COMMUNITY COLLEGE OF DENVER 2014|15 CATALOG

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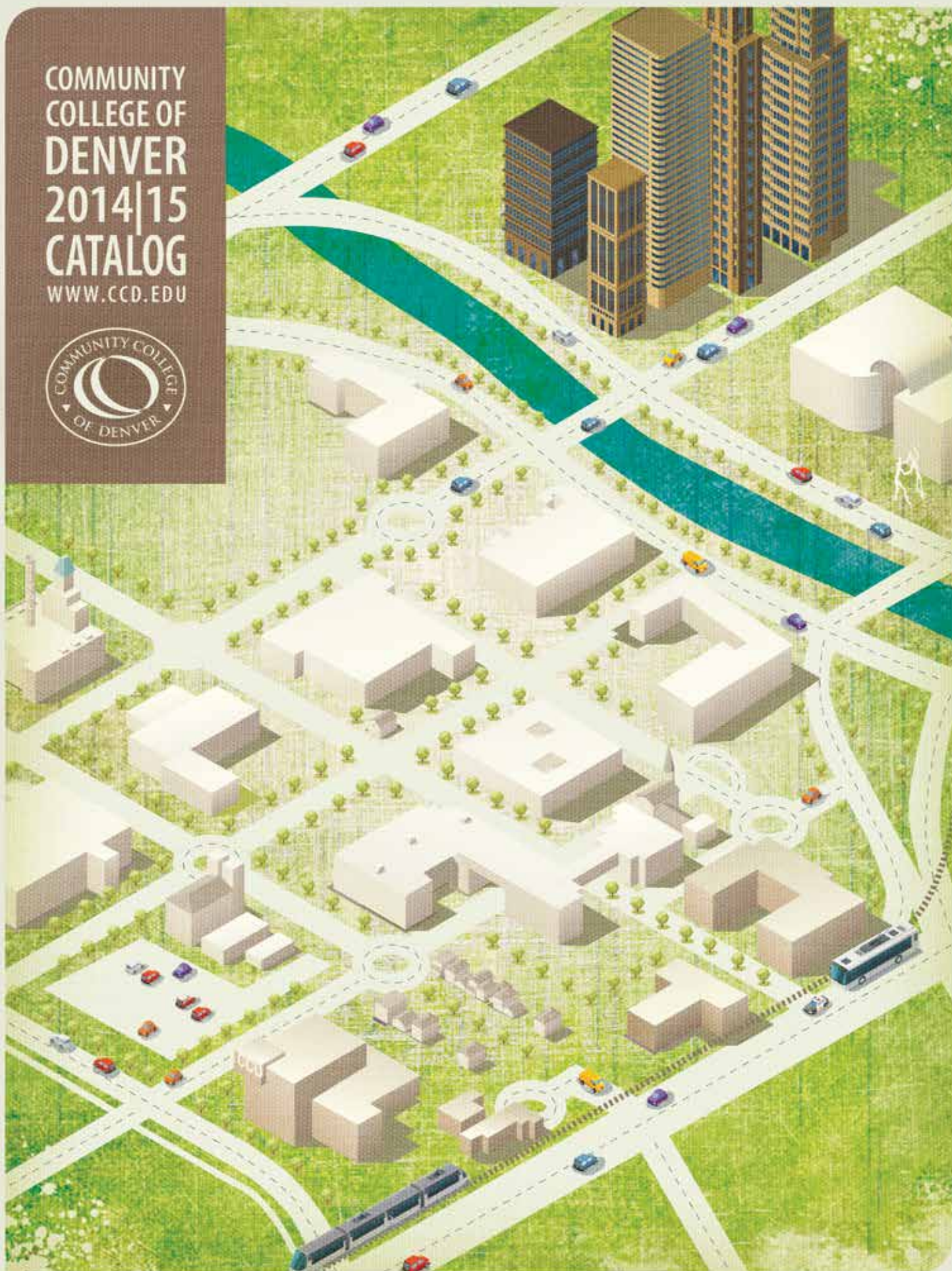
COMMUNITY COLLEGE OF DENVER

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COMMUNITY COLLEGE OF DENVER
CATALOG 14|15

SUMMER 2014 | FALL 2014 | SPRING 2015

COMMUNITY COLLEGE OF
DENVER

PROUD HOME OF THE CITYHAWKS

Welcome to Community College of Denver (CCD)! I am a CCD freshman. I arrived fresh from Albany, Georgia on November 1, 2013. Like all freshman — and I am including transfer students because in many ways you can consider me a transfer from Albany State University — I arrived at CCD with a bag full of hope and a pocket full of questions.

While new to Denver and CCD, I have discovered that both the city and the College are extraordinarily welcoming. Both open their arms wide to anyone — regardless of career interests, background, present circumstances or politics — provided that individual possesses (or is willing to quickly acquire) the Colorado spirit of grit and determination. Whether you have just completed high school, finally finished your high school equivalency exam, been away from college for some years or never was able to attend college until now, CCD will welcome you wholeheartedly if you are determined to succeed. At CCD, you will find faculty and staff members who will do everything possible to assist you in achieving your educational goals. You will find that same determined spirit in your fellow CCD students who are eager to lend a hand if you ask.

The CCD 2014-2015 Catalog provides a wealth of information about college life and educational programs that are available to you. Treat the Catalog as your academic "yellow pages," namely, a book that you can always find answers to questions about courses, schedules, academic majors and their requirements and much, much more. Wear this book out and we will be all the happier. Write notes in it. Mark it up with highlighters and crayons. Dog-ear its pages and otherwise make it a book that you are not ashamed to say you completely wore out.
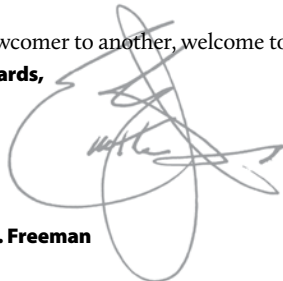
Highlights of what to expect at Community College of Denver:

- Choose from over 100 degree or certificate programs representing options that will prepare you for a four year degree or provide job specific skills.
- CCD guarantees students who graduate with an Associate of Arts (AA) or Associate of Science (AS) will be able to transfer credits to Colorado public colleges and universities.
- CCD has achieved the designation of Hispanic Serving Institution (HSI). Because 25 percent of our students are Hispanic, CCD receives federal funding and grant opportunities that offer scholarships and learning programs for HSI colleges.
- The newly redesigned Developmental Education program successfully prepares students to succeed in college-level work.
- Several programs are available to assist students in achieving academic success including TRIO Student Support Services, the Educational Opportunity Center, the Resource Center and the Transfer Center.

With nearly 11,000 students, CCD is a community of active learners who understand what it means to try and try again. Try us. Stay with us. Graduate. These are the meanings of grit and determination and it is the CCD way.

As one newcomer to another, welcome to CCD!

Warm regards,

Everette J. Freeman
President

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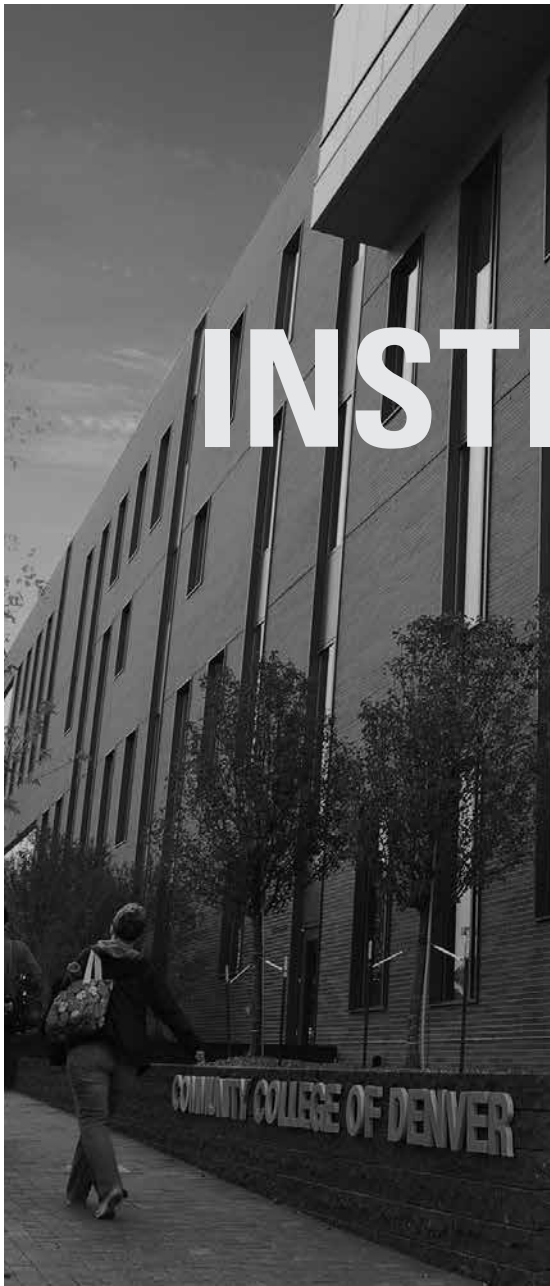
INSTITUTIONAL
ACCREDITATION

CCD is regionally accredited by The Higher Learning Commission and a member of the North Central Association.

For more information, contact | **The Higher Learning Commission**
230 South LaSalle Street, Suite 7-500 • Chicago, Illinois 60604-1413
Phone: 800-621-7440 / 312-263-0456 • Fax: 312-263-7462
www.ncahlc.org

MEMBERSHIPS
CCD is a member of the following associations:
American Association of Community Colleges (AACC)
One Dupont Circle NW, Suite 410 • Washington, DC 20036
Phone: 202-728-0200 • Fax: 202-883-2467
www.aacc.nche.edu
Hispanic Association of Colleges and Universities (HACU)
8415 Datapoint Drive, Suite 400 • San Antonio, TX 78229
Phone: 210-692-3805 • Fax: 210-692-0823
www.hacu.net

CCD PROGRAM ACCREDITATIONS
Specific programs are accredited (or approved) through professional organizations as follows:

Dental Hygiene
American Dental Association (ADA)
Commission on Dental Accreditation (CODA)
211 East Chicago Ave, Suite 1900 • Chicago, IL 60611-2678
Phone: 312-440-4653 • Fax: 312-440-2707 • www.ada.org
Electroneurodiagnostic Technology
Commission on Accreditation of Allied Health
Education Programs (CAAHEP)
1361 Park Street • Clearwater, FL 33756 • Phone: 727-210-2350
Human Services
Council for Standards in Human Service Education (CSHSE)
3337 Duke Street • Alexandria, VA 22314 • Phone: 571-257-3959
www.cshse.org
Radiologic Technology
Committee on Allied Health Education and Accreditation
Joint Review Committee on Education in
Radiologic Technology (JRCERT)
20 N. Wacker Drive, Suite 2850 • Chicago, IL 60606-3182
Phone: 312-704-5300• Fax: 312-704-5304 • www.jrcert.org
Veterinary Technology
American Veterinary Medical Association (AVMA)
1931 N. Meacham Road, Suite 100 • Schaumburg, IL 60173-4360
Phone: 800-248-2862 • Fax: 847-925-1329 • www.avma.org

This catalog is a valuable tool in answering questions and helping students who attend Community College of Denver (CCD). The CCD Catalog is organized to guide students through each step of their college career:

- Admission and Registration
- Tuition and Fees
- Financial Aid
- Campus Services
- Selected Policies
- Degree and Certificate Requirements
- Course Descriptions
- Faculty and Staff Information

Please see a CCD General Studies Advisor or Program Advisor to answer any questions about the material in this catalog or for help in planning educational goals.

This catalog is one of three publications that are essential to a student's success at CCD. The other two publications are:

- **Schedule of Classes** - a semester publication of classes offered. The schedule is available online.
- **Student Handbook** - an annual publication of regulations and resources at CCD. The handbook is distributed to students attending orientation and available for pick-up at the Welcome Center or the Lowry Campus.

Each course listed in the catalog may not be offered every semester. Some courses are taught only when there is a demand for specific instruction to complete a major curriculum. For a list of courses available each semester, students should consult the current class schedule.

Which Catalog To Use

This catalog is effective Summer Semester 2014 through Spring Semester 2015. First time students at CCD should use this catalog.

Continuing students who have not had a 12-month lapse in enrollment since first enrolling at CCD have the following "catalog of record" options for meeting their graduation requirements. Catalog in effect when the student:

- is admitted to CCD;
- first registers at CCD;
- submits a Program of Study Change/ Request form;
- or applies for graduation.

Students cannot combine major requirements from multiple catalogs for graduation purposes. The catalog of record can be used for only six years for degree programs and three years for certificate programs. Students who do not maintain continuous enrollment (attend at least one term during each 12 month period) must be readmitted and are subject to the catalog in effect beginning with the term for which they are readmitted.

CCD retains the right to cancel or change programs or course offerings where enrollments are insufficient or for any other reason.

Where to Find Catalog Updates

This catalog is true and accurate at the time of publication. Additions and changes may occur because of changes in state, system or college regulations, or accreditation requirements. Updates, changes, and addenda to this catalog can be found on the CCD website: www.ccd.edu.

Academic Advising Center	303-556-2481
Academic Technology Center	303-556-2520
Accessibility Center	303-556-3300
Admissions, Registration and Records	303-556-2420
Admissions; Graduation; College Opportunity Fund (COF); Records; Registration; Residency; Transfer Credit	
Auraria Operator	303-556-2400
Voice/TDD	303-556-3300
Bookstore, Auraria	303-556-4286
Business Office (*see Cashier*)	
Campus Closure	303-556-2401
Campus Police	303-556-5000
Campus Recreation	303-556-3210
Career Development Center	303-352-3306
Career and Technical Tutoring Services	303-556-6305
Cashier	303-556-2075
CCD Call Center	303-556-2600
CCD North Satellite Location	303-289-1249
Machining Technologies; Fabrication Welding	
Center for Career and Technical Education	303-556-2487
Accounting; Architectural Technologies; Business Administration; Business Technology; Computer Information Systems; Computer Science; Criminal Justice; Early Childhood Education; Economics; Education; Elementary Education; Engineering Graphics; Fabrication Welding; Geography; Information Technology; Machine Technologies; Political Science	
Center for Educational Advancement	303-556-8455
Academic Achievement; Accuplacer Test Prep Lab; College Composition and Reading; Developmental English; Developmental Math; English-as-a-Second-Language; Foundational Skills Institute (formerly GED Institute)/Adult Basic Education; Reading/Study Skills	
Center for Health Sciences at Lowry	303-365-8300
Computed Tomography; Dental Hygiene; Electroneurodiagnostics; Emergency Medical Services; Mammography; Nurse Aide; Radiologic Technology; Radiation Therapy; Veterinary Technology	
Center for Language, Arts and Behavioral Sciences	303-556-2473
Anthropology; Arabic; Art; American Sign Language; Chinese; Communication; Dance; English; French; German; Graphic Design; History; Human Services; Humanities; Italian; Journalism; Literature; Music; Paralegal; Philosophy; Psychology; Sociology; Spanish; Theatre; Women's Studies. (Not all subjects are offered as a plan of study.)	
Center for Math and Science	303-556-2460
Astronomy; Biology; Chemistry; Environmental Science, Geology; Mathematics; Physics; Pre-Dentistry; Pre-Engineering; Pre-Medical; Pre-Nursing; Pre-Nutrition; Pre-Pharmacy; Pre-Physical Therapy; Pre-Physician's Assistant; Pre-Veterinary Science; Science. (Not all subjects are offered as a plan of study.)	
Children's College Lab School	303-556-2439
Early Childhood Education; Elementary Education	
College Opportunity and Student Outreach	303-556-6089
International Student Services; Recruitment (Domestic and International); Student Ambassador Program; Student Orientation; Veterans' Affairs; Welcome Centers	
College Pathways	303-352-3301
Concurrent Enrollment; ASCENT; Early and Middle Colleges	
Computer Labs	303-556-2520
Dental Hygiene	303-365-8303

Early and Middle Colleges (*see College Pathways*)	
EMERGENCY (*if using campus phone*)	9-911
Financial Aid	303-556-5503
Gay, Lesbian, Bisexual, Transgender (GLBT)	
Student Services at Auraria	303-556-6333
Health Center at Auraria	303-556-2525
Information Technology Help Desk	303-556-4283
Institutional Research and Planning	303-352-3038
Instructional Support (*see Teaching/Learning Center*)	
International Student Services	303-352-3300
Library, Auraria	303-556-2639
Student Orientation	303-556-2420
Nursing & Allied Health Programs (*see Center for Health Sciences at Lowry*)	
Office of Student Affairs	303-352-3074
Parking and Transportation, Auraria	303-556-2000
President's Office	303-556-3786
Provost's Office	303-352-3048
Records (*see Admissions, Registration and Records*)	
Registration (*see Admissions, Registration and Records*)	
Resource Center (FYE, DSR, The Link)	303-556-4964
Student Life	303-556-2597
Student Orientation	303-556-2420
Teaching/Learning Center (TLC)	303-556-3787
Testing Center	303-556-3810
Transfer Success Center	303-556-2461
TRIO Programs	
Educational Opportunity Center	303-352-8746
Student Support Services	303-352-TRIO
Tutoring Centers, CCD	303-556-2497
Veterans Office	303-556-2420
Vocational Tutoring Services (*see Career and Technical Tutoring Services*)	
Welcome Center	303-556-2600

ABOUT CCD

MISSION STATEMENT & GUIDING PRINCIPLES

CCD VISION STATEMENT

Every member of our community will attain the education he or she desires.

CCD MISSION STATEMENT

CCD provides our diverse community an opportunity to gain quality higher education and achieve personal success in a supportive and inclusive environment.

CCD VALUES

Involvement
Student-Focus
Integrity
Lifelong Learning
Excellence
Healthy Work Environment

CCD GOALS FOR 2014-2015

1. Increase CCD retention, completion, and transfer rates.

2. Connect students to CCD support programs and resources.

3. Support student achievement of CCD's institutional outcomes.

4. Develop and improve relationships within our community.

INSTITUTIONAL OUTCOMES

Community College of Denver has established the following institutional outcomes:

- A CCD graduate is a **Complex Thinker**. Students will explore and evaluate multiple sources of information, which they will synthesize to solve problems; they will extract meaning from texts, instruction, experience, and other relevant sources to construct new problem-solving approaches based on their insights. Students will make relevant connections between classroom and out-of-classroom learning.

- A CCD graduate is an **Effective and Ethical User of Technology**. Students will exhibit technological literacy and the skills to effectively use it; they will demonstrate the responsible application of intellectual property and privacy; students will use technology ethically and effectively to communicate, solve problems, and complete tasks; students will remain current with technological innovations.

- A CCD graduate is an **Effective Communicator**. Students will convey meaning by writing and speaking coherently and effectively in a way that others understand; students will write and speak after reflection; students will influence others through writing, speaking, or artistic expression that is appropriate for the context and audience; students will use appropriate syntax and grammar; students will listen attentively to others and respond appropriately. Students will understand and apply conventions of effective writing and oral communication in academic, public, and professional discourse.

- A CCD graduate is **Globally Aware**. Students will consider the interconnectedness of our community and world; they will understand how cultural differences (such as beliefs, traditions, religion, ethnicity, sexuality, and gender) impact personal and community participation; they are aware of the social, environmental, and economic impacts of their actions; they evaluate how technology links individuals and communities and are aware of the social, environmental, technological, and economic impacts of their actions.

- A CCD graduate is **Personally Responsible**. Students will incorporate ethical reasoning into action; they will explore and articulate the values of professionalism in personal decision-making. They exemplify dependability, honesty, and trustworthiness and accept personal accountability for their choices and actions. Students will exhibit self-reliant behaviors, including: managing time effectively, accepting supervision and direction as needed, perseverance, valuing contributions of others, and holding themselves accountable for obligations.

- A CCD graduate is a **Numeric Thinker**. Students will select relevant data and use several methods such as algebraic, geometric, and statistical reasoning to solve problems; they will interpret and draw inferences from data and mathematical models; they are able to represent mathematical information symbolically, graphically, numerically, and verbally.

DIVERSITY AT CCD

CCD provides an educational environment that fosters cultural diversity, international understanding, and global awareness. CCD is dedicated to expanding access, particularly for underserved, first-generation and minority students. CCD's commitment to diversity is reflected by the student population:

- The average age of students is 26.
- 56 percent of students are female.
- Students of color comprise more than half of the student body.
- Hispanic students make up 26 percent of CCD's population.
- Over 60 percent of students in 2012-2013 received financial aid awards at CCD.

CCD is an equal opportunity educational institution and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender expression, age, veteran status, or disability. It also does not tolerate acts of ethnic intimidation, which are unlawful acts against persons or groups because of race, color, ancestry, religion, or national origin for the purpose of inciting and provoking bodily injury or damage to property.

The following office has been designated to handle inquiries regarding nondiscrimination policies:

Rhonda Pylican, Director of Human Resources/Title IX Officer
PO Box 173363, Campus Box 240
Denver, CO 80217-3363
303-352-3037

CCD HISTORY

The Colorado Legislature created CCD in 1967. Three years later, classes began in a renovated auto showroom close to Denver's Civic Center. When enrollment increased rapidly, the college expanded into retail storefronts near the main building.

In 1975, CCD moved to the 124-acre Auraria Higher Education Center campus in downtown Denver. It sits on the west bank of Cherry Creek, originally the site of the 1858 frontier town of Auraria. The campus has the oldest-standing structure in Denver — the former Temple Emmanuel, now the Emmanuel Gallery, an exhibition space for student and faculty artwork. It also is the only community college in the nation to share a campus with two four-year universities — Metropolitan State University of Denver and University of Colorado Denver. The three institutions share classroom buildings, a regional library, recreational facilities, a performing arts center, and a student union.

CCD is one of 13 institutions in the Colorado Community College System. It is the third largest with more than 5,000 full-time equivalent students and an unduplicated student headcount of more than 17,000. CCD is the only community college in the City and County of Denver.

CAMPUS INFORMATION
Auraria Campus

CCD's main Auraria Campus is in the heart of the city and within walking distance of downtown, Larimer Square, the 16th Street Mall, LoDo, the Denver Pavilions, Colorado Convention Center, and the Denver Center for the Performing Arts Complex. The Auraria Campus is close to Sports Authority Field at Mile High, home of the Denver Broncos; Coors Field, home of the Colorado Rockies; the Pepsi Center, home of the NHL Colorado Avalanche and NBA Nuggets; Elitch Gardens; and the Downtown Aquarium.

Auraria Higher Education Center (AHEC)

Community College of Denver has a partnership with the Auraria Higher Education Center (AHEC).

AHEC is committed to providing an effective, comprehensive and supportive environment which facilitates the missions of Community College of Denver, Metropolitan State University of Denver, and the University of Colorado Denver, including the Auraria Campus Police Department (ACPD).

Satellite Locations

In 1985, CCD North opened at 6221 Downing St., six miles northeast of Auraria. CCD North houses two trades programs: fabrication welding and machine technologies.

During the summer of 1999, CCD's Center for Health Sciences moved to the Lowry Campus. Former Lowry Air Force Base classrooms were renovated to house the health sciences programs. The former air force base dental clinic was adapted for CCD's Dental Hygiene program. The Lowry Campus borders east Denver and west Aurora.

In 2003, CCD entered into a unique partnership with Denver Public Schools, launching the CEC Middle College of Denver. Middle College students earn dual high school and college credit for classes they take during their junior and senior years.

Under a similar arrangement with CCD in fall 2004, DPS opened Southwest Early College, a charter school. In the students' "13th year" of school, they can graduate with both a high school diploma and an Associate degree.

GAINFUL EMPLOYMENT

Information on occupations, rates for completion and placement, program costs, and median loan debt may be found at www.ccd.edu/gainfulemployment.

COLLEGE GUARANTEES
We guarantee your transfer

To help eliminate the guesswork of transferring course credits and associate's degrees, Colorado has developed a statewide guaranteed transfer program called GT Pathways (guaranteed transfer pathways) and many statewide articulation agreements. Community College of Denver adheres to these established programs and agreements to guarantee the transfer of credit.

GT Pathways applies to all Colorado public colleges and universities, including Community College of Denver. After starting at any public college or university in Colorado and, upon acceptance to another, students can transfer up to 31 credits of previously and successfully (C or better) completed GT Pathways coursework. These courses will automatically transfer and continue to count towards general education core or graduation requirements for any liberal arts or science associate's or bachelor's degree. Students should check with the school they wish to attend so they are clear about which credits will transfer beyond any that are guaranteed by GT Pathways.

The purpose of a statewide transfer articulation agreement is to identify the courses a student at a Colorado public community college must complete as part of an Associate of Arts (AA) or Associate of Science (AS) degree to be guaranteed to be able to complete a bachelor's degree program (BA or BS) at any public four-year college or university that offers that bachelor's degree program. Students should check with their Program Advisor at CCD and the 4-year school they wish to transfer into to ensure they are registering for the appropriate courses. These statewide transfer articulation agreements are also referred to as Degrees with Designation.

Besides GT Pathways and the statewide transfer articulation agreements listed above, many colleges and universities have other transfer agreements that may apply to students. For students who complete an Associate of Arts or Associate of Science degree, 60 credit hours of their AA or AS degree are guaranteed to transfer to a Colorado public four-year school once they are accepted for admission; students may 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. Note that some bachelor's degrees require more than an additional 60 credits to complete. When in doubt, students should speak to an advisor.

Auraria Main Campus | 303-556-2600

1111 W. Colfax Ave.
P. O. Box 173363, Denver, CO 80217-3363

RTD Light Rail Stations on Auraria Campus

- Colfax at Auraria station: West Colfax Avenue, between Lipan and Mariposa streets
- Auraria West Campus station: Adjacent to the Aspen Parking Lot, between Fourth and Fifth streets

RTD Routes to the Auraria Campus

- Via Auraria Parkway: #0, #15
- Via Colfax Avenue: #1, #16, #16L #29L, #30, #31, #36L
- Via Seventh Street: #10

The Auraria student fee-paid Regional Transportation District (RTD) CampusPass entitles students taking on-campus classes to ride buses and Light Rail free in the Denver area and now gives students regional service, too.
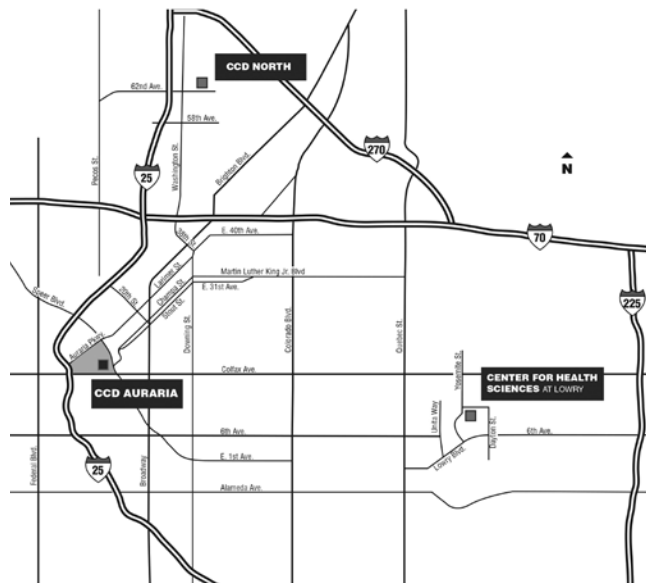
Center for Health Sciences at Lowry | 303-365-8300

Center for Health Sciences, 1070 Alton Way, Building 849
Denver, CO 80230
RTD Routes: #10, #73, #6, #3, #3L, #105, #65, #65A, #11, #15, #15L

CCD Dental Hygiene Clinic | 303-365-8338

1062 Akron Way, Building 753 • Denver, CO 80230
RTD Routes: #10, #73, #6, #3, #3L, #105, #65, #65A, #11, #15, #15L

CCD North | 303-289-1249

6221 Downing St., Denver, CO 80216
RTD Route: #7
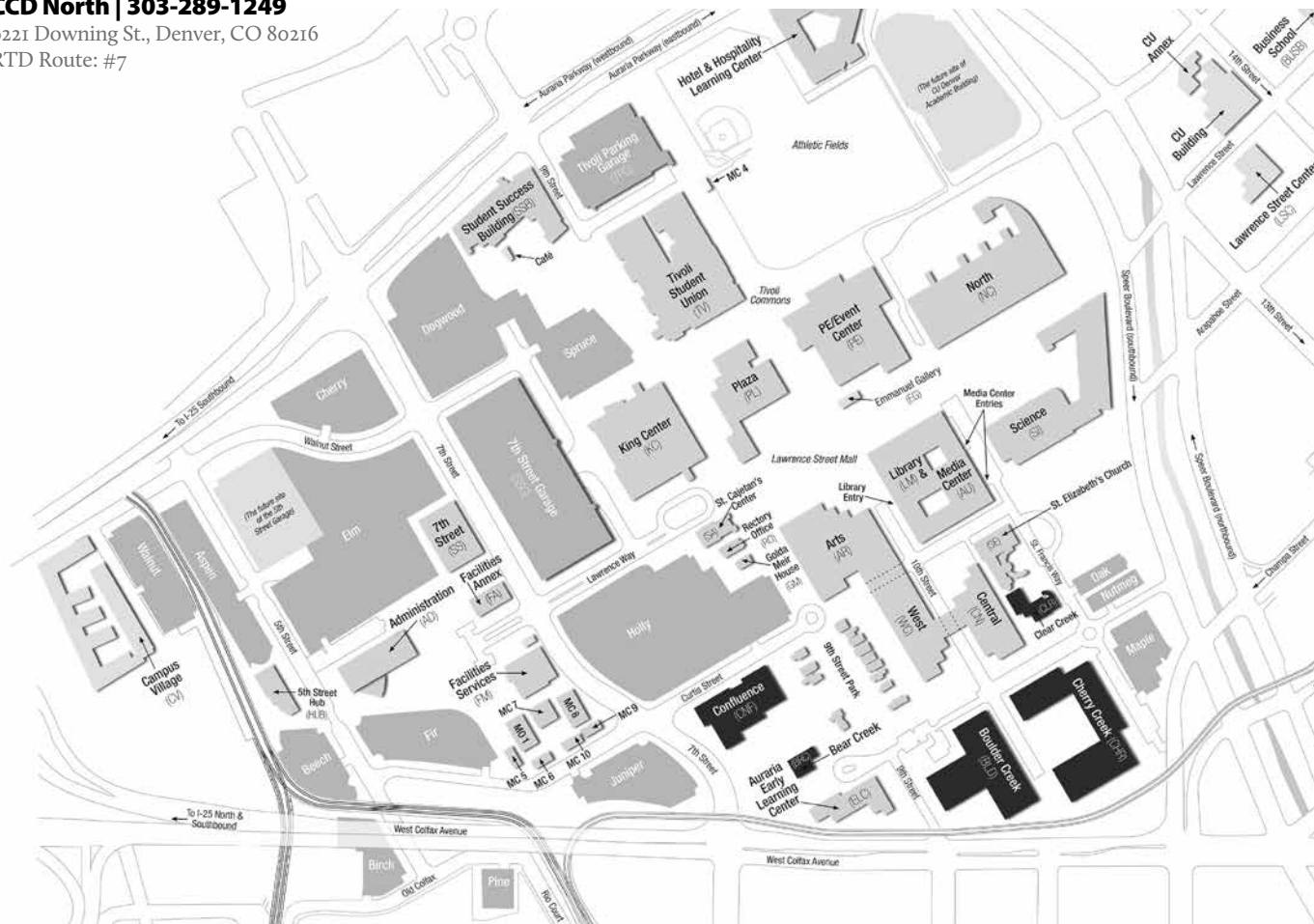
ACADEMIC
CALENDAR
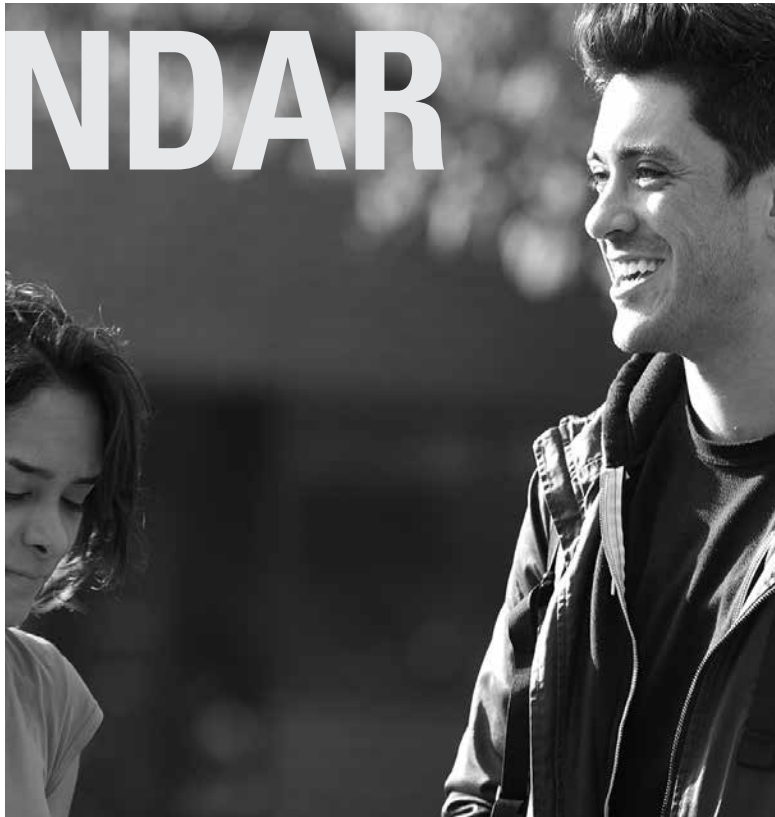
SUMMER 2014

May 26 — Memorial Day Holiday (No classes/all locations closed)
May 27 — Classes begin, check schedule for alternative late start dates
July 4 — Independence Day (No classes/all locations closed)
Aug 4 — Last day of classes

FALL 2014

Aug 18 — Classes begin, check schedule for alternative late start dates
Sept 1 — Labor Day Holiday (No classes/all locations closed)
Nov 27 — Thanksgiving Holiday (No classes/all locations closed)
Nov 24-30 — Fall Break (No classes/offices open M-W and F)
Dec 8 — Last day of classes
Dec 25-Jan 1 — Holiday Break (No classes/all locations closed)

SPRING 2015

Jan 19 — Martin Luther King, Jr. Holiday (No classes/all locations open)
Jan 20 — Classes begin, check schedule for alternative late start dates
Mar 23-29 — Spring Break (No classes/all locations open)
May 11 — Last day of classes
May 14 — CCD Commencement

LEARNING
OPTIONS

To meet the diverse needs of students,

Community College of Denver offers

a variety of ways for students

to reach their educational goals.

Traditional-Style Courses
CCD offers traditional-style courses in which students are required to attend lectures and/or labs on specific days and times. Regular classes run for 15 weeks during Fall and Spring semesters and for 10 weeks during Summer semester. Classroom instruction includes a minimum of 15 hours of in-person contact per credit hour. Instruction may include lectures, small group discussion, labs, field trips, or other in-person delivery methods. Many traditional-style courses include online exercises.

Hybrid Courses
Hybrid courses include both traditional-style, in-class sessions and online meetings, exercises and/or scheduled discussions. This format combines the flexibility of online courses with the opportunity to meet face-to-face with the instructor and classmates.

Online Courses
CCD Online Courses — Class participation and the exchange of ideas are the foundation of CCD online courses. CCD online courses have specific beginning and ending dates and learners cover designated material with weekly due dates for assignments. Learners retain control over their daily schedules and do not need to be at the computer at a specific time on a specific day. Email access and computer literacy are required.

CCCOnline Courses — CCCOnline is a consortium of all the community colleges in Colorado. For more information, visit www.ccconline.org.

Late-Start Courses
Late-start courses are designed for students who want to enroll after the first day of classes. Credit earned through late-start courses is identical to credit earned through any other CCD course. Class duration, start dates, and end dates vary; students should check the course schedule for complete details.

Evening and Weekend Courses
Like traditional-style courses, evening and weekend courses require attendance on specific days and times. Many evening and weekend courses may also be late-start or accelerated and may meet for longer class sessions than traditional-style courses.

Accelerated Courses
Accelerated courses offer fast-paced, intensive learning options for motivated students and are ideal for those who can work independently. Check class requirements and class dates, as some accelerated courses are also late-start courses.

Learning Community Courses
Learning Community courses are designed to enhance student learning by pairing developmental and/or college-level courses in a learning community. For additional information, please refer to http://www.ccd.edu/learningcommunities

Inter-Institutional Courses with MSU Denver and UCD
CCD and neighbor institutions Metropolitan State University of Denver (MSU Denver) and University of Colorado-Denver (UCD) have an inter-institutional agreement that allows CCD students to take select courses at MSU Denver or UCD if space is available. The tuition will be paid at CCD, excluding any fees that may be required. MSU Denver and UCD students can also take select courses at CCD if space is available. For instructions on how to register for inter-institutional courses, please refer to Inter-institutional Registration on page 21.

The Small Business Development Center
The Small Business Development Center (SBDC) provides small business owners and aspiring entrepreneurs with guidance in small business planning, start-up preparation, loan and bid package preparation, contract identification, and marketing plan development. SBDC staff works with grant writing and funding for small businesses, small business computerized databases, and information networking. Visit the SBDC at 1445 Market St. or call 303-620-8076.

STUDENT
SERVICES
TERMS
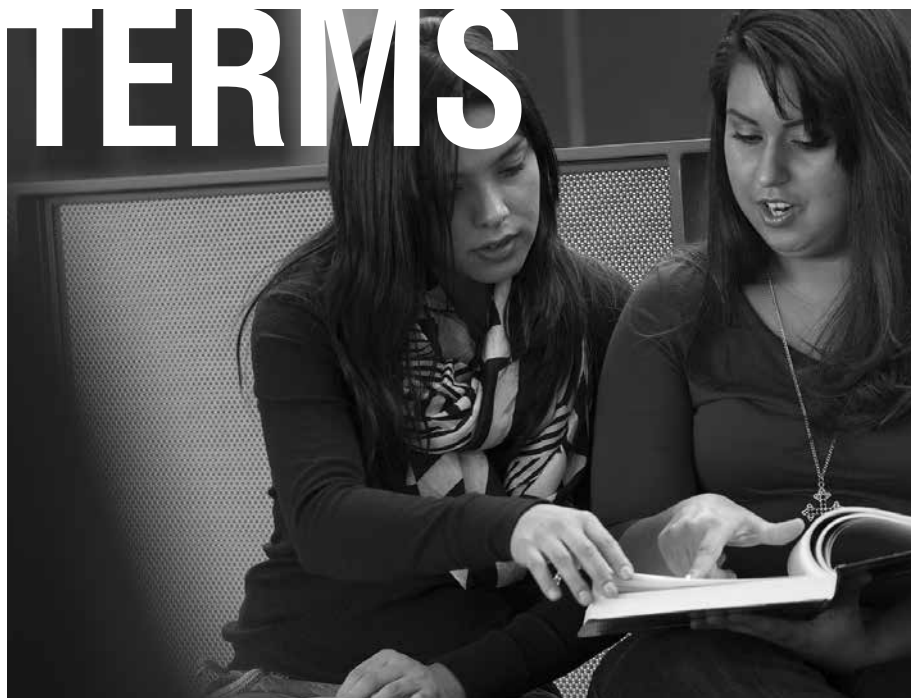
Academic Calendar: The period that makes up the school year. CCD's academic calendar consists of two 15-week semesters (Fall and Spring) and one 10-week Summer semester. There are set start and end dates for each semester. Payment, drop, registration and grading policies are set in accordance to the academic calendar. Not all classes follow the traditional 15-week (or 10-week in Summer) schedule.

Academic Progress: The college policy which dictates the minimum GPA a student must maintain to continue enrollment at CCD. Failure to meet Academic Progress requirements could also affect financial aid eligibility.

Academic Year: Students are assigned an academic year depending upon the number of college-level credit hours completed.
- **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.

Census Date: The last date a student can drop a class and receive a refund. Classes dropped before the census date will not appear on a student's academic record. Students who withdraw from a course after census date will not receive a refund. Withdrawn courses will appear on the academic record with a grade of W. The census date varies depending upon the length of the course. Students should refer to their schedule of classes to determine the census date for each course.

Corequisite: If a course has a corequisite, students must take another course concurrent with (or prior to) enrollment in the course. It is the student's obligation to know and meet course corequisites as stated in the course description section of the CCD Catalog and the Schedule of Classes. Corequisites will be checked at registration and the student may be required to file proof of meeting corequisites.

College-Level Courses: Courses numbered 100 or higher (ex. MAT 121). Grades received in college-level courses are used when calculating GPA. These courses can be used to satisfy graduation requirements.

College Opportunity Fund (COF): A stipend provided to eligible undergraduate students who are Colorado residents. The stipend pays a portion of total in-state tuition for students attending a Colorado public institution or a participating private institution. The stipend is paid on a per-credit-hour basis. The credit-hour amount is set annually by the General Assembly.

Consortium: A written agreement between two schools that allows a student to be co-enrolled at CCD and another institution and receive financial aid based on the combined enrollment at both institutions.

Course Load: The typical course load for full-time CCD students is 12 or more credit hours. For tuition and certification purposes, students who register for fewer than 12 credit hours are considered part-time during the academic year.

For enrollment verification purposes, student course load (Fall, Spring or Summer) is defined:

- Twelve credits is full-time
- Nine credits is three-quarter time
- Six credits is half time
- Less than six credits is less than half time

Developmental Courses: Courses numbered below 100 (ex. MAT 050). Grades received in developmental courses are not used when calculating GPA and these courses cannot be used to satisfy graduation requirements. These are also sometimes referred to as "remedial" courses.

Emancipation: For residency requirement purposes, students under the age of 23 can claim emancipation if their parents or legal guardians have surrendered the right to their care, custody and earnings and who no longer claim them as dependents for tax purposes.

FAFSA: The Free Application for Federal Student Aid (FAFSA) must be submitted annually in order to determine eligibility for financial aid.

FERPA: Family Educational Rights and Privacy Act of 1974 (FERPA) is the federal regulation which protects the privacy of a student's academic records.

General Studies Advisor: An advisor who helps both new and continuing students develop an academic plan, understand academic policies and procedures, discuss placement test results and access campus resources.

GPA: Grade Point Average (GPA) is the average grade earned by a student. This is a measure of a student's academic achievement and is calculated by dividing the total number of grade points earned by the total number of credits attempted. Only grades received in college-level courses taken at CCD are used to calculate GPA.

Home Institution: For both consortium agreements and inter-institutional registration, the home institution refers to the institution from which the student is seeking a certificate or degree. Typically, the student receives financial aid from the degree-granting institution (the home institution).

Host Institution: For both consortium agreements and inter-institutional registration, the host institution refers to the institution where the student will be visiting and taking courses to transfer back to the home institution.

Inter-Institutional Registration: CCD and neighbor institutions Metropolitan State University of Denver (MSUD) and University of Colorado-Denver (UCD) have an inter-institutional agreement that allows CCD students to take select college-level courses at MSUD and UCD if space is available. Inter-institutional registration also allows MSUD and UCD students to take select college-level courses at CCD if space is available.

Late Start/Accelerated: Courses designated as Late Start/Accelerated have different start dates than the traditional 15-week semester courses. The student must complete all course requirements by the end of the semester.

Major: The field of academic study in which a student specializes. The selected major will determine which courses are required for a student's program of study.

Prerequisite: If a course has a prerequisite, students must have certain knowledge to be successful in the course. The prior knowledge may demonstrated through a test score or a successful completion of a prior course (ex. must have completed CCR 092 with a grade of C or better). Completion of the prerequisite is required prior to enrolling in the course and U/D, U/F, D, F, W, or I grades are not acceptable. It is the student's obligation to know and meet course prerequisites as stated in the course description section of the CCD Catalog and the Schedule of Classes. Prerequisites will be checked at registration and the student may be required to provide proof of meeting prerequisites.

Program Advisor: An advisor who is assigned to a specific academic center or special program. Program Advisors help students who have declared their program of study track their academic progress, provide information about important deadlines, assist with transfer to 4-year institutions, and answer questions regarding program completion.

Sequence: Set of two or more courses in one subject area usually taken in numerical order (ex. ENG 121, ENG 122).

Withdrawal Date: The last date a student can drop a class and receive a grade of W. No refund will be given for classes withdrawn from after the census date. Students must withdraw from their course(s) via their CCDConnect account. Students who stop attending classes without withdrawing will receive failing grades. The withdrawal date varies depending upon the length of the course. Students should refer to their schedule of classes to determine the withdrawal date for each course.
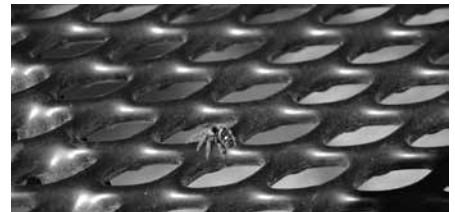
GETTING STARTED

STEPS TO SUCCESSFUL ENROLLMENT

1. APPLY TO CCD AT WWW.CCD.EDU
- You need to apply for admission to Community College of Denver if you are new to college, transferring from another institution or returning to CCD after an absence of more than one year.
- Record your student identification number.
- Apply for the College Opportunity Fund (COF) on your admissions application.
- To transfer credit from any regionally accredited institution, provide official transcripts to Admissions, Registration & Records.

2. APPLY FOR FINANCIAL AID
- ❏ Fill out the Free Application for Federal Student Aid (FAFSA) at www. FAFSA.gov. CCD's school code is 009542. Every year, the priority deadline for the FAFSA is April 15. The financial aid process takes four to six weeks, so start early! Apply for CCD scholarships at www.ccd.edu.

3. ACTIVATE YOUR CCD EMAIL ACCOUNT
- ❏ It is the official means of communication between you and the college. Record your password in a secure location. At least once a week you should sign in to CCDConnect, the web portal for the college to view your registration, financial aid status and check your email account.

4. MEET THE ASSESSMENT REQUIREMENT
- In order to register for classes, all students must meet assessment requirements in the areas of math, reading and English. You must do one of the following:
- Take the placement test to assess your current academic skill level. Before you take the test you are strongly encouraged to complete an Accuplacer Workbook and to attend an Accuplacer Workshop. Completing the workbook may also exempt you from paying the $10 test fee. Bring your completed workbook to the Testing Center prior to testing.
  OR
- Provide a copy of ACT or SAT scores (no more than five years old) with the following scores:

Assessment	ACT	SAT
Reading	17	430 (Critical Reading)
English	18	440 (Critical Reading)
Math	19	460

OR

- Provide the Testing Center with an unofficial copy of college transcripts from a regionally accredited institution along with the Transcript Intake Form for review.
- If you believe you will need accommodations for the test due to a disability, contact the Accessibility Center.

5. ATTEND NEW STUDENT ORIENTATION
- ❏ All new first-time students must attend orientation before receiving advising. A hold will be placed on your account until you have attended a session. Register at www.ccd.edu/NewStudentOrientation.

6. GET ADVISING
- If you test into college-level coursework, see the Academic Advising Center.
  OR
- If your assessment results show that you need to take two or more developmental courses, visit the Center for Educational Advancement.
  OR
- If you are interested in a Health Sciences program, you should meet with a Program Advisor at the Health Sciences Center at Lowry. If you believe you will need accommodations for your courses, contact the Accessibility Center.

7. REGISTER FOR CLASSES
  Register through CCDConnect at www.ccd.edu. Register early for the best selection of classes and times.

8. COMPLETE THE PAYMENT PROCESS
- Pay your tuition and fees in full at least one week before classes start. Payment options are available. If you register for a course after the payment deadline, payment is due at the time you register. If you miss the payment deadline, you may be dropped from all classes and your original classes may no longer be available.
- Activate your HigherOne/CCCS Refund Card to select your refund preferences.

Next Steps

- Immunization Records to Health Center
- All students must provide proof of immunization against Measles, Mumps, and Rubella (MMR) to the Health Center at Auraria.
- Purchase your Student ID and RTD Pass
- Your CCD ID is $20 at the Student ID Center in the Tivoli. Bring your schedule and valid, government-issued photo ID.
- Get your Books and Supplies
- Visit Student Life for more information.

Admissions, Registration & Records	303-556-2420	Confluence 114
Academic Advising Center	303-556-2481	Confluence 123
Accessibility Center	303-556-3300	Confluence 121
Cashier's Office	303-556-2075	Confluence 119
Center for Educational Advancement	303-556-8455	Confluence 301
Center for Health Sciences at Lowry	303-365-8300	Lowry Campus, Bldg. 849
Educational Opportunity Center — One-on-one admissions and financial aid assistance, call for appointment.	303-352-TRIO (8746)	Cherry Creek (SO) 137
Financial Aid	303-556-5503	Confluence 120
New Student Orientation	303-556-3788	Confluence 115
Testing Center www.ccd.edu/testing	303-556-3810 303-556-8027 (F)	Confluence 216
Student Life	303-556-2597	Tivoli 309

RESOURCES FOR NEW STUDENTS

No one at CCD expects students to navigate college by themselves. The college has many services to help students make the most of their time at CCD so they leave with all the knowledge and skills needed for career success or transfer to a four-year institution.

Student Orientation

All students who are new to CCD must sign up for and attend student orientation. It is recommended that students complete placement testing prior to orientation. It is important to prepare for testing before taking the Accuplacer because test scores determine a student's eligibility for courses. Students will leave orientation prepared to meet with their advisors and register for classes.

At orientation, students will have the opportunity to learn about services on campus, meet other students, and learn how to be successful from current CCD students. A variety of services and programs that are integral to success at CCD will be discussed, including Academic Advising, the Recreation Center, the Student Life office, Financial Aid, the Career Development Center, the Auraria Library and more. At the end of orientation, students will have the chance to learn about special services and programs offered on and off campus, including student housing and banking, food services, how to obtain a student ID, and many other resources and opportunities in the Tivoli or around campus.

For questions about orientation or how to sign up, visit http://www.ccd.edu/newstudentorientation, email ccd.orientation@ccd.edu, or call 303-556-2600.

Program Advisors

Each of CCD's Academic Centers has Program Advisors to work with students who have selected the degree or certificate program they wish to pursue. The role of the Program Advisor is to help students stay on track with their academic plan, understand policies and procedures, access campus resources, complete their degree or certificate program, and successfully transfer or enter the work-force upon completion. Many CCD students have jobs, families, and other responsibilities outside of school; Program Advisors can also help students identify campus resources to help students succeed in college while managing their other responsibilities. To find the appropriate Program Advisor, students should visit the Academic Center that houses their program of study. These centers include:

- Center for Career and Technical Education — Cherry Creek (South Classroom) Building, Room 201
- Center for Health Sciences — Lowry Campus, Building 849
- Center for Language, Arts, and Behavioral Sciences — Cherry Creek (South Classroom) Building, Room 307
- Center for Math and Science — Cherry Creek (South Classroom), Room 201
- Center for Educational Advancement — Confluence Building, Room 301

Faculty

CCD faculty members are experts in their subject areas. Get to know them. Ask them about their own careers. They can tell students about jobs, salaries, and four-year colleges and universities where students can continue their education. Don't be afraid to ask questions.

The Resource Center

The Resource Center's mission is to enhance the academic success of all students at Community College of Denver. Staff is available to assist students throughout their whole journey — from application to graduation. The Resource Center provides students with guidance and information that are essential to creating and growing their "tool box" of strategies that will enhance academic success. The Resource Center provides resource linkages to programming via resources that will enhance the academic success of all students at CCD. The Resource Center also houses the First Year Experience Program which guides the transition into college for first-time college students. In addition, the Resource Center provides programming that coaches Denver Scholars to help ensure they keep their scholarships and maintain success as a college student. For more information, call 303-556-4964.

TRIO Programs — Funded by the U.S. Department of Education
EDUCATIONAL OPPORTUNITY CENTER (EOC)

The Educational Opportunity Center (EOC) is a community service program that provides educational planning, information and assistance. Services are available on an appointment-only basis. These services, which are free and open to the general public, include:

- career counseling
- college/university admission
- vocational-technical school enrollment
- academic assessment coordination
- federal and state student financial aid application (FAFSA) assistance
- scholarship searches
- educational planning workshops

More information about services and appointments is available online at www.ccd.edu/eoc, by phone at 303-352-8746 (TRIO), or at the EOC office located in the Cherry Creek Building, Suite 137, on the Auraria Campus.

STUDENT SUPPORT SERVICES (SSS)

The Student Support Services (SSS) program serves low-income, first-generation college students, and students with documented disabilities. The SSS staff and peer mentors provide students with many services including academic advising and course selection, financial aid application assistance, scholarship search assistance, career guidance and exploration, workshops on college and life survival skills, and much more. For more information, including a complete list of available services, call 303-556-4964.

SUMMER BRIDGE PROGRAM

As part of SSS, prior to each Fall semester, a Summer Bridge Program is offered to participants, which provides a foundation for a successful college education. This program serves freshmen and returning students who enter CCD in either the Summer or Fall semester. In this program, students

prepare to take classes, learn about financial assistance, explore career options, participate in a variety of enrichment activities, and learn about student services at CCD. For more information, call 303-556-4964.

ADMISSION

CCD has an open-door admission policy and accepts applicants 17 years of age or older. Admission to the college does not guarantee enrollment into a particular course or program.

Application for Admission

Prior to enrolling at the college, applicants must complete an Application for Admission online at www.ccd.edu. Acceptance letters are sent by e-mail or by regular U.S mail.

Re-admission (Former Students)

Former students who return after an absence of three consecutive semesters or more must reapply for admission. Re-admitted students will be subject to the requirements of the current catalog.

Special Application Procedures

Select programs have a separate application process due to limited space and prerequisites designed to facilitate successful completion. Students need to review program requirements in this catalog and contact the appropriate Program Advisor for assistance with special application procedures.

Underage Admission

Applicants under age 17 wishing to secure a waiver of the minimum age for admission must meet the following criteria:

- Applicant must demonstrate readiness for college level work by meeting all state established cut scores for college level English, reading, and mathematics.
- Applicant not in the CCD College Pathways Concurrent Enrollment Program must meet with Academic Advising Center (AAC) to determine the appropriate class(es) and get the underage waiver request form.
- Applicant and parent must meet with the Dean of Student Development and Retention to determine eligibility for admission and appropriateness of course selection, to review college expectations, and to complete the acknowledgment form.
- Applicant's parent or guardian must sign the acknowledgment form indicating that the parent has been advised regarding expectations of the college.

Applicant will receive the final request decision from the Dean of Student Development and Retention.

International Student Admission

Admission Requirements

Non-immigrant international students who wish to obtain a student visa (F-1) to study at Community College of Denver must complete the following requirements:

1. Complete an Application for International Admission available on the CCD website.
2. Submit non-refundable application fee of $20 (USD).
3. Submit official copies of high school and college transcripts (if available). All documents must be accompanied by a certified English translation.
4. Submit documents of financial support or bank statements showing a minimum balance of $27,500 (USD) to cover expenses for each academic year. Students who have a sponsor must submit an Affidavit of Support along with financial documents. The affidavit is available on the United States Citizenship and Immigration Services (USCIS) website: www.uscis.gov.
5. Demonstrate evidence of English proficiency.
   - Meet the minimum test scores on one of the following: Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS) or Michigan Test. For specific test score requirements, refer to the International Admissions website at www.ccd.edu.

- Successful completion of an intensive program of English-as-a-Second-Language (ESL) at an approved institution. Students are required to take the English Writing Test at CCD.

NOTE: This requirement can be waived for applicants who (1) have graduated from a U.S. high school, (2) have attended at least three semesters on a full-time basis at an English-speaking institution of higher education, or (3) are nationals of countries where English is the official language of instruction in the educational system.

- Students who test below the college level must enroll in developmental coursework.
6. Students transferring from a U.S college/university must submit:
   - Official transcript(s).
   - Current financial statement(s).
   - Passport and I-94 Arrival-Departure Record.
   - Copy of Form I-20 issued by the institution from which they are transferring.
7. CCD will issue a Form I-20 and an acceptance letter once all the requirements are satisfied.

Submission of Application Materials

All required materials must be received by the application deadline.
- The application deadline for international students who are currently in the United States (an F-1 visa) is two weeks prior to the start of the term.
- The application deadline for students who are outside the United States is three months prior to the start of the term as shown below.

Term	Application Deadline
Fall	June 1
Spring	November 1
Summer	March 1

Please send application materials to:
Admissions, Registration & Records
Campus Box 201, PO Box 173363, Denver, CO 80217-3363

For express deliveries (UPS, FedEx, DHL, etc.), please use:
Admissions, Registration & Records
1501 5th Street, Denver, CO 80204
Tel: 303.556.3564 or 303.352.3300

Maintaining F-1 Student Status
- International students must maintain full-time enrollment and good academic standing with a grade point average (GPA) of 2.0 or higher.
- International students may not repeat classes which they have completed with a grade of C or higher.
- Internships and/or off-campus employment may be recommended under specific circumstances with USCIS/DSO approval. Students are expected to notify the Designated School Official (DSO) of any changes that may impact their non-immigrant student status.
- New student orientation is mandatory for all international students.

Denial of Admission

The college may deny admission to anyone whose background indicates that their presence would interfere with the function of the college or would endanger the health, safety, welfare, or property of others. CCD has the right to deny admission or continued enrollment to anyone who has misrepresented their credentials or background.

Privacy

In applying to CCD, students must act on their own behalf. Others may not access student information without the student's prior written approval (see Family Education Rights and Privacy Act on page 41).

Immunization

All students must provide documented proof of immunization against Measles, Mumps and Rubella (MMR) to the Health Center at Auraria. For more information, please call 303-556-2525 or visit: http://www.msudenver.edu/healthcenter.

Students who do not comply with the immunization requirement will receive a registration hold. The hold will not be released until the student complies with the immunization requirement.

Student Identification Number

A state law initiated in 2003 requires that each Colorado post-secondary institution assign to each student a unique ID number that cannot be a student's social security number. This number is the student identification number (SID). A social security number is required for financial aid, the College Opportunity Fund and for tax purposes.

RESIDENCY DETERMINATION FOR TUITION CLASSIFICATION

Tuition classification is governed by state law (Title 23, Article 7, of the Colorado Revised Statutes of 1973, as amended) and by judicial decisions that apply to all public institutions of higher education in Colorado and is subject to change at any time. The college is required to apply the rules set forth in the law and does not have authority to make exceptions unless specifically permitted by law.

In-state status requires domicile in Colorado for one year prior to the first day of class. Domicile is defined as an individual's true, fixed, and permanent home and place of habitation. An individual may only have one domicile at any one time.

At the beginning of the one year period, individuals are expected to take appropriate actions to demonstrate the intent to remain in Colorado permanently. This includes, but is not limited to:

- surrendering legal ties with their former state of residence,
- obtaining Colorado Driver's License/Identification within the statutory period,
- registering motor vehicle within the statutory period,
- registering to vote in Colorado,
- obtaining permanent employment in Colorado,
- filing income tax in Colorado,
- any other factors that document the individual's intent to establish a permanent home in Colorado.

Individuals are qualified to begin the one year domicile period upon reaching 22 years of age, and thus would satisfy the one year domicile requirement at 23 years of age. The one year domicile period also begins upon marriage or emancipation if the individual is under 22 years of age. Individuals under the age of 23 are eligible for in-state tuition if a parent or court-appointed legal guardian meets the requirements of the tuition law.

The tuition law recognizes the special circumstances regarding military personnel, honorably discharged veterans, Olympic athletes, inmates, and recent Colorado high school graduates or GED recipients. Eligible non-U.S. citizens must provide immigration documents, which may include, but is not limited to I-94 Arrival-Departure Record, Green Card or other required documents.

Active duty members of the armed forces, as well as their spouse and dependent children, whose permanent duty station is in Colorado will be charged in-state tuition, even if the permanent duty station changes, as long as the student (armed forces member, their spouse or dependent child) is continually enrolled in classes. Service members should contact their military base Education Office for documentation.

Colorado ASSET Bill

Senate Bill 13-033, also known as the Colorado ASSET Bill, allows U.S. Citizens, Permanent Residents, and students without lawful status to receive in-state tuition through attendance and graduation from a Colorado high school or through attendance at a Colorado high school combined with obtaining the GED. Students may gain residency through meeting these requirements instead of following the traditional domicile path. This is the only way for undocumented students to receive in-state tuition.

To qualify for Colorado ASSET in-state tuition, an undocumented student must:

- Have attended a public or private high school in Colorado for at least three years immediately before graduation or completed a general equivalency diploma (GED) in Colorado. Three years is defined as six academic terms from three separate years immediately preceding graduation or completing the Colorado GED.
- Be admitted to a Colorado college or university within 12 months of graduation from a Colorado high school or completion of a Colorado GED OR graduated from a Colorado high school or completed a Colorado GED before September 1, 2013 and have continuous physical presence in Colorado for 18 months preceding the start of the semester.
- Apply for COF and complete an affidavit with the College Opportunity Fund indicating that you have applied for legal presence or will apply as soon as you are eligible to do so.
- As with the traditional domicile path, residency classification will be determined based off the information and documents submitted by the student. The burden of proof is on the individual seeking in-state tuition.

Initial Classification

Students are classified as resident or non-resident for tuition purposes based on the information provided on the Application for Admission. Failure to answer all questions could lead to initial classification as a non-resident. After the student's status is determined, it remains unchanged in the absence of satisfactory evidence to the contrary.

Change in Tuition Classification

New students who believe their initial tuition classification was based on incomplete information and wish to prove eligibility must submit an Amended Application Form by census date of the earliest part-of-term in which they are enrolled. Continuing students who attended and paid non-resident tuition or individuals emancipated prior to 22 years of age shall have up to 30 days from the first day of class to complete the Petition for In-State Tuition.

Information submitted to qualify for in-state classification is subject to independent verification and will not be returned to students. Individuals submitting false information or falsified supporting documents are subject to both criminal charges and college disciplinary proceedings.

Tuition Classification for Reverse Transfer Degrees

When awarding a Reverse Transfer Degree to a non-active student, CCD will use the last known residency as listed in CCD's student information system. This will not impact tuition classification as the student will have a registration hold placed for the term in which the degree is being awarded. Students will be made inactive for any future terms and must reapply for admission if they seek re-enrollment at CCD.

Appeal Procedure

Students who are denied in-state tuition will not be allowed to drop courses after the census date. Students are responsible for dropping all courses by census date even if a decision on the Petition for In-State Tuition has not yet been received. Students who are denied in-state tuition may appeal the decision of the Tuition Classification Officer. The decision of the appeals committee is final and will not be overturned by the Colorado Department of Higher Education (CDHE).

CCD reserves the right to correct tuition classification after the deadline in cases where the college believes an error was made.

For more information regarding residency and tuition classification, please visit the Colorado Department of Higher Education's website at http://highered.colorado.gov or contact the Admissions, Registration and Records Office at 303-556-2420.

Western Undergraduate Exchange (WUE) Program

Students who are residents of Western Interstate Commission for Higher Education (WICHE) states may be eligible to request a reduced Western Undergraduate Exchange (WUE) tuition rate which is less than the non-

resident rate. WICHE states include Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming.

Students applying for the WUE program must provide evidence of domicile in the qualifying states and will be required to reapply for WUE each academic year.

Students are not permitted to apply time spent in the WUE program toward satisfaction of residency requirements for tuition purposes. Online courses are not eligible for the WUE tuition rate.

ASSESSMENT TEST FOR PLACEMENT

The State of Colorado mandates that incoming students to Colorado's state-supported institutions of higher education complete a basic skills assessment test and enroll in appropriate courses based on the test outcomes. At CCD, students must complete the Accuplacer or secure an exemption before registering for courses.

Basic Skills Assessment Test (BSAT)

Any student at CCD who wishes to enroll in courses must meet the assessment requirement by taking the Accuplacer exam. The purpose of assessment is to help students succeed by placing them in classes that are appropriate for their skill level. Based on the test results, an advisor will recommend appropriate classes to the student. The Accuplacer exam may include reading comprehension, sentence skills, essay writing and mathematics. The assessment test is computerized, untimed, and requires approximately two hours to complete. See www.ccd.edu for study guides to review skills before taking the exam.

Students are required to meet minimum scores to enroll in specific classes. If the minimum scores are not achieved, this does not affect the student's admission to the college. The test scores for placement are available in the Academic Advising Center and the Testing Center.

Other Ways to Meet the Assessment Requirement:

Students may be able to receive an exemption from taking all or part of the BSAT by showing proof of one or more of the following:

- ACT or SAT scores from within the past five years – ACT score minimum requirements: 17 in reading, 18 in English, and 19 in math. SAT score minimum requirements: 430 on critical reading for reading, 440 on critical reading for English, and 460 in math.
- Transcript of successful completion of an Associate of Arts degree, Associate of Science degree, Bachelor's degree, Master's degree, or Doctorate degree from a regionally accredited institution.
- Successful (C or higher) completion of college level courses in English and/or math (less than 10 years old) at a regionally accredited institution.
- Successful (C or higher) completion of basic skills courses in reading, writing or math (less than 10 years old) from a regionally accredited institution.
- Appropriate Accuplacer scores from an approved institution from within the past five years. It is strongly recommended to take the assessment test again if scores are more than two years old.
- Sufficient scores on specific Advanced Placement Exams, International Baccalaureate Exams and/or CLEP Exams from within the past five years.

Please note that all submissions to the Testing Center must include the student's name, the institution, and the grades/scores as part of the transcript and be accompanied by a Transcript Intake Form. Differing names on the transcript and the student's account may require additional documentation. Unofficial transcripts are acceptable as long as the applicant has met the requirements.

Credit for Prior Learning Exams

The CCD Testing Center offers the College-Level Examination Program (CLEP) tests and DANTES exams. Both nationally recognized tests allow students to receive college credit for learning acquired outside the traditional college classroom. See Credit for Prior Learning. on page 32

ACADEMIC ADVISING

Academic Advising Center (AAC)

The Academic Advising Center (AAC) provides comprehensive services to assist students with developing an academic plan, understanding academic policies and procedures, discussing Accuplacer test results, obtaining accurate information and discussion about academic progression and degree requirements, and helping students access campus resources to increase their success. AAC is here to support students along the way; however, students are ultimately responsible for their own progress and understanding of CCD policies.

Meet with the Right Advisor

NEW STUDENTS

- Students who test into all college-level courses or who need only one developmental education course, see an advisor in the Academic Advising Center (AAC).
- Students who need to complete two or more developmental education courses (courses numbered below 100), see an advisor in the Center for Educational Advancement (CEA).

CONTINUING STUDENTS

- Students can get program-specific advising with a Program Advisor in the appropriate center based on their intended program of study. See www.ccd.edu/Who Is My Program Advisor for a complete list.

Center for Language, Arts and Behavioral Sciences • 303-556-2473
Anthropology, Art, Behavioral Sciences, Communication, Dance, English/Journalism/ Literature, Graphic Design, History, Human Services, Humanities, Music, Paralegal, Philosophy, Psychology, Sociology, Theatre, Women's Studies, World Languages

Center for Math and Sciences • 303-556-2460
Astronomy, Biology, Chemistry, Environmental Science, Geology, Mathematics, Physics, Pre-Computer Science, Pre-Dentistry, Pre-Engineering, Pre-Medical,Pre-Nutrition, Pre-Pharmacy, Pre-Physical Therapy, Pre-Physician Assistant, Pre-Veterinary Science, Science

Center for Career and Technical Education • 303-556-2487
Accounting, Applied Technology, Architectural Technologies, Business (AA), Business Administration (AAS and Certificates), Business Technology, Computer Information Systems, Computer Science, Criminal Justice, Early Childhood Education, Economics, Education, Elementary Education, Engineering Graphics/Drafting, Geography, Information Technology, Machine Technologies, Political Science, Welding, Associate of General Studies

Center for Educational Advancement • 303-556-8455
Academic Achievement, Accuplacer Test Prep Lab, College Composition and Reading, Developmental Math, English-as-a-Second-Language, Foundational Skills Institute (formerly GED Institute)/Adult Basic Education

Center for Health Sciences at Lowry • 303-365-8300
Computed Tomography (CT), Dental Hygiene, Electroneurodiagnostics (END), Emergency Medical Services (EMT), Mammography, Nurse Aide, Radiation Therapy, Radiologic Technology, Veterinary Technology

Declaring or Changing Program of Study

Students should indicate their program of study when completing the Application for Admission. A student declares a program of study when first enrolling and should verify the program online via CCDConnect each semester. New students should consult this catalog or a General Studies Advisor to determine available programs of study.

Students may request to change to their program of study with the Admissions, Registration and Records office or program advisor for select programs. All students are advised to meet with a Program Advisor or General Studies Advisor to discuss program requirements before changing their program of study. All Center for Health Sciences programs and most Career and Technical Education (CTE) programs require department approval in order for Admissions, Registration and Records to change a student's program of study.

Students should consult with Financial Aid and Veterans Affairs before changing their program of study as it may impact their eligibility.

REGISTRATION

All new students must meet with the appropriate General Studies Advisor or Program Advisor. Students are required to register online through CCDConnect Registration instructions and schedules are published online each semester.

Prerequisite Requirements

If a course has a prerequisite, students must have certain knowledge to be successful in the course. The prior knowledge may demonstrated through a test score or a successful completion of a prior course (ex. must have completed CCR 092 with a grade of C or better). Completion of the prerequisite is required prior to enrolling in the course, and U/D, U/F, D, F, W, or 1 grades are not acceptable. It is the student's obligation to know and meet course prerequisites as stated in the course description section of the CCD Catalog. Prerequisites will be checked at registration and the student may be required to provide proof of meeting prerequisites.

If the prerequisite requirements are for college composition and reading, math, or English-as-a-Second-Language courses, the Testing Center must enter the basic skills test exemption on the student's record. This is required in order for the college to be in compliance with the Colorado Commission on Higher Education Statewide Remedial Education Policy, Section I, Part E. In addition, this will allow registration to take place.

If the prerequisite requirement is not for college composition and reading or math, students may request that the Testing Center also review previous transcripts from a regionally accredited college or university to approve and enter a prerequisite waiver. All requests for prerequisite waivers must be submitted to the Testing Center. Refer to the college online schedule or program requirements for specific requirements. Most CCD courses require minimum basic skill assessment scores.

Biology Prerequisite Requirement

Students intending to enroll in BIO 201 or BIO 204 are required to complete BIO 111 with a grade of C or better or pass the Science Placement Test. Transfer students who have taken an equivalent college biology class should submit previous transcripts from a regionally accredited college or university to the Testing Center for approval of the prerequisite requirement. When submitting to the Testing Center, students must indicate that they would like a biology prerequisite override so the Program Advisor can be notified. Although the college can transfer in a BIO 111 course that is up to 10 years old for prerequisite waivers, some Center for Health Sciences programs require that BIO 111 must be completed no more than seven years prior to enrollment in BIO 201 or 204.

Auditing Classes

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 registration deadline listed in the course schedule. Students must pay for the course in full before an audit request will be processed. Once the audit has been approved, the course cannot be changed to a credited course.

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 certificate or degree requirements. Course credits for which an AU (Audit) grade 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.

Maximum Course Load

Eighteen (18) credit hours is the maximum course load for all students. Students cannot register for more than 18 credits in any given semester without special permission from the Director of Academic Advising, Dean of Student Development and Retention, or Center Dean.

Add/Drop Classes

It is the student's responsibility to add or drop classes by the published deadline.
- Students can add classes to their class schedules up to the last day to register according to published deadlines.
- Students may drop classes for a full refund by the published census date for each class.

Dates are published each semester in the course schedule. Census dates vary so it is important to know if the course is a traditional 15-week course (Fall and Spring term) or a traditional 10-week course (Summer term); all other census dates are specified in the course schedule. Census dates can also be verified with a General Studies Advisor, Program Advisor, or with the Admissions, Registration and Records office.

Students may be dropped for failure to pay their outstanding balance. Students who do not attend by census date may be dropped for non-attendance, which may include any required co-requisite course regardless of attendance in that course. Any student dropped after the last day to register will not be permitted back into the course.

Classes dropped before the census date will not appear on an official transcript. After the census date, students have the option to withdraw without a refund, up to the published last date to withdraw.

Financial aid recipients should check with the Financial Aid Office prior to dropping or withdrawing from any classes as this could affect their financial aid award and students may have to repay awards. Veterans should consult the VA Certifying Official prior to dropping a class as it may impact their educational benefits.

Waitlist

Students may place their name on a waitlist when a course is at maximum capacity and closed for registration. CCD honors the order of the waitlist and extends enrollment availability to students via a notification email sent to their student email account in the order in which they appear on the list. Students on the waitlist are not automatically enrolled if a space in the course becomes available. It is the student's responsibility to register for the class via CCDConnect prior to the deadline indicated in the notification email. No exceptions will be allowed for students who miss notification. Students may have less than 24 hours to register if the deadline allowed overlaps the last day to register. Payment must be made in accordance with the payment policy. Faculty must honor the waitlist if there are openings in their class and cannot sign any students into a closed course.

Withdrawals

Withdrawing from classes after census date will result in a grade of W. Withdrawal dates vary so it is important to know if a course is a traditional 15-week course (Fall and Spring term) or a traditional 10-week course (Summer term); all withdrawal dates are specified in the course schedule. Withdrawal dates can also be verified with a General Studies Advisor, Program Advisor, or with the Admissions, Registration and Records office. No academic credit is awarded for a withdrawal. A withdrawn course will count in attempted credits.

Financial aid recipients should check with the Financial Aid Office prior to dropping or withdrawing from any classes as this could affect their financial aid award and students may have to repay awards. Veterans should consult with the VA Certifying Official prior to withdrawing from a course as it may impact their educational benefits.

Inter-Institutional Registration

CCD and neighbor institutions Metropolitan State University of Denver (MSUD) and University of Colorado-Denver (UCD) have an inter-institutional agreement that allows CCD students to take select college-level courses at MSUD or UCD if space is available. Inter-institutional registration also allows MSUD and UCD students to take select college-level courses at CCD if space is available.

Online and off-campus/extended campus courses are not part of this agreement and students will not be permitted to register for these courses. For detailed instructions on how to register for inter-institutional courses, please refer to www.ccd.edu.

CCD Students

The inter-institutional program allows students to register for classes at the host school (MSUD or UCD) and pay for tuition at CCD. CCD certificate or degree seeking students who want to take classes at MSUD or UCD must apply and register at MSUD or UCD and submit both the Inter-Institutional Application and Inter-Institutional Registration forms, which can be obtained at the CCD Admissions, Registration and Records office. Students who participate in the inter-institutional program are responsible for following the procedures and deadlines established by all institutions involved. CCD students are required to meet all MSUD or UCD course prerequisites prior to registration. CCD students may not register for more credits at MSUD/UCD than what they are registered for at CCD. MSUD or UCD may charge additional course fees. The student is responsible for paying these fees directly to MSUD or UCD.

In order to ensure that an inter-institutional course will transfer to CCD and apply towards the student's certificate or degree program, CCD encourages students to meet with an General Studies Advisor or Program Advisor prior to registering for an inter-institutional course. Inter-institutional course registration does not alter certificate and degree requirements. Students may be required to submit a Course Substitution Form in order to have inter-institutional courses apply to their program requirements for graduation.

MSUD and UCD Students

The inter-institutional program allows students to register for classes at CCD and pay for tuition at MSUD/UCD. MSUD and UCD students are permitted to take classes at CCD by using the inter-institutional registration process. MSUD/UCD students must obtain an inter-institutional forms from their home institution (MSUD or UCD). These forms must be authorized by MSUD/UCD prior to acceptance at CCD. Students who participate in the inter-institutional program are responsible for following the procedures and deadlines established by all institutions involved. MSUD/UCD students are required to meet all CCD course prerequisites prior to registration. MSUD/UCD students may not register for more credits at CCD than what they are registered for at MSUD/UCD. CCD may charge additional course fees. The student is responsible for paying these fees directly to CCD.

In order to ensure that an inter-institutional course will transfer to MSUD/UCD and apply towards the student's degree program, CCD encourages students to meet with a MSUD/UCD academic advisor prior to registering for an inter-institutional course.

Metropolitan State University of Denver (MSUD) Developmental Students

CCD and Metropolitan State University of Denver (MSUD) have a developmental agreement which allows MSUD students to register for CCD developmental courses through MSUD. MSUD students registering for CCD developmental courses are required to follow all MSUD registration procedures and deadlines. Final grades will appear on both the CCD transcript and MSUD transcript. If a student should transfer from MSUD to CCD, these courses will be included in the student's Satisfactory Academic Progress (SAP) calculation for financial aid at CCD.

University of Colorado-Denver (UCD) Developmental Students

CCD and University of Colorado-Denver (UCD) have an agreement which allows UCD students to register for CCD's Intermediate Algebra (MAT 055) developmental course through UCD. UCD students registering for this course are required to follow all UCD registration procedures and deadlines. Final grades will appear on both the CCD transcript and UCD transcript. If a student should transfer from UCD to CCD, these courses will be included in the student's Satisfactory Academic Progress (SAP) calculation for financial aid at CCD.

CCDCONNECT

CCDConnect is CCD's online student portal. Students are responsible for utilizing CCDConnect to:

- Read student email
- Register for classes
- Pay tuition
- Obtain financial aid information
- View grades
- Review degree progression via DegreeWorks
- Verify social security number
- Plus much more!

Step-by-step instructions for accessing CCDConnect are available by downloading an Enrollment Quick Guide at www.ccd.edu.

FINANCIAL MATTERS

TUITION AND FEES*

The State Board for Community Colleges and Occupational Education determines tuition, which is subject to change annually. Fees also can change. Tuition rates and refund deadlines vary for CCCOnline courses. Contact the Cashier's Office at 303-556-2075 with questions about CCCOnline tuition and payment. Updated information on CCD tuition and fees is online at www.ccd.edu under "Current Students."

* Rates are subject to change without notice.

Tuition Rates per Credit Hour (Academic year, 2013-2014)
Fees apply. See fee explanation below

	RESIDENT			NON-RESIDENT		
	Tuition	COF Stipend	Your share	Tuition	COF Stipend	Your share
Standard Tuition	$183.50	[$64]	$119.50	$490.30	-0-	$490.30
Differential Tuition						
Dental Hygiene	$298.45	[$64]	$234.45	$490.30	-0-	$490.30
Nursing	$238.15	[$64]	$174.15	$490.30	-0-	$490.30
CCC\CCD Online	$275.25	[$64]	$211.25	$322.00	-0-	$322.00

Fees and refund deadlines Vary.

Student Fee Chart
The following information is an explanation of fees per credit hour.

