credits | Course Title                                    | GT-xxx | GT Approval Date | Effective Term |
|---------|-----------|---|--------|------------------|----------------|
| MAT 120 | 4         | Mathematics for Liberal Arts (A.A. degree only) | GT-MA1 | 10-Jan-03        | Spring 2003    |
| MAT 121 | 4         | College Algebra                                 | GT-MA1 | 10-Jan-03        | Spring 2003    |
| MAT 122 | 3         | Trigonometry                                    | GT-MA1 | 2-Jun-05         | Summer 2005    |
| MAT 123 | 4         | Finite Mathematics (A.A. degree only)           | GT-MA1 | 2-Jun-05         | Summer 2005    |
| MAT 125 | 4         | Survey of Calculus                              | GT-MA1 | 10-Jan-03        | Spring 2003    |
| MAT 135 | 3         | Intro to Statistics (A.A. degree only)          | GT-MA1 | 10-Jan-03        | Spring 2003    |
| MAT 155 | 3         | Integrated Math I                               | GT-MA1 | 1-Jun-06         | Fall 2006      |
| And     |           | (must take both; A.A. degree only)              |        |                  |                |
| MAT156  | 3         | Integrated Math II                              | GT-MA1 | 1-Jun-06         | Fall 2006      |
| MAT 166 | 5         | Pre-Calculus (A.A. degree only)                 | GT-MA1 | 2-Jun-05         | Summer 2005    |
| MAT 201 | 5         | Calculus I                                      | GT-MA1 | 10-Jan-03        | Spring 2003    |
| MAT 202 | 5         | Calculus II                                     | GT-MA1 | 10-Jan-03        | Spring 2003    |
| MAT 203 | 4         | Calculus III                                    | GT-MA1 | 1-Jun-06         | Fall 2006      |
| MAT 204 | 5         | Calculus III w/Engineering                      | GT-MA1 | 09-Feb-07        | Summer 2007    |
| MAT 215 | 4         | Discrete Mathematics                            | GT-MA1 | 09-Feb-07        | Summer 2007    |
| MAT 261 | 4         | Differential Equations w/E                      | GT-MA1 | 09-Feb-07        | Summer 2007    |
| MAT 265 | 3         | Differential Equations                          | GT-MA1 | 1-Jun-06         | Fall 2006      |

Other courses not listed above may apply. Any Mathematics course which has a foundation of prerequisites that includes Calculus I is approved for guaranteed statewide mathematical general education transfer credit. Contact your advisor for a course substitution.

**15 credits ARTS AND HUMANITIES & SOCIAL AND BEHAVIORAL SCIENCES:**

**Arts and Humanities**

Select at least 2 courses with no more than 2 courses from any 1 category

**ARTS AND EXPRESSION (GT-AH1)**

| Course  | # Credits | Course Title              | GT-xxx | GT Approval Date | Effective Term |
|---------|-----------|---------------------------|--------|------------------|----------------|
| ART 110 | 3         | Art Appreciation          | GT-AH1 | 9-Jan-04         | Spring 2004    |
| ART 111 | 3         | Art History I             | GT-AH1 | 10-Jan-03        | Spring 2003    |
| ART 112 | 3         | Art History II            | GT-AH1 | 10-Jan-03        | Spring 2003    |
| MUS 120 | 3         | Music Appreciation        | GT-AH1 | 10-Jan-03        | Spring 2003    |
| THE 105 | 3         | Intro to Theatre Arts     | GT-AH1 | 10-Jan-03        | Spring 2003    |
| THE 211 | 3         | Development of Theatre I  | GT-AH1 | 10-Jan-03        | Spring 2003    |
| THE 212 | 3         | Development of Theatre II | GT-AH1 | 10-Jan-03        | Spring 2003    |

**LITERATURE AND HUMANITIES (GT-AH2)**

| Course  | # Credits | Course Title              | GT-xxx | GT Approval Date | Effective Term |
|---------|-----------|---------------------------|--------|------------------|----------------|
| HUM 121 | 3         | Survey of Humanities I    | GT-AH2 | 9-Jan-04         | Spring 2004    |
| HUM 122 | 3         | Survey of Humanities II   | GT-AH2 | 9-Jan-04         | Spring 2004    |
| HUM 123 | 3         | Survey of Humanities III  | GT-AH2 | 9-Jan-04         | Spring 2004    |
| LIT 115 | 3         | Intro to Literature I     | GT-AH2 | 10-Jan-03        | Spring 2003    |
| LIT 201 | 3         | Masterpieces of Lit I     | GT-AH2 | 10-Jan-03        | Spring 2003    |
| LIT 202 | 3         | Masterpieces of Lit II    | GT-AH2 | 10-Jan-03        | Spring 2003    |
| LIT 211 | 3         | Survey of American Lit I  | GT-AH2 | 02-Jun-05        | Summer 2005    |
| LIT 212 | 3         | Survey of American Lit II | GT-AH2 | 02-Jun-05        | Summer 2005    |

**WAYS OF THINKING (GT-AH3)**

| Course  | # Credits | Course Title        | GT-xxx | GT Approval Date | Effective Term |
|---------|-----------|---------------------|--------|------------------|----------------|
| PHI 111 | 3         | Intro to Philosophy | GT-AH3 | 10-Jan-03        | Spring 2003    |
| PHI 112 | 3         | Ethics              | GT-AH3 | 10-Jan-03        | Spring 2003    |
| PHI 113 | 3         | Logic               | GT-AH2 | 9-Jan-04         | Spring 2004    |

**FOREIGN LANGUAGE (GT-AH4)**

| Course  | # Credits | Course Title         | GT-xxx | GT Approval Date | Effective Term |
|---------|-----------|----------------------|--------|------------------|----------------|
| SPA 211 | 3         | Spanish Language III | GT-AH4 | 2-Jun-05         | Summer 2005    |
| SPA 212 | 3         | Spanish Language IV  | GT-AH4 | 2-Jun-05         | Summer 2005    |

**Social and Behavioral Sciences**

Select at least 2 courses, 1 of which must be history, with no more than 2 courses from any 1 category

**HISTORY (3 HOURS REQUIRED) (GT-HI1)**

| Course  | # Credits | Course Title              | GT-xxx | GT Approval Date | Effective Term |
|---------|-----------|---------------------------|--------|------------------|----------------|
| HIS 101 | 3         | History of Western Civ I  | GT-HI1 | 10-Jan-03        | Spring 2003    |
| HIS 102 | 3         | History of Western Civ II | GT-HI1 | 10-Jan-03        | Spring 2003    |
| HIS 111 | 3         | World Civilization I      | GT-HI1 | 1-Jun-06         | Fall 2006      |
| HIS 112 | 3         | World Civilization II     | GT-HI1 | 1-Jun-06         | Fall 2006      |
| HIS 201 | 3         | U.S. History I            | GT-HI1 | 10-Jan-03        | Spring 2003    |
| HIS 202 | 3         | U.S. History II           | GT-HI1 | 10-Jan-03        | Spring 2003    |
| HIS 247 | 3         | Contemp. World History    | GT-HI1 | 2-Jun-05         | Summer 2005    |

**ECONOMIC OR POLITICAL SYSTEMS (GT-SS1)**

| Course  | # Credits | Course Title               | GT-xxx | GT Approval Date | Effective Term |
|---------|-----------|----------------------------|--------|------------------|----------------|
| ECO 201 | 3         | Prin of Macroeconomics     | GT-SS1 | 9-Jan-04         | Spring 2004    |
| ECO 202 | 3         | Prin of Microeconomics     | GT-SS1 | 9-Jan-04         | Spring 2004    |
| POS 111 | 3         | American Government        | GT-SS1 | 9-Jan-04         | Spring 2004    |
| POS 105 | 3         | Intro to Political Science | GT-SS1 | 10-Jan-03        | Spring 2003    |
| POS 205 | 3         | International Relations    | GT-SS1 | 01-Jun-06        | Fall 2006      |

**GEOGRAPHY (GT-SS2)**

| Course  | # Credits | Course Title    | GT-xxx | GT Approval Date | Effective Term |
|---------|-----------|-----------------|--------|------------------|----------------|
| GEO 105 | 3         | World Geography | GT-SS2 | 10-Jan-03        | Spring 2003    |

**HUMAN BEHAVIOR, CULTURE OR SOCIAL FRAMEWORKS (GT-SS3)**

| Course  | # Credits | Course Title                 | GT-xxx | GT Approval Date | Effective Term |
|---------|-----------|------------------------------|--------|------------------|----------------|
| ANT 101 | 3         | Cultural Anthropology        | GT-SS3 | 10-Jan-03        | Spring 2003    |
| ANT 111 | 3         | Physical Anthropology        | GT-SS3 | 10-Jan-03        | Spring 2003    |
| ANT 107 | 3         | Intro to Archaeology         | GT-SS3 | 9-Feb-07         | Summer 2007    |
| PSY 101 | 3         | General Psychology I         | GT-SS3 | 9-Jan-04         | Spring 2004    |
| PSY 102 | 3         | General Psychology II        | GT-SS3 | 10-Jan-03        | Spring 2003    |
| PSY 206 | 3         | Psychology of Gender         | GT-SS3 | 1-Jun-06         | Fall 2006      |
| PSY 226 | 3         | Social Psychology            | GT-SS3 | 1-Jun-06         | Fall 2006      |
| PSY 235 | 3         | Human Growth & Devel.        | GT-SS3 | 2-Jun-05         | Summer 2005    |
| PSY 238 | 3         | Child Development            | GT-SS3 | 01-Jun-06        | Fall 2006      |
| PSY 249 | 3         | Abnormal Psychology          | GT-SS3 | 9-Feb-07         | Summer 2007    |
| SOC 101 | 3         | Introduction to Sociology I  | GT-SS3 | 9-Jan-04         | Spring 2004    |
| SOC 102 | 3         | Introduction to Sociology II | GT-SS3 | 9-Jan-04         | Spring 2004    |
| SOC 215 | 3         | Contemp. Social Problems     | GT-SS3 | 1-Jun-06         | Fall 2006      |

**7 credits PHYSICAL AND LIFE SCIENCES:**

Select at least 2 courses, 1 of which must be history, with no more than 2 courses from any 1 category. with Laboratory (GT-SC1)

| Course  | # Credits | Course Title                             | GT-xxx | GT Approval Date | Effective Term |
|---------|-----------|--|--------|------------------|----------------|
| AST 101 | 4         | Astronomy I                              | GT-SC1 | 10-Jan-03        | Spring 2003    |
| AST102  | 4         | Astronomy II                             | GT-SC1 | 10-Jan-03        | Spring 2003    |
| BIO 105 | 4         | Science of Biology                       | GT-SC1 | 9-Jan-04         | Spring 2004    |
| BIO 111 | 5         | General College Biology I                | GT-SC1 | 10-Jan-03        | Spring 2003    |
| BIO 112 | 5         | General College Biology II               | GT-SC1 | 10-Jan-03        | Spring 2003    |
| BIO 201 | 4         | Human Anatomy & Phys I                   | GT-SC1 | 2-Jun-05         | Summer 2005    |
| BIO 202 | 4         | Human Anatomy & Phys II                  | GT-SC1 | 2-Jun-05         | Summer 2005    |
| BIO 204 | 4         | Microbiology                             | GT-SC1 | 2-Jun-05         | Summer 2005    |
| CHE 101 | 5         | Intro to Chemistry I (A.A. degree only)  | GT-SC1 | 10-Jan-03        | Spring 2003    |
| CHE 102 | 5         | Intro to Chemistry II (A.A. degree only) | GT-SC1 | 10-Jan-03        | Spring 2003    |
| CHE 111 | 5         | Gen College Chemistry I                  | GT-SC1 | 10-Jan-03        | Spring 2003    |
| CHE 112 | 5         | Gen College Chemistry II                 | GT-SC1 | 10-Jan-03        | Spring 2003    |

|             |   |                                       |        |           |             |
|-------------|---|---------------------------------------|--------|-----------|-------------|
| GEY 111     | 4 | Physical Geology                      | GT-SC1 | 10-Jan-03 | Spring 2003 |
| GEY 121     | 4 | Historical Geology                    | GT-SC1 | 10-Jan-03 | Spring 2003 |
| PHY 105     | 4 | Conceptual Physics (A.A. degree only) | GT-SC1 | 2-Jun-05  | Summer 2005 |
| PHY 111     | 5 | Physics: Algebra based I              | GT-SC1 | 10-Jan-03 | Spring 2003 |
| PHY 112     | 5 | Physics: Algebra based II             | GT-SC1 | 10-Jan-03 | Spring 2003 |
| PHY 211     | 5 | Physics: Calculus based I             | GT-SC1 | 10-Jan-03 | Spring 2003 |
| PHY 212     | 5 | Physics: Calculus based II            | GT-SC1 | 10-Jan-03 | Spring 2003 |
| SCI 155 and | 4 | Integrated Science I and II           | GT-SC1 | 1-Jun-06  | Summer 2006 |
| SCI 156     | 4 | (must take both; A.A. degree only)    | GT-SC1 | 1-Jun-06  | Summer 2006 |

*\*NOTE: These changes to the GT Pathways Planning Guide were reviewed and approved by the commissioners of the Colorado Commission on Higher Education in June 2005 and June 2006.*

## PROGRAM REQUIREMENTS FOR DEGREES & CERTIFICATES

### AGRICULTURE AND BUSINESS MANAGEMENT

|  |              |
|--|--------------|
| Agriculture and Business Management Planning & Financial Records Certificate ..... | 99           |
| Agriculture and Business Management Financial Analysis Certificate.....            | 99           |
| Agriculture and Business Management Commodity Marketing Certificate .....          | 99           |
| Agriculture and Business Management Marketing & Risk Management Certificate .....  | 99           |
| Advanced Agriculture and Business Management Certificate.....                      | 99           |
| Rural Business Entrepreneurship Certificate.....                                   | 99           |
| Web Productivity and Utilization Certificate.....                                  | See Addendum |
| Integrated Management Certificate.....   | See Addendum |
| Leadership/Human Resources Certificate.....  | See Addendum |

Catalog - Page 91-92 - Add Course Options to AA Requirements & Add GT "\*" to courses:

### ASSOCIATE OF ARTS DEGREE (A.A.)

The Associate of Arts degree includes courses traditionally taught during the first two years of a Bachelor of Arts degree program and is transferable to four-year institutions. An Associate of Arts graduate who meets the GT Pathways transfer requirements can enter a four-year Colorado public college or university as a junior and complete a Bachelor of Arts degree program with an additional 60 credits.