Auraria Bond Fee	$35.95 1-3 Credit Hours
	$49.75 4-6 Credit Hours
	$66.30 7-11 Credit Hours
	$75.99 12 Credit Hours and Over
RTD Bus Pass Fee	$77.00 Flat Per Semester
Student Activity Fees	$6.20 Per Credit Hour
AHEC Resource Library Fee	$4.45 Per Credit Hour
Clean Energy Fee	$5.00 Flat Per Semester
Health Center Fee	$24.00 Flat Per Semester
Immunization Fee	$2.00 Flat Per Semester
Building/Renovation Fee	$8.00 Per Credit Hour
Registration Fee	$12.25 Flat Per Semester

Fee Descriptions
Students at CCD's Auraria Campus pay set fees that cover a variety of services and programs. CCD satellite campuses pay only the Student Activity Fee.

Auraria Bond Fee ($35.95 for 1-3 credits, $49.75 for 4-6 credits, $66.30 for 7-11 credits, $75.99 for 12 credits or more): Auraria Campus students voted to approve a fee to pay off the bonds that funded construction on the Tivoli Student Union, Auraria Early Learning Center, campus health, physical education, and recreation facilities. Students at all three Auraria institutions pay this fee.

RTD Bus Pass Fee ($77.00 per semester): The Auraria Student RTD Pass covers fares for local bus service in the Denver-metro area, Light Rail, and all Express or Express Regional services. With the pass, students get a $3.75 discount on all SkyRide routes. The pass is not valid for special services such as the BroncosRide, RockiesRide, Access-a-Ride, or Guaranteed Ride Home.

Student Activity Fee ($6.20 per credit hour): This fee supports CCD Student Life staff and programs, including New Student Orientation and First Year Experience, CCD Student Government, Student Handbook publication, child care scholarships, lending library, food bank, recreational activities, student events, Tivoli Student Computer Lab, Auraria Student Health Center, Gay, Lesbian, Bisexual and Transgender Student Services, and the Phoenix Center at Auraria.

Auraria Higher Education Center Resource Library Fee ($4.45 per credit hour): This fee supports Auraria Library functions.

Clean Energy Fee ($5.00 per semester): This student-approved fee is for purchasing clean, renewable, electrical power for the Auraria Campus.

Health Center Fee ($24.00 per semester): This fee enables all CCD students to have access to all of the medical, health and safety services offered by the Health Center.

Immunization Fee ($2.00 per semester): This fee supplements the provision of immunizations on campus for CCD Students.

Building/Renovation Fee ($8.00 per credit hour): This fee supports the construction of the Student Learning & Success Building and the renovation of South Classroom Building.

All CCD students pay the following fees:
- Registration Fee: The Colorado Community College System charges a mandatory $12.25 per semester registration fee to students at all 13 of its colleges.
- Instructional Fees: CCD charges a $6.45 per credit hour instructional program fee for high- and medium-cost classes. Other fees and charges may apply.

College Opportunity Fund (COF)

The College Opportunity Fund (COF) provides a tuition stipend for in-state resident students completing undergraduate coursework at a public or participating private college. The amount of the per-credit-hour tuition stipend is set annually by the General Assembly and pays a portion of students' total in-state tuition.

In-state resident students must create a lifetime account at www.ccd.edu/cof and authorize the use of the stipend each semester through CCDConnect. Students who fail to apply and/or authorize the use of the COF stipend within the time allowed will be responsible for the full cost of their tuition.

Tuition Refund Policy

Students may receive a refund of tuition and fees for any courses dropped by the census date or for any courses the college canceled. The census date for standard courses is listed in the Schedule of Courses or in the Academic Calendar online at www.ccd.edu. The census date varies depending upon the length of the course. Students should refer to their schedule of classes to determine the census date for each course. It is the student's responsibility to drop courses by the published deadline.

No refunds are given after the census date. Students receiving financial aid may have their aid adjusted and should check with the Financial Aid Office prior to dropping a course.

Students who are owed a refund will be required to pay for all courses added after refunds are issued. Account balances can be viewed and paid online at CCDConnect.

Prior to the census date, students may be dropped from their courses for failure to pay their outstanding balance or for non-attendance, which may include any required co-requisite course regardless of attendance in that course. If dropped prior to census, students are not responsible for the tuition for dropped courses. If dropped after census for non-payment or non-attendance, the student will not be permitted back into the course.

Military students who are called to active duty during the semester should talk to the Admissions, Registration and Records office to discuss the tuition refund policy.

HigherOne

Students will receive all refunds through the HigherOne refund process. All enrolled students 17 years old and older will be mailed a HigherOne Refund Card. Upon the receipt of the card, the student must activate the HigherOne refund card and select the preferred method of payment. Students may select to have their refunds credited to their HigherOne refund card, may have their refunds credited to their existing bank account via ACH, or may request a paper check.

Students who are eligible for refunds may have their refunds credited electronically to their HigherOne refund card or bank within five to seven business days. HigherOne will mail checks to a student's home address within 21 days if a student selects a paper check.

Extenuating Circumstance Appeal Process

The Extenuating Circumstance Appeals Committee may approve a late withdrawal and/or tuition credit for emergencies that exist beyond the student's control preventing compliance with the established dates and deadlines for that term.

- To receive an Extenuating Circumstance Appeal packet, students must first meet with their General Studies Advisor or Program Advisor.
- Students must submit a completed Extenuating Circumstance Appeal packet and supporting documentation by the end of the next consecutive semester for which they are appealing.
- The Extenuating Circumstance Appeal packet must include all required application forms and all supporting documentation. Completed Extenuating Circumstance Appeal packets will be reviewed and the student will be notified by CCD email or the phone number on file of the committee's decision within 30 calendar days. Written notification will also be mailed to the student's address on file.
- The appeal packet must include all required signatures to be considered.
- The Extenuating Circumstance Appeal will be denied if the student failed to comply with the deadline if the extenuating circumstance allowed for submission in a timely manner.
- If an appeal is denied, a student may request to have the appeal reconsidered by the committee, only if the student can supply additional documentation to support the extenuating circumstance. When a second review is requested, the decision made by the committee is final.
- Students who have received financial aid and are granted an Extenuating Circumstance Appeal may not receive refunds. Credit balances will be used to repay federal aid first. Contact the Financial Aid Office for more information.

FINANCIAL AID

CCD uses the Free Application for Federal Student Aid (FAFSA) to determine a student's eligibility for all forms of student financial aid, including grants, scholarships, work study, and loans. Some student financial aid awards are based on limited funding and are awarded on a first-come, first-served basis. For this reason, CCD encourages students to apply early each year (by April 15).

Eligibility

In order to determine eligibility, students are advised to submit the FAFSA following the application process provided below. Eligible students must meet all of the following criteria:

- Be a citizen or eligible non-citizen of the United States.
- Be accepted for admission at CCD in a degree or eligible certificate program.
- Meet Ability to Benefit criteria:
- Students who first enroll in a program of study on or after July 1, 2012 must have a high school diploma or GED.
- Students who first enrolled in a program of study prior to July 1, 2012 may qualify under previously existing rules for meeting Ability to Benefit criteria. Please check with the Financial Aid Office for any questions about this eligibility status.
- Be registered with Selective Service (male students only).
- Be in good standing at the college and meet Satisfactory Academic Progress (SAP) requirements.
- Not be in default on a student loan or owe a repayment of a federal grant.

Other factors that impact eligibility:

- Students enrolled in programs that require fewer than 16 credits with less than 15 weeks of coursework are not eligible for financial aid.
- Students who have attempted more than 30 developmental education credits are not eligible for financial aid for additional developmental coursework.
- Developmental classes numbered 030 (ex. REA 030) are not eligible for financial aid.
- Students who have attempted a course more than twice may not be eligible to receive financial aid for the same course and are encouraged to contact the Financial Aid Office to determine eligibility.

Eligible Non-Citizens

To qualify for financial aid as a non-citizen, a student must be able to provide documentation of one of the following to the Financial Aid Office:

- An Alien Registration Receipt Card (I-151 or I-551) or a Conditional Permanent Resident Card (I-151C)
- An Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations:
- Refugee, asylum granted
- Cuban-Haitian entrant
- Indefinite parole
- Citizen of the Freely Associated States – Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau (considered for grant aid and Federal Work Study only)

Application Process

1. Apply for a PIN (personal identification number) online at www.pin.ed.gov. The PIN must be used each year to electronically sign the FAFSA. A dependent student must also have a parent apply for a PIN.

2. Complete the FAFSA online at www.fafsa.gov. The FAFSA becomes available on January 1 each year for the following Fall, Spring, and Summer semesters. A student can estimate tax information in order to avoid a delay in processing. A student may also opt to "Link to the IRS" if taxes have already been filed. Students are advised to link their FAFSA to the IRS when possible.
   a. Students who do not elect the "Link to the IRS" option may be required to submit a copy of federal tax transcripts to the Financial Aid Office.
   b. In order to send the FAFSA to CCD, students can use CCD's school code: 009542.
3. Two to four weeks after completing the FAFSA online, the Federal Processor will send the student a Student Aid Report (SAR), outlining each response provided on the FAFSA. If necessary, students can use the PIN to make corrections to the FAFSA.
4. When CCD receives the student's FAFSA, the Financial Aid Office will send the student a Missing Information Letter, informing the student of additional required documentation in order to qualify for financial aid at CCD.
   a. All required documentation must be submitted by April 15 in order for the student to be considered for priority awarding of first-come, first-served funding, including some grants, scholarships and work study funds.
5. When the student's file is completed in the Financial Aid Office, the student will receive an Award Notice.
   a. The status of required documents is viewable and financial aid can be accepted online via the student's CCDConnect account.

Types of Aid

The FAFSA not only determines a student's eligibility for financial aid but also determines the types of aid available to the student. Financial aid may be need-based or non-need-based, depending on the Estimated Family Contribution (EFC) as determined by the U.S. Department of Education.

Grants – All grants at CCD are need-based and do not need to be repaid. Award amounts and eligibility depend on EFC and enrollment status. Students do not need to attend full time to receive grant funds, if eligible.

Student Loans – Stafford loans are guaranteed by the U.S. Department of Education and do not require a credit check. Students must be enrolled at least half time to receive Stafford loans. Most Stafford loans must be repaid six months after the student is no longer enrolled at least half time (six or more credits) in an eligible program. Students who borrow their first Stafford loan between July 2012 and July 2014, however, must begin repayment after dropping below half time enrollment and do not qualify for the six month grace period. For additional repayment information, student can call 1-800-848-0979 or visit www.studentaid.gov.

Federal annual limits apply to loans, depending on the student's grade level and dependency status. To accept Stafford loans, students must accept the amount needed online via CCDConnect and complete an Entrance Counseling session and a Master Promissory Note (MPN). Students must also complete Exit Counseling when no longer enrolled at least half time.

Federal Stafford Subsidized Loan – need-based. Interest (3.4%) is paid by the federal government on behalf of the student while the student is enrolled at least half time. Repayment begins six months after the student is no longer enrolled at least half time.

Federal Stafford Unsubsidized Loan – not need-based. Interest (6.8%) accrues and capitalizes while the student is enrolled. While the student is not required to make payments on any Stafford loans while enrolled at least half-time, the student is strongly encouraged to make interest payments while in school.

Federal Direct Loans to Parents (PLUS) – Parents may borrow directly from the federal government on behalf of the student. Repayment typically begins within 60 days after disbursement. The parent has up to 10 years to repay the loan. Credit checks are required and not all loans are guaranteed. If a parent is denied a PLUS loan due to credit, the student may borrow additional unsubsidized Stafford loans.

Work-Study – Regardless of financial need as determined by the FAFSA, both Federal and Colorado Work Study may be available on a first-come, first-served basis. Students earn work study through part time employment on or off campus and must be enrolled at least half time to qualify. Students can gain employment experience in an area directly related to their field of study while being paid bi-weekly from an initial award through the Financial Aid Office.

Scholarships – A form of gift aid that does not need to be repaid. Scholarship criteria may include academic achievement, need, talent, special qualities or a combination of these factors. Institutional and community scholarships are posted on www.ccd.edu. Students apply annually between April and October.

Cost of Attendance

The Colorado Department of Higher Education (CDHE) determines Cost of Attendance (COA) based on factors such as residency, living situation and program of study. A student's COA includes actual out-of-pocket educational expenses (tuition, fees, books and supplies) and estimated living expenses (room and board, transportation, medical and personal expenses). Students are not guaranteed to be offered enough financial aid to meet the COA due to federal limits. A student's financial aid also cannot exceed the COA.

Sample Budget (actual amounts are subject to change)

Resident	Per Year	Per Month
Living with parents	$13,791	$1,532
Living away from parents	$18,462	$2,051
Non-Resident	**Per Year**	**Per Month**
Living with parents	$21,561	$2,396
Living away from parents	$26,232	$2,915

Students may request budget increases for certain expenses such as child care, a one-time computer purchase, or for medical expenses by contacting the Financial Aid Office. Such requests, if granted, do not guarantee the availability of additional funds.

Satisfactory Academic Progress (SAP)

Federal regulations require all financial aid recipients to maintain Satisfactory Academic Progress (SAP) both prior to applying and during semesters aid may be received. In order to maintain SAP standards at CCD, students must earn a minimum 2.0 cumulative GPA and complete at least 67 percent of their coursework. SAP standards also require students to complete their degree/program within 150 percent of the published length of the program. All credit hours taken at CCD, including all credits attempted when not receiving financial aid and all transfer hours, are included in determining a student's SAP status.

Financial Aid Repayment

Students are only eligible for aid for courses in which they establish attendance. If a student does not establish attendance in a class, the student is not only charged tuition and fees if the class is not dropped before the published census date but the student must also repay any aid that was released to the student for a course from which the student is dropped due to non attendance. This includes any co-requisite course that may also be dropped if non attendance is reported for either course.

Students receiving Title IV financial aid must complete at least one credit hour for each part of term for which aid is received. Students who do not successfully complete any courses within the class term and cannot document active participation in a course for over 60 percent of the class term must repay a portion of the financial aid received. Such students will also be responsible for repayment of any unearned grant aid to the federal government. CCD must report the amount owed to the U.S. Department of Education and the student will not be eligible to receive aid at any institution until the funds are repaid in full. The complete Return to Title IV policy is available online at www.ccd.edu.

ACADEMIC
MATTERS

CCD has policies and standards to help students know what to expect of CCD and what CCD expects of students. The following is a summary of the information students need to know. A General Studies Advisor, Program Advisor or anyone on the Student Affairs staff can help students understand these policies, standards and rights as a CCD student.

ACADEMIC PROGRESS GUIDELINE

All CCD students are expected to maintain satisfactory academic progress. Recognizing the value of measuring academic progress for all students, CCD has established the following practice and procedures for measuring academic standing. This procedure is intended to be informational and helpful, but also establishes clear standards of academic progress that must be met and maintained in order to be a successful student at CCD. A student's academic standing at one Colorado Community College System (CCCS) college will impact academic standing at another CCCS college.

Academic Progress Process

For students who have attempted fewer than 9 credit hours, CCD will monitor satisfactory progress through an Academic Alert process. These students are not subject to Academic Standing.

Academic Standing applies to all students who have attempted 9 or more credits at a CCCS college, regardless of the number of term credits they attempt from that point forward. Academic Standing is applied consistently and uniformly within each CCCS institution. CCD will determine Academic Standing following the posting of the majority of term grades for each semester. Students placed on probation or suspended will be notified of their status. Suspended students will not be allowed to attend any CCCS college in the subsequent semester/s unless an appeal is approved. Academic Standing status will be noted on the advising, official, and unofficial transcripts. The Academic Standing of a student is not specific or limited to CCD as it will impact a student's enrollment at other CCCS colleges.

Academic Progress Definitions

- Only college level classes will be used to calculate term and cumulative GPA's.
- This includes summer term courses.
- Only courses taken "in residence" will be used for this procedure; "In residence" means courses taken at CCD. Courses taken elsewhere and transferred in do not apply. The GPA calculations for this procedure may not match those used for financial aid purposes.

Academic Progress Standards

Initial Standing: Student has attempted fewer than 9 cumulative credit hours with a cumulative GPA that is greater than or equal to 2.00 for all classes attempted.

Academic Alert: Student has attempted fewer than cumulative 9 credits with a cumulative GPA less than 2.00 for all classes attempted.

Good Standing: Student has attempted at least 9 cumulative credit hours and has a cumulative GPA greater than or equal to 2.00 for all classes attempted.

Probation: Student has attempted at least 9 cumulative credit hours and has a cumulative GPA less than 2.00 for all classes attempted.

Returning to Good Standing: By the conclusion of the Academic Probation term, the student must raise their cumulative GPA to at least 2.0. If this condition is met, the student returns to Good Standing.

Probation (continuing): If a student on Academic Probation earns a term GPA of at least 2.00 for all classes attempted during the term, but fails to raise their cumulative GPA to at least 2.0 for all classes attempted, the student will be allowed to attend the next term, but will remain on Academic Probation.

Suspension: If a student on Academic Probation earns a term GPA of less than 2.0 for all classes attempted, the student will be suspended and will not be allowed to enroll at any CCCS college for the next term, excluding summer term (as summer term may not be used as a "suspension term").

Academic Progress Suspension Rules

- Summer term may not be used as a "suspension term".
- Summer term may be used to remediate (improve) the GPA if approved by CCD. If a student wishes to enroll for summer term after being suspended, they will need to follow CCD's Suspension Reinstatement Procedure.
- Initial suspension is for one term, excluding summer term.
- A second suspension is for two terms, excluding summer term.
- If a student, who has served the suspension time for initial suspension or second suspension, wishes to return, the student will be allowed to re-enroll only after meeting with a CCD academic or program advisor. The student will be placed on Academic Probation.
- A third suspension is for two full years, or 4 academic terms excluding summers.
- If a student, who has served the third suspension time of two years, wishes to return, the student must meet with a CCD academic or program advisor.

Academic Progress Suspension Appeals

- Students may appeal their suspension by following the CCD Suspension Reinstatement Procedure. If a student intends to transfer to another CCCS college, the student may appeal to the transferring CCCS college.
- If the student's suspension appeal is approved, the student will be placed on Academic Probation.
- Students put on Suspension will be dropped from all courses for any future terms. Students will not be able to register for courses until they meet the requirements outlined in the Suspension Reinstatement Procedure. Students are ultimately responsible for their enrollment and need to check their enrollment schedule for accuracy.

Academic Progress Suspension Reinstatement Procedures

The Academic Suspension Reinstatement procedures requires that a student meet with a General Studies Advisor or Program Advisor to review the Academic Suspension Reinstatement Packet prior to submitting it to the Academic Suspension Committee for review. The completed and reviewed packet should be turned into the Academic Advising Center, Confluence 123.

The Academic Suspension Packet can be found on www.ccd.edu by clicking on "Get Academic Advice" and accessing the packet under Common CCD Forms.

Students should be prepared for the session with their General Studies/Program Advisor by reading and the completing the forms in the packet. The following should be presented to the Advisor:

- An unofficial transcript/copy of academic record.
- A DegreeWorks audit.
- A typed Letter of Appeal.
- Any supporting documentation outlining the circumstances that led to suspension.

After committee review, an Academic Suspension Committee member will notify a student of their reinstatement status via their CCCS email account. If the student is approved for reinstatement, the student must follow the planned and approved courses outlined in the Academic Reinstatement Plan. In order to continue enrollment at CCD, students must meet all requirements outlined in their Reinstatement Contract.

CREDIT COMPLETION PROGRESS

Recognizing the value of credit completion for all students with regards to retention, transfer and credential attainment, CCD has established the following practice and procedures for measuring credit completion progress. Students must meet the standards of credit completion progress in order to be a successful student at CCD.

Credit Completion Process

For students who have attempted fewer than 9 credit hours, CCD will monitor credit completion through an Alert process. These students are not subject to the Credit Completion Progress guideline.

Credit Completion Progress standards apply to all students who have attempted 9 or more credits at CCD, regardless of the number of term credits they attempt from that point forward. Credit Completion Progress standards will be applied consistently and uniformly within each CCCS college. CCD will determine Credit Completion Progress standards following the posting of the majority of term grades for each semester. Students placed on warning 1, warning 2 or warning 3 will be notified of their status. Credit Completion Progress status will be noted on the advising and unofficial transcripts only (it will not be noted on the official transcript). The Credit Completion Progress status of a student is specific to CCD and does not impact a student's enrollment at other CCCS colleges.

Credit Completion Definitions

- Credit Completion Progress include all credit bearing classes (developmental and college level), which will be used to calculate the percent of attempted credits passed. This includes summer term courses.
  - Only courses taken "in residence" will be used for this calculation; "In residence" means taken at CCD. Courses taken elsewhere and transferred in do not apply. The credit completion rate for this procedure will not necessarily match those used for financial aid purposes or athletic eligibility.
- Grades considered to be passing when computing the percent of attempted credits passed are as follows: A, B, C, D, S/A, S/B, S/C, and S.
- Grades considered to be failing when computing the percent of attempted credits passed are as follows: I, F, U/D, U/F, W, and AW.
- Course Completion Rate is calculated by dividing the total attempted credits by the number of credits successfully completed as per the definitions above.

Credit Completion Standards

Initial Standing: Student has attempted fewer than 9 cumulative credit hours will not be assessed for credit completion.

Good Standing: Student has attempted at least 9 cumulative credit hours and has a cumulative course completion rate of at least 50%.

Warning 1: Student has attempted at least 9 cumulative credit hours and has a cumulative course completion rate of less than 50% for the first time.

Warning 2: Student has attempted at least 9 cumulative credit hours and has a cumulative course completion rate of less than 50% for the second time.

Warning (continued): If a student on Credit Completion Probation passes 50% or more of their attempted term credits, but fails to raise their cumulative completion rate to 50%, they will be allowed to continue the next term, but will remain on Credit Completion Probation.

Warning 3: Student has attempted at least 9 cumulative credit hours and has a cumulative course completion rate of less than 50% for the third time.

Credit Completion Warning Rules

- Students on Warning 1 will receive a communication regarding their credit completion status and will be given information on student support services at CCD.
- Students on Warning 2 will receive a communication regarding their credit completion status and will have a credit completion registration hold placed on their CCD student account. The student will not be able to make any changes to their student account until they meet with an academic or program advisor.
- Students on Warning 3 will receive a communication regarding their credit completion status and will have a credit completion registration hold placed on their CCD student account. The student will not be able to make any changes to their student account until they meet with an academic or program advisor. CCD reserves the right to limit the number of credit hours the student may enroll in when placed on Warning 3 status.

ACADEMIC RENEWAL POLICY

The purpose of academic renewal is to allow a student the one-time opportunity to remove a maximum of 30 semester credit hours of poor academic performance from the grade point average (GPA) calculation.

Academic renewal applies only to courses taken at CCD and may only be awarded once. The original grades and credits remain on the permanent academic transcript and credit hours are deducted from the student's remaining COF stipend eligible hours. A notation indicating "Academic Renewal Awarded" will be made on the official transcript and the grades will be excluded from the GPA. After being granted, Academic Renewal is irreversible. Credit excluded from the GPA calculation cannot be used to satisfy the requirements for completion of a certificate or degree.

The following conditions must be met to apply for Academic Renewal:
- Up to 30 hours can be excluded from GPA, but those grades will remain on student's transcript.
- The student cannot have been enrolled at CCD for two calendar years to be eligible for Academic Renewal.
- The student must be enrolled and have completed at least six semester credit hours with a minimum 2.0 GPA since returning to CCD. For Reverse Transfer Degree only, the may fulfill this requirement by demonstrating enrollment in at least 6 credit hours with a 2.0 term GPA during the last semester of attendance at the four year institution.
- The Academic Renewal Form must include a General Studies Advisor's or Program Advisor's signature.
- Only grades of D and F are eligible for academic renewal and exclusion from GPA calculation.

A student concerned about a poor academic record is encouraged to meet with a General Studies Advisor or Program Advisor to discuss other academic progress options and strategies for academic success.

The Academic Renewal Policy is only applicable to CCD. Other institutions receiving a CCD transcript for transfer are not bound by CCD's policy and may choose to calculate the student's transfer GPA to include all grades, even those excluded by CCD under this policy.

Students applying for Academic Renewal are responsible for investigating the potential impact of Academic Renewal on transfer admission, financial aid, veteran's benefits, and other agencies and organizations.

ACADEMIC INTEGRITY POLICY

Students at Community College of Denver are expected to behave as responsible members of the college community and to be honest and ethical in their academic work. CCD strives to provide students with the knowledge, skills, judgment and critical thinking needed to function in society. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education and is a disservice to the student, faculty and staff community. All members of the Community College of Denver community share the responsibility and authority to challenge and report acts of academic dishonesty.

Guidelines for Academic Integrity

Students assume full responsibility for the content and integrity of the coursework they submit.
The following are guidelines to assist students in observing academic integrity:
- Students must do their own work and submit only their own work on examinations, reports and projects, unless otherwise permitted by the instructor.
- Students are encouraged to contact their instructor about appropriate citation guidelines.
- Students may benefit from working in groups. However, students must not collaborate or cooperate with others on graded assignments, examinations, or other academic exercises unless clearly directed to do so by the instructor.
- Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes and evaluations.
- Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

Forms of Academic Dishonesty

NOTE: Community College of Denver recognizes that when students make a good faith attempt to credit sources, some mistakes in citation format or use of quotations can be viewed as errors in form and mechanics rather than true academic dishonesty.

Actions constituting violations of academic integrity include, but are not limited to, the following:
CHEATING: intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
Examples of cheating include, but are not limited to:
- Copying from another's assignment or receiving unauthorized assistance from another during an academic exercise or in the submission of academic material.
- Using a calculator, computer, or other materials when not authorized by the instructor.
- Collaborating with another student or students during an academic exercise without the consent of the instructor.

PLAGIARISM: intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.
The following are considered to be forms of plagiarism:
- Word-for-word copying of another person's ideas or words.
- Interspersing one's own words within a document while, in essence, copying another's work.
- Rewriting another's work, yet still using the original author's fundamental idea or theory.
- Inventing or counterfeiting sources.
- Submission of another's work as one's own.
- Neglecting quotation marks on material that is otherwise acknowledged.

MISUSE OF ACADEMIC MATERIALS: the misuse of academic materials includes, but is not limited to:
- Stealing or destroying college or library reference materials, or computer equipment and/or programs.
- Stealing or destroying another student's notes or materials, or having such materials in one's possession without the owner's permission.
- Receiving assistance in locating or using sources of information in an assignment when such assistance has been forbidden by the instructor.
- Illegitimate possession, disposition, or use of examinations, test banks or answer keys to examinations.
- Unauthorized alteration, forgery, or falsification of academic records.
- The sale or purchase of examinations, papers, projects, or assignments.

COMPLICITY IN ACADEMIC DISHONESTY: complicity involves knowingly contributing to another's acts of academic dishonesty.

FABRICATION: intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

FACILITATING ACADEMIC DISHONESTY: intentionally or knowingly helping or attempting to help another to violate any provision of this policy.

MULTIPLE SUBMISSION: unauthorized submission of academic work for which academic credit has already been earned and when such submission is made without authorization.

Penalties for Academic Dishonesty

If a student is found responsible for violating academic integrity policies, any one or a combination of the following penalties may be imposed by the faculty member, or by the faculty member and his/her supervisor:
- Verbal or written warning.
- Request to have student repeat assignment, project or examination in question.
- A grade of F for the assignment, project, examination or course.

The Provost or designee may also issue the following disciplinary sanctions, in accordance with the Student Conduct Code of Conduct:

- Disciplinary admonition and warning.
- Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any college rule during the probation period may be grounds for suspension or expulsion from the college.
- Suspension from Community College of Denver for a definite period of time.
- Other disciplinary action as deemed appropriate may include, but is not limited to: referral to support services and/or programs; assignment of written apology or essay; participation in community service activities.

Academic Dishonesty Complaint Procedure

1. The faculty member observing or investigating the apparent act of academic dishonesty documents the commission of the act by writing down the time, date, place and a description of the act.
2. The faculty member collects evidence, often by photocopying the plagiarized assignment and creating a paper trail of all that occurs after the alleged act of academic dishonesty. In most cases, the evidence will include various samples of the student's work showing a radical disparity in style or ability.
3. The faculty member provides the student an opportunity to explain the incident.
4. The faculty member explains to the student the procedures and penalties for academic dishonesty and gives the student a copy of CCD's Academic Integrity Policy and the Student Code of Conduct.
5. The faculty member may resolve the matter by determining an appropriate course of action, which may include a verbal or written warning, a grade of F on an assignment, project, or examination or no further action. *NOTE: Faculty should report all violations of academic integrity and the course of action taken to the Provost or his/her designee via Maxient, the student conduct report tool.*

For questions/comments regarding the contents or procedures of this policy, please contact the appropriate Center Dean on page 49 at Community College of Denver, 303-556-2600.

ACADEMIC STANDARDS
CCD Curriculum Standards

Community College of Denver follows the Colorado state mandated common course descriptions, competencies and outlines for any course offered, regardless of the method of delivery. For online, hybrid, and accelerated courses, CCD uses existing academic structures in the development of courses and curricula.

Attendance

Attendance in all class sessions is critical for academic success. Regular and punctual attendance is expected, and each instructor will keep a complete record of student attendance for the entire length of each course. Students will be counted absent from missed class meetings, beginning with the first day of class. Faculty may report any student who does not attend the first 15 percent (census date) of the course and the student will be dropped and not be allowed to re-register for the course. Any co-requisite required for a course that is dropped for non-attendance may also be dropped. Faculty may give a failing grade to any student who has missed at least 15 percent of a class, after the first class meeting. Students are responsible for properly processing a withdrawal from a class if they want to avoid receiving a failing grade.

Students must provide instructors with a valid reason for an absence in a timely manner. However, accommodations may not be made for missed course assignments, participation, quizzes, tests or class sessions. Students are responsible for learning the material that was taught during the absence and completing all class assignments.

The attendance policy for health sciences and other programs may differ because of clinical requirements or rules set by approving agencies.

COMMON GRADING SYMBOLS
CCD Grade Policy

Achievement in a course is measured by meeting specific course objectives. CCD students are evaluated using a letter-grade system. The following explains what each grade means. For more information, visit www.ccd.edu, consult the course syllabus or ask the instructor to explain their grading system.

Colorado Community College System Inventory of Common Grading Symbols

A	Excellent or Superior
B	Good
C	Average
D	Deficient
F	Failure
I	Incomplete
S	Satisfactory
U	Unsatisfactory
S/A	Satisfactory *(A-level) work in a developmental and remedial course*
S/B	Satisfactory *(B-level) work in a developmental and remedial course*
S/C	Satisfactory *(C-level) work in a developmental and remedial course*
U/D	Unsatisfactory *(D-level) work in a developmental and remedial course*
U/F	Unsatisfactory *(F-level) work in a developmental and remedial course*
W	Withdrawal
AW	Administrative Withdrawal
AU	Audit (No credit awarded)
IP	In Progress
NC	No Credit
CPL	Credit for Prior Learning
CNV	No Grade. Used for Hight School Level Classes Only
CR	Credit
SP	Placeholder/Satisfactory Progress
Z	Placeholder/Missing Grades

Other Grades No Longer in Use

CNG	Conversion (no grade)
WF	Withdraw Failure
WP	Withdraw Pass
X	Equates to Traditional "D" or "F"

I — Incomplete

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

If circumstances prevent the student from completing a test or assignments by 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 the event that a student and instructor cannot reach resolution concerning an Incomplete, then the student should contact the Department Chair.

In requesting an Incomplete grade, the student must present the instructor with documentation of circumstances justifying an Incomplete grade. The instructor and student will sign an Incomplete Grade form and submit it to the Center Dean for approval. While waiting for the work to be completed, the instructor will assign an Incomplete grade on the grade roster.

Military personnel and emergency management officials who are required to go on Temporary Duty (TDY) during a term should contact their instructor for special consideration. Documentation of official TDY assignment is required and must be approved by the Provost.

Incomplete grades which are not converted to a letter grade by the instructor after one subsequent semester (not including summer semester) will become an F grade unless a higher default grade has been assigned by the instructor.

To avoid duplicate payment of a course, students should not re-enroll in a class in which an Incomplete grade is pending, since according to the college's definition of enrollment, they are still enrolled.

S — Satisfactory
The satisfactory grade is equivalent to a grade of C or better. These grades are not included in the GPA calculation or in quality points. The course will count for attempted and earned credits.

U — Unsatisfactory
The unsatisfactory grade is equivalent to a D or F grade. These grades are not included in the GPA calculation. The course will count in attempted credits, but will not carry earned credits.

S/A, S/B, S/C — Satisfactory
These are satisfactory grades awarded only for developmental and 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.

U/D, U/F — Unsatisfactory
These are unsatisfactory grades awarded only for developmental and 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 in attempted credits, but will not carry earned credits.

W — Withdrawal
The W or withdrawal grade is assigned when a student officially withdraws from a course after the course census date. A withdrawal can only be processed during the first 80 percent of the course. No academic credit is awarded. The course will count in attempted hours.

AW — Administrative Withdrawal
The AW or administrative withdrawal is assigned by the college when a student has been administratively withdrawn. No academic credit is awarded. The course will count in attempted hours. CCD only grants AW grades for extenuating circumstances that are documented, appealed and approved by the Extenuating Circumstance Appeal Committee.

Last Date of Attendance
Faculty are required to provide the last date of attendance for each student who is awarded an F, I, U, or U/F.

Repeat Field Indicators — I or E
Assigned for repeated courses on the student's transcript, an I will indicate include in earned hours and GPA calculation or E will indicate exclude from earned hours and GPA calculation.

CREDIT HOURS
CCD follows the Colorado Commission on Higher Education recommendation that "for every hour of credit, students must engage in a minimum of 12.5 hours of instructional time" (15 week semester = 50 minutes per week per credit). Therefore, all courses including online, hybrid, and accelerated are designed and facilitated so that students have the opportunity to devote enough time to meet course objectives.

As a general rule, for every hour spent in class, students should also plan to dedicate at least two hours (three hours for math/science courses) outside of class to study and complete assignments. When deciding on a course load, students should keep these time requirements in mind.

GRADE APPEALS
Appeals regarding final grades should be initiated by the student within 60 calendar days after the date grades are posted for the semester in which the grade was awarded. Before making an appeal, the student should first discuss the grade with the instructor, and then if necessary, with the Department Chair. If there is no resolution, the student can appeal the grade by submitting a written statement to the Center Dean explaining the problem. The Center Dean will investigate and respond in writing within 15 days. The Dean's decision is the final step of the grade appeal process.

GRADE POINT AVERAGE
Grade points measure a student's achievement for the credit hours completed. To calculate the GPA, multiply the number of grade points by the number of credit hours received for each course. Total the number of credits and the number of grade points separately. Divide the total grade points by the total credits.

A	=	4 grade points
B	=	3 grade points
C	=	2 grade points
D	=	1 grade point
F	=	0 grade points

NOTE: All other grades (Satisfactory, Unsatisfactory, S/A, S/B, S/C, SP, I, W, AU, AW, NC, U/D, U/F) are not calculated into the CCD GPA.

The following is an example of how to calculate grade point average:

Course		Credits	Grade	Points
ANT 111	Physical Anthropology	3	A	12=(3 x 4)
BIO 111	General College Biology	5	A	20=(5 x 4)
CIS 118	Introduction to PC Applications	3	B	9=(3 x 3)
ENG 121	English Comp I	3	D	3=(3 x 1)
POS 111	American Government	3	F	0=(3 x 0)
Totals		**17**		**44**

Total grade points divided by total credits equals the cumulative grade point average. Therefore, the grade point average for the above example is 44 divided by 17 for a 2.59 GPA.

Students may use DegreeWorks for GPA calculation assistance.

REPEATING COURSES
All CCD college-level courses may be repeated at CCD. Each grade received will be listed on the transcript. The transcript 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 is no limit 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. Repeating a course may impact a student's financial aid eligibility. If the same grade is earned two or more times for a repeated course, the most recent instance of the duplicate grade will be included in the term and cumulative GPA. All other duplicate grades will be excluded from the term and cumulative GPA. The Repeat Policy does not apply to courses transferred to CCD.

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 within program requirements. CCD will designate courses that may be repeated within program requirements.

If both the initial and the repeated course were taken in Fall 2006 or after, the system should automatically remove the lower grade from the GPA. If either the initial or the repeated course (or both) were taken prior to Fall 2006, then the student must complete a "Petition for Repeat Courses" form and submit it to the Admissions, Registration and Records Office. If students do not see the repeated designation, they may submit a "Petition for Repeat Courses" form to Admissions, Registration and Records.

For Developmental Courses only: The grading system for developmental courses changed beginning Fall 2006 and developmental grades are no longer included in the cumulative GPA calculation. However, if either the initial course or the repeated course (or both) were taken prior to Fall 2006, then the student must complete and submit a "Petition for Repeat Courses" form to the Admissions, Registration and Records Office in order for the developmental coursework to be reviewed.

CCD CELEBRATES STUDENT SUCCESS

Graduation Honors

Graduation honors recognize outstanding academic achievement throughout a student's academic career. The honors are awarded to students who complete the requirements for an associate degree, completing at least 30 credit hours with a 3.5 or better cumulative GPA at CCD. Only college-level courses completed with CCD will be included in the GPA calculation.

The three levels of recognition are defined as follows and will be posted on the students transcript:
- Cum Laude ("with honor") – 3.50 to 3.749 cumulative GPA
- Magna Cum Laude ("with great honor") – 3.75–3.99 cumulative GPA
- Summa Cum Laude ("with highest honor") – 4.0 cumulative GPA

Semester Honors

CCD provides an opportunity for students to be recognized with Academic Honors, on a semester-by-semester basis. CCD has three recognized Academic Honors: Dean's List, Vice President's List, and President's List. Students who qualify will receive a notation for that term on their official transcripts. Students must complete a minimum of 12 college-level credits during the term to be eligible for this recognition. Development courses are not included in the calculation for semester honors.

Term GPAs required to qualify for these Term Academic Honors are as follows:

Honor	Required Term GPA
Dean's List	3.50-3.749
Vice President's List	3.75-3.999
President's List	4.0

Phi Theta Kappa

Phi Theta Kappa is the international honor society for two-year community and junior colleges and recognizes student academic excellence, while promoting academic community through its Alpha Mu Mu chapter at CCD.

To be eligible for membership in Phi Theta Kappa, students must have at least a 3.5 grade point average after completing 12 or more credit hours of college-level work and carry three or more credit hours during the current academic year. Eligible students are invited to join each semester, becoming lifetime members.

Phi Theta Kappa members are honored at graduation for their outstanding academic achievements. Only Phi Theta Kappa members are eligible for over $37 million in transfer scholarship money.

In Spring 2012, Alpha Mu Mu once again was designated as a five-star Distinguished Chapter. Alpha Mu Mu has also earned the Pinnacle Award for the group's recruitment success and increased membership.

For more information, interested and eligible students should visit CCD Phi Theta Kappa's Facebook page, Alpha Mu Mu, or contact Student Life http://www.ccd.edu/studentlife at 303-556-2597 for the name(s) of the faculty advisor(s).

GRADUATION REQUIREMENTS

CCD Catalog Requirements for Graduation

This catalog is effective Summer Semester 2014 through Spring Semester 2015. First time students at Community College of Denver who are admitted during this period should use this catalog.

Continuing students who have not had a 12-month lapse in enrollment since first enrolling at CCD have the following "catalog of record" options for meeting their graduation requirements. Catalog in effect when the student:
- is admitted to CCD;
- first registers at CCD;
- submits a Program of Study Change Request form;
- or applies for graduation.

Students cannot combine major requirements from multiple catalogs for graduation purposes. The catalog of record can be used for only six years for degree programs and three years for certificate programs. Students who do not maintain continuous enrollment (attend at least one term during each 12 month period) must be readmitted and are subject to the catalog in effect beginning with the term for which they are readmitted.

CCD retains the right to cancel or change programs or course offerings where enrollments are insufficient or for any other reason. Each course listed in the catalog may not be offered every semester. Some courses are taught only when there is a demand for specific instruction to complete a major curriculum.

Before Students Can Graduate

Degrees and certificates will be granted during the semester in which the final requirements are completed. Students need to apply for graduation by the published deadline.

An incomplete grade in a course required for graduation in the final semester will result in a denial for graduation and the student must submit a new graduation application by the following graduation deadline.

Graduation Checklist

- Students are encouraged to meet with a Program Advisor to ensure certificate/degree requirements have been met.
- If applying for an AA, AS, or AGS degree, students must submit a completed Graduation Application to Admissions, Registration, and Records by the published deadline.
- If applying for a certificate or an AAS degree, Graduation Application, and Department Chair Review forms must be submitted. Students should contact their Program Advisor before the published deadline to discuss completion of this paperwork. Graduation Applications submitted without a Department Chair Review form will be denied.
- Students requesting credit for previous college course work must have all official transcripts sent to Admissions, Registration, and Records. Official transcripts must be submitted prior to the end of the semester of graduation. Students must check their unofficial CCD transcript to ensure the transfer credit has been applied to their record.
- Credit for Prior Learning (CPL) may be applied toward a student's degree or certificate only after formal processing and granting of credit. The student must also receive approval to use CPL credit towards

graduation. The CPL evaluation must be completed prior to the end of the semester of graduation.

- Diplomas will be printed with the name currently on record with CCD's student information system. All requests for name changes must be submitted to Admissions, Registration, and Records before or during the semester the graduation application was submitted.
- Each degree/certificate requires a separate Graduation Application and, if applicable, a Department Chair Review Form.
- An incomplete grade will result in a denied graduation.
- If the Graduation Application is disapproved for any reason, the student must reapply during the new semester of graduation. All application deadlines apply.
- Degree/certificates will be mailed to students approximately eight weeks after grades have posted for the semester of graduation. All financial obligations to CCD or other Colorado Community College System (CCCS) colleges must be cleared before a degree, certificate or transcript will be released. Diplomas will be mailed to the address currently on record with CCD's student information system.
- Commencement is held once a year in the spring semester. The Summer, Fall, and Spring graduates are invited to participate. For more information regarding commencement, check www.ccd.edu or contact the Admissions, Registration and Records office.
- Diplomas that are returned to CCD due to incorrect address will be held for one year, after which they will be destroyed. Duplicate copies of diplomas may be requested for $25 each.

Associate Degree Requirements

All associate degrees have general education requirements that meet goals for general education established by the Colorado State Board for Community Colleges and Occupational Education. For additional information, please visit the Colorado Community College System (CCCS) website.

The diploma received at the time of graduation will list the degree only. The diploma will not list an area of emphasis, unless majoring in an Associate of Applied Science, Associate of Arts Degree with Designation, or Associate of Science Degree with Designation.

Associate degree applicants must meet all of the following requirements. The Department Chair and Center Dean may approve exceptions.

- Earn a cumulative grade point average of 2.0 — a C average – or better. All courses considered for graduation require a C or better. Students should check with their Center Dean, Department Chair or Program Advisor for information about these requirements as some programs may have higher GPA requirements. Only the Center Dean may approve exceptions for the minimum grade earned towards a degree. If a grade lower than a C is approved, it may nullify certain transfer agreements and does not guarantee that it will be accepted at other institutions of higher eduction.
- Complete a minimum of 60 semester hours of credit in approved course work.
- Complete a minimum of 15 credits at CCD within the selected program of study.
- Credit for Prior Learning will apply toward degree requirements, but not toward guaranteed transfer or residency requirements.
- CCD Online and CCCOnline (registration through CCD and CCD declared as home institution) courses will be included in residency hours.
- To obtain a second degree from CCD, a student must meet all degree requirements as well as complete 15 additional semester hours at CCD that apply towards the second program of study.
- No more than six semester hours of independent study course work can be applied toward an associate degree program.
- Special topics credit hours may be limited when applied towards a degree. In individual cases, the limit is determined by the program area. Students are responsible for consulting with their Program Advisor before registering for special topics courses in order to determine how these credits apply toward a degree.
- Quarter hour transfer credits will be converted to semester credit hours using the formula one quarter hour credit = 2/3 semester credit hour. Thus a four quarter credit course becomes 2.7 semester credits.

For the purpose of awarding a degree, CCD will allow up to a one-credit course substitution per course for this insufficient credit, as long as the course substitution is not being used for a major course, an Associate of Arts Degree with Designation, or an Associate of Science Degree with Designation. Students with insufficient credit due to quarter hour conversions must speak with their Program Advisor to see if they qualify for a course substitution.

Certificate Requirements

All CCD graduates for certificate programs must meet the following requirements. The program Department Chair and Center Dean may approve exceptions.

- Earn a C average or better in coursework included in the certificate program. All courses considered for graduation require a C grade or better unless otherwise approved. Check with the instructional center and Program Advisor for information about the minimum grade point average required for graduation as some certificates may have higher GPA requirements.
- Complete the specified requirements of an approved vocational/technical program.
- Complete a minimum of 15 credits or 25 percent of the selected program of study at CCD.
- If required by program, complete the capstone course at CCD.
- CCD Online and CCCOnline (registration through CCD and CCD declared as home institution) courses will be included in residency hours.
- Quarter hour transfer credits will be converted to semester credit hours using the formula one quarter hour credit = 2/3 semester credit hour. Thus a four quarter credit course becomes 2.7 semester credits. For the purpose of awarding a certificate, CCD will allow up to a one-credit course substitution per course for this insufficient credit, as long as the course substitution is not being used for a major course. Students with insufficient credit due to quarter hour conversions must speak with their Program Advisor to see if they qualify for a course substitution.

Check Your Progress Toward Graduation

DegreeWorks (Degree Check) is a web-based degree audit and advising tool that allows students to view requirements for all degrees and certificates and see how completed credits apply towards a selected degree plan.

How to do a Degree Check on CCDConnect:

1. Log into CCDConnect.
2. Click on the "Student" tab.
3. Click "DegreeWorks" in the "Steps to Graduate" box in the right-hand column.
   - The audit for your officially declared program(s) will appear in a new window.
   - If you are pursuing multiple programs (i.e. a certificate and an Associate's) or have changed your major in a previous term, you can select the correct program from the "Program Type" drop-down box at the top of the page.
   NOTE: If you do not have a correct degree declared with Admissions, Registration and Records, submit a "Program Change Form." Allow seven business days for DegreeWorks to be updated with your corrected degree.

4. Print your DegreeWorks audit by clicking "Print" at the top center of the page.

To see how completed coursework will fit in another major, students can do a "What-If" audit. On the left-hand side of the screen click on "What-If" and a new screen will open:

1. Under the What-if "Program Type" select a degree option or click on "Certificate" for any of the certificate options.
2. For "Academic Year" select the year you began your coursework or the current academic year.
3. If you have a specific "Program" or "Concentration" select that as well.
4. Click the "Process What-If" button.

Auto-Conferral

Mid-way through the semester, the Admissions, Registration, and Records Office will research records of students who have attended CCD in the previous three semesters to identify and automatically award those who are determined to be eligible for a general AA degree, a general AS degree, or an AGS degree based on courses taken at CCD. Awards will be posted at the end of the semester.

TRANSFERRING CREDIT TO CCD

CCD adheres to the following guidelines and policies for the evaluation of transfer credit:

- CCD will only accept transfer credit from post-secondary institutions accredited by one of the six regional accrediting associations. Credits earned at nationally accredited or unaccredited institutions are not transferable to CCD.
- CCCS has established a common course numbering system and guaranteed transfer agreement (GT Pathways) among Colorado state colleges and universities. The GT Pathways agreement guarantees the transfer of certain general studies courses. Colleges and universities outside Colorado are not considered part of the guaranteed transfer agreement or the common course numbering system. The common course numbering system and GT Pathways can be reviewed at www.cccs.edu.
- CCD will perform a transfer credit evaluation only after the student has been admitted to CCD, declared a program of study, and submitted official transcripts from their prior school(s). Students are responsible for requesting official transcripts from their prior school(s).
- Official transcripts from prior schools should be sent directly to the Admissions, Registration and Records Office, Campus Box 201, P.O. Box 173363, Denver, CO 80217-3363. For transcripts to be considered official, they must be sent directly from the other college or delivered in the original sealed envelope and marked "official."
- All received and/or evaluated transcripts become the property of CCD. Students must obtain their own copy of transcripts for testing and/or advising purposes.
- Transcripts are evaluated on a course-by-course basis. To be considered for transfer, courses must be offered at CCD or determined as equivalent to CCD courses. College-level classes that are not equivalent to CCD courses may transfer in as electives. Students must meet with their Program Advisor to determine if, and how, the accepted transfer credit will apply to their intended program.
- Only those courses that apply to the selected degree or certificate program will be transferred into CCD. Additional courses may be transferred in if they satisfy course prerequisites or if they are similar to required courses.
- Courses must have a grade of C or better to be considered for transfer.
- Courses with a "pass" or "satisfactory" grade will only transfer if the official transcript or college catalog documents that a "pass" or "satisfactory" grade is equivalent to a grade of C or better.
- Credit for remedial, developmental, preparatory, or non-college-level coursework is not transferable to CCD.
- Graduate and/or doctoral level course work will not automatically transfer into CCD. These credits must be approval from the instructional Center Dean or Department Chair.
- Coursework older than 10 years will not automatically transfer into CCD. These will be reviewed on a case-by-case basis to ensure that the course is not obsolete and that the course content is equivalent to current offerings. Students are required to provide syllabi or course descriptions for applicable courses completed more than 10 years ago. Some individual programs have set time limits on certain prerequisite courses and transfer credits. For additional details, refer to the section Time Limits on Transfer Credits on page 32.
- All credit is evaluated on the semester-hour basis. Credits from institutions which operate on a quarter system calendar are transferred by multiplying the quarter hours earned by two-thirds.
- Transfer credit evaluations will only be assessed in person. The college will not provide any official evaluation via phone, e-mail, or fax.

Transfer of International Credits

- Students who have attended international institutions and want their transfer credits evaluated must first have the international transcripts translated and evaluated by a recognized member of the National Association of Credential Evaluation Services (NACES) and have an official copy of their course-by-course credit evaluation report sent directly to CCD. Any translations or evaluations completed by companies that are not a member of NACES will not be accepted by CCD for transfer credit review purposes.
- A complete list of approved NACES members can be found at: www.naces.org/members.htm.
- CCD will perform a transfer credit evaluation only after the student has been admitted to CCD, declared a program of study, and submitted an official copy of their NACES course-by-course credit evaluation report.
- Students may also be required to provide English-translated course descriptions for courses that they wish to have transferred.

Time Limits on Transfer Credits

- **Health Sciences** – Science prerequisites for the Nursing, Dental Hygiene and Veterinary Technology programs must be no older than seven years.
- **Business Technology** – It is recommended that courses applied to Business Technology degrees and certificates be no more than five years old.
- **Early Childhood Education** – It is recommended that courses applied to Early Childhood Education programs be no more than seven years old.
- **Computer Information Systems/Information Technology** – To ensure student success, it is strongly recommended that courses applied to the Computer Information Systems or the Information Technology programs comply with the following time limits:
  - Application courses – five years
  - Programming courses – five years
  - Networking/hardware courses – five years
  - Certification courses – three years
  - General education courses – 10 years
  - Business courses – 10 years

NOTE: If the transferring student has current industry experience, the time limit recommendations for applicable courses may be waived. See the appropriate department chair.

Transfer of Credits from Area Vocational Technical Schools to CCD

Students who complete the technical coursework contained in a state-approved career and technical education certificate program at one of the four Area Vocational Technical Schools (AVTS) can take additional academic credit hours at CCD and earn an A.A.S. degree in Applied Technology. The four AVTS are: Emily Griffith Technical College, Pickens Tech Center, Delta-Montrose Area Vocational Technical Center, and San Juan Basin Technical College. Credits for a certificate completed at the AVTS are transferrable for an AAS in Applied Technology. In addition, some individual courses may be approved for transfer on a course-by-course basis and applied to selected degrees. Refer questions about the transfer of individual courses to the appropriate Program Advisor.

Credit for Prior Learning

Students may earn credit for college-equivalent education acquired through prior schooling, work or other life experiences. Such prior learning must be comparable to CCD courses or curricula and must relate to the student's educational objectives. Credit for prior learning may be earned through standardized tests, challenge exams, published guides or portfolio assessment. The cost is $60 per credit hour.

- **Standardized Tests**
  - **Advanced Placement Program (AP)** — Students can receive credit through AP examinations completed while in high school.
  - **International Baccalaureate (IB)** — CCD recognizes the Interna-

tional Baccalaureate program and accords special consideration for students presenting IB credentials on an individual basis.

- **College Level Examination Program (CLEP)** — The College Level Examination Program (CLEP) is a series of examinations in 34 introductory college subjects. CCD recognizes selected CLEP general examinations and subject examinations. CLEP examinations may be taken at the CCD Testing Center.
- **DANTES Subject Standardized Tests (DSST)** — Most DSSTs are recognized by CCD as acceptable tests for college credit. DSSTs may be taken at the CCD Testing Center.

To receive college credit, students who take any standardized test must request that their scores be sent to CCD. A complete list of acceptable AP, IB, CLEP and DSST exams along with cut-off scores and CCD course equivalencies can be found online at www.cccs.edu.

Challenge Examinations: Currently enrolled students may challenge most courses by taking a comprehensive examination. Only one exam for a particular course may be arranged. The cost for a Challenge Exam is $60 per credit hour for the course being challenged.

Published Guides

- **ACE-Military** — CCD uses the credit recommendation of the American Council on Education (ACE), as published in the Guide to the Evaluation of Educational Experiences in the Armed Services, to evaluate military training and learning experiences.
- **ACE-Non-Collegiate** — CCD uses the credit recommendations from the ACE program on Non-Collegiate Sponsored Instruction, as published in the National Guide to Educational Credit for Training Programs, to evaluate industrial and corporate training programs.
- **Portfolio of Learning Outcomes:** Currently enrolled students may petition for credit by developing a portfolio that describes and documents pertinent learning experiences comparable to those available in CCD courses. A faculty member in the appropriate program area evaluates the portfolio and determines what, if any, credit will be given. Only one portfolio evaluation for a particular course will be arranged during any one semester. The cost for a portfolio evaluation is $60 per credit hour for the course being challenged.

A student may use Credit for Prior Learning to fulfill all degree/certificate graduation requirements except for the mandatory 25 percent residency requirement. For more details on Credit for Prior Learning options, students should contact the Program Advisor in the appropriate certificate or degree area.

NOTE: Credit evaluated for general acceptance may or may not be applicable to specific degree or certificate programs. At least one CCD credit hour must be transcribed on a student's record before any Credit for Prior Learning is awarded.

TRANSFER OPTIONS
Transferring to Four-Year Institutions

CCD's Associate of Arts (AA) and Associate of Science (AS) degrees are guaranteed* to transfer to Colorado public four-year colleges and universities. Students with AA and AS degrees enter four-year institutions as juniors. In some circumstances, an Associate of Applied Science (AAS) or Associate of General Studies (AGS) degree may transfer.

If students intend to transfer, it is very important to become familiar with the requirements of the school they plan to attend as early as possible. For more information, consult the Transfer Success Center (TSC), a Program Advisor or the Academic Advising Center (AAC).

TSC has reference catalogs, transfer guides and application materials from Colorado's four-year colleges and universities, as well as catalogs from several out-of-state, four-year colleges and universities. To get additional information visit TSC online or call 303-556-2461.

Visit the Colorado Community College System (CCCS) at http://www.cccs.edu/EdServices/Transfer.html for links to some of the four-year institutions that have articulation or transfer agreements with CCD. Additional information about statewide guaranteed transfer and articulation agreements is available at the Colorado Department of Higher Education website.

Representatives from four-year colleges and universities visit CCD regularly. Information about campus visits can be acquired in the TSC office or call 303-556-2461.

60 + 60 Transfer

For students who complete an Associate of Arts (AA) or Associate of Science (AS) degree, 60 credit hours of the AA or AS degree are guaranteed to transfer to a Colorado public four-year school, once the student has been accepted for admission. Students may 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. Note that some bachelor's degrees require more than an additional 60 credits to complete. When in doubt, students are encouraged to speak to an Advisor.

* See a General Studies Advisor in Academic Advising Center (AAC) or a Program Advisor in the appropriate Academic Center as soon as possible for a list of applicable degrees. If students have not selected a major or are unsure of which Program Advisor to see, they should visit the AAC and someone will assist them in locating the correct Program Advisor for their degree plan. CCD has special articulation, or transfer, agreements. Please see Statewide Transfer Degree Programs on page 51 for additional information.

Certain majors require that students take essential lower-division prerequisites before transfer to a four-year institution. Students should contact their Program Advisor for help in selecting lower division credit hours and for additional information regarding transfer to a four-year degree.

Credit for Prior Learning, such as CLEP and Advanced Placement, that is approved by CCD and applied towards an AA or AS degree is not guaranteed to transfer. The transferring institution will evaluate these credits according to its own policies. Transfer credits from other institutions and the age of credits may also change the guarantee of transfer under the 60 + 60 transfer plan.

STUDENT SUPPORT SERVICES

ACADEMIC TECHNOLOGY CENTER (ATC)

The Academic Technology Center, located in Boulder Creek (Technology) Building, Room 104, provides access to computers for all students. Students can access e-mail, print class work, access Desire2Learn (D2L) for online classes, get help with programming, software support and help with CIS class work assignments. Students may check out course materials or headsets with a valid student ID.

ACCESSIBILITY CENTER

The Accessibility Center provides accommodations and services to students with documented disabilities in order to provide equal access all programs, services and activities offered at CCD. Students with documented disabilities who need reasonable accommodation to access their courses and college activities should notify the Accessibility Center to apply for services and accommodations including: sign language interpreting, alternative media production, note taking, assistive technology, ADA classroom furniture assistance and extended time on tests.

More information is available online at www.ccd.edu/accessibilitycenter, by phone at 303-556-3300 or by fax at 303-352-3003.

CCD complies with and fully supports Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), including changes made by the ADA Amendments Act of 2008, regarding nondiscrimination on the basis of disability (documentation required). Refer questions concerning these acts to Rhonda Pylican, Director of Human Resources, ADA/Sec 504 Coordinator, Administration Building, Room 310, Campus Box 240, P.O. Box 173363, Denver, CO 80217-3363, Telephone: 303-352-3037, or to the Office for Civil Rights, U.S. Department of Education, 1244 Speer Blvd., Suite. 300, Denver, CO 80204-3582 or www.ed.gov/ocr/know.html..

AURARIA EARLY LEARNING CENTER

The Auraria Early Learning Center offers childcare for students, faculty and staff on the Auraria Campus. It is fully licensed by the Colorado Department of Human Services and rated by Qualistar. The center has 250 spaces for children ages one to six. During the summer semester, a summer camp program is offered for children up to eight years of age.

More information is available online at www.aurariaearlylearning.org or by calling 303-556-3188.

AURARIA LIBRARY

The Auraria Library provides a wide range of learning resources, research services and study environments to support student learning. The Auraria Library collection contains nearly one million print books and e-books, more than 65,000 print and e-journals, and media including CDs, DVDs, and streaming videos. Nearly 300 databases provide access to full-text articles, journal citations, images, statistics, legal and business data, and a multitude of other disciplines. These materials can be found at the Auraria Library website, http://library.auraria.edu http://library.auraria.edu.

Students can visit the "Ask Us Desk" for assistance with basic research questions, to borrow items for a class (Course Reserves) or from the library's collection, to request materials from regional libraries via Prospector or from national libraries via interlibrary loan and more. Self check-out machines are available to expedite borrowing library books. For more in-depth research questions, visit the "Research Help Desk" or go to the "Ask A Librarian" website http://library.auraria.edu/services/researchhelp where students can contact librarians who are able to assist them via walk-in, appointment, phone, email, IM or text message.

For more information about Auraria Library services, call 303-556-2639.

CAMPUS RECREATION AT AURARIA (CRA)

Campus Recreation at Auraria (CRA) provides comprehensive fitness, recreational and leisure programs to the students, staff and faculty of Community College of Denver. CRA is located in the PE Event Center which includes a competitive size pool, fitness centers, racquetball, squash, dance studio, basketball courts and locker facilities.

More information, including facility and

activity schedules, is available online at www.mscd.edu/campusrec, by calling 303-556-3210 or visiting PE 108 in the Event Center.

CAMPUS TOURS

Campus Tours are available to prospective students and their families. Individual or group tours are available. Campus Tours include an informal presentation about CCD services and a tour of the Auraria Campus. Campus Tours can be scheduled online at http://www.ccd.edu/tours or by contacting Recruitment and Student Outreach at 303-352-3079.

CAREER DEVELOPMENT CENTER (CDC)

The Career Development Center (CDC) helps students find their career and academic path and gain career experience and also assists with job search preparedness skills, such as resume writing and interviewing. The CDC provides career workshops and advising sessions. The CDC also maintains the "Career Connections" database, which is an online site for students to find part-time and Work Study jobs while attending CCD, as well as internships and full-time jobs after graduation.

More information on the Career Development Center is available online at www.ccd.edu/career or by calling 303-352-3306.

COLLEGE PATHWAYS

College Pathways is CCD's concurrent enrollment program. Concurrent enrollment students can take CCD classes at their high school campus as well as the Auraria campus and college credits may be used for high school credits.

The Concurrent Enrollment Programs Act of 2010 is intended to broaden access to and improve the quality of concurrent enrollment programs, improve coordination between institutions of higher education, and ensure financial transparency and accountability. This legislation also established the ASCENT program to allow students who have met the graduation requirements of their high school, have earned a minimum of twelve transferable college credits, and are deemed college-ready to complete a year of college while enrolled in a fifth year of high school.

For more information, students should contact either the professional school counselor at their high school or the director of College Pathways at 303-352-3301.

LEARNING COMMUNITIES

Students who test in at the higher level of Developmental Reading and English can participate in Learning Community classes. Learning Community classes are a CCR 093 course paired with a transfer level course. In addition, the courses are co-taught (two instructors). Students can take a variety of pairings from CCR 093/LIT 115 to CCR 093/SOC 105.

Learning Communities provide students with supportive, interactive instruction throughout the semester and an opportunity to share their knowledge and experiences with other students in a learning community setting. A Program Advisor monitors students' progress and refers them to services they might need to succeed.

More information is available online at http://www.ccd.edu/learningcommunities or by calling 303-352-3355.

FOUNDATIONAL SKILLS INSTITUTE (FORMERLY GED INSTITUTE)

The Foundational Skills Institute (formerly GED Institute) conducts GED preparation and English-as-a-Second-Language (ESL) classes. More information, including locations, class schedules and admission requirements is available online at http://www.ccd.edu/ged or by calling 303-556-3805.

GAY, LESBIAN, BISEXUAL AND TRANSGENDERED (GLBT) STUDENT SERVICES AT AURARIA

Gay, Lesbian, Bisexual, and Transgendered (GLBT) Student Services at Auraria provides the following services to the Auraria campus:

- **Support Services** – Addresses issues concerning coming out, AIDS, relationships, transphobia, homophobia, etc. for GLBT students, friends and families.
- **Advocacy** – Supports GLBT students in discrimination and harassment situations and works to improve the advocacy system on campus.
- **Resource Center** – Provides information related to GLBT issues to students, faculty and staff.
- **Speaker's Bureau** – Provides speaker training for student volunteers and schedules speaking engagements for campus classes and events.
- **Special Events** – Offers GLBT Awareness Month, LGBTQIA Development, Welcome Back receptions, leadership training, panels, speakers and entertainment.

More information is available online at http://www.glbtss.org, by phone at 303-556-6333 or by visiting the GLBT Student Services office located in the Tivoli Student Union, Room 213.

HEALTH CENTER AT AURARIA

CCD students who are enrolled in at least one credit hour and have a current student ID are eligible for services at the Health Center at Auraria. The facility is staffed by physicians, physician assistants, nurse practitioners, radiology technologists and medical assistants. The Health Center provides low cost services. This includes, but is not limited to, immunizations, treatment of illness and injuries, lab testing, medications, physical exams, annual gynecological exams, sexually transmitted disease information and testing, birth control information/services, minor surgery, cholesterol screening, HIV testing, blood pressure checks, casting, suturing and X-rays.

Payment is required at time of service. While student health insurance is not required to use the Health Center at Auraria, the facility is an in-network specialty provider for Blue Cross/Blue Shield (BC/BS) insurance. BC/BS members should have their BC/BS card available when seeking care. Free health related classes are also offered to students each semester.

Walk-in services begin at 8 a.m., Monday through Friday. Access is on a first-come, first-served basis. The daily closure time for walk-in care varies depending on when all patient slots are filled. Patients are encouraged to check in as early as possible.

Students who have concerns about infectious diseases should contact the Health Center. The college will follow procedures defined by the Colorado Department of Human Services to ensure the health and safety of all students, faculty and staff.

More information is available online at www.mscd.edu/student/resources/health or by calling 303-556-2525. The Health Center at Auraria is in the Plaza Building, Suite 150, on the lower level.

HEALTH INSURANCE

CCD students may purchase an accident and sickness insurance plan after registering for classes. More information is available through CCDConnect on the Student Tab or by calling the Admissions, Registration and Records Office at 303-556-2420.

PARKING AND TRANSPORTATION SERVICES AT AURARIA

Parking is available in daily fee lots ranging in price from $2.50 to $10.00. There are two parking garages that are available for a daily fee: the 7th Street Parking Garage (located at Seventh Street and Lawrence Way) and the Tivoli Parking Garage (located north of the Tivoli Student Union). A limited number of monthly permits are available for other lots around campus and are sold at the beginning of each semester. Four-hour parking meters are available for student use in various locations around campus. For parking meters, student should use nickels to get the maximum number of minutes.

Prospective students who come to the Auraria Campus for services may park in the Tivoli Parking Garage and get their parking tickets validated. Once registered, students no longer are eligible for parking validation.

Parking and Transportation Services also offers the following services:
- carpool parking discounts.
- free on-campus transportation for disabled students on the wheelchair-accessible Handivan.
- free campus shuttle service for evening students on the Auraria Night Rider Service (Monday through Thursday, dusk to 10 p.m.).

More information, including parking maps and fee information, is available online at http://

www.ahec.edu/parking, by calling 303-556-2000 or visiting The Parking Office, located on the first floor of the 7th Street Parking Garage.

THE PHOENIX CENTER AT AURARIA

The Phoenix Center at Auraria provides education, training and resource referral for issues of interpersonal violence (IPV) along with 24/7 response and support services. All services are free and confidential for CCD students, staff and faculty. The Phoenix Center at Auraria does not discriminate and provides services to all who need them. Individuals who have experienced IPV (whether recently or in the past) can contact the Phoenix Center at Auraria for emotional support and to discuss options and available resources. The Phoenix Center at Auraria also provides academic advocacy and facilitates discussions to assist students in feeling safe on campus.

More information is available online at www.thepca.org, by calling 303-556-601 or by visiting the Phoenix Center at Auraria in the Tivoli Student Union, Room 227. A 24/7 helpline is available at 303-556-CALL (2255).

THE RESOURCE CENTER

The Resource Center's mission is to enhance the academic success of all students at Community College of Denver. Staff are available to assist students throughout their whole college journey - from application to graduation.

Programs and services of the Resource Center are holistic; the approach is a complete wrap-around to assist the student in areas relating to academic wellness, personal wellness, and financial wellness. Students are assigned their own advisor and receive guidance and coaching with the following: academic advising, course selection, graduation planning, understanding the financial aid process, financial aid and scholarship assistance, budgeting, career planning, time management, study skills, access to tutors, test taking skills, access to campus and community events, opportunities to participate in community service projects.

- **The First Year Experience Program** — Guides the transition for all first-time college students.
- **The Link** — Provides linkages to on campus and off campus resources that will enhance the academic success of all students at CCD.
- **The Denver Scholars Program** — Assists students so that they keep their scholarships and maintain success as a college student. This is a support program for select scholarship recipients.
- **Student Success Workshops** — Offers free workshops are offered to strengthen wellness in the students' academic, personal, and financial life for all students at CCD.
- **Laptop Lending Program** — Lends free laptops to assist the student in meeting their academic demands. Call for eligibility criteria.

For more information, call 303-556-4964 or stop by Cherry Creek 141

STUDENT LIFE

Student Life provides opportunities for personal and social growth outside of the classroom. Student Life offers a variety of services including:

- referrals for day care, health, housing and employment services
- in-house food bank and textbook lending library to help students who are struggling financially
- CCD Student Government
- student organizations and clubs
- leadership training
- overseeing student conduct procedures

More information is available online www.ccd.edu/studentlife, by calling 303-556-2597 or by visiting Student Life on the third floor of the Tivoli Student Union, Room 309.

TESTING CENTER

The Testing Center offers a variety of testing services, including:

- Basic Skills Assessment Test (BSAT) for English, reading and math placement.
- Placement exams for Spanish, French and biology.
- Credit for Prior Learning tests, such as CLEP and DANTES.
- Licensure exams and entrance exams, such as the Graduate Record Exam (GRE) and Test of English as a Foreign Language (TOEFL).
- GED testing.
- Test proctoring for CCD and distance learning students.

More information is available online at http://www.ccd.edu/testing or by calling 303-556-3810.

TRANSCRIPT REQUESTS

Students may request copies of their CCD academic records from the Admissions, Registration and Records office. All transcripts must be requested in writing or ordered online through their student account at www.ccd.edu.

Transcripts will not be released for students who have financial or academic holds on their accounts. This includes past due balances and other financial obligations due to CCD or any other Colorado Community College.

The cost of transcripts depends on the service option selected by the student. See chart for

available service options and charges. Payments may be made by cash, check or credit card and are due at the time of the request. Processing time does not include delivery time. Transcripts are processed within the time specified, sent to the Auraria campus mail room and forwarded on to USPS.

Transcripts requested for pick-up will be destroyed if not picked up within one month.

Delivery Options Available

Delivery Option (electronic or paper)	Processing Time	Service Change*
Normal processing	Within 3-5 working days	$3.00 each
Next working day	By end of next working day	$5.00 each
Rush	Same day	$15.00 each
Express Mail	Same day & sent via USPS Express Mail	$25.00 each

Prices subject to change

TRANSFER SUCCESS CENTER (TSC)

The Transfer Success Center (TSC) provides services, tools and resources designed to support students to transfer to any four-year college or university. Specific service areas include:

- transfer advising and planning
- tours to four-year institutions
- college fairs
- monthly recruiter visits from in-state and out-of-state colleges
- transfer sessions, events and activities

More information is available online at http://www.ccd.edu/transfer or by calling 303-556-2461.

TRIO PROGRAMS

Funded by the U.S. Department of Education

Educational Opportunity Center (EOC)

The Educational Opportunity Center (EOC) is a community service program that provides educational planning, information and assistance. Services are available on an appointment-only basis. These services, which are free and open to the general public, include:

- career counseling
- college/university admission
- vocational-technical school enrollment
- academic assessment coordination
- federal and state student financial aid application (FAFSA) assistance
- finding scholarships
- educational planning workshops

More information about services and appointments is available online at www.ccd.edu/eoc, by phone at 303-629-9226, or at the EOC office located in the Administration Building, Room 325, on the Auraria Campus.

Student Support Services (SSS)

The Student Support Services (SSS) program serves low-income, first-generation college students, and students with documented disabilities. The SSS staff and peer mentors provide students with many services including academic advising and course selection, financial aid application assistance, scholarship search assistance, career guidance and exploration, workshops on college and life survival skills, and much more. For more information, including a complete list of available services, call 303-556-4964.

Summer Bridge Program

As part of SSS, prior to each Fall semester, a Summer Bridge Program is offered to participants, which provides a foundation for a successful college education. This program serves freshmen and returning students who enter CCD in either Summer or Fall semester. In this program, students prepare to take classes, learn about financial assistance, explore career options, participate in a variety of enrichment activities, and learn about student services at CCD. For more information, call 303-556-4964.

TUTORING CENTERS AT CCD

CCD's Tutoring Centers provide individual tutoring and software programs that help students to develop effective strategies to achieve academic success. Tutors address students' individual learning needs in the following areas:

- English-as-a-Second-Language (ESL) tutors help with pronunciation, conversation, grammar, reading, and other subject areas such as math, biology, chemistry and computer science. The ESL Lab provides computers with language-learning software.
- Foundational Skills Institute (Colorado High School Equivalency Diploma) instructors prepare students to pass the GED tests and earn a Colorado High School Equivalency Diploma in the Foundational Skills Institute (formerly GED Institute) Lab.
- Mathematics tutors help students gain greater experience with math principles and practice skills using online computer tutorials, course videos, specialized workshops, and study groups.
- Reading and Study Strategies tutors help students strengthen reading, note-taking, organization, and test-taking skills.
- Writing tutors help students plan, compose, and revise their college papers.
- SmartThinking is a free online tutoring service available to CCD student in math, all writing assignments, and Spanish. Students can access SmartThinking through their Desire2Learn account.

VETERANS AFFAIRS

Veterans seeking Veterans Affairs (VA) educational benefits must apply through the VA website, www.gibill.va.gov. It is the veteran's responsibility to assemble and submit all needed materials to the VA Regional Office and CCD's VA Certifying Official.

CCD's VA Certifying Official provides information about veteran's benefits and certifies enrollment throughout the veteran's attendance at the college. It is the veteran's responsibility to notify CCD's VA Certifying Official of any registration updates.

Veterans who are eligible for educational benefits may apply for advanced payment with CCD's VA Certifying Official. The last day to apply for advanced payment is 30 days prior to the first day of classes. Although students may apply for advanced payment, the VA may not issue funds prior to the first day of class. Students must pay their tuition in full or set up a payment plan by the deadline posted in the schedule.

For more information about using VA educational benefits at CCD, visit CCD's VA Certifying Official in the Admissions, Registration and Records office, call 303-556-6200 or 303-352-5008, or visit www.ccd.edu.

Required Documentation

Students must provide all of the following documents to CCD's VA Certifying Official before CCD will begin the VA Certifying Process:

- Copy of original application for benefits (22-1990 or 22-5490) or change of training place (22-1995 or 22-5495).
- Copy of the Certificate of Eligibility (sent by the VA to eligible students six-eight months after the student has applied for benefits).
- VA Worksheet (available from CCD's VA Certifying Official).
- Notice of Student Responsibility Form (available from CCD's VA Certifying Official).

Course Selection

The VA does not generally pay for courses that are not required for the student's program of study. VA benefits cannot be used towards a repeated course that has been successfully completed, even if the student intends on repeating the course in order to raise their cumulative GPA. A course for which a grade of D was assigned may be repeated if a higher grade is required for the program of study. The VA will not pay for online developmental courses. Only developmental courses taken on campus are eligible for VA benefits.

CCD's VA Certifying Official will send certification of classes to the VA once the student has registered and submitted the required documentation. If students increase or decrease their credit hours after the initial certification has been submitted, it can result in significant delays to benefits and may also increase the likelihood of overpayment.

Attendance

Students who stop attending class but do not officially withdraw will earn an F grade for the course. Veterans who fail to inform CCD's VA Certifying Official that they have stopped attending a course may receive an overpayment or debt notification from the VA.

Overpayment

An overpayment may occur if a student withdraws, drops or decreases the amount of credit hours for which they are registered without adding any additional credit hours after initial certification has been sent to the VA. It is the responsibility of the student to pay back the VA if an overpayment occurs. For questions concerning this, please ask CCD's VA Certifying Official.

Veterans' Academic Standards of Progress

Students using VA educational benefits are responsible for following CCD's Academic Progress Policy, which explains student GPA requirements and academic probation processes.

Special Grades

AU — The VA will not certify a grade of AU, which indicates that a course was audited or taken for no credit.

I — An incomplete or I grade must be made up no later than the next consecutive 15-week semester. If an I grade is not completed during the required period, the I will revert to F and the veteran's enrollment certification will be adjusted back to the beginning date of the term in which the I grade was received.

Mitigating Circumstances for Veterans

When mitigating circumstances prevail, CCD will attempt to intervene on behalf of the veteran with the Veterans Administration. Mitigating circumstances (as defined by P.L. 94-502) that directly hinder an eligible veteran's or dependant's pursuit of a course and are judged to be out of the student's control include but are not limited to:

- serious illness of the eligible veteran or dependant.
- serious illness or death in the eligible veteran's or other dependant's immediate family.
- immediate family or financial obligations that require a change in terms or place of employment and preclude the veteran or dependant from pursuing course work.
- the college discontinues a course.
- active military duty, including active duty for training.
- withdrawal from a course or receipt of a non-punitive grade upon completion of a course because of unsatisfactory work may be considered mitigating circumstances if the student can demonstrate good faith pursuit of the course up to the point of withdrawal or completion. Students must submit evidence that they applied for tutorial aid, consulted CCD's VA Certifying Official or consulted a CCD Program Advisor in an attempt to remedy the unsatisfactory work before withdrawal or completion.

SPECIAL ACADEMIC PROGRAMS

ARMY RESERVE OFFICERS' TRAINING CORPS (AROTC)

The Military Science Army Reserve Officers' Training Corps (AROTC) Program is offered on the Auraria Campus to all interested students at Community College of Denver. The Department of Military Science offers programs leading to an officer's commission in the active Army, Army Reserve or National Guard, in conjunction with an undergraduate or graduate degree. Military Science courses are designed to supplement a regular degree program by providing practical leadership and management experience. Enrollment in the Basic Course (freshman and sophomore years) incurs no military obligation except for Army scholarship recipients.

Students may participate in activities with the Buffalo Battalion's Charlie Company located on the Auraria Campus, to include color guard, intramural sports, running club and ranger challenge. Weekly or Saturday leadership labs provide cadets with practical leadership experience and performance-oriented, hands-on instruction outside the classroom. Leadership labs are compulsory for enrolled cadets. Physical Training (PT) is conducted three times a week with the purpose of developing muscular strength, endurance and cardio-respiratory endurance.

Applications for second and third year scholarships are open to all community college students, but acceptance of an AROTC scholarship requires enrollment at a four-year, degree-granting university. For more information about scholarships, contact the Enrollment/Scholarship officer at 303-492-3549.

Since AROTC classes at Auraria Campus are taught at Metropolitan State University of Denver (MSUD), students must register using the inter-institutional process which incurs no additional costs. The AROTC classes at CCD use the ARM prefix (MSUD uses MILR). For assistance with the inter-institutional registration process, contact CCD's Admissions, Registration and Records Office at 303-556-2420.

More information about AROTC is available online at http://www.msudenver.edu/arotc or by contacting the Department of Military Science office at 303-352-7079.

COOPERATIVE EDUCATION PROGRAM

Students in CCD's Cooperative Education Program can earn credit for working part-time in a job that is directly related to their field of study. Students must apply at least one semester before their cooperative education experience begins. For more information, contact the Center for Career and Technical Education at 303-556-2487.

DEVELOPMENTAL EDUCATION PROGRAM

CCD has a comprehensive developmental education program for students who need to upgrade reading, English, math, and/or study skills. It includes:

- an evaluation or assessment of a student's basic academic skills;
- an interpretation of assessment test results by skilled faculty and advisors;
- skill development courses in reading, mathematics, writing, and study skills;
- support with computer-assisted instruction;
- preparation for GED; and
- English-as-a-Second-Language instruction and support.

For more information, contact the Center for Educational Advancement at 303-556-8455.

HONORS PROGRAM

The CCD Honors Program was established in 1990 to recognize outstanding talent among CCD students and to provide a supportive, stimulating support community for them throughout their time at CCD.

Students in CCD's Honors Program go a step beyond the routine, turning ordinary courses into extraordinary learning experiences. Student transcripts will reflect the individual Honors courses and the overall completion of the Honors Program, providing recognition that will serve students as they transfer to other institutions, seek scholarships, and pursue career goals.

All CCD students are welcome in the program. To participate, students contract with individual instructors to do work above and beyond the ordinary class requirements. Once they have completed this supplemental work, the class will be transcripted as an "Honors course." There is no fee to join the Honors Program.

Students who complete the Honors Program (15 credits worth of Honors Courses with 3.5 or better cumulative GPA) will have their degrees and/or certificates awarded with Honors. Honors Program graduates receive special recognition at CCD's annual commencement ceremony. Also CCD's Honors Program can be transferred to Metropolitan State University's Honors Program.

To learn more about the CCD Honors Program, please visit www.ccd.edu/honors or contact the Honors Program Coordinator at at 303-556-3861.

The college reserves the right to

- change any provision or requirement of this catalog, including academic calendar dates, tuition and fees, pursuant to law, the rules of the State Board for Community Colleges and Occupational Education, or the Colorado Community College and Occupational Educational System, or college policy.
- 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.
- require a student to withdraw at any time for health, safety, or other reasons, pursuant to appropriate policies and procedures, and to impose sanctions, according to established policy.
- dismiss students who are admitted based on false statements or documents. In such cases, students may be subject to a loss of all credit for work that may have been completed.

CCCS COMMON STUDENT CODE OF CONDUCT STATEMENTS

Conduct that violates student rights and freedoms and is subject to disciplinary actions includes, but is not limited to:

1. **Academic Misconduct**
   Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the instructor and to disciplinary action as outlined in the Community College of Denver disciplinary procedures.

2. **Disruptive Behavior**
   Engaging in any disruptive behavior that negatively affects or impedes teaching or learning (regardless of mode of delivery of class setting); or disrupts the general operation of the college.

3. **Deceitful Acts**
   Engaging in deceitful acts, including but not limited to: forgery, falsification, alteration, misrepresentation, non-disclosure, or misuse of documents, records, identification, and/or educational materials.

4. **Conduct that is Detrimental to College or to Safety**
   Conduct that is deemed detrimental, harmful and/or damaging to the college and/or that jeopardizes the safety of others as determined by the Associate Dean for Student Life/Student Conduct Officer. Examples include, but are not limited to, slamming doors, throwing chairs, and/or defacing of college property, or property of others.

5. **Physical/Non-physical Abuse**
   - Physical abuse or conduct that threatens or endangers another person's health or safety.
   - Non-physical abuse, threats, intimidation, coercion, influence, or any unwelcome conduct in any form that is sufficiently severe, pervasive or persistent that it alters the conditions of the learning environment or employment.
   - Knowingly falsifying, publishing or distributing, in any form, material that intends to impeach the honesty, integrity, virtue or reputation of another person.

6. **Harassment and/or Discrimination**
   Discrimination or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation.

7. **Sexual Misconduct**
   Sexual Misconduct offenses include, but are not limited to, Sexual Harassment, Non-Consensual Sexual Contact (or attempts to commit same), Non-Consensual Sexual Intercourse (or attempts to commit same), and/or Sexual Exploitation. (See SP 4-120A for more information: www.cccs.edu/SBC-COE/Policies/SP/PDF/SP4-120a.pdf)

8. **Weapons**
   Possession or distribution of any unauthorized firearms, ammunition, explosives, fireworks and/or other dangerous weapons (or chemicals/flammable liquids) or use/threat of use of any instrument (including, but not limited to, paint ball guns, pellet guns, air soft guns, bow and arrows, knives) as a weapon to intimidate, harass, or cause harm to others.

9. **Narcotics/Alcohol**
   Use, being under the influence, manufacturing, possession, cultivating, distribution, purchase, or sale of alcohol and/or drugs (illegal and/or dangerous or controlled substance) and/or alcohol/drug paraphernalia while on college owned or college controlled property, and/or at any function authorized or supervised by the college and/or in state owned or leased vehicles.

NOTE: Although possession and use of marijuana consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on college owned or college controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles.

10. **Dress Code**
    Dress or personal hygiene that fails to meet the established safety or health standards of specific classes or activities offered by the college.

11. **Leaving Children Unattended**
    Leaving children unattended or unsupervised in campus buildings or on campus

grounds unless enrolled or participating in authorized campus activities.

12. Violation of Laws, Directives, and Signage

- Violating any municipal, county, state or federal law that adversely impacts the conditions of the educational or employment environment.
- Violations of college traffic and parking rules, regulations, or signage.
- Damage to or falsely using fire alarms and/or fire extinguishers.
- Creating an intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular. This includes, but is not limited to, leading or inciting to disrupt college activities. Failure to comply with the lawful directives of college employees acting within the scope of their duties, including those directives issued by a college administrator to ensure the safety and well being of others.
- Violations of college policies, protocols, procedures or signage.

13. Illegal Gambling

Participation in illegal gambling activities on college owned or college controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles.

14. Unauthorized Entry and/or Unauthorized Possession

Entry into, or use of any building, room, or other college owned or college controlled property, grounds, or activities without authorized approval. This also includes, but is not limited to, the unauthorized possession, duplication or use of college keys, lock combinations, access codes, and access cards and/or credentials and/or propping open or tampering with doors/windows.

15. Unacceptable Use of College Equipment, Network, or System

Unacceptable uses of any college owned or operated equipment, network or system, including, but not limited to: knowingly spreading computer viruses; reposting personal communications without author's consent; copying protected materials; using the network for financial or personal gain, commercial activity, or illegal activity; accessing the network using another individual's account; unauthorized downloading /uploading software and/or digital video or music; downloading/uploading, viewing or displaying pornographic content, or any other attempt to compromise network integrity.

16. Unauthorized Pets/Animals

Possession of any unauthorized pet or animal, excluding trained service animals while on college owned or college controlled property.

17. Tampering with Student Organization, Election, or Vote

Tampering with the process of any college recognized student organization, election or vote.

18. Group or Organization Conduct

Students who are members of a college recognized student organization or group and commit a violation of SCOC may be accountable both as an individual and as a member of the student organization.

19. Abuse of the the Student Disciplinary and/or Grievance Procedure

Abuse of the Student Disciplinary and/or Grievance Procedure includes, but is not limited to the following:

- Disruption or interference with the orderly conduct of the student disciplinary/grievance procedure.
- Falsification, distortion, or misrepresentation, or knowingly pursuing malicious, frivolous, or fraudulent charges.
- Attempting to discourage an individual's proper participation in, or use of, the student disciplinary/grievance procedure.
- Harassment (verbal or physical) and/or intimidation of a participant in the student disciplinary/grievance procedure.
- Failure to comply with directives and/or sanctions imposed under student disciplinary/grievance procedure.
- Influencing or attempting to influence another person to commit an abuse of the student disciplinary/grievance procedure.
- Engaging in retaliatory acts in any form against any person or person(s) involved in the student disciplinary/grievance procedure.

20. Unauthorized Entry into College Events

Entering or attempting to enter any college sponsored activity without proper credentials for admission.

PLEASE NOTE: In most circumstances, the college will treat attempts to commit code of conduct violations as if those attempts had been completed.

Violations of the above may result in, but are not limited to, fines, restitution, community service, and/or disciplinary procedures.

IN-PERSON STUDENT TRANSACTIONS

For each in-person student services transaction students are required to present an acceptable identification document before any action is taken. Examples of services transactions include but are not limited to those listed below.

- Issuing of student identification cards
- Financial Aid transactions
- Registration and Records transactions
- Transcript requests and releases
- Cashier transactions
- Testing services
- Admissions services
- Release of any part of the student record as defined by FERPA

Valid Identity and Verification of Age Documents:

- CCD student ID card
- Colorado driver's license
- Colorado identification card
- A valid U.S. Passport
- Valid out-of-state driver's license
- Foreign passport with photo
- Military ID/Common Access Card
- Certificate of Naturalization with photo
- Certificate of Citizenship with photo
- Valid I-551
- Valid EAH/Temporary Resident
- Refugee/Asylee I-94 with photo
- BIA identification card with photo
- VA identification card with photo

LEGAL NOTICES

Americans with Disabilities Act and CCD Compliance

The Americans with Disabilities Act, including The Amendments Act of 2008, prohibits discrimination based on disability in admission to, access to, and the operation of programs, services, or activities at CCD. The college is committed to providing an environment where all students have the opportunity to attain their educational goals. CCD provides both physical and programmatic access for all students. Reasonable accommodations will be made to ensure full educational opportunities for all students. Appropriate documentation of a student's disability is required. Visit the Accessibility Center website at www.ccd.edu/accessibilitycenter for additional information on accommodations.

CCD complies with and fully supports Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), including changes made by the ADA Amendments Act of 2008, regarding nondiscrimination on the basis of disability (documentation required). Refer questions concerning these acts to Rhonda Pylican, Director of Human Resources, ADA/Sec 504 Coordinator, Administration Building, Room 310, Campus Box 240, P.O. Box 173363, Denver, CO 80217-3363, Telephone: 303-352-3037, or to the Office for Civil Rights, U.S. Department of Education, 1244 Speer Blvd., Suite. 300, Denver, CO 80204-3582 or www.ed.gov/ocr/know.html.

Notice of Nondiscrimination

Community College of Denver does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, or sexual orientation in its employment practices and educational programs and activities. Individuals with limited English proficiency interested in career and technical education programs will be assessed and offered options to support their participation in CCD programs. The following person has been designated to handle inquiries regarding the non-discrimination policies or discrimination complaints: Rhonda Pylican, Director of Human Resources, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, Administration Building, Room 310, Campus Box 240 | P.O. Box 173363, Denver, CO 80217-3363, Telephone: 303-352-3037. Online complaint form: www.ccd.edu/report-discrimination.

Notificación de Non Discriminación

El Community College of Denver (CCD por sus siglas en ingles), no discrimina por motivos sexo/género, de raza, color, credo, edad, origen nacional o étnico, religión, militar en servicio activo y/o pasivo, embarazo, o personas con discapacidad física o mental, o orientación sexual, especificada en su política de empleo, o en su programa de educación, y/o en otras actividades. Personas con conocimientos limitados de inglés interesadas en programas de educación profesional y/o técnicas, serán evaluadas y se les ofrecerá opciones para apoyar su participación en los programas educativos de CCD. La siguiente persona ha sido designada para manejar las preguntas con respecto a las políticas de no discriminación o denuncias de discriminación: Rhonda Pylican, Directora de Recursos Humanos, Coordinadora del Título IX, Título VII/Oportunidad de Igualdad (EO por sus siglas en ingles), y ADA/Sec 504, Administration Building, Oficina 310, Campus Box 240 | P.O. Box 173363, Denver, CO 80217-3363, Teléfono: 303-352-3037. Formulario en línea de quejas: www.ccd.edu/report-discrimination.

Family Education Rights & Privacy Act of 1974 (FERPA)
CCD Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. FERPA rights are afforded to students at the time of admission. These rights include:

1. **The right to inspect and review the student's education records within 45 days of the day Community College of Denver receives a request for access.** A student should submit to the Admissions, Registration, and Records Office a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar will make arrangements to obtain the requested records.
2. **The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights.** A student who wishes to ask Community College of Denver to amend a record should write the Registrar who will notify the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If CCD decides not to amend the record as requested, CCD will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. **The right to provide written consent before Community College of Denver discloses per-** sonally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by CCD in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom CCD has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); a person serving on the College Board; or state and federal agencies, such as the veteran's administration, or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

   CCD has designated the National Student Clearinghouse, the Auraria Police Department, and the Health Center at Auraria as college officials. CCD has also designated the Auraria Higher Education Center (AHEC), Metropolitan State University of Denver (MSUD), and the University of Colorado at Denver and Health Sciences (UCD) as college officials for the purpose of sharing student educational records. A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the college. Upon request, the college discloses education records, without a student's consent, to officials of another school, in which a student seeks or intends to enroll or after enrollment.

   The college may share education records with parents in the following circumstances: for a student who is dependent under I.R.S. tax code; a student under 21 years old who has violated a law or the school's rules or policies governing alcohol or substance abuse; and when the information is needed to protect the health or safety of the student or other individuals in an emergency.

FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

The Colorado Community College System considers the following to be directory information and Community College of Denver staff may disclose this information, without prior consent, to anyone inquiring in person, by phone, or in writing: student name; degrees/certificates and awards student has earned; major field of study; dates of student attendance; part-time or full-time enrollment status; most recent educational institution attended by the student; participation in officially recognized activities and sports; if participating in an officially recognized activity or sport, height or weight.

Additionally, name, addresses, phone numbers, date and place of birth, level of education, most recently attended college, field of study, and degree(s) received of students may be released to military recruiters upon request in accordance with the Solomon Amendment. All other information contained in student records is considered private and not open to the public without the student's written consent. Students who do not want their directory/public information released to third parties should complete a form to suppress directory information. The form is available online or at the Admissions, Registration & Records office and must be received by the first day of the semester.

Upon request, the college discloses education records, without a student's consent, to officials of another school in which a student seeks or intends to enroll.

4. **Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by CCD to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Alcohol and Drug Policy

By Gubernatorial decree and in compliance with applicable laws, the illegal use of alcohol, other drugs, or controlled substances when on campus is prohibited.

In addition to the policy described above, education, training, and treatment programs are available through the Student Life Programs at each institution and through Auraria Human Resources. The campus may take action when policies on the use, possession, distribution, manufacture, and sale of illegal drugs have been violated. AHEC also cooperates with local, state, and federal authorities in the detection and possession of drug offenses.

Alcohol

AHEC alcohol policies apply to the Auraria Campus and institution-sponsored activities. Administrators, alumni, faculty, guests, staff, and students must adhere to all applicable state and local laws and regulations related to the sale and use of alcoholic beverages. The most common laws related to alcohol use and sales are as follows:

The sale of alcoholic beverages is prohibited except in areas, at times, and on dates licensed by the Colorado State Department of Revenue.

Persons under 21 years of age cannot legally possess or consume alcoholic beverages of any kind. The furnishing of alcoholic beverages to under-aged persons is prohibited.

Alcohol cannot be consumed or carried in open containers on any street, sidewalk, alley, automobile, or public area (except as noted herein).

Serving Alcohol

Those persons or organizations that control the service of alcoholic beverages are responsible for compliance with applicable laws and campus policies. Those policies are:

- Service of alcoholic beverages is planned to stop before the close of the event.
- The burden of proof for showing legal age is on the alcohol consumer. No alcohol will be served unless clear evidence of legal age is presented. It is the responsibility of those in charge of an event to ensure that no one who is under age is served or consumes any alcoholic beverages.
- Alcohol may not be consumed or carried in open containers in common areas or "public" areas of any building or grounds except as follows: for group activities or events where a liquor license (if required) has been obtained and the scheduling officer has approved the event.

Illegal Drugs

The policy for Auraria and the institutions prohibit the sale, manufacture, distribution, use or possession of illegal drugs on the Auraria Campus. This policy applies equally to administrators, faculty, staff, and students.

NOTE: Although possession and use of marijuana consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on college owned or college controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles.

Violation of Drug Policy

Sale, distribution, or manufacturing of illegal drugs by a member of the Auraria Campus community will normally result in the administration taking action to curtail the activity. This policy applies within or upon the grounds, buildings, or any other facilities of the campus. Sanctions may be imposed upon individuals found in violation of these policies, as well as violation of laws controlling drugs and alcohol.

More specific and detailed information about Auraria and institutional policies addressing drugs and alcohol concerns can be found in operations manuals, student handbooks, personnel offices or administrative policy information. Faculty, staff and students are encouraged to obtain this information through the Student Life or administrative areas of Community College of Denver, Metropolitan State University of Denver, University of Colorado Denver or the Auraria Higher Education Center Administrative office.

Auraria Police Department
1201 5th Street, Suite 110
Denver, CO 80204
Police: (303) 556-5000
Fax: (303) 556-4731
E-Mail: dispatch@ahec.edu

Health Risks of Alcohol and Drug Use
ALCOHOL AFFECTS THE BODY

Alcohol is a drug. It is important for students and staff to understand that alcohol abuse impairs judgment and the peripheral and central nervous system. Alcohol affects different people in different ways. Some of the characteristics that determine the way alcohol affects people include:

- Gender
- Mood
- Body Weight
- Type of Alcohol
- Full/Empty Stomach
- Speed of Consumption
- Use of Medication or Other Drugs

For most people, the effects of alcohol are determined by simple volume.

Alcohol Impairment

When a person drinks alcohol, it can enter the bloodstream as soon as they begin to drink. The molecular structure of alcohol (or ethanol) is small, so the alcohol can be absorbed or transferred into the blood through the mouth, the walls of the stomach, and the small intestine.

The stomach has a relatively slow absorption rate; it is the small intestine that absorbs most of the alcohol. It is important to keep the alcohol in the stomach as long as possible by eating food, which dilutes the alcohol and keeps it from entering the small intestine so quickly. Once alcohol gets into the bloodstream it moves through the body and comes into contact with virtually every organ. However, some of the highest concentrations, and the highest impact, are caused by the alcohol that reaches the brain.

The body is quite efficient when it comes to dealing with alcohol. The liver is designed to metabolize the alcohol as it is consumed. Enzymes break down the alcohol into harmless products and then it is excreted. However, the liver can only handle so much alcohol at a time. For a person of average weight and body type, the liver and small intestine can handle alcohol at a rate of about one drink per hour.

If a person drinks at a faster rate than one drink per hour, the alcohol stays in the body, waiting to be metabolized. If there is more alcohol in the body than can be metabolized, the result is increasing levels of intoxication.

Information source: http://www.bacchus-network.org

For information regarding the affects of illicit drugs on the body, we recommend: http://www.justice.gov/dea/druginfo/factsheets.shtml

Potential Sanctions for Violations of the Alcohol and Drug Policy

At CCD, any student who is found to be in violation of the alcohol and/or drug policy will be adjudicated under the Student Code of Conduct: http://www.ccd.edu/ccd.nsf/html/WEB87LSQZ-Student+Conduct+CCD. If found responsible for a violation, the student may face sanctions which range from warning to expulsion.

Resources for Students and Employees

If a student or employee has questions about alcohol or drug use and is in need of counseling, treatment or rehabilitation programs, information is available through the Auraria Health Center at 303.556.2525

Electronic Communications Policy

CCD has adopted a policy to guide usage of all forms of electronic communication, including e-mail, Internet services, voice mail, audio and video conferencing, and fax messages that are sent or received by faculty, staff, students, and other authorized users of CCD resources.

In general, CCD provides various forms of electronic communication for teaching, learning and college operations. All records created through the electronic communication equipment CCD provides are the property of the college. People who are authorized to use e-mail and voice mail provided by CCD may make personal use of those media as long as there is no direct cost to the college.

All electronic communication at CCD must meet the standards of conduct, laws, and regulations published in such official CCD,

state and federal documents as the CCD catalog, CCD Student Code of Conduct, any CCD faculty handbook and the Colorado State Employees Handbook.

CCD electronic communications may not be used for commercial purposes; to send copies of documents in violation of copyright laws; to transmit information that is restricted by laws or regulations; to intimidate, threaten, or harass other individuals, or to interfere with the ability of others to conduct CCD business; forge communication so it appears to be from someone else; to get unauthorized access to data, files or other communication; to breach security measures to access electronically stored information in any way; sending chain letters or jokes of any nature.

For information about CCD student e-mail accounts please review the Student E-mail on page 43 policy in the CCD Catalog. For more information or directions on how to activate your student e-mail visit http://www.coloradocommunitycolleges.com/start/campusemail.html. CCD requires that all students learn to use e-mail as it is the official means of communication between the college and students.

Law Enforcement at CCD
Auraria Campus
To report a crime on campus, use one of the emergency telephones located in every classroom building for immediate, direct access. Blue Light emergency telephones located in most parking lots on campus also provide immediate, direct access. Call 911 from any campus phone for emergencies or dial 6-5000 for other police assistance. From off campus telephones, payphones, or cell phones call 303-556-5000.

The Auraria Police Department employs certified police officers who receive their police authority via the provisions of the Colorado Revised Statutes, Title 24, Article 7, Part 1. The Auraria Police Department is authorized to enforce campus rules and regulations as well as Municipal Codes, State Laws and Federal Statutes.

Crimes should be reported it to the Auraria Police Department immediately. The department's services are available 24 hours a day, seven days a week. Priority is given to reports of incidents that threaten the life or safety of people, the security of property, and the peace of the community. Colorado Revised Statutes, 18-8-115, "Duty to Report a Crime," require all persons who believe a crime has been committed to report the suspected crime promptly to law enforcement authorities.

Victims of stalkers or persons with restraining orders against another party are strongly encouraged to notify the Auraria Police Department of the threat, and to provide the Auraria Police Department with a copy of the restraining order so that police officers have the information on hand.

The Auraria Police Department has the primary responsibility to coordinate locking and unlocking of most campus buildings. Campus Police work closely with Facilities Management to maintain building security and key control.

Access to facilities after normal building hours is limited and coordinated with Campus Police. The Auraria Police Department, located in the Administration Building, patrols the Auraria Higher Education Center 24 hours a day. A satellite Auraria Police Department office is located in the Tivoli Student Union.

Center for Health Sciences at Lowry
The Center for Health Sciences at Lowry is monitored by Lowry Campus Security 24 hours a day, seven days a week. Lowry Campus Security personnel are not certified police officers but can make arrests. The Denver Police and Aurora Police departments are the official law enforcement agencies for the Lowry Campus. Both patrol the Lowry Campus frequently. The Center for Health Sciences at Lowry is divided between the City of Denver and the City of Aurora. Different cities have jurisdiction depending on the building where an incident occurs.

Anyone who is a victim of a crime, witnesses a crime, or needs the fire department, law enforcement, or an ambulance while at the Lowry Campus, should contact the Denver metro-area emergency response system by dialing 911 or 303-892-9111 from any telephone, including pay phones. Blue Light emergency telephones are also available in most parking lots on the Lowry Campus.

For non-emergency crimes, contact Aurora Police at 303-627-3100 or Denver Police at 303-913-2000.

In addition, report all crimes and other emergencies to Lowry Campus Security at 303-419-5557 after calling 911. The Director of Lowry Security can be reached at 720-858-2733.

The buildings for the Center for Health Sciences at Lowry are open during normal business hours, Monday through Friday, 8 a.m. until 5 p.m. Classroom buildings are open at 7 a.m. and locked as scheduled activities end, which may be as late as 11 p.m. Contact Lowry Campus Security at 303-419-5557 with questions on building access and after hours maintenance.

CCD North
The property is monitored during regular business hours by CCD North maintenance staff. College personnel are not certified police officers and cannot make arrests or other legal decisions. The Adam's County Sheriff is the official law enforcement agency for the CCD North location.

Anyone who is a victim of a crime, a witness to a crime, or needs the fire department, law enforcement, or an ambulance while at CCD North, contact the Adam's County Sheriff's Department by calling 911 from any telephone, including pay phones. Report crimes and other emergencies immediately to the nearest CCD North faculty, staff, or administrator.

For non-emergency crimes, contact the Adam's County Sheriff's Department at 720-913-6010.

CCD North's maintenance staff has the primary responsibility for opening and closing the location. Buildings are generally open Monday through Thursday from 7:30 a.m. to 9 p.m. and on Fridays from 7:30 a.m. to 5 p.m. Access to CCD North after regular business hours is limited and coordinated with the location director and the maintenance department or as arranged by individual instructors.

Status of Campus Safety
Timely notifications are made to the campus community on crimes that are reported to Auraria Campus Police or local police and may be considered a threat to other students or employees. These notifications are made using one or a combination of the following methods:
- news releases;
- crime advisories;
- making reports available to the media through campus newspaper, radio, and television;
- advertising in campus publications; and
- distributing the above information to campus employees.

The Clery Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires that crime data is collected, reported, and disseminated to the campus community and also submitted to the Department of Education. The act is intended to provide students and their families with accurate, complete, and timely information about safety on campus so they can make informed decisions.

The CCD Campus Security and Safety Report is available online at http://www.ahec.edu/campuspolice/ccd-clery.pdf

Student Code of Conduct
All students must adhere to CCD's Student Code of Conduct, which is available online at: http://www.ccd.edu/ccd.nsf/html/WEBB87LSQZ-Student+Conduct+CCD

Student Email
CCD provides free student email accounts. CCD email accounts are the only official means of communication between students and the college. CCD expects that students sign in and check their college issued email account on a frequent and consistent basis as students are responsible for all information sent to them via their system-assigned email account. Student email accounts will remain active throughout students' college experience at any CCCS institution.

The use of student email is a privilege, not a right; and the System maintains the right to limit access. Email is subject to disclosure to third parties through subpoena or other processes. Refer to the Electronic Communications Policy for more information.

Student Grievance Procedure
This Student Grievance Procedure is intended to give students an opportunity to present an issue that they feel warrants action, including

the right to secure educational benefits and services without regard to sex, race, national origin or ancestry, creed, color, sexual orientation, disability, or age and have the issue considered in a prompt and equitable fashion.

Definitions:

Grievant: Enrolled student, 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: A grievable offense is any alleged action that violates or inequitably applies written college policies or procedures. The Grievant must be personally affected by such violation or inequitable action. A grievance must be brought to the formal stage within 20 calendar days of the date the student knew or reasonably should have known about the action.

Chief Student Services Officer (CSSO): The college employee designated by the college president to administer student grievances. Grievances alleging discrimination may be referred to Rhonda Pylican, Director of Human Resources, Campus Box 240, P.O. Box 173363, Denver, CO, 80217, Administration Building, Room 310, 303-352-3037, rhonda.pylican@ccd.edu.

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 State Board for Community Colleges and Occupational Education (SBCCOE) policy.

Procedures:

1. Informal. Grievant is encouraged to resolve the issue with the Respondent or his/her supervisor. In 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 that might constitute a violation of the Colorado Community College System President's Procedures concerning sexual harassment, the administrator shall investigate and process the complaint under the procedure. While the Grievant is encouraged to use the informal process, he/she may at any time elect to go to the formal stage by following the process outlined below.

2. Formal.

a. Grievant, in a timely manner, files a written statement of the actions complained of and describes the remedy he/she is seeking with the Chief Student Services Officer (CSSO). A matter also could be referred to the process by the College president or his/her designee. Once a written grievance is filed or referred, the CSSO 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 CSSO or designee (which may be an individual or a committee) shall hear the Grievance. A hearing will be held to give the Grievant, Respondent, and other interested parties 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 CSSO or designee shall issue a decision within 10 calendar days of close of the hearing. The decision shall be served upon the Grievant and the Respondent personally or by certified mail to the addresses on file in the Admissions, Registration and Records office. The decisions shall reject the grievance or grant the grievance and make recommendation(s) to resolve the issue(s). The CSSO or designee's decision is final unless either party files a Petition for Review with the college 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 10 calendar days of receipt of the Petition for Review. The president's decision is final.

d. The CSSO or designee may extend the scheduling timelines described above for good cause.

e. If the grievance is against the CSSO, the Chief Academic Officer or other person designated by the president shall perform the duties of the CSSO.

Informal Grievance Procedure

This informal grievance procedure must be initiated as soon as possible after the Grievant knows of the matter that gives rise to the grievance.

1. The Grievant shall discuss and attempt to resolve the problem with the Respondent(s). The Grievant shall keep all records relevant to the alleged grievance.

2. If the problem is not mutually resolved at this time, the Grievant shall confer and attempt to resolve the problem with the immediate supervisor(s) and/or the administrator of the respondent(s).

3. If satisfactory resolution is still not achieved, the Grievant must confer and attempt to resolve the problem with the CSSO or designee. Matters involving grade changes or academic appeals should follow the grade appeal process.

Formal Grievance Procedure

1. If the grievance is not resolved by the Informal Grievance Procedure or if the student wishes to bypass that course of action and is not limited to a change of grade, the student has the right to file a written grievance with the CSSO. The filing must occur within 20 calendar days of the date the student knew or reasonably should have known about the action. This written allegation should document all steps taken to resolve the complaint. If the CSSO determines that the allegation is grievable, a copy of the written grievance must be mailed or hand-delivered to the Respondent(s) by the CSSO within five (5) working days of the filing of the formal grievance.

2. Upon receipt of the notice of a grievable offense, the CSSO will establish a Grievance Committee within 10 working days. The time may be increased if the notice is given during a school break or during a semester change. The CSSO is responsible for keeping all records pertaining to grievances. If the grievance is against the CSSO, the Chief Academic Officer or other person designated by the president shall perform the duties of the CSSO.

3. If the matter is determined to be grievable, the CSSO or designee shall hear the Grievance.

4. The CSSO or designee (which may be an individual or committee) will convene the hearing, set the date of the meeting and notify all involved persons. If a committee is convened, the CSSO will be responsible for informing the Grievance Committee of its role and responsibilities. A record of the proceedings and recommendations will be made and retained by the CSSO.

5. All hearings will be closed unless the both the grievant and respondent agree in writing to an open hearing At the request of the Grievant or respondent, interested parties may be included subject to the approval of the CSSO. In the case of sexual harassment grievances, the procedure will assure confidentiality to the extent possible for Grievant and witnesses.

6. If either the Grievant or Respondent fails to appear at the hearing, the committee may proceed and determine its resolution of the problem in the person's absence.

7. The Grievance Committee's decision will be based on the greater relevant evidence.

8. The Committee will deliver a copy of its recommendation to the CSSO within three (3) working days following the conclusion of the hearing.

9. The CSSO will render a decision regarding the recommendation within 10 working days, and both parties must notified in writing of the decision.

10. The Grievant may withdraw the grievance in writing at any point in the proceedings.

11. The CSSO may grant an extension of the time limits for reasonable cause. This extension must be documented and is not automatic. The decision to grant an extension must be written and communicated to all concerned parties.

12. Within five (5) working days of the committee's decision, either party may file a petition for review with the college president. The president's decision is final.
13. This policy is being implemented in accordance with the SBCCOE policy and the due process.

In the event that two individuals or groups of individuals from different Auraria Campus institutions are involved in a grievance, the procedures normally followed by the institution whose constituent is being charged with the grievance would apply. The CSSO from the other institution involved will be informed of the filing of the grievance and the outcome of the grievance procedure.

Student Right to Know and Campus Security Act

This report was prepared by the Auraria Higher Education Center (AHEC) Campus Police Department and the Community College of Denver Dean of Students to comply with Federal Law No.101- 542, the Student Right-to-Know and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1999 (formerly the Campus Security Act of 1990).

For a paper copy of this report, contact the Associate Dean of Student Life/Student Conduct Officer at 303-556-8164. The report describes security practices and procedures at the Auraria Higher Education Center and other Community College of Denver Satellite Locations, and lists crime statistics for the most recent calendar year the two preceding calendar years. Since 1992, these institutions have been required to report each year on the status of campus security to all current students and employees.

The Report can be found at: http://www.ahec.edu/campuspolice/ccd-clery.pdf.

Campus Crime Information

The college provides to all prospective students and CCD employees the Campus Security Policies and Procedures and the most recent campus crime statistics. This is part of the Federal Law No.101-542, the Student Right-to-Know, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1999 (formerly the Campus Security Act of 1990).

The Clery Report can be viewed at: http://www.ahec.edu/campuspolice/ccd-clery.pdf

Statement Regarding Registered Sex Offenders

Colorado Revised Statutes requires that "each institution of post secondary education in the state shall provide a statement to its campus community identifying the name and location at which members of the community may obtain the law enforcement agency information collected pursuant to 19-3-412(6.3), C.R.S., concerning registered sex offenders."

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 CCD, may be obtained from the Denver Police Department, 1331 Cherokee St. (720-913-2000) or the Auraria Campus Police (303- 556-3271).

CCD Sexual Misconduct Policies

Board Policy (BP) 3-120 and System President's Procedure (SP) 4-120 provide that Colorado Community College System shall not unlawfully discriminate based on sex/gender in its employment conditions or educational programs or activities. Sexual misconduct is a form of sex/gender discrimination.

The CCD community has the right to be free from sexual violence. All members of the CCD community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Information from College Procedure HR-9, Sexual Misconduct, is provided below and a link to the procedure is available at www.ccd.edu/discrimination.

Sexual Misconduct offenses include, but are not limited to:
- Sexual Harassment
- Non-Consensual Sexual Contact (or attempts to commit same)
- Non-Consensual Sexual Intercourse (or attempts to commit same)
- Sexual Exploitation

Sexual Harassment is unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent, or pervasive that it has the effect of unreasonably interfering with, denying, or limiting someone the ability to participate in or benefit from CCD's educational programs and/or activities, or work activities, and, the unwelcome behavior is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.
- Quid pro quo sexual harassment exists when there are unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, and, submission to or rejection of such conduct results in adverse educational or employment action; or affects the terms or conditions of education or employment, or activities with the College.
- Hostile environment includes any situation in which there is harassing conduct that is sufficiently severe, persistent, or pervasive that it alters the conditions of employment or limits, interferes with, or denies educational benefits or opportunities, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint.
- Retaliatory harassment is any adverse employment or educational action taken against a person because of the person's perceived participation in a complaint or investigation of discrimination or sexual misconduct.

Non-consensual sexual contact is any intentional sexual touching, however slight, with any object, by any individual upon any individual that is without consent and/or by force.

Non-consensual sexual intercourse is any sexual penetration however slight, with any object, by any individual upon any individual that is without consent and/or by force.
- Consent must be clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Also, in order to give effective consent, one must be of legal age. Further, consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts.
- Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that overcomes resistance or produces consent.
- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent. Incapacitation could result from mental disability, sleep, involuntary physical restraint, or from the ingestion of rape drugs. Possession, use and/or distribution of any of these substances, including, but not limited to Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another person is a violation of this procedure. More information on these drugs can be found at http://www.911rape.org/. Having sex with someone whom you know to be, or should know to be, incapacitated (mentally or physically) is a violation of college procedure HR-9.

Sexual exploitation occurs when anyone takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.
- Examples of sexual exploitation include, but are not limited to, invasion of sexual privacy, non-consensual video or audio-taping of sexual activity, or viewing or possessing child or adult pornography at work or on college owned property.

CCD can only respond to allegations of misconduct if it is aware of the misconduct. Further, CCD can more effectively investigate the sooner the allegation is brought to its attention. Any employee, student, authorized volunteer, guest, or visitor who believes that he or she has been subjected to sexual misconduct, or believes someone else a part of the CCD community is being subjected to sexual misconduct, shall contact Title IX/EO Coordinator Rhonda Pylican, Director of Human Resources, Campus Box 240, PO Box 173363, Administration Building, Room 310, (303) 352-3037, rhonda.pylican@ccd.edu.

CCD reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect employee and students' rights and personal safety. For students, such measures include, but are not limited to: modification of living arrangements, class schedule reassignment, interim suspension from the College pending an investigation, and reporting the matter to the Auraria Campus Police.

Not all forms of sexual misconduct will be deemed to be equally serious offenses, and CCD reserves the right to impose different sanctions, ranging from verbal warning to expulsion, dismissal, termination, or no-trespass order, depending on the severity of the offense. CCD will consider the concerns and rights of both the complainant and the respondent.

Auraria Campus Sexual Assault Policy
Statement of Purpose

This Policy was developed collaboratively by the Auraria Higher Education Center ("Center") and its constituent institutions — Community College of Denver, Metropolitan State University of Denver, and University of Colorado Denver — for the purpose of implementing provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.C.S. ß 1092(f), relating to the response of the Auraria Campus Police Department and the constituent institutions to students who are victims of sexual assault. The Auraria Campus is committed to responding appropriately to all reports of sexual assaults and to working collaboratively with other law enforcement and government and community agencies.

In the development of this Policy, the Auraria Campus also collaborated with the Sexual Assault Interagency Council and adhered to the spirit of the Denver Sexual Assault Response Protocol, which was signed by the chief executives of the constituent institutions on November 7, 2005. This Protocol is available online at http://www.denversaic.org.

Policy Statement

The Center and its constituent institutions prohibit sexual assault, attempted sexual assault, and other sexual offenses on property owned or controlled by the Center or its constituent institutions, at institutionally-sponsored or supervised activities, or at functions of recognized student organizations. The Federal Bureau of Investigation's National Incident Based Reporting System of the Uniform Crime Report defines a sex offense in general as "any sexual act directed against another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent."

Support for Victims

Students who are victims of sexual offenses have access to various confidential counseling options with staff that are specifically trained in the area of sexual offenses and crisis intervention. Victims of sexual offenses can be seen confidentially through the Health Center at Auraria. During regular business hours, victims should call the Health Center at 303-556-2525 for immediate care or an appointment. After hours, victims should seek immediate assistance from Denver Health Medical Center at 8th and Bannock in Denver. For additional resources, see below.

On the Auraria Campus:
HEALTH CENTER AT AURARIA, PLAZA 150
Phone: 303-556-2525
(available to any student—fees may apply)
www.msudenver.edu/healthcenter
THE PHOENIX CENTER AT AURARIA,
Tivoli Student Center, 227
Phone: 303-556-6011
24/7 helpline: 303-556-CALL (2255),
www.thepca.org
Dean of Student Development
Phone: 303-556-3605

Local law enforcement agencies:
DENVER DISTRICT ATTORNEY'S OFFICE
Phone: 720-913-9000
Victims Compensation: 720-913-9253
www.denverda.org
DENVER POLICE DEPARTMENT
Emergency: 911
TDD/TTY: 720-913-2000
Non-Emergency: 720-913-2000
Victim Assistance Unit: 720-913-6035
Sex Crimes Unit: 720-913-6050
Sex Crimes Hotline: 720-913-6359
www.denvergov.org/police

Community agencies/resources available in the Denver/Metro area:
COLORADO COALITION AGAINST SEXUAL ASSAULT (CCASA)
Phone: 303-839-9999
www.ccasa.org
DENVER CENTER FOR CRIME VICTIMS
Hotline: 303-894-8000
TTY: 303-860-9555
Administrative line: 303-894-0660
www.denvervictims.org
MOVING TO END SEXUAL ASSAULT (MESA)
Hotline: 303-443-7300
Administrative Office: 303-443-0400
www.movingtoendsexualassualt.org
RAPE ASSISTANCE AND AWARENESS PROGRAM (RAAP)
Hotline: 303-322-7273
Spanish: 303-329-0031
TTY: 303-329-0023
Administrative Office: 303-329-9922
(M-F 9am-5pm)
www.raap.org
WINGS FOUNDATION
(Survivors of childhood sexual abuse; support groups for men and women.)
Phone: 303-238-8660
Toll free: 800-373-8671
www.wingsfound.org

Community specific services/resources
COLORADO ANTI-VIOLENCE PROGRAM
(gay, lesbian, bisexual, transgender and queer)
Phone: 303-839-5204
24-hour crisis: 303-852-5094
1-888-557-4441
www.coavp.org

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** Denotes a "Degree with Designation"(DWD) that has a Statewide Transfer Degree Plan in place and is fully transferable in its entirety into any Colorado public four-year program. DWDs are awarded with a specific program designation major the transcript. See a Program Advisor for more information.

An AA or AS degree, awarded without a specific program designation, is transferable in part or whole. See a Program Advisor for more information.

CENTER FOR LANGUAGE, ARTS & BEHAVIORAL SCIENCES
303-556-3850
Ruthanne Orihuela | Dean

Art **303-556-2530**
Lincoln Phillips...................................lincoln.phillips@ccd.edu
Behavioral Sciences (Anthropology,
Psychology, Sociology, Women's Studies) **303-352-3064**
Jeff Froyd ....jeff.froyd@ccd.edu
Communication, Theatre........................... **303-556-5439**
Adam Glick..adam.glick@ccd.edu
English, Journalism **303-556-3748**
Stephen Thomas............................stephen.thomas@ccd.edu
World Languages.................................. **303-556-5421**
Erin Farb .... erin.farb@ccd.edu
Graphic Design **303-352-3075**
John Kjos ....john.kjos@ccd.edu
History, Humanities, Literature, Philosophy.............. **303-556-3860**
Michael Mackey............................michael.mackey@ccd.edu
Human Services **303-556-4581**
Leigh (Susan) Sinclair ....susan.sinclair@ccd.edu
Music.. **303-556-3856**
Cathleen Whiles................................cathleen.whiles@ccd.edu
Paralegal.. **303-352-3054**
Stacey Beckman .... stacey.beckman@ccd.edu

CENTER FOR CAREER & TECHNICAL EDUCATION
303-352-3221
Christopher Budden, Ed.D. | Dean

Accounting **303-556-3826**
Jacob S. Webb ....jacob.webb@ccd.edu
Architectural Technologies **303-556-3586**
Scott Sworts .... scott.sworts@ccd.edu
Business Administration, Economics **303-556-6858**
Carol Miller, Ph.D....................................carol.miller@ccd.edu
Business Technology **303-556-3829**
Jackie Carpio.......................................jackie.carpio@ccd.edu
Criminal Justice **303-352-3194**
Thomas Williams...........................thomas.williams@ccd.edu
Early Childhood Education,
Education, Elementary Education **303-352-3221**
Anne Fulton ....anne.fulton@ccd.edu
Engineering Graphics **303-556-8393**
Rick Glesner.......................................rick.glesner@ccd.edu
Information Technology, Electronics **303-556-5601**
Eric Hamilton .... eric.hamilton@ccd.edu
Manufacturing **303-853-9517**
Tony Rubino ....anthony.rubino@ccd.edu
Political Science, Geography **303-352-3350**
Leah Persky .... leah.persky@ccd.edu

CENTER FOR EDUCATIONAL ADVANCEMENT
303-556-3801
Nancy Story | Dean

Academic Achievement................................ **303-352-3256**
Roseann Bohar..................................roseann.bohar@ccd.edu
Developmental English and CCR **303-352-5006**
Brian Dickson .... brian.dickson@ccd.edu
Developmental Mathematics........................... **303-556-3581**
Linda Sue Hoops....................................linda.hoops@ccd.edu
....**303-556-3870**
Mary Pierce ....marylou.pierce@ccd.edu
English as a Second Language (ESL) **303-352-3335**
Roberta Ware ....roberta.ware@ccd.edu
Foundational Skills Institute (formerly GED Institute) **303-556-2774**
Glenda Sinks ....glenda.sinks@ccd.edu
Reading and CCR **303-352-4046**
Brenda Garrison .... brenda.garrison@ccd.edu
Test Prep Lab.................................... **303-556-8455**
Lara Urano .... lara.urano@ccd.edu

CENTER FOR HEALTH SCIENCES
303-365-8388
Stephanie Harrison | Dean

Dental Hygiene **303-365-8388**
Stephanie Harrison .... stephanie.harrison@ccd.edu
Electroneurodiagnostics **303-365-8304**
Theresa Krupski...............................theresa.krupski@ccd.edu
Emergency Medical Services **303-602-2533**
Christy Allen ....christy.allen10@dhha.org
Nurse Aide **303-365-8357**
Arthur (Lew) Hazen ....arthur.hazen@ccd.edu
Radiation Therapy................................. **303-365-8356**
Don McCoy .... donald.mccoy@ccd.edu
Radiologic Technology/
Computed Tomography/Mammography.............. **303-365-8391**
Don McCoy .... donald.mccoy@ccd.edu
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ACADEMIC TERMS

CAPSTONE COURSES: These courses, usually taken during students' final semester at CCD, review and assess the skills students have learned in the program of study. All courses identified as capstone courses require a grade of C or better for graduation. Capstone courses must be taken at CCD.

CORE CURRICULUM: These courses fulfill lower-division general education requirements as defined and agreed on between the State Board for Community Colleges and Occupational Education and the governing boards of all public four-year institutions in Colorado.

COREQUISITE: When a course has a corequisite, it means that students are required to take another course concurrent with (or prior to) enrollment in the course. Knowing the information presented in the corequisite course is considered necessary in order for students to be successful in the course. It is the student's obligation to know and meet course corequisites. These are stated in the course description section of the CCD Catalog and the Schedule of Classes. Corequisites will be checked at registration. The student may be required to file proof of meeting corequisites.

COURSE NUMBER: A three-digit number is assigned to all college courses. Courses listed in the 100s are designated for freshman level; 200s are intended for sophomore level. Courses numbered below 100 are developmental and generally cannot be used towards degree or certificate requirements and are not transferable to four-year institutions.

CREDIT HOUR: This is the basic unit of academic credit. Generally, one credit hour is earned by attending a lecture class for a 50-minute period,

once a week, for a full semester. In a laboratory course, one-credit hour is granted for two to three 50-minute periods per week in the laboratory.

An associate degree requires a minimum of 60 credits. Credit hours in parenthesis, ex. (3), are options from which students may choose. They are not included in the total credit hours required for the program or plan of study. An average, full-time student course load is 15 credit hours.

CREDIT HOURS IN PARENTHESES: For each academic program listed in this catalog, credit hours for some classes are in parentheses. These classes are optional and students may choose to take one or more to fulfill the program requirements. Always review your choices with your Program Advisor.

GENERAL EDUCATION: General education is the liberal arts component of a baccalaureate degree that may include lower- and upper-division courses as defined by each institution.

GUARANTEED TRANSFER COURSES (GT): Some of the classes students take at CCD are guaranteed to transfer to any public college or university in the state and count toward a four-year degree as though the class was taken at that institution. In the Course Description section of the catalog, those Guaranteed Transfer Courses include a code such as "GT-SC1" which indicates that the class is guaranteed to transfer as a science credit.

PLAN OF STUDY: A Plan of Study consists of at least 4 courses from the same or a related subject area (course prefix). The plan of study will not appear on students' diplomas or transcripts.

PREFIX: Each course has a three-letter code designating the instructional department or di-

vision. For example, ENG is the prefix for English courses.

PREREQUISITE: When a course has a prerequisite, it means that a student must have certain knowledge to be successful in the course. The prior knowledge may be demonstrated by a test score or a successful completion of a prior course (ex. must have completed ENG 121 with a grade of C or better). Completion of the prerequisite is required prior to enrolling in the course, and U/D, U/F, D, F, or I grades are not acceptable. It is the student's obligation to know and meet course prerequisites. These are stated in the course description section of the CCD catalog and the Schedule of Classes. Prerequisites will be checked at registration. The student may be required to file proof of meeting prerequisites.

NOTE: Students who have taken prerequisite courses longer than seven years ago are strongly encouraged to take an assessment test over the prerequisite material to ensure adequate prior knowledge to be successful in future courses. The outcome of the assessment test will help determine whether the prerequisite course needs to be retaken. The assessment test is available in the CCD Testing Center.

For Health Science degrees, because of program accreditation requirements, students must have completed all science courses within the previous seven years before the first day of class in a health program.

SECTION NUMBER: A three-digit number or letter combination is assigned to all college courses. The section number is found immediately following the course number (ex. ENG 121-111 = Section 111 of English Composition I). This number is not indicative of the number of sections offered at CCD.

DEGREES WITH DESIGNATION / STATEWIDE TRANSFER DEGREE PROGRAMS

Community College of Denver students who follow the prescribed program in the following areas will be able to transfer their degrees and enroll as juniors in any Colorado public four-year program: Anthropology, Business, Criminal Justice, Economics, French, History, Mathematics, Political Science, Psychology (both AA and AS), Sociology, and Spanish. All courses must be completed with a grade of C or better. Course substitutions are not permitted with any Statewide Transfer Degree Plan.

NOTE: Students who have taken prerequisite courses longer than seven years ago are strongly encouraged to take an assessment test over the prerequisite material to ensure adequate prior knowledge to be successful in future courses. The outcome of the assessment test will help the student determine whether or not he or she needs to re-take the prerequisite course. The assessment test is available in the CCD Testing Center.

For Health Science degrees, because of program accreditation requirements, students must have completed all science courses within the previous seven years before the first day of class in a health program.

Associate of Arts Degree – Anthropology Designation

General Education Course Requirements:			*33*
Communication			**6**
ENG 121	English Composition I:	GT-CO1	3
ENG 122	English Composition II:	GT-CO2	3
	OR		
ENG 122	English Composition II:	GT-CO2	(3)
	AND		
	a GT-CO3 course	GT-CO3	
Mathematics			**4**
MAT 121	College Algebra:	GT-MA1	
Arts & Humanities			**6**
Two guaranteed transfer Arts & Humanities courses			
(GT-AH1, GT-AH2, GT-AH3, GT-AH4)			
History			**3**
One guaranteed transfer History course (GT-HI1)			
Social & Behavioral Sciences			**6**
Two guaranteed transfer Social & Behavioral Sciences courses			
(GT-SS1, GT-SS2, GT-SS3)			
Natural & Physical Sciences			**8**
Two guaranteed transfer Natural & Physical Sciences courses			
(GT-SC1)			
Additional Required Courses			**21**
COM 115	Public Speaking		3
	OR		
COM 125	Interpersonal Communication		(3)
	OR		

COM 220	Intercultural Communication:	GT-SS3	(3)
One guaranteed transfer Arts & Humanities course			3
(GT-AH1, GT-AH2, GT-AH3, GT-AH4)			
ANT 101	Cultural Anthropology:	GT-SS3	3
ANT 107	Introduction to Archaeology:	GT-SS3	3
ANT 111*	Physical Anthropology:	GT-SS3	3

*Some receiving institutions require a lab attached to ANT 111-Physical Anthropology; please consult with a Program Advisor or the receiving institution. Lab course is not available at CCD.

One guaranteed transfer ANT course in Social & Behavioral Sciences		
	GT-SS3	3
One guaranteed transfer Social & Behavioral Sciences course		3
(Must be GT-SS2 or GT-SS3)		

Electives	**6**

NOTE: Not all courses listed below are available at CCD.

ACC 121, 122	
ANT –	all courses (see NOTE below)
ARA –	all courses 111 and higher
ART –	all courses
ASL –	all courses 121 and higher
AST –	all courses
BIO –	all courses
BUS 115, 216, 217, 226	
CHE –	all courses
CHI –	all courses 111 and higher
CIS 118	
COM –	all courses
CRJ 110	
CSC 160, 161	
DAN & PED – all courses (up to 4 credits total)	
ECE 101, 102, 205, 238, 241	
ECO –	all courses
EDU 221	
ENG –	all courses 121 and higher
ENV 101	
FRE –	all courses 111 and higher
GEO –	all courses
GER –	all courses 111 and higher
GEY –	all courses
HIS –	all courses
HUM –	all courses
HWE 100	
ITA –	all courses 111 and higher
JOU –	all courses
JPN –	all courses 111 and higher
LIT –	all courses
MAT –	all courses 120 and higher
MGD –	all courses
MUS –	all courses
PHI –	all courses
PHY –	all courses
POS –	all courses
PSY –	all courses 101 and higher
SOC –	all courses
SPA –	all courses 111 and higher
THE –	all courses
WST –	all courses
Total	**60**

NOTE: Additional ANT courses beyond the 4 courses (12 credit hours) identified above may not count toward the Anthropology major at the receiving 4-year institution. Please see a Program Advisor for more information.

NOTE: Course substitutions are not permitted for any Statewide Transfer Degree program.

If, because course substitutions are not permitted, a student is not able to complete a transfer degree plan, the student should see a Program Advisor for guidance on completion of an Associate of Arts or Associate of Science degree.

Associate of Arts Degree – Business Designation

General Education Course Requirements:			**37**
Communication			**6**
ENG 121	English Composition I:	GT-CO1	3
ENG 122	English Composition II:	GT-CO2	3
	OR		
ENG 122	English Composition II:	GT-CO2	(3)
	AND		
	a GT-CO3 course	GT-CO3	
Mathematics			**8**
MAT 121	College Algebra:	GT-MA1	4
	OR		
MAT 123	Finite Mathematics:	GT-MA1	(4)
MAT 125	Survey of Calculus:	GT-MA1	4
	OR		
	a higher level Calculus course		
Arts & Humanities			**6**
Two guaranteed transfer Arts & Humanities courses (GT-AH1, GT-AH2, GT-AH3, GT-AH4)			
History			**3**
One guaranteed transfer History course		GT-HI1	
Social & Behavioral Sciences			**6**
ECO 201	Principles of Macroeconomics:	GT-SS1	3
ECO 202	Principles of Microeconomics:	GT-SS1	3
Natural & Physical Sciences			**8**
Two guaranteed transfer Natural & Physical Sciences courses (GT-SC1, GT-SC2)			
Additional Required Courses			**23**
ACC 121	Accounting Principles I		4
ACC 122	Accounting Principles II		4
BUS 115	Introduction to Business		3
BUS 216	Legal Environment of Business		3
BUS 217	Business Communication and Report Writing		3
BUS 226	Business Statistics		3
COM 115	Public Speaking		3
	Total		**60**

NOTE: Course substitutions are not permitted for any Statewide Transfer Degree program.

If, because course substitutions are not permitted, a student is not able to complete a transfer degree plan, the student should see a Program Advisor for guidance on completion of an Associate of Arts or Associate of Science degree.

Associate of Arts Degree – Criminal Justice Designation

General Education Course Requirements:			**33**
Communication			**6**
ENG 121	English Composition I:	GT-CO1	3
ENG 122	English Composition II:	GT-CO2	3
	OR		
ENG 122	English Composition II:	GT-CO2	(3)
	AND		
	a GT-CO3 course	GT-CO3	
Mathematics			**4**
MAT 121	College Algebra:	GT-MA1	4
Arts & Humanities			**6**
Two guaranteed transfer Arts & Humanities courses from two different categories. (GT-AH1, GT-AH2, GT-AH3, GT-AH4)			
History			**3**
One guaranteed transfer History course		GT-HI1	
Social & Behavioral Sciences			**6**
SOC 101	Introduction to Sociology I:	GT-SS3	3
	AND		
	a GT-SS3 course	GT-SS3	3
Natural & Physical Sciences			**8**
Two guaranteed transfer Natural & Physical Sciences courses - one course must be lab-based (GT-SC1)(GT-SC1, GT-SC2)			
Additional Required Courses			**27**
COM 115	Public Speaking		3
	OR		
COM 125	Interpersonal Communication		(3)
CRJ 110	Introduction to Criminal Justice		3
CRJ 125	Policing Systems		3
CRJ 145	Correctional Process		3
Choose two courses from the following:			**6**
CRJ 127	Crime Scene Investigation		(3)
CRJ 135	Judicial Function		(3)
CRJ 205	Principles of Criminal Law		(3)
CRJ 209*	Criminal Investigations (*not available at CCD)		(3)
CRJ 230	Criminology		(3)
CRJ 231	Introduction to Forensic Science & Criminalistics		(3)
CRJ 235*	Delinquent Behavior (*not available at CCD)		(3)
CRJ 236	Criminal Justice Research Methods		(3)
CRJ 257	Victimology		(3)
CRJ 268*	Criminal Profiling (*not available at CCD)		(3)
*Choose three courses from the following:**			**9**
ANT 201	Introduction to Forensic Anthropology:	GT-SS3	(3)
CNG 258*	Computer Forensics (*not available at CCD)		(3)
COM 217	Group Communication		(3)
COM 225	Organizational Communication		(3)
POS 111	American Government:	GT-SS1	(3)
POS 125	American State and Local Government	GT-SS1	(3)
PSY 207	Introduction to Forensic Psychology		(3)
PSY 217	Human Sexuality:	GT-SS3	(3)
PSY 226	Social Psychology:	GT-SS3	(3)
PSY 249	Abnormal Psychology:	GT-SS3	(3)
SOC 231	The Sociology of Deviant Behavior:	GT-SS3	(3)
	Total		**60**

NOTE: Course substitutions are not permitted for any Statewide Transfer Degree program.

**If these courses are applied to the second section (Additional Required Courses) for credit, they may NOT be applied to the first section (General Education Requirements) for credit.

NOTE: Additional CRJ courses beyond the courses identified above may not count toward the Criminal Justice major at the receiving 4-year institution. Please see a Program Advisor for more information.

If, because course substitutions are not permitted, a student is not able to complete a transfer degree plan, the student should see a Program Advisor for guidance on completion of an Associate of Arts or Associate of Science degree.

Associate of Arts Degree – Economics Designation

General Education Course Requirements:				*40*
Communication				**6**
ENG	121	English Composition I:	GT-CO1	3
ENG	122	English Composition II:	GT-CO2	3
		OR		
ENG	122	English Composition II:	GT-CO2	(3)
		AND		
		a GT-CO3 course	GT-CO3	
Mathematics				**5**
MAT	201	Calculus I:	GT-MA1	5
Arts & Humanities				**9**
Three guaranteed transfer Arts & Humanities courses (GT-AH1, GT-AH2, GT-AH3, GT-AH4)				
History				**3**
One guaranteed transfer History course			GT-HI1	
Social & Behavioral Sciences				**6**
ECO	201	Principles of Macroeconomics:	GT-SS1	3
ECO	202	Principles of Microeconomics:	GT-SS1	3
Natural & Physical Sciences				**8**
Two guaranteed transfer Natural & Physical Sciences courses (GT-SC1, GT-SC2)				
Additional Required Courses				**3**
MAT	135	Introduction to Statistics:	GT-MA1	3
Electives				**20**

NOTE: Not all courses listed below are available at CCD.

- ACC 121, 122
- ANT – all courses
- ARA – all courses 111 and higher
- ART – all courses
- ASL – all courses 121 and higher
- AST – all courses
- BIO – all courses
- BUS 115, 216, 217, 226
- CHE – all courses
- CHI – all courses 111 and higher
- CIS 118
- COM – all courses
- CRJ 110
- EDU 221
- ENG 131, ENG 221, ENG 222
- ENV 101
- FRE – all courses 111 and higher
- GEO – all courses
- GER – all courses 111 and higher
- GEY – all courses
- HIS – all courses
- HUM – all courses
- ITA – all courses 111 and higher
- JOU – all courses
- JPN – all courses 111 and higher
- LIT – all courses
- MAT 120, 121, 122, 123, 125, 155, 202, 204, 266
- MUS – all courses
- PHI – all courses
- PHY – all courses
- POS – all courses
- PSY 101, 102, 205, 217, 226, 227, 235, 238, 240, 249, 265
- SCI 155, 156
- SOC – all courses

SPA	– all courses 111 and higher		
THE	– all courses		
Total			**60**

NOTE: Course substitutions are not permitted for any Statewide Transfer Degree program

If, because course substitutions are not permitted, a student is not able to complete a transfer degree plan, the student should see a Program Advisor for guidance on completion of an Associate of Arts or Associate of Science degree.

Associate of Arts Degree – French Designation[1]

General Education Course Requirements: [2]				*31*
Communication				**6**
ENG	121	English Composition I:	GT-CO1	3
ENG	122	English Composition II:	GT-CO2	3
		OR		
ENG	122	English Composition II:	GT-CO2	(3)
		AND		
		a GT-CO3 course	GT-CO3	
Mathematics				**3**
One guaranteed transfer Mathematics course (GT-MA1)				
Arts & Humanities				**9**
FRE	211	French Language III:	GT-AH4	3
FRE	212	French Language IV:	GT-AH4	3
One guaranteed transfer Arts & Humanities course (GT-AH1, GT-AH2, GT-AH3, GT-AH4)				
History				**3**
One guaranteed transfer non-U.S History course (GT-HI1)				3
Social & Behavioral Sciences				**3**
One guaranteed transfer Social & Behavioral Sciences course (GT-SS1, GT-SS2, GT-SS3)				
Natural & Physical Sciences				**7**
Two guaranteed transfer Natural & Physical Sciences courses (GT-SC1, GT-SC2)				
Additional Required Courses				**10**
FRE	111**	French Language I		5
FRE	112**	French Language II		5

*****NOTE: FRE 111 and/or 112 may be waived, based on a student's proficiency level.*

Electives	**19**

NOTE: Not all courses listed below are available at CCD.

- ANT 101, 211, 212
- COM 115, 125 (see NOTE4 below)
- EDU 231
- ENV 101
- ETH 106, 224
- FOR 111 – any foreign language other than FRE
- FOR 112 – any foreign language other than FRE
- FOR 211 – any foreign language other than FRE
- FOR 212 – any foreign language other than FRE
- GEO 105
- HIS 101, 102, 111,112, 247, 255, 260
- HUM 237
- LIT 201, 202, 205
- MUS 123
- POS 205
- All Guaranteed Transfer (GT) courses will be accepted electives

Total	**60**

[1] *Degree names may vary according to institution. Please see a Program Advisor for more information.*

[2] **NOTE**: *Degree tracks in "French for the Professions" and "French with Secondary Teacher Licensure" have different requirements and are not included in this agreement.*

3 *CSU-Ft. Collins requires two non-US History courses.*

4 NOTE: *It is recommended, but not required, that a student take either COM 115 (Public Speaking) or COM 125 (Interpersonal Communication).*

NOTE: *Additional FRE courses identified above may not count toward the French major at the receiving 4-year institution. Please see a Program Advisor for more information.*

NOTE: *Course substitutions are not permitted for any Statewide Transfer Degree program.*

If, because course substitutions are not permitted, a student is not able to complete a transfer degree plan, the student should see a Program Advisor for guidance on completion of an Associate of Arts or Associate of Science degree.

Associate of Arts Degree – History Designation
General Education Course Requirements: 34

Communication			**6**
ENG 121	English Composition I:	GT-CO1	3
ENG 122	English Composition II:	GT-CO2	3
	OR		
ENG 122	English Composition II:	GT-CO2	(3)
	AND		
	a GT-CO3 course	GT-CO3	
Mathematics			**3**
One guaranteed transfer Mathematics course		GT-MA1	
Arts & Humanities			**9**
Three guaranteed transfer Arts & Humanities courses			
(GT-AH1, GT-AH2, GT-AH3, GT-AH4)			
History			**3**
HIS 101	Western Civ: Antiquity-1650:	GT-HI1	3
	OR		
HIS 111	The World: Antiquity-1500:	GT-HI1	(3)
Social & Behavioral Sciences			**6**
Two guaranteed transfer Social & Behavioral Sciences courses			
(GT-SS1, GT-SS2, GT-SS3)			
Natural & Physical Sciences			**7**
Two guaranteed transfer Natural & Physical Sciences courses			
(GT-SC1, GT-SC2)			
Additional Required Courses			**15**
HIS 102	Western Civ: 1650-Present:	GT-HI1	3
	OR		
HIS 112	The World: 1500-Present:	GT-HI1	(3)
HIS 121	US History to Reconstruction:	GT-HI1	3
HIS 122	US History Since the Civil War:	GT-HI1	3
One additional guaranteed transfer History course		**GT-HI13**	
COM 115	Public Speaking		3
	OR		
COM 125	Interpersonal Communication		(3)
Electives			**11**

NOTE: *Not all courses listed below are available at CCD.*

- ANT – all courses
- ARA – all courses 111 and higher
- ART – all courses
- ASL – all courses 121 and higher
- AST – all courses
- BIO – all courses
- CHE – all courses
- CHI – all courses 111 and higher
- CIS 118
- COM – all courses
- CRJ 110
- DAN & PED – all courses (up to 4 credits total)
- ECE 101

- ECO – all courses
- EDU 221
- ENG – all courses 121 and higher
- ENV 101
- FRE – all courses 111 and higher
- GEO – all courses
- GER – all courses 111 and higher
- GEY – all courses
- HIS – all courses
- HUM – all courses
- HWE 100
- ITA – all courses 111 and higher
- JOU – all courses
- JPN – all courses 111 and higher
- LIT – all courses
- MAT – all courses 120 and higher
- MGD – all courses
- MUS – all courses
- PHI – all courses
- PHY – all courses
- POS – all courses
- PSY – all courses
- SCI 155, 156
- SOC – all courses
- SPA – all courses 111 and higher
- THE – all courses
- WST – all courses

		Total	**60**

NOTE: *Course substitutions are not permitted for any Statewide Transfer Degree program.*

If, because course substitutions are not permitted, a student is not able to complete a transfer degree plan, the student should see a Program Advisor for guidance on completion of an Associate of Arts or Associate of Science degree.

Associate of Arts Degree – Political Science Designation
General Education Course Requirements: 32

Communication			**6**
ENG 121	English Composition I:	GT-CO1	3
ENG 122	English Composition II:	GT-CO2	3
	OR		
ENG 122	English Composition II:	GT-CO2	(3)
	AND		
	a GT-CO3 course	GT-CO3	
Mathematics			**3**
One guaranteed transfer Mathematics course		GT-MA1	
Arts & Humanities			**6**
Two guaranteed transfer Arts & Humanities courses			
(GT-AH1, GT-AH2, GT-AH3, GT-AH4)			
History			**3**
One guaranteed transfer History course		GT-HI1	
Social & Behavioral Sciences			**6**
ECO 201	Principles of Macroeconomics:	GT-SS1	3
ECO 202	Principles of Microeconomics:	GT-SS1	3
Natural & Physical Sciences			**8**
Two guaranteed transfer Natural & Physical Sciences courses		GT-SC1	
Additional Required Courses			**12**
POS 105	Introduction to Political Science:	GT-SS1	3
POS 111	American Government:	GT-SS1	3
POS 205	International Relations:	GT-SS1	3
POS 225	Comparative Government:	GT-SS1	3

Electives		16

NOTE: Not all courses listed below are available at CCD.

ACC 121, 122		
ANT	–	all courses
ARA	–	all courses 111 and higher
ART	–	all courses
AST	–	all courses
BIO	–	all courses
BUS 115, 216, 217, 226		
CHE	–	all courses
CHI	–	all courses 111 and higher
CIS 118		
COM	–	all courses
CRJ 110		
EDU 221		
ENV 101		
FRE	–	all courses 111 and higher
GEO	–	all courses
GER	–	all courses 111 and higher
GEY	–	all courses
HIS	–	all courses
HUM	–	all courses
ITA	–	all courses 111 and higher
JOU	–	all courses
JPN	–	all courses 111 and higher
LIT	–	all courses
MAT	–	all courses 120 and higher
MUS	–	all courses
PHI	–	all courses
PHY	–	all courses
POS	–	all courses (see NOTE below)
PSY 101, 102, 205, 217, 226, 227, 235, 238, 240, 249, 265		
SCI 155, 156		
SOC	–	all courses
SPA	–	all courses 111 and higher
THE	–	all courses
WST 200		
Total		**60**

NOTE: Additional Political Science (POS) courses beyond the 4 courses (12 credit hours) identified above may not count toward the Political Science major at the receiving 4-year institution. Please see a Program Advisor for more information.

NOTE: Course substitutions are not permitted for any Statewide Transfer Degree program.

If, because course substitutions are not permitted, a student is not able to complete a transfer degree plan, the student should see a Program Advisor for guidance on completion of an Associate of Arts or Associate of Science degree.

Associate of Arts Degree – Psychology Designation

General Education Course Requirements:			*34-36*
Communication			**6**
ENG 121	English Composition I:	GT-CO1	3
ENG 122	English Composition II:	GT-CO2	3
	OR		
ENG 122	English Composition II:	GT-CO2	(3)
	AND		
	a GT-CO3 course	GT-CO3	
Mathematics			**3-4**
MAT 121	College Algebra:	GT-MA1	
Arts & Humanities			**9**

Three guaranteed transfer Arts & Humanities courses
No more than two courses from any one category
(GT-AH1, GT-AH2, GT-AH3, GT-AH4)

History		**3**
One guaranteed transfer History course	GT-HI1	
Social & Behavioral Sciences		**6**
Two guaranteed transfer Social & Behavioral Sciences courses (GT-SS1, GT-SS2, GT-SS3)		
Natural & Physical Sciences		**7-8**
One guaranteed transfer Biology course – must be GT-SC1 (course with lab)	GT-SC1	
One guaranteed transfer Natural & Physical Sciences course of the student's choosing	GT-SC1	
Additional Required Courses		**18**
PSY 101 General Psychology I:	GT-SS3	3
PSY 102 General Psychology II:	GT-SS3	3
Three guaranteed transfer Psychology courses	GT-SS3	9
COM 115 Public Speaking		3
OR		
COM 125 Interpersonal Communication		(3)
Electives		**6-8**

NOTE: Not all courses listed below are available at CCD.

ACC 121, 122		
ANT	–	all courses
ARA	–	all courses 111 and higher
ART	–	all courses
ASL	–	all courses 121 and higher
AST	–	all courses
BIO	–	all courses
BUS 115, 216, 217, 226		
CHE	–	all courses
CHI	–	all courses 111 and higher
CIS 118		
COM	–	all courses
CRJ 110		
CSC 160, 161		
DAN & PED – all courses (up to 4 credits total)		
ECE 101, 102, 205, 238, 241		
ECO	–	all courses 101 and higher
EDU 221		
ENG	–	all courses 121 and higher
ENV 101		
FRE	–	all courses 111 and higher
GEO	–	all courses
GER	–	all courses 111 and higher
GEY	–	all courses
HIS	–	all courses
HUM	–	all courses
HWE 100		
ITA	–	all courses 111 and higher
JOU	–	all courses
JPN	–	all courses 111 and higher
LIT	–	all courses
MAT	–	all courses 120 and higher
MGD	–	all courses
MUS	–	all courses
PHI	–	all courses
PHY	–	all courses
POS	–	all courses
PSY	–	all courses 101 and higher
SOC	–	all courses
SPA	–	all courses 111 and higher
THE	–	all courses
WST	–	all courses
Total		**60**

NOTE: Course substitutions are not permitted for any Statewide Transfer Degree program.

If, because course substitutions are not permitted, a student is not able to complete a transfer degree plan, the student should see a Program Advisor for guidance on completion of an Associate of Arts or Associate of Science degree.

Associate of Arts Degree – Sociology Designation
General Education Course Requirements: 35-36

Communication			6
ENG 121	English Composition I:	GT-CO1	3
ENG 122	English Composition II:	GT-CO2	3
	OR		
ENG 122	English Composition II:	GT-CO2	(3)
	AND		
	a GT-CO3 course	GT-CO3	(3)
Mathematics			**3-4**
MAT 121	College Algebra:	GT-MA1	4
	OR		
MAT 135	Introduction to Statistics:	GT-MA1	(3)
Arts & Humanities			**9**
Three guaranteed transfer Arts & Humanities courses			
(GT-AH1, GT-AH2, GT-AH3, GT-AH4)			
History			**3**
One guaranteed transfer History course		GT-HI1	3
Social & Behavioral Sciences			**6**
Two guaranteed transfer Social & Behavioral Sciences courses			
(GT-SS1, GT-SS2, GT-SS3)			
Natural & Physical Sciences			**8**
Two guaranteed transfer Natural & Physical Sciences courses			
(GT-SC1)			
Additional Required Courses			**18**
COM 115	Public Speaking		3
	OR		
COM 125	Interpersonal Communication		(3)
SOC 101	Introduction to Sociology I:	GT-SS3	3
SOC 102	Introduction to Sociology II:	GT-SS3	3
Three additional guaranteed transfer Sociology courses			
		GT-SS3	9
Electives			**6-7**

NOTE: Not all courses listed below are available at CCD.

ACC 121, 122
ANT – all courses
ARA – all courses 111 and higher
ART – all courses
ASL – all courses 121 and higher
AST – all courses
BIO – all courses
BUS 115, 216, 217, 226
CHE – all courses
CHI – all courses 111 and higher
CIS 118
COM – all courses
CRJ 110
CSC 160, 161
DAN & PED – all courses (up to 4 credits total)
ECE 101, 102, 205, 238, 241
ECO – all courses
EDU 221
ENG – all courses 121 and higher
ENV 101
FRE – all courses 111 and higher
GEO – all courses
GER – all courses 111 and higher
GEY – all courses
HIS – all courses
HUM – all courses
HWE 100
ITA – all courses 111 and higher
JOU – all courses
JPN – all courses 111 and higher
LIT – all courses
MAT – all courses 120 and higher
MGD – all courses
MUS – all courses
PHI – all courses
PHY – all courses
POS – all courses
PSY – all courses 101 and higher
SOC – all courses (see NOTE below)
SPA – all courses 111 and higher
THE – all courses
WST – all courses

	Total		60

NOTE: Additional SOC courses beyond the 5 courses (15 credit hours) identified above may not count toward the Sociology major at the receiving 4-year institution. Please see a Program Advisor for more information.

NOTE: Course substitutions are not permitted for any Statewide Transfer Degree program.

If, because course substitutions are not permitted, a student is not able to complete a transfer degree plan, the student should see a Program Advisor for guidance on completion of an Associate of Arts or Associate of Science degree.

Associate of Arts Degree – Spanish Designation
General Education Course Requirements: 34

Communication			6
ENG 121	English Composition I:	GT-CO1	3
ENG 122	English Composition II:	GT-CO2	3
	OR		
ENG 122	English Composition II:	GT-CO2	(3)
	AND		
	a GT-CO3 course	GT-CO3	(3)
Mathematics			**3**
One guaranteed transfer Mathematics course		GT-MA1	
Arts & Humanities			**9**
SPA 211	Spanish Language III:	GT-AH4	3
SPA 212	Spanish Language IV:	GT-AH4	3
One guaranteed transfer Arts & Humanities course			3
(AH-1, AH-2, AH-3, AH-4)			

NOTE: Those students who have a higher proficiency level than is required for SPA 211 or SPA 212 should substitute other Arts & Humanities courses. Heritage speakers may want to substitute SPA 261 (Grammar-Heritage Lang Speaker) and SPA 262 (Comp-Heritage Lang Speaker), if available.

History			**3**
HIS 244	History of Latin America:	GT-HI1	3
	or another guaranteed transfer History course		
	(GT-HI1) focusing on the Spanish-speaking world (non-U.S.)		
	or another guaranteed transfer non-U.S. History course.		
	(Please see a Program Advisor for assistance.)		
Social & Behavioral Sciences			**6**
Two guaranteed transfer Social & Behavioral Sciences courses			
(GT-SS1, GT-SS2, GT-SS3)			
Natural & Physical Sciences			**7**
Two guaranteed transfer Natural & Physical Sciences courses.			
One of these courses must have the required laboratory (GT-SC1)			
		GT-SC1	
Additional Required Courses			**13**
SPA 111	Spanish Language I		5
SPA 112	Spanish Language II		5

NOTE: SPA 111 or SPA 112 may be waived, based on a student's proficiency level. Students should consult a departmental advisor at the four-year college or university.

COM 115	Public Speaking (recommended)		3
	OR		
COM 125	Interpersonal Communication		(3)

Electives 13

NOTE: Not all courses listed below are available at CCD.

ANT 101, 211, 212
EDU 231
ETH 106, 224
GEO 105
HIS 209, 225, 244, 246, 247, 260
HUM 237
LIT 201, 202, 205
MUS 123
POS 205
SPA 201, 202, 215, 235, 261, 262
FOR 111 - any foreign language other than SPA
FOR 112 - any foreign language other than SPA
FOR 211 - any foreign language other than SPA
FOR 212 - any foreign language other than SPA
All Guaranteed Transfer (GT) courses will be accepted electives

| | | **Total** | | **60** |

NOTE: Course substitutions are not permitted for any Statewide Transfer Degree program.

If, because course substitutions are not permitted, a student is not able to complete a transfer degree plan, the student should see a Program Advisor for guidance on completion of an Associate of Arts or Associate of Science degree.

Associate of Science Degree – Mathematics Designation

General Education Course Requirements: 39

Communication				**6**
ENG	121	English Composition I:	GT-CO1	3
ENG	122	English Composition II:	GT-CO2	3
		OR		
ENG	122	English Composition II:	GT-CO2	(3)
		AND		
		a GT-CO3 course	GT-CO3	(3)
Mathematics				**5**
MAT	201	Calculus I:	GT-MA1	
Arts & Humanities				**9**
Three guaranteed transfer Arts & Humanities courses (GT-AH1, GT-AH2, GT-AH3, GT-AH4)				
History				**3**
One guaranteed transfer History course			GT-HI1	
Social & Behavioral Sciences				**6**
Two guaranteed transfer Social & Behavioral Sciences courses (GT-SS1, GT-SS2, GT-SS2)				
Natural & Physical Sciences				**10**
PHY	211	Physics: Calculus-based I with Lab:	GT-SC1	5
PHY	212	Physics: Calculus-based II with Lab:	GT-SC1	5
Additional Required Courses				**16-17**
COM	115	Public Speaking		3
		OR		
COM	125	Interpersonal Communication		(3)
MAT	202	Calculus II:	GT-MA1	5
MAT	203*	Calculus III: (*not available at CCD)	GT-MA1	4-5
		OR		
MAT	204	Calculus III with Engineering Applications:	GT-MA1	(5)
CSC	160	Computer Science I		4
Electives				**4-5**

NOTE: Not all courses listed below are available at CCD.

ANT	–	all courses
ARA	–	all courses 111 and higher
ART	–	all courses
ASL	–	all courses
AST	–	all courses
BIO	–	all courses
CHE	–	all courses

CHI	–	all courses 111 and higher
CIS	118	
COM	–	all courses
CSC	161	
DAN, HPL and PED – all courses (up to 4 credits total)		
ECO	–	all courses
EDU	211	
ENG	–	all courses 121 and higher
ENV	101	
FRE	–	all courses 111 and higher
GEO	–	all courses
GER	–	all courses 111 and higher
GEY	–	all courses
HIS	–	all courses
HUM	–	all courses
HWE	100	
ITA	–	all courses 111 and higher
JOU	–	all courses
JPN	–	all courses 111 and higher
LIT	–	all courses
MAT	–	all courses 121 and higher
MUS	–	all courses
PHI	–	all courses
PHY	–	all courses
POS	–	all courses
PSY	–	all courses
SOC	–	all courses
SPA	–	all courses 111 and higher
THE	–	all courses
		Total	**60**

NOTE: Course substitutions are not permitted for any Statewide Transfer Degree program.

If, because course substitutions are not permitted, a student is not able to complete a transfer degree plan, the student should see a Program Advisor for guidance on completion of an Associate of Arts or Associate of Science degree.