#### ASSOCIATE OF ARTS (A.A.) DEGREE REQUIREMENTS: 60 CREDITS REQUIRED

| Course #  | Credits | Course Title           | GT-xxx | GT Approval Date | Effective Term |
|---|---------|------------------------|--------|------------------|----------------|
| <b>COMMUNICATIONS: Two courses/6 credits required</b> |         |                        |        |                  |                |
| _____ ENG 121   | 3       | English Composition I  | GT-CO1 |                  | Spring 2003    |
| _____ ENG 122   | 3       | English Composition II | GT-CO2 |                  | Spring 2003    |

*This is a Colorado Community College System requirement and is in addition to the State Guaranteed Transfer*

| Course #                                     | Credits | Course Title                | GT-xxx | GT Approval Date | Effective Term |
|--|---------|-----------------------------|--------|------------------|----------------|
| <b>SPEECH: One course/3 credits required</b> |         |                             |        |                  |                |
| _____ SPE 115                                | 3       | Public Speaking             |        |                  |                |
| _____ SPE 125                                | 3       | Interpersonal Communication |        |                  |                |

*This is a Morgan Community College requirement*

| Course #                                     | Credits | Course Title                    | GT-xxx | GT Approval Date | Effective Term |
|--|---------|---------------------------------|--------|------------------|----------------|
| <b>COMPUTER SCIENCE: One course required</b> |         |                                 |        |                  |                |
| _____ CIS 118                                | 3       | Introduction to PC Applications |        |                  |                |
| _____ CSC 160                                | 3       | Computer Science I: [Language]  |        |                  |                |

| Course #  | Credits | Course Title                      | GT-xxx | GT Approval Date | Effective Term |
|---|---------|-----------------------------------|--------|------------------|----------------|
| <b>MATHEMATICS: 3-5 credits required.</b>   |         |                                   |        |                  |                |
| <b>Select one course or combo of 155/156 (Credits over 3 can be applied to Electives)</b> |         |                                   |        |                  |                |
| _____ MAT 120   | 3       | Mathematics for the Liberal Arts  | GT-MA1 |                  | Spring 2003    |
| _____ MAT 121   | 4       | College Algebra                   | GT-MA1 |                  | Spring 2003    |
| _____ MAT 122   | 3       | Trigonometry                      | GT-MA1 |                  | Fall 2005      |
| _____ MAT 123   | 4       | Finite Math                       | GT-MA1 |                  | Fall 2005      |
| _____ MAT 125   | 4       | Survey of Calculus                | GT-MA1 |                  | Spring 2003    |
| _____ MAT 135   | 3       | Introduction to Statistics        | GT-MA1 |                  | Spring 2003    |
| _____ MAT 166   | 5       | Pre-Calculus                      | GT-MA1 |                  | Fall 2005      |
| _____ MAT 201   | 5       | Calculus I                        | GT-MA1 |                  | Spring 2003    |
| _____ MAT 202   | 5       | Calculus II                       | GT-MA1 |                  | Spring 2003    |
| _____ MAT 204   | 5       | Calculus III w/Engineering Apps   | GT-MA1 | 09-Feb-07        | Summer 2007    |
| _____ MAT 215   | 4       | Discrete Mathematics              | GT-MA1 | 09-Feb-07        | Summer 2007    |
| _____ MAT 261   | 4       | Differential Equations w/Engineer | GT-MA1 | 09-Feb-07        | Summer 2007    |

|                   |   |  |        |  |           |
|-------------------|---|--|--------|--|-----------|
| _____ MAT 155 and | 3 | Integrated Math I and II                   | GT-MA1 |  | Fall 2006 |
| _____ MAT 156     | 3 | (must take both courses; A.A. degree only) | GT-MA1 |  | Fall 2006 |

**Note:** Any mathematics course which has a foundation of prerequisites that includes Calculus I is approved for guaranteed statewide mathematical general education transfer credit. Contact your advisor for a course substitution. Only one approved mathematics course is guaranteed for transfer under the statewide guaranteed transfer (GT) program.

| Course # | Credits | Course Title | GT-xxx | GT Approval Date | Effective Term |
|----------|---------|--------------|--------|------------------|----------------|
|----------|---------|--------------|--------|------------------|----------------|

**ARTS & HUMANITIES: 9 credits required.**

**Select 3 courses with no more than 2 courses from any 1 category:**

*Select no more than two of these GT-AH1 Arts and Expression Category courses*

|         |   |                           |        |  |             |
|---------|---|---------------------------|--------|--|-------------|
| ART 110 | 3 | Art Appreciation          | GT-AH1 |  | Spring 2004 |
| ART 111 | 3 | Art History I             | GT-AH1 |  | Spring 2003 |
| ART 112 | 3 | Art History II            | GT-AH1 |  | Spring 2003 |
| MUS 120 | 3 | Music Appreciation        | GT-AH1 |  | Spring 2003 |
| MUS 121 | 3 | Intro to Music History I  | GT-AH1 |  | Spring 2003 |
| MUS 122 | 3 | Intro to Music History II | GT-AH1 |  | Spring 2003 |
| THE 105 | 3 | Intro to Theatre Arts     | GT-AH1 |  | Spring 2003 |
| THE 211 | 3 | Development of Theatre I  | GT-AH1 |  | Spring 2003 |
| THE 212 | 3 | Development of Theatre II | GT-AH1 |  | Spring 2003 |

*Select no more than two GT-AH2 Literature and Humanities Category courses*

|         |   |                                  |        |  |             |
|---------|---|----------------------------------|--------|--|-------------|
| HUM 121 | 3 | Survey of Humanities I           | GT-AH2 |  | Spring 2004 |
| HUM 122 | 3 | Survey of Humanities II          | GT-AH2 |  | Spring 2004 |
| HUM 123 | 3 | Survey of Humanities III         | GT-AH2 |  | Spring 2004 |
| LIT 115 | 3 | Introduction to Literature       | GT-AH2 |  | Spring 2003 |
| LIT 201 | 3 | Masterpieces of Literature I     | GT-AH2 |  | Spring 2003 |
| LIT 202 | 3 | Masterpieces of Literature II    | GT-AH2 |  | Spring 2003 |
| LIT 211 | 3 | Survey of American Literature I  | GT-AH2 |  | Fall 2005   |
| LIT 212 | 3 | Survey of American Literature II | GT-AH2 |  | Fall 2005   |

*Select no more than two GT-AH3 Ways of Thinking Category courses*

|         |   |                            |        |  |             |
|---------|---|----------------------------|--------|--|-------------|
| PHI 111 | 3 | Introduction to Philosophy | GT-AH3 |  | Spring 2003 |
| PHI 112 | 3 | Ethics                     | GT-AH3 |  | Spring 2003 |
| PHI 113 | 3 | Logic                      | GT-AH3 |  | Spring 2004 |

*Select no more than two GT-AH4 Foreign Language Category courses*

|         |   |                      |        |  |           |
|---------|---|----------------------|--------|--|-----------|
| SPA 211 | 3 | Spanish Language III | GT-AH4 |  | Fall 2005 |
| SPA 212 | 3 | Spanish Language IV  | GT-AH4 |  | Fall 2005 |

| Course # | Credits | Course Title | GT-xxx | GT Approval Date | Effective Term |
|----------|---------|--------------|--------|------------------|----------------|
|----------|---------|--------------|--------|------------------|----------------|

**PHYSICAL & LIFE SCIENCES: 8 credits required.**

*Select 2 lab-based courses (Credits over 8 can be applied to electives)*

|         |   |                               |        |  |             |
|---------|---|-------------------------------|--------|--|-------------|
| AST 101 | 4 | Astronomy I                   | GT-SC1 |  | Spring 2003 |
| AST 102 | 4 | Astronomy II                  | GT-SC1 |  | Spring 2003 |
| BIO 105 | 4 | Science of Biology            | GT-SC1 |  | Spring 2004 |
| BIO 111 | 5 | General College Biology I     | GT-SC1 |  | Spring 2003 |
| BIO 112 | 5 | General College Biology II    | GT-SC1 |  | Spring 2003 |
| BIO 201 | 4 | Human Anatomy & Physiology I  | GT-SC1 |  | Fall 2005   |
| BIO 202 | 4 | Human Anatomy & Physiology II | GT-SC1 |  | Fall 2005   |
| BIO 204 | 4 | Microbiology                  | GT-SC1 |  | Spring 2003 |
| CHE 101 | 5 | Intro to Chemistry I          | GT-SC1 |  | Spring 2003 |
| CHE 102 | 5 | Intro to Chemistry II         | GT-SC1 |  | Spring 2003 |
| CHE 111 | 5 | General College Chemistry I   | GT-SC1 |  | Spring 2003 |
| CHE 112 | 5 | General College Chemistry II  | GT-SC1 |  | Spring 2003 |
| GEY 111 | 4 | Physical Geology              | GT-SC1 |  | Spring 2003 |
| GEY 121 | 4 | Historical Geology            | GT-SC1 |  | Spring 2003 |
| PHY 105 | 4 | Conceptual Physics            | GT-SC1 |  | Fall 2005   |
| PHY 111 | 5 | Physics: Algebra Based I      | GT-SC1 |  | Spring 2003 |
| PHY 112 | 5 | Physics: Calculus Based I     | GT-SC1 |  | Spring 2003 |
| PHY 212 | 5 | Physics: Calculus Based II    | GT-SC1 |  | Spring 2003 |

|         |   |  |        |           |  |
|---------|---|--|--------|-----------|--|
| SCI 155 | 4 | Integrated Science I   |        |           |  |
| And     |   | <i>(Students must complete BOTH courses to meet the total GT-SC1 requirement for the A.A. degree.)</i> |        |           |  |
| SCI 156 | 4 | Integrated Science II  | GT-SC1 | Fall 2006 |  |

| Course #   | Credits | Course Title                       | GT-xxx | GT Approval Date | Effective Term |
|--|---------|------------------------------------|--------|------------------|----------------|
| <b>SOCIAL &amp; BEHAVIORAL SCIENCES: 9 credits required.</b>                                 |         |                                    |        |                  |                |
| <b>Select 3 courses: One MUST be History and no more than 2 courses from any 1 category:</b> |         |                                    |        |                  |                |
| <i>MUST Select ONE, but no more than two of these GT-HI1-History Category courses</i>        |         |                                    |        |                  |                |
| _____ HIS 101  | 3       | History of Western Civilization I  | GT-HI1 |                  | Spring 2003    |
| _____ HIS 102  | 3       | History of Western Civilization II | GT-HI1 |                  | Spring 2003    |
| _____ HIS 111  | 3       | World Civilization I               | GT-HI1 |                  | Fall 2006      |
| _____ HIS 112  | 3       | World Civilization II              | GT-HI1 |                  | Fall 2006      |
| _____ HIS 201  | 3       | U.S. History I                     | GT-HI1 |                  | Spring 2003    |
| _____ HIS 202  | 3       | U.S. History II                    | GT-HI1 |                  | Spring 2003    |
| _____ HIS 247  | 3       | Contemporary World History         | GT-HI1 |                  | Fall 2005      |
| <i>Select no more than two GT-SS1 Economic &amp; Political Systems Category courses</i>      |         |                                    |        |                  |                |
| _____ ECO 201  | 3       | Principles of Macroeconomics       | GT-SS1 |                  | Spring 2004    |
| _____ ECO 202  | 3       | Principles of Microeconomics       | GT-SS1 |                  | Spring 2004    |
| _____ POS 105  | 3       | Introduction to Political Science  | GT-SS1 |                  | Spring 2003    |
| _____ POS 111  | 3       | American Government                | GT-SS1 |                  | Spring 2004    |
| _____ POS 205  | 3       | International Relations            | GT-SS1 |                  | Fall 2006      |
| <i>Select no more than two GT-SS2 Geography Category courses</i>                             |         |                                    |        |                  |                |
| _____ GEO 105  | 3       | World Regional Geography           | GT-SS2 |                  | Spring 2003    |
| <i>Select no more than two GT-SS3 Human Behavior &amp; Social Systems Category courses</i>   |         |                                    |        |                  |                |
| _____ ANT 101  | 3       | Cultural Anthropology              | GT-SS3 |                  | Spring 2003    |
| _____ ANT 107  | 3       | Intro to Archaeology               | GT-SS3 | 9-Feb-07         | Summer 2007    |
| _____ ANT 111  | 3       | Physical Anthropology              | GT-SS3 |                  | Spring 2003    |
| _____ PSY 101  | 3       | General Psychology I               | GT-SS3 |                  | Spring 2004    |
| _____ PSY 102  | 3       | General Psychology II              | GT-SS3 |                  | Spring 2003    |
| _____ PSY 205  | 3       | Psychology of Gender               | GT-SS3 |                  | Fall 2006      |
| _____ PSY 226  | 3       | Social Psychology                  | GT-SS3 |                  | Fall 2006      |
| _____ PSY 235  | 3       | Human Growth & Development         | GT-SS3 |                  | Fall 2005      |
| _____ PSY 238  | 3       | Child Development                  | GT-SS3 |                  | Fall 2006      |
| _____ PSY 249  | 3       | Abnormal Psychology                | GT-SS3 | 9-Feb-07         | Summer 2007    |
| _____ SOC 101  | 3       | Introduction to Sociology I        | GT-SS3 |                  | Spring 2004    |
| _____ SOC 102  | 3       | Introduction to Sociology II       | GT-SS3 |                  | Spring 2004    |
| _____ SOC 215  | 3       | Contemporary Social Problems       | GT-SS3 |                  | Fall 2006      |

**ELECTIVES – 19 credits required**

Select from any courses listed on the Approved A.A. Electives list on the next page or consult your Advisor.

\_\_\_\_\_

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Catalog - Page 93 - Add Courses to AA Electives & Add GT "\*" to courses:

**Electives Approved for the A.A. Degree:**

- ANT 107 (3) Intro to Archaeology\*
- HWE 100 (3) Human Nutrition
- MAT 204 (5) Calculus III w/Engineer\*
- MAT 215 (4) Discrete Mathematics\*
- MAT 255 (3) Linear Algebra
- MAT 261 (4) Dif Equations w/Engineer\*
- PSY 249 (3) Abnormal Psychology\*

\*State Guaranteed Transfer [GT] Courses

## ASSOCIATE OF SCIENCE DEGREE (A.S.)

The Associate of Science degree includes courses traditionally taught during the first two years of a Bachelor of Science degree program and is transferable to four-year institutions. Specific emphasis areas of study may be selected, or an undecided student may select the basic A.S. transfer degree. An Associate of Science graduate who meets the GT Pathways transfer requirements can enter a four-year Colorado public college or university as a junior and complete a Bachelor of Science degree program with an additional 60 credits.

### ASSOCIATE OF SCIENCE (A.S.) DEGREE REQUIREMENTS: 60 CREDITS REQUIRED

| Course #  | Credits | Course Title           | GT-xxx | GT Approval Date | Effective Term |
|---|---------|------------------------|--------|------------------|----------------|
| <b>COMMUNICATIONS: Two courses/6 credits required</b> |         |                        |        |                  |                |
| _____ ENG 121   | 3       | English Composition I  | GT-CO1 |                  | Spring 2003    |
| _____ ENG 122   | 3       | English Composition II | GT-CO2 |                  | Spring 2003    |

*This is a Colorado Community College System requirement and is in addition to the State Guaranteed Transfer*

| Course #                                     | Credits | Course Title                | GT-xxx | GT Approval Date | Effective Term |
|--|---------|-----------------------------|--------|------------------|----------------|
| <b>SPEECH: One course/3 credits required</b> |         |                             |        |                  |                |
| _____ SPE 115                                | 3       | Public Speaking             |        |                  |                |
| _____ SPE 125                                | 3       | Interpersonal Communication |        |                  |                |

*This is a Morgan Community College requirement*

| Course #                                     | Credits | Course Title                    | GT-xxx | GT Approval Date | Effective Term |
|--|---------|---------------------------------|--------|------------------|----------------|
| <b>COMPUTER SCIENCE: One course required</b> |         |                                 |        |                  |                |
| _____ CIS 118                                | 3       | Introduction to PC Applications |        |                  |                |
| _____ CSC 160                                | 3       | Computer Science I: [Language]  |        |                  |                |

| Course #  | Credits | Course Title                      | GT-xxx | GT Approval Date | Effective Term |
|---|---------|-----------------------------------|--------|------------------|----------------|
| <b>MATHEMATICS: 3-5 credits required.</b>                             |         |                                   |        |                  |                |
| <i>Select one course (Credits over 3 can be applied to Electives)</i> |         |                                   |        |                  |                |
| _____ MAT 121   | 4       | College Algebra                   | GT-MA1 |                  | Spring 2003    |
| _____ MAT 125   | 4       | Survey of Calculus                | GT-MA1 |                  | Spring 2003    |
| _____ MAT 201   | 5       | Calculus I                        | GT-MA1 |                  | Spring 2003    |
| _____ MAT 202   | 5       | Calculus II                       | GT-MA1 |                  | Spring 2003    |
| _____ MAT 203   | 4       | Calculus III                      | GT-MA1 |                  | Fall 2006      |
| _____ MAT 204   | 5       | Calculus III w/Engineering Apps   | GT-MA1 | 09-Feb-07        | Summer 2007    |
| _____ MAT 215   | 4       | Discrete Mathematics              | GT-MA1 | 09-Feb-07        | Summer 2007    |
| _____ MAT 261   | 4       | Differential Equations w/Engineer | GT-MA1 | 09-Feb-07        | Summer 2007    |

**Note:** Any mathematics course which has a foundation of prerequisites that includes Calculus I is approved for guaranteed statewide mathematical general education transfer credit. Contact your advisor for a course substitution. Only one approved mathematics course is guaranteed for transfer under the statewide guaranteed transfer (GT) program.

| Course # | Credits | Course Title | GT-xxx | GT Approval Date | Effective Term |
|----------|---------|--------------|--------|------------------|----------------|
|----------|---------|--------------|--------|------------------|----------------|

**ARTS & HUMANITIES: 9 credits required.**

**Select 3 courses with no more than 2 courses from any 1 category:**

*Select no more than two of these GT-AH1 Arts and Expression Category courses*

|               |   |                           |        |  |             |
|---------------|---|---------------------------|--------|--|-------------|
| _____ ART 110 | 3 | Art Appreciation          | GT-AH1 |  | Spring 2004 |
| _____ ART 111 | 3 | Art History I             | GT-AH1 |  | Spring 2003 |
| _____ ART 112 | 3 | Art History II            | GT-AH1 |  | Spring 2003 |
| _____ MUS 120 | 3 | Music Appreciation        | GT-AH1 |  | Spring 2003 |
| _____ MUS 121 | 3 | Intro to Music History I  | GT-AH1 |  | Spring 2003 |
| _____ MUS 122 | 3 | Intro to Music History II | GT-AH1 |  | Spring 2003 |
| _____ THE 105 | 3 | Intro to Theatre Arts     | GT-AH1 |  | Spring 2003 |
| _____ THE 211 | 3 | Development of Theatre I  | GT-AH1 |  | Spring 2003 |
| _____ THE 212 | 3 | Development of Theatre II | GT-AH1 |  | Spring 2003 |

*Select no more than two GT-AH2 Literature and Humanities Category courses*

|               |   |                                  |        |  |             |
|---------------|---|----------------------------------|--------|--|-------------|
| _____ HUM 121 | 3 | Survey of Humanities I           | GT-AH2 |  | Spring 2004 |
| _____ HUM 122 | 3 | Survey of Humanities II          | GT-AH2 |  | Spring 2004 |
| _____ HUM 123 | 3 | Survey of Humanities III         | GT-AH2 |  | Spring 2004 |
| _____ LIT 115 | 3 | Introduction to Literature       | GT-AH2 |  | Spring 2003 |
| _____ LIT 201 | 3 | Masterpieces of Literature I     | GT-AH2 |  | Spring 2003 |
| _____ LIT 202 | 3 | Masterpieces of Literature II    | GT-AH2 |  | Spring 2003 |
| _____ LIT 211 | 3 | Survey of American Literature I  | GT-AH2 |  | Fall 2005   |
| _____ LIT 212 | 3 | Survey of American Literature II | GT-AH2 |  | Fall 2005   |

*Select no more than two GT-AH3 Ways of Thinking Category courses*

|               |   |                            |        |  |             |
|---------------|---|----------------------------|--------|--|-------------|
| _____ PHI 111 | 3 | Introduction to Philosophy | GT-AH3 |  | Spring 2003 |
| _____ PHI 112 | 3 | Ethics                     | GT-AH3 |  | Spring 2003 |
| _____ PHI 113 | 3 | Logic                      | GT-AH3 |  | Spring 2004 |

*Select no more than two GT-AH4 Foreign Language Category courses*

|               |   |                      |        |  |           |
|---------------|---|----------------------|--------|--|-----------|
| _____ SPA 211 | 3 | Spanish Language III | GT-AH4 |  | Fall 2005 |
| _____ SPA 212 | 3 | Spanish Language IV  | GT-AH4 |  | Fall 2005 |

| Course # | Credits | Course Title | GT-xxx | GT Approval Date | Effective Term |
|----------|---------|--------------|--------|------------------|----------------|
|----------|---------|--------------|--------|------------------|----------------|

**PHYSICAL & LIFE SCIENCES: 8 credits required.**

*Select no more than two of these GT-SC1 lab-based courses (Credits over 8 can be applied to electives)*

|               |   |                               |        |  |             |
|---------------|---|-------------------------------|--------|--|-------------|
| _____ AST 101 | 4 | Astronomy I                   | GT-SC1 |  | Spring 2003 |
| _____ AST 102 | 4 | Astronomy II                  | GT-SC1 |  | Spring 2003 |
| _____ BIO 105 | 4 | Science of Biology            | GT-SC1 |  | Spring 2004 |
| _____ BIO 111 | 5 | General College Biology I     | GT-SC1 |  | Spring 2003 |
| _____ BIO 112 | 5 | General College Biology II    | GT-SC1 |  | Spring 2003 |
| _____ BIO 201 | 4 | Human Anatomy & Physiology I  | GT-SC1 |  | Fall 2005   |
| _____ BIO 202 | 4 | Human Anatomy & Physiology II | GT-SC1 |  | Fall 2005   |
| _____ BIO 204 | 4 | Microbiology                  | GT-SC1 |  | Spring 2003 |
| _____ CHE 111 | 5 | General College Chemistry I   | GT-SC1 |  | Spring 2003 |
| _____ CHE 112 | 5 | General College Chemistry II  | GT-SC1 |  | Spring 2003 |
| _____ GEY 111 | 4 | Physical Geology              | GT-SC1 |  | Spring 2003 |
| _____ GEY 121 | 4 | Historical Geology            | GT-SC1 |  | Spring 2003 |
| _____ PHY 111 | 5 | Physics: Algebra Based I      | GT-SC1 |  | Spring 2003 |
| _____ PHY 112 | 5 | Physics: Calculus Based I     | GT-SC1 |  | Spring 2003 |
| _____ PHY 212 | 5 | Physics: Calculus Based II    | GT-SC1 |  | Spring 2003 |

|               |   |  |        |           |  |
|---------------|---|--|--------|-----------|--|
| _____ SCI 155 | 4 | Integrated Science I   |        |           |  |
| _____ And     |   | <i>(Students must complete BOTH courses to meet the total GT-SC1 requirement for the A.A. degree.)</i> |        |           |  |
| _____ SCI 156 | 4 | Integrated Science II  | GT-SC1 | Fall 2006 |  |