Associate of Science Degree – Psychology Designation

General Education Course Requirements: 38

Communication				**6**
ENG	121	English Composition I:	GT-CO1	3
ENG	122	English Composition II:	GT-CO2	3
		OR		
ENG	122	English Composition II:	GT-CO2	(3)
		AND		
		a GT-CO3 course	GT-CO3	(3)
Mathematics				**4**
MAT	121	College Algebra:	GT-MA1	4
Arts & Humanities				**3**
PHI	111	Introduction to Philosophy:	GT-AH3	3
		OR		
PHI	112	Ethics:	GT-AH3	(3)
Six additional credits from at least two different categories of guaranteed transfer Arts & Humanities courses (GT-AH1, GT-AH2, GT-AH3, GT-AH4)				6
History				**3**
One guaranteed transfer History course			GT-HI1	
Social & Behavioral Sciences				**6**
Two guaranteed transfer Social & Behavioral Sciences courses (GT-SS1, GT-SS2, GT-SS3)				
Natural & Physical Sciences				**10**
BIO	111	General College Biology I/Lab:	GT-SC1	5
CHE	111	General College Chemistry I/Lab:	GT-SC1	5
Additional Required Courses				**9**
PSY	101	General Psychology I:	GT-SS3	3

PSY	102	General Psychology II:	GT-SS3	3
COM	115	Public Speaking		3
		OR		
COM	125	Interpersonal Communication		(3)
Electives				**13**

NOTE: Not all courses listed below are available at CCD.

ANT	–	all courses
ARA	–	all courses 111 and higher
ASL	–	all courses 121 and higher
AST	–	all courses
BIO	–	all courses 111 and higher
CHE	–	all courses
CHI	–	all courses 111 and higher
CIS 118		
COM	–	all courses
CRJ 110		
CSC 160, CSC 161		
ECO	–	all courses 101 and higher
EDU 221		
ENG	–	all courses 121 and higher
ENV 101		
FRE	–	all courses 111 and higher
GEO	–	all courses
GER	–	all courses 111 and higher
GEY	–	all courses
HIS	–	all courses
HUM	–	all courses
ITA	–	all courses 111 and higher
JOU	–	all courses
JPN	–	all courses 111 and higher
LIT	–	all courses
MAT	–	all courses 120 and higher
PHI	–	all courses
PHY	–	all courses
POS	–	all courses
PSY	–	all courses (200, 258, 265, 268 recommended)
SOC	–	all courses
SPA	–	all courses 111 and higher
WST	–	all courses
Total		**60**

NOTE: Course substitutions are not permitted for any Statewide Transfer Degree program.

If, because course substitutions are not permitted, a student is not able to complete a transfer degree plan, the student should see a Program Advisor for guidance on completion of an Associate of Arts or Associate of Science degree.

ARTICULATION AGREEMENTS

Early Childhood Teacher Education Transfer Agreement

The following courses represent the statewide transfer agreement between the Colorado Community College System and all Colorado four-year institutions offering Early Childhood Teacher Education preparation programs. The first 54 credit hours are common for all transfer institutions. The final 6 elective credits must be determined with the assistance of an advisor as they are specific to the receiving institution. The four year college or university will accept all credits in the student's early childhood education graduation agreement earned within ten years of transfer. Courses earned more than ten years earlier will be evaluated on an individual basis. All interested students should meet with a Program Advisor to select appropriate electives.

General Education Required Courses:				*35*
English				**6**
ENG	121	English Composition I:	GT-CO1	3
ENG	122	English Composition II:	GT-CO2	3

Mathematics				**6**
MAT	120	Mathematics for Liberal Arts:	GT-MA1	4
		OR		
MAT	121	College Algebra:	GT-MA1	(4)
		AND		
MAT	135	Introduction to Statistics:	GT-MA1	3
		OR		
MAT	155*	Integrated Math I (*not offered at CCD)		(3)
		AND		
MAT	156*	Integrated Math II (*not offered at CCD)		(3)
Arts & Humanities				**6**
Choose two courses from the following:				
ART	110	Art Appreciation:	GT-AH1	3
LIT	115	Introduction to Literature I:	GT-AH2	3
LIT	255	Children's Literature		3
MUS	120	Music Appreciation:	GT-AH1	3
Social & Behavioral Sciences				**9**
GEO	105	World Regional Geography:	GT-SS2	3
HIS	121	US History to Reconstruction:	GT-HI1	3
POS	111	American Government:	GT-SS1	3
Natural & Physical Sciences				**8**
SCI	155	Integrated Science I w/Lab	GT-SC1	4
SCI	156	Integrated Science II w/Lab	GT-SC1	4
Additional Required Courses				**19**
COM	115	Public Speaking		3
ECE	101	Introduction to Early Childhood Education		3
ECE	102	Introduction to Early Childhood Lab Techniques		3
ECE	188	Practicum: Early Childhood Education		1
		OR		
ECE	209	Observing & Utilizing Young Children's Assessment Instruments		(1)
		OR		
ECE	236	Child Growth/Developmental Lab		(1)
ECE	205	Nutrition, Health, and Safety		3
ECE	238	Child Growth and Development		3
ECE	241	Administration: Human Relations for Early Childhood Education		3
Electives				**6**
Six credits determined by the transferring institution. Please see a Program Advisor for more information.				
Total				**60**

Elementary Education Articulation Agreement

The following courses represent the statewide transfer agreement between the Colorado Community College System and all Colorado four-year institutions offering Elementary Education teacher preparation programs. The first 41 credit hours are common for all transfer institutions. The final 19 elective credits must be determined with the assistance of an advisor as they are specific to the receiving institution. ENG 121 must be completed with a grade of B or better for transfer. The four year college or university will accept all credits in the student's education graduation agreement earned within ten years of transfer. Courses earned more than ten years earlier will be evaluated on an individual basis. All interested students should contact the Center for Career and Technical Education to meet with a Program Advisor and to select appropriate electives.

Required Courses that Fulfill General Education Requirements:				*35*
English				**6**
ENG	121**	English Composition I:	GT-CO1	3
ENG	122	English Composition II:	GT-CO2	3
Communication				**3**
COM	115	Public Speaking		3
Mathematics				**6**
MAT	155*	Integrated Math I (*not offered at CCD)	3	
MAT	156*	Integrated Math II (*not offered at CCD)	3	

		Arts & Humanities		**3**
LIT	115	Introduction to Literature I:	GT-AH2	3
		OR		
LIT	201	World Literature to 1600:	GT-AH2	(3)
		OR		
LIT	202	World Literature after 1600:	GT-AH2	(3)
		OR		
LIT	211	American Literature to Civil War:	GT-AH2	(3)
		OR		
LIT 2	21*	British Literature to 1770:		
		(*not offered at CCD)	GT-AH2	(3)
		Social & Behavioral Sciences		**9**
GEO	105	World Regional Geography:	GT-SS2	3
HIS	121	US History to Reconst:	GT-HI1	3
POS	111	American Government:	GT-SS1	3
		Physical & Biological Sciences		**8**
SCI	155	Integrated Science I w/Lab:	GT-SC1	4
SCI	156	Integrated Science II w/Lab:	GT-SC1	4
		Education Requirements		**6**
EDU	221	Introduction to Education		3
PSY	238	Child Development:	GT-SS3	3
		Electives		**19**

To be determined by home and transferring institution. See a Program Advisor for more information.

		Total		**60**

*** ENG 121 must be completed with a grade of B or better.*

NOTE: Some institutions may require prescribed general education courses in addition to the courses listed above. If so, these must either be included among the final 19 credit hours at the community college or must be completed at the 4-year institution to complete the baccalaureate degree. Please see a Program Advisor for more information.

ASSOCIATE OF ARTS DEGREE AND PLANS OF STUDY
University Parallel, Transfer Program

An Associate of Arts (AA) degree provides a learning foundation in communications, social sciences, arts, and humanities. Some students work toward the AA degree for purposes of personal enrichment. Many others plan to transfer to four-year colleges and universities to continue their work toward baccalaureate degrees and pre-professional training in such fields as law, business, education, the arts, and social sciences. A student can complete this program in four semesters, going full-time and carrying the required number of hours. A student may choose, due to personal circumstances, to extend the amount of time for completion. The AA degree sometimes is referred to as a "university parallel" or "transfer" degree. The general education core requirements, when completed at CCD, meet the lower-division general education requirements of all public baccalaureate colleges and universities in Colorado. Students graduating with the AA degree may transfer into liberal arts programs in most public baccalaureate colleges and universities with junior standing. Courses to be counted toward the general education core curriculum must be completed with a grade of C or higher. Students planning to transfer should familiarize themselves with the full requirements of the school to which they plan to transfer and should consult with their Program Advisor.

STUDENT PERFORMANCE OBJECTIVES FOR TRANSFER EDUCATION
Community College of Denver's Institutional Outcomes

A CCD graduate is a **Complex Thinker**
A CCD graduate is an **Effective and Ethical User of Technology**
A CCD graduate is an **Effective Communicator**
A CCD graduate is **Globally Aware**
A CCD graduate is **Personally Responsible**
A CCD graduate is a **Numeric Thinker**

AA Degree Program Requirements

Within the AA degree, the college offers plans of study in the following areas: Art, Behavioral Sciences, English/Journalism, English/Writing, Graphic Design, Music Industry Studies/Music Business/Recording Arts, Music Performance, Theatre, and World Languages. The same course may not count toward both the general education requirements and the area of study. A plan of study consists of at least four identified courses in one academic area. If students do not select a plan of study or have fewer than 60 credit hours with their core courses and plan of study, they should take transfer electives (GT Pathways) as needed to complete the 60 credit hours required for the AA degree. Up to 4 credits of physical education may apply to this degree. All courses must be completed with a grade of C or better. All graduates of the AA degree must meet the program requirements listed in the Associate of Arts Degree Plan below.

NOTE: Students who have taken prerequisite courses longer than seven years ago are strongly encouraged to take an assessment test over the prerequisite material to ensure adequate prior knowledge to be successful in future courses. The outcome of the assessment test will help the student determine whether or not he or she needs to re-take the prerequisite course. The assessment test is available in the CCD Testing Center.

For Health Science degrees, because of program accreditation requirements, students must have completed all science courses within the previous seven years before the first day of class in a health program.

Associate of Arts Degree Plan

Required Courses That Fulfill General Education Requirements:				*37*
Written Communication				**6**
ENG	121	English Composition I:	GT-CO1	3
		AND		
ENG	122	English Composition II:	GT-CO2	3
		OR		
ENG	122	English Composition II:	GT-CO2	(3)
		AND		
		a GT-CO3 course	GT-CO3	(3)
Oral Communication				**3**
COM	115	Public Speaking		3
		OR		
COM	125	Interpersonal Communication		(3)
		OR		
COM	220	Intercultural Communication:	GT-SS3	(3)
Mathematics				**3**

MAT 120 or any guaranteed transfer Math course (GT-MA1)

Arts & Humanities		**6**

Six credits of guaranteed transfer Arts & Humanities courses from two different areas (GT-AH1, GT-AH2, GT-AH3, GT-AH4)

Arts & Expression	GT-AH1	
Literature & Humanities	GT-AH2	
Ways of Thinking	GT-AH3	
Foreign Language	GT-AH4	
Social & Behavioral Sciences		**6**

Six credits of guaranteed transfer Social and Behavioral Sciences courses from two different areas (GT-SS1, GT-SS2, GT-SS3)

Economic or Political Systems	GT-SS1	
Geography	GT-SS2	
Human Behavior, Culture or Social Frameworks	GT-SS3	
History		**3**

Three credits of guaranteed transfer History courses (GT-HI1)

History	GT-HI1	
Three credits of guaranteed transfer of the student's choosing from any courses in the listed areas:		**3**

GT-AH1, GT-AH2, GT-AH3, GT-AH4, GT-SS1, GT-SS2, GT-SS3, GT-HI1

Natural & Physical Sciences		**7**

Two guaranteed transfer Natural & Physical Sciences courses
including at least one lab course   GT-SC1/GT-SC2

Electives		**23**

NOTE: Not all courses listed below are available at CCD.

ACC	121, 122
ANT	– all courses
ARA	– all courses 111 and higher
ART	– all courses
ASL	– all course 121 and higher
AST	– all courses
BIO	– all courses
BUS	115, 216, 217, 226
CHE	– all courses
CHI	– all courses 111 and higher
CIS	118
COM	– all courses
CRJ	110
DAN & PED	– all courses (up to 4 credits total)
ECE	101, 102, 205, 238, 241
ECO	– all courses
EDU	221
ENG	– all courses 121 and higher
ENV	101
FRE	– all courses 111 and higher
GEO	– all courses
GER	– all courses 111 and higher
GEY	– all courses
HIS	– all courses
HUM	– all courses
HWE	100
ITA	– all courses 111 and higher
JOU	– all courses
JPN	– all courses 111 and higher
LIT	– all courses
MAT	– all courses 120 and higher
MGD	– all courses
MUS	– all courses
PHI	– all courses
PHY	– all courses
POS	– all courses
PSY	– all courses
SCI	155, 156
SOC	– all courses
SPA	– all courses 111 and higher
THE	– all courses
WST	– all courses
Total	**60**

AA DEGREE SUBJECT AREA PLANS OF STUDY (RECOMMENDED)

A Plan of Study consists of at least 4 courses from the same or a related subject area (course prefix). Students should confer with a Program Advisor in the areas of study in order to determine whether or not courses will transfer. The area of study will not appear on student's transcript or degree.

Art

ART	121	Drawing I	3
ART	221	Drawing II	3
ART	131	2-D Design	3
ART	132	3-D Design	3
ART	151	Painting I	3
ART	251	Painting II	3
		Total	**18**
The following may be taken as Art electives			3
ART	124	Watercolor I	3
ART	128	Figure Drawing I	3
ART	138	Film Photography I	3
ART	139	Digital Photography I	3

ART	252	Painting III		3
ART	253	Painting IV		3
MGD	101	Introduction to Computer Graphics		3
MGD	116	Typography I		3

Students choosing the AA degree with electives in ART should take both of the following courses to satisfy required Arts & Humanities general education credits

ART	111	Art History Ancient to Medieval:	GT-AH1	3
ART	112	Art History Renaissance to Modern:	GT-AH1	3
		Total Art Area of Study		**27**

Behavioral Sciences

See also:

Select 4 courses from the three options listed below. It is highly recommended that students take 6 credit hours of 200 level courses.

		Total		**12**
Anthropology				
ANT	101	Cultural Anthropology:	GT-SS3	3
ANT	107	Introduction to Archaeology:	GT-SS3	3
ANT	111	Physical Anthropology:	GT-SS3	3
ANT	201	Introduction to Forensic Anthropology:	GT-SS3	3
ANT	215	Indians of North America:	GT-SS3	3
ANT	225	Anthropology of Religion		3
ANT	260	Sex, Gender and Culture		3
Psychology				
PSY	101	General Psychology I:	GT-SS3	3
PSY	102	General Psychology II:	GT-SS3	3
PSY	110	Career Development		3
PSY	112	Psychology of Adjustment		3
PSY	200	Research Methodology		3
PSY	205	Psychology of Gender:	GT-SS3	3
PSY	207	Introduction to Forensic Psychology		3
PSY	217	Human Sexuality:	GT-SS3	3
PSY	226	Social Psychology:	GT-SS3	3
PSY	227	Psychology of Death and Dying:	GT-SS3	3
PSY	231	Positive Psychology		3
PSY	235	Human Growth and Development:	GT-SS3	3
PSY	238	Child Development:	GT-SS3	3
PSY	240	Health Psychology:	GT-SS3	3
PSY	249	Abnormal Psychology:	GT-SS3	3
PSY	258	Introduction to Neuropsychology		3
PSY	265	Psychology of Personality:	GT-SS3	3
PSY	268	Organizational Psychology		3
PSY	269	Psychology of Leadership		3
Sociology				
SOC	101	Introduction to Sociology I:	GT-SS3	3
SOC	102	Introduction to Sociology II:	GT-SS3	3
SOC	201	Introduction to Gerontology		3
SOC	203	Urban Socio-Anthropology		3
SOC	205	Sociology of Family Dynamics:	GT-SS3	3
SOC	207	Environmental Sociology:	GT-SS3	3
SOC	210	Technology and Society		3
SOC	215	Contemporary Social Problems:	GT-SS3	3
SOC	216	Sociology of Gender:	GT-SS3	3
SOC	218	Sociology of Diversity:	GT-SS3	3
SOC	220	Sociology of Religion:	GT-SS3	3
SOC	223	Chicanos in a Changing Society		3
SOC	231	Sociology of Deviant Behavior:	GT-SS3	3
SOC	237	Sociology of Death and Dying:	GT-SS3	3
SOC	265	Violence and Culture		3

English/Journalism Plan of Study
Select 4 courses from the following:

JOU	105	Introduction to Mass Media:	GT-SS3	3
JOU	106	Fundamentals of Reporting		3
JOU	206	Intermediate Newswriting & Editing		3
JOU	225	Internet Media		3
JOU	241	Feature and Magazine Writing		3
		Total		**12**

Electives	**11 additional credits**

Select from the AA Approved Electives Course List. It is highly recommended that students take 6 credit hours in 200-level courses.

English/Writing Plan of Study
Select 4 courses from the following:

ENG	201	Writing for Public Discourse:	GT-CO3	3
ENG	221	Creative Writing I		3
ENG	226	Fiction Writing		3
ENG	227	Poetry Writing		3
ENG	228	Writing for the Graphic Novel		3
ENG	230	Creative Nonfiction		3
ENG	236	Writing the Film		3
JOU	106	Fundamentals of Reporting		3
JOU	241	Feature and Magazine Writing		3
		Total		**12**

Electives	**11 additional credits**

Select from the AA Approved Electives Course List. It is highly recommended that students take 6 credit hours in 200-level courses.

Graphic Design Plan of Study

ART	121	Drawing I	3
ART	131	2-D Design	3
MGD	101	Introduction to Computer Graphics	3
MGD	105	Typography and Layout	3
MGD	112	Adobe Illustrator I	3
MGD	116	Typography I	3
		Subtotal	**18**

Add 1 to 2 courses from one of the following:

ART	132	3-D Design	(3)
ART	211	Painting I	(3)
MGD	114	Adobe InDesign	(3)
		Total	**21-24**

Students choosing the AA Degree with study in Graphic Design should take the following courses from the Art and Humanities list under the General Education Core Requirements.

ART	111	Art History I:	GT-AH1	3
ART	112	Art History II:	GT-AH1	3

Music Industry Studies/Music Business/Recording Arts Plan of Study for transfer to UC Denver

Students should meet with 4-year school advisor if planning to transfer prior to their third semester.

First Semester — Fall

MUS	100	Introduction to Music Theory I	3

Second Semester — Spring

MUS	141	Private Instruction I	2
MUS	161	Computer Music Applications I	3

Third Semester — Fall (meet with UC Denver advisor)

MUS	110	Music Theory I	3
MUS	112	Ear Training/Sight-Singing I Lab	1
MUS	131	Music Class I: Piano	2
MUS	162	Computer Music Applications II	3

Fourth Semester — Spring

MUS	111	Music Theory II	3
MUS	113	Ear Training/Sight-Singing II Lab	1
MUS	132	Music Class II: Piano	2
		Total	**23**

Music Performance Plan of Study
First Semester — Fall

MUS	100	Introduction to Music Theory I	3
MUS	141	Private Instruction I	2

Second Semester — Spring

MUS	142	Private Instruction II	2

Third Semester — Fall (meet with 4-year school advisor if planning to transfer)

MUS	110	Music Theory I	3
MUS	112	Ear Training/Sight-Singing I Lab	1
MUS	131	Music Class I: Piano	2
MUS	241	Private Instruction III	2

Fourth Semester — Spring

MUS	111	Music Theory II	3
MUS	113	Ear Training/Sight-Singing II Lab	1
MUS	132	Music Class II: Piano	2
MUS	242	Private Instruction IV	2
		Total	**23**

Students choosing either AA Degree with Music area of study should take 2 of the following courses from the Art and Humanities list under the General Education Core Requirements.

MUS	120	Music Appreciation:	GT-AH1	3
MUS	121	Music History Medieval - Classical:	GT-AH1	3
MUS	122	Music History Romantic-Present:	GT-AH1	3
MUS	123	Survey of World Music:	GT-AH1	3

Theatre Performance Plan of Study
Select 5 courses from the following:

THE	105	Theatre Appreciation:	GT-AH1	3

(May be applied toward Arts & Humanities Core Requirement)

THE	108	Theatre Script Analysis:	GT-AH1	3

(Optional, based on the total of core-curriculum credits earned.)

THE	110	Theatre in Denver	3
THE	111	Acting I	3
THE	112	Acting II	3
THE	115	Stage Movement for Actors	3
THE	131	Theatre Production I	3
THE	150	Comedy	3
THE	284	Internship: Theatre	2
		Total	**14-15**

World Languages Plans of Study
French

Spanish

German

Take the following 4 courses for the German Language.

GER	111	German Language I		5
GER	112	German Language II		5
GER	211	German Language III:	GT-AH4	3
GER	212	German Language IV:	GT-AH4	3
		Total Foreign Language Requirements		**16**

ASSOCIATE OF SCIENCE (AS) DEGREE & PLANS OF STUDY
University Parallel, Transfer Program

The AS degree provides a learning foundation in mathematics and the sciences. Although some students work toward the AS degree for personal enrichment, many plan to transfer to four-year colleges and universities to continue work toward a baccalaureate degree and professional training in such fields as engineering, medicine, mathematics, biology, chemistry, and physics. A student can complete this program in four semesters, going full-time and carrying the required number of hours. A student may choose, due to personal circumstances, to extend the amount of time for completion.

The AS degree is sometimes referred to as a "university parallel" or "transfer" degree. The general education core requirements, when completed at CCD, meet the lower-division general education requirements of all public baccalaureate colleges and universities in the state of Colorado. Students graduating with the AS degree may transfer into liberal arts or sciences programs in all public baccalaureate colleges and universities with junior standing. All courses must be completed with a grade of C or better. Students planning to transfer should familiarize themselves with the full requirements of the school they plan to attend. Many of these guides are available in the Transfer Center. Students should also check the website of their transfer school as well for the most recent information.

STUDENT PERFORMANCE OBJECTIVES FOR TRANSFER EDUCATION (AS DEGREE)
Community College of Denver's Institutional Outcomes

A CCD graduate is a **Complex Thinker**
A CCD graduate is an **Effective and Ethical User of Technology**
A CCD graduate is an **Effective Communicator**
A CCD graduate is **Globally Aware**
A CCD graduate is **Personally Responsible**
A CCD graduate is a **Numeric Thinker**

AS Degree Program Requirements

Within the AS degree, the college offers the following plans of study: Biology, Chemistry, Environmental Science, Physics, Pre-Computer Science, Pre-Dentistry, Pre-Engineering, Pre-Medical, Pre-Nursing, Pre-Nutrition, Pre-Pharmacy, Pre-Physical Therapy, Pre-Physician's Assistant, and Pre-Veterinary Science. The general AS degree plan can be tailored to meet other areas of study. An associate degree can be earned without completing a study area. Students must complete a total of 60 credit hours for the associate degree. Of the 60 hours, 24 credit hours may come from courses within a study area. The same course cannot count toward both a general education and an area of study. Requirements in four-year or professional programs sometimes change yearly. Students should meet regularly with their Program Advisor to ensure satisfactory progress is being made toward completion of the AS degree and transferability of credit to a four-year institution or professional program.

NOTE: Students who have taken prerequisite courses longer than seven years ago are strongly encouraged to take an assessment test over the prerequisite material to ensure adequate prior knowledge to be successful in future courses. The outcome of the assessment test will help the student determine whether or not he or she needs to re-take the prerequisite course. The assessment test is available in the CCD Testing Center.

For Health Science degrees, because of program accreditation requirements, students must have completed all science courses within the previous seven years before the first day of class in a health program.

Associate of Science Degree Plan
Required Courses That Fulfill General Education Requirements: 39

Written Communication			**6**
ENG 121	English Composition I:	GT-CO1	3
	AND		
ENG 122	English Composition II:	GT-CO2	3
	OR		
ENG 122	English Composition II:	GT-CO2	(3)
	AND		
	a GT-CO3 course	GT-CO3	(3)
Oral Communication			**3**
COM 115	Public Speaking		3
	OR		
COM 125	Interpersonal Communication		(3)
	OR		
COM 220	Intercultural Communication:	GT-SS3	(3)
Mathematics			**3**
MAT 121	College Algebra:	GT-MA1	4
	OR		
MAT 122	College Trigonometry:	GT-MA1	(3)
	OR		
MAT 166*	Pre-Calculus: (*not available at CCD)	GT-MA1	(5)
	OR		
MAT 201	Calculus I: or higher	GT-MA1	(5)
Arts & Humanities			**6**

Two guaranteed transfer Arts & Humanities courses from two different areas (GT-AH1, GT-AH2, GT-AH3, GT-AH4)

Arts & Expression	GT-AH1
Literature & Humanities	GT-AH2
Ways of Thinking	GT-AH3
Foreign Language	GT-AH4

History		**3**
One guaranteed transfer History course	GT-HI1	
Social & Behavioral Sciences		**6**

Two guaranteed transfer Social & Behavioral courses from two different areas (GT-HI1, GT-SS1, GT-SS2, GT-SS3)

History	GT-HI1
Economic or Political Systems	GT-SS1
Geography	GT-SS2
Human Behavior, Culture or Social Frameworks	GT-SS3

Natural & Physical Sciences	**12**

One 2-lab course sequence in any guaranteed transfer science discipline (GT-SC1) and additional guaranteed transfer lab science course(s) GT-SC1. (For example: BIO 111 and BIO 112 are a 2-lab sequence. BIO 111 and BIO 201 are NOT a sequence. A third lab science course is required. Extra credits would apply toward electives.)

Electives	**21**

NOTE: Not all courses listed below are available at CCD.

- ANT – all courses
- ARA – all courses 111 and higher
- ART – all courses
- ASL – all courses
- AST – all courses
- BIO – all courses 111 and higher
- CHE – all courses 111 and higher
- CHI – all courses 111 and higher
- CIS 118
- COM – all courses
- CSC 160, 161
- DAN, HPE & PED – all courses (up to 4 credits total)
- ECO – all courses
- EDU 221
- ENG – all courses 121 and higher
- ENV 101
- FRE – all courses 111 and higher

GEO – all courses
GER – all courses 111 and higher
GEY – all courses
HIS – all courses
HUM – all courses
HWE 100
ITA – all courses 111 and higher
JOU – all courses
JPN – all courses 11 and higher
LIT – all courses
MAT – all courses 111 and higher
MUS – all courses
PHI – all courses
PHY – all courses 111 and higher
POS – all courses
PSY – all courses
SOC – all courses
SPA – all courses 111 and higher
THE – all courses

Total			**60**

AS DEGREE SUBJECT AREA PLANS OF STUDY (RECOMMENDED)

A Plan of Study consists of at least 4 courses from the same or a related subject area (course prefix). Students should confer with a Program Advisor in the areas of study in order to determine whether or not courses will transfer. The area of study will not appear on a student's transcript or degree.

Biology Plan of Study

BIO	111	General College Biology with Lab:	GT-SC1	5
BIO	112	General College Biology II with Lab:	GT-SC1	5
CHE	111	General College Chemistry I with Lab	GT-SC1	5
CHE	112	General College Chemistry II with Lab:	GT-SC1	5
MAT	122	College Trigonometry:	GT-MA1	3
MAT	201	Calculus I:	GT-MA1	5
PHY	111	Physics: Algebra-Based I with Lab:	GT-SC1	5
PHY	112	Physics: Algebra-Based II with Lab:	GT-SC1	5

Chemistry Plan of Study

CHE	111	General College Chemistry I with Lab:	GT-SC1	5
CHE	112	General College Chemistry II with Lab:	GT-SC1	5
MAT	122	College Trigonometry:	GT-MA1	3
MAT	201	Calculus I:	GT-MA1	5
MAT	202	Calculus II:	GT-MA1	5
MAT	204	Calculus III/Engineer App:	GT-MA1	5
PHY	211	Physics: Calculus-Based I with Lab:	GT-SC1	5
PHY	212	Physics: Calculus-Based II with Lab:	GT-SC1	5

Environmental Science Plan of Study

BIO	111	General College Biology with Lab:	GT-SC1	5
BIO	112	General College Biology II with Lab:	GT-SC1	5
CHE	111	General College Chemistry I with Lab:	GT-SC1	5
CHE	112	General College Chemistry II with Lab:	GT-SC1	5
ENV	101	Environmental Science with Lab:	GT-SC1	4
GEY	111	Physical Geology with Lab:	GT-SC1	4
MAT	121	College Algebra:	GT-MA1	4
		OR		
MAT	201	Calculus I:	GT-MA1	5
MAT	135	Introduction to Statistics:	GT-MA1	3

Physics Plan of Study

MAT	122	College Trigonometry:	GT-MA1	3
MAT	201	Calculus I:	GT-MA1	5

MAT	202	Calculus II:	GT-MA1	5
MAT	204	Calculus III with Engineering Applications:	GT-MA1	5
MAT	266	Differential Equations with Linear Algebra*		4
CHE	111	General College Chemistry I with Lab:	GT-SC1	5
CHE	112	General College Chemistry II with Lab:	GT-SC1	5
PHY	211	Physics: Calculus-Based I with Lab:	GT-SC1	5
PHY	212	Physics: Calculus-Based II with Lab:	GT-SC1	5

Check with four-year school for transferability.

Pre-Computer Science Plan of Study

*See also: Associate of Applied Science–Computer Information Systems page 72
or Associate of Applied Science-Information Technology page 79*

CSC	160	Computer Science I: (Language)*		4
CSC	161	Computer Science II: (Language, Data Structure)*		4
MAT	122	College Trigonometry:	GT-MA1	3
MAT	201	Calculus I:	GT-MA1	5
MAT	202	Calculus II:	GT-MA1	5
PHY	211	Physics: Calculus-Based I with Lab:	GT-SC1	5
PHY	212	Physics: Calculus-Based II with Lab:	GT-SC1	5
MAT	266	Differential Equations w/Linear Algebra*		4

Check with four-year school for transferability.

Pre-Dentistry Plan of Study

See also: Associate of Applied Science – Dental Hygiene page 73

BIO	111	General College Biology I with Lab:	GT-SC1	5
BIO	112	General College Biology II with Lab:	GT-SC1	5
BIO	204*	Microbiology:	GT-SC1	4
CHE	111	General College Chemistry I with Lab:	GT-SC1	5
CHE	112	General College Chemistry II with Lab:	GT-SC1	5
MAT	122	College Trigonometry:	GT-MA1	3
PHY	111	Physics: Algebra-Based I with Lab:	GT-SC1	5
PHY	112	Physics: Algebra-Based II with Lab:	GT-SC1	5

Check with four-year school for transferability.

Pre-Engineering Plan of Study

CHE	111	General College Chemistry I with Lab:	GT-SC1	5
CHE	112	General College Chemistry II with Lab:*	GT-SC1	5
MAT	122	College Trigonometry:	GT-MA1	3
MAT	201	Calculus I:	GT-MA1	5
MAT	202	Calculus II:	GT-MA1	5
MAT	204	Calculus III with Engineering Applications:	GT-MA1	5
MAT	266	Differential Equations w/Linear Algebra*		4
PHY	211	Physics: Calculus-Based I with Lab:	GT-SC1	5
PHY	212	Physics: Calculus-Based II with Lab:	GT-SC1	5
ECO	201	Principles of Macroeconomics:	GT-SS1	3

Check with four-year school for transferability.

Pre-Medical Plan of Study

BIO	111	General College Biology I with Lab:	GT-SC1	5
BIO	112	General College Biology II with Lab:	GT-SC1	5
CHE	111	General College Chemistry I with Lab:	GT-SC1	5
CHE	112	General College Chemistry II with Lab:	GT-SC1	5
PHY	111	Physics: Algebra-Based I with Lab:	GT-SC1	5
PHY	112	Physics: Algebra-Based II with Lab:	GT-SC1	5
MAT	122	College Trigonometry:	GT-MA1	3
MAT	201	Calculus I:	GT-MA1	5

Pre-Nursing Plan of Study

BIO	111	General College Biology I with Lab:	GT-SC1	5
BIO	201	Human Anatomy and Physiology I with Lab:	GT-SC1	4
BIO	202	Human Anatomy and Physiology II with Lab:	GT-SC1	4
BIO	204	Microbiology with Lab:	GT-SC1	4
CHE	101	Introduction to Chemistry with Lab:	GT-SC1	5

HWE	100	Human Nutrition		3
MAT	121	College Algebra:	GT-MA1	4
MAT	135	Introduction to Statistics:	GT-MA1	3
PSY	235	Human Growth and Development	GT-SS3	3

Students should check with the program they are interested in attending for additional requirements.

Pre-Nutrition Plan of Study

BIO	111	General College Biology I with Lab:	GT-SC1	5
BIO	201	Human Anatomy and Physiology I with Lab:	GT-SC1	4
BIO	202	Human Anatomy and Physiology II with Lab:	GT-SC1	4
CHE	111	General College Chemistry I with Lab: OR	GT-SC1	5
CHE	101	Introduction to Chemistry I with Lab:	GT-SC1	(5)
HWE	100	Human Nutrition		3
MAT	135	Introduction to Statistics:	GT-MA1	3

Choose either:

SOC	101	Introduction to Sociology I: AND	GT-SS3	3
ECO	202	Principles of Microeconomics: OR	GT-SS1	3
ANT	101	Cultural Anthropology: AND	GT-SS3	(3)
ECO	201	Principles of Macroeconomics:	GT-SS1	(3)

Recommended Elective:

HPR	178	Medical Terminology		1-4

Pre-Pharmacy Plan of Study

BIO	111	General College Biology I with Lab:	GT-SC1	5
BIO	112	General College Biology II with Lab:	GT-SC1	5
BIO	204	Microbiology with Lab:	GT-SC1	4
CHE	111	General College Chemistry I with Lab	GT-SC1	5
CHE	112	General College Chemistry II with Lab:	GT-SC1	5
ECO	202	Principles of Microeconomics:	GT-SS1	3
MAT	122	College Trigonometry:	GT-MA1	3
MAT	201	Calculus I:	GT-MA1	5
PHY	111	Physics: Algebra-Based I with Lab:	GT-SC1	5

Pre-Physical Therapy Plan of Study

BIO	111	General College Biology I with Lab:	GT-SC1	5
BIO	112	General College Biology II with Lab:	GT-SC1	5
CHE	111	General College Chemistry I with Lab:	GT-SC1	5
CHE	112	General College Chemistry II with Lab:	GT-SC1	5
MAT	122	College Trigonometry:	GT-MA1	3
MAT	201	Calculus I:	GT-MA1	5
MAT	135	Introduction to Statistics:	GT-MA1	3
PHY	111	Physics: Algebra-Based I with Lab:	GT-SC1	5
PHY	112	Physics: Algebra-Based II with Lab:	GT-SC1	5
PSY	235	Human Growth and Development:	GT-SS3	3
PSY	249	Abnormal Psychology:	GT-SS3	3

Pre-Physician's Assistant Plan of Study

BIO	111	General College Biology I with Lab:	GT-SC1	5
BIO	112	General College Biology II with Lab:	GT-SC1	5
CHE	111	General College Chemistry I with Lab:	GT-SC1	5
CHE	112	General College Chemistry II with Lab:	GT-SC1	5
MAT	122	College Trigonometry:	GT-MA1	3
MAT	201	Calculus I:	GT-MA1	5
PHY	111	Physics: Algebra-Based I with Lab:	GT-SC1	5
PHY	112	Physics: Algebra-Based II with Lab:	GT-SC1	5

Pre-Veterinary Science Plan of Study

BIO	111	General College Biology I with Lab:	GT-SC1	5
BIO	112	General College Biology II with Lab:	GT-SC1	5
CHE	111	General College Chemistry I with Lab:	GT-SC1	5
CHE	112	General College Chemistry II with Lab:	GT-SC1	5
MAT	122	College Trigonometry:	GT-MA1	3
MAT	135	Introduction to Statistics:	GT-MA1	3
PHY	111	Physics: Algebra-Based I with Lab:	GT-SC1	5
PHY	112	Physics: Algebra-Based II with Lab:	GT-SC1	5

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)

All occupational degrees are approved by the State Board for Community College and Occupational Education and have a minimum of 60 credits. The AAS degree prepares students for entry-level employment in a given occupation or upgrades employable skills. While not intended for transfer to a baccalaureate degree program, all AAS degrees have limited transferability. In each AAS program, some of the courses are articulated with and accepted by at least one specific baccalaureate program. Talk with a Program Advisor for specific details.

STUDENT PERFORMANCE OBJECTIVES FOR CAREER & TECHNICAL EDUCATION (CTE) AAS DEGREE AND CERTIFICATE PROGRAMS

A CCD graduate is a **Complex Thinker** who has the ability to learn, reason, make decisions and solve problems; has the ability to organize and maintain files; has the ability to allocate resources — time, money, materials, space and staff; understands organizational and social systems, can monitor and correct performance, and design or improve systems.

A CCD graduate is an **Effective and Ethical User of Technology** who demonstrates basic computer skills and has the ability to use computers to process information; can select equipment and apply technology to specific tasks; understands technological systems, can monitor and correct technical performance, and design or improve technical systems.

A CCD graduate is an **Effective Communicator** who demonstrates basic skills in reading, writing, speaking and listening appropriate to the profession.

A CCD graduate is **Globally Aware** and demonstrates the ability to work on teams and with people, teach others, serve customers, lead, negotiate, value and serve, and work well with and for people from diverse cultures.

A CCD graduate is **Personally Responsible** and demonstrates responsibility, self-management, integrity, and personal, professional and social ethics.

A CCD graduate is a **Numeric Thinker** who demonstrates basic skills in mathematics and the ability to acquire and evaluate data.

Each CTE program area has identified student performance objectives. These performance objectives are provided to students in course syllabi.

Career and Technical Tutoring Services (CTTS)

Career and Technical Tutoring Services (CTTS) provides free individualized and small group tutoring in most subjects for students who have declared a Career and Technical Education (CTE) major or concentration, or are in a CTE class and are registered and attending classes at CCD. CTTS is a federally-funded Perkins activity that serves hundreds of CCD students each year; activity staff work with CTE faculty and staff to provide the most appropriate services for each student.

AAS Degree Program Entry

At the time of application to an AAS program, students must identify which Associate of Applied Science degree program they wish to enter. If interested in Nursing or an Allied Health program, contact an advisor at the Center for Health Sciences at Lowry. Students must apply for entry to all AAS degree programs. Students are encouraged to apply to a program by the time they have completed 12 credits of 100-level courses. Program application forms are available in the Center for Career & Technical Education, the Center for Health Sciences, and the Center for Language, Arts and Behavioral Sciences.

NOTE: Students who have taken prerequisite courses longer than seven years ago are strongly encouraged to take an assessment test over the prerequisite material to ensure adequate prior knowledge to be successful in future courses. The outcome of the assessment test will help the student determine whether or not he or she needs to re-take the prerequisite course. The assessment test is available in the CCD Testing Center.

For Health Science degrees, because of program accreditation requirements, students must have completed all science courses within the previous seven years before the first day of class in a health program.

AAS Degree Program Requirements

See your Program Advisor for details on each AAS degree.

CERTIFICATES

Certificates are designed to provide students with skills needed for entry-level positions in occupational fields and to enhance skills of those already employed in occupational fields. To accelerate opportunities within an occupational field, students enroll in certificates that build to an AAS. Courses in certificates usually apply to Associate of Applied Sciences (AAS) degrees within the program.

Students requiring developmental education courses must complete the developmental courses before declaring an AAS degree or certificate. Students may enroll in courses within their chosen program, if they meet the prerequisites, before declaring a program.

Certificate Program Entry Requirements

Students must apply for entry to all certificate programs. Program application forms are available in the Center for Career & Technical Education, the Center for Language, Arts and Behavioral Science, and the Center for Health Sciences at Lowry.

ACCOUNTING
Associate of Applied Science Degree in Accounting
Accounting

The Accounting AAS degree program provides a solid foundation of general education and occupational courses for students interested in working in the accounting field. Students are prepared for entry-level jobs such as accounting technician, accounts payable or receivable clerk, payroll clerk, bookkeeper, tax preparer, and other related jobs in both the public and private sector. Students planning to transfer to a four-year institution as an accounting major should talk with an advisor.

General Education Requirements

CIS	118	Introduction to PC Applications		3
COM	115	Public Speaking		3
ECO	201	Principles of Macroeconomics:	GT-SS1	3
ENG	121	English Composition I:	GT-CO1	3
MAT	107	Career Math or higher	GT-MA1	3
		Subtotal		**15**

Core Requirements

ACC	115	Payroll Accounting	3
ACC	121	Accounting Principles I	4
ACC	122	Accounting Principles II	4
ACC	132	Tax Help Colorado	2
ACC	133	Tax Help Colorado Practicum	1
ACC	135	Spreadsheet Applications for Accounting	3
ACC	216	Governmental and Not-for-Profit Accounting	3
		OR	
ACC	226	Cost Accounting	(3)
ACC	245	Computerized Accounting with Professional Package	3
BTE	108	Ten-Key by Touch	1
BUS	115	Introduction to Business	3
BUS	216	Legal Environment of Business	3
BUS	217	Business Communication and Report Writing	3
MAR	160	Customer Service	3
		Subtotal	**36**

Select at least 9 credits of electives from the following:

ACC	101	Fundamentals of Accounting		3
ACC	131	Income Tax		3
ACC	287	Cooperative Education		3
BUS	226	Business Statistics		3
CIS	145	Complete PC Database		3
CIS	155	PC Spreadsheet Concepts: Excel		3
ECO	202	Principles of Microeconomics:	GT-SS1	3
ENG	122	English Composition II:	GT-CO2	3
MAN	226	Principles of Management		3
MAR	216	Principles of Marketing		3
PAR	211	Legal Research		3
		Subtotal		**9**
		Total		**60**

Certificate in Accounting
Bookkeeping/Payroll

The Bookkeeping/Payroll certificate program prepares students with the necessary skills to complete full-charge bookkeeping activities; including journal and ledger entries, accounts payable and receivable processing, payroll, and financial statement preparation. The certificate provides a strong foundation in accounting with emphasis on manual and computerized accounting systems and is well suited for individuals currently employed in business looking to advance their career or those looking to enter the field of accounting as a new profession. The certificate is fully transferable to the Associate of Applied Science in Accounting. Please see a Program Advisor about this pathway.

Requirements

ACC	101	Fundamentals of Accounting	3
ACC	115	Payroll Accounting	3
ACC	132	Tax Help Colorado	2
ACC	133	Tax Help Colorado Practicum	1
ACC	135	Spreadsheet Applications for Accounting	3
ACC	245	Computerized Accounting with Professional Package	3
BTE	108	Ten-Key by Touch	1
BUS	115	Introduction to Business	3
BUS	216	Legal Environment of Business	3
BUS	217	Business Communication and Report Writing	3
CIS	118	Introduction to PC Applications	3
MAR	160	Customer Service	3
		Total	**31**

Certificate in Accounting
Tax Preparation

The Tax Preparation certificate program prepares students for careers in individual income tax preparation. Students will learn about basic accounting and tax regulations and how to use tax software to prepare and file tax returns. Students will also obtain practical experience through participating in the Tax Help Colorado program, preparing actual income tax returns for low income families in the Denver Metro area. The certificate can provide individuals with skills necessary to advance in their current business career or provide a solid foundation in income tax preparation for those looking to enter the field of accounting. The certificate is fully transferable to the Associate of Applied Science in Accounting. Please see a Program Advisor about this pathway.

Requirements

ACC	101	Fundamentals of Accounting		3
ACC	131	Income Tax		3
ACC	132	Tax Help Colorado		2
ACC	133	Tax Help Colorado Practicum		1
ACC	135	Spreadsheet Applications for Accounting		3
		OR		
ACC	245	Computerized Accounting with Professional Package		(3)
BTE	108	Ten-Key by Touch		1
CIS	118	Introduction to PC Applications		3
		Total		**16**

APPLIED TECHNOLOGY

Associate of Applied Science Degree in Applied Technology
Applied Technology

Students desiring to complete the Associate of Applied Science (AAS) Degree in Applied Technology will complete the technical course work contained in a state-approved career and technical education program certificate* at one of the four area vocational technical schools (AVTS) including Delta-Montrose Area Vocational Technical Center, Emily Griffith Technical College, San Juan Basin Area Vocational Technical School, and Pickens Technical College.

The general education and other degree requirements will be completed at Community College of Denver (CCD). The AAS degree in Applied Technology will be conferred by Community College of Denver after the general education and other degree requirements have been completed.

The approved career and technical education certificate program at the AVTS prepares students with technical, applied academic and employability skills. Credit in varying amounts from these certificate programs will be applicable to the CCD Applied Technology AAS degree.

Students may enroll concurrently at an AVTS and Community College of Denver. Students must comply with the regulations and requirements relating to admission and attendance at each institution.

A state-approved career and technical education program is a program that is approved by the State Board for Community Colleges and Occupational Education (SBCCOE) and is current.

Minimum requirements

1. 60 semester credits of course work.
2. CCD will accept up to 42-45 credit hours of course work from an approved certificate at an AVTS. Course work that is more than ten years old may not be accepted
3. Cumulative GPA of 2.0 or higher.
4. General education course credits of 15-18 semester credits.
5. Minimum of 15 credit hours of general education requirements must be earned at CCD (see below).
6. Students completing an AVTS certificate of less than 42 credit hours must complete additional credit hours at CCD from the approved General Education list. These credit hours should be selected to complement the certificate from the AVTS and be consistent with the student's future plans. Students transferring a certificate with thirty

or fewer hours will complete a minimum of twelve hours in a single Career and Technical Education discipline. The specific courses must be selected in consultation with a Program Advisor and be approved by the Program Advisor.

Requirements

ENG	121	English Composition I:	GT-CO1	3
		OR		
ENG	131	Technical Writing		(3)
COM	115	Public Speaking		3
		OR		
COM	125	Interpersonal Communication		(3)
MAT	107	Career Math		3
		OR		
MAT	121	College Algebra:	GT-MA1	(4)
		Subtotal		**9-10**

Select 1 course from the following Physical and Biological Sciences requirements **3**

AST	–	all GT–SC1 courses
BIO	–	all GT–SC1 courses
CHE	–	all GT–SC1 courses
ENV	–	all GT–SC1 courses
GEY	–	all GT–SC1 courses
PHY	–	all GT–SC1 courses

Select 1 course from the following Social and Behavioral Sciences requirements **3-5**

ANT	–	all GT–SS3 courses
ECO	–	all GT–SS1 courses
GEO	–	all GT–SS2 courses
HIS	–	all GT–HI1 courses
POS	–	all GT–SS1 courses
PSY	–	all GT–SS3 courses
SOC	–	all GT–SS3 courses
WST	–	all GT–SS3 courses
		General Education Subtotal **15-18**
		Major Requirements Subtotal **42-45**
		Total **60**

ARCHITECTURAL TECHNOLOGIES

The Architectural Technologies program at CCD prepares students for a variety of roles in the architectural profession, from building information modeling (BIM) and computer aided drafting (CAD) to project management roles. The A.A.S. Degree and Targeted Certificates are designed to provide education for people at all stages of their career in architecture.

Associate of Applied Science Degree in Architectural Technologies
Architectural Technologies AAS Degree

The Architectural Technologies program offered by Community College of Denver allows a student to pursue an Associate of Applied Science Degree that provides an opportunity to learn the skills needed to become a Junior Architectural Designer, Architectural Intern, or Building Information Modeler throughout Colorado and the rest of the country. This degree program will include skills from hand drafting/rendering, 2D CAD drafting and 3D Design. In addition, the program includes 3D parametric modeling using the latest version of Revit Architecture. The student will be introduced to Building Information Modeling (BIM), building codes, sustainable design issues, and architectural materials and methods used in residential and commercial architecture. Students considering transfer to a four year institution after completion of the AAS in Architectural Technologies should contact the institution to which they wish to transfer and a CCD academic advisor before registering for any General Education courses. Potential transfer students should take GT Pathways classes for their General Education courses.

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with Program Chair or Center Program Advisor. Call to make an appointment.

General Education Requirements

ART	110	Art Appreciation:	GT-AH1	3
		OR		
CIS	118	Introduction to PC Applications		(3)
COM	125	Interpersonal Communication		3
		OR		
COM	220	Intercultural Communication:	GT-SS3	(3)
ENG	121	English Composition I:	GT-CO1	3
MAT	108	Technical Mathematics		4
		OR		
MAT	121	College Algebra:	GT-MA1	(4)
PHY	105	Conceptual Physics with Lab:	GT-SC1	4
		Subtotal		17

Major Requirements

AEC	100	Introduction to Design Theory		3
AEC	102	Residential Construction Drawing		4
AEC	104	Architectural Drawing Theory		4
AEC	123	Commercial Construction Drawings		4
AEC	125	History of Architecture		3
AEC	218	Sustainable Building Systems		3
AEC	225	Architectural Design and Development		4
AEC	236	International Building Codes		3
AEC	280	Internship		6
		OR		
AEC	289	Capstone		(6)
CAD	224	Revit Architecture		3
CAD	225	AutoCAD Architecture		3
CAD	227	Advanced Revit Architecture		3
		Subtotal		43
		Total		60

Certificate in Architectural Technologies
Basic Architectural Technologies Certificate

This certificate provides currency and skill training for individuals wanting to7 work in the field of Architecture as a Drafter or Building Information Modeler. This program includes skills needed to understand 2D drafting using the AutoDesk/AutoCAD drafting program. This certificate is designed for the student with little or no background in Engineering Graphics and AutoCAD or Revit programs. The certificate is fully transferable to the Associate of Applied Science in Architectural Technologies. Please see a Program Advisor about this pathway.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with Program Chair or Center Program Advisor. Call to make an appointment.

Requirements

ART	110	Art Appreciation:	GT-AH1	3
		OR		
CIS	118	Introduction to PC Applications		(3)
AEC	100	Introduction to Design Theory		3
AEC	102	Residential Construction Drawing		4
AEC	104	Architectural Drawing Theory		4
CAD	224	Revit Architecture		3
CAD	225	AutoCAD for Architecture		3
CAD	227	Advanced Revit Architecture		3

MAT	108	Technical Mathematics		4
		OR		
MAT	121	College Algebra:	GT-MA1	(4)
		Total		27

Certificate in Architectural Technologies
Intermediate Architectural Technologies Certificate

This certificate builds on the Basic Certificate. It provides currency and skill training for individuals wanting to work in the field of Architectural Design. This program includes skills needed to understand 2D &3D parametric drafting using the state of the art drafting program. The certificate is fully transferable to the Associate of Applied Science in Architectural Technologies. Please see a Program Advisor about this pathway.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with Program Chair or Center Program Advisor. Call to make an appointment.

Requirements

AEC	100	Introduction to Design Theory		3
AEC	102	Residential Construction Drawing		4
AEC	104	Architectural Drawing Theory		4
AEC	123	Commercial Construction Drawing		4
AEC	125	History of Architecture		3
AEC	225	Architectural Design and Development		4
AEC	236	International Building Codes		3
CAD	224	Revit Architecture		3
CAD	225	AutoCAD for Architecture		3
CAD	227	Advanced Revit Architecture		3
ART	110	Art Appreciation:	GT-AH1	3
		OR		
CIS	118	Introduction to PC Applications		(3)
COM	125	Interpersonal Communication		3
		OR		
COM	220	Intercultural Communication:	GT-SS3	(3)
ENG	121	English Composition I:	GT-CO1	3
MAT	108	Technical Mathematics		4
		OR		
MAT	121	College Algebra:	GT-MA1	(4)
		Total		47

Certificate in Architectural Technologies
Architectural Technologies Professional Development Certificate

This certificate is designed to improve the skill set of practicing professionals. It emphasizes developing skills and retooling professionals for the new challenges of the job market. It targets the aspects of the architectural profession that are rapidly evolving in the shift to Building Information Modeling. It also examines aspects of the profession that develop across the course of time, such as Building Codes and Sustainable Systems.

Program Admission Requirement

Meet with Program Chair or Center Program Advisor. Call to make an appointment.

Requirements

AEC	218	Sustainable Building Systems		3
AEC	236	International Building Codes		3
CAD	115	Sketchup		3
CAD	224	Revit Architecture		3
CAD	227	Advanced Revit Architecture		3
		Total		15

Certificate in Architectural Technologies
Architectural Technologies Architecture Professional Studies (ARE Prep) Certificate

This certificate is designed to help practicing professionals prepare for the Architectural Registration Exam (ARE). It emphasizes the skills that are expected to be demonstrated in the Multiple Choice divisions of the ARE. The skills presented in this certificate would also be of benefit for an entry level employee in an architect's office to help prepare for a more advanced position in the firm.

Program Admission Requirement

Because these classes are intended for practicing professionals to prepare for the ARE, either the prerequisite requirements of CAD 224 and AEC 102 must be met, or students must meet with the Program Chair for approval. Call to make an appointment.

Requirements

AEC	121	Construction Materials and Systems	3
AEC	122	Construction Practices and Documents	2
AEC	205	Applied Statics and Strengths of Materials	3
AEC	215	Elementary Site Planning	3
AEC	221	Building Electrical and Mechanical Systems	3
AEC	228	Contracts and Legal Environment	3
		Total	**17**

Certificate in Architectural Technologies
Revit Certificate

This program is not eligible for federal student aid.

This one-semester certificate provides currency and skill upgrade training for individuals working in the field or individuals in a related field wishing to obtain Revit skills beyond the entry level. Drafting graduates whose skills are dated and wish to update should use this 6 credit hour certificate to gain those skills required by the profession. Students with little or no experience in architecture or drafting should not select this program.

Program Admission Requirement

Meet with Program Chair or Center Program Advisor. Call to make an appointment.

Requirements

CAD	224	Revit Architecture	3
CAD	227	Advanced Revit Architecture	3
		Total	**6**

BUSINESS ADMINISTRATION
Associate of Applied Science Degrees in Business Administration

The Associate of Applied Science (AAS) degree prepares students for entry level employment or provides the opportunity to upgrade skills. These programs are not intended to transfer to baccalaureate degree programs. Students planning to transfer to a four-year institution as a business major should talk with their advisor about completing the Associate of Arts (AA) in Business.

Community College of Denver currently offers three Associate of Applied Science degrees in Business Administration and two Certificates in Business Administration.

Associate of Applied Science Degree in Business Administration
Management AAS Degree

This program is for individuals interested in a career in management.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program.

General Education Requirements

CIS	118	Introduction to PC Applications		3
COM	115	Public Speaking		3
ECO	201	Principles of Macroeconomics:	GT-SS1	3
ENG	121	English Composition I:	GT-CO1	3
MAT	123	Finite Mathematics:	GT-MA1	4
		Subtotal		**16**

Core Requirements

ACC	121	Accounting Principles I	4
ACC	122	Accounting Principles II	4
BUS	115	Introduction to Business	3
BUS	216	Legal Environment of Business	3
BUS	217	Business Communication and Report Writing	3
BUS	226	Business Statistics	3
MAN	200	Human Resources Management I	3
MAN	226	Principles of Management	3
MAR	216	Principles of Marketing	3
		Subtotal	**29**

Major Requirements

BUS	287	Cooperative Education	3
MAN	116	Principles of Supervision	3
MAN	216	Small Business Management	3
MAN	241	Project Management in Organizations	3
MAR	160	Customer Service	3
		Subtotal	**15**
		Total	**60**

Certificate in Business Administration
Entrepreneurship Certificate

This certificate is designed for those who are interested starting their own business. The certificate is designed to give the student the basic tools for immediate use, including a business plan. Students will learn the skill set necessary to work for him- or herself and also what it takes to build a successful business.

Requirements

ACC	101	Fundamentals of Accounting	3
BUS	110	Working for Yourself	2
BUS	115	Introduction to Business	3
MAN	160	Entrepreneurship	3
MAN	216	Small Business Management	3
MAR	111	Principles of Sales	3
MAR	160	Customer Service	3
MAR	216	Principles of Marketing	3
		Total	**23**

Certificate in Business Administration
Retail Management Certificate

The retail management certificate is designed for individuals with career interests in the retail management field. It is especially appropriate for those seeking the skills and knowledge that may prepare them for career advancement. The 10 required courses are practical and relevant for anyone working in, or supporting, a retail environment.

NOTE: BUS 115, Introduction to Business, is a prerequisite for a number of the courses in this program. We recommend you register for this course in the first semester to ensure you have met the prerequisite requirement.

Requirements

CIS	118	Introduction to PC Applications	3
MAN	128	Human Relations in Organizations	3
MAN	200	Human Resources Management I	3
MAN	226	Principles of Management	3
MAR	117	Principles of Retailing	3
MAR	216	Principles of Marketing	3
		Subtotal	**18**

ACC	101	Fundamentals of Accounting		3
		OR		
ACC	121	Accounting Principles I		(4)
COM	115	Public Speaking		3
		OR		
COM	125	Interpersonal Communication		(3)
BUS	217	Business Communication and Report Writing		3
		OR		
ENG	121	English Composition I:	GT-CO1	(3)
MAT	107	Career Math		3
		OR		
MAT	108	Technical Mathematics		(4)
		OR		
MAT	112	Financial Mathematics		(3)
		OR		
MAT	120	Mathematics for Liberal Arts:	GT-MA1	(4)
		OR		
BUS	226	Business Statistics		(3)
		Subtotal		**12-14**
		Total		**30-32**

Associate of Applied Science Degree in Business Administration
Marketing AAS Degree

This program is for individuals interested in a career in marketing or retail operations.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program.

General Education Requirements

CIS	118	Introduction to PC Applications		3
COM	115	Public Speaking		3
ECO	201	Principles of Macroeconomics:	GT-SS1	3
ENG	121	English Composition I:	GT-CO1	3
MAT	123	Finite Mathematics:	GT-MA1	4
		Subtotal		**16**

Core Requirements

ACC	121	Accounting Principles I	4
ACC	122	Accounting Principles II	4
BUS	115	Introduction to Business	3
BUS	216	Legal Environment of Business	3
BUS	217	Business Communication and Report Writing	3
BUS	226	Business Statistics	3
MAN	200	Human Resources Management I	3
MAN	226	Principles of Management	3
MAR	216	Principles of Marketing	3
		Subtotal	**29**

Major Requirements

BUS	287	Cooperative Education		3
MAR	111	Principles of Sales		3
MAR	160	Customer Service		3
PSY	101	General Psychology I:	GT-SS3	3
		Subtotal		**12**

Select a 3 credit elective from prefix SOC, ECO, ART, MAN, or with permission of your advisor, another prefix. | | | | 3

		Total		**60**

Associate of Applied Science Degree in Business Administration
Real Estate AAS Degree

The Business Administration - Real Estate AAS degree program is offered jointly by CCD and Emily Griffith Technical College. An official school transcript showing completion of Emily Griffith Technical College's real estate courses is required for program advising. Contact your advisor in the Center for Career and Technical Education.

This program emphasis consists of up to 12 credit hours of real estate specific credits. Students must earn 11-12 credits via technical education course work at Emily Griffith Technical College.

General Education Requirements

COM	115	Public Speaking		3
ECO	201	Principles of Macroeconomics:	GT-SS1	3
ENG	121	English Composition I:	GT-CO1	3
MAT	123	Finite Mathematics:	GT-MA1	4
		Subtotal		**13**

Core Requirements

ACC	121	Accounting Principles I	4
ACC	122	Accounting Principles II	4
BUS	115	Introduction to Business	3
BUS	216	Legal Environment of Business	3
BUS	217	Business Communication and Report Writing	3
BUS	226	Business Statistics	3
BUS	287	Cooperative Education	3
MAN	200	Human Resources Management I	3
MAN	226	Principles of Management	3
MAR	160	Customer Service	3
MAR	216	Principles of Marketing	3
		Subtotal	**35**

Major Requirements

Real Estate Broker

CIS	118	Introduction to PC Applications	3
*REE	201	Real Estate Brokers I	6
*REE	202	Real Estate Brokers II	6
		Subtotal	**15**
		Total	**63**
		OR	

Real Estate Appraiser-Licensed

CIS	118	Introduction to PC Applications	3
*REE	117	Intro to Real Estate Appraising	1
*REE	119	15-Hour National USPAP	1
*REE	120	Basic Appraisal Principles	2
*REE	121	Basic Appraisal Procedures	2
*REE	125	Residential Market Analysis	1
*REE	126	Residential Appraiser Site Val	1
*REE	127	Residential Sales Comparison	2
*REE	128	Residential Report Writing	1
		Subtotal	**14**
		Total	**62**

*These courses are offered at Emily Griffith Technical College; for more information, call 720-423-4700.

BUSINESS TECHNOLOGY

Associate of Applied Science Degree in Business Technology

Credit Transfer Limits: To ensure success in the program, courses transferred into BTE degree/certificate options or previously taken at CCD should be no more than five years old upon entering the program.

Administrative Assistant AAS Degree

This program prepares students to enter the business world with high-level business technology skills. The Administrative Assistant degree is an in-depth educational experience with the inclusion of general education and business courses. A graduate from this program will be prepared to be an assistant in a business; proficient in the use of Microsoft Office Suite (Word, Excel, Power Point, & Access), understand standard business documentation, assist in decision-making and develop processes and procedures. Graduates can work in positions such as executive assistant, administrative professional, administrative assistant, office specialist and office professional.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Or, in place of the above requirements, have completed the Administrative Assistant certificate program.

General Education Requirements

CIS	118	Introduction to PC Applications		3
COM	115	Public Speaking		3
ENG	121	English Composition I:	GT-CO1	3
MAT	120	Mathematics for the Liberal Arts:	GT-MA1	4
PSY	101	General Psychology I:	GT-SS3	3
		OR		
POS	105	Introduction to Political Science:	GT-SS1	(3)
		OR		
ECO	201	Principles of Macroeconomics:	GT-SS1	(3)
		Subtotal		**16**

Core Requirements

BTE	100	Computer Keyboarding I	1
BTE	102	Keyboarding Applications I	2
BTE	225	Administrative Office Management	3
BUS	217	Business Communication and Report Writing	3
CIS	135	Complete PC Word Processing/Word (software package)	3
CIS	155	PC Spreadsheet Concepts: Excel	3
CIS	218	Advanced PC Applications	3
		Subtotal	**18**

Major Requirements

ACC	101	Fundamentals of Accounting	3
BTE	103	Keyboarding Applications II	3
BTE	120	Electronic Office Procedures	3
BTE	125	Records Management	3
BTE	156	Business Mathematics with Calculators	4
BTE	287	Internship	3
BUS	115	Introduction to Business	3
CIS	145	Complete PC Database	3
MAR	160	Customer Service	3
		Subtotal	**28**
		Total	**62**

Certificate in Business Technology
Administrative Assistant Certificate

The Administrative Assistant program prepares students to use and understand personal computers, including the use of e-mail, the internet, and Microsoft Office Suite (Word, Excel, Power Point, & Access), write business letters and input data. Graduates are prepared to enter positions as word processors, office assistants, office specialists, administrative assistants and receptionists. The certificate is fully transferable to the Administrative Assistant AAS degree and the Medical Administrative Assistant AAS degree. Please see a Program Advisor about these pathways.

Program Admission Requirements

Meet minimum assessment scores, be co-enrolled or have completed the prerequisites required for general education courses in the program.

Requirements

BTE	100	Computer Keyboarding I	1
BTE	102	Keyboarding Applications I	2
BTE	103	Keyboarding Applications II	3
BTE	120	Electronic Office Procedures	3
BTE	156	Business Mathematics with Calculators	4
BUS	115	Introduction to Business	3
BUS	217	Business Communication and Report Writing	3
CIS	118	Introduction to PC Applications	3
CIS	135	Complete PC Word Processing/Word (software package)	3
CIS	155	PC Spreadsheet Concepts: Excel	3

CIS	218	Advanced PC Applications	3
MAR	160	Customer Service	3
		Total	**34**

Certificate in Business Technology
General Office Assistant Certificate

This certificate prepares students for entry-level positions in the business world. This certificate is appropriate for those students who desire a few basic office skills necessary to start a career or are planning to pursue an Associate of Applied Science or higher degree. Students completing this certificate can work in positions such as receptionists, office assistants or clerks. The certificate is fully transferable to the Administrative Assistant AAS degree and the Medical Administrative Assistant AAS degree. Please see a Program Advisor about these pathways.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program.

Requirements

ACC	101	Fundamentals of Accounting	3
BTE	100	Computer Keyboarding I	1
BTE	102	Keyboarding Applications I	2
BUS	115	Introduction to Business	3
CIS	118	Introduction to PC Applications	3
CIS	135	Complete PC Word Processing/Word (software package)	3
MAR	160	Customer Service	3
		Total	**18**

Associate of Applied Science Degree in Business Technology
Legal Administrative Assistant AAS Degree

This program prepares students to enter in the legal business community with a high-level of skill in office technology. A graduate from this program will be prepared to perform as an assistant in a legal organization; proficient in the use of the Microsoft Office Suite (Word, Excel, Power Point, & Access), understand standard business/legal documents, assist in decision-making, and develop processes and procedures. Graduates can work in positions such as legal administrative assistants with both private and public sector law offices, legal departments in nonprofit organizations and court systems. Many students in this program couple the paralegal certificate with this degree to enhance their legal knowledge.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program.

General Education Requirements

CIS	118	Introduction to PC Applications		3
COM	115	Public Speaking		3
ENG	121	English Composition I:	GT-CO1	3
MAT	107	Career Math		3
PSY	101	General Psychology I:	GT-SS3	3
		OR		
POS	105	Introduction to Political Science:	GT-SS1	(3)
		OR		
ECO	201	Principles of Macroeconomics:	GT-SS1	(3)
		Subtotal		**15**

Core Requirements

BTE	100	Computer Keyboarding I	1
BTE	102	Keyboarding Applications I	2
BTE	225	Administrative Office Management	3
BUS	217	Business Communication and Report Writing	3
CIS	155	PC Spreadsheet Concepts: Excel	3
CIS	218	Advanced PC Applications	3
		Subtotal	**15**

Major Requirements

ACC	101	Fundamentals of Accounting		3
BTE	103	Keyboarding Applications II		3
BTE	117	Legal Terminology & Procedures		3
BTE	125	Records Management		3
BTE	287	Internship		3
BUS	115	Introduction to Business		3
BUS	216	Legal Environment of Business		3
CIS	135	Complete PC Word Processing/Word (software package)		3
PAR	115	Introduction to Law		3
PAR	211	Legal Research		3
		Subtotal		**30**
		Total		**60**

Associate of Applied Science Degree in Business Technology
Medical Administrative Assistant AAS Degree

This program prepares students to enter in the medical business community with high-level skills in office technology. A graduate from this program will be prepared to be an office assistant to a medical institution, proficient in the use of the Microsoft Office Suite (Word, Excel, Power Point, & Access), understand standard business/medical documentation, assist in decision-making, develop processes and procedures, and understand medical terminology and medical filing. Graduates can work in positions as medical administrative assistants with private and public medical offices, clinics and hospitals.

The degree offers a more in-depth educational approach to Medical Administrative Assistant than the Medical Administrative Assistant Certificate with the inclusion of general education and more medical and business courses.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program.

General Education Requirements

CIS	118	Introduction to PC Applications		3
COM	115	Public Speaking		3
ENG	121	English Composition I:	GT-CO1	3
MAT	120	Mathematics for the Liberal Arts:	GT-MA1	4
PSY	101	General Psychology I:	GT-SS3	3
		OR		
POS	105	Introduction to Political Science:	GT-SS1	(3)
		OR		
ECO	201	Principles of Macroeconomics:	GT-SS1	(3)
		Subtotal		**16**

Core Requirements

BTE	100	Computer Keyboarding I	1
BTE	102	Keyboarding Applications I	2
BTE	225	Administrative Office Management	3
BUS	217	Business Communication and Report Writing	3
CIS	135	Complete PC Word Processing/Word (software package)	3
CIS	155	PC Spreadsheet Concepts: Excel	3
CIS	218	Advanced PC Applications	3
		Subtotal	**18**

Major Requirements

ACC	101	Fundamentals of Accounting	3
BTE	103	Keyboarding Applications II	3
BTE	120	Electronic Office Procedures	3
BTE	125	Records Management	3
BTE	156	Business Mathematics with Calculators	4
BTE	287	Cooperative Education	3
BUS	115	Introduction to Business	3
HPR	178	Medical Terminology	2
MAR	160	Customer Service	3

Select an additional 2 credit hours with Business Technology advisor's approval.	*2*
Subtotal	**29**
Total	**63**

Certificate in Business Technology
Medical Administrative Assistant Certificate

Prepares students for jobs such as medical records clerks, medical secretaries, etc. The certificate is fully transferable to the Medical Administrative Assistant AAS degree. Please see a Program Advisor about this pathway.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program.

Requirements

ACC 101		Fundamentals of Accounting	3
BTE 100		Computer Keyboarding I	1
BTE 102		Keyboarding Applications I	2
BTE 103		Keyboarding Applications II	3
BTE 120		Electronic Office Procedures	3
BTE	125	Records Management	3
BTE	156	Business Mathematics with Calculators	4
BTE	225	Administrative Office Management	3
CIS	118	Introduction to PC Applications	3
CIS	135	Complete PC Word Processing/Word (software package)	3
HPR	178	Medical Terminology	2
Select an additional 4 credit hours with Business Technology advisor's approval.			4
		Total	**34**

Associate of Applied Science Degree in Business Technology
Office Manager AAS Degree

This program prepares students to enter the business community, ready to become an important part of the management team, using high-level skills in office technology and knowledge of management principles. The Office Manager degree offers an in-depth educational experience in office management, with the inclusion of general education, management and business courses. A graduate from this program will be able to proficiently use the Microsoft Office Suite (Word, Excel, Power Point, & Access), understand standard business documentation, assist in higher level decision-making, develop processes and procedures, and balance accounts. Graduates can work in positions as office managers or program assistants with business/industry, nonprofit agencies, or in the public sector.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Or, in place of the above requirements, have completed the Administrative Assistant certificate program.

General Education Requirements

CIS	118	Introduction to PC Applications		3
COM	115	Public Speaking		3
ENG	121	English Composition I:	GT-CO1	3
MAT	120	Mathematics for the Liberal Arts:	GT-MA1	4
PSY	101	General Psychology I:	GT-SS3	3
		OR		
POS	105	Introduction to Political Science:	GT-SS1	(3)
		OR		
ECO	201	Principles of Macroeconomics:	GT-SS1	(3)
		Subtotal		**16**

Core Requirements

BTE	100	Computer Keyboarding I	1
BTE	102	Keyboarding Applications I	2

BTE	225	Administrative Office Management	3
BUS	217	Business Communication and Report Writing	3
CIS	135	Complete PC Word Processing/Word (software package)	3
CIS	155	PC Spreadsheet Concepts: Excel	3
CIS 2	18	Advanced PC Applications	3
		Subtotal	**18**

Major Requirements

ACC	101	Fundamentals of Accounting	3
BTE	103	Keyboarding Applications II	3
BTE	120	Electronic Office Procedures	3
BTE	125	Records Management	3
BTE	156	Business Mathematics with Calculators	4
BTE	187	Cooperative Education/Internship	2
BUS	115	Introduction to Business	3
MAN	200	Human Resources Management I	3
MAN	226	Principles of Management	3
MAR	160	Customer Service	3
		Subtotal	**30**
		Total	**64**

Certificate in Business Technology
Office Manager Certificate

This program prepares students to enter the business community, ready to become an important part of the management team, using high-level skills in office technology and knowledge of management principles. A graduate from this program will be able to proficiently use the Microsoft Office Suite (Word, Excel, Power Point, & Access), understand standard business documentation, assist in decision-making, and balance accounts. Graduates can work in positions as office managers or program assistants with business/industry, nonprofit agencies, or in the public sector. The certificate is fully transferable to the Office Manager AAS degree. Please see a Program Advisor about this pathway.

Requirements

ACC	101	Fundamentals of Accounting	3
BTE	100	Computer Keyboarding I	1
BTE	102	Keyboarding Applications I	2
BTE	156	Business Mathematics with Calculators	4
BUS	115	Introduction to Business	3
BUS	217	Business Communication and Report Writing	3
CIS	118	Introduction to PC Applications	3
CIS	135	Complete PC Word Processing/Word (software package)	3
CIS	155	PC Spreadsheet Concepts: Excel	3
MAN	200	Human Resources Management I	3
MAR	160	Customer Service	3
		Total	**31**

COMPUTER INFORMATION SYSTEMS
Associate of Applied Science Degree in Computer Information Systems

This degree prepares students to obtain entry-level employment in the Computer Information Systems industry. The CIS core prepares students to current industry standards while the business core ensures that students will have the business foundation necessary to compete in the workforce. Potential students should see a Program Advisor for more information on transferability.

This degree transfers to Metropolitan State University of Denver's Bachelors of Science Degree in Computer Information Systems.

Credit Transfer Limitations:

To ensure success in the program, courses transferred into the Computer Information Systems or the Information Technology degree/certificate options or previously taken at CCD should have the following time limits:

Application courses – 5 years
Programming courses – 5 years

Networking courses – 5 years
Certification courses – 3 years
General education courses – 10 years
Business courses – 10 years

If the transferring student has current industry experience, the time limit for applicable courses may be waived upon approval of the program chair.

General Education Requirements

COM	115	Public Speaking		3
ENG	121	English Composition I:	GT-CO1	3
ENG	122	English Composition II:	GT-CO2	3
MAT	123	Finite Mathematics:	GT-MA1	4
POS	105	Introduction to Political Science:	GT-SS1	3
PSY	101	General Psychology I:	GT-SS3	3
		Subtotal		**19**

Business Requirements

ACC	121	Principles of Accounting		4
BUS	216	Legal Environment of Business		3
BUS	217	Business Communication and Report Writing		3
ECO	201	Principles of Macroeconomics:	GT-SS1	3
ECO	202	Principles of Microeconomics:	GT-SS1	3
MAR	216	Principles of Marketing		3
		Subtotal		**19**

Major Requirements

BTE	100	Computer Keyboarding	1
CIS	118	Introduction to PC Applications	3
CIS	267	Management of Information Systems	3
CNG	116	Microcomputer Hardware	3
CNG	120	A+ Certification Prep	4
CNG	124	Networking I: Network+	3
CNG	125	Networking II: Network+	3
CSC	119	Introduction to Programming	3
		Subtotal	**23**
		Total	**61**

Certificate in Computer Information Systems
Computer Technology Certificate

This one semester certificate is designated to prepare students for employment as computer technicians. Students completing this certificate will be prepared to take the CompTIA A+ certification examinations.

Requirements

CIS	118	Introduction to PC Applications	3
CNG	116	Microcomputer Hardware	3
CNG	120	A+ Certification Preparation	4
CNG	124	Networking I: Network+	3
CNG	125	Networking II: Network+	3
		Total	**16**

CRIMINAL JUSTICE
Associate of Applied Science Degree in Criminal Justice

See also: Associate Degree of Arts - Criminal Justice Designation

This program prepares graduates for the critical work in community corrections. These courses may be accepted, on an individual basis, when pursuing a baccalaureate degree in Criminal Justice in preparation for a career in law enforcement, corrections, and probation and parole environments.

Criminal Justice AAS Degree

CRJ	110	Introduction to Criminal Justice	3
CRJ	125	Policing Systems	3
CRJ	145	Correctional Process	3
CRJ	205	Principles of Criminal Law	3
CRJ	236	CRJ Research Methods	3

		Subtotal		**15**

General Education Courses

Arts & Humanities:			GT-AH1	
			GT-AH2	
			GT-AH3	
			GT-AH4	3
English (ENG 121 or higher)			GT-CO1	3
			GT-CO2	
Math (MAT 107 or higher)				3
Science				3
Social & Behavioral Science			GT-SS1	
			GT-SS2	
			GT-SS3	3
		Subtotal		**15**

Electives - select 10 courses from the following:

CRJ	127	Crime Scene Investigation	3
CRJ	135	Judicial Function	3
CRJ	146	Community Based Corrections	3
CRJ	208	Criminal Evidence	3
CRJ	210	Constitutional Law	3
CRJ	215	Constitutional Rights of Inmates	3
CRJ	230	Criminology	3
CRJ	231	Introduction to Forensic Science and Criminalistics	3
CRJ	239	Managing Emergency Worker Stress	3
CRJ	250	Computer Crime Investigations	3
CRJ	257	Victimology	3
CRJ	275	Special Topics	3
LEA	246	Traffic Investigation (*not offered at CCD)	3
PSM	104	Introduction to Emergency Management	3
PSM	110	School Violence	3
PSM	204	Terrorism, Intelligence, and Justice	3
		Subtotal	**30**
		Total	**60**

Certificate in Criminal Justice
Homeland Security Certificate

This program prepares students for positions in policing with an emphasis in Homeland Security. The program features an integration of current practices and technologies used by first responders and the government to protect the public against safety threats. The certificate is fully transferable to the Criminal Justice AAS degree. Please see a Program Advisor about this pathway.

Requirements

CRJ	110	Introduction to Criminal Justice	3
CRJ	125	Policing Systems	3
CRJ	145	Correctional Process	3
CRJ	205	Principles of Criminal Law	3
CRJ	236	CRJ Research Methods	3
		Subtotal	**15**

Electives - select 5 courses from the following:

CRJ	127	Crime Scene Investigations	3
CRJ	135	Judicial Function	3
CRJ	208	Criminal Evidence	3
CRJ	230	Criminology	3
CRJ	231	Introduction to Forensic Science and Criminalistics	3
CRJ	250	Computer Crime Investigations	3
CRJ	257	Victimology	3
CRJ	275	Special Topics	3
PSM	204	Terrorism, Intelligence, and Justice	3
		Subtotal	**15**
		Total	**30**

DENTAL HYGIENE
Associate of Applied Science Degree in Dental Hygiene
Center for Health Sciences at Lowry
Dental Hygiene

This program prepares the student to practice as a professional dental hygienist following successful completion of 28 credit hours of pre-professional prerequisites and 65 credit hours of professional study. Successful completion of the prerequisite courses and the full Dental Hygiene curriculum results in an Associate of Applied Science (AAS) degree in Dental Hygiene. After successful completion of the program, students are eligible to take the written national board dental hygiene exam and regional/state clinical board exams. These exams are necessary to become a licensed, registered Dental Hygienist.

Dental hygienists are licensed preventive oral health professionals who provide educational, clinical and therapeutic services in dentistry. Dental hygienists perform procedures such as oral prophylaxis, application of preventive agents, exposure of dental radiographs, patient education and nutritional counseling. Career opportunities for hygienists are available in a variety of settings; including private dental practices, community dental health clinics, public schools, clinical and basic science research laboratories, state and federal health facilities, and management positions.

Dental Hygiene applications are available July 1st and must be submitted and postmarked no later than December 1st of each year to be considered for admission into the class beginning fall of the next academic year. Admission into the program is based upon a 100 point system which consists of the following criteria: required Dental Hygiene prerequisites which must consist of a minimum science GPA of a 3.0 (25 points) and a minimum general GPA of a 2.5 (15 points), performance on the Health Occupational Aptitude Exam (15 points), letters of recommendation (5 points), hygienist observations (6 points), dental experience (4 points — must obtain a dental assisting certificate or be employed more than 6 months at a dental office), interview with the application committee (25 points) and proof of Colorado residency (5 points). Because of the competitive admissions process, all prerequisite courses must be taken for a letter grade. Once accepted into the program, all grading is conducted on a 7 point grade scale. A student cannot earn lower than a C in any Dental Hygiene course in order to progress to the next level or graduate.