| Course #   | Credits | Course Title                       | GT-xxx | GT Approval Date | Effective Term |
|--|---------|------------------------------------|--------|------------------|----------------|
| <b>SOCIAL &amp; BEHAVIORAL SCIENCES: 9 credits required.</b>                                 |         |                                    |        |                  |                |
| <b>Select 3 courses: One MUST be History and no more than 2 courses from any 1 category:</b> |         |                                    |        |                  |                |
| <b>MUST Select ONE, but no more than two of these GT-HI1-History Category courses</b>        |         |                                    |        |                  |                |
| _____ HIS 101  | 3       | History of Western Civilization I  | GT-HI1 |                  | Spring 2003    |
| _____ HIS 102  | 3       | History of Western Civilization II | GT-HI1 |                  | Spring 2003    |
| _____ HIS 111  | 3       | World Civilization I               | GT-HI1 |                  | Fall 2006      |
| _____ HIS 112  | 3       | World Civilization II              | GT-HI1 |                  | Fall 2006      |
| _____ HIS 201  | 3       | U.S. History I                     | GT-HI1 |                  | Spring 2003    |
| _____ HIS 202  | 3       | U.S. History II                    | GT-HI1 |                  | Spring 2003    |
| _____ HIS 247  | 3       | Contemporary World History         | GT-HI1 | Fall 2005        |                |
| <b>Select no more than two GT-SS1 Economic &amp; Political Systems Category courses</b>      |         |                                    |        |                  |                |
| _____ ECO 201  | 3       | Principles of Macroeconomics       | GT-SS1 |                  | Spring 2004    |
| _____ ECO 202  | 3       | Principles of Microeconomics       | GT-SS1 |                  | Spring 2004    |
| _____ POS 105  | 3       | Introduction to Political Science  | GT-SS1 |                  | Spring 2003    |
| _____ POS 111  | 3       | American Government                | GT-SS1 |                  | Spring 2004    |
| _____ POS 205  | 3       | International Relations            | GT-SS1 |                  | Fall 2006      |
| <b>Select no more than two GT-SS2 Geography Category courses</b>                             |         |                                    |        |                  |                |
| _____ GEO 105  | 3       | World Regional Geography           | GT-SS2 |                  | Spring 2003    |
| <b>Select no more than two GT-SS3 Human Behavior &amp; Social Systems Category courses</b>   |         |                                    |        |                  |                |
| _____ ANT 101  | 3       | Cultural Anthropology              | GT-SS3 |                  | Spring 2003    |
| _____ ANT 107  | 3       | Intro to Archaeology               | GT-SS3 | 9-Feb-07         | Summer 2007    |
| _____ ANT 111  | 3       | Physical Anthropology              | GT-SS3 |                  | Spring 2003    |
| _____ PSY 101  | 3       | General Psychology I               | GT-SS3 |                  | Spring 2004    |
| _____ PSY 102  | 3       | General Psychology II              | GT-SS3 |                  | Spring 2003    |
| _____ PSY 205  | 3       | Psychology of Gender               | GT-SS3 |                  | Fall 2006      |
| _____ PSY 226  | 3       | Social Psychology                  | GT-SS3 |                  | Fall 2006      |
| _____ PSY 235  | 3       | Human Growth & Development         | GT-SS3 |                  | Fall 2005      |
| _____ PSY 238  | 3       | Child Development                  | GT-SS3 |                  | Fall 2006      |
| _____ PSY 249  | 3       | Abnormal Psychology                | GT-SS3 | 9-Feb-07         | Summer 2007    |
| _____ SOC 101  | 3       | Introduction to Sociology I        | GT-SS3 |                  | Spring 2004    |
| _____ SOC 102  | 3       | Introduction to Sociology II       | GT-SS3 |                  | Spring 2004    |
| _____ SOC 215  | 3       | Contemporary Social Problems       | GT-SS3 |                  | Fall 2006      |

**ELECTIVES – 19 credits required**

Select from any courses listed on the Approved A.A. Electives list on the next page or consult your Advisor.

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Catalog - Page 95 - Add Courses to AS Electives & Add GT “\*\*” to courses:

**A.S. APPROVED ELECTIVES:**

- MAT 204 (5) Calculus III w/Engineering Applications\*
- MAT 215 (4) Discrete Math\*
- MAT 255 (3) Linear Algebra
- MAT 261 (4) Differential Equations w/Engineering Applications\*

## ASSOCIATE OF GENERAL STUDIES DEGREE (A.G.S.)

Students selecting this major should work closely with an academic advisor to select coursework which meets their individual needs.

### ASSOCIATE OF GENERAL STUDIES (A.G.S.) DEGREE REQUIREMENTS: 60 CREDITS REQUIRED

| Course #                                  | Credits | Course Title           | GT-xxx | GT Approval Date | Effective Term |
|---|---------|------------------------|--------|------------------|----------------|
| <b>COMMUNICATIONS: 3 credits required</b> |         |                        |        |                  |                |
| _____ ENG 121                             | 3       | English Composition I  | GT-CO1 |                  | Spring 2003    |
| _____ ENG 122                             | 3       | English Composition II | GT-CO2 |                  | Spring 2003    |
| _____ SPE 115                             | 3       | Public Speaking        |        |                  |                |

| Course #  | Credits | Course Title                      | GT-xxx | GT Approval Date | Effective Term |
|---|---------|-----------------------------------|--------|------------------|----------------|
| <b>MATHEMATICS: 3 credits required.</b>   |         |                                   |        |                  |                |
| <i>Select one course or combo of 155/156 (Credits over 3 can be applied to General Education Electives)</i> |         |                                   |        |                  |                |
| _____ MAT 120   | 3       | Mathematics for the Liberal Arts  | GT-MA1 |                  | Spring 2003    |
| _____ MAT 121   | 4       | College Algebra                   | GT-MA1 |                  | Spring 2003    |
| _____ MAT 122   | 3       | Trigonometry                      | GT-MA1 |                  | Fall 2005      |
| _____ MAT 123   | 4       | Finite Math                       | GT-MA1 |                  | Fall 2005      |
| _____ MAT 125   | 4       | Survey of Calculus                | GT-MA1 |                  | Spring 2003    |
| _____ MAT 135   | 3       | Introduction to Statistics        | GT-MA1 |                  | Spring 2003    |
| _____ MAT 166   | 5       | Pre-Calculus                      | GT-MA1 |                  | Fall 2005      |
| _____ MAT 201   | 5       | Calculus I                        | GT-MA1 |                  | Spring 2003    |
| _____ MAT 202   | 5       | Calculus II                       | GT-MA1 |                  | Spring 2003    |
| _____ MAT 204   | 5       | Calculus III w/Engineering Apps   | GT-MA1 | 09-Feb-07        | Summer 2007    |
| _____ MAT 215   | 4       | Discrete Mathematics              | GT-MA1 | 09-Feb-07        | Summer 2007    |
| _____ MAT 261   | 4       | Differential Equations w/Engineer | GT-MA1 | 09-Feb-07        | Summer 2007    |

|                   |   |  |        |  |           |
|-------------------|---|--|--------|--|-----------|
| _____ MAT 155 and | 3 | Integrated Math I and II                   | GT-MA1 |  | Fall 2006 |
| _____ MAT 156     | 3 | (must take both courses; A.A. degree only) | GT-MA1 |  | Fall 2006 |

**Note:** Any mathematics course which has a foundation of prerequisites that includes Calculus I is approved for guaranteed statewide mathematical general education transfer credit. Contact your advisor for a course substitution. Only one approved mathematics course is guaranteed for transfer under the statewide guaranteed transfer (GT) program.

| Course #  | Credits | Course Title                  | GT-xxx | GT Approval Date | Effective Term |
|---|---------|-------------------------------|--------|------------------|----------------|
| <b>PHYSICAL &amp; LIFE SCIENCES: 3 credits required.</b>              |         |                               |        |                  |                |
| <i>Select ONE course (Credits over 8 can be applied to electives)</i> |         |                               |        |                  |                |
| _____ AST 101   | 4       | Astronomy I                   | GT-SC1 |                  | Spring 2003    |
| _____ AST 102   | 4       | Astronomy II                  | GT-SC1 |                  | Spring 2003    |
| _____ BIO 105   | 4       | Science of Biology            | GT-SC1 |                  | Spring 2004    |
| _____ BIO 111   | 5       | General College Biology I     | GT-SC1 |                  | Spring 2003    |
| _____ BIO 112   | 5       | General College Biology II    | GT-SC1 |                  | Spring 2003    |
| _____ BIO 201   | 4       | Human Anatomy & Physiology I  | GT-SC1 |                  | Fall 2005      |
| _____ BIO 202   | 4       | Human Anatomy & Physiology II | GT-SC1 |                  | Fall 2005      |
| _____ BIO 204   | 4       | Microbiology                  | GT-SC1 |                  | Spring 2003    |
| _____ CHE 101   | 5       | Intro to Chemistry I          | GT-SC1 |                  | Spring 2003    |
| _____ CHE 102   | 5       | Intro to Chemistry II         | GT-SC1 |                  | Spring 2003    |
| _____ CHE 111   | 5       | General College Chemistry I   | GT-SC1 |                  | Spring 2003    |
| _____ CHE 112   | 5       | General College Chemistry II  | GT-SC1 |                  | Spring 2003    |
| _____ GEY 111   | 4       | Physical Geology              | GT-SC1 |                  | Spring 2003    |
| _____ GEY 121   | 4       | Historical Geology            | GT-SC1 |                  | Spring 2003    |
| _____ PHY 105   | 4       | Conceptual Physics            | GT-SC1 |                  | Fall 2005      |
| _____ PHY 111   | 5       | Physics: Algebra Based I      | GT-SC1 |                  | Spring 2003    |
| _____ PHY 112   | 5       | Physics: Calculus Based I     | GT-SC1 |                  | Spring 2003    |
| _____ PHY 212   | 5       | Physics: Calculus Based II    | GT-SC1 |                  | Spring 2003    |

|               |   |   |        |  |           |
|---------------|---|---|--------|--|-----------|
| _____ SCI 155 | 4 | Integrated Science I  |        |  |           |
| _____ And     |   | (Students must complete BOTH courses to meet the total GT-SC1 requirement for the A.A. degree.) |        |  |           |
| _____ SCI 156 | 4 | Integrated Science II   | GT-SC1 |  | Fall 2006 |

| Course #  | Credits | Course Title                       | GT-xxx | GT Approval Date | Effective Term |
|---|---------|------------------------------------|--------|------------------|----------------|
| <b>ARTS &amp; HUMANITIES: 3 credits required.</b>                                   |         |                                    |        |                  |                |
| <b>Select ONE course from any GT-AH1, AH2, AH3 or AH4 category below</b>            |         |                                    |        |                  |                |
| <i>Select no more than two of these GT-AH1 Arts and Expression Category courses</i> |         |                                    |        |                  |                |
| ART 110   | 3       | Art Appreciation                   | GT-AH1 |                  | Spring 2004    |
| ART 111   | 3       | Art History I                      | GT-AH1 |                  | Spring 2003    |
| ART 112   | 3       | Art History II                     | GT-AH1 |                  | Spring 2003    |
| MUS 120   | 3       | Music Appreciation                 | GT-AH1 |                  | Spring 2003    |
| MUS 121   | 3       | Intro to Music History I           | GT-AH1 |                  | Spring 2003    |
| MUS 122   | 3       | Intro to Music History II          | GT-AH1 |                  | Spring 2003    |
| THE 105   | 3       | Intro to Theatre Arts              | GT-AH1 |                  | Spring 2003    |
| THE 211   | 3       | Development of Theatre I           | GT-AH1 |                  | Spring 2003    |
| THE 212   | 3       | Development of Theatre II          | GT-AH1 |                  | Spring 2003    |
| <i>Select no more than two GT-AH2 Literature and Humanities Category courses</i>    |         |                                    |        |                  |                |
| HUM 121   | 3       | Survey of Humanities I             | GT-AH2 |                  | Spring 2004    |
| HUM 122   | 3       | Survey of Humanities II            | GT-AH2 |                  | Spring 2004    |
| HUM 123   | 3       | Survey of Humanities III           | GT-AH2 |                  | Spring 2004    |
| LIT 115   | 3       | Introduction to Literature         | GT-AH2 |                  | Spring 2003    |
| LIT 201   | 3       | Masterpieces of Literature I       | GT-AH2 |                  | Spring 2003    |
| LIT 202   | 3       | Masterpieces of Literature II      | GT-AH2 |                  | Spring 2003    |
| LIT 211   | 3       | Survey of American Literature I    | GT-AH2 |                  | Fall 2005      |
| LIT 212   | 3       | Survey of American Literature II   | GT-AH2 |                  | Fall 2005      |
| <i>Select no more than two GT-AH3 Ways of Thinking Category courses</i>             |         |                                    |        |                  |                |
| PHI 111   | 3       | Introduction to Philosophy         | GT-AH3 |                  | Spring 2003    |
| PHI 112   | 3       | Ethics                             | GT-AH3 |                  | Spring 2003    |
| PHI 113   | 3       | Logic                              | GT-AH3 |                  | Spring 2004    |
| <i>Select no more than two GT-AH4 Foreign Language Category courses</i>             |         |                                    |        |                  |                |
| SPA 211   | 3       | Spanish Language III               | GT-AH4 |                  | Fall 2005      |
| SPA 212   | 3       | Spanish Language IV                | GT-AH4 |                  | Fall 2005      |
| <b>SOCIAL &amp; BEHAVIORAL SCIENCES: 3 credits required.</b>                        |         |                                    |        |                  |                |
| <b>Select ONE course from the GT-HI1 or GT-SS1-3 categories below</b>               |         |                                    |        |                  |                |
| <i>HI1-History Category courses</i>   |         |                                    |        |                  |                |
| HIS 101   | 3       | History of Western Civilization I  | GT-HI1 |                  | Spring 2003    |
| HIS 102   | 3       | History of Western Civilization II | GT-HI1 |                  | Spring 2003    |
| HIS 111   | 3       | World Civilization I               | GT-HI1 |                  | Fall 2006      |
| HIS 112   | 3       | World Civilization II              | GT-HI1 |                  | Fall 2006      |
| HIS 201   | 3       | U.S. History I                     | GT-HI1 |                  | Spring 2003    |
| HIS 202   | 3       | U.S. History II                    | GT-HI1 |                  | Spring 2003    |
| HIS 247   | 3       | Contemporary World History         | GT-HI1 | Fall 2005        |                |
| <i>GT-SS1 Economic &amp; Political Systems Category courses</i>                     |         |                                    |        |                  |                |
| ECO 201   | 3       | Principles of Macroeconomics       | GT-SS1 |                  | Spring 2004    |
| ECO 202   | 3       | Principles of Microeconomics       | GT-SS1 |                  | Spring 2004    |
| POS 105   | 3       | Introduction to Political Science  | GT-SS1 |                  | Spring 2003    |
| POS 111   | 3       | American Government                | GT-SS1 |                  | Spring 2004    |
| POS 205   | 3       | International Relations            | GT-SS1 |                  | Fall 2006      |
| <i>GT-SS2 Geography Category courses</i>  |         |                                    |        |                  |                |
| GEO 105   | 3       | World Regional Geography           | GT-SS2 |                  | Spring 2003    |
| <i>GT-SS3 Human Behavior &amp; Social Systems Category courses</i>                  |         |                                    |        |                  |                |
| ANT 101   | 3       | Cultural Anthropology              | GT-SS3 |                  | Spring 2003    |
| ANT 107   | 3       | Intro to Archaeology               | GT-SS3 | 9-Feb-07         | Summer 2007    |
| ANT 111   | 3       | Physical Anthropology              | GT-SS3 |                  | Spring 2003    |
| PSY 101   | 3       | General Psychology I               | GT-SS3 |                  | Spring 2004    |
| PSY 102   | 3       | General Psychology II              | GT-SS3 |                  | Spring 2003    |
| PSY 205   | 3       | Psychology of Gender               | GT-SS3 |                  | Fall 2006      |
| PSY 226   | 3       | Social Psychology                  | GT-SS3 |                  | Fall 2006      |
| PSY 235   | 3       | Human Growth & Development         | GT-SS3 |                  | Fall 2005      |
| PSY 238   | 3       | Child Development                  | GT-SS3 |                  | Fall 2006      |
| PSY 249   | 3       | Abnormal Psychology                | GT-SS3 | 9-Feb-07         | Summer 2007    |
| SOC 101   | 3       | Introduction to Sociology I        | GT-SS3 |                  | Spring 2004    |
| SOC 102   | 3       | Introduction to Sociology II       | GT-SS3 |                  | Spring 2004    |
| SOC 215   | 3       | Contemporary Social Problems       | GT-SS3 |                  | Fall 2006      |