All Dental Hygiene students should enter the program with basic computer skills to include, but not limited to, word processing, creation of power point presentations, email, and use of D2L. Students must have access to a computer as most of the faculty utilize email and D2L for communication.

To find out more information about the Dental Hygiene program and application process, visit www.ccd.edu/dental

Dental Hygiene Prerequisites:
1. Dental Hygiene Science prerequisites must show a cumulative GPA of 3.0 and be current to within 7 years of the date the program begins. (Grades for like course(s) taken within 2 years will be averaged.)
2. Dental Hygiene General prerequisites must show a cumulative GPA of 2.5. (Grades for like course(s) taken within 2 years will be averaged.)
3. Overall cumulative GPA (combination of general and science Dental Hygiene prerequisites) must not be lower than 2.8.
4. Math Basic Skills Assessment score of 70 or higher or a college level equivalent math course will be required.

BIO	201	Human Anatomy and Physiology I with Lab:	GT-SC1	4
BIO	202	Human Anatomy and Physiology II with Lab:	GT-SC1	4
BIO	204	Microbiology with Lab:	GT-SC1	4
		BIO 208 can be substituted for BIO 204		
CHE	109	General, Organic and Biochemistry		4
		CHE 111 and CHE 112 can be substituted for CHE 109		
COM	115	Public Speaking		

COM	125 or 126 can be substituted for COM 115			3
ENG	121	English Composition I:		
ENG	122 can be substituted for ENG 121		GT-CO1	3
PSY	101	General Psychology I: PSY 102, 226, 235, 240 can be substituted for PSY 101	GT-SS3	3
SOC	101	Introduction to Sociology I: SOC 102, 218, ANT 101 can be substituted for SOC 101	GT-SS3	3
		Subtotal		**28**
DEH	100	Dental Hygiene Basic & Terminology I		1

The DEH 100 course is taken after acceptance into the program the summer prior to the first semester.

Requirements

DEH	101	Preclinical Dental Hygiene Lecture	2
DEH	102	Preclinical Dental Hygiene Care	3
DEH	103	Dental Anatomy and Histology	3
DEH	104	Dental Radiology	3
DEH	111	Dental and Medical Emergencies	2
DEH	116	Preventive Dentistry and Special Needs Patients	2
DEH	122	Periodontics I	2
DEH	123	Head and Neck Anatomy	1
DEH	126	Dental Materials	2
DEH	132	Applied Pharmacology	2
DEH	133	Local Anesthesia	2
DEH	134	Advanced Clinical Skills	1
DEH	138	Nitrous Oxide/Oxygen Sedation	1
DEH	150	Lasers: Theory and Practice	1
DEH	153	Clinical Theory of Dental Hygiene I	2
DEH	170	Clinical Practice of Dental Hygiene I	4
DEH	171	Clinical Practice of Dental Hygiene I-A	2
DEH	202	Applied Nutrition in Dentistry	2
DEH	204	Community Dental Health I	2
DEH	213	General and Oral Pathology	3
DEH	221	Ethics and Practice Management	2
DEH	225	Community Dental Health II: Field Experience	1
DEH	242	Periodontics II	2
DEH	268	Clinical Theory of Dental Hygiene II	2
DEH	270	Clinical Practice of Dental Hygiene II	6
DEH	271	Clinical Practice of Dental Hygiene III	7
DEH	282	Periodontics III	1
DEH	285	Clinical Theory of Dental Hygiene III	2
		Total DEH Courses	**65**
DEH	266	National Board Review (optional)	(2)

EARLY CHILDHOOD EDUCATION
Associate of Applied Science Degree in Early Childhood Education
See also the ECE transfer degree
Early Childhood Education AAS Degree

This program meets the academic needs for personnel involved in the care and education of young children (birth through 8 years) and all Colorado Department of Human Services licensing academic requirements. A grade of C or better is required in all degree courses. Students completing the degree requirements will have met the requirements for the Early Childhood Teacher, Level I and Level II – ECE certificates and the Early Childhood Education Director certificate.

In addition to the academic requirement, the Colorado Department of Human Services requires 24 months (3,640 hours) of work experience.

To ensure success in the program, ECE credits older than seven years should not be used towards a currently offered certificate or degree. The program chair can make exceptions for students continually employed in the field (at least 3/4 time) after completing the course.

Program Admission Requirements
Meet minimum assessment scores or prerequisites required for general education courses in the program. See a Program Advisor for more information.

NOTE: Background checks will be required for some courses in this program and for employment in this field.

General Education Requirements

ENG	121	English Composition I:	GT-CO1	3
COM	115	Public Speaking		3
MAT	107	Career Math		3
		OR		
MAT	155	Integrated Math I (*not offered at CCD)		(3)
		Subtotal		**9**

Social & Behavioral Sciences *(Select 1 course from the following):*

PSY	101	General Psychology I:	GT-SS3	3
		OR		
PSY	102	General Psychology II:	GT-SS3	(3)
		OR		
SOC	101	Introduction to Sociology:	GT-SS3	(3)
		Subtotal		**3**

Humanities *(Select 1 course from the following)*

MUS	120	Music Appreciation:	GT-AH1	3
		OR		
ART	110	Art Appreciation:	GT-AH1	(3)
		Subtotal		**3**

Major Requirements

ECE	101	Introduction to Early Childhood Education	3
ECE	102	Introduction to Early Childhood Lab	3
ECE	103	Guidance Strategies for Young Children	3
ECE	108	The Assessment Process in Early Childhood Education	1
ECE	188	Practicum: Early Childhood Education	3
ECE	205	Nutrition, Health and Safety	3
ECE	209	Observing and Utilizing Young Children's Assessment Instruments	1
ECE	220	Curriculum Development: Methods and Techniques	3
ECE	236	Child Growth/Developmental Lab	1
ECE	238	Child Growth and Development	3
ECE	240	Administration of Early Childhood Care and Education Programs	3
ECE	241	Administration: Human Relations for Early Childhood Education	3
ECE	256	Working with Parents, Families and Community System	3
ECE	288	Practicum: Early Childhood Education	3
		Subtotal	**36**

Select 9 credits from the following curriculum electives

ECE	111	Infant and Toddler Theory and Practice	3
ECE	112	Introduction to Infant/Toddler Lab Techniques	3
ECE	226	Creativity and the Young Child	3
ECE	228	Language and Literacy	3
ECE	260	Exceptional Child	3
		Subtotal	**9**
		Total	**60**

Certificate in Early Childhood Education
Early Childhood Education Director Certificate

This program prepares graduates for director-qualified positions in early childhood care and education settings. A grade of C or better is required in all certificate and degree courses. Students completing the Director certificate requirements also will have met the requirements for the Early Childhood Teacher, Level I and Level II – ECE certificates. The certificate is fully transferable to the Early Childhood Education AAS degree. Please see a Program Advisor about this pathway.

This curriculum meets Colorado Human Services licensing education requirements. In addition to this academic requirement, the Colorado Department of Human Services requires 24 months (3,640 hours) of work experience.

To ensure success in the program, ECE credits older than seven years should not be used towards a currently offered certificate or degree. The

program chair can make exceptions for students continually employed in the field (at least 3/4 time) after completing the course.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program. See a Program Advisor for more information.

NOTE: Background checks will be required for some courses in this program and for employment in this field.

Requirements

ECE	101	Introduction to Early Childhood Education	3
ECE	102	Introduction to Early Childhood Lab Techniques	3
ECE	103	Guidance Strategies for Young Children	3
ECE	111	Infant and Toddler Theory and Practice	3
ECE	205	Nutrition, Health and Safety	3
ECE	220	Curriculum Development: Methods and Techniques	3
ECE	236	Child Growth/Developmental Lab	1
ECE	238	Child Growth and Development	3
ECE	240	Administration of Early Childhood Care and Education Programs	3
ECE	241	Administration: Human Relations for Early Childhood Education	3
ECE	256	Working with Parents, Families and Community System	3
ECE	260	Exceptional Child	3
		Subtotal	**34**
Select 1 course from the following			*3*
ECE	226	Creativity and the Young Child	(3)
ECE	228	Language and Literacy	(3)
		Total	**37**

Certificate in Early Childhood Education
Early Childhood Teacher, Level I – ECE
This program is not eligible for federal student aid.

This program prepares graduates for entry level positions in early childhood care and education settings. A grade of C or better is required in all certificate and degree programs.

In addition to this academic requirement, the Colorado Department of Human Services requires work experience.

All Early Childhood Teacher, Level I – ECE certificate credits apply toward the requirements of the AAS degree and certificates in Early Childhood Education.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program. See a Program Advisor for more information.

NOTE: Background checks will be required for employment in this field.

Requirements

ECE	101	Introduction to Early Childhood Education	3
ECE	103	Guidance Strategies for Young Children	3
		Total	**6**

Certificate in Early Childhood Education
Early Childhood Teacher, Level II – ECE

This program prepares graduates for group leader or infant toddler positions in early childhood care and education settings. A grade of C or better is required in all certificate and degree courses.

In addition to this academic requirement, the Colorado Department of Human Services requires work experience.

All Early Childhood Teacher, Level II – ECE certificate credits apply toward the requirements of the AAS degree in Early Childhood Education. The Early Childhood Teacher, Level II – ECE certificate credits are

fully transferable to the Early Childhood Education Director Certificate if the program requirements are carefully selected with the assistance of a Program Advisor.

To ensure success in the program, ECE credits older than seven years should not be used towards a currently offered certificate or degree. The program chair can make exceptions for students continually employed in the field (at least 3/4 time) after completing the course.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program. See a Program Advisor for more information.

NOTE: Background checks will be required for some courses in this program and for employment in this field.

Requirements

ECE	101	Introduction to Early Childhood Education	3
ECE	102	Introduction to Early Childhood Lab AND	3
ECE	220	Curriculum Development: Methods and Techniques OR	3
ECE	111	Infant and Toddler Theory and Practice AND	(3)
ECE	112	Introduction to Infant/Toddler Lab Techniques	(3)
ECE	103	Guidance Strategies for Young Children	3
ECE	236	Child Growth/Developmental Lab	1
ECE	238	Child Growth and Development	3
		Total	**16**

ELECTRONEURODIAGNOSTIC TECHNOLOGY
Associate of Applied Science Degree in Electroneurodiagnostic Technology
Center for Health Sciences at Lowry
Electroneurodiagnostic Technology

This program prepares the student for an entry-level position as an Electroneurodiagnostic (END) Technologist in a variety of clinical settings, including hospitals. The program's course work includes classroom, laboratory and clinical internship experience. Graduates earn an AAS degree and are dually eligible to apply for board exams by the American Board of Registration of Electroencephalographic and Evoked Potential Technologists Inc. (ABRET) as well as the Board of Registered Polysomnographic Technologists (BRPT).

Program Admission Requirements

- Prior to enrolling at the college, students must complete an online application for admission. The online application is available at www.ccd.edu, select "enroll online/apply to CCD" and follow the directions.
- Meet minimum assessment scores or prerequisites required for general education courses in the program.
- Complete the General Education requirements. Apply for admission with the Center for Health Sciences at Lowry by submitting a completed Electroneurodiagnostic application packet.

NOTE: All prerequisite science classes must have been taken within seven academic years and math classes within ten academic years prior to the end of the semester preceding the start of the program.

General Education Requirements

BIO	201	Human Anatomy and Physiology I with Lab:	GT-SC1	4
BIO	202	Human Anatomy and Physiology II with Lab:	GT-SC1	4
CIS	118	Introduction to PC Applications		3
ENG	121	English Composition I:	GT-CO1	3
MAT	121	College Algebra:	GT-MA1	4

SOC	101	Introduction to Sociology I:	GT-SS3	3
		OR		
PSY	101	General Psychology I:	GT-SS3	(3)
		OR		
PSY	235	Human Growth and Development:	GT-SS3	(3)
		Subtotal		**21**

Requirements				
END	102	Electroencephalography (EEG) I		4
END	103	Instrumentation/Principles		3
END	112	Electroencephalography (EEG) II		3
END	115	Patient Care and Safety		3
END	206	Neuroanatomy and Physiology		3
END	209	Polysomnography		4
END	210	Clinical Neurology		3
END	251	Related Modalities		3
END	280	Internship		5
END	281	Clinical Internship I		5
END	282	Clinical Internship II		5
		Subtotal		**41**
		Total		**62**

EMERGENCY MEDICAL SERVICES
Certificate in Emergency Medical Services
Center for Health Sciences at Lowry
Emergency Medical Technician (EMT) Certificate
This program is not eligible for federal student aid.

The Emergency Medical Technician (EMT) certificate option in the Emergency Medical Services (EMS) program provides students with the knowledge and skills necessary to obtain employment in ambulance, rescue, or other pre-hospital emergency service settings. Program graduates provide direct patient care, scene management, and patient transportation under the direction of EMS service physician advisors. Courses within the EMT certificate program must be taken in specific succession for students to be eligible to sit for the EMT National Registry certification exams.

Elective courses provide students with EMT certification, knowledge and skills needed for additional certifications or increased job marketability. Open enrollment courses are particularly suited for students with an allied health background.

Program Application, Admission and Requirements
Prior to registration for this program the following criteria must be met and approved.
- Students must complete an online application for admission. The online application is available at www.ccd.edu, select "enroll online/ apply to CCD" and follow the directions.
- Take and pass the CCD Basic Skills Assessment Test (BSAT) in the Testing Center; Phone 303-556-3810. Score at least the following on the BSAT test:
- English: ACSS 95
- Reading: ACRC 80
- Math: ACEA 45

If the SAT/ACT scores are high enough, students may be waived from taking the BSAT. Possession of a bachelor or associates degree from a regionally accredited college waives the BSAT and/or SAT/ACT requirements.
- Pass Background Check.
- Documentation of required immunizations.
- Offices and classes are located at Rita Bass Trauma Institute, 190 W. 6th Ave., Denver.
- For more information go to: ccd.edu/department/EmergencyMedicalServices

Major Requirements			
EMS	121	EMT Fundamentals	3
EMS	122	EMT Medical Emergencies	4
EMS	123	EMT Trauma Emergencies	2
EMS	124	EMT Special Considerations	2
EMS	170	EMT Basic Clinical	1
		Total	**12**

Electives			
EMS	130	*EMT Intravenous Therapy	(2)
EMS	126	EMT Refresher	(2)
HPR	190	Basic EKG Interpretation	(2)

* Student must be Colorado EMT certified and accepted into the EMS program to enroll in EMS 130.

ENGINEERING GRAPHICS
In Engineering Graphics Mechanical CADD, designer/drafters are professionals who make 3D solid models, technical production drawings and documents using sophisticated computer-aided design software. Professional engineering and design industry software such as AutoCAD, AutoDesk Inventor, Solidworks, and ProE/Creo are taught at CCD. Using 3D models and drawings, students can execute complex designs for everything from a humble can opener to aerospace designs. Graduates of the CCD Engineering Graphics program can find employment in high tech design industries such as medical technology, aerospace, and sustainable energy.

Associate of Applied Science Degree in Engineering Graphics
Mechanical Drafter AAS Degree
The Engineering Graphics Mechanical Drafter program allows a student to pursue an Associate of Applied Science Degree that provides an opportunity to learn the skills needed to become a CAD/Drafter in many of the important industries throughout Colorado and the country. This degree program will include the skills from 2D CAD drafting to 3D parametric modeling. Along the degree path, students will also have opportunities to augment their CAD skills with rapid prototyping, using a state-of-the-art 3D printer, as well as exposure to Computer Aided Machining programs such as Gibbs CAM and MasterCAM. Also in the degree plan, students will be trained in mechanical design and will develop an understanding of mechanical design with an eye towards manufacturability.

Program Admission Requirements
1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with Program Chair or Center Program Advisor. Call to make an appointment.

General Education Requirements				
CIS	118	Introduction to PC Applications		3
COM	115	Public Speaking		3
ENG	121	English Composition I:	GT-CO1	3
MAT	108	Technical Mathematics		4
PHY	105	Introduction to Physics:	GT-SC1	4
		Total		**17**

Major Requirements			
CAD	101	Computer Aided Drafting I	3
CAD	102	Computer Aided Drafting II	3
CAD	153	Introduction to Pro Engineer/Basics	3
CAD	240	Inventor I-AutoDesk	3
CAD	244	Advanced Inventor	3
CAD	255	Solidworks/Mechanical	3
EGT	103	Technical Drafting III	3
EGT	106	Introduction to Axonometric Views	3
EGT	107	Introduction to Sections and Auxiliary Views	3
EGT	160	Introduction to Industrial Drafting and Design	3
EGT	205	Geometric Dimension & Tolerance	3
EGT	250	Advanced Industrial Drafting and Design	6

EGT	289	Capstone: Projects in 3-D for Industrial Drafting & Design	6
		Subtotal	**45**
		Total	**62**

Certificate in Engineering Graphics
Engineering Graphics Intermediate Mechanical Certificate

This certificate builds on the Basic Certificate. It provides currency and skill training for individuals wanting to work in the field of Engineering Graphics Mechanical Design. This program includes skills needed to understand 3D parametric drafting using the state of the art drafting program. This certificate is fully transferable to the Associate of Applied Science Degree in Engineering Graphics-Mechanical Drafter Degree. Please see a Program Advisor about this pathway.

Program Admission Requirements
1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with Program Chair or Center Program Advisor. Call to make an appointment.

Requirements

CAD	101	Computer Aided Drafting I	3
CAD	102	Computer Aided Drafting II	3
CAD	153	Introduction to Pro Engineer/Basics	3
CAD	240	Inventor I-AutoDesk	3
CAD	244	Advanced Inventor	3
CAD	255	Solidworks/Mechanical	3
CIS	118	Introduction to PC Applications	3
COM	115	Public Speaking	3
EGT	103	Technical Drafting III	3
EGT	106	Introduction to Axonometric Views	3
EGT	107	Introduction to Sections and Auxiliary Views	3
EGT	160	Introduction to Industrial Drafting	3
EGT	205	Geometric Dimension & Tolerance	3
EGT	250	Advanced Industrial Drafting and Design	6
MAT	108	Technical Mathematics	4
		Total	**49**

Certificate in Engineering Graphics
Engineering Graphics Basic Mechanical Certificate

This certificate provides currency and skill upgrade training for individuals working in the field, individuals in a related field wishing to obtain AutoCAD skills and/or mechanical/architectural drafting graduates whose skills are dated. This program includes two introductory courses; students with little or no background in AutoCAD should select this program. This certificate is fully transferable to the Associate of Applied Science Degree in Engineering Graphics-Mechanical Drafter Degree. Please see a Program Advisor about this pathway.

Program Admission Requirements
1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Meet with Program Chair or Center Program Advisor. Call to make an appointment.

Requirements

CAD	101	Computer Aided Drafting I	3
CAD	102	Computer Aided Drafting II	3
CIS	118	Introduction to PC Applications	3
EGT	103	Technical Drafting III	3
EGT	106	Introduction to Axonometric Views	3
EGT	107	Introduction to Sections and Auxiliary Views	3
EGT	160	Introduction to Industrial Drafting	3
MAT	108	Technical Mathematics	4
		Total	**25**

Certificate in Engineering Graphics
Inventor Certificate

This program is not eligible for federal student aid.
This one-semester certificate provides currency and skill upgrade training for individuals working in the field or individuals in a related field wishing to obtain Inventor skills beyond the entry level. Drafting graduates whose skills are dated and wish to update should use one of these 6 credit hour certificates to gain those skills required in industry. Students with little or no background in AutoCAD should not select this program.

Program Admission Requirements
Meet with Program Chair or Center Program Advisor. Call to make an appointment.

Requirements

CAD	240	Inventor I-AutoDesk	3
CAD	244	Advanced Inventor	3
		Total	**6**

Certificate in Engineering Graphics
Solidworks Certificate

This program is not eligible for federal student aid.
This one-semester certificate provides currency and skill upgrade training for individuals working in the field or individuals in a related field wishing to obtain Solidworks skills beyond the entry level. Drafting graduates whose skills are dated and wish to update should use one of these 6 credit hour certificates to gain those skills required in industry. Students with little or no background in AutoCAD should not select this program.

Program Admission Requirements
Meet with Program Chair or Center Program Advisor. Call to make an appointment.

Requirements

CAD	255	Solidworks/Mechanical	3
CAD	259	Advanced Solidworks	3
		Total	**6**

GRAPHIC DESIGN
Associate of Applied Science Degree in Graphic Design
Graphic Design AAS Degree

This program provides the skills necessary for entry into the field of graphic design. The graphic design profession involves graphic and advertising design, illustration, and pre-press. The Graphic Design program allows students to develop basic skills common to all three specialties, while developing an emphasis in one.

Successful students may enjoy careers in book/publication design, Web page design, package design, ad/promotional design, and where creative typography and image are needed to move ideas and information.

Students are expected to buy their own tools and materials. The beginning program courses require an original investment of between $100 and $300 and students are expected to add needed tools and materials as the program progresses.

Program Admission Requirements
Meet minimum assessment scores or prerequisites required for general education courses in the program.

General Education Requirements

ART	111	Art History Ancient to Medieval:	GT-AH1	3
ART	112	Art History Renaissance to Modern:	GT-AH1	3
COM	115	Public Speaking		3
ENG	121	English Composition I:	GT-CO1	3
MAT	107	Career Math		3
		OR		

MAT 120	Mathematics for the Liberal Arts: (GT-MA1) or other higher GT-MA1 course	
	Subtotal	**15**
Major Requirements		
ART 121	Drawing I	3
ART 131	2-D Design	3
ART 132	3-D Design	3
ART 139	Digital Photography I (formerly ART 143 Digital Photography)	3
ART 151	Painting I (formerly ART 211 Painting I)	3
MGD 101	Introduction to Computer Graphics	3
MGD 105	Typography and Layout	3
MGD 111	Adobe PhotoShop I	3
MGD 112	Adobe Illustrator I	3
MGD 114	Adobe InDesign	3
MGD 116	Typography I	3
MGD 141	Web Design I	3
MGD 203	Design and Concept	3
MGD 213	Electronic Pre-press	3
MGD 289	Capstone: Studio Art/Portfolio (Graphic Design)	3
	Subtotal	**45**
	Total	**60**

Certificate in Graphic Design
Graphic Design Certificate

Courses in the certificate sequence are applicable to the Graphic Design AAS degree and normally can be completed in two semesters. On completion of major requirements, students may choose one of three emphases, each of which will prepare students for a career in graphic design. MGD 101 is prerequisite to all computer classes. This certificate is fully transferable to the Associate of Applied Science Degree in Graphic Design. Please see a Program Advisor about this pathway.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program.

Major requirements

ART 131	2-D Design	3
MGD 101	Introduction to Computer Graphics	3
MGD 105	Typography and Layout	3
MGD 112	Adobe Illustrator I	3
MGD 116	Typography I	3
MGD 203	Design and Concept	3
MGD 213	Electronic Pre-press	3
	Subtotal	**21**
Electives: Select two courses (6 credits) from the following:		
ART 139	Digital Photography I	3
ART 151	Painting I	3
MGD 111	Adobe Photoshop I	3
MGD 114	Adobe InDesign	3
MGD 141	Web Design I	3
	Subtotal	**6**
Capstone (Required)		
MGD 289	Capstone: Studio Art/Portfolio (Graphic Design)	3
	Total	**30**

HUMAN SERVICES
Associate of Applied Science Degree in Human Services
Human Services AAS Degree

This degree is a career-oriented program that prepares students for entry-level employment in communities and institutions that serve clients with a variety of human needs. Students may choose to focus on specific skill areas, such as social service agencies, health care centers, youth services, substance abuse programs, geriatric centers, child abuse programs, community corrections facilities, crisis centers and domestic violence programs. Students who intend on eventually completing a Bachelor's degree in Human Services should complete the transfer oriented AAS Human Services Transfer Degree option instead. All AAS Human Services coursework must be completed with a grade of C or better. This program is accredited by the Council for Standards in Human Service Education (www.cshse.org).

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program.

General Education Requirements

COM 115	Public Speaking		3
ENG 121	English Composition I:	GT-CO1	3
MAT 107	Career Math		3
	OR		
MAT 120	Mathematics for the Liberal Arts:	GT-MA1	(4)
	OR		
MAT 121	College Algebra: (or higher)	GT-MA1	(4)
PSY 101	General Psychology I:	GT-SS3	3
	OR		
PSY 235	Human Growth and Development:	GT-SS3	(3)
	OR		
SOC 101	Introduction to Sociology I:	GT-SS3	(3)
Select one guaranteed transfer Arts & Humanities course from the following areas:			*3*
Arts & Expression		GT-AH1	
Literature & Humanities		GT-AH2	
Ways of Thinking		GT-AH3	
Foreign Language		GT-AH4	
	Subtotal		**15-16**
Major Requirements			
HSE 105	Introduction to Social Welfare		3
HSE 106	Survey of Human Services		3
HSE 107	Interviewing Principles and Practices		3
HSE 108	Introduction to Therapeutic Systems		3
HSE 109	Social Issues in Human Services		3
HSE 188	Human Services Practicum I		4
HSE 205	Human Services for Groups		3
HSE 206	Human Services for Families		3
HSE 207	Community Organization		3
HSE 208	Social Welfare Policy		3
HSE 209	Crisis Theory and Intervention		3
HSE 288	Human Services Practicum II		4
HSE 289	Human Services Practicum III Capstone		7
	Subtotal		**45**
	Total		**60-61**

Associate of Applied Science Transfer Degree in Human Services
Human Services AAS Transfer Degree

The following courses represent the transfer oriented Associate of Applied Science degree for Human Services majors. Upon completion of the AAS Human Services Transfer Degree, students may transfer to Metropolitan State University of Denver's Bachelor of Science program in Human Services. All AAS Human Services Transfer coursework must be completed with a grade of C or better. The program is accredited by the Council for Standards in Human Service Education (www.cshse.org).

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program.

Communications			**9**
ENG	121	English Composition I: GT-CO1	3
ENG	122	English Composition II: GT-CO2	3
COM	115	Public Speaking	3
		OR	
COM	125	Interpersonal Communication	(3)
Mathematics			**3**
Select one guaranteed transfer Math course		GT-MA1	
Arts and Humanities			**6**

Select two guaranteed transfer Arts & Humanities courses from the following areas:

Arts & Expression	GT-AH1	
Literature & Humanities	GT-AH2	
Ways of Thinking	GT-AH3	
Foreign Language	GT-AH4	
History		**3**

Select one guaranteed transfer History course from the following list:
HIS 101, HIS 102, HIS 111, HIS 112,

HIS 244, HIS 247, HIS 255	GT-HI1	
Social and Behavioral Sciences		**6**

Select two guaranteed transfer courses from two different Social and Behavioral Systems areas with one course being from the Human Behavior, Culture, or Social Frameworks area (GT-SS3):

Economic & Political Systems	GT-SS1	3
OR		
Geography	GT-SS2	(3)
Human Behavior, Culture or Social Frameworks	GT-SS3	3
Natural and Physical Sciences		**4**

Select one guaranteed transfer course from the Natural and Physical Sciences.

		GT-SC1	
		Total CORE	**31**

Major Requirements

HSE	106	Survey of Human Services	3
HSE	107	Interviewing Principles and Practices	3
HSE	108	Introduction to Therapeutic Systems	3
HSE	188	Human Services Practicum I	4
HSE	205	Human Services for Groups	3
HSE	206	Human Services for Families	3
HSE	288	Human Services Practicum II	4
HSE	289	Human Services Practicum III Capstone	7
		Subtotal	**30**
		Total	**61**

Certificate in Human Services
Residential Aide/Case Management Certificate

This program prepares students for entry-level positions as case management aides or residential aides. The Residential Aide/Case Management Certificate is fully transferable to the AAS Human Services if the Guaranteed Transfer General Education Course requirements are carefully selected with the assistance of a Program Advisor. Most courses can also be applied to the AAS Human Services Transfer degree. Please consult with the Human Services Department Chair or the Program Advisor to verify the transferability of courses.

Students must complete all certificate coursework with a grade of C or better.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program.

General Education Requirements

Select any two guaranteed transfer courses from the following categories: GT-CO1, GT-CO2, GT-MA1, GT-SC1, GT-SC2, GT-AH1, GT-AH2, GT-AH3, GT-AH4, GT-SS1, GT-SS2, GT-SS3, or GT-HI1	6

Core Requirements

HSE	106	Survey of Human Services	3
HSE	107	Interviewing Principles and Practices	3
HSE	108	Introduction to Therapeutic Systems	3
HSE	188	Human Services Practicum I	4
HSE	209	Crisis Theory and Intervention	3
Choose any Human Services course as an elective			3
		Subtotal	**19**
		Total	**25**

INFORMATION TECHNOLOGY
Associate of Applied Science Degree in Information Technology

Credit Transfer Limitations:

To ensure success in the program, courses transferred into the Computer Information Systems or the Information Technology degree/certificate options or previously taken at CCD should have the following time limits:

> Application courses – 5 years
> Programming courses – 5 years
> Networking courses – 5 years
> Certification courses – 3 years
> General education courses – 10 years
> Business courses – 10 years

If the transferring student has current industry experience, the time limit for applicable courses may be waived upon approval of the program chair.

Information Technology AAS

This program prepares students to obtain an entry-level position in the Information Technology industry. This degree offers students a broad educational background in computer information systems. Students can choose to specialize in a specific IT category by using the nine elective credits to focus on a particular area. Students completing this degree will qualify for the CompTIA A+ certification exams and gain experience in networking, computer security and database management. Students will enhance their communication skills and obtain exposure to the business environment.

Program Admission Requirements

1. Meet minimum assessment scores or prerequisites required for general education courses in the program.
2. Completion of 6 credit hours of college-level work.

General Education Requirements

CIS	118	Introduction to PC Applications		3
COM	115	Public Speaking		3
ENG	131	Technical Writing I		3
MAT	121	College Algebra:	GT-MA1	4
PSY	101	General Psychology I:	GT-SS3	3
		Subtotal		**16**

Core Requirements

CIS	124	Introduction to Operating Systems	3
CIS	240	Database Design and Development	3
CIS	267	Management of Information Systems	3
CNG	116	Microcomputer Hardware	3
CNG	120	A+ Certification Preparation	4
CNG	124	Networking I: Network+	3
CNG	132	Network Security Fundamentals	3
CSC	119	Introduction to Programming	3
Elective		CNG prefix only; requires instructor approval	3
		Subtotal	**28**

Business Requirements

BTE	100	Computer Keyboarding I	1
BUS	115	Introduction to Business	3
BUS	217	Business Communication and Report Writing	3
MAR	160	Customer Service	3
		Subtotal	**10**

Additional Requirements

Select at least 9 additional credits from the following prefixes:
BTE on page 97, CIS on page 101, CNG on page 102, CWB on page 106 or
CSC on page 105   9

		Total	**63**

Certificate in Information Technology
Computer Service and Support Certificate

This program prepares students as entry-level computer service technicians. Students completing this certificate will be prepared for the CompTIA A+ certification examinations and the CompTIA Network+ certification exam. Students will obtain the skills necessary to assemble and repair personal computers and peripherals, install software applications and configure personal computers on the network.

Requirements

CIS	118	Introduction to PC Applications	3
CIS	124	Introduction to Operating Systems	3
CIS	135	Complete PC Word Processing/Word (software package)	3
CIS	145	Complete PC Database	3
CIS	155	PC Spreadsheet Concepts: Excel	3
CNG	116	Microcomputer Hardware	3
CNG	120	A+ Certification Preparation	4
CNG	124	Networking I: Network+	3
CNG	125	Networking II: Network+	3
CNG	211	Windows XP Configuration	3
		Total	**31**

Certificate in Information Technology
Network Security Certificate

This program prepares students as entry-level network security specialists. Students will be trained in state of the art security practices that will provide them with the skills necessary to maintain a network and protect the network from internal and external security threats. Students completing this certificate will be prepared for the CompTIA Network+ and the CompTIA Security+ certification examinations.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program.

Requirements

CIS	118	Introduction to PC Applications	3
CNG	116	Microcomputer Hardware	3
CNG	124	Networking I: Network+	3
CNG	125	Networking II: Network+	3
CNG	131	Principles of Information Assurance	3
CNG	132	Network Security Fundamentals	3
CNG	209	MS Server Active Directory Configuration	4
CNG	211	Windows XP Configuration	3
		Total	**25**

MACHINE TECHNOLOGIES
Associate of Applied Science Degree in Machine Technologies
CCD North
CNC Manufacturing AAS Degree

This program prepares students with the entry level skills necessary to perform tasks of developing 3D programming to operate a Computer Numerical Controlled (CNC) machining center.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program. Refer to the Course Descriptions section of this catalog for course prerequisites. Students may take individual courses, if the course prerequisites are met, prior to being accepted into this program.

Requirements

1st Semester

MAC	100	Machine Shop Safety		1
MAC	101	Introduction to Machine Shop		3
MAC	102	Blueprint Reading		3
MAC	110	Introduction to Engine Lathe		3
MAC	120	Introduction to Milling Machine		3
MAT	108	Technical Mathematics		4
		Subtotal		**17**

2nd Semester

CAD	101	Computer Aided Drafting I		3
CIS	118	Introduction to PC Applications		3
ENG	121	English Composition I:	GT-CO1	3
		OR		
ENG	131	Technical Writing I		(3)
MAC	111	Intermediate Engine Lathe		3
MAC	121	Intermediate Milling Machine		3
		Subtotal		**15**

3rd Semester

COM	115	Public Speaking		3
MAC	145	Production Manufacturing Concepts		3
MAC	201	Introduction to CNC Turning Operations		3
MAC	205	Introduction to CNC Milling Operations		3
MAC	240	CAD/CAM 2-D		3
		Subtotal		**15**

4th Semester

MAC	220	Modern Production Manufacturing		3
MAC	245	CAD/CAM 3-D		3
MAC	250	Advanced Inspection Techniques		3
MAC	252	Practical Metallurgy		3
POS	105	Introduction to Political Science:	GT-SS1	3
		OR		
SOC	101	Introduction to Sociology I:	GT-SS3	(3)
		Subtotal		**15**
		Total		**62**

Associate of Applied Science Degree in Machine Technologies
CCD North
CNC Management AAS Degree

This program prepares students with the entry level skills necessary to perform tasks of developing 3D programming to operate a Computer Numerical Controlled (CNC) machining center and management of manufacturing processes.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program. Refer to the Course Descriptions section of this catalog for course prerequisites. Students may take individual courses, if the course prerequisites are met, prior to being accepted into this program.

Requirements

1st Semester

MAC	100	Machine Shop Safety	1
MAC	101	Introduction to Machine Shop	3
MAC	102	Blueprint Reading	3
MAC	110	Introduction to Engine Lathe	3
MAC	120	Introduction to Milling Machine	3
MAT	108	Technical Mathematics	4
		Subtotal	**17**

2nd Semester

CAD	101	Computer Aided Drafting I		3
CIS	118	Introduction to PC Applications		3
ENG	121	English Composition I:	GT-CO1	3
		OR		
ENG	131	Technical Writing I		(3)
MAC	111	Intermediate Engine Lathe		3
MAC	121	Intermediate Milling Machine		3
		Subtotal		**15**

3rd Semester

COM	115	Public Speaking		3
MAC	145	Production Manufacturing Concepts		3
MAC	201	Introduction to CNC Turning Operations		3
MAC	205	Introduction to CNC Milling Operations		3
MAC	240	CAD/CAM 2-D		3
		Subtotal		**15**

4th Semester

MAC	220	Modern Production Manufacturing		3
MAC	250	Advanced Inspection Techniques		3
MTE	230	Design for Manufacturability		3
MTE	244	Lean Manufacturing - Practices and Processes		3
POS	105	Introduction to Political Science:	GT-SS1	3
		OR		
SOC	101	Introduction to Sociology I:	GT-SS3	(3)
		Subtotal		**15**
		Total		**62**

Certificate in Machine Technologies
CCD North
Basic Machining Certificate

This program will instruct a student in the basics of shop safety, drill presses, saws, engine lathes, milling machines, measuring instruments and basic drafting. This certificate is the logical starting point for the more comprehensive certificates and degrees in the Machine Technologies program.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program. Students may take individual courses, if the course prerequisites are met, prior to being accepted into this program.

Requirements

MAC	100	Machine Shop Safety	1
MAC	101	Introduction to Machine Shop	3
MAC	102	Blueprint Reading	3
MAC	110	Introduction to Engine Lathe	3
MAC	111	Intermediate Engine Lathe	3
MAC	120	Introduction to Milling Machine	3
MAC	121	Intermediate Milling Machine	3
MAT	108	Technical Mathematics	4
		Total	**23**

Certificate in Machine Technologies
CCD North
Intermediate Machining Certificate

This program prepares a student with the job-entry skills necessary to perform most operations on the vertical mill, horizontal mill, lathe and grinder/shaper. This certificate is the second logical step for the more comprehensive certificates and degrees in the Machine Technologies program.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program. Students may take individual courses, if the course prerequisites are met, prior to being accepted into this program.

Requirements

1st Semester

MAC	100	Machine Shop Safety	1
MAC	101	Introduction to Machine Shop	3
MAC	102	Blueprint Reading	3
MAC	110	Introduction to Engine Lathe	3
MAT	108	Technical Mathematics	4
		Subtotal	**14**

2nd Semester

MAC	111	Intermediate Engine Lathe	3
MAC	120	Introduction to Milling Machine	3
MAC	121	Intermediate Milling Machine	3
MAC	201	Introduction to CNC Turning Operations	3
MAC	205	Introduction to CNC Milling Operations	3
		Subtotal	**15**
		Total	**29**

Certificate in Machine Technologies
CCD North
CNC Machine Tool Operator Certificate

Computer Numeric Control (CNC) Machine Tool Operator is a program that prepares students with the job-entry skills necessary to perform most operations on the vertical mill, horizontal mill, lathe, grinder/shaper, CNC mill and CNC lathe. Graduates are prepared to enter positions as CNC Machine Tool Operators. All program credits apply toward the AAS Machining Technologies degree with an emphasis in either CNC Machining Technologies Manufacturing or Management.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program. Students may take individual courses, if the course prerequisites are met, prior to being accepted into this program.

Requirements

1st Semester

MAC	100	Machine Shop Safety	1
MAC	101	Introduction to Machine Shop	3
MAC	102	Blueprint Reading	3
MAC	110	Introduction to Engine Lathe	3
MAC	120	Introduction to Milling Machine	3
MAT	108	Technical Mathematics	4
		Subtotal	**17**

2nd Semester

CAD	101	Computer Aided Drafting I	3
CIS	118	Introduction to PC Applications	3
MAC	111	Intermediate Engine Lathe	3
MAC	121	Intermediate Milling Machine	3
		Subtotal	**12**

3rd Semester

MAC	145	Production Manufacturing Concepts	3
MAC	201	Introduction to CNC Turning Operations	3
MAC	205	Introduction to CNC Milling Operations	3
MAC	240	CAD/CAM 2-D	3
		Subtotal	**12**
		Total	**41**

Optional

MAC	178	Machining Workshop	(1-6)
MAC	245	CAD/CAM 3-D	(3)
MAC	246	CAD/CAM 3-D Lab	(3)

Certificate in Machine Technologies
CCD North
Industrial Maintenance Technologies Certificate
This certificate is designed to provide a rounded understanding of the entry-level skills in Computer Aided Drafting, Machining and Welding. This set of skills would allow a student to enter the field of manufacturing equipment servicing and repair.

Program Admission Requirements
Meet minimum assessment scores or prerequisites required for general education courses in the program. Students may take individual courses, if the course prerequisites are met, prior to being accepted into this program.

Requirements

1st Semester

MAC	100	Machine Shop Safety	1
MAC	101	Introduction to Machine Shop	3
MAC	102	Blueprint Reading	3
MAC	110	Introduction to Engine Lathe	3
MAC	120	Introduction to Milling Machine	3
MAT	108	Technical Mathematics	4
		Subtotal	**17**

2nd Semester

CAD	101	Computer Aided Drafting I	3
CAD	102	Computer Aided Drafting II	3
CAD	240	Inventor I-Autodesk	3
CIS	118	Introduction to PC Applications	3
		Subtotal	**12**

3rd Semester

WEL	101	Allied Cutting Processes	4
WEL	102	Oxyacetylene Joining Processes	4
WEL	103	Basic Shielded Metal Arc I	4
		Subtotal	**12**
		Total	**41**

MULTI-MEDIA JOURNALISM
Certificate in Multi-Media Journalism
This certificate program teaches basic journalism principles, theories and techniques—students will be qualified for opportunities in the local industry, including entry level positions in a variety of mediums. This program also prepares students to transfer to four-year institutions in Colorado. Within the program, students are introduced to convergent media as well as terms and technology standard in the industry. The program offers a variety of classes to give students an expansive knowledge of different mediums and their importance to the industry. The certificate program is transferable to an AGS or AA degree; please see an advisor to review transferability of courses. Students must complete all certificate course work with a grade of C or better.

Program Admission Requirements
Meet minimum assessment scores and/or prerequisites for courses in the program.

Requirements

JOU	105	Introduction to Mass Media	GT-SS3	3
JOU	106	Fundamentals of Reporting		3
JOU	225	Internet Media		3
JOU	241	Feature and Magazine Writing		3
		Subtotal		**12**

Choose two of the following courses:

ART	139	Digital Photography I (formerly ART 143)	3
BUS	115	Introduction to Business	3
ENG	221	Creative Writing I	3
JOU	102	Introduction to Editing for Media	3
JOU	121	Photojournalism	3
JOU	206	Intermediate News Writing and Editing	3
JOU	221	Newspaper Design I	3
JOU	222	Newspaper Design II	3
JOU	231	Intro to Public Relations	4
MAR	111	Principles of Sales	3
MAR	216	Principles of Marketing	3
MAR	220	Principles of Advertising	3
MGD	101	Introduction to Computer Graphics	3
REA	223	Critical Reading and Analysis	3
		Subtotal	**6-7**
		Total	**18-19**

NURSING
See also: Integrated Nursing Pathway
Certificate in Nurse Aide
Center for Health Sciences at Lowry
Nurse Aide Certificate
This program is not eligible for federal student aid.
The Nurse Aide Certificate Program prepares the student to perform fundamental nursing skills for direct personal care to clients; helping the patient bathe, dress, walk, eat and other daily activities in a long-term facility, hospital or home. The skills are covered in theory, lab and 40 hours of clinical practice.

Clinical practice of a Nurse Aide is regulated by the Colorado Board of Nursing. Colorado has a mandatory Nurse Aide Practice Act, which means that no one may practice as a Certified Nurse Aide without obtaining certification. Students successfully completing the Certificate in Nurse Aide Program at CCD are eligible to take the Colorado Nurse Aide Certification Exam.

Program Admission Requirements
- Prior to enrolling at the college, students must complete an online application for admission. The online application is available at www.ccd.edu, select "Enroll online/apply to CCD" and follow the directions.
- Complete Nurse Aide Program application.
- Complete Basic Skills Assessment Test Accuplacer with a minimum test score of:
  — Arithmetic – ACAR 40 (MAT 050, ACTM 19, or SATM 460 will also meet this requirement)
  — Sentence skills – ACSS 50 (CCR 092, ACTE 18, or SATV 440 will also meet this requirement)
  — Reading comprehension – ACRC 40 (CCR 092, ACTR 17, or SATV 430 will also meet this requirement)
- Waivers may be obtained from all or part of the Accuplacer testing if a student has ACT or SAT scores or a prior degree. Please contact the Testing Center at the Auraria Campus at 303-556-3810.
- Submit all required documentation to the Center for Health Sciences at Lowry.

Refer to www.ccd.edu/department/nursing for additional documents to be completed, prior to acceptance into the Nurse Aide Program.

Program Requirements

NUA	101	Nurse Aide Health Care Skills	4
NUA	170	Nurse Aide Clinical Experience	1
		Total	**5**

For additional information call 303-365-8300

*****NOTE**: The Colorado Board of Nursing, which is responsible for overseeing Nurse Aides in Colorado, has varied restrictions that may affect persons with a history of a felony conviction. Community College of Denver assumes no responsibility for the denial of licensure by the State Board of Nursing. Prospective students are responsible for contacting the Board of Nursing at 303-894-2432 with any questions regarding their eligibility for licensure. Incomplete packets will not be considered for admission.*

PARALEGAL
Associate of Applied Science Degree in Paralegal
Paralegal AAS Degree
This program prepares students for entry into the paralegal field. Emphasis is placed on practical skills such as interviewing, research and document drafting.

NOTE: Due to accreditation standards and CCD's graduation requirement, beginning Fall 2009 semester, CCD will accept a maximum of 2 CCCOnline PAR courses to apply toward the AAS Paralegal course requirements: PAR 115 – Introduction to Law and one PAR Elective course. Please see a Paralegal Faculty Advisor or Program Advisor for advising.

Program Admission Requirements
Meet minimum assessment scores or prerequisites required for general education courses in the program.

General Education Requirements

COM	115	Public Speaking	3
ENG	121	English Composition I:	GT-CO1	3
MAT	107	Career Math (or MAT 120 or MAT 121 or higher)	3
		Subtotal	**9**

Select one guaranteed transfer course from the Arts & Humanities areas: (AH1, AH2, AH3 or AH4) — 3
Select one guaranteed transfer course from Social & Behavioral Sciences areas: (SS1, SS2 or SS3) — 3

	Subtotal	**6**

Major Requirements

PAR	115	Introduction to Law	3
PAR	201	Civil Litigation	3
PAR	202	Evidence	3
PAR	209	Constitutional Law	3
PAR	211	Legal Research	3
PAR	212	Legal Writing	3
PAR	280	Internship: Paralegal	6
PAR	289	Capstone: Paralegal Synthesis	3
		Subtotal	**27**

Paralegal Electives
Select 6 courses from the following:

CIS	135	Complete Word Processing*	3
PAR	116	Torts	3
PAR	117	Family Law	3
PAR	118	Contracts	3
PAR	125	Property Law	3
PAR	126	Administrative Law	3
PAR	205	Criminal Law	3
PAR	206	Business Organizations	3
PAR	208	Probate and Estates	3
PAR	210	Sexual Orientation and the Law	3
PAR	217	Environmental Law	3
PAR 218		Bankruptcy Law	3

* This course is highly recommended for students lacking word processing proficiency.

	Subtotal	**18**
	Total	**60**

Associate of Applied Science Transfer Degree in Paralegal
Paralegal AAS Transfer Degree
The following courses represent the CCD/UC-Denver paralegal transfer agreement. Students completing these degree requirements will have completed their lower-division general education requirements and will be eligible to transfer to the University of Colorado at Denver as juniors in sociology or political science in the College of Liberal Arts and Sciences or as criminal justice majors in the School of Public Affairs.

NOTE: Due to accreditation standards and CCD's graduation requirement, beginning Fall 2009 semester, CCD will accept a maximum of 2 CCCOnline PAR courses to apply toward the AAS Paralegal course requirements: PAR 115 – Introduction to Law and one PAR Elective course. Please see a Paralegal Faculty Advisor or Program Advisor for advising.

Program Admission Requirements
Meet minimum assessment scores or prerequisites required for general education and paralegal courses in the program.

General Education Requirements

Communications				**9**
ENG	121	English Composition I:	GT-CO1	3
ENG	122	English Composition II:	GT-CO2	3
COM	115	Public Speaking		3
Mathematics				**3**
Select one guaranteed transfer Math course:			GT-MA1	
Arts & Humanities				**6**
Select two guaranteed transfer courses from the following areas: (GT-AH1, GT-AH2, GT-AH3, GT-AH4)				
Arts & Expression			GT-AH1	
Literature & Humanities			GT-AH2	
Ways of Thinking			GT-AH3	
Foreign Language			GT-AH4	
Social & Behavioral Sciences				**6**
Select two guaranteed transfer courses from the following areas: (GT-SS1, GT-SS2, GT-SS3)				
Economic or Political Systems			GT-SS1	
Geography			GT-SS2	
Human Behavior, Culture or Social Frameworks			GT-SS3	
History				**3**
Select one guaranteed transfer History course			GT-HI1	
Natural and Physical Sciences				**4**
Select one guaranteed transfer Science course			GT-SC1	

Major Requirements

PAR	115	Introduction to Law	3
PAR	201	Civil Litigation	3
PAR	202	Evidence	3
PAR	209	Constitutional Law	3
PAR	211	Legal Research	3
PAR	212	Legal Writing	3
PAR	280	Internship: Paralegal	6
PAR	289	Capstone: Paralegal Synthesis	3
		Subtotal	**27**

Paralegal Electives
Select 4 courses from the following:

CIS	135	Complete Word Processing*	3
PAR	116	Torts	3
PAR	117	Family Law	3
PAR	118	Contracts	3
PAR	125	Property Law	3
PAR	126	Administrative Law	3
PAR	205	Criminal Law	3
PAR	206	Business Organizations	3
PAR	208	Probate and Estates	3
PAR	210	Sexual Orientation and the Law	3
PAR	217	Environmental Law	3
PAR	218	Bankruptcy Law	3

* This course is highly recommended for students lacking word processing proficiency.

	Subtotal	**12**
	Total for the AAS Paralegal Transfer Degree	**70**

Certificate in Paralegal
General Paralegal Certificate

This program prepares individuals with job-entry skills for the general paralegal field. Emphasis is placed on practical skills such as interviewing, researching and document drafting. This certificate is fully transferable to the Paralegal AAS and Transferable AAS degrees. Please see a Program Advisor about these pathways.

NOTE: Due to accreditation standards and CCD's graduation requirement, beginning Fall 2009 semester, CCD will accept a maximum of 2 CCCOnline PAR courses to apply toward the Paralegal Certificate course requirements: PAR 115 – Introduction to Law and one PAR Elective course. Please see a Paralegal Faculty Advisor or Program Advisor for advising.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program.

Requirements

PAR	115	Introduction to Law	3
PAR	201	Civil Litigation	3
PAR	202	Evidence	3
PAR	209	Constitutional Law	3
PAR	211	Legal Research	3
PAR	212	Legal Writing	3
PAR	280	Internship: Paralegal	6
PAR	289	Capstone: Paralegal Synthesis	3
		Subtotal	**27**

Paralegal Electives

Select 2 courses from the following:

CIS	135	Complete Word Processing*	3
PAR	116	Torts	3
PAR	117	Family Law	3
PAR	118	Contracts	3
PAR	125	Property Law	3
PAR	126	Administrative Law	3
PAR	205	Criminal Law	3
PAR	206	Business Organizations	3
PAR	208	Probate and Estates	3
PAR	209	Constitutional Law	3
PAR	210	Sexual Orientation and the Law	3
PAR	217	Environmental Law	3
PAR	218	Bankruptcy Law	3

* This course is highly recommended for students lacking word processing proficiency.

	Subtotal	**6**
	Total	**33**

RADIATION THERAPY

Upon successful completion of the Radiation Therapy Program, graduates are eligible to apply for registry by the American Registry of Radiologic Technologists (ARRT) in Radiation Therapy. The programs will prepare the ARRT Registered Radiologic Technologists (RT) and non-ARRT Registered applicants for entry-level positions as Radiation Therapists in a variety of medical settings including hospitals. The certificate program is an intensive combination of classroom and clinical experience. A certificate is obtained over three semesters. A new class begins in the fall semester of each year.

Application Information

See program application process at our website www.ccd.edu/department/radiationtherapy.

Qualified applicants will be notified on or before April 30. Upon program acceptance, background check, fingerprinting and drug screening must be completed prior to the start of classes.

Radiation Therapy Certificate

Center for Health Sciences at Lowry

Fall

RTH	221	Principles-Radiation Therapy I	3
RTH	225	Oncology Pathophysiology	3
RTH	242	Radiation Physics	3
RTH	281	Internship I	8
		Subtotal	**17**

Spring

RTH	222	Principles-Radiation Therapy II	2
RTH	243	Oncology Principle and Practice I	2
RTH	261	Treatment Planning	3
RTH	282	Internship II	8
		Subtotal	**15**

Summer

RTH	244	Oncology Principle and Practice II	2
RTE	255	Multiplaner Sectional Imaging	2
RTH	283	Internship III	8
		Subtotal	**12**
		Total	**44**

RADIOLOGIC TECHNOLOGY
Associate of Applied Science Degree in Radiologic Technology

Center for Health Sciences at Lowry

Radiologic Technology AAS Degree

The Radiologic Technology program prepares the student for an entry-level position as a Radiographer in a variety of medical settings, including hospitals. This five semester program includes classroom, laboratory, and clinical internship experiences. Graduates will earn an AAS degree in Radiologic Technology. The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

The program begins in the fall semester of each year. Information and requirements may be obtained from the Program Advisor for Health Sciences at CCD Lowry, 303-365-8300. Information sessions for the program are held on the third Tuesday of the month, (except in March, May, July or December) at 5:00 pm at the Center for Health Sciences at Lowry, in Room #117. Additional program information is also available at www.ccd.edu/Department/Radiography.

An AAS in Radiologic Technology from CCD is eligible to articulate with the following schools: Regis University: Bachelor of Sciences in Health Care Administration, Colorado Mesa University: Bachelor of Applied Science in Radiologic Technology.

Steps to a Successful Application

- Prior to enrolling in the program, students must complete all steps of the CCD college admissions process. The online college application is available at www.ccd.edu: select "Future Student, Become a Student".
- Program Admissions Packets: Accepted annually, from April 15 to May 15, candidates who have successfully completed their prerequisite course work may submit an application packet to the Radiography Program faculty at the Center for Health Sciences at Lowry.
- Program Admissions packets that are fully completed will be evaluated by Radiography Program faculty and approximately 45 of the top scoring candidates will be invited to participate in an objective, panel-style interview for enrollment in the next matriculating class.
- *NOTE: The number of applicants who are invited to participate in the interviews depends upon the number of clinical placement sites which are available. We currently have nearly 30 spots and will interview 150% of this number to fill these positions.*
- The highest scoring candidates from the panel interview and admissions document evaluation will be invited to enter the Radiography program.
- GPA is a factor in candidate evaluation for program acceptance. *NOTE: A cumulative interview score below 70% disqualifies the candidate from program entry.*
- Candidates who are not selected to enter the program will be pro-

vided with advisement, if desired. Students may apply for the program a total of three times.

- All prerequisite science classes must have been taken within seven academic years prior to the August start of the program. All math courses must have been taken within 10 academic years prior to the August start of the program.

General Education Prerequisite Requirements

BIO	106	Basic Anatomy and Physiology		4
		OR		
BIO	201	Human Anatomy and Physiology I with Lab:	GT-SC1	(4)
		AND		
BIO	202	Human Anatomy and Physiology II with Lab:	GT-SC1	(4)
ENG	121	English Composition I:	GT-CO1	3
MAT	121	College Algebra: (or higher)	GT-MA1	3-4
PSY	101	General Psychology I:	GT-SS3	3
		OR		
PSY	235	Human Growth and Development:	GT-SS3	(3)
		OR		
SOC	101	Introduction to Sociology I:	GT-SS3	(3)
HPR	178	Medical Terminology		1-2
RTE	101	Introduction to Radiography		2

NOTE: Must obtain a grade of B or higher for program enrollment

Subtotal		**16-22**

Major Requirements

RTE	111	Radiographic Patient Care	2
RTE	121	Radiologic Procedures I	3
RTE	122	Radiologic Procedures II	3
RTE	131	Radiographic Pathology & Image Evaluation I	1.5
RTE	132	Radiographic Pathology & Image Evaluation II	1.5
RTE	141	Radiographic Equipment/Imaging I	3
RTE	142	Radiographic Equipment/Imaging II	3
RTE	181	Radiographic Internship I	5
RTE	182	Radiographic Internship II	5
RTE	183	Radiographic Internship III	7
RTE	221	Advanced Medical Imaging	3
RTE	231	Radiation Biology/Protection	2
RTE	281	Radiographic Internship IV	8
RTE	282	Radiographic Internship V	8
RTE	289	Radiographic Capstone	3
		Subtotal	**58**
		Total	**74-80**

COMPUTED TOMOGRAPHY CERTIFICATE

Center for Health Sciences at Lowry

Computed Tomography Certificate

The medical imaging modality of Computed Tomography (CT) is critical in the diagnosis and treatment of trauma, as well as in the evaluation of many pathological processes. This program will assist the qualified student in obtaining the necessary didactic education and mandatory clinical competencies to prepare them to sit for the American Registry of Radiologic Technologists (ARRT) CT Certification Examination. The program will prepare students for entry-level clinical practice.

The program consists of online didactic classes and two semesters (500 hours) of clinical internship. There are two pathways for program completion:

- Enroll in RTE 240 and RTE 255 didactic classes, with two semesters of clinical RTE 284 (6 credit hours per semester) where CCD would provide clinical experience through the current clinical affiliates for the ARRT. Students would receive regular clinical instruction by CCD faculty and professional liability insurance.

- Enroll in RTE 240 and RTE 255 didactic classes, with RTE 284 (1 credit hour) which would be used for verification of clinical competency and required clinical hours. The student would be responsible for obtaining their own clinical placement and the student would not receive any clinical instruction by CCD faculty or professional liability insurance. This option is primarily for long distance or out-of-state students.

Regardless of the pathway chosen, students must complete a minimum of 500 documented CT clinical training hours within 24 months prior to graduation.

Program Admission Requirements

Prior to enrolling in the program, students must complete all steps of the CCD college admission process. The online college application is available at www.ccd.edu : select "Future Student, Become a Student". *NOTE: Admission to the college does not guarantee admission to the CT program.*

- Only students who wish to perform a clinical internship in one of CCD's clinical affiliate facilities must apply to the program. Enrollment in RTE 240 and RTE 255 does not require a program application packet; just register following standard college enrollment procedures.

Admission to the CT Program is dependent upon the following:

- Fulfilling all requirements for admission to CCD.
- Possess a current ARRT or NMTCB certification, or be a registry eligible graduate of an accredited program in Radiologic Technology, Nuclear Medicine and/or Radiation Therapy.
- Applicants must have a minimum of one year experience in direct patient care.
- Submission of a complete admissions packet a minimum of four weeks prior to the start of the semester in which the student plans to begin the program. Dates will be verified by postmark.
- Clinical site availability. Internship placement is on a first-come, first-served basis.

Admissions Packet

The admissions packet consists of documents that can be downloaded from the website www.ccd.edu/Department/Radiography and includes the following:

- CT Program Application
- Current resume with proof of one year direct patient care experience
- Copy of current ARRT or NMTCB certification card
- Current CPR (BLS for Healthcare Providers) card
- Background Check
- Documentation of current Qualitative Respiratory Fit Test
- Immunization record documenting the following
- PPD done within the last 3 months
- MMR - 2 immunizations or documentation of immunity
- Hepatitis B series
- Varicella - immunization or documentation of disease
- Tetanus/Diphtheria Toxoid (TD)
- Annual Flu Shot
- Other documents as listed on the website

Requirements for CT Certificate

RTE	240	Principles of CT Imaging*	3
RTE	255	Multiplanar Sectional Imaging*	2
RTE	284	Advanced Clinical Internship (CT)	1 or 12
	Total	**6 or 17**

* *Courses are offered online through Desire2Learn and can be taken separately.*

* *Enrollment in RTE 240 and RTE 255 is not restricted and does not require application to program.*

* *Students who wish to have CT clinical internship provided by CCD must submit a completed application packet a minimum of four weeks prior to the first day of the semester (verified by postmark). A minimum of 12 credit hours of RTE 284 are required to graduate.*

* Clinical internship enrollment is restricted. Placement is dependent upon clinical site availability, requiring communication and coordination with CT program Coordinator. Placement is on a first-come first-served basis.

Certificate in Mammography
Center for Health Sciences at Lowry

Mammography Certificate
This program is not eligible for federal student aid.

The medical imaging modality of Mammography is an important tool used in the diagnosis of breast cancer. This program will assist the qualified student in obtaining the necessary didactic education and mandatory clinical competencies to prepare them to sit for the American Registry of Radiologic Technologists (ARRT) Mammography Certification Examination. The program has been designed to be in compliance with all Colorado State and U.S. Federal mammography education requirements and will prepare students for entry-level clinical practice.

The program consists of a hybrid didactic class and two semesters of clinical experience.

Program Admission Requirements
Prior to enrolling in the program, students must complete all steps of the CCD college admissions process. The online college application is available at www.ccd.edu: select "Future Student, Become a Student".
NOTE: Admission to the college does not guarantee admission to the Mammography program.

Admission to the Mammography program is dependent upon the following:
- Fulfilling all requirements for admission to CCD.
- Current ARRT certification in Radiography.
- Applicants must have a minimum of one year experience in direct patient care.
- Submission of a complete admissions packet a minimum of four weeks prior to the start of the semester in which the student plans to begin the program. Dates will be verified by postmark.
- Clinical site availability. Internship placement is on a first-come, first-served basis.

Admissions Packet
The admissions packet consists of documents that can be downloaded from the website www.ccd.edu/Department/Radiography and includes the following:
- Mammography Program Application
- Current resume with proof of one year direct patient care experience
- Copy of current ARRT certification card
- Current CPR (BLS for Healthcare Providers) card
- Background Check
- State of Colorado Provisional Mammography License—Colorado requires a provisional license for mammographers in training. Students will apply for this license while enrolled in RTE 250.
- Immunization record documenting the following
- PPD done within the last 3 months
- MMR - 2 immunizations or documentation of immunity
- Hepatitis B series
- Varicella - immunization or documentation of disease
- Tetanus/Diphtheria Toxoid (TD)
- Annual Flu Shot
- Other documents as listed on the website

Requirements for Mammography Certificate

RTE 250	Mammography	3
RTE 291	Mammography Internship	5
RTE 291	Mammography Internship	6
	Total	**14**

VETERINARY TECHNOLOGY
Associate of Applied Science Degree in Veterinary Technology
Center for Health Sciences at Lowry

Veterinary Technology AAS Degree
Veterinary Technicians are paraprofessional members of a veterinary team, assisting a Doctor of Veterinary Medicine. Veterinary Technicians perform a variety of tasks, including preparing examination rooms and surgery suites, holding and restraining animals during the exam and/or treatment, collecting specimens, performing routine laboratory procedures, taking diagnostic X-rays, administering medication or treatments, assisting in surgery, performing office skills, maintaining inventory of supplies and assisting with client education.

Career opportunities for Veterinary Technicians are available in a variety of settings, including private veterinary practices, research laboratories, kennels, zoos, and local, state and federal agencies. These experiences can lead to other job opportunities such as sales, animal hospital administration, teaching in a Veterinary Technology program and animal advocacy.

The program is a blend of academic and clinical coursework that requires attention to detail, motivation and the ability to complete tasks within a specified time frame. The students of Community College of Denver Veterinary Technology Program are encouraged to be self-directed in their learning and to establish high standards of professional and personal excellence.

Graduates are eligible to take the Veterinary Technician National Examination and have been able to rapidly find placement in the veterinary health care community. Community College of Denver Veterinary Technology program is one of only two Community College of Colorado programs located in the Denver Metro area offering an Associate of Applied Science degree in Veterinary Technology.

Community College of Denver offers one of the most respected Veterinary Technology programs in the state.

Application process
Steps to a Successful Application
Read and follow each step. Submit completed applications with all accompanying forms, postmarked by June 30 for fall class and October 31 for spring class, to:

CCD Veterinary Technology Program
Attention: Shannon Burkhalter
1070 Alton Way, Bldg. 849 Denver, CO 80230

*** If a student has previously applied to our program within the last 2 years and wants to reactivate the application, the student must resubmit the program application. The student must provide written and signed documentation requesting that the following be reactivated: Verification of Observation, Transcripts (**NOTE**: A new official transcript must be submitted if any changes/updates have occurred since the last submission), Reference Form and the Letter of Agreement. ***

- Prior to enrolling in the program students must complete an online application for Admission. The online college application is available at www.ccd.edu, select "Future Student, Become a Student".
- Application for the Veterinary Technology Program can be downloaded at http://www.ccd.edu/department/VeterinaryTechnology
- Regardless of current or past experiences, applicants are required to observe at least 2 different veterinary technicians, not veterinarians, for a minimum of 4 hours each. Signatures and other pertinent information should be filled out on the Verification of Observation form. Submit this form with the application. Forms can be accessed at the website http://www.ccd.edu/department/VeterinaryTechnology
- For each college or university attended, applicants must submit an official transcript. Order official transcripts from the previous college/university and have them sent directly to the Admissions, Registration and Records Office at:

Community College of Denver
Admissions, Registration and Records
Campus Box 201
PO Box 173363
Denver, CO 80217-3363

- Veterinary Technology general prerequisites must show a cumulative GPA of 2.5.
- Official transcripts are not required for prerequisites taken at CCD.
- Two references are required. Print two copies of the form found on the website and complete the top section only; the reference will complete the bottom portion. Each person writing a reference should place it in a sealed envelope, sign the back of the envelope and return it to you. DO NOT OPEN THE ENVELOPE. Place the sealed envelopes in the application packet. References should be obtained from a current or past employer, college professor, or someone else who can attest to the applicant's professionalism, commitment to learning or similar attributes. Family members do not make good reference sources. The Reference Form can be accessed at the website http://www.ccd.edu/department/veterinarytechnology.
- The last form to complete is the Letter of Agreement. Read the letter carefully, sign it and submit it with the application packet. The Letter of Agreement can be found at the website http://www.ccd.edu/department/veterinarytechnology.
- Eligible applicants are selected according to GPA of the required prerequisite courses, letters of reference, observation and veterinary experience.
- Enclose a self-addressed, stamped envelope. The envelope will be mailed back informing the applicant of one of the following: that the application is complete and the specifics of the next step; that the application is incomplete and what is needed; or that the application does not meet the minimum qualifications.

Due to the large volume of applications received, we ask applicants to NOT contact our office inquiring about the application status. Please wait for the arrival of the self-addressed, stamped envelope, which will be mailed by July 30, for fall classes and November 30 for spring classes.

Courses Required Prior to Admission

BIO	111	General College Biology I with Lab:	GT-SC1	5
		OR		
		a General Biology with Lab		(4)
ENG	121	English Composition I:	GT-CO1	3
		OR		
ENG	131	Technical Writing I		(3)
MAT	107	Career Math (or higher)		3
General Education				
COM	115	Public Speaking		3
PSY	101	General Psychology I:	GT-SS3	3
		OR		
SOC	101	Intro to Sociology I:	GT-SS3	(3)
		Subtotal		**16-17**
Required Courses				
VET	106	Exotic Animal Handling		2
VET	108	Introduction to Laboratory Procedures		3
VET	115	Surgical Nursing		2
VET	116	Humane Treatment and Handling of Animals		3
VET	120	Office Procedures and Relations		2
VET	134	Diagnostic Imaging		2
VET	182	Internship I		3
VET	187	Cooperative Education: Diagnostic Imaging		1
VET	205	Veterinary Anatomy and Physiology I		4
VET	206	Veterinary Anatomy and Physiology II		4
VET	224	Pharmacology for Veterinary Technicians		3
VET	225	Anesthesiology		3
VET	227	Animal Nutrition		2

VET	240	Veterinary Medicine and Surgery	4
VET	241	Clinical Laboratory Procedures	4
VET	242	Veterinary Critical Care	2
VET	243	Veterinary Diagnostics Microbiology	3
VET	250	Clinical Competency Evaluation	1
VET	281	Internship II	4
VET	282	Internship III	5
		Subtotal	**57**
		Total	**73-74**

Certificate in Veterinary Technology Assistant
Center for Health Sciences at Lowry

Veterinary Technology Assistant Certificate

The Veterinary Technician Assistant certificate program provides training in veterinary health and handling of a variety of domestic and exotic species, with the focus on tasks for assisting the Veterinary Technician and Veterinarians. Veterinary Technician Assistants do not diagnose animal illnesses, prescribe treatment, or perform surgery. This is a 15 week program, 11 weeks of class and 4 weeks of internship. Ten credit hours of course work must be completed before the student may complete a 3-credit, 90-hour private-practice internship. This program provides an introduction to the field of veterinary medicine, but is not intended to provide admission to a college of veterinary medicine.

Admission Requirements
1. Completion of a high school diploma or GED
2. Achievement of indicated assessment scores or completion of preparatory course work.
3. Completion of a Veterinary Technician Assistant application available at www.ccd.edu/vet.

Students must be admitted to the Veterinary Technician Assistant program in order to take the curriculum courses as shown below.

All courses must be completed with a grade of "C" or above prior to graduation.

Required General Education Courses—May take concurrently with below VET courses:

BIO	105	Science of Biology with Lab:	GT-SC1	4
		OR		
BIO	111	General College Biology I with Lab:	GT-SC1	(5)
HPR	178	Medical Terminology		1
		Subtotal		**5-6**
Required Courses:				
VET	103	Veterinary Assistant Restraint and Handling		2
VET	113	Veterinary Assistant Surgical Nursing and Care		3
VET	114	Veterinary Assistant Laboratory and Clinical Procedures		3
VET	120	Office Procedures and Relations		2
VET	183	Internship: Private Practice		3
		Subtotal		**13**
		Total		**18-19**

FABRICATION WELDER
Associate of Applied Science Degree in Fabrication Welder
CCD North

Fabrication Welder AAS Degree

This program prepares the student as an entry-level specialist to work with most operations in oxyacetylene welding, shielded metal arc welding, gas metal arc welding and gas tungsten arc welding on metals that range from heavy plate and pipe to thin-gauge sheet metals. Various steels and aluminum metals are used. Upon successful completion of this program, graduates are prepared to test for American Welding Society certification in SMAW and MIG/TIG. Graduates are prepared to enter positions such as arc welders, industrial welders, production welders, fabrication welders, and MIG or TIG welders.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program. Students may take individual courses, if course prerequisites are met, prior to being accepted into this program.

Requirements

1st semester			
MAT	108	Technical Mathematics	4
WEL	100	Safety for Welders	1
WEL	101	Allied Cutting Processes	4
WEL	102	Oxyacetylene Joining Processes	4
WEL	103	Basic Shielded Metal Arc I	4
		Subtotal	**17**
2nd semester			
CIS	118	Introduction to PC Applications	3
ENG	121	English Composition I: GT-CO1	3
		OR	
ENG	131	Technical Writing I	(3)
WEL	104	Basic Shielded Metal Arc II	4
WEL	106	Blueprint Reading for Welders and Fitters	4
WEL	110	Advanced Shielded Metal Arc I	4
		Subtotal	**18**
3rd semester			
SOC	101	Introduction to Sociology I: GT-SS3	3
WEL	111	Advanced Shielded Metal Arc II	4
WEL	124	Introduction to Gas Tungsten Arc Welding	4
WEL	125	Introduction to Gas Metal Arc Welding	4
		Subtotal	**15**
4th semester			
POS	105	Introduction to Political Science: GT-SS1	3
WEL	202	Gas Metal Arc Welding II	4
WEL	224	Advanced Gas Tungsten Arc Welding	4
WEL	230	Pipe Welding	4
		Subtotal	**15**
		Total	**65**

Certificate in Fabrication Welder
CCD North
Basic Welding Certificate

This program prepares students with entry level knowledge in cutting processes, oxyacetylene joining processes and basic shielded metal arc. The certificate is fully transferable to the Associate of Applied Science in Fabrication Welder. Please see a Program Advisor about this pathway.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program. Students may take individual courses, if course prerequisites are met, prior to being accepted into this program.

Requirements

MAT	108	Technical Mathematics	4
WEL	100	Safety for Welders	1
WEL	101	Allied Cutting Processes	4
WEL	102	Oxyacetylene Joining Processes	4
WEL	103	Basic Shielded Metal Arc I	4
		Total	**17**

Certificate in Fabrication Welder
CCD North
Intermediate Welding Certificate

This program prepares students with entry level knowledge in cutting processes, oxyacetylene joining processes and basic shielded metal arc. An introduction to personal computers is included. The certificate is fully transferable to the Associate of Applied Science in Fabrication Welder. Please see a Program Advisor about this pathway.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program. Refer to the Course Descriptions section of this catalog for course prerequisites. Students may take individual courses, if course prerequisites are met, prior to being accepted into this program.

Requirements

1st semester			
CIS	118	Introduction to PC Applications	3
MAT	108	Technical Mathematics	4
WEL	100	Safety for Welders	1
WEL	101	Allied Cutting Processes	4
		Subtotal	**12**
2nd semester			
WEL	102	Oxyacetylene Joining Processes	4
WEL	103	Basic Shielded Metal Arc I	4
WEL	106	Blueprint Reading for Welders and Fitters	4
		Subtotal	**12**
		Total	**24**

Certificate in Fabrication Welder
CCD North
Arc Welder Certificate

Arc Welder prepares students with the entry level skills necessary to perform most operations in arc welding. Graduates are prepared to enter positions as arc, plate and construction welders. All Arc Welder certificate program credits apply toward the Fabrication Welder AAS degree program requirements. Upon successful completion of this program, graduates are prepared to test for American Welding Society certification in SMAW. The certificate is fully transferable to the Associate of Applied Science in Fabrication Welder. Please see a Program Advisor about this pathway.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program. Refer to the Course Descriptions section of this catalog for course prerequisites. Students may take individual courses, if course prerequisites are met, prior to being accepted into this program.

Requirements

1st semester			
MAT	108	Technical Mathematics	4
WEL	100	Safety for Welders	1
WEL	101	Allied Cutting Processes	4
WEL	103	Basic Shielded Metal Arc I	4
WEL	104	Basic Shielded Metal Arc II	4
		Subtotal	**17**
2nd semester			
WEL	106	Blueprint Reading for Welders and Fitters	4
WEL	110	Advanced Shielded Metal Arc I	4
WEL	111	Advanced Shielded Metal Arc II	4
		Subtotal	**12**
		Total	**29**

Certificate in Fabrication Welder
CCD North
Fabrication Welder Certificate

Fabrication Welder prepares students with the entry level skills necessary to perform most operations in oxyacetylene welding, shielded metal arc welding, gas metal arc welding and gas tungsten arc welding on materials that range from heavy plate to thin-gauge sheet metals. Various steels and aluminum are used. Upon successful completion of this program, graduates are prepared to test for American Welding Society certification in SMAW and MIG/TIG. Graduates are prepared to enter positions as arc welders, plate welders, industrial welders, production welders, fabrication welders, construction welders, and TIG or MIG welders. The certificate is fully transferable to the Associate of Applied Science in Fabrication Welder. Please see a Program Advisor about this pathway.

Program Admission Requirements

Meet minimum assessment scores or prerequisites required for general education courses in the program. Students may take individual courses, if course prerequisites are met, prior to being accepted into this program.

Requirements

1st semester

MAT	108	Technical Mathematics		4
WEL	100	Safety for Welders		1
WEL	101	Allied Cutting Processes		4
WEL	102	Oxyacetylene Joining Processes		4
WEL	103	Basic Shielded Metal Arc I		4
		Subtotal		**17**

2nd semester

CIS	118	Introduction to PC Applications		3
WEL	104	Basic Shielded Metal Arc II		4
WEL	106	Blueprint Reading for Welders and Fitters		4
WEL	110	Advanced Shielded Metal Arc I		4
WEL	124	Introduction to Gas Tungsten Arc Welding		4
		Subtotal		**19**

3rd semester

WEL	111	Advanced Shielded Metal Arc II		4
WEL	125	Introduction to Gas Metal Arc Welding		4
WEL	202	Gas Metal Arc Welding II		4
WEL	224	Advanced Gas Tungsten Arc Welding		4
WEL	230	Pipe Welding		4
		Subtotal		**20**
		Total		**56**

ASSOCIATE OF GENERAL STUDIES DEGREE

Community College of Denver offers an Associate of General Studies degree. It requires lower-division core general education courses that transfer to all majors at all state baccalaureate colleges and universities. Courses must be completed with a grade of C or better. Up to four credits of physical education may apply toward this degree.

Associate of General Studies Degree (AGS)

In addition to the general education core requirements, the degree allows students to self-select 23-26 credits of transfer and/or Career and Technical Education (CTE) courses. The general education core courses fully meet the general education requirements of all Colorado baccalaureate schools. Transferability of career courses is not guaranteed. If students select this option, they should consult with a Program Advisor. A student can complete this program in four semesters, going full time and carrying the required number of hours. A student may choose, because of personal circumstances, to extend the amount of time for completion.

Any CCD career/CTE course from any CCD location may count as an elective for the AGS degree. Advising is available in the Center for Career and Technical Education.

NOTE: Students who have taken prerequisite courses more than seven years ago are strongly encouraged to take an assessment test over the prerequisite material to ensure adequate prior knowledge to be successful in future courses. The outcome of the assessment test will help the student determine whether or not he or she needs to re-take the prerequisite course. The assessment test is available in the CCD Testing Center.

AGS Liberal Arts Core

Core course requirements may NOT be waived or substituted.

AGS Degree Program Requirements

Written Communication				**6**
ENG	121	English Composition I:	GT-CO1	3
		AND		
ENG	122	English Composition II:	GT-CO2	3
		OR		

ENG	122	English Composition II:	GT-CO2	(3)
		AND		
		a GT-CO3 course	GT-CO3	
Oral Communication				**3**
COM	115	Public Speaking		3
		OR		
COM	125	Interpersonal Communication		(3)
		OR		
COM	220	Intercultural Communication:	GT-SS3	(3)
Mathematics				**3-5**
You must take one course MAT 120 or higher			GT-MA1	
Arts & Humanities				**9**

Select 3 courses from the following with no more than 2 courses from one category:

Arts & Expression	GT-AH1
Literature & Humanities	GT-AH2
Ways of Thinking	GT-AH3
Foreign Language*	
ARA 111, 112, 211, 212	
ASL 121, 122, 123	
CHI 111, 112, 211, 212	
FRE 111, 112, 211, 212: (GT-AH4 200 level only)	
GER 111, 112, 211, 212: (GT-AH4 200 level only)	
ITA 111, 112, 211, 212: (GT-AH4 200 level only)	
JPN 111, 112, 211, 212: (GT-AH4 200 level only)	
SPA 111, 112, 211, 212: (GT-AH4 200 level only)	

NOTE: Not all Foreign Language courses are guaranteed transfer courses.

Social & Behavioral Sciences		**6**
You must take two courses (minimum 6 credits) from this list:		
Economic or Political Systems	GT-SS1	
Geography	GT-SS2	
Human Behavior, Culture or Social Frameworks	GT-SS3	
History		**3**
Three credits of guaranteed transfer History courses	GT-HI1	
Natural & Physical Sciences		**4-5**

Select one laboratory-based course from the following:

Astronomy	GT-SC1
Biology	GT-SC1
Chemistry	GT-SC1
Environmental Science	GT-SC1
Geology	GT-SC1
Physics	GT-SC1
*SCI 155 AND SCI 156	GT-SC1

NOTE: Both classes must be taken to meet the requirement.