**A.G.S. GENERAL EDUCATION COURSES 15 credits required**

\_\_\_\_\_

Select from any courses listed on the A.G.S. pages above which have not already been used.

Select from any courses in the A.G.S. General Education Courses listed on the next page.

Select from any of the courses listed below:

- \_\_\_\_\_ COM 105 (3) Career Communications
- \_\_\_\_\_ PHY 105 (3) Conceptual Physics
- \_\_\_\_\_ PSY 106 (3) Human Relations
- \_\_\_\_\_ PSY 116 (3) Stress Management
- \_\_\_\_\_ PSY 247 (3) Child Abuse & Neglect
- \_\_\_\_\_ PSY 265 (3) Psychology of Personality
- \_\_\_\_\_ JOU 105 (3) Intro to Mass Media
- \_\_\_\_\_ JOU 106 (3) Fundamentals of Reporting
- \_\_\_\_\_ JOU 206 (3) Intermediate Newswriting & Editing

**A.G.S. ELECTIVES 30 credits required**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Select from any courses listed for the A.G.S. degree which have not already been used.

Select from any courses in the A.G.S. General Education Courses listed below.

Select from any occupational/Technical courses \*\*

The selected courses must NOT be considered developmental

Catalog - Page 98 - Add Courses to AGS Electives & Add GT "\*" to courses:

**Associate of General Studies (A.G.S.) General Education Courses**

- ANT 107 (3) Intro to Archaeology\*
- HWE 100 (3) Human Nutrition
- MAT 204 (5) Calc III w/Engineering Ap\*
- MAT 255 (3) Linear Algebra
- MAT 261 (4) Dif Equations w/Engineer\*
- PSY 249 (3) Abnormal Psychology\*

\*State Guaranteed Transfer [GT] Courses

## AGRICULTURE and BUSINESS MANAGEMENT

Agriculture and Business Management Program certificates are designed for self-employed owners/operators, managers, consultants and interested individuals associated with agricultural and business fields.

**Six ~~Nine~~ separate 18-credit certificates are available:**

- Agriculture and Business Management Planning & Financial Records Certificate
- Agriculture and Business Management Financial Analysis Certificate
- Agriculture and Business Management Commodity Marketing Certificate
- Agriculture and Business Management Marketing and Risk Management Certificate
- Advanced Agriculture and Business Management Certificate
- Rural Business Entrepreneurship Certificate
- **Web Productivity and Utilization Certificate**
- **Integrated Management Certificate**
- **Leadership/Human Resources Certificate**

### Web Productivity and Utilization Certificate

MCC's Web Productivity and Utilization Program is a one-year certificate (18 credits) designed to enhance business management skills by improving one's understanding and use of the Internet for business productivity. Utilization of available tools, technical capabilities, and development of a web plan for the business will be addressed.

*Program Prerequisites: Internet Connection*

#### **Web Productivity and Utilization Certificate**

**Requirements: 18 credits required**

*Complete the following 2 courses*

| Course #      | Credits | Course Title                    | GT-xxx | GT Approval Date | Effective Term |
|---------------|---------|---------------------------------|--------|------------------|----------------|
| _____ ABM 137 | 9       | Web Productivity/Utilization I  |        |                  |                |
| _____ ABM 138 | 9       | Web Productivity/Utilization II |        |                  |                |

### Integrated Management Certificate

MCC's Integrated Management Program is a one-year certificate (18 credits) emphasizing integration of data and software technology of the business. Research and identification of data and software used in the business and industry will point to the development of a management plan incorporating improved use of software and data through integration of current and/or new software applications.

*Program Prerequisites: Internet Connection*

#### **Integrated Management Certificate**

**Requirements: 18 credits required**

*Complete the following 2 courses*

| Course #      | Credits | Course Title             | GT-xxx | GT Approval Date | Effective Term |
|---------------|---------|--------------------------|--------|------------------|----------------|
| _____ ABM 143 | 9       | Integrated Management I  |        |                  |                |
| _____ ABM 144 | 9       | Integrated Management II |        |                  |                |

### Leadership/Human Resources Certificate

MCC's Leadership and Human Resource Program is a one-year certificate (18 credits) emphasizing leadership and resources management in the business. Exploration of effective leadership and ethics concepts and skills along with the identification of human resource tools will guide the evaluation and analysis of the business' current management practices. Development and evaluation of a leadership plan for the business will be addressed.

*Program Prerequisites: Internet Connection*

#### **Leadership/Human Resources Certificate**

**Requirements: 18 credits required**

*Complete the following 2 courses*

| Course #      | Credits | Course Title                            | GT-xxx | GT Approval Date | Effective Term |
|---------------|---------|---|--------|------------------|----------------|
| _____ ABM 153 | 9       | Leadership/Human Resource Management I  |        |                  |                |
| _____ ABM 154 | 9       | Leadership/Human Resource Management II |        |                  |                |

Automotive Service Technology Degree –  
Associate of Applied Science (A.A.S.)

Completion of the 33 Level I certificate requirements PLUS 42 additional credits will entitle students to receive the A.A.S.- Automotive Service Technology degree.

Associate of Applied Science - Automotive Service Technology Degree Requirements: 75 credits required

Complete the following courses:  
Course # Cr Course Title

Level I

These courses are all contained within the 35 credits of the Automotive Service Technology Certificate.

- \_\_\_\_\_ ASE 102 2 Introduction to Automotive Shop
- \_\_\_\_\_ ASE 110 3 Brakes I
- \_\_\_\_\_ ASE 120 2 Basic Automotive Electricity
- \_\_\_\_\_ ASE 123 2 Automotive Battery, Starting & Charging Systems
- \_\_\_\_\_ ASE 130 2 General Engine Diagnosis
- \_\_\_\_\_ ASE 132 2 Ignition System Diagnosis & Repair
- \_\_\_\_\_ ASE 134 2 Automotive Emissions
- \_\_\_\_\_ ASE 150 2 Automotive U-joint & Axle shaft service
- \_\_\_\_\_ ASE 160 1 Automotive engine Removal & Installation
- \_\_\_\_\_ ASE 161 5 Engine Disassembly, Diagnosis, & Assembly
- \_\_\_\_\_ ASE 221 4 Automotive Body Electrical
- \_\_\_\_\_ ASE 231 2 Automotive Computers
- \_\_\_\_\_ ASE 233 4 Fuel Injection & Exhaust Systems

Additional Courses to receive Automotive Service Technology A.A.S. degree:

Level II

- \_\_\_\_\_ ASE 140 3 Suspension & Steering I
- \_\_\_\_\_ ASES 151 2 Automotive Manual Transmission/Transaxles & Clutches
- \_\_\_\_\_ ASE 152 2 Differentials & 4WD/AWD Service
- \_\_\_\_\_ ASE 210 3 Brakes II
- \_\_\_\_\_ ASE 220 2 Specialized Electronics Training
- \_\_\_\_\_ ASE 235 1 Drivability & Diagnosis
- \_\_\_\_\_ ASE 240 3 Suspension & Steering II
- \_\_\_\_\_ ASE 250 1 Automatic Transmission/Transaxle Service
- \_\_\_\_\_ ASE 251 5 Automatic Transmission/Transaxle Diagnosis and Assemblies
- \_\_\_\_\_ ASE 265 5 Automotive Heating & Air Conditioning

General Education Courses for A.A.S. Degree(15credits)

- \_\_\_\_\_ BUS 115 3 Introduction to Business
- \_\_\_\_\_ COM 105 3 Career Communications
- \_\_\_\_\_ CIS 115 3 Introduction to Computer Information Systems
- or CIS 118 3 Introduction to PC Applications
- \_\_\_\_\_ MAT 107 3 Career Mathematics
- \_\_\_\_\_ HWE 122 Responding to Emergencies\*\*
- or
- \_\_\_\_\_ ENG 121 2 English Composition [GT-CO1 Effective Spring 2003]

\*\* (Students taking HWE 122 will be 1 credit short of General Education Electives. Advisor will accept 1 credit of MAT 178 or other

**Business Administration**  
**(Business Technologies Emphasis)**  
**Associate of Applied Science Degree (A.A.S.)**  
*(CCCS program approval pending.)*

*Program Prerequisites: BTE 100 or demonstrated keyboarding skill.  
The Business Foundations Emphasis will not appear on the diploma.*

**Associate of Applied Science-Business Administration  
(Business Foundations Emphasis) Degree Requirements**  
**60 credits required**

*Complete the following courses:*

**Course # Cr Course Title**

**Semester 1 – 15 credits**

\_\_\_\_\_ BTE 102\* 2 Keyboarding Applications I  
\_\_\_\_\_ BTE 156 4 Business Math with Calculators  
\_\_\_\_\_ BUS 115 3 Introduction to Business  
\_\_\_\_\_ CIS 135 3 Complete Word Processing  
\_\_\_\_\_ ENG 113 3 Business English

**Semester 2 – 15 credits**

\_\_\_\_\_ **BUS BTE** 103 3 Keyboarding Applications II  
\_\_\_\_\_ BUS 216 3 Legal Environment of Business  
\_\_\_\_\_ BUS 217 3 Business Communications & Report Writing  
\_\_\_\_\_ PSY 215 3 Psychology of Adjustment  
\_\_\_\_\_ SPE 115 3 Public Speaking

**Semester 3 – 15 credits**

\_\_\_\_\_ ACC 101 3 Fundamentals of Accounting  
\_\_\_\_\_ BTE 225 3 Administrative Office Management  
\_\_\_\_\_ CIS 145 3 Complete PC Database  
\_\_\_\_\_ COM 105 3 Career Communications  
\_\_\_\_\_ ECO 105 3 Introduction to Economics

**Semester 4 – 15 credits**

\_\_\_\_\_ BTE 108 1 Ten-Key by Touch  
\_\_\_\_\_ BUS 187 1 Cooperative Education/Internship  
\_\_\_\_\_ MAN 215 3 Organizational Behavior  
\_\_\_\_\_ MAN 224 3 Leadership  
\_\_\_\_\_ CIS 155 3 PC Spreadsheet Concepts: (Excel)  
\_\_\_\_\_ CIS 218 3 Advanced PC Applications

*Select **2 1** credits Business Electives from the list below:*

**2 1**  
ACC 115, 121, 122, 123, 124, 125, 131, 216; BUS 226; CIS 131-133, 141-143, 151-153;  
ECO 201-202, ENG 121-122; MAN 116-117, 125, 200, 226; MAR 111, 160, 240;  
MAT 120, 121-122, 125, 135, 155-156, 201-202; MGD 102, 133, 141; PSY 101-102; SOC 101-102;  
SPA 101-102; 111-112, 115, 211-212, 215

**Business Administration**  
**(Management/Supervision Emphasis) –**  
**Associate of Applied Science Degree (A.A.S.)**  
*(CCCS program approval pending.)*

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.

*Program Prerequisites: BTE 100 or demonstrated keyboarding skill.  
The Management/Supervision Emphasis will not appear on the diploma.*

**Associate of Applied Science - Business Administration  
(Management/Supervision Emphasis) Degree Requirements**  
**60 credits required**

*Complete the following courses:*

**Course # Cr Course Title**

**Semester 1- 15 credits**

\_\_\_\_\_ ACC 101 3 Fundamentals of Accounting  
\_\_\_\_\_ BTE 102\* 2 Keyboarding Applications I  
\_\_\_\_\_ BTE 156 4 Business Math with Calculators  
\_\_\_\_\_ BUS 115 3 Introduction to Business  
\_\_\_\_\_ ENG 113 3 Business English

**Semester 2 – 15 credits**

\_\_\_\_\_ BUS 216 3 Legal Environment of Business  
\_\_\_\_\_ BUS 217 3 Business Communications & Report Writing  
\_\_\_\_\_ CIS 118 3 Intro to PC Applications  
\_\_\_\_\_ PSY 215 3 Psychology of Adjustment  
\_\_\_\_\_ SPE 115 3 Public Speaking

**Semester 3 – 15 credits**

\_\_\_\_\_ ECO 105 3 Introduction to Economics  
\_\_\_\_\_ MAN 116 3 Principles of Supervision  
\_\_\_\_\_ MAR 160 3 Customer Service  
\_\_\_\_\_ MAR 216 3 Principles of Marketing  
\_\_\_\_\_ MAN 200 3 Human Resource Management

**Semester 4 – 15 credits**

\_\_\_\_\_ BTE 108 1 Ten-Key by Touch  
\_\_\_\_\_ BUS 187 1 Cooperative Education/Internship  
\_\_\_\_\_ MAN 215 3 Organizational Behavior  
\_\_\_\_\_ MAN 224 3 Leadership  
\_\_\_\_\_ MAN 226 3 Principles of Management  
\_\_\_\_\_ ~~MAR 216 3 Principles of Marketing~~ **COM 105 3 Career Communications**

*Select 1 credit Business Electives from the list below:*

\_\_\_\_\_ 1  
ACC 115, 121, 122, 123, 124, 125, 131, 216; BUS 226; BTE 103, 225; CIS 131-133, 135, 141-143, 145, 151-153, 155; ECO 201-202, ENG 121-122; MAN 117, 125; MAR 111, 240; MAT 120, 121-122, 125, 135, 155-156, 201-202; MGD 102, 133, 141; PSY 101-102; SOC 101-102; SPA 101-102; 111- 112, 115, 211-212, 215

### Business Management Supervision Certificate

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.

#### **Business Management Supervision Certificate Requirements      31 credits required**

Complete the following courses:

| Course # | Cr                   | Course Title                              |
|----------|----------------------|---|
| _____    | ACC 101 3            | Fundamentals of Accounting                |
| _____    | <del>ACC 103 1</del> | <del>Fundamentals of Accounting Lab</del> |
| _____    | BUS 187 1            | Cooperative Education/Internship          |
| _____    | BUS 217 3            | Business Communications & Report Writing  |
| _____    | CIS 115 3            | Introduction to Computers                 |
| _____    | COM 105 3            | Career Communications                     |
| _____    | ENG 113 3            | Business English                          |
| _____    | MAN 116 3            | Principles of Supervision                 |
| _____    | MAN 117 1            | Time Management                           |
| _____    | MAN 124 1            | Teambuilding                              |
| _____    | MAN 226 3            | Principles of Management                  |
| _____    | <del>MAT 112 3</del> | <del>Financial Mathematics</del>          |
| _____    | PSY 215 3            | Psychology of Adjustment                  |
| _____    | BTE 156 4            | Business Math with Calculators            |

### Medical Office Technologies Certificate

*Program Prerequisites: BTE 100 or demonstrated keyboarding skill.*

#### **Medical Office Technologies Certificate Requirements      8 9 credits required**

Complete the following courses:

| Course # | Cr          | Course Title                                      |
|----------|-------------|---|
| _____    | BTE 103 3   | Keyboarding Applications II *BTE 102 Prerequisite |
| _____    | HPR 178 2   | Medical Terminology                               |
| _____    | MOT 132 3-4 | Medical Transcription *HPR 178 Prerequisite       |

### Office Support Specialist Certificate

*Program Prerequisites: BTE 100 or demonstrated keyboarding skill.*

#### **Office Support Specialist Certificate Requirements:      36 credits required**

Complete the following courses:

| Course # | Cr                   | Course Title                              |
|----------|----------------------|---|
| _____    | ACC 101 3            | Fundamentals of Accounting                |
| _____    | <del>ACC 103 1</del> | <del>Fundamentals of Accounting Lab</del> |
| _____    | ACC 125 3            | Computerized Accounting                   |
| _____    | BTE 102* 2           | Keyboarding Applications I                |
| _____    | BTE 103 3            | Keyboarding Applications II               |
| _____    | BTE 108 1            | Ten-Key by Touch                          |
| _____    | BTE 225 3            | Administrative Office Management          |
| _____    | BUS 115 3            | Introduction to Business                  |
| _____    | BUS 217 3            | Business Communications & Report Writing  |
| _____    | CIS 131 1            | Word Processing I                         |
| _____    | CIS 141 1            | PC Databases I: [MS Access]               |
| _____    | CIS 151 1            | PC Spreadsheets I: [Excel]                |
| _____    | COM 105 3            | Career Communications                     |
| _____    | ENG 113 3            | Business English                          |
| _____    | MAN 117 1            | Time Management                           |
| _____    | MAN 125 1            | Teambuilding                              |
| _____    | <del>MAT 112 3</del> | <del>Financial Mathematics</del>          |
| _____    | BTE 156 4            | Business Math with Calculators            |

## Associate of General Studies Degree (A.G.S.) – Early Childhood Education Emphasis

### A.G.S. General Education Courses

ANT 107 (3) Intro to Archaeology\*

MAT 255 (3) Linear Algebra

PSY 249 (3) Abnormal Psychology\*

MAT 204 (5) Calc III w/Engineering Ap\*

MAT 261 (4) Dif Equations w/Engineer\*

\*State Guaranteed Transfer [GT] Courses

Catalog - Page 116 – Nursing Program Information. Replace Entire Nursing Section with new text below:

## NURSING

Nursing programs are designed to prepare graduates for employment as Nursing Assistants, Licensed Practical Nurses (LPN), and Registered Nurses (RN). Nursing practitioners will develop entry-level skills for work in hospitals, clinics and other inpatient/outpatient health care settings. Nursing students participate in both classroom instruction and supervised patient care experiences, which focus on the prevention of disease and the promotion of a healthy life style. Fundamentals of leadership and management may be included as a vital part of your curriculum. Dedication to community and a spirit of giving back may be emphasized.

### **Morgan Community College offers the following nursing options:**

- Nurse Aide (CNA) Certificate
- Practical Nursing (LPN) Certificate
- Associate Degree in Nursing (A.D.N.) program leading toward an Associate of Applied Science Degree-Nursing which prepares graduates to apply to take the National Council Licensing Examination (NCLEX) to become a Registered Nurse (RN).

### Nurse Aide Certificate (CNA)

This program prepares the student to work in acute care and long term care facilities as a nursing assistant performing duties related to personal care of the patient. Upon completion, students may take the Certified Nursing Aide (CNA) exam. Must show proof of CPR certification prior to clinical placement.

*Program Prerequisites: none*

#### **Nurse Aide Certificate Requirements**

**5 credits required**

*Complete the following courses:*

#### **Course # Cr Course Title**

\_\_\_\_\_ NUA 101 4 Nurse Aide/Theory Lab

\_\_\_\_\_ NUA 170 1 Nurse Aide Clinical

### Associate of Applied Science – Nursing (A.D.N.)

The Associate Degree in Nursing (A.D.N.) program is designed to prepare the student to apply for the licensure examination as a registered nurse. The curriculum is specifically constructed to promote career mobility in nursing and follows the criteria for the Colorado Nursing Articulation Model. Upon satisfactory completion of the prescribed A.D.N. curriculum with a minimum of a "C" in each course, and having met the qualifications for licensure according to the Colorado Nurse Practice Act, the student will receive an Associate of Applied Science Degree in Nursing and will be eligible to take the State Licensure Examination for Registered Nursing. Students who did not complete their first level nursing program (L.P.N.) at MCC are required to have completed a licensed practical nursing program at NJC or at another institution. Special admission requirements apply to the Associate Degree in Nursing program. Applicants must follow all rules, have taken prerequisites and meet special deadlines before being admitted to the program.

*Accreditation: Colorado State Board of Nursing*

### Monthly Nursing Program Information Sessions:

Monthly nursing information sessions are hosted by the MCC Nursing Department. To register for one of these monthly sessions contact Dianna Morgan at 542-3119.

## A.A.S. Nursing Application Pre-requisites:

Morgan Community College, as well as most nursing schools in the state of Colorado, has a wait list for slots in the A.D.N. nursing program. **Before you can apply to the A.D.N. program or be placed on the waitlist, you must have completed the following pre-requisites:**

- BIO 201 – Human Anatomy & Physiology I, 4 credits, taken within the last 7 years, with a “C” grade or higher
- BIO 202 – Human Anatomy & Physiology II, 4 credits, taken within the last 7 years, with a “C” grade or higher
- BIO 204 – Microbiology, 4 credits, taken within the last 7 years, with a “C” grade or higher
- ENG 121 – English Composition I, 3 credits, with a “C” grade or higher
- PSY 235 – Human Growth & Development, 3 credits, with a “C” grade or higher
- Combined GPA of 2.5 for all of the above listed pre-requisite courses
  
- Successful completion of MAT 090 or higher level MAT course taken within the last 5 years OR an Accuplacer Elementary Algebra (EA) score of 61 or higher. This is not a pre-requisite to the program, but IS a prerequisite to the Mathematics in the program and must be completed before application to the A.D.N. waitlist.
  
- Pass a FBI Fingerprinting background check BEFORE application to the waitlist. Link available at [www.cccs.edu](http://www.cccs.edu) .

Other Courses you *can* take prior to application which are part of the ADN program but are *NOT part of the REQUIRED pre-requisites:*

Due to scheduling and the high intensity of the nursing program, it is highly recommended that you complete these courses prior to starting the nursing program but they are not REQUIRED to be completed before applying:

- HPR 216-Pathophysiology, 4 credits, taken within the last 7 years, with a “C” or higher This course is generally offered in the Spring term at MCC
- HPR 108-Dietary Nutrition, 1 credit (will also accept NUT 100-Human Nutrition which is a 3 credit hour course)
- HPR 102-CPR for Professionals and/or HPR 103-CPR for Professionals Renewal to obtain and keep up the required American Heart Association CPR card.
- 3 credits from the GT-Pathways Arts & Humanities or Behavioral & Social Sciences Categories (any course designated GT-AH1, GT-AH2, GT-AH3, GT-AH4, GT-HI1, GT-SS1, GT-SS2, GT-SS3) See the GT-Pathways section of the MCC catalog.

## A.A.S. Nursing Degree Application and Waitlist Process & Requirements:

**Once you have completed the required prerequisites** above, you may *apply* to the nursing program wait list. See application steps and requirements below:

- All applications are done online through the Colorado Community College System website <http://www.cccs.edu> . Click on “Nursing Program” and complete the application as directed. As part of this application process students are required to complete a preliminary FBI background check. You should find that information on the website.
- Complete the *Nursing Entrance Test* (The NET). This can be scheduled through the MCC Testing Center by calling 970-542-3188 or by contacting any Colorado Community College. This test is used for advising purposes.
- Possess a valid American Heart Association CPR card for the duration of the 2-year Nursing program. Morgan Community College offers this course (HPR-102) during the summer term and during the 1<sup>st</sup> week of the Fall term.
- Health Form and Immunization Record – Information is given to applicants during the program orientation.
- Pass a Criminal Background Check and a drug screening, to be done within 90 days of the first day of starting the program – DO NOT COMPLETE ANY EARLIER!

Due to scheduling and the high intensity of the nursing program, it is highly recommended that you complete these courses prior to starting the nursing program but they are not REQUIRED to be completed before applying and can be taken during the 2 program years:

- HPR 216-Pathophysiology, 4 credits, taken within the last 7 years, with a “C” or higher This course is generally offered in the Spring term at MCC
- HPR 108-Dietary Nutrition, 1 credit (will also accept NUT 100-Human Nutrition which is a 3 credit hour course)
- HPR 102-CPR for Professionals and/or HPR 103-CPR for Professionals Renewal to obtain and keep up the required American Heart Association CPR card.
  
- 3 credits from the GT-Pathways Arts & Humanities or Behavioral & Social Sciences Categories (any course designated GT-AH1, GT-AH2, GT-AH3, GT-AH4, GT-HI1, GT-SS1, GT-SS2, GT-SS3) See the GT-Pathways section of the MCC catalog.