Electives	**23-26**

23-26 additional credits needed to reach at least 60. Minimum of 6 credits must be 100 Level GT courses or 200 Level courses.

	Total	**60**

NOTE: Any course whose number begins with "0" in any prefix will not meet requirements for the AGS degree. English and mathematics courses numbered before the core general education courses will not meet requirements for the AGS.

Associate of General Studies-Integrated Nursing Pathway Degree
Integrated Nursing Pathway

Community College of Denver and University of Colorado, College of Nursing offer a program to earn a Bachelor of Science in Nursing. This is done under an Articulation Agreement with the University of Colorado to allow students to begin their coursework at CCD and then to complete a baccalaureate degree at CU. Students may apply to the Integrated Nursing Pathway when the initial 32 credits of prerequisites are close to being completed.

Program Prerequisite Requirements for Integrated Nursing Pathway

ANT	101	Cultural Anthropology:	GT-SS3	3
BIO	111	General College Biology with Lab:	GT-SC1	5
CHE	101	Introduction to Chemistry with Lab:	GT-SC1	5
ENG	121	English Composition I:	GT-CO1	3
MAT	121	College Algebra:	GT-MA1	4
MAT	135	Introduction to Statistics:	GT-MA1	3
PSY	101	General Psychology:	GT-SS3	3
SOC	101	Introduction to Sociology:	GT-SS3	3
Fine Arts (non-Performance) Select one from the list below:				**3**
ART	110	Art Appreciation:	GT-AH1	(3)
ART	111	Art History - Ancient to Medieval:	GT-AH1	(3)
ART	112	Art History - Renaissance to Modern:	GT-AH1	(3)
ART	207	Art History - 1900 to Present:	GT-AH1	(3)
MUS	121	Music History Medieval through Classical Period:	GT-AH1	(3)
MUS	122	Music History Early Romantic Period to Present:	GT-AH1	(3)
THE	105	Theatre Appreciation:	GT-AH1	(3)
THE	211	Development of Theatre Greek to Renaissance:	GT-AH1	(3)
THE	212	Development of Theatre Restoration to Modern:	GT-AH1	(3)
		Subtotal		**32**

Application to the program is annually, March 1 through March 31, once prerequisite course work is completed or will be completed by the end of the semester of application. A minimum of a 3.0 GPA is required to apply and will need to be maintained while taking the required pathway courses. Entry into nursing programs is a competitive process and the INP program will accept a limited number of students each year. Accepted students begin the program during the Fall Semester of the year of application and will complete the final 30 credits of required pathway classes at CCD and earn their Associates of General Studies Degree.

NOTE: Acceptance to Integrated Nursing Pathway Program is required.

Required Pathway Courses

BIO	201	Human Anatomy and Physiology I with Lab:	GT-SC1	4
BIO	202	Human Anatomy and Physiology II with Lab:	GT:SC1	4
BIO	204	Microbiology with Lab:	GT-SC1	4
ENG	122	English Composition II:	GT-CO2	3
HIS	247	20th Century World History:	GT-HI1	3
HPR	209	Pathway to Professional Nursing: Quality Improvement and Safety I		3
HPR	219	Pathway to Professional Nursing: Quality Improvement and Safety II		3
HWE	100	Human Nutrition		3
PSY	235	Human Growth and Development:	GT-SS3	3
		Subtotal		**30**
		Total		**62**

After graduation, students automatically transition to the CU College of Nursing on the state-of-the-art Anschutz Medical Center campus in Aurora. There they will complete six more semesters leading to their Baccalaureate Degree in Nursing. Information sessions about the program are held twice a month. For more information about this program, visit www.ccd.edu/INP or call the INP Program Advisor at 303-352-3321.

NOTE: This degree will be conferred as an Associate of General Studies degree. Integrated Nursing Pathway Program will not be listed on the student's transcript or diploma but will be recognized by the transferring institution for program admission. Students interested in completing an Associate of Science degree should consult with the INP Program Advisor. Although the INP Program requires 62 credits for completion, only 60 of those credits are fully transferable to CU.

COURSE DESCRIPTIONS

LISTING OF COURSE PREFIXES

NOTE: Students who have taken prerequisite courses longer than seven years ago are strongly encouraged to take an assessment test over the prerequisite material to ensure adequate prior knowledge to be successful in future courses. The outcome of the assessment test will help the student determine whether or not he or she needs to re-take the prerequisite course. The assessment test is available in the CCD Testing Center.

For Health Science degrees, because of program accreditation requirements, students must have completed all science courses within the previous seven years before the first day of class in a health program.

AAA — ADVANCED ACADEMIC ACHIEVEMENT COURSES

AAA 050 Semester Survival
2 credit hours

Emphasizes basic study skills in order to bolster their chances of completing the current semester successfully.

AAA 090 Academic Achievement Strategies
3 credit hours

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.

AAA 099 Active Learning Skills
1 credit hour

Allows students a variety of experiences in tutorial and enhanced learning activities in the reading, writing, math, and ESL. Topics include academic support, learning styles, and contextualized learning. Students will acquire reading, English composition, English as a Second Language and/or mathematics skills through the use of course tutorial software and individualized instruction.

AAA 101 College 101: The Student Experience
1 credit hour

Introduces students to college culture and prepares them for the challenges they will face in higher education. Through a series of interactive adventures, students discover learning in a multicultural environment and use college and community resources to attain education and career goals.

AAA 109 Advanced Academic Achievement
3 credit hours

Examines theories and practices associated with successful learning to enhance college success. Areas of study include education and career planning, effective communication, personal management, critical and creative thinking, development of community and awareness of diversity, leadership, and techniques for successful academic performance.

ACC — ACCOUNTING COURSES

ACC 101 Fundamentals of Accounting
3 credit hours

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
1 credit hour

Prerequisite: ACC 101 with a grade of C or better

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
3 credit hours

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 116 Computerized Billing (Peachtree)
3 credit hours

Prerequisite: ACC 101 and CIS 118 with a grade of C or better

Introduces the concepts and operations of a computerized billing system. Topics include searches, queries, entries and posting account charges and payments, corrections and audits of journals, and preparation and printing of reports.

ACC 121 Accounting Principles I
4 credit hours

Prerequisite: MAT 090 or MAT 050 with a grade of C or better or Math assessment score of 60 (EA) or better

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
4 credit hours

Prerequisite: ACC 121 with a grade of C or better

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 131 Income Tax
3 credit hours

Prerequisite: ACC 101 or ACC 121 with a grade of C or better

Studies the 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.
NOTE: This class will be offered in the Fall semester only.

ACC 132 Tax Help Colorado
2 credit hours

This course prepares the students for preparation of federal and state income tax returns for individuals. Emphasis is placed on form preparation with the use of tax software.
NOTE: This class will be offered in the Fall semester only.

ACC 133 Tax Help Colorado Practicum
1 credit hour

Prerequisite: ACC 132 with a grade of C or better

This course allows students to prepare actual federal and state income tax returns for individuals in a real time environment.
NOTE: This class will be offered in the Spring semester only.

ACC 135 Spreadsheet Applications for Accounting
3 credit hours

Prerequisite: ACC 101 or ACC 121, and CIS 118 with a grade of C or better

Introduces spreadsheets as an accounting tool. Using an accounting perspective, the student applies fundamental spreadsheet concepts. The spreadsheet is used as a problem solving and decision making tool.
NOTE: This class will be offered in the Fall semester only.

ACC 216 Governmental and Not-for-Profit Accounting
3 credit hours

Prerequisite: ACC 121 and ACC 122 with a grade of C or better

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.
NOTE: This class will be offered in the Spring semester only.

ACC 226 Cost Accounting
3 credit hours

Prerequisite: ACC 121 and ACC 122 with a grade of C or better

Studies cost accumulation methods and reports. Focuses on the concepts and procedures of job order, process, standard, and direct cost systems, budgeting, planning, and control of costs.
NOTE: This class will be offered in the Fall semester only.

ACC 245 Computerized Accounting with Professional Package (Quickbooks)
3 credit hours

Prerequisite: ACC 101 or ACC 121, and CIS 118 with a grade of C or better or instructor permission

Integrates accounting principles and practices with a computerized account-

ing package such as Peachtree, Quickbooks, or other professional package. Emphasizes computerized functions of the general ledger and integrated accounts payable, accounts receivable, invoicing and payroll systems.
NOTE: This class will be offered in the Spring semester only.

ACC 287 Cooperative Education
3 credit hours
Prerequisite: ACC 121 and ACC 122 with a grade of C or better and instructor permission
Provides an opportunity to gain practical experience in applying occupational skills and/or to develop specific skills in a practical work setting. The instructor works with the student to select an appropriate work site, establish learning objectives, and coordinate learning activities with the employer or work site supervisor. For Accounting majors only.
NOTE: This class will be offered in the Spring semester only.

AEC — ARCHITECTURE/ENGINEERING/ CONSTRUCTION COURSES

AEC 100 Introduction to Design Theory
3 credit hours
Evaluates design environments both physical and theoretical. Students will be encouraged to consider how social and individual behavior is reflected in and influenced by these designed environments. Through exploration of assigned readings and movies, the student will critically assess how design influences our perception of the built environment that surrounds us and the design theory behind it.

AEC 102 Residential Construction Drawing
4 credit hours
Prerequisite: CAD 225 or chair permission
Covers an investigation of light frame construction techniques and the production of residential construction drawings.

AEC 104 Architectural Drawing Theory
4 credit hours
Print reading, construction assemblies, terminology, isometric drawings, orthographic projections, and oblique sketching.

AEC 121 Construction Materials and Systems
3 credit hours
Prerequisite: CAD 224 with a grade of C or better or chair permission
Examines building materials and construction techniques. Topics include a study of soils, concrete, brick, masonry, steel, timber, and plastics and a study of types of building structural systems and components. Principles of interpreting light commercial construction drawings (blueprints) for structural and trade information are also introduced.

AEC 122 Construction Practices and Documents
2 credit hours
Prerequisite: AEC 102 with a grade of C or better or chair permission
Investigates construction practices, specifications, contracts and other legal documents used in the building construction industry. The roles and responsibilities of design and construction team participants are also explored.

AEC 123 Commercial Construction Drawings
4 credit hours
Prerequisite: AEC 102 with a grade of C or better or chair permission
Examines the drawing of architectural plans, elevations, sections, details, and schedules. Students produce a portfolio of construction drawings of a multistory skeleton structure.

AEC 125 History of Architecture
3 credit hours
This course will cover major periods of architectural development. Social and cultural values influencing architecture will be highlighted as well as the interaction of art, engineering and architecture as forms of expression.

AEC 205 Applied Statics and Strengths of Materials
3 credit hours
Prerequisite: AEC 102 with a grade of C or better or chair permission
Provides an algebra-based investigation of concepts in statics and strengths of materials. Topics include a study of fundamental mechanical properties of materials, single planar forces, properties of sections, and two-dimensional free body, shear, and bending moment diagrams.

AEC 215 Elementary Site Planning
3 credit hours
Prerequisite: AEC 102 with a grade of C or better or chair permission
Acquaints the student with basic surveying principles, building site analysis and associated drawings. Emphasis is placed on systems of land survey, topographical analysis, zoning and site requirements, and other factors that influence building site development. Students complete problems in building construction surveying.

AEC 218 Sustainable Building Systems
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090 and REA 090; and Grade of C or better in MAT 090 or MAT 050; or English assessment score of 95 or better and/or Reading assessment score of 80 or better; and Math assessment score of 60 or better
Investigates the technologies and strategies related to sustainable (green) materials and systems for buildings. Topics include: energy and environmental consciousness/regulations; the high performance building envelope; alternative construction techniques (adobe, cob, rammed earth, straw bale); microclimate/site factors; sustainable/green materials; and passive solar; active thermal solar, photovoltaic energy, wind energy conversion, on-site water use/reuse and waste disposal systems.

AEC 221 Building Electrical and Mechanical Systems
3 credit hours
Acquaints the student with electrical and mechanical equipment and systems in buildings. Lectures cover the basic principles of electrical distribution, artificial lighting, fire protection, plumbing systems and heating, ventilating, and air conditioning (HVAC) systems.

AEC 225 Architectural Design & Development
4 credit hours
Prerequisite: AEC 100 and AEC 104 with a grade of C or better or chair permission
Covers conceptual design, site analysis, and architectural drafting techniques.

AEC 228 Contracts and The Legal Environment
3 credit hours
Prerequisite: AEC 121 with a grade of C or better or chair permission
Introduces different types of contracts, legal requirements and liabilities that are related to the construction industry. This course also focuses on contracting parties and their legal options and obligations when they interact during the construction phases. Specifications as an important part of the construction documents will be introduced.

AEC 236 International Building Codes
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090 and REA 090; and Grade of C or better in MAT 090 or MAT 050; or English assessment score of 95 or better and/or Reading assessment score of 80 or better; and Math assessment score of 60 or better
A study is made of the restrictions, standards, and requirements that in the interest of public safety and welfare have been established by law to govern the construction of buildings and their materials. Specifications are developed to describe building materials to be furnished and how they are to be installed.

AEC 280 Internship
6 credit hours
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.

AEC 289 Capstone
6 credit hours
Prerequisite: AEC 102 and AEC 225 with a grade of C or better
Applies knowledge of building construction techniques and architectural drawing conventions in developing plans, elevations, sections and details of a building structure by developing a set of construction drawings from design development drawings and specifications.

ANT — ANTHROPOLOGY COURSES

ANT 101 Cultural Anthropology: GT-SS3
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better

Studies human cultural patterns and learned behavior including linguistics, social and political organization, religion, culture and personality, culture change and applied anthropology. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

ANT 107 Introduction to Archaeology: GT-SS3
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better

Introduces the science of recovering the human prehistoric and historic past through excavation, analysis, and interpretation of material remains. The course provides a survey of the archaeology of different areas of the Old and New Worlds and the works of selected archaeologists and discusses major archaeological theories. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

ANT 111 Physical Anthropology: GT-SS3
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better

Studies human biology and its effects on behavior including principles of genetics and evolution, vertebrates and primates, human origins, human variations and ecology. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

ANT 201 Intro to Forensic Anthropology: GT-SS3
3 credit hours
Prerequisite: ENG 121 with a grade of C or better

Studies the basic principles of forensic anthropology, an applied field within the discipline of physical anthropology. The course includes the study of the human skeleton, practical application of physical anthropology and archeology, and judicial procedure, as they relate to the identification of human remains within a medico-legal context. The course is one of the Statewide Guaranteed Transfer Courses. GT-SS3

ANT 215 Indians of North America: GT-SS3
3 credit hours
Prerequisite: ENG 121 with a grade of C or better

Studies the Indians of North America from the origins of native peoples in the New World, through the development of geographic culture areas, to European contact and the subsequent contemporary Native American issues. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

ANT 225 Anthropology of Religion
3 credit hours
Prerequisite: ANT 101 and ENG 121 with a grade of C or better

Explores the culturally universal phenomenon of religion including cross-cultural varieties of beliefs in the supernatural and the religious rituals people employ to interpret and control their worlds.

ANT 250 Medical Anthropology: GT-SS3
3 credit hours
Prerequisite: ANT 101 and ENG 121 with a grade of C or better

Studies the basic principles of medical anthropology, an applied field within the discipline of cultural anthropology including the cross-cultural study of practices and beliefs regarding illness, health, death, prevention and therapy; and the interaction of the medical systems between Western and other cultures. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

ANT 255 Anthropology of Energy
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better

Examines issues of energy production and consumption that occupy a central role in national and global debates. Where does the majority of our energy currently come from, and where should it come from in the future? What is at stake in our energy lifestyles on both local and global scales?

ANT 260 Sex, Gender and Culture
3 credit hours
Prerequisite: ANT 101 and ENG 121 with a grade of C or better

Explores the anthropology of gender including the relationship between biology and culture in human evolution, archeological evidence of gender distinctions in prehistory, cross-cultural constructions of masculinity, femininity, and sexuality, variations in the sexual division of labor and economic stratification, gender differences in ritual and religion, and the impact of gender issues in contemporary global culture change.

ANT 275 Special Topics
0-12 credit hours
Prerequisite: ENG 121 with a grade of C or better

Provides opportunity for off-campus field experience or study of a special topic in anthropology. Field study may occur at archaeological sites, museums, host educational institutions, within ethnographic situations, or other anthropologically appropriate places. Study of a special topic may include that derived from physical anthropology, cultural anthropology, archaeology, or other anthropological discipline.

ANT 285 Independent Study
0-12 credit hours
Prerequisite: ENG 121 with a grade of C or better

Allows the student to independently study certain aspects of anthropology. It provides opportunity to investigate an area of interest that developed in introductory courses.

ARA — ARABIC COURSES

ARA 101 Conversational Arabic I
3 credit hours

Introduces beginning students to conversational Arabic and focuses on understanding and speaking Arabic. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

ARA 102 Conversational Arabic II
3 credit hours
Prerequisite: ARA 101 with a grade of C or better

Continues the sequence for students who wish to understand and speak Arabic. Covers basic conversational patterns, expressions, and grammar.

ARA 111 Arabic Language I
5 credit hours

Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the Arabic language.

ARA 112 Arabic Language II
5 credit hours
Prerequisite: ARA 111 with a grade of C or better

Continues ARA 111 Arabic Language I in the development of functional proficiency in listening, speaking, reading and writing the Arabic language.
NOTE: The order of the topics and the methodology will vary according to individual texts and instructors.

ARA 211 Arabic Language III
3 credit hours
Prerequisite: ARA 111 and ARA 112 with a grade of C or better

Continues ARA 111 Arabic Language I and ARA 112 Arabic Language II in the development of increased functional proficiency in listening, speaking, reading and writing the Arabic language.
NOTE: The order of the topics and the methodology will vary according to individual texts and instructors.

ARA 212 Arabic Language IV
3 credit hours
Prerequisite: ARA 211 with a grade of C or better
Continues ARA 111 Arabic Language I, ARA 112 Arabic Language II and ARA 211 Arabic Language III in the development of increased functional proficiency in listening, speaking, reading and writing the Arabic language.
NOTE: The order of the topics and the methodology will vary according to individual texts and instructors.

ARA 275 Special Topics
0-12 credit hours
Prerequisite: Instructor permission
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

ARA 285 Independent Study
0-12 credit hours
Prerequisite: Instructor permission
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

ART — ART COURSES
ART 110 Art Appreciation: GT-AH1
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better
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. GT-AH1

ART 111 Art History Ancient to Medieval: GT-AH1
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better
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. GT-AH1

ART 112 Art History Renaissance to Modern: GT-AH1
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better
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. GT-AH1

ART 121 Drawing I
3 credit hours
Investigates the various approaches and media that students need to develop drawing skills and visual perception.

ART 122 Drawing for the Graphic Novel
3 credit hours
Prerequisite: ART 121 with a grade of C or better, or instructor permission
Introduces the drawing and fine art principles used in developing illustrations for the graphic novel. Students explore the graphic novel as a vehicle for a unique, personal venue for artistic expression. Students explore the history of the graphic novel as well as examine different artistic styles used in the development of graphic novel illustrations. The application of artistic concepts in the creation of an individual graphic work and thorough examination of course material in terms of style, design considerations and visual elements are the primary focus. Students will create images for a graphic novel, focusing on unity of style and techniques for creating images appropriate to story line using black and white or grayscale illustrations.

ART 124 Watercolor I
3 credit hours
Prerequisite: ART 121 with a grade of C or better
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 128 Figure Drawing I
3 credit hours
Prerequisite: ART 121 with a grade of C or better
Introduces the basic techniques of drawing the human figure.

ART 131 Visual Concepts 2-D Design
3 credit hours
Examines the basic elements of design, visual perception, and artistic form and composition as they relate to two-dimensional media.

ART 132 Visual Concepts 3-D Design
3 credit hours
Prerequisite: ART 131 with a grade of C or better
Focuses on learning to apply the elements and principles of design to three dimensional problems.

ART 138 Film Photography I
3 credit hours
Introduces black and white photography as a fine art medium and develops skills necessary for basic camera and lab operations.

ART 139 Digital Photography I
3 credit hours
Prerequisite: MGD 101 with a grade of C or better, or instructor permission
Introduces the basic concepts of digital imaging as applied to photography. Using applicable technology and hands-on experience, modern developments are presented leading to the present applications of digital imaging which combine traditional photographic ideas with electronic media. Enables the student to learn how to operate image manipulation software using a variety of scanning equipment, software tools and output devices by executing new assignments and applying these technologies to their photographic process.

ART 151 Painting I
3 credit hours
Prerequisite: ART 131 with a grade of C or better
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 161 Ceramics I
3 credit hours
Prerequisite: Instructor permission
Introduces traditional and contemporary ceramic forms and processes including hand building and throwing on the potter's wheel.

ART 175 Special Topics
0-12 credit hours
Prerequisite: Instructor permission
Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

ART 207 Art History 1900 to Present: GT-AH1
3 credit hours
Prerequisite: ART 110, or ART 111, or ART 112 with a grade of C or better
Provides students with the knowledge base to understand the visual arts as related to Modern and Contemporary visual art. Surveys world art of the twentieth century, including Modernism to Post-Modernism. The course is one of the Statewide Guaranteed Transfer courses. GT-AH1

ART 221 Drawing II
3 credit hours
Prerequisite: ART 121 with a grade of C or better
Explores expressive drawing techniques with an emphasis on formal composition, color media and content or thematic development.

ART 238 Film Photography II
3 credit hours

Prerequisite: ART 138 with a grade of C or better

This course is an exploration in camera and lab operations with an emphasis on individual creativity. It includes the development of a comprehensive portfolio.

ART 239 Digital Photography II
3 credit hours

Prerequisite: ART 139 with a grade of C or better

Expands upon the beginning digital photography class. Focuses on digital photography in terms of design and communication factors including color, visual design, lighting, graphics, and aesthetics.

ART 251 Painting II
3 credit hours

Prerequisite: ART 151 and ART 131 with a grade of C or better, or Program Chair permission

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 252 Painting III
3 credit hours

Prerequisite: ART 121 and ART 251 with a grade of C or better

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 253 Painting IV
3 credit hours

Prerequisite: ART 121 and ART 252 with a grade of C or better, or Program Chair 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 255 Mural Painting I
3 credit hours

Prerequisite: ART 121, ART 131, and ART 151 with a grade of C or better, or instructor permission

This course introduces the student to the history, techniques, materials and concepts of mural painting with an emphasis on composition and content development.

ART 261 Ceramics II
3 credit hours

Prerequisite: ART 161 with a grade of C or better

A continuation of ART 161, this course emphasizes skill, technique and form.

ART 275 Special Topics
0-12 credit hours

Prerequisite: Instructor permission

Provides the student with a vehicle to pursue in depth exploration of special topics of interest.

ART 285 Independent Study
0-12 credit hours

Prerequisite: Instructor permission

Provides structured and guided, individualized research that is organized and tailored around the interests and needs of the individual student.

ASL — AMERICAN SIGN LANGUAGE COURSES
ASL 121 American Sign Language I
5 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, and REA 090 and/or Reading assessment score of 80 or better

Exposes the student to American Sign Language. Readiness activities are conducted focusing on visual/receptive skills and basic communication. Utilizes the direct experience method. Students must complete this course with a "B" or higher or pass the ASL proficiency test with a score of at least 80% or better prior to registering for ASL 122 if planning to enroll in the Interpreter Preparation Program.

ASL 122 American Sign Language II
5 credit hours

Prerequisite: ASL 121 with a grade of C or better, or instructor permission

Develops a basic syntactic knowledge of American Sign Language (ASL), basic vocabulary and basic conversational skills. Incorporates vital aspects of deaf culture and community. The direct experience method is used to enhance the learning process. Students must complete this course with a B or higher or pass the ASL 121 proficiency test at 80% or better prior to acceptance into the Interpreting and Transliterating Preparation program.

ASL 123 American Sign Language III
5 credit hours

Prerequisite: ASL 122 with a grade of C or better

Provides the student an opportunity to develop a stronger grasp of American Sign Language (ASL), as well as the cultural features of the language. ASL vocabulary is also increased. The direct experience method is used to further enhance the learning process. This course is a continuation of ASL 122 with more emphasis on expressive skills in signing.

ASL 275 Special Topics
0-12 credit hours

Prerequisite: Instructor permission

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

ASL 285 Independent Study
0-12 credit hours

Prerequisite: Instructor permission

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

AST — ASTRONOMY COURSES
AST 101 Astronomy I with Lab: GT-SC1
4 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090 and REA 090; and Grade of C or better in MAT 090 or MAT 050; or English assessment score of 95 or better and/or Reading assessment score of 80 or better; and Math assessment score of 60 or better

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 meteoroids. Incorporates laboratory experience. This course is one of the Statewide Guaranteed Transfer Courses. GT-SC1

AST 102 Astronomy II with Lab: GT-SC1
4 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090 and REA 090; and Grade of C or better in MAT 090 or MAT 050; or English assessment score of 95 or better and/or Reading assessment score of 80 or better; and Math assessment score of 60 or better

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. GT-SC1

BIO — BIOLOGY COURSES
BIO 105 Science of Biology with Lab: GT-SC1
4 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090 and REA 090; and Grade of C or better in MAT 090 or MAT 050; or English assessment score of 95 or better and/or Reading assessment score of 80 or better; and Math assessment score of 60 or better

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 - and as 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. GT-SC1

BIO 106 Basic Anatomy and Physiology
4 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090 and REA 090; and Grade of C or better in MAT 090 or MAT 050; or English assessment score of 95 or better and/or Reading assessment score of 80 or better; and Math assessment score of 60 or better

Focuses on basic knowledge of body structures and function, and provides a foundation for understanding deviations from normal and diseased 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 with Lab: GT-SC1
5 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090 and REA 090; and Grade of C or better in MAT 099 or MAT 055; or English assessment score of 95 or better and/or Reading assessment score of 80 or better; and Math assessment score of 85 or better

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. GT-SC1

BIO 112 General College Biology II with Lab: GT-SC1
5 credit hours

Prerequisite: BIO 111 with a grade of C or better

A continuation of BIO 111, 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. GT-SC1

BIO 116 Introduction to Human Disease: GT-SC2
3 credit hours

Prerequisite: BIO 105, BIO 106, or BIO 111 with a grade of C or better

Focused analysis of the causes and mechanics of human illness and death will be presented for each of the major human body systems. Selected diseases will be studied in greater detail, including etiology, pathogenesis, epidemiology, sociology, and therapy. This course is one of the Statewide Guaranteed Transfer courses. GT-SC2

BIO 175 Special Topics
0-12 credit hours

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

BIO 201 Human Anatomy and Physiology I with Lab: GT-SC1
4 credit hours

Prerequisite: BIO 111 with a grade of C or better

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. GT-SC1

BIO 202 Human Anatomy and Physiology II with Lab: GT-SC1
4 credit hours

Prerequisite: BIO 201 with a grade of C or better

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. GT-SC1

BIO 204 Microbiology with Lab: GT-SC1
4 credit hours

Prerequisite: BIO 202 or BIO 111 with a grade of C or better

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. GT-SC1

BIO 216 Human Pathophysiology
4 credit hours

Prerequisite: ENG 121 and BIO 204 with a grade of C or better, or ENG 121 with a grade of C or better and corequisite of BIO 204

Focuses on the alterations in physiological, cellular, and biochemical processes, the associated homeostatic responses, and the manifestations of disease. Prior knowledge of cellular biology, anatomy, and physiology is essential for the study of pathophysiology.

BIO 220 General Zoology with Lab: GT-SC1
5 credit hours

Prerequisite: BIO 111 or BIO 105 with a grade of C or better

Focuses on the study of invertebrate and vertebrate animals and examines structure, evolutionary development, ecology, classification, physiology, reproduction, and zoogeography. A survey of zoological diversity emphasizing the characteristics, zoological contributions, and classification of animal phyla and major classes. This course requires hands-on laboratory and field experience. This course is designed for biology majors. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

BIO 221 Botany I with Lab: GT-SC1
5 credit hours

Prerequisite: BIO 111 with a grade of C or better

Studies nonvascular and vascular plants, emphasizing photosynthetic pathways, form and function, reproduction, physiology, genetics, diversity, evolution, and ecology. This course requires mandatory hands-on laboratory and field experience. This course is designed for biology majors. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

BIO 265 Techniques in Cell Culture and Protein Production
4 credit hours

Prerequisite: BIO 111 with a grade of C or better

Focuses on the methods commonly used in biotech manufacturing facilities. Includes eukaryotic cell culture, prokaryotic fermentation, and protein production and purification. Requires hands-on laboratory experience.

BIO 269 Nucleic Acid Techniques and Molecular Cloning
4 credit hours

Prerequisite: BIO 111 with a grade of C or better

Introduces Recombinant DNA technology as used in Biomedical Research. Covers basic information on the structure and function of DNA as a genetic material before students are guided through a research project involving the isolation and sequence analysis of a gene. Students perform hands-on laboratory techniques on non-infectious material to include PCR, gel electophoresis, molecular cloning, and automated DNA sequencing.

BIO 275 Special Topic
0-12 credit hours

Prerequisite: BIO 111 and BIO 175 with a grade of C or better

Covers a specific topic within Biology, as determined by the instructor. Reflects the special expertise of the faculty and/or the special needs of the students.

BTE — BUSINESS TECHNOLOGY COURSES
BTE 100 Computer Keyboarding I
1 credit hour

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
2 credit hours
Prerequisite: BTE 100 with a grade of C or better or instructor permission (keyboarding skills of 20 wpm)
Designed for students with minimal keyboarding skills. Introduces letters, tables, memos and manuscripts. Emphasizes speed and accuracy.

BTE 103 Keyboarding Applications II
3 credit hours
Prerequisite: BTE 102 with a grade of C or better (keyboarding skills of 30 wpm)
Reinforces basic keyboarding formats and procedures. Productivity and decision-making skills are exercised. Emphasizes speed and accuracy.

BTE 108 Ten-Key by Touch
1 credit hour
Introduces the student to touch control of a ten-key pad. The class emphasizes the development of speed and accuracy using proper technique.

BTE 111 Keyboarding Speedbuilding I
2 credit hours
Prerequisite: BTE 100 with a grade of C or better or instructor permission
Designed to increase speed and improve accuracy in keyboarding on the PC through the use of correct techniques and concentrated effort.

BTE 112 Keyboard Speedbuilding II
2 credit hours
Prerequisite: BTE 111 with a grade of C or better or instructor permission
Continues the skill building sets from BTE III. This course is designed to further increase speed and improve accuracy in keyboarding on the PC through the use of correct techniques and concentrated effort.

BTE 117 Legal Terminology and Procedures
3 credit hours
Introduces legal terminology and its proper usage in legal documents, legal instruments, and legal correspondence. Emphasis will be placed on definition of legal terms and expressions, correct spelling of terms, correct pronunciation, proper usage in a legal context, and legal procedures. The student will gain a basic understanding of the various areas of the law and career opportunities.

BTE 120 Electronic Office Procedures
3 credit hours
Provides instruction in the latest electronic office procedures using business technologies which include: e-mail, FAX, Windows, presentation graphics, telephone techniques, internet, electronic calendaring and appointment scheduling.

BTE 125 Records Management
3 credit hours
Instructs on how records are created, stored and retrieved. Covers the basic filing rules — classifying, indexing, coding, storing, and retrieving as applied to the basic methods — alphabetic, chronological, subject, numeric, and geographic. Emphasizes "hands-on" records management through the use of simulations, which includes manual and/or computer software.

BTE 156 Business Mathematics with Calculators
4 credit hours
Prerequisite: Math assessment score of 30 (EA) or better and Reading assessment score of 40 or better
Covers basic business mathematics using the touch system on electronic calculators to solve business problems.

BTE 187 Cooperative Education/Internship
2 credit hours
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 sites that are 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.

BTE 225 Administrative Office Management
3 credit hours
Emphasis is placed on functions of the office. Includes office organization, work in the office, office layout, equipment and supplies, procurement and control, work flow, forms design, record storage and retrieval systems, personnel administration and problems, and government control.

BTE 287 Cooperative Education/Internship
3 credit hours
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 sites that are 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.
NOTE: This class will be offered in the Fall semester only.

BUS — BUSINESS ADMINISTRATION COURSES
BUS 110 Working for Yourself
2 credit hours
Introduces small business start-up and offers practical training designed to provide students with a fundamental understanding of the special concerns of self-employment. The course also provides an overview of the subjects needed to become an entrepreneur, including financing, law insurance, government regulations, record keeping, and taxes. Guest speakers with expertise in the various topics add to the weekly discussion.

BUS 115 Introduction to Business
3 credit hours
Prerequisite: Grade of C or better in CCR 092, ENG 060 and REA 060, or English assessment score of 70 or better and/or Reading assessment score of 62 or better; and Grade of C or better in MAT 030 or Math assessment score of 57 (AR)
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 116 Personal Finance
3 credit hours
Surveys the basic personal financial needs of most individuals. Emphasizes the basics of budgeting and buying, saving and borrowing money, home ownership, income tax and investments, and the wise use of insurance, wills and trusts.

BUS 117 Business Writing
1 credit hour
Focuses on specific business writing processes needed to produce business memos, email, good and bad news messages, reports, graphics in writing, electronic presentations and proofreading.

BUS 118 Business Survival Skills
3 credit hours
Provides an overall perspective for the student to understand the current domestic and world business environment and how the student as an employee fits into that environment. Roles and responsibilities of the business and the employees will be studied as they relate to alternatives for increasing positive impact in the workplace. The focus will be on practical skills application.

BUS 175 Special Topics in Business
3 credit hours
Provides students with a vehicle to pursue special topics of interest in business. The content of this course is designed on an as needed basis to provide current, up-to-date information. The content of this course will change from year to year.

BUS 203 Introduction to International Business
3 credit hours
Prerequisite: BUS 115 with a grade of C or better
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
3 credit hours

Prerequisite: BUS 115 or CIS 118 with a grade of C or better

Emphasizes public law, regulation of business, ethical considerations, and various relationships existing within society, government and business. Specific attention will be devoted to economic regulation, social regulation, regulation and laws impacting labor management issues and environmental concerns. Students will develop an understanding of the role of law in social, political and economic change.

BUS 217 Business Communication and Report Writing
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better

Emphasizes effective business writing and cover letters, memoranda, reports, application letters, and resumes. Includes the fundamentals of business communication and an introduction to international communication.

BUS 226 Business Statistics
3 credit hours

Prerequisite: Grade of C or better in BUS 115 and Grade of C or better in CCR 092, CCR 093, or REA 090; or Reading assessment score of 80 or better, and Grade of C or better in MAT 090, MAT 050, or MAT 107; or Math assessment score of 60 or better

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.

BUS 287 Cooperative Education
3 credit hours

Provides students with the opportunity to supplement course work with practical work experience related to their educational program and occupational objectives. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor/coordinator. Students are placed at approved work stations related to their program of study.

CAD — COMPUTER ASSISTED DESIGN COURSES
CAD 101 Computer Aided Drafting I
3 credit hours

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
3 credit hours

Prerequisite: CAD 101 with a grade of C or better or chair permission

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.

CAD 108 Introduction to MicroStation
3 credit hours

Prerequisite: Chair permission

Introduces basic computer-aided drafting using the Bentley MicroStation software. Students learn specific computer-aided drafting methods. A final project incorporates the basic drafting techniques to the production of a small floor plan. Course employs a PC platform.

CAD 115 Sketchup
3 credit hours

Focuses on the understanding of basic concepts of the software program Google SketchUp ®. Students will learn how to draw and extrude building shapes, stairs, roofs, and interiors utilizing advanced modeling techniques.

CAD 153 Introduction to Pro Engineer/Basics
3 credit hours

Prerequisite: CAD 101 with a grade of C or better or chair permission

Introduces basic Pro/Engineer software operation including part creation, drawing creation, and assembly creation. Pro/Engineer is a 3D solid modeling software from parametric technologies.

CAD 219 3D Studio Max
3 credit hours

Prerequisite: CAD 224 with a grade of C or better or chair permission

Introduces 3D model creation and editing, rendering and animation using the AutoDesk 3D Max software. Focuses on 3D geometry, texture mapping, lighting, camera placement, shading, photo-realistic rendering, animation techniques, and walk through animations.

CAD 222 AUTODESK Navisworks
3 credit hours

Prerequisite: CAD 227 with a grade of C or better or chair permission

Introduces students to the BIM management software Autodesk Navisworks. Multiple BIM models will be combined for the purposes of scheduling and clash detection.

CAD 224 Revit Architecture
3 credit hours

Prerequisite: Chair permission

Introduces students to the AutoDesk Revit Architecture software. Examines the Building Information Modeling approach to 2D and 3D architectural construction documents. Students will create floorplans, elevations, sections, 3D models, perspective renderings and animations with this software application.

CAD 225 AutoCAD for Architecture
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090 and REA 090; and Grade of C or better in MAT 090 or MAT 050; or English assessment score of 95 or better and/or Reading assessment score of 80 or better; and Math assessment score of 60 or better

Provides students with the software application training in Architectural construction drawings using industry standard software. Includes creating floorplans, sections, elevations and details necessary to produce 2D and 3D Architectural construction drawings.

CAD 227 Advanced Revit Architecture
3 credit hours

Prerequisite: CAD 224 with a grade of C or better or chair permission

Focuses on the advanced applications of the AutoDesk Revit Architecture software. Includes Family Editing, Topographic Site Plans, Worksharing, Phases, Advanced Scheduling, Custom Annotation, and Presentation Techniques.

CAD 240 Inventor I — AutoDesk
3 credit hours

Prerequisite: CAD 101 with a grade of C or better or chair permission

Introduces basic non-parametric 3D concepts to build confidence in 3D thinking and moves on to three-dimensional parameters. The student learns to construct, modify, and manage complex parts in 3D space as well as how to produce 2D drawings from the 3D models.

CAD 244 Advanced Inventor
3 credit hours

Prerequisite: CAD 240 with a grade of C or better or chair permission

This course focuses on the advanced applications of the parametric software Inventor. Includes management of design data, advanced assembly and analysis of model creations and constraints, documentation of bill of materials and parts lists, rendering and animation and testing a model assembly.

CAD 255 SolidWorks/Mechanical
3 credit hours
Prerequisite: CAD 101 with a grade of C or better or chair permission

Introduces basic non-parametric 3D concepts to build confidence in 3D thinking and progresses to three-dimensional parameters. The student learns to construct, modify, and manage complex parts in 3D space as well as to produce 2D drawings from the 3D models.

CAD 259 Advanced SolidWorks
3 credit hours
Prerequisite: CAD 255 with a grade of C or better or chair permission

This course focuses on the advanced applications of the parametric software SolidWorks. Includes management of design data, advanced assembly and analysis of model creations and constraints, documentation of bill of materials and parts lists, rendering and animation and testing a model assembly.

CCR — COLLEGE COMPOSITION & READING COURSES

CCR 092 Composition & Reading
5 credit hours
Prerequisite: ENG 030, ESL 043 or ESL 052 with a grade of C or better

Integrates and contextualizes college level reading and writing. Students will read and understand complex materials and respond to ideas and information through writing informative and/or persuasive texts.

CCR 093 Studio D
3 credit hours
Prerequisite: ENG 060, ESL 053 or CCR 092 with a grade of C or better

Integrates and contextualizes reading and writing strategies tailored to a corequisite 100-level course within one or more of the four discipline strands. The four discipline strands are defined as: Communication, Science, Social Science, and Arts and Humanities. Non-GT courses are not eligible for this consideration. Students will read and understand complex discipline-specific materials, and respond to ideas and information through writing informative and/or persuasive texts.

CCR 094 Studio 121
3 credit hours
Prerequisite: ENG 060, ESL 053 or CCR 092 with a grade of C or better
Corequisite: ENG 121

Integrates and contextualizes reading and writing strategies tailored to corequisite ENG 121 coursework. Students will read and understand complex materials, and respond to ideas and information through writing informative and/or persuasive texts.

CHE — CHEMISTRY COURSES

CHE 101 Introduction to Chemistry I with Lab: GT-SC1
5 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090 and REA 090; and Grade of C or better in MAT 099 or MAT 055; or English assessment score of 95 or better and/or Reading assessment score of 80 or better; and Math assessment score of 85 or better

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. GT-SC1

CHE 109 General, Organic and Biochemistry
4 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090 and REA 090; and Grade of C or better in MAT 099 or MAT 055; or English assessment score of 95 or better and/or Reading assessment score of 80 or better; and Math assessment score of 85 or better

Focuses on fundamentals of inorganic, organic, and bio-chemistry, primarily for students in health sciences, non-science majors, and/or students in the occupational and health-related career areas. Includes the study of measurement, atomic theory, chemical bonding, nomenclature, stoichiometry, solutions, acid and base chemistry, gas laws, condensed states of matter and nuclear chemistry, nomenclature of organic compounds, properties of dif-

ferent functional groups, nomenclature of various biological compounds, their properties, and biological pathways.

NOTE: Recommended for health science career areas, specifically Pre-Dental Hygiene.

CHE 111 General College Chemistry I with Lab: GT-SC1
5 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090 and/or REA 090; and corequisite or prerequisite in MAT 121, or English assessment score of 95 or better, Reading assessment score of 80 or better and Math assessment score of 63 (CLM) or better, or equivalent ACT/SAT scores

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. GT-SC1

CHE 112 General College Chemistry II with Lab: GT-SC1
5 credit hours
Prerequisite: CHE 111 and MAT 121 with a grade of C or better, or CHE 111 with a grade of C or better; with an English assessment score of 95 or better, and a Math assessment score of 63 (CLM) or better

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. GT-SC1

CHE 211 Organic Chemistry I with Lab
5 credit hours
Prerequisite: CHE 112 with a grade of C or better

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, and 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 with Lab
5 credit hours
Prerequisite: CHE 211 with a grade of C or better

Explores 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 CHE 211, Organic Chemistry I. 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.

CHI — CHINESE COURSES

CHI 101 Conversational Chinese I
3 credit hours

Introduces beginning students to conversational Chinese and focuses on understanding and speaking Chinese. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

CHI 102 Conversational Chinese II
3 credit hours
Prerequisite: CHI 101 with a grade of C or better

Continues the sequence for students who wish to understand and speak Chinese. Covers basic conversational patterns, expressions, and grammar.

CHI 111 Chinese Language I
5 credit hours
Focuses on the development of functional proficiency in listening, speaking, reading and writing the Chinese language.
NOTE: The order of the topics and methodology will vary according to individual texts and instructors.

CHI 112 Chinese Language II
5 credit hours
Prerequisite: CHI 111 with a grade of C or better
Continues CHI 111 Chinese Language I in the development of functional proficiency in listening, speaking, reading and writing the Chinese language.
NOTE: The order of the topics and the methodology will vary according to individual texts and instructors.

CHI 211 Chinese Language III
3 credit hours
Prerequisite: CHI 112 with a grade of C or better
Focuses on the further development of functional proficiency in listening, speaking, reading and writing the Chinese language.

CHI 212 Chinese Language IV
3 credit hours
Prerequisite: CHI 211 with a grade of C or better
Focuses on the further development of functional proficiency in listening, speaking, reading and writing the Chinese language.
NOTE: A continuation of CHI 211 Chinese III.

CHI 275 Special Topics
0-12 credit hours
Prerequisite: Instructor permission
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

CHI 285 Independent Study
0-12 credit hours
Prerequisite: Instructor permission
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

CHW — COMMUNITY HEALTH WORKER COURSES
CHW 120 Community Health Issues
3 credit hours
Prerequisite: High school diploma or GED
Corequisite: CHW 130 and CHW 297
Introduces students to the multiple health issues for community health workers. Develops core competencies necessary to function as a Community Health Worker.

CHW 130 Community Health Resources
3 credit hours
Prerequisite: High school diploma or GED
Corequisite: CHW 120 and CHW 297
Introduces students to the skills and resources necessary for community health work with clients in the community.

CHW 136 Psychological Impact of Chronic Disease
1 credit hour
Students will acquire knowledge regarding the psychosocial aspects of chronic disease. They will be able to differentiate between normal responses and problematic responses in order to identify resources, make appropriate referrals, and assist with patient decision-making.

CHW 137 End of Life/Palliative Care
0.5 credit hours
Explore end-of-life concepts such as advance planning, legal considerations, end-of-life choices, and palliative care, including physical, emotional, and spiritual aspects. Learn to facilitate discussion regarding end-of-life choices, including hospice care.

CHW 138 Basic Patient Navigation
3 credit hours
Prerequisite: Grade of C or better in CCR 092 or ENG 060, or English assessment score of 70 or better
Enables students to develop skills necessary to effectively communicate and build relationships with patients, locate health resources, solve problems, and manage information and records.

CHW 297 Community Health Worker Field Experience
2 credit hours
Prerequisite: High school diploma or GED
Corequisite: CHW 120 and CHW 130
Provides students with an opportunity to apply Community Health Worker knowledge and to practice Community Health Worker skills in community settings.

CIS — COMPUTER INFORMATION SYSTEMS COURSES
See CNG — Computer Network Technologies on page 102
See CSC — Computer Science on page 105
See CWB — Computer Web Base on page 106

CIS 101 Alternative I/O for Computers
1 credit hour
Focuses on teaching alternative methods for inputting data into a computer. Individualized for each student, the course covers such programs as Dragon NaturallySpeaking, Dragon Dictate, or Job Access with Speech (JAWS). It is designed for students who have little or no previous computer experience.

CIS 110 Introduction to the PC
1 credit hour
Provides the beginning computer user with hands-on experience in the elementary use of the personal computer. This course introduces the basic feature of and the terminology associated with personal computers, including topics such as database, spreadsheet, and word processing.

CIS 114 Computing for Health IT
3 credit hours
This an introductory course in Computer Information Systems for Healthcare professionals. The focus of the class will be on computers as applied to Healthcare needs. The class will cover data representation, data communication, data storage, networking architecture and security. Network security will be covered as it relates to Electronic Health Records and Healthcare Privacy issues. The class will provide an introduction to computer programming and database management.

CIS 117 Introduction to Technical Applications
2 credit hours
Provides a basic introduction of standard software packages available to support a microcomputer-based workstation. Includes entry-level hands-on work with word processors, spreadsheets, electronic presentations and basic Internet functionality to support the technical environment.

CIS 118 Introduction to PC Applications
3 credit hours
Prerequisite: Grade of C or better in CCR 092, ENG 060 and REA 060, or English assessment score of 60 or better and/or Reading assessment score of 50 or better; and Grade of C or better in MAT 030 or Math assessment score of 40 (AR) or better.
Introduces basic computer terminology, file management, and PC system components. Provides an overview of office application software including word processing, spreadsheets, database, and presentation graphics. Includes the use of a web browser to access the internet.

CIS 124 Introduction to Operating Systems
3 credit hours
Prerequisite: CIS 118 with a grade of C or better
Introduces concepts, terminology and hands-on skills in the use of DOS and Windows. Emphasizes navigation, file manipulation, file creation and troubleshooting.

CIS 130 Introduction to Internet
1 credit hour

Enhances the student's knowledge of the Internet and its resources. Individuals learn terminology in dealing with the Internet. Includes privacy and copyright issues with information retrieved from the Internet. Students experience the use of e-commerce, multimedia and e-mail. Explores searching the Internet and credibility of information obtained with searches.

CIS 135 Complete PC Word Processing/Word (software package)
3 credit hours

Prerequisite: CIS 118 with a grade of C or better

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 136 Microsoft Office Specialist Certification: Word
1 credit hour

Prerequisite: CIS 135 with a grade of C or better or instructor permission based on prior experience

Prepares students for the Microsoft Office Specialist certification examination for Word. Students use software to determine strengths and weaknesses and elect to review and prepare for either the Core or Expert level exam.

CIS 140 Microsoft Outlook
1 credit hour

Introduces the functions used in Microsoft Outlook including e-mail messages, calendar, contacts, tasks, journals, and notes.

CIS 145 Complete PC Database
3 credit hours

Prerequisite: CIS 118 with a grade of C or better or instructor permission

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 149 Microsoft Office Specialist Certification Prep: Access
1 credit hour

Prerequisite: CIS 145 with a grade of C or better or instructor permission based on prior experience

Prepares students for the Microsoft Office Specialist certification examination for Access. Students use software to determine strengths and weaknesses and elect to review and prepare for the Core level Certification exam.

CIS 155 PC Spreadsheet Concepts: Excel
3 credit hours

Prerequisite: CIS 118 with a grade of C or better or instructor permission

Exposes the student to a wide range of uses of the electronic spreadsheet with special emphasis placed on using it as a business tool. Topics include 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 159 Microsoft Office Certification Prep: Excel
1 credit hour

Prerequisite: CIS 155 with a grade of C or better or instructor permission

Prepares students for the Microsoft Office Specialist certification examination for Excel. Students use software to determine strengths and weaknesses and elect to review and prepare for either the Core or Expert level Certification exam. The MOUS test is not included in this course.

CIS 165 Complete Presentation Graphics: PowerPoint
3 credit hours

Prerequisite: CIS 118 with a grade of C or better or instructor permission

Focuses on the development of presentation graphics materials including graphs, charts, illustrations, and diagrams. Emphasizes effective communication through computerized presentations. Covers features of the software and effective presentation techniques.

CIS 169 Microsoft Office Specialist Certification Prep: PowerPoint
1 credit hour

Prerequisite: CIS 165 with a grade of C or better or instructor permission based on prior experience

Prepares students for the Microsoft Office Specialist certification examination for PowerPoint. Students use software to determine strengths and weaknesses and elect to review and prepare for the Core level Certification exam.

CIS 218 Advanced PC Applications
3 credit hours

Prerequisite: CIS 135 and CIS 155 with a grade of C or better or instructor permission

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.

CIS 240 Database Design and Development
3 credit hours

Prerequisite: CIS 145 with a grade of C or better or instructor permission

Introduces the basic concepts of relational databases, data storage, and retrieval. Covers database design, data modeling, transaction processing, and introduces the Structured Query Language for databases.

CIS 243 Introduction to PL/SQL
3 credit hours

Prerequisite: CSC 119 with a grade of C or better or instructor permission
Corequisite: CIS 145

Introduces students to creating database structures and storing, retrieving and manipulating data in a relational database. SQL is the set of statements that all users and programs must use to access data in the Oracle database. This course also focuses on SQL*Plus to manipulate SQL statements.

CIS 260 Troubleshooting Microsoft Applications
3 credit hours

Prerequisite: CIS 218 and CIS 124 with a grade of C or better

Focuses on troubleshooting techniques and procedures that are used in Microsoft Office and other applications. Includes learning how to manage the advanced configuration of Word, Excel, Access, and PowerPoint.

CIS 267 Management of Information Systems
3 credit hours

Prerequisite: CIS 118 with a grade of C or better

Introduces the concepts and techniques of managing computer-based information resources. Includes hardware, software, personnel, control techniques, and the placement and integration of information systems resources within the organization.

CIS 287 Cooperative Education
1 credit hour

Prerequisite: Instructor permission

Provides students an opportunity to gain practical experience in applying their occupational skills and/or to develop specific skills in a practical work setting. The instructor works with the student to select an appropriate work site, establish learning objectives, and to coordinate learning activities with the employer or work site supervisor.

CNG — COMPUTER NETWORK TECHNOLOGIES COURSES
CNG 104 Introduction to TCP/IP
3 credit hours

Prerequisite: CIS 118 with a grade of C or better or instructor permission

Outlines four important networking architectures in corporate environments today — TCP/IP, SNA, AppleTalk, and DNA. Focuses on the major components and functions of each of these architectures, as well as methods used to connect different architectures. Provides students with concepts that are important to the field of systems integration, as well as a conceptual basis for understanding network architectures.

CNG 105 Internet Technologies
3 credit hours

Prerequisite: CIS 118 with a grade of C or better

Outlines the important Internet Technologies in use today. Focuses on the major components and functions of each of these technologies, as well as methods used to connect different technologies. Provides the student with concepts that are important to the field of systems integration with the Internet as well as a conceptual basis for understanding Internet Technologies.

CNG 116 Microcomputer Hardware
3 credit hours
Corequisite: CIS 118 with a grade of C or better

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 120 A+ Certification Preparation
4 credit hours
Prerequisite: CNG 116 with a grade of C or better

Prepares students for the CompTIA A+ certification examination. Hardware and software concepts are reviewed using A+ techniques.

CNG 124 Networking I: Network+
3 credit hours
Prerequisite: CIS 118 with a grade of C or better

Provides students with the knowledge necessary to understand, identify and perform necessary tasks involved in supporting a network. Covers the vendor-independent networking skills and concepts that affect all aspects of networking, such as installing and configuring the TCP/IP. This course also prepares students for the CNG 125 Networking II: Network+ course.

CNG 125 Networking II: Network+
3 credit hours
Prerequisite: CNG 124 with a grade of C or better

Continues to provide students with the knowledge necessary to implement and support a network. Focuses on the vendor-independent networking skills and concepts that affect all aspects of networking. The Networking I and II: Network + courses prepare students for the Network+ certification.

CNG 131 Principles of Information Assurance
3 credit hours
Prerequisite: CNG 132 with a grade of C or better

Provides skills and knowledge required to survey key issues associated with protecting information assets, determine the levels of protection and response to security incidents, and design a consistent, reasonable information security system, with appropriate intrusion detection and reporting features. Students learn to inspect and protect information assets, detect and react to threats to information assets, and examine pre- and post-incident procedures, and technical and managerial responses. Students learn about information security planning and staffing functions.

CNG 132 Network Security Fundamentals
3 credit hours
Prerequisite: CNG 124 with a grade of C or better

Delivers a comprehensive overview of network security, including general security concepts. Communication Security is studied, including remote access, e-mail, the Web, directory and file transfer, and wireless data. Common network attacks are introduced. Cryptography basics are incorporated, and operational/organizational security is discussed as it relates to physical security, disaster recovery, and business continuity. Computer forensics is introduced.

CNG 160 Telecommunications I
3 credit hours
Prerequisite: CIS 118 with a grade of C or better

Introduces the background needed to understand telephony products and services in the telecommunications industry. Includes hardware and devices, transmission characteristics and codes, network configurations, software, and protocols.

CNG 209 MS Server Active Directory Configuration
4 credit hours
Prerequisite: CNG 124 with a grade of C or better

Provides students with the knowledge and skills to configure Active Directory Domain Services in a distributed environment, implement Group Policies, perform backup and restore, and monitor and troubleshoot Active Directory related issues.

CNG 211 Windows Configuration: (OS)
3 credit hours
Prerequisite: CIS 124 or CNG 124 with a grade of C or better or instructor permission

Provides students with the knowledge and skills necessary to address the implementation and desktop support needs of customers who are planning to deploy and support Microsoft Windows Client OS in a variety of network operating system environments.

COM — COMMUNICATION COURSES

COM 100 Workplace Communication
1 credit hour

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 Communication
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better

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.

COM 115 Public Speaking
3 credit hours
Recommended: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better

Combines the basic theories of communication with public speech performance skills. Emphasis is on speech preparation, organization, support, audience analysis, and delivery.

COM 125 Interpersonal Communication
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better

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.

COM 126 Communication in Healthcare
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better

Familiarizes the student with interactive concerns in settings related to patient-client care. Course includes discussions of diverse cultures, client interaction and family/caregiver issues. The student will also address the concerns of attitude, office politics, teamwork, self-initiative and conflict management as specifically experienced in the patient as client setting.

COM 175 Special Topics
0-12 credit hours
Prerequisite: Instructor permission

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

COM 205 Voice and Diction
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better

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

COM 216 Principles of Speech Communication II
3 credit hours
Prerequisite: COM 115 with a grade of C or better

Emphasizes the continued study of rhetorical theory and analysis as it relates to public speaking.

COM 217 Group Communication
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better

Examines group communication theories with an emphasis on leadership and group behaviors. The course provides opportunities for group participation.

COM 220 Intercultural Communication: GT-SS3
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better

Explores the link between culture and communication and will develop and/or enhance communication skills and the abilities appropriate to a multicultural society. Emphasis will be on understanding diversity within and across cultures. Relevant concepts include perception, worldview, context, ethics, language, and nonverbal communication. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

COM 225 Organizational Communication
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better

Focuses on the role of communication theory and skills as they apply to business and organizational settings. Topics include organizational and leadership models, effective communication skills with peers, superiors, and subordinates, environmental factors impacting communication, and interviewing skills.

COM 226 Oral Interpretation
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better

Exposes the student to the artistic, interpretive, and communicative potential to be found in the reading and performance of great literature and rhetoric such as is found in prose, poetry, and drama.

COM 275 Special Topics
0-12 credit hours
Prerequisite: Instructor permission

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

COM 285 Independent Study
0-12 credit hours
Prerequisite: Instructor permission

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

CRJ — CRIMINAL JUSTICE COURSES

CRJ 110 Introduction to Criminal Justice
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, and REA 090 and/or Reading assessment score of 80 or better, or equivalent ACT/SAT scores, or chair permission

Introduces a study of the agencies and processes involved in the criminal justice system: the legislature, the police, the prosecutor, the public defender, the courts, and corrections. Includes an analysis of the roles and problems of the criminal justice system in a democratic society, with an emphasis upon inter-component relations and checks and balances.

CRJ 112 Procedural Criminal Law
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, and REA 090 and/or Reading assessment score of 80 or better, or equivalent ACT/SAT scores

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

CRJ 125 Policing Systems
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, and REA 090 and/or Reading assessment score of 80 or better, or equivalent ACT/SAT scores, or chair permission

Examines the complexity and multi-dimensional aspects of the law enforcement role and career; law enforcement discretion; law enforcement values and culture in modern America. Covers the role and functions of law enforcement in occupational, social, racial and ethnic, political and organizational context.

CRJ 127 Crime Scene Investigation
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, and REA 090 and/or Reading assessment score of 80 or better, or equivalent ACT/SAT scores

Focuses on basic procedures in crime scene management to include photography and preparing initial reports and sketches. Includes processing evidence and related criminalistic procedures. Covers interviewing suspects, witnesses and victims to include the recording of identifications and descriptions. Incorporates lab and lecture.

CRJ 135 Judicial Function
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, and REA 090 and/or Reading assessment score of 80 or better, or equivalent ACT/SAT scores

Examines the criminal process with an analysis of the major judicial decision-makers, i.e., prosecutors, defense attorneys, judges, and the discretionary aspects of adjudication.

CRJ 145 Correctional Process
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, and REA 090 and/or Reading assessment score of 80 or better, or equivalent ACT/SAT scores

Focuses on the post-conviction corrections process, the development of a correctional philosophy, theory, and practice, a description of institutional operation, programming and management, and community-based corrections, probation, and parole.

CRJ 146 Community Based Corrections
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, and REA 090 and/or Reading assessment score of 80 or better, or equivalent ACT/SAT scores

Introduces an analysis of community based correctional programs and procedures. Emphasizes the environment and the relationship to public safety, reintegration and punishment.

CRJ 201 Emergency Dispatching
5 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, and REA 090 and/or Reading assessment score of 80 or better, or equivalent ACT/SAT scores

Focuses on the unique knowledge, skills and abilities required for working in the Emergency Telecommunications industry. The course will focus on the basics of the emergency communication center, emergency telecommunication technology, caller management, call classification, legal aspects and stress management.

CRJ 205 Principles of Criminal Law
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, and REA 090 and/or Reading assessment score of 80 or better, or equivalent ACT/SAT scores

Focuses on common law and statutory law crimes, the Model Penal Code, elements defining crimes and penalties, defenses to criminal accusations, and definitions and distinctions between criminal and civil law.

CRJ 208 Criminal Evidence
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, and REA 090 and/or Reading assessment score of 80 or better, or equivalent ACT/SAT scores

Reviews the basic principles of evidence in state and Federal criminal proceedings. Includes analysis of the Federal Rules of Evidence and the Colorado Evidence Rules, as well as evidentiary and procedural requirements in the courts. The course will focus on evidence questions in the context of the examination of witnesses, competency, privilege, relevancy, hearsay, burden of proof and the presentation of scientific and demonstrative evidence. Constitutional guidelines affecting evidence collection and admissibility will also be reviewed.

CRJ 210 Constitutional Law
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, and REA 090 and/or Reading assessment score of 80 or better, or equivalent ACT/SAT scores

Focuses on the powers of government as they are allocated and defined by the United States Constitution. Includes intensive analysis of United States Supreme Court decisions.

CRJ 215 Constitutional Rights of Inmates
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, and REA 090 and/or Reading assessment score of 80 or better, or equivalent ACT/SAT scores

Covers an overview of the criminal justice system as it pertains to the constitutional rights of inmates including civil and criminal liabilities, legal services and disciplinary proceedings.

CRJ 230 Criminology
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, and REA 090 and/or Reading assessment score of 80 or better, or equivalent ACT/SAT scores

Examines the question of crime causation from legal, social, political, psychological and theoretical perspectives. Covers the history and development of criminology.

CRJ 231 Introduction to Forensic Science and Criminalistics
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, and REA 090 and/or Reading assessment score of 80 or better, or equivalent ACT/SAT scores

Focuses on the fundamentals of forensic science that are essential for gathering evidence at the crime scene and analyzing it in the crime laboratory.

CRJ 236 CRJ Research Methods
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, and REA 090 and/or Reading assessment score of 80 or better, or equivalent ACT/SAT scores

Introduces and applies methods for criminal justice and criminology with an emphasis on the scientific method and the role of empirical inquiry into criminal justice and criminology. This course will include the study of methodologies of data collection and analysis, the logic of research, the role of theory, measurement, sampling and research designs. Field research and the professional norms and ethics of criminal justice and criminology research will also be covered.

CRJ 239 Managing Emergency Worker Stress
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, and REA 090 and/or Reading assessment score of 80 or better, or equivalent ACT/SAT scores

Provides an understanding of trauma reaction and stress management for first line responders, i.e. police officers, victim advocates, paramedics and firemen. Focuses on practical application of coping skills and stress management for first line responders.

CRJ 250 Computer Crime Investigations
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, and REA 090 and/or Reading assessment score of 80 or better, or equivalent ACT/SAT scores

Provides a basic foundation of the skills and knowledge necessary to understand and investigate the computer criminal. Investigative procedures, interviewing skills and the necessity of search warrants will be covered. Legal issues regarding personal liability, privacy and wiretapping will also be discussed.

CRJ 257 Victimology
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, and REA 090 and/or Reading assessment score of 80 or better, or equivalent ACT/SAT scores

Introduces the student to the role the crime victim plays in the criminal justice system. The traditional response that a crime victim receives from the system will be studied and the psychological, emotional and financial impact these responses have on victimization will be analyzed.

CRJ 264 Practical Crime Scene Investigation
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, and REA 090 and/or Reading assessment score of 80 or better, or equivalent ACT/SAT scores

Introduces the investigation of death from the edico-legal standpoint. Discusses all aspects of an investigation from the initial findings to identification of the deceased and the determination of cause and time of death. Includes the follow-up investigation and the preparation and presentation of evidence for the criminal trial.

CRJ 275 Special Topics
0-12 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, and REA 090 and/or Reading assessment score of 80 or better, or equivalent ACT/SAT scores

Provides students with a vehicle to pursue in-depth exploration of special topics of interest. The content of this course will change from year to year.

CSC — COMPUTER SCIENCE COURSES
CSC 105 Computer Literacy
3 credit hours

Introduces students to current technologies. Special focus on ensuring students become technologically competent and computer literate. Emphasis is placed on technology fundamentals and terminology through the evaluation of hardware and software. Provides students with a working knowledge of operating system use, file management and security. Introduces the Internet as a research and communication tool. Application software is covered to ensure the fundamental computer skills for personal, academic, and business use are obtained.

CSC 119 Introduction to Programming
3 credit hours

Prerequisite: Grade of C or better in MAT 050 or MAT 090, or Math assessment score of 60 or better
Corequisite: CIS 118 or instructor permission

Focuses on general introduction to computer programming. Emphasizes the design and implementation of structured and logically correct programs with good documentation. Focuses on basic programming concepts, including numbering systems, control structures, modularization, and data processing. A structured programming language will be used to implement the student's program design.

CSC 150 Visual Basic Programming
3 credit hours

Prerequisite: CSC 119 with a grade of C or better or instructor permission

Introduces programming and applications development for the Microsoft Windows Programming environment using Visual Basic for Windows.

CSC 160 Computer Science I: (Language)
4 credit hours
Prerequisite: Grade of C or better in MAT 055 or MAT 099 or equivalent test scores

Introduces students to the discipline of computer science and programming. Algorithm development, data representation, logical expressions, sub-programs, and input/output operations using a high-level programming language are covered. Intensive lab work outside of class time is required.

CSC 161 Computer Science II: (Language)
4 credit hours
Prerequisite: CSC 160 with a grade of C or better or instructor permission

Continues algorithm development and problem solving techniques not covered in Computer Science I using a high-level programming language. Students are able to gain experience in the use of data structures and the design and implementation of larger software projects. Intensive computer laboratory experience is required for this course.

CSC 240 Java Programming
3 credit hours
Prerequisite: CSC 119 with a grade of C or better or instructor permission

Introduces students to Java programming language and covers basic graphics, events/procedures, user interface, and libraries. Enables the student to write and execute a variety of Java programs. Incorporates Java Applets into HTML.

CSC 246 Mobile App Development
3 credit hours
Prerequisite: CSC 119 with a grade of C or better

Learn how to develop mobile apps using key features and frameworks. Students will learn application design and development using a mobile development platform software development kit (SDK) and corresponding programming language. Main features include: handling UI triggered and touch events, data management, simple and complex UI views, drawing, location and application settings.

CWB — COMPUTER WEB BASE COURSES
CWB 206 Web Data Base
3 credit hours
Corequisite: CIS 145 with a grade of C or better

Emphasizes scripting languages used to create and manage web databases. Targets to multimedia authors who wish to add database management and search functionality to their web sites. Enables students to build an inexpensive portable database solution.

DAN — DANCE COURSES
DAN 130 Dance Sampler
1 credit hour

Introduces the beginning dancer to popular dances through a social dance sampler in Salsa, Swing, and Country Western Dance technique, footwork, body posturing, rhythms, and dance floor etiquette. Examines a variety of dances such as Salsa`s Mambo, Cha-Cha, and Rumba; Swing`s Lindy Hop (jitterbug); and Country Western`s Two Step, Cowboy Waltz, Cotton-Eyed Joe and various Country Western line dances.

DEH — DENTAL HYGIENE COURSES
DEH 100 Dental Hygiene Basic & Terminology I
1 credit hour

Introduces incoming dental hygiene students to the terminology they will need to build upon as they progress through the program. This includes dental terminology with specific relevance to dental hygiene, HIPAA and its legal basis, procedures and protocols relevant to a dental hygiene school setting including rudimentary ethical considerations.

DEH 101 Preclinical Dental Hygiene Lecture
2 credit hours
Prerequisite: Enrollment in Dental Hygiene program
Corequisite: DEH 102

Explores basic dental hygiene theory and development of basic skills. Focuses on the application of diagnostic, preventative and therapeutic procedures and includes an introduction to dentistry and dental hygiene, dental and medical terminology, infection control, the removal of tooth deposits, patient medical and dental histories, preventive instruction and treatment planning.

DEH 102 Preclinical Dental Hygiene Care
3 credit hours
Prerequisite: Enrollment in Dental Hygiene program
Corequisite: DEH 101

Focuses on clinical experiences in basic dental hygiene procedures and techniques including basic instrumentation, infection control, and patient assessment skills. Students participate in a variety of clinical learning experiences.

DEH 103 Dental Anatomy and Histology
3 credit hours
Prerequisite: Enrollment in Dental Hygiene program
Corequisite: DEH 123

Focuses on a study of the anatomical and histological features of the teeth and other oral structures of the oral cavity. Includes terminology, anatomical landmarks, and tooth identification. Introduces histology, the embryology of the face and oral and nasal cavities, development of the teeth, and the histological features of the various components of the teeth and surrounding structures.

DEH 104 Dental Radiology
3 credit hours
Prerequisite: Enrollment in Dental Hygiene program
Corequisite: DEH 101, DEH 102, and DEH 103

Introduces principles of x-radiation production and safety factors; application and theory of properly exposing, processing, mounting and evaluating radiographs; identification of normal anatomic landmarks and pathologic conditions. Focuses on utilization of the laboratory in performing procedures necessary to produce quality radiographs.

DEH 111 Dental and Medical Emergencies
2 credit hours
Prerequisite: Enrollment in Dental Hygiene program
Corequisite: DEH 103

Introduces the management of emergency situations in the dental office setting. Emphasizes reduction of risk for emergencies, identification and management of anxiety, and stress recognition protocol. Provides practical skills applicable to dental hygienists and the scope of responsibility for medical emergency management as dictated by state dental practice law. Covers the basic categories of emergencies, causes and management. Includes content and use of emergency kits and oxygen support systems.

DEH 116 Preventive Dentistry and Special Needs Patients
2 credit hours
Prerequisite: Enrollment in Dental Hygiene program
Corequisite: DEH 103

Focuses on application of the basic sciences in maintaining healthy oral tissues for all patient populations. Emphasizes plaque and plaque related diseases and the basic philosophy involved in controlling and/or preventing disease. Addresses the role of the dental hygienist in etiology, epidemiology of disease, primary preventive efforts, oral health education, nutrition and dietary measures, and preventive agents.

DEH 122 Periodontics I
2 credit hours
Prerequisite: First-semester DEH course work with a grade of C or better
Corequisite: DEH 153 and DEH 170

Introduces the principles of periodontics. Focuses on recognition of the tissues in health and disease, macro and microanatomy of the periodontium, and histopathology of periodontal diseases and other related gingival conditions. Provides the theory and discussion of periodontal assessment, etiology, epidemiology, inflammatory process/immune response, and the AAP classification system.

DEH 123 Head and Neck Anatomy
1 credit hour
Prerequisite: Enrollment in Dental Hygiene program
Corequisite: First-semester DEH courses

Focuses on the study of head and neck anatomy with emphasis on the muscles of mastication, the lymphatics, the TMJ, the nerve and vascular supply, and the oral cavity.

DEH 126 Dental Materials
2 credit hours
Prerequisite: DEH 101, DEH 102, and DEH 103 with a grade of C or better

Provides the dental hygiene student with a sound knowledge of the science of dental materials. Covers didactic and laboratory experiences and the physical properties, basic chemistry, and the clinical applications of the materials used in the practice of dentistry.

DEH 132 Applied Pharmacology
2 credit hours
Prerequisite: First-semester DEH courses with a grade of C or better
Corequisite: Second-semester DEH courses

Covers general pharmacology and reviews drugs that may influence the management of dental hygiene patients. Enables the student to develop sufficient knowledge of pharmacology to permit safe and effective medical evaluation of patients for dental hygiene treatment.

DEH 133 Local Anesthesia
2 credit hours
Prerequisite: First-year DEH courses with a grade of C or better
Corequisite: DEH 103, DEH 111, DEH 123, DEH 132 and DEH 170

Provides a working knowledge of the theory and practice of local anesthesia as applied to the practice of dentistry/dental hygiene. Emphasizes mastery of the armamentarium and techniques of regional anesthesia. Covers the knowledge and skills necessary to administer local anesthetics proficiently and safely.

DEH 134 Advanced Clinical Skills
1 credit hour
Prerequisite: Successful completion of first year Dental Hygiene courses

Focuses on dental hygiene theory and laboratory experiences with major topics related to advanced clinical skills, including advanced instrumentation fulcrums, root morphology, periodontal files, periodontal file sharpening, mini curettes, after five curettes, nabors probe, universal focus spray ultrasonics, and scaling implants.

DEH 138 Nitrous Oxide/Oxygen Sedation
1 credit hour
Prerequisite: DEH 101, DEH 102, DEH 103, DEH 111, DEH 132, DEH 153 and DEH 170 with a grade of C or better

Provides a working knowledge of the latest equipment and methods of nitrous oxide/oxygen sedation administration in the dental office.

DEH 150 Lasers: Theory and Practice
1 credit hour
Prerequisite: All first-year DEH courses with a grade of C or better
Corequisite: DEH 133 and DEH 171

Integrating the theory and practice of diode lasers into dental hygiene treatment. Course instruction into the mechanics of lasers followed by hands-on lab experience and ultimate integration into the clinical setting. Students will be laser certified upon completion of the course.

DEH 153 Clinical Theory of Dental Hygiene I
2 credit hours
Prerequisite: First-semester DEH courses with a grade of C or better
Corequisite: DEH 170

Builds on the broad theoretical basis provided in DEH 101 and DEH 102. Focuses on enhancing patient assessment skills, instrumentation and additional information on preventative and prophylactic clinical procedures.

DEH 170 Clinical Practice of Dental Hygiene I
4 credit hours
Prerequisite: DEH 101, DEH 102, DEH 103, and DEH 104 with a grade of C or better
Corequisite: DEH 153

Provides clinical experience in patient skills assessment, instrumentation and additional preventative and prophylactic clinical procedures.

DEH 171 Clinical Practice of Dental Hygiene I-A
2 credit hours
Prerequisite: DEH 101, DEH 102, DEH 103, DEH 104, DEH 123, DEH 153 and DEH 170 with a grade of C or better

Continues patient care sessions for the performance of traditional dental hygiene treatment. Enables the student to provide treatment to periodontally involved patients utilizing advanced instrumentation and power scaling.

DEH 175 Special Topics
1-12 credit hours

Exploration of current topics, issues and activities related to one or more aspects of the named discipline.

DEH 202 Applied Nutrition in Dentistry
2 credit hours
Corequisite: DEH 270

Gives students a fundamental understanding of general nutrition with an emphasis on the interrelationship between nutrition and dental health. Focuses on recognizing nutritional deficiencies and how to conduct and evaluate nutritional surveys on patients.

DEH 204 Community Dental Health I
2 credit hours
Prerequisite: First-semester DEH courses with a grade of C or better
Corequisite: Third-semester DEH courses

Provides instruction in the concepts, methods and issues of dental public health. Emphasis is placed on evidence-based criteria for effective promotion and prevention of dental disease in the public health setting. Concepts of dental health education and program planning in the community setting are reinforced through case based materials, including methods of assessment, planning, implementation and evaluation of effectiveness. Course activities will reinforce skills in speaking and writing effectively in preparation for the subsequent community dental health field experience course.

DEH 213 General and Oral Pathology
3 credit hours
Prerequisite: DEH 101, DEH 102, DEH 103, DEH 104, and DEH 123 with a grade of C or better
Corequisite: Second-semester DEH courses

Focuses on the fundamentals of general pathology and the disease process. Covers oral pathology with emphasis on recognition and identification of pathologic conditions that most frequently occur around the oral cavity. Helps students identify appropriate referral mechanisms to render a definitive diagnosis.

DEH 221 Ethics and Practice Management
2 credit hours
Prerequisite: Third-semester DEH courses with a grade of C or better
Corequisite: Fourth-semester DEH courses

Focuses on the transition from an educational environment to a working dental business. Enables the student to learn management skills of operating a dental office. Emphasizes opportunities for self-exploration in development of personal and professional goals. Examines professional ethics, legal issues, and the relationship to the licensed practice of dental hygiene.

DEH 225 Community Dental Health II: Field Experience
1 credit hour
Prerequisite: All 100 Level DEH courses, DEH 204, and DEH 242 with a grade of C or better
Corequisite: Fourth-semester DEH courses

Provides practical application of community dental health theory and opportunities to conduct needs assessments on a variety of populations. Emphasizes meeting the educational needs of specific populations through program planning, implementation and evaluation. Incorporates supervised field experiences in low-income, school and other public health facilities, as well as private health and education oriented organizations.

DEH 242 Periodontics II
2 credit hours
Prerequisite: All 100 Level DEH courses with a grade of C or better
Corequisite: DEH 270

Continues to explore theoretical/clinical preparations with emphasis on dental hygiene process of care, treatment planning, non-surgical treatment, evaluation of treatment, and maintenance needs of the periodontal patient. Develops research and decision making skills with use of library and Internet resources relating to risk factors, etiologic agents, and treatment modalities. Includes comprehensive periodontal assessment, supplemental diagnostics, periodontal pharmacology, and evidence based treatment planning.

DEH 266 National Board Review (elective)
2 credit hours
Prerequisite: Third-semester DEH course work with a grade of C or better
Corequisite: Fourth-semester DEH course work

Provides formal review sessions for second year dental hygiene students preparing to sit for the National Board Examination in March.

DEH 268 Clinical Theory of Dental Hygiene II
2 credit hours
Prerequisite: All 100 Level DEH courses with a grade of C or better
Corequisite: DEH 270

Provides the didactic theory for clinical practice of dental hygiene skills at the beginning of the second year of dental hygiene curriculum. Builds on clinic theory from first year curriculum to provide the knowledge base needed for treatment of patients with more advanced periodontal disease and medical/health factors. Focuses on: periodontal charting and documentation, interpretation of periodontal factors on radiographs, use of treatment planning in the dental hygiene process of care, legal parameters of record keeping and informed consent, use of oral photography, application of sealants, treatment of dental hypersensitivity, application of chemotherapeutics and professional oral irrigation, application of ergonomics in dentistry, clinical dental hygiene treatment considerations for patients with history of cardiac complications and diabetes.

DEH 270 Clinical Practice of Dental Hygiene II
6 credit hours
Prerequisite: All 1st year DEH courses as well as DEH 171 with a grade of C or better
Corequisite: DEH 268 and DEH 242

Covers patient care sessions for the performance of traditional dental hygiene treatment. Continues and expands periodontal patient care and special patient care sessions. Focuses on clinical competence in margination and polishing of restorations, nutrition counseling, oral irrigation, chemotherapeutics and OSHA compliance.

DEH 271 Clinical Practice of Dental Hygiene III
7 credit hours
Prerequisite: DEH 101, DEH 102, DEH 103, DEH 104, DEH 111, DEH 116, DEH 122, DEH 123, DEH 126, DEH 132, DEH 153, DEH 170, DEH 202, DEH 204, DEH 213, DEH 242, and DEH 270 with a grade of C or better
Corequisite: DEH 285

Continues patient care session with emphasis on attaining a level of competency and efficiency for successful performance in clinical board exams and private practice. Focuses on clinical skill development in tobacco cessation, product selection, patient communications, curettage and special topics developed patient treatments. Provides elective extra-mural clinical sites for additional practice.

DEH 282 Periodontics III
1 credit hour
Prerequisite: Third-semester DEH course work with a grade of C or better
Corequisite: Fourth-semester DEH course work

Provides comprehensive dental hygiene clinical management techniques for periodontal patients supported by application of basic clinical research sciences. Focus is on the "therapy" component of periodontics including instructional sessions covering the general principles of periodontal surgery, the surgical management of soft tissues and osseous defects, wound healing, implants, and the role of occlusion in periodontal therapy.