## BRIDGE Program (LPN to RN)

The MCC BRIDGE Program is for current LPN's who wish to apply to the RN program. **Before you can apply to the A.D.N. program or be placed on the waitlist, you must have completed** the following pre-requisites:

- BIO 201 – Human Anatomy & Physiology I, 4 credits, taken within the last 7 years, with a “C” grade or higher
- BIO 202 – Human Anatomy & Physiology II, 4 credits, taken within the last 7 years, with a “C” grade or higher
- BIO 204 – Microbiology, 4 credits, taken within the last 7 years, with a “C” grade or higher
- ENG 121 – English Composition I, 3 credits, with a “C” grade or higher
- PSY 235 – Human Growth & Development, 3 credits, with a “C” grade or higher
- GPA of 2.5 for all of the above listed pre-requisite courses including LPN courses
- MAT 103 – Math for Clinical Calculations or a higher level math course, taken within the last 5 years
- HPR 216 – Pathophysiology, 4 credits, taken within the last 7 years, with a “C” grade or higher
- HPR 108 – Dietary Nutrition, 1 credit ((will also accept NUT 100-Human Nutrition which is a 3 credit hour course)
- Complete the *Nursing Entrance Test* (The NET). This can be scheduled through the MCC Testing Center by calling 970-542-3188 or by contacting any Colorado Community College. This test is used for advising purposes. If you have already taken the NET, it is valid for a period of 2 years.
- Must be a graduate of an accredited PN program within the USA, and hold a valid Colorado LPN License.
- Must meet experience and testing requirement as identified in the Colorado Articulation Model 2005-2010.
- Complete FBI Fingerprinting background check. Link available at [www.cccs.edu](http://www.cccs.edu) .

In addition, the following requirements must be completed before being eligible for acceptance into the program:

- Possess a valid American Heart Association CPR card for the duration of the program. Morgan Community College offers this course (HPR-102) during the summer term and during the 1<sup>st</sup> week of the Fall term.
- Health Form and Immunization Record – Information is given to applicants during the program orientation.
- Pass a Criminal Background Check and a drug screening, to be done within 90 days of the first day of starting the program – DO NOT COMPLETE ANY EARLIER!

In addition to all of the above, the following general education course is required with a grade of “C” or higher\*:

- 3 credits from the GT-Pathways Arts & Humanities or Behavioral & Social Sciences Categories (any course designated GT-AH1, GT-AH2, GT-AH3, GT-AH4, GT-HI1, GT-SS1, GT-SS2, GT-SS3) See the GT-Pathways section of the MCC catalog.

\* Due to scheduling and the high intensity of the nursing program, it is highly recommended that you complete this course prior to starting the nursing program.

Questions about entrance requirements or advising should be directed to Kathy Frisbie, MCC Director of Nursing Education at 970-542-3240 or email her at [Kathy.frisbie@morgancc.edu](mailto:Kathy.frisbie@morgancc.edu) OR Gwen Steffen at 970-542-3224 or email her at [gwen.steffen@morgancc.edu](mailto:gwen.steffen@morgancc.edu)

## Radiology Technician Program through Community College of Denver and MCC

*\*\*Fall 2007 admission at MCC contingent upon approval of MCC as a site\*\**

The Radiologic Technology program prepares the student for an entry-level position as a radiography technician in a variety of medical settings, including the hospital. The program consists of five semesters of course work that includes classroom, laboratory and clinical internship experience. Graduates earn an AAS degree and are eligible to apply for registration by the American Registry of Radiology Technologists (ARRT).

The program begins fall semester of each year. Information and requirements can be obtained from Phyllis Gertge, the Radiology Technology program coordinator at MCC (970-542-xxxx). Students who are interested in articulating their career with a Bachelor of Science degree should contact the degree-awarding institution for information about transferable prerequisite course work.

Morgan Community College and the Community College of Denver (CCD) have joined to offer the opportunity for Northeastern Colorado area students to obtain an Associate of Applied Science degree - Radiology Technician. Students in the program must commit to attending courses both in Fort Morgan and in Denver. Students will travel a minimum of two days a week to the CCD Lowry campus. The degree will be awarded through CCD. Only six students will be admitted each year.

### **Program Admission Requirements**

These are the steps for admission into the Radiology Technology program.

1. Apply to Morgan Community College.
2. Take the MCC Basic Skills Assessment Test (Accuplacer)  
Minimum scores are: Elementary Algebra (EA) – 60  
Reading Comprehension (RC) – 60  
Sentence Skills (SS) – 95

Only FIRST-TIME, DEGREE SEEKING students must take the test. The Accuplacer is given in the MCC Student Services Office, Centers, or by the MCC Testing Center. Please call the Fort Morgan campus or your area Center for the testing schedule and to make an appointment for testing. [Exemptions: Certificate- and degree-seeking students who are applying for health care education programs and who already have an associate or higher degree from an accredited college or university are not required to take the Basic Skills Assessment Test.] Prospective health students who have taken and successfully passed English and Math courses from another accredited institution of higher education also may be exempt from one or all of the tests. Transcripts showing proof of degree of prior college work from an accredited college or university must be submitted to the Student Services Office (phone: 970-542-3100) to receive an exemption from taking the Accuplacer.

3. To receive an application to the Radiology Technology Program, students must attend a program information and advising meeting at MCC. Contact Phyllis Gertge or Dianna Morgan at 970-542-31xx to register. Bring a copy of the BSAT results or waiver, and any student transcripts of course work at MCC or other colleges attended. Complete applications are dated as they are received, after each year's slots are filled, students will be placed on a wait list.
4. Complete the following general education and related course requirements with a grade C or better **prior** to starting the program. (Applicants are considered for admission by the following criteria: the date of application and the date all program prerequisite course work is completed. It is important to complete steps 1 and 2 as soon as possible to receive an early date on the program application and to begin a Radiologic Technology student file.)

Requirements for Clinicals/Internships: **Do not complete these steps until admitted to the program.**

- Federal Background Check (Drug screening required) \*see list of disqualifying offences.
- Required Immunizations
- Film Badges (dosimeters)
- Photo ID – School
- Mask Fit Test \*\* as needed
- Uniform(s)/Scrubs
- Health Insurance
- CPR which includes BLS and First Aid (2 year certification) – Must be trained with American Red Cross or equivalent
- Insurance for Students (Liability)

**General Education Requirements for Radiology Tech. Program**

*Classes with an \* must have been completed within the past 5 years*

\*\*General Education courses must be completed prior to submitting an application to the radiology program\*\*

|         |   |           |                       |
|---------|---|-----------|-----------------------|
| ENG 121 | English Composition I (B grade or higher) | 3 credits | Available through MCC |
|---------|---|-----------|-----------------------|

|         |                              |           |                       |
|---------|------------------------------|-----------|-----------------------|
| BIO 106 | Basic Anatomy and Physiology | 4 credits | Available through MCC |
|---------|------------------------------|-----------|-----------------------|

|                     |                                     |           |                       |
|---------------------|-------------------------------------|-----------|-----------------------|
| <b>Or</b>           |                                     |           |                       |
| <i>BOTH</i>         |                                     |           |                       |
| BIO 201*<br>and 202 | Human Anatomy & Physiology I and II | 8 credits | Available through MCC |

|                                     |                            |           |                       |
|-------------------------------------|----------------------------|-----------|-----------------------|
| Select 1 course from the following: |                            |           |                       |
| MAT 106                             | Survey of Algebra          | 4 credits | Available through MCC |
| MAT 107                             | Career Math                | 3 credits | Available through MCC |
| MAT 121                             | College Algebra            | 4 credits | Available through MCC |
| MAT 135                             | Introduction to Statistics | 3 credits | Available through MCC |

|                                     |                            |           |                       |
|-------------------------------------|----------------------------|-----------|-----------------------|
| Select 1 course from the following: |                            |           |                       |
| PSY 101                             | General Psychology I       | 3 credits | Available through MCC |
| SOC 101                             | Introduction to Sociology  | 3 credits | Available through MCC |
| PSY 235                             | Human Growth & Development | 3 credits | Available through MCC |

|                                   |               |           |  |
|-----------------------------------|---------------|-----------|--|
| Recommended Class – Not Required: |               |           |  |
| PHY 101                           | Basic Physics | 4 credits |  |

|  |                             |             |                       |
|--|-----------------------------|-------------|-----------------------|
| <b>Prerequisites: 2 credits</b>  |                             |             |                       |
| RTE 101  | Introduction to Radiology # | 2 credits   | Available through MCC |
| <i>#Limited enrollment – This course can only be taken after a completed program application has been received by the Program Director. Must complete this course with an 85% or higher.</i> |                             |             |                       |
| HPR 178  | Medical Terminology         | 1-2 credits | Available through MCC |

|                                  |   |             |                               |
|----------------------------------|---|-------------|-------------------------------|
| <b>Fall Semester: 16 credits</b> |   |             |                               |
|                                  | Course to be approved by advisor            | 1.5 credits |                               |
| RTE 111                          | Radiographic/Patient Care                   | 2 credits   |                               |
| RTE 121                          | Radiologic Procedures I                     | 3 credits   |                               |
| RTE 131                          | Radiologic Pathology and Image Evaluation I | 1.5 credits |                               |
| RTE 141                          | Radiographic Equipment/Imaging I            | 3 credits   |                               |
| RTE 181                          | Radiographic Internship I                   | 5 credits   | Available in NE Colorado area |

|                                    |  |             |                               |
|------------------------------------|--|-------------|-------------------------------|
| <b>Spring Semester: 14 credits</b> |  |             |                               |
|                                    | Course to be approved by advisor               | 1.5 credits |                               |
| RTE 122                            | Radiographic Procedures II                     | 3 credits   |                               |
| RTE 132                            | Radiographic Pathology and Image Evaluation II | 1.5 credits |                               |
| RTE 142                            | Radiographic Equipment/Imaging II              | 3 credits   |                               |
| RTE 182                            | Radiographic Internship II                     | 5 credits   | Available in NE Colorado area |

|                                   |                             |           |                               |
|-----------------------------------|-----------------------------|-----------|-------------------------------|
| <b>Summer Semester: 7 credits</b> |                             |           |                               |
| RTE 183                           | Radiographic Internship III | 7 credits | Available in NE Colorado area |

|                                  |                              |           |                               |
|----------------------------------|------------------------------|-----------|-------------------------------|
| <b>Fall Semester: 13 credits</b> |                              |           |                               |
| RTE 221                          | Advanced Medical Imaging     | 3 credits |                               |
| RTE 231                          | Radiation Biology/Protection | 2 credits |                               |
| RTE 281                          | Radiographic Internship IV   | 8 credits | Available in NE Colorado area |

|                         |                           |           |                               |
|-------------------------|---------------------------|-----------|-------------------------------|
| <b>Spring Semester:</b> |                           |           |                               |
| RTE 282                 | Radiographic Internship V | 8 credits | Available in NE Colorado area |
| RTE 289                 | Radiographic Capstone     | 3 credits |                               |

## Multimedia-Associate of Applied Science Degree (A.A.S.)

Completion of the 30 certificate requirements PLUS 30 additional credits will entitle students to receive the A.A.S.-Multimedia Degree.

### **Associate of Applied Science-Multimedia (A.A.S.) Degree Requirements: 60 credits required**

*Complete the following courses*

| <b>Course #</b> | <b>Cr</b> | <b>Course Title</b> |
|-----------------|-----------|---------------------|
|-----------------|-----------|---------------------|

*These courses are all contained within the 30 credits of the Multimedia Certificate.*

|       |         |   |                                |
|-------|---------|---|--------------------------------|
| _____ | MGD 102 | 3 | Introduction to Multimedia     |
| _____ | MGD 133 | 3 | Graphic Design I               |
| _____ | MGD 233 | 3 | Graphic Design II              |
| _____ | MGD 141 | 3 | Web Design I                   |
| _____ | MGD 241 | 3 | Web Design II                  |
| _____ | MGD 251 | 3 | Multimedia Motion & Sound      |
| _____ | MGD 259 | 3 | Management & Production        |
| _____ | CIS 162 | 1 | Advanced Presentation Graphics |
| _____ | MAN 117 | 1 | Time Management                |
| _____ | MAN 125 | 1 | Teambuilding                   |
| _____ | MGD 175 | 3 | Special Topics: Multimedia     |
| _____ | MGD 180 | 3 | Internship                     |

*Additional courses to receive the Multimedia A.A.S. degree.*

|       |         |   |  |
|-------|---------|---|--|
| _____ | CIS 118 | 3 | Intro to PC Applications                 |
| _____ | MAT 112 | 3 | Financial Mathematics                    |
| _____ | ENG 113 | 3 | Business English                         |
| _____ | COM 105 | 3 | Career Communications                    |
| _____ | BUS 217 | 3 | Business Communications & Report Writing |
| _____ | MAR 216 | 3 | Principles of Marketing                  |
| _____ | ART 121 | 3 | Drawing I                                |
| _____ | PSY 215 | 3 | Psychology of Adjustment                 |
| _____ | SPE 115 | 3 | Public Speaking                          |

### **MULTIMEDIA ELECTIVES – Select 3 credits from the list below:**

|       |   |                              |
|-------|---|------------------------------|
| _____ | 3 | ART 100-299 (Except ART 121) |
|       |   | MUS 100-299                  |
|       |   | PSY 100-299 (Except PSY 215) |
|       |   | SOC 100-299                  |
|       |   | THE 100-299                  |

## Course Descriptions

Catalog - Page 128 – In Course Numbering Section, replace “remedial” with “developmental”

### Course Numbering

Courses are numbered to indicate level of instruction. Freshman level courses are designated in the 100 sequence and sophomore level courses are designated in the 200 sequence. Courses numbered less than 100 are considered **remedial developmental** and do not apply to certificate and degree requirements.

Catalog - Page 130 – **Remove Courses & Change Descriptions:**

### ACCOUNTING

#### **ACC 101 Fundamentals of Accounting**

(45 lecture hours, 3 credits)

~~Corequisite: ACC 103~~

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.