DEH 285 Clinical Theory of Dental Hygiene III
2 credit hours
Prerequisite: All 100 Level DEH courses, DEH 268 and DEH 270 with a grade of C or better
Corequisite: DEH 271

Serves as the capstone course of the final semester of a two-year curriculum. Prepares the student for two major goals: basic competence for transition to provision of dental hygiene services in private practice; and the ability to successfully pass both written National Boards examinations and regional dental hygiene clinical examinations. Emphasizes the application of case based learning. Major topics include: cosmetic bleaching, air powered polishing devices, application of the re-evaluation process in treatment planning for periodontally involved cases, preparation for the CRDTS regional clinical exam process, application of an effective tobacco cessation process, technique and process for gingival curettage, technique and process for amalgam polishing and margination, care of cosmetic dental restorations, and maintenance of implants.
NOTE: Student must receive a B or better in this course.

ECE — EARLY CHILDHOOD EDUCATION COURSES
ECE 101 Introduction to Early Childhood Education
3 credit hours

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
3 credit hours
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 eight.
NOTE: A background check will be required for this course.

ECE 103 Guidance Strategies for Young Children
3 credit hours

Explores guidance theories, applications, goals, techniques and factors that influence expectations, classroom management issues, and pro-social skills. Addresses ages birth through age eight.

ECE 108 The Assessment Process in Early Childhood Education
1 credit hour

Focuses on exposing students to a wide variety of screening tools and evaluations appropriate for children birth to eight years of age. Enables students to gain beginning knowledge in the selection of developmental screening tools and evaluations important to the IFSP/IEP.

ECE 111 Infant and Toddler Theory and Practice
3 credit hours

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. Focuses on birth through age three.

ECE 112 Introduction to Infant/Toddler Lab Techniques
3 credit hours
Prerequisite: Grade of C or better in CCR 092 or ENG 060, or English assessment score of 70 or better; and ECE 111 with a grade of C or better

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 two.

ECE 188 Practicum: Early Childhood Education
0-12 credit hours

Prerequisite: Grade of C or better in CCR 092 or ENG 060, or English assessment score of 70 or better

Provides students with field experience in early childhood programs.
NOTE: A background check will be required for this course.

ECE 205 Nutrition, Health, and Safety
3 credit hours

Prerequisite: Grade of C or better in CCR 092, ENG 060 and REA 060, or English assessment score of 70 or better and/or Reading assessment score of 62 or better

Focuses on nutrition, health, and safety as a key factor for optimal growth and development of young children. Content 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 eight.

ECE 209 Observing and Utilizing Young Children's Assessment Instruments
1 credit hour

Prerequisite: Grade of C or better in CCR 092, ENG 060 and REA 060, or English assessment score of 70 or better and/or Reading assessment score of 62 or better; and ECE 101 and ECE 102 or ECE 103 with a grade of C or better

Examines the current research on the continuous practice of observing children. Incorporates practice with a variety of assessment instruments currently used in Colorado ECE programs.

ECE 220 Curriculum Development: Methods and Techniques
3 credit hours

Prerequisite: Grade of C or better in CCR 092, ENG 060 and REA 060, or English assessment score of 70 or better and/or Reading assessment score of 62 or better; and ECE 101 and ECE 102, or ECE 103 with a grade of C or better

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. Focuses on birth through age eight.

ECE 226 Creativity and the Young Child
3 credit hours

Prerequisite: Grade of C or better in CCR 092, ENG 060 and REA 060, or English assessment score of 70 or better and/or Reading assessment score of 62 or better

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 eight.

ECE 228 Language and Literacy
3 credit hours

Prerequisite: Grade of C or better in CCR 092, ENG 060 and REA 060, or English assessment score of 70 or better and/or Reading assessment score of 62 or better

Presents strategies for optimum language development, literacy, social and emotional development. Supports children's language and literacy in home, classroom, and community settings. Provides appropriate teacher/child verbal interactions, classroom environments, and activities. Addresses ages birth through age eight.

ECE 236 Child Growth / Development Laboratory
1 credit hour

Prerequisite: Grade of C or better in CCR 092, ENG 060 and REA 060, or English assessment score of 70 or better and/or Reading assessment score of 62 or better
Corequisite: ECE 238

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. Addresses ages from prenatal through age 12.

ECE 238 Child Growth and Development
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090 and REA 090; or English assessment score of 95 or better and/or Reading assessment score of 80 or better; and ECE 101 and ECE 102 or ECE 103 with a grade of C or better
Corequisite: ECE 236

Covers the growth and development of the child from conception through the elementary school years. Emphasizes physical, cognitive, language, social and emotional domains, the concept of the whole child, and how adults can provide a supportive environment. Ages addressed: prenatal through age 12.
NOTE: This course has an early childhood laboratory component.

ECE 240 Administration of Early Childhood Care and Education Programs
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090 and REA 090; or English assessment score of 95 or better and/or Reading assessment score of 80 or better; and ECE 101 and ECE 102 or ECE 103 with a grade of C or better
Corequisite: ECE 241

Examines Colorado's licensing requirements, as well as quality 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
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090 and REA 090; or English assessment score of 95 or better and/or Reading assessment score of 80 or better; and ECE 101 and ECE 102 or ECE 103 with a grade of C or better
Corequisite: ECE 240

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 256 Working with Parents, Families, and Community System
3 credit hours

Prerequisite: Grade of C or better in CCR 092, ENG 060 and REA 060, or English assessment score of 70 or better and/or Reading assessment score of 62 or better

Examines attitudes and family values systems and how they affect parent-professional partnerships. Addresses communication, problem-solving and conflict resolution strategies. Plans effective activities and programs for parent involvement. Addresses ages birth through eight.

ECE 260 Exceptional Child
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090 and REA 090; or English assessment score of 95 or better and/or Reading assessment score of 80 or better; and ECE 238 with a grade of C or better

Presents an overview of critical elements related to educating young children with disabilities in the early childhood setting. Topics include the following: typical and atypical development, legal requirements, research based practices related to inclusion, and accommodations and adaptations. Student will learn how a disability will impact a young child's learning process. Focus of the course is on birth through age 8.

ECE 275 Special Topics: General (advanced)
1-6 credit hours

Explores current topics, issues and activities related to one or more aspects of the early childhood care and education profession.

ECE 288 Practicum: Early Childhood Education
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090 and REA 090; or English assessment score of 95 or better and/or Reading assessment score of 80 or better; and ECE 101, ECE 102, or ECE 103 with a grade of C or better
Corequisite: ECE 209

Provides students with advanced field experience opportunities in early childhood education programs.
NOTE: A background check will be required for this course.
NOTE: This class will be offered in the Spring semester only.

ECO — ECONOMICS COURSES

ECO 201 Principles of Macroeconomics: GT-SS1
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090 and REA 090; and Grade of C or better in MAT 090 or MAT 050; or English assessment score of 95 or better and/or Reading assessment score of 80 or better; and Math assessment score of 60 or better

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 Guarantee Transfer courses. GT-SS1

ECO 202 Principles of Microeconomics: GT-SS1
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090 and REA 090; and Grade of C or better in MAT 090 or MAT 050; or English assessment score of 95 or better and/or Reading assessment score of 80 or better; and Math assessment score of 60 or better

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. GT-SS1

EDU — EDUCATION COURSES

EDU 187 Cooperative Education
1-6 credit hours

Provides students an opportunity to gain practical experience in applying their occupational skills and/or to develop specific skills in a practical work setting. The instructor works with the student to select an appropriate work site, establish learning objectives, and to coordinate learning activities with the employer or work site supervisor.

EDU 188 Practicum I
4 credit hours

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 education facility and with the direct guidance of the instructor.

EDU 221 Introduction to Education
3 credit hours

Prerequisite: Grade of C or better in CCR 092, ENG 060 and REA 060, or English assessment score of 70 or better and/or Reading assessment score of 62 or better; and Grade of C or better in MAT 060 or Math assessment score of 45 (EA) or better

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 222 Effective Teaching
1 credit hour

Focuses on strategies for becoming an effective teacher. Topics included are: course goals and objectives, the first day, planning a lesson, higher levels of thought, test design and grading, assessment, and teaching and learning styles.

EDU 230 Literacy Instructional Techniques
4 credit hours

Provides students with more knowledge of instructional techniques in the teaching of language, reading, and writing. Introduces students to the phases of literacy development and explores the best practices in literacy instruction for grades K-6. Accommodating the needs of learners with special needs, including learning disabilities or second language considerations, are also covered. Theory and practical classroom applications methods are emphasized.

EDU 231 Introduction to Bilingual Education
4 credit hours

Focuses on bilingual and multicultural education with emphasis on the linguistically and culturally diverse learner. Covers historical perspectives, philosophical frameworks, legal implications, subject matter methodologies, and current issues which impact bilingual educational programs.

EDU 232 Literacy in the Multicultural/Multilingual Classroom
3 credit hours

Introduces students to the theories, methods, and techniques for teaching reading and language to children from diverse cultural and linguistic backgrounds. Includes field experience applying coursework with children.

EDU 233 English Language Learning (K-6)
3 credit hours

Prepares teachers who work with limited English proficient student to learn strategies to develop English language learners (ELLs) social and academic English and supports their transition to US culture and schools. This course is appropriate in a variety of program models: mainstream classrooms, self-contained ESL classrooms, and bilingual programs and may be adapted for use with preschool teachers.

EDU 242 Expressive Arts in the Elementary Classroom
3 credit hours

Explores the integration of visual arts, music, and physical education/movement into the self-contained elementary classroom curriculum based upon the theory of multiple intelligences. Familiarizes the student with the Colorado Model Content Standards for each area, basic curriculum development, and the opportunities to practice their skills with students through field experiences.

EDU 250 CTE in Colorado
1 credit hour

Prerequisite: Department Chair permission

Explores common elements of Career and Technical Education philosophy and current practices. It details the philosophy of Career and Technical Education (CTE), the federal Carl D. Perkins legislation and related guidelines for CTE, the Colorado Technical Act, national and state regulatory agencies, the CCCS program approval process, enrollment management and advising strategies, relevant local and national issues, and quality assurance principles.

EDU 260 Adult Learning and Teaching
3 credit hours

Prerequisite: Department Chair permission

Examines the philosophy of community colleges and/or secondary schools and the roles and responsibilities of the faculty member within the college/school community. Introduces basic instructional theories and applications, with particular emphasis on adult learners. Includes syllabus development, learning goals and outcomes, and lesson plans. Emphasizes teaching to a diverse student body, classroom management, assessment and instructional technology.

EDU 261 Teaching, Learning and Technology
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090 and REA 090; and Grade of C or better in MAT 055 or MAT 099; or English assessment score of 95 or better and/or Reading assessment score of 80 or better; and Math assessment score of 85 (EA) or better; or equivalent ACT/SAT scores

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.

EDU 289 Capstone
3 credit hours

Focuses on a demonstrated culmination of learning within a given program of study.

EGT — ENGINEERING GRAPHICS COURSES

EGT 103 Technical Drafting III
3 credit hours

Prerequisite: CAD 101 with a grade of C or better or instructor permission

Introduces the student to industrial dimensioning practices. Enables the student to develop skills in dimensioning techniques and learn to apply the ASME Y14. 5M-1994 dimensioning standard.

EGT 106 Introduction to Axonometric Views
3 credit hours

Prerequisite: EGT 103 with a grade of C or better or instructor permission

Introduces the principles of pictorial practices. The class covers axonometric projection (isometric, oblique/cabinet and cavalier) and perspective drawing (one and two point perspectives).

EGT 107 Introduction to Sections and Auxiliary Views
3 credit hours

Prerequisite: EGT 103 with a grade of C or better or instructor permission

Introduces the principles of how parts are represented in 2D space by using sectional views of parts to clarify internal detail, and projection of inclined planes that need to be shown in their true shape and size.

EGT 160 Introduction to Industrial Drafting and Design
3 credit hours

Prerequisite: CAD 102 with a grade of C or better or instructor permission

Introduces the drafting principles that are expected to be understood by drafters in both the mechanical and architectural disciplines.

EGT 205 Geometric Dimension & Tolerance
3 credit hours

Prerequisite: EGT 160 with a grade of C or better or instructor permission

Focuses on interpreting and applying geometric dimensioning and tolerancing (GDT) in machining or drafting per the ASME Y14.5 specification. Demonstrate and distinguish GDT through math formulas, tolerancing systems, modifiers, symbols, datums, and tolerances of form, profile, orientation, run-out and location. Students examine and interpret the generation of a working drawing, and how they are developed as a team effort between design, drafting, manufacturing and quality control.

EGT 250 Advanced Industrial Drafting
6 credit hours

Prerequisite: EGT 160 with a grade of C or better or Chair permission

Emphasizes development of drafting skills necessary to produce a complete document set for a product's design, fabrication, and assembly. All required orthographic, section, auxiliary, and isometric views will be included, as will assembly processes, materials, dimensional control, and Geometric Dimensioning & Tolerancing.

EGT 289 Capstone-Projects in 3D for Industrial Drafting and Design
6 credit hours

Prerequisite: EGT 250 with a grade of C or better or Chair permission

A demonstrated culmination of learning within a given program of study.

EMS — EMERGENCY MEDICAL SERVICES COURSES

EMS 121 EMT Fundamentals
3 credit hours

Introduces the Emergency Medical Technician (EMT) student to prehospital emergency care. The topics included in this course are Emergency Medical Services (EMS) systems, well-being of the EMT, communications, documentation, anatomy, airway management, and patient assessment.

EMS 122 EMT Medical Emergencies
4 credit hours

Provides the Emergency Medical Technician (EMT) student with the knowledge and skills to effectively provide emergency care and transportation to a patient experiencing a medical emergency. This course focuses on the integration of the physical exam, medical history, and pathophysiology when assessing and treating the medical patient.

EMS 123 EMT Trauma Emergencies
2 credit hours

Provides the Emergency Medical Technician (EMT) student with the knowledge and skills to provide appropriate emergency care and transportation of a patient who has suffered a traumatic injury. The concepts of kinematics and the biomechanics of trauma, along with pathophysiology and injury patterns will provide the student with the ability to assess and manage the trauma patient.

EMS 124 EMT Special Considerations
2 credit hours

Provides the Emergency Medical Technician (EMT) student with the knowledge and skills required to modify the assessment, treatment, and transportation of special patient populations and patients in special circumstances. This course also provides an overview of incident command, mass casualty incidents, vehicle extrication, air medical support, hazardous materials, and terrorism.

EMS 130 EMT Intravenous Therapy
2 credit hours

Prerequisite: EMT Basic Certification

Focuses on cognitive and skill practice as required by Colorado Prehospital Care program for EMT Basic level IV approval. Examines criteria, procedures and techniques for IV therapy, discusses fluid and electrolyte balance and principles and treatment for shock.

EMS 170 EMT Basic Clinical
1 credit hour

Provides the EMT student with the clinical experience required of initial and some renewal processes.

END — ELECTRONEURODIAGNOSTICS COURSES

END 102 Electroencephalography (EEG) I
4 credit hours

Prerequisite: BIO 201 and BIO 202 with a grade of C or better

Introduces the history and development of electroencephalography. Introduces electrode designs, application methods, patient history taking and basic principles of laboratory management. Examines the International 10-20 system of electrode management to include the practice of electrode placement during lab sessions.

END 103 Instrumentation Principles
3 credit hours

Prerequisite: BIO 201 and BIO 202 with a grade of C or better

Concentrates on basic EEG principles including electrode types and characteristics, application techniques, machine instrumentation, basic electronic principles, electrical theory and safety, equipment maintenance and troubleshooting. Addresses concepts of digital EEG and clinical observation.

END 112 Electroencephalography (EEG) II
3 credit hours

Concentrates on operational Electroencephalography (EEG) techniques, including standard and intermediate electrode placements, recording procedures, activation procedures, operational controls, artifacts, visual analysis of EEG, special electrodes, ICU recording techniques, sleep recordings, ECS recordings and other non-EEG physiologic monitoring techniques. Incorporates opportunities for hands-on use of Digital EEG and monitoring techniques.

END 115 Patient Care and Safety
3 credit hours

Prerequisite: Math assessment score of 85 or better, English assessment score of 95 or better, and Reading assessment score of 80 or better

Corequisite: END 280

Develop the knowledge necessary to provide safe, ethical, culturally sensitive patient care and communication skills.

END 206 Neuroanatomy and Physiology
3 credit hours

Prerequisite: BIO 202 with a grade of C or better

Corequisite: END 102

Integrates, develops, and organizes in-depth knowledge of the central and peripheral nervous systems as it applies to basic neural assessments and clinical problem solving skills.

END 207 Evoked Potential
6 credit hours

Presents the concepts, terminology and techniques of Evoked Potential (EP) technology. Provides an overview of instrumentation related to EPs. Introduces each of three modalities (VEP, BAER, and SEP). Incorporates practice recordings of each EP modality on classmates during lab sessions.

END 209 END Polysomnography
4 credit hours

Prerequisite: END 112 with a grade of C or better

Corequisite: END 282

Integrates neurodiagnostic principles with sleep data acquisition, analysis and therapeutic intervention. This is an advanced, condensed course based on knowledge learned from all of the preceding Electroneurodiagnostic courses. Examines the physiologic effects sleep deprivation, types of sleep disorders, consequences of untreated sleep disorders, and pharmacologic agents. Examines commonly used diagnostic methods and data report generation.

END 210 Clinical Neurology
3 credit hours

Presents diseases relevant to EEG technology and electrographic clinical correlation. Includes seizure types, classifications and EEG correlation, encephalopathies, infections, psychiatric, and cerebral vascular disease, neoplasm, coma, headaches, and related clinical discical disciplines. Introduces neuropharmacology.

END 251 Related Modalities
3 credit hours

Prerequisite: END 112 and END 281 with a grade of C or better

Corequisite: END 282

Integrates basic EEG principles as they apply to other neurodiagnostic modalities such as Evoked Potentials (EP), Nerve Conduction Studies(NCS), Long Term Monitoring (LTM), Transcranial Doppler (TCD), and Intraoperative Neurophysiologic Monitoring (IONM).

END 275 Special Topics
1-3 credit hours

Prerequisite: END 102 with a grade of C or better

Exploration of current topics, issues and activities related to one or more aspects of the named discipline.

END 280 Internship
5 credit hours

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.

END 281 Clinical Internship I
5 credit hours

Emphasizes electroencephalographic (EEG) testing at clinical sites and includes history taking, electrode application, and recording. Emphasis will be placed on development of basic techniques and interpersonal skills.

END 282 Clinical Internship II
5 credit hours

Emphasizes evoked potential testing (EP) at clinical sites and includes evoked potential testing (EP) in the somatosensory, visual and auditory modalities. Emphasis will be placed on the observation and performance of other more specialized neurodiagnostic procedures such as intraoperative monitoring.

ENG — ENGLISH COURSES

ENG 060 Writing Fundamentals
3 credit hours

Prerequisite: ENG 030 with a grade of C or better, or English assessment score of 50-69

Students are encouraged to register for AAA 090, Academic Achievement Strategies.

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
3 credit hours

Prerequisite: ENG 060 or ESL 053 with a grade of C or better, or English assessment score of 70-94

Emphasizes critical thinking as students explore writing for specific purposes and audiences. Enables the student to develop skills required for college-level writing, review grammar, and reviewing paragraph structure while focusing on essay development.

ENG 121 English Composition I: GT-CO1
3 credit hours

Prerequisite: CCR 092, CCR 093, or ENG 090 with a grade C or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores

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. GT-CO1

ENG 122 English Composition II: GT-CO2
3 credit hours

Prerequisite: ENG 121 with a grade of C or better, or ACTE score of 26 or better, or SATV score of 600 or better

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. GT-CO2

ENG 131 Technical Writing I
3 credit hours

Prerequisite: CCR 092, CCR 093, or ENG 090 with a grade C or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores

Develops skills one can apply to a variety of technical documents. Focuses on principles for organizing, writing, and revising clear, readable documents for industry, business, and government.

ENG 175 Special Topics
0-12 credit hours

Prerequisite: Instructor consent and CCR 092, CCR 093, or ENG 090 with a grade C or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

ENG 201 English Comp. III: Writing for Public Discourse: GT-CO3
3 credit hours

Prerequisite: ENG 122 with a grade of C or better, or instructor permission

Provides students with skills necessary to enter into higher-level undergraduate academic discourse of professional workplace writing. ENG 201 extends students' rhetorical knowledge and develops critical reading, thinking and writing strategies in multiple specialized areas of discourse beyond what they encounter in ENG 122. In ENG 201, students deepen their rhetorical and writing skills by learning to analyze, synthesize, summarize complex texts and incorporate this information into specific writing conventions for a defined discipline. As a more advanced composition course, ENG 201 provides interested students with the opportunity to continue their exploration of expository writing with the added benefit of learning to write for distinct audiences (format, language, level of specificity, length, and documentation style). Students will also learn effective editing and revising techniques, discipline-specific writing strategies, and how to extend their mastery of rhetorical strategies. While ENG 201 may be taught with

the focus in a variety of disciplines (science writing, gender studies, literary criticism, writing in the humanities, business writing, political geography, philosophy, and so on), every discipline will allow students the opportunity to learn how to communicate with specialized audiences and adapt content to the needs of varying rhetorical situations. The course is one of the State-wide Guaranteed Transfer courses. GT-CO3

ENG 221 Creative Writing I
3 credit hours

Prerequisite: CCR 092, CCR 093, or ENG 090 with a grade C or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores

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
3 credit hours

Prerequisite: ENG 221 with a grade of C or better, or instructor permission

Provides continued development of written expression in such forms as poetry, fiction, and/or nonfiction writing.

ENG 226 Fiction Writing
3 credit hours

Prerequisite: ENG 221 with a grade of C or better, or instructor permission

Teaches techniques for creating fiction, including the study and appreciation of the language and forms of the short story. Provides continued development of written expression in such forms as poetry, fiction, and/or nonfiction writing.

ENG 227 Poetry Writing
3 credit hours

Prerequisite: CCR 092, CCR 093, or ENG 090 with a grade C or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores

Teaches techniques for creating poems, including study of figurative language, forms, and sound patterns of poetry.

ENG 228 Writing for the Graphic Novel
3 credit hours

Prerequisite: CCR 092, CCR 093, or ENG 090 with a grade C or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores

Introduces story analysis and writing concepts used in writing for the graphic novel. Students explore the graphic novel as a vehicle for a unique, personal venue for written expression. Students explore the history and universal themes of the graphic novel as well as examine the principles of composition, different writing styles and processes used in the development of the graphic novel. The application of writing styles, script development and revision processes necessary for the creation of an individual graphic work and thorough examination of course material in terms of writing style, process considerations and written themes are the primary focus. Students create outlines, scripts and a final written work for a graphic novel, focusing on unity of style and techniques for authoring appropriate to story lines.

ENG 230 Creative Nonfiction
3 credit hours

Prerequisite: ENG 221 with a grade of C or better, or instructor permission

Teaches students to incorporate literary techniques into factual writing. Enables the student to survey a wide range of readings and analyze form and content. Includes critical review, biographical profiles, travel writing and memoirs. Provides the opportunity for students to write and review their own nonfiction in a supportive, constructive setting.

ENG 236 Writing the Film I
3 credit hours

Prerequisite: CCR 092, CCR 093, or ENG 090 with a grade C or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores

Guides students in the development of a treatment, outline and opening act for a feature film script, focusing on specific script format, ideation, film genre conceptualization, plot structure and character development. Students complete a 30-minute spec script, as well as a full treatment and outline for a feature film.

ENG 275 Special Topics
0-12 credit hours

Prerequisite: Instructor permission and CCR 092, CCR 093, or ENG 090 with a grade C or better, or English assessment score of 95 or better, or equivalent ACT/SAT scores

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

ENG 285 Independent Study
0-12 credit hours

Prerequisite: Instructor permission

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

ENT — ENGINEERING TECHNOLOGY COURSES
ENT 275 Special Topics
3 credit hours

Allows flexible utilization and covers specific topics and current issues in the Engineering Technology field. Includes "as-needed" for credit appropriate to the topic(s) selected. Each individual offering of this course includes a complete description of the topic(s) selected in a course syllabus unique to that particular offering.

ENV — ENVIRONMENTAL SCIENCE COURSES
ENV 101 Environmental Science with Lab: GT-SC1
4 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090 and REA 090; and Grade of C or better in MAT 099 or MAT 055; or English assessment score of 95 or better and/or Reading assessment score of 80 or better; and Math assessment score of 85 or better

Provides an introduction to the basic concepts of ecology and the relationship between environmental problems and biological systems. Includes interdisciplinary discussions on biology, chemistry, geology, energy, natural resources, pollution, and environmental protection. Using a holistic approach, students will study how the foundations of natural sciences interconnect with the environment. This course includes laboratory experience. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

ESL — ENGLISH AS A SECOND LANGUAGE COURSES
ESL 001 Spelling
3 credit hours

Prerequisite: ESL 041 or ESL 071 with a grade of C or better or LOEP Reading Score of 46+

Introduces ESL students to techniques that increase basic spelling skills in English. Study includes structured word analysis, rule analysis and spelling strategies for words not governed by rules.

ESL 011 Basic Pronunciation
3 credit hours

Prerequisite: ESL 041 or ESL 071 with a grade of C or better or LOEP Reading assessment score of 46+

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
3 credit hours

Prerequisite: ESL 041 or ESL 071 with a grade of C or better or LOEP Reading assessment score of 46+

Provides listening, speaking and reading activities that help students recognize and produce a variety of stress and intonation patterns in English. Helps ESL students to produce problematic English sounds.

ESL 021 Basic Grammar
3 credit hours

Prerequisite: ESL Grammar assessment score of 16-30

Assists the student in mastering basic structures in English grammar through oral and written practice.

ESL 022 Intermediate Grammar
3 credit hours

Prerequisite: ESL 021 or ESL 071 with a grade of C or better or ESL Grammar assessment score of 31-45

Reviews basic grammar and introduces intermediate structures. Provides integrated practice through a variety of oral and written exercises.

ESL 023 Advanced Grammar
3 credit hours

Prerequisite: ESL 022 or ESL 072 with a grade of C or better or ESL Grammar assessment score of 46-65

Reviews intermediate grammar. Introduces advanced structures with increased emphasis on written communication.

ESL 031 Basic Conversation
3 credit hours

Prerequisite: LOEP Listening assessment score of 35-49

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
3 credit hours

Prerequisite: ESL 031 or ESL 071 with a grade of C or better or LOEP Listening assessment score of 50-69

Teaches listening, pronunciation and conversation skills. Increases speed and accuracy in speaking through free and guided conversational practice.

ESL 033 Advanced Conversation
3 credit hours

Prerequisite: ESL 032 or ESL 072 with a grade of C or better or LOEP Listening assessment score of 70-89

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
3 credit hours

Prerequisite: LOEP Reading Assessment Score of 25-45

Improves comprehension of simple written texts through vocabulary building and reading strategies.

ESL 042 Intermediate Reading
3 credit hours

Prerequisite: ESL 041 or ESL 071 with a grade of C or better or LOEP Reading assessment score of 46-70

Helps the student read more quickly and accurately and understand a variety of intermediate-level reading material.

ESL 043 Advanced Reading
3 credit hours

Prerequisite: ESL 042 or ESL 072 with a grade of C or better or LOEP Reading assessment score of 71-95

Prepares the student for academic reading assignments. Assists the student to read more accurately and critically through the development of vocabulary knowledge and reading skills. Introduces research skills.

ESL 052 Intermediate Composition
3 credit hours

Prerequisite: ESL 022 or ESL 072 with a grade of C or better or ESL Grammar assessment score of 46-65

Corequisite: ESL 023 (if not completed as a prerequisite)

Introduces the fundamentals of paragraph organization and development. Assists the student in developing sentence variety and grammatical competency within well-organized paragraphs.

ESL 053 Advanced Composition
3 credit hours

Prerequisite: ESL 052 with a grade of C or better or Writing Placement Test of ESL 053

Reviews paragraph organization and develops the skill of writing essays using selected rhetorical modes. Emphasizes accurate use of advanced grammatical structures. Includes summarizing, paraphrasing and research writing.

ESL 055 Computer Basics for ESL Students
2 credit hours

Prerequisite: ESL 041 or ESL 071 with a grade of C or better or LOEP Reading assessment score of 46+

Introduces the basic skills for computer use, including word processing, text entry, document appearance, editing, spelling, and printing.

ESL 071 Basic Language Skills
9 credit hours

Prerequisite: LOEP Listening assessment score of 35-49 and LOEP Reading assessment score of 25-45

Develops and strengthens the reading, writing, listening, speaking and grammar production skills of non-native English speakers whose assessment scores reflect a readiness to benefit from basic-level ESL courses.

ESL 072 Intermediate Language Skills
9 credit hours

Prerequisite: ESL 021, ESL 041 or ESL 071 with a grade of C or better or LOEP Reading assessment score of 46+ and LOEP Listening assessment score of 50+

Provides intermediate and high-intermediate English language students with intensive instruction and practice in reading, writing and speaking English. Teaches intermediate and advanced-level grammar concepts. Prepares students for further academic and vocational study.

ESL 075 Special Topics
1-12 credit hours

Courses listed in CCD Connect will show the prerequistes

Provides students with a vehicle to pursue in depth exploration of special topics.

ESL 076 Special Topics
1-12 credit hours

Courses listed in CCD Connect will show the prerequistes

Provides students with a vehicle to pursue in depth exploration of special topics.

ESL 077 Special Topics
1-12 credit hours

Courses listed in CCD Connect will show the prerequistes

Provides students with a vehicle to pursue in depth exploration of special topics.

FIN — FINANCE COURSE
FIN 105 Principles of Banking
3 credit hours

Explores nearly every aspect of banking as a solid foundation for any career in the financial services industry. Just as the industry is constantly changing, this course is continually being revised to provide specific up-to-date information.

FRE — FRENCH COURSES
FRE 101 Conversational French I
3 credit hours

Introduces beginning students to conversational French and focuses on understanding and speaking French. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

FRE 102 Conversational French II
3 credit hours

Prerequisite: FRE 101 with a grade of C or better

Continues the sequence for beginning students who wish to understand and speak French. Covers basic conversational patterns, expressions, and grammar.

FRE 111 French Language I
5 credit hours

Develops students' interpretive, interpersonal, and presentational communicative abilities in the language. Integrates these skills in the cultural contexts in which the language is used. Offers a foundation in the analysis of culture.

FRE 112 French Language II
5 credit hours

Prerequisite: FRE 111 with a grade of C or better, or instructor permission

Expands students' interpretive, interpersonal, and presentational communicative abilities in the language across the disciplines. Integrates these skills with the study of the cultures in which the language is used. Offers a foundation in the analysis of culture and develops intercultural communicative strategies.

FRE 211 French Language III: GT-AH4
3 credit hours

Prerequisite: FRE 112 with a grade of C or better, or instructor permission

Continues FRE 111 French Language I and FRE 112 French Language II in the development of increased functional proficiency in listening, speaking, reading and writing the French language. This course is one of the Statewide Guaranteed Transfer courses. GT-AH4

NOTE: The order of the topics and the methodology will vary according to the individual texts and instructors.

FRE 212 French Language IV: GT-AH4
3 credit hours

Prerequisite: FRE 211 with a grade of C or better, or instructor permission

Continues FRE 111 French Language I, FRE 112 French Language II and FRE 211 French Language III in the development of increased functional proficiency in listening, speaking and writing the French language. This course is one of the Statewide Guaranteed Transfer courses. GT-AH4

NOTE: The order of the topics and the methodology will vary according to the individual texts and instructors.

FRE 275 Special Topics
0-12 credit hours

Prerequisite: Instructor permission

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

FRE 285 Independent Study
0-12 credit hours

Prerequisite: Instructor permission

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

GEO — GEOGRAPHY COURSES
GEO 105 World Regional Geography: GT-SS2
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090 or English assessment score of 95 or better

Facilitates an understanding of spatial relationships between and among the geographic regions of the world. Includes demographic and cultural (political, economic, and historic) forces related to the physical environments of selected regions. Focuses on analysis of interrelationships between developed and developing regions, and the interactions between human societies and natural environments. This course is one of the Statewide Guaranteed Transfer courses. GT-SS2

GEO 107 Physical Geography
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090 or English assessment score of 95 or better

Focuses on the study of the spatial relationship between humans and the natural environment. Covers five main themes: the atmosphere (weather and climate); the hydrosphere (water bodies and rivers); the lithosphere (Earth's crust and landforms); the biosphere (soil, plant, and animal relationships); and the impact of the human population on these environmental

factors. Recommended for students interested in environmental studies, earth science, and geography.

GER — GERMAN COURSES
GER 101 Conversational German I
3 credit hours

Introduces beginning students to conversational German and focuses on understanding and speaking German. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

GER 102 Conversational German II
3 credit hours

Prerequisite: GER 101 with a grade of C or better

Continues the sequence for students who wish to understand and speak German. Covers basic patterns, expressions, and grammar.

GER 111 German Language 1
5 credit hours

Develops students' interpretive, interpersonal, and presentational communicative abilities in the language. Integrates these skills in the cultural contexts in which the language is used. Offers a foundation in the analysis of culture.

GER 112 German Language II
5 credit hours

Prerequisite: GER 111 with a grade of C or better

Expands students' interpretive, interpersonal, and presentational communicative abilities in the language across the disciplines. Integrates these skills with the study of the cultures in which the language is used. Offers a foundation in the analysis of culture and develops intercultural communicative strategies.

GER 211 German Language III: GT-AH4
3 credit hours

Prerequisite: GER 112 with a grade of C or better

Continues GER 111 German Language I and GER 112 German Language II in the development of increased functional proficiency in listening, speaking, reading and writing the German language. This course is one of the Statewide Guaranteed Transfer courses. GT-AH4

NOTE: The order of the topics and the methodology will vary according to individual texts and instructors.

GER 212 German Language IV: GT-AH4
3 credit hours

Prerequisite: GER 211 with a grade of C or better

Continues GER 111 German Language I, GER 112 German Language II, and GER 211 German Language III in the development of increased functional proficiency in listening, speaking, reading and writing the German language. This course is one of the Statewide Guaranteed Transfer courses. GT-AH4

NOTE: The order of the topics and the methodology will vary according to individual texts and instructors.

GER 275 Special Topics
0-12 credit hours

Prerequisite: Instructor permission

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

GER 285 Independent Study
0-12 credit hours

Prerequisite: Instructor permission

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

GEY — GEOLOGY COURSES
GEY 111 Physical Geology with Lab: GT-SC1
4 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, and REA 090 and/or Reading assessment score of 80 or better

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. GT-SC1

GEY 112 Historical Geology with Lab: GT-SC1
4 credit hours
Prerequisite: GEY 111 with a grade of C or better

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. GT-SC1

GRAPHIC DESIGN COURSES
See MGD — Multimedia Graphic Design

HIS — HISTORY COURSES
HIS 101 Western Civ: Antiquity-1650: GT-HI1
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

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. GT-HI1

HIS 102 Western Civ: 1650-Present: GT-HI1
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

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. GT-HI1

HIS 111 The World: Antiquity-1500: GT-HI1
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Explores a number of peoples, groups, ideas, institutions, and trends that have shaped World History from the prehistoric era to 1500. Reflects the multiple perspectives of gender, class, religion, and ethnic groups 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. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline. The course is one of the Statewide Guaranteed Transfer courses. GT-HI1

HIS 112 The World: 1500-Present: GT-HI1
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Explores a number of peoples, groups, ideas, institutions, and trends that have shaped World History from 1500 to the present. Reflects the multiple perspectives of gender, class, religion, and ethnic groups 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. Focuses on developing, practicing, and strengthening the skills historians use whole constructing knowledge in this discipline. This is one of the Statewide Guaranteed Transfer courses. GT-HI1

HIS 121 US History to Reconstruction: GT-HI1
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

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. GT-HI1

HIS 122 US History Since Civil War: GT-HI1
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

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. GT-HI1

HIS 175 Special Topics
0-12 credit hours
Prerequisite: Instructor permission

Focuses on the exploration of current topics, issues and activities related to one or more aspects of history.

HIS 203 Civil War Era in American History
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Explores the causes, course, and consequences of the American Civil War, from the Colonial period to the 21st Century, in order to understand the multiple meanings of a transforming event in American history. Students will explore the meanings of the war as defined in many ways: national, sectional, racial, gender, constitutional, individual, social, intellectual, or moral. Students will closely examine four broad themes: the crisis of union and disunion in an expanding republic; slavery, race, and emancipation as national problem, personal experience, and social process; the experience of modern, total war for individuals and society; and the political and social challenges of Reconstruction.

HIS 205 Women in World History: GT-HI1
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Examines the roles, experiences, and contributions of women in world history and explores ways in which women's history modifies the traditional interpretations of historical events. This course is one of the Statewide Guaranteed Transfer courses. GT-HI1.

HIS 225 Colorado History: GT-HI1
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

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. This course is one of the Statewide Guaranteed Transfer courses. GT-HI1

HIS 236 US History Since 1945: GT-HI1
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Focuses on the major political, economic, social, and cultural developments that have shaped modern America from 1945 to the present. This course is one of the Statewide Guaranteed Transfer courses. GT-HI1

HIS 240 Cold War Era in World History
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Examines the Cold War as a political, ideological, economic, and military contest on global scale.

HIS 243 History of Modern China: GT-HI1
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

This course traces the political, ideological, economic, religious, social, and cultural developments of modern China from the Qing dynasty through the political and economic revolutions of the 20th century. This course is one of the Statewide Guaranteed Transfer courses. GT-HI1

HIS 244 History of Latin America: GT-HI1
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Focuses on the major political, economic, social, and cultural influences that have shaped Latin America from pre-European conquest to the present. Emphasizes the early history of Latin America but connects it to the present. This course is one of the Statewide Guaranteed Transfer courses. GT-HI1

HIS 247 20th Century World History: GT-HI1
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Investigates the major political, social, and economic developments, international relationships, scientific breakthroughs, and cultural trends that have shaped the various global regions and nation-states from 1900 to the present. Emphasizes the interactions of global regions and nation-states. This course is one of the Statewide Guaranteed Transfer courses. GT-HI1

HIS 249 History of Islamic Civilization: GT-HI1
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Surveys the tenets of Islam and the political, social and cultural history of the civilizations which embraced it from the 6th century to the modern day. Focuses on the diversity and dynamism of Islamic civilizations through time by looking at legal systems, scientific and artistic accomplishments, philosophical heterogeneity and political developments. This course is one of the Statewide Guaranteed Transfer courses. GT-HI1

HIS 255 The Middle Ages: GT-HI1
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Focuses on political, social, cultural, economic and intellectual developments in Europe, Byzantium and the Islamic world from the collapse of Rome through the Renaissance, approximately A.D. 400-1400. This course is one of the Statewide Guaranteed Transfer courses. GT-HI1

HIS 260 US Foreign Relations History: GT-HI1
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Provides an overview of the history of United States foreign relations from the colonial era to the present and includes the pertinent political, military, economic, diplomatic, social, religious, ideological and cultural topics. At various points, issues such as race, class, gender, immigration, expansion, and the environment will be covered. This course also 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. GT-HI1

HIS 261 History of the American Presidency
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Examines the growth and development of the U.S. presidency from the origins of the office until the present day. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline.

HIS 275 Special Topics
0-12 credit hours
Prerequisite: Instructor permission

Focuses on the exploration of current topics, issues and activities related to one or more aspects of history.

HIS 285 Independent Study
0-12 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Incorporates structured and guided, individualized research that is organized and tailored around the interests and needs of the individual student.

HPR — HEALTH PROFESSIONS COURSES

HPR 101 Customer Service in Healthcare
2 credit hours
Introduces students to customer service theory and techniques specifically in the healthcare arena. This course will discuss therapeutic communication, conflict resolution and negotiation, as well as employee/employer relations. Exploration of diverse populations and cultural sensitivity will be addressed.

HPR 102 CPR for Professionals
0.5 credit hours
Meets the requirements 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, AED use and CPR for infant, children and adult patients.

HPR 104 Health Career Options
1 credit hour
Discusses current market trends in the medical profession, professional opportunities, continuing education, and professional affiliations. Discussions regarding resumes, portfolios, letters of inquiry, and interviewing techniques, as well as job search information are provided. This course is primarily informational and provides information to the student about aspect of career choices.

HPR 106 Law and Ethics for Health Professions
2 credit hours
Introduces student to the study and application medico-legal concepts in medical careers. This course seeks to establish a foundation for ethical behavior and decision making in health professions

HPR 108 Dietary Nutrition
1 credit hour
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 146 Relation Theory
2 credit hours
Exposure to attitudes, behaviors and skills related to health care such as: teamwork, gender issues, working relationships, workplace success, computers in healthcare and community involvement.

HPR 178 Medical Terminology
1-4 credit hours

Introduces the student to the structure of medical terms with emphasis on using and combining the most common prefixes, roots and suffixes. Includes terms related to major body systems, oncology, psychiatry, as well as clinical laboratory and diagnostic procedures and imaging. Class structure provides accepted pronunciation of terms and relative use in the healthcare setting.

HPR 190 Basic EKG Interpretation
2 credit hours

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 208 Advanced Medical Terminology
2 credit hours

Continues from a beginning medical terminology course for the student with emphasis on combining complex prefixes, roots and suffixes. Includes pathophysiology for major body systems. Includes terms related to diagnostic tools per body systems, as well as commonly used medical abbreviations.

HPR 209 Professional Nursing Pathway
3 credit hours

Prerequisite: Acceptance into the INP to Baccalaureate Nursing Education Program

Introduces students to professional nursing within the culture of quality improvement and safety through lecture, class discussion, group projects, service learning activities, case studies and written and oral presentations of course topics. Topics include an understanding of the context of nursing; attributes, roles and responsibilities of the professional nurse; essential knowledge, skills and attitudes required for healthcare team participation in a culture of safety and quality improvement; and interpersonal communication abilities critical to the nurse-patient relationship.

HPR 219 Professional Nursing Pathway II
3 credit hours

Prerequisite: HPR 209 with a grade of B or better or faculty permission

Building on the introduction to professional nursing established in HPR 209, this course is a continued investigation of the culture of healthcare safety and quality improvement. Concepts to be studied include the role of culture in the nurse-patient relationship; application of communication skills and attitudes; an exploration of non-acute nursing roles; quality improvement and safety competencies, and evidence based practice.

HSE — HUMAN SERVICES COURSES

HSE 105 Introduction to Social Welfare
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Examines the historical and philosophical background of statutes, ideologies, political process, policy making, decision rules and influential leaders who have had an impact on shaping the social welfare institutions in the United States.

HSE 106 Survey of Human Services
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Provides a philosophical, political, statutory and contemporary overview of the role, values, knowledge and intervention strategies encountered by human service professionals in addressing social problems.

HSE 107 Interviewing Principles and Practices
3 credit hours

Prerequisite: HSE 106 with a grade of C or better, or HSE 106 as a corequisite
Corequisite: HSE 108

Provides a beginning level of information on theoretical concepts, primary principles, strategies and interventions implemented in the practice and delivery of human services to individuals and families using the human services interview.

HSE 108 Introduction to Therapeutic Systems
3 credit hours

Prerequisite: HSE 106 with a grade of C or better, or HSE 106 as a corequisite
Corequisite: HSE 107

Introduces basic concept of major therapeutic systems, including backgrounds, developmental theories and practices of specific systems from psychoanalysis to reality therapy.

HSE 109 Social Issues in Human Services
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Provides an analytical overview of the social functions of human services. Examines the welfare system from various political perspectives. Presents idealism and pragmatism of the present state of human services and trends for the future.
NOTE: This class will be offered in the Fall semester only.

HSE 188 Human Services Practicum I
4 credit hours

Prerequisite: HSE 107 and HSE 108 with a grade of C or better

Provides experience in various service agencies to familiarize students with agency work. Emphasizes developing observational skills, individual growth in self-awareness, interviewing skills, introduction to agencies and client systems. A weekly classroom seminar complements the agency experience.

HSE 205 Human Services for Groups
3 credit hours

Prerequisite: HSE 107 and HSE 108 with a grade of C or better

Introduces the concepts, principles, goals and skills of group work as a method of providing human services. Emphasis is on basic practice skills and intervention techniques.

HSE 206 Human Services for Families
3 credit hours

Prerequisite: HSE 107 and HSE 108 with a grade of C or better

Introduces family theory and practice. Covers such topics as systems theory, communications theories, structure therapists, developmental theory and future directions in family therapy research.

HSE 207 Community Organization
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Examines the theory and practice of organizing communities, neighborhoods, committees and advisory boards as they relate to the social services delivery system.
NOTE: This class will be offered in the Spring semester only.

HSE 208 Social Welfare Policy
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Presents models for social policy analysis, program planning and evaluation. Applies models to relevant social welfare issues.
NOTE: This class will be offered in the Spring semester only.

HSE 209 Crisis Theory and Intervention
3 credit hours

Prerequisite: HSE 107 and HSE 108 with a grade of C or better

Introduces basic theories and principles of crisis intervention from a historical and practical orientation.
NOTE: This class will be offered in the Fall semester only.

HSE 275 Special Topics
0-12 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

The course provides students with a vehicle to pursue in depth exploration of special topics of interest.

HSE 285 Independent Study
0-12 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Provides students the opportunity to pursue advanced topics and projects in the human services discipline utilizing standard research strategies that may include field studies.

HSE 288 Human Services Practicum II
4 credit hours

Prerequisite: HSE 188 with a grade of C or better

Provides placement in a service agency where the student applies the values, concepts, and skills gained in theory courses to the actual process of helping people. Emphasis is on sharpening skills and knowledge, use of self in the helping process, understanding systems and use of community resources.

HSE 289 Human Services Practicum III Capstone
7 credit hours

Prerequisite: HSE 288 with a grade of C or better

Provides practical experience working in an approved social service agency. The student participates in various service agency functions as a group member and leader, and further develops skills and knowledge in the use of self and systems in the helping process.

HUM — HUMANITIES COURSES
HUM 115 World Mythology: GT-AH2
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Introduces students to a multidisciplinary approach to world mythology. Common themes are illustrated and connected to religion, philosophy, art, literature, music, and contemporary culture. In addition, students will study various ways of interpreting myth. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2

HUM 121 Early Civilizations: GT-AH2
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

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. GT-AH2

HUM 122 Medieval to Modern: GT-AH2
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

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. GT-AH2

HUM 123 Modern World: GT-AH2
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

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. GT-AH2

HUM 175 Special Topics
0-12 credit hours

Prerequisite: Instructor permission

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

HUM 220 The Cultural History of Rock and Roll
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Teaches students to read about, write about, and discuss the social history of that very broad term, "rock and roll". We explore important themes in American (and British) social and cultural history through the study of popular music, as well as to examine how popular and critical tastes are reflections of artistic, cultural, sexual, economic and ideological sensibilities at the time of its production. In order to fully understand what the culture of rock is all about, we critically analyze the influence of technology, ideology, class, gender, and race on various genres of music; jazz, country, rhythm and blues, techno, heavy metal, and hip hop. We also examine how rock and roll influenced (and is influenced by) other arts, particularly literature and film. Emphasis is placed on understanding the social and cultural contexts of the various music forms rather than on a rigorous understanding of the musical forms themselves.

HUM 241 Asian Arts and Cultures
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Explores the most popular religions and philosophies of China, Japan, and India and their relationships to the arts and cultures of Asia. Special emphasis will be placed on Hinduism, Buddhism, and Islam.

HUM 275 Special Topics
0-12 credit hours

Prerequisite: Instructor permission

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

HUM 285 Independent Study
0-12 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

HWE—HEALTH & WELLNESS COURSES
HWE 100 Human Nutrition
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090 and REA 090; and Grade of C or better in MAT 060; or English assessment score of 95 or better and/or Reading assessment score of 80 or better; and Math assessment score of 45(EA) or better

Introduces basic principles of nutrition with emphasis on personal nutrition. Satisfies nutrition requirement of students entering health care professions.

INFORMATION TECHNOLOGY COURSES

ITA — ITALIAN COURSES
ITA 101 Conversational Italian I
3 credit hours

Provides the first course in a sequence for beginning students who wish to understand and speak Italian. The material includes basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

ITA 102 Conversational Italian II
3 credit hours

Prerequisite: ITA 101 with a grade of C or better

Provides the second course in a sequence for students who wish to understand and speak Italian. The material continues to cover basic conversational patterns, expressions, and grammar.

ITA 111 Italian Language I
5 credit hours

Develops students' interpretive, interpersonal, and presentational communicative abilities in the language. Integrates these skills in the cultural contexts in which the language is used. Offers a foundation in the analysis of culture.

ITA 112 Italian Language II
5 credit hours

Prerequisite: ITA 111 with a grade of C or better

Expands students' interpretive, interpersonal, and presentational communicative abilities in the language across the disciplines. Integrates these skills with the study of the cultures in which the language is used. Offers a foundation in the analysis of culture and develops intercultural communicative strategies.

ITA 211 Italian Language III: GT-AH4
3 credit hours

Prerequisite: ITA 112 with a grade of C or better

Continues ITA 111 Italian Language I and ITA 112 Italian Language II in the development of increased functional proficiency in listening, speaking, reading and writing the Italian language. This course is one of the Statewide Guaranteed Transfer courses. GT-AH4

NOTE: The order of topics and the methodology will vary according to individual texts and instructors.

ITA 212 Italian Language IV: GT-AH4
3 credit hours

Prerequisite: ITA 211 with a grade of C or better

Continues ITA 111 Italian Language I, ITA 112 Italian Language II and ITA 211 Italian Language III in the development of increased functional proficiency in listening, speaking, reading and writing the Italian language. This course is one of the Statewide Guaranteed Transfer courses. GT-AH4

NOTE: The order of the topics and the methodology will vary according to individual texts and instructors.

ITA 275 Special Topics
0-12 credit hours

Prerequisite: Instructor permission

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

ITA 285 Independent Study
0-12 credit hours

Prerequisite: Instructor permission

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

JOU — JOURNALISM COURSES

See Multi-Media Journalism on page 82

JOU 102 Introduction to Editing for Media
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Focuses on the process of editing articles for publication in newspapers, newsletters, magazines and the Internet. The Associated Press style is emphasized.

JOU 105 Introduction to Mass Media: GT-SS3
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Places the mass media in a historical and cultural perspective, considering the validity, integrity and influence of the media in a democracy. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

JOU 106 Fundamentals of Reporting
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Introduces newswriting, reporting and interviewing with an emphasis on clarity, accuracy, completeness, timeliness and fairness.

JOU 121 Photojournalism
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Develops photojournalistic skills in capturing moments of real life from a unique personal viewpoint. Covers a broad overview of new media storytelling techniques. Students will focus on the way they observe the world around them and on the content and quality of their photographs. Recommended course to take in advance: ART 139 Digital Photography I.

JOU 175 Special Topics
0-12 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

JOU 206 Intermediate Newswriting and Editing
3 credit hours

Prerequisite: JOU 106 with a grade of C or better

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.

JOU 221 Newspaper Design I
3 credit hours

Prerequisite: JOU 106 with a grade of C or better

Provides students with experience in newswriting, editing, design, layout and advertising for newspaper production. Students may be required to work on the college newspaper or other news-oriented publications.

JOU 222 Newspaper Design II
3 credit hours

Prerequisite: JOU 221 with a grade of C or better

Allows students to build their newspaper production experience through work on the college newspaper or other approved news-oriented publications.

JOU 225 Internet Media
3 credit hours

Prerequisite: ENG 121 with a grade of C or better

Explores techniques and approaches in the latest delivery methods for internet-based journalism. Students explore digital media outlets such as blogs, microblogs, audio and video podcasts, e-zines and social networks. Students create journalistic pieces for internet-based media, focusing on best journalistic practices, ethics of internet media, and technology emergence effecting digital journalism. Concepts in video production, photography, writing, sourcing, editing and additional relevant skills necessary for the citizen journalist are introduced. Students create all components for the online dissemination of news, documentary and infotainment.

JOU 231 Intro to Public Relations
4 credit hours

Prerequisite: ENG 121 with a grade of C or better

Focuses on public relations and its role for the individual, the non-profit organization, business and government; research methodology, principles and practices necessary to become a public relations practitioner; and media channels best suited to a persuasive appeal or crisis.

JOU 241 Feature and Magazine Writing
3 credit hours

Prerequisite: ENG 121 with a grade of C or better

Studies trade, consumer and technical markets; manuscript development with emphasis on nonfiction; submission techniques; and trends affecting the marketing of manuscripts.

JOU 251 Media Law and Ethics
3 credit hours

Prerequisite: JOU 106 with a grade of C or better

Students study and interact with precedent and case studies of statutory

law surrounding the journalistic enterprise in America, and the effects of media law on a free and unbridled press. Topics include censorship, defamation, publicity and privacy, free expression, chilling effect, access to information, and press freedom. Students are challenged to think critically about the interpretation and application media law and to discern between issues of legal media practice and advisable professional ethics.

JOU 280 Internship
1-6 credit hours
Prerequisite: ENG 121 and JOU 105 with grade of C or better
Provides structured and guided individualized research that is organized and tailored around the interests and needs of the individual student who may use journalism skills and experiences acquired during previous coursework.

JOU 285 Independent Study
0-12 credit hours
Prerequisite: Instructor permission
Meets individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

JPN — JAPANESE COURSES
JPN 101 Conversational Japanese I
3 credit hours
Introduces beginning students to conversational Japanese and focuses on understanding and speaking Japanese. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

JPN 102 Conversational Japanese II
3 credit hours
Prerequisite: JPN 101 with a grade of C or better
Continues the sequence for students who wish to understand and speak Japanese. Covers basic conversational patterns, expressions and grammar.

JPN 111 Japanese Language I
5 credit hours
Introduces a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the Japanese language.
NOTE: The order of the topics and the methodology will vary according to individual texts and instructors.

JPN 112 Japanese Language II
5 credit hours
Prerequisite: JPN 111 with a grade of C or better
Continues JPN 111 Japanese Language I in the development of functional proficiency in listening, speaking, reading and writing the Japanese language.

JPN 211 Japanese Language III: GT-AH4
3 credit hours
Prerequisite: JPN 112 with a grade of C or better
Continues JPN 111 Japanese Language I and JPN 112 Japanese Language II in the development of increased functional proficiency in listening, speaking, reading and writing the Japanese language. This is one of the Statewide Guaranteed Transfer courses. GT-AH4
NOTE: The order of the topics and the methodology will vary according to individual texts and instructors.

JPN 212 Japanese Language IV: GT-AH4
3 credit hours
Prerequisite: JPN 211 with a grade of C or better
Continues JPN 111 Japanese Language I, JPN 112 Japanese Language II and JPN 211 Japanese Language III in the development of increased functional proficiency in listening, speaking, reading and writing the Japanese language. This is one of the Statewide Guaranteed Transfer courses. GT-AH4
NOTE: The order of the topics and the methodology will vary according to individual texts and instructors.

JPN 275 Special Topics
0-12 credit hours
Prerequisite: Instructor permission
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

JPN 285 Independent Study
0-12 credit hours
Prerequisite: Instructor permission
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

LAK — LAKOTA SIOUX LANGUAGE COURSES
LAK 101 Conversational Lakota Sioux Language
3 credit hours
Introduces the skills necessary to acquire proficiency in communication skills (listening, speaking, writing and reading) in the Lakota Sioux language. Introduces students to an understanding of the Lakota Sioux culture.

LIT — LITERATURE COURSES
LIT 115 Introduction to Literature I: GT-AH2
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores
Introduces students to fiction, poetry, and drama. Emphasizes active and responsive reading. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2

LIT 126 Study of Poetry
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores
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 175 Special Topics
0-12 credit hours
Prerequisite: Instructor permission
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

LIT 201 World Literature to 1600: GT-AH2
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores
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. GT-AH2

LIT 202 World Literature After 1600: GT-AH2
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores
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 is one of the Statewide Guaranteed Transfer courses. GT-AH2

LIT 205 Ethnic Literature: GT-AH2
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores
Focuses on significant texts by ethnic Americans including African-American, Native American, Latino/a, and Asian Americans. Emphasizes careful reading and understanding of the cultural and literary elements of the works. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2

LIT 211 American Literature To Civil War: GT-AH2
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores
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. GT-AH2

LIT 212 American Literature After Civil War: GT-AH2
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

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. GT-AH2

LIT 225 Introduction to Shakespeare: GT-AH2
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Explores a selection of works by William Shakespeare. It focuses on careful reading and interpretation of the plays and poems, includes pertinent information about Elizabethan England, and examines formal as well as thematic elements of the selected works. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2

LIT 235 Science Fiction
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Examines the techniques and issues of science fiction through a close reading of a variety of writers in the genre.

LIT 246 Literature of Women
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Examines the techniques and themes in literature by and about women by examining women`s issues from various genres.

LIT 255 Children's Literature
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, and REA 090 and/or Reading assessment score of 80 or better, or equivalent ACT/SAT scores

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 259 Survey of African American Literature: GT-AH2
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Examines African American literature from 1750 to the present, exploring 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. GT-AH2

LIT 267 The Bible as Literature
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Introduces the Bible as the textual centerpiece of Western literature. Students will encounter the various literary genres represented in Biblical texts, the process of canonization, ways in which the Bible has been read by its various interpretive communities, and some impacts of the Bible in such areas as law, poetry, fiction, psychology, ethics, and theology.

LIT 275 Special Topics
0-12 credit hours
Prerequisite: Instructor permission

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

LIT 285 Independent Study
0-12 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Explores particular authors, topics, themes in depth, such as Ibsen, Faulkner or Twain, or great fiction of the nineteenth century.

MAC — MACHINE TECHNOLOGIES COURSES
MAC 100 Machine Shop Safety
1 credit hour
Covers the hazards of a machine shop including health and safety, locating essential safety information from a code or other standard, location and use of safety and emergency equipment, and identifying and applying shop safety procedures.

MAC 101 Introduction to Machine Shop
3 credit hours
Prerequisite: MAC 100 with a grade of C or better

Reinforces safety procedures, use of bench tools, layout tools, power saws, drill presses, precision measurement tools, and various hand tools related to the machine shop. End mill and drill angles and construction. Also included are sharpening drill bits and general purpose turning tools for the lathe and determining speeds and feeds for both the lathe and the milling machine.

MAC 102 Blueprint Reading
3 credit hours
Students read blueprints and interpret symbols, notes, dimensions and tolerances.

MAC 110 Introduction to Engine Lathe
3 credit hours
Prerequisite: MAC 101 with a grade of C or better

Introduces basic lathe applications which will consist of identifying lathe components and controls, understanding turning safety, calculating speeds and feeds, using various tools and tool holders, identifying basic tool geometry, and the use of common lathe spindle tooling. Students will perform basic lathe operations, which will consist of facing, center-drilling, chuck turning, turning between centers, boring, grooving, tapers, knurling, and single point threading. Students will be required to produce specified parts to a tolerance of +/- .004 inches and perform competencies set by manufacturing standards.

MAC 111 Intermediate Engine Lathe
3 credit hours
Prerequisite: MAC 110 and MAT 108 with a grade of C or better

Teaches students to prepare single point external and internal unified screw threads to a Class 3 fit along with threading tolerances and classes. Teaches the mechanics of the leadscrew and feedbars of a lathe. Generate angles with the compound rest within one degree and perform intermediate tool grinding.

MAC 112 Advanced Engine Lathe
3 credit hours
Prerequisite: MAC 110 with a grade of C or better

Prepares students to form radius, single-point isometric threads, turn spherical radius, use a radius gauge, as well as advanced taper techniques and work support devices. Students will perform advanced grooving operations and advanced tool grinding.

MAC 120 Introduction to Milling Machine
3 credit hours
Prerequisite: MAC 101 with a grade of C or better

Teaches students to identify the major parts of the vertical mill, align a vise, use an indicator, and edge finder. Introduces concepts such as boring head and advanced holding devices. Teaches speeds and feed calculations, mill flat, square surfaces, drill and ream holes, and work within a plus or minus .002 inch tolerance.

MAC 121 Intermediate Milling Machine
3 credit hours
Prerequisite: MAC 120 and MAT 108 with a grade of C or better

Teaches students to indicate a milling head for simple milling operations. Prepares students to determine hole locations by coordinates. Introduction to trigonometry used in manufacturing. Using a mill for advance techniques such as squaring a block, perform angle layouts with various methods including a sign bar. Perform simple keyseat and slotting operations.

MAC 122 Advanced Milling Machine Operations
3 credit hours
Prerequisite: MAC 121 with a grade of C or better

Prepares students to determine hole locations by coordinates and degrees, use a rotary table and indexing head. Use a jig bore to drill holes by the coordinate method, and work within plus or minus .001 inch tolerance. Advance mill head indicating techniques. Advanced pocketing slotting and keyseat techniques. Advanced edging techniques.

MAC 141 Advanced Machining Operations
4 credit hours
Prerequisite: MAC 110 or MAC 111 with a grade of C or better

Provides the student the use of various conventional machine tools used in a machine shop environment. The use of engine lathes, horizontal and vertical milling machines, surface grinders, drill presses, pedestal grinders, power cut-off saws and other machine tools commonly used to produce quality machined parts in today's manufacturing environments. Machining competencies will stressed and students will be required to produce parts manufactured by local manufacturing companies with the consideration of ISO quality standards.

MAC 145 Production Manufacturing Concepts
3 credit hours
Prerequisite: MAC 102 with a grade of C or better

Familiarizes the student to concepts related to manufacturing environments. Topics will consist of, but not be limited to, Material Identifications, Shop Floor Management, Just-in-Time Manufacturing, Kan-Ban Systems, Statistical Quality Control, Total Quality Management. Various lectures and demonstrations of these processes will be delivered. Students may be required to research, explore, and report on particular manufacturing processes or topics.

MAC 178 Machining Workshop
1-6 credit hours
Prerequisite: MAC 110 or MAC 120 with a grade of C or better

Provides students with an experiential learning opportunity.

MAC 201 Introduction to CNC Turning Operations
3 credit hours
Prerequisite: MAC 121 and MAC 111 with a grade of C or better or Chair permission

Covers computer numerical control (CNC) lathe operations, control functions, the letter address system, the program format, and machine setup. G & M codes, control functions, the letter address system, and math issues related to CNC are included. This class is NOT offered on an open-entry, open-exit basis.

MAC 205 Introduction to CNC Milling Operations
3 credit hours
Prerequisite: MAC 111 and MAC 121 with a grade of C or better or Chair permission

Provides transitional information between conventional machining applications and the typical applications found in Computer Numerical Control Machining. Topics may consist of Numerical Control Systems, The Cartesian Coordinate System, High Efficiency Tooling Applications, Objectives of Numerical Control, Calculating Speed and Feed Rates, Defining and Calculating Tool Motion, Fixturing Requirements, Basic Program Structure, Programming Codes, and Basic Conversational Programming. Operations of NC machines may be required.

MAC 207 CNC Milling Lab
3 credit hours
Prerequisite: MAC 205 with a grade of C or better

Prepares students to write programs and run parts from both blueprints provided and per individual student designs. Proofing and editing programs, sub-programs, managing cutter compensations, fixture offsets, and overall execution at the machine will be the primary focus.

MAC 220 Modern Production Manufacturing
3 credit hours
Prerequisite: MAC 145 with a grade of C or better or Chair permission

Exposes students to advanced machining processes typically found in state-of-the-art manufacturing environments. Students will learn how to use precision machining to make fixtures, tooling plates, cutting tools, and other complex designs using machining applications. Students will be required to use their skills, competencies, and knowledge to maintain and support a CNC production environment.

MAC 240 CAD/CAM 2-D
3 credit hours
Prerequisite: MAC 205 with a grade of C or better

Provides the student with the essential concepts and techniques that are required to successfully create part geometry, generate tool path, verify tool path models, and post process the NC codes. The student will be exposed to a 2-axis machining, 3-axis machining wire frame and surface modeling, lathe programming, and DNC systems. Programming projects and models will be demonstrated in the CNC manufacturing lab.

MAC 245 CAD/CAM 3-D
3 credit hours
Prerequisite: MAC 240 with a grade of C or better or Chair permission

Covers both the production and surfacing of three-dimensional geometry in a self-paced setting. Issues will be covered related to the production of wire frames, solids, surfaces, the joining of surfaces, joining of solids, managing construction planes, sweeping, rotating, and controlling parameter settings. A familiarity with Mastercam (GibbsCAM), CNC programming techniques, and CNC operations is recommended.

MAC 246 CAD/CAM 3D Lab
3 credit hours
Corequisite: MAC 245 with a grade of C or better

Requires students to produce a variety of three dimensional lab exercises on robotic machinery in a self-paced format in conjunction with MAC 245. Coursework will focus primarily on advanced geometry to include developing an understanding of CNC codes related to work offsets, cutter compensations, and tool management within CAD/CAM programs on the milling machine.

MAC 250 Advanced Inspection Techniques
3 credit hours
Prerequisite: MAC 145 with a grade of C or better or Chair permission

Exposes the student to the principles of dimensional metrology. Students will learn how to use common measuring instruments relating to state-of-the-art manufacturing environments. Students will also learn the importance of Quality Control, TQM, and SPC processes as they relate to manufacturing environments. Use of a coordinate measuring machine will be delivered.

MAC 252 Practical Metallurgy
3 credit hours
Prerequisite: MAC 100 with a grade of C or better and Chair permission

Offers a study of metallurgical terms and definitions in an effort to understand both the behavior of metals and their service to industry. Characteristics during heating, cooling, shaping, forming, and the stresses related to their mechanical properties are covered. The theory behind the alloys, heat treatment processes, and the impact they have on strength, toughness, hardness, elasticity, ductility, malleability, wear resistance and fatigue resistances is investigated.

MAC 278 Machining Workshop
3 credit hours
Prerequisite: MAC 205 and MAT 108 with a grade of C or better, English assessment score of 95 or better, and Math assessment score of 45 (EA) or better

Provides the student with an introduction to machining in the work place.

MAN — MANAGEMENT COURSES

MAN 116 Principles of Supervision
3 credit hours
Prerequisite: BUS 115 with a grade of C or better
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 126 Total Quality Management
3 credit hours
Covers the rationale for, method of implementing and key characteristics of TQM. Topics include developing a vision of a quality culture, strategic planning for implementation, customer focus, supplier relationships, benchmarking, continuous improvement, employee empowerment, and teamwork. Through case studies students learn to apply TQM in manufacturing and service environments.

MAN 128 Human Relations in Organizations
3 credit hours
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 160 Entrepreneurship
3 credit hours
Prerequisite: ACC 101 with a grade of C or better and BUS 115 with a grade of C or better
Teaches entrepreneurs planning skills from business concept development to the actual development of a comprehensive business plan. This practical approach includes one-on-one counseling with the instructor and professional volunteer counselors. Guest speakers are an integral part of the course. Topics include marketing strategies and tactics, profitability, human resource management, financial management and projections, innovations, and loan negotiations.

MAN 200 Human Resources Management I
3 credit hours
Prerequisite: BUS 115 with a grade of C or better
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 issues.

MAN 216 Small Business Management
3 credit hours
Prerequisite: ACC 101 with a grade of C or better; and BUS 115 with a grade of C or better, or CIS 118 with a grade of C or better
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
3 credit hours
Prerequisite: BUS 115 with a grade of C or better
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 225 Managerial Finance
3 credit hours
Prerequisite: ACC 121 with a grade of C or better and BUS 115 with a grade of C or better
Examines the concepts and techniques used to analyze financial accounting information for managerial planning, decision making and control. The focus of the course is on decision-making relating to the areas of budgets, forecasts, cost volume production, ROI and financial statements.

MAN 226 Principles of Management
3 credit hours
Prerequisite: BUS 115 with a grade of C or better; and Grade of C or better in CCR 092, CCR 093, REA 090, or Reading assessment score of 80 or better
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.

MAN 241 Project Management in Organizations
3 credit hours
Prerequisite: MAN 226 with a grade of C or better
Introduces students to the planning, implementation, and control activities of project management, including project and performance evaluation, quality control and work flow analysis. Emphasis will be on the initiating, planning, executing, controlling and closing activities of project management.

MAN 242 Project Management Tools and Techniques
3 credit hours
Prerequisite: MAN 241 with a grade of C or better
Emphasizes project management techniques and tools wherein students will learn the necessary skills to track a project, keeping it on time and within budget. Students will apply software to solve project cases and to construct scheduling charts and reports.

MAR — MARKETING COURSES

MAR 111 Principles of Sales
3 credit hours
Prerequisite: BUS 115 with a grade of C or better
Enables students to understand and develop ethical sales techniques and covers the role of selling the marketing process. Areas of emphasis include behavioral considerations in the buying and selling process along with sales techniques.

MAR 117 Principles of Retailing
3 credit hours
Prerequisite: BUS 115 with a grade of C or better or
Corequisite: BUS 115
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 158 Basic Customer Service
1 credit hour
Focus on basic concepts and techniques needed to effectively serve customers. Specific emphasis given to manage customer expectations by building customer rapport and creating positive outcomes.

MAR 160 Customer Service
3 credit hours
Prerequisite: BUS 115 with a grade of C or better; and Grade of C or better in CCR 092, CCR 093, or ENG 090 and REA 060; or English assessment score of 95 or better and Reading assessment score of 62 or better
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
3 credit hours
Prerequisite: BUS 115 with a grade of C or better, or CIS 118 with a grade of C or better
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 220 Principles of Advertising
3 credit hours
Prerequisite: BUS 115 with a grade of C or better
Examines the principles and practices of advertising and its relationship to business in order to promote a business organization. Areas of major emphasis include advertising principles, strategies, media, copy and layout and ethical considerations.

MAR 240 International Marketing
3 credit hours

Prerequisite: BUS 115 with a grade of C or better

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.

MAT — MATHEMATICS COURSES

MAT 025 Algebraic Literacy Lab
1 credit hour

Prerequisite: EA score of 45-84
Corequisite: MAT 055

Supports skill development for students registered in MAT 055 Algebraic Literacy. Topics covered in this course include those defined in MAT 055 and/or any prerequisite skills needed by the student. For students with Accuplacer score EA 45-59, this course is a required corequisite with MAT 055 Algebraic Literacy.

MAT 050 Quantitative Literacy
4 credit hours

Prerequisite: Accuplacer EA 30-84 or AR 40+

Develops number sense and critical thinking strategies, introduce algebraic thinking, and connect mathematics to real world applications. Topics in the course include ratios, proportions, percents, measurement, linear relationships, properties of exponents, polynomials, factoring, and math learning strategies. This course prepares students for Math for Liberal Arts, Statistics, Integrated Math, and college level career math courses.

MAT 055 Algebraic Literacy
4 credit hours

Prerequisite: MAT 050 with a grade of C or better or Accuplacer EA 60-84

Students with EA 45-59 may be advised into MAT 055 but must co-enroll in MAT 025.

Develops algebraic skills necessary for manipulating expressions and solving equations. Topics in the course include radicals, complex numbers, polynomials, factoring, rational expressions, quadratic equations, absolute value equations and inequalities, systems of linear equations, related applications, and math learning strategies. This course prepares students for College Algebra and Finite Math.

MAT 060 Pre-algebra
3 credit hours

Prerequisite: MAT 030 with a grade of C or better or Arithmetic Assessment Score of 57+

Students are advised to register also for AAA 090, Academic Achievement Strategies.

Furthers 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
4 credit hours

Prerequisite: MAT 060 with a grade of C or better or Elementary Algebra Assessment Score of 45-60

Includes first-degree equations, inequalities, formulas, polynomials, factoring polynomials, solving quadratic equations by factoring, coordinate geometry, graphing linear equations and applications. Algebraic fractions and systems of linear equations may be included.

MAT 091 Applied Quantitative Lab
1 credit hour

Prerequisite: Math assessment score of EA 30-59 or AR 40 or better
Corequisite: MAT 107 or MAT 108

Supports skill development for students registered in MAT 103, MAT 107, MAT 108, MAT 109, or MAT 112. Topics covered in the course include those defined in MAT 103/107/108/109/112 and/or any prerequisite skills needed by the student. Students with Accuplacer scores EA 30-59 or AR 40+, who are advised into MAT 103/107/108/109/112, are required to co-enroll in this course.

MAT 092 Quant Lab
1 credit hour

Prerequisite: Math assessment score of EA 60-84
Corequisite: MAT 120 or MAT 135

Supports skill development for students registered in MAT 120, MAT 135, MAT 155, or MAT 156. Topics covered in this course include those defined in MAT 120/135/155/156 and/or any prerequisite skills needed by the student. Students with Accuplacer scores EA 80-84, who are advised into MAT 120, MAT 135, MAT 155, or MAT 156, are required to co-enroll in this course.

NOTE: CCD will enroll students with Math assessment score of EA 60-84, an exception to the CCCS recommendation of EA 80-84.

MAT 093 Algebra Lab
1 credit hour

Prerequisite: Math assessment score of EA 80-84
Corequisite: MAT 121 or MAT 123

Supports skill development for students registered in MAT 121 or MAT 123. Topics covered in this course include those defined in MAT 121/123 and/or any prerequisite skills needed by the student. Students with Accuplacer scores EA 80-84, who are advised into MAT 121/123, are required to co-enroll in this course.

MAT 099 Intermediate Algebra
4 credit hours

Prerequisite: Grade of C or better in MAT 090 or Math assessment score of 60 (EA) or better

This course explores problem solving with further study of equations, slope, inequalities, systems of equations, polynomials, quadratic equations, rational expressions, rational exponents, radical expressions, graphing, and applications. A graphing calculator or equivalent software may be utilized. This course is for students with an Accuplacer score of 61-84.

MAT 107 Career Math
3 credit hours

Prerequisite: Grade of C or better in MAT 050, Math assessment score of 45 (EA) or better, or equivalent ACT/SAT scores

This course 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 at an introductory level and the emphasis is on applications.

MAT 108 Technical Mathematics
4 credit hours

Prerequisite: Grade of C or better in MAT 050, Math assessment score of 45 (EA) or better, or equivalent ACT/SAT scores

This course 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 at an introductory level and the emphasis is on applications.

MAT 111 Technology Lab for Algebra
1 credit hour

Prerequisite: Grade of C or better in MAT 055 or MAT 099, Math assessment of 85 (EA) or better, or equivalent ACT/SAT scores

This course explores and applies algebraic topics in a laboratory setting using graphing calculators.

MAT 112 Financial Mathematics
3 credit hours

This course covers topics including pricing, taxes, insurance, interest, annuities, amortization, and investments using financial calculators and spreadsheets.

MAT 120 Mathematics for the Liberal Arts: GT-MA1
4 credit hours

Prerequisite: Grade of C or better in MAT 050, MAT 090, Math assessment score of 60 (EA) or better, or equivalent ACT/SAT scores

This course 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. GT-MA1

MAT 121 College Algebra: GT-MA1
4 credit hours

Prerequisite: Grade of C or better in MAT 055, MAT 099, Math assessment score of 85 (EA) or better, or equivalent ACT/SAT scores

This course explores topics including 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. GT-MA1

MAT 122 College Trigonometry: GT-MA1
3 credit hours

Prerequisite: MAT 121 with a grade of C or better, Math assessment score of 63 (CLM) or better or equivalent ACT/SAT scores

This course 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. GT-MA1

MAT 123 Finite Mathematics: GT-MA1
4 credit hours

Prerequisite: Grade of C or better in MAT 055, MAT 099, Math assessment score of 85 (EA) or better, or equivalent ACT/SAT scores

This course 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. GT-MA1

MAT 125 Survey of Calculus: GT-MA1
4 credit hours

Prerequisite: MAT 121 or MAT 123 with a grade of C or better, or Math assessment score of 63 (CLM) or better, or equivalent ACT/SAT scores

This course 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. GT-MA1

NOTE: This class is for business students, not science/engineering students.

MAT 135 Introduction to Statistics: GT-MA1
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or REA 090; or Reading assessment score of 80 or better, and grade of C or better in MAT 050, MAT 090, Math assessment score of 60 (EA) or better, or equivalent ACT/SAT scores

This course explores and applies 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. GT-MA1

MAT 155 Integrated Math I
3 credit hours

Prerequisite: Grade of C or better in MAT 055, MAT 099, or Math assessment score of 85 (EA) or better, or equivalent ACT/SAT scores

This course engages students in the concepts of school mathematics, including the recognition of numerical and geometric patterns and their application to a variety of mathematical situations; mathematical problem-solving, reasoning, critical thinking, and communication; algebraic thinking, representation, analysis, manipulation, generalizations and extensions.

NOTE: This course is designed for students who are seeking an AA degree with an emphasis in education.

MAT 156 Integrated Math II
3 credit hours

Prerequisite: MAT 155 with a grade of C or better

This course furthers MAT 155 concepts and will include fundamentals of probability, statistics, and Euclidean geometry. Mathematical problem-solving, reasoning, critical thinking, and communication will continue to be an integral part of this sequence.

NOTE: This course is designed for students who are seeking an AA degree with an emphasis in education.

MAT 175 Special Topics
1-12 credit hours

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

MAT 201 Calculus I: GT-MA1
5 credit hours

Prerequisite: MAT 121 and MAT 122 with a grade of C or better, or Math assessment score of 103 (CLM), or equivalent ACT/SAT scores

This course introduces single variable calculus and analytic geometry. It 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. GT-MA1

MAT 202 Calculus II: GT-MA1
5 credit hours

Prerequisite: MAT 201 with a grade of C or better

This course continues the study 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. GT-MA1

MAT 204 Calculus III with Engineering Applications: GT-MA1
5 credit hours

Prerequisite: MAT 202 with a grade of C or better

This course focuses on the competencies established in 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. GT-MA1

MAT 266 Differential Equations with Linear Algebra
4 credit hours

Prerequisite: MAT 202 with a grade of C or better

This course covers first and second order differential equations, series solutions, Laplace transforms, linear algebra, eigenvalues, first order systems of equations, and numerical techniques are covered.

MAT 275 Special Topics
1-12 credit hours

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

MGD — MULTIMEDIA GRAPHIC DESIGN COURSES
MGD 101 Introduction to Computer Graphics
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better; or equivalent ACT/SAT scores

Introduces the student to the computer system developed for graphics. The student will learn the hardware and software components for multimedia production. Each student will explore basic computer operations, ergonomics, file management, scanning techniques, archiving capabilities, and utilization of the multimedia department server and internet connection.

MGD 105 Typography and Layout
3 credit hours

Prerequisite: MGD 101 and MGD 116 with a grade of C or better

Covers the creation and production of graphic projects, emphasizing the layout creative design process, problem solving, and research. Provides ex-

perience producing thumbnails, roughs and digital layouts emphasizing refined creative typography.

MGD 111 Adobe Photoshop I
3 credit hours
Prerequisite: MGD 101 with a grade of C or better
Corequisite: MGD 116

Concentrates on the high-end capabilities of a raster photo-editing software as an illustration, design and photo retouching tool. Students explore a wide range of selection and manipulation techniques that can be applied to photos, graphics and videos.