~~Remove Effective term: Fall 2006~~

#### **ACC 103 Fundamentals of Accounting Lab**

(23 lab hours, 1 credit)

~~Corequisite: ACC 101~~

~~Designed as the practical lab portion of the Fundamentals of Accounting course. Emphasizes the demonstration of recording accounting information discussed in each chapter of ACC 101.~~

Catalog - Page 130 - **Add Courses & Descriptions:**

### AGRICULTURE AND BUSINESS MANAGEMENT

Effective term: Spring 2007

#### **ABM 137 Web Productivity/Utilization I**

(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

*Prerequisite:* Internet Connection

Improved understanding and use of the Internet for business productivity. Emphasis will be on understanding and utilizing the tools available and the technical capabilities of the present in order to develop a web use plan for the business.

Effective term: Spring 2007

#### **ABM 138 Web Productivity/Utilization II**

(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

*Prerequisite:* Internet Connection

Focus is on the business web use plan. Emphasis will be placed on the improved utilization of the Internet and implementation and refinement of the web use relating to business operations and industry.

## **AGRICULTURE AND BUSINESS MANAGEMENT**

Effective term: Spring 2007

### **ABM 143 Integrated Management I**

(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

*Prerequisite:* None

This course focuses on the research and identification of data and software technology used in the business and industry. In addition to software applications and data use, research will include areas in online opportunities, credit resources and reduction, and managing risks.

Effective term: Spring 2007

### **ABM 144 Integrated Management II**

(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

*Prerequisite:* None

This course focuses on the analysis and evaluation of data and software currently used in the business. The primary focus will be the development of a management plan that incorporates improved use of software and data through the integration of current and/or new software applications.

Effective term: Spring 2007

### **ABM 153 Leadership/Human Resource Management I**

(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

*Prerequisite:* None

This course explores concepts and skills associated with effective leadership and ethics in the business environment. Focus is on concepts relating to leadership management, characteristics of functional teams, stress management, and identification of human resource tools.

Effective term: Spring 2007

### **ABM 154 Leadership/Human Resource Management II**

(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

*Prerequisite:* None

The focus of this course is the evaluation and analysis of management practices in the current business environment. Concepts in the development of a leadership and evaluation plan will be looked at.

## **ANTHROPOLOGY**

Effective term: Summer 2007

*[GT-SS3 Approved-9-Feb-07 for A.A. & A.S., Effective Summer 2007]*

### **ANT 107 Introduction to Archaeology**

(45 lecture hours, 3 credits)

Introduces the science of recovering the human prehistoric and historic past through excavation, analysis, and interpretation of material remains. Includes a survey of the archaeology of different areas of the Old and New Worlds. Also includes the works of selected archaeologists and discussions of major archaeological theories.

***This course is one of the Statewide Guaranteed Transfer courses.***

## **BIOLOGY**

Effective Fall 2007

### **BIO 090 Basic Biology Concepts**

(45 lecture hours 30 lab hours, 4 credits)

(Proposed to CCCNS as of 5/2/06)

Examines the molecular, cellular, genetic, and laboratory concepts necessary to succeed in a 200-level Biology course. This course includes a study of chemistry, cell structure and function, cellular metabolism, and basic concepts of molecular biology. This course includes laboratory experience.

Catalog - Page 138 - Add Course & Description:

### **BUSINESS TECHNOLOGIES**

Effective term: Fall 2006

#### **BTE 156 Business Mathematics with Calculators**

(60 lecture hours, 4 credits)

Covers basic business mathematics using the touch system on electronic calculators to solve business problems.

Catalog - Page 143 - Add Course & Description:

### **COMPUTER INFORMATION SYSTEMS**

Effective term: Fall 2006

#### **CIS 161 Presentation Graphics I**

(23 lab hours, 1 credit)

Introduces the development of presentation graphics materials including graphs, charts, illustrations, and diagrams. Emphasizes effective communication.

Catalog - Page 143 – Delete Course Prerequisite

#### **CIS 145 Complete PC Database**

(45 lecture hours, 3 credits)

**Prerequisite: CIS 118**

Explores a complete array of database skills. Includes table, query, form, and report creation and modification.

Other topics include application integration and automation of database tasks within the database.

Catalog - Page 145 – Typographical Correction

#### **ECE 226 ~~Child Growth & Development~~ Creativity and the Young Child**

~~(60 lecture hours, 4 credits)~~ (45 lecture hours, 3 credits)

~~Covers the growth and development of the child from conception through the elementary school years. Emphasizes physical, cognitive, language, social and emotional domains and the concept of the whole child and how adults can provide a supportive environment. Ages addressed: prenatal through age 12. This course has an early childhood laboratory component.~~

Provides an emphasis on encouraging and supporting creative self expression and problem solving skills in children.

Explores creative learning theories and research. Focuses on developmentally appropriate curriculum strategies in all developmental domains. Addresses ages birth through age 8.

#### **ECE 238 ~~Creativity & the Young Child~~ Child Growth & Development**

~~(45 lecture hours, 3 credits)~~ (60 lecture hours 4 credits)

~~Provides an emphasis on encouraging and supporting reative self expression and problem solving skills in children. Explores creative learning theories and research. Focuses on developmentally appropriate curriculum strategies in all developmental domains. Addresses ages birth through age 8.~~

Covers the growth and development of the child from conception through the elementary school years. Emphasizes physical, cognitive, language, social and emotional domains and the concept of the whole child and how adults can provide a supportive environment. Ages addressed: prenatal through age 12. This course has an early childhood laboratory component.

## **FOREIGN LANGUAGE**

**NOTE:** Foreign Language prefix \*\*\* is determined by language being taught, i.e.: SPA for Spanish, FRE for French, GER for German, RUS for Russian, etc.

### **\*\*\* 101 Conversational Foreign Language I:**

#### **French, Russian, Spanish**

~~(30 lecture hours 30 lab hours,~~ 45 lecture hours, 3 credits)

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

### **\*\*\* 102 Conversational Foreign Language II:**

#### **French, German, Russian, Spanish**

~~(30 lecture hours 30 lab hours,~~ 45 lecture hours, 3 credits)

*Prerequisite:* \*\*\* 101

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

### **\*\*\* 111 Foreign Language I: French, Spanish**

~~(60 lecture hours 30 lab hours,~~ 75 lecture hours, 5 credits)

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

### **\*\*\* 112 Foreign Language II: French, Spanish**

~~(60 lecture hours 30 lab hours,~~ 75 lecture hours, 5 credits)

*Prerequisite:* \*\*\* 111 or instructor permission

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**

*FRE 211 [GT-AH4 Approved 2-Jun-05 for A.A. & A.S., Effective Fall 2005]*

*SPA 211 [GT-AH4 Approved 2-Jun-05 for A.A. & A.S., Effective Fall 2005]*

~~(30 lecture hours 30 lab hours,~~ 45 lecture hours, 3 credits)

*Prerequisite:* \*\*\* 112 or instructor permission

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.

**This course is one of the Statewide Guaranteed Transfer courses.**

### **\*\*\* 212 Foreign Language IV: French, Spanish**

**FRE 212 AH4 Approved 1-Jun-06 for A.A. & A.S., Effective Fall 2006]**

*SPA 212 [GT-AH4 Approved 2-Jun-05 for A.A. & A.S., Effective Fall 2005]*

~~(30 lecture hours 30 lab hours,~~ 45 lecture hours, 3 credits)

*Prerequisite:* \*\*\* 211 or instructor permission

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.

**This course is one of the Statewide Guaranteed Transfer courses**

## **MATHEMATICS**

Effective Term: Fall 2007

### **MAT 204 Calculus III w/Engineering Applications**

[GT-MA1 Approved-9-Feb-07 for A.A. & A.S., Effective Fall 2007]

(75 lecture hours, 5 credits)

*Prerequisite:* MAT 202 with "C" grade or better

Includes all the topics of MAT 203 Calculus III with an additional emphasis on word problems and problem solving. This is the third course in the three-course calculus sequence. This course will additionally contain a thorough examination of multiple integration. This will include double and triple integrals, line integrals, Stokes' and Green's Theorems, and their applications. A graphing calculator is required for this course.

***This course is one of the Statewide Guaranteed Transfer courses.***

Effective Term: Fall 2007

### **MAT 215 Discrete Mathematics**

[GT-MA1 Approved-9-Feb-07 for A.A. & A.S., Effective Fall 2007]

(60 lecture hours, 4 credits)

Includes formal logic, algorithms, induction proofs, counting and probability, recurrence relations, equivalence relations, graphs, shortest-path, and tree traversal. This course is designed for mathematics and computer science students.

***This course is one of the Statewide Guaranteed Transfer courses.***

Effective Term: Fall 2007

[GT-MA1 Approved-9-Feb-07 for A.A. & A.S., Effective Fall 2007]

### **MAT 255 Linear Algebra**

(45 lecture hours, 3 credits)

*Prerequisite:* MAT 201 with "C" grade or better

Includes vector spaces, matrices, linear transformations, matrix representation, eigenvalues, and eigenvectors.

***This course is one of the Statewide Guaranteed Transfer courses.***

Effective Term: Fall 2007

### **MAT 261 Differential Equations w/Engineering Applications**

[GT-MA1 Approved-9-Feb-07 for A.A. & A.S., Effective Fall 2007]

(60 lecture hours, 4 credits)

*Prerequisite:* MAT 202 with "C" grade or better

Introduces ordinary differential equations. The content of this course includes all the topics of MAT 265 Differential Equations with an additional emphasis on applications and problem solving. A graphing calculator is required for this course.

***This course is one of the Statewide Guaranteed Transfer courses.***

### **NUA 101 Certified Nurse Aide Health Care Skills**

(45 lecture hours 22.5 lab hours, 4 credits)

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 Assistant Aide Clinical Experience**

(30 clinical lab hours, 1 credit)

Applies knowledge gained from NUA 101 in a clinical setting.

## **PSYCHOLOGY**

### **PSY 249 Abnormal Psychology**

**[GT-SS3 Approved-9-Feb-07 for A.A. & A.S., Effective Summer 2007]**

(45 lecture hours, 3 credits)

*Prerequisite:* PSY 101 or 102 or SOC 101 or 102

Examines abnormal behavior and its classification, causes, treatment, and prevention.

***This course is one of the Statewide Guaranteed Transfer courses.***

## **RADIOLOGIC TECHNOLOGY**

### **RTE 101 Introduction to Radiography**

(30 lecture hours, 2 credits)

*Prerequisite:* Taken after completed program application to Program Director

*Accuplacer Requirements:* EA-60, RC-60, SS-95

Offers an introduction to radiology including equipment, exposure, positioning and the knowledge necessary for the radiography student to provide safe patient care including communication skills, body mechanics, patient transfer, and radiography as a profession

## **SPORT VEHICLE TECHNOLOGY**

### **SVT 160 Basic Motorcycle Repair I**

(7.5 lecture hours, 12 lab hours, 1 credit)

Designed to expose current and prospective entry-level motorcycle technicians to basic motorcycle maintenance and repair. Focus will be placed on routine and preventative maintenance and producing. This class is the first in a series of classes (SVT160-SVT180&SVT299) designed to produce a "novice" or "apprentice-level" mechanic. Topics covered in the class include basic safety, hand tool and shop procedure. One objective is to make the learner more familiar with mechanical concepts and more confident in their own ability. Course study may be tailored for each student's specific area of need or interest.

## Personnel

### **ADD:**

**Abughazaleh, Fairouz** – OneMorgan County Program Coordinator  
*B.A. & M.A., University of Iowa*

**Brinkman, Paul** - Structural Trades II  
*A.A., Northeastern Junior College*

**Kathryn Larson** – Nursing Faculty  
*B.S.N., Gustavus Adolphus College; M.Ed., North Dakota State University*

**Rhoades, Joe** – Custodian I

**Schehrer, Greg** – Structural Trades II

**Slotterback, Vickie** – Custodian I

**Zion, Brenda** – Assistant to the Coordinator of Workplace Literacy  
*B.A., University of Northern Colorado*

### CHANGE:

**Gutierrez, Trina** – Financial Aid ~~Advisor~~ Director  
*A.A.S., Spencer's School of Business;  
A.A.S., Central Community College;  
B.S., Bellevue University*

**Morris, Laurie** – ~~Ag/Business Faculty~~ Business Faculty  
*A.A. & A.A.S., Morgan Community College;  
B.S. & M.A., Colorado Christian; Vocational Credential*

**Olsen, Linda** – ~~Assistant to the Limon Center Director,  
Assistant to the SBDC Director~~ Counselor, SBDC  
*A.A., Morgan Community College;  
B.S. National American University*

**Steward, Carol** – ~~Administrative Assistant II, Switchboard, Financial Aid, Student Services~~ Financial Aid Advisor  
*A.A., Morgan Community College  
B.S., Regis University*

### DELETE:

~~**Castanoda, Ofolia** – Assistant to the Coordinator of Workplace Literacy~~

~~**Hanson, Maryln** – Computer Science Faculty~~

~~**Hartwig, Gail** – Physical Therapist Assistant Faculty~~

~~**Littlefield, Corliss** – Psychology Faculty~~

~~**Rocha, Sylvia** – OneMorgan County Program Coordinator  
*A.A., Morgan Community College;  
B.A., University of Northern Colorado*~~