MGD 112 Adobe Illustrator I
3 credit hours
Prerequisite: MGD 101 and MGD 116 with a grade of C or better

Acquaints students with the processes of a vector drawing program on the computer. Students learn how to use the tools to create digital artwork that can be used in web design, print media and digital screen design.

MGD 114 Adobe InDesign
3 credit hours
Prerequisite: MGD 101 and MGD 116 with a grade of C or better

Introduces students to InDesign, a page layout program which integrates seamlessly with other Adobe design programs. InDesign delivers creative freedom and productivity to DTP. Class discussions and independent projects supplement hands-on classroom work.

MGD 116 Typography I
3 credit hours
Prerequisite: MGD 101 with a grade of C or better, or Corequisite: MGD 101

Introduces the history and concepts of typography as applied to graphic communications. Explores appropriate use of typography in a variety of design applications, emphasizing the basic design principles of typographic compositions and typesetting. Covers type recognition and typographic terms.

MGD 141 Web Design I
3 credit hours
Prerequisite: MGD 101 with a grade of C or better or instructor permission, and MGD 116 with a grade of C or better

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 203 Design and Concept
3 credit hours
Prerequisite: MGD 105 with a grade of C or better

Covers the process of comprehensive problem solving of complex and advanced print design. Provides experience in digital production of designs, using multiple computer applications emphasizing concept.

MGD 213 Electronic Prepress
3 credit hours
Prerequisite: MGD 105 with a grade of C or better

Explores in detail the electronic prepress process. Students examine steps for preparing a digital file for trapping, output considerations and proofing techniques. Creating effective electronic designs and efficient use of today's software programs are also covered.

MGD 285 Independent Study
0-12 credit hours
Prerequisite: Instructor permission

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

MGD 289 Studio Art/Portfolio (Graphic Design Capstone)
1-6 credit hours
Prerequisite: MGD 203 with a grade of C or better

A demonstrated culmination of learning within a given program of study.

MTE — MANUFACTURING TECHNOLOGY COURSES
MTE 101 Introduction to Manufacturing
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, ENG 090, or English assessment score of 95 or better; and MAT 055, MAT 099, Math assessment score of 85 (EA) or better, or equivalent ACT/SAT scores

Gives students a broad understanding of manufacturing and the role of the manufacturing technician. Students learn how manufacturing is important to Colorado and the U.S. Topics covered include manufacturing concepts, principles, and processes, cost elements, tools and techniques, safety, current trends and manufacturing in the future.

MTE 120 Manufacturing Processes
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, ENG 090, or English assessment score of 95 or better; and MAT 055, MAT 099, Math assessment score of 85 (EA) or better, or equivalent ACT/SAT scores

Provides the student an overview of the different methods, tools and machines which are used to manufacture industrial and consumer products.

MTE 230 Design for Manufacturability
3 credit hours
Prerequisite: CAD 101 with a grade of C or better

Provides students with an understanding on how to design a product for test, assembly, service, rebuild/reuse/recycle, postponement and several other product attributes. The student learns the role and development of design specifications, the importance and benefits of DFM, the design rules and their application, the design/manufacturing integration, the concept of designed-in quality, the role of design tolerances, the need for standard part use and the application and importance of concurrent engineering practices. In addition the student learns the application of tools CAD, CAM, CAB, PDMS, and CIM in product development.

MTE 244 Lean Manufacturing - Practices and Processes
3 credit hours
Prerequisite: CAD 101 with a grade of C or better

Provides a study of the Toyota Production System (TPS), also known as Lean Manufacturing, Just-in- Time (JIT), Demand Flow, or Build-to-Order. The course covers the build-to-forecast batch-process method and compares it with TPS. The students study and develop in the lab the following TPS concepts/methods: customer expectations, seven fundamental wastes, plan-do-check-act cycle, kanban system, kanban types, material flow, group technology, manufacturing cells, point-of-use storage and support, and setup/changeover time reduction. This course also covers application of the following problem solving tools: flowchart, cause-and-effect diagram, check sheet, pareto chart, root cause analysis, statistical process control. Students investigate the basics of high-mix, low-volume manufacturing.

MUS — MUSIC COURSES
MUS 100 Introduction to Music Theory I
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Introduces the basics of music theory. Course designed to help the beginning music student, or those students with limited background in music theory, study the basic elements of music. Topics include notation, rhythm, scales, key signatures, intervals, chord, beginning level melodic and rhythm dictation, ear-training and sight-singing skills.

MUS 106 Introduction to Songwriting
3 credit hours
Prerequisite: MUS 100 with a grade of C or better

Examines the various processes and styles of songwriting and offers techniques and ideas for creating songs ranging from functional to original. You will explore the common factors in all styles of songwriting, and use them to bring out creative song ideas whether you have written songs before or have just always wanted to see if you could. A basic knowledge of music reading for any instrument and elementary music theory is recommended, but not required.

MUS 110 Music Theory I
3 credit hours
Corequisite: MUS 112 and MUS 131

Presents music fundamentals, diatonic four-part harmony, analysis, ear training, and keyboard harmony. For music majors transferring to a 4-year program.

MUS 111 Music Theory II
3 credit hours
Prerequisite: MUS 110 with a grade of C or better
Corequisite: MUS 113 and MUS 132

Presents chromatic four-part harmony, analysis, ear training, and keyboard harmony.

MUS 112 Ear Training/Sight-singing I Lab
1 credit hour
Corequisite: MUS 110 and MUS 131

Presents exercises in sight-singing with melodic and rhythmic dictation.

MUS 113 Ear Training/Sight-singing II Lab
1 credit hour
Prerequisite: MUS 112 with a grade of C or better
Corequisite: MUS 111 and MUS 132

Presents exercises in sight-singing with melodic and rhythmic dictation.

MUS 120 Music Appreciation: GT-AH1
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

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. GT-AH1

MUS 121 Music History Medieval thru Classical Period: GT-AH1
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Studies the various periods of music history with regard to the composers, esthetics, forms, and genres of each period. Considers music from the Middle Ages through the Classical period. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

MUS 122 Music History Early Romantic Period to Present: GT-AH1
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Studies the various period of music history with regard to the composers, aesthetics, forms and genres of each period. Considers music from the early Romantic period to the present. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

MUS 123 Survey of World Music: GT-AH1
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Provides an overview of non-Western music from around the world; provides basic listening skills and the historical/cultural context for a variety of world music styles to enable an understanding and appreciation of non-Western musical expression. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

MUS 131 Music Class I
2 credit hours
Prerequisite: MUS 100 with a grade of C or better, or instructor permission

Applies the fundamentals of music to the voice or specific musical instruments. This course also introduces basic techniques, repertoire, and sight-reading. First year, first term.

MUS 132 Music Class II
2 credit hours
Prerequisite: MUS 131 or MUS 141 with a grade of C or better, or instructor permission

Applies the fundamentals of music to the voice or specific musical instruments. The course also introduces basic techniques, repertoire, and sight-reading. First year, second term.

MUS 141 Private Instruction I (Cello, Composition, Conducting, Guitar/Bass, Piano, Songwriting, Viola, Violin, Voice, Woodwinds)
2 credit hours
Prerequisite: MUS 100 with a grade of C or better, or instructor permission

This course is for music majors planning to transfer to 4 year school. Offers an average of sixty minutes of private instruction per week. Regular attendance and participation in student performances is required. First year, first term.

MUS 142 Private Instruction II (Cello, Composition, Conducting, Guitar/Bass, Piano, Songwriting, Viola, Violin, Voice, Woodwinds)
2 credit hours
Prerequisite: MUS 141 with a grade of C or better, or instructor permission

This course is for music majors planning to transfer to 4 year school. Offers an average of sixty minutes of private instruction per week. Regular attendance and participation in student performances is required. First year, second term.

MUS 151 Ensemble I
1 credit hour

First year, first term. Rehearses and performs various types of musical literature.

MUS 152 Ensemble II
1 credit hour
Prerequisite: MUS 151 with a grade of C or better, or instructor permission

Rehearses and performs various types of musical literature. First year, second term.

MUS 153 Ensemble III
1 credit hour
Prerequisite: MUS 152 with a grade of C or better, or instructor permission

Rehearses and performs various types of musical literature. First year, third term.

MUS 154 Ensemble IV
1 credit hour
Prerequisite: MUS 153 with a grade of C or better, or instructor permission

Rehearses and performs various types of musical literature. First year, fourth term.

MUS 161 Computer Music Application I
3 credit hours

Introduces students to the Digital Audio Workstation, current practices with MIDI instruments, MIDI sequencing, MIDI editing, music notation programs.

MUS 162 Computer Music Application II
3 credit hours
Prerequisite: MUS 161 with a grade of C or better, or instructor permission

Designed to build on MUS 161. Course will further explore the Digital Audio Work (DAW) environment. Advanced music notation software techniques, creating unique synthesizer timbres, and audio/video synchronization will be among the topics explored.

MUS 175 Special Topics
0-12 credit hours
Prerequisite: Instructor permission

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

MUS 210 Music Theory III
3 credit hours
Prerequisite: MUS 111 with a grade of C or better, or instructor permission
Corequisite: MUS 212

Continues study of four-part music, including extended harmonic progres-

sions of ninth, eleventh, thirteenth chords, extended alteration, non-chord tones, modulation and compositions.

MUS 211 Music Theory IV
3 credit hours
Prerequisite: MUS 210 and MUS 212 with a grade of C or better, or instructor permission
Corequisite: MUS 213
Offers a continuation of chromatic harmony, analysis, ear-training, and keyboard harmony. New topics will include Impressionism and 20th Century styles of composition.

MUS 212 Advanced Ear Training/Sight-singing I Lab
1 credit hour
Prerequisite: MUS 111 and MUS 113 with a grade of C or better
Corequisite: MUS 210
Presents modulating and chromatic exercises in sight-singing and dictation. Dictation includes four-part writing.

MUS 213 Advanced Ear Training/Sight-singing II Lab
1 credit hour
Prerequisite: MUS 210 and MUS 212 with a grade of C or better
Corequisite: MUS 211
Presents modulating and chromatic exercises in sight-singing and dictation. Dictation includes four-part writing.

MUS 241 Private Instruction III: (Cello, Composition, Conducting, Guitar/Bass, Piano, Songwriting, Violin, Viola, Voice, Woodwinds)
2 credit hours
Prerequisite: MUS 142 with a grade of C or better, or instructor permission
This course is for music majors planning to transfer to 4 year school. Offers private instruction consisting of sixty minutes per week. Regular attendance and participation in student performances is required. Second year, first term.

MUS 242 Private Instruction IV (Cello, Composition, Conducting, Guitar/Bass, Piano, Songwriting, Violin, Viola, Voice, Woodwinds)
2 credit hours
Prerequisite: MUS 241 with a grade of C or better, or instructor permission
This course is for music majors planning to transfer to 4 year school. Offers private instruction consisting of sixty minutes per week. Regular attendance and participation in student performances is required. Second year, third term.

MUS 244 Private Instruction IV: (Cello, Composition, Conducting, Guitar/Bass, Piano, Songwriting, Violin/Viola, Voice, Woodwinds)
2 credit hours
Prerequisite: MUS 242 with a grade of C or better
This course is for music majors planning to transfer to 4 year school. Offers an average of sixty minutes of private instruction per week. Regular attendance and participation in student performances is required. Second year, fourth term. May be repeated for credit more than once per individual institution policy.

MUS 251 Ensemble I
1 credit hour
Prerequisite: MUS 152 with a grade of C or better
Rehearses and performs various types of musical literature. Second year, first term.

MUS 252 Ensemble II
1 credit hour
Prerequisite: MUS 251 with a grade of C or better
Rehearses and performs various types of musical literature. Second year, second term.

MUS 275 Special Topics
0-12 credit hours
Prerequisite: Instructor permission
Covers specific topics in music. This course is offered as needed for credit appropriate to the topic and each offering includes a description of the topic(s).

MUS 285 Independent Study
0-12 credit hours
Prerequisite: Instructor permission
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

NUA — NURSE AIDE COURSES
NUA 101 Nurse Aide Health Care Skills
4 credit hours
Corequisite: NUA 170
Prepares the student to perform the fundamental skills of the nurse aide. Basic nursing skills, communication skills, restorative services, personal care skills, safety and emergency care issues are covered. Includes knowledge and/or principles of asepsis, OSHA and HIPAA regulations. Ethical behaviors, cultural sensitivity and principles of mental health will be addressed, as well as patient/resident rights.

NUA 170 Nurse Aide Clinical Experience
1 credit hour
Corequisite: NUA 101
Applies knowledge gained from NUA 101 in a clinical setting.

OSH —OCCUPATIONAL SAFETY TECHNICIAN COURSES
OSH 116 OSHA Voluntary Compliance
3 credit hours
Provides a 30-Hour OSHA certification course for general industry. Participants will review the current OSHA standards contained in 29 CFR 1910 and participants that complete the course will receive a certificate of completion from the United States Department of Labor, Occupational Safety and Health Administration. The course is taught by instructors certified by the Occupational Safety and Health Administration.

PAR — PARALEGAL COURSES
PAR 115 Introduction to Law
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores
Provides an understanding of the role of paralegals, issues facing paralegals, the working of the legal system, and ethical questions. Legal terminology and an overview of the substantive areas of law will be discussed.

PAR 116 Torts
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores
Focuses on tort law, including negligence, intentional torts, and strict liability, with an emphasis on personal injury litigation.

PAR 117 Family Law
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores
Emphasizes domestic law, common property, dissolutions, adoptions, legal separation, and other family law issues.

PAR 118 Contracts
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores
Examines the basic principles of contract law.

PAR 125 Property Law
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores
Focuses on real estate law, ownership, sale, leasing, financing and government regulation of land.

PAR 126 Administrative Law
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Introduces administrative and regulatory agencies, their jurisdiction, rule-making and decision-making processes.

PAR 201 Civil Litigation
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Focuses on an intensive study of the legal process including the Federal and Colorado Rules of Civil Procedure.

PAR 202 Evidence
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Introduces the student to State and Federal Rules of Evidence, and application to the trial process.

PAR 205 Criminal Law
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Introduces basic concepts of criminal law and criminal procedure, including Colorado statutes and Rules of Procedure.

PAR 206 Business Organizations
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Focuses on the study of the major types of business organizations.

PAR 208 Probate and Estates
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Provides an understanding of the creation and administration of an estate, including wills and trusts, and the probate process.

PAR 209 Constitutional Law
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Emphasizes the study of the powers of government as they are allocated and defined by the United States Constitution.

PAR 210 Sexual Orientation and the Law
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Provides the substantive legal knowledge that students need to understand the relationship between American law and sexual minorities. Includes a comprehensive understanding of the unique legal issues facing lesbians and gay men, and covers the practical application of the law to these situations.

PAR 211 Legal Research
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Introduces students to basic legal research tools including statutes, digests, case law, citations, encyclopedias, dictionaries, and online databases.

PAR 212 Legal Writing
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

This course enables the student to practice the content and conventions of legal writing.

PAR 217 Environmental Law
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Covers state and federal laws concerning the environment, including chemical safety laws, workplace safety, and hazardous waste.

PAR 218 Bankruptcy Law
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Focuses on federal and state laws and procedures involving bankruptcy.

PAR 275 Special Topics
0-12 credit hours

Prerequisite: Instructor permission

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

PAR 280 Internship: Paralegal
6 credit hours

Prerequisite: PAR 115, PAR 201, PAR 211 and PAR 212 with a grade of C or better

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.

PAR 285 Independent Study
0-12 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

PAR 289 Capstone: Paralegal Synthesis
3 credit hours

Prerequisite: PAR 115, PAR 201, PAR 211 and PAR 212 with a grade of C or better

Emphasizes a synthesis of the information and skills that students have learned throughout their paralegal studies.

PED — PHYSICAL EDUCATION COURSES

Each semester, Metro State University of Denver allows CCD students to participate in their Human Performance & Leisure (HPL) courses. Courses listed on the CCD transcript as PED courses are offered and facilitated through Metro State University of Denver. Metro State University of Denver is responsible for providing the instruction/instructor. Please refer to the Metro State University of Denver catalog for specific details of each HPL course.

PHI — PHILOSOPHY COURSES
PHI 111 Introduction to Philosophy: GT-AH3
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

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. GT-AH3

PHI 112 Ethics: GT-AH3
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

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. GT-AH3

PHI 113 Logic: GT-AH3
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

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. GT-AH3

PHI 114 Comparative Religions: GT-AH3
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Introduces students to the major world religions from both the Eastern and Western world such as Hinduism, Buddhism, Confucianism, Taoism, Zoroastrianism, Judaism, Christianity, Islam, Bahá'í, and influential pre-literate traditions. Utilizes religious studies methods (historical, sociological, legal, psychological, and phenomenological), to understand the historical development of each religious tradition in terms of communities, cultural context, and modern manifestations; paying particular attention to differences between sects, denominations, schools, and factions within each tradition. Focus will include the examination of the charismatic leaders, prophets, and narratives that inform the worldview of each tradition. The course is one of the Statewide Guaranteed Transfer courses. GT-AH3

PHI 115 World Religions — West: GT-AH3
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Introduces students to religions of the Western world: Zoroastrianism, Judaism, Christianity, Islam, Bahá'í, and influential pre-literate traditions. Utilizes religious studies methods (historical, sociological, legal, psychological and phenomenological), to understand the historical development of each religious tradition in terms of communities, cultural context, and modern manifestations; paying particular attention to differences between sects, denominations, schools, and factions within each tradition. Focus will include the examination of the charismatic leaders, prophets, and narratives that inform the worldview of each tradition. This course is one of the Statewide Guaranteed Transfer courses. GT-AH3.

PHI 116 World Religions — East: GT-AH3
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Introduces students to religions of the Eastern world: Hinduism, Buddhism, Jainism, Taoism, Confucianism, Sikhism, Shinto, and influential pre-literate traditions. Utilizes religious studies methods (historical, sociological, legal, psychological, and phenomenological), to understand the historical development of each religious tradition in terms of communities, cultural context, and modern manifestations; paying particular attention to differences between sects, denominations, schools, and factions within each tradition. Focus will include the examination of the charismatic leaders, prophets, and narratives that inform the worldview of each tradition. This course is one of the Statewide Guaranteed Transfer courses. GT-AH3.

PHI 175 Special Topics
0-12 credit hours
Prerequisite: Instructor permission

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

PHI 205 Business Ethics
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Analyzes ethical behavior for business. The premise is that ethics deals with right and wrong standards of behavior that are determined by the ethical and social expectations of society in general, and further, that we expect responsible people to observe the ethical standards of our society. A case approach is used throughout the course. The ethical issues involve trade-offs among ethical decisions and economics, legal, social, and cultural concepts.

PHI 214 Philosophy of Religion: GT-AH3
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Focuses on the critical examination of the fundamental concepts, ideas, and implications of religion. Includes the nature of God, the varieties of religious experience, argument concerning God`s existence, the Problem of Evil, faith and reason, religion and human destiny, and the connection between religion and ethics. This course is one of the Statewide Guaranteed Transfer courses. GT-AH3

PHI 218 Environmental Ethics: GT-AH3
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Critically analyzes theories of value of the natural world. Topics include the relation between scientific and moral principles; theories of the moral worth of persons, animals, plants and other natural objects; historical, religious and cultural influences on conceptions of nature; alternative accounts of human relationships and responsibilities to nature, including deep ecology and eco-feminism; and the connection between moral and political values and economic policies. This course is one of the Statewide Guaranteed Transfer courses. GT-AH3

PHI 275 Special Topics
0-12 credit hours
Prerequisite: Instructor permission

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

PHI 285 Independent Study
0-12 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Focuses on directed readings and independent study on specific philosophical topics.

PHY — PHYSICS COURSES
PHY 105 Conceptual Physics with Lab: GT-SC1
4 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090 and REA 090; and Grade of C or better in MAT 090 or MAT 050; or English assessment score of 95 or better and/or Reading assessment score of 80 or better; and Math assessment score of 60 or better

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. GT-SC1

PHY 111 Physics: Algebra-Based I with Lab: GT-SC1
5 credit hours
Prerequisite: Grade of C or better in MAT 121 or Math assessment score of 63 (CLM) or better; and Grade of C or better in CCR 092, CCR 093, or ENG 090 and/or REA 090; or English assessment score of 95 or better and Reading assessment score of 80 or better
Corequisite: MAT 122

Explores the physical world 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 advanced sciences should register for PHY 211. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

PHY 112 Physics: Algebra-Based II with Lab: GT-SC1
5 credit hours
Prerequisite: PHY 111 and MAT 122 with a grade of C or better

Expands upon PHY 111 and explores sound waves, electric fields, electric circuits, magnetic fields, light 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. GT-SC1

PHY 211 Physics: Calculus-Based I with Lab: GT-SC1
5 credit hours

Prerequisite: MAT 201 with a grade of C or better
Corequisite: MAT 202

Explores the physical world through reasoning, mathematics, and experimentation. Covers kinematics, force, gravity, energy, momentum, torque, rotational dynamics, and fluids, and may include thermodynamics. 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 advanced sciences. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

PHY 212 Physics: Calculus-Based II with Lab: GT-SC1
5 credit hours

Prerequisite: PHY 211 and MAT 202 with a grade of C or better

Expands upon PHY 211 and examines waves, 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. GT-SC1

POS — POLITICAL SCIENCE COURSES

POS 105 Introduction to Political Science: GT-SS1
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, and REA 090 and/or Reading assessment score of 80 or better; or Chair permission

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. GT-SS1

POS 111 American Government: GT-SS1
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, and REA 090 and/or Reading assessment score of 80 or better; or Chair permission

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. GT-SS1

POS 125 American State and Local Government: GT-SS1
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, and REA 090 and/or Reading assessment score of 80 or better; or Chair permission

Emphasizes the structure and function of state, county, and municipal governments, including their relations with each other and with national government. Includes a study of Colorado government and politics. This is a Statewide Guaranteed Transfer course. GT-SS1

POS 136 American Presidency
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, and REA 090 and/or Reading assessment score of 80 or better

Focuses on the office of the president as a branch of government. Examines the individuals who have occupied and shaped the presidency, and changes in the office itself.

POS 205 International Relations: GT-SS1
3 credit hours

Prerequisite: Grade of C or better in REA 090 or Reading assessment score of 80 or better, and ENG 121 with a grade of C or better; or instructor permission

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. This course is one of the Statewide Guaranteed Transfer courses. GT-SS1

POS 225 Comparative Government: GT-SS1
3 credit hours

Prerequisite: Grade of C or better in REA 090 or Reading assessment score of 80 or better, and ENG 121 with a grade of C or better; or instructor permission

Focuses on a comparison of the basic features of selected developed and developing countries. Topics include ideologies, political parties, interest groups, and governmental institutions. This course is one of the Statewide Guaranteed Transfer courses. GT-SS1

POS 280 Internship
3 credit hours

Prerequisite: POS 105 or POS 111 with a grade of B or better or Chair permission

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.

PSM — PUBLIC SECURITY MANAGEMENT COURSES

PSM 104 Introduction to Emergency Management
3 credit hours

Offers the student an orientation to the position of Emergency Manager; the requirements for emergency preparedness in the USA, an orientation to community disaster relief; basic incident command systems, state disaster management, the role of emergency management in community preparedness, response and recovery, and the response to failure of infrastructure on individuals and communities.

PSM 105 Crime and Forensics
3 credit hours

Examines the philosophical considerations of the integration of forensic science disciplines with criminal investigations. The course encompasses and provides an overview of physical evidence and examines the major forensic sub-disciplines of pathology, toxicology, deontology, anthropology, art, firearms and tool marks, criminalistics, serology, and questioned documents. The course provides an important base for the security management professional who may become the first responder in a crime scene.

PSM 110 School Violence
3 credit hours

Provides an understanding of what leads to violence and the types of support that research has shown to be effective in preventing violence as a necessary tool for the security management professional. Preparing for a violent confrontation or the threat of physical harm is not an everyday occurrence. Although most schools are safe, the violence that occurs in our neighborhoods and communities has found its way inside the schoolhouse door.

PSM 132 Homeland Defense: Forecasting Terrorism
3 credit hours

Examines the variety of new indicators, warning methodologies, and analytical tools available to analysts; review of the extensive academic, governmental, and policy literature on terrorism forecasting that has been developed to assess and forecast terrorism in its numerous dimensions. Students will comprehend the various analytical capabilities of the types of terrorist threats that are most likely to confront the USA and its allies in the near future, and predict how to develop proactive defenses for the long term protection of our society.

PSM 133 Homeland Security: Chemical and Biological Defense
3 credit hours

Provides an overview of the radiological, chemical, biochemical, and biological threat to Homeland Security. Analysis of the agents and means of dissemination or attack that an adversary nation, group, or terrorist cell may employ to deliver these agents; review the current and projected means, techniques, and procedures for defense against such agents; review of theory and practices in chemical and biological threats to develop proactive defensive postures to defeat these threats.

PSM 204 Terrorism, Intelligence, and Justice
3 credit hours

Provides the student with an interactive opportunity for students to develop enforcement strategies for investigating terrorism, intelligence gather-

ing, and justice. The course will focus on the history and development of traditional and non-traditional terrorist actors, cells, supporting countries, and homeland defensive methodologies for the security professional. The operational strategies of law enforcement in combating terrorism, including electronic surveillance, intelligence operations and covert operations will be discussed and applied in role-play situations.

PSM 221 Forensic Computer Analysis: Computer Forensics I
3 credit hours

Offers the student an overview of computer forensics, while discussing the different aspects of computers as it pertains to the forensic field, loss prevention, security management, and homeland security. Introduction to the legal aspects as it pertains to the search and seizure of computers and the effects of new legislation that changes our concepts of privacy and ownership.

PSM 222 Forensic Computer Analysis: Computer Forensics II
3 credit hours
Prerequisite: PSM 221 with a grade of C or better

Provides the student with enhanced materials built on the foundations of PSM 221 - Computer Forensics I. Introduces and incorporates software used within the security industry to identify and locate evidence on a computer system. The procedures of computer seizure are reintroduced along with the proper guidelines of computer seizure.

PSY — PSYCHOLOGY COURSES

PSY 101 General Psychology I: GT-SS3
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

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. GT-SS3

PSY 102 General Psychology II: GT-SS3
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Focuses on the scientific study of behavior including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development, and social psychology. The course is one of the Statewide Guaranteed Transfer courses. GT-SS3

PSY 110 Career Development
3 credit hours

Assists students in recognizing their career potential, and provides tools for making realistic decisions concerning educational and occupational objectives.

PSY 112 Psychology of Adjustment
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

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 200 Research Methodology
3 credit hours
Prerequisite: ENG 121 and MAT 060 with a grade of C or better

Introduces research methods and designs including correlational studies, experimental designs and quasi-experimental designs. Additional topics include evaluations of scientific research, data analysis, report writing and research ethics.

PSY 205 Psychology of Gender: GT-SS3
3 credit hours
Prerequisite: ENG 121 with a grade of C or better

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. GT-SS3

PSY 207 Introduction Forensic Psychology
3 credit hours
Prerequisite: ENG 121 with a grade of C or better

Introduction to Forensic Psychology is a course in an overview of Forensic Psychology. As such, it explores both current research and practice in five areas. These areas are police psychology, criminal psychology, victimology, correctional psychology and the interface of psychology and the courts. The course facilitates an understanding of the numerous careers related to forensic psychology, how to prepare for them and current research and practice in each of the five broad areas of forensic psychology.

PSY 217 Human Sexuality: GT-SS3
3 credit hours
Prerequisite: ENG 121 with a grade of C or better

Surveys physiological, psychological, and psychosocial aspects of human sexuality. Topics include relationships, sexual identity, and sexual health. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

PSY 226 Social Psychology: GT-SS3
3 credit hours
Prerequisite: ENG 121 with a grade of C or better

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. GT-SS3

PSY 227 Psychology of Death and Dying: GT-SS3
3 credit hours
Prerequisite: ENG 121 with a grade of C or better

Examines the philosophies of life and death, emphasizing dying, death, mourning, and the consideration of one's own death. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

PSY 231 Positive Psychology
3 credit hours
Prerequisite: ENG 121 with a grade of C or better

Focuses on human strengths rather than the traditional view of psychology that tends to focus on the worst of human nature. This course is designed to explore strengths-based research, concepts of happiness, helpfulness, and resiliency. The research and theories about human nature will go beyond simply not being mentally ill as a form of mental health, which will include optimism, post-traumatic growth, and how to increase emotional, psychological and social functioning. Overall, this course will be focused on understanding one's own sense of life satisfaction and how to further improve well-being.

PSY 235 Human Growth and Development: GT-SS3
3 credit hours
Prerequisite: ENG 121 with a grade of C or better

Examines human development from conception through death emphasizing physical, cognitive, emotional and psychosocial factors. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

PSY 238 Child Development: GT-SS3
3 credit hours
Prerequisite: ENG 121 with a grade of C or better

Focuses on growth and development of the individual, from conception through childhood, emphasizing physical, cognitive, emotional, and psychosocial factors. The course is one of the Statewide Guaranteed Transfer courses. GT-SS3

PSY 240 Health Psychology: GT-SS3
3 credit hours
Prerequisite: ENG 121 with a grade of C or better

Students will learn an overview of the scientific study of attitudes, behaviors and personality variables related health, illness and bodily systems. Emphasis is on the interaction of biological, psychological and social factors that cause illness and influence its treatment and prevention. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

PSY 249 Abnormal Psychology: GT-SS3
3 credit hours
Prerequisite: ENG 121 and PSY 101 or PSY 102 with a grade of C or better

Examines abnormal behavior and its classifications, causes, treatment, and prevention. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

PSY 251 Introduction to Evolutionary Psychology
3 credit hours
Prerequisite: ENG 121 and PSY 101 or PSY 102 with a grade of C or better

Introduces the principles of Natural Selection and applies them to Psychology and the study of human behavior. The course lays the framework for a biologically based approach to psychology and provides a metatheory for the discipline by examining current experimental data.

PSY 255 Brain and Behavior
3 credit hours
Prerequisite: ENG 121 with a grade of C or better

Provides an introduction to the study of the relationship between brain function and behavior. The course presents neuroanatomy and neurophysiology as they relate to human experience and behavior. It demonstrates the application of neuroscience concepts to understand and intervene in human behaviors and disorders. Students will be introduced to modern research methods and ethics in the study of brian and behavior.

PSY 258 Introduction to Neuropsychology
3 credit hours
Prerequisite: ENG 121 and PSY 101 with a grade of C or better

Focuses on introduction to basic neuropsychological terms and concepts with emphasis on application of thinking and behavior in humans.

PSY 265 Psychology of Personality: GT-SS3
3 credit hours
Prerequisite: ENG 121 and PSY 102 with a grade of C or better

Examines the structure, function, and development of personality. Investigates the major contemporary theories of personality. Covers psychodynamic, behavioral, cognitive-social learning, humanistic, trait, and, optionally, 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. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

PSY 268 Organizational Psychology
3 credit hours
Prerequisite: ENG 121 and PSY 101 or PSY 102 with a grade of C or better

Provides a comprehensive study of psychological principles and theories as applied to organizational behavior. Topics include motivation, job satisfaction, conflict supervision, human relations, and stress management.

PSY 269 Psychology of Leadership
3 credit hours
Prerequisite: ENG 121 and PSY 101 or PSY 102 with a grade of C or better

Studies and applies the theories and techniques of leadership and group processes. In addition, introduces leadership skills and experiences with applications in group and community settings.

PSY 275 Special Topics
0-12 credit hours
Prerequisite: ENG 121 with a grade of C or better

Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

PSY 285 Independent Study
0-12 credit hours
Prerequisite: ENG 121 with a grade of C or better

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

REA — READING COURSES
REA 060 Foundations of Reading
3 credit hours
Prerequisite: REA 030 or ESL 043 with a grade of C or better, or Reading assessment score of 40-61
Students are encouraged to register for AAA 090, Academic Achievement Strategies.

Focuses on strategies for vocabulary development, improved reading comprehension, and enrichment.

REA 090 College Preparatory Reading
3 credit hours
Prerequisite: REA 060 with a grade of C or better, or Reading assessment score of 62-79

Enables the student to apply strategies for improving comprehension, developing vocabulary, and increasing rate for reading college textbooks.

REA 130 Applied and Technical Reading
2 credit hours

Focuses on the appropriate reading strategies to understand technical, vocational and academic texts, manuals, professional journals and pleasure materials; to complete a task in the workplace; and to comprehend a new process.

REA 151 College Reading
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or REA 090; or Reading assessment score of 80 or better; or instructor permission

Covers information processing systems, analytical reasoning strategies, concept development and retention, and patterns of organization with emphasis on applying reading strategies to college expository text.

REA 223 Critical Reading and Analysis
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, REA 090, or REA 151; or Reading assessment score of 80 or better; or instructor permission

Covers problem solving, goal setting, decision making, analyzing critical issues, constructing effective arguments, reasoning logically, organizing and interpreting visual perceptions, evaluating beliefs based upon experiences, and examining the symbolic nature of language. Emphasizes creating a learning environment where students are able to read and think both critically and creatively.

REA 225 Exploring Diversity Issues
3 credit hours
Prerequisite: REA 151 or REA 223 with a grade of C or better, or Reading assessment score of 80-120, or instructor permission

Assists students in developing diversity awareness. Emphasizes the strengths inherent in mastering a developmental framework for awareness and application of diversity-related concepts.

RTE — RADIOLOGIC TECHNOLOGY, COMPUTED TOMOGRAPHY, AND MAMMOGRAPHY COURSES
RTE 101 Introduction to Radiography
2 credit hours
Prerequisite: BIO 201 and BIO 202, or BIO 106, ENG 121, HPR 178, MAT 121 or higher, PSY 101 or SOC 101 or PSY 235 with a grade of C or better

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.

RTE 111 Radiographic Patient Care
2 credit hours
Prerequisite: BIO 201 and BIO 202, or BIO 106, ENG 121, HPR 178, MAT 121 or higher, PSY 101 or SOC 101 or PSY 235 and RTE 101 with a grade of C or better
Corequisite: RTE 121, RTE 141, and RTE 181

Offers expansion of the information presented in RTE 101, including diversity, universal precautions, legal considerations and ethics. Includes lecture and laboratory experience in the patient care areas of asepsis, vital signs, venipuncture, medical emergencies, assistance with drug administration, patient with special needs, and death and dying.

RTE 121 Radiologic Procedures I
3 credit hours
Prerequisite: BIO 201 and BIO 202, or BIO 106, ENG 121, HPR 178, MAT 121 or higher, PSY 101 or SOC 101 or PSY 235, and RTE 101 with a grade of C or better
Corequisite: RTE 111, RTE 141, and RTE 181

Introduces fundamentals of radiographic positioning, including use of radiographic equipment and safety, positioning terminology, anatomy, pathology, and skills necessary to perform radiographic procedures of the chest, abdomen, upper extremity, gastrointestinal and urinary systems.

RTE 122 Radiologic Procedures II
3 credit hours
Prerequisite: RTE 111, RTE 121, RTE 141 and RTE 181 with a grade of C or better
Corequisite: RTE 131 RTE 132, RTE 142, and RTE 182

Introduces additional material building on RTE 121 including the knowledge of anatomy, pathology, and skills necessary to perform radiographic procedures of the lower extremity, pelvis, spine, and boney thorax.

RTE 131 Radiographic Pathology and Image Evaluation I
1.5 credit hours
Prerequisite: RTE 111, RTE 121, RTE 141 and RTE 181 with a grade of C or better
Corequisite: RTE 122, RTE 132, RTE 142, and RTE 182

Provides a detailed anatomic discussion of the respiratory, digestive, and genitourinary systems and related medical terminology. This course will also cover the details of bony anatomy including the bone structure, pathology and arthrology.

RTE 132 Radiographic Pathology and Image Evaluation II
1.5 credit hours
Prerequisite: RTE 111, RTE 121, RTE 131, RTE 141 and RTE 181 with a grade of C or better
Corequisite: RTE 122, RTE 142, and RTE 182

Provides detailed anatomic/pathologic discussion of the spine, circulatory system, nervous system and skull and related medical terminology.

RTE 141 Radiographic Equipment/Imaging I
3 credit hours
Prerequisite: BIO 201 and BIO 202, or BIO 106, ENG 121, HPR 178, MAT 121 or higher, PSY 101 or SOC 101, or PSY 235 and RTE 101 with a grade of C or better
Corequisite: RTE 111, RTE 121, and RTE 181

Introduces the fundamental aspects of radiographic equipment, including a basic review of physics fundamentals pertaining to X-ray production, the X-ray machine, image receptors and control of scatter radiation.

RTE 142 Radiographic Equipment/Imaging II
3 credit hours
Prerequisite: RTE 111, RTE 121, RTE 141 and RTE 181 with a grade of C or better
Corequisite: RTE 122, RTE 131, and RTE 182

Expands upon information covered in RTE 141 and provides in-depth knowledge of radiographic exposure technique, digital image processing, and fluoroscopy. In addition, the factors that affect image quality in digital and film/screen imaging, quality control, and quality assurance will be covered.

RTE 181 Radiographic Internship I
5 credit hours
Prerequisite: BIO 106 or BIO 201 and BIO 202, ENG 121, HPR 178, MAT 121 or higher, PSY 101 or SOC 101, or PSY 235 and RTE 101 with a grade of C or better
Corequisite: RTE 111, RTE 121, and RTE 141

Introduces the clinical education experience at the clinical education center. The student applies knowledge learned in the classroom to the actual practice of radiography.

RTE 182 Radiographic Internship II
5 credit hours
Prerequisite: RTE 111, RTE 121, RTE 141, and RTE 181 with a grade of C or better
Corequisite: RTE 122, RTE 131, and RTE 142

Introduces additional concepts and more complex radiographic procedures to those learned in Clinical Internship I.

RTE 183 Radiographic Internship III
7 credit hours
Prerequisite: RTE 111, RTE 121, RTE 122, RTE 131, RTE 141, RTE 142, RTE 181, and RTE 182 with a grade of C or better

Reinforces the basic concepts of Clinical Internship I and II.

RTE 221 Advanced Medical Imaging
3 credit hours
Prerequisite: RTE 111, RTE 121, RTE 122, RTE 131, RTE 141, RTE 142, RTE 181, RTE 182, and RTE 183 with a grade of C or better
Corequisite: RTE 231 and RTE 281

Introduces advanced imaging techniques including radiography of the cranium, facial bones and special radiographic procedures. These concepts are combined with the basic oral communication techniques necessary for the professional radiographer.

RTE 231 Radiation Biology/Protection
2 credit hours
Prerequisite: RTE 111, RTE 121, RTE 122, RTE 131, RTE 141, RTE 142, RTE 181, RTE 182, and RTE 183 with a grade of C or better
Corequisite: RTE 221 and RTE 282

Provides the basic knowledge and understanding of the biologic effects of ionizing radiation and radiation protection and safety.

RTE 240 Principles of CT Imaging
3 credit hours
Prerequisite: ARRT or NMTCB Certified

Exploration of the history, physical principles and instrumentation involved in Computed Tomography (CT). CT image creation, processing and display will be examined from data acquisition through post-processing and archiving. Patient factors and other related elements affecting image quality will be explained, as well artifact production and reduction. Radiation protection practices and quality control will also be explored.

RTE 250 Mammography
3 credit hours
Prerequisite: ARRT Certified

Introduces the fundamentals of mammography as required for ARRT mammography certification.

RTE 255 Multiplanar Sectional Imaging
2 credit hours
Prerequisite: ARRT or NMTCB Registered

Offers a course designed to increase knowledge in multi-planar/multi-modality sectional anatomy for imaging professionals, radiologic technology students, and other interested health care professionals. Correlative studies of line drawings, cadaverous photographs, MRI, and CT images are thoroughly studied.

RTE 275 Special Topics
1-12 credit hours

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

RTE 281 Radiographic Internship IV
8 credit hours
Prerequisite: RTE 111, RTE 121, RTE 122, RTE 131, RTE 141, RTE 142, RTE 181, RTE 182, and RTE 183 with a grade of C or better
Corequisite: RTE 221 and RTE 231

Introduces the student to the radiographic specialty areas of Pediatrics, Geriatrics, the out-patient clinic, as well as increasing proficiency in general radiography.

RTE 282 Radiographic Clinical Internship V
8 credit hours
Prerequisite: RTE 111, RTE 121, RTE 122, RTE 131, RTE 141, RTE 142, RTE 181, RTE 182, RTE 183, RTE 221, RTE 231, and RTE 281 with a grade of C or better
Corequisite: RTE 132 and RTE 289

Introduces the student to the radiographic specialty areas of pediatrics, geriatrics, the outpatient clinic, portable and trauma radiography as well as increasing proficiency in general radiography.

RTE 284 Advanced Clinical (CT Clinical Internship)
1-12 credit hours
Prerequisite: ARRT or NMTCB Certified

Provides the student with supervised hands-on training in advanced field of medical imaging. Allows the student to gain the clinical experience necessary to work in the specified area of advanced practice.

RTE 289 Radiographic Capstone
3 credit hours
Prerequisite: RTE 111, RTE 121, RTE 122, RTE 131, RTE 141, RTE 142, RTE 181, RTE 182, RTE 183, RTE 221, RTE 231, and RTE 281 with a grade of C or better
Corequisite: RTE 132 and RTE 282

Prepares the radiologic technology student to sit for the American Registry of Radiologic Technologists (ARRT) certification examination through a comprehensive review of RTE program curriculum, with practice answering certification examination-type questions through the administration of multiple mock certification exams. Provides the student with the requisite skills to effectively search for a job in medical imaging.

RTE 291 Mammography Internship
3-6 credit hours
Prerequisite: ARRT Certified

Provides clinical experience for demonstrating and documenting clinical competencies required by the American Registry of Radiologic Technologist for application for registry examination.

RTH — RADIATION THERAPY COURSES
RTH 221 Principles of Radiation Therapy I
3 credit hours

Introduces the radiation therapy profession. Develops understanding of the principles of the cancer management team emphasizing patient care and assessment, detection and diagnosis, and imaging and processing. Introduces treatment machines and quality assurance fundamentals for treatment procedures.

RTH 222 Principles of Radiation Therapy II
2 credit hours

Develops ability to think critically about therapist's role for continuous quality improvement in Radiation Oncology. Emphasizes the simulation process for localization of target and treatment volumes. Categorizes treatment machines, immobilization devices, and relates surface and sectional anatomy for simulation and treatment procedures.

RTH 225 Oncology Pathophysiology
3 credit hours

Content is designed to introduce concepts related to the disease process. An emphasis on etiological considerations, neoplasia, and associated diseases in the radiation therapy patient. Explain principles of oncologic pathophysiology and the interactions of radiation with cancer cells, tissues and the body as a whole. Discussion of the theories and principles of tolerance dose, time-dose relationships, fractionation schemes and the relationship to the clinical practice of radiation therapy will be discussed, examined and evaluated.

RTH 242 Radiation Physics
3 credit hours

Presents radiation oncology physics as it is practiced in the clinic: structure of matter, nuclear transformations, production of x-rays and interactions, measurement of ionizing radiation and absorbed dose, quality of x-ray beams, radiation protection and brachytherapy.

RTH 243 Oncology Principles and Practice
2 credit hours

Examines and evaluates the management of neoplastic disease applying concepts and principles of the patient condition, treatment and prognosis. Uses case studies to integrate physiology, histology, grading, and staging with treatment of anatomical regions and outcomes.

RTH 244 Oncology Principle & Practice II
2 credit hours

Examines and evaluates the management of neoplastic disease applying concepts and principles of the patient condition, treatment and prognosis. Uses case studies to integrate physiology, histology, grading, and staging with treatment of anatomical regions and outcomes.

RTH 245 Portal Design I
3 credit hours

Simulate typical radiation therapy treatment portals designed for radiation therapy treatments. To include specific anatomy and primary routes of spread for sites where radiation is traditionally indicated in a patients treatment management for the following anatomic areas: Head & Neck, Central Nervous System, Breast, Lung.

RTH 246 Portal Design II
2 credit hours

Simulate typical radiation therapy treatment portals designed for radiation therapy treatments. To include specific anatomy and primary routes of spread for sites where radiation is traditionally indicated in a patients treatment management for the following: Gastrointestinal Cancers, Genitourinary Cancers, Gynecological Cancers.

RTH 247 Portal Design III
2 credit hours

Simulate typical radiation therapy treatment portals designed for radiation therapy treatments. To include specific anatomy and primary routes of spread for sites where radiation is traditionally indicated in a patients treatment management for the following: Pediatric Cancers, Soft Tissue Sarcomas, Radiation Therapy Emergencies.

RTH 261 Treatment Planning
3 credit hours

Analyses principles of multiple beam planning to determine dose distribution for specific anatomic sites. Applies complex dose calculations. Constructs and compares isodose distributions. Interprets and critiques treatment plans and brachytherapy procedures.

RTH 281 Internship I
8 credit hours

Synthesizes the leadership skills required for patient care and management in simulation, treatment planning and delivery of treatment. The student completes core competency documentation. There will be a scheduled 2-hour lab time for the learner to use the computer for clinical assignments as needed.

RTH 282 Internship II
8 credit hours

Synthesizes the leadership skills required for patient care and management in simulation, treatment planning and delivery of treatment. The student completes core competency documentation. There will be a scheduled 2-hour lab time for the learner to use the computer for clinical assignments as needed.

RTH 283 Internship III
8 credit hour

Synthesizes the leadership skills required for patient care and management in simulation, treatment planning and delivery of treatment. The student continues core competency documentation and assists with a brachytherapy procedure. There will be a scheduled 2-hour lab time for the learner to use the computer for treatment planning assignments as needed.

RTH 284 Internship IV
8 credit hours

Synthesizes the leadership skills required for patient care and management in simulation, treatment planning and delivery of treatment. The student completes core competency documentation. There will be a scheduled 2-hour lab time for the learner to use the computer for clinical assignments as needed.

SCI — SCIENCE COURSES

SCI 155 Integrated Science I - Physics and Chemistry with Lab: GT-SC1
4 credit hours

Prerequisite: Designed for education majors. Grade of C or better in CCR 092, CCR 093, or ENG 090 and REA 090; and Grade of C or better in MAT 099 or MAT 055; or English assessment score of 95 or better and/or Reading assessment score of 80 or better; and Math assessment score of 85 or better

Examines the nature of energy and matter, their interactions and changes, and the application of fundamental concepts to the study of our natural world. These concepts will be explored in hands-on laboratory experiments. This course integrates the fundamental concepts and ideas about the nature of physics and chemistry with the natural world. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

NOTE: This class is designed for students who are seeking an AA degree with an emphasis in education.

SCI 156 Integrated Science II - Earth and Life Science with Lab: GT-SC1
4 credit hours

Prerequisite: Designed for education majors. Grade of C or better in CCR 092, CCR 093, or ENG 090 and REA 090; and Grade of C or better in MAT 099 or MAT 055; or English assessment score of 95 or better and/or Reading assessment score of 80 or better; and Math assessment score of 85 or better

Examines earth and biological systems, living and non-living environments, through the application of fundamental energy and matter concepts. These systems and concepts will be explored in hands-on laboratory experiments. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

NOTE: This class is designed for students who are seeking an AA degree with an emphasis in education.

SOC — SOCIOLOGY COURSES

SOC 101 Introduction to Sociology I: GT-SS3
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

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. GT-SS3

SOC 102 Introduction to Sociology II: GT-SS3
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Examines social institutions and organizations from the macro perspective. Emphasizes issues of social change, demography, social movements, and conflicts and trends within education, religion, family, political, and economic structures. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

SOC 201 Introduction to Gerontology
3 credit hours

Prerequisite: ENG 121; and SOC 101 or SOC 102 with a grade of C or better

Acquaints students with the major issues and concepts pertinent to the field of gerontology. The course introduces various theoretical perspectives on aging, the changing trends in life expectancy and other demographic considerations, and the interrelationship between elders and key social institutions. It provides an overview of physical, cognitive, and socioemotional factors associated with aging.

SOC 203 Urban Socio-Anthropology
3 credit hours

Prerequisite: ENG 121; and ANT 101, SOC 101, or SOC 102 with grade of C or better

Examines how cities and city life are shaped by cultural, social, political, and economic forces operating at many different levels. Additionally, SOC 203 examines the history and theoretical roots of urban anthropology and sociology, ethnographic fieldwork in urban environment, and urban social organization in cross-cultural perspectives.

SOC 205 Sociology of Family Dynamics: GT-SS3
3 credit hours

Prerequisite: ENG 121; and SOC 101 or SOC 102 with grade of C or better

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. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

SOC 207 Environmental Sociology: GT-SS3
3 credit hours

Prerequisite: ENG 121; and SOC 101 or SOC 102 with a grade of C or better

Examination of humans and the environment from an ecological perspective. Focuses on industrial and economic growth versus sustainability, natural resources development and management, environmental values and social movements, and comparative perspectives on people's relationship to the environment. Review of the "Green" movement and other environmental movements and their impacts upon social dynamics, the environment, and the evolution of social movements. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

SOC 210 Technology and Society
3 credit hours

Prerequisite: ENG 121; and SOC 101 or SOC 102 with a grade of C or better

This course analyzes the relationship between technology and human society and culture; how technology has influenced the development of society and how social and cultural forces have influenced the development of technology. The course will examine both current and historical examples of key technologies and the ways their development and utilization have been contextualized by society and culture. In particular, the course will explore the implications of living in a modern society defined by increasing dependence on complex technologies and rapid technological change.

SOC 215 Contemporary Social Problems: GT-SS3
3 credit hours

Prerequisite: ENG 121; and SOC 101 or SOC 102 with a grade of C or better

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. GT-SS3

SOC 216 Sociology Of Gender: GT-SS3
3 credit hours

Prerequisite: ENG 121; and SOC 101 or SOC 102 with a grade of C or better

Gives students the theoretical and factual background necessary to understand the phenomenon of gender stratification in American and other cultures. Students will be exposed to a history of gender stratification in human societies, theoretical explanations for this and insights into the consequences of gender differentiation in our world today. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

SOC 218 Sociology of Diversity: GT-SS3
3 credit hours

Prerequisite: ENG 121; and SOC 101 or SOC 102 with a grade of C or better

Explores the variety of intergroup relations regarding race, nationality, ethnicity, gender, sexual orientation, and other diversity issues. Patterns of prejudice, discrimination and possible solutions to these issues will be addressed. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

SOC 220 Sociology of Religion: GT-SS3
3 credit hours

Prerequisite: ENG 121; and SOC 101 or SOC 102 with a grade of C or better

Provides an introduction to the sociology of religion, including a comparative and critical examination of world religions, by focusing on sociological interpretation and explanation of the role of religion in human culture. The interaction between society and religion is thus examined as are a wide variety of religious beliefs and practices. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

SOC 223 Chicanos in a Changing Society
3 credit hours

Prerequisite: ENG 121 with a grade of C or better

Explores the lives and roles of Chicanos and Chicanas (Americans of Mexican descent). It introduces students to the Chicano community, its historical, political and social development. It explores the ways in which Chicano communities interrelate with Anglo and multicultural societies as well as its future prospects.

SOC 231 The Sociology of Deviant Behavior: GT-SS3
3 credit hours
Prerequisite: ENG 121; and SOC 101 or SOC 102 with a grade of C or better
Examines the nature, identification, and explanation of deviant categories. Theories and philosophies as well as methods of treatment related to deviancy will also be considered. The course will study society's attempts to control, change, and institutionalize those acts, individuals or groups that a population may deem unacceptable. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

SOC 237 Sociology of Death and Dying: GT-SS3
3 credit hours
Prerequisite: ENG 121; and ANT 101, PSY 101, PSY 102, SOC 101, or SOC 102 with a grade of C or better
Provides an opportunity to familiarize students and professionals with the needs and issues surrounding dying and death. This course will provide sociological, psychological, religious, historical and anthropological perspectives for interpreting contemporary American customs dealing with dying, death and bereavement. We will examine the professions associated with death and dying, such as hospice, funeral and crematory institutions, and medical care. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

SOC 265 Violence and Culture
3 credit hours
Prerequisite: ENG 121; and ANT 101 or SOC 101 with a grade of C or better
Examines the concepts, relationships, organizations, and research as they relate to violence in multiple cultural settings. This course assists in developing an understanding of societal and institutional causes of violence; explores resources for intervention and treatment; and provides service learning applications in violence assessment, treatment, and victim assistance.

SOC 275 Special Topics
0-12 credit hours
Prerequisite: ENG 121 with a grade of C or better
Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

SOC 285 Independent Study
0-12 credit hours
Prerequisite: ENG 121 with a grade of C or better
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

SPA — SPANISH COURSES

SPA 101 Conversational Spanish I
3 credit hours
Offers beginning students the skills necessary to understand and speak Spanish. The material includes basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

SPA 102 Conversational Spanish II
3 credit hours
Prerequisite: SPA 101 with a C or better
Offers students the skills necessary to understand and speak Spanish. The material continues to cover basic conversations patterns, expressions, and grammar.

SPA 111 Spanish Language I
5 credit hours
Develops students' interpretive, interpersonal, and presentational communicative abilities in the language. Integrates these skills in the cultural contexts in which the language is used. Offers a foundation in the analysis of culture.

SPA 112 Spanish Language II
5 credit hours
Prerequisite: SPA 111 with a grade of C or better
Expands students' interpretive, interpersonal, and presentational communicative abilities in the language across the disciplines. Integrates these skills with the study of the cultures in which the language is used. Offers a foundation in the analysis of culture and develops intercultural communicative strategies.

SPA 114 Fast Track Spanish I & II
5 credit hours
Prerequisite: Spanish placement test with a score of 282 or better, and grade of C or better in CCR 092, CCR 093, or ENG 090 and REA 090; or English assessment score of 95 or better and/or Reading assessment score of 80 or better; or equivalent ACT/SAT scores
Designed to bridge beginning SPA courses with intermediate SPA courses. It is designed for students who have studied two years of the target language in high school and possess linguistic and cultural knowledge that true beginners do not, but are not ready yet to move to the intermediate level because they need an in-depth review of essential structures.
NOTE: This course is for students who have not taken SPA 111. If you are currently enrolled in SPA 111, you must enroll in SPA 112 for the next level of study.

SPA 115 Spanish for the Professional I
3 credit hours
Prerequisite: SPA 111 or SPA 112 with a grade of C or better, or instructor permission
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.

SPA 211 Spanish Language III: GT-AH4
3 credit hours
Prerequisite: SPA 112 or SPA 114 with a grade of C or better, or instructor permission
Continues SPA 111 Spanish Language I and SPA 112 Spanish Language II in the development of increased functional proficiency in listening, speaking, reading and writing the Spanish language. This course is one of the Statewide Guaranteed Transfer courses. GT-AH4
NOTE: The order of the topics and methodology will vary according to individual texts and instructors.

SPA 212 Spanish Language IV: GT-AH4
3 credit hours
Prerequisite: SPA 211 with a grade of C or better, or instructor permission
Continues SPA 111 Spanish Language I, SPA 112 Spanish Language II and SPA 211 Spanish Language III in the development of increased functional proficiency in listening, speaking, reading, and writing the Spanish language. This course is one of the Statewide Guaranteed Transfer courses. GT-AH4
NOTE: The order of the topics and the methodology will vary according to individual texts and instructors.

SPA 215 Spanish for the Professional II
3 credit hours
Prerequisite: SPA 115 with a grade of C or better
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.

SPA 261 Grammar for the Heritage Language Speaker
3 credit hours
Prerequisite: Instructor permission
Provides formal grammatical instruction to Spanish Language students whether native or bilingual who want to develop their existing proficiency in the target language.

SPA 262 Composition For The Heritage Language Speaker
3 credit hours
Prerequisite: Instructor permission
Provides formal composing instruction to Spanish Language students whether native or bilingual who want to develop their existing proficiency in the target language.

SPA 275 Special Topics
0-12 credit hours
Prerequisite: Instructor permission
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

SPA 285 Independent Study
0-12 credit hours

Prerequisite: Instructor permission

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

THE — THEATRE COURSES
THE 105 Theatre Appreciation: GT-AH1
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

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. GT-AH1

THE 106 Cross-Cultural Storytelling
4 credit hours

Offers international students and American students the opportunity to share ethnic/cultural experiences by using the theatre techniques of story-telling, improvisation, mime, verbal and non-verbal language, scripting and staging techniques resulting in performance projects.

THE 108 Theatre Script Analysis: GT-AH1
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Introduces students to methods of reading and analyzing literature for the stage. In addition, students will apply staging and design concepts in visu-alizing and analyzing how a play looks, sounds, and feels when produced. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

THE 110 Theatre in Denver
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Acquaints students with the range of theatre companies and productions in the Denver area. The itinerary is designed to provide the greatest vari-ety of theatrical experiences within the logistical circumstances of a given semester's offerings. Accordingly, students will confront a broad spectrum of dramatic literature performed by various companies in distinct milieu.

THE 111 Acting I
3 credit hours

Covers basic acting techniques and approaches including scene study, im-provisation, and script analysis. It includes practical application through classroom performance.

THE 112 Acting II
3 credit hours

Prerequisite: THE 111 with a grade of C or better

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

THE 115 Stage Movement for Actors
3 credit hours

Introduces the vocabulary of human movement, techniques of physical training, and anatomy and kinesiology for the actor. The course includes forms of basic dance and the coordination of movement with vocal delivery.

THE 116 Technical Theatre
3 credit hours

Introduces hands-on methods of constructing and painting scenery and properties and operating stage lighting. Students also learn the proper procedures of using shop equipment and serving on stage crews.

THE 129 Introduction to the Entertainment Industry
3 credit hours

Teaches the student an overview of what the Entertainment Industry is and what skill sets are required to enter this field.

THE 131 Theatre Production I
3 credit hours

Prerequisite: Instructor permission

Allows students to put into practice theories of theatre production. Par-ticipation in set construction, scenic artistry, costuming, lighting, sound, acting, stage managing, and administration is available.

THE 132 Theatre Production II
3 credit hours

Prerequisite: THE 131 with a grade of C or better and instructor permission

Allows students to put into practice theories of theatre production. Par-ticipation in set construction, scenic artistry, costuming, lighting, sound, acting, stage managing, and administration is available.

THE 150 Comedy
3 credit hours

Helps students learn improvisation comedy skills, stand-up comedy skills for performance along with the business aspect of comedy. Students will learn the career and marketing end of putting together a show for performance.

THE 151 Stagecraft I
3 credit hours

Focuses upon fundamental theories and construction of flats, platforms, stair units, soft scenery and other aspects of Stagecraft.

THE 175 Special Topics
0-12 credit hours

Prerequisite: Instructor permission

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

THE 211 Development of Theatre Greek to Renaissance: GT-AH1
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

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. GT-AH1

THE 212 Development of Theatre Restoration to Modern: GT-AH1
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Surveys the history and evolution of drama from the Renaissance to the present, emphasizing all aspects of the art from period values to the analy-sis of dramatic literature and performance. This course is one of the State-wide Guaranteed Transfer courses. GT-AH1

THE 215 Playwriting: GT-AH1
3 credit hours

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Gives students the opportunity to learn and practice playwriting techniques, thereby improving creative writing skills. Elements of dramatic structure, dialogue, styles, and theatrical practices are emphasized. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1.

THE 218 Readers Theatre
3 credit hours

Studies ensemble interpretation of literature—poetry, prose, and drama, primarily through the medium of the spoken word.

THE 220 Directing I
3 credit hours

Prerequisite: THE 105 and THE 111 or THE 215 with a grade of C or better

Covers basic techniques for stage directing in contemporary theatre. Top-ics to be covered include stage composition, script analysis, work with ac-tors, and the collaborative role of the director.

THE 240 Theatre Voice and Diction
3 credit hours

Provides students with individual tutorials which define, design and apply specific vocal techniques to abate singing and speech difficulties. Master class performances provide the opportunity to conjure the energy, charisma and stage command necessary for presentations.

THE 275 Special Topics
0-12 credit hours
Prerequisite: Instructor permission

Explores current topics, issues and activities related to one or more aspects of the named discipline.

THE 284 Internship: Theatre
0-12 credit hours
Prerequisite: Instructor permission

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.

THE 285 Independent Study
0-12 credit hours
Prerequisite: Instructor permission

Emphasizes structured and guided, individualized research that is organized and tailored around the interests and needs of the individual student.

VET — VETERINARY TECHNOLOGY AND VETERINARY ASSISTANT COURSES

VET 103 Veterinary Assistant Restraint and Handling
2 credit hours
Prerequisite: Math assessment score of 57(AR) or better, English assessment score of 70 or better, Reading assessment score of 62 or better, High School Biology or BIO 105, BIO 111, HPR 178 with a grade of C or better, and admission into the Veterinary Assistant program
Corequisite: HPR 178, VET 113, VET 114, VET 120, and VET 183

Introduces students to basic animal care skills and clinical procedures common to a veterinary assistant in practice. Laboratories provide practice in restraint, grooming and physical exam techniques.

VET 106 Exotic Animal Handling
2 credit hours
Prerequisite: BIO 111, ENG 121 with a grade of C or better and admission into the Veterinary Technology program

Designed to provide students knowledge and skills required for veterinary technicians. This course focuses on exotic animal husbandry, handling, restraint and specific problems encountered with exotic animals.

VET 108 Introduction to Laboratory Procedures
3 credit hours
Prerequisite: BIO 111, ENG 121 with a grade of C or better and admission into the Veterinary Technology program

Studies the biology, clinical appearance and laboratory diagnosis of parasitic diseases of veterinary and zoonotic importance.

VET 109 Applied Comprehension Animal Behavior
3 credit hours

This course explores the topic of companion animal behavior through: critical reviews of behavioral literature and its implications for applied techniques in behavior, demonstrations of applied techniques for modifying animal behavior and the application of the principles of companion animal body posture and communication to everyday treatment of animals. Focuses on treatment of animals in veterinary practice, including improving handling techniques and safety.

VET 113 Vet Assist Surgical & Nursing Care
3 credit hours
Prerequisite: Math assessment score of 57(AR) or better, English assessment score of 70 or better, Reading assessment score of 62 or better, High School Biology or BIO 105, BIO 111, HPR 178 with a grade of C or better, and admission into the Veterinary Assistant program
Corequisite: HPR 178, VET 103, VET 114, VET 120, and VET 183

Introduces surgical assisting of the veterinarian and/or the veterinary technician, including basic knowledge of surgical instruments and surgery room hygiene. Also introduces basic nursing care of animal patients including safety concerns and nursing procedures.

VET 114 Vet Assist Lab & Clinical Procedures
3 credit hours
Prerequisite: Math assessment score of 57(AR) or better, English assessment score of 70 or better, Reading assessment score of 62 or better, High School Biology or BIO 105, BIO 111, HPR 178 with a grade of C or better, and admission into the Veterinary Assistant program
Corequisite: HPR 178, VET 103, VET 113, VET 120, and VET 183

Covers selected areas of common laboratory and diagnostic imaging procedures performed in a veterinary hospital. Emphasis is on assisting the veterinarian and/or veterinary technician with these procedures.

VET 115 Surgical Nursing
2 credit hours
Prerequisite: VET 108, VET 116, and VET 205 with a grade of C or better

Constructed for the student with limited background in veterinary medicine. The course expresses the need for familiarity with instruments, surgical support equipment, and proficiency in the proper preparation of the operating room.

VET 116 Humane Treatment and Handling of Animals
3 credit hours
Prerequisite: Admission into the Veterinary Technology program

Designed to give students knowledge and skills required for veterinary technicians. The course focuses upon animal welfare and humane treatment during handling and restraint, behavior, safety, equipment choice, and typical clinical procedures.

VET 120 Office Procedures and Relations
2 credit hours
Prerequisite: Admission into the Veterinary Technology or Veterinary Assistant program

Presents common veterinary office procedures including administration, professional etiquette, client relations, career development and job searching skills. Enrichment of computer skills in relationship to current veterinary management software will be emphasized.

VET 134 Diagnostic Imaging
2 credit hours
Prerequisite: VET 108, VET 116, VET 205, and VET 206 with a grade of C or better
Corequisite: VET 187

Covers selected areas of diagnostic imaging with an emphasis on radiology. Topics will include radiation properties, x-ray production, radiographic equipment, darkroom procedures, the radiographic image, animal positioning and radiation safety. An introduction to special imaging techniques such as computed tomography (CT scan) and ultrasound will also be included.

VET 182 Internship I
3 credit hours
Prerequisite: VET 108, VET 116, VET 120, and VET 205 with a grade of C or better

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.

VET 183 Internship
3 credit hours
Prerequisite: Math assessment score of 57(AR) or better, English assessment score of 70 or better, Reading assessment score of 62 or better, High School Biology or BIO 105, BIO 111, HPR 178 with a grade of C or better, and admission into the Veterinary Assistant program
Corequisite: HPR 178, VET 103, VET 113, VET 114, and VET 120

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.

VET 187 Cooperative Education: Diagnostic Imaging
1 credit hour

Prerequisite: VET 116, VET 205, and VET 206 with a grade of C or better
Corequisite: VET 134

Gains experience utilizing radiographic equipment, positioning of animals for radiographs, developing a technique chart and radiographic film. This is a 1 credit class which requires 45 contact hours in a private practice or research related facility.

VET 205 Veterinary Anatomy and Physiology I
4 credit hours

Prerequisite: BIO 111, ENG 121 with a grade of C or better, and admission into the Veterinary Technology program

Provides background in the anatomy and physiology of animals. The class covers the structure and function of each body system, including skeletal, muscular, circulatory, integumentary, and respiratory. Other subjects include principles of metabolism and unique characteristics of common domestic species. Applied laboratory experiences are included.

VET 206 Veterinary Anatomy and Physiology II
4 credit hours

Prerequisite: VET 108, VET 115 and VET 205 with a grade of C or better

Provides additional detail in anatomy and physiology of companion and farm animal species. The class covers interrelationships between body systems including respiratory, cardiovascular, urogenital, and reproductive. Additional topics include metabolism and digestion, acid/base balance, neuroendocrinology, and reproductive endocrinology. Applied laboratory experiences are included.

VET 224 Pharmacology for Veterinary Technicians
3 credit hours

Prerequisite: VET 108, VET 116, VET 205, VET 120, and VET 206 with a grade of C or better

Provides background in pharmacology principles including topics such as: mechanism of drug action, types of drugs, anesthetic agents, pharmacy management and calculations related to drug dosages.

VET 225 Anesthesiology
3 credit hours

Prerequisite: VET 108, VET 115, VET 116, VET 120, VET 182, VET 205, VET 206, and VET 224 with a grade of C or better

Covers appropriate forms of injectable and gaseous anesthesia for surgical and diagnostic procedures. Other topics include anesthesia monitoring, emergency procedures, and control of post-surgical pain.

VET 227 Animal Nutrition
2 credit hours

Prerequisite: Anatomy and Physiology course or graduation from an AVMA accredited school

Gives students a foundation in the principles of animal nutrition. The course focuses on the basic elements of nutrition including the major categories of nutrients, and their sources, digestion, and metabolism. Both large and small animal feeds and feeding will be covered. The course emphasizes the relationship between nutrition and health.

VET 240 Veterinary Medicine and Surgery
4 credit hours

Prerequisite: VET 108, VET 115, VET 116, VET 120, VET 134, VET 182, VET 187, VET 205, VET 206, VET 224, VET 225, VET 227, VET 241 and VET 281 with a grade of C or better

Presents commonly encountered medical and surgical conditions of the dog and cat with the emphasis on the role of the veterinary technician in the management of these entities. The course also includes special techniques laboratories in small animal medicine that provide a hands-on teaching experience in catheterization, collection of bone marrow aspirates, and centesis.

VET 241 Clinical Laboratory Procedures
4 credit hours

Prerequisite: VET 205 and VET 206 with a grade of C or better

Discusses the biochemical derangements that characterize disease. Topics include proper collection and analysis of urine, blood, and cytological samples; basic principles of anatomic pathology; necropsy procedure and sample collection.

VET 242 Veterinary Critical Care
2 credit hours

Provides instruction in appropriate nursing assessment, monitoring and intervention with emergencies. Uses knowledge and understanding of overall anatomy, physiology, and disease or accident process to assist in veterinarian's diagnoses and treatment.

VET 243 Veterinary Diagnostic Microbiology
3 credit hours

Prerequisite: VET 281, VET 225, VET 227, and VET 241 with a grade of C or better

Includes the biology, clinical appearance and laboratory diagnosis of bacterial and viral diseases of veterinary and zoonotic importance.

VET 250 Clinical Competency Evaluation
1 credit hour

Prerequisite: VET 108, VET 115, VET 116, VET 120, VET 134, VET 182, VET 187, VET 205, VET 206, VET 224, VET 225, VET 227, VET 241 and VET 281 with a grade of C or better

Evaluates the students' clinical skills and knowledge after successful completion of the internship courses, in order to prepare them for the national board examination and clinical practice. Evaluation of clinical skills and knowledge includes selected clinical laboratory techniques (parasitology, hematology, urinalysis, cytology, chemistry, serology, microbiology); diagnostic imaging; office procedures; surgical preparation, instrumentation and assistance; anesthesia induction, maintenance and monitoring; restraint and handling techniques; small, large and laboratory animal diagnostic and therapeutic techniques; and pharmacology calculations, labeling and drug classification.

VET 281 Internship II
4 credit hours

Prerequisite: VET 182 with a grade of C or better

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.

VET 282 Internship III
5 credit hours

Prerequisite: VET 182 and VET 281 with a grade of C or better

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.

WEL — WELDING AND FABRICATION COURSES

WEL 100 Safety for Welders
1 credit hour

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 101 Allied Cutting Processes
4 credit hours

Prerequisite: WEL 100 with a grade of C or better

Covers setting up equipment and performing cutting and gouging operations, utilizing the oxyacetylene, air carbon arc, exothermic, and plasma arc cutting processes. This course will also provide an introduction to blueprint reading.

WEL 102 Oxyacetylene Joining Processes
4 credit hours

Prerequisite: WEL 100 with a grade of C or better

Introduces safety inspections, minor repairs, operating parameters, oxyacetylene welding equipment, and oxyacetylene welding, brazing, and soldering operations. Blueprint reading skills will be practiced in this course.

WEL 103 Basic Shielded Metal Arc I
4 credit hours
Prerequisite: WEL 101 with a grade of C or better

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
4 credit hours
Prerequisite: WEL 103 with a grade of C or better

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 class.

WEL 106 Blueprint Reading for Welders and Fitters
4 credit hours

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
4 credit hours
Prerequisite: WEL 104 and MAT 108 with a grade of C or better

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
4 credit hours
Prerequisite: WEL 110 with a grade of C or better

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 124 Introduction to Gas Tungsten Arc Welding
4 credit hours
Prerequisite: WEL 101, WEL 102 and MAT 108 with a grade of C or better

Covers welding in all positions and on various joint configurations using the GTAW (TIG) welding process on carbon steel, stainless steel and aluminum. Student should be familiar with basic metallurgy pertaining to the weldability of metals, structural joints, and safety in the welding industry.

WEL 125 Introduction to Gas Metal Arc Welding
4 credit hours
Prerequisite: WEL 101, WEL 102 and MAT 108 with a grade of C or better

Covers welding in all positions and on various joint configurations using the GMAW (MIG) welding process on carbon steel, stainless steel and aluminum. Student should be familiar with basic metallurgy pertaining to the weldability of metals, structural joints, and safety in the welding industry.

WEL 162 Basic Flux Cored Arc Welding
1 credit hour
Prerequisite: WEL 103 with a grade of C or better and English assessment score of 50 or better, Reading assessment score of 40 or better, and Math assessment score of 59 (EA) or 40 (AR) or better

Teaches how to safely set up and operate the flux core arc welding equipment.

WEL 175 Special Topics
3-4 credit hours
Prerequisite: Program Chair permission

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

WEL 176 Special Topics
3-4 credit hours
Prerequisite: Program Chair permission

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

WEL 177 Special Topics
3-4 credit hours
Prerequisite: Program Chair permission

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

WEL 178 Special Topics Workshop: Welding Lab
1-6 credit hours
Prerequisite: WEL 101, WEL 102, and WEL 106 with a grade of C or better.
Corequisite: Any other welding class, except WEL 100, WEL 101, and WEL 102

Provides students with an experiential learning experience.

WEL 202 Gas Metal Arc Welding II
4 credit hours
Prerequisite: WEL 125 with a grade of C or better

Covers safety inspections, minor repairs, operating parameters, operation of GMAW equipment, utilizing a variety of electrodes and base metals, and fundamental principles of welding metallurgy to welding, fabrication, and inspection.

WEL 203 Flux Cored Arc Welding I
4 credit hours
Prerequisite: WEL 103 with a grade of C or better and English assessment score of 50 or better, Reading assessment score of 40 or better, and Math assessment score of 59 (EA) or 40 (AR) or better

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 204 Flux Cored Arc Welding II
4 credit hours
Prerequisite: WEL 103 with a grade of C or better and English assessment score of 50 or better, Reading assessment score of 40 or better, and Math assessment score of 59 (EA) or 40 (AR) or better

Covers safety inspections, minor repairs, operating parameters, operating FCAW equipment utilizing gas shielded wire, and applying fundamentals of welding applications and cost estimating to welding, fabrication, and inspection.

WEL 224 Advanced Gas Tungsten Arc Welding
4 credit hours
Prerequisite: WEL 124 with a grade of C or better

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 weldability of metals, structural joints, and safety in the welding industry.

WEL 230 Pipe Welding I
4 credit hours
Prerequisites: WEL 110 and WEL 124 with a grade of C or better, or Chair permission

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 of other students during assigned fabrication and welding operations.

WST — WOMEN'S STUDIES COURSES
WST 200 Introduction to Women's Studies: GT-SS3
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores

Examines the nature and function of women in society from an interdisciplinary perspective, focusing on the similarity and diversity of women's experience over time and across cultures. The course will examine topics such as sex role, socialization, political and philosophical perspectives on women's issues, and women's accomplishments in history, art, literature, science, health issues and the family. Students will gain an awareness of the limitations of traditional scholarship on women, and gain a means of practical application of the new scholarship on women's roles and nature. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

WST 225 Women and Social Action: GT-SS3
3 credit hours
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or English assessment score of 95 or better, or equivalent ACT/SAT scores
Enables students to gain an understanding of the role of the systems of oppression in society and avenues available to them to create both individual and collective change through social action. Each student becomes aware of their ability to enact change and the empowerment that process provides. We will explore issues of diversity including, but not limited to race, class, gender, age and disability. The course emphasizes critical thinking skills and is informed by feminist pedagogy. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

WST 240 Goddesses and Women in the Ancient World: GT-SS3
3 credit hours
Prerequisite: ENG 121 with a grade of C or better
Surveys gender socialization and the roles, challenges, contributions, and images of women in the development of cultures. Through a study of arts, literature, music, politics, religion, philosophy, laws, and social standards students are introduced to the history of ideas that have defined women's place in societies. It examines goddesses, rituals, and ceremonies and how the image of the Feminine Divine changed from matriarchal cultures through the establishment of patriarchal cultures. These topics will be viewed through diverse cultures, including European and non-European, from the Ancient World through the Middle Ages. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

WST 249 Women's Sexuality: GT-SS3
3 credit hours
Prerequisite: ENG 121 with a grade of C or better
Explores how different cultures have understood women's sexuality and the power of femininity. The course addresses theories of sexuality and erotic power, women's sexualities across cultures and throughout the lifespan, the perception of sexuality in religion and history, and creative visualizations of women's sexuality in literature, visual, musical and performance art. This course is a part of the Statewide Guaranteed Transfer courses. GT-SS3
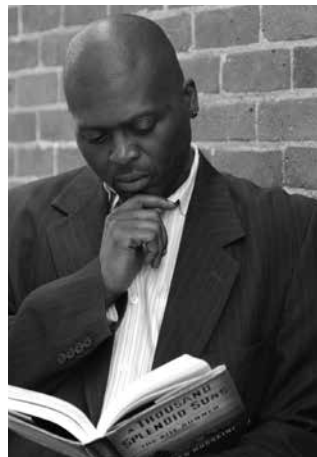
COLLEGE STAFF

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B.S., Logan University
D.C., Logan College of Chiropractic

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A.A.S., Bel Rea Institute of Animal Technology

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B.S., Certificate, Regis University
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M.A., B.A., University of Northern Iowa

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B.A., Hamilton College

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M.S., North Dakota State University
B.S., B.A., University of Iowa

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B.A., Metropolitan State University of Denver

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Leslie Rodriguez, *Veterans Specialist*

John David Samuelson, *Academic Credentials Specialist*
BMus., Metropolitan State University of Denver

Julia Sanchez, *Records Specialist/Administrative Assistant II*

Jo Sheely, *Administrative Assistant II*

Vacant, *Information Center Specialist*

CAREER DEVELOPMENT CENTER

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B.S.W., B.S., Colorado State University

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CENTER FOR SPECIAL PROGRAMS

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B.A., University of Northern Colorado

Xochitl Garcia, *Special Programs Specialist*

Tanika Vaughn, *Special Programs Specialist*
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B.A., Metropolitan State University of Denver

COLLEGE OPPORTUNITY & STUDENT OUTREACH

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B.A., The College of Wooster

Dat Bui, *International Recruiter*
B.A., University of Colorado Denver

Andrew Garcia, *Assistant Director, Student Outreach*

Barbara Girouard, *Administrative Assistant II*
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Dustin Grote, *Assistant Director of Student Leadership and Orientation Programs*
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Wael Khalifa, *Wecome Center Specialist*
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Julia Montijo, *Recruiter Bilingual*
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Emily Nemchak, *Student Orientation Specialist*
B.A., University of Northern Colorado

Alex Thompson, *Recruiter*
B.A., Iowa State University

Nu Tran, *International Admissions Coordinator*
B.A., University of Colorado at Denver
A.A., Community College of Denver

David Williams, *Recruitment Coordinator*
B.S., University of Colorado Denver

Aubrey Winbigler, *International Admissions Specialist*

CREATIVE SERVICES

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A.A.S., Community College of Denver

Gretchen Occhionero, *Designer, Creative Services*

Quynh Pham, *Associate Designer, Creative Services*

EDUCATIONAL OPPORTUNITY CENTER

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Laura Escarcega, *Program Specialist*

Mayra Guzman, *Student Development Specialist*
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Delmar Hamilton, *Student Development Specialist*

Lisa Lonneman-Doroff, *Student Development Specialist*
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B.A., College of St. Benedict/St.Johns University

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B.A., Oswego State College

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Mirna Villa-Linares, *Access Specialist*
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FINANCIAL AID, OFFICE OF

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Jacqueline Arce-Castro, *Debt Management Specialist*

Richard Barela, *Financial Aid Document Specialist*

Marlena Barnwell, *Scholarship Specialist*
